



The Council's Constitution

Part 2

Articles of the Constitution

Article 1 – The Constitution

1.01 Powers of the Council

The Council will exercise all its powers and duties in accordance with the law and this Constitution.

1.02 The Constitution

This Constitution, and all its appendices, is the Constitution of the South Gloucestershire Council.

1.03 Purpose of the Constitution

The purpose of the Constitution is to:

1. enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations;
2. support the active involvement of citizens in the process of local authority decision-making;
3. help councillors represent their constituents more effectively and ensure that they carry out their duties in a proper way;
4. enable decisions to be taken efficiently and effectively;
5. create a powerful and effective means of holding decision-makers to public account;
6. ensure that no one will review or scrutinise a decision in which they were directly involved;
7. ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions; and
8. provide a means of improving the delivery of services to the community.

1.04 Interpretation and Review of the Constitution

Where the Constitution permits the Council to choose between different courses of action, the Council will always choose that option which it thinks is closest to the purposes stated above.

The Council will monitor and evaluate the operation of the Constitution as set out in Article 15.

Article 2 – Members of The Council

2.01 Composition and Eligibility

- (a) **Composition.** The Council comprises 70 members, otherwise called councillors. One or more councillors are elected by the voters of each ward in accordance with a scheme drawn up by the Boundary Committee for England and approved by the Electoral Commission.
- (b) **Eligibility.** Subject to legal provisions about disqualification and citizenship, people aged 18 or over may be nominated for election as a councillor if they satisfy one of the following criteria:-
- Is a local government elector for the area
 - Owns or rents property in the area) for the previous
 - Works in the area) 12 months
 - Lives in the area)

2.02 Election and terms of councillors

The regular election of councillors is held on the first Thursday in May every four years. The terms of office of councillors starts on the fourth day after being elected and finishes on the fourth day after the date of the next regular election. The next election will be in 2011.

2.03 Key roles of all councillors

These are:-

- (a) collectively to share responsibility for the good governance of the local authority; to be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- (b) represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;
- (c) act in the interests of the whole community;
- (d) contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
- (e) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- (f) balance different interests identified within the ward and represent the ward as a whole;
- (g) contribute to executive decision-making;

- (h) participate in non-executive decision-making;
- (i) participate in the overview and scrutiny role of select committees;
- (j) participate in the consideration of appeals;
- (k) represent the Council on other bodies; and
- (l) maintain the highest standards of conduct and ethics.

2.04 Rights and duties of councillors

- (a) Councillors have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (b) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
- (c) For these purposes, “confidential” and “exempt” information are defined in the Access to Information procedures in Part 4 of this Constitution.

2.05 Conduct

Councillors will at all times observe the Members’ Code of Conduct and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

2.06 Allowances

Councillors will be entitled to receive allowances in accordance with the Members’ Allowances Scheme set out in Part 6 of this Constitution.

2.07 Ethos

Councillors will seek to foster and maintain a political culture of mutual respect.

2.08 Protection of Children

As part of the Council’s commitment to the protection of children, all councillors are expected to participate in the Criminal Records Bureau (CRB) checking process immediately after initial election and subsequently every four years.

Councillors without a satisfactory current standard CRB disclosure after three months of taking office, or after each four year period, will not be able to remain in positions of special responsibility, or as members of council committees where they relate to services for children and young people.

From the date of the inclusion of this requirement into the Council’s Constitution, all existing councillors have three months to obtain a satisfactory standard CRB disclosure, before the above restrictions apply.

2.09 Corporate Parenting

All Members of the Council share collective responsibility for children in the Council's care. This involves corporate responsibility for providing the best possible care and protection for the children concerned. Given the importance of this role, all councillors are required to undertake appropriate training.

Article 3 – Citizens and The Council

3.01 Citizens' rights

Citizens have the following rights. Rights to information and to participate are explained in more detail in the Access to Information and Public Participation Procedures in Part 4 of this Constitution:

(a) Voting and Petitions

Citizens on the electoral register for the area have the statutory right to vote in elections or referendums and sign a petition to request a referendum for an elected mayor form of Constitution.

(b) Information

All citizens have the right to:

- (i) attend meetings of the Council, its committees and the Cabinet, except where confidential or exempt information is likely to be disclosed, and the meeting (or part of it) is therefore held in private;
- (ii) find out from the forward plan what decisions will be taken by the Cabinet or by individual executive councillors, and when;
- (iii) see agenda, reports and background papers, and any records of decisions made by the Council, the Cabinet, non-executive councillors, select committees and other committees; and
- (iv) inspect the Council's accounts and make their views known to the external auditor.

