

## CONSTITUTION OF THE COUNCIL

|                   | <b>CONTENTS</b>  | <b>PAGE</b> |
|-------------------|--|-------------|
| <b>PART 1</b>     | Summary and explanation.....                                   | 3           |
| <b>Article 1</b>  | The Constitution.....  | 7           |
| <b>Article 2</b>  | Members of the Council.....                                    | 9           |
| <b>Article 3</b>  | Members of the Public and the Council.....                     | 12          |
| <b>Article 4</b>  | The Full Council .....   | 14          |
| <b>Article 5</b>  | Chairing the Council.....                                      | 19          |
| <b>Article 6</b>  | The Executive.....   | 20          |
| <b>Article 7</b>  | Overview and Scrutiny Committees.....                          | 25          |
| <b>Article 8</b>  | Committees and Boards.....                                     | 30          |
|                   | Appeals Committee .....  | 32          |
|                   | Audit and Governance Committee .....                           | 34          |
|                   | Harbours Committee .....                                       | 35          |
|                   | Health and Wellbeing Board .....                               | 37          |
|                   | Licensing Committee.....                                       | 38          |
|                   | Pension Fund Committee.....                                    | 40          |
|                   | Staffing Committee.....  | 41          |
|                   | Strategic Planning Committee.....                              | 42          |
|                   | Area Planning Committees.....                                  | 42          |
| <b>Article 9</b>  | Standards.....   | 46          |
| <b>Article 10</b> | Interim Arrangements/Community Engagement.....                 | 47          |
| <b>Article 11</b> | Other Arrangements .....                                       | 52          |
| <b>Article 12</b> | Officers.....  | 84          |
| <b>Article 13</b> | Decision Making.....   | 88          |
| <b>Article 14</b> | Finance, Contracts and Legal Matters .....                     | 90          |
| <b>Article 15</b> | Review and Revision of the Constitution.....                   | 92          |
| <b>Article 16</b> | Suspension, Interpretation and Publication of the Constitution | 94          |

**PART 2 – Rules of Procedure**

|   |     |
|---|-----|
| Council and Committee Procedure Rules .....           | 96  |
| including Petition Scheme.....                        | 128 |
| Access to Information Procedure Rules.....            | 132 |
| Budget and Policy Framework Procedure Rules .....     | 142 |
| Executive Procedure Rules.....                        | 145 |
| Overview and Scrutiny Procedure Rules.....            | 148 |
| Financial Procedure Rules .....                       | 155 |
| Contract Procedure Rules .....                        | 167 |
| Officer Employment and Dismissal Procedure Rules..... | 180 |

**PART 3 – Scheme of delegation**

|  |     |
|--|-----|
| (1) Functions of the Council.....      | 184 |
| (2) Officer Scheme of Delegations..... | 202 |

**PART 4 – Codes and Protocols**

|  |     |
|--|-----|
| Members' Code of Conduct.....  | 245 |
| Member Complaint Process .....   | 250 |
| Officer/Member Protocol.....   | 256 |
| Officer Code of Conduct.....   | 260 |
| Protocol for Councillors and Officers dealing with planning matters..... | 262 |

**PART 5 – Scheme of Members' Allowances** 269**PART 6 – Management Structure** TBC**GLOSSARY** TBC