

Constitution 2024/25

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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.

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No.	Chapter	Page No.
1.	<p>CHAPTER 1 - INTRODUCTION</p> <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 	1 - 34
2.	<p>CHAPTER 2 - RESPONSIBILITY FOR FUNCTIONS</p> <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 	35 - 116

3.	<p>CHAPTER 3 - PROCEDURE RULES</p> <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 	117 - 252
4.	<p>CHAPTER 4 - CODES AND PROTOCOLS</p> <p>Chapter 4 contains the Codes and Protocols to be followed by the Council:</p> <ol 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 	253 - 328
5.	<p>CHAPTER 5 - MEMBERS' ALLOWANCE SCHEME</p> <p>Chapter 5 details the Members' Allowance Scheme and contains the list of allowances payable to Councillors:</p> <ol style="list-style-type: none"> 1 Members' Allowance Scheme 	329 - 340
6.	<p>CHAPTER 6 - GLOSSARY</p> <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> <ol style="list-style-type: none"> 1 Glossary 	341 - 346