

Constitution

2023/24

Wednesday 24 May 2023

This Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to make sure these are efficient, transparent and accountable to local people.

Kieran Stockley
Monitoring Officer

| | |
|--------------------|-------------------------|
| Enquiries | Democratic Services |
| Direct Dial | 01664 502579 |
| Email | democracy@melton.gov.uk |

| No. | Chapter | Page No. |
|-----|--|-----------|
| 1. | CHAPTER 1 - INTRODUCTION | 1 - 34 |
| | <p>Chapter 1 provides an overview of how the Council operates, what the key parts of the Constitution cover and what rights members of the public have:</p> <ol style="list-style-type: none"> 1. Introduction to Decision Making 2. Introduction, Summary and Explanation 3. Members' Roles 4. Senior Leadership Team | |
| 2. | CHAPTER 2 - RESPONSIBILITY FOR FUNCTIONS | 35 - 116 |
| | <p>Chapter 2 sets out the way in which functions have been allocated and which decision-making body/person within the Council has responsibility for making those decisions:</p> <ol style="list-style-type: none"> 1 Council Functions and Procedure Rules 2 Cabinet Functions and Procedure Rules 3 Decision Making Structure 4 Officer Scheme of Delegation 5 Cabinet Scheme of Delegation 6 Audit and Standards Committee – Functions and Procedure Rules 7 Employment Committee – Functions and Procedure Rules 8 Licensing Committee – Functions and Procedure Rules 9 Planning Committee – Functions and Procedure Rules 10 Scrutiny Committee – Functions and Procedure Rules 11 Joint Staff Working Group – Functions and Procedure Rules | |
| 3. | CHAPTER 3 - PROCEDURE RULES | 117 - 252 |
| | <p>Chapter 3 contains procedural rules relating to all Council activities:</p> <ol style="list-style-type: none"> 1 Meetings General Procedure Rules 2 Call In Procedure Rules 3 Access to Information Procedure Rules 4 Budget and Policy Framework Procedure Rules 5 Officer Employment Procedure Rules 6 Financial Procedure Rules 7 Contract Procedure Rules 8 Substitute Procedure Rules | |

| | | |
|----|--|-----------|
| 4. | CHAPTER 4 - CODES AND PROTOCOLS | 253 - 328 |
| | <p>Chapter 4 contains the Codes and Protocols to be followed by the Council:</p> <ul style="list-style-type: none"> 1 Petitions Scheme 2 Proper Officer Designations 3 Member Code of Conduct 4 Code of Conduct for dealing with Planning Matters 5 Officers' Code of Conduct 6 Protocol on Officer/Member Relations 7 Executive/Scrutiny Protocol | |
| 5. | CHAPTER 5 - MEMBER ALLOWANCES SCHEME | 329 - 340 |
| | <p>Chapter 5 details the Members' Allowance Scheme and contains the list of allowances payable to Councillors:</p> <ul style="list-style-type: none"> 1 Members' Allowance Scheme | |
| 6. | CHAPTER 6 - GLOSSARY | 341 - 346 |
| | <p>Chapter 6 contains a glossary which is designed to help the reader understand the terminology used in the Constitution and in Council-related business. It is recognised that local government has its own 'language' just like any other business and therefore this glossary is designed to help with understanding the Council's decision-making and the way the Council works.</p> <p>This glossary will be regularly reviewed and updated to take account of new concepts and words that are raised in Council business:</p> <ul style="list-style-type: none"> 1 Glossary | |