

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) | |
| 2. 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 | |
| 3. Members of the County Council | (Pages 9 - 46) |
| <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• Parental Leave Policy and Procedure for Members | |
| 4. Citizens and the Council | (Pages 47 - 54) |
| <ul style="list-style-type: none">• Citizen's Rights including complaints• Petitions Scheme | |
| 5. Full Council | (Pages 55 - 64) |
| <ul style="list-style-type: none">• Purpose and Functions of Full Council (including Local Choice Functions)• Council Meetings (Including charring meetings)• Budget and Policy Framework Procedure Rules | |

6. Cabinet

(Pages 65 - 108)

- 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
- County Farms Tenancies Panel
- Terms of Reference for Boards and Cabinet Sub-Committees
- The Shadow Cabinet

7. Overview and Scrutiny Committees (Scrutiny Committees)

(Pages 109 - 122)

- General Role and Function of Overview and Scrutiny Committees
- Terms of Reference
- Membership and Cooption
- Meetings of Overview and Scrutiny 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

8. Other Committees

(Pages 123 - 136)

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

9. Joint Arrangements	(Pages 137 - 148)
<ul style="list-style-type: none">• Joint arrangements – General principles• Terms of Reference for existing arrangements.	
10. Officers	(Pages 149 - 270)
<ul style="list-style-type: none">• 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<ul style="list-style-type: none">• Whistleblowing Policy -Contact Officers List• Anti-Fraud, Bribery and Theft Policy• Officer Employment Rules	
11. Procedural Standing Orders	(Pages 271 - 288)
12. Access to Information Procedure Rules	(Pages 289 - 298)
13. Financial Procedure Rules	(Pages 299 - 386)
<ul style="list-style-type: none">• Financial Regulations• Procurement Rules (including Contract Standing Orders)	