These rights are more extensive than the basic statutory rights and reflect the importance the Council attaches to openness.

(m) Participation

All citizens have the right to participate in meetings by:

- (i) making submissions, asking questions or presenting petitions to meetings of the Council, the Cabinet, non-executive committees or area committees;
- (ii) contributing views during the course of a meeting at the Cabinet and certain other Council bodies on a matter being discussed;
- (iii) making submissions or participating as witnesses at meetings of Select Committees.

These are not statutory rights but are given by the Council to reflect the importance it attaches to participation by local people and organisations.

(n) Complaints

Citizens have the right to complain to:

- (i) the Council itself under its complaints scheme;
- (ii) the Local Government Ombudsman after using the Council's own complaints scheme;
- (iii) the Standards Board for England about a breach of the Code of Conduct for Councillors.

3.02 Citizens' responsibilities

Citizens must not be violent, abusive or threatening to councillors or council employees and must not wilfully harm things owned by the council, councillors or employees.

Article 4 – The Full Council

4.01 Meanings

- (a) **Policy Framework.** The policy framework means the following plans and strategies:-
- (i) those required by Regulations:-
- Corporate Service Plan (Best Value Performance Plan);
 - Revenue and Capital Budgets/Capital Programme;
 - Sustainable Community Strategy;
 - Community Care Strategy;
 - Corporate Parenting Strategy;
 - Crime and Disorder Reduction Strategy;
 - Local Preventative Strategy;
 - Local Transport Plan;
 - Development Plan Documents
(Note: Local development documents, other than development plan documents, are the responsibility of the Executive).
 - Youth Justice Plan.
 - Children & Young People's Plan.
 - The plan or strategy for the control of the authority's borrowing, investments or capital expenditure or for determining the authority's minimum revenue provision.
- (ii) those recommended by the Secretary of State for inclusion:-
- The plan and strategy which comprise the Housing Investment Programme;
- (b) **Budget.** The budget includes the allocation of financial resources (revenue and capital) to different services and projects, proposed contingency funds, the council tax base, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure, including the Capital Programme, and the setting of virement limits.
- (c) **Housing Land Transfer.** Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

4.02 Functions of the full Council

Only the Council will exercise the following functions:

- (a) adopting and changing the Constitution;
- (b) approving or adopting the plans and strategies that form the policy framework, the budget, any application to the Secretary of State in respect of any Housing Land Transfer and the formation of any joint committee in relation to the Development Plan.
- (c) approving any proposals in connection with the preparation of an altered or replacement development plan, prior to public consultation under regulations 10 and 22 of the Town and Country Planning (Development Plan) (England) Regulations 1999.
- (d) subject to the urgency procedure contained in the Access to Information Procedure Rules in Part 4 of this Constitution, making decisions about any matter in the discharge of an executive function which is covered by the policy framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget;
- (e) appointing the Leader (at the annual meeting in the year of ordinary elections and if a vacancy in the office of Leader occurs).
- (f) agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments(councillors and non-councillors) to them;
- (g) appointing representatives to outside bodies unless the appointment is an executive function or has been delegated by the Council;
- (h) adopting a members allowances scheme under Article 2.05;
- (i) changing the name of the area or conferring the title of honorary alderman;
- (j) confirming the appointment of the head of paid service;
- (k) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- (l) all local choice functions set out in Part 3 of this Constitution which the Council decides should be undertaken by itself rather than the Executive;
- (m) the decision whether or not to accept a delegation of an executive or non-executive function from another local authority;
- (n) the adoption of Member and Officer codes of conduct and protocols recommended by the Standards Committee;

- (o) consideration of recommendations of a case tribunal relating to the Council's functions/code of conduct as referred by the Standards Committee; and
- (p) receiving and considering reports from the Cabinet or committees as appropriate.
- (q) On the recommendation of a select committee, the reviewing or scrutinising of a decision or proposed decision of the Cabinet, individual executive councillor or area committee, or a decision of a committee discharging non-executive functions.
- (r) Receiving and considering reports from statutory officers (arising from their statutory roles) and other officers (in relation to any Council functions not delegated to a committee).
- (s) Receiving an annual report from the Standards Committee.
- (t) Adopting arrangements for the appointment of chief officers and deputy chief officers.
- (u) The Council may also have open debates on issues of significance to the area and encourage community participation in them. These debates will assist informing the policy development process.
- (v) all other matters which, by law, must be reserved to Council.

