

## Annual Council – 23<sup>rd</sup> May 2022

### Constitution, Officer Scheme of Delegation and timetable of meetings 2022/2023

#### 1. Aim

- 1.1 To ensure that the Council's Constitution is accurate, decision making by officers is clear, transparent and lawful and an agreed timetable of meetings for the 2022/23 municipal year is made available.

#### 2. Summary

- 2.1 In accordance with the Council's duty and requirements of Article 13 of the Constitution, a review of the Constitution is undertaken annually to ensure appropriateness for the forthcoming municipal year.
- 2.2 The review includes amendments to officer delegations, listed under Part 3.5 of the Council's Constitution, which must clearly set out the delegated powers given to holders of various posts within the Council.
- 2.3 The proposed timetable of meetings for the municipal year 2022/2023 is submitted to Annual Council to comply with the Council's Rules of Procedure and provides the pattern for the organisation and transaction of business at member level.

#### 3. Recommendation

That:-

- 1 The proposed amendments to the Constitution (**appendix 1**), Officer Delegations (**appendices 2 and 3**) and timetable of meetings for the 2022/23 municipal year (**appendix 4**), be approved; and
- 2 That the Director of Governance be authorised to make minor and/or necessary changes to the Constitution.

#### 4. Report detail – know

- 4.1 To assist members, proposed amendments have been attached as follows:-
  - **Appendix 1** sets out changes to the Constitution excluding officer delegations;
  - **Appendices 2 and 3** set out changes specifically relating to officer delegations and;
  - **Appendix 4** is a proposed timetable of meetings for the 2022/2023 Municipal Year.

- 4.2 The proposed amendments to the Constitution and officer delegations for the forthcoming municipal Year (2022/2023) reflect new legislation and operational changes across the Council during the last municipal year.
- 4.3 **Appendix 3** is a new addition to the delegations providing clarity on the level of delegations to officer tiers within the Council providing a clear and succinct guide for members, officers and the public alike.
- 4.4 Members will note that it is suggested that the Director of Governance be granted authority, by way of a delegation, to make minor and/or necessary amendments, as and when required, to ensure that the Council can react to situations as they develop. It is likely that, in practice, such changes will be minor such as updating changes to job titles. Any necessary amendments would only be undertaken should they be required due to an emergency, such as with Covid, when all other options have been explored.
- 4.5 To ensure openness and transparency in our governance arrangements, the Director of Governance, should Council approve the recommendation, would maintain a record of any changes within a register which will be submitted alongside the annual report to Council each May when the review of delegations is submitted.

## **5. Financial information**

- 5.1 There are no direct financial implications.

## **6. Reducing Inequalities**

- 6.1 It is imperative that the Councils decision making structures and processes are lawful, clear and transparent. This ensures that powers are used responsibly and reasonably to give confidence to the entire borough that decision making is fair and beyond reproach.

## **7. Decide**

- 7.1 Whilst helpful in terms of ensuring that the Constitution can be amended more responsively to events or restructures (job titles etc..), Members may decide not to authorise the Councils Director of Governance to make minor and/or necessary amends and rely on existing processes instead.

## **8. Respond**

- 8.1 If approved, the proposed amendments will be incorporated into the Constitution and published on the Councils Committee Management Information Website available to members and officers and the public.

## 9. Review

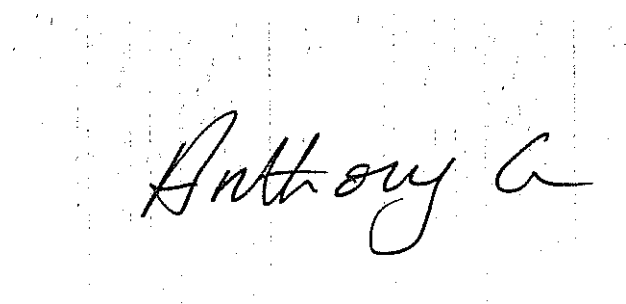
- 9.1 There will be an ongoing requirement to keep the Constitution up to date and officer delegations under review to ensure that the Council acts within the law.

### Background papers

None

### Author

Neil Picken  
Principal Democratic Services Officer  
☎ 01922 654369  
✉ [neil.picken@walsall.gov.uk](mailto:neil.picken@walsall.gov.uk)

A handwritten signature in black ink, appearing to read 'Anthony A.', is centered on the page. The signature is written in a cursive style with a large, looped 'A' at the end.

Director of Governance  
20th May 2022