

## APPENDIX 1

### Social Policy & Political Policy Considerations

#### Constitutional review

Purpose	Key Issue	Impact and examples	Cost Impact
<p>Make the document digitally accessible</p> <p>Promote Digital First Agenda</p>	<p>It is proposed we should make the constitution as accessible as possible. The approach to drafting is to make the constitution 'digitally' compatible so that it can be easily read on screen and that wherever possible appendices and none core documents are cross referenced to digital media sources e.g. hyperlinks etc</p>	<p>This will confirm a policy of digital working for Members and Officers. There are constitutional and legal requirements that will be primarily digital which will include, declarations of interests, notifications, codes of conduct etc. This will then clearly cross reference to mod.gov for digital copies of papers and agendas. Reduce printed waste.</p>	<p>Improve accessibility for the public.</p> <p>Reduced print costs</p>
<p>Transparency and Accountability</p>	<p>Capturing information from Members and Officers, in a straight to digital format.</p>	<p>Online procedure for recording and publishing gifts, declarations etc.</p>	<p>Streamline process and reduce cost</p>
<p>Align as practicable the Constitutions of Havant Borough Council and East Hampshire District Council</p>	<p>To give consistency and efficiency in the governance process of both authorities. Similar committee structures, and ToR's delegations and financial limits</p>	<p>Efficiency in standardised process across both authorities. Common understanding of process. Reduced opportunity for officer/member confusion. Provide methodology for creation of joint committees as required. Consistency in training and induction of new members.</p>	<p>Reduce unnecessary administration costs and improve resilience in decision making</p>
<p>Alignment of Non-Executive decision making structures.</p>	<p>Review Terms of Reference and numbers of non- executive or regulatory Committees.</p>	<p>This will provide a mechanism for training and delivery of members and committees to be aligned. Similar Committees may then wish to assess their policies and where appropriate consider alignment.</p>	<p>Reduce administrative burdens and non-productive officer support and remove duplication of officer serviced groups.</p>
<p>Improve clarity of delegation for Non-Executive functions</p>	<p>Provide clear authority by officer/role and route for delegation to other officers on regulatory and other non-executive functions.</p>	<p>Allow for rapid decision making for regulatory services such as Fly tipping/Antisocial behaviour or revocation of licences. Remove the risk of different delegations coming into play at different times in each authority</p>	<p>Quicker and more timely decisions at less cost. Easier for officer to evidence following the correct procedure</p>
<p>Improve Transparency and</p>	<p>Clarity on Policy frameworks and delegations to the executive function.</p>	<p>Increase delegation for Chief Officers/Directors on issues that are clearly within the policy</p>	<p>Control and improve the number</p>

Accountability, Reduce unnecessary administration costs associated with decision making.	Increase clarity of all officer delegations. Key decision definition to be reviewed. Review need for Articles and define the policies included in the framework documents. Clarify the status of policy or resolutions in the chamber.	framework. Outside funding bids and business cases etc. to be clearly delegated to Officer/Cabinet Member. Clarify the distinctions between the roles of cabinet and council.	and consistency of decision papers. Ensure the decision making is undertaken in the correct forum.
Improve speed, flexibility and resilience in decision making.	Focus Member involvement to policy issues where they can best add value and make decisions.	Clear distinction between Member policy decisions and operational and officer decision.	Quicker and more timely decisions at less cost and administration, more likely to have followed correct procedures
Improve speed, flexibility and resilience in decision making	Update to contract procedure rules to ensure a streamlined value for money and best value process. Reduce the detail in the constitution and provide secondary guidance to cover process issues	Provide the ability to update process as needed whilst constitutional authority is retained.	Quicker and more timely decisions at less cost and administration, more likely to have followed correct procedures
Improve speed, flexibility and resilience in decision making	Align all the financial values and review delegation limits across the Council's Financial Regulations, including the Contract Procedure Rules, and the Treasury Management Framework	Make effective decisions at lower cost align delegations to ensure decisions are made at the correct level. Align process. Similar methodology across both council will allow for potential future shared procurement.	Quicker decisions at lower cost being made at the correct level with respect to financial limit and risk
Improve performance and efficiency.	Similar approach and training to staff and approach to delegations. Gives officer certainty, and reduces risk of errors arising through non-operational differences.	Help facilitate fully integrated workforce with officers undertaking like of like roles and responsibilities in both organisations.	Consistently trained staff following one process across both authorities.
Improve performance and efficiency.	Member training on governance, decision making, budget, financial and service resilience.	Compulsory training to be completed for members of all committees. On line training through a learning portal where possible. This should support effectiveness of appointments to outside bodies. Publish members training attendance.	Ensure public funds achieve value for money
Improve Transparency and	Update to the media engagement policy, to ensure adequate social media	Policy to sit alongside constitution with other codes of conduct	Improved more efficient and transparent

Accountability, performance and efficiency	guidance for Members.		communications with citizens
Transparency and Accountability	Improved rules for sharing of information by cabinet with the scrutiny function. Review procedures for O & S and call in. Create methodology for transparent pre-scrutiny process and align scrutiny with guidance issued May 2019	To better inform scrutiny and avoid unnecessary call in. Improve the understanding of O & S critical friend function. To improve the quality and focus of debate. Consider resource allocation to O & S	Value for money Improved outcomes efficient use o member time
Transparency and Accountability	Review the procedure rules for council. Improve the quality and focus of debate and citizen engagement. Ensure the Chamber is a fit place for members to debate issues.	Reduce procedural delay and reduce cost of meetings enhance engagement with public. Provide for motions on notice to have an officer briefing note to explain impact on the authority.	Improved more efficient and transparent communications with citizens
Transparency and Accountability	Provide mechanism for early engagement with members on policy development.	Encourage early questioning and attendance at briefing sessions by members. Maintain the debate at political policy level and avoid detailed operational decision questions and the consequential lengthy explanation being prepared by officers for full council. The chamber is the members' opportunity to hold members to account.	Value for money Improved outcomes efficient use o member time