

PART 13

CONSTITUTION INDEX

Page No

A

Access to information

- Cabinet rules E6
- Citizens' rights B3
- Councillors Rights and Duties B3
- Joint arrangements B17
- Procedure rules E1
- Proper officer for B21

Administration, financial I3

- Allowances (members) R1
- travel R3

Amendment of procedure rules D19

Amendments to motions D13

Anti-social behaviour function T21

Annual Council see Council B5

appeals see Licensing Committee V3

Page No	
Appointment of vice-chair	D21
Appointments Committee	V16
Appointments, staff	K1, N5
Appointments, Procedures for	D21
Area Committees - Article 10	B17
Asset register	I15
Assistant Director of Corporate Services functions	T28
Attendance record	D17
Audit and Control Arrangements	I11
Audit and Standards Committee	
• Article 9	B16
• Chairing	B16
• Composition	B16
• Functions	B16, C4
• Independent member	B16
• Membership	B16
• Remit	B16, W10
• Role	B16
• Support	B22
• Town/parish members	B16

Page No

- Authentication of documents T5, T6, T28

Authority, scope of B23

B

Ballots D16

Banking I10

Budget B6

Budget procedure rules F1

Budget transfers I7

Building Control Officer functions T7

C

Cabinet

- Agenda G4, G5

- Article 7 B14

- composition B14

- Key decisions E6

- Leader B14

Page No

- meetings G3
- Members B15, C6
- membership D22
- Power & duties C5
- Presiding G3
- Procedure rules G1
- Proceedings B15
- Question by public G5
- Quorum G3
- Record of decisions E10
- Remit C5
- Responsibility for functions B15, C5
- Role B14
- Sub-delegation G1
- Call-in F4, H7 H8
- Capital programme I8
- Case tribunal decisions B23
- Casual vacancies D22

Chairing see particular body eg Council

- Chair B9, D5, W1
- Chair's casting vote D16

Page No

Changes to Constitution	B27
Cheques	I10
Chief Executive policy functions	U3
Chief Finance Officer	B21
Chief Officer functions	B20
Chief Officers, appointment	K2
Citizens	
• Citizens and the Council – Article 3	B3
• Complaints	B4
• Information	B4
• Participation	B4
• Petitions	B4
• Responsibilities	B4
• Rights	A3, B3
• Voting	B4
Code of Conduct – Councillors	L1
Code of Conduct – Officers	N1
Committees	
• Chairs	X9
• Procedure rules	D20

Page No	
• Regulatory and other – Article 8	B15
• Selection of councillors	D1
Common Seal of the Council	U28
Community and contract management functions	U17
Community services functions	U9
Complaints, citizens	B4
Complaints panel	V19
Composition see particular body, eg Council	
Conduct of councillors	B3
Confidential information	E3
Conflicts of interest	G2
Constitution	
• Powers, purpose and interpretation - Article 1	B1
• Review, revision and monitoring - Article 15	B27
• Summary	A1
• Suspension, interpretation and publication - Article 16	B28
Consultants - engagement	J5, J14
Contingencies	I6
Contract procedure rules	J1
Contracting out	B19
Contracts – Article 14	B27

Page No	
Control of income	I10
Corruption	N8
Council	
• Annual Council	B8, D1
• Budget	B6
• Chairing – Article 5	B9
• Composition	B2
• Co-opted members	M1
• Decision making	A2
• Exercising powers	B1
• Full Council – Article 4	B5
• Functions	B6
• Housing land transfer	B6
• Leader	B14, X5
• Meetings	B8
• Operation	A2
• Policy framework	B5
• Procedure rules see Council Procedure Rules	D1
• Remit	W1
• Responsibility for functions	B6, C2
• Staff	A3
Council Procedure Rules	
• Amendment of procedure rules	D19
• Annual Meeting	D1
• Application to committees and sub-committees	D19
• Attendance record	D17
• Call-over	D4
• Chair	D5
• Disturbance by public	D18
• Duration of meeting	D5

Page No

• Exclusion of public	D18
• Extraordinary meetings	D2
• Interpretation	D19
• Items for confirmation	D4
• Items for information	D4
• Councillors' conduct	D18
• Minutes	D17
• Motions on notice	D10
• Motions without notice	D10
• Notice of meetings	D4
• Numbering	D4
• Ordinary meetings	D1
• Petitions	D9
• Previous decisions	D15
• Questions by councillors	D7
• Questions by public	D5
• Quorum	D5
• Rules of debate	D11
• Selection of councillors on committees/outside bodies	D1
• Substitute councillors	D2
• Summons of meetings	D4
• Suspension of procedure rules	D19
• Time and place of meetings	D4
• Use of cameras	D19
• Voting	D16

