



CHESHIRE EAST COUNCIL CONSTITUTION

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| Date | Version | Author | Summary of amendments made |
|----------|---------|-------------|---|
| 15.03.21 | 1 | J Barnes BB | Update |
| 22.03.21 | 2 | J Barnes BB | Update s151 to CFO; check Glossary words/expressions are in the Constitution and update |
| 23.03.21 | 3 | D Brown CEC | |
| 08.04.21 | 4 | J Barnes BB | Updated following receipt of councillor comments and Constitution Committee on 6 April |
| 01.05.21 | 5 | J Barnes BB | Updated following Constitution Committee on 29 April and Officer comments |
| 24.08.21 | 6 | V Barman BB | Updated Glossary at Chpt 6, inclusion of current Members' Allowances Scheme at Chpt 5 |
| 09.09.21 | 7 | V Barman BB | Updated to include revised Chpt 7 drafted by CEC Democratic Services Manager, inclusion of current Members' Allowances Scheme at Chpt 5 |
| 22.09.21 | 8 | V Barman BB | Updated following Constitution Committee meetings of 15 and 22 September |
| 13.10.21 | 9 | V Barman BB | Updated following Constitution Committee meetings of 6 and 13 October |
| 27.10.21 | 10 | V Barman BB | Updated following Constitution Committee meeting of 21 October |
| 16.12.21 | 11 | V Barman BB | Approved Full Council 15 December 2021 |
| 01.03.22 | 12 | V Barman BB | Updated Councillor/Officer Protocol and Supporting Documents List following Constitution Committee meeting of 26 January 2022 |

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Chapter 4

Codes and Protocols

This part of the Constitution covers the following areas:

| Part | Title | Contents |
|------|--|--|
| 1 | Councillor Code of Conduct Councillor Code of Conduct | This part sets out the ways in which Councillors must conduct themselves. It covers such things as: <ul style="list-style-type: none"> • General obligations • Registering and declaring interests • Pre-determination and bias |
| 2 | Officer Code of Conduct | This part sets the ways in which all employees of the Council must conduct themselves. It covers such things as: <ul style="list-style-type: none"> • The Values of the Council • The Council's Core Principles • The Council's Core Standards • Additional standards relevant to particular groups of employees • Guidance on compliance with the Code • Associated forms and referral points |
| 3 | Councillor / Officer Protocol | This Protocol is to guide Councillors and Officers in their relations with one another in such a way as to ensure the smooth running of the Council. |
| 4 | Planning Code of Conduct | An additional Code of Conduct for Councillors on Planning matters |
| 5 | Whistleblowing Policy | Although not a formal part of the Council's Constitution, it is considered useful to provide a link to the Whistleblowing Policy in this document. |

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Chapter 4 – Part 1

Councillor Code of Conduct

- 1 Cheshire East Council has adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the authority and its Councillors and co-opted Members (referred to collectively in this Code as “Members”).
- 2 The Code has been adopted under the Localism Act 2011 and is based on the following core principles of public life:
 - 2.1 Selflessness
 - 2.2 Integrity
 - 2.3 Objectivity
 - 2.4 Accountability
 - 2.5 Openness
 - 2.6 Honesty
 - 2.7 Leadership
- 3 The Code sets out general obligations about the standards of conduct expected of Members and co-opted Members of the authority, together with provisions about registering and declaring interests.

General obligations

- 4 Whenever you are acting as a Member or co-opted Member of this authority you must act in accordance with the following obligations:

Selflessness

- 4.1 You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

Integrity

- 4.2 You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

Objectivity

- 4.3 When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- 4.4 You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the authority's officers, into consideration.
- 4.5 You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Accountability

- 4.6 You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including appropriate scrutiny by local residents.

Openness

- 4.7 You must be open and transparent where possible about your decisions and actions and the decisions and actions of your authority. You should be prepared to give reasons for those decisions and actions.

Honesty

- 4.8 You must declare any personal, pecuniary and non-pecuniary interests that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Part 2 below.
- 4.9 You must only use or authorise the use of the authority's resources in accordance with the authority's requirements. You must, when using or authorising the use of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity in force from time to time.

Leadership

- 4.10 You must promote and support high standards of conduct when serving as a Member of the authority, by leadership and example, championing the interests of the community.
- 4.11 You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

Respect for Others

- 4.12 You must treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy, essential to good local government.
- 4.13 You must not:
- (i) do anything which may cause your authority to breach any equality laws
 - (ii) compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the authority
 - (iii) bully¹ any person, including other Councillors, officers of the authority or members of the public
 - (iv) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct.

Information

- 4.14 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except² where:
- (i) you have the written consent of a person authorised to give it
 - (ii) you are required by law to do so
 - (iii) the disclosure is made to a professional third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person, or
 - (iv) the disclosure is reasonable, in the public interest; and made in good faith and in compliance with the reasonable requirements of the authority.

¹ "Bullying" may be characterised as offensive, intimidating, malicious, insulting or humiliating behaviour and includes "cyber bullying". It may happen once or be part of a pattern of behaviour. It can be contrasted with the legitimate challenges a member may make in challenging policy or scrutinising performance. You may challenge others as to why they hold their views but must take care to raise issues in the appropriate forum and in an appropriate way. Ideas and policies may be robustly criticised but individuals should not be subject to unreasonable or excessive personal attack.

² It is your responsibility to ensure that any judgement you make in relying on any exception will stand up to rigorous objective scrutiny. In the case of any doubt advice should be sought from the Monitoring Officer or an independent qualified legal advisor.

- 4.15 You must not prevent another person from gaining access to information to which that person is entitled by law.

Gifts and Hospitality

- 4.16 You must within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a Member from any person or body other than the Authority. The Monitoring Officer will place your notification on a public register of gifts and hospitality which will be made available on the Council's website.

Registering and Declaring Interests

Registering and Declaring Interests – General Requirements

- 5 You must, within 28 days of:
- 5.1 the adoption of this Code
 - 5.2 taking office as a Member
 - 5.3 becoming aware of any new interest not already registered
 - 5.4 becoming aware of any change to any interest already registered
- notify the monitoring officer in writing of any disclosable pecuniary interest, or other type of interest as defined by this Code.
- 6 If you become aware of any such interest not already registered (or the subject of pending notification) during the course of any meeting of the authority at which you are in attendance then you must disclose the interest to the meeting, take the action required by the Code depending on the nature of the interest and notify the Monitoring Officer of the interest in accordance with the provisions of this Code.

Sensitive Interests

- 7 A 'sensitive interest' is described in the Localism Act 2011 as an interest the nature of which is such that the Member and the authority's Monitoring Officer consider that disclosure of the details of the interest could lead to the Member or a person connected with the Member being subject to violence or intimidation.
- 8 Where you consider that you have a sensitive interest, and the Monitoring Officer agrees, that part of the register recording that interest will not be published or made available for public inspection. A declaration of interests must still be made at a meeting where relevant, but the sensitive information need not be disclosed.

Disclosable Pecuniary Interests

- 9 A [disclosable pecuniary interest is defined by statute](#) and is subject to change from time to time.

- 10 Unless dispensation has been granted, if you are present at any meeting of the authority and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, you must leave the meeting while any discussion or voting on that matter takes place. You may not participate in any discussion of the matter at the meeting and you may not participate in any vote taken on the matter at the meeting.
- 11 You must not discharge or participate in the discharge of any function related to any matter in which you have a disclosable pecuniary interest.
- 12 Failure to comply with these requirements of the Code may amount to a criminal offence.

Other Interests – Personal Interests

- 13 In addition to disclosable pecuniary interests referred to above, you must also declare personal interests.
- 14 You have a personal interest in any business of the authority where the business of the authority relates to or is likely to affect any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority.
- 15 You will also have a personal interest in any business of the authority where the business of the authority relates to or is likely to affect any body exercising functions of a public nature, which is directed to charitable purposes or whose principle purposes includes influencing public opinion or policy where you are a member of that body or in a position of general control or management.
- 16 The Audit and Governance Committee may, from time to time, prescribe certain bodies the membership of which amounts to a personal interest.
- 17 You will also have a personal interest in any business of the authority where a decision in relation to that business might reasonably be regarded as affecting your wellbeing or financial position or the wellbeing or financial position of a relevant person to a greater extent than the majority of other Council tax payers, ratepayers, or inhabitants of the electoral division or ward, as the case may be, affected by the decision.
- 18 For the purposes of this Code, a relevant person is:
 - 18.1 a member of your family or any person with whom you have a close association, or
 - 18.2 any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors, or
 - 18.3 any person or body in whom such persons have a beneficial interest and a class of securities exceeding the nominal value of £25,000 or one hundredth of the total issued share capital of that body.

- 19 Unless your personal interest also amounts to a prejudicial interest, a disclosable pecuniary interest or pre-determination, you may remain in the meeting and take part in the debate and vote.

Other Interests – Prejudicial Interests

- 20 You will have a prejudicial interest if you have a personal interest in any business of the authority and where that personal interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business:
- 1.1 affects your financial position or the financial position of a relevant person or body described in paragraph 14 or 15 above, or
 - 1.2 relates to the determination of any approval, consent, licence, permission or registration in relation to you or any relevant person or body described in paragraph 14 or 15 above.
- 21 Where you have a prejudicial interest, you may not participate in any discussion of the matter at the meeting or in any vote taken on the matter at the meeting. You are also required to leave the room where the meeting is taking place during the discussion and vote. However you may attend the meeting and make representations, answer questions or give evidence provided that the public are also allowed to attend the meeting for the same purpose and you leave the meeting immediately after having done so.

Pre-Determination and Bias

- 22 Separately from considerations as to personal, prejudicial or disclosable pecuniary interests, Councillors must be mindful of falling foul of the general obligations of this code by taking part in decisions where they are biased or have pre-determined the matter in question.
- 23 Simply put, a Councillor will be biased or will have pre-determined a matter if they have approached a matter with a closed mind. That is to say, if they have made up their mind on which way they will decide a matter before all of the relevant considerations are presented and debated in the appropriate decision-making forum.
- 24 Previous actions or statements of a Councillor will not be taken by themselves as proof of predetermination. A Councillor may be predisposed to a certain point of view, however notwithstanding any predisposition, Councillors need to be careful to ensure they approach and, insofar as is possible, are seen to approach decisions with an open mind.
- 25 Particular scenarios to be mindful of are where a Councillor, in some other role, is seen to be a promoter or advocate for a proposal which later comes before them for decision. A risk arises when there has been significant personal involvement in preparing or advocating the proposal such that a Councillor may become or may be perceived by the public as being no longer able to approach the decision with an open mind.

- 26 If you feel that you have pre-determined a matter you should say so. You should not speak or vote on the proposal. You may, however, make representations on the proposal if a member of the public also has the right to do so. You are not legally obliged to withdraw from the meeting for the remainder of the debate and vote but in most circumstances doing so will counter any suggestion that you influenced the remaining Councillors by your continued presence. If you do not withdraw, as a minimum you must withdraw to the public area of the meeting room for the whole of the consideration of the matter, whether or not you are also exercising your right to speak.
- 27 If in any doubt you should seek advice from the Monitoring Officer.

Further Information

- 28 The Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, will publicise from time to time arrangements for [dealing with complaints made against Councillors](#) that their conduct has breached the requirements of this code. The Monitoring Officer will publicise from time to time a Monitoring Officer Protocol reflecting current trends in Councillor Conduct matters in order to provide guidance on how emerging or common issues will be approached.