4.03 Council meetings

There are three types of Council meeting:

- (a) the annual meeting;
- (b) ordinary meetings;
- (c) special or extraordinary meetings.

and they will be conducted in accordance with the Standing Orders in Part 4, Section A of this Constitution.

4.04 Responsibility for functions

The Council will maintain the tables in Part 3 of this Constitution setting out the responsibilities for the Council's functions which are not the responsibility of the Executive.

4.05 Terms of Reference

The full terms of reference of the full Council are set out in Part 8 of this Constitution.

Article 5 – Chairing The Council

5.01 Title of the Person Chairing Council Meetings

The councillor elected annually by the Council to chair its meetings will be called the 'Chair of Council'.

5.02 Role and function of the Chair of Council

The Chair of Council and in his/her absence, the Vice-Chair will have the following roles and functions:

(a) Ceremonial Role

The Chair of Council:

- (i) is the civic leader of South Gloucestershire;
- (ii) promotes the interests and reputation of the Council and South Gloucestershire as a whole and acts as an ambassador for both; and
- (iii) undertakes civic, community and ceremonial activities and fosters community identity and pride.

(b) Responsibilities of the Chair

- (i) to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
- (ii) to preside over meetings of the Council so that its business can be carried out fairly and efficiently and with regard to the rights of councillors and the interests of the community;
- (iii) to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not on the Executive are able to hold the Executive to account;
- (iv) to promote public involvement in the Council's activities;
- (v) to be the conscience of the Council; and
- (vi) to attend such civic and ceremonial functions as the Council and he/she determines appropriate subject to agreement with the Leader of the Council on appropriate leading attendance at major or promotional events.

Article 6 – Select Committees

6.01 Terms of reference

The Council will appoint the select committees set out in the left hand column of the table below to discharge the overview and scrutiny functions conferred by section 21 of the Local Government Act 2000 and regulations under section 32 of the Local Government Act 2000 in relation to the matters set out in the right hand column of the same table. Full terms of reference are set out in Part 8 of this Constitution.

Committee	Scope
Corporate Co-ordination.	<p>Overview and scrutiny of matters covered by the executive portfolios for Council and Community Leadership, Corporate Affairs and External Affairs and Partnership Development.</p> <p>Monitoring and scrutiny of the effectiveness of equalities and all corporate policies to ensure consistency across all the Council's activities. Championing the overview and scrutiny process. To ensure an annual review of Select Committee achievements is undertaken. Scrutiny of performance management arrangements and corporate performance.</p>
Children and Young People	<p>Overview and scrutiny of matters relating to Children and Young People across the Council. <i>To confirm appointments of Parent Governor representatives to the committee following the outcome of an election being notified by the Returning Officer.</i></p>
Community Care and Housing	<p>Overview and scrutiny of matters relating to Community Care and Housing across the Council.</p>
Communities	<p>Overview and scrutiny of matters relating to fostering and sustaining vibrant and healthy communities across the Council. To act as the Council's Crime and Disorder Select Committee.</p>
Planning, Transportation and Strategic Environment	<p>Overview and scrutiny of matters relating to Planning, Transportation and Strategic Environment across the Council.</p>
Health Scrutiny	<p>Overview and scrutiny of matters relating to health, including statutory scrutiny of the National Health Service.</p> <p>To enter into joint health scrutiny committees established to review substantial variations to specialist services on a case-by-case basis. To make appointments and deal with proportionality arrangements to all joint health scrutiny committees where the Council has authorised participation in them as required by the Constitution.</p>

6.02 Statutory role

Within their scope, Select Committees have power to:

- (a) review or scrutinise decisions or action taken in respect of any functions which are the responsibility of the Executive;
- (b) make reports or recommendations to the Council or the Executive in respect of any functions which are the responsibility of the Executive;
- (c) review or scrutinise decisions or action taken in respect of any functions which are not the responsibility of the Executive;
- (d) make reports or recommendations to the Council or the Executive in respect of any functions which are not the responsibility of the Executive;
- (e) make reports or recommendations to the Council or the Executive in respect of matters which affect the local authority's area or its inhabitants.
- (f) review or scrutinise executive decisions "called-in" under the Council's call-in arrangements and make recommendations to the decision-taker arising from this. A select committee may also arrange for the full council to review or scrutinise such a decision and decide whether or not to recommend that the decision be reconsidered.
- (g) examine (from time to time) healthcare provision within the area, including power to require Chief Executives of local NHS organisations to attend to answer questions; to refer major planned changes in local NHS service to the Secretary of State; and to refer contested major service reconfigurations to the new Independent Reconfiguration Panel.
- (h) Scrutinise Local Area Agreement partners who are public service providers. This includes the power to require attendance, provide information requested and to have regard to recommendations made by the Select Committee.
- (i) Consider matters raised by councillors under the 'councillor call for action' provisions of Standing Order D 32.

