

Constitution

Staffordshire County Council

Contents

- 1. Introduction to How the Council Works** (Pages 1 - 4)
 - 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 County Council's Constitution - Role and Purpose** (Pages 5 - 8)
 - 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 - 64)
 - Composition, eligibility, election and terms of councillors
 - Roles, functions, rights and responsibilities of all councillors
 - Members' Code of Conduct (including Guidance Notes)
 - Guidance on Member / Officer relations
 - Members' Allowances Scheme
 - Parental Leave Policy and Procedure for Members

- 4. Citizens of the County Council** (Pages 65 - 74)
 - Citizens' rights (including complaints)
 - Petitions scheme

- 5. The Full Council** (Pages 75 - 86)
 - Purpose and Functions of Full Council (including Local Choice Functions)
 - Council Meetings (including Chairing Meetings)
 - Budget and Policy Framework Procedure Rules



6. The Cabinet

(Pages 87 - 130)

- 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 Farm Tenancies Panel
- Terms of Reference for Boards and Cabinet Sub-Committees
- The Shadow Cabinet

7. Overview and Scrutiny Committees

(Pages 131 - 146)

- General Role and Function of Overview and Scrutiny Committees
- Terms of Reference
- Membership and Co-option
- 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 147 - 164)

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



9. Joint Arrangements

(Pages 165 - 190)

- Joint Arrangements – General Principles
- Terms of Reference for Existing Arrangements

10. Officers

(Pages 191 - 290)

- 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
- Whistleblowing Policy
 - Contact Officers List
- Anti-Fraud, Bribery and Theft Policy
- Officer Employment Rules

11. Procedural Standing Orders

(Pages 291 - 312)

- How meetings work

12. Access to Information Procedure Rules

(Pages 313 - 324)

- Access to information, agendas, reports and minutes
- Attendance at meetings
- Exclusion of the public / confidential information
- The Forward Plan of Key Decisions

13. Financial Regulations

(Pages 325 - 378)

- Financial planning, budgeting and reporting
- Audit, control and irregularities
- Spending
- Income
- Treasury Management
- Assets
- Insurance and managing risks
- Other funds



14. Procurement Regulations

(Pages 379 - 408)

- Procurement processes
- Contracts register
- Procurement toolkit
- Public Procurement Regulations
- Exemptions and exceptions

