

# Crawley Borough Council



## Minutes of General Purposes Committee

17 March 2008 at 7.30pm

### Present:

Councillor R D Burrett (Chair)  
Councillor C R Eade (Vice-Chair)  
Councillors B K Blake, C A Cheshire, D G Crow, R A Lanzer, J Mortimer  
and L A Walker

### Officers Present:

Pat Tinsley Head of Democratic Services  
Julie Green Principal Democratic Services Officer  
Mez Matthews Democratic Services Officer

### Apologies for Absence:

Councillors M T Head and D W Murdoch

### 21. Minutes

The minutes of the meeting of the Committee held on 3 December 2007 were approved as a correct record and signed by the Chair.

### 22. Members' Disclosure of Interests

No disclosures of interest were made.

### 23. Members' Allowances Scheme – Report of Independent Review Panel

The Committee considered report DS/80 of the Head of Democratic Services on the final report of the Members' Allowances Independent Review Panel. A copy of the Panel's report had been circulated to all Members of the Council and was available on request from Democratic Services (Tel: 01293 438282) or on the Council's website ([www.crawley.gov.uk](http://www.crawley.gov.uk)).

The Committee considered the report of the Panel which recommended a 2.25% increase in Members' basic and special responsibility allowances.

The allowances being recommended by the Panel were as follows:

Office Holder	Special Responsibility Allowance
	£
Basic Allowance (all councillors)	5832
Leader of the Council	14001
Executive Portfolio Holders	6998
Overview & Scrutiny Commission Chair	6264
Vice Chair of Scrutiny Commission	1143
Payments to Lead Member on a Review (note Members would be entitled to only one £1,111 allowance per year even if they chose to undertake a second review)	1111 per completed review:-
Chair of Development Control Committee	5832
Chair of Licensing Committee	5832
Vice-Chair of Licensing	2333
Vice-Chair of Development Control Committee	2333
Chair of Standards Committee	2333
Chair of General Purposes Committee	2333
Chair of Audit and Governance Sub-Committee	2333
Chair of Budget Advisory Group (payable provided the postholder is not an Executive Member)	2333
Leader(s) of minority group(s) (differential rates depending on the number of Members in that Group);	
<ul style="list-style-type: none"> <li>• Basic allowance</li> <li>• Additional payment per Group member</li> </ul>	2157 269

(No Member would be entitled to more than two special responsibility allowances. If they fulfil three or more of the above roles, they would be paid only the highest two allowances)

Members noted that the Independent Review Panel had recommended that the travelling and subsistence allowances payable to Members should be in line with that paid to officers, and had encouraged Members to claim their travelling and subsistence allowances as at present many did not.

It was proposed that the Dependent Care Allowance payment should increase from £8.46 to £8.65 per hour and where professional babysitting or care services were used and a minimum period for the service was imposed by the provider, the period for which the allowance was payable would include the whole period for which a Councillor was charged.

The Independent Review Panel had noted that it would be necessary to revisit the possibility of introducing an allowance for co-optees at the next review due to the fact that revised arrangements for dealing locally with complaints currently dealt with by the Standards Board were likely to lead to increased activity for the Standards Committee, including its five independent members. In addition, the Panel had requested further information to be gathered relating to the workloads of the Chairs and Vice Chairs of the Overview and Scrutiny Commission, Licensing and Development Control Committees during 2007/08 for consideration by the Panel at next year's review.

Members agreed that those areas cited by the Panel should be revisited for the next review, but that they should also consider the allowance for the Chair of the Audit and Governance Committee. Members requested that the Independent Review Panel be asked to give consideration to the overall workload for those positions discussed, to ensure that the allowances not only reflected the number of meetings, but also the amount of work undertaken outside of the main Committee.

## **RESOLVED**

1. That the full Council be recommended to approve the Members' Allowances Scheme for 2008/09 as set out in report DS/80 of the Head of Democratic Services
2. That the Panel be asked to consider the following at next year's review:
  - The introduction of allowances for co-optees;
  - The workloads of the Chairs and Vice Chairs of the Overview and Scrutiny Commission, Licensing and Development Control Committees; and the Chair of the Audit and Governance Committee.
3. That the Panel be thanked for the thorough and efficient way in which they had carried out the review

## **24. Review of Democratic Structures and Constitutional Changes**

The Committee considered report DS/81 of the Head of Democratic Services on the review of Democratic Structures and constitutional changes.