6.03 Specific functions

- (a) **Policy development and review.** Select committees may:
 - (i) contribute views on the Executive's draft proposals for budget and policy framework matters.
 - (ii) at the request of the Council or the Executive, assist in the development of its budget and policy framework by in-depth analysis of policy issues;
 - (iii) at the request of the Executive, assist in the development of other policy options

- (iv) review the success of policy and implementation over time and make recommendations and in relation to the above:-
- (v) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (vi) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (vii) question members of the Executive and/or committees and officers about their views on issues and proposals affecting the area;
- (viii) gather evidence from council members, officers, members of the public and local organisations; and
- (ix) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny. Select committees may:

- (i) review and scrutinise the decisions made by and performance of the Executive (including individual executive councillors and any matters delegated to area committees or joint arrangements) and council officers both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) regularly review the Executive's forward plan with a view to deciding which, if any, of the forthcoming decisions the Committee wishes to enquire into. Such an inquiry might consist of questioning members of the Executive and officers seeking the views of local stakeholders and other interested parties.
- (iv) question members of the Executive and officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (v) make recommendations to the Cabinet and/or appropriate non-executive committee and/or Council arising from the outcome of the scrutiny process;
- (vi) recommend to the Council that it reviews or scrutinises a decision or proposed decision of the Cabinet, individual executive councillor or area committee, or a decision of a committee discharging non-executive functions.

- (vii) review and scrutinise the work and performance of the Council's strategic partnerships, including the Local Strategic Partnership.
- (vii) review and scrutinise the performance of other public bodies in the area.
- (ix) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the select committee and local people about their activities and performance;
- (x) question and gather evidence from any member of council or officer; and
- (xi) question and gather evidence from any person (with their consent).

(c) Best Value/Fundamental Service Reviews

The following principles have been adopted to promote wide member involvement.

- All members of council to have the opportunity to contribute to the vision which will then guide each review.
- Review steering groups will include cross-party representation.
- Select committees have the right to be involved at all key stages of the review process and contribute their views:-
 - Scoping and terms of reference of reviews
 - Challenge events
 - Draft recommendations/implementation plans
 - Review of implementation (over time)
 - The five year programme (on the basis of being consulted annually)

(d) Finance. Select committees may exercise overall responsibility for the finances made available to them for their work.

(e) Officers. Select committees may exercise overall responsibility for the work programme of any officers employed specifically to support their work.

6.04 Proceedings of Select committees

Select committees will conduct their proceedings in accordance with the Overview and Scrutiny Standing Orders set out in Part 4, Section D of this Constitution.

6.05 Co-ordination of Select Committee work

An Overview and Scrutiny Co-ordination Group (comprising Select Committee Chairs, the Leader, Deputy Leader of the Council and the Executive Councillor for External Affairs and Partnership Development will be appointed by the Council to :

- Co-ordinate select committee work plan aspirations to have regard to the Executive's Forward Plan and to promote linkages with policy/service review and policy development priorities across all council activities;
- Agree responsibility for work to avoid duplication;
- Agree responsibility for consideration by select committee of matters which fall within the remit of more than one select committee;
- Promote good practice in the operation of the select committee process; and
- Promote constructive co-operation and liaison between the select committee process and the Executive.

The co-ordination group is an informal Council body outside the scope of the Local Government Acts. Its co-ordination role does not involve the making of decisions which discharge Council functions.

Article 7 – The Executive

7.01 Role

The Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution. Full terms of reference are set out in Part 8 of this Constitution.

7.02 Form and composition

The Executive will consist of the executive leader (the Leader of the Council) elected by the Council, together with between 2 and 9 executive councillors appointed by the Leader. Meeting together they form the Cabinet.

7.03 Leader

The Leader will be a councillor elected to the position of Leader of the Council by the Council. The leader will hold office until:

- (a) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- (b) he/she is no longer a councillor; or
- (c) the annual meeting of the Council following the next ordinary elections, save that the Council may, by resolution, remove the Leader from office at an earlier date.

7.04 Other Executive Councillors

The Leader will determine the number of councillors to be appointed to the Executive (between 2 and 9) and will allocate portfolio responsibilities and delegations between them at his/her discretion.

