

WOKING BOROUGH COUNCIL

CONSTITUTION

Part 2

Articles of the Constitution

Article 1 – The Constitution

1.01 Powers of the Council

The Council will exercise all of its powers and duties in accordance with the law and this Constitution.

1.02 Purpose of the Constitution

The purpose of the Constitution is to:

- (a) enable the Council to provide leadership to the community in partnership with citizens, businesses and other organisations;
- (b) support the active involvement of local people in decisions made by the Council;
- (c) help councillors represent their constituents more effectively;
- (d) enable decisions to be taken efficiently and effectively;
- (e) create a powerful and effective means of holding decision-makers to public account;
- (f) ensure that no one will review or scrutinise a decision in which they were directly involved;
- (g) ensure that those responsible for decision making are clearly identifiable to local people, and that they can explain the reasons for their decisions; and
- (h) provide a means of improving delivery of services to the community.

1.03 Interpretation of the Constitution

Where the Constitution permits the Council to choose between different courses of action, the Council will choose the option which it thinks is closest to the purposes stated above.

Article 2 – Members of the Council

2.01 Number of Councillors

The Council comprises 30 councillors (also referred to as “Members”).

2.02 Roles of Councillors

Councillors will:

- (i) Collectively be the ultimate policy-makers for the Council;
- (ii) Contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
- (iii) Represent the interests of their ward and of individual constituents;
- (iv) Respond to constituents’ enquiries and representations, fairly and impartially;
- (v) Serve the public interest, and make decisions having regard to the interests of the whole community.

2.03 Rights and Duties of Councillors

Councillors have rights of access to such documents, information, land and buildings of the Council as are necessary for them to act as a councillor.

Councillors are entitled to receive allowances in accordance with the Members’ Allowances Scheme set out in Part 5 of this Constitution.

Councillors will observe the Members’ Code of Conduct set out in Part 5 of this Constitution.

Article 3 – Citizens and the Council

3.01 Citizens' rights

(a) Information.

Citizens have the right to:

- (i) Attend meetings of the Council, Executive and Committees except where confidential or exempt information is likely to be disclosed, and the meeting is, therefore, held in private;
- (ii) Find out from the Forward Plan what key decisions will be taken under the Council's Executive arrangements;
- (iii) See public reports and background papers, and any public records of decisions made by the Council, Executive and Committees; and
- (iv) inspect the Council's accounts, and make their views known to the external auditor.

(b) Participation.

Citizens have the right to:

- (i) Contribute to investigations by the Overview and Scrutiny Committee;
- (ii) Present petitions under the Council's Petition Scheme,
- (iii) Ask questions at the Executive.

(c) Complaints.

Citizens have the right to complain to:

- (i) the Council under its complaints scheme;
- (ii) the Ombudsman after using the Council's own complaints scheme, and
- (iii) the Council's Monitoring Officer about a breach of the Members' Code of Conduct.

3.02 Citizens' Responsibilities

Citizens must not be violent, abusing or threatening to councillors, officers or persons carrying out work for the Council.

Citizens must not wilfully harm things owned by the Council, councillors or officers.

Article 4 – The Full Council

4.01 Meanings

(a) Policy Framework.

“Policy Framework” means:

- (i) Plans and strategies which, by law, have to be approved by Full Council, and
- (ii) Plans and strategies which the Council has decided should be approved by Full Council.

(b) Budget.

“Budget” includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the Council Tax and decisions relating to the control of the Council’s borrowing requirement, the control of its capital expenditure and the setting of virement limits.

(c) Housing Land Transfer.

“Housing Land Transfer” means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

4.02 Functions of the Full Council

Only Full Council will exercise the following functions:

- (a) adopting and changing the Constitution (apart from changes to Part 3 in relation to executive functions which will be discharged by the Leader and reported to the Council);
- (b) approving or adopting the Policy Framework, the Budget and any application to the Secretary of State in respect of a Housing Land Transfer;
- (c) intervening, where necessary, to prevent executive decisions that would run contrary to the Policy Framework or Budget;
- (d) appointing and removing the Leader of the Council;
- (e) agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments to them;
- (f) appointing representatives to outside bodies, unless the appointment is an executive function or has been delegated by Full Council;
- (g) adopting a Members’ Allowances scheme under Article 2.03;
- (h) changing the name of the area, or conferring the title of Freedom of the Borough;

- (i) Appointing the Head of Paid Service and other members of the Corporate Leadership Team in accordance with the Officer Employment Rules;
- (j) making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation or personal Bills;
- (k) all local choice functions, set out in Part 3 of this Constitution, which Full Council decides should be undertaken by itself;
- (l) electing the Mayor; and
- (m) all other matters which, by law, must be reserved to Full Council.