The report considered whether any changes were required in 2008/09 to the Council's Democratic Structures. It was usual at this time of year, for a full review of the Constitution to be carried out prior to the start of the new municipal year and the report before the Committee proposed certain revisions (including changes to Part 3 of the document – Responsibilities for Functions). The requirement to monitor the operation of the provisions relating to call-in and urgency on an annual basis as required in Scrutiny Procedure Rule 14(k) was also addressed in the report.

To fulfil the requirements of Article 15.01 of the Constitution, the Committee was required to monitor the operation of the Constitution and the Council's Democratic Structures to ensure that their aims and principles are given full effect. In addition, Scrutiny procedure Rule 14(k) required that the operation of the provisions relating to call-in and urgency should be monitored annually and a report submitted to the Council with proposals for review, if necessary.

Members' attention was drawn to section 4.3 of the report regarding the change in operational structure of the Standards Committee. Members noted that in the future, written allegations that a Member or a Co-opted Member had breached the Code of Conduct would be made to the local Standards Committee rather than to the Standards Board for England. In order to meet the new arrangements three Sub-Committees of the Standards Committee would need to be created to discharge the three separate functions (initial assessment, review and hearing). Members noted that the Constitution would need to be amended to provide for the revised operation of the Standards Committee.

Section 4.4 of the report set out the 'Councillor Call for Action' provisions of the 2007 Act which were likely to be implemented in the autumn. The provisions would require any local authority operating executive arrangements to ensure that its scrutiny arrangements enabled any member of the Council to refer a local government matter to the relevant scrutiny committee (to be known as a Councillor Call for Action). It would also provide that such arrangements must enable a Councillor to put a local government matter on the agenda and have it discussed at a meeting of the relevant scrutiny committee. Members were assured that any member of the Council would be able to action an item under that provision regardless of their position within the Council. Members' attention was drawn to paragraph 4.4.4 which outlined the process of a Councillor Call for Action.

Section 4.5 of the report detailed the requirement to scrutinise Crime and Disorder which was again due to be implemented in the autumn. The report proposed that, in the first instance, matters relating to crime and disorder would be delegated to the Overview and Scrutiny Commission, the Commission could then decide whether or not to appoint a panel to carry out those duties. Members were reminded that any member of the Council regardless of their role or position would be able to refer a local crime and disorder matter to the Commission.

It was proposed that the Constitution be amended at this stage in readiness for when the Councillor Call for Action and the requirement to scrutinise Crime and Disorder issues came into force. Members noted that the Constitution would indicate where the changes were to be implemented at a later date.

Members were informed that in the Annual Governance Report considered by the Audit and Governance Sub-Committee on 24 September 2007, the Audit Commission had recommended that the Council's accounts should be approved by either full Council or a full Committee with delegated authority to ensure compliance with the Accounts and Audit Regulations 2003. It was therefore proposed that the Audit and Governance Sub-Committee should be re-designated as a full Committee. Members noted that there would be no need to make any changes to the terms of reference of the Committee.

The Committee considered the proposed amendments to the Constitution as set out in Appendix 1 to the report together with a supplementary schedule which had been circulated separately. Although Members agreed that it was not necessary for a report regarding the execution of a court order to be reported to the Executive, they agreed that it was important that details of the order be reported to both the Portfolio Holder for Housing and the relevant Ward Members, and that Appendix 1 be amended as appropriate.

Members commended officers on the work they had undertaken to produce a thorough and comprehensive report.

Members were advised that other changes would be brought before the Committee once any new regulations relevant to the Constitution had been published.

## **RESOLVED**

That the full Council be recommended:

1. that, subject to any comments received from the Executive with regard to its functions, the Constitution be revised with immediate effect to put into place the arrangements set out in paragraph 4.3 to the report for dealing with allegations relating to a breach of the Code of Conduct by a Member and the amendments to the constitution proposed in Appendix 1 to these minutes;
2. that amendments to the Constitution be made to put in place the arrangements referred to in paragraphs 4.4 to 4.6 of the report for implementation after the Annual Meeting or when the appropriate provisions of the Act come into force, whichever is the later;
3. to agree that, since the provisions relating to call-in and urgency have not been used during the past twelve months, no change to the provisions is necessary at this stage.

