

Stockton-on-Tees Borough Council

Example title page for the revised Constitution: Contents

Part 1 - **Summary and Explanation:**

(This section sets out an overview of how the Council operates, what the key parts of the Constitution cover and what rights members of the public have it will incorporate more detail from the current Articles).

Part 2 - **Responsibility for Functions:**

Diagrammatic explanation of decision making bodies
Council Functions
Local Choice Functions
Executive Functions
Committees
Joint Arrangements
Officer Delegations (including structure charts)
Proper Officer Provisions

Part 3 - **Rules of Procedure**

Council Procedure Rules
Cabinet Procedure Rules
Access to Information Procedure Rules
Budget, Policy Framework and Financial Procedure Rules
Executive Scrutiny and Select Committee Procedure Rules
Contracts Procedure Rules
Employee Employment Procedure Rules

Part 4 - **Codes and Protocols**

Members' Code of Conduct
Planning Code of Good Practice*
Employees' Code of Conduct
Protocol on Member/Officer Relations
[Confidential Reporting Policy]

Part 5 - **Members' Allowances Scheme:**

Members' Allowances Scheme – 1 April 2017 – 31 March 2018

Part 6 - **Glossary of Terms**

Parts which could be removed altogether (with some of the content being included elsewhere):

- Part 2 - Articles of the Constitution
 - Article 1 The Constitution
 - Article 2 Members of the Council
 - Article 3 Citizens and the Council
 - Article 4 The Full Council
 - Article 5 Chairing the Council
 - Article 6 Executive Scrutiny and Select Committees
 - Article 7 The Cabinet
 - Article 8 Regulatory and other Committees
 - Article 9 The Standards Panel and the Audit Committee
 - Article 9A The Health and Wellbeing Board
 - Article 9B The Adults Health and Wellbeing Partnership
 - Article 9C The Children's and Young People's Partnership
 - Article 10A Partnerships Generally
 - Article 10B Regeneration Partnerships
 - Article 11 Joint Arrangements
 - Article 12 Officers
 - Article 13 Decision Making
 - Article 14 Finance, Contracts and Legal Matters
 - Article 15 Review and Revision of the Constitution
 - Article 16 Suspension, Interpretation and Publication of the Constitution
 - Schedule 1 Description of Executive Arrangements
- Members' Allowances Scheme – 1 April 2015 – 31 March 2016
- Part 10 - Statutory Derivation Table
- Part 11 - Related Documents (documents will be hyperlinked where they are referred to in the Constitution)
- Part 7 - Management Structure (this will appear in Responsibilities for Functions)

Parts which could be referred to by hyperlink rather than being included in full:

- Cleveland Police and Crime Panel:-
 - Panel Arrangements
 - Terms of Reference
 - Rules of Procedure
 - Arrangements for the handling of complaints and other matters
- Concordat for Communication and Consultation with Members
- Planning Code of Good Practice*
- Licensing Protocol
- Part 8 - Essential Supporting Documents
 - General Guidance on the Code of Conduct for Members
 - Members Allowances Independent Remuneration Panel
 - Cabinet Member Portfolios
 - Protocol for Submitting and Determining Dispensations Applications
 - Members' Guide to Information Security
 - Protocol on the Use of IT Equipment
 - Gifts and Hospitality Protocol
 - Scrutiny Toolkit
- Part 8A- Petition Scheme