Dispensations

- 29 The Audit and Governance Committee may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a prejudicial or disclosable pecuniary interest.
- 30 The following dispensations have been granted to all Councillors up to 28 September 2024:
- (a) Any allowance, payment or indemnity given to Councillors;
 - (b) Any Ceremonial Honours given to Councillors;
 - (c) Statutory sick pay under Part X1 of the Social Security Contributions and Benefits Act 1992 where they were in receipt of or entitled to receive such pay;
 - (d) Setting the Council Tax or a precept under the Local Government Finance Act 1992 (or any subsequent legislation);
 - (e) Setting a Local Council Tax Reduction Scheme or Local scheme for the payment of business rates (Including eligibility for rebates and reductions) for the purposes of the Local Government Finance Act 2012 (or any subsequent legislation);
 - (f) School Meals or School Transport or Travelling expenses where the Councillor is a parent/guardian of a child in full time education or a parent governor (unless the matter relates specifically to the school the child attends);

- (g) To the extent that it may amount to a prejudicial or disclosable pecuniary interest, any allowance or other remuneration received from the Council in respect of Council duties or directorships of Council owned ASDVs; and
- (h) To allow Councillors to take part and vote on Community Governance Review matters in which they have disclosable pecuniary and prejudicial interests.

Extract from the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

- The following categories are Disclosable Pecuniary Interests
- “M” denotes the relevant Elected Councillor
- The regulations apply if the disclosable pecuniary interest is yours, your spouse’s or civil partner’s or is the pecuniary interest of somebody with whom you are living as a husband or wife or as if you were civil partners

| <i>Subject</i> | <i>Prescribed description</i> |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(1). |

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| Contracts | <p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <ul style="list-style-type: none">(a) under which goods or services are to be provided or works are to be executed; and(b) which has not been fully discharged. |
| Land | <p>Any beneficial interest in land which is within the area of the relevant authority.</p> |
| Licences | <p>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</p> |
| Corporate tenancies | <p>Any tenancy where (to M's knowledge)—</p> <ul style="list-style-type: none">(a) the landlord is the relevant authority; and(b) the tenant is a body in which the relevant person has a beneficial interest. |
| Securities | <p>Any beneficial interest in securities of a body where—</p> <ul style="list-style-type: none">(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and(b) either—<ul style="list-style-type: none">(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

Chapter 4 – Part 2

Officer Code of Conduct

1. Core Principles~~Core Principles~~
2. Core Standards
3. 3. Code of Conduct Standards – Guidance~~Code of Conduct Standards—Guidance~~
4. Associated Forms and Referral Points~~Associated Forms and Referral Points~~
5. Code of Conduct – Matrix of Regulations and Standards Relevant to Specific Directorates~~Code of Conduct – Matrix of Regulations and Standards Relevant to Specific Directorates~~
6. Cheshire East Core Values “FIRST Framework”~~Cheshire East Core Values “FIRST Framework”~~

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1. Core Principles

- 1.1 The following core principles underpin the concept of public service and apply to all employees of the Council regardless of the nature of the job they do:

SELFLESSNESS

Employees should take decisions solely in the terms of the public interest. They should not do so nor use their position in order to gain financial or other material benefits for themselves, their family or their friends.

INTEGRITY

Employees should not place themselves under any financial or other obligations to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, employees should make decisions on merit.

ACCOUNTABILITY

Employees are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Employees should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

HONESTY

Employees have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

RESPECT FOR OTHERS

Employees must treat other people with respect and not discriminate unlawfully or unfairly against any person. They must treat Councillors and other co-opted Members of the authority professionally.

TRUST

Employees must, at all times, act in accordance with the trust that the public is entitled to place on them. Employees must use any public money or service users' money entrusted to or handled by them, in a responsible and lawful manner and not make personal use of the Council resources unless properly authorised to do so.

LEADERSHIP

Employees should promote and support these principles by leadership and example.

- 1.2 The Code of Conduct principles operate within the overall framework of the Core Values. Our Values for Cheshire East are depicted by the acronym FIRST (explained further in Section 6 of this document).

2. Core Standards

- 2.1 Our residents and customers, the general public, are entitled to expect the highest Standards of Conduct from us. The aim of this Code is to tell you about the standards which are expected and to help you avoid any misunderstanding or criticism.

- **Gifts and Hospitality**
- **Sponsorship**
- **Use of Financial Resources**
- **Use of Council Facilities**
- **Intellectual Property**
- **Political Neutrality**
- **Other Employment and External Activities**
- **Financial and Non-Financial Interests**
- **Relationships**
- **Appointments and Other Employment Matters**
- **Tendering and Contracts**
- **Private Use of Firms Dealing With The Council**
- **Disclosure of Information**

| |
|--|
| <ul style="list-style-type: none"> • Compliance with the Code and Confidential Reporting |
|--|

- 2.2 You should also be aware of and abide by Service specific Standards or Regulations, especially when working with vulnerable adults and children or working in a school. The rules within the Standards of Conduct, for staff in Community Services, for example, if you are offered a gift, are much stricter than those included in this standard Code of Conduct.
- 2.3 Please liaise with your Manager who should refer you to the appropriate Standards. At the end of the Code of Conduct Guidance notes, you will also find a matrix to help sign post you to other relevant Standards.

3. Code of Conduct Standards – Guidance

Gifts and Hospitality

- 3.1 If we accept gifts from people who are or may be dealing with the Council, the Council and its employees could be open to criticism. If you are declining hospitality please do so courteously and explain that the Council's rules do not allow you to accept.
- 3.2 You must refuse offers of hospitality where suggestions of improper influence is possible. Employees must be sensitive to the timing of any decisions being made between the Council and third party.
- 3.3 You should only accept hospitality where it is on a scale appropriate to the circumstances, and where it is apparent that no cause could reasonably arise for adverse criticism about the acceptance of the hospitality. Hospitality is usually acceptable when the invitation is corporate not personal.
- 3.4 Whatever gift/hospitality is provided to you, other than hospitality of nominal value only such as drink or small items of stationery, you should report the circumstances and the type of hospitality to your Head of Service. Small insignificant gifts of a value of less than £50, such as pens, diaries, calendars, mouse mats or mugs, may be accepted. However, in the case of those working in social care, no gift, however little the value, should be accepted in any circumstances.
- 3.5 It is a serious criminal offence to corruptly receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

! If you are presented with a gift or offer of hospitality you must seek authorisation in advance, where possible, from your Head of Service, who will record every request on the relevant form. (Consider the decision checklist in section 4 of the Guidance Notes)

- 3.6 All employees are required to complete an annual declaration of interest return, even if this is to confirm that they have nothing to declare, and then to report issues as and when they occur.

Sponsorship – Giving and Receiving

- 3.7 If an organisation wants to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic rules about accepting gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 3.8 If the Council sponsors an event or service, you or anyone connected with you may not benefit from the sponsorship. Similarly, if the Council, gives financial support in the community, please ensure that impartial advice is given and that you have no conflict of interest.

! You must inform your Head of Service of any personal interest you may have and complete a declaration of interest form.

Use of Financial Resources

- 3.9 You must ensure that you use public funds entrusted to you in a responsible and lawful manner. Please try to ensure value for money to the local community and to avoid the risk of legal challenge to the Council.

! Employees must follow Standing Orders, Financial Regulations and operating procedures and advise management where they consider changes can be made to increase value for money.

Use of Council Facilities

- 3.10 At work you have access to facilities which include office equipment, computers, stores, transport etc. These facilities are provided purely for work and you must not use them for your own purposes.
- 3.11 There are certain minor exceptions to these rules - the use of telephones, fax machines and photocopiers on an incidental basis in line with our policies.

Telephones

- 3.12 Ideally, private telephone calls should not be made or received. In practice, you may need to make or receive essential calls but these should be kept to a minimum and costs reimbursed to the Council, unless it is an emergency.

Fax machines and photocopiers

- 3.13 If necessary, personal fax messages may be despatched to locations within Great Britain. Photocopies of personal documents (up to a

maximum of 10 copies at any one time) may be taken and costs reimbursed to the Council.

! Costs must be reimbursed to the relevant person using the Council's reimbursement process.

Intellectual Property

3.14 Intellectual property means creative products, for example inventions, designs, trademarks, patents, creative writings, programmes and drawings (referred to in short as 'inventions'). It will normally be the case that the ownership of all 'inventions' and the copyright of all written material created during work for the Council, belong to the Council.

! This is a complex area, further guidance must always be sought from Legal Services in any particular case.

Political Neutrality

3.15 Employees work for the Council as a whole. You must therefore work for all the Councillors and not just those of any controlling group or particular political party.

3.16 You must follow every lawful policy of the authority and must not allow your own personal or political opinions to interfere with your work.

3.17 Certain employees hold politically restricted posts (PoRPs). If your job is politically restricted, you will be notified. You are disqualified from membership of any council, other than a parish or community Council, from being an MP or canvassing on behalf of candidates.

! Employees who are politically restricted must observe the restrictions imposed. A register of PoRPs is maintained by HR.

Other Employment and External Activities

3.18 As a general rule you must not undertake any type of private work which conflicts with the Council's interests or prevents you from fulfilling the terms of your employment contract.

3.19 If you are above NJC Grade 7 or equivalent, you must obtain the consent of your Head of Service before you do private work.

3.20 Whether or not you need to obtain consent before doing private work, you must not:

3.20.1 do private work during working hours nor on the Council premises nor use Council equipment

- 3.20.2 undertake any private work which prevents you from carrying out your duties with the Council or including any requirements to do contractual overtime
- 3.20.3 undertake private work for any person, firm or company if it will involve the Council
- 3.20.4 prepare or assist with any applications, for example, planning or building, in any private capacity if you deal with these normally
- 3.20.5 access Council Services, for example, if you want to make a planning application personally, unless you declare your employment in writing, in a covering letter with your application and submit this via your line manager
- 3.20.6 undertake private work that needs approval or consent from the Council
- 3.20.7 undertake private work for any person, firm or company who have a contractual relationship with or who are commissioned by the Council for any type of work
- 3.20.8 undertake private work for another employee responsible for supervising you or whom you supervise, or for a Councillor.
- 3.21 Employees must ensure they understand and can comply with both Working Time and Health and Safety regulations before considering other employment.

! Employees must seek consent from their line manager before undertaking other work. All employees must declare an interest where a conflict may arise.

- 3.22 All employees are required to complete an annual declaration of interest return, even if this is to confirm that they have nothing to declare, and then to report issues as and when they occur.

Financial and Non-Financial Interests

- 3.23 The Local Government Act 1972, section 117, requires you to disclose any direct or indirect financial interest in any contract involving the Council. Failure to declare the interest may be a criminal offence.
- 3.24 If you have any direct or indirect interest in an organisation or company that is doing business with the Council, which you think conflicts with your job role, then you should inform your Head of Service.
- 3.25 You may have a conflict of interest even if you have no financial interest. For instance, relationships might be seen to influence judgements and give the impression of a personal motive e.g. a Council employee who is an Honorary Officer of an Association and who is

involved in dealing with an application for a grant by the Association. In such a case, again you should inform your Head of Service.

- 3.26 Employees are able to act as a Member of another council (provided they do not have a PoRP), a school governor, or member of a community organisation but must declare their interest if any potential conflict arises.
- 3.27 If, in connection with his/her employment with the Council, an employee uses his/her relationship with an organisation for his/her own or someone else's personal or financial gain, he/she will be regarded as being in breach of this Code of Conduct.
- 3.28 Employees who are members of other associations or bodies that have dealings with the Council should declare their interest, if there is any potential conflict.
- 3.29 Employees who during the course of attending a meeting believe they that may have a conflict with an item on the agenda should advise the Chair and leave the meeting for all or part of the meeting as appropriate.

! Declare an interest on the Declaration form if there is a potential conflict.

- 3.30 All employees are required to complete an annual declaration of interest return, even if this is to confirm that they have nothing to declare, and then to report issues as and when they occur.

Relationships

3.31 Councillors

- 3.31.1 Mutual respect between employees and Councillors is essential. Close personal familiarity between employees and individual Councillors can damage this relationship. You must be professional at all times and not allow your work and private interests to conflict.

3.32 The Local Community and Service Users

- 3.32.1 You should always remember your responsibilities to the Community and give efficient and impartial service to all groups and individuals within that community as defined by the policies of the Council.

