
THE CONSTITUTION
PART 1 – SUMMARY AND EXPLANATION (coloured BLUE)
PAGE

Summary and Explanation	1.1
The Council's Constitution	1.1
What's in the Constitution?	1.1
The Articles of the Constitution	1.1
Delegated Powers	1.2
Procedure Rules for the Operation of the Constitution	1.2
Protocols relating to Member and Officer Codes of Conduct and Member / Officer relations	1.2
Members Allowance Scheme	1.2
Management Structure	1.2
How Decisions are Made	1.2
Overview and Scrutiny	1.3
The Council's Staff	1.3
Citizen's Rights	1.3
Cabinet and Committee Structure	1.4

PART 2 – ARTICLES OF THE CONSTITUTION (coloured PEACH)

Article 1 - The Constitution	2.1
Powers of the Council	2.1
The Constitution	2.1
Purpose of the Constitution	2.1
Interpretation and Review of the Constitution	2.2
Article 2 - Members of the Council	2.3
Composition and Eligibility	2.3
Election and Terms of Councillors	2.3
Roles and Functions of all Councillors	2.3
Conduct	2.4
Allowances	2.4
Article 3 - Citizens and the Council	2.5
Citizens' Rights	2.5
Citizens' Responsibilities	2.5
Article 4 - The Full Council	2.6
Meanings	2.6
Functions of the Full Council	2.7
Council Meetings	2.7
Article 5 - Chairing the Council	2.8
Role and Function of the Chairman	2.8
Article 6 - Overview and Scrutiny Committees	2.9
General Role	2.9
Scrutiny of Individual Decisions	2.9
Proceedings of the Overview and Scrutiny Committees.....	2.9

Article 7 - The Executive	2.10
Role	2.10
Form and Composition	2.10
Leader	2.10
Deputy Leader	2.10
Other Executive Members	2.11
Proceedings of the Executive	2.11
Article 8 - Committees	2.12
Article 9 - The Standards Committee	2.13
Standards Committee	2.13
Composition	2.13
Article 10 - Area Committees and Forums	2.15
Area Committees and Forums	2.15
Article 11 - Joint Arrangements	2.16
Arrangements to Promote Well Being	2.16
Joint Arrangements	2.16
Access to Information	2.16
Delegation to and from Other Local Authorities	2.17
Contracting Out	2.17
Article 12 – Officers	2.18
Management Structure	2.18
Functions of the Head of Paid Service	2.19
Functions of the Monitoring Officer	2.19
Functions of the Chief Finance Officer	2.20
Functions of the Head of Legal Services	2.21
Duty to Provide Sufficient Resources to the Head of Paid Service, Monitoring Officer and Chief Finance Officer	2.20
Article 13 - Decision Making	2.21
Responsibility for Decision Making	2.21
Principles of Decision Making	2.21
Key Decisions	2.21
Decision Making by Council Bodies Acting as Tribunals	2.21
Article 14 - Finance, Contracts and Legal Matters	2.22
Financial Management	2.22
Contracts	2.22
Legal Proceedings	2.22
Authentication of Documents	2.22
Common Seal of the Council	2.22
Sealing of Documents	2.22
Article 15 - Review and Revision of the Constitution	2.24
Duty to Monitor and Review the Constitution	2.24
Changes to the Constitution	2.24

Article 16 - Suspension, Interpretation and Publication of the Constitution	2.25
Suspension of the Constitution	2.25
Interpretation	2.25
Publication	2.25

PART 3 – DELEGATED POWERS (coloured GREEN)

Protocol for the Use of Delegated Powers	3.1
Part A – The Council	3.6
Part B – The Leader and Cabinet	
The Leader	3.11
The Cabinet	3.13
Part C – Common to All Portfolio Holders	3.15
Part D – Portfolio Holders	
Benefits and Revenues	3.21
Customer and Central Services.....	3.25
Environment	3.30
Finance and Asset Management.....	3.39
Housing	3.42
Planning	3.55
Regeneration	3.60
Technical Services	3.62
Tourism and Community Life	3.66
Part E – Common to All Committees (Excluding Overview and Scrutiny)	3.72
Part F – Committees (Excluding Overview and Scrutiny)	
Audit	3.77
Council Tax	3.80
Planning	3.81
Human Resources.....	3.88
Licensing.....	3.92
Regulatory	3.94
Standards	3.102
Referrals Sub-Committee	3.104
Review Sub-Committee	3.105
Hearing Sub-Committee	3.106
Part G – Overview and Scrutiny Committees	3.107
Part H – Sub-Committees	
Appeals	3.109
Licensing (General Purposes).....	3.110
Premises/Personal Licences.....	3.114
Representative of the Sole Member of Tendring Regeneration Limited	3.118

PART 4 – COUNCIL PROCEDURE RULES (coloured YELLOW)

