



## Joint Report of the Presiding Member, Monitoring Officer & Head of Democratic Services

Council – 4 November 2020

### Amendments to the Council Constitution

<b>Purpose:</b>	To note the Monitoring Officer amendments to the Council Constitution following management and staffing changes to the Resources Directorate structure.
<b>Policy Framework:</b>	Council Constitution.
<b>Consultation:</b>	Deputy Chief Executive / Director of Resources, Access to Services, Finance and Legal
<b>Report Author:</b>	Huw Evans
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<b>Access to Services Officer:</b>	Rhian Millar
<b>For Information</b>	

#### 1. Introduction

- 1.1 In compliance with the Local Government Act 2000, the City and County of Swansea has adopted a Council Constitution. From time to time it is necessary to review the Council Constitution in line with legislative requirements and to ensure good governance arrangements.

#### 2. Delegated Minor Corrections to the Council Constitution

- 2.1 Article 15 “Review and Revision of the Constitution” allows the Monitoring Officer to make changes / updates to the Council Constitution in relation to:
- Legislation;
  - Changes to the Officer structure or changes of responsibility within the Officer Structure;
  - The need to correct any administrative or typing errors.

2.2 Changes to the Council Constitution which fall under the sub paragraphs above may be made solely by the Monitoring Officer. The Monitoring Officer has amended Article 12 “Officers” in order to reflect changes that have been made to the Officer structure within the Resources Directorate.

**3. Part 2 “Articles of the Constitution” - “Article 12 “Officers”**

3.1 In light of the changes to Part 7 “Management Structure” of the Council Constitution made by Council on 1 October 2020, there was a requirement to amend Article 12 - Officers in the Constitution which sets out the various functions and areas of responsibility of Chief Officers.

3.2 The relevant extract of Article 12 is shown below:

<p><b>Deputy Chief Executive / Director of Resources</b></p>	<p>To support the Chief Executive and overall Corporate, Operational and Strategic Management responsibility for Communications &amp; Marketing, Finance &amp; the Service Centre, Legal, Democratic Services &amp; Business Intelligence and Transformation Service Units together with Emergency Planning.</p> <p>To deputise for the Chief Executive in his absence in respect of all directorate / service activities.</p> <p>The Service Units deal with the following broad work areas:</p> <p><b>Commercial Services.</b> Led by the Head of Commercial Services.</p> <p><b>Communications &amp; Marketing.</b> Led by the Head of Communications &amp; Marketing. Broad areas of work include Communications and Marketing, Health &amp; Safety and the Lord Mayoralty.</p> <p><b>Finance &amp; the Service Centre.</b> Led by the Chief Finance Officer. Broad work areas include Financial Services, Payroll, Provision of the Authority’s Council Tax, Financial Planning &amp; Management, Housing Benefits, Internal Tax and Accountancy services.</p> <p><b>Legal, Democratic Services and Business Intelligence.</b> Led by the Chief Legal Officer. Broad work areas include Legal Services, Democratic Services, Electoral Services, Coroner, Scrutiny and Access to Services.</p>
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	<p><b>Transformation.</b> Led by the Chief Transformation Officer. Broad areas of work include Commercial Services, Customer Services &amp; Complaints, Digital Transformation, Human Resources &amp; Organisation Development; Strategic Delivery, Performance, Transformation and Training.</p>
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3.3 The Monitoring Officer has amended as shown below. The deletion is shown as ~~strikethrough~~ and the additions in **red**:

<p><b>Deputy Chief Executive / Director of Resources</b></p>	<p>To support the Chief Executive and overall Corporate, Operational and Strategic Management responsibility for Communications &amp; Marketing, Finance &amp; the Service Centre, Legal, Democratic Services &amp; Business Intelligence and Transformation Service Units together with Emergency Planning.</p> <p>To deputise for the Chief Executive in his absence in respect of all directorate / service activities.</p> <p>The Service Units deal with the following broad work areas:</p> <p><b>Commercial Services.</b> Led by the Head of Commercial Services.</p> <p><b>Communications &amp; Marketing.</b> Led by the Head of Communications &amp; Marketing. Broad areas of work include <b>Access to Services</b>, Communications and Marketing, Health &amp; Safety and the Lord Mayoralty.</p> <p><b>Finance &amp; the Service Centre.</b> Led by the Chief Finance Officer. Broad work areas include Financial Services, Payroll, Provision of the Authority's Council Tax, Financial Planning &amp; Management, Housing Benefits, Internal Tax and Accountancy services.</p> <p><b>Deputy Chief Finance Officer.</b> Directly assists and deputises as S151 Officer for the Chief Finance Officer. Acts as professional lead on pension administration and pension fund, treasury management and capital planning and funding.</p> <p><b>Head of Revenues &amp; Benefits.</b> Directly assists the Chief Finance Officer and acts as professional lead on</p>
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	<p>council tax, non-domestic rates, benefits and social care financial assessments.</p> <p><b>Head of Service Centre.</b> Directly assists the Chief Finance Officer and acts as professional lead on employee services, employee and pensioner payroll, accounts receivable, accounts payable and cashiers.</p> <p><b>Legal, Democratic Services and Business Intelligence.</b> Led by the Chief Legal Officer. Broad work areas include Legal Services, Democratic Services, Electoral Services, Coroner, Scrutiny <del>and Access to Services</del>.</p> <p><b>Transformation.</b> Led by the Chief Transformation Officer. Broad areas of work include Access to Services, Commercial Services, Customer Services &amp; Complaints, Digital Transformation, Human Resources &amp; Organisation Development; Strategic Delivery, Performance, Transformation and Training.</p>
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**Background Papers:** None

**Appendices:** None