

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:

		G	
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 - 62		
<u>Part</u>	3 - Overview & Scrutiny			
16.	Section 1 - Introduction	63 - 64		
17.	Section 2 - Overview & Scrutiny Commission	65 - 66		
18.	Section 3 - Overview & Scrutiny Panels	67 - 68		
19.	Section 4 - Conduct of Proceedings	69 - 70		
Part 4 - The Way in which the Council Operates				
20.	Section 1 - Introduction	71 - 72		
21.	Section 2 - Principles of Decision Making	73 - 76		
22.	Section 3 - Council Procedure Rules	77 - 94		
23.	Annex - Scheme for Public Participation at Meetings of the Council	95 - 100		
24.	Annex - Overview and Scrutiny Public Participation Scheme	101 - 104		
25.	Annex - Guidance for Filming, Audio-Recording, Photographing and Using Social Media at Council and Committee Meetings	105 - 106		
26.	Annex - Remote meetings protocol and procedure rules	107 - 112		
27.	Section 4 - Committee Procedure Rules	113 - 128		

28.	Annex - Rules of debate diagram	129 - 130
29.	Section 5 - Access to Information Procedure Rules	131 - 142
30.	Section 6 - Budget and Policy Framework Procedure Rules	143 - 148
31.	Section 7 - Executive Procedure Rules	149 - 152
32.	Section 8 - Protocol for Executive Decision Making by Members under Executive Arrangements	153 - 160
33.	Section 9 - Overview & Scrutiny Procedure Rules	161 - 170
34.	Section 10 - Financial Regulations	171 - 244
35.	Section 11 - Contract Standing Orders	245 - 260
36.	Section 12 - Officer Employment Procedure Rules	261 - 266
37.	Section 13 - Code of Conduct for Members and Co-Opted Members	267 - 276
38.	Section 14 - Employees' Code of Conduct	277 - 288
39.	Section 15 - Member and Officer Protocol	289 - 302
40.	Section 16 - Protocol for Members in Dealing with Planning Matters	303 - 312
41.	Section 17 - Legal Proceedings Etc	313 - 314
42.	Section 18 - Leader and Chief Executive Protocol	315 - 318
<u>Part</u>	5 - Citizens and the Council	
43.	Citizens and the Council	319 - 320
<u>Part</u>	6 - Members' Allowances	
44.	Members' Allowances	321 - 332
45.	Schedule 1 - Special Responsibility Allowances	333 - 334
46.	Schedule 2 - Approved Duties for Travel and Subsistence Allowances	335 - 336
47.	Schedule 3 - Approved Conferences	337 - 338
	7 - Review, Revision, Suspension, Interpretation and Publication ostitution	of the
48.	Review, Revision, Suspension, Interpretation and Publication of the Constitution	339 - 340