

Annex 1 - Extracts from, and amendments to, the Constitution

Page 34 – Chapter 2 – Part 4 <Paragraph 44>

Responsibilities of Corporate Policy and Legal Services Portfolio Holder

The Portfolio Holder is responsible for all matters relating to the Council's affairs in respect of the Corporate Policy and Legal Services Portfolio and is responsible for liaising with other Members of the Cabinet, particularly where those matters affect other aspects of Council business or the Borough. ~~This includes chairmanship of the Executive Monitoring Board (although this function can be delegated as required).~~

Page 34 – Chapter 2 – Part 4 <Paragraph 46>

Responsibilities of Finance and Communication Portfolio Holder

The Portfolio Holder is responsible for all matters relating to the Council's affairs in respect of the Finance and Communication Portfolio and is responsible for liaising with other Members of the Cabinet, particularly where those matters affect other aspects of Council business or the Borough. ~~This includes sitting on the Executive Monitoring Board in the capacity of Vice-Chairman (although this function can be delegated as required).~~

Page 179 – Chapter 3 – Part 4: Section2 <Paragraph 2.4>

The Full Council

The responsibilities of the full Council are set out in Chapter 2 of the Constitution. In respect of financial matters, this includes approving the Policy Framework and Budget within which the Cabinet operates. ~~The Council has established an Executive Monitoring Board which provides oversight and assurance for the Council on all project based activity with a strong focus on areas of major change the most significant risk and/or high financial values (including those of any strategic partners the Council is working with).~~

Page 201 – Chapter 3 – Part 4: Section 3 <Paragraph 3.28>

Capital Approvals

Capital approvals referred to in these Finance Procedure Rules relate to the total cost or "starts value" of each provision or scheme rather than the anticipated expenditure in each year. Individual items estimated to cost £250,000 and above will be treated as separate schemes or provisions. The Council has established a Project Gateway process to provide a strong quality assurance model for major Projects and Programmes which underpins these rules.

A Business Case, in a format agreed by the Chief Operating Officer, must be prepared for all capital proposals, including the replacement of individual vehicles or items of equipment, before being submitted for inclusion in the Capital

Programme or before approval is sought from Members in year. The Business Case format will be proportionate to the value and level of risk. Where there is a greater risk further detail in the Business Case may also be required, in a format agreed by the Chief Operating Officer. Officers must comply with the Project Gateway Process as determined by the Chief Operating Officer. ~~which is subject to review by the Executive Monitoring Board.~~

A Business Case, must also be prepared for all revenue proposals with a significant financial impact, risk profile or policy change, as defined by the Chief Operating Officer. The template, in a form agreed by the Chief Operating Officer, must include an assessment of the Service consequences, risk and impact on users, and include any differential impact on particular groups or localities. The Project Gateway process applies to these proposals in the same way as set out in paragraph 29 above.

Page 202 – Chapter 3 – Part 4: Section 3 <Paragraphs 3.35 and 3.37>

Capital Monitoring and Amendments to the Capital Programme

Any ‘in year’ approval sought for capital schemes, must be supported by a completed, detailed Business Case template, in the format prescribed by the Chief Operating Officer. ~~which has been considered by the Technical Enabler Group prior to submission through the appropriate decision making route.~~

Once the Capital Programme has been approved, Project managers must produce a more detailed Business Case and appropriate Project Initiation Document (PID) as required outlining in more detail how the Project or Programme will be delivered which must be approved by the relevant SRO at a Project Board Where project outcomes or costs alter significantly from those set out in the original Business Case a revised and updated Business Case must be completed and submitted to the relevant Project Board. This process is subject to review by the S.151 Officer in consultation with the Portfolio Holder – Finance and Communications ~~Executive Monitoring Board oversight and assurance.~~ In the event that the S.151 Officer ~~Executive Monitoring Board~~ reviews a particular Project and considers that it is not being managed effectively or has become unviable the Portfolio Holder for Finance and Communications is authorised, in consultation with the Leader of the Council, the Portfolio Holder for Corporate Policy and Legal Services and the relevant Portfolio holder for the Project to recommend remedial action or, in exceptional circumstances, the abandonment of the Project or Programme through the appropriate decision making route.

Page 238 – Chapter 3 – Part 4: Annex

Project Gateway process – A series of control measures put in place to ensure that all projects are instigated, approved, managed and delivered effectively. The Project Gateway process is overseen by the S.151 Officer

~~Executive Monitoring Board~~ and described in detail in the *Project Management Handbook*.