

## Constitution Structure

Chapter	Name	Content
1	Introduction, Summary & Explanation	This chapter sets out an overview of how the Council operates, what the key parts of the Constitution cover and what rights members of the public have
2	Responsibility for Functions	<p>This chapter 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"> <li>1. Diagrammatic explanation of Member decision-making bodies</li> <li>2. Introduction to Decision-Making</li> <li>3. Council (including Local Choice Functions)</li> <li>4. Cabinet</li> <li>5. Committees</li> <li>6. Officer Delegations (including diagram of the Officer Structure/Council Management)</li> <li>7. Executive Delegations</li> </ol>
3	Procedure rules	<p>This chapter sets out the procedural rules relating to all Council activities grouped into the following parts :-</p> <ol style="list-style-type: none"> <li>1. Council/Committee Procedure Rules</li> <li>2. Cabinet Procedure Rules</li> <li>3. Scrutiny Procedure Rules</li> <li>4. Call in Procedure Rules</li> <li>5. General Provisions relating to Procedure Rules</li> <li>6. Access to Information Procedure Rules</li> <li>7. Budget and Policy Framework</li> <li>8. Finance Procedure Rules (FPRs)</li> <li>9. Contract Procedure Rules (CPRs)</li> <li>10. Employment Procedure Rules</li> <li>11. Substitute Procedure Rules</li> <li>12. Planning Procedure Rules</li> <li>13. Member Roles</li> </ol>
4	Codes and Protocols	<p>This chapter sets out codes and protocols covering Member and Officer conduct, including :-</p> <ol style="list-style-type: none"> <li>1. Member Code of Conduct</li> <li>2. Officer Code of Conduct</li> <li>3. Members/Officer Protocol</li> <li>4. Whistleblowing Policy</li> </ol>
5	Member Allowances Scheme	This is the Member Allowances Scheme and contains the list of allowances payable
6	Glossary	This glossary explains some of the key terms used throughout this document
7	List of Associated Documents	These are associated documents that support this constitution and can be accessed from it electronically