

Council Constitution

Revised: Tuesday, 26 February 2019

THE COUNCIL'S CONSTITUTION

Part 1: Sun	nmary 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		

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 - 48
Section 5	Bodies Exercising Council Functions	49 - 72
Section 6	Advisory Bodies and Working Parties	73
Section 7	Scheme of Delegation to Staff- Council and Executive Functions	74 - 90
Section 8	Proper Officer Designations	91 - 96
Part 4: Rules of Procedure		97
4.1	Council Procedure Rules	98 - 115
4.2	Members' Substitute Scheme	116 - 118
4.3	Access to Information Procedure Rules	119 - 139
4.4	Budget and Policy Framework Procedure Rules	140 - 147
4.5	Executive Procedure Rules	148 - 153
4.6	Scrutiny Procedure Rules	154 - 161
4.7	Contract Procedure Rules	162 - 180
4.8	Financial Procedure Rules (Financial Regulations)	181 - 205
4.9	Officer Employment Procedure Rules	206 - 213
Part 5: Codes and Protocols		214
5.1	Code of Conduct of North West Leicestershire District Council	215 - 223
5.2	Protocol on Member/Officer Relations	224 - 234
5.3	Employee Code of Conduct	235 - 241
5.4	Planning Code of Conduct	242 - 261

5.5	Licensing Code of Conduct	262 - 270
5.6	Procedure and Resolution of Dispute/Conflict Between Officers and Members	271 - 272
5.7	Outline Roles and Responsibilities for Councillors	273 - 277
5.8	Monitoring Officer Protocol	278 - 284
Part 6: Members' Allowance Scheme		285 - 291
Part 7: Member Structure		292 - 293
Part 8: Departmental Structure		294 - 295
Part 9: Glossary of Common Terms		296 - 304