

Contents

Contents	3
Part 1 – Section 1: Introduction	14
Introduction.....	15
1.0 Meetings of the Council.....	15
2.0 Summary and Explanation.....	15
Part 2 – Section 1: Articles of the Constitution	19
Article 1 – The Constitution.....	20
1.0 Powers of the Council	20
2.0 Purpose of the Constitution	20
3.0 Interpretation of the Constitution.....	20
Article 2 – Councillors.....	20
1.0 Number of Councillors.....	20
2.0 Eligibility	20
3.0 Election and Terms of Councillors.....	21
4.0 Roles of Councillors	21
5.0 Rights and Duties of Councillors	21
Article 3 – The Public and the Council.....	21
1.0 Petitions.....	21
2.0 Rights of the Public.....	22
3.0 Responsibilities of the Public	22
Article 4 – The Full Council	23
1.0 Meanings.....	23
2.0 Functions of the Full Council.....	23
3.0 Council Meetings	24
4.0 Responsibility for Functions.....	24
Article 5 – Chairing the Council.....	24
1.0 Role and Function of the Mayor	24
Article 6 – The Leader.....	25
1.0 Role and Term of Office	25
2.0 Functions of the Leader.....	25
3.0 Deputy Leader	26
4.0 Role of the Deputy Leader	26
5.0 Removal of the Leader.....	27
Article 7 – The Executive.....	27
1.0 Role of the Executive	27
2.0 Form and Composition.....	27
3.0 Portfolio Holders/Executive Members.....	27
Article 8 – Scrutiny Committees	28
1.0 Introduction	28
2.0 Chairs of Scrutiny Committees	29
3.0 Scrutiny Committees – Remit.....	30
4.0 Task and Finish Groups.....	31

Article 9 – Regulatory and Other Committees	31
5.0 Regulatory and Other Committees.....	31
Article 10 – The Employment Committee.....	32
1.0 Membership.....	32
2.0 Meetings of the Committee	32
3.0 Chair and Vice Chair	32
4.0 Terms of Reference	32
Article 11 – The Audit and Governance Committee.....	34
1.0 Audit and Governance Committee.....	34
2.0 Composition.....	34
3.0 Role and Function.....	35
4.0 Standards Panel.....	36
Article 12 – Officers	36
1.0 Management Structure.....	36
2.0 Statutory Functions of the Head of Paid Service.....	37
3.0 Statutory Functions of the Monitoring Officer.....	37
4.0 Statutory Functions of the Chief Finance Officer	38
5.0 Conduct	39
6.0 Employment.....	39
Article 13 – Decision Making.....	39
1.0 Responsibility for Decision Making	39
2.0 Principles of Decision Making.....	39
3.0 Types of Decision.....	40
4.0 Decision Making.....	40
5.0 Decision Making by Council Bodies Acting as Tribunals	40
Article 14 – Finance, Contracts and Legal Matters.....	40
1.0 Financial Management	40
2.0 Contracts	40
3.0 Legal Proceedings.....	41
4.0 Authentication of Documents.....	41
5.0 Common Seal of the Council	41
6.0 Land, Premises – Inspection	41
Article 15 – Review and Revision of the Constitution.....	42
1.0 Duty to Monitor and Review the Constitution.....	42
2.0 Changes to the Constitution	42
Article 16 – Suspension, Interpretation and Publication of the Constitution.....	42
1.0 Suspension of the Constitution.....	42
2.0 Interpretation.....	43
3.0 Publication.....	43
Schedule 1 : Description of Executive Arrangements.....	43
1.0 Description of Executive Arrangements.....	43
Part 2 – Section 2: Terms of Reference	43
The Finance Working Group – Terms of Reference (Updated May 2024).....	44
1.0 Introduction	44

