

# Contents

## **03 - Preface**

### **Part 1 04 - Summary and Explanation**

### **Part 2 Articles of the Constitution**

05 - Article 1 - The Constitution

06 - Article 2 - Members of the Council

06a – Article 2 – Councillor Call for Action

06b – Article 2 – CCFA Process

07 - Article 3 - Citizens and the Council

07a – Article 3 – Petition Scheme

08 - Article 4 - The Full Council

09 - Article 5 – The Mayor of the Council

10 - Article 6 – Scrutiny Boards

11 - Article 7 - The Executive

12 - Article 8 - Regulatory and Other Committees

13 - Article 9 - The Standards Committee

14 - Article 10 - Area Committees and Forums

15 - Article 11 - Joint Arrangements and Partnering

16 - Article 12 - Officers

16a – Article 12 - Officers - Role of Monitoring Officer

17 - Article 13 - Decision Making

18 - Article 14 - Finance, Contracts and Legal Matters

19 - Article 15 - Review and Revision of the Constitution

20 - Article 16 - Suspension, Interpretation and Publication of  
the Constitution

21 - Schedule 1 Description of Executive Arrangements

### **Part 3 22a - Responsibility for Functions**

22b - Appendix 1 - Constitutional Committees Terms of  
Reference

22c - Appendix 2 - Executive Portfolios

22d - Appendix 3 - Scrutiny Boards Terms of Reference

22e - Appendix 4 – Scheme of Delegation to Officers

22f - Appendix 5 - Member Role Descriptions

**Part 4 Rules of Procedure**

- 23 - Council Procedure Rules (Standing Orders)
- 24 - Access to Information Procedure Rules
- 25 - Budget and Policy Framework Procedure Rules
- 26 - Executive Procedure Rules
- 27 - Scrutiny Procedure Rules
- 28 - Financial Regulations and Procedures
- 28a – Sale of Land and Building Protocol
- 28b – Third Sector Grant Funding and Procedures 2014-15
- 29 - Procurement and Contract Procedure Rules
- 30 - Officer Employment Procedure Rules

**Part 5 Codes and Protocols**

- 31 - Members' Code of Conduct
- 31a - Members' Code of Conduct - Protocol on Gifts and Hospitality
- 31b - Members' Code of Conduct – Planning Code of Good Practice
- 31c - Members' Code of Conduct - Guidance to Members Appointed to Outside Bodies
- 32 - Officers' Code of Conduct
- 32a - Officers Gifts and Hospitality
- 32b - Guidance to Officers Appointed to Outside Bodies
- 33 - Protocol on Member/Employee Relation

**Part 6 34 - Members' Allowances Scheme**

**Part 7 35 - Management and Service Delivery Structure**