Annual Meeting of the Council	4.1
Ordinary Meetings of the Council	4.2
Extraordinary Meetings of the Council	4.3
Appointment of Substitute Members of Committees and Sub-Committees etc	4.4
Time and Place of Meetings.....	4.5
Notice of and Summons to Meetings	4.5
Attendance at Meetings	4.5
Chairing of Meetings	4.6
Quorum	4.6
Duration of Meeting	4.6
Meetings of Committees	4.6
Sub-Committees and Working Parties	4.7
Consideration of Urgent Items by Committees, Sub-Committees and Working Parties	4.7
Questions by the Public	4.7
Questions by Members	4.9
Motions on Notice	4.11
Motions Without Notice	4.12
Motions Not Permitted	4.13
Motions or Questions Affecting Persons Employed by the Council	4.13
Rules of Debate	4.13
State of Tending Statement	4.17
Previous Decisions and Motions	4.17
Voting	4.17
Minutes	4.18
Record of Attendance	4.18
Exclusion of Public	4.18
Members' Conduct	4.18
Disturbance by Public	4.19
Suspension and Amendment of Council Procedure Rules	4.19
Resignation of Chairmanship etc	4.20
Casual Vacancies etc	4.20
Application to Committees and Sub-Committees	4.20
Interpretation of Procedure Rules	4.20
Scheme to permit members of the public to speak at meetings of the Development Control Committee.....	4.20
Petitions	4.21
Minor Amendments of Guidance.....	4.21

PART 5 – RULES OF PROCEDURE (coloured CREAM)

Access to Information Procedure Rules	5.1
Scope	5.1
Additional Rights to Information	5.1
Rights to Attend Meetings	5.1
Notices of Meetings	5.1
Access to Agenda and Reports before the Meeting	5.1
Supply of Copies	5.1
Access to Minutes etc After the Meeting	5.1

Background Papers	5.2
Summary of Public's Rights	5.2
Exclusion of Access by the Public to Meetings	5.2
Exclusion of Access by the Public to Reports	5.5
Application of Rules to the Executive	5.5
Procedure Before Taking Key Decisions	5.6
The Forward Plan	5.6
General Exception	5.7
Special Urgency	5.8
Report to Council	5.8
Record of Decisions	5.9
Executive Meetings Relating to Matters Which are Not Key Decisions	5.9
Notice of Private Meetings of the Executive	5.9
Attendance at Private Meetings of the Executive	5.9
Decisions by Individual Members of the Executive	5.9
Overview and Scrutiny Committees - Access to Documents	5.10
Additional Rights of Access for Members	5.10
Budget and Policy Framework Procedure Rules	5.12
Framework for Executive Decisions	5.12
Process for Developing the Policy Framework	5.12
Process for Developing the Budget	5.14
Submission of Budget Proposals before 8 th February	5.15
Decisions Outside the Budget and Policy Framework	5.15
Urgent Decisions Outside the Budget and Policy Framework	5.16
Virement	5.16
In-Year Changes to Policy Framework	5.17
Call-in of Decisions Outside the Budget or Policy Framework	5.17
Executive Procedure Rules	5.19
How does the Executive Operate?	5.19
How are Executive Meetings Conducted?	5.20
Overview and Scrutiny Procedure Rules	5.24
Overview and Scrutiny Committees	5.24
Membership.....	5.24
Co-optees.....	5.24
Meetings of the Committees	5.24
Quorum	5.24
Chairmen	5.24
Work Programme	5.25
Agenda Items	5.25
Councillor Call for Action	5.25
Policy Review and Development	5.25
Reports from a Committee	5.26
Scrutiny of Proposed Decisions	5.26
Rights of Members to Documents	5.27
Members and Officers Giving Account	5.27
Attendance by Others	5.27
Call-in	5.28
Procedure at Committee Meetings	5.30

Financial Procedure Rules	5.32
Introduction	5.32
Definitions	5.32
Responsibilities	5.33
Financial Planning and Budget Approval	5.34
Authority to incur Expenditure	5.35
Changes to Budgets after approval by Council	5.36
Financial management of budgets during the year	5.43
Final Accounts, Out-turn Report and Statement of Accounts	5.44
Financial Administration	5.45
Write-offs of Sums due to the Council	5.50
Insurance... ..	5.52
Inventories, Stocks and Stores	5.53
Banking Arrangements	5.55
Investments, loans and borrowings	5.55
Land and Property transactions	5.57
External Funding	5.57
Proceeds of Crime Act 2002	5.57
State Aid.....	5.58
Property Dealing Policy	5.60
Negotiation of Property Deals.....	5.60
Procedure for Property Disposal	5.60
Procedure for Property Acquisition.....	5.62
Procurement Procedure Rules	5.65
Preambles.....	5.65
Official Order Rules	5.68
Central Purchasing Rules	5.70
Quotation Rules.....	5.72
Tender Rules	5.75
Other Contract Rules.....	5.81
Officer Employment Procedure Rules	5.82
Recruitment and Appointment	5.82
<u>PART 6 – CODES AND PROTOCOLS (coloured GREY)</u>	
Members' Code of Conduct	6.1

PART 7 – MEMBERS’ ALLOWANCES SCHEME (coloured LILAC)

Members’ Allowances Scheme 7.1
Introduction 7.1
Structure of the Scheme 7.1
Claims and Payments 7.4
Approved Duties 7.6
Applications of the Scheme 7.6
Councillors’ Schedule of Commitment 7.7
Schedule of Allowances 7.8

APPENDIX – COMMITTEES (coloured WHITE)

Committees..... App. 1