Executive Councillors shall hold office until:

- (a) they are removed from office by the Leader; or
- (b) they resign from office; or
- (c) they are suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- (d) they are no longer councillors.

7.05 Deputy Leader

The Leader of the Council will appoint one of the members of the executive to be his/her deputy. The Deputy Leader shall hold office until he/she:

- (a) is removed from office by the Leader; or
- (b) resigns from office; or
- (c) is suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- (d) is no longer councillor

Where a vacancy occurs in the office of Deputy Leader, the Leader of the Council must appoint another person in his/her place.

7.06 Circumstances where the Leader or Deputy Leader is unable to act

If for any reason, the Leader is unable to act or the office of Leader is vacant, the Deputy Leader must act in his/her place.

If for any reason -

- (a) the Leader is unable to act or the office of Leader is vacant, and
- (b) the Deputy Leader is unable to act or the office of deputy leader is vacant,

the Executive must act in the Leader's place or must arrange for a member of the Executive to act in his place.

7.07 Proceedings of the Executive (the Cabinet)

Proceedings of the Executive (the Cabinet) shall take place in accordance with the Executive Standing Orders set out in Part 4, Section B of this Constitution.

7.08 Responsibility for functions

The Cabinet Secretary (on behalf of the Leader) will maintain a record in Part 3 of this Constitution setting out (with reference to Part 9) the functions allocated to individual members of the Executive, any committees of the executive, officers, joint arrangements or area committees are responsible for the exercise of particular executive functions.

Article 8 – Non-Executive committees

8.01 Regulatory and other committees

The Council will appoint the committees set out in the left hand column of the table Responsibility for Council Functions in Part 3 of this Constitution to discharge the functions described in column 3 of that table. Full terms of reference are set out in Part 8 of this Constitution.

8.02 Proceedings of regulatory and other committees

Proceedings of regulatory and other committees should take place in accordance with the Standing Orders in Part 4, Section C of this Constitution.

Article 9 – The Standards Committee

9.01 Standards Committee

The Council will establish a Standards Committee as required by law.

9.02 Composition

(a) **Membership.**

The membership of the Standards Committee shall be 15.

The Standards Committee will be composed of:

- 5 South Gloucestershire councillors (Conservative 2: Liberal Democrat 2: Labour 1) (excluding the Leader of the Council).
- 5 independent members (viz persons who are not councillors or officers of the Council or of any other body having a standards committee).
- 5 parish council members.

(b) **Independent members.** Independent members are entitled to vote at meetings of the Standards Committee.

(c) **Parish members.** At least one parish member must be present when matters relating to those parish councils or their members are being considered.

(d) **Executive Members.**

- (i) No more than one member of the Executive may be a member of the Standards Committee at any one time
- (ii) A member of the Executive may not chair the committee.

(e) **Political Balance.** Section 15 of the Local Government and Housing Act 1989 – political balance – does not apply to the Standards Committee.

(f) **Substitution**

If any member is unable to attend a meeting it is not possible, for a substitute member to attend.

(g) **Parish Councils Sub-Committee**

The Standards Committee will have power to appoint a sub-committee to exercise the functions set out in Article 9.03(i) below. A sub-committee will not initially be established. This will be subject to review by the Standards Committee, which may appoint a sub-committee if in the light of experience, parish council business warrants it.

(h) **Membership of District and Parish Council**

The parish member may not be a member of South Gloucestershire Council.

(i) **Chair of Committee.**

At its Annual Meeting, the Council will each year appoint one of the independent members to be the Chair of the Committee.

9.03 Role and Function

The Standards Committee will have the following statutory roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;
- (b) assisting the councillor, any co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring the operation of the Members' Code of Conduct;
- (e) advising, training or arranging the training of councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;
- (f) granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;
- (g) dealing with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter which is referred by an ethical standards officer to the monitoring officer.
- (h) Following initial investigation by the Standards Board for England, to hear those complaints referred to the Committee and to determine any appropriate penalty.
- (i) To carry out investigations referred to the Standards Committee from the Standards Board for England and to hear complaints referred to the Committee by the investigating officer and to determine any appropriate

penalty.

- (j) To conduct initial assessment hearings, review hearings and to receive any investigations carried out by an investigation officer or an ethical standards officer, in accordance with procedures approved by the Standards Committee and to determine any appropriate penalty.
- (k) the exercise of (a) to (j) above in relation to the parish councils within the District of South Gloucestershire and the members of those parish councils.
- (l) To determine applications from employees for exemption from political restriction.

