

# Southend-on-Sea Borough Council

Agenda  
Item No.

Report of Executive Director (Legal and Democratic  
Services)

to  
Council

on

16 July 2020

Report prepared by: John Williams  
Executive Director (Legal & Democratic Services)

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## Changes to the Constitution

### Part 1 - Public Agenda Item

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#### 1. Purpose of Report

For the Council to agree minor changes to Financial Procedure Rules and Contracts Procedure Rules.

#### 2. Recommendations

2.1 That amendments be made to Financial Procedure Rules as set out in Appendix 1 and that Part 4(f) of the Constitution be amended accordingly.

2.2 That amendments be made to Contracts Procedure Rules as set out in Appendix 2 and that Part 4(g) of the Constitution be amended accordingly.

#### 3. Background

3.1 Minor amendments (highlighted in red) are required to Financial Procedure Rules to:

- Reflect the changes in the Council's senior management structure.
- Recognise and clarify existing delegated approval levels for the appropriate different tiers and job designations of the Council's overall management arrangements.
- Ensure alignment of appropriate approval authority with the Council's financial management system (Business World).
- Update virement limits to more appropriate levels to improve operational efficiency and alignment with similar sized Unitary Authorities (see sections 3.5 – 3.11 on page 25 of Appendix 1)

The proposed amendments to Part 4(f) of the Constitution are set out in Appendix 1 and for the avoidance of doubt no proposed changes are proposed to the existing individual officer delegated approval limits which are set out on in section 1.13 on page 41.

- 3.2 Minor amendments are also required to Contracts Procedure Rules to:
- Reflect the changes in the Council's senior management structure
  - Clarify the Council's named financial management system (Business World)
  - Simplify the thresholds by just naming the OJEU threshold which is numerically reviewed every two years
  - Recognise the new Governance Board structure and reporting lines from Corporate Procurement
  - Highlight the development of a 3-year pipeline plan (from 2020-21) rather than just an annual procurement plan

The proposed amendments to Part 4(g) of the Constitution are set out in **Appendix 2**.

#### **4. Background Papers**

None

#### **5. Appendices**

**Appendix 1** - Proposed amendments to Financial Procedure Rules in Part 4(f) of the Constitution

**Appendix 2** - Proposed amendments to Contracts Procedure Rules in Part 4(g) of the Constitution