



## **CONSTITUTION**

**Adopted by the Council on 11 April 2012**

## LIST OF REVISIONS

As the constitution is a living document, it is reviewed and updated periodically to reflect decisions of the Council and its Committees. The updated sections are listed below together with the date the changes were made.

<b>Update Date</b>	<b>Sections Updated</b>
<b>March 2013</b>	<p>Part 3 – Assignment of Responsibilities.</p> <p>Part 2, Article 8. Standards Committee.</p> <p>Part 4, Rules of Procedure, Standing Orders: Interpretation</p> <p>Standing Orders: Standing Order 10; Standing Order 26; Standing Order 30; Standing Order 38; Standing Order 39; Standing Order 56A; Standing Order 76; Standing Order 77; Standing Order 80; Standing Order 93; Standing Order 103; Standing Order 104.</p> <p>Part 4 (3) - Budget and Policy Framework.</p> <p>Part 4 (5) - Officer Employment Procedure Rules.</p> <p>Part 5 (C) - Member Support Protocol.</p>
<b>March 2013</b>	<p>Part 2, Article 9 – Inclusion of section 9.7, Policy on Working with Third Sector Organisations.</p>
<b>May 2013</b>	<p>Part 5 (K) – Attendances at Conferences, etc.</p>
<b>August 2013</b>	<p>Part 5 (A) – Members’ Code of Conduct / Officers’ Code of Conduct.</p> <p>Part 5 (G) – Gifts and Hospitality.</p> <p>Part 5 (J) – Protocol for Members and Officers involved in Partnerships.</p>
<b>November 2013</b>	<p>Part 4, Rules of Procedure, Standing Orders: Standing Order 161.</p> <p>Part 4 (4) Financial Regulations.</p>
<b>April 2014</b>	<p>Part 1 – Summary and Explanation.</p> <p>Part 2 – Articles of the Constitution: Article 2; Article 3; Article 4; Article 5; Article 6; Article 8; Article 9; Article 10; Article 14.</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation.</p> <p>Part 4 – Rules of Procedure, Standing Orders: Interpretation.</p> <p>Standing Orders: Standing Order no. 7; Standing Order no. 8; Standing Order no. 22; Standing Order no. 23 – Deleted; Standing Order no. 30; Standing Order no. 35; Standing Order no. 37; Standing Order no. 38; Standing Order no. 39; Standing Order no. 40; Standing Order no. 41; Standing Order no. 45; Standing Order no. 46; Standing Order no. 51; Standing Order no. 54/55 – Merged to consolidate disorderly conduct provisions within one Standing Order; Standing Order no. 55 left vacant; Standing Order no. 67/68 – Merged to consolidate provision for Petitions and</p>

	<p>memorials within one Standing Order; Standing Order no. 68 left vacant. Standing Order no. 70/71 – Merged to consolidate provisions for deputations within one Standing Order; Standing Order no. 71 left vacant; Standing Order no. 73; Standing Order no. 76; Standing Order no. 77; Standing Order no. 78; Standing Order no. 79; Standing Order no. 80; Standing Order no. 81; Standing Order no. 82; Standing Order no. 83; Standing Order no. 86; Standing Order no. 87; Standing Order no. 101; Standing Order no. 105.</p> <p>Section 2 – Access to Information Procedure Rules: Clause 7 (c).</p> <p>Section 5 – Officer Employment Procedure Rules: Clause 4.</p> <p>Section 6 – Standards Committee Determinations Rules: Interpretation.</p> <p>Part 5 – Codes and Protocols: Section (C) Member Support Protocol – Clause 5.1; Appendix A. Section (K) Attendances at Conferences, etc.</p> <p>Part 6 – Members’ Allowances Scheme: Inclusion of revisions effective from 1<sup>st</sup> April 2014. New Appendix A1; Appendix B; Appendix C.</p>
<b>June 2014</b>	<p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order no. 129; Standing Order no. 136; Standing Order no. 139; Standing Order no. 142; Standing Order no. 146; Standing Order no. 147; Standing Order no. 148; Standing Order no. 149; Standing Order no. 151.</p>
<b>December 2014</b>	<p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order no. 129; Standing Order no. 135.</p>
<b>August 2015</b>	<p>Part 2 – Articles of the Constitution: Article 2 – Members of the Council – Section 2.1 (a); Section 2.6. Article 6 – The Executive – Section 6.2; Section 6.7. Article 9 – Joint Arrangements – Section 9.6. Article 13 – Review and Revision of the Constitution - Section 13.2 (a).</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation.</p> <p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order No. 16; Standing Order No. 25; Standing Order No. 26; Standing Order No. 32; Standing Order No. 35; Standing Order No. 48; Standing Order No. 56A; Standing Order No. 60; Standing Order No. 61; Standing Order No. 65; Standing Order No. 77; Standing Order No. 78; Standing Order No. 80; Standing Order No. 81; Standing Order No. 82; Standing Order No. 90; Standing Order No. 92; Standing Order No. 95; Standing Order No. 97; Standing Order No. 98; Standing Order No. 114; Standing Order No. 125; Standing Order No. 134; Standing Order No. 136; Standing Order No. 139; Standing Order No. 142; Standing Order No. 143. Section (4) Financial Regulations.</p> <p>Part 5 – Codes and Protocols: Section (C) Members Support Protocol: Clause 5.1. Section (J) Protocol for Members and Officers involved in Partnerships: Clause 1.3. Section (L) Procedure for dealing with Government Consultation Documents.</p>
<b>October 2015</b>	<p>Part 5 (K) – Attendances at Conferences, etc.</p>

