

LICHFIELD DISTRICT COUNCIL



Adopted May 2018

CONSTITUTION OF THE COUNCIL

INDEX

INDEX	
PART 1	
SUMMARY AND EXPLANATION.....	
THE COUNCIL’S CONSTITUTION	
PART 2	
ARTICLES OF THE CONSTITUTION.....	
ARTICLE 1 THE CONSTITUTION.....	
ARTICLE 2 COUNCILLORS.....	
ARTICLE 3 RESIDENTS AND THE COUNCIL.....	
ARTICLE 4 THE COUNCIL.....	
ARTICLE 5 CHAIRING THE COUNCIL.....	
ARTICLE 6 OVERVIEW AND SCRUTINY COMMITTEES.....	
ARTICLE 7 THE CABINET.....	
ARTICLE 8 PLANNING AND OTHER COMMITTEES.....	
ARTICLE 9 PANELS AND FORUMS.....	
ARTICLE 10 THE AUDIT AND MEMBER STANDARDS COMMITTEE.....	
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 CABINET ARRANGEMENTS.....	
PART 3	
RESPONSIBILITY FOR FUNCTIONS INDEX.....	
SECTION 1-RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS.....	

SECTION 2-RESPONSIBILITY FOR COUNCIL FUNCTIONS.....
SECTION 3-RESPONSIBILITY FOR CABINET FUNCTIONS.....
SCHEME OF DELEGATIONS TO OFFICERS.....

PART 4

RULES OF PROCEDURE.....
STANDING ORDERS FOR MEETINGS
ACCESS TO INFORMATION PROCEDURE RULES.....
BUDGET AND POLICY FRAMEWORK PROCEDURE RULES.....
CABINET PROCEDURE RULES.....
OVERVIEW AND SCRUTINY PROCEDURE RULES.....
FINANCIAL PROCEDURE RULES.....
CONTRACT PROCEDURE RULES.....
EMPLOYMENT PROCEDURE RULES.....
RECOMMENDED PERIODS FOR THE RETENTION OF DOCUMENTS

PART 5

CODES AND PROTOCOLS.....
MEMBERS’ CODE OF CONDUCT.....
OFFICERS’ CODE OF CONDUCT.....
PROTOCOL ON MEMBER/OFFICER RELATIONS.....

PART 6

MEMBERS’ ALLOWANCES SCHEME.....

PART 7

GOVERNANCE STRUCTURE.....