2.0	Role and Functions.....	44
3.0	Membership.....	44
4.0	Quorum.....	44
5.0	Chair and Vice-Chair (and election thereof).....	44
6.0	Recommendations of the Group.....	44
7.0	Meetings of the Group.....	45
The Selection Panel – Terms of Reference (Adopted March 2023).....		46
1.0	Introduction.....	46
2.0	Role and Functions.....	46
3.0	Membership.....	46
4.0	Quorum.....	47
5.0	Chair and Vice-Chair (and election thereof).....	47
6.0	Recommendations of the Selection Panel.....	47
7.0	Meetings of the Selection Panel.....	47
Part 3 – Section 1: Responsibility for Functions.....		49
Responsibility for Functions.....		50
1.0	Responsibility For Functions.....	50
2.0	Responsibility for Council (Non-Executive) Functions.....	50
3.0	Responsibility for Executive Functions.....	50
4.0	Responsibilities Delegated to Officers.....	50
5.0	Responsibility for Full Council.....	50
6.0	Responsibility for the Leader.....	52
7.0	Responsibility for the Executive.....	52
8.0	Responsibility for Audit and Governance Committee.....	53
9.0	Responsibility for Planning Committee.....	54
10.0	Responsibility for Licensing Committee.....	54
11.0	Responsibility for the Employment Committee.....	55
12.0	Responsibility for Scrutiny Committees.....	56
13.0	Responsibility for Joint Waste Services Collection Committee.....	57
Part 3 – Section 2.....		58
Management Arrangements.....		58
Management Arrangements.....		59
1.0	Management Arrangements.....	59
2.0	Corporate Leadership Team (CLT).....	59
3.0	Statutory Officers.....	59
4.0	Leadership Details.....	60
Part 3 – Section 3: Scheme of Delegations.....		61
Scheme of Delegations.....		62
1.0	Introduction.....	62
2.0	General Conditions and Limitations.....	62
3.0	Interpretation.....	64
4.0	General Delegations to Chief Officers.....	64
5.0	Recording of Decisions.....	64
Part 3 – Section 4: Proper Officers.....		96

Proper Officers of the Council.....	97
1.0 Proper Officers of the Council	97
Part 4 – Section 1: Standing Orders.....	102
Standing Orders.....	103
1.0 Meetings of the Council.....	103
2.0 Chairing the meetings.....	103
3.0 Quorum for Council meetings.....	103
4.0 Duration of meeting	104
5.0 Extraordinary Meetings	105
6.0 Annual Meeting	105
7.0 Declarations of Interest	106
8.0 Council Minutes.....	106
9.0 Urgent Business.....	106
10.0 Motions at Council Meetings.....	108
11.0 Notices of Motion.....	108
12.0 Motions without Notice	109
13.0 Questions from Members of the Public.....	110
14.0 Council Meetings – Questions by Councillors.....	112
15.0 Voting	113
16.0 Consideration of Recommendations	113
17.0 Conflicting Recommendations	114
18.0 Council Meetings – Rules of Debate.....	114
19.0 Councillor Conduct.....	119
20.0 Misconduct by a Councillor	119
21.0 Application to all Committees and Sub-Committees.....	120
22.0 Planning Committee – Speaking by the Public and Ward Councillors.....	120
23.0 Licensing Committee – attendance by non-Committee Councillors	121
24.0 Audit and Governance Committee – attendance by non-Committee Councillors.....	121
25.0 Exclusion of Public.....	121
26.0 Photography and Audio/Visual Recording of Meetings	121
27.0 Motions Affecting Persons Employed by the Council.....	121
28.0 Committees – Composition	121
29.0 Convening of Committees	122
30.0 Committees - Election of the Chair	122
31.0 Powers, Duties and Responsibility for Functions	122
32.0 Standing Orders	123
33.0 Appointments to Outside Bodies	123
Part 4 – Section 2: Budget and Policy Framework Procedure Rules	124
Budget and Policy Framework Procedure Rules.....	125
1.0 The Framework for Executive Decisions	125
2.0 Process for Developing the Framework.....	125
3.0 Decisions Outside the Budget and Policy Framework	126
4.0 Urgent Decisions Outside the Budget or Policy Framework	126
5.0 In-Year Changes to the Budget and Policy Framework.....	127

