

## SUBJECT: AMENDMENTS TO CONSTITUTION

Notification No. 7

Date: 5 January 2016

### Notification of amendments to the constitution

#### Amendments made by the Monitoring Officer

Part 2, Article 11.02(c) of the constitution provides that the Monitoring Officer has a limited authority to amend the constitution. The Monitoring Officer is authorised to amend the constitution to correct errors or to comply with any legal requirement or to reflect organisational changes to the Council's structure.

In accordance with this authority, the Monitoring Officer gives notice of the following amendments to the constitution. If there are any objections to any of the changes, these should be raised with the Monitoring Officer and if appropriate can be referred to the Governance Committee.

Part and article/ section	Page ref	Substance of amendment / amended wording	Reason for amendment
Contents Page	1-2	<b>Change of titles:</b> <b>Change 6.</b> To "Function relating to the Communities and Resources group of services" <b>Change 7.</b> To "Functions relating to the OneSource group of services"	Organisational change
Part 2 Article 1	11	(b) 5. <b>Remove</b> "(i.e. the Group Director, Culture, Communities & Economic Development)	Organisational change
Part 2 Article 2	14	(c) Champions <b>Revised wording:</b> "Council has established six positions to act as and be a Champion: (i) Champion for the Armed Force (ii) Champion for Equalities and Diversity (iii) Champion for Historic Environment (iv) Champion for Over Fifties (v) Champion for Voluntary Sector Compact (vi) Champion for Younger Persons	Organisational change
Part 2 Article 8	21	8.01 (c) Statutory Officers <b>Add</b> between Director and Resources "Communities and"	Organisational change

Part 2 Article 10	24	10.03 <b>change</b> text to state he/she 10.04 <b>change</b> text to state him/her 10.04 <b>change</b> Council Procedure Rules to “Contract Procedure Rules”	For consistency
Part 2 Article 11	26	<b>Remove</b> reference to “Standards for England”	
Part 2 Article 12	28	<b>Change</b> number of members of Appointments Sub-Committee from 6 to “7”	Change to committee membership
Part 3	35	3. Functions delegated to staff <b>Change 3.3 – 3.7 to read:</b> “3.3 Powers of Members of the Corporate Management Team 3.4 Powers of Assistant Director and Heads of Service 3.5 Function relating to Children, Adults and Housing group of services 3.6 Function relating to the Communities and Resources group of services 3.7 Functions relating to the OneSource group of services <b>Add:</b> “3.10 Monitoring Officer Functions”	
Part 3.1 Council functions.	40	Regulatory Services <b>Remove</b> “London Thames Gateway”	
Part 3.1 Council functions.	41	Appointments Sub-Committee# <b>Change</b> Onesource to “oneSource”	Typo
Part 3.1 Council functions.	43	Adjudication and Review Committee <b>Add</b> under main Committee heading (Member’s Code of Conduct)	For clarity
Part 3.2 Executive functions	59	<b>Change</b> (c) Shared Services Joint Committee to “One Source Joint Committee”	
Part 3.3 Functions delegated to staff.	60	<b>Change</b> 3.5 to “Functions relating to the Children, Adults and Housing group of services”. <b>Change</b> 3.6 to “Functions relating to the Communities and Resources group of services”. <b>Change</b> 3.7 to “Functions relating to the OneSource group of services”.	Organisational change

