

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:

		9
<u>Par</u>	rt 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 - 46		
15.	Section 6 - Powers Exercisable by Officers	47 - 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 Meetings of the Council	97 - 102		
25.	Annex - Overview and Scrutiny Public Participation Scheme	103 - 106		
26.	Section 4 - Committee Procedure Rules	107 - 120		
27.	Annex - Rules of debate diagram	121 - 122		
28.	Section 5 - Access to Information Procedure Rules	123 - 132		

29.	Section 6 - Budget and Policy Framework Procedure Rules	133 - 138
30.	Section 7 - Executive Procedure Rules	139 - 142
31.	Section 8 - Protocol for Executive Decision Making by Members under Executive Arrangements	143 - 150
32.	Section 9 - Overview & Scrutiny Procedure Rules	151 - 160
33.	Section 10 - Financial Regulations	161 - 232
34.	Section 11 - Contract Standing Orders	233 - 244
35.	Section 12 - Officer Employment Procedure Rules	245 - 250
36.	Section 13 - Code of Conduct for Members and Co-Opted Members	251 - 258
37.	Section 14 - Employees' Code of Conduct	259 - 270
38.	Section 15 - Member and Officer Protocol	271 - 282
39.	Section 16 - Protocol for Members in Dealing with Planning Matters	283 - 292
40.	Section 17 - Legal Proceedings Etc	293 - 294
41.	Section 18 - Leader and Chief Executive Protocol	295 - 298
<u>Part</u>	5 - Citizens and the Council	
42.	Citizens and the Council	299 - 300
<u>Part</u>	6 - Members' Allowances	
43.	Members' Allowances	301 - 310
44.	Schedule 1 - Special Responsibility Allowances	311 - 312
45.	Schedule 2 - Approved Duties for Travel and Subsistence Allowances	313 - 314
46.	Schedule 3 - Pension Policy Framework for Councillors	315 - 316
47.	Schedule 4 - Approved Conferences	317 - 318
	7 - Review, Revision, Suspension, Interpretation and Publication estitution	of the
48.	Review, Revision, Suspension, Interpretation and Publication of the Constitution	319 - 320