3.33 Contractors

- 3.33.1 If you have a business or private relationship with external contractors or potential contractors you should tell your manager. Orders and contracts must be awarded on merit, by fair competition against other tenders and no special favour should be shown to businesses run by, for example, friends,

partners or relatives in the tendering process. No part of the local community should be discriminated against.

- 3.33.2 If you engage or supervise contractors or work with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, you should declare that relationship to the appropriate manager.

! Declare an interest on the Declaration form if there is a potential conflict and do not take part in any related tendering or contract award processes.

Appointments and Other Employment Matters

- 3.34 If you are involved in the recruitment and selection of employees, appointments should be made on the basis of merit and in accordance with our Recruitment and Selection Policy and Procedures obtainable from HR. To avoid any possible accusation of bias, you should not be involved in an appointment where you are related to an applicant, or have a close personal relationship outside work with him or her.
- 3.35 Similarly, you should not be involved in decisions about discipline, promotion or pay adjustments for any employee who is a relative, partner etc.

! Declare an interest on the Declaration form if there is a potential conflict.

Tendering and Contracts

- 3.36 During the Tendering process, if you are involved in the 'in-house' bid (except Executive Directors and, apart from when their own service is tendered, legal, financial and professional advisers) you must not at the same time be involved in certain client tasks e.g. selecting tenderers. You should seek guidance from your Head of Service as to how the tendering process is to be conducted and how the 'in-house contractor' and client responsibilities are to be discharged.
- 3.37 Employees working for 'in-house' contractors or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- 3.38 If you are privy to confidential information on tenders or costs for either internal or external contractors you should not disclose that information to any unauthorised party or organisation.
- 3.39 If you are responsible for selecting contractors to tender or supply quotations, you should ensure that you are not also responsible for the receipt and opening of the tender or quotation except where the sums involved are minor.

! Refer to the appropriate Corporate Procurement rules and guidance.

Private Use of Services of Firms Dealing with the Council

- 3.40 You should be cautious when using the services of firms you know have dealings with the Council. You should ensure that the goods or services bought from such firms are at a price readily available to the general public. This is a difficult and sensitive area. Please try to avoid offending anyone and if necessary, explain the Council's policy.
- 3.41 If you think that any offer of preferential terms is designed to promote a firm's interest, you should not deal with the firm.
- 3.42 You should not use your position with the Council to obtain a discount. However, you may purchase goods at discount terms under a scheme or arrangement which applies to e.g. your trade union.

! If you require further guidance please refer to the Corporate Procurement Team.

Disclosure of Information

- 3.43 You must not:
- 3.43.1 use information about work which is confidential, for personal gain or benefit or pass it on to others who might use it in this way.
 - 3.43.2 give information to the media unless you are authorised to do so.
 - 3.43.3 disclose confidential information to someone else, unless it is a request from an approved source, e.g. HMRC, Department of Social Security and, where authorised, from bank managers or building societies. It is normal practice to ask the person requiring the information to put their request in writing use advance knowledge of a Council decision, particularly about investment decisions or proposed developments to benefit yourself or someone else.

Data Protection Act (Disclosing Information)

- 3.44 You must use personal data in accordance with the Data Protection Act and GDPR. For example, the data must be held only for specified and lawful purposes and must not be used or disclosed for any other purposes.

! If you are unsure please seek guidance from the Data Protection Officer or Communications Team, depending on the nature of the request.

Compliance with the Code

- 3.45 It is important that local government employees are exemplary in their conduct at work. Non-compliance with this Code will be dealt with in accordance with our Disciplinary Code.
- 3.46 Employees who consider other employees to be guilty of misconduct must report this to their line manager or raise it through one of the other available procedures e.g. grievance.
- 3.47 Employees must not treat employees who report (or who intend to report or are suspected of reporting) potential misconduct any less favourably than other employees.
- 3.48 If, in some instances, the employee cannot make use of the existing procedures for any reason then they should raise complaints or genuine matters of concern with the relevant person through the **Whistle Blowing Policy**.

! This code is reviewed annually. Employees should therefore ensure they regularly familiarise themselves with the Code and its Guidance Notes.

4. Associated Forms and Referral Points

- 4.1 The forms can be found on the HR website under the Code of Conduct.

| Name | Action taken by | Refer to |
|----------------------------------|------------------------------|-------------|
| Declaration of interest form | Employee to Head of Service | |
| Ext. Gifts/Hosp/Sponsorship form | Employee to Head of Service | |
| Reimbursement of Costs | Employee to Business Support | |
| Register of PoRP | N/A | HR |
| Whistle Blowing Policy | N/A | HR intranet |

Checklist for Assessing Potential Conflict – Gifts and Hospitality

- 4.2 Employees should consider the following Checklist:
- 4.2.1 Have you obtained the prior approval of your Director?
- 4.2.2 Is the donor, or the event, significant in the community or in the Council's area?
- 4.2.3 Are you expected to attend because of your position in the Authority?
- 4.2.4 Will the event be attended by others in the Authority or in other Authorities?

- 4.2.5 Have you considered the motivation behind the invitation?
- 4.2.6 Would the acceptance of the invitation be, in any way, inappropriate or place you under pressure in relation to any current or future matter involving this Council?
- 4.2.7 Could you justify the decision to the Council, press and public?
- 4.2.8 Is the extent of the hospitality or the nature of the gift reasonable and appropriate?
- 4.2.9 How will you respond to the hospitality?

5. Code of Conduct – Matrix of Regulations and Standards Relevant to Specific Directorates

- 5.1 In determining acceptable standards, employees are asked to familiarise themselves not only with those included in the Code of Conduct but also those included in Service specific Codes, corporate policies or operational procedures used by their own Services.

! You will find an up-to-date list of those documents on the Human Resources section of the Centranet.

6. Cheshire East Core Values “FIRST Framework”

- 6.1 Values are the things in life that we consider to be important. In relation to work, values are what give purpose to our jobs; guiding our behaviours and the decisions we take. Values underpin the culture of our authority and the way we conduct ourselves at work.
- 6.2 Putting Residents First is about really listening and understanding what residents and businesses need and responding appropriately to provide the best possible Service.
- 6.3 This requires **Flexibility**, which means us all adapting quickly to changing circumstances and learning together from our experiences.
- 6.4 **Innovation** is about us being creative in our thinking and the way we approach our work and challenging convention where this no longer seems appropriate.
- 6.5 Taking personal **Responsibility** is at the heart of our values in delivering what we promise, and ensuring efficient use of resources, whether this is our people, funding, processes, information or technology.
- 6.6 **Service** ensures that we listen and respond appropriately enabling others to be empowered, independent and self-reliant.
- 6.7 Bringing this together is **Teamwork**, respecting and working well with others to collectively achieve the best outcomes for residents and communities.

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Chapter 4 – Part 3

Councillor / Officer Protocol

Section 1 Introduction and Principles

- 1 The purpose of this Protocol is to guide **Councillors** and **Officers** of the Council in their relations with one another in such a way as to ensure the smooth running of the Council.
- 2 The relationship between elected Councillors and Officers is fundamental to the successful working of the Council. This relationship is based on honesty, respect and mutual trust, and this Protocol is intended to support that relationship by giving guidance on roles and relationships to build a common understanding and set of expectations. The Protocol also sets out what should happen on the rare occasions when things go wrong. All Councillors and Officers should abide by this Protocol. Political group leaders in respect of Councillors, and the **Chief Executive** and **Monitoring Officer** in respect of Officers, are responsible for ensuring the Protocol is upheld.
- 3 This Protocol seeks to reflect the Nolan principles underlying the respective Codes of Conduct which apply to Councillors and Officers. The shared objective of these Codes is to enhance and maintain the integrity (real and perceived) of local government and the Codes, therefore, demand very high standards of personal conduct.
- 4 This Protocol should be read in conjunction with the Councillors' and Officers' Codes of Conduct, the Council's Constitution and any guidance issued by the Audit and Governance Committee, Monitoring Officer, Chief Executive or Head of HR. If any questions arise from this Protocol, advice should be sought from the Chief Executive or Monitoring Officer.
- 5 This Protocol operates within the overall framework of the **Council's Core Values**.
- 6 The Council operates a zero tolerance policy to bullying and harassment.

Section 2 Role of Councillors and Officers

- 2.1 The respective roles of **Councillors** and **Officers** can be summarised as follows:
 - 2.1.1 Both Councillors and Officers are servants of the public and are mutually dependent, but their responsibilities are distinct from one another. An individual cannot be both an Officer and a Councillor of the same authority;
 - 2.1.2 Councillors are democratically elected, operate politically, are accountable directly to the public and serve as long as their term of office lasts;

- 2.1.3 Councillors take decisions collectively through Committees and Sub-Committees of the Council;
- 2.1.4 Officers are politically impartial and are responsible to the whole authority as their employer. Their role is to give advice to Councillors and the authority and carry out the work of the authority under the direction and control of the **Full Council**, Committees and Sub-Committees; and
- 2.1.5 As employees, Officers work to the instructions of their Senior Officers and not under instruction of individual Councillors. Officers are accountable to the **Chief Executive** as Head of Paid Service.

Councillors

- 2.2 Councillors have four main areas of responsibility:
 - 2.2.1 Determining the Council's policies and giving political leadership;
 - 2.2.2 Monitoring and reviewing the performance of the authority in implementing policy and delivering services;
 - 2.2.3 Representing the authority externally; and
 - 2.2.4 Acting as advocates on behalf of their constituents.
- 2.3 In line with the **Councillor Code of Conduct**, as set out in Chapter 4 Part 1 of this Constitution, a **Councillor** must treat others with respect and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
- 2.4 It is important that **Councillors** of the Authority:
 - 2.4.1 respect the impartiality of Officers and do not undermine their role in carrying out their duties;
 - 2.4.2 do not ask Officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an Officer being criticised for operating in a party political manner;
 - 2.4.3 do not ask Officers to exceed their authority where that authority is given to them in law, by the Council or by their managers; and
 - 2.4.4 do not criticise Officers in public.

- 2.5 Certain Officers have responsibilities in law over and above their obligations to the authority and members. These are known as statutory officers and include the **Chief Executive/Head of Paid Service, Monitoring Officer, Chief Finance Officer** (s151 Officer), the Director of Children's Services, the Director of Adult Social Services and the Director of Public Health. Councillors must respect these responsibilities and not obstruct or victimise Officers in the discharge of them.

Officers

- 2.6 The role of Officers is to give advice and information to **Councillors** and to implement the lawfully agreed policies of the Council.
- 2.7 Officers are responsible for day-to-day managerial and operational decisions within the Council. **Councillors** should avoid inappropriate involvement in such matters.
- 2.8 In performing their role, Officers will act professionally, impartially and with political neutrality. Whilst Officers will respect a Councillor's view on an issue, the Officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.
- 2.9 It is important that **Officers** of the Authority:
- 2.9.1 implement decisions of the Council and its subordinate bodies which are lawful, which have been properly approved in accordance with the requirements of the law and the Council's Constitution and are duly recorded;
 - 2.9.2 assist and advise all parts of the Council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions;
 - 2.9.3 at a senior level, be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Councillors, the media or other sections of the public;
 - 2.9.4 do not seek to use their relationship with Councillors to advance their personal interests or to influence decisions improperly; and
 - 2.9.5 comply, at all times with the **Officer Code of Conduct**, and such other policies or procedures approved by the Council.

Communications

- 2.10 The Council's Communications team are able to support Chairs of Committees, the Mayor and Local Members when they act as spokespeople for the Council. There are specific statutory restrictions

on the use of public resources for the Council's communications, which are followed by Officers and must be respected by Councillors. Further information can be found in the Media Relations Protocol.

