

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Council

Date: 6 October 2020

Reporting officer: Perry Holmes, Monitoring Officer

Subject: Amendments made to the Constitution - Change in Assistant Directors' responsibilities

Purpose and summary of report:

To inform Council of minor amendments made to the Constitution by the Monitoring Officer as permitted by the Constitution.

Recommendations:

1. To note the minor amendments made to the constitution by the Monitoring Officer.

1. Introduction

- 1.1 The posts of Assistant Director (Housing Policy & Management) and Assistant Director (Housing Assets) have been deleted.
- 1.2 The new post of Assistant Director (Housing) combines the responsibilities of the previous two posts.
- 1.3 Responsibility for Parking has moved from Director (Housing & Operations) and Assistant Director (Housing) to Director (Communities) and Assistant Director (Communities).

2. Proposal

- 2.1 Annex 1.13 (Functions Delegated to Officers of the Council) paragraph 1.13B.60 of Gravesham Borough Council's Constitution delegates the function "to make minor and necessary amendments to this constitution" from Cabinet, Regulatory Board and Council to the Monitoring Officer.
- 2.2 The Monitoring Officer considers that the constitution should be amended to reflect the changes in officer roles and responsibilities set out in paragraphs 1.1-1.3 above and considers these to be minor amendments. The Monitoring Officer has therefore made the amendments to the Constitution and requests full council to note the amendments.
- 2.3 The relevant pages of Annex 1.11 and 1.13 of the Constitution have been amended with the new wording in track changes for ease of reference and copies

are attached as Appendix 2. A “find and replace” exercise has been undertaken to search the remainder of the constitution for any reference to the affected job titles to ensure they have also been amended.

3. Background Papers

3.1 There are no background papers to this report.

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
Legal	A Local Authority is under a duty to prepare and keep upto date its constitution under S9P of the Local Government Act 2000 as amended.
Finance and Value for Money	There are no financial implications.
Risk Assessment	It is of critical importance that the council has sufficient government arrangements in place which is provided by a constitution that is kept upto date.
Data Protection Impact Assessment	<i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i>
	a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data ? A definition of each type of data can be found on the Information Commissioner’s Office website via the above links.
	b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A
	c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk . N/A
Equality Impact Assessment	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. No
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No
	<i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i>
Corporate Plan	Objectives: Progress
Climate Change	There are no implications arising.
Crime and Disorder	There are no implications arising.
Digital and website implications	There are no implications arising.
Safeguarding children and vulnerable adults	There are no implications arising.