

## Appendix 1 Political and Social Policy Considerations

Purpose	Key Issue	Impact and examples	Cost Impact	Outcome
Make the document digitally accessible	It is proposed we should make the constitution as accessible as possible. The approach to drafting is to make the constitution 'digitally' compatible so that it can be easily read on screen and that wherever possible appendices and none core documents are cross referenced to digital media sources such as the City Council's web site.	<p>This will set a policy of digital working for Members and Officers. There are constitutional and legal requirements that will be primarily digital which will include, declarations of interests, notifications, codes of conduct etc. This will then clearly cross reference to mod.gov for digital copies of papers and agendas. Reduce printed waste.</p> <p>Improve accessibility for the general public.</p> <p>N.B. members have informed Democratic Services they have been using paper versions, (last issued by LCC in 2015).</p>	Reduce paper and ensure member allowance is used appropriately for printing and support	<p>The document is being converted to a web based HTML document and will contain internal links form the index to the relevant sections. The constitution will be available on the main City Council website. The constitution will link to and cross reference to other key documents. Example: Standards Committee will include a link to the relevant procedure.</p>
Reduce unnecessary administration costs associated with decision making	Reduce the number of Committees. Review Terms of Reference and the number of 'noting' papers. Members can be more efficiently briefed outside of committee.	<p>Reduce administrative burdens of non-productive officer support to committees and 'noting' papers. Members to attend briefing sessions. Remove duplication of officer serviced groups. Review efficiency of committees, in particular</p> <p>i) options for noting papers.</p> <p>ii) options for merging some committees eg. Licensing Reg &amp; Act.</p> <p>iii) review of how Overview &amp; Scrutiny and Budget &amp; Performance fulfil their scrutiny function and an increase in size and frequency of meetings in the event of integration of the committee and panel.</p>	Reduce number of cancelled or non decision making meetings or committees, reduce member and officer non-productive time.	<p>Delegated Chief Executive £200,000 Delegated to Directors £150,000</p> <p>Noting papers to be reduced wherever possible.</p> <p>Two Licensing Committees merged.</p> <p>No action on merging O&amp;S and B&amp;PP</p>

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Reduce unnecessary administration costs associated with decision making	Clarity on Policy frameworks and delegations to the executive function. Increase clarity of delegations. Key decision definition to be reviewed.	Delegation described by posts for officers. Increase. Chief Officers/Directors delegation to £150k. On issues that are clearly within the policy framework, outside funding bids etc. to be delegated to Officer/Cabinet Member.	Reduce the number of low value decision papers.	Key Decision limit increased to £250,000  Key Decisions may be delegated to Individual Cabinet Member.
Improve speed, flexibility and resilience in decision making.	Focus Member involvement to key issues where they can best add value and make decisions.	Clear distinction between Member policy decisions and operational and officer decision.	Quicker decisions at lower cost	Key Decisions Limit at £250,000 Individual Cabinet Members may make Key Decisions Delegated Chief Executive £200,000 Delegated to Directors £150,000
Improve speed, flexibility and resilience in decision making	Update to contract procedure rules to ensure a streamlined value for money process.	Reduce the detail in the constitution and provide secondary guidance to cover process issues	Provide the ability to update process as needed whilst constitutional authority is retained.	This will be consider in phase 2
Improve speed, flexibility and resilience in decision making	Improve clarity of delegation for Non-Executive functions	Provide clear authority by officer/role and route for delegation to other officers on regulatory and other non-executive functions.  Give legal certainty to outcomes	Allow for rapid decision making for regulatory services such as Fly tipping/Anti-social behaviour	Scheme of delegation revised.
Improve speed, flexibility and resilience in decision making	Members code of conduct review	Update code of conduct and process. Include GDPR compliance Disclosure of relationships, etc.	Streamline process and reduce cost	This will be considered in phase 2. It must take into account the outcome of: <a href="https://www.gov.uk/government/publications/local-government-ethical-standards-report">https://www.gov.uk/government/publications/local-government-ethical-standards-report</a>

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Transparency and Accountability	Capturing information from Members and Officers, in a straight to digital format.	Online procedure for recording and publishing gifts, declarations etc.	Streamline process and reduce cost	This will be considered in phase 2.
Improve performance and efficiency.	Member training on governance, decision making, budget, financial and service resilience.	Compulsory training to be completed for members of all committees. On line training through learning portal where possible. This should support effectiveness of appointments to outside bodies. <a href="#">Publish</a> members training attendance.	Ensure public funds achieve value for money	<p>Mandatory training for some committees is required under the constitution.</p> <p>Full revised member training schedule is provided for after the election in May 2019.</p> <p>Only compulsory training attendance to be published.</p>
Improve performance and efficiency	Update to the media engagement policy, to ensure adequate social media guidance.	Policy to sit alongside constitution with other codes of conduct	Improved more efficient communications with citizens	This will be considered in phase 2.
Transparency and Accountability	Improved rules for sharing of information by cabinet with a pre-scrutiny function. Review procedures for O & S and call in.	To better inform scrutiny and avoid unnecessary call in. Improve the understanding of O & S critical friend function. To improve the quality and focus of debate. Consider resource allocation to O & S	Value for money	<p>Access to information rules have been revised to reflect current legal requirements.</p> <p>Proposed areas for changes in approach are set out in the investment strategy governance proposals.</p>
Transparency and Accountability	Review of all information sharing provisions.	Current amendments to the constitution are not fully aligned with the common law rules, or human rights, and potential GDPR conflicts	Legal compliance and risk management	Access to information rules have been revised to reflect current legal requirements.

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Transparency and Accountability	Review the procedure rules for council.	Improve the quality and focus of debate, amending motions.	Streamline decision making, reduce procedural delay and reduce cost	Amendments to allow questions of proposers of Motions on Notice.  Conventions updated to allow technical questions on officers briefing note.
Transparency and Accountability	Clarify the distinctions between the roles of cabinet and council.	Review Article 4 define what policy is included in the framework documents, and what is the status of many resolutions in the chamber.	Streamline process and reduce cost and ensure decisions are made in the right forum reducing risk of challenge.	Set out in the revised constitution
Transparency and Accountability	Clarify the function of Cabinet Liaison Groups.	Improved clarity and consistency of approach so that all members have a common understanding	Better informed Cabinet decisions at lower cost	Tenants forum and (potentially planning policy) have been reconstituted.
Transparency and Accountability	Clarify the distinction and definitions on Individual Cabinet Member Decisions and increase delegations to ensure decisions are made at the correct level.	Consider the need to increase and review the delegations to individual Cabinet Members..	Streamlined process and reduced costs.	Key Decisions are now delegated to Individual Cabinet Members
Improve speed, flexibility and resilience in decision making	Align all the financial values and review across the Council's Financial Regulations, including the Contract Procedure Rules, and the Treasury Management Framework	The values are too low to enable effective operational management.	Streamlined process and reduced costs.	Financial Procedure Rules and the Contract Procedure rules will be addressed in phase 2.

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Improve the quality of debate in the chamber	Reduce the number of senior officers attending full council to the chief executive, monitoring officer and senior financial officer (s.151) and Directors (by convention).	Encourage early questioning and attendance at briefing sessions by members. Maintain the debate at political policy level and avoid detailed operational decision questions and the consequential lengthy explanation by non-members in full council. The chamber is the members' opportunity to hold members to account not a forum for questioning officers.	Reduce cost of officer time.	Officer participation restricted by convention to answering technical question on the briefing papers.  Question to proposer's of Motions on Notice is provided for and Member's will be encouraged to ask any questions of officers prior to council.
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