

London Borough of Hammersmith & Fulham

Report to: Full Council

Date: 22/01/2020

Subject: Review of the Constitution

Report of: The Leader of the Council – Councillor Stephen Cowan

Responsible Director – Hitesh Jolapara, Strategic Director of Finance and Governance

Summary

This report asks Council to approve changes to the departmental register of authorities, the Officer Scheme of Delegation and approve the creation of an additional Assistant to the Cabinet position.

Recommendations

1. That an additional Assistant to the Cabinet position be created to support the Cabinet.
2. To note that Councillor Rebecca Harvey was appointed by the Leader as an Assistant to the Cabinet in July 2019 and agreed the payment of a Special Responsibility Allowance for this post.
3. That amendments to the departmental register of authorities be approved (Appendix 1).
4. To note the new Contract Standing Orders attached at Appendix 2

Wards Affected: None

H&F Priorities

Our Priorities	Summary of how this report aligns to the H&F Priorities
<ul style="list-style-type: none">• Building shared prosperity	A Lead Member for Child Refugees will positively impact on the lives of child refugees living in the Borough.
<ul style="list-style-type: none">• Creating a compassionate council	The Council has a goal to help refugee children across the Channel. The Lead Member will ensure that they are looked after and receive the best care

	and support possible.
<ul style="list-style-type: none"> • Taking pride in H&F 	The Council led the campaign for the Government to allow child refugees from Calais into in the country. The council has created capacity to help at least 10 unaccompanied children from the camp, as soon as the Home Office gave permission for them to travel.

Financial Impact

An assistant to Cabinet position is entitled to a Special Responsibility Allowance (SRA) of £2,700 per year. There is sufficient provision in the existing budget to fund the cost of this additional SRA as contained in this report.

Legal Implications

The Local Government Act 2000 requires the Council to have and maintain a Constitution. The Monitoring Officer is satisfied that the Council's Constitution continues to fulfil its stated purposes, as set out in Article 1 of the Constitution.

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Background Papers Used in Preparing This Report

None.

DETAILED ANALYSIS

1. Proposals and Analysis of Options

- 1.1 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner.
- 1.2 The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to amend the Constitution where there has been a change in law, job title, structure, rearrangement of job responsibilities or for general administrative convenience. All extensive changes to the Constitution, however, must be approved by Full Council.
- 1.3 The Council's Monitoring Officer is required to review the Council's Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution.

Departmental Register of Authorities and the Officer Scheme of Delegation

- 1.4 Approval is sought for the amendments to the departmental register of authorities and the Officer Scheme of Delegation to reflect enacted new legislation by the Monitoring Officer.

Assistant to the Cabinet

- 1.5 Councillor Rebecca Harvey was appointed by the Leader as Lead Member for Child Refugees in July 2019. This report requests the creation of an additional Assistant to the Cabinet position and backdate the allowance to July 2019 when Councillor Harvey was first appointed as the Lead Member for Child Refugees and undertook the duties.

Contract Standing Orders

- 1.6 At the October 2019 Full Council meeting authority was delegated to the then Assistant Director of Legal and Democratic Services to "*update Financial Regulations and the constitution, and update and amend Contract Standing Orders.*" The Contract Standing Orders were updated and amended, and the new version introduced on 5th November 2019. A further update was undertaken on the 3rd January 2020 to reflect the new EU financial thresholds (applicable from 1 Jan 2020).

2. Reasons for Decision

- 2.1 The Council's Monitoring Officer is required to review the Council's Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution.

3. Equality Implications

- 3.1 The equalities implications of this decision have been considered to be neutral.
- 3.2 Implications verified by: Fawad Bhatti, Social Inclusion Policy Manager– Tel: 07500103617

List of Appendices:

- Appendix 1 - Changes to the Departmental Register of Authorities
- Appendix 2 – Contract Standing Orders