

**CONSTITUTION INCLUDING SCHEME OF DELEGATION AND  
PROCEDURAL RULES**  
**WDA/18/07**

**Recommendation**

That Members:

1. approve the revised Authority's Procedural Rules as attached at Appendix 1;
2. adopt the current Scheme of Delegations for the 2007/08 Municipal Year as attached at Appendix 2 to the report.

**CONSTITUTION INCLUDING SCHEME OF DELEGATION AND  
PROCEDURAL RULES**  
**WDA/18/07**

**Report of the Director**

**1. Purpose of the Report**

To seek Members' approval to proposed revisions to the Authority's Procedural Rules and the readoption of the Scheme of Delegation and all of the Procedural Rules for the coming year.

**2. Background**

2.1. The Authority's constitution is made up of the following documents:

- Scheme of Delegation
- Procedural Rules
- Financial Procedural Rules
- Contract Procedural Rules

2.2. All of these documents are reviewed on a regular basis to ensure good governance arrangements.

2.3. The Authority approved revisions to the Scheme of Delegation and the Contract Procedural Rules at its previous Annual Meeting held on 28<sup>th</sup> June 2006. The Authority's Procedural Rules have remained unchanged since their inception in 2004.

2.4. The Scheme of Delegation is required to be adopted annually at the Authority's Annual Meeting in accordance with current Procedural Rules. The review outlined in the following section also proposes that all of the above documents are submitted for Members' approval at the Annual Meeting each year.

**3. Review of Procedural Rules**

3.1. It is good practice to review the Authority's Procedural Rules on a regular basis and this has been undertaken recently by chief officers.

- 3.2. Amendments have been made to the Procedural Rules which intend to clarify or improve particular rules and so enable the Authority to conduct its business effectively and transparently.
- 3.3. The proposed amendments include:
- Revisions to notice requirements to ensure questions and motions are received in time for inclusion in papers.
  - Revisions to the wording of paragraphs in relation to Questions by Members (Rule 9) to clarify matters.
  - Amendment to the time allowed for Questions by the Public (Rule 10), increasing the time allowed from 15 minutes to 30 minutes.
  - Revisions to the Voting rule (Rule 10) to address circumstances of equal votes.
  - Inclusion of a rule for the Exclusion of the Public.
  - Revision to Rule 3.2(vi) to require all Procedural Rules to be approved at the Authority's Annual Meeting.
- 3.4. A copy of the amended Procedural Rules is attached at Appendix 1 for Members' consideration.
- 3.5. The need for Access to Information Rules was also identified as part of this review and the proposed rules are attached at Appendix 2.

#### **4. Scheme of Delegation**

- 4.1. There are no proposed amendments to the Authority's Scheme of Delegation and Members are asked to adopt the existing scheme for the 2007/08 Municipal Year.
- 4.2. A copy of the Scheme of Delegation is attached at Appendix 3 for Members' information.

#### **5. Other Procedural Rules**

- 5.1. The Financial Procedural Rules and the Contract Procedural Rules have been reviewed and no amendments are proposed.
- 5.2. Copies of these rules are attached at Appendix 4 and 5 respectively.

## **6. Conclusion**

It is proposed that the amended Procedural Rules be approved and the Scheme of Delegation be adopted for the 2007/08 Municipal Year.

The contact officer for this report is Miss A Valentine, Merseyside Waste Disposal Authority, 6th Floor, 17 North John Street, Liverpool L2 5QY Tel: 0151 255 1444 Fax: 0151 227 1848

The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.