

Council Constitution

Revised: Tuesday, 15 May 2018

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 - 70
Section 6	Advisory Bodies and Working Parties	71
Section 7	Scheme of Delegation to Staff- Council and Executive Functions	72 - 88
Section 8	Proper Officer Designations	89 - 94
Part 4: Rules of Procedure		95
4.1	Council Procedure Rules	96 - 113
4.2	Members' Substitute Scheme	114 - 116
4.3	Access to Information Procedure Rules	117 - 137
4.4	Budget and Policy Framework Procedure Rules	138 - 145
4.5	Executive Procedure Rules	146 - 151
4.6	Scrutiny Procedure Rules	152 - 158
4.7	Contract Procedure Rules	159 - 176
4.8	Financial Procedure Rules (Financial Regulations)	177 - 201
4.9	Officer Employment Procedure Rules	202 - 209
Part 5: Codes and Protocols		210
5.1	Code of Conduct of North West Leicestershire District Council	211 - 219
5.2	Protocol on Member/Officer Relations	220 - 230
5.3	Employee Code of Conduct	231 - 237
5.4	Planning Code of Conduct	238 - 257
5.5	Licensing Code of Conduct	258 - 266

5.6	Procedure and Resolution of Dispute/Conflict Between Officers and Members	267 - 268
5.7	Outline Roles and Responsibilities for Councillors	269 - 273
5.8	Monitoring Officer Protocol	274 - 280
Part 6: Members' Allowance Scheme		281 - 287
Part 7: Member Structure		288 - 289
Part 8: Departmental Structure		290 - 291
Part 9: Glossary of Common Terms		292 - 300