

## **CONTENTS**

	<b><u>Page No</u></b>
<b>Part 1 - Introduction</b>	1(1)
List of District Councillors	1(2)
Councillors by Ward	1(6)
Villages/Town District Ward List	1(7)

## **THE CONSTITUTION**

<b>Part 2 - Articles of the Constitution</b>	2(1)
Article 1 - The Council's Constitution, overall purpose and strategic objectives	2(2)
Article 2 - Members of the Council	2(4)
Article 3 - Citizens and the Council	2(7)
Article 4 - The role of Council - meanings, functions, Council meetings	2(10)
Article 5 - Chairman of the Council	2(11)
Article 6 - Committees and other Member bodies	2(12)
Article 7 - Joint Arrangements	2(14)
Article 8 - Officers	2(15)
Article 9 - Decision Making	2(19)
Article 10 - Finance, Contracts and Legal Matters	2(20)
Article 11 - Review and Revision of the Constitution	2(21)
Article 12 - Suspension, Interpretation and Publication of the Constitution	2(22)
<b>Part 3 - Responsibility for Functions</b>	3(1)
1. Council Committees and other Member Bodies, Objectives, Terms of Reference and Delegation to Officers	
A. <b><u>Council</u></b>	3(2)
B. <b><u>Policy Committees</u></b>	3(5)
I) Operational Services Committee	3(6)
II) Finance & Assets Committee	3(14)
F&A (Ethical Governance) Sub-Committee	3(27)
Sub-Committee Procedure	3(30)
C. <b><u>Regulatory Committees:</u></b>	3(32)
Licensing Committee	3(33)
Licensing Sub-Committees	3(37)
Planning Committee	3(42)

D.	<b><u>Other Committees/Joint Committees</u></b>	3(52)
	Audit Committee	3(53)
	Anglia Revenues Partnership Joint Committee	3(55)
2.	Proper Officer Functions	3(62)
<b>Part 4</b>	<b>Rules of Procedure<sup>1</sup></b>	4(1)
	1. Council Procedure Rules	4(2)
	2. Access to Information Procedure Rules	4(21)
	3. Budget and Policy Framework Procedures	4(25)
	4. Financial Regulations	4(26)
	5. Financial Procedure Rules	4(36)
	6. Contract Procedure Rules	4(73)
	7. Officer Employment Procedure Rules	4(97)
	8. Anti-Fraud and Corruption Strategy	4(101)
<b>Part 5</b>	<b>Codes and Protocols</b>	5(1)
	1. Members' Code of Conduct	5(2)
	2. Protocol on Member/Officer Relations	5(12)
	3. Guidance for Staff, Members and Candidates during an Election Period	5(19)
	4. Protocol for Agenda Planning	5(23)
	5. Protocol on Members' Access to Council held Information	5(24)
	6. Guidance on Planning for Members	5(27)
	7. The Role of Elected Members in relation to Licensing Committee hearings	5(34)
<b>Part 6 -</b>	<b>Members' Allowances Scheme</b>	
	Members' Allowances Scheme	6(1)

---

<sup>1</sup> For the purposes of relevant Standing Order Regulation – our “Standing Orders”

List of other Key Council documents & availability

	<b>Name</b>	<b>Location</b>	<b>Responsible Officer</b>
1	Employee Code of Conduct	On request at The Grange reception	Human Resources Manager
2	(Staff) Disciplinary Policy & Procedure	On request at The Grange reception	Human Resources Manager
3	Whistle Blowing Policy	On request at The Grange reception	Monitoring Officer
4	The Council's Complaints Scheme	On request at The Grange reception	Customer Services Manager
5	Petitions Scheme and Leaflet	Internet & on request at The Grange reception	Democratic Services Manager
6	Public Speaking Scheme Planning Committee	Internet & on request at The Grange reception	Planning Manager
7	Public Question Time Leaflet	Internet & on request at The Grange reception	Democratic Services Manager
8	Guidance Note for Members and Officers – Formal and Informal Member Bodies	Internet & on request at The Grange reception	Monitoring Officer/ Democratic Services Manager
9	Call-In/Referral-Up Procedure Note	Internet & on request at The Grange reception	Chief Executive/ Democratic Services Manager
10	Planning Committee Site Visit Protocol	Internet On request at The Grange reception	Planning Manager
11	Licensing Committee Site Visit Guidance	On request at The Grange reception	Environmental Services Manager
12	Monitoring Officer Protocol	Internet & on request at The Grange reception	Monitoring Officer
13	Press & PR Protocol	Internet & on request at The Grange reception	Communications Team/Monitoring Officer