

## **PART 1 SUMMARY AND EXPLANATION**

## **PART 2 SECTIONS OF THE CONSTITUTION**

Section 1	The Constitution
Section 2	Members of the Council
Section 3	Citizens and the Council
Section 4	The Full Council
Section 5	Chairing the Council
Section 6	Overview and Scrutiny Committees
Section 7	The Executive (the Cabinet)
Section 8	Regulatory and other Committees
Section 9	The Standards Committee
Section 10	Locality working
Section 11	Joint Arrangements
Section 12	Officers
Section 13	Principles of Decision Making
Section 14	Finance, Contracts and Legal Matters
Section 15	Review and Revision of the Constitution
Section 16	Suspension, Interpretation and Publication of the Constitution

## **PART 3 RESPONSIBILITIES**

APPENDIX 1	Responsibilities of the Council, its Committees and Sub-Committees <b>ANNEX 1 – Council functions</b> <b>ANNEX 2 – Terms of reference</b>
APPENDIX 2	Responsibilities of Cabinet and Members of the Cabinet
APPENDIX 3	Responsibilities of Scrutiny Committees (including call in procedure)
APPENDIX 4	Responsibility for functions (including Scheme of Delegations to Officers)
APPENDIX 5	Not used
APPENDIX 6	Not used

## **PART 4 PROCEDURE RULES**

APPENDIX 7	Procedure Rules for Council meetings <b>ANNEX 1 – Rules to ensure political balance</b> <b>ANNEX 2 – Rules of debate and accompanying flowchart</b> <b>ANNEX 3 – Appointment and dismissal of senior officers</b>
APPENDIX 8	Procedure Rules for Cabinet <b>ANNEX 1 – Budget and policy framework procedure rules</b>
APPENDIX 9	Procedure Rules for Committees and sub-committees of Council <b>ANNEX 1 – Employees' Consultative Committee – constitution and function</b>
APPENDIX 10	Procedure Rules for Scrutiny Committees <b>ANNEX 1 – Call-in request form</b>
APPENDIX 11	Access to Information Rules <b>ANNEX 1 – Record of executive decisions made by individuals</b>
APPENDIX 12	Contract Procedure Rules
APPENDIX 13	Financial Regulations
APPENDIX 14	Anti-fraud and Corruption
APPENDIX 15	Data Protection/IT Security
APPENDIX 16	Not used

## **PART 5 CODES AND PROTOCOLS**

APPENDIX 17	Role of Councillors
APPENDIX 18	Members' Code of Conduct and register of interests <b>ANNEX 1 – Seven principles of public life</b> <b>ANNEX 2 – Social networking guidance notes Appendix A – blogging quick guide</b> <b>ANNEX 3 – DPI form</b> <b>ANNEX 4 – Dispensations process Appendix A – accompanying form</b>
APPENDIX 19	Employees Code of Conduct
APPENDIX 20	Protocol on Member/Officer Relations
APPENDIX 21	Planning Committee Members' Protocol
APPENDIX 22	Public participation in planning
APPENDIX 23	Protocol on gifts and hospitality offered to Members or officers
APPENDIX 24	Whistleblowing policy
APPENDIX 25	Councillor Call for Action Protocol
APPENDIX 26	Media Protocol
APPENDIX 27	Petition Scheme
APPENDIX 28	Mayoralty Code of Practice

## **PART 6 MEMBERS' ALLOWANCES SCHEME**

## **PART 7 THE COUNCIL'S MANAGEMENT STRUCTURE**