

## **Constitution**

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

- 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 - 252)

**1. Access to Information Procedure Rules**

(Pages 253 - 262)

**1. Financial Procedure Rules**

(Pages 263 - 334)

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