

## **Constitution**

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <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 Constitution</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 - 44)  |
| <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</li><li>• Guidance on Member/Officer Relations</li><li>• Staffordshire Local Community Fund</li><li>• Members' Allowances Scheme</li></ul> |                 |
| <b>4. Citizens and the Council</b>                                                                                                                                                                                                                                                                                                                          | (Pages 45 - 52) |
| <ul style="list-style-type: none"><li>• Citizen's Rights including complaints</li><li>• Petitions Scheme</li></ul>                                                                                                                                                                                                                                          |                 |
| <b>5. Full Council</b>                                                                                                                                                                                                                                                                                                                                      | (Pages 53 - 62) |
| <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. Cabinet**

(Pages 63 - 82)

- 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
- Terms of Reference for Boards and Cabinet Sub-Committees

## **7. Overview and Scrutiny**

(Pages 83 - 94)

- General Role and Function of Scrutiny Committees
- Terms of Reference
- Membership and Cooption
- Meetings of 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 95 - 104)

- Planning Committee
- Pensions Committee
- Audit Committee
- Standards Committee

## **9. Joint Arrangements**

(Pages 105 - 110)

- Joint arrangements – General principles
- Terms of Reference for existing arrangements.

<b>10. Officers</b>	(Pages 111 - 168)
<ul style="list-style-type: none"><li>• Management Structure</li><li>• Statutory Officers</li><li>• Conduct, Employment, Exercise of Delegated Powers and Finance, Legal and Contract matters</li><li>• Scheme of Delegation</li><li>• Local Code of Conduct for Officers</li><li>• Whistle blowing Policy</li><li>• Integrity Policy</li><li>• Officer Employment Rules</li></ul>	
<b>11. Procedural Standing Orders</b>	(Pages 169 - 184)
<b>12. Access to Information Procedure Rules</b>	(Pages 185 - 194)
<b>13. Financial Procedure Rules</b>	(Pages 195 - 220)
<ul style="list-style-type: none"><li>• Financial Regulations</li><li>• Procurement Rules (including Contract Standing Orders)</li></ul>	