



## Report of the Deputy Monitoring Officer

Council – 16 May 2024

### Amendments to the Council Constitution

<b>Purpose:</b>	To note the Deputy Monitoring Officer amendments to the Council Constitution
<b>Policy Framework:</b>	Council Constitution.
<b>Consultation:</b>	Access to Services, Finance, Legal
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<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: a) Legislation; b) Changes to the Officer structure or changes of responsibility within the Officer Structure; c) 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.

2.3 The Monitoring Officer has amended the Constitution as set out in paragraphs 3 and 4 of this report.

### 3. Part 2 Articles of the Constitution

#### Article 12 Officers

This Article sets out the Management Structure and details the Chief Officers and their Functions and Areas of Responsibility.

Certain amendments are necessary to reflect changes to titles and descriptions of service areas.

The Deputy Monitoring Officer has amended this by making some deletions and additions. The deletions are shown as strikethrough and the additions in red as set out below:

#### 3.1 Director of Corporate Resources.

To support the Chief Executive and overall Corporate, Operational and Strategic Management responsibility for Communications, **Corporate Planning and Performance** & ~~Marketing~~, Human Resources, and the Service Centre, Legal **and** Democratic Services & ~~Business Intelligence~~ and ~~Transformation Service Units together with Emergency Planning and civil contingencies~~ **and Digital and Customer Services.**

Responsibility for the Service Units which deal with the following broad work areas:

Communications, **Corporate Planning and Performance.** & ~~Marketing~~. Led by the Head of Communications, **Corporate Planning and Performance,** ~~—& Marketing.~~ areas of work include ~~Access to Services~~ **Human Rights and Equalities, Integrated Impact Assessments,** Communications ~~and Marketing,~~ **Corporate Health & Safety, the Occupational Health Service, Emergency Planning, Cabinet and Civic Office, Corporate Planning and Performance, Policy including Corporate Transformation Plan, Risk Management, Design Print, the Welsh Translation Service, and liaison with the Welsh Language Commissioner.**

Human Resources and the Service Centre. Led by the Head of Human Resources and Service Centre, areas of work include Employee Services, Employee and Pensioner Payroll, Accounts Receivable, Accounts Payable and cashiers. Human resources, cultural change, Organisational Development, Workforce Strategy **and Workforce and OD Transformation Programme.**

Legal **and** Democratic Services ~~and Business Intelligence.~~ Led by the Chief Legal Officer, areas of work include Legal Services, Democratic Services, Electoral Services, Coroner, Scrutiny, Member Support, Information Governance **and Data Protection.** ~~and the Welsh Translation Service. The Service Unit also has responsibility for liaising with Commissioners.~~

Digital and Customer Services. Led by the Head of Digital and Customer Services who also acts as the Senior Information Risk Owner (SIRO) and the Social Services Complaints Manager. Areas of work include, ~~Customer Services, & Complaints, customer contact strategy development and implementation, Digital Strategy development, Digital Transformation and Technology Security~~ Corporate Digital / ICT services, Digital Strategy and Digital Transformation Programme, Schools' ICT support, Information Management and Cyber Security, Corporate Customer Services, including Customer Services Standards, Complaints, and liaison with the Public Service Ombudsman.

### 3.2 Director of Place

Overall Corporate, Operational and Strategic Management responsibility for Building Services, Cultural Services, Highways & Transformation, Housing & Public Health, Planning & City Regeneration, Property Services and Waste, Cleansing & Parks Service Units.

~~Housing & Public Protection.~~ Health

Led by the Head of Housing & Public Protection Health. Areas of work include responsibility for the provision of the Council's Housing and Environment services (Building Control, Pollution, Housing & Public Health, Registrars, Burials, Cremations, Trading Standards, Licensing, Food & Safety, the Council's Housing Stock, Homelessness Services, Housing Advice, Disabled Facility Grants and improving the condition of Private Sector Housing subject to any variations determined by the Chief Executive.

## 4. Part 7 Management Structure

- 4.1 The document attached at Part 7 titled **Senior Management Team – Current Structure - July 2022** is deleted and replaced with the document attached at Appendix A to this report.

## 5. Integrated Assessment Implications

- 5.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
  - Deliver better outcomes for those people who experience socio-economic disadvantage.
  - Consider opportunities for people to use the Welsh language.

- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

5.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

5.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

5.4 An IIA Screening Form has been completed and no adverse implications have been noted.

## **6. Financial Implications**

6.1 There are no financial implications associated with this report.

## **7. Legal Implications**

7.1 There are no legal implications associated with this report.

**Background Papers:** None.

### **Appendices:**

Appendix A - Senior Management Team

Appendix B - IIA