

## **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 - 38)  |
| <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 39 - 46) |
| <ul style="list-style-type: none"><li>• Citizen's Rights including complaints</li><li>• Petitions Scheme</li></ul>  |                 |
| <b>5. Full Council</b>  | (Pages 47 - 56) |
| <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 57 - 78)

- 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
- The Shadow Cabinet

## **7. Select Committees**

(Pages 79 - 90)

- General Role and Function of Select Committees
- Terms of Reference
- Membership and Cooption
- Meetings of Select 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 91 - 100)

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

## **9. All Party Member Groups**

(Pages 101 - 102)

- Role and Purpose of All Party Member Groups
- Membership
- Meetings
- Agenda and Work Programmes
- Relationship between the All Party Member Groups and Select Committees

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| <b>10. Joint Arrangements</b>  | (Pages 103 - 116) |
| <ul style="list-style-type: none"><li>• Joint arrangements – General principles</li><li>• Terms of Reference for existing arrangements.</li></ul>  |                   |
| <b>11. Officers</b>  | (Pages 117 - 200) |
| <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>12. Procedural Standing Orders</b>  | (Pages 201 - 216) |
| <b>13. Access to Information Procedure Rules</b>   | (Pages 217 - 226) |
| <b>14. Financial Procedure Rules</b>   | (Pages 227 - 334) |
| <ul style="list-style-type: none"><li>• Financial Regulations</li><li>• Procurement Rules (including Contract Standing Orders)</li></ul>   |                   |