### **25. Councillor J Mortimer and Councillor D W Murdoch**

Councillor R D Burrett referred to the fact that Councillor J Mortimer and Councillor D W Murdoch would not be standing for re-election at the May 2008 election. Members thanked Councillors Mortimer and Murdoch for the contribution they had made to the General Purposes Committee and to the work of the Council over many years.

### **26. Mrs Pat Tinsley**

Members noted that this would be the last meeting which Pat Tinsley, Head of Democratic Services, would attend before she took flexible retirement in April. Members thanked Pat for her hard work, dedication, and the advice she had given the Committee over the years.

### **27. Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 8.45pm.

R D BURRETT  
**Chair**

**AMENDMENTS TO THE CONSTITUTION**

**APPENDIX 1**

Function	Proposed amendment	Reason for amendment
Part 1 – Summary and Explanation – Page 7	<p>Add the following as an additional right of citizens:</p> <p>“petition to request a community governance review (* This provision will be implemented once the relevant section of the Local Government and Public Involvement in Health Act comes into force)”</p>	<p>To reflect the requirements of Part 4 – Parishes, Chapter 3 – Reorganisation, of the Local Government and Public Involvement in Health Act 2007</p>
Part 1 – Summary and Explanation – Page 7	<p>Replace “Pat Tinsley, Head of Democratic Services” with “Ann-Maria Brown”, Head of Legal and Democratic Services”</p>	<p>To reflect new management structure</p>
Article 2 – Members of the Council – Page 12	<p>2.01 (a) Composition - Replace the words “Electoral Commission” with “Boundary Committee”</p>	<p>Update</p>
Article 2 – Members of the Council – Page 12	<p>Add the following wording within paragraph 2.02:</p> <p>“An order may be made by the Secretary of State at least six months before the local election day to provide that in a year in which a European Parliamentary general election is held, the ordinary day of election of Councillors for the Borough be changed so that it is held on the same day as the European Parliamentary general election”.</p>	<p>To reflect the requirement of Part 2 – Electoral Arrangements, Chapter 2 – Miscellaneous, of the Local Government and Public Involvement in Health Act 2007</p>
Article 3 – Citizens and the Council – Page 15	<p>Amend paragraph 3.01 (a) to read as follows:</p> <p>“Citizens on the electoral roll for the area have the right to vote and sign a petition to request a community governance review* or a referendum for an elected Mayor form of Constitution (* this provision will be implemented once the relevant section of the Local Government and Public Involvement in health Act comes into force)”</p>	<p>To reflect the requirements of Part 4 – Parishes, Chapter 3 – Reorganisation, of the Local Government and Public Involvement in Health Act 2007</p>

<b>Function</b>	<b>Proposed amendment</b>	<b>Reason for amendment</b>
Article 4 – The full Council – Page 17	<p>Add the following wording to the end of the fifth item in the list of policy framework documents:</p> <p>“Functions relating to Supplementary Planning Documents remain the responsibility of the Executive”</p>	For the purposes of clarification
Article 4 – The full Council – Page 17	Remove the Cultural Strategy and the Risk Management Strategy from list of Policy Framework Documents	<p>The Cultural Strategy will not be renewed after 2008 as it overlaps other strategies.</p> <p>It is proposed that the Risk Management Strategy should no longer be a policy framework document but that the approval of this document should be delegated to the Chair of the Executive.</p>
Article 4 – The full Council – Page 17	Replace reference to the ‘Social Inclusion Strategy’ and ‘Equality Policies and Schemes’ within the list of Policy Framework Documents with the ‘Corporate Equality Scheme’	The Corporate Equality Scheme has replaced the Social Inclusion Strategy and other equality policies and schemes

Function	Proposed amendment	Reason for amendment
Article 9 – The Standards Committee – Page 29	<p>Include the following wording to the end of paragraph 9.02:</p> <p>“...The Chair of the Standards Committee and any Sub-Committee of the Standards Committee shall be independent members”</p>	<p>To reflect the requirements of Part 10 - Ethical Standards, Chapter 1 – Conduct of Local Authority Members, of the Local Government and Public Involvement in Health Act 2007</p>
Article 9 – The Standards Committee – Page 29	<p>Remove the following words from paragraph 9.02:</p> <p>“...and that Member may not Chair the Committee”</p>	<p>The wording is not needed as Part 10 - Ethical Standards, Chapter 1 – Conduct of Local Authority Members, of the Local Government and Public Involvement in Health Act 2007 requires that both the Chair of the Standards Committee and any Sub-Committee of the Standards Committee must be an independent member.</p>
Article 9 – The Standards Committee – Page 30	<p>Add the following role under paragraph 9.04, other functions of the Standards Committee:</p> <p>“To consider any application for exemption from political restriction or give directions to include a post to the list”</p>	<p>To reflect the requirements of Part 10 – Ethical Standards, Chapter 2 – Employees, of the Local Government and Public Involvement in Health Act 2007</p>



