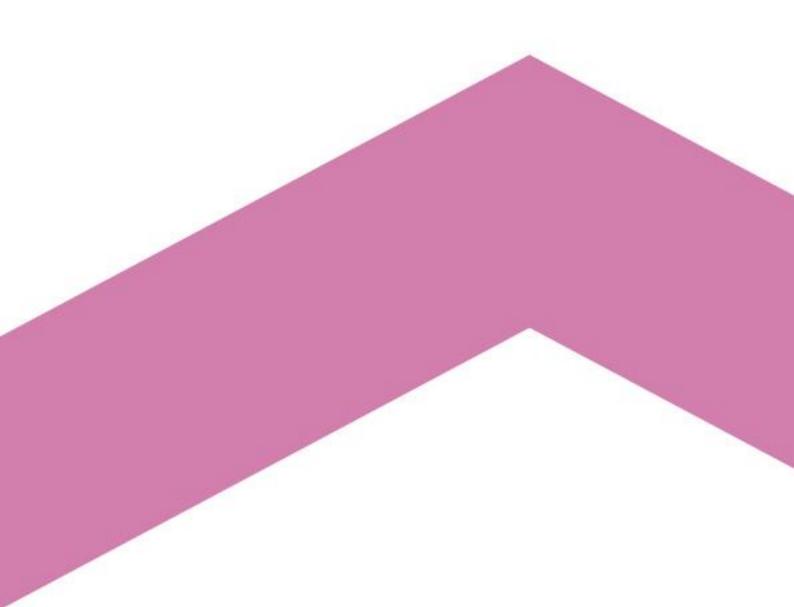


# Constitution

Staffordshire County Council





## **Contents**

#### 1. Introduction to How the Council Works

(Pages 1 - 4)

- 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 County Council's Constitution - Role and Purpose

(Pages 5 - 8)

- 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 - 64)

- 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

#### 4. Citizens of the County Council

(Pages 65 - 74)

- Citizens' rights (including complaints)
- Petitions scheme

#### 5. The Full Council

(Pages 75 - 86)

- Purpose and Functions of Full Council (including Local Choice Functions)
- Council Meetings (including Chairing Meetings)
- Budget and Policy Framework Procedure Rules





6. The Cabinet

(Pages 87 - 134)

- 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 135 - 150)

- 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 151 - 168)

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





## 9. Joint Arrangements

(Pages 169 - 184)

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

#### 10. Officers

(Pages 185 - 282)

- 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 283 - 304)

How meetings work

#### 12. Access to Information Procedure Rules

(Pages 305 - 316)

- 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 317 - 370)

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





## **14. Procurement Regulations**

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

(Pages 371 - 400)

