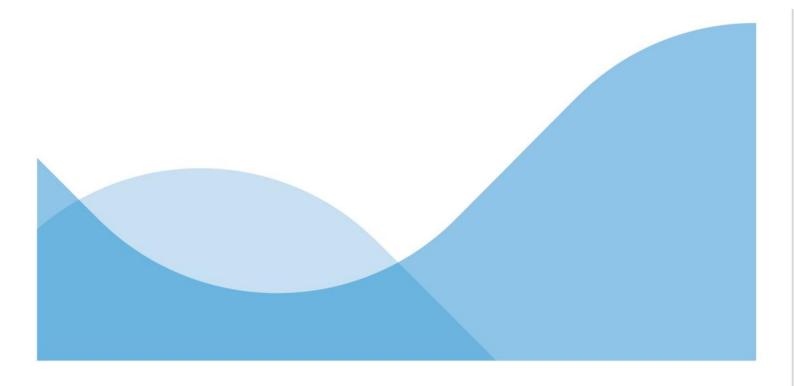




East Sussex County Council Constitution



Contents

- Constitution Index
- Decision Making Arrangements
- Part 1 Summary and Explanation
- Part 2 Articles of the Constitution
- Part 3 Responsibility for Functions
- Part 4 Rules of Procedure
- Part 5 Codes and Protocols
- Part 6 Scheme of Members' Allowances

Part 1 – Summary and Explanation

Summary and Explanation17 - 20

- The Council's Constitution
- What's in the Constitution
- How the Council Operates
- How Decisions are Made
- Overview and Scrutiny
- The Council's Staff
- Citizens' Rights

Part 2 - Articles of the Constitution

Article 1 - The Constitution	21 - 22
Article 2 - Members of the Council	23 - 26
Article 3 - Citizens of the Council	27 - 28
Article 4 - The Full Council	29 - 30
Article 5 - Chairing the Council	31 - 32
Article 6 - Overview and Scrutiny Committees	33 - 38
Article 7 - The Cabinet	39 - 44
Article 8 - Regulatory and other committees	45 - 46
Article 9 - The Standards Committee	47 - 50
Article 10 - Area Committees and Forums	51 - 52
Article 11 - Joint Arrangements	53 - 56
Article 12 - Officers	57 - 60
Article 13 - Decision Making	61 - 62
Article 14 - Finance, Contracts and Legal Matters	63 - 64
Article 15 - Review and Revision of the Constitution	65 - 66
Article 16 - Suspension, Interpretation and Publication of the Constitution	67 - 68
Schedule 1 - Description of Executive Arrangements	69 - 70

Part 3 - Responsibility for Functions

Responsibility for F	unctions Exercised only by the County Council	71 - 72
Table 1 - Cabinet Re	esponsibilities and Functions	73 - 78
Table 2 - Responsib	bility for Local Choice Functions	79 - 80
-	bility for executive functions exercised by Cabinet I by the Leader (Article 7.06 of the Constitution	81 - 82
Table 4 - Regulatory	y Committee Responsibilities and Functions	83 - 86
functions which are the Cabinet by advis	nmittees and Panels Appointed to undertake a not the responsibilities of the Cabinet, or to assist sing it on issues for which it is responsible, or rdance with legislative requirements	87 - 116
Table 6 - Scheme of	Delegations to Officers	117 - 162
DelegatDelegat	Il delegation tions to Chief Executive and all Directors tions to Particular Officers ers Designated by the County Council of Procedure	163 - 168
(1) Council Procedu	ire Rules	169 - 206
 Scope – Stand Part 1 – Cound (A) Gen SO1 SO2 SO3 SO4 SO5 SO6 SO7 SO8 SO9 SO10 SO11 	cil Meetings	