Section 3 Expectations

3.1 **Councillors and Officers** can expect the following from each other:

- 3.1.1 A working partnership;
- 3.1.2 An understanding of and support for respective roles, workloads and pressures;
- 3.1.3 Respect, dignity and courtesy; and
- 3.1.4 Honesty, integrity, support and appropriate confidentiality

3.2 **Councillors** can expect from **Officers**:

- 3.2.1 A commitment to the authority as a whole, and not to any political group;
- 3.2.2 Timely response to enquiries and complaints in accordance with agreed procedures;
- 3.2.3 Professional, accurate, honest and impartial advice, not influenced by political views or preference;
- 3.2.4 Regular, up-to-date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold;
- 3.2.5 Awareness of and sensitivity to the political environment;
- 3.2.6 Training and development from Officers in order to carry out their roles effectively;
- 3.2.7 Not to have personal issues raised with them by Officers outside of the Council's agreed policies and procedures;
- 3.2.8 That Officers will at all times comply with the relevant Code of Conduct and policies; and
- 3.2.9 Support for the role of Councillors as the local representatives of residents and the authority.

3.3 **Officers** can expect from **Councillors**:

- 3.3.1 Political leadership and direction through Full Council and Committees;
 - 3.3.2 That Councillors will act within the policies, practices, processes and conventions established by the Council;
 - 3.3.3 That Councillors will work in partnership with Officers, acknowledging their separate and distinct roles and responsibilities;
 - 3.3.4 That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
 - 3.3.5 That Councillors will not make detrimental remarks that identify Officers during public meetings;
 - 3.3.6 Where Councillors are chairing or otherwise in a position of authority at meetings where Officers are present, they will do their best to ensure that Officers are not subjected to bullying or harassment;
 - 3.3.7 That Councillors will not draw Officers into political or group discussions; and
 - 3.3.8 That Councillors will at all times comply with the relevant Code of Conduct, the law, the Constitution and such other policies, procedures, Protocols and conventions agreed by the Council.
- 3.4 The distinct roles of Councillors and Officers necessarily impose limitations upon behaviour. Close personal relationships between Councillors and Officers can confuse these separate roles and get in the way of the proper discharge of the authority's functions, not least in creating the perception by others that a particular member or Officer may secure advantageous treatment. They should therefore be avoided.

Section 4 Provision of Information

- 4.1 **Councillors** should be provided with adequate information about services or functions upon which they may be called upon to make or scrutinise decisions, or which affect their constituents. In the normal course of events, this information will be made routinely available by **Officers** in the form of reports, departmental plans, updates etc.

Officers, Chairs and Vice Chairs

- 4.2 Chairs and Vice Chairs have additional responsibilities, entailing different relationships and more regular contact with Officers and a closer working relationship. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring

into question the Officer's ability to deal impartially with other Councillors and other Party Groups.

Reports to Committee

- 4.3 Whilst the Chair of a Committee (or Sub-Committee) will routinely be consulted as part of the process of drawing up the agenda for a forthcoming meeting, usually together with the Group Administrators of a Committee, it must be recognised that in some situations an Officer will be under a duty to submit a report on a particular matter. Furthermore, an Officer will always be fully responsible for the contents of any report submitted in his/her name.
- 4.4 It is important to remember that the law allows for decisions (relating to the discharge of any of the Council's functions) to be taken only by the Council, a Committee, a Sub-Committee or an Officer in accordance with delegated authority.
- 4.5 The Council's scheme of delegation to Officers, and/or resolutions passed at Committee meetings may authorise a named Officer to take action in consultation with one or more Councillors such as the Chair and Vice-Chair of a Committee or Local Member. In these circumstances it is the Officer, not the Councillor, who takes the decision or action and it is the Officer who is accountable for it.

Local Ward Councillors

- 4.6 **Officers** should keep **Councillors** apprised of developments that are relevant to their role as a local ward Councillor.
- 4.7 Ward Councillors should be kept up to date with all major policy developments, public consultations and proposed changes to service delivery affecting their ward.

Briefings to political groups

- 4.8 Any requests for advice or attendance is to be directed through the Group Leaders or Chairs/Group Administrators for the relevant Committee or Group. The request shall be made to the **Chief Executive** or relevant Executive Director/Director. Such requests must be reasonable and should not seek confidential or personal information. In considering such a request, Officers should be mindful of the need to support members by providing factual information. However if an **Officer** deems the nature of the request to be unreasonable the request will be referred to the Chief Executive for determination, where necessary in consultation with the Leader(s) of the political group(s).
- 4.9 **Officer** reports and/or advice to political groups will be limited to a statement of material facts and identification of options and the merits and demerits of such options for the authority in relation to Council

business. Reports and/or advice will not deal with any political implications of the matter or any option and Officers will not make any recommendation to a political group.

- 4.10 Any briefing offered to or requested by a party group will be offered to any other party groups.

Officer attendance at political group meetings

- 4.11 The **Leader of the Council** or any **Group Leader** may request the **Chief Executive** or relevant Executive Director/Director to attend a meeting of the group to advise on any matter relating to the authority. Junior Officers will not be required to attend.
- 4.12 Attendance at a meeting of a political group should be on the basis of equality of access, and **Councillors** and **Officers** should avoid Officers being exposed to political discussions when delivering a briefing. Officers may decline to attend or provide a representative where they are of the opinion that the particular issue is of such a political nature that it would be inappropriate to attend.
- 4.13 No Officer of the Council shall attend any political group meeting which includes non-Councillors.
- 4.14 **Officers** will respect the confidentiality of any matter which they are privy to in the course of attending a political group meeting in the sense that they should not relay the content of any such discussion to another party group, unless agreed otherwise.

Councillors' Access to Reports and background papers

- 4.15 Access to Committee or Sub-Committee papers and other documents or information is governed by:-
- 4.15.1 Local Government Acts 1972-2000 (particularly Schedule 12A);
 - 4.15.2 Relevant case law;
 - 4.15.3 Access to Information Procedure Rules (Chapter 3 of the Constitution);
 - 4.15.4 Freedom of Information legislation; and
 - 4.15.5 **Data Protection legislation**
- 4.16 The rights of **Councillors** can be summarised as follows:
- 4.16.1 Councillors generally enjoy the same access rights as members of the public in respect of public papers;

- 4.16.2 Members of the appropriate Committee or Sub-Committees will have a good reason for access to all exempt information on the Committee or Sub-Committee agenda under the common law “Need to Know” principles;
 - 4.16.3 All other Councillors who require access to confidential/exempt Committee or Sub-Committee documentation will need to request disclosure under the Freedom of Information Act 2000 or demonstrate a “Need to Know”.
- 4.17 It is important to note that these rights only apply where **Councillors** are clearly carrying out their role as elected representatives. Where any Councillor has a disclosable pecuniary interest or a personal and prejudicial interest in a matter the Councillor will only be entitled to the same access as would be the case for a member of the public, i.e. to inspect the reports, minutes and background papers relating to the public part of the Committee or Sub-Committee Agenda. In these circumstances, the Councillor must make it clear that s/he is acting in his/her private capacity and not as a member of the Council.

Confidential/Exempt Information

- 4.18 Confidential information is information:
- 4.18.1 furnished to the Council by a Government Department on terms which forbid the disclosure of the information to the public, or
 - 4.18.2 which may not be disclosed by or under any enactment or by a Court Order.
- 4.19 Exempt information is information to which the public and Councillors (subject to 4.16.3 above) may be excluded subject to certain qualifications. The categories of exempt information are set out in Schedule 12A to the Local Government Act 1972 and are reproduced in the Access to Information Procedure Rules at Chapter 3 of this Constitution. There may be some occasions when information may fall within one or more of the categories, but it is nevertheless in the public interest to disclose it under Freedom of Information legislation, without infringing personal rights or damaging the Council’s position. If there is doubt in relation to individual items then they should be kept confidential until the Committee or Sub-Committee has taken a view as to whether they should be treated as exempt or not.
- 4.20 More information can be found in the Access to Information Procedure Rules at Chapter 3 of this Constitution. Further advice can be obtained from the **Monitoring Officer**.

Use of Council Information – Confidentiality

- 4.21 Standing Orders and specific local procedures (e.g. on contracts) require **Councillors** and **Officers** to maintain confidentiality in certain circumstances. Officers are bound by their contracts of employment and any breach of confidentiality will almost certainly lead to disciplinary action. Officers must distinguish between assisting an elected representative in the course of the Councillor's Council business and dealing with the same person as a client or customer, e.g. a Housing Benefit Claimant. In the latter case, Officers will treat the Councillor with the same degree of helpfulness, courtesy and confidentiality as would be afforded to any other member of the public in the same situation, and interpret the relevant rules and procedures as they would for any other client or customer.
- 4.22 Equally, any Council information provided to a **Councillor** on the basis of a 'Need to Know' must only be used by the Councillor for the purpose for which it was provided, i.e. in connection with the proper performance of the Councillor's duties as an elected representative of the Council. Confidential or exempt information provided to Councillors may be discussed in the private session of Committee meetings or in private meetings of appropriate Councillors and Officers. However, it should not be discussed with, or released to, any other persons. Any information that is provided should be clearly marked as confidential before it is released to Councillors.
- 4.23 Councillors abusing this trust may find themselves the subject of a complaint to the Audit and Governance Committee that they have contravened the **Councillor Code of Conduct**.
- 4.24 Information disclosed privately or private discussions held during exempt Committee sessions, informal briefings or group meetings should not be disclosed by Councillors or Officers to any person not already privy to that information.

Section 5 When Things Go Wrong

- 5.1 Rarely, the relationship between **Councillors** and **Officers** will fall short of expectations. In such instances, it would always be preferable to deal with matters at an early stage and informally through conciliation through a senior manager or political **Group Leaders** or **Group Administrators**. This may not always be possible, in which case the following procedures should be followed.

Procedure for Officers

- 5.2 If conciliation via a senior manager is not possible, Officers can have recourse to the **Chief Executive**, as appropriate to the circumstances. **Officers** also have recourse to the Council's Whistleblowing Procedure or can refer the matter under the arrangements for complaints under the **Councillor Code of Conduct**.

Procedure for Councillors

- 5.3 In the event that a **Councillor** is dissatisfied with the conduct, behaviour or performance of an **Officer**, the matter should be raised with the appropriate Director.
- 5.4 Where the Officer concerned is a Director the matter should be raised with the relevant Executive Director.
- 5.5 Where the Officer concerned is the **Monitoring Officer** the matter should be raised in the first instance with the Executive Director of Corporate Services.
- 5.6 Where the Officer concerned is an Executive Director the matter should be raised with the **Chief Executive**.
- 5.7 Where the Officer concerned is the **Chief Executive** the matter should be raised with the **Monitoring Officer**.
- 5.8 If a Councillor is unsure how to proceed, or would wish to discuss the conduct of another Councillor toward Officers, they should discuss this with their Group Leader.

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Chapter 4 – Part 4

COUNCILLORS' PLANNING CODE OF CONDUCT

BASED ON THE LAWYERS IN LOCAL GOVERNMENT MODEL

Background

The Councillors' Planning Code of Good Practice was originally prepared in response to a series of successful court challenges against local planning authorities concerning Councillors' conduct or conflicts of interests.

This 2014 update takes into account the update to the Seven Principles of Public Life (the 'Nolan principles') and commentary from the Committee on standards in public life, the changes in the approach to codes of conduct and also to predetermination introduced by the Localism Act 2011 and the guide on 'Openness and transparency on personal interests' published by the Department for Communities and Local Government in 2013.

For further reading please refer to [Probity in planning: Advice for councillors and officers making planning decisions | Local Government Association](#) .

Introduction

The aim of this Code: to ensure that in the planning process there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way.

One of the key purposes of the planning system is to regulate the development and use of land in the public interest. **Your role as a Member of the Planning Authority is** to make planning decisions openly, impartially, with sound judgement and for justifiable reasons. You are also a democratically accountable decision-taker who had been elected to provide and pursue policies. You are entitled to be predisposed to make planning decisions in accordance with your political views and policies **provided** that you have considered all material considerations and have given fair consideration to relevant points raised.