Page No

- Vard issues D9

Councillors

- access to information P5
- allowances scheme S1
- Code of Conduct L1
- conduct B3, D18
- correspondence P6
- duties B3
- election B2
- eligibility B2
- functions B2
- interests L5
- key roles B2
- lead councillors (Cabinet Member) W7
- councillor/officer relations P1
- members of the Council – Article 2 B2
- non-lead councillors W8
- Protocol for Procurement J17
- Register of Interests L11, M1
- rights B3
- role profiles W3
- roles B2
- terms B2

D

Decisions by Cabinet members	E10
Decision making	A2, B25
• Article 13	B25
• By particular bodies	B26
• Fairness of decisions	B22
• Key decisions	B26
• Principles	B25
• Reserved to full council	B26
• responsibility	B25
• types	B26
Declaration of interests	
• councillors	L8,
Delegation	
• executive functions	G1
• officers	T1
• other local authorities	B17
• Planning Application committee	V17
Departmental structure	S1
Designated officers	T2
Devolution Committee remit	V20
Director of Business Strategy & Development functions	T22, T29
Director of Corporate Services	T23, T29
Director of Finance functions	T24

Page No	
Director of Service Delivery functions	T10, t29
Discharge of council functions	B20
Disciplinary action	K3
Dismissal	K3
Disposal of assets	J4
Disturbance by public	D18
Duration of meeting	D5
• Duties of councillors	B3

E

Election	
• Chair of Council	D21
• Committee chairs	D21
• Councillors	B2
Eligibility of councillors	B2
Emergencies	T9, T17
Emergencies, financial expenditure	I8
Employment Committee	
• functions	C4
• remit	V13
Employment of officers	K1
Environment, planning and transport functions	T12
Environmental health functions	T10
Equality issues	N8
Ethical standards	

Page No	
• Investigations	B23
Exceptions to Forward Plan	E8
Exclusion of access by the public to reports	E6
Exclusion of public	D18, E3
Executive see Cabinet	
Executive (key) decisions	B26
Executive arrangements - Schedule 1	B30
Exempt information	E3
Expenditure, capital	I4
Expenditure, revenue	I5
Expenses, officers	N10
External audit	I12

F

Fairness of decisions	B22
Finance of Scrutiny Committee	B11
Finance, contracts and legal matters - Article 14	B27
Financial irregularities	I12
Financial management	B27
Financial matters	B24, B27
Financial planning	I4
Financial procedure rules	I1
Fire precautions	N10
Forums – Article 10	B17
Forward plan	E6
Functions see particular body, eg Council or officer, eg head of paid service	

Page No
Functions, local choice C1

G

General fund I8

H

Head of Democratic Services functions T7
Head of Paid Service B21, K1, K2
Housing land transfer B6
Housing management functions T19
Housing revenue account I8
Housing services functions T11, T28
Housing strategy functions T20

I

Independent member of audit & standards committee B16

Information technology functions U23

Information

- Access B4
- Computers N2
- Confidential N2
- Disclosure N2
- Interpretation of constitution B2, B28
- Personal N3
- Insurance I14

Page No	
Interests	
• Councillors	L5
• Officers	N6
Inventions	N6
Inventories	I13
Irregularities, financial	I12
Items for confirmation	D4
Items for information	D4

J

Joint Arrangements	
• access to information	B18
• Article 11	B17
• contracting out	B19
• delegation	B19
• Joint Arrangements	B17
• promotion of well-being	B17
Joint Procurement and Framework Agreements	J4

K

Key decisions	B26, P1
Key decision procedures	E6
Key roles of councillors	B2

L

Lawfulness of decisions	B24
Lead councillors (Cabinet Members)	C6
Leader of Council	B14, B29, C2
Leader of the Minority Group/any other Political Group	B29
Licensing Committee	V3
Local choice functions	C2

M

Maintaining the Constitution	B22
Management structure	B20
Meetings see particular body, eg Council	
Members see councillors	
Membership see particular body, eg Council	
Minutes	D17
Monitoring of constitution	B27
Monitoring Officer functions	B22
Motion/s	
• on notice	D10
• alterations	D13
• amendments	D13
• closure	D15
• in writing	D11
• moved during debate	D14
• withdrawal	D14
• without notice	D10

N

Nominated suppliers	J10
Nominations	D21
Non-recurring expenditure	I5
Notice of meetings	D4
Numbering	D4

O

Officers (Council staff)	
• Article 12	B20
• chief finance officer	B21, B24
• chief officers	B20
• departmental structure	B21, S1
• head of paid service	B21, B22
• management structure	B20
• monitoring officer	B21, B22
Open spaces, waste and recycling functions	T13
Operation of council	A2
Orders for works and goods	I5
Outside bodies	D1, D21
Outside commitments	N7
Overview and Scrutiny see Scrutiny Committee	

