

Public Document Pack



Hinckley & Bosworth
Borough Council

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Chief Executive

Since the full review of the constitution in April 2023, the following changes have been agreed by Council and will be included in the document at the next full review:

CONSTITUTION - 18 APRIL 2023

PART 2

(b) Terms of reference of council bodies

Last updated 18 April 2023.

Since the review of the constitution in April 2023, the following changes were agreed by Council on 30 January 2024:

Addition of matters reserved for Council at paragraph 1.2:

- Tourism Strategy
- Climate Change & Biodiversity Strategy.

(f) Scheme of delegation to officers

Last updated 18 April 2023.

Since the review of the constitution in April 2023, at its meeting on 28 November 2023 Council agreed an amendment to paragraph 3.2 of part 2(f) to replace “polling station changes” with “polling place changes”:

- Agree polling place changes at short notice in consultation with group leaders and the relevant ward member(s)

PART 3

(h) Financial procedure rules

Last updated 18 April 2023.

Since the review of the constitution in April 2023, the following changes to this part were approved by Council on 30 January 2024:

Subsidy control 25.7 Control over authorisation of	Replace with amendment to remove error in wording.
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<p>subsidy Minimum financial assistance up to £315,000</p> <p>Cash based subsidies</p> <ul style="list-style-type: none"> • Cash based subsidies of less than £5,000 may be approved by the director of the service must be approved by the Executive. Up to an annual limit of £50,000 • Cash based subsidies up to £10,000 may be approved by the Director of the service must be approved by the Executive. Up to an annual limit of £250,000 	<p>25.7 Control over authorisation of subsidy Minimum financial assistance up to £315,000</p> <p>Cash based subsidies</p> <ul style="list-style-type: none"> • Cash based subsidies of less than £5,000 may be approved by the director of the service. Up to an annual limit of £50,000 • Cash based subsidies up to £10,000 may be approved by the Senior Leadership Team. Up to an annual limit of £250,000
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(i) Contract procedure rules

Last updated 15 December 2020.

Since the review of the constitution in April 2023, the following changes to this part were approved by Council on 30 January 2024:

<p>14. Acceptance of tenders</p> <p>14.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (evaluation model) will be devised by the appropriate director in conjunction with the council's procurement officer and will be approved by the Head of Finance. Selection of the best tender will be based on this evaluation.</p>	<p>Replace with</p> <p>14. Acceptance and Evaluation of tenders</p> <p>14.1 For all tenders the evaluation weightings must be based on the minimum % proportion for Technical (Quality) and Commercial (Price). The standard minimum weighting applied is 40% Technical and 60% Commercial, an increase to the commercial element is permitted, however deviation from the minimum commercial % to a reduced commercial % element below 60% will require approval from the respective Director or Head of Service. The Commercial weighting cannot be less than 50%. Selection of the best tender will be based on this evaluation.</p> <p>14.2 For tender evaluation the Technical (Quality) element should include an element of assessment relating to how the provision of the contract will be delivered by the contractor in a way that contributes</p>
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	<p>toward reducing greenhouse gas emissions.</p> <p>14.3 Procurement will also take into account ethical standards as part of awarding contracts to ensure sourcing from suppliers and contractors is completed in a manner that minimises the risk of social exploitation and rewards good employment practices. Our ethical procurement objectives are to ensure the well-being and protection of work forces throughout the supply chain, that people are treated with respect and their rights are protected.</p> <p>Add</p> <p>14.4 The intended use of sub-contractors must be disclosed in the tender response and forms part of the qualification requirements for completion. The Councils reserve the right not to approve the use of any sub-contractor if there are valid reasons and evidence, which conflict with the Procurement Procedure Rules.</p> <p>Construction Procurement (Works Contracts)</p> <p>14.5 The generic procurement process applies to construction procurement but does not fully cover all requirements; which need to cover a wider set of considerations. In particular, technical and project expertise and capacity will be required commensurate with the project (either in-house or externally). Other considerations include:</p> <ul style="list-style-type: none"> • Additional Tendering Requirements – e.g. to comply with industry guidance or procedural codes • Whole-Life Costing before acceptance • Estimating and Cost Control to avoid overspend • Risk Management so that potential risks identified pre-acceptance • Additional Statutory complied with
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	<ul style="list-style-type: none"> • Sustainability – the Government’s National Procurement Strategy requires local authority construction projects to adequately consider social, economic and environmental factors (e.g. through protecting the natural environment).
<p>15. Contracts to be in writing</p>	<p>Add</p> <p>15.3 Suppliers must provide evidence that they hold the required levels of Insurance cover to undertake business with the Council(s). As standard they must have Employers Liability and Public / Product Liability Insurance cover. In addition, for Consultancy based contracts, Professional Indemnity Insurance will be required. The following levels are required as standard:</p> <ul style="list-style-type: none"> • Employers Liability Insurance £5,000,000 • Public / Product Liability Insurance £10,000,000* • Professional Indemnity Insurance £2,000,000* <p>*The above levels may be changed to reflect the contract nature and should be set proportionate to the nature, delivery and risk of the supplies, services or works being procured. Changes to these levels must be agreed by the S151 officer and the monitoring officer informed.</p> <p>15.4 Single source appointments are subject to the same protocols for obtaining and verifying that suitable / adequate insurance cover is in place. This is the responsibility of the commissioning officer.</p>

5. PART 5 - SCHEME OF MEMBERS' ALLOWANCES

Last updated 18 April 2023.

Since the review of the constitution in April 2023, the following increases to allowances have been implemented in line with the NJC pay award:

	2022/23	2023-24
	0.00%	3.97%
Mayor	8,364.00	8,696.00
Deputy Mayor	3,137.00	3,262.00
Leader of Council	17,596.00	18,295.00
Deputy Leader	8,625.00	8,967.00
Member of Executive	7,591.00	7,892.00
Opposition Leader(s)	4,830.00	5,022.00
Appeals Panel chairman	2,614.00	2,718.00
Audit Committee chairman	4,830.00	5,022.00
Ethical Governance & Personnel C	2,614.00	2,718.00
Finance & Performance Scrutiny ch	3,450.00	3,587.00
Licensing Committee chairman	2,614.00	2,718.00
Planning Committee chairman	5,750.00	5,978.00
Scrutiny Commission chairman	4,830.00	5,022.00
Basic	5,520.00	5,739.00

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