

# CONSTITUTION OF THE COUNCIL

## CONTENTS

	Page (NB each Part starts at page 1)
<b>Part 1 – Summary and Explanation</b>	1
<b>Part 2 – Articles of the Constitution</b>	
Article 1 – The Constitution	1
Article 2 – Members of the Council	2
Article 3 – The Public and the Council	5
Article 4 – The Council	7
Article 5 – The Leader and Deputy Leader	11
Article 6 – The Cabinet	13
<i>Cabinet Procedure Rules</i>	14
Article 7 – Scrutiny Function (Select Committees)	16
<i>Select Committee Procedure Rules</i>	19
<i>Select Committee Remits</i>	21
Article 8 – Regulatory and Other Committees	23
Article 9 – Local Committees and Joint Committees	28
Article 10 – Joint Arrangements	29
Article 11 – Officers	31
<i>Officer Employment Procedure Rules</i>	33
Article 12 – Finance, Contracts and Legal Matters	37
Article 13 – Review and Revision of the Constitution	38
Article 14 – Suspension, Interpretation and Publication of the Constitution	39
Article 15 – Access to Information Rules	40
<i>Exclusion of Access by the Public to Meetings</i>	42
<i>Specific Members’ Rights of Access to Information</i>	45

<b>Part 3 – Responsibility for Functions and Scheme of Delegation</b>	
Section 1: Responsibility for Functions	1
Section 2: Scheme of Delegation <i>Leader’s Scheme of Delegation</i>	1 22
Section 3: Scheme of Delegation to Officers <i>Part 1 – Overall Scheme of Delegation to Officers</i> <i>Part 2 – General Delegations to the Strategic Directors and Heads of Service</i> <i>Part 3A – Specific Delegations to Officers</i> <i>Part 3B – Specific Delegations to Officers (Orbis)</i> <i>Part 4 – Proper Officer Functions</i>	1
<b>Part 4 – Standing Orders</b>	
Introduction	1
Part 1 – County Council Meetings and Procedures	3
Part 2 – Constitution and Appointment of Cabinet & Committees	22
Part 3 – Cabinet and Committees: Meetings & Procedure	28
Part 4 – Budget and Policy Framework	45
Part 5 – Appointment and Dismissal of Staff	56
Part 6 – Authentication of Documents	61
<b>Part 5 – Rules of Procedure</b>	
(1) Code of Corporate Governance	1
(2) Financial Regulations	
(3) Financial Framework for Members’ Community Allocations	
(4) Procurement and Contract Standing Orders	
(5) Risk Management Strategy	
(6) Corporate Resilience Policy	
<b>Part 6 – Codes and Protocols</b>	
(1) Member Code of Conduct	1
(2) Arrangements for dealing with allegations of breaches of the Member Code of Conduct	
(3) Officer Code of Conduct	
(4) Member/Officer Protocol	
(5) Anti-Fraud and Corruption Strategy and Framework	
(6) Media and Publicity Protocol	
(7) Protocol for handling reports from Select Committees and other committees to the Cabinet	
(8) Protocol for Select Committee Review of Contracts	

(9) Politically Restricted Posts and Exemptions Protocol	
(10) Granting Dispensations Processes	
(11) Code of Best Practice in Planning Procedures	
(12) Code of Best Practice in Rights of Way Procedures	
(13) Protocol for the Scrutiny of Council Owned Companies	
<b>Part 7 – Members’ Allowances Scheme</b>	1
<b>Part 8 – Management Structure</b>	1