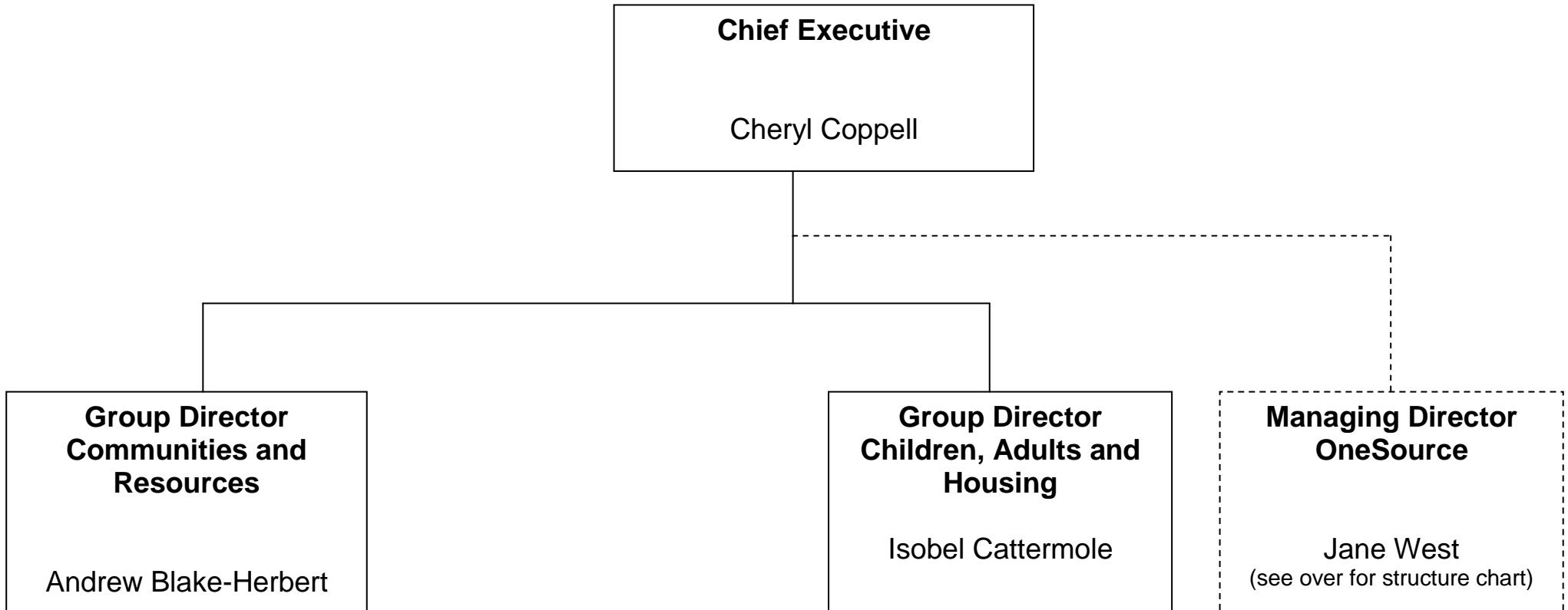
Part 3.3 Functions delegated to staff.	64	<b>Change</b> “Local Government Ombudsman” to “Ombudsman”	Covers the Housing Ombudsman and the Parliamentary and Health Service Ombudsman
Part 3.3 Functions delegated to staff.	66	(h) <b>Insert</b> “Communities and” between Director and Resources.	Organisational change
Part 3.3 Functions delegated to staff.	78	(r) <b>Insert</b> “Communities and” between Director and Resources (t) <b>Change</b> “Assistant Chief Executive Legal & Democratic Services” to “Director of Legal & Governance” (v)(iii) <b>Remove</b> “or Assistant Chief Executive”.	Organisational change
Part 3.3 Functions delegated to staff.	85	3.6 <b>Change</b> heading to “Function relating to the Communities and Resources Group of Service” <b>Change</b> 3.6.1 in title to “Group Director Communities and Resources” <b>Change</b> 3.6.2 in title to “Programme Director, Corporate and Customer Transformation”. <b>Change</b> 3.6.5 in title to “Head of Economic Development” <b>Add</b> as a title “3.6.8 Head of Business and Performance”	Organisational change
Part 3.3 Functions delegated to staff	89	3.6.4 (c) <b>Change</b> Ice Rink to “Leisure Centre”.	Organisational change
Part 3.3 Functions delegated to staff	90	3.6.4 (e) <b>Remove</b> “the Olympic and Paralympic Games and other” 3.6.5 <b>Change</b> title to “Head of Economic Development”	Organisational change
Part 3.3 Functions delegated to staff.	92/93	3.6.6 (vi) <b>Change</b> Head of Legal Services to “Director of Legal and Governance” 3.6.6 (xii) <b>Change</b> Homes in Havering to “Homes and Housing”	Organisational change
Part 3.3 Functions delegated to staff.	99	<b>Change</b> 3.7 to “Functions relating to OneSource Group of Services”	Organisational change

Part 3.3 Functions delegated to staff.	100	3.7.2 (k) <b>Revised wording:</b> “To act as statutory officer pursuant to the collection of council tax and commercial rates.”	Typo
Part 3.3 Functions delegated to staff.	119	Appendix B - 5. Valuation. <b>Revised wording:</b> Terms will not be finalised without the benefit of a current valuation. Every valuation by the Property Strategy Manager shall state the date beyond which it is not to be regarded as valid without further certification by him or her. The general presumption is that all transactions will be in accordance with section 123 of the Local Government Act 1972 and disposal will not be at the consideration less than the best that can reasonably be obtained. The General Disposal Consent 2003 provides a framework for local authorities to agree a disposal at less than best consideration in certain circumstances, this is dealt with in paragraph 7”	Typo
Part 3.6 Proper Officer Functions	149	<b>Change:</b> Proper Officer for sections 115 and 146(1) to “Director of Finance” and “Head of Procurement”	
Part 3.6 Proper Officer Functions	154	Local Government Finance Act 1988 <b>Change:</b> Proper Officer for section 114 to “Director of HR/ Organisational Development.” Local Government & Housing Act 1989 <b>Change:</b> Proper Officer for section 2 to “Director of Finance” and “Head of Procurement”	

Part 4 Access to Information Procedure Rules	165	3. Access to agenda, minutes and reports before meeting: <b>Revised wording</b> “The Council will post on its website electronic versions of the agenda, the minutes of the previous meeting and any subsequent special meeting(s) (if available) and such reports as are open to the public. A paper copy of these documents will be available for inspection at Havering Town Hall at least five clear days before the meeting”. <b>Remove:</b> “The agenda, minutes and reports will be posted to the Council’s website as soon as possible after the paper copy is made available.”	Change in procedure
Part 4 Committee Procedure Rules	180	5. Appointment of Chairman and Vice-Chairman of the Committee. (d) <b>Remove</b> : “Subject to (e) following” and	Typo
Part 4 Committee Procedure Rules	183	Rules for specific meetings 11(a) <b>Change</b> Rule 8 (c) (attendance of substitute members) to “Rule 7(d) Substitute members”	
Part 4 Staff Employment Procedure Rules	283	5. Appointment of Group Director, Chief Finance Officer..... <b>Change</b> (as set out in rule 13 below) to “(as set out in rule 14 below)”	
Part 4 Staff Employment Procedure Rules	286	17. Independent Persons Fourth para: <b>Revised wording:</b> The Council must appoint to its Panel such relevant independent persons who have accepted an invitation issues in accordance with the paragraphs above. Independent person are appointed in the following priority order:	
Part 5 Members Code of Conduct	295	Interests <b>Change: 2.</b> To “Disclosure of Personal Interests”	
Part 5 Protocol on Member/ Officer Relations	320	Use of Local Authority Resources 28. <b>Remove:</b> “paragraph 6 of”	

Part 7	353-354	Change to Management structure charge (see attached)	Change of structure
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## Part 7: Management Structure



## OneSource Management Structure

