

# INDEX

**ADOPTED ON 30 MAY, 2002**

**REVISED**

NOVEMBER	2003
JULY	2004
DECEMBER	2004
MAY	2005
SEPTEMBER	2005
DECEMBER	2005
JANUARY	2006
MARCH	2006
MAY	2006
MAY	2007
MAY	2008
NOVEMBER	2008
JANUARY	2009
MAY	2009
SEPTEMBER	2009
OCTOBER	2009
DECEMBER	2009
JANUARY	2010
MARCH	2010
MAY	2010
MAY	2011
JUNE	2011
JULY	2011
JANUARY	2012
MAY	2012
MAY	2013
JUNE	2013
JULY	2013
MAY	2014
MAY	2015
MAY	2016
MAY	2017
JANUARY	2018
MAY	2018
APRIL	2019
MAY	2019
MAY	2021
MAY	2022
JANUARY	2023
MAY	2023
OCTOBER	2023

# *Index*

	<b><u>Pages</u></b>
<b>Part 1 – Summary and Explanation</b>	1 – 5
<b>Part 2 – Articles of the Constitution</b>	1
Article 1 – The Constitution	2
Article 2 – Members of the Council	3 - 4
Article 3 – Citizens and the Council	5 - 6
Article 4 – The Full Council	7 - 10
Article 5 – Chairing the Council and Mayoral Civic Role	11
Article 6 – Overview and Scrutiny Committees	12 - 17
Article 7 – The Executive	18 - 20
Article 8 – Regulatory Committees	21 - 22
Article 9 – The Standards Committee	23 - 25
Article 10 – Corporate Joint Committees	26 - 27
Article 11 – Joint Arrangements	28 - 29
Article 12 – Officers	30 - 37
Article 13 – Decision Making	38 - 39
Article 14 – Finance, Contracts and Legal Matters	40
Article 15 – Review and Revision of the Constitution	41
Article 16 – Suspension, Interpretation and Publication of the Constitution	42
Schedule 1 – Description of Executive	43
<b>Part 3 – Responsibility for Functions</b>	1- 2
Section 1 - Responsibility for Local Choice Functions	3 - 11
Section 2 - Responsibility for Council Functions	12 - 30
Section 3 - Responsibility for Executive (Cabinet) Functions	31 - 32
Section 3A - Leaders Scheme of Delegation of Executive Functions	33 - 61
Section 4 - Terms of Reference of Council, Standing Committees and other Quasi Judicial Bodies and Ad Hoc Committees	62 – 85
Section 5 - General Scheme of Delegation of Executive and Non-Executive Functions to Officers	86 - 90

Appendix 1 – Functional Areas Chart	91
	<b><u>Pages</u></b>
<b>Part 4 – Rules of Procedure</b>	1
Council Procedure Rules	2 - 23
Open Government Council Meeting Procedure Rules	24 - 27
Access to Information Procedure Rules	28 - 37
Budget and Policy Framework Procedure Rules	38 - 43
Executive Procedure Rules	44 - 49
Overview and Scrutiny Procedure Rules	50 - 62
Officer Employment Procedure Rules	63 - 70
Financial Procedure Rules	1 – 76
Contract Procedure Rules	77 - 108
<b>Part 5 – Codes and Protocols</b>	1- 2
Members’ Code of Conduct	3 - 16
Protocol Standard of Conduct to be followed by Members	17 - 21
Gifts and Hospitality Policy	22 - 27
Officers’ Code of Conduct	28 - 30
Protocol for Member/Officer Relations	31 - 41
Whistleblowing Policy	42 - 49
Planning and Development Committee - Code of Good Practice	50 - 64
Management of Unreasonably Persistent Customers	65 - 70
Protocol for Public speaking at Scrutiny Committee Meeting	71 - 77
<b>Part 6 – Schedule of Members Remuneration</b>	
Schedule of Members Remuneration	1 - 12
<b>Part 7 – Management Structure</b>	
Management Structure	1 - 4
<b>Part 8 – Member Role Descriptions</b>	