

# LONDON BOROUGH OF HAMMERSMITH & FULHAM

**Report to:** Full Council

**Date:** 13/07/2022

**Subject:** Review of the Constitution

**Report of:** The Leader of the Council

**Report author:** David Abbott, Head of Governance

**Responsible Director:** David Tatlow, Director of Corporate Resources and Monitoring Officer

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## SUMMARY

This report asks Council to note and approve a number of updates to the Council's constitution.

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## RECOMMENDATIONS

1. That Full Council notes that David Tatlow, Director of Corporate Resources, is the Council's Proper Officer for Registration and approves updates to the Scheme of Delegation to Officers detailed in paragraph 5 of the report.
  2. That Full Council approves the revisions to the Cabinet portfolios and Lead Member responsibilities detailed in Appendix 1 of the report.
  3. That Full Council appoint Councillor David Morton as Borough Representative for the Armed Forces Community.
  4. That Full Council agree to change the name of the 'Policy Unit and Oversight Board' to the 'Policy and Oversight Board'.
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**Wards Affected:** None

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<b>Our Values</b>	<b>Summary of how this report aligns to the H&amp;F Values</b>
Taking pride in H&F	Ensuring a high standard of governance across the Council.

## Financial Impact

The recommendations in this report have no direct financial implications.

*Andre Mark, Finance business partner, signed on 14 February 2022*

*Verified by Emily Hill, Director of Finance*

## 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.

*Adesuwa Omoregie, Assistant Director, Legal Services, signed on 15 February 2022*

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## Background Papers Used in Preparing This Report

The Council's Constitution: [www.lbhf.gov.uk/constitution](http://www.lbhf.gov.uk/constitution)

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## DETAILED ANALYSIS

### Proposals and Analysis of Options

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.
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.

### Reasons for Decision

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.

### Updates to the Officer Scheme of Delegation

4. This report notes that David Tatlow, Director of Corporate Resources, is the Council's Proper Officer for Registration.
5. The proposed updates to the Scheme of Delegation to Officers:
  - Reflect recent changes in organisational structure and changes to the responsibilities of Chief Officers. The updates are detailed below.

Function	Strategic Director	Department
The Leader's Office Communications Community Engagement	Lisa Redfern	Social Care
Digital Services	Jon Pickstone	Economy
Co-production	Jacqui McShannon	Children's Services

Equalities		
Pensions	Sukvinder Kalsi	Finance

### **Cabinet Portfolio Revisions**

6. The report recommends several revisions to the Cabinet portfolios, detailed in Appendix 1.

### **Lead Member Responsibilities**

7. This report recommends the appointment of Councillor David Morton as the Borough Representative for the Armed Forces Community. The role's responsibilities can be found at the end of Appendix 1.
8. The report also recommends amending the responsibilities of the President of the H&F Enterprise Board to indicate that they will lead on licensing policy.

### **Policy and Oversight Board**

9. This report recommends changing the name of the 'Policy Unit and Oversight Board' to the 'Policy and Oversight Board'.

### **LIST OF APPENDICES**

Appendix 1 – Revisions to Cabinet Portfolios and Lead Member Responsibilities