

## CONSTITUTION INDEX

		PAGE
<b>GLOSSARY OF TERMS</b>		<b>1</b>
<b>PART 1 – SUMMARY AND EXPLANATION</b>		<b>5</b>
<b>PART 2 – ARTICLES</b>		<b>9</b>
ARTICLE 1	THE CONSTITUTION	9
ARTICLE 2	MEMBERS OF THE COUNCIL	10
ARTICLE 3	CITIZENS AND THE COUNCIL	11
ARTICLE 4	THE FULL COUNCIL	12
ARTICLE 5	CHAIRING THE COUNCIL	13
ARTICLE 6	OVERVIEW AND SCRUTINY	14
ARTICLE 7	THE CABINET	15
ARTICLE 8	REGULATORY COMMITTEES AND OTHER COMMITTEES	16
ARTICLE 9	STANDARDS OF MEMBER CONDUCT	16
ARTICLE 10	ARRANGEMENTS WITH OTHER PARTNERS	16
ARTICLE 11	OFFICERS	18
ARTICLE 12	DECISION MAKING	21
ARTICLE 13	FINANCE, CONTRACTS AND LEGAL MATTERS	22
ARTICLE 14	REVIEW AND REVISION OF THE CONSTITUTION	23
ARTICLE 15	SUSPENSION, INTERPRETATION AND PUBLICATION OF THE CONSTITUTION	24
<b>PART 3 – DELEGATIONS</b>		<b>26</b>
SECTION A	RESPONSIBILITY FOR FUNCTIONS	26
SECTION B	RESPONSIBILITY FOR NON-EXECUTIVE FUNCTIONS	26
SECTION C	RESPONSIBILITY FOR EXECUTIVE FUNCTIONS	27
SECTION D	DELEGATIONS TO COMMITTEES	28
	COUNCIL	29
	CABINET	34
	PLANNING COMMITTEE	39
	GOVERNANCE AND AUDIT COMMITTEE	41
	STANDARDS PANEL	43
	PERFORMANCE MONITORING PANEL	43
	POLICY DEVELOPMENT PANEL	46
	JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL	47
	APPOINTMENTS AND DISCIPLINARY COMMITTEE	48
	APPOINTMENTS AND DISCIPLINARY APPEALS COMMITTEE	50
	APPEALS PANEL	51
	SETTLEMENT AGREEMENT SUB-COMMITTEE	51
	LICENSING COMMITTEE	52
	LICENSING PANEL	52
	COMMITTEE OF THE LICENSING AUTHORITY	53
	PANEL OF THE COMMITTEE OF THE LICENSING AUTHORITY	53
SECTION E	CABINET PORTFOLIOS	54
SECTION F	RESPONSIBILITY FOR FUNCTIONS	55
	OFFICER DELEGATIONS	55
F1	GENERAL CLAUSES AND DELEGATIONS RELATING TO NON-	55

	EXECUTIVE AND EXECUTIVE FUNCTIONS	
F2	DELEGATIONS TO CHIEF EXECUTIVE	61
F3	DELEGATIONS TO EXECUTIVE DIRECTORS	63
F4	DELEGATIONS TO SENIOR LEGAL OFFICER, SOLICITOR TO THE COUNCIL AND THE LEGAL SERVICES MANAGER	66
F5	DELEGATION TO THE EXECUTIVE MANAGER GROWTH	66
F6	DELEGATION TO MONITORING OFFICER	66
<b>PART 4A – PROCEDURAL STANDING ORDERS</b>		<b>67</b>
SO 1	MEETINGS OF THE COUNCIL	67
SO 2	ELECTION OF CHAIRMAN AND VICE-CHAIRMAN	67
SO 3	CHAIRMAN OF MEETING	67
SO 4	QUORUM	67
SO 5	ORDER OF BUSINESS (COUNCIL)	68
SO 6	QUESTIONS ON NOTICE	69
SO 7	QUESTIONS WITHOUT NOTICE	70
SO 8	NOTICE OF MOTION	71
SO 9	MOTION AND AMENDMENTS WHICH MAY BE PROPOSED WITHOUT NOTICE	72
SO 10	MINUTES	73
SO 11	RULES OF DEBATE FOR COUNCIL MEETINGS	73
SO 12	MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL	76
SO 13	CONDUCT	77
SO 14	DISTURBANCE BY MEMBERS OF THE PUBLIC	77
SO 15	RECISSION OF PREVIOUS RESOLUTION (FULL COUNCIL ONLY)	77
SO 16	VOTING	78
SO 17	VOTING ON APPOINTMENTS	78
SO 18	RECORD OF ATTENDANCES	79
SO 19	INTERPRETATION OF STANDING ORDERS	79
SO 19 A	POSTPONEMENT OF FULL COUNCIL MEETINGS	79
<b>SECTION 2 – COUNCIL AND THE EXECUTIVE</b>		<b>79</b>
SO 20	FORM OF EXECUTIVE	79
SO 21	APPOINTMENT OF LEADER AND DEPUTY LEADER	79
SO 22	DELEGATION OF EXECUTIVE FUNCTIONS	80
SO 23	CONSTITUTION OF THE CABINET	81
SO 24	INCAPACITY OF LEADER	81
SO 25	RESPONSIBILITIES OF CABINET	81
SO 26	URGENT ACTION	81
SO 27	MINOR AMENDMENTS TO POLICY FRAMEWORK	81
SO 28	RECORDING OF EXECUTIVE DECISIONS	82
SO 29	CONFLICT BETWEEN COUNCIL AND CABINET	82
SO 29 A	CANCELLATION OF POSTPONEMENT OF CABINET MEETING	82
<b>SECTION 3 – NON EXECUTIVE FUNCTIONS – STANDING ORDERS RELATING TO COMMITTEES</b>		<b>83</b>
SO 30	APPOINTMENT OF COMMITTEES FOR NON-EXECUTIVE FUNCTIONS	83
SO 31	PROCEEDINGS TO BE CONFIDENTIAL	83
SO 32	EX-OFFICIO MEMBERS OF COMMITTEES	83
SO 33	INFORMATION TO BE SENT TO MEMBERS	83
SO 34	ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES	83
SO 35	POSTPONEMENT OR CANCELLATION OF COMMITTEE MEETING	84
SO 36	SPECIAL MEETINGS OF COMMITTEES	84
SO 37	SUB-COMMITTEES	84
SO 38	QUORUM OF COMMITTEES AND SUB-COMMITTEES	84
SO 39	VOTING IN COMMITTEES AND SUB-COMMITTEES	85
SO 40	STANDING ORDERS TO APPLY TO COMMITTEES AND SUB-COMMITTEES	85
SO 41	PUBLIC SPEAKING	86
SO 42	RIGHTS OF OTHER MEMBERS TO ATTEND COMMITTEE OR SUB-	86