When the Code applies: this code applies to Councillors at all times when involving themselves in the planning process. (This includes when taking part in the decision-making meetings of the Council in exercising the functions of the Planning Authority or when involved on less formal occasions, such as meetings with officers or the public and consultative meetings). It applies as equally to planning enforcement matters or site specific policy issues as it does to planning applications.

If you have any doubts about the application of this Code to your own circumstances you should seek advice early, from the Monitoring Officer or one of his or her staff, and preferably well before any meeting takes place.

1. Relationship to the Councillors' Code of Conduct

- **Do** apply the rules in the Councillors' Code of Conduct first, which must always be complied with. This is both the rules on Disclosable Pecuniary Interests (DPIs) and any other interests, and the general rules giving effect to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- **Do** then apply the rules in this Councillors' Planning Code, which seek to explain and supplement the Councillors' Code of Conduct and the law on decision-making for the purposes of planning control. If you do not abide by this Councillors' Planning Code, you may put:
 - the Council at risk of proceedings on the legality of the related decision or maladministration; and
 - yourself at risk of being named in a report made to the Council or, if the failure is also likely to be a breach of the DPI provisions of Localism Act 2011, a complaint being made to the police to consider criminal proceedings.

2. Development Proposals and Personal Interests

- **Do** disclose the existence and nature of your interest as required by your Authority's Councillor Code of Conduct.
- **Do take into account when approaching a decision** that the Principle of Integrity is defined in terms that

*"Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. **They must declare and resolve any interests and relationships**".*

It is therefore advisable that you:

- **Don't** seek or accept any preferential treatment, or place yourself in a position that could lead the public to think you are receiving preferential treatment, because of your position as a councillor. This would include, where you have a DPI or other personal conflict of interest in a proposal, using your position to discuss that proposal with officers or Councillors when other members of the public would not have the same opportunity to do so.
- **Do** note that you are not prevented from seeking to explain and justify a proposal in which you may have a conflict of interest to an appropriate officer, in person or in writing, but that your role as a councillor may place additional limitations on you in representing the proposal in which you have a personal interest.

- **Do** notify the Monitoring Officer in writing where it is clear to you that you have a disclosable pecuniary interest or other personal conflict of interest and note that:
 - you should send the notification no later than submission of any planning application where you can;
 - the proposal will always be reported to the Committee as a main item and not dealt with by officers under delegated powers;
 - you must not get involved in the processing of the application; and
 - it is advisable that you employ an agent to act on your behalf in respect of the proposal when dealing with officers and in public speaking at Committee.

3. **Fettering Discretion in the Planning Process**

(natural justice, predisposition and predetermination)

- **Don't** fetter your discretion by approaching the decision with a closed mind. Fettering your discretion in this way and taking part in the decision will put the Council at risk of a finding of maladministration and of legal proceedings on the grounds of bias, pre-determination or a failure to take into account all of the factors enabling the proposal to be considered on its merits.
- **Do** be aware that in your role as an elected Councillor you are entitled, and are often expected, to have expressed views on planning issues and that these comments have an added measure of protection under the Localism Act 2011 that purely making a general comment, without more, is unlikely to be taken as having a closed mind.
- **Do** keep at the front of your mind that, when you come to make the decision, you
 - are entitled to have and to have expressed your own views on the matter,
 - provided that you are prepared to reconsider your position in the light of all the evidence and arguments;
 - must keep an open mind and hear all of the evidence before you, both the officers' presentation of the facts and their advice as well as the arguments from all sides;
 - are not required to cast aside views on planning policy you held when seeking election or otherwise acting as a Councillor, in giving fair consideration to points raised;
 - are only entitled to take account material considerations and must disregard considerations irrelevant to the question and legal context at hand; and
 - are to come to a decision after giving what you feel is the right weight to those material considerations.

- **Do** be aware that you can be biased where the Council is the landowner, developer or applicant if you have acted as, or could be perceived as being, a chief advocate for the proposal. (This is more than a matter of membership of both the proposing and planning determination Committees, but that through your significant personal involvement in preparing or advocating the proposal you will be, or perceived by the public as being, no longer able to act impartially or to determine the proposal purely on its planning merits.)
- **Do** consider yourself able to take part in the debate on a proposal when acting as part of a consultee body (where you are also a member of the parish council, for example, or both a district/borough and county councillor), provided:
 - the proposal does not substantially affect the well-being or financial standing of the consultee body;
 - you make it clear to the consultee body that:
 - your views are expressed on the limited information before you only;
 - you must reserve judgement and the independence to make up your own mind on each separate proposal, based on your overriding duty to the whole community and not just to the people in that area, ward or parish, as and when it comes before the Committee and you hear all of the relevant information; and
 - you will not in any way commit yourself as to how you or others may vote when the proposal comes before the Committee.
- **Do** explain where you do not intend to speak and vote as a member of the Committee because you may be perceived as having pre-judged the matter or alternatively you reserve the right to judge the matter elsewhere, so that this may be recorded in the minutes. (*Use the disclosure form provided for disclosing interests.*)
- **Do** take the opportunity to exercise your separate speaking rights as a Ward/Local Councillor (**where this is granted by the authority's standing orders or by the consent from the Chair and Committee**) where you have represented your views or those of local electors and fettered your discretion, but do not have a disclosable or other personal conflict of interest. Where you do:
 - advise the proper officer or Chair that you wish to speak in this capacity before commencement of the item;
 - remove yourself from the seating area for members of the Committee for the duration of that item; and
 - ensure that your actions are recorded.

4. Contact with Applicants, Developers and Objectors

- **Do** refer those who approach you for planning, procedural or technical advice to officers.
- **Don't** agree to any formal meeting with applicants, developers or groups of objectors where you can avoid it. Where you feel that a formal meeting would be useful in clarifying the issues, you should not seek to arrange that

meeting yourself – you should ask the Development Control Manager to organise it. The officer(s) will then ensure that those present at the meeting are advised from the start that the discussions will not bind the authority to any particular course of action, they will ensure that the meeting is properly recorded on the application file and the record of the meeting is disclosed when the application is considered by the Committee.

- **Do** otherwise:
 - follow the Authority's rules on lobbying;
 - consider whether or not it would be prudent in the circumstances to make notes when contacted; and
 - report to the Development Control Manager any significant contact with the applicant and other parties, explaining the nature and purpose of the contacts and your involvement in them, and ensure that this is recorded on the planning file.

In addition in respect of presentations by applicants/developers:

- **Don't** attend a planning presentation without requesting an officer to be present.
- **Do** ask relevant questions for the purposes of clarifying your understanding of the proposals.
- **Do** remember that the presentation is not part of the formal process of debate and determination of any subsequent application, this will be carried out by the appropriate Committee.
- **Do** be aware that a presentation is a form of lobbying and, whilst you may express any view on the merits or otherwise of the proposal presented, you should never state how you or other Councillors would intend to vote at a committee.

5. Lobbying of Councillors

- **Do** explain to those lobbying or attempting to lobby you that, whilst you can listen to what is said, it may subsequently prejudice your impartiality, and therefore your ability to participate in the Committee's decision-making, to make any sort of promise to vote one way or another or such a firm point of view that it amounts to the same thing.
- **Do** remember that your overriding duty is to the whole community not just to the people in your ward and, taking account of the need to make decisions impartially, that you should not improperly favour, or appear to improperly favour, any person, company, group or locality.
- **Don't** accept gifts or hospitality from any person involved in or affected by a planning proposal. If a degree of hospitality is entirely unavoidable, ensure it is of a minimum value, its acceptance is declared as soon as possible, including its addition to your register of interests where relevant.
- **Do** copy or pass on any lobbying correspondence you receive to the Development Control Manager at the earliest opportunity.

- **Do** promptly refer to the Development Control Manager any offers made to you of planning gain or constraint of development, through a proposed s.106 Planning Obligation or otherwise.
- **Do** inform the Monitoring Officer where you feel you have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality), who will in turn advise the appropriate officers to follow up the matter.
- **Do** note that, unless you have a DPI or overriding other personal conflict of interest, you will not have fettered your discretion or breached this Planning Code through:
 - listening or receiving viewpoints from residents or other interested parties;
 - making comments to residents, interested parties, other Councillors or appropriate officers (making clear that you must keep an open mind when it comes to making the decision);
 - seeking information through appropriate channels; or
 - being a vehicle for the expression of opinion of others in your role as a Ward Councillor.

6. Lobbying by Councillors

- **Don't** become a member of, lead or represent an organisation whose primary purpose is to lobby to promote or oppose planning proposals unless it is your intention to openly campaign on the matter and will therefore step away from the Committee when it comes to make any relevant decisions.
- **Do** join general interest groups which reflect your areas of interest and which concentrate on issues beyond particular planning proposals (such as the Victorian Society, CPRE, Ramblers Association or a local civic society), but you should normally seek to disclose that interest on the grounds of transparency where the organisation has made representations on a particular proposal.
- **Don't** excessively lobby fellow councillors regarding your concerns or views nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning decision is to be taken.
- **Don't** decide or discuss how to vote on any application at any political group meeting, or lobby any other Councillor to do so. Political Group Meetings should never dictate how Councillors should vote on a planning issue.

7. Site Visits/Inspections

- **Do** try to attend site visits organised by the Council where possible.
- **Don't** request a site visit unless you feel it is strictly necessary because:
 - particular site factors are significant in terms of the weight attached to them relative to other factors or the difficulty of their assessment in the absence of a site inspection; or

- there are significant policy or precedent implications and specific site factors need to be carefully addressed.
- **Do** ensure that you report back to the Committee any information gained from the site visit that you feel would benefit all Members of the Committee
- **Do** ensure that you treat the site visit only as an opportunity to seek information and to observe the site.
- **Do** ask the officers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- **Don't** hear representations from any other party, with the exception of the Ward Councillor(s) who should focus only on site factors and site issues. Where you are approached by the applicant or a third party, advise them that they should make representations in writing to the authority and direct them to or inform the officer present.
- **Don't** express opinions or views.
- **Don't** enter a site which is subject to a proposal other than as part of an official site visit, even in response to an invitation, as this may give the impression of bias unless:
 - you feel it is essential for you to visit the site other than through attending the official site visit;
 - you have first spoken to the Development Control Manager about your intention to do so and why (which will be recorded on the file); and
 - you can ensure you will comply with these good practice rules on site visits.

8. Public Speaking at Meetings

- **Don't** allow members of the public to communicate with you during the Committee's proceedings (orally or in writing) other than through the scheme for public speaking or through the Chair, as this may give the appearance of bias.
- **Do** ensure that you comply with the Council's procedures in respect of public speaking.

9. Officers

- **Don't** put pressure on officers to put forward a particular recommendation. (This does not prevent you from asking questions or submitting views to the Development Control Manager, which may be incorporated into any Committee report).
- **Do** recognise that officers are part of a management structure and only discuss a proposal, outside of any arranged meeting, with a Head of Service or those officers who are authorised by their Head of Service to deal with the proposal.
- **Do** recognise and respect that officers involved in the processing and determination of planning matters must act in accordance with the Council's

Code of Conduct for Officers and their professional codes of conduct, primarily the Royal Town Planning Institute's Code of Professional Conduct. As a result, planning officers' views, opinions and recommendations will be presented on the basis of their overriding obligation of professional independence, which may on occasion be at odds with the views, opinions or decisions of the Committee or its Members.

10. Decision-Making

- **Do** ensure that, if you request a proposal to go before the Committee rather than be determined through officer delegation, that your planning reasons are recorded and repeated in the report to the Committee.
- **Do** come to meetings with an open mind and demonstrate that you are open-minded.
- **Do** make decisions in accordance with the Council's Development Plan and associated documents and neighbourhood plans unless material considerations indicate otherwise.
- **Do** come to your decision only after due consideration of all of the information reasonably required upon which to base a decision. If you feel there is insufficient time to digest new information or that there is simply insufficient information before you, request that further information. If necessary, defer or refuse.
- **Don't** vote or take part in the meeting's discussion on a proposal unless you have been present to hear the entire debate, including the officers' introduction to the matter.
- **Do** have recorded the reasons for Committee's decision to defer any proposal.
- **Do** make sure that if you are proposing, seconding or supporting a decision contrary to officer recommendations or the Development Plan that you clearly identify and understand the planning reasons leading to this conclusion/decision. These reasons must be given prior to the vote and be recorded. Be aware that you may have to justify the resulting decision by giving evidence in the event of any challenge.

