

**PROPOSED AMENDMENTS TO THE CONSTITUTION  
OF LEICESTERSHIRE COUNTY COUNCIL  
NOVEMBER 2019**

<b><u>ITEM</u></b>	<b><u>PROPOSED AMENDMENT</u></b>	<b><u>EXPLANATION</u></b>
<b><u>PART 4F – FINANCIAL PROCEDURE RULES</u></b>		
Rule 7 – Capital Programmes	<p>Amend section (c) to read as follows:-</p> <p>When the full County Council has given its approval, and in accordance with Finance Procedure Rule 22 regarding property matters, capital expenditure included in the first year of the programme may commence without further approval unless this is required by Government Departments or other outside bodies.</p>	To provide clarification that property acquisition and development is an Executive function (which is then subject to the delegations to the Director of Corporate Resources).
Rule 19 – Redeployment or Redundancy	<p>Amend sections (a) and (b) to read as follows:-</p> <p>(a) The Chief Financial Officer will present an Organisational Change report to Employment Committee on a quarterly basis which provides information on the number of redundancies.</p> <p>(b) When preparing an Action Plan, the chief officer will have due regard to the requirements of the County Council's Organisational Change Policy. Chief officers shall consult the Chief Finance Officer over the funding arrangements for the Action Plan proposals.</p>	Updated wording to reflect current practice. Removed requirement to report each Action Plan to the Executive.
Rule 22 – Property Acquisition, Disposal and Review	Amend title to 'Rule 22 – Property Acquisition, Development, Disposal and Review'.	Inclusion of the word 'development' to reflect development projects in the Corporate Asset Investment Fund.

<p>Rule 24 – Information and Communication Technology</p>	<p>Amend sections (a) and (c) to read as follows:-</p> <p>(a) <b>Corporate Strategy</b> Chief officers and governors will comply with the relevant sections of the Corporate Information and Technology Strategy. The I&amp;T Service should be consulted on any proposed purchase of systems or any major changes to existing systems and/or IT equipment. I&amp;T will provide specialist advice, including technical standards and specifications that apply and will ensure satisfactory links with other systems where appropriate.</p> <p>(c) <b>Control and Security</b> Chief officers and governors are responsible for the overall management and control of their own computer systems. Departmental Information Asset Owners are responsible for the security and privacy of data held by the system. Where central and other users' systems are accessed, they are responsible for ensuring agreed controls are complied with. Instructions on how to carry out these responsibilities are included in the Corporate Data Governance Policy and the I&amp;T Strategy.</p>	<p>Minor updates to wording, titles and policy name changes.</p>
<p><b><u>Standard Financial Instructions</u></b></p> <p>Instruction 10 – Imprest Accounts and Procurement Cards</p>	<p>Amend section (b) to read as follows:-</p> <p>(b)The Chief Finance Officer may in consultation with the appropriate Chief Officer, provide Procurement Cards (pCards) where the type of spend or the practicalities preclude the purchaser from using the Council’s usual ordering and invoicing processes in an efficient way. Persons responsible must ensure the pCards are only used in accordance with the Council’s Scheme, have consideration to the Contract Procedure Rules where appropriate, be for the approved purposes of the department and maintain appropriate records.</p>	<p>Clarify that use should be in consideration of the Contract Procedure Rules, where appropriate.</p>

<p>Instruction 15 – Review of Charges</p>	<p>Amend sections (b) and (c) to read as follows: -</p> <p>(b) Chief Officers will be free to decide on the pricing of discretionary services, i.e. traded services, though they must seek to cover all costs, including overheads, and where appropriate to make a profit, on all such activity. Where services are supplied within the County Council, any charges should not, as a matter of principle, seek to make a profit.</p> <p>(c) Charges for Statutory Services - where it is proposed to introduce, revise, or discontinue charges for statutory services, the Chief Finance Officer should be consulted before the proposal is progressed. Changes may be approved by the Chief Officer concerned following consultation with the Chief Finance Officer and appropriate Executive Lead Members.</p>	<p>To clarify that traded services should seek to make a profit where appropriate, and approval by the CFO and appropriate Executive Lead Member is required in relation to charges for statutory services.</p>
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