4.03 Council Meetings

There are three types of Council meeting:

- (a) the annual meeting;
- (b) ordinary meetings;
- (c) extraordinary meetings;

and they will be conducted in accordance with the Council Procedure Rules in Part 4 of this Constitution.

4.04 Responsibility for Functions

The Council will maintain the tables in Part 3 of this Constitution setting out the responsibilities for the Council's functions which are not the responsibility of the Leader.

Article 5 – Chairing the Council

5.01 Role and Function of the Mayor

The Mayor will be elected by the Council annually.

The Mayor, and in his/her absence, the Deputy Mayor, will have the following roles and functions:

- (a) to act as First Citizen and Civic Head of the Borough;
- (b) to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
- (c) to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community;
- (d) to ensure that the Council meeting is a forum for the debate of matters of concern to the local community;
- (e) to promote public involvement in the Council's activities;
- (f) to be the non-political representative of the Council; and
- (g) to attend such civic and ceremonial functions as the Council and he/she determines appropriate.

Article 6 – Overview and Scrutiny Committee

6.01 Terms of Reference

The Council will appoint the Overview and Scrutiny Committee to discharge the functions conferred by section 21 of the Local Government Act 2000 and the functions of a crime and disorder committee under section 19 of the Police and Justice Act 2006.

6.02 General Role

Within its terms of reference, the Overview and Scrutiny Committee will:

- (a) review and/or scrutinise decisions made (or to be made) or actions taken (or to be taken) in connection with the discharge of any of the Council's functions;
- (b) make reports and/or recommendations to Full Council and/or the Leader/Executive;
- (c) consider any matter affecting the area or its inhabitants;
- (d) exercise the right to call-in, for reconsideration, Executive decisions made but not yet implemented; and
- (e) deal with crime and disorder matters referred to it under the Police and Justice Act 2006;
- (f) consider any valid Councillor Call for Action.

6.03 Specific Functions

- (a) Policy development and review.

The Overview and Scrutiny Committee may:

- i) assist the Council and the Leader/Executive in the development of its Budget and Policy Framework by in-depth analysis of policy issues;
- ii) conduct research, community consultation and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question the Leader, members of the Executive and/or Committees and Corporate Leadership Team members about their views on issues and proposals affecting the Borough; and
- v) liaise with other external organisations operating in the Borough, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny.

The Overview and Scrutiny Committee:

- i) may review and scrutinise the decisions made or to be made by and performance of the Leader/Executive and/or Committees and Council officers, both in relation to individual decisions and over time;
- ii) may review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) may question the Leader, members of the Executive and/or individual members (to the extent that the latter have been granted powers in relation to their ward) and/or Committees and Corporate Leadership Team members about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- iv) may make recommendations to the Leader/Executive and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- v) may review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance;
- vi) may question and gather evidence from any person or organisation (with their consent) and require information from partner authorities;
- vii) may review and scrutinise equality issues, and
- viii) shall be responsible for ensuring effective scrutiny of the Treasury Management Strategy and Policies

(c) Finance.

The Overview and Scrutiny Committee have overall responsibility for the finances made available to them.

(d) Annual Report.

The Overview and Scrutiny Committee shall publish an annual report outlining work undertaken during the year, and may make recommendations for future work programmes and amended working methods (if appropriate).

(e) Petitions.

The Overview and Scrutiny Committee is responsible for considering petitions received under the Petition Scheme that fall into the following categories:

- Petitions requiring a Senior Officer to give evidence to the Overview and Scrutiny Committee;
- Appeals from Petitioners who are not satisfied with the response to a petition, and
- Where the petition has been referred to the Committee for further investigation.

6.04 Proceedings of Overview and Scrutiny Committee

The Overview and Scrutiny Committee will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

Article 7 – The Leader

7.01 Role

The Leader will be elected by Council at its post-election annual meeting (or, if the Council fails to elect the Leader at that meeting, at a subsequent meeting of Council).

