

Page No.

## THE COUNCIL'S CONSTITUTION - A SUMMARY EXPLANATION

The purpose of this Constitution is to set out with clarity for the benefit of Councillors, officers, members of the public and anybody who may have dealings with the Council:-

- the structure of the Council
- who has responsibility for making decisions on behalf of the Council
- arrangements which the Council has for review and scrutiny decisions made by it
- the processes and procedures to be followed in making and/or scrutinising and reviewing decisions of the Council
- the Protocols which govern the conduct of Councillors and officers
- the rights of citizens in relation to the Council

In fulfilling those aims the Constitution will support:-

- the Council in providing a clear leadership to the community of Bracknell Forest, in partnership with its citizens, businesses, the voluntary sector and other organisations
- the active involvement of citizens in the process of the Council decision-making
- Councillors in representing their constituents effectively
- the efficient and effective taking of decisions
- the holding of decision-makers to public account

The Constitution comprises the following parts:

		· ·	
Part 1 - The Structure of the Council			
1.	Section 1 - Overview	1 - 2	
2.	Section 2 - Members of the Council	3 - 4	
3	Section 3 - The Council Meeting	5 - 6	

4.	Section 4 - The Executive	7 - 8
5.	Section 5 - Regulatory and Other Committees	9 - 10
6.	Section 6 - Champions	11 - 12
7.	Section 7 - Joint Arrangements	13 - 14
8.	Section 8 - Officers' Roles and Statutory Officer Functions	15 - 18
<u>Part</u>	2 - Responsibility for Decisions	
9.	Section 1 - Introduction	19 - 20
10.	Section 2 - Responsibility for Local Choice Functions	21 - 22
11.	Section 3 - Functions of the Council	23 - 24
12.	Section 4 - Responsibility for Non-Executive Functions	25 - 32
13.	Section 5 - Responsibility for Executive Functions	33 - 42
14.	Section 6 - Powers Exercisable by Officers	43 - 48
15.	Table 1 - Delegation to Officers	49 - 64
<u>Part</u>	3 - Overview & Scrutiny	
16.	Section 1 - Introduction	65 - 66
17.	Section 2 - Overview & Scrutiny Commission	67 - 68
18.	Section 3 - Overview & Scrutiny Panels	69 - 70
19.	Section 4 - Conduct of Proceedings	71 - 72
Part	4 - The Way in which the Council Operates	
20.	Section 1 - Introduction	73 - 74
21.	Section 2 - Principles of Decision Making	75 - 78
22.	Section 3 - Council Procedure Rules	79 - 96
23.	Annex - Scheme for Public Participation at Meetings of the Council	97 - 102
24.	Annex - Overview and Scrutiny Public Participation Scheme	103 - 106
25.	Annex - Guidance for Filming, Audio-Recording, Photographing and Using Social Media at Council and Committee Meetings	107 - 108
26.	Section 4 - Committee Procedure Rules	109 - 124
27.	Annex - Rules of debate diagram	125 - 126

28.	Section 5 - Access to Information Procedure Rules	127 - 138
29.	Section 6 - Budget and Policy Framework Procedure Rules	139 - 144
30.	Section 7 - Executive Procedure Rules	145 - 148
31.	Section 8 - Protocol for Executive Decision Making by Members under Executive Arrangements	149 - 156
32.	Section 9 - Overview & Scrutiny Procedure Rules	157 - 166
33.	Section 10 - Financial Regulations	167 - 240
34.	Section 11 - Contract Standing Orders	241 - 252
35.	Section 12 - Officer Employment Procedure Rules	253 - 258
36.	Section 13 - Code of Conduct for Members and Co-Opted Members	259 - 268
37.	Section 14 - Employees' Code of Conduct	269 - 280
38.	Section 15 - Member and Officer Protocol	281 - 294
39.	Section 16 - Protocol for Members in Dealing with Planning Matters	295 - 304
40.	Section 17 - Legal Proceedings Etc	305 - 306
41.	Section 18 - Leader and Chief Executive Protocol	307 - 310
<u>Part</u>	5 - Citizens and the Council	
42.	Citizens and the Council	311 - 312
<u>Part</u>	6 - Members' Allowances	
43.	Members' Allowances	313 - 324
44.	Schedule 1 - Special Responsibility Allowances	325 - 326
45.	Schedule 2 - Approved Duties for Travel and Subsistence Allowances	327 - 328
46.	Schedule 3 - Approved Conferences	329 - 330
	7 - Review, Revision, Suspension, Interpretation and Publication stitution	of the
47.	Review, Revision, Suspension, Interpretation and Publication of the Constitution	331 - 332