

GENERAL PURPOSES COMMITTEE – 30 JUNE 2008  
CHANGES TO THE CONSTITUTION

Function	Proposed amendment	Reason for amendment
<p>Full Council Functions (Page 70A)</p> <p>Power to determine the terms and conditions on which staff hold office (including procedures for their dismissal and redundancy procedures)</p>	<p>Add the following wording:-</p> <p><u>'The following function is delegated to the Head of Human Resources and Development, Head of Finance and the relevant Director or the Chief Executive:-</u></p> <p>To approve operational staffing changes below Head of Service level (including numbers of posts, post types, job duties, grades, deployment of posts, redundancies, flexible retirement and retirement in the interest of efficiency of the service) to meet the operational needs of the service within the limits of the approved financial budget and financial procedure rules, subject to compliance with Council policies and to no significant service implications.</p> <p>Consultation must take place with the Leader, the Cabinet Member for Continuous Improvement and Development and the appropriate Cabinet Member for the service area before exercising these delegated powers and, where the Leader or either of these Portfolio Holders has an objection to the proposals, or where the proposals do not meet the provisos relating to finance or policy outlined above, then the decision is reserved to full Council.'</p> <p>Delete exception (xix) on page 135.</p>	<p>To correct inconsistencies in the Constitution. This is a delegation of a Council function.</p>



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Financial Procedure Rules (Page 286)	<p>Add the following wording to Rule 3.2 (after the paragraph relating to Heads of Service):-</p> <p>Head of Finance Approval of one-off redundancy and early retirement costs arising from a staffing restructure up to a limit of £500,000 in any one case subject to payback within three years. These costs will be met by a transfer from the Restructuring Impact Reserve.</p>	Additional delegation
Functions of the Standards Committee – (Page 115)	<p>Relocate (from page 161) the following function which shall be delegated through the Standards Committee:</p> <p><u>“The following function is delegated to the Head of Human Resources and Development:</u></p> <p>Adjustment to list of politically restricted posts to reflect changes in salary levels.”</p>	To correct inaccuracies in the Constitution. This is a delegation of a Council function.
Appointments and Investigating Committee (Page 119)	Delete the words ‘(which shall be referred to the Committee)’ from the delegation under Function 3.	To remove inconsistencies from the Constitution.
Functions of the Appointments and Investigating Committee (Page 119)	<p>Relocate (from page 161) the following functions which shall be delegated through the Appointments and Investigating Committee :-</p> <ul style="list-style-type: none"> <li>▪ Authorisation of overtime where unavoidable including, in exceptional circumstances, work over the overtime limit defined in the National Conditions of Service</li> </ul> <p>This function is delegated to the appropriate Director/Head of Service</p>	To correct inaccuracies in the Constitution. These delegations relate to a Council function.



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<p>Functions of the Appointments and Investigating Committee (Page 119) (continued...)</p>	<ul style="list-style-type: none"> <li data-bbox="869 316 1644 443"> <p>▪ Exercise of any discretion given by national and local conditions of service apart from those requiring negotiation and agreement by the Council (e.g. Part 3 of the NJC Conditions of Service).</p> <p>This function is delegated to the appropriate Director/Head of Service</p> </li> <li data-bbox="869 603 1554 798"> <p>▪ Implementation of decisions of recognised joint negotiating bodies regarding salaries, wages and conditions of service.</p> <p>This function is delegated to the Head of Human Resources and Development</p> </li> <li data-bbox="869 852 1608 1082"> <p>▪ Granting of approved staff benefits to individual posts including essential car users' schemes and reimbursement of professional subscriptions.</p> <p>This function is delegated to the Head of Human Resources and Development in consultation with the relevant Director/Head of Service</p> </li> <li data-bbox="869 1155 1644 1321"> <p>▪ Granting of relocation assistance in accordance with the Council's scheme</p> <p>This function is delegated to the appropriate Director/Head of Service</p> </li> </ul>	



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<p>Functions of the Appointments and Investigating Committee (Page 119) (continued...)</p>	<ul style="list-style-type: none"> <li data-bbox="869 300 1581 363"> <p>▪ Granting of concessionary leave on compassionate grounds</p> <p style="margin-left: 20px;">This function is delegated to the appropriate Director/Head of Service (or the Head of Human Resources and Development)</p> </li> <li data-bbox="869 568 1637 667"> <p>▪ Granting of additional or accelerated increments to staff as a result of examination success in accordance with a scheme approved by the Council</p> <p style="margin-left: 20px;">This function is delegated to the Head of Human Resources and Development</p> </li> <li data-bbox="869 839 1637 1075"> <p>▪ Granting of additional or accelerated increments to staff to reflect special merit or to adjust anomalies in a work area.</p> <p style="margin-left: 20px;">This function is delegated to the Head of Human Resources and Development in consultation with the appropriate Director / Head of Service</p> </li> <li data-bbox="869 1145 1637 1244"> <p>▪ Issue of certificates confirming for the purposes of S3(3) of the Local Government Act 1989 that the “sensitive duties criteria” does not apply</p> <p style="margin-left: 20px;">This function is delegated to the Head of Human Resources and Development</p> </li> </ul>	



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<p>Functions of the Appointments and Investigating Committee – Page 119 (continued...)</p>	<ul style="list-style-type: none"> <li data-bbox="869 264 1444 292">▪ Implementation of job evaluation reviews</li> </ul> <p data-bbox="909 331 1536 395">This function is delegated to the Head of Human Resources and Development</p> <ul style="list-style-type: none"> <li data-bbox="869 469 1644 600">▪ The prior agreement of proposed changes in responsibilities to existing posts which are likely to result in an increase in salary, before the post is reassessed through the job evaluation process.</li> </ul> <p data-bbox="909 635 1592 662">This function is delegated to the appropriate Director</p> <ul style="list-style-type: none"> <li data-bbox="869 772 1615 836">▪ The application of nationally negotiated pay awards to locally agreed pay structures</li> </ul> <p data-bbox="909 874 1536 938">This function is delegated to the Head of Human Resources and Development</p> <ul style="list-style-type: none"> <li data-bbox="869 1011 1570 1142">▪ To approve any exceptions that may occur under paragraph 4.4 of Report ODI/10 relating to the Recruitment Incentive Scheme and the associated Retention Incentive Scheme.</li> </ul> <p data-bbox="909 1181 1637 1342">This 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</p>	



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<p>Functions of the Appointments and Investigating Committee (Page 119) (continued...)</p>	<ul style="list-style-type: none"> <li>▪ 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</li> </ul> <p style="text-align: center;">This function is delegated to the Head of Human Resources and Development”</p> <p>Delete functions D1, D3 – D14, D16 and D18 – D20 (Page 161)</p>	

