



# **Bracknell Forest Borough Council**

# **Constitution**

**April 2009**



## 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 Number**

#### **PART 1: The Structure of the Council**

<b>Section 1 – Overview</b>	1 - 1
<b>Section 2 – Members of the Council</b>	1 - 1
<b>Section 3 – The Council Meeting</b>	1 - 2
<b>Section 4 – The Executive</b>	1 - 3
<b>Section 5 – Regulatory and other Committees</b>	1 - 4
<b>Section 6 – The Standards Committee</b>	1 - 5
<b>Section 7 – Champions</b>	1 - 6
<b>Section 8 – Joint Arrangements</b>	1 - 7

**Section 9** – Officers Roles and Statutory Officer Functions 1 - 8

**PART 2: Responsibility for Decisions**

**Section 1** – Introduction 2 - 1

**Section 2** – Responsibility for Local Choice Functions 2 - 1

**Section 3** – Functions of the Council 2 - 3

**Section 4** – Responsibility for Non-Executive Functions 2 - 5

**Section 5** – Responsibility for Executive Functions 2 - 11

**Section 6** – Powers Exercisable by Officers 2 - 21

**Table 1** - Delegations to Officers 2 - 27

**PART 3: Overview and Scrutiny**

**Section 1** – Introduction 3 - 1

**Section 2** – Overview and Scrutiny Commission 3 - 1

**Section 3** – Overview and Scrutiny Panels 3 - 3

**Section 4** – Conduct of Proceedings 3 - 4

**PART 4: The Way in which the Council Operates**

**Section 1** – Introduction 4 - 1

**Section 2** – Principles of Decision Making 4 - 3

**Section 3** – Council Procedure Rules 4 - 4

**Annex** - Scheme for Public Participation at Meetings of the Council 4 - 19

**Section 4** – Access to Information Procedure Rules 4 - 24

**Section 5** – Budget and Policy Framework Procedure Rules 4 - 34

**Section 6** – Executive Procedure Rules 4 - 40

**Section 7** – Protocol for Execution Decision Making by  
Members Under Executive Arrangements 4 - 43

**Section 8** – Overview and Scrutiny Procedure Rules 4 - 55

**Section 9** – Financial Regulations 4 - 63

<b>Section 10</b> – Contract Standing Orders	4 - 135
<b>Section 11</b> – Officer Employment Procedure Rules	4 - 146
<b>Section 12</b> – Members’ Code of Conduct	4 - 151
<b>Section 13</b> – Officers’ Code of Conduct	4 - 159
<b>Section 14</b> - Member and Officer Protocol	4 - 168
<b>Section 15</b> – Protocol for Members in Dealing with Planning Matters	4 - 180
<b>Section 16</b> – Legal Proceedings Etc	4 – 188
<b>PART 5:      Citizens and the Council</b>	<b>5 - 1</b>
<b>PART 6:      Members Allowances</b>	<b>6 – 1</b>
<b>Schedule 1</b> - Special Responsibility Allowances	6 – 9
<b>Schedule 2</b> - Approved Duties for Travel and Subsistence Allowances	6 – 11
<b>Schedule 3</b> - Pension Policy Framework for Councillors	6 – 12
<b>Schedule 4</b> - Approved Conferences	6 - 13
<b>PART 7:      Review, Revision, Suspension, Interpretation and                     Publication of the Constitution</b>	<b>7 - 1</b>