

## REPORT OF THE GOVERNANCE COMMITTEE

---

The Governance Committee met on 5 July 2013. Attendances:

Councillor Glazier (Chairman)  
Councillors Elkin, Howson, Tutt and Webb

### **1. Statutory Officer Appointments and Amendments to the Constitution and scheme of Delegations**

Appointment of the s151 and Chief Finance Officer

1.1 On 26 July 2012 the Governance Committee (and subsequently the Council) received a report regarding changes to the senior officer structure and the consolidation of the Council's core support services. This set out the proposed significant structural changes to these services which will lead to savings and improved service delivery. On the 13 November 2012 the Committee (and subsequently the Council) received a report regarding interim arrangements for the s151 and Chief Finance Officer.

1.2 Every local authority is required to make arrangements for the proper administration of their financial affairs, and ensure that one of their officers has responsibility for the administration of those affairs under s151 Local Government Act 1972.

1.3 The current arrangement is that the Assistant Director Service Finance has been appointed as the Council's s151 and Chief Finance Officer on an interim basis pending the arrival of the Chief Finance Officer.

1.4 The Chief Finance Officer has now been appointed and therefore the Council is being recommended to appoint the Chief Finance Officer as the County Council's section 151 and statutory Chief Finance officer. It is proposed that until the Chief Finance Officer's arrival the current interim arrangement will remain in place.

Amendments to the Scheme of Delegations to Officers

1.5 As Members will be aware, the roles of Chief Operating Officer and Chief Finance Officer have been separated. Consequently it is proposed to amend the scheme of delegation to officers to reflect this division of responsibility. These proposed amendments are set out in Appendix 1 which is being circulated separately to Members. Other amendments are also proposed to the scheme to reflect the arrival of the Chief Operating Officer, including a number of amendments relating to the corporate personnel function which, following the departure of the Director of the Law and Personnel, was delegated to the Chief Executive and it is proposed will now be delegated to the Chief Operating Officer (the Chief Executive's overarching delegation will remain).

1.6 A number of other amendments have also been made to the scheme to better reflect the Council's officer structure, and to help ensure the efficient administration of the Council, whilst ensuring that robust governance arrangements are in place (these are also set out in Appendix 1).

## GOVERNANCE

---

1.7 The functions exercisable by the County Council are classified as council or executive functions by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000. The Leader of the Council will be separately requested to agree to the proposed amendments to the scheme of delegations to officers in respect of those delegations which are executive functions.

### Amendments to the Contract Procedure Rules

1.8 Proposed amendments have also been made to the County Council's Contract

Procedure Rules (Contract Standing Orders) to reflect the arrival of the Chief Operating Officer. These are not substantive changes to the Council's procedures, but reflect the Chief Operating Officer's arrival, and are set out in Appendix 2 which is being circulated separately to Members.

### Amendments to the Financial Procedure Rules

1.9 With the division of the role between the Chief Operating Officer and the Chief Finance Officer it is proposed that, in order to ensure appropriate governance arrangements remain in place, the Council's Financial Procedure Rules are amended to reflect the arrival, and role of the Chief Finance Officer. These amendments are not substantive changes to the Council's procedures, but reflect the arrival of the Chief Finance Officer. The amendments are set out in Appendix 3 which is being circulated separately to Members.

1.10 Following the arrival of the Chief Finance Officer it is proposed that a review be undertaken of these rules to ensure that they are up to date and appropriate.

1.11 The Committee **recommends** the County Council to

(1) Appoint the Chief Finance officer as the s151 and statutory Chief Finance Officer to the County Council, such appointment to take effect on the arrival of the Chief Finance Officer;

(2) Agree to amend the Scheme of Delegations to Officers as set out in Appendix 1 to the report;

(3) Agree to amend the Contract Procedure Rules (Contract Standing Orders) as set out in Appendix 2 to the report, such amendments to have immediate effect; and

(4) Agree to amend the Finance Procedure Rules, as set out in Appendix 3 to the report, such amendments to take effect on the arrival of the Chief Finance Officer.

Keith Glazier  
(Chairman)

5 July 2013