

Purpose of New Sections ¹

Part	Proposed New Format	Purpose of New Sections
Part 1	Your Council <ul style="list-style-type: none"> ● Overview ● Principles of Decision-Making ● Citizen's Rights and Responsibilities 	<p><u>Overview</u> This will encompass all of the information contained about the Council previously located within the Summary</p> <p><u>Principles of Decision-Making</u> This will set out the core objectives of the Council's approach to decision making and outlines how these objectives are achieved. It sets out the principles that all decision takers must follow.</p>
Part 2	Articles of the Constitution	
Part 3	Responsibility for Council and Executive Functions	
Part 4	Procedure Rules <ul style="list-style-type: none"> ● Council Procedure Rules ● Budget and Policy Framework Procedure Rules ● Overview and Scrutiny Procedure Rules ● Call-in Procedure Rules 	<p><u>Call-in Procedure Rules</u> This information was previously contained within the Overview and Scrutiny Procedure Rules, but is now proposed to be separated into its own Section for ease of reference by elected members who might wish to consider calling-in a decision.</p>

¹ Where Sections currently exist within the Constitution, these are not explained further.

Part 5	Finance and Contract Rules <ul style="list-style-type: none"> ● Financial Procedure Rules ● Contracts Standing Orders 	
Part 6	Public Participation <ul style="list-style-type: none"> ● Attendance at Meetings ● Public Speaking ● Access to Information Procedure Rules ● Petition Scheme ● Deputations ● Protocol for Recording / Livestreaming of Council meetings 	<p><u>Attendance at Meetings</u> This Section will explain how members of the public can attend meetings, where to find out when meetings are held and how to access papers for meetings. It will also refer to when access may be restricted in the case of confidential items.</p> <p><u>Public Speaking</u> This Section will detail all of the opportunities for members of the public to speak at the Council's meetings, including at Planning and Licensing meetings.</p> <p><u>Deputations</u> Although the Constitution refers to how members of the public can make deputations, it does so within the confines of Procedure Rules. Whilst these will be retained, this new Section will provide information as to how to make a deputation and how the deputation will be dealt with.</p> <p><u>Protocol for Recording / Livestreaming of Council meetings</u> This Section will provide guidance for those members of the public wishing to record Council meetings and will also explain the Council's arrangements around livestreaming.</p>
Part 7	Elected Mayor and Councillors <ul style="list-style-type: none"> ● Councillors Code of Conduct ● Standing Orders relating to the Holding of Office ● Members' Allowances Scheme ● Protocol for Member / Officer Relations ● Members' Access to Information 	<p><u>Standing Orders relating to the Holding of Office</u> This Section is designed to provide elected members and members of the public alike with information on matters such as qualification, term of office, how resignations / vacancies will be dealt with and any arrangements needed to ensure continuity of business after an election and before the AGM.</p> <p><u>Members' Access to Information</u> Although the Constitution currently contains a Section around Access to</p>

		Information, this is predominantly from the perspective of accessing meeting papers. This new Section will explain the rights of elected Members to obtain information more generally.
Part 8	<p>Officers</p> <ul style="list-style-type: none"> ● Chief and Proper Officer Roles and Functions ● Officer Employment Procedure Rules ● Monitoring Officer Protocol ● Politically Restricted Posts 	<p><u>Monitoring Officer Protocol</u> Although the Constitution currently explains in broad terms the role and powers of the Monitoring Officer, the intention is to move this to a new Section which will also explain the working arrangements in place to ensure the effective discharge of Council functions</p> <p><u>Politically Restricted Posts</u> This Section will explain whist posts are politically restricted and the implications of such restrictions.</p>
Part 9	<p>Codes and Protocols</p> <ul style="list-style-type: none"> ● Planning Code of Practice ● Licensing Code of Practice ● Key Decisions Protocol 	<p><u>Key Decisions Protocol</u> This Protocol will explain what a key decision is and how those decisions will be publicised and taken, whether by Cabinet or by an officer acting under a delegated power.</p>
Part 10	Glossary	