

**OFFICER
DECISION RECORD**
21 February 2019

Subject

Amendments to the Council procedure Rules

Type of decision (Key/Non Key)

Non Key

Description

The agenda for Annual Council set out in the Council Procedure Rules, doesn't comply with the legislation as it only states:

xi) to **note** appointments to committees, forums and other bodies as required by the constitution

xii) to **note** appointments to joint committees.....

The law states that the appointments must be 'made' not 'noted' at the Annual Meeting, see below:

15 Duty to allocate seats to political groups.

(1)It shall be the duty of a relevant authority having power from time to time to **make** appointments to a body to which this section applies to review the representation of different political groups on that body—

(b)'**where the authority hold annual meetings** in pursuance of paragraph 1 of Part I of Schedule 12 to the Local Government Act 1972 (annual meeting of principal councils) and the members of the authority are divided into different political groups **at the time of any such meeting, at or as soon as practicable after the meeting;**'

Nature of Delegation being Exercised

Article 15 of the Constitution states that:

The Monitoring Officer is authorised to make such minor, factual, grammatical and other changes necessary to comply with legislation and statutory guidance.

Decision

To amend the wording of the Annual Meeting agenda set out in the Council procedure rules to ensure it is compliant with the law as follows:

*xi) to **make** appointments to committees, forums and other bodies as required by the constitution*

*xii) to **make** appointments to joint committees.....*

Reason for Decision

Ensure compliance with the legislation

Alternative Options Considered

There is no alternative option as the Constitution must comply with the law.

Conflict of Interest(s)

Not applicable

None

OFFICER WITH THE DELEGATION

NAME - Hayley Martin

POST TITLE – Chief Solicitor

SIGNED.....

A handwritten signature in black ink, appearing to read 'H Martin', written over a dotted line.

Appendix 1

Scheme of Delegation in relation to Community Protection Warnings and Notices under Part 4 of the Anti Social Behaviour, Crime and Policing Act 2014

Officer	Position	Service
Philip Hepburn	Environmental Enforcement Manager	Community Safety
Michael Dunn	Environmental Enforcement Co-ordinator	Community Safety
Yasmin Green	Environmental Enforcement Supervisor	Community Safety
David Riley	Environmental Enforcement Supervisor	Community Safety
Glen Ford	Environmental Enforcement Officer	Community Safety
John Spence	Environmental	Community Safety

	Enforcement Officer	
Jamie Wood	Environmental Enforcement Officer	Community Safety
Stephen Forster	Environmental Enforcement Officer	Community Safety
Gareth Pike	Environmental Enforcement Officer	Community Safety
██████████	Environmental Enforcement Officer	Community Safety
Nicholas Stone	Neighbourhood Safety Team Leader	Community Safety
Ashleigh Wood	Anti-social behaviour officer	Community Safety
Marie Harland	Anti-social behaviour officer	Community Safety
Gordon Herriot	Neighbourhood Caretaker	Environmental Services
Peter Rudge	Neighbourhood Caretaker	Environmental Services
Brent Atkinson	Neighbourhood Caretaker	Environmental Services
Steve Fenwick	Neighbourhood Caretaker	Environmental Services
Garry Jones	Cleansing Team Leader	Environmental Services
Mick Harrison	Cleansing Supervisor	Environmental Services
Paul Christie	Cleansing Supervisor	Environmental Services
Mick Hoggart	Supervisor operations (horticulture)	Environmental Services
Ian Harrison	Trading Standards & Licensing Manager	Public Protection
Adrian Hurst	Environmental Health Manager (Env Protection)	Public Protection
Jane Kett	Environmental Health Manager (Commercial Services)	Public Protection
Sylvia Pinkney	Head of Public Protection	Public Protection
Patrick Crowe	Env Health Officer	Public Protection
Zoe Craig	Env Health Officer	Public Protection
Graeme Joynt	Env Health Officer	Public Protection
Amii Coglán	Env Health Officer	Public Protection
Alison Hardy	Env Health Officer	Public Protection
Lesley Huitson	Technical Officer (Health and Safety)	Public Protection
Steve Williams	Technical Officer (Environmental Protection)	Public Protection
Jim Ferguson	Planning and	Planning Services

	Development Manager	
Daniel James	Planning Team Leader (DC)	Planning Services
Tony Dixon	Enforcement Officer	Planning Services
Garry Hutchison	Building Control Manager	Building Control
Joanne Burnley	Principal EHO Housing	Housing
Paul Remmington	Housing Standards Officer	Housing
Stuart Metcalfe	Housing Standards Officer	Housing
Michael Croft	Housing Standards Officer	Housing
Andrea Jukes	Technical Assistant	Housing
Amy Waller	Principal Housing and Regeneration Officer	Housing
Martin Spaldin	Senior Housing Officer	Housing
Peter Frost	Highways, Traffic & Transport Team Leader	Transport & Infrastructure
Peter Nixon	Senior Traffic Technician	Transport & Infrastructure
Ralph Young	Senior Highways Technician	Transport & Infrastructure
Alan Shield	Principal Streetworks Officer	Transport & Infrastructure
Chris Roberts	Asset Management Co-ordinator	Transport & Infrastructure
Mark Carroll	Highway Inspector	Transport & Infrastructure
John Carroll	Highway Inspector	Transport & Infrastructure