- SO12 Minutes
- SO13 Council in Committee
- SO14 Suspension of Standing Orders
- SO15 Termination of meetings
- SO16 Adjournment of meeting
- SO17 Quorum
- (B) Presentation of Reports
 - SO18 Reserved paragraphs
- o (C) Rules of Debate
 - SO19 Members to stand
 - SO20 Respect for the Chairman
 - SO21 Relevance of speeches
 - SO22 Points of order or personal explanation
 - SO23 Length of Speeches
 - SO24 Requirement for a motion or amendment to be seconded
 - SO25 Seconder may reserve speech
 - SO26 When a member may speak again
 - SO27 Definition of "amendment"
 - SO28 Disposal of amendments
 - SO29 Alteration of motions
 - SO30 Withdrawal of motion or amendment
 - SO31 Closure of debate on a motion or amendment
 - SO32 Right of reply
- o (D) Voting
 - SO33 Method of Voting
 - SO33 Recorded Vote on Budget and Council Tax setting
 - SO34 Voting on appointments
- (E) Motions

SO35 Motions which may be moved without notice and/or during debate

- SO36 Motions of which notice must be given
- SO36.9 Motions separately referred to on summons
- SO36.11 Motions received after dispatch of agenda of appropriate Committee
- SO36.12 Motions referred to a Committee or a Lead Cabinet Member
- SO37 Members' rights in relation to motions
- SO38 Motion not moved to lapse
- SO29 Restrictions on Further Motions
- (F) Petitions
 - SO40 Petitions
- o (G) Questions
 - SO41 Provisions which relate to questions from members of the public and members of the County Council (oral and written)

- SO42 Questions from members of the public
- SO43 Oral Questions by members of the County Council
- SO44 Written Questions by Members of the County Council
- (H) Debate of Cabinet's priorities for year ahead
 - SO45 Debate of Cabinet's priorities for year ahead
- (I) Disorderly conduct
 - SO46 Disorderly conduct
 - SO47 Disclosure of Council business
- Part 2 Committees and Delegations to Individual Members
 - SO48 Appointment of Committees and Sub-Committees
 - SO49 The Cabinet
 - SO50 Constitution and Functions of Committees, Sub-Committees, Panels and other bodies
 - SO51 Committee Chairs and Vice-Chairs Appointed by the Council
 - SO52 Chairs of Panels and Other Groups of Members
 - SO53 All Committees, Sub-Committees and Panels
 - SO54 Summoning of meetings
 - SO55 Voting in Cabinet, Committees and Sub-Committees
 - SO56 Delegations to Individual Members
 - SO57 Standing Orders to apply to Committees and Sub-Committees
 - SO58 Remote Attendance at meetings
- Part 3 General
 - SO59 Custody of common seal
 - SO60 Sealing of documents
 - SO61 Inspection of documents
 - SO62 Inspection of lands, premises, etc
 - SO63 Personal Interests
 - SO64 Interest of officers in contracts
 - SO65 Members intending to act in a professional capacity in a matter in which the Council has an interest
 - SO66 Standing Orders and Statement of the Role of Councillors

(2) Access to Information Procedure Rules

Rule

- 1 Scope
- 2 Additional Rights to Information
- 3 Rights to Attend Meetings
- 4 Notices of Meeting
- 5 Access to Agenda and Reports Before the Meeting

