

North West Leicestershire will be a place where people and businesses feel they belong and are proud to call home

Council Constitution

Revised: Tuesday, 21 November 2017

THE COUNCIL'S CONSTITUTION

Part 1: Summary and Explanation	1 - 5
Part 2: Articles of the Constitution	6
Article 1 The Constitution	7
Article 2 Members of the Council	8 - 9
Article 3 Citizens and the Council	10 - 11
Article 4 The Council	12 - 13
Article 5 Chairing the Council	14
Article 6 Scrutiny	15
Article 7 The Cabinet	16 - 18
Article 8 Regulatory and other Bodies	19
Article 9 The Audit and Governance Committee	20
Article 10 Area Committees and Forums	21
Article 11 Joint Arrangements	22 - 24
Article 12 Officers	25 - 28
Article 13 Decision Making	29 - 31
Article 14 Finance, Contracts and Legal Matters	32
Article 15 Review and Revision of the Constitution	33
Article 16 Suspension, Interpretation and Publication of the Constitution	34
Schedule 1 Description of Executive Arrangements	35
Part 3: Responsibility for Functions	36
Section 1 Introduction	37

Section 2	Council Functions	38 - 40
Section 3	Responsibility for Local Choice Functions	41 - 42
Section 4	Responsibility for Executive Arrangements	43 - 49
Section 5	Bodies Exercising Council Functions	50 - 67
Section 6	Advisory Bodies and Working Parties	68
Section 7	Scheme of Delegation to Staff- Council and Executive Functions	69 - 85
Section 8	Proper Officer Designations	86 - 91
Part 4: Rules of Procedure		92
4.1	Council Procedure Rules	93 - 110
4.2	Members' Substitute Scheme	111 - 113
4.3	Access to Information Procedure Rules	114 - 134
4.4	Budget and Policy Framework Procedure Rules	135 - 142
4.5	Executive Procedure Rules	143 - 148
4.6	Scrutiny Procedure Rules	149 - 155
4.7	Contract Procedure Rules	156 - 173
4.8	Financial Procedure Rules (Financial Regulations)	174 - 198
4.9	Officer Employment Procedure Rules	199 - 206
Part 5: Codes and Protocols		207
5.1	Code of Conduct of North West Leicestershire District Council	208 - 216
5.2	Protocol on Member/Officer Relations	217 - 227
5.3	Employee Code of Conduct	228 - 234
5.4	Planning Code of Conduct	235 - 253
5.5	Licensing Code of Conduct	254 - 262

5.6	Procedure and Resolution of Dispute/Conflict Between Officers and Members	263 - 264
5.7	Outline Roles and Responsibilities for Councillors	265 - 269
5.8	Monitoring Officer Protocol	270 - 276
Part 6: Members' Allowance Scheme		277 - 283
Part 7: Member Structure		284 - 285
Part 8: Departmental Structure		286 - 287
Part 9: Glossary of Common Terms		288 - 296