P

participation of citizens	B3
Party group/officer relations	O4
Party whip	H9

Page No	
Patents	N6
Payments	I9
Pensions	I14
Personal explanation	D15
Personal interests	L5
Personal possessions	N11
Personnel functions	T9, T17, T23, T26
Petitions	D9, O1
Petty cash	I6
Planning Applications	
• committee functions	C3
• committee's remit	T17
• delegation	T14
• functions	T12, T14
• public speaking	U1
planning functions	T14
Planning, financial	I4
Point of order	D15
Policy	
• development	B11
• framework	B5
• framework procedure rules	F1
• review	B11
Political group, leader	W11
Political neutrality	N3
Posts, restrictions on	B23

Page No	
	Prejudicial interests L10
	Press releases P6
	Previous decisions D15
	Principles of decision making B25
	Procedure rule application to committees and sub-committees D19
	Procedure rule interpretation D19
	Procedure rules see particular body, eg Council or subject, eg appointments
	Proceedings of cabinet B15
	Promotion of well-being B17
	Proper officer T2
	Property functions T23
	Protective clothing N10
	Protocol on key decisions P1
	Protocol on member/officer relations P1
	Public
	• questions D5, G5
	• rights E2
	• speaking at planning application meetings U1
	Publication of constitution B28
	Purpose of constitution B1
	Q
	Questions by councillors D7
	Questions by public
	• Cabinet G5
	Council D5

Page No	
Quorum	D5, G3
Quotations	J5

R

Record of decisions	E10
Recorded vote	D16
Records, retention of	I15
Recruitment	K1
Register of councillors' interests	L11, M1
Relationships	N4
Remit of Council	V1
Repairs and renewals fund	I6
reports	E9, H5
Resources, use of	N9
Responsibility for functions	C1
<i>See also particular body, eg council or subject, eg decision making</i>	
Regulatory committees - Article 8	B15
Responsibility for local choice functions	C2
Responsibility of citizens	B4
Restrictions on posts	B22
Revenue estimates	I7
Review of Constitution	B2, B27
Right of reply	D14
Rights	
• citizens	A3, B3
• councillors	B3

Page No	
Role of councillors	B2
Role see particular body eg council	
Role profiles	W1
Rules of debate	D11
Rules of procedure see procedure rules under particular body, eg Council	

S

Safety equipment	N10
Salaries	I14
Sale/leasing of land	J4
Scheme of delegation to officers	T1
Scrutiny Committee and Panels	
<ul style="list-style-type: none"> • access to documents 	E11
<ul style="list-style-type: none"> • Call-in 	H7
<ul style="list-style-type: none"> • Chairs 	W10
<ul style="list-style-type: none"> • explanation 	A3
<ul style="list-style-type: none"> • finance 	B11
<ul style="list-style-type: none"> • Overview & Scrutiny – Article 6 	B10
<ul style="list-style-type: none"> • policy development 	B11, H3
<ul style="list-style-type: none"> • policy review 	B11
<ul style="list-style-type: none"> • procedure rules 	H1
<ul style="list-style-type: none"> • proceedings 	B13
<ul style="list-style-type: none"> • remit 	V2
<ul style="list-style-type: none"> • reports 	H5
<ul style="list-style-type: none"> • role 	B10
<ul style="list-style-type: none"> • Scrutiny 	B11

Page No	
• Specific functions	B10
• Terms of reference	B10
• Urgency	H8
• Whipping	H9
• Work programme	H2
Scrutiny	B10
Seconder's speech	D11
Seconding motion	D12
Security	I13
Show of hands	D16
Social care function	T21
Speaking more than once	D12
Special urgency	E9
Speech content	D12
Speech length	D12
Sponsorship	N10
Staff see Council staff	
Standards see Audit and Standards Committee	
Stocks and stores	I12
Sub-contractors	J10
Substitute members	D2
Summary of Constitution	A1
Summons to meetings	D4
Supplementary estimates	I8
Suspension of Constitution	B28
Suspension of procedure rules	D19

T

Telephones N10

Tenders J7, J11

- separation of roles N8

- terms of councillors B2

- terms of reference see particular body

Tourism and economic development functions T22

Town/parish members of Audit & Standards Committee B16

Trading activities I5

Transport functions T12

U

Urgency H8

Urgent decisions E9, F3

Use of facilities N9

Use of resources N9

Use of recorders, cameras etc D19

V

VAT I11

Virement F3

Voting

- at meetings D16

- citizens B4

- on appointments D17

W

X22

18/03/2015

	Page No	
Wages		I14
Whip, party		H9
Write-offs		I11

X Y Z