

UPDATES TO THE CONSTITUTION

Leader of the Council/Monitoring Officer

Date: 10 December 2024

Agenda item:

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Key decision? **NO**

Local ward members All Members



Lichfield
District Council

FULL COUNCIL

1. Executive summary

- 1.1 This report notifies Members of an update to the Constitution.
- 1.2 The update incorporates changes that have been made to the allocation of responsibilities made by the Leader of the Council and the Chief Executive since Annual Council (Part 3 of the Constitution – Responsibility for Functions).

2. Recommendations

- 2.1 That Members note the updates to Part 3 of the constitution (Responsibility for Functions).

3. Background

- 3.1 Changes to the constitution require approval by Council with the following exceptions:
 - The Leader of the Council may, at any time, amend the areas of responsibility delegated to Members of the Cabinet.
 - The Chief Executive may, at any time, amend the responsibilities of Leadership Team.
- 3.2 Following incorporation into the Constitution any changes made by the Leader of the Council/Chief Executive are reported to Full Council.
- 3.3 For ease of reference, **Appendix A** highlights (in yellow) changes to the allocation of responsibilities (Part 3 of the Constitution) that have been made by the Leader of the Council/Chief Executive since Annual Council.
- 3.4 These changes to the constitution reflect:
 - The current composition and areas of responsibility of Cabinet
 - The allocation of Leadership Team responsibilities following the deletion of a vacant Assistant Director Post.

Alternative options

It is a requirement of the constitution that updates are reported to Full Council.

Consultation

The Monitoring Officer is notified of changes to enable the Constitution to be updated.

Financial implications	Changes are made within existing budgets
Approved by Section 151 Officer	Yes

Legal implications	Every local authority is under a duty to prepare and keep up to date its Constitution (s.9P of the Local Government Act 2000).
Approved by Monitoring Officer	Yes

Contribution to Lichfield District 2050	A well run council is central to the delivery of Lichfield District 2050 .
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Data assessment	N/A
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Equality, diversity and human rights implications	The updates do not impact on equality, diversity and human rights.
EIA logged by Equalities Officer	Equalities Officer confirmed not required.

Crime & safety Issues	The scheme of delegation sets out Member and Officer responsibility in relation to Council functions.
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Environmental impact (including climate change and biodiversity)	The scheme of delegation sets out Member and Officer responsibility in relation to Council functions.
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GDPR / privacy impact assessment	N/A
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	Risk description & risk owner	Original score (RYG)	How we manage it	New score (RYG)
A	The constitution is not kept up to date/is not fit for purpose.	Risk: Yellow Likelihood: Yellow Impact: Yellow	Review the Constitution on a regular basis	Risk: Green Likelihood: Green Impact: Green
B	There is confusion/lack of clarity about responsibility for functions	Risk: Yellow Likelihood: Yellow Impact: Yellow	Ensure the scheme of delegation is kept under review and updated as appropriate.	Risk: Green Likelihood: Green Impact: Green

Background documents	The Council's Constitution
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Relevant web links	
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