6.0	Call-In of Decisions Outside the Budget and Policy Framework	127
7.0	Financial Regulations.....	128
8.0	Investment Programme.....	128
9.0	Revenue Estimates.....	128
10.0	Expenditure - Exceptional.....	128
Part 4 – Section 3: Officer Employment Rules		129
Officer Employment Rules		130
1.0	Recruitment And Appointment.....	130
2.0	Appointment Of Statutory Officers (Chief Executive, Monitoring Officer and S151 Officer)	130
3.0	Appointment of Officers of the Corporate Leadership Team	131
4.0	Other Appointments.....	131
5.0	Disciplinary Action	131
6.0	Equal Opportunities.....	131
7.0	Interests of Officers in Contracts and other matters (Local Government Act 1972 - Section 117)....	131
Part 4 – Section 4: Executive Procedure Rules.....		133
Executive Procedure Rules.....		134
1.0	How the Executive operates	134
2.0	How Executive Meetings Conducted	135
3.0	Can Members of the Public Ask Questions?	136
4.0	How are Individual Decisions Made and Documented?	138
Part 4 – Section 5: Scrutiny Procedure Rules		140
Scrutiny Procedure Rules		141
1.0	General Arrangements.....	141
2.0	Membership.....	141
3.0	Co-optees	141
4.0	Meetings.....	141
5.0	Quorum.....	142
6.0	Chair and Vice-Chair.....	142
7.0	Work Programme	142
8.0	Agenda Items	142
9.0	Task and Finish Groups.....	143
Reporting.....		143
10.0	Budget and Policy Framework	144
11.0	Reports from Scrutiny Committees	144
12.0	Scrutiny Reports: Consideration by the Executive	145
13.0	Rights of Scrutiny Committee Members to Documents	145
14.0	Councillors and Officers Giving Account.....	145
15.0	Attendance by Others	145
16.0	Call-In.....	146
17.0	Questions by Councillors	147
18.0	Councillor Call for Action.....	148
19.0	Crime and Disorder	149
Part 4 – Section 6: Access to Information Procedure Rules.....		151
Access to Information Procedure Rules		152

1.0	Scope	152
2.0	Additional Rights to Information.....	152
3.0	Right to Attend Meetings.....	152
4.0	Notices of Meeting.....	152
5.0	Access to Agenda and Reports Before the Meeting.....	152
6.0	Supply Of Copies.....	152
7.0	Access to Minutes etc After the Meeting.....	152
8.0	Background Papers	153
9.0	Summary of the Rights of the Public	153
10.0	Exclusion Of Access by the Public to Meetings	153
11.0	Exclusion of Access by the Public to Reports	155
12.0	Application of Rules to the Executive	155
13.0	Procedure Before Taking Key Decisions	155
14.0	The Forward Plan	155
15.0	General Exception.....	156
16.0	Special Urgency	156
17.0	Report to Council.....	157
18.0	Record Of Decisions.....	157
19.0	Decisions By Individual Members of the Executive and Individual Councillors Exercising Powers in Relation to their Wards.....	158
20.0	Scrutiny Committee Access to Documents	158
21.0	Additional Rights of Access for Councillors	158
22.0	Part II Meetings of the Executive	159
Part 4 – Section 7: Petitions		160
Petitions		161
1.0	Introduction	161
2.0	Guidelines for Drawing Up a Petition	161
3.0	Types of Petitions that are Excluded.....	162
4.0	Acknowledgement of a Petition.....	162
5.0	Response by the Council.....	162
6.0	Full Council Debates	164
7.0	Deputations or Lobby Groups	164
8.0	Petitions Asking Senior Officers to Provide Evidence	165
9.0	E-petitions.....	165
10.0	Signing an e-Petition.....	166
11.0	What can I do if I feel my petition was not handled correctly?.....	166
12.0	What happens to my petition or e-petition following a formal response by the Council?	167
Part 5 – Section 1: Councillor Code of Conduct		168
Councillor Code of Conduct		169
1.0	Joint Statement.....	169
2.0	Introduction	169
3.0	Definitions.....	169
4.0	Purpose of the Code of Conduct.....	170
5.0	General principles of Councillor conduct.....	170

