

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date: 11 March 2024

Report of: Monitoring Officer

Subject: MONITORING OFFICER REPORT

SUMMARY

This report seeks to update Members on a variety of assurances which are within the functions of the Audit and Governance Committee, that do not require a full report in their own right. The report is set out into two parts. Part One is for noting and Part Two sets out those items for approval or endorsement.

Included in this report is the; Annual Constitution Review, the Committees Work Programme and a change to Part Seven of the Constitution.

RECOMMENDATION

It is RECOMMENDED that the Audit and Governance Committee: -

- a) notes the contents of Part One of the report;
- b) consider the Committee Work Programme for 2024/25 for endorsement by Council; and
- c) consider the changes to the Constitution – Part Seven – Senior Management Structure for endorsement by Council.

INTRODUCTION

1. This report is a standard agenda item for the Audit and Governance Committee. The aim of the report is to provide Members of the Committee with the assurances required to carry out their functions, as set out in Part Two, Chapter 8 of the Constitution, without the need for a separate report on the agenda.
2. To assist Members in understanding their role with each topic set out in the report it is set out in two parts. Part one sets out matters to be considered by the Committee for noting, for example, the Annual Review of the Constitution. Part two are matters that are to be approved by the Committee for endorsement by Council, for example in this report Members will be asked to approve their Work Programme for 2024/25 which will then be endorsed by Council in April.

Part One: matters for noting

CONSTITUTION REVIEW

3. The Audit and Governance Committee is responsible for reviewing the Council's Constitution. As Part of this function the Committee carries out an annual review of the Constitution.
4. The table below lists the changes and updates that have been made to the Constitution since the last review in March 2023:

Date	Part of the Constitution Updated	Reason for Change	Decision maker & Report Title
11 May 2023	Part One – Chapter 1 – Purpose and Interpretation of the Constitution	Update to the Council's Policy Framework	Council - Policy Framework
27 July 2023	Part One - Chapter 10 - The Council Officers	Updates to posts and titles.	Council - Proposed Restructure of Chief Officer Roles
	Part One - Chapter 6 – The Executive		
	Part Four - Scheme of Delegation to Officers		
	Part Three - Chapter 5 - Decision making by Exec Members		
	Part Four - Standing Orders - Petition Scheme		
	Part Four - Standing Orders - Deputation Schemes		

	Part Six - Members Allowances		
06 September 2023	Part One – Chapter 16 – Codes of Conduct Appendix 5 (Annexe) – Executive Portfolios including specific service responsibilities	Updates to the areas of Executive Portfolio Responsibility	Executive Leader (Delegated Decision)
14 December 2023	Part Five – Anti Fraud and Corruption Policy	Policy Document Reviewed and Updated	Council (through A&G Minutes)
	Part Four – Financial Regulations	Financial Regulation 13.5 (Disposal of Assets) required updating	
	Part Four – Standing Orders with Respect to Meetings	Updates required to the Deputation Scheme	

5. All of the changes listed above have been made to the Constitution and the Constitution log has been updated to capture these amendments.

Next Steps

6. Officers continue to monitor the Constitution and identify areas that may need a detailed review. Each section of the Constitution is examined by Officers and checked for minor updates and any sections that require a more detailed review are logged.
7. Since the last formal review was in 2019, the hope is that the entire Constitution will be examined over the coming year to ensure that it is as up to date and relevant as possible. Any changes will be reported to the Committee as required with progress of the review reported to the Committee through this report at each meeting.

Part Two: matters for approval or endorsement

ACCOUNTABILITY

Committee Work Programme 2024/25

8. As a regulatory Committee the Audit and Governance Committee must submit its work programme to Council each year for endorsement. Set out at appendix A is the work programme for 2024/25 for approval.

UPDATES TO THE CONSTITUTION

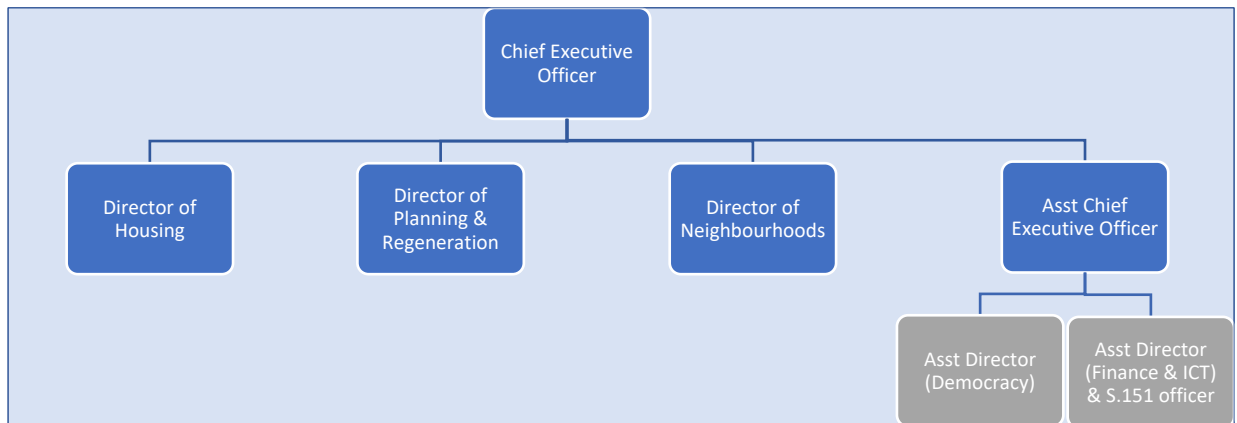
9. Updates to the Constitution are classified as administrative amendments that the Monitoring Officer is able to make in order to keep the Constitution up to date. On

this occasion there have been no updates to the Constitution since the last meeting.

CHANGES TO THE CONSTITUTION

Senior Management Structure

10. Following the restructure of Chief Officer Roles, which was agreed by Council on the 27 July 2023, the Chief Executive Officer has made an additional amendment to the responsibilities of the Assistant Director (Democracy).
11. As the Director of Neighbourhoods post remained vacant, the decision was made by the Chief Executive Officer, to move Fareham Live to another service area to maintain continuity, during this important time in the development. Subsequently, Fareham Live, along with the Leisure Centres, Community development grants and Communications teams moved from the Director of Neighbourhoods responsibilities to the Assistant Director (Democracy), as a permanent change.
12. Therefore, Part Seven of the Constitution requires a modification, with a summary of the changes in responsibilities, originally agreed at Council on the 27 July 2023, set out in Appendix B to this report. Please note that only the responsibilities have changed with the Senior Management structure itself unchanged -



RISK ASSESSMENT

13. There are no significant risk considerations in relation to this report.

CONCLUSION

14. Members are asked to note the contents of Part One of this report and consider the updates to the Constitution as set out in Part Two.

Appendices: -

Appendix A: Committee Work Programme 2024/25

Appendix B: Summary of changes to the alignment of Council services to the Senior Leadership Team

Background Papers:

The Constitution Log

Reference Papers:

The Constitution

Audit and Governance Work Programme – 13 March 2023

Enquiries:

For further information on this report please contact Sarah Robinson, Monitoring Officer. (Tel: 01329 824566)