

DOCUMENTATION/FUNCTION - CONSTITUTION OF THE COUNCIL

IMPLEMENTATION				
<p>Target Population Members and Senior Officers; and the Public</p> <p>Duty To ensure that the relative roles and responsibilities of Cabinet and other Members generally and Senior Officers are clearly defined.</p> <p> To develop and maintain a scheme of delegated powers which should include a formal schedule of those matters specifically reserved for the collective decision of the authority.</p> <p> To put in place clearly documented and understood management processes for policy development, implementation and reviews for decision-making; and formal procedural and financial regulations to govern the conduct of the business of the Council.</p> <p> To ensure that the role of the Cabinet Member is formally defined, to include responsibility for providing effective strategic leadership to the authority and for ensuring that the authority successfully discharges its overall responsibilities for the activities of the organisation as a whole.</p> <p> To ensure that the roles and responsibilities of all Members of the authority, together with the terms of their remuneration and its review, are defined clearly.</p> <p> To ensure that a Senior Officer is made responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.</p> <p> To ensure that a Senior Officer is made responsible to the authority for ensuring that appropriate advice is given to it on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.</p> <p>Training Member Training Programme, Senior Officer Training</p> <p>Requirements</p> <p>Lead Officer Assistant Director, Law and Governance and Monitoring Officer</p>				
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
<p>AWARENESS (keeping it live in people's minds)</p>	<p>Copy of Constitution emailed to all Members and Senior Officers and available on the Internet. Induction training for Members. Available to all other staff.</p>	<p>Every four years.</p>	<p>Members and Officers are aware of the contents and operation of the Constitution.</p>	<p>Assistant Director, Law and Governance</p> <p>Chief Executive and Directors</p>
	<p>Training provided to all Assistant Directors Training available to Departmental Management Teams</p>	<p>Annually or on request</p>	<p>Members and Officers are aware of the contents and operation of the Constitution.</p>	<p>Assistant Director, Law and Governance</p>

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	Governance training (including about the constitution) for new managers	Part of the on-going cycle of training for managers	Raising awareness	Assistant Director, Law and Governance
	Governance briefing/update (including about the constitution)	Annually	Raising awareness	Assistant Director, Law and Governance
MONITORING (keeping it effective – recording when it happens)	Ensuring provisions of Constitution are followed.	Annually.	Constitution is complied with.	Assistant Director, Law and Governance and Monitoring Officer
	Committee Reports checked by Legal/Financial Services, ensure decision making is at the appropriate level	Ongoing	Constitution and legal/financial requirements complied with	Assistant Director, Law and Governance
REVIEW (keeping it up to date)	The content of the Constitution is reviewed to reflect necessary amendments.	As and when required and at least annually.	Responsibilities and procedures are updated and remain relevant.	Assistant Director, Law and Governance and Monitoring Officer/ Head of Democratic and Customer Services