

Report to: **Governance Committee**

Date: **22 September 2015**

By: **Assistant Chief Executive**

Title of report: **Amendments to Constitution – Summons to Council meetings and Scheme of Delegation to officers**

Purpose of report: **To consider proposals to amend the Council’s Constitution to provide for summons to meetings to be sent electronically and in relation the Council’s scheme of delegation to officers**

RECOMMENDATION: The Committee is recommend to recommend the County Council to agree to the Constitution being amended as set out in paragraphs 1.2 and 1.3 below

1. Supporting Information

1.1 Summons to meetings: The Local Government (Electronic Communications) Order 2015 has come into force expressly permitting the use of electronic communication in sending meeting summonses to councillors, where Members consent to it being transmitted by this method.

1.2 In light of the recent Order it is proposed to amend the Constitution to specifically refer to electronic summons as set out below.

Summons

5.1 The Assistant Chief Executive shall send to members a summons, either by post or electronic mail, setting out the business to be transacted together with the minutes of the preceding meeting (where appropriate).

1.3 The scheme of delegation to officers: The County Council’s scheme of delegation delegates to officers particular powers. Those officers authorise other officers to act on their behalf. With greater partnership working this will include authorising officers who are employed by other councils. The Committee is recommended to amend the Constitution as set out below, and to make clear and confirm the existing authorisation for officers to whom powers have been delegated to authorise other officers who may be employed by other Councils to exercise those powers on their behalf. It is therefore recommended that Part 3 Table 6 Paragraph 1 (General Delegation) of the Constitution be amended to include:

To the extent permissible by law, the functions delegated to the Chief Executive, Directors, Chief Finance Officer, Assistant Chief Executive and Director of Public Health may be carried out by other officers

employed by *this and other Councils* or by external contractors either fully or under the general supervision and control of the officer with delegated responsibility and authorised by the Chief Executive or any Director, the Chief Finance Officer, Assistant Chief Executive or Director of Public Health according to the authorisation in the departmental internal scheme.

2. Recommendations

2.1 The Committee is asked to recommend the County Council to agree to the proposed amendments to the Council's Constitution as set out in paragraphs 1.2 and 1.3 above

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Local Members: All

Background Documents: None