The Standards Committee will have the following additional non-statutory roles:

- (m) to give general guidance and advice on members' interests and the effect of these on the entitlement to participate in Council business.
- (n) to recommend to the Council for adoption the Employee's Code of Conduct.
- (o) to give general guidance and advice to members and employees on gifts and hospitality.
- (p) to give general guidance and advice on Members and employee's interests.
- (q) to recommend to the Council such changes to the Council's Standing Orders (including Standard Orders in relation to Contracts) and Financial Regulations as relate to the committee's terms of reference.
- (r) to make representations to the Secretary of State, the Standards Board for England and/or the Local Government Association on any matter relating to the general principles of conduct, the model code of conduct and the Standards Board.
- (s) to maintain an overview of the whistle blowing policy and procedures.
- (t) to review and advise that all codes, protocols and guidance relating to matters within the Committee's terms of reference are clear and unambiguous.
- (u) To take part in any pilot schemes being run by the Standards Board for England; to consider the outcome and report on them to the Standards Board for England.

The committee will present an annual report of its work and future programme to the Council.

9.04 Selection of the Independent Members

Independent members will be appointed by the Council in accordance with the following provisions:-

- (a) members of the public will be invited by advertisement in at least one newspaper circulating in the district to submit applications for membership of the committee. Other appropriate media such as one stop shops will be used in appropriate circumstances.
- (b) the applicants will be shortlisted by a panel comprising three members appointed by the Council on a proportional basis (ratio 1 : 1 : 1) (The 'Standards Committee Membership Panel')
- (c) the Standards Committee Membership Panel will decide the number of applicants to be shortlisted.
- (d) the Standards Committee Membership Panel will interview the shortlisted applicants and may take up such references and make such checks as to the suitability of the applicants as it thinks fit.
- (e) the Standards Committee Membership Panel will recommend to the Council the Independent Member to be appointed to chair the Standards Committee.
- (f) Appointments by the Council of Independent and parish members will be made (under delegated powers) by the Monitoring Officer and Head of Legal and Democratic Services, subject to any one member of the Standards Committee Membership Panel being able to require the appointment to be referred to the Council itself for decision.
- (g) If an appointment is referred to the Council itself, at least 75% of the members of the Council who attend must approve the appointment for it to be made.
- (h) no person may be an independent member if he/she is related to or has a close friendship or relationship with a member, co-opted member or officer of the Council
- (i) no person may be an independent member if he/she has been appointed to a committee or joint committee of the Council or another local authority (other than a parish council), or a committee of a fire or police authority.
- (j) no person may be an independent member if he/she is convicted of an offence resulting in imprisonment exceeding three months.
- (k) No person may be an independent member if he/she is in arrears with local or national taxes due by them.

9.05 Selection of the parish members

- (a) the parish council members will be appointed following public advertisement and nomination by the Standards Committee Membership Panel under the provisions set out in 9.04 above.

9.06 Term of Office of Independent and Parish Members

Independent and Parish Members are appointed for a term of office of 3 years and are eligible for re-appointment subject to appraisal by the Chair. However, membership may be reviewed by the Standards Committee Appointments Panel at other times as it may consider necessary. Appointments may be terminated before the expiry of the term of office should the Appointments Panel decide there are grounds for so doing. The Monitoring Officer and Head of Legal and Democratic Services has delegated power, on behalf of the Council, to terminate any appointment on the unanimous recommendation of the Appointments Panel.

In the event that an independent or parish member fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the Standards Committee or any sub-committee or panel of the Committee, he/she shall, unless the failure was due to some reason approved by the Committee before the expiry of that period, cease to be a member of the Standards Committee.

9.07 Proceedings of the Standards Committee

Proceedings of Standards Committee meetings shall take place in accordance with the standing orders in Part 4, Section G of this Constitution.

9.08 Hearings

Where the Standards Committee needs to conduct a hearing in respect of a complaint referred to it for determination, it will do so through a Hearings Panel comprising any three of the Committee's members. If the hearing relates to a parish councillor, the panel must comprise at least one parish member of the Committee.

Determination hearings will be chaired by an independent member.

Article 10 - Area Forums/Committees and Forums

10.1 Area Forums/Committees

The Council may establish area forums to be a focus for active public participation in local issues.

