

Agenda Item No: 12 **Report No:** 124/13
Report Title: Updates to Constitution: Officers' Management Structure and Appointments Committee remit
Report To: Council **Date:** 18 July 2013
Ward(s) Affected: All
Report By: Corporate Head – Legal and Democratic Services
Contact Officer(s)-
Name(s): Jackie Gavigan
Post Title(s): Head of Democratic Services
E-mail(s): jackie.gavigan@lewes.gov.uk
Tel No(s): 01273 484145

Purpose of Report:

To update the Officers' Management Structure in the Constitution.

To update the Chief Officer and Corporate Heads of Department Employment Procedure Rules and include the Appointments Committee remit.

Officers Recommendation(s):

- 1 That the change to the Officers' Management Structure, as set out in Appendix A, be approved.
- 2 That the change to the Appointments Committee remit, as set out in Appendix B, be approved.
- 3 That the Head of Democratic Services updates the Constitution to reflect the changes set out in this Report.

Reasons for Recommendations

- 1 To ensure that the Constitution is kept up to date in light of new procedures and arrangements.

Information

Management Structure

- 2 At its meeting on 13 June 2013, Cabinet considered the 'Programme Nexus: The Next Steps' report which recommended that the Council move towards the 'customer focus' model of staff organisational structure. The officer leadership structure for the authority would be based on the Chief Executive and three new Director posts covering (a) Service Delivery; (b) Business Strategy and Development and (c) Corporate Services.

- 3** Cabinet agreed the new structure and requested that, in consultation with members of the Constitution Working Party, a report be considered by Council at its meeting on 18 July 2013 setting out the revised text to the Constitution which reflected Cabinet's decision in respect of the new officer management structure.

Appointments Committee

- 4** At the same meeting, Cabinet also agreed that an Appointments Committee be established to appoint Chief Officers and Corporate Heads of Department and that its remit be included in the Constitution.

Consultation with Constitution Working Party

- 5** Members of the Constitution Working Party have been consulted on the proposed revised text set out in the Appendices.

Financial Appraisal

- 6** There are no significant financial implications arising from these recommendations.

Environmental Implications

- 7** I have completed the Environmental Implications Questionnaire and there are no significant effects as a result of these recommendations.

Risk Management Implications

- 8** There are no risk management implications arising as a result of these recommendations. If the recommendations are not implemented, the main risk will be that the Constitution is out of date and does not reflect the Council's current procedures.

Equality Implications

- 9** I have completed the initial Equality Analysis screening exercise and no potential negative impacts were identified as a result of these recommendations. Therefore, a full Equality Analysis is not required.

Legal Implications

- 10** None arising from this Report.

Background Papers

- 11** None

Appendices

- 12** Appendix A: Article 12 – Officers' Management Structure
Appendix B: Part 4 – Officer Employment Procedure Rules and Appointments Committee remit