

Constitution

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| 1. Introduction to How the Council Works | (Pages 1 - 4) |
| <ul style="list-style-type: none">• The County Council members, officers and citizens' rights• The County Council and how decisions are made (including principles of decision making, Cabinet Decisions, definition of Key Decisions, definition of Scrutiny) | |
| 1. The Constitution | (Pages 5 - 8) |
| <ul style="list-style-type: none">• Role, Purpose and Interpretation of the Constitution• Review of the Constitution• Suspension of the Constitution• Publication of the Constitution | |
| 1. Members of the County Council | (Pages 9 - 38) |
| <ul style="list-style-type: none">• Composition, eligibility, election and terms of councillors• Roles, functions, rights and responsibilities of all councillors• Members Code of Conduct• Guidance on Member/Officer Relations• Members' Allowances Scheme | |
| 1. Citizens and the Council | (Pages 39 - 46) |
| <ul style="list-style-type: none">• Citizen's Rights including complaints• Petitions Scheme | |
| 1. Full Council | (Pages 47 - 56) |
| <ul style="list-style-type: none">• Purpose and Functions of Full Council (including Local Choice Functions)• Council Meetings (Including chairing meetings)• Budget and Policy Framework Procedure Rules | |
| 1. Cabinet | (Pages 57 - 98) |
| <ul style="list-style-type: none">• Executive Arrangements | |

- Appointment and terms of office of Leader of the Council, Deputy Leader of the Council and Cabinet Members
- Role of Cabinet, Cabinet Decisions and Cabinet Member Decisions
- Procedure at Cabinet Meetings (including Conflict of Interest etc)
- Consultation (including Boards)
- Cabinet Member Responsibilities (Including General Delegations)
- Local Choice Functions which are Cabinet Responsibilities
- Property Sub - Committee
- Terms of Reference for Boards and Cabinet Sub-Committees
- The Shadow Cabinet

1. Select Committees

(Pages 99 - 110)

- General Role and Function of Select Committees
- Terms of Reference
- Membership and Cooption
- Meetings of Select Committees
- Work Programme and Budget
- Cabinet Member Accountability, Officers Giving Account, Attendance by others
- Policy Advisory Groups
- Policy Review, Scrutiny Reports, Rights of Members to Documents
- Call in

1. Other Committees

(Pages 111 - 124)

- Planning Committee
- Audit and Standards Committee
- Pensions Committee
- Charities and Trust Committee

1. All Party Working Groups

(Pages 125 - 126)

- Role and Purpose of All Party Member Groups
- Membership
- Meetings
- Agenda and Work Programmes
- Relationship between the All Party Working Groups and Select Committees

1. Joint Arrangements

(Pages 127 - 138)

- Joint arrangements – General principles
- Terms of Reference for existing arrangements.

1. Officers

(Pages 139 - 236)

- Management Structure
- Statutory Officers
- Conduct, Employment, Exercise of Delegated Powers and Finance, Legal and Contract matters
- Scheme of Delegation
- Local Code of Conduct for Officers
- Whistle blowing Policy
 - Whistleblowing Policy -Contact Officers List
- Anti-Fraud, Bribery and Theft Policy
- Officer Employment Rules

1. Procedural Standing Orders

(Pages 237 - 254)

1. Access to Information Procedure Rules

(Pages 255 - 264)

1. Financial Procedure Rules

(Pages 265 - 336)

- Financial Regulations
- Procurement Rules (including Contract Standing Orders)