

# CONTENTS

## Part 1 Summary and Explanation

Paragraph 1	Purpose of the Constitution	Page 7
Paragraph 2	How the Council operates	Page 7
Paragraph 3	How decisions are made	Page 7
Paragraph 4	Overview and Scrutiny	Page 8
Paragraph 5	The Council's staff	Page 8
Paragraph 6	Residents' Rights	Page 8
Annex	Political Meeting Structure	Page 10

## Part 2 The Articles

Chapter 1	General	Page 13
Chapter 2	Members of the Council	Page 19
Chapter 3	Meetings Rules - General	Page 23
Chapter 4	Assembly	Page 31
Chapter 5	Ceremonial Council and The Mayor	Page 45
Chapter 6	Cabinet	Page 47
Chapter 7	Health and Wellbeing Board	Page 53
Chapter 8	Overview and Scrutiny Committee and Call-In	Page 57
Chapter 8a	Health Scrutiny Committee	Page 69
Chapter 9	Planning Committee	Page 73
Chapter 10	Licensing and Regulatory Committee	Page 77
Chapter 11	Pensions Committee	Page 79
Chapter 12	Personnel Board	Page 83
Chapter 13	Audit and Standards Committee	Page 85
Chapter 14	Joint Arrangements	Page 91
Chapter 15	Outside Bodies (incorporating "A Guide to the Law for Councillors and Officers on Outside Bodies")	Page 95
Chapter 16	Decision Making	Page 107
Chapter 17	Access to Information	Page 111
Chapter 18	Budget and Policy Framework	Page 119
Chapter 19	Officers	Page 123

## 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 145

<b>Part 4</b>	<b>Rules</b>	
Chapter 1	Contract Rules	Page 153
Chapter 2	Financial Regulations and Rules	Page 205
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 265
Chapter 3	Councillors' Code of Conduct for Licensing Matters	Page 271
Chapter 4	Employees' Code of Conduct	Page 275
Chapter 5	Protocol for Councillor and Employee Relations	Page 285
Chapter 6	Protocol on Filming, Webcasting, Photography and Use of Social Media at Council Meetings	Page 299
Chapter 7	Politically Restricted Posts	Page 303
Chapter 8	Indemnities for Councillors and Officers	Page 307
<b>Part 6</b>	<b>Members' Allowances Scheme</b>	Page 313
<b>Part 7</b>	<b>Review, Revision, Suspension, Interpretation, and Publication of the Constitution</b>	Page 321