

# **INTRODUCTION, SUMMARY AND EXPLANATION**

This document is the Council's Constitution. It contains details of how the Council works, how decisions are made and where to find information about the Council.

## **1.1 Purpose of the Constitution**

This is a document to help residents, businesses, partners, stakeholders, Members and Officers understand how the Council works.

We have included hyperlinks between different parts of the Constitution wherever possible to make it easy to navigate your way around the information. We have also included hyperlinks to other documents/sites where we think this will be helpful. All hyperlinks are coloured blue like [this](#).

If you have any queries about anything in this Constitution please contact [democraticservices@melton.gov.uk](mailto:democraticservices@melton.gov.uk)

## **1.2 The Council**

Melton Borough Council has 28 elected Councillors (also called Members). Each Councillor represents the residents in their Ward. There are 16 Wards in the Council's area. Councillors are elected every four years. [Find out when the next election will take place.](#)

Find out which Ward you are in and who your Councillors are. See a list of all Councillors with their [contact details](#). View details of the [political composition](#) of the Council.

## **1.3 Councillors**

Councillors are directly accountable to citizens for the running of the Council. They have a duty to represent all constituents in their Ward and they must make decisions in the best interests of the borough as a whole.

They are involved in decision making in the Council (XXXX of the Constitution gives details of how Councillors make decisions at the Council). Councillors can also represent the Council on external bodies.

Councillors have to observe a [Members Code of Conduct](#) and a [Protocol on Member/Officer Relations](#).

Councillors also have to register and declare certain interests. You can access the [Register of Members' Interests](#) on the Council's website.

## **1.4 How the Council makes decisions**

All Councillors meet together a number of times each year as the Council. You can get details of Council Meetings by looking at the [Annual Calendar of Meetings](#). The Council appoints a Mayor (who is chairman of the Council Meeting, performs the Council's civic role and represents the Council in the community) and a Deputy Mayor.

### **1.5 Details of how the Council operates**

The Council operates an "executive" form of governance. This means that the Council appoints a Leader of the Council. The Leader then appoints up to 9 other Councillors who, together with the Leader, form the Cabinet. Each of the Councillors on the Cabinet is responsible for a particular area of the Council's activities (called "portfolios"). Cabinet Members are also called Portfolio Holders. [Details of how the Cabinet operates and to see the current Cabinet portfolios](#). [See the role of the Mayor and the Deputy Mayor](#). [Details of the Cabinet meetings this year](#).

The Council also appoints a number of Committees to deal with different aspects of the Council's functions, for example, planning and licensing. There is also a Scrutiny Committee which helps the Cabinet formulate policy and holds the Cabinet to account. [See details of the Council's Committees](#).

This [diagram](#) shows the overall structure of the Council's decision making arrangements.

### **1.6 The Council's Staff/Employees**

Councillors are supported by the Council's staff/employees (who are also called "Officers"). Officers provide advice, implement decisions and manage the day to day delivery of the Council's services.

The most senior Officer is the Chief Executive. Other senior managers lead different parts of the Council's services. Some Officers have specific duties to ensure that the Council operates within the law and uses resources wisely. These are the Monitoring Officer and the Section 151 officer (Chief Finance Officer). [See the Council's Senior Management Structure](#).

The functions and responsibilities which the Council has given to the senior Officers are listed in the [Scheme of Delegation](#).

The Council's Senior Leadership Team comprises the following Officers who shall be regarded as "Chief Officers":

- Chief Executive (Head of Paid Service)
- Director for People and Communities (Deputy Chief Executive)
- Director for Legal and Democratic Services (Monitoring Officer)
- Director for Corporate Services (Chief Finance Officer)
- Director for Growth and Regeneration

- Assistant Director for Planning and Regulatory Services

Officers have to comply with the [Officers' Code of Conduct](#) and the [Protocol on Member/Officer Relations](#).

The recruitment, selection, discipline and dismissal of officers must be done in accordance with specific rules.

### **1.6 Rights of citizens and residents**

Everyone has an equal right to access high quality Council services. Members of the public have rights to:

- vote at local elections
- attend the Council's meetings except where confidential or exempt information is being discussed. [See Access to Information Rules](#)
- Public Speaking and Questions [See Council, Committee and Sub Committee Procedure Rules](#)
- contact local Councillors about any matters of concern –[access Councillor details](#)
- contribute to investigations by the Scrutiny Committee [See Scrutiny Procedure Rules](#)
- complain where there are problems with Council services –[access a complaint form](#)
- complain to the Commission for Local Administration (the Ombudsman) if the Council has not followed its procedures properly –[access the Ombudsman complaint form](#)
- complain to the Council if you believe there is evidence that a Councillor has not followed the Council's Code of Member Conduct –[access the Code of Conduct Complaint Form](#)
- inspect the Council's accounts.