11. Training

- **Don't** participate in decision-making at meetings dealing with planning matters if you have not attended the mandatory planning training prescribed by the Council.
- **Do** endeavour to attend any other specialised training sessions provided, since these will be designed to extend your knowledge of planning law, regulations, procedures, Codes of Practice and the Development Plans beyond the minimum referred to above and thus assist you in carrying out your role properly and effectively.
- [**Do** participate in any annual review of a sample of planning decisions to ensure that Councillors' judgements have been based on proper planning considerations.]

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Chapter 4 – Part 5

Whistleblowing Policy

The Council has a [Whistleblowing Policy](#) in place.

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Chapter 5

Scheme of Councillors' Allowances

CHESHIRE EAST COUNCIL

SCHEME OF MEMBERS' ALLOWANCES 2021/2022

The Council is required to make a scheme of allowances for its elected members. It must also have in place an Independent Remuneration Panel to make recommendations to Council about the scheme.

The following scheme has been adopted by Cheshire East Council in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.

In making this scheme, the Council has considered the recommendations of the Independent Remuneration Panel and Corporate Policy Committee contained in the report submitted to Council on 22 June 2021.

Indexation of Allowances

The Local Authorities (Members' Allowances) (England) Regulations 2003 enables Councils to make provision for the annual adjustment of allowances by reference to an index, which may apply for a period of no longer than four years.

Having deferred an increase for 2021, with effect from 1 April 2022, any uplift applied to the allowances set out in the scheme³ will be in line with the National Joint Council for Local Government Services ('the NJC') officer pay award. This means that the annual pay award (if applicable) agreed for officers, will also apply to the corresponding year's allowances scheme, up to 2026.

Submission of Claims

Claims are required to be submitted to Democratic Services for processing no later than **three months** after the performance of an approved duty (schedule

³ Excluding car mileage rates which are linked to the NJC casual user officer rates.

3). Any person requiring reimbursement of expenses which has not been submitted within this time limit will have the right of appeal to the Head of Democratic Services and Governance.

Basic and Special Responsibility Allowances

Basic

Each elected member of the Borough Council receives a sum of **£12,351** per annum (**£1029.25** monthly) which is paid in arrears. If, during this period, the term of office of a Member begins or ends, the entitlement to payment is calculated based on calendar days served per month.

The basic allowance includes an amount to cover the cost of telephone calls made during council business and the cost to the Member of using their own broadband connection for council business. The Council will provide help and advice and, where appropriate, small grants to purchase equipment for Members who need to instal broadband.

Special Responsibility

Special responsibility allowances (SRA's) are paid in accordance with schedule 1 of this scheme. Where an elected member holds two or more positions on Cheshire East Council which attract an SRA payment, the highest amount only is paid.

Payment of special responsibility allowances is monthly in arrears. If during this period a member takes up or relinquishes such responsibilities as entitles them to an SRA, the entitlement to payment is calculated based on calendar days served per month.

Elected members appointed as a company director to one of the wholly owned Cheshire East alternative service delivery vehicles (ASDVs) may receive payment for this role. Where the Director of Governance and Compliance, in consultation with the Council's political Group Leaders, determines that the member's roles are not comparable, the member may elect, in writing to the Chief Executive (or an officer appointed by them in writing) to receive both their SRA and director's remuneration in full.

To ensure that councillors do not benefit twice when performing comparable roles, the value of the company payment is offset against their SRA so that the

elected member only receives the residual payment from Cheshire East Council.

Approved Duties

The allowances set out in the scheme can only be claimed where an elected member is undertaking an 'approved duty'. The list of approved duties against which a claim can be made is set out in schedule 3 of the scheme.

Travel and Subsistence: Elected members

Elected members may claim travel and subsistence on the submission of receipts for the performance of any duty specified in the Local Authorities (Members' Allowances) (England) Regulations 2003 as set out in schedule 3 of this scheme.

Travel and Subsistence: Parent Governors/School Appeal Panelists

Parent Governor co-opted members and School Appeal Panelists may claim reasonable travel expenses in accordance with the scheme for attendance at the Cheshire Association of Governing Bodies meetings and school appeals meetings respectively.

School Appeal Panelists may also be reimbursed for any loss of earnings incurred as a direct result of the performance of their duties when attending appeal meetings or associated training up to a maximum of **£50** per four hour session (or part thereof) on receipt of proof of the loss from their employer.

Meeting allowance: A&G co-optees/Independent Persons/IRP

The Independent co-opted members of the Audit and Governance Committee and the Independent Persons, appointed to the same Committee to discharge its standards function, are entitled to claim a meeting allowance of **£75** for meetings of less than 4 hours and **£150** for meetings of between 4 – 8 hours, unless there is a good reason not to make such a payment.

Members of the Independent Remuneration Panel (IRP) are also entitled to claim a meeting allowance of **£75** for meetings of less than 4 hours and **£150**

for meetings of between 4 – 8 hours, unless there is a good reason not to make such a payment.

Dependants' Carers' Allowance

A Dependants' carers' allowance will be paid to elected members for the cost of providing care for a dependant (i.e. a child, spouse/partner or parent) incurred whilst undertaking the duties specified in the Local Authorities (Members' Allowances) (England) Regulations 2003 as set out in schedule 3 of this scheme.

The allowance (together with reasonable expenses) can be claimed only if the elected member is the carer and has to pay for the care of their dependant whilst undertaking an approved duty. Claims will not be considered when the care is provided by an immediate family member.

The maximum total amount which may be claimed is **£6410** per calendar year on the production of receipts and satisfactory evidence of the care provided, where required.

Associated allowances/other elements of the scheme

Civic Allowances

£14,000 per annum is paid to the Worshipful the Mayor of the Borough of Cheshire East for the purpose of meeting the expenses of the officer holder; the Deputy Mayor of the Borough of Cheshire East receives **£5,600** per annum.

Although included in the scheme for completeness, civic payments are not considered to be special responsibility allowances in accordance with Section 3(5) and 5(4) of the Local Government Act 1972.

Elected Member Surgeries

Elected members may claim up to **£34** per month for room hire when conducting monthly surgeries, subject to the submission of receipts and a maximum of twelve claims per annum.

Where occasional surgeries are held, the actual cost of the room hire may be claimed on the submission of a receipt, provided that the accrued claims per annum do not exceed **£408** (equal to 12 payments of £34).

Variation of Allowances

Elected members may request in writing to the Chief Executive (or an officer appointed by them in writing) that payment of their basic allowance and/or special responsibility allowance be paid at such intervals, in arrears, as they may specify but in any event within one month of the end of the financial year.

A member may, by notice in writing to the Chief Executive (or an officer appointed by them in writing), forgo all or part of their entitlement. The request must be made in writing and clearly state the period for which the reduction is to be applied. If no end date is provided, the adjustment will be applied from the date the request is received, up to the end of the financial year within which the request was submitted.

Local Government Pension Scheme

On 1 April 2014, the Local Government Pension Scheme (LGPS) was closed to elected members. Councillors who were members of the scheme on 11 May 2015, retain any accrued pension rights up to this date.

Revocation of Previous Scheme

The previous Scheme of Members' Allowances is revoked with effect from 22 June 2021.

Schedule 1

Schedule of Allowances 2021/2022

| Post | Amount payable per annum |
|--|--------------------------|
| Leader of the Council | 28,371 |
| Deputy Leader of the Council | 17,128 |
| | |
| Corporate Policy Committee Chair | 12,000 |
| Corporate Policy Committee Vice Chair | 6,000 |
| | |
| Economy and Growth Committee Chair | 12,000 |
| Economy and Growth Committee Vice Chair | 6,000 |
| | |
| Environment and Communities Committee Chair | 12,000 |
| Environment and Communities Committee Vice Chair | 6,000 |
| | |
| Highways and Transport Committee Chair | 12,000 |
| Highways and Transport Committee Vice Chair | 6,000 |
| | |
| Children and Families Committee Chair | 12,000 |
| Children and Families Committee Vice Chair | 6,000 |
| | |
| Adults and Health Committee Chair | 12,000 |
| Adults and Health Committee Vice Chair | 6,000 |
| | |
| Finance Sub-Committee Chair | 12,000 |
| Finance Sub-Committee Vice Chair | 6,000 |
| | |
| Scrutiny Committee Chair | 7,650 |
| Audit and Governance Committee Chair | 7,650 |
| Strategic Planning Board Chair | 7,650 |
| Southern Planning Committee Chair | 7,650 |
| Northern Planning Committee Chair | 7,650 |
| Licencing Committee Chair | 7,650 |
| Appointments Committee Chair | 4,200 |
| Public Rights of Way Sub-Committee Chair | 4,200 |

Scheme of Councillors' Allowances

| | |
|--|--------|
| Main Opposition Group Leader | 10,000 |
| Main Opposition Group Deputy Leader | 5,000 |
| Joint Administration Deputy Group Leaders | 5,000 |
| Leader of any other group with 4+ members | 5,000 |
| | |
| Group Administrator (group membership of 10+) | 3,825 |
| Group Administrator (group membership of 4 to 9) | 1,766 |
| | |
| The Worshipful the Mayor | 14,000 |
| Deputy Mayor | 5,600 |

Basic allowance (82 members) 12,351

Schedule 2

TRAVEL AND SUBSISTANCE

Mileage Rates

These may be amended from time to time to reflect the officer rates for travel and subsistence.

Cars:

Mileage rate for all vehicles (including electric): HR Revenues and Customs approved tax free mileage rate of 45p per mile.

Additional rate for each passenger (not exceeding four to whom a travel allowance would otherwise be payable) is 1 pence per mile.

Each member is required to agree with Democratic Services, standard mileages from their home to the Council's main offices and, where applicable, other regularly travelled routes.

Bicycles/Motorcycles:

Elected members who travel by bicycle when attending approved duties may claim a mileage rate of 20 pence per mile, equivalent to that payable to Cheshire East employees. For motorcycles, the rate is 24 pence per mile.

Other Travel Expenses

Rail Fares:

The cost of train travel is reimbursed up to the open standard rail fare for the journey undertaken. Any expenses incurred must be at the minimum cost to achieve the purpose of the journey.

First class rail travel is permitted only in the most exceptional circumstances to fulfil a business need, following the submission of a business case to the Head of Democratic Services and Governance supported by the member's group leader.

Financial savings can be achieved by use of an applicable rail card which reduces the cost of all train journeys by one third. Eligible members who regularly travel by train on council business and who wish to purchase a card may claim back the cost on the production of a receipt.

Occasional expenses:

The actual amount incurred can be claimed in respect of:

- Air travel
- Car parking fees
- Ferry
- Overnight parking/garaging
- Taxi fares
- Tolls

Subsistence

The cost limitations on reimbursement are:

| | | |
|-------|--|--------------|
| (i) | Absence from home for more than 4 hours but less than 8 hours | 1 main meal |
| (ii) | Absence from home for more than 8 hours but less than 12 hours | 2 main meals |
| (iii) | Absence from home of 12 hours or more | 3 main meals |

Claim Rate Limits

No more than

| | |
|--|------|
| Breakfast allowance for a duty of more than 4 hours concluding before 12 noon | £8 |
| Lunch allowance for a duty of more than 4 hours concluding after 12 noon | £11 |
| Dinner allowance for a duty of more than 4 hours concluding after 6 p.m. | £17 |
| Dinner allowance (London and abroad) for a duty of more than 4 hours concluding after 6 p.m. | £37 |
| Overnight accommodation outside London (to include breakfast) | £124 |
| Overnight accommodation in London (to include breakfast) | £149 |

[Note: The rate applicable to subsistence claims for dinner made in respect of attendance at the Local Government Association (LGA) Annual Conference will be the dinner allowance (London and abroad) irrespective of where in the United Kingdom the event is held.]

