

Item No. 3.4	Classification: Open	Date: 18 May 2011	Meeting Name: Council Assembly (Annual Meeting)
Report title:		Constitutional Review 2011/12	
Ward(s) or groups affected:		All	
From:		Strategic Director of Communities, Law & Governance	

RECOMMENDATIONS

That the constitutional steering panel recommends that the following constitutional changes be adopted by council assembly:

Article 6: Deputy cabinet members

1. That the necessary constitutional changes as set out in paragraphs 28 and 30 be agreed to allow the leader to designate deputy cabinet members to work with cabinet members on specific tasks.
2. That if recommendation 1 is agreed, the provisions in Article 6.4 in "Other cabinet members" relating to assistant cabinet members be deleted as the role will no longer be necessary since deputies would be able to act (see paragraph 29).

Article 6: Delegation of executive functions

3. That in line with the existing strong leader arrangements, it be agreed that Article 6.8 on "Delegations by the leader" be amended to include reference to the leader's discretion during the course of the year to notify the monitoring officer of any changes to executive scheme of delegation (see paragraph 32).

Part 3: Executive scheme of delegations

4. That it be noted that any changes to the executive scheme of delegation reported as part of the leader's address to council assembly on cabinet member responsibilities, portfolios and other delegations be noted and formally incorporated into the constitution for 2011/12.
5. That the changes to the executive scheme of delegation set out in paragraphs 35-36 be noted.

Part 3F: Planning Committee – Policy documents

6. That the change to the matters reserved to the planning committee as set out in paragraph 40 be agreed.

Part 3G: Licensing Committee – Street trading and marketing

7. That council assembly adopts the changed legislative framework governing Southwark's Street trading activities with 5 or more pitches from London Local Authorities Act 1990 as amended to Part III of the Food Act 1984 from this date, and that the full operational change comes into effect following implementation of necessary byelaws. These byelaws are necessary to ensure that the trading licence conditions and other market regulations are observed, following the change from London Local Authorities Act 1990 as amended.
8. That Part 3G on the licensing committee be amended, as set out in paragraph 44, in respect to market and street trading matters to reflect the change to the legislative framework. This change in authority will also come into effect following implementation of necessary byelaws as outlined in paragraph 7.

Part 3M: Standards Committee – Withholding of allowances

9. That a new clause on the withholding of allowances be included in the roles and functions of the standards committee as set out in paragraph 46.

Council Assembly Procedure Rules

10. That procedure rules on the themed debate be amended by deleting the reference to members' questions from council assembly procedure rule 2.7(3), 3rd bullet point (see paragraph 51). Rule 2.7(9) on motions and questions would also be amended to remove reference to questions.

Deputations - Deadlines

11. That the deadline for deputations for cabinet, community councils and all committees be unified at three clear working days (see paragraphs 52-53).

Contract Standing Orders

12. That the changes to contract standing orders as described in paragraph 55 and as set out in full in Appendix 3 of this report be agreed.

Financial Standing Orders

13. That the changes to financial standing orders as described in paragraph 58 and as set out in full in Appendix 4 of this report be agreed.

Consequential changes

14. That officers be authorised to undertake any consequential and cross referencing changes arising from changes to the constitution (see paragraph 60).

BACKGROUND INFORMATION

15. During the course of 2010/11 council assembly agreed a number of constitutional changes including:
 - Introduction of a petitions scheme
 - Updating the member and officer protocol
 - Updating the communications protocol

- Review of the council assembly procedure rules arising from the recommendations of the Democracy Commission

and a number of other statutory changes that had come to officers' attention. This report covers constitutional areas that form part of the annual review of the constitution.

16. The objective for making changes to the constitution is to ensure that it is easily understood and user friendly. In order to achieve this, council assembly should take into account that the constitution should be:
 - **Accessible** to all those who need to use it to understand their rights and obligations under it.
 - **Efficient:** supporting effective decision-making so that the business of the council can be delivered in line with best practice on corporate governance.
 - **Inclusive:** so that decision-making is open and transparent and involves local communities.
17. All constitutional changes are considered by constitutional steering panel, which then recommends changes to council assembly. Changes to the constitution are generally agreed by council assembly, unless another body or individual is authorised to do so – see Article 1.15. All the changes in this report were considered by the constitutional steering panel at its meeting on 3 May 2011. A summary of the recommendations of the constitutional steering panel, including additional notes from political groups, is set out in Appendix 5.

