



## 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. | <b>Section 1 - Overview</b>               | 1 - 2 |
| 2. | <b>Section 2 - Members of the Council</b> | 3 - 4 |
| 3. | <b>Section 3 - The Council Meeting</b>    | 5 - 6 |

4.	<b>Section 4 - The Executive</b>	7 - 8
5.	<b>Section 5 - Regulatory and Other Committees</b>	9 - 10
6.	<b>Section 6 - The Standards Committee</b>	11 - 12
7.	<b>Section 7 - Champions</b>	13 - 14
8.	<b>Section 8 - Joint Arrangements</b>	15 - 16
9.	<b>Section 9 - Officers' Roles and Statutory Officer Functions</b>	17 - 20

## **Part 2 - Responsibility for Decisions**

10.	<b>Section 1 - Introduction</b>	21 - 22
11.	<b>Section 2 - Responsibility for Local Choice Functions</b>	23 - 24
12.	<b>Section 3 - Functions of the Council</b>	25 - 26
13.	<b>Section 4 - Responsibility for Non-Executive Functions</b>	27 - 34
14.	<b>Section 5 - Responsibility for Executive Functions</b>	35 - 44
15.	<b>Section 6 - Powers Exercisable by Officers</b>	45 - 50
16.	<b>Table 1 - Delegation to Officers</b>	51 - 64

## **Part 3 - Overview & Scrutiny**

17.	<b>Section 1 - Introduction</b>	65 - 66
18.	<b>Section 2 - Overview &amp; Scrutiny Commission</b>	67 - 68
19.	<b>Section 3 - Overview &amp; Scrutiny Panels</b>	69 - 70
20.	<b>Section 4 - Conduct of Proceedings</b>	71 - 72

## **Part 4 - The Way in which the Council Operates**

21.	<b>Section 1 - Introduction</b>	73 - 74
22.	<b>Section 2 - Principles of Decision Making</b>	75 - 78
23.	<b>Section 3 - Council Procedure Rules</b>	79 - 96
24.	<b>Annex - Scheme for Public Participation at Meetings of the Council</b>	97 - 102
25.	<b>Annex - Overview and Scrutiny Public Participation Scheme</b>	103 - 106
26.	<b>Annex - Guidance for Filming, Audio-Recording, Photographing and Using Social Media at Council and Committee Meetings</b>	107 - 108
27.	<b>Section 4 - Committee Procedure Rules</b>	109 - 124

28.	<b>Annex - Rules of debate diagram</b>	125 - 126
29.	<b>Section 5 - Access to Information Procedure Rules</b>	127 - 138
30.	<b>Section 6 - Budget and Policy Framework Procedure Rules</b>	139 - 144
31.	<b>Section 7 - Executive Procedure Rules</b>	145 - 148
32.	<b>Section 8 - Protocol for Executive Decision Making by Members under Executive Arrangements</b>	149 - 156
33.	<b>Section 9 - Overview &amp; Scrutiny Procedure Rules</b>	157 - 166
34.	<b>Section 10 - Financial Regulations</b>	167 - 240
35.	<b>Section 11 - Contract Standing Orders</b>	241 - 252
36.	<b>Section 12 - Officer Employment Procedure Rules</b>	253 - 258
37.	<b>Section 13 - Code of Conduct for Members and Co-Opted Members</b>	259 - 268
38.	<b>Section 14 - Employees' Code of Conduct</b>	269 - 280
39.	<b>Section 15 - Member and Officer Protocol</b>	281 - 294
40.	<b>Section 16 - Protocol for Members in Dealing with Planning Matters</b>	295 - 302
41.	<b>Section 17 - Legal Proceedings Etc</b>	303 - 304
42.	<b>Section 18 - Leader and Chief Executive Protocol</b>	305 - 308

#### **Part 5 - Citizens and the Council**

43.	<b>Citizens and the Council</b>	309 - 310
-----	---------------------------------	-----------

#### **Part 6 - Members' Allowances**

44.	<b>Members' Allowances</b>	311 - 322
45.	<b>Schedule 1 - Special Responsibility Allowances</b>	323 - 324
46.	<b>Schedule 2 - Approved Duties for Travel and Subsistence Allowances</b>	325 - 326
47.	<b>Schedule 3 - Approved Conferences</b>	327 - 328

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

48.	<b>Review, Revision, Suspension, Interpretation and Publication of the Constitution</b>	329 - 330
-----	---	-----------