

ANGUS COUNCIL

22 MARCH 2018

REVISIONS TO STANDING ORDERS AND RELATED DOCUMENTS

REPORT BY SHEONA C HUNTER HEAD OF LEGAL AND DEMOCRATIC SERVICES

ABSTRACT

This Report details revisions to Standing Orders, the Order of Reference of Committees and the Scheme of Delegation to Officers to reflect the changes to the senior management and responsibility structures that are due to take effect from 1 April 2018 along with a number other miscellaneous changes.

1. RECOMMENDATION(S)

It is recommended that the Council:

- (i) notes the changes to the Standing Orders, the Order of Reference of Committees and the Scheme of Delegation to Officers, which are as a consequence of the changes to the Council's management and responsibility structures, which have been identified at this stage as detailed in **Appendix 1** to the Report;
- (ii) notes the further revisions to the Scheme of Delegation to Officers which are as a consequence of legislative changes;
- (iii) notes the changes to the Council's Financial Regulations which take into account the new management structures and responsibilities;
- (iv) approves the designation of the Service Leader – Legal and Democratic as the Monitoring Officer and the Legal Manager (Team 1) as Clerk to the Angus Licensing Board;
- (v) delegates authority to the Service Leader – Legal and Democratic Services to make any further changes to the Standing Orders and Related Documents which are a consequence of the changes to the Council's management and responsibility structures, all of which will be reported for information to members following conclusion of an officer review;
- (vi) delegates authority to the Head of Finance and Legal to make any further changes to the Financial Regulations which are a consequence of the changes to the Council's management and responsibility structures, all of which will be reported for information to members; and
- (vii) notes that if as a result of further discussions regarding either the Standing Orders and Related Documents or the Financial Regulations changes are proposed or required that fall outwith the scope of the changes arising from the management review, these will be submitted to members for their consideration

2. ALIGNMENT TO THE COUNCIL PLAN

This report contributes to the achievement of our priority that the council is efficient and effective as detailed in our Council Plan for 2017 – 2022.

3. BACKGROUND

The core constitutional documents of the Council are the Standing Orders, which regulate the proceedings at council meetings; the Order of Reference of Committees, which details the Council's committees, sub committees and their associated remits; and the Scheme of Delegation to Officers, which details the delegation to a range of Chief Officers. (Three further sections relate to guidance issued by the Head of Legal and Democratic Services on

categories of motions; guidance issued by the Head of Corporate Finance on the application of Standing Order 16(9) and guidance relating to the disposal of land and property). All are reviewed on a regular basis to ensure they are fit for purpose.

4. PROPOSALS

Changes to the Council's management structure were approved on 28 November 2017 and take effect from 1 April 2018. These changes need to be reflected in the Council's Standing Orders and Related Documents. Whilst these are for noting, they are shown as tracked changes in Appendix 1 for ease of reference.

A number of further revisions to the Standing Orders/Order of Reference of Committees /Scheme of Delegation to Officers which were as a consequence of legislative changes have been made to ensure that the Council's constitutional documents are up to date and fit for purpose. These are also for noting and shown as tracked changes in Appendix 1.

Further discussion is however required with officers to clarify a number of issues that have arisen, but which are not time critical. It is therefore proposed that officers continue to work on these areas which will then be reported for information to members. In order not to delay this, it is recommended that the Council delegates authority to the Service Leader – Legal and Democratic Services to agree these changes. These changes will be reported to members in an information report in due course.

The Standing Orders of the Council must also align with the Council's Financial Regulations (Standing Order 4) and as such the Council is also asked to note that the changes to post titles will be reflected in the Financial Regulations, as detailed below. Similarly to the review of Standing Orders, further revisions are required to the Financial Regulations which are not time critical and it is recommended that the Council delegates authority to the Head of Finance and Legal to conclude this review and implement the changes, all of which will be reported to members for information.

If however, as a result of further discussions regarding either the Standing Orders and Related Documents or the Financial Regulations changes are proposed or required that fall outwith the scope of the changes arising from the management review, these will be submitted to members for their consideration.

Existing Designation	From 1 April 2018
Head of Corporate Finance	Head of Finance & Legal
Head of Legal & Democratic Services	Service Leader – Legal & Democratic Services
Executive Management Team	Council Management Team
Service Manager (Governance & Consultancy)	Head of Strategic Policy, Transformation and Public Sector Reform
Audit Manager	Audit Manager
Corporate Procurement Manager	Manager – Procurement & Commissioning
Head of Children's Services	Head of Children, Families and Justice
Head of Adult Services	Chief Officer, Angus Health and Social Care Partnership
Head of Technical & Property Services	Head of Infrastructure
Service Manager (Financial Services)	Service Leader – Finance
Service Manager (Economic Development)	Service Leader – Strategic Policy & Planning
Service Manager (Housing)	Service Leader – Housing
Head of Housing, Regulatory and Protective Services	Head of Communities

In addition, the Council is formally requested to designate the Service Leader – Legal and Democratic Services as the Monitoring Officer in terms of Section 5 of the Local Government and Housing Act 1989 and the Legal Manager (Team 1) as Clerk to the Licensing Board.

5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this Report.

NOTE: No background papers, as detailed by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

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Appendix 1: Standing Orders and Related Documents