The Council may appoint area committees with delegated decision-making powers if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

10.02 Form, composition and function

(a) Composition of area forums/committees

The Council will appoint the following area forums/committees, with the terms of reference in (b) below:

Name	Wards covered and councillors
Frome Vale (14 councillors)	Chipping Sodbury (2), Cotswold Edge (1), Dodington (2), Frampton Cotterell (2), Ladden Brook (1), Westerleigh (1), Yate Central(2), Yate North (3)
Kings Forest (16 councillors)	Bitton (1), Boyd Valley (2), Emerson's Green (3), Hanham (3), Longwell Green (2), Oldland Common (2), Parkwall (2), Siston (1)
Severn Vale (8 councillors)	Almondsbury (1), Charfield (1), Pilning & Severn Beach (1), Severn (1), Thornbury North (2), Thornbury South and Alveston (2)
Southern Brooks (18 councillors)	Bradley Stoke North (1), Bradley Stoke Central and Stoke Lodge (2), Bradley Stoke South (2), Filton (3), Frenchay and Stoke Park (3), Patchway (3), Stoke Gifford (3), Winterbourne (2).
The Chase (14 councillors)	Downend (3), Kings Chase (3), Rodway (3), Staple Hill (2), Woodstock (3).

(b) Terms of reference of area forums/committees

- (i) To champion the needs of the area and be a focus for active public participation, discussing issues of local concern, pursuing these concerns with the responsible agencies or the Council and co-ordinating local efforts where appropriate.
- (ii) To act as one of the Council's means of consultation on policy, service delivery and other proposals affecting the area, including each year

participating in the Council's budget consultation exercise and contributing views in the draft budget and Best Value Performance Plan.

- (iii) To monitor and review the impact of Council policies and services on the area.
- (iv) To ensure that local views and priorities are brought to the attention of the Executive and to suggest to the Executive, policy and service delivery modifications to better serve the needs of the area.
- (v) To develop local partnership working with other public bodies, agencies, community groups and the business and voluntary sectors locally to address local needs.
- (vi) As an area committee, to take decisions on delegated local matters, subject to:
 - Delegation of powers by the Leader (in respect of executive functions) or the Council (in relation to non-executive functions).
 - any guidelines or constraints set by the Executive or the Council, including
 - no significant impact on other areas;
 - budgetary provision, financial regulations and standing orders relating to contracts;
 - compliance with policy framework or executive policy or guidelines (whether decided by the Executive or an executive councillor with portfolio responsibility).

(Voting members for delegated decision-making will be the local ward councillors only, as specified by law)

(c) Delegations

The Council and the Leader will include details of the delegations to area committees in Part 3 of this Constitution.

10.03 Conflicts of interest - membership of area committees and select committees

- (a) **Conflict of interest.** If a select committee is scrutinising specific decisions or proposals in relation to the business of the area committee of which the councillor concerned is also a member, then the councillor may not speak or vote at the select committee meeting unless a dispensation to do so is given by the Standards Committee.
- (b) **General policy reviews.** Where the select committee is reviewing policy generally the member must declare his/her interest before the relevant agenda item is reached, but need not withdraw.

10.04 Area committees – access to information

Area committees will comply with the Access to Information procedures in Part 4 of this Constitution.

Agendas and notices for area committee meetings which deal with both functions of the Executive and functions which are not the responsibility of the Executive will state clearly which items are which.

10.05 Executive members on area forums/committees

A member of the Executive may serve on an area committee if otherwise eligible to do so as a councillor.

10.06 Liaison with the Executive

Members of the Executive may attend meetings for liaison purposes.

10.06 Public Involvement

Area forum/committee meetings are intended to be highly participative and members of the public attending will be encouraged and welcomed to take part in both area forum sessions and discussion in the business part of the meeting which leads to the taking of a decision by the elected councillors.

10.07 Proceedings of Area Forums/Committees

Proceedings of area forums or committee meetings shall take place in accordance with the Standing Orders in Part 4, Section E of this Constitution.

Article 11 – Joint Arrangements

11.01 Arrangements to Promote Well Being/Partnership Arrangements

The Council or the Cabinet (as the case may be in relation to the functions involved), in order to promote the economic, social or environmental well-being of its area, may:

- (a) enter into arrangements or agreements with any person or body;
- (b) co-operate with, or facilitate or co-ordinate the activities of, any person or body; and
- (c) exercise on behalf of that person or body any functions of that person or body.

11.02 Partnership arrangements

The Cabinet will approve participation in formal partnership arrangements relating to its functions.

The Cabinet will approve the governance arrangements and terms of reference and will appoint councillors and officers to serve on any partnership body established.

Partnerships formed will have no executive decision-making role but will be collaborative and advisory bodies.

