



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:

Page No

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 - The Standards Committee	11 - 12
7.	Section 7 - Champions	13 - 14
8.	Section 8 - Joint Arrangements	15 - 16
9.	Section 9 - Officers' Roles and Statutory Officer Functions	17 - 20

Part 2 - Responsibility for Decisions

10.	Section 1 - Introduction	21 - 22
11.	Section 2 - Responsibility for Local Choice Functions	23 - 24
12.	Section 3 - Functions of the Council	25 - 26
13.	Section 4 - Responsibility for Non-Executive Functions	27 - 34
14.	Section 5 - Responsibility for Executive Functions	35 - 44
15.	Section 6 - Powers Exercisable by Officers	45 - 52
16.	Table 1 - Delegation to Officers	53 - 66

Part 3 - Overview & Scrutiny

17.	Section 1 - Introduction	67 - 68
18.	Section 2 - Overview & Scrutiny Commission	69 - 70
19.	Section 3 - Overview & Scrutiny Panels	71 - 72
20.	Section 4 - Conduct of Proceedings	73 - 74

Part 4 - The Way in which the Council Operates

21.	Section 1 - Introduction	75 - 76
22.	Section 2 - Principles of Decision Making	77 - 80
23.	Section 3 - Council Procedure Rules	81 - 96
24.	Annex - Scheme for Public Participation at Meeting of the Council	97 - 102
25.	Section 4 - Access to Information Procedure Rules	103 - 112
26.	Section 5 - Budget and Policy Framework Procedure Rules	113 - 118
27.	Section 6 - Executive Procedure Rules	119 - 122
28.	Section 7 - Protocol for Executive Decision Making by Members under Executive Arrangements	123 - 134

29.	Section 8 - Overview & Scrutiny Procedure Rules	135 - 144
30.	Section 9 - Financial Regulations	145 - 216
31.	Section 10 - Contract Standing Orders	217 - 228
32.	Section 11 - Officer Employment Procedure Rules	229 - 234
33.	Section 12 - Members' Code of Conduct	235 - 242
34.	Section 13 - Employees' Code of Conduct	243 - 252
35.	Section 14 - Member and Officer Protocol	253 - 264
36.	Section 15 - Protocol for Members in Dealing with Planning Matters	265 - 272
37.	Section 16 - Legal Proceedings Etc	273 - 274
38.	Section 17 - Leader and Chief Executive Protocol	275 - 278

Part 5 - Citizens and the Council

39.	Citizens and the Council	279 - 280
-----	---------------------------------	-----------

Part 6 - Members' Allowances

40.	Members' Allowances	281 - 290
41.	Schedule 1 - Special Responsibility Allowances	291 - 292
42.	Schedule 2 - Approved Duties for Travel and Subsistence Allowances	293 - 294
43.	Schedule 3 - Pension Policy Framework for Councillors	295 - 296
44.	Schedule 4 - Approved Conferences	297 - 298

Part 7 - Review, Revision, Suspension, Interpretation and Publication of the Constitution

45.	Review, Revision, Suspension, Interpretation and Publication of the Constitution	299 - 300
-----	---	-----------