Function	Proposed amendment	Reason for amendment
Article 12 – Employees – Page 36	<p>Delete the posts and designation of the “Head of Democratic Services” and the “Head of Legal Services” cited in paragraph (c) and replace with the following :</p> <p>“Head of Legal and Democratic Services      Monitoring Officer</p> <p>To be appointed    Deputy Monitoring Officer (it should be noted that it is the function of the Monitoring Officer to appoint a Deputy and not that of the Council)”</p>	To reflect new management structure
Functions of the Development Control Committee – Page 72	<p>Amend the wording of paragraph (c) (e) (v) to read as follows, <b>omitting the words in square brackets</b>:</p> <p><u>“The following functions are delegated to the Head of Planning Services:</u></p> <p>The determination of applications for developments submitted to the Council (including the power to grant planning permission for development already carried out) for ....(i) to (v)</p> <p>EXCEPT WHERE: .....</p> <p>(e) the Head of Planning Services is minded to approve the development and any of the following applies:- .....</p> <p>(v) the proposal involves the Borough Council as the applicant [or landowner] either alone or jointly with another person”.</p>	Update to omit proposals involving the Borough Council as landowner from the exclusions to the delegation. It is considered that applications involving the Borough Council as the landowner are not significant enough to warrant a Committee decision and could be dealt with under delegated powers.

Function	Proposed amendment	Reason for amendment
Functions of the Development Control Committee – Page 74	<p>Add an additional delegation under function (5) to be delegated to the Head of Legal and Democratic Services or the Head of Planning Services:</p> <p>“(c) To decide that the terms of a S106 planning agreement / Deed of Unilateral Undertaking have been discharged”</p>	Additional delegation
Functions of the Development Control Committee – Page 79	<p>Add the following delegation:</p> <p><u>“The following function is delegated to the Head of Planning Services or the Head of Legal and Democratic Services:</u></p> <p>A decision to revoke or modify a tree preservation order”</p>	To correct previous omission
Functions of the Licensing Committee – Page 97a	<p>Add the following function of the Licensing Committee:</p> <p>“Power to register motor salvage operators”</p>	To reflect the requirements of the Motor Salvage Operators Salvage Regulations 2002
Functions of the Standards Committee – Page 111	<p>Add the following function:</p> <p>“To consider any application for exemption from political restriction or give directions to include a post on the list”</p>	To reflect the requirements of Part 10 – Ethical Standards, Chapter 2 – Employees, of the Local Government and Public Involvement in Health Act 2007

<b>Function</b>	<b>Proposed amendment</b>	<b>Reason for amendment</b>
Exceptions to Executive functions – Page 125	<p>Add the following wording to the end of the fifth bullet in the list of policy framework documents:</p> <p>“Functions relating to Supplementary Planning Documents remain the responsibility of the Executive”</p>	For the purposes of clarification
Exceptions to Executive functions – Page 125	Remove the Cultural Strategy and the Risk Management Strategy from list of Policy Framework Documents	<p>The Cultural Strategy will not be renewed after 2008 as it overlaps other strategies.</p> <p>It is proposed that the Risk Management Strategy should no longer be a policy framework document but that the approval of this document should be delegated to the Chair of the Executive.</p>
Exceptions to Executive functions – Page 125	Replace reference to the ‘Social Inclusion Strategy’ and ‘Equality Policies and Schemes’ within the list of Policy Framework Documents with the ‘Corporate Equality Scheme’	The Corporate Equality Scheme has replaced the Social Inclusion Strategy and other equality policies and schemes

