



Policy and Resources Committee – 3 September 2018

Administrative Changes to Policies

Purpose of report

To obtain delegated powers for the Monitoring Officer, in consultation with the Chairman of the Policy and Resources Committee, to approve administrative changes when Policies and Strategies are reviewed. This will be particularly relevant in the run up to any Local Government changes relating to Unitary Council.

1.0 Background

- 1.1 There is a requirement for all policies and strategies to be reviewed on a regular basis, irrespective of major legislative or other key changes.
- 1.2 In many cases only minor or administrative changes are necessary at these reviews, for example, date changes, references to key officers, external links, new review dates, etc.

2.0 Important issues to consider

- 2.1 In order to obtain a balance between the need to gain approval from Committee for significant Policy and Strategy development and day to day administrative work, it is proposed that the authorisation of minor, administrative changes be delegated to the Monitoring Officer, in consultation with the Chairman of the Policy and Resources Committee.

3.0 Equality and Diversity Implications

- 3.1 Equality and Diversity Implications will be taken into account when assessing the individual policies or strategies. Changes to existing documents which will have equality and diversity implications will not be considered minor amendments and will result in the policy/strategy being brought to committee.

4.0 Legal Implications

- 4.1 Legal Implications will be taken into account when assessing the individual policies or strategies. Changes to existing documents which will have legal implications will not be considered minor amendments and will result in the policy/strategy being brought to committee.

5.0 Risk Management

- 5.1 The risk of a key change being approved without discussion at committee will be mitigated by the consultation of the Monitoring Officer with the Chair of P&R.

6.0 Resource and Financial Implications

6.1 This report has no resource or financial implications. Implications for resources or finance will be taken into account when assessing the individual policies or strategies. Changes to existing documents which will have such implications will not be considered minor amendments and will result in the policy/strategy being brought to committee where financial procedure rules require it..

7.0 Constitutional Implications

7.1 There are no constitutional implications. The process for Delegation is already within the Constitution.

8.0 Implications for our Customers

8.1 There are no implications for customers from this report.

9.0 Implications for the Economy of the District

9.0 There are no implications from this report.

10.0 Implications for the Environment

10.1 There are no implications from this report.

11.0 Privacy Implications

11.1 There are no implications from this report.

12.0 Corporate Outcomes

12.1 How would the recommended decision help deliver the corporate outcomes? You should only cite reference to outcomes applicable to your proposal and then explain how your proposal will contribute to the delivery of the Corporate Outcomes.

The Corporate Outcomes are:

- Effective Management: optimum use of officer and member time, swifter application of necessary changes

13.0 Recommendation

13.1 The Committee is recommended to

- (1) Delegate the approval of minor and/or administrative changes to policies and strategies to the Monitoring Officer in consultation with the Chairman of the Policy and Resources Committee.

(Reasons: The recommended course of action is the most cost-effective and time-effective for the council,)

| | | | | | |
|---|----------------------------------|-----------|--|-----------|--|
| Legal | Power: Local Government Act 1972 | | | | |
| | Other considerations: | | | | |
| Background Papers: | | | | | |
| Person Originating Report: Sharn Matthews, Executive Director ☎ 01832 742108 ✉ smatthews@east-northamptonshire.gov.uk | | | | | |
| Date: 17/8/18 | | | | | |
| CFO | | MO | | CX | |