6.0	Application of the Code of Conduct	171
7.0	Standards of Councillor Conduct	171
8.0	Respect.....	172
9.0	Bullying, harassment and discrimination.....	172
10.0	Impartiality of Officers of the Council.....	173
11.0	Confidentiality and Access to Information	173
12.0	Disrepute.....	174
13.0	Use of Position	174
14.0	Use of local authority resources and facilities.....	174
15.0	Complying with the Code of Conduct.....	175
16.0	Interests	175
17.0	Gifts and hospitality	176
Part 5 – Section 2: Standards Protocol.....		177
Standards Protocols		178
1.0	Standards Protocols.....	178
1.0	Introduction	179
2.0	Confidentiality	179
3.0	Breach of Protocol.....	179
1.0	Introduction	180
2.0	Confidential Information of Council-Owned Companies	180
3.0	Breach of Protocol.....	180
Part 5 – Section 3: Arrangements for dealing with Allegations of Misconduct by Councillors under the Localism Act 2011.....		181
Arrangements for Dealing with Allegations of Misconduct.....		182
1.0	Context.....	182
2.0	Interpretation.....	182
3.0	The Code of Conduct	183
4.0	Making a Complaint	183
5.0	Anonymous Complaints.....	183
6.0	Assessment of Complaint.....	184
7.0	Informal Resolution.....	185
8.0	Formal Investigation	186
9.0	Standards Panel.....	187
10.0	Sanctions	187
11.0	Notification of Decision.....	188
12.0	Appeals	188
13.0	Discontinuance of Complaints by Monitoring Officer	188
14.0	Confidentiality	189
15.0	Timescales.....	189
16.0	Complaint Support.....	189
17.0	Annual Report	189
Part 5 – Section 4: Members’ Allowances Scheme		192
Members’ Allowances Scheme		193
1.0	Introduction	193

2.0	Basic Allowance	193
3.0	Special Responsibility Allowance.....	193
4.0	Loss Allowance.....	194
5.0	Travelling and Subsistence.....	194
6.0	Dependants' Carers' Allowance.....	196
7.0	Co-optees	196
8.0	Pensions.....	197
9.0	Indexing	197
10.0	General provisions.....	197
11.0	Records and publicity.....	198
Part 5 – Section 5: Financial Regulations.....		201
Financial Regulations.....		202
1.0	Financial Administration.....	202
2.0	Internal Audit.....	202
3.0	Accounting	203
4.0	Investment Programme.....	204
5.0	Revenue Estimates.....	204
6.0	Budgetary Control	205
7.0	Orders for work, goods and services	205
8.0	Payment of Accounts	206
9.0	Advance accounts and petty cash payments.....	208
10.0	Management of Contracts under seal.....	208
11.0	Salaries and Wages	210
12.0	Income - Collection and Banking.....	211
13.0	Banking arrangements and cheques.....	212
14.0	Borrowing, Investments, Leasing and Property	212
15.0	Stocks and stores	213
16.0	Insurances	214
17.0	Security.....	215
18.0	Protection of private property	215
19.0	Inventories.....	215
20.0	Travelling, subsistence and other such payments	215
Part 5 – Section 6: Contract Standing Orders.....		217
Contract Standing Orders.....		218
1.0	General Rules and Interpretation	218
2.0	Pre-contract Considerations.....	219
3.0	European Procurement.....	219
4.0	Lower Value Contracts	220
5.0	Inviting Quotations	220
6.0	Inviting Tenders	221
7.0	Submission of Tenders.....	223
8.0	Opening and Acceptance of Tenders	223
9.0	Nominated Sub-Contractors and Suppliers	224
10.0	Contract Conditions	225