Function	Proposed amendment	Reason for amendment
Housing matters delegated to Executive Members and officers – Page 141	<p>Remove the following words from delegation B30:</p> <p>“...subject to report to the Executive on action taken”</p> <p>and replace with:</p> <p>“...subject to report to the Executive Member for Housing and relevant Ward Members on action taken”</p>	<p>To remove the requirement for the execution of court orders relating to eviction to be reported to the Executive. This requirement has never been fulfilled in the past and is not considered necessary</p>
Housing matters delegated to Executive Members and officers – Page 143	<p>Add the following delegation:</p> <p><u>“The following function is delegated to the Head of Housing Strategic Services following consultation with the Executive Member for Housing:</u></p> <p>To take decisions relating to the West Sussex Supporting People Commissioning Body”</p>	<p>Delegation had been approved by Executive in 2004 but had not been reflected in the Constitution at the time</p>
Human Resources matters delegated to Executive Members and officers – Page 149	<p>Add the following delegation:</p> <p><u>“The following function is delegated to the Executive Member for Continuous Improvement and Development in consultation with the Head of Human Resources and Development:</u></p> <p>Minor changes to Human Resources policies and procedures which are in line with the Council's overall policies and the budget, subject to the publication of such decisions in the Members' Information Bulletin.”</p>	<p>Additional delegation</p>

Function	Proposed amendment	Reason for amendment
Human Resources matters delegated to Executive Members and officers – Page 149	<p>Amend delegation D18 to read:</p> <p><u>“The following function is delegated to the Head of Human Resources and Development following consultation with the Portfolio Holder for Continuous Improvement and Development and the appropriate Director or Chief Executive:</u></p> <p>To approve any exceptions that may occur under paragraph 4.4. of report ODI/10 relating to the Recruitment Incentive Scheme <b>and the associated Retention Incentive Scheme”</b></p>	Additional delegation highlighted in bold
Human Resources matters delegated to Executive Members and officers – Page 149	<p>Add the following delegation:</p> <p><u>“The following function is delegated to the Head of Human Resources and Development, Head of Finance and the relevant Director or Chief Executive following consultation with the Portfolio Holder for Continuous Improvement and Development and the relevant Portfolio Holder for the service affected:</u></p> <p>To approve operational staffing and structure changes leading to redundancies other than those affecting Chief Executive, Directors and Heads of Service.”</p>	Additional delegation
Planning matters delegated to Executive Members and officers – Page 152	E10 - Replace the wording “Head of Legal Services and the Head of Democratic Services” with “The Head of Legal and Democratic Services”	To reflect new management structure

Function	Proposed amendment	Reason for amendment
<p>General matters delegated to Executive Members and officers – Page 159</p>	<p>Amend G14 to read as follows:</p> <p><u>“The following function o delegated to the Head of Legal and Democratic Services jointly with the Head of Finance or the Head of Customer Services:</u></p> <p>Determination, in individual cases, whether to issue formal caution or apply penalties as an alternative to prosecution under the <b>Social Security Administration Act 1992 (as amended) and other relevant social security legislation”</b></p>	<p><b>Amended wording highlighted in bold.</b></p> <p>To ensure that the Constitution refers to all the powers which were either originally contained in, or have since been inserted into, the Social Security Administration Act 1992.</p>
<p>General matters delegated to Executive Members and officers – Page 159</p>	<p>Amend G15 to read as follows:</p> <p><u>“The following function is delegated to the Head of Finance or the Head of Customer Services:</u></p> <p>The nomination of employees to carry out formal cautioning under the <b>Social Security Administration Act 1992 (as amended) and other relevant social security legislation”</b></p>	<p><b>Amended wording highlighted in bold.</b></p> <p>To ensure that the Constitution refers to all the powers which were either originally contained in, or have since been inserted into, the Social Security Administration Act 1992.</p>
<p>General matters delegated to Executive Members and officers – Page 159</p>	<p>Amend G16 to read as follows:</p> <p><u>“The following function is delegated to the Head of Legal and Democratic Services:</u></p> <p>The institution of prosecutions under the <b>Social Security Administration Act 1992 (as amended) and other relevant social security legislation”</b></p>	<p><b>Amended wording highlighted in bold.</b></p> <p>To ensure that the Constitution refers to all the powers which were either originally contained in, or have since been inserted into, the Social Security Administration Act 1992.</p>

