



Title:	Constitution of the Council (Contents)
Owner:	Angela Wakefield
Date of version:	17th May 2019
Version:	3.7
Review due:	May 2020
Approved by Monitoring Officer:	Angela Wakefield
Date of Equality Impact Assessment:	N/a (Contents sheet only)

Date sent to officer responsible for website:	20th May 2019
Date sent to officer responsible for Learning and Development:	20th May 2019
Date sent to officer responsible for CMIS:	20th May 2019

CONSTITUTION OF THE COUNCIL

CONTENTS

PART 1 – [SUMMARY AND EXPLANATION](#)

PART 2 – [ARTICLES](#)

1. Powers of the Council
2. Members of the Council
3. Citizens and the Council
4. The Full Council
5. Chairing the Council – The Mayor
6. The Executive – The Cabinet
7. Regulatory and Other Committees
8. Scrutiny Arrangements
9. Joint Arrangements
10. Officers
11. Decision Making
12. Finance, Contracts and Legal Matters
13. Honorary Aldermen
14. Review and Revision of the Constitution

15. Suspension, Interpretation and Publication

PART 3 – [RESPONSIBILITY FOR FUNCTIONS](#)

The Full Council

Executive Functions

Local Choice Functions

Other Functions which are not Executive Functions

Urgent Decisions outside the budget or policy framework

Other provisions relating to decisions:

- Access to Information
- Call-in of Decisions

PART 3 – APPENDICES

3A – [Council Meeting Procedure Rules](#)

3B – [Full Council](#)

3Ba – [Role Descriptions for Councillors](#)

3C – [Cabinet](#)

3Ca – [Leader and Deputy Leaders' Responsibilities](#)

3Cb – [Joint LEP Supervisory Board](#)

3D – [Appeals Panel](#)

3E – [Audit Committee](#)

3Ea – [Audit \(approval of Statement of Accounts\) Committee](#)

3F – [Complaints Panel](#)

3G – [Licensing Committee](#)

3Ga – [Licensing General Sub-Committee](#)

3Gb – [Licensing and Gambling Acts Sub-Committees](#)

3H – [Planning Committee](#)

3Ha – [Development Plan Committee](#)

3Ia – [Scrutiny \(Economic Growth, Communities and Health\)](#)

3Ib – [Scrutiny \(Audit, Value for Money Council Services\)](#)

3Ic – [Joint LEP Scrutiny Committee](#)

3J – [Senior Officer Employment Committee](#)

3K – [Standards Committee](#)

3Z – [Officers](#)

3Za – [Management Structure](#)

3Zb – [Statutory Officers](#)

3Zc – [Proper Officers](#)

PART 4 – [PROCEDURES](#)

Access to Information & Data Protection

Anti-Fraud & Corruption Strategy, Corporate Governance Statement & Whistle-blowing Procedures

Complaints Procedures

Contracts

Financial & Budget Procedures

Employment of Staff

Other procedures

PART 4 – APPENDICES

- 4A – [Access to Information Procedures](#)
 - 4Aa – [Freedom of Information Policy](#)
 - 4Ab – [Data Protection Policy](#)
- 4B – [Anti-Fraud and Corruption Strategy](#)
- 4C – [Complaints Procedure](#)
- 4D – [Contract Procedure Rules](#)
- 4E – [Corporate Governance Statement](#)
- 4F – [Disciplinary Procedures for Chief Officers](#)
- 4G – [Disciplinary Procedures for Statutory Officers](#)
- 4H – [Financial Regulations](#)
- 4I – [Officer Employment Rules](#)
- 4J – [Petitions Scheme](#)
- 4K – [Simple Guide to Decision-Making](#)
- 4L – [Standards Committee Complaints Procedures](#)
- 4M – [Dispensations Process and Form](#)
- 4N – [Whistle-blowing Policy](#)
- 4O – [Indemnities for Officers and Councillors](#)

PART 5 – CODES OF CONDUCT

- 5A – [Code of Conduct for Councillors](#)
- 5B – [Code of Conduct for Officers](#)
- 5C – [Protocol for Councillor/Officer Relations](#)
- 5D – [Gifts and Hospitality Code for Councillors](#)
- 5E – [Planning Code for Councillors](#)
- 5F – [Councillors Call for Action Guidance](#)
- 5G – [Social Media Policy for Councillors](#)

PART 6 – COUNCILLORS' ALLOWANCE SCHEME

PART 7 – RECORD OF AMENDMENTS