

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:

		· ·
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 - 44
14.	Section 6 - Powers Exercisable by Officers	45 - 50
15.	Table 1 - Delegation to Officers	51 - 66
<u>Part</u>	3 - Overview & Scrutiny	
16.	Section 1 - Introduction	67 - 68
17.	Section 2 - Overview & Scrutiny Commission	69 - 70
18.	Section 3 - Overview & Scrutiny Panels	71 - 72
19.	Section 4 - Conduct of Proceedings	73 - 74
<u>Part</u>	4 - The Way in which the Council Operates	
20.	Section 1 - Introduction	75 - 76
21.	Section 2 - Principles of Decision Making	77 - 80
22.	Section 3 - Council Procedure Rules	81 - 98
23.	Annex - Scheme for Public Participation at Meetings of the Council	99 - 104
24.	Annex - Overview and Scrutiny Public Participation Scheme	105 - 108
25.	Annex - Guidance for Filming, Audio-Recording, Photographing and Using Social Media at Council and Committee Meetings	109 - 110
26.	Section 4 - Committee Procedure Rules	111 - 126
27.	Annex - Rules of debate diagram	127 - 128

28.	Section 5 - Access to Information Procedure Rules	129 - 140
29.	Section 6 - Budget and Policy Framework Procedure Rules	141 - 146
30.	Section 7 - Executive Procedure Rules	147 - 150
31.	Section 8 - Protocol for Executive Decision Making by Members under Executive Arrangements	151 - 158
32.	Section 9 - Overview & Scrutiny Procedure Rules	159 - 168
33.	Section 10 - Financial Regulations	169 - 242
34.	Section 11 - Contract Standing Orders	243 - 254
35.	Section 12 - Officer Employment Procedure Rules	255 - 260
36.	Section 13 - Code of Conduct for Members and Co-Opted Members	261 - 270
37.	Section 14 - Employees' Code of Conduct	271 - 282
38.	Section 15 - Member and Officer Protocol	283 - 296
39.	Section 16 - Protocol for Members in Dealing with Planning Matters	297 - 306
40.	Section 17 - Legal Proceedings Etc	307 - 308
41.	Section 18 - Leader and Chief Executive Protocol	309 - 312
<u>Part</u>	5 - Citizens and the Council	
42.	Citizens and the Council	313 - 314
<u>Part</u>	6 - Members' Allowances	
43.	Members' Allowances	315 - 326
44.	Schedule 1 - Special Responsibility Allowances	327 - 328
45.	Schedule 2 - Approved Duties for Travel and Subsistence Allowances	329 - 330
46.	Schedule 3 - Approved Conferences	331 - 332
	7 - Review, Revision, Suspension, Interpretation and Publication estitution	of the
47.	Review, Revision, Suspension, Interpretation and Publication of the Constitution	333 - 334