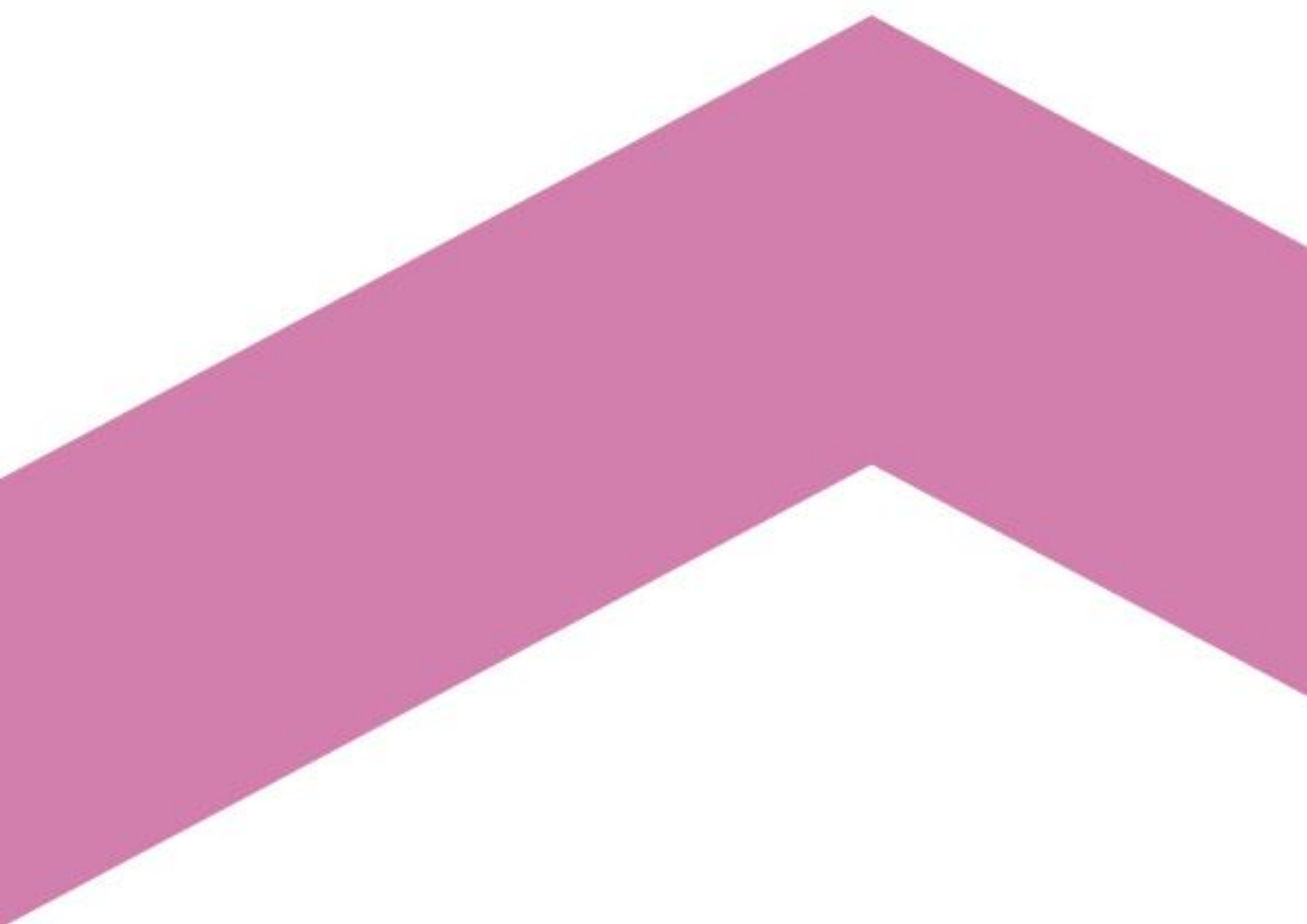


Constitution

Staffordshire County Council



Contents

- | | |
|--|-----------------|
| 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 County Council's Constitution - Role and Purpose | (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 - 64) |
| <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 | |
| 4. Citizens of the County Council | (Pages 65 - 74) |
| <ul style="list-style-type: none">• Citizens' rights (including complaints)• Petitions scheme | |
| 5. The Full Council | (Pages 75 - 86) |
| <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 | |



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

