

Constitution

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| 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 Constitution | (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 - 42) |
| <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• Guidance on Member/Officer Relations• Staffordshire Local Community Fund• Members' Allowances Scheme | |
| 4. Citizens and the Council | (Pages 43 - 50) |
| <ul style="list-style-type: none">• Citizen's Rights including complaints• Petitions Scheme | |
| 5. Full Council | (Pages 51 - 60) |
| <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. Cabinet

(Pages 61 - 76)

- 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 77 - 88)

- 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 89 - 96)

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

9. Joint Arrangements

(Pages 97 - 102)

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

10. Officers	(Pages 103 - 180)
<ul style="list-style-type: none">• 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• Whistle blowing Policy• Integrity Policy• Officer Employment Rules	
11. Procedural Standing Orders	(Pages 181 - 196)
12. Access to Information Procedure Rules	(Pages 197 - 206)
13. Financial Procedure Rules	(Pages 207 - 316)
<ul style="list-style-type: none">• Financial Regulations• Procurement Rules (including Contract Standing Orders)	