Schedule 3

LIST OF APPROVED DUTIES

| | |
|---|--|
| A | <p>Attendance at meetings to which the member is appointed or is attending as a substitute (by invitation of the responsible officer) of:</p> <ul style="list-style-type: none"> ▪ Council ▪ Committees and Sub-Committees ▪ Overview and Scrutiny Committee ▪ Panels and boards ▪ Working groups and task and finish groups <p>Or where the member is contributing to a meeting listed above in the following capacity i.e.</p> <ul style="list-style-type: none"> ▪ Local ward member in attendance for an agenda item ▪ Having registered to speak/ask a question at a meeting ▪ Being required to give evidence at a meeting |
| B | Attendance at site visits/building inspections arranged by the bodies listed above |
| C | Attendance at briefings authorised and called by officers of the Council on matters of council business (e.g. service Committee briefings) |
| D | Duties undertaken by the Council Leader, Deputy Council Leader, group leaders and deputy leaders, group administrators, chairs, vice chairs and member champions in line with their roles |
| E | Attendance at meetings of outside bodies on which Cheshire East Council is invited to be represented |
| F | Attendance at meetings of outside bodies, where the member is representing Cheshire East Council and Council/Corporate Policy Committee has make the appointment (excluding school governing bodies) |
| G | Attendance at parish council meetings, as a representative of Cheshire East Council, within own electoral ward |
| H | Official visits undertaken by the chair/vice chair of service Committees (and, where agreed with Democratic Services, other nominated members) and Sub-Committees/task and finish groups appointed by the parent Committee |
| I | Members who are required, or nominated to represent Cheshire East Council in an official capacity to attend at official openings, |

Scheme of Councillors' Allowances

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|---|--|
| | open days, events, award ceremonies, presentations, meetings with VIP's, receptions etc. which take place outside of the ward (excluding attendance as the ward member) |
| J | Where all members are invited to a formal council service as their constituents' representative |
| K | Attendance at conferences/seminars, where the booking has been made by Cheshire East Council and the place funded by the council |
| L | Attendance at: <ul style="list-style-type: none">▪ authorised member training and development events held outside of the borough▪ mandatory, statutory, and developmental training sessions (including seminars/briefings) provided as part of Cheshire East's member training and development programme▪ authorised training sessions identified specifically for a member in line with their Committee appointment or their personal development |
| M | Duties undertaken on behalf of the council in pursuance of any procedure rule under Section 135 of the Local Government Act 1972 requiring an elected member to be present whilst tender documents are opened |

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Chapter 6

Glossary

Appropriation – The transfer of land and property between purposes or functions of the Council.

ASDV – Alternative Service Delivery Vehicle.

Award Criteria – The criteria set in order to examine the merits of each Bid, Quote or Tender received. Refer to Evaluation Matrix also.

Bad Debt – A debt becomes bad if it has not been collected within 6 months. Full provision for all bad debts has to be made within the revenue account, but the debt is still pursued until it is either recovered or written off as unrecoverable.

BAFO – Best and Final Offer. This is a procedure to facilitate a final opportunity for Bidders to improve their Bids, which can include price, improvement in quality and/or a value added element.

Balances (Revenue Account) – The accumulated surplus of income over expenditure. Councillors may agree that Balances be used to reduce future Council Tax levels although a minimum level, consistent with prudence and best practice will be maintained. Amounts in excess of that required for day-to-day cash management and to finance working capital can be invested to generate income for the Council.

Best Value – Is the duty to secure continuous improvement in the way services are provided having regard to economy, efficiency and effectiveness.

Bid – A quotation or tender submitted in response to a Request for Quotation or Invitation to Tender issued by the Council.

Bidder – A contractor, supplier, provider or similar who submits a Bid.

Block Provisions – Annual capital allocations within which the value of approved schemes must be contained. Any uncommitted sum at the year-end may be carried forward, subject to agreement of the Chief Finance Officer. Any uncommitted sum which is not justified will be returned to Council balances. Equally, any overspending will be carried forward as the first call on the following year's provision.

The **Budget** – this is the financial expression of the Council's Corporate Plans in the Policy Framework and sets out the allocation of resources to Committees, services and projects, the level of contingency funding, the Council Tax base and Council Tax rate, borrowing limits and capital financing requirements.

Budget and Policy Framework – The full Council is responsible for setting the Budget and Policy Framework. The Budget and Policy Framework sets out the Council's key policies and agreed budget for each year. All decisions must be taken in accordance with these agreed documents. Only full Council can change the Budget and Policy Framework.

Business Case Template – This is a proforma to be completed for all Capital schemes and all significant Revenue proposals. It will provide details on the expected outcomes falling from the proposed investment and identify how the proposal will meet corporate objectives. The template, in a form agreed by the Director of Finance & Customer Services, must include an assessment of the asset or Service consequences, risk and impact on users, and include any differential impact on particular groups or localities. The amount of detail will be proportionate to the value and level of risk.

Capital Approval – The total cost of each provision or scheme rather than the anticipated expenditure in each year. Capital programme provision may be amended by any supplementary estimates or virements.

Capital Expenditure – Expenditure on the purchase, construction or replacement of capital (fixed) assets, such as land, buildings, and major items of plant, equipment or vehicles, or expenditure which adds to the life or value of an existing fixed asset. Finance leases may be capital expenditure.

Capital Programme – The Council's plan of capital projects and spending over future years. Included in this category are the purchase of land and buildings, the erection of new buildings and works, Highway Improvement schemes and design fees (unless the scheme is aborted in which case fees will be charged to revenue), and the acquisition of vehicles and major items of equipment.

Capital Project / Scheme – These terms mean the same thing and are used interchangeably within the Procedure Rules. A project/scheme may be separately identified in the capital programme or be an item within a block provision.

Capital Receipts – Income received from the sale of capital assets and available (subject to rules in legislation or laid down by the Government or CIPFA) to finance new capital expenditure or to repay debt.

Carry-forward – An increase or reduction in a Service's new financial year budget, stemming from either an under or overspend in the previous year. All significant carry-forwards (except for Schools) need the approval of the Chief Finance Officer in consultation with the Chair of the Finance Sub-Committee upon the presentation of a Business Case.

Central Purchasing Body – An organisation (usually a contracting authority as defined in the Public Procurement Legislation) that provides centralised purchasing activities such as awarding contracts for works or the acquisition of supplies and/or services intended for use by other contracting authorities such as local authorities.

Chief Executive –The Chief Executive is the most senior officer in the Council. It is his/her role to support Councillors and to provide leadership for the Council. The Chief Executive is empowered to operate all the services of the Council and except where powers, duties and functions are delegated to a councillor decision-making body, to exercise all powers, duties and functions of the Council, including those delegated to other officers. Every Council has to appoint one of its officers as the Head of Paid Service. The Chief Executive is also the Council's Head of Paid Service.

Chief Finance Officer – also known as the **Section 151 Officer**, this officer has the responsibility under section 151 Local Government Act 1972 for the proper management of the Council's financial affairs and occupies the post of Director of Finance and Customer Services.

CIPFA – the Chartered Institute of Public Finance and Accountancy;

Clear Working Days –a period of one or more working days means a period comprising one or several consecutive periods of 24 hours (excluding weekends and bank holidays) beginning and ending at midnight. A clear day excludes the date of dispatch and date of the meeting.

Commissioning Officer – An officer who is requesting and / or is in need of works, goods or services that will be commissioned/procured under the Contract Procedure Rules.

Commissioning and Procurement Board – a board of Councillors and officers established to ensure a strategic commissioning approach in the Council and that procurement of goods, services and supplies achieves value for money in delivering the Council's corporate strategy and strategic priorities. The Board has detailed Terms of Reference and its activity is overseen by the Audit and Governance Committee.

Concession – Any agreement between the Council and one or more parties (which may be procured under the Concession Contracts Regulations 2016) and which may include:

- The carrying out of works for the Council, in return for the right to exploit the works that are the subject of the contract with or without payment
- The delivery of services to the Council, in return for the right to exploit the services that are the subject of the contract with or without payment.

Confidential information – information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order, or by virtue of any enactment as defined in the Access to Information Rules in **Chapter 3 Section 2** of the Constitution.

Contingencies – Sums set aside to meet either:

- the potential costs of activities expected to occur during the year over and above those costs included in Service budgets (pay and price contingency); or
- items which are difficult to predict in terms of financial impact or timing (contingency for uncertain items).

Contract – A legally enforceable agreement to supply goods, services or works for a price. A contract is normally in writing however a contractual arrangement may be entered into orally.

Contract Manager – An Officer of the Council (or in the case of a Contract where the service/goods/works are procured on behalf of another organisation an officer of that organisation) who has day to day responsibility for overseeing the delivery of the Contract requirements by the provider and recording the performance of the provider against the performance criteria set out in the Contract.

Contractor – Any person or organisation awarded a Contract. This includes any consultant appointed by the Council to advise on any project.

Corporate Leadership Team – The officer management arrangements for the Council are overseen by a Corporate Leadership Team comprising the Chief Executive, Executive Directors for Place, Adult Services, Children's Services and Corporate Services, the Monitoring Officer and Chief Finance Officer. The Executive Directors are accountable to the Chief Executive for leading the Services within their area of responsibility and ensuring that the Services are managed in accordance with the objectives, plans, policies, programmes, budgets and processes of the Council.

Corporate Procurement Unit (CPU) /Procurement – The corporate procurement unit is the department responsible for procurement activity within the Council.

Councillors – Also known as Members, Councillors are elected to represent the 52 Wards in the Council's area. They are elected every four years. They are directly accountable to citizens for the running of the Council. They have a duty to represent all constituents in their Ward and they must make decisions in the best interests of the Borough as a whole.

Council's Core Values – The Values that underpin the culture of the Council to put residents FIRST. Flexibility: adapting quickly and learning together. Innovation: being creative and challenging convention. Responsibility: delivering our promises, efficiently. Service: listening, caring and responding appropriately Teamwork: respecting and working well with others.

CPU – Corporate Procurement Unit is the unit responsible for procurement activity within the Council.

Data Protection Legislation – means all privacy laws applicable to personal data including the Data Protection Act 2018 and regulations made under it and the General Data Protection Regulation (Regulation (EU) 2016/679); together with all codes of practice and other statutory guidance issued by the Information Commissioner’s Office

Deputy Leader or Deputy Leader of the Council – The position of Deputy Leader of the Council is the Council’s choice rather than a legal requirement. The Deputy Leader is empowered to act in place of the **Leader**. The Deputy Leader is empowered to represent the Council on any external body, as agreed with the Leader, and to make decisions and vote on behalf of the Council at meetings of such bodies. The Deputy Leader is elected by the **full Council**.

Dynamic Purchasing System is similar to a Framework Agreement; however, the ability for providers to become party to the system and to be eligible to bid for Contracts awarded under it, remains open throughout its life.

Earmarked Reserves – These reserves represent monies set aside that can only be used for a specific use or purpose.

Electronic Tendering Portal (E-tendering Portal) – A system for the issue and receipt of electronic tenders and quotations as designated by the Executive Director (Corporate Services).

Evaluation Matrix – A document setting out the Award Criteria and weightings for a procurement process which reflect what is material to the award of a particular Contract and its importance. This document will be updated to capture scores during the evaluation of Bids.

Evaluation Panel – A group of Officers set up to undertake the evaluation of Bids. The number of Officers and relevant disciplines required will vary for each procurement.

Executive Director (or delegated representative) – The Chief Executive or any Director of the Council to whom there has been specific delegation by the Council a Committee or in writing by the Chief Executive.

