

12.1 AMENDMENTS TO STANDING ORDERS: MANAGEMENT REVIEW – OPERATIONS AND PART 2 (CONTRACTS) UPDATE– (A.11/JS)

1. Purpose of the report

At the meeting held on 1 February 2013 the Authority agreed a revised Management Structure following a review of the Operations directorate.

In anticipation of the deletion of the post of Head of Property and the appointment of 3 Assistant Directors, effective from 31 March 2013, this report proposes changes to the following documents to reflect the new structure:

- Standing Orders – Part 2: Contracts (appendix 1)
- Standing Orders – Part 3: Financial Regulations (appendix 2)
- Standing Orders – Part 7: Delegation to the Chief Executive (appendix 3)

The opportunity has also been taken to revise the financial levels in Part 2 on contracts to bring in line with the changes made last October to the financial levels in Part 7 and Part 3

Key issues

- The Authority has previously agreed the revised structure including the appointment of 3 Assistant Directors and deleting the post of Head of Property.
- The proposed amendments to the documents listed are required to reflect these changes in the Authority's Standing Orders.
- The Chief Executive will be agreeing further delegation to the new roles in accordance with his delegated authority.
- The financial levels in the Contracts section of Standing Orders need to be brought in line with changes made last year to parts 7 and 3

Recommendation

- 2. To approve changes to parts 2, 3 and 7 of Standing Orders as set out in appendices 1,2 and 3.**

How does this contribute to our policies and legal obligations?

- 3.** The Authority has a duty to keep its constitutional documents up to date. The Authority has not delegated its ability to update and amend Standing Orders.

Background

- 4.** At the meeting held on 1 February 2013 the Authority agreed a revised Management Structure following a review of the Operations directorate.
- 5.** Following this decision the Authority are asked to agree minor changes to Standing Orders to reflect the appointment of 3 Assistant Directors and the deletion of the post of Head of Property. The Chief Executive will be agreeing further delegation to the new roles in accordance with his delegated authority.
- 6.** These amendments need to be agreed before 31 March 2013 when the revised management arrangements come into effect.
- 7.** In October last year the Authority agreed a number of changes to Parts 3 and 7 of Standing Orders in order to:

- Remove restrictions and give clarity on the extent of financial delegation for staff to pursue our wider market activity principles and programme
- Increase financial limits to take account of inflation and to give some future proofing for inflation
- Increase delegation from Resource Management Team to Heads of Service and Directors

Although in the medium term it is proposed to review all of the Part 2 Standing Orders on contracts the opportunity has been taken to propose similar financial and delegation changes now rather than wait for the bigger review. One up date change has also been made at paragraph 2.13.

Proposals

8. The proposed amendments are set out in appendices 1 to 3 of this report. Deletions have been crossed through (~~deletions~~) and additions are in bold (**additions**).

Are there any corporate implications members should be concerned about?

9. **Financial:** There are no financial implications arising from these proposals
10. **Risk Management:** There are no significant risks relating to these proposals. By agreeing the proposed changes the Authority will be mitigating against any confusion or errors that may arise from references to deleted posts or failure to mention recently established posts. Experience has shown that although the financial limits in Part 2 represent separate controls over procurement there is an advantage, where appropriate, in helping to reduce confusion by bringing them into line with changes already made to Parts 3 and 7.
11. **Sustainability:** None
12. **Background papers** None

Appendices

Appendix 1 - Standing Orders - Part 2: Contracts
Appendix 2 - Standing Orders - Part 3: Financial Regulations
Appendix 3 - Standing Orders - Part 7: Delegation to the Chief Executive

Report Author, Job Title and Publication Date

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