

ANNEX 1

ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION PRINCIPAL PROPOSED AMENDMENTS

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
<u>Part 3 – Responsibility for functions</u>		
The Executive – Leader and Cabinet Members		TBC
Overview & Scrutiny Committee membership		TBC
Regulatory and other Committee Memberships		TBC

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
<p>Schemes of Delegation to Chief Officers</p>	<p>Chief Executive in consultation/ conjunction with a Cabinet Member and/or other officers</p> <p>Director of Finance and Corporate Services – Finance functions</p> <p>Director of Environment</p> <p>Director of Environment and Director of Residents Services shared powers</p> <p>Director of Housing and Regeneration</p>	<p>Amend titles of officers to whom powers are delegated in conjunction with the Chief Executive, reflecting organisational changes.</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes</p> <p>Add delegation of powers to officers in relation to:</p> <p style="padding-left: 40px;">The Traffic Management (London Borough of Hammersmith and Fulham) Permit Scheme Order 2009 (Statutory Instrument 3168)</p> <p style="padding-left: 40px;">London Local Authority Act and Transport Act 2003</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes.</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes.</p>

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
<p>Schemes of Delegation to Chief Officers (cont) Schemes of Delegation to Chief Officers (cont.)</p>	<p>Director of Housing and Regeneration (cont.)</p> <p>Director of Community Services</p> <p>Director of Residents Services</p> <p>Director of Children’s Services</p>	<p>Add delegation of powers to officers in relation to:</p> <p style="padding-left: 40px;">Commonhold and Leasehold Reform Act S166 (legislation Associated with the homelessness provisions of the Housing Act 1996 – Part viii)</p> <p style="padding-left: 40px;">Issuing statutory notices regarding annual service charges and major works, and ground rent notices, on leaseholders as required</p> <p>Delete delegations regarding Supporting People Contracts.</p> <p style="padding-left: 40px;">Supporting People grants are now un-ringfenced and decisions no longer require specific delegation.</p> <p>Amend titles of officers to whom powers are delegated, reflecting organisational changes.</p> <p>Add an additional “Proper Officer” column (consistent with other Schemes of Delegation to officers) showing the Assistant Director to whom each function is delegated.</p> <p style="padding-left: 40px;">To clarify departmental delegations from the Director.</p>

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
<u>Part 4 – Rules of procedure</u>		
Council Procedure Rules:	<p>Business at ordinary Council meetings</p> <p>Petitions Scheme</p>	<p>Amend to provide for no Special Motions at the Budget Council meetings.</p> <p>To allow Members more time to debate the budget and Council priorities for the year.</p> <p>Amendments to the petitions Scheme are recommended in the separate report on the Council agenda</p>
Contract Standing Orders	Steps prior to purchase	<p>Add provision for the establishment of Service Review Teams to review specifications prior to contract retendering.</p> <p>SRTs will examine service delivery from an inter-borough and holistic perspective considering essential, desirable and additional requirements before retendering</p> <p>Add arrangements for collaboration with other boroughs</p> <p>To reflect the efficiencies to be achieved by working with other Councils.</p>

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
<p>Contract Standing Orders (cont.)</p>	<p>Competition requirements for purchase, disposal and partnership arrangements; Submission, receipt and opening of tenders</p> <p>Passim.</p>	<p>Amend the requirement for the Mayor’s office, Mayor or Chief Whip to open tenders over a specified level in the case of electronic tenders. All e-tenders will be opened by the Assistant Director (Procurement and IT Strategy). Any paper-based tenders will continue to be opened by the Mayor or Chief Whip depending on the tender value.</p> <p>Both internal and external auditors require controls, to demonstrate that paper tenders could not be tampered with. With the introduction of e-tendering, the software provides a complete, tamper-proof audit trail and therefore the need to ask senior Councillors to act as independent observers is no longer required.</p> <p>Add provision for electronic tendering.</p> <p>Providing for the efficiencies and improved audit trails made possible by electronic tendering.</p> <p>Amend the CSOs to reflect latest legislative and organisational changes.</p> <p><i>Copies of the revised Contract Standing Orders (showing tracked changes) will be available for inspection by Council Members at the Annual Meeting.</i></p>

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
Financial Procedure Rules	Reporting Key Decisions, Capital and Revenue Budget Amendments Passim.	<p>Amend references to a Key Decision to accord with the definition in Article 13 of the Constitution – i.e. that a decision will not generally be regarded as a Key Decision where its value is below £100k.</p> <p>The amendment will bring references to Key Decision thresholds within the Financial Procedure Rules fully into line with other parts of the Constitution.</p> <p>Amend financial thresholds for Cabinet Member’s Decisions to £20,000 from £50,000 to accord with Leader’s requirements, together with detailed amendments to references and contact officers.</p>
<u>Part 5 – Codes and Protocols</u>		
Councillors’ Support and Other Facilities: Guidelines for Use	Entire document	Amend to reflect the more focused range of services now available from the Councillors’ Support Service.
Handling Members’ Enquiries – Guidance for Members	Entire document	Amend to reflect changes to the process as a result of the introduction of iCasework to handle Members’ enquiries, changes to responsibilities within the process for handling Members’ inquiries and extending the procedure to encompass MPs’ enquiries.

CONSTITUTION SECTION	RELEVANT SECTION	PROPOSED CHANGES
Information Security Policy	Entire document	<p>Amend to Incorporate the latest version of the Policy, with the following changes:.</p> <ul style="list-style-type: none"> • All sections of the policy have been redefined and restructured, making it more concise and more accessible to officers at all levels of the Council • New information security controls, with new procedures with regard to laptops, mobile devices and removable media and enforcement of the Council-wide ban on webmail.
<u>Part 7 – Management Structure</u>		
Organisation charts	All	Incorporating latest departmental structures