The term of office of the Leader starts on the day of his/her election as Leader and ends on the day the Council holds its first annual meeting after the Leader's normal day of retirement as a Councillor unless:

- (a) he/she resigns as Leader; or
- (b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- (c) he/she is no longer a councillor; or
- (d) he/she is removed from office by resolution of the Council

The Leader will carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution, unless otherwise delegated by him/her. All delegations by the Leader will be set out in Part 3 of this Constitution.

7.02 Functions of the Leader

The Leader is responsible for maintaining a list (which the Monitoring Officer will compile on the Leader's behalf), in Part 3 of this Constitution, setting out who will authorise executive functions. Executive functions can be exercised by the Leader, the Executive, individual Executive Members or individual councillors exercising powers in relation to their wards or Officers. Any changes to Part 3 of the Constitution in relation to Executive functions will be reported to the next appropriate meeting of the Council.

The Leader will be Chairman of the Executive.

Only the Leader will exercise the following functions:

- (a) appointing the Deputy Leader, and
- (b) appointing the Executive.

7.03 Removal of the Leader

The Council may remove the Leader by way of resolution by a simple majority. In that event, a new Leader shall be elected:

- (a) at the meeting at which the Leader is removed from office, or
- (b) at a subsequent meeting.

7.04 Deputy Leader

The Leader will appoint a councillor as Deputy Leader.

The Deputy Leader will hold office until the end of the term of office of the Leader, or until:

- (a) he/she resigns as Deputy Leader; or
- (b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- (c) he/she is no longer a councillor; or
- (d) he/she is removed from office by the Leader.

If for any reason the Leader is unable to act, or the office of the Leader is vacant, and the Deputy Leader is unable to act or the office of Deputy Leader is vacant, the remaining members of the Executive shall either act collectively in the Leader's place, or they shall arrange for an Executive Member to act in the place of the Leader.

7.05 Role of the Deputy Leader

- (a) The Deputy Leader will be Vice-Chairman of the Executive, and
- (b) The Deputy Leader will exercise all functions reserved to the Leader in his/her absence.

Article 8 – The Executive

8.01 Role of the Executive

The Executive will carry out all of the Council's functions which are not the responsibility of any other part of the Council whether by law or under this Constitution, as delegated by the Leader.

8.02 Form and Composition

The Executive will consist of the Leader, Deputy Leader together with not fewer than one, and up to five other Councillors appointed by the Leader.

8.03 Executive Members

Executive Members shall be appointed by the Leader. They hold office until the end of the term of office of the Leader unless:

- (a) they resign from the Executive; or
- (b) they are suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- (c) they are no longer councillors; or
- (d) they are removed from office, either individually or collectively, by the Leader.

8.04 Proceedings of the Executive

Proceedings of the Executive shall take place in accordance with the Executive Procedure Rules set out in Part 4 of this Constitution.

Article 9 – Regulatory and Other Committees

9.01 Regulatory and Other Committees

The Council will appoint the committees set out in Part 3 of this Constitution (Responsibility for Council Functions) to discharge the functions described.

Article 10 – The Standards and Audit Committee

10.01 Standards and Audit Committee

The Council meeting will establish a Standards and Audit Committee.

10.02 Composition

(a) Membership.

The Standards and Audit Committee will comprise:

- 5 councillors;
- 1 co-opted (independent) member;

(b) Co-opted (independent) Member.

The co-opted (independent) member is not entitled to vote at meetings, and will serve for such period as the Council determines (with no prohibition on reappointment);

(c) Chairing the Committee.

The office of Chairman shall be filled by the co-opted (independent) member. In the absence of the Chairman, a meeting of the Committee shall be chaired by the Vice-Chairman.

(d) Equality of Votes

In the case of an equality of votes, the Vice-Chairman may exercise a second or casting vote.

