

Constitution

Staffordshire County Council

Contents

- | | |
|---|------------------------|
| <p>1. Introduction to How the Council Works</p> <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) | <p>(Pages 1 - 4)</p> |
| <p>2. The County Council's Constitution - Role and Purpose</p> <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 | <p>(Pages 5 - 8)</p> |
| <p>3. Members of the County Council</p> <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 (including Guidance Notes)• Guidance on Member / Officer relations• Members' Allowances Scheme• Parental Leave Policy and Procedure for Members | <p>(Pages 9 - 62)</p> |
| <p>4. Citizens of the County Council</p> <ul style="list-style-type: none">• Citizens' rights (including complaints)• Petitions scheme | <p>(Pages 63 - 72)</p> |
| <p>5. The Full Council</p> <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 | <p>(Pages 73 - 84)</p> |



6. The Cabinet

(Pages 85 - 132)

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

7. Overview and Scrutiny Committees

(Pages 133 - 148)

- General Role and Function of Overview and Scrutiny Committees
- Terms of Reference
- Membership and Co-option
- 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 149 - 166)

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



9. Joint Arrangements

(Pages 167 - 184)

- Joint Arrangements – General Principles
- Terms of Reference for Existing Arrangements

10. Officers

(Pages 185 - 284)

- 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
- Whistleblowing Policy
 - Contact Officers List
- Anti-Fraud, Bribery and Theft Policy
- Officer Employment Rules

11. Procedural Standing Orders

(Pages 285 - 318)

- How meetings work

12. Access to Information Procedure Rules

(Pages 319 - 330)

- Access to information, agendas, reports and minutes
- Attendance at meetings
- Exclusion of the public / confidential information
- The Forward Plan of Key Decisions

13. Financial Regulations

(Pages 331 - 384)

- Financial planning, budgeting and reporting
- Audit, control and irregularities
- Spending
- Income
- Treasury Management
- Assets
- Insurance and managing risks
- Other funds



14. Procurement Regulations

(Pages 385 - 414)

- Procurement processes
- Contracts register
- Procurement toolkit
- Public Procurement Regulations
- Exemptions and exceptions