KEY ISSUES FOR CONSIDERATION

Introduction

18. The constitutional changes in this report focus on those specific issues identified over the course of the year, including the impact of any government announcements. As a number of issues have been considered during the course of the year this is a shorter report than normal. The constitutional steering panel on 3 May 2011 also considered proposals submitted from the political groups, which are summarised in Appendix 5 together with any recommendation of the panel.
19. The report sets out the key issues and changes arising from the constitutional review. Changes to the constitution are shown as follows:
 - Additions (shown as underlined);
 - Deletions (shown with a ~~strikethrough~~).

Community impact statement

20. There will be no direct impact on local people from adoption of these changes to the council's constitution. However, providing for wide involvement of those using the constitution, including the local community where relevant, will enable people to understand the role that they can play in the decision making of the council and how the council will safeguard high standards of conduct amongst members and officers. Any specific issues relevant to each constitutional change are set out in the relevant section below.

ARTICLE 6 – CABINET

Deputy cabinet members

21. The meeting of the council assembly (annual meeting) on 19 May 2010 asked that a new role of deputy cabinet member be considered to work with cabinet members on specific tasks. This report considers the constitutional changes necessary to bring in this new role. Other aspects of the proposal relating to allowances are considered in a separate report on the members' allowance scheme.
22. The provision of deputies should enable a more robust succession management arrangement whereby other members would gain experience of the work of the cabinet.
23. The main features of the new role of deputy cabinet members would include:
 - Be appointed by the leader using his “strong leader” responsibilities
 - Hold responsibility for specific tasks designated by the leader, following consultation with the monitoring officer
 - Deputies would be able to attend cabinet meetings but could not take part in any formal decision making
 - Access to information would be on a “need to know” basis only and be proportionate to their defined role or duties
 - Deputies could serve on scrutiny committees or sub-committees but would not be permitted to scrutinise issues relating to their duties.
 - Deputies could be called to account when acting in their official capacity.
24. The constitutional steering panel considered whether it would be appropriate to make any recommendations about which members could act as deputies. The panel took the view that deputies should not be able to hold the chair of a committee or sub-committee which takes decisions or scrutinises matters within the individual's defined role as a deputy. The panel also recommended that because of the nature of decision making on the licensing and planning committees, the chairs of these committees should be excluded from acting as deputies. These recommendations have been incorporated into the constitutional change set out below in paragraph 28. The constitutional steering panel also considered the communication protocol which designates key spokespersons including leader, deputy leader and cabinet members within their portfolios. The panel took the view that the definition of key spokespersons should not include deputy cabinet members within the specific tasks and duties allocated by the leader. However the panel noted that it may wish to review this arrangement in the future.
25. The duties and responsibilities of deputy cabinet members would include the following:
 - Duties and Responsibilities**
 - To assist cabinet members with specific aspects of their portfolio
 - To contribute to the process of setting policy direction, development and review by assisting cabinet members to develop specific aspects of their individual portfolio

- To represent the relevant cabinet member at non-decision making meetings
 - To assist cabinet members in the drafting and preparation of reports, responses to questions and other work related to the cabinet deputy's duties
 - To promote the core values, corporate priorities and objectives of the council.
26. It is anticipated that deputies would be subject to the same clearance requirements as cabinet members i.e. criminal records checks for deputies whose responsibilities cover children or vulnerable adults.
27. Based on the main features for the role set out above and the considerations of the constitutional steering panel, a recommended clause for Article 6 has being drafted. This clause is consistent with the strong leader arrangements to be found in the Southwark constitution.
28. The recommendation is to insert a new clause 6.10:

6.10 Deputy Cabinet Members

Other members of the council may, from time to time, be designated by the leader as deputy cabinet members to work with cabinet members on specific tasks or duties. Such a deputy cabinet member will not be a cabinet member and may not exercise any delegated powers given to the cabinet member, but may work closely with the relevant cabinet member. Whilst a deputy cabinet member may be a member of a committee, scrutiny committee or scrutiny sub-committee, he or she will not be permitted to take decisions on or scrutinise any of their own deputy cabinet member tasks or duties. Deputy cabinet members shall not be the chair of a committee or sub-committee which takes decisions or scrutinises matters relating to his/her tasks or duties. The chairs of the licensing and planning committees shall not be deputies.

