

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:

<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
<u>Part</u>	t 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
<u>Part</u>	t 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 - 134

29.	Section 6 - Budget and Policy Framework Procedure Rules	135 - 140
30.	Section 7 - Executive Procedure Rules	141 - 144
31.	Section 8 - Protocol for Executive Decision Making by Members under Executive Arrangements	145 - 152
32.	Section 9 - Overview & Scrutiny Procedure Rules	153 - 162
33.	Section 10 - Financial Regulations	163 - 234
34.	Section 11 - Contract Standing Orders	235 - 246
35.	Section 12 - Officer Employment Procedure Rules	247 - 252
36.	Section 13 - Code of Conduct for Members and Co-Opted Members	253 - 262
37.	Section 14 - Employees' Code of Conduct	263 - 274
38.	Section 15 - Member and Officer Protocol	275 - 286
39.	Section 16 - Protocol for Members in Dealing with Planning Matters	287 - 294
40.	Section 17 - Legal Proceedings Etc	295 - 296
41.	Section 18 - Leader and Chief Executive Protocol	297 - 300
<u>Part</u>	5 - Citizens and the Council	
42.	Citizens and the Council	301 - 302
<u>Part</u>	6 - Members' Allowances	
43.	Members' Allowances	303 - 312
44.	Schedule 1 - Special Responsibility Allowances	313 - 314
45.	Schedule 2 - Approved Duties for Travel and Subsistence Allowances	315 - 316
46.	Schedule 3 - Pension Policy Framework for Councillors	317 - 318
47.	Schedule 4 - Approved Conferences	319 - 320
	7 - Review, Revision, Suspension, Interpretation and Publication estitution	of the
48.	Review, Revision, Suspension, Interpretation and Publication of the Constitution	321 - 322