10.03 Role and Function

The Standards and Audit Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors and co-opted members in accordance with Sections 26-37 of the Localism Act 2011;
- (b) assisting councillors and co-opted members to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring the operation of the Members' Code of Conduct;
- (e) advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- (f) determining allegations that there has been a breach of the Members' Code of Conduct in accordance with arrangements adopted by Council;

- (g) acting as the Council's Audit Committee. In performing this task the Standards and Audit Committee will:
- approve the plans of Internal Audit and consider the External Audit plan;
 - receive the Annual Audit and Inspection letter from External Audit;
 - receive Internal Audit recommendations for improvements and assurance that action has been taken where necessary;
 - review summary Internal Audit reports (located on the intranet);
 - receive a half yearly and annual report from the Chief Internal Auditor on the work of Internal Audit;
 - receive appropriate matters of concern raised by either External or Internal Audit or other agencies; and
 - ensure that there are effective relationships between Internal and External Audit and promote the value of the audit process;
- (h) overseeing the Council's Risk Management, Anti Fraud and Whistleblowing strategies, and Health and Safety policies and practices;
- (i) receiving the Annual Governance Statement, and
- (j) oversight of payments in cases of maladministration which are neither disputed nor significant (which are dealt with by the Monitoring Officer).

10.04 Standards Hearings Sub-Committee

The Committee will establish the Standards Hearings Sub-Committee. The Sub-Committee will comprise four councillors and the co-opted (independent) member.

A substitute for each councillor member of the Sub-Committee shall be appointed. A substitute member may attend any meeting of the Sub-Committee, with all the powers of the appointed councillor member in the event that the appointed councillor member is unable to attend a particular meeting.

The Sub-Committee will be chaired by the co-opted (independent) member (unless he/she is absent, in which case the Vice-Chairman will chair the meeting). The co-opted (independent) member is not entitled to vote at meetings. In the case of an equality of votes, the Vice-Chairman may exercise a second or casting vote.

The Sub-Committee will act on the Committee's behalf in determining allegations that there has been a breach of the Members' Code of Conduct in accordance with arrangements adopted by Council.

10.05 Election Review Panel

The Chairman of the Standards and Audit Committee shall be the Chairman of the Council's Election Review Panel.

Article 11 – Officers

11.01 Management Structure

(a) General.

The Full Council may engage such staff (referred to as “officers”) as it considers necessary to carry out its functions.

(b) Corporate Leadership Team.

The Council’s Corporate Leadership Team will comprise the Chief Executive, the Monitoring Officer (Director of Legal and Democratic Services), the Chief Finance Officer (Director of Finance), Director of Housing, Director of Neighbourhood Services and Director of Planning or such other composition as the Council may from time to time determine.

(c) Statutory Officers

The Council will designate Officers to the following statutory posts:

Head of Paid Service

Chief Finance Officer

Monitoring Officer

Such posts will have the functions described in Article 11.02–11.04 below.

(d) Structure.

The Head of Paid Service will determine and publicise a description of the overall service structure of the Council showing the management structure and deployment of officers. This is set out in Part 3 of this Constitution.

11.02 Statutory Functions of the Head of Paid Service

(a) Discharge of functions by the Council.

The Head of Paid Service will report to Full Council on the manner in which the discharge of the Council’s functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

(b) Restrictions on functions.

The Head of Paid Service may not be the Monitoring Officer, but may hold the post of Chief Finance Officer if they are a qualified accountant.

11.03 Statutory Functions of the Monitoring Officer

(a) Maintaining the Constitution.

The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.

(b) Ensuring lawfulness and fairness of decision making.

After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to Full Council, or to the Leader/Executive in relation to an executive function, if he/she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

(c) Supporting the Standards and Audit Committee.

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards and Audit Committee.

(d) Alleged Breaches of the Members' Code of Conduct.

The Monitoring Officer will be responsible for dealing with allegations that a Member has failed to comply with the Members' Code of Conduct in accordance with arrangements adopted by Council.

(e) Proper Officer for access to information.

The Monitoring Officer will ensure that executive decisions, together with the reasons for those decisions and relevant officer reports and background papers, are made publicly available as soon as possible.

(f) Budget and Policy Framework.

The Monitoring Officer will advise whether executive decisions are in accordance with the Budget and Policy Framework.

(g) Providing advice.

The Monitoring Officer will provide advice on: the scope of powers and authority to take decisions; maladministration; financial impropriety; probity and Budget; and Policy Framework issues to all councillors.

(h) Restrictions on posts.

The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

11.04 Statutory Functions of the Chief Finance Officer(a) Ensuring lawfulness and financial prudence of decision making.

After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to Full Council, or to the Leader/Executive in relation to an executive function, and the Council's external auditor if he/she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

(b) Administration of financial affairs.

The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council.

(c) Contributing to corporate management.

The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

(d) Providing advice.

The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all councillors and will support and advise councillors and officers in their respective roles.

(e) Give financial information.