The leader shall notify the monitoring officer of the appointment of a deputy, including the responsibilities allocated and the period for which the deputy will act.

29. It is also recommended that if council assembly agrees to the new role of deputy cabinet members, that the provisions in Article 6.4 in "Other cabinet members" relating to assistant cabinet members would be deleted as no longer necessary since deputies would always be able to act instead.
30. Currently the committee procedure rules exclude more than one member of the cabinet from sitting on standards committee or audit and governance committee. If the appointment of deputy cabinet members was agreed, the constitution would also need amendment to exclude more than one member of the cabinet or deputy from sitting on standards committee or audit and governance committee. The recommended consequential changes would be to the following procedure rules:
- Standards Committee – Committee Procedure Rule 7.4
 - Audit and Governance Committee – Committee Procedure Rule 6.2

Delegation of executive functions

31. During the course of the year, under the strong leader arrangements the leader has the discretion to notify the monitoring officer of any changes to executive scheme of delegation.
32. It is recommended that this arrangement be included in the constitution to provide transparency. The following additional words would be inserted at the end of article 6.8 on "Delegations by the leader" to read as follows:

During the course of the year the leader may provide written notice of any change to the delegation of executive functions to the monitoring officer, who shall circulate a formal notification to all members.

As a consequential change a summary of the strong leader arrangements would be added the introduction for "Part 3: Who takes decisions?" page of the constitution.

PART 3 – EXECUTIVE SCHEME OF DELEGATIONS

33. Any changes to the executive scheme of delegation in Part 3 of the constitution will be reported as part of the leader's address to council assembly on cabinet member responsibilities, portfolios and other delegations. These changes will be formally incorporated into the constitution for 2011/12.
34. Article 1.5 (b) provides for the leader to agree any executive function or local choice function to be discharged by the cabinet.

Individual cabinet members

35. The following general additions to the list of decisions reserved to cabinet members (Part 3D of constitution, pages 40-41) reflect the types of decision which during the last year have been delegated to cabinet members:
 - Agree reports when there is any significant changes associated with the delivery of an agreed plan
 - Sign off any plan or strategy or programme when completed or take decisions where no further significant cabinet approval is required
 - Monitor the effectiveness and appropriateness of the plan or strategy or programme within the portfolio holders responsibility and agree any necessary changes.
36. There is one specific change relating to the cabinet member with portfolio responsibility for transport on decision on controlled parking zones and some traffic orders decisions which are of a strategic nature:
 - a) Decision to implement a new controlled parking zone (CPZ)
 - b) Determination of objections to traffic orders that are of a strategic nature
 - c) Decision to make strategic changes to an existing CPZ (i.e. changing the hours/days of operation).

PART 3F: PLANNING COMMITTEE – POLICY DOCUMENTS

37. The planning committee currently considers a range of planning policy documents including the local development framework and supplementary planning documents. The constitution states that planning policy documents need to go to planning committee, then cabinet and then (in the case of local development framework documents, which form part of the policy framework) to council assembly. Under the existing arrangements the planning committee considers successive drafts including all consultation versions of these documents. The recommendations and comments of the planning committee are then submitted to the cabinet for consideration. The relevant clauses in the constitution are set out in Part 3F: clauses 7 and 8.
38. This process has been reviewed in line with the new executive arrangements to ensure that development of policy is “owned” by the cabinet and led by the relevant cabinet member. As part of this planning committee would be consulted on the documents, but as part of the consultation process, rather than have planning committee providing comments prior to cabinet having seen or approved all of the policies as currently happens.
39. The recommended changes will assist in streamlining the time and resources required to update planning policy documents. Currently documents have to be scheduled for planning committee in advance of the decision-making cabinet which complicates and lengthens the process for updating these documents. On occasions this has led to special planning committee meetings having to be arranged outside of the council’s calendar.
40. The recommended revised clauses in Part 3F of the constitution would read:
 7. To comment on ~~the successive~~ drafts of the local development framework during their consultation periods and make recommendations to the cabinet, as appropriate.
 8. To comment on draft supplementary planning documents during their consultation periods and make recommendations to the cabinet, as appropriate.

