



Constitution 2019



The Council's Constitution

The Council has agreed this constitution, which sets out how the Council operates. It also sets out how decisions are made and the procedures which are followed to ensure that the Council is efficient, transparent, and accountable to local people. Some of these processes are required by law, whilst others are a matter for the Council to choose.

What's in the constitution?

There are several parts to the constitution:

1 Part 1 - The Constitution

The summary and explanation

2 Part 2 - The Articles of the Constitution

The 15 Articles of the Constitution, which set out the basic rules governing the Council's business. The articles refer to more detailed procedures and codes of practice which are set out in separate rules and protocols contained in other parts of the constitution. Copies of the job descriptions for the Corporate Management Team (CMT) are appended.

3 Part 3 - Responsibility for Functions

A schedule of Responsible for Functions, which shows who or which body takes decisions. The *Scheme of Delegation to Officers* is appended.

4 Part 4 - Rules of Procedure

The detailed Rules of Procedure, which the Council follows.

Part 4 (A) Addendum - Remote Meetings Protocol and Procedure Rules - May 2020 and Public Speaking Protocol for remote meetings of the Planning Committee - March 2021

5 Part 5 - Codes and Protocols

The Codes of Practice and Protocols, which the Council has adopted.

6 Part 6 - Members' Allowance Scheme

The scheme for the payment of allowances to the members of the Council.

7 Part 7 - Management Structure

A chart of the Management Structure, which shows how the officers of the Borough Council are organised.

8 **Part 8 - Councillors' Contact Details**

A list of contact details for the 30 Members of the Council.

9 **Part 9 - Membership of Committees**

Document showing the membership of the Council's Committees and their political balance where appropriate.

10 **Part 10 - Programme of Meetings**

The programme of remote meetings for 2020/21.