

# **BASSETLAW DISTRICT COUNCIL**

## **CONSTITUTION**

**AUGUST 2018**

# BASSETLAW DISTRICT COUNCIL

## CONSTITUTION OF THE COUNCIL

		<b>Page</b>
<b>Part 1</b>	<b><u>SUMMARY AND EXPLANATION</u></b>	<b>1</b>
<b>Part 2</b>	<b><u>ARTICLES OF THE CONSTITUTION</u></b>	<b>2</b>
	Article 1: The Constitution	2.1
	Article 2: Members of the Council	2.2
	Article 3: Citizens and the Council	2.4
	Article 4: The Council Meeting	2.5
	Article 5: Chairing the Council	2.6
	Article 6: Overview & Scrutiny Committees	2.7
	Article 7: The Leader and Cabinet	2.9
	Article 8: Regulatory and other Committees	2.10
	Article 9 : Standards Sub-Committee	2.11
	Article 10: Joint Arrangements	2.11
	Article 11: Officers	2.12
	Article 12: Decision Making	2.15
	Article 13: Finance, Contracts and Legal Matters	2.16
	Article 14: Review and Revision of the Constitution	2.17
	Article 15: Suspension, Interpretation and Publication of the Constitution	2.18
<b>Part 3</b>	<b><u>RESPONSIBILITY FOR FUNCTIONS - MEMBERS</u></b>	<b>3</b>
	Council	3.1
	Cabinet	3.5
	Cabinet – Delegations to Individual Members	3.11
	Cabinet – Member Responsibilities	3.12
	Overview & Scrutiny Committee	3.13
	Audit & Risk Scrutiny Committee	3.23
	Standards Sub-Committee	3.27
	Planning Committee	3.29
	Licensing Committee	3.33
	Appointments Panel	3.39

	Chief Officers Investigating Committee	3.41
	Appeals Committee	3.43
	Summary of Sub Committees/Working Groups Consultation Groups etc	3.45
	Introductory Tenancies Appeal Board	3.47
	Joint Employee Council	3.49
	Planning Consultation Group	3.53
	Council's Health & Safety Committee	3.55
<b>Part 4</b>	<b><u>RESPONSIBILITY FOR FUNCTIONS – OFFICERS</u></b>	<b>4</b>
	Scheme of Delegation to Officers and Appointment of Proper Officers	
	1. General Principles	4.1
	2. Delegations to the Head of Paid Service, All Chief Officers and Deputy Chief Officers	4.2
	3. Delegations to the Chief Executive (Head of Paid Service)	4.4
	4. Delegations to the Director of Corporate Resources	4.5
	5. Delegations to Head of Corporate Services	4.6
	6. Delegations to Council Solicitor and Deputy Monitoring Office	4.7
	7. Delegations to Head of Finance and Property & S151 Officer	4.8
	8. Delegations to HR Services Manager	
<b>Part 5</b>	<b><u>RULES OF PROCEDURE</u></b>	<b>5</b>
	Council Procedure Rules	5.1
	Access to Information Procedure Rules	5.17
	Budget and Policy Framework Procedure Rules	5.29
	Cabinet Procedure Rules	5.35
	Scrutiny Procedure Rules	5.39
	Financial Procedure Rules	5.47
	Contract Procedure Rules	5.101
	Officer Employment Procedure Rules	5.155
<b>Part 6</b>	<b><u>CODES AND PROTOCOLS</u></b>	<b>6</b>
	Members' Code of Conduct	6.1
	Officers' Code of Conduct	6.7
	Protocol on Member/Officer Relations and related procedures	6.13
	Planning Code of Conduct	6.19
	Anti-Fraud & Anti-Corruption Strategy & Policy	6.29

	Scrutiny Protocol	6.83
	Pre-Election Protocol	6.85
	Monitoring Officer Protocol	6.87
	Enforcement Policy	6.91
	Protocol on Working Arrangements for Assistants to Cabinet Members	6.99
<b>Part 7</b>	<b><u>MEMBERS' ALLOWANCES SCHEME</u></b>	<b>7</b>
	Members' Allowances Scheme	7.1