PART 4 - THE WAY IN WHICH THE COUNCIL OPERATES

1.1 This part of the Constitution sets out the way in which the Council operates, including the processes by which Council decisions should be made. Those processes vary, depending upon the nature of the decision to be made, whether the decision concerns an Executive or a non-Executive decision and whether the decision maker is the Council, a committee of the Council, the Executive, an Executive Member or an officer. It also sets out the Codes and Protocols which govern the conduct of Members and officers respectively.

1.2 This Part is divided into the following sections:-

Section 2 Principles of Decision Making – this section sets out the general principles which apply to the process of decision making. Importantly, it establishes a presumption in favour of decision making being open and transparent.

Section 3 Council Procedure Rules – this section sets out the rules which govern the conduct of meetings of the Full Council.

Section 4 Committee Procedure Rules – this section sets out the rules which govern the conduct of meetings of the Council Committees and Sub-Committees of the Council.

Section 5 Access to Information Procedure Rules – this section sets out the rights of members of the public to attend Council meetings, to access agendas, minutes and background papers and the circumstances in which those rights may be excluded.

Section 6 Budget and Policy Framework Procedure Rules – this section sets out the procedures to be followed in the formulation and adoption of the Council's budget and any document which is to form part of the Council's Policy Framework.

Section 7 Executive Procedure Rules – this section sets out the procedure for Executive Meetings.

Section 8 Protocol for Executive Decision-Making by Members Under Executive Arrangements – this section sets out the procedures for Decision Making by the Executive, an Executive Committee or by Individual Executive Members.

Section 9 Overview and Scrutiny Procedure Rules – this Section sets out the procedures relating to the Overview and Scrutiny Commission and its Panels.

Section 10 Financial Regulations – this section sets out the Council's Financial Regulations

Section 11 Contract Standing Orders – this section sets out the Council's rules relating to the award of contracts, procurement of goods, services and work.

Section 12	Officer Employment Procedure Rules – this section sets out the procedures for the appointment, dismissal and taking disciplinary action in respect of the Chief Executive, Directors and Deputy Chief Officer posts.
Section 13	Code of Conduct for Members and Co-Opted Members – this sets out the Code of Conduct for Members and Co-Opted Members.
Section 14	Employees Code of Conduct – this section sets out the Code of Conduct for employees.
Section 15	Member and Officer Protocol – this section sets out rules relating to the relationship between Councillors and employees.
Section 16	Protocol for Members in Dealing with Planning Matters – this section sets out rules and guidance to Members in dealing with Planning Applications.
Section 17	Legal Proceedings etc. – this section sets out rules relating to legal proceedings, authentication of documents and the common seal.
Section 18	Leader and Chief Executive Protocol – this sets out the protocol for the Leader and Chief Executive.