Function	Proposed amendment	Reason for amendment
<p>General matters delegated to Executive Members and officers – Page 161</p>	<p>Amend delegation G27 to read as follows:</p> <p><u>“The following function is delegated to the appropriate Head of Service jointly with the Head of Finance, following consultation with the appropriate Executive Member:</u></p> <p>Review of fees and charges, including the annual review for inclusion in the following year’s budget</p> <p>(This delegation does not apply to the review of fees and charges in respect of the functions of the Licensing Committee (Licensing Committee function 52 (page 99) refers))</p>	<p>A limit for increases in fees and charges is agreed by the Budget Strategy and, at present, any exceptions to the agreed percentage increase are included in the Budget Report. This involves a lot of detail and would be best dealt with by the Portfolio Member who will be consulted on all fees and charges increase proposals before they are implemented. Any potentially contentious issues could then be referred to the Executive if required.</p>
<p>General matters delegated to Executive Members and officers – Page 165</p>	<p>Include the following delegation:</p> <p><u>“The following function is delegated to the Chair of the Executive:</u></p> <p>Approval of the Council’s Risk Management Strategy and any amendment thereto”</p>	<p>It is proposed that the Risk Management Strategy should no longer be a policy framework document but that the approval of this document should be delegated to the Chair of the Executive.</p>

Function	Proposed amendment	Reason for amendment
General matters delegated to Executive Members and officers – Page 165	<p>Include the following delegation:</p> <p><u>“The following function is delegated to the Chair of the Executive:</u></p> <p>Approval of the Council’s Debt Management Strategy and any amendment thereto”</p>	Additional delegation
General matter delegated to Executive Members and officers – Page 165	<p>Add the following delegation:</p> <p><u>“The following function is delegated to the Head of Finance:</u></p> <p>To deal with all taxation matters that affect the Council including the completion and submission of returns for PAYE, VAT and Construction Industry Tax.”</p>	To act on the advice of Customs and Excise
General matters delegated to Executive Members and officers – Page 165	<p>Add the following delegation:</p> <p><u>“The following function is delegated to the Head of Property Services and Procurement and the Head of Finance in consultation with the Chair of the Executive:</u></p> <p>Changes to the cost and phasing of individual schemes within the planned maintenance programme subject to the overall annual budget not being exceeded.”</p>	Additional delegation (see also pg.266)



Function	Proposed amendment	Reason for amendment
Proper Officers – Page 175	<p>Add the following responsibility:</p> <p><b>Statute</b> Part 1 – Listed Buildings, Planning (Listed Buildings and Conservation Area) Act 1990 (c.9)</p> <p><b>Duty/Responsibility</b> To serve formal notice on the owner / occupier of a building to inform them that the building has been listed</p> <p><b>Designation</b> Proper Officer</p> <p><b>Responsible Employee</b> Chief Executive</p>	<p>To reflect the requirements of Part 1 – Listed Buildings, Chapter 1 – Listing of Special Buildings, of the Planning (Listed Buildings and Conservation Area) Act 1990 (c.9)</p>
Council Procedure Rules – Committee Procedure Rules – Page 201	<p>Include the following wording to the end of 23.2 (1):</p> <p>“...The Chair of the Standards Committee and any Sub-Committee of the Standards Committee shall be independent members”</p>	<p>To reflect the requirements of Part 10 - Ethical Standards, Chapter 1 – Conduct of Local Authority Members, of the Local Government and Public Involvement in Health Act 2007</p>
Council Procedure Rules – Committee Procedure Rules – Page 202	<p>Add the following wording to the end of paragraph 23.4(1):</p> <p>“In the case of Sub-Committees of the Standards Committee sitting for the purpose of dealing with complaints relating to the conduct of Members, the Monitoring Officer in consultation with the Chair of the Standards Committee shall appoint Members to serve on the relevant sub-committees from the membership of the Standards Committee, without the prior concurrence of the Standards Committee or the Council”</p>	<p>To facilitate the implementation of the requirements of Part 10 - Ethical Standards, Chapter 1 – Conduct of Local Authority Members, of the Local Government and Public Involvement in Health Act 2007</p>

<b>Function</b>	<b>Proposed amendment</b>	<b>Reason for amendment</b>
Council Procedure Rules – Committee Procedure Rules – Page 202	Add the following wording to the end of paragraph 23.4(4):  “However, the Chair of the Standards Committee will not be an ex-officio member of sub committees of the Standards Committee established to deal with complaints relating to the conduct of Members”	To facilitate the implementation of the requirements of Part 10 - Ethical Standards, Chapter 1 – Conduct of Local Authority Members, of the Local Government and Public Involvement in Health Act 2007
Budget Procedure Rules – Page 223	Amend the second sentence of paragraph (c) to read as follows:  “Nevertheless, there is an annual cycle which is based on the Executive making recommendations to the full Council for the approval of the Budget Strategy, with prior consideration by the Overview and Scrutiny Commission, followed by examination of options by the Budget Advisory Group.”	To remove ambiguity
Budget Procedure Rules – Page 224	Amend paragraphs identified within paragraph (j) to read (i) to (k)	Clerical correction
Policy Framework Procedure Rules – Page 229	Add the following wording to the end of the fifth bullet in the list of policy framework documents:  “Functions relating to Supplementary Planning Documents remain the responsibility of the Executive”	For the purposes of clarification

