

REPORT TO CONSTITUTION COMMITTEE

REPORT OF: Head of Legal and Democratic Services

REPORT NO: LDS099

DATE: 8th July 2013

TITLE:	INTERNAL AUDIT - CONSTITUTION	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Not applicable	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Paul Carpenter – Portfolio Holder for Governance and Communication	
CONTACT OFFICER:	Lucy Youles – Head of Legal and Democratic Services e-mail: l.youles@southkesteven.gov.uk Tel: 01476 4016105	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below Not applicable	Full impact assessment Required:
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	The Constitution http://www.southkesteven.gov.uk/index.aspx?articleid=1974	

1. RECOMMENDATIONS

It is recommended that Members note the internal audit report relating to the Constitution attached as an appendix to this report.

2. PURPOSE OF THE REPORT

2.1 The purpose of the report is to inform members of the report and receive comment.

3. DETAILS OF REPORT

3.1 The internal audit report makes 2 recommendations for improvement in the process for updating and amending the Constitution. The first requires the collection of data relating to current issues of the Constitution and the implementation of a process to ensure that all copies of the Constitution issued are updated. The current process relies on individual members of staff collecting updates and inserting updated pages. There is no record of copies issued or of updates collected. The collection of information on issued copies has already begun and a process for recording updates collected will be used for the next release.

3.2 The second recommendation relates to notification of amendments required. A formal process to ensure officers are reminded of the need to review provisions of the Constitution and notify the monitoring officer of changes required will be put in place as part of the Constitution review. In addition, Members will be asked to consider proposals for rationalising the way in which amendments to the Constitution are implemented.

4. OTHER OPTIONS CONSIDERED

The report is for information only.

5. RESOURCE IMPLICATIONS

There are no resource implications relating to this report.

6. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
No specific high risks have been identified	

7. ISSUES ARISING FROM IMPACT ANALYSIS

None

8. CRIME AND DISORDER IMPLICATIONS

None

9. COMMENTS OF FINANCIAL SERVICES

There are no financial implications related to this report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

Comments as detailed in this report

11. COMMENTS OF OTHER RELEVANT SERVICES

None

12. APPENDIX: Internal Audit Report