

Proposed Contents and Structure of the New Constitution

Part	Title	Contents
1	Introduction, summary and explanation	<p>Sets out an overall view of how the Council operates, what rights members of the public have and what the key parts of the Constitution cover.</p> <p>Links through from this part direct to all other parts referenced</p>
2	Responsibility for Functions	<p>Sets out the way in which functions have been allocated and which decision-making body/person within the Council has responsibility for making those functions.</p> <ul style="list-style-type: none"> (A) Diagrammatic explanation of member decision making bodies (accesses through a live link so it is always up to date) (B) Council (*including explanation of Local Choice Functions) (C) Cabinet (*including Joint arrangements/ASDVs) (D) Committees (*including joint arrangements/ASDVs) (E) Officer delegations (*including Proper Officer provisions and a Diagram of officer structure/council management to explain roles of senior officers accessed through a live link so it is always up to date) <p>Formats will be consistent throughout with links to other relevant parts of the constitution and to other relevant documents e.g. links from the Planning Committee arrangements direct to relevant rules of procedure, planning protocol etc.</p>
3	Rules of Procedure	<p>Sets out the procedural rules relating to all Council activities grouped into the following sections</p> <ul style="list-style-type: none"> (A) Rules of debate at meetings (B) Access to documents and information (C) Finance rules (D) Contract rules (E) Employment rules

Part	Title	Contents
4	Codes and Protocols	<p>Sets out codes and protocols covering members' and officers' conduct including</p> <ul style="list-style-type: none"> • Member Code of Conduct • Officer Code of Conduct • Member/officer protocol • Whistleblowing policy
5	Members' Allowances Scheme	Members' Allowance Scheme
6	Index and Glossary	Index, definitions, acronyms

Note: Options are suggested in the main body of the report in respect of those matters highlighted above.