Function	Proposed amendment	Reason for amendment
Policy Framework Procedure Rules – Page 229	Remove the Cultural Strategy and the Risk Management Strategy from list of Policy Framework Documents	<p>The Cultural Strategy will not be renewed after 2008 as it overlaps other strategies.</p> <p>It is proposed that the Risk Management Strategy should no longer be a policy framework document but that the approval of this document should be delegated to the Chair of the Executive.</p>
Policy Framework Procedure Rules – Page 229	Replace reference to the ‘Social Inclusion Policy’ and ‘Equality Policies and Schemes’ within the list of Policy Framework Documents with the ‘Corporate Equality Scheme’	The Corporate Equality Scheme has replaced the Social Inclusion Strategy and other equality policies and schemes
Executive Procedure Rules – Executive Portfolios – Page 246	<p>Include the following under the responsibilities of the Executive Member for Planning and Economic Development:</p> <p>“Provision of resources for enforcement of decisions taken by the Development Control Committee”</p>	For the purposes of clarification
Executive Procedure Rules – Executive Portfolios – Page 246	<p>Include the following under the responsibilities of the Executive Member for Environmental Services</p> <p>“Provision of resources for enforcement of decisions taken by the Licensing Committee”</p>	For the purposes of clarification

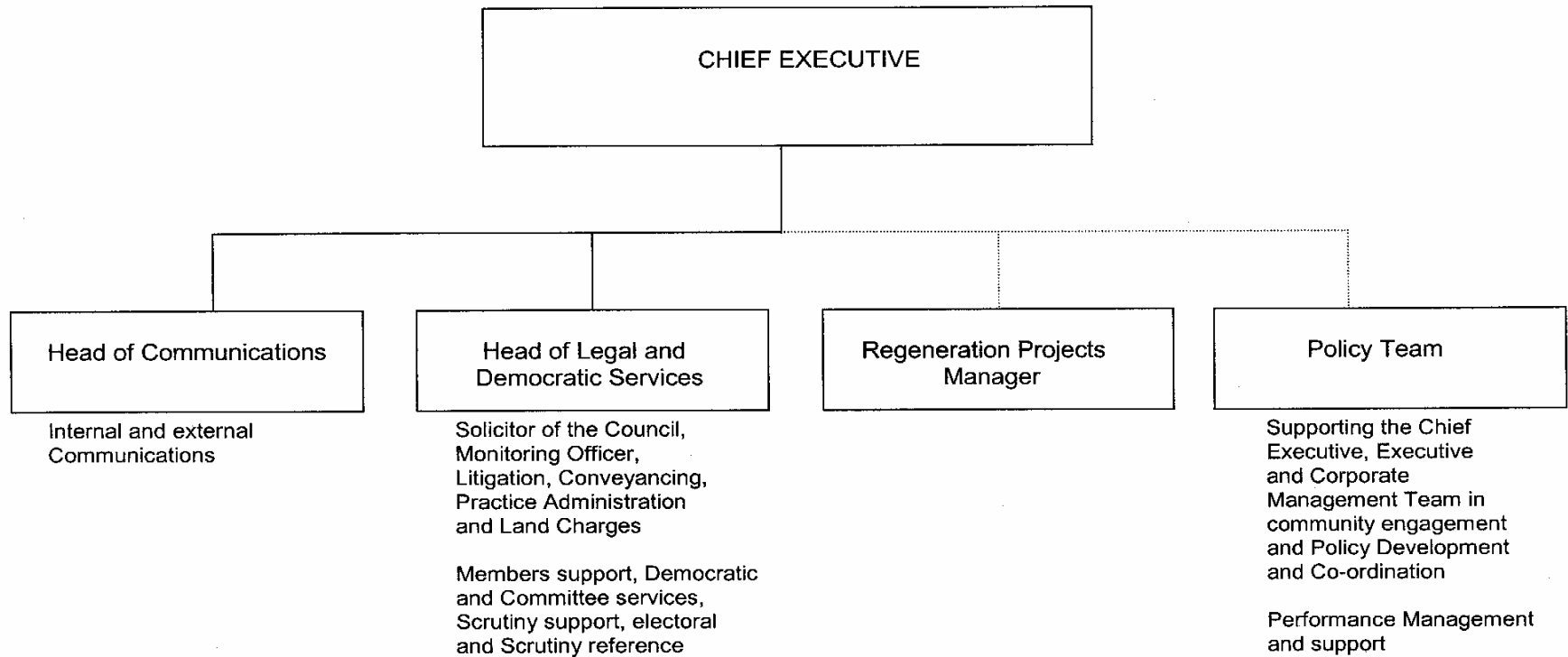
Function	Proposed amendment	Reason for amendment
Financial Procedure Rules – Page 266	<p>Add the following wording to paragraph 3.2 – at the end of the section relating to Head of Service:</p> <p>“...All virement approvals over £10,000 and up to £50,000 will be reported to the Executive in quarterly budget monitoring reports”</p>	Additional reporting requirement
Financial Procedure Rules – Page 266	<p>Amend paragraphs 3.2 (d) and (e) to read as follows:</p> <p>“(d) Supplementary estimates for revenue spend up to £100,000 per individual request subject to a maximum of £500,000 in any one year.</p> <p>(e) Supplementary estimates for capital schemes up to £100,000 subject to a maximum of £500,000 in any one year.”</p>	<p>These provisions previously read as follows:-</p> <p>(d) Supplementary estimates for revenue <b>and capital</b> spend up to £100,000 per individual <b>scheme</b> subject to a maximum of £500,000 in any one year.</p>
Financial Procedure Rules – Page 266	<p>Insert the following bullet point under paragraph 3.2:</p> <p>“(f) Changes to the cost and phasing of individual schemes within the overall capital programme budget are delegated to the Head of Finance in consultation with the Chair of the Executive. However, these changes will be reported to the Executive in quarterly budget monitoring reports.”</p>	Additional delegation (see also pg.165)
The Procurement Code – Page 302	<p>Replace the wording “Head of Democratic Services x 8293” with “Head of Legal and Democratic Services x 8292”</p>	To reflect new management structures

