

Constitution

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| <p>1. Introduction to How the Council Works</p> <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) | <p>(Pages 1 - 4)</p> |
| <p>2. The Constitution</p> <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 | <p>(Pages 5 - 8)</p> |
| <p>3. Members of the County Council</p> <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• Members' Allowances Scheme• Parental Leave Policy and Procedure for Members | <p>(Pages 9 - 46)</p> |
| <p>4. Citizens and the Council</p> <ul style="list-style-type: none">• Citizen's Rights including complaints• Petitions Scheme | <p>(Pages 47 - 54)</p> |
| <p>5. Full Council</p> <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 | <p>(Pages 55 - 64)</p> |

6. Cabinet

(Pages 65 - 108)

- 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
- Property Sub – Committee
- County Farms Tenancies Panel
- Terms of Reference for Boards and Cabinet Sub-Committees
- The Shadow Cabinet

7. Overview and Scrutiny Committees (Scrutiny Committees)

(Pages 109 - 122)

- General Role and Function of Overview and Scrutiny Committees
- Terms of Reference
- Membership and Cooption
- Meetings of Overview and 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 123 - 136)

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

9. Joint Arrangements	(Pages 137 - 148)
<ul style="list-style-type: none">• Joint arrangements – General principles• Terms of Reference for existing arrangements.	
10. Officers	(Pages 149 - 266)
<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<ul style="list-style-type: none">• Whistleblowing Policy -Contact Officers List• Anti-Fraud, Bribery and Theft Policy• Officer Employment Rules	
11. Procedural Standing Orders	(Pages 267 - 284)
12. Access to Information Procedure Rules	(Pages 285 - 294)
13. Financial Procedure Rules	(Pages 295 - 382)
<ul style="list-style-type: none">• Financial Regulations• Procurement Rules (including Contract Standing Orders)	