PART 3G: LICENSING COMMITTEE – STREET TRADING AND MARKETS

41. This section of the constitutional review arises from the changes to the legislative framework governing Southwark’s Street trading activities with 5 or more pitches from the London Local Authorities Act 1990 as amended to Part III of the Food Act 1984. The cabinet considered a report on this subject on 25 January 2011 and agreed that a report be submitted to council assembly. The cabinet recommended the approval of changes to the legislative framework and the delegated decisions in respect to market and street trading matters are amended to reflect the change to the legislative framework, but remain with the licensing committee.
42. Council assembly is requested to adopt the change to the legislative framework and approve the constitutional changes. Following the agreement of the recommendations in this report, draft byelaws will be submitted by officers to the Department for Communities and Local Government for approval; officers will then have to return to council assembly to get them formally adopted. The adoption of byelaws is specified in the constitution as a matter reserved to

council assembly for decision. The new legislative framework and constitutional change will come into effect following adoption and implementation of the byelaws; this is expected to be in October 2011.

43. It was reported to cabinet that it was considered necessary to put this legislative change in place to ensure that Southwark Markets are able to compete with private markets and protect the existing markets from further private encroachment. Background information on the changes, consultation and the legislation is set out in Appendix 1. A copy of the draft byelaws are attached as Appendix 2.
44. Some specific changes to Part 3G of the constitution on licensing committee and its sub-committees are required to accommodate the new legislative framework for markets. The recommended revised clauses to the role and function, and matters reserved for decision are as follows:

Role and functions

7. To consider the designation of new sites for street trading and markets.

Matters reserved for decision by the licensing committee and its sub-committees

24. New designations for sites for street trading and markets.
25. Revocation of street trading licences and markets.

PART 3M: STANDARDS COMMITTEE – WITHHOLDING OF ALLOWANCES

45. Standards committee currently can withdraw allowances in the event of a member being suspended. There is no provision for withholding allowances if a member fails to attend required training or for co-opted members who fail to attend meetings. A recent separate report to standards committee on the Localism Bill and the abolition of the current standards regime suggested that it would be useful to make such a provision. Therefore it is recommended to include a specific clause in the standards committees' roles and functions in Part 3M of the constitution giving the committee responsibility for considering such matters.
46. Recommended new clause 16:

To consider the withholding of allowances from individual members (including elected members, independent members of standards committee and co-opted members) in whole or in part as part of any sanction in relation to a breach of conduct, for non-attendance at meetings, or, for elected members only, for failure to attend required training.
47. It would be for the committee to exercise this function as it deems appropriate via the main committee or a sub-committee. If this constitutional change is adopted by council assembly, the standards committee later in the year will consider detailed procedure rules on the withholding of allowances.
48. In respect of the attendance, procedure rules already say what happens if a co-opted member or independent member of standards committee does not

attend a meeting for six months. In the case of co-opted members of the overview & scrutiny committee and its sub-committees, overview & scrutiny procedure rule 3.2 makes provision that “in the event that a co-opted member does not attend a meeting of the committee on which they serve for period of six consecutive months, without the approval of the council, they shall cease to be a member of the authority”. A similar clause can be found in the committee procedure rule 2.2(3) in respect of independent members of standards committee and co-opted members who serve on committees. The council can make an exception for example in the case of ill health.

PART 3N: URGENCY COMMITTEE

49. At the annual meeting in May 2010, council assembly agreed that the role of the urgency committee between the municipal election and the annual meeting be reviewed in light of post-election period in 2010 and the new executive arrangements. Officers are reviewing the urgency committee arrangements that existed prior to the election and will report in due course to ensure the council’s constitution makes the appropriate provision. The urgency committee only applies in the post-election period following a full municipal election; the next full elections are in 2014.