Function	Proposed amendment	Reason for amendment
Protocol on Responding to Consultation Documents – Page 390	<p>Paragraph 1 of the protocol be amended to read:</p> <p><b>“1. Paragraphs 1 – 4 of this protocol only apply</b> to consultations where the views of local authorities generally are sought rather than the specific views of Crawley Borough Council. Requests for information and informal opinions of the type frequently sought by organisations such as the Local Government Association are outside the scope of this protocol and will be dealt with administratively.”</p>	<p><b>Amended wording highlighted in bold.</b></p> <p>Update relating to the additional delegation below</p>
Protocol on Responding to Consultation Documents – Page 390	<p>Insert a new paragraph at the end of the protocol as follows:</p> <p>“6. Specific authority is given to the Head of Planning Services, in consultation with the appropriate Executive Member and the appropriate Ward Members, to respond on behalf of the Council to consultations from West Sussex County Council on proposed traffic regulation orders. A copy of the response shall once again be included in the Members’ Information Bulletin”</p>	New delegation
Council’s Complaints Procedure – Page 423	Replace the Council’s Complaints Procedure with the procedure approved by CMT	To reflect the Council’s revised complaints procedure
Part 7 – Management Structures – Page 450 and 451	Replace the management structure grids relating to the Chief Executive’s Directorate and the Resources Directorate with the grids detailed in Appendix 1a to these minutes.	To reflect new management structures
Pages 28, 119, 120, 261, 431, 445 and 454	Change all references to Audit and Governance Sub Committee to read “Audit and Governance Sub Committee (Audit and Governance Committee effective from the annual Council meeting 2008)”	To meet the recommendations of the Audit Commission

<b>Function</b>	<b>Proposed amendment</b>	<b>Reason for amendment</b>
Where relevant	Replace each occurrence of "Head of Democratic Services" with "Head of Legal and Democratic Services"	To reflect new management structure
Where relevant	Replace each occurrence of "Head of Legal Services" with "Head of Legal and Democratic Services"	To reflect new management structure

**APPENDIX 1a**

**CRAWLEY BOROUGH COUNCIL  
MANAGEMENT STRUCTURE**



CRAWLEY BOROUGH COUNCIL  
MANAGEMENT STRUCTURE