<p><b>April 2016</b></p>	<p>In line with the changes to the Chief Officers Management Structure the following titles have been changed throughout the whole of the document: "Borough Treasurer" changed to "Director of Finance". "Borough Treasurer's Department" changed to "Finance Department". "Borough Engineer and Surveyor" changed to "Director of Housing and Property" or "Director of Environment and Regeneration" where applicable. Any references to the number of Chief Officers have been updated throughout the whole document. "Assistant Borough Engineer" changed to "Assistant Chief Officer (Environment)". "Assistant Chief Officer (Corporate and Development)" changed to "Assistant Chief Officer (Regeneration)". "Head of ICT" changed to "Assistant Chief Officer (Digital &amp; Information)". Due to the vacant Assistant Chief Executive post not being re-filled, any references to the "Assistant Chief Executive" have been deleted throughout the whole document. Following the dissolution of the Douglas Development Partnership any reference to the "Douglas Development Partnership" has been deleted throughout the whole of the document.</p> <p>Part 1 – Summary and Explanation.</p> <p>Part 2 – Articles of the Constitution: Article 10; Article 11.</p> <p>Part 3 – Responsibility of Functions and Scheme of Delegation.</p> <p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order 72; Standing Order 73; Standing Order 113. Section (5) Officer Employment Procedure Rules.</p> <p>Part 5 – Codes and Protocols: Section (C) Member Support Protocol; Section (F) Complaints Procedure; Section (I) Internet, Intranet and E-mail Code of Practice.</p> <p>Part 6 – Members' Allowance Scheme.</p> <p>Part 7 – Management Structure.</p>
<p><b>October 2016</b></p>	<p>Part 4 – Rules of Procedure: Section (4) Financial Regulations.</p>
<p><b>June 2017</b></p>	<p>Part 4 – Council Procedure Rules (Standing Orders): Standing Order No. 83.</p>
<p><b>July 2017</b></p>	<p>Part 5 – Codes and Protocols: Section (K) Attendance at Conferences, etc.</p>
<p><b>October 2017</b></p>	<p>Part 4 – Rules of Procedure: Section (4) Financial Regulations.</p>
<p><b>November 2017</b></p>	<p>Part 5 – Codes and Protocols: Section (H) Anti-Fraud and Corruption Policy.</p>
<p><b>January 2018</b></p>	<p>New Section: Part 5 – Codes and Protocols. Section (M) Media Contact Policy.</p>

