

Constitution

- | | |
|---|-----------------|
| 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 - 38) |
| <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 39 - 46) |
| <ul style="list-style-type: none">• Citizen's Rights including complaints• Petitions Scheme | |
| 5. Full Council | (Pages 47 - 56) |
| <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 57 - 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
- The Shadow Cabinet

7. Select Committees

(Pages 83 - 94)

- 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 95 - 104)

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

9. All Party Member Groups

(Pages 105 - 106)

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

| | |
|--|-------------------|
| 10. Joint Arrangements | (Pages 107 - 116) |
| <ul style="list-style-type: none">• Joint arrangements – General principles• Terms of Reference for existing arrangements. | |
| 11. Officers | (Pages 117 - 202) |
| <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 | |
| 12. Procedural Standing Orders | (Pages 203 - 218) |
| 13. Access to Information Procedure Rules | (Pages 219 - 228) |
| 14. Financial Procedure Rules | (Pages 229 - 336) |
| <ul style="list-style-type: none">• Financial Regulations• Procurement Rules (including Contract Standing Orders) | |