Details of all formal strategic partnership bodies established and their terms of reference and governance arrangements will be set out in Part 8 of this Constitution. Details of all partnership arrangements will be set out in a register to be maintained by the Chief Executive, in the interests of openness and transparency.

Partnership working will be guided by the approved Partnership Framework.

11.03 Joint arrangements

- (a) The Council may establish joint arrangements with one or more local authorities and/or their Executives to exercise functions which are not executive functions, in any of the participating authorities, or advise the Council. Such arrangements may involve the appointment of a joint committee with these other local authorities.
- (b) The Cabinet may establish joint arrangements with one or more local authorities to exercise functions which are executive functions. Such arrangements may involve the appointment of joint committees with these other local authorities.
- (c) Except as set out below, the Cabinet may only appoint executive members to a joint committee and those members need not reflect the political composition of the local authority as a whole.

- (d) The Cabinet may appoint members to a joint committee from outside the Executive in the following circumstances:
- the joint committee has functions for only part of the area of the authority, and that area is smaller than two-fifths of the authority by area or population. In such cases, the Cabinet may appoint to the joint committee any councillor who is a member for a ward which is wholly or partly contained within the area;

Political balance requirements would not apply to such appointments.

11.04 Access to information

- (a) The Access to Information Rules in Part 4 of this Constitution apply.
- (b) If all the members of a joint committee are members of the Executive in each of the participating authorities then its access to information regime is the same as that applied to the Executive.
- (c) If the joint committee contains members who are not on the Executive of any participating authority then the access to information rules in Part VA of the Local Government Act 1972 will apply.
- (d) The Council will expect partnership bodies in which it participates to meet in public and that the public should have participation rights. Any partnership body constituted by the Council will be subject to the Access to Information and Public Participation Rules in Part 4 of this Constitution.

11.05 Delegation to and from other local authorities

- (a) The Council may delegate non-executive functions to another local authority or, in certain circumstances, the Executive of another local authority.
- (b) The Cabinet may delegate executive functions to another local authority or the Executive of another local authority in certain circumstances.
- (e) The decision whether or not to accept such a delegation from another local authority shall be reserved to the Council meeting.

11.06 Contracting out

The Cabinet may contract out to another body or organisation functions which may be exercised by an officer and which are subject to an order under section 70 of the Deregulation and Contracting Out Act 1994, or under contracting arrangements where the contractor acts as the Council's agent under usual contracting principles, provided there is no delegation of the Council's discretionary decision making.

Article 12 – Officers

- (a) **General** – The Council may engage such employees as it considers necessary to carry out its functions.
- (b) **Chief Officers** – The Council will engage persons for the following posts, who will be designated chief officers.

Post	Functions and areas of Responsibility
Chief Executive (and Head of Paid Service)	<p>Overall corporate management and operational responsibility (including overall management responsibility for all employees)</p> <p>Provision of professional advice to all parties in the decision making process.</p> <p>Together with the monitoring officer, responsibility for a system of record keeping for all the Council's decisions.</p> <p>Representing the Council on partnership and external bodies (as required by statute or the Council).</p> <p>Emergency planning/management (with the Head of StreetCare acting as deputy in respect of this function).</p>
Director of Corporate Resources	<p>Central support services, finance, internal audit, personnel, employee development, administration, legal and democratic services, property, IT, performance management, revenues and benefits., travellers unit</p>
Director of Community Services	<p>Services relating to communities, leisure, libraries, heritage, arts and culture, open spaces, commons, cemeteries and crematorium, waste management, consumer protection, environmental protection, environmental health, adult and community learning, economic development, equalities, community safety and Street Care and direct services (civil engineering services – highways, construction and maintenance, street lighting, grounds maintenance, street cleaning, building services, transport services).</p>

Director of Planning, Transportation & Strategic Environment	Strategic, local and transportation planning, strategic environment and sustainability matters, environmental conservation, traffic management and road safety
Director of Children & Young People	Education Services, Children's Social Services and Youth Services, Traded and Support Services. Corporate Leadership for: Children & Young People,
Director of Community Care & Housing	All Social Services for adults and for leading the Council's relationship with health services. Corporate leadership for: Older People. Strategic Housing functions

- (c) **Head of paid service, monitoring officer and chief financial officer -**
The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
Head of Democratic & Legal Services	Monitoring Officer
Head of Corporate Finance	Chief Financial Officer

These posts will have the functions described in Article 12.02–12.04 below.

- (d) **Structure.** The head of paid service will determine and publicise a description of the overall departmental structure of the Council. This is set out at Part 9 of this Constitution.

12.02 Functions of the Head of Paid Service