

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 - 106)

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

9. All Party Member Groups

(Pages 107 - 108)

- 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 109 - 118)
<ul style="list-style-type: none">• Joint arrangements – General principles• Terms of Reference for existing arrangements.	
11. Officers	(Pages 119 - 210)
<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• Anti-Fraud, Bribery and Theft Policy• Officer Employment Rules	
12. Procedural Standing Orders	(Pages 211 - 226)
13. Access to Information Procedure Rules	(Pages 227 - 236)
14. Financial Procedure Rules	(Pages 237 - 344)
<ul style="list-style-type: none">• Financial Regulations• Procurement Rules (including Contract Standing Orders)	