

BASSETLAW DISTRICT COUNCIL

CONSTITUTION

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CONSTITUTION OF THE COUNCIL

Part 1 **SUMMARY AND EXPLANATION**

Part 2 **ARTICLES OF THE CONSTITUTION**

- Article 1: The Constitution
- Article 2: Members of the Council
- Article 3: Citizens and the Council
- Article 4: The Council Meeting
- Article 5: Chairing the Council
- Article 6: Overview & Scrutiny Committees
- Article 7: The Leader and Cabinet
- Article 8: Regulatory and other Committees
- Article 9 : Standards Sub-Committee
- Article 10: Joint Arrangements
- Article 11: Officers
- Article 12: Decision Making
- Article 13: Finance, Contracts and Legal Matters
- Article 14: Review and Revision of the Constitution
- Article 15: Suspension, Interpretation and Publication of the Constitution

Part 3 **RESPONSIBILITY FOR FUNCTIONS - MEMBERS**

- Council
- Cabinet
- Cabinet – Delegations to Individual Members
- Cabinet – Member Responsibilities
- Overview & Scrutiny Committee
- Audit & Risk Scrutiny Committee
- Standards Sub-Committee
- Planning Committee
- Licensing Committee

Appointments Panel
Chief Officers Investigating Committee
Appeals Committee
Summary of Sub Committees/Working Groups Consultation Groups etc
Introductory Tenancies Appeal Board
Joint Employee Council
Planning Consultation Group
Council's Health & Safety Committee

Part 4 **RESPONSIBILITY FOR FUNCTIONS – OFFICERS**

Scheme of Delegation to Officers and Appointment of Proper Officers

1. General Principles
2. Delegations to the Head of Paid Service, All Chief Officers and Deputy Chief Officers
3. Delegations to the Chief Executive (Head of Paid Service)
4. Delegations to the Director of Corporate Resources
5. Delegations to Head of Corporate Services
6. Delegations to Council Solicitor and Deputy Monitoring Office
7. Delegations to Head of Finance and Property & S151 Officer
8. Delegations to HR Services Manager

Part 5 **RULES OF PROCEDURE**

Council Procedure Rules
Access to Information Procedure Rules
Budget and Policy Framework Procedure Rules
Cabinet Procedure Rules
Scrutiny Procedure Rules
Financial Procedure Rules
Contract Procedure Rules
Officer Employment Procedure Rules

Part 6 **CODES AND PROTOCOLS**

Members' Code of Conduct
Officers' Code of Conduct
Protocol on Member/Officer Relations and related procedures
Planning Code of Conduct

Anti-Fraud & Anti-Corruption Strategy & Policy

Scrutiny Protocol

Pre-Election Protocol

Monitoring Officer Protocol

Enforcement Policy

Protocol on Working Arrangements for Assistants to Cabinet Members

Part 7

MEMBERS' ALLOWANCES SCHEME

Members' Allowances Scheme