Exempt information – information that is not available for disclosure to the public as defined by Schedule 12A of the 1972 Act and the Access to Information Rules in **Chapter 3 Section 2** of the Constitution;

Fiduciary Duty – a duty placed upon officers and Councillors to utilise the Council’s resources wisely and balance the interests of the persons providing the Councils money and resources (such as council tax or business rate payers) against the interests of those who would benefit from expenditure or use of resources, taking into consideration appropriate risks.

Finance Leases – Most of the risks and rewards associated with ownership are transferred to the lessee (responsibility for maintenance, insurance etc. will fall to the Council).

Financial Year – The Council's accounting period covers the 12 months from April 1 to March 31.

Framework Agreement – Any agreement between one or more contracting authorities and one or more providers, that establishes defined terms governing contracts to be awarded during a given period for:

- the carrying out of works
- the purchase, leasing or hiring of goods or materials
- the delivery of services

Forward Plan – The Forward Plan is a public document which is prepared and published by the Leader of the Council, listing all **significant decisions**, as set out in **Chapter 3 Part 2**.

Full Council – Means all 82 elected Members of the Council.

Group Administrator – a Councillor approved as a Group Administrator by a political group.

Group Lead Member - A Group Lead Member is a position that is held by members of each of the political groups on the Council in relation to each Committee.

Head of Paid Service – See *Chief Executive*. The Officer who may report to Full Council on staffing requirements pursuant to Section 4 Local Government and Housing Act 1989.

Internal Control – A procedural system designed to manage risk to an acceptable level whereby different staff members perform different parts of a task, so that no one person is entirely responsible for processing a transaction from start to finish.

Invitation to Tender (ITT) – Refers to an invitation to providers to submit tenders for Contracts to provide goods, services or works valued at or above the Public Procurement Threshold.

Leader or Leader of the Council – The position of Leader of the Council is the Council's choice rather than a legal requirement. The Leader will be the political head of the Council, the focus for policy direction and community development, and the chief advocate and ambassador for the Borough. The Leader is elected by the **full Council**.

Leases – Agreements covering the hire/rental of equipment or buildings, generally for a specified period of time and at a specified rate. There are two types of leases; Finance leases and Operating Leases (see this Glossary).

Monitoring Officer –The Monitoring Officer is appointed in accordance with Section 5 of the Local Government and Housing Act 1989 and is responsible

for supporting and advising the Council in relation to the lawfulness and fairness of the decision-making of the Council, the Council's compliance with its legal responsibilities and requirements, matters relating to the conduct of elected Councillors and Local Government and Social Care Ombudsman complaints.

Officers – Officers is the term used to refer to the people employed, retained or appointed by the Council to advise and support **Councillors** and implement their decisions. The term “officers” in this Constitution includes all the people who operate in this capacity including contractors, consultants, agency staff and volunteers.

Operating Leases – Where the risks and rewards of ownership remain with the lessor.

Option Appraisal/Business Case – This is required for all Capital schemes and all significant revenue proposals and takes the form of a Business Case Template. This will be used to assess whether the scheme is affordable and deliverable. Consequences to the Service are considered and evaluated and it will also provide a basis for monitoring and reporting progress. In the case of revenue proposals, it will also take into account the risk and impact on users.

Political balance – rules which require the Council to allocate seats on Committees in accordance with the proportion of Councillors from different political groups represented on the Council as a whole – unless no Councillor votes against, under the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990/1553.

Political Group – two or more Councillors who notify the Head of Paid Service that they have formed a group

Politically Restricted Post (PoRP) – officers holding these posts cannot have any active political role and are prohibited from: standing for office as local councillors, MPs; canvassing on behalf of a political party or a person who is, or seeks to be, a candidate; and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Procurement Manager – The manager of the CPU and his/her delegated representatives unless otherwise instructed.

Procurement Officer or Procuring Officer – An Officer of the CPU who shall undertake the appropriate procurement activities to provide the Commissioning Officer with their requirements.

Project Board – A group of senior officers, led by the Senior Responsible Owner (SRO) who are accountable for the success of a Project and represent specific business, user and supplier interests. More information on the make-up and operation of a Project Board can be found in the Project Management Handbook which is published and maintained by the Authority’s Programme Management Office.

Project Gateway Process – A series of control measures put in place to ensure that all projects are instigated, approved, managed and delivered effectively. The Project Gateway process is overseen by the S151 Officer and described in detail in the Project Management Handbook.

Proper Officer – An officer designated in the Proper Officer Register in **Chapter 2 Part 5** to undertake certain functions required by law.

Provision – An amount set aside by the Authority for any liabilities of uncertain amount or timing that have been incurred. The main category is estimates of liabilities or losses already incurred but whose exact amount will be determined in the future (e.g. bad debts, obsolete stock).

Prudential Borrowing Limits – The maximum amount of borrowing that the Council can enter into at any one point in time during the year. This limit is set by Council prior to the start of the year to which it relates and cannot be breached under any circumstances.

Public Procurement Legislation – Legislation which regulates the purchasing by public sector bodies and certain utility sector bodies of contracts for goods, works or services. The law is designed to open up the public procurement market to competition and to promote the free movement of goods, services and works.

Public Procurement Threshold – The financial thresholds above which the Public Contracts Regulations apply to a proposed Contract. The Thresholds are updated every two years, with the next update being in January 2022. The Thresholds are summarised below:

| | Supply, Services¹ and Design Contracts | Works Contracts² | Social and Other Specific Services³ |
|--|--|--|---|
| Other public sector Contracting authorities | £189,330 (€214,000) | £4,733,252 (€5,350,000) | £663,540 (€750,000) |

¹ With the exception of the following services which have different thresholds or are exempt:

- Social and other specific services (subject to the light touch regime) Article 74
- Subsidised services contracts specified under Article 13
- Research and development services under Article 14 (specified CPV codes are exempt).

² With the exception of subsidised works contracts specified under Article 13.

³ As per Article 74. Services are listed in Annex XIV.

Revenue Account – An Account which sets out the Council's income and expenditure for the year for non-capital spending.

Revenue Expenditure – Spending on the day-to-day running expenses of the Council. It includes expenditure on employees, premises, transport and supplies and services.

Request for Quotation – An invitation to providers to submit quotations for Contracts to provide goods, services or works valued between £25,000 and the relevant Public Procurement Threshold

Ring Fencing – Certain budgets agreed by the Chief Finance Officer are "ring-fenced". This means that under-spends on these budgets will return to balances and overspends will be met centrally. This is to reflect the fact that certain items of expenditure are either demand-led or so significantly influenced by extraneous factors that they are beyond the direct control of managers. Ring-fenced budgets include planning levies, external audit fees some public health grants and election expenses.

Schemes of Delegation – Schemes of Delegation are the documents that set out, for each Service, all authorisations and approval limits as delegated by the Heads of Service to Authorised Officers within their Service. Heads of Service are responsible for maintaining up to date and accurate Schemes of Delegation. (See also: Financial Schemes of Delegation)

Schemes of Financial Delegation – Financial Schemes of Delegation are the documents that set out, for each Service, all specific financial authorisations and approval limits as delegated by the Heads of Service to Authorised Officers within their Service. Heads of Service are responsible for maintaining up to date and accurate Financial Schemes of Delegation.

Scrutiny – Scrutiny provides an opportunity for members of the Council to examine the way in which the Council provides its services, by questioning how and why decisions are made, and by making recommendations on existing and future Council policies, primarily focussed on Health and Wellbeing, Flood Risk Management and Crime and Disorder.

Section 151 Officer (Chief Finance Officer) – The financial adviser to the Council, Committees, Sub-Committees and Officers and the Authority's 'responsible financial officer' under relevant legislation who is responsible for the proper administration of the Council's financial affairs and occupies the post of Director of Finance and Customer Services.

Service Plan – A plan which outlines measurable Service aims for the year ahead, encompassing both core purpose and specific key objectives for any given year. The Plan will consider both inputs and outputs.

Significant decision – a decision which is likely to result in the Council incurring non-routine expenditure which is, or the making of non-routine savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, and/or is likely to be significant in terms of its effects on communities living or working in an area comprising one or more wards or electoral divisions in the area of the

Council. For these purposes, savings and expenditure are “significant” if they are equal to or greater than £1 million, unless the context requires otherwise. For clarification, no decision previously approved by the Finance Sub-Committee, and no **treasury management** decision, shall constitute a Significant Decision.

Social Value – The duty under the Public Services (Social Value) Act 2012 to have regard before a procurement as to how what may be commissioned or procured will improve the economic, social and environmental wellbeing of **the area**.

Sub-Committee – a body of Councillors who may be drawn from the parent Committee and wider Council membership and may also include non-councillors as co-optees that will report on its work to the parent Committee and may make recommendations for action. Advisory Sub-Committees may allow co-optees to vote, but rules under the Local Government and Housing Act 1989 generally prevent co-optees from voting. Advice on the status and voting rights of Sub-Committee members can be provided by the Monitoring Officer or the Head of Democratic Services and Governance.

Supplementary Estimate – An approved increase to a Service revenue or capital budget during the financial year, funded centrally from reserves, contingencies or external funding sources such as grants or partner contributions, developer contributions, receipts or government grant.

Statutory Officers – Means the Head of Paid Service, the Monitoring Officer the Chief Finance Officer, the Director of Adult Services, Director of Children’s Services and the Director of Public Health.

Treasury Management – Treasury management functions are those functions carried out in accordance with the approved Treasury Management Strategy. The Chief Finance Officer is responsible for the **Treasury Management Strategy**.

Third Party Fund(s) – Funds provided by outside bodies or individuals in support of Council activities, establishments or clients, controlled wholly or partly by a member of the Council’s staff in connection with the clients, establishments or activities of the Council such as School Funds, Amenity Funds or Criminal Injuries Compensation Payments for children in care. Can sometimes be known as trust funds.

Virement – A transfer of amounts from one budget heading to another within, or between, Heads of Service or changes to Capital budgets funded from within the existing Capital programme.

Verifying Officer – an Officer who will confirm that the Form of Tender is signed and that terms and conditions are agreed by all providers. They may be an Officer of the CPU or Legal Services.

Note that:

- Copies of Acts, Orders and Regulations are available at: legislation.gov.uk

- Note that any reference in this Constitution to legislation that is repealed and re-enacted is to the subsequent legislation that replaced it (in accordance with section 17 Interpretation Act 1978).

Chapter 7

List of Associated Documents

This Constitution contains references to a number of documents that are not reproduced in full within it, but which can be accessed electronically from it via hyperlinks to the necessary content.

These hyperlinked documents are listed below, together with their status and ownership:

| Document | Owned by | Page |
|--|--|--|
| Local Ward Member Protocol | Corporate Policy Committee | Chapter 3 Page 38 |
| Role of Chairs | Corporate Policy Committee | Chapter 1 Page 8 |
| Whistleblowing Policy | Audit and Governance Committee | Chapter 4 Page 49 |
| Public Speaking and Questions | Corporate Policy Committee | Chapter 3 Page 30 |
| Protocol on Public Speaking Rights at Strategic Planning Board and Planning Committees | Strategic Planning Board | Chapter 3 Page 21 |
| Mayorality Code of Practice | Corporate Policy Committee | Chapter 1 Page 9 |
| Joint Scrutiny Protocol | Corporate Policy Committee | Chapter 3 Page 23 |
| Role of Leader and Deputy Leader | Corporate Policy Committee | |
| Petition Scheme | Corporate Policy Committee | Chapter 3 Page 29 |
| Referral of Decisions to Full Council Procedure | Corporate Policy Committee | Chapter 3 Page 27 |

| | | |
|--|--|---|
| Group Administrator Responsibilities | Corporate Policy Committee | Chapter 2 Part 4 Chapter 3 Part 1 Chapter 4 |
| Public Questions at Full Council | Corporate Policy Committee | Chapter 3 Page 7 |