

Area of Review	Proposal and Rationale	Sections of the Constitution to be revised
Delegation of decisions to write off debts for rent arrears	Currently the delegation scheme allows for the Head of Finance and Resources and Section 151 Officer to write off rent arrears in appropriate circumstances up to the value of £2500. It is proposed that the level be increased to £3500.	Paragraph 4.10.13 (6) of the Scheme of Delegation to Officers (Page 167 of the current version)
Functions of the Joint Employment Committee	<p>The Joint Employment Committee has responsibility for most employment matters relating to posts within the Strategic Alliance Management Team. The functions specify recruitment, and all matters of discipline and capability (performance and sickness). It is proposed that dismissal also be added to the functions, which would also cover redundancy.</p> <p>The proposal rectifies the omission from the functions allowing all staffing matters at this level to be considered by the same committee.</p> <p>This would also reflect the delegation given to the Chief Executive as the Head of Paid Service to determine all staffing matters including ‘the appointment, dismissal, suspension or discipline of staff, save that in relation to the Chief Executive Office, the Strategic Directors and the Heads of Service, this does not include the appointment and dismissal.’</p>	Part 3 Responsibility for Functions – Joint Employment Committee (Page 61 of the current version).
Scheme of Delegation for Officers - Elections	The Scheme of Delegation for officers under the Representation of the People’s Act 1983 currently delegates to the Elections Manager for NEDDC only the role of Deputy Acting Returning Officer for a Parliamentary Election. This is an oversight and will need to include the Elections Manager for BDC.	Part 4 Scheme of Delegation – Representation of the People’s Act 1983 S.24 (page 172 of the current version)

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Edits to the Constitution proposed by the Portfolio Holder responsible for Corporate Governance		
Budget and Policy Framework Rules – Inclusion of informing Portfolio Holders	<p>A request has been made for the relevant Portfolio Holder to be informed in the following circumstances:</p> <p>Decisions outside the Budget or Policy Framework 4.3.4 (2) – If the Executive and any officers, area committees or joint arrangements discharging functions want to make such a decision, they shall take advice from the Monitoring Officer, the Chief Finance Officer and the Head of Paid Service as to whether the decision they want to make would be contrary to the Budget and Policy Framework, or contrary to or not wholly in accordance with the Budget AND INFORM THE RELEVANT PORTFOLIO HOLDER.</p> <p>Virements 4.3.6 - Once a budget has been approved, Executive or budget managers shall be entitled to vire across budget heads within the budget framework with the exception of salary related budgets AND REQUIRED TO INFORM THE RELEVANT PORTFOLIO HOLDER WHEN THE VIREMENT IS IN EXCESS OF £25,000.. Virements from salary related budgets can only be utilised for the use of agency and consultancy work necessary to maintain agreed service levels. Managers within the Accountancy Section shall be entitled to vire budgets for housekeeping purposes within each service area.</p>	Part 4 Budget and Policy Framework (pages 103 and 104 in current version)

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Procurement Rules – Inclusion of informing Portfolio Holders	<p>A request has been made for the relevant Portfolio Holder to be informed in the following circumstances:</p> <p>Engagement of Consultants 4.8.12 (4) - Procurement plans and/or tenders prepared by external consultants on behalf of the Council must be referred to the Monitoring Officer, Chief Finance Officer, for approval and advice AND THE RELEVANT PORTFOLIO HOLDER INFORMED.</p>	Part 4 Procurement Rules (page 146 in current version)
Scheme of Delegation for Officers	<p>A request has been made for the following amendments to this section of the constitution:</p> <p>Introduction 4.10.1 (1) – Removal of mention of NEDDC 4.10.1 (4) - Officers shall MUST consult the local Ward Member(s) when they exercise any delegated powers specifically affecting their ward and when the matter is likely to be politically sensitive or contentious unless legal reasons prevent this.</p> <p>Transfer of Functions 4.10.7 (2) - Where a service is restructured, the Chief Executive Officer shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the Monitoring Officer AND INFORM THE RELEVANT PORTFOLIO HOLDER.</p> <p>Chief Executive’s Delegations 4.10.10 (2) - To take such action as he/she considers appropriate in an emergency following consultation with the Leader and/or Deputy Leader as he/she considers the circumstances will allow AND, WHERE APPLICABLE, INFORM THE RELEVANT PORTFOLIO HOLDER. Any decisions taken under this paragraph</p>	Part 4 Scheme of Delegation for Officers (pages 155, 157, and 160 in the current version)

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	<p>shall be reported by the Chief Executive Officer to the next meeting of Council explaining the reasons for the decision.</p> <p>4.10.10 (5) - If there is an urgent need for a commercial decision, the Chief Executive Officer, following consultation with the Leader and/or Deputy Leader AND THE RELEVANT PORTFOLIO HOLDER shall make the decision and endorsement will be sought from the Executive or Council as appropriate.</p>	
Members Code of Conduct	<p>A request has been made for the following amendments to this section of the constitution:</p> <p>Political Neutrality 3.2 (4) Political assistants appointed on fixed term contracts in accordance with the Local Government and Housing Act 1989 are exempt from the standards set in paragraphs 3(1) to 3(3). COUNCIL WOULD NEED TO AGREE THE APPOINTMENT AND WOULD BE FOR COUNCILLORS (AS THE POLITICAL GROUP SEEKING A POLITICAL ASSISTANT) TO MANAGE. THE POST WOULD BE APPOINTABLE UNTIL THE NEXT ELECTION.</p>	Part 5 Codes and Protocols