

<b>Committee:</b> West Ham Park	<b>Date:</b> 17 February 2014
<b>Subject:</b> Corporate Governance – Scheme of Delegations and Standing Orders	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>

### **Summary**

As part of the City Corporation's arrangements for ensuring good governance the Scheme of Delegation to Chief Officers has been reviewed and a number of changes have been proposed. The changes, which principally reflect changes to legislation and previously agreed City Corporation's policies, were considered and approved by Policy and Resources Committee on 23 January 2014 and will go on to be submitted to the Court of Common Council on 1 May 2014.

The Policy Committee is responsible for the review and for the co-ordination of the City Corporation's governance arrangements. The Committee therefore considered the Scheme in its entirety including the general framework and conditions of the delegations and an amendment to Standing Orders which relate to the declaration of operation property assets which are surplus to requirements.

All committees are required to consider those elements for which they have responsibility. The West Ham Committee's strategic and operational remit is set out in section 4 of its Terms of Reference 2013/14, a copy of which is attached as appendix 2.

A copy of the revised section in the Scheme of Delegations applicable to this Committee is attached as an appendix to this report for your consideration and the sections upon which Members of the Committee are invited to comment are highlighted in yellow.

### **Recommendations**

1. Subject to the approval of the Policy and Resources Committee of the overall Scheme of Delegation, the delegations relating to the Director of Open Spaces as set out in the appendix to this report be approved; and
2. note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.

## **Main Report**

### **Background**

1. As a corporate body all decisions are vested in the Court of Common Council. To facilitate the administration of the City Corporation's many and complex functions, the Court delegates the majority of its functions to its committees

and officers. The committee terms of reference set out the functions delegated to committees whilst the Scheme of Delegations sets out those functions which have been delegated to officers.

### **Scheme of Delegations**

2. The Scheme of Delegations has recently been reviewed and a number of changes are proposed which on the whole reflect changing legislation, amendments to corporate policy and operational needs. A copy of the revised Chief Officer(s) delegations relevant to this Committee is attached as an appendix to this report. The appendix includes some minor changes to reflect the fact that the Open Spaces and City Gardens Committee and West Ham Park Committee are now separate Grand Committees in their own right.
3. A full copy of the Scheme is available for Members to view in the Members' Reading Room and is also available on request.
4. The Policy and Resources Committee are responsible for the review and co-ordination of the City Corporation's governance arrangements which includes amongst other things, committees and Standing Orders.

### **Standing Orders – Declaring Assets Surplus**

5. The drive for efficiency savings including the Corporate Asset Realisation Programme and the more recent Service Based Reviews have highlighted the need for the City to more effectively identify those assets which are surplus to departmental need so they can be considered for alternative uses or disposal.
6. Whilst there are a number of officer groups considering the efficient and effective use of assets and resources it is felt that their work would be assisted by a change to Standing Orders which would formalise the process for Chief Officers and Committees identifying assets as surplus. It should be noted that prior to the approval of the Court, the Policy and Resources Committee added the following Standing Order with regard to this.

#### ***Standing Order No 55 - Identification of Property Assets Surplus to Departmental Requirements***

*(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub Committee*

*(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub Committee. This does not apply where letting are an integral part of the service e.g. market or housing tenancies*

## **Corporate & Strategic Implications**

7. The proposed changes to the Scheme of Delegations and Standing Orders are intended to support the effective governance of the City of London and ensure that decision making is effective and transparent.

- Appendix 1 – Revision(s) to Scheme of Delegations
- Appendix 2 – West Ham Committee Terms of Reference 2013/14

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