

# CONTENTS

## Part 1 Summary and Explanation

Paragraph 1	Purpose of the Constitution	Page 5
Paragraph 2	How the Council operates	Page 5
Paragraph 3	How decisions are made	Page 5
Paragraph 4	Overview and Scrutiny	Page 6
Paragraph 5	The Council's staff	Page 6
Paragraph 6	Residents' Rights	Page 6
Annex	Political Meeting Structure	Page 8

## Part 2 The Articles

Chapter 1	General	Page 11
Chapter 2	Members of the Council	Page 17
Chapter 3	Meetings Rules - General	Page 21
Chapter 4	Assembly	Page 29
Chapter 5	Ceremonial Council and The Mayor	Page 43
Chapter 6	Cabinet	Page 45
Chapter 7	Health and Wellbeing Board	Page 51
Chapter 8	Overview and Scrutiny Committee and Call-In	Page 55
Chapter 8a	Health Scrutiny Committee	Page 67
Chapter 9	Planning Committee	Page 75
Chapter 10	Licensing and Regulatory Committee	Page 79
Chapter 11	Pensions Committee	Page 81
Chapter 12	Personnel Board	Page 85
Chapter 13	Audit and Standards Committee	Page 87
Chapter 14	Joint Arrangements	Page 93
Chapter 15	Outside Bodies (incorporating "A Guide to the Law for Councillors and Officers on Outside Bodies")	Page 97
Chapter 16	Decision Making	Page 109
Chapter 17	Access to Information	Page 113
Chapter 18	Budget and Policy Framework	Page 121
Chapter 19	Officers	Page 125

## Part 3 Officer Scheme of Delegation

Chapter 1	Functions which are Delegated to Officers	Page 131
Chapter 2	Statutory Functions which are Allocated to Officers	Page 143

<b>Part 4</b>	<b>Rules</b>	
Chapter 1	Contract Rules	Page 151
Chapter 2	Financial Regulations and Rules	Page 203
Chapter 3	Employment Procedure Rules	Page 241
Chapter 4	Land Acquisitions and Disposals Rules	Page 245
<b>Part 5</b>	<b>Codes and Protocols</b>	
Chapter 1	Councillors' Code of Conduct	Page 253
Chapter 2	Councillors' Code of Conduct for Planning Matters	Page 263
Chapter 3	Councillors' Code of Conduct for Licensing Matters	Page 269
Chapter 4	Employees' Code of Conduct	Page 273
Chapter 5	Protocol for Councillor and Employee Relations	Page 283
Chapter 6	Protocol on Filming, Webcasting, Photography and Use of Social Media at Council Meetings	Page 297
Chapter 7	Politically Restricted Posts	Page 301
Chapter 8	Indemnities for Councillors and Officers	Page 305
<b>Part 6</b>	<b>Members' Allowances Scheme</b>	Page 311
<b>Part 7</b>	<b>Review, Revision, Suspension, Interpretation, and Publication of the Constitution</b>	Page 319