

Constitution

Staffordshire County Council

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| <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 - 64)</p> |
| <p>4. Citizens of the County Council</p> <ul style="list-style-type: none">• Citizens' rights (including complaints)• Petitions scheme | <p>(Pages 65 - 74)</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 75 - 86)</p> |



6. The Cabinet

(Pages 87 - 130)

- 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 131 - 146)

- 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

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

9. Joint Arrangements

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

10. Officers

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- 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

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- How meetings work

12. Access to Information Procedure Rules

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- 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

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

14. Procurement Regulations

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- Procurement processes
- Contracts register



- Procurement toolkit
- Public Procurement Regulations
- Exemptions and exceptions