COUNCIL ASSEMBLY PROCEDURE RULES

50. The constitutional review provides an opportunity to review the rules on the themed debate based on the experience of the first themed debate at council assembly on 6 April 2011. The provision for members’ questions during the themed debate has created a number of unforeseen consequences. These include:
- reducing the number of members who can make a contribution during the debate as overall time for the theme is limited to one hour
 - duplicating the provision that already exists for members’ questions time and urgent questions to the leader which immediately follows the themed debate
 - requiring considerable additional officer resources, which are limited, to provide background information for written responses and compile the responses document for the meeting.
51. Therefore it is proposed to subsume members’ questions on the theme within the normal members’ question time. This would involve deleting the reference to members’ questions from the council assembly procedure rules relating to the themed debate. The recommended changes to the constitution are set out below:

Council assembly procedure rule 2.2 – Order of business at ordinary council meetings

Themed debates

- a) consider themed debates centred on a cabinet member’s portfolio or plans, policies and strategies, including the annual state of the borough and budget meetings
- b) public pre-submitted questions on the theme of the meeting
- c) members’ motions ~~and questions~~ on the theme

Council assembly procedure rule 2.7(3) – Themed debate

Order of debate

3. The order of business of the debate will be:
 - Cabinet member has 10 minutes in which to present the theme, plan or strategy
 - Public pre-submitted questions on the theme of the meeting (maximum of 15 minutes)
 - Member's motions ~~and questions~~ on the cabinet theme using present principles to allow sufficient political balance and for political groups to hold cabinet to account (maximum 30 minutes).

Members' motions ~~and questions~~

9. All motions ~~and questions~~ shall be relevant to the topic under discussion and shall be conducted under the existing rules for members' motions ~~and questions~~. Normal deadlines shall apply for the submission of members' ~~questions and~~ motions.
10. The order of motions, ~~questions~~ and timings shall be determined by the Mayor

DEPUTATIONS - DEADLINES

52. At its meeting on 1 December 2010, the council assembly considered the changes to the council assembly procedure rules arising from the recommendation of stage 1 of the Democracy Commission. It was agreed to reduce the deadline for deputations and public questions at council assembly to three clear working days before the meeting. As a result the council's procedure rules now include a number of different deadlines. For example, community councils and cabinet are seven and nine clear working days respectively. Committees are already three clear working days.
53. Having considered the issue, the constitutional steering panel recommended unifying the deadline for deputations at three clear working days for the following reasons:
 - Consistency
 - Improved community engagement and access
 - Reduce the need for late and urgent deputations.

CONTRACT STANDING ORDERS

General advice on changes to contract standing orders

54. The contract standing orders (CSOs) are reviewed each year to reflect any statutory or procedural changes. Article 1 of the constitution provides that minor changes may be made by the monitoring officer and finance director to CSOs, but all other changes must be agreed by council assembly. It should be noted that other changes which may be agreed to the constitution by council assembly may have an impact on CSOs which would need to be picked up subsequently

Substantive changes

55. The recommended substantive changes are set out below (and are included in Appendix 3):

- CSO 9 – Contractor insolvency - - A new section has been proposed to address the greater risk of contractors becoming insolvent in the current economic climate. This change sets out a new requirement to inform the monitoring officer and finance director as early as possible in order to ensure that appropriate advice may be given. The new standing order is proposed to be 'Contractor insolvency' and applies where there is a risk of insolvency or actual insolvency
- CSO 4.6.2a – Decisions to allow variations during the contract term (Gateway 3) – This change strengthens the arrangements in place regarding contract variations by introducing lower thresholds at which such decisions must be taken by the finance director (instead of by the chief officer) and notified to members of the cabinet.

Other minor changes

56. A number of other minor changes are summarised below and are included in Appendix 3:

Explanatory changes

- CSO 2.5 – Record keeping - make explicit the requirement that contract records must include tender opening records where the contract is over £75,000
- New CSO 4.6.2(c) - Decisions to allow variations during the contract term (Gateway 3) - This change relates to contracts affecting the budget of more than one directorate. It makes explicit the requirement to obtain agreement from relevant chief officers when varying departmental contracts affecting more than one directorate
- CSO 6.6 (and by re-ordering CSO 6.4 and 6.5) – Tender procedure – This clarifies tender procedures to make it clear that a chief officer's power to authorise exceptions to tender procedures does not in fact include the alteration of tender opening arrangements
- Clarify definition of 'variation' in line with current procedures - procedures have been tightened up so that variations of the original approval may only be sought in respect of contracts capable of the proposed variation; where the variation was not anticipated or allowed for, report writers must use the Gateway 1 and 2 route.

Changes in terminology

- Update reference to Office of Government Commence (now Buying Solutions) in Definitions.