<p><b>December 2018</b></p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 129; Standing Order no. 136; Standing Order no. 139; Standing Order no. 142; Standing Order no. 146; Standing Order no. 147; Standing Order no. 148; Standing Order no. 149; Standing Order no. 151; Standing Order no. 161.</p> <p>Part 4 – (4) Financial Regulations.</p>
<p><b>January 2019</b></p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 46.</p>
<p><b>March 2019</b></p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 56A.</p>
<p><b>April 2019</b></p>	<p>Part 4 – Rules of Procedure</p> <p>Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 90.</p>
<p><b>August 2019</b></p>	<p>Part 5 – Codes and Protocols: Section (K) Attendance at Conferences, etc.</p>
<p><b>November 2020</b></p>	<p>The terms “Town Clerk,” “Head of Paid Service” and “Establishment Officer” have been deleted and replaced with “Chief Executive” wherever they appear throughout the Constitution.</p> <p>“Housing Committee” replaced with “Housing and Property Committee” wherever it appears.</p> <p>References to “Policy Advisory Committees” deleted and replaced with “Committees” throughout.</p> <p>Part 1 – Summary and Explanation.</p> <p>Part 2 – Articles of the Constitution: Article 4; Article 5; Article 6; Article 8; Article 9; Article 10; Article 11; Article 12; Article 13.</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation: Table of Assignments and Responsibilities by Council and Committee.</p> <p>Part 4 – Rules of Procedure, Standing Orders: (1) Introduction. (2) Standing Orders: Standing Order no. 10; Standing Order no. 20; Standing Order no. 24; Standing Order no. 25; Standing Order no. 31; Standing Order no. 32, Standing Order no. 33; Standing Order no. 36; Standing Order no. 63; Standing Order no. 72; Standing Order no. 73; Standing Order no. 83; Standing Order no. 87; Standing Order no. 90; Standing Order no. 98; Standing Order no. 108; Standing Order no. 110; Standing Order no. 113; Standing Order no. 114; Standing Order no. 120; Standing Order no. 123; Standing Order no. 134; Standing Order no. 136; Standing Order no. 140; Standing Order no. 142; Standing Order no. 149.</p> <p>Part 4 – Rules of Procedure: Section (4) Financial Regulations.</p>

	<p>Part 4 – Rules of Procedure: Section (5) Officer Employment Procedure Rules.</p> <p>Part 5 – Codes and Protocols: Section (B) Protocol for Member / Officer Relations.</p> <p>Part 7 – Management Structure.</p>
<b>August 2021</b>	<p>Part 2 – Articles of the Constitution: Article 8 – The Standards Committee.</p> <p>Part 3 – Responsibility for Functions and Scheme of Delegation: Appendix A.</p> <p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 77; Standing Order no. 80; Standing Order no. 81.</p> <p>Part 5 – Codes and Protocols: Section (K) Attendance at Conferences, etc.</p> <p>Part 7 – Management Structure.</p>
<b>March 2022</b>	<p>Part 4 – Rules of Procedure: Section (1) Council Procedure Rules (Standing Orders): Standing Order no. 7; Standing Order no. 90.</p> <p>Part 5 – Codes and Protocols: Section (C) Member Support Protocol: Committee Report template and guidance notes updated and table of officers who attend Committee meetings updated.</p>

# CONSTITUTION OF THE COUNCIL

## Contents

### List of Revisions

#### Part 1 - Summary and Explanation

#### Part 2 - Articles of the Constitution

Article 1 - The Constitution

Article 2 - Members of the Council

Article 3 - The Public and the Council

Article 4 - The Full Council

Article 5 - Chairing the Council

Article 6 - The Executive Committee

Article 7 - Regulatory and other committees

Article 8 - The Standards Committee

Article 9 - Joint Arrangements

Article 10 - Officers

Article 11 - Decision Making

Article 12 - Finance, Contracts and Legal Matters

Article 13 - Review and Revision of the Constitution

Article 14 - Suspension, Interpretation and Publication of the Constitution

#### Part 3 - Responsibility for Functions and Scheme of Delegation

Responsibility for Functions and Scheme of Delegation

#### Part 4 - Rules of Procedure

(1) Council Procedure Rules (Standing Orders)

(2) Access to Information Procedure Rules

(3) Budget and Policy Framework Procedure Rules

(4) Financial Regulations

(5) Officer Employment Procedure Rules

(6) Standards Committee Determinations Procedure Rules

## **Part 5 - Codes and Protocols**

- (A) Members' Code of Conduct / Officers' Code of Conduct
- (B) Protocol for Member / Officer Relations
- (C) Member Support Protocol
- (D) Whistleblowing Code
- (E) Protocol for Monitoring and Review of Constitution
- (F) Complaints Procedure
- (G) Gifts and Hospitality – A Protocol for Members
- (H) Anti-Fraud and Corruption Policy
- (I) Internet, Intranet and E-mail Code of Practice
- (J) Protocol for Members and Officers involved in Partnerships
- (K) Attendance at Conferences, etc.
- (L) Procedure for dealing with Government Consultation Documents
- (M) Media Contact Policy

## **Part 6 - Members' Allowance Scheme**

Members' Allowance Scheme

## **Part 7 - Management Structure**

Management Structure