	COMMITTEE	
SO 43	CONSIDERATION OF MATTERS BY OVERVIEW AND SCRUTINY COMMITTEE	87
SO 44	AD HOC BODIES	87
<b>SECTION 4 – GENERAL REGULATION OF BUSINESS</b>		<b>87</b>
SO 45	INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS	87
SO 46	INTEREST OF OFFICERS	87
SO 47	EMPLOYMENT – CANVASSING OF AND RECOMMENDATIONS BY MEMBERS	88
SO 48	EMPLOYMENT – RELATIVES OF MEMBERS OR OFFICERS	88
SO 49	COMMON SEAL AND SIGNING OF DOCUMENTS	88
SO 50	AUTHENTICATION OF DOCUMENTS FOR LEGAL PROCEEDINGS	89
SO 51	INSPECTION OF DOCUMENTS	89
SO 52	INSPECTION OF LANDS, PREMISES, ETC	89
SO 53	VARIATION AND REVOCATION OF STANDING ORDERS	90
SO 54	SUSPENSION OF STANDING ORDERS	90
SO 55	STANDING ORDERS TO BE GIVEN TO MEMBERS	90
SO 56	VACATION OF OFFICE BY FAILURE TO ATTEND MEETINGS	90
<b>SECTION 5 – STANDING ORDERS RELATING TO STAFF</b>		<b>91</b>
SO 57	RECRUITMENT OF CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS	91
SO 58	APPOINTMENT OF HEAD OF THE PAID SERVICE	92
SO 59	APPOINTMENT OF OTHER CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS	92
SO 60	DISCIPLINARY ACTION – PROTECTED OFFICERS	92
SO 61	DISCIPLINARY ACTION – NON PROTECTED STAFF	93
SO 62	ASSISTANTS FOR POLITICAL GROUPS	94
<b>SECTION 6 – STANDING ORDERS RELATING TO POLICY FRAMEWORK AND BUDGET</b>		<b>94</b>
SO 63	PROCEDURE FOR APPROVAL OF PLANS AND STRATEGIES	94
SO 64	PROCEDURE FOR APPROVAL OF COUNCIL TAX/BUDGET	95
SO 65	RECORDING OF BUDGET DECISIONS	97
SO 66	FLIMING/AUDIO RECORDING OF MEETINGS	97
<b>PART 4B – FINANCIAL PROCEDURE RULES</b>		<b>98</b>
	CONTRACT PROCEDURE RULES	113
	CONTRACT STANDING ORDERS	136
<b>PART 4C – FINANCIAL MANAGEMENT STANDARDS</b>		<b>137</b>
<b>PART 4D – ACCESS TO INFORMATION PROCEDURE RULES</b>		<b>178</b>
<b>PART 5 – CODES AND PROTOCOLS</b>		<b>189</b>
	SECTION 1 – MEMBERS’ CODE OF CONDUCT	189
	SECTION 2 – PROTOCOL ON OFFICER/MEMBER RELATIONS	192
<b>PART 6 – SCHEME FOR PAYMENT OF ALLOWANCES</b>		<b>200</b>
<b>PART 7 – MANAGEMENT STRUCTURE</b>		<b>206</b>