

# Constitution

Staffordshire County Council

# Contents

- |  |                 |
|--|-----------------|
| <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>2. The County Council's Constitution - Role and Purpose</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>3. Members of the County Council</b>  | (Pages 9 - 64)  |
| <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 (including Guidance Notes)</li><li>• Guidance on Member / Officer relations</li><li>• Members' Allowances Scheme</li><li>• Parental Leave Policy and Procedure for Members</li></ul> |                 |
| <b>4. Citizens of the County Council</b>   | (Pages 65 - 74) |
| <ul style="list-style-type: none"><li>• Citizens' rights (including complaints)</li><li>• Petitions scheme</li></ul>   |                 |
| <b>5. The Full Council</b>   | (Pages 75 - 86) |
| <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>  |                 |



## **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 - 280)

- 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 281 - 302)

- How meetings work

## **12. Access to Information Procedure Rules**

(Pages 303 - 314)

- 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 315 - 368)

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



## **14. Procurement Regulations**

(Pages 369 - 398)

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

