Torbay Council's Constitution

Contents

Part 1 Introduction to the Constitution and how the Council operates (Pages 1 - 4)

Part 2 Articles of the Constitution

Article 1 - The Constitution (Pages 5 - 6)

Article 2 - Members of the Council (Pages 7 - 10)

- Article 3 Local People and the Council (Pages 11 12)
- Article 4 The Council (Pages 13 16)
- Article 5 Overview and Scrutiny (Pages 17 20)
- Article 6 The Leader and Cabinet (Pages 21 24)
- Article 7 Regulatory and other Committees (Pages 25 26)
- Article 8 Community Involvement (Pages 27 28)

Article 9 - Joint Arrangements (Pages 29 - 30)

Article 10 - Officers (Pages 31 - 34)

- Article 11 Decision-making (Pages 35 38)
- Article 12 Finance, Contracts and Legal Matters (Pages 39 40)
- Article 13 Review and Revision of the Constitution (Pages 41 42)
- Article 14 Suspension, Interpretation and Publication of the Constitution (Pages 43 44)
- Article 15 Health and Wellbeing (Pages 45 46)

Schedule 1 - Description of Executive Arrangements (Pages 47 - 48)

Part 3 Responsibility for Functions

Introduction to Responsibility for Functions (Pages 49 - 50)

Schedule 1 - Local Choice Functions (Pages 51 - 54)

Schedule 2 - Council Functions (Pages 55 - 78)

Schedule 3 - Circumstances in which Functions are not to be the

Responsibility of the Executive (Pages 79 - 80)

Schedule 4 - Terms of Reference, Overview and Scrutiny Board, Regulatory, Area and Other Committees (Pages 81 - 98)

Schedule 5 - Scheme of Delegation of Executive Functions to the Cabinet, Cabinet Committees and Officers (Pages 99 - 102)

Schedule 6 - Officer Scheme of Delegation (Pages 103 - 128)

Schedule 7 - Proper Officers and Statutory Appointments (Pages 129 - 140)

Part 4 Standing Orders and Financial Regulations

Standing Orders - Council Meetings (Pages 141 - 182) Standing Orders - Committee and Sub-Committee Meetings (Pages 183 -190) Standing Orders - The Cabinet (Pages 191 - 198)

- Standing Orders The Cabinet (Pages 191 198)
- Standing Orders Overview and Scrutiny (Pages 199 210)
- Standing Orders Access to Information (Pages 211 224)
- Standing Orders Budget and Policy Framework (Pages 225 234)
- Standing Orders Officer Employment (Pages 235 240)
- Standing Orders Health and Wellbeing Board (Pages 241 246)
- Standing Orders Remote/Hybrid Meetings (Pages 247 252)
- Financial Regulations and Contracts Procedures (Pages 253 316)

Part 5 Codes and Protocols

Code of Conduct for Members (Pages 317 - 348) Code of Conduct for Employees (Pages 349 - 366) Code of Corporate Governance (Pages 367 - 378) Local Protocol on Member and Officer Relations (Pages 379 - 390) Local Protocol on Relations between the Leader and Political Groups (Pages 391 - 398) Local Protocol in relation to Group Assistants (Pages 399 - 404) Local Protocol on External Advisors to Political Groups (Pages 405 - 408) Local Protocol in relation to the Monitoring Officer (Pages 409 - 414) Local Code of Good Practice for Members and Employees Involved in the Planning Process (Pages 415 - 440) Local Code of Practice for Members and Officers dealing with Licensing Matters (Pages 441 - 452) Local Protocol on Working Parties (Pages 453 - 456) Local Protocol on Gifts and Hospitality (Pages 457 - 464) Local Protocol on Members' IT (Pages 465 - 474) Local Protocol for the Assessment and Determination of Allegations of Breaches of the Members Code of Conduct (Pages 475 - 488) Local Protocol on Member Champions (Pages 489 - 494) Local Protocol Consultation Arrangements with Town/Parish Councils and Neighbourhood Forums for Planning Applications (Pages 495 - 500) Local Protocol DBS Checks for Members (Pages 501 - 504) Local Protocol for Members of the Harbour Committee (Pages 505 - 512) Local Protocol for Civic and Ceremonial (Pages 513 - 526) Local Protocol Shadow Cabinet (Pages 527 - 530) Local Protocol on Indemnity and Insurance for Members and Officers (Pages 531 - 536) Local Protocol on Relations Between Overview and Scrutiny and the Cabinet (Pages 537 - 542) Local Protocol on Good Governance the Torbay Way Leaders Agreement (Pages 543 - 548) Members' Allowances Scheme and Job Descriptions for Members

Part 6 Members' Allowances Scheme and Job Descriptions for Members Members' Allowances Scheme (Pages 549 - 556) Job Descriptions (Pages 557 - 572) Governance Support telephone 01803 207087 e-mail governance.support@torbay.gov.uk