11.0	Persons Engaged to Supervise Contracts.....	226
12.0	Exceptions.....	226
Part 5 – Section 7: Councillor and Officer Relationship Protocol.....		228
Councillor and Officer Relationship Protocol.....		229
1.0	Introduction.....	229
2.0	Roles.....	229
3.0	Mutual Responsibilities of Councillors and Officers.....	230
4.0	Relations with Statutory Officers.....	230
5.0	Effective Collaborative Working is Essential.....	230
6.0	General Rules.....	231
7.0	Officer Advice to Councillors and Political Groups.....	232
8.0	Support Services to Councillors and Political Groups.....	232
9.0	Councillors’ Access to Information and Council Documents.....	232
10.0	Councillor/Officer Relationships.....	233
11.0	Correspondence.....	234
12.0	Ward Councillors.....	234
13.0	Ceremonial Events.....	234
14.0	Access To Officers.....	235
15.0	Undue Pressure.....	235
16.0	Summary.....	235
Part 5 – Section 8: Monitoring Officer Protocol.....		236
Monitoring Officer Protocol.....		237
1.0	General Introduction to Statutory Responsibilities.....	237
2.0	Working Arrangements.....	238
Part 5 – Section 9: Code of Conduct for Employees.....		242
Code of Conduct for Employees.....		243
1.0	Introduction.....	243
2.0	Gifts and Hospitalitys.....	243
3.0	Private Work.....	244
4.0	Use of Council time and materials.....	245
5.0	Copyright.....	246
6.0	Confidentiality of Information.....	246
7.0	Working with Councillors.....	246
8.0	Declaration of External Interests (as may be relevant to employment).....	247
9.0	Confidential Reporting.....	247
10.0	Politically Restricted Posts.....	247
11.0	Disciplinary Policy.....	248
12.0	Further Advice.....	248
Part 5 – Section 10: Officer of Conflicts of Interest Protocol.....		249
Officer Conflicts of Interest Protocol.....		250
1.0	Introduction.....	250
2.0	Existing Requirements.....	250
3.0	What is a Conflict of Interest?.....	250
4.0	Procedure.....	251

Part 5 – Section 11: Planning Code of Practice for Councillors and Officers.....	253
Planning Code of Practice for Councillors and Officers.....	254
1.0 Purpose of the Code of Conduct.....	254
2.0 Context.....	254
3.0 General Roles and responsibilities	254
4.0 Code of Conduct.....	255
5.0 Lobbying of Councillors	256
6.0 Lobbying by Councillors.....	256
7.0 Meeting.....	257
8.0 Presentations on likely development proposals.....	257
9.0 Officer reports to Committee.....	257
10.0 Committee site visits	257
11.0 Public participation at the Planning Committee	258
12.0 Planning Committee decisions contrary to Officer recommendation	258
13.0 Appeals Against Council Decisions.....	259
14.0 Councillor and Officers as Applicants.....	259
15.0 Training	259
16.0 Review	259
Part 5 – Section 12: Public Participation at Planning Committee.....	261
Public Participation at Planning Committee.....	262
1.0 Principles	262
2.0 Definitions.....	262
3.0 Procedures.....	263
4.0 Procedure at Committee.....	264
Part 5 – Section 13: Local Code of Corporate Governance	266
Local Code of Corporate Governance.....	267
1.0 Introduction	267
2.0 Definition of Corporate Governance.....	267
3.0 Purpose of the Code.....	267
4.0 Framework used to create the Local Code of Corporate Governance	267
5.0 The Council’s Approach to Good Governance.....	268
6.0 Accountability for Corporate Governance	269
7.0 Responsibility for maintaining the Local Code of Corporate Governance	269
Part 5 – Section 14: Corporate Press and Media Protocol.....	271
1.0 Introduction and context.....	274
2.0 Legal framework and the code.....	274
3.0 Marketing communications team	275
4.0 Media relations	275
5.0 Proactive media relations	276
6.0 Responding to the media.....	277
7.0 Councillor media contact.....	278
8.0 Commissioner team approvals process	279
9.0 Negative media.....	279
10.0 Publicity during election periods.....	280

Part 6 – Council Companies	283
Council Companies	284
1.0 Introduction	284
2.0 Principles of Governance of Council Companies	284
3.0 Roles, Responsibilities and Decision Making.....	285
4.0 Access to Information	286
Part 7 –Appendices.....	288
Appendix 1 – The Armed Forces Community Covenant	289
Appendix 2 – The Armed Forces Champion.....	291
Appendix 3 – The Seven Principles of Public Life.....	293
Appendix 4 – Registering Interests	294
Appendix 5 – Complaint Form – Code of Conduct for Members.....	298
Appendix 6 – Sanctions Available to the Standards Panel	303
Appendix 7 – Assessment of the Complaint – Code of Conduct for Members	304
Appendix 8 – Standards Panel Guidance.....	307
Appendix 9 – CIPFA Code of Practice for Treasury Management in Local Authorities.....	313
Appendix 10 – Summary of Main Monitoring Officer Functions	314
Appendix 11 – Committee Site Visits.....	315
Appendix 12 – Shareholder Executive Committee Terms of Reference.....	316