

**GOVERNANCE COMMITTEE**

**27 NOVEMBER 2013**

**REPORT OF THE MONITORING OFFICER**

**CONSTITUTION UPDATE 2013-14**

**1.0 PURPOSE OF THE REPORT**

- 1.1 The Committee is requested to consider two items relating to the Council's Constitution for onward referral to the Council for approval.

**2.0 RECOMMENDATIONS**

- 2.1 **To agree the proposed items as detailed at paragraphs 3.3 and 3.4 and refer these to the Council for adoption :-**

- (a) with regard to the Members' Allowances Scheme, annual budgetary inflation be added to the computer consumables allowance of £50 per year and the scheme be amended to read :-**

*'Members may claim for computer consumables such as printer cartridges and paper (on the production of a receipt) up to the value of £50.00 per annum per Member and this sum be subject to inflation.'*

- (b) the amended Terms of Reference of the Melton Local Plan Working Group as set out at Appendix A.**

**3.0 KEY ISSUES**

- 3.1 Since the last review of the Constitution in April 2013 and the follow on items approved at Full Council on 17 July 2013, four items have been collated for the Committee's consideration. As the Constitution is a living document, such proposed changes will be brought to the Committee's attention as soon as these come to light to enable the Council's work to move forward rather than await an annual review.

- 3.2 The Committee is to refer its recommendations for amending the Constitution to the Full Council for adoption.

- 3.3 At the Council Meeting held on 17 October 2013, it was requested that there be consideration to increase the £50 allowance for computer consumables. Therefore it is proposed that this sum be increased each year by the amount of budgetary inflation. The scheme currently states :-

*'the claiming of printer cartridges and paper be in line with the staff homeworking scheme which is as follows :-*

***Employees are encouraged not to print documents etc unless absolutely necessary. Where printing is required employees should print at the office however where this is not practicable printing may be undertaken at home and employees may claim (on the production of a receipt) for consumables up to the value of £50.00 per annum per employee.'***

To take account of the addition of budgetary inflation, it is proposed that the scheme be amended to read :-

***'Members may claim for computer consumables such as printer cartridges and paper (on the production of a receipt) up to the value of £50.00 per annum per Member and this sum be subject to inflation.'***

- 3.4 At the Council Meeting held on 17 July 2013, the terms of reference (TOR) of the Melton Local Plan Working Group were agreed. However at a recent meeting of the Melton Local Plan Working Group, the TOR were reviewed and amended and these revised TOR are attached at Appendix A for the Committee's approval.

#### **4.0 POLICY AND CORPORATE IMPLICATIONS**

- 4.1 The Constitution is subject to annual review however due to it being a living document there are times when amendments are needed to enable the organisation to function efficiently. Therefore as well as the annual review, items will be referred to the Committee as required.

#### **5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 Any financial and resource implications will be met from existing resources.

#### **6.0 LEGAL IMPLICATIONS/POWERS**

- 6.1 Any change in legislation overrides the current wording of the Constitution and the Monitoring Officer has delegated authority to make amendments as required by the law. Therefore such legal consequential changes will be put in place immediately and reported to the Committee as soon as possible thereafter.

#### **7.0 COMMUNITY SAFETY**

- 7.1 There are no community safety implications relating to this report.

#### **8.0 EQUALITIES**

- 8.1 An Equalities Screening Assessment has been completed and is available on the Council's website.

## 9.0 RISKS

9.1 Any risk implications relating to each proposed amendment are taken into account when considering the relevant item.

## 10.0 CLIMATE CHANGE

10.1 The Constitution is available on the Council's website and electronically to Members and Officers to meet the Council's corporate commitment to be paperlight.

## 11.0 CONSULTATION

11.1 There has been no consultation.

## 12.0 WARDS AFFECTED

12.1 All wards are indirectly affected by this report.

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Date : November 2013  
Appendices : A – Melton Local Plan Working Group ToR  
Background Papers : Constitution 2013