

Subject	Amendment to the Authority's Constitution	Status	For Publication
Report to	Authority	Date	9 th June 2022
Report of	Director and Monitoring Officer		
Equality Impact Assessment	Not Required	Attached	No
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1 **Purpose of the Report**

- 1.1 To update the provisions of the Authority's Constitution regarding the sealing of documents.

2 **Recommendations**

- 2.1 Members are recommended to:
- a. **Approve the changes to the list of officers authorised to execute sealed documents on the Authority's behalf set out in the body of this report.**

3 **Link to Corporate Objectives**

- 3.1 This report links to the delivery of the following corporate objectives:
Effective and Transparent Governance

To uphold effective governance showing prudence and propriety at all times.

The proposals set out in this report aim to maintain clear and appropriate levels of control and delegation.

4 **Implications for the Corporate Risk Register**

- 4.1 The actions outlined in this report have address the risks included in the Corporate Risk Register relating to the control environment and seek to ensure sufficient numbers of officers are available to execute sealed documents while maintaining division of duties.

5 **Background and Options**

- 5.1 Following the departure of the Deputy Clerk the number of officers available to execute documents requiring the Authority's seal to be attached is reduced. These documents are generally associated with transactions within the Authority's property portfolios and often need to be turned round in relatively short timescales. Therefore it is important to have sufficient officers available able to execute such documents to allow this to

happen. It is also important for internal control purposes that the officers executing such documents are not directly involved in the associated decision-making processes, which for example means that the Director and Head of Investment Strategy would not be appropriate officers to add to the list of those authorised.

5.2 It is intended to commission a comprehensive review of the constitution in the run up to the formal changes to the statutory officer roles in April 2023. However, in the interim the simplest way to ensure that sufficient officers are always available to execute documents on behalf of the Authority is to add the Corporate Manager – Governance to the list of authorised officers.

5.3 Consequently, the Authority is recommended to approve the addition of the following to para 30.5 of the Procedural Standing Orders at Part 4 A of the Constitution.

“v) The Corporate Manager – Governance”

6 **Implications**

6.1 The proposals outlined in this report have the following implications:

Financial	None
Human Resources	None this type of activity is reflected within the broad role profile for the Corporate Manager - Governance
ICT	None
Legal	
Procurement	None

Georg Graham

Jason Field

Director

Monitoring Officer

Background Papers	
Document	Place of Inspection
SYPA Constitution	SYPA Constitution June 2021.pdf (sypensions.org.uk)