207 - 218

6	Supply of Copies	
7	Access to Minutes etc After the Meeting	
8	Background Papers	
9	Summary of Public's Rights	
10	Exclusion of Access by the Public to Meetings	
11	Exclusion of Access by the Public to Reports	
12	Application of Rules to the Cabinet	
13	Procedure Before Taking Key Decisions	
14	The Forward Plan	
15	General Exception	
16	Special Urgency	
17	Report to Council	
18	Record of Decisions	
19	Cabinet Meetings Relating to Matters which are not Key Decisions	
20	Notice of Private Meeting of the Cabinet	
21	Attendance at Private Meetings of the Cabinet	
22	Decisions by Individual Members of the Cabinet	
23	Overview and Scrutiny Committees Access to	
0.4	Documents	
24 25	Additional Rights of Access for Members	
25	Procedures Prior to Private Meetings	
(3) Budge	t and Policy Framework Procedure Rules	219 - 224
1	The framework for Cabinet decisions	
2	Process for developing the framework	
3	Decisions outside the budget or policy framework	
4	Urgent decisions outside the budget or policy framework	
5	Virement	
6	In-year change to policy framework	
7	Call-in of decisions outside the budget or	
	policy framework	
(4) Cabine	et Procedure Rules	225 - 228
	v does the Cabinet operate?	
	v are Cabinet Meetings Conducted?	000 040
(5) Overvi	ew and Scrutiny Procedure Rules	229 - 240
1	What will be the number and arrangement	
1	What will be the number and arrangement for overview and scrutiny committees?	
2	Organisational Arrangements and	
۷	Responsibilities	
3	"Substitutes" on Scrutiny Committees	
4	Press and media releases	
5	Timetable for Reviews	
6	Interviews as Part of Review	
7	Meetings of the Chairs and Vice-Chairs of	

(8) Procure	ment Standing Orders	265 - 284
7.10		
	Value Added Tax (VAT) and Taxation	
	Reserves	
	Fees and Charges	
	Financial Limits	
	Insurance	
A.11		
	Trust Funds	
A.10		
A.9	Banking Arrangements	
A.8	Control of Contracts	
	Communication Systems	
A.7	Control of Financial Information and	
A.6	Control of Staffing Budget	
A.5	Control of Financial Budgets	
A.4	Audit Arrangements	
A.3	Accounting Arrangements	
A.2	General Financial Management	
A.1	Introduction	
		240 204
(7) Financia	I Procedure Rules	245 - 264
(6) Public s	peaking at meetings of the Planning Committee	241 - 244
	overview and scrutiny committee	
23	Matters within the remit of more than one	
	committee meetings	
22	Procedure at overview and scrutiny	
21	The party whip	
20	Call-in and Call-in & Special Urgency	
19	Guidance on Call-in	
	members to documents	
18	Rights of overview and scrutiny committees	
	policy committees	
	reports are considered by the Cabinet or	
17	Making sure that overview and scrutiny	
	committee	
16	Reports from overview and scrutiny	
15	Policy review and development	
14	Agenda items	
13	Work programme	
	meetings?	
12	Who chairs overview and scrutiny committee	
11	Quorum	
	committees	
10	Meetings of the overview and scrutiny	
9	Co-opted Members	
	committees?	
8	Who may sit on overview and scrutiny	
	Scrutiny and Audit Committees	

1 Introduction

2 3 4 5 6 7 8	Finding and contracting with suppliers Procurement methods Waivers and Emergencies Liability and Security Managing Contracts Paying our suppliers Disposing of surplus goods	
(9) Officer E	Employment Procedure Rules	285 - 292
1 2 3 4 5 6	Recruitment and appointment Recruitment of head of paid service and chief officers Appointment of head of paid service Appointment of chief officers and deputy chief officers Other appointments Disciplinary action	
Part 5 -	Codes and Protocols	
(1) Code of Conduct for Members		293 - 306
Part 2Part 3	I – General Provisions 2 – Interests 3 – Registration of Interests ndix 1 – The Seven Principles of Public Life	
(2) Code of Conduct and Conflict of Interest Policy		307 - 322
(3) Code on Member/Employee Relationships		323 - 336
(4) Protocol	on Decision Making	337 - 342
(5) Advice to Members Serving on Outside Bodies		343 - 350
	Scheme of Members' Allowances	
Scheme of	Members' Allowances	351 - 360
 Speci Trave Subsi Depe Telep Co-op Amer Paym 	Allowance ial Responsibility Allowance el Allowances istence Allowances ndents' Carers' Allowance whones otees' Allowance ndments to the Scheme nent of allowances on not to receive payment	

- Councillor Parental Leave Policy
- Annex 1 Other bodies to which the Authority makes appointment or nominations (and any Committee or Sub-Committee of these bodies)
- Annex 2 Travelling and Subsistence Rates
- Appendix 1 Member Parental Leave Policy