The Chief Finance Officer will provide financial information to the media, members of the public and the community.

11.05 Duty to Provide Sufficient Resources to the Monitoring Officer and Chief Finance Officer.

The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

11.06 Conduct

Officers will comply with the Officers' Employment Procedure Rules set out in Part 5 of this Constitution.

11.07 Employment

The recruitment, selection and dismissal of officers will comply with the Officers' Employment Procedure Rules set out in Part 5 of this Constitution.

Article 12 – Decision Making

12.01 Responsibility for Decision Making

The Council will issue and keep up-to-date a record of what part of the Council, or individual, has responsibility for:

- particular types of decisions; or
- decisions relating to particular areas or functions.

This record is set out in Part 3 of this Constitution.

12.02 Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:

- (a) the action must be proportionate to the desired outcome;
- (b) due consultation and the taking of professional advice from officers;
- (c) respect for human rights;
- (d) a presumption in favour of openness; and
- (e) clarity of aims and desired outcomes.

12.03 Types of Decision

- (a) Decisions reserved to Full Council. Decisions relating to the functions listed in Article 4.02 will be made by Full Council, and not delegated.
- (b) Key decisions
 - (i) A 'key decision' means an executive decision which is likely:
 - to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
 - to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.
 - (ii) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

12.04 Decision Making

All decision making shall comply with the relevant Articles of, and Procedure Rules set out in, this Constitution.

12.05 Decision Making by Council Bodies Acting as Tribunals

The Council, a councillor or an officer acting as a tribunal or in a quasi-judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

12.06 “Paperless” Agenda Management

The Council will, subject to the following criteria being satisfied, adopt a “paperless” approach to the conduct of meetings by the end of the 2016/17 Municipal Year:

- (i) An appropriate electronic meeting management system being introduced at the Council, and
- (ii) The Statutory Officers and the Leader of the Council being satisfied that the introduction of “paperless” meetings will not materially prejudice good governance at the Council.

Article 13 – Finance and Contracts

13.01 Financial Management

The management of the Council's financial affairs will be conducted in accordance with the financial rules set out in Part 5 of this Constitution.

13.02 Contracts

Every contract made by the Council will comply with the Contract Standing Orders set out in Part 5 of this Constitution.

Article 14 – Review and Revision of the Constitution

14.01 Duty to Monitor and Review the Constitution

The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

14.02 Changes to the Constitution

(a) Minor Changes.

The Monitoring Officer may generally update the Constitution, or make amendments consequential upon changes to operational arrangements (including, without limitation, amendments resulting from a decision by the Leader not to delegate responsibility for executive functions to the Executive), without report.

(b) Other Changes.

Changes to the Constitution, other than minor changes, will be approved by Full Council.

(c) Proposals.

The Monitoring Officer shall, before making any proposals for change to the Council, carry out consultation appropriate to the scale, scope and extent of the change proposed. The persons and bodies consulted may, without limitation, include the Corporate Leadership Team, the Leader and Executive, the Overview and Scrutiny Committee or the Standards and Audit Committee.

Article 15 – Suspension, Interpretation and Publication of the Constitution

15.01 Suspension of the Constitution

(a) Limit to suspension.

The Articles of this Constitution may not be suspended. Other provisions of this Constitution may be suspended by Full Council to the extent permitted by those provisions and the law.

(b) Procedure to suspend.

The extent and duration of suspension shall be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1.

15.02 Interpretation

The ruling of the Mayor, the Leader or the Chairman of any Committee (as appropriate) as to the construction or application of this Constitution, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council, the Executive or Committee (as the case may be). Such ruling shall have regard to the purposes of this Constitution contained in Article 1.

15.03 Publication

(a) The Chief Executive will give a printed copy of this Constitution to each elected or co-opted member of the Council upon that member being elected or co-opted.

(b) The Monitoring Officer will ensure that an up-to-date copy of the Constitution is available on the Council's web-site.

Schedule 1: Description of Executive Arrangements

The following parts of this Constitution constitute the executive arrangements:

- (a) Article 6 (Overview and Scrutiny Committee) and the Overview and Scrutiny Procedure Rules;
- (b) Article 7 (The Leader);
- (c) Article 8 (The Executive) and the Executive Procedure Rules;
- (d) Article 12 (Decision making) and the Access to Information Procedure Rules;
- (e) Part 3 (Responsibility for Functions).