FINANCIAL STANDING ORDERS

General advice on changes to financial standing orders

57. The financial standing orders (FSOs) are reviewed each year to reflect any statutory or procedural changes. Article 1 of the constitution provides that minor changes may be made by the finance director and monitoring officer to FSOs, but all other changes must be agreed by council assembly. It should be

noted that other changes which may be agreed to the constitution by council assembly may have an impact on FSOs which would need to be picked up subsequently.

Substantive Changes

58. The recommended substantive change to the FSOs is summarised below and included in Appendix 4:

- 8d) – Capital Programme – Major Overspends and Underspends – This change strengthens monitoring and control of the capital programme by tightening up requirements to report on overspends or underspends to cabinet. The change reduces the threshold for reporting such variations.

Other minor changes

59. A number of other minor changes are summarised below and included in Appendix 4:

- 9b) - Leases – This change clarifies the requirement for strategic officers to consult as early as possible with the finance director prior to taking or granting a lease
- Updated references to the Accounts and Audit Regulations in 1a)i), 3a) and 6a) – These changes are in line with the consolidation and revision of the statutory regulations
- Glossary - To remove references to the 'Money' section in 1d) and the glossary. This section is to be renamed on the council's intranet as financial regulations.

CONSEQUENTIAL CHANGES

60. As a result of the changes suggested within this report officers will be required to update the constitution. Therefore council assembly is requested to authorise officers to undertake any necessary consequential changes.

COMMUNICATIONS PROTOCOL

61. There is a separate report elsewhere on the council assembly agenda on the communications protocol.

OTHER IMPLICATIONS

Legal implications

62. This comment advises council assembly of the legal procedure relating to changes to the council's constitution.

63. Section 37 of the Local Government Act 2000 requires the council to “prepare and keep up-to-date” a constitution. Statutory guidance from the Department for Communities and Local Government states that constitutions “should be drafted as a flexible document” but leaves it up to local authorities to determine how and when the constitution is to be changed. It is also recognised that council constitutions cannot cover every eventuality.

64. Article 1 (1.5) (a) of Southwark's constitution states that any changes to the constitution which can only be approved by council assembly will require the prior consideration of the proposal by the constitutional steering panel. Changes to the constitution are generally agreed by council assembly, unless another body or individual is authorised to do so – see Article 1.5. Article 1.5 (b) provides for the leader to agree any executive function or local choice function to be discharged by the cabinet and therefore council assembly is only asked to note changes to the schemes of executive delegation.
65. Council assembly may approve any amendment to the constitution where the issue in general has previously been considered by the constitutional steering panel. Further, there is a distinction between changes to the constitution which clarify existing roles and functions and those which raise completely new matters which have not been considered in accordance with Article 1.

Resource implications

66. The budget for 2011/12 was set on 22 February 2011 and any changes to the constitution must be contained within the budget.
67. The constitution is produced in binder form with loose leaf pages and dividers. This means that any additional costs arising from the reproduction of small sections of the constitution are reduced compared to the reprinting of the whole constitution. Therefore, it is anticipated that the cost can be contained within existing budgets.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Southwark's Constitution.	Southwark Council, 160 Tooley Street, London SE1 5LZ	Lesley John 020 7525 7228
Constitutional steering panel – 20 April 2011 - report	Southwark Council, 160 Tooley Street, London SE1 5LZ	Lesley John 020 7525 7228
Street Trading and Markets Strategy – Report to Cabinet 25 January 2011	Southwark Council, 160 Tooley Street, London SE1 5LZ	Paula Thornton 020 7525 7222

APPENDICES

Appendix No.	Title
Appendix 1	Street Trading and Markets – Background Information
Appendix 2	Street Trading and Markets – Draft Byelaws
Appendix 3	Contract Standing Orders 2011/12
Appendix 4	Financial Standing Orders 2011/12
Appendix 5	Recommendations of the Constitutional Steering Panel – 3 May 2011

AUDIT TRAIL

Lead Officer	Deborah Collins, Strategic Director of Communities, Law & Governance	
Report Authors	Ian Millichap, Constitutional Manager Lesley John, Constitutional Officer	
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Dated	5 May 2011	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Strategic Director of Communities, Law & Governance	Yes	Included in body of report
Finance Director	Yes	Included in body of report
Head of Financial Governance	Yes	Included in body of report
Strategic Director of Environment (Head of Public Realm)	Yes	Included in body of report
Cabinet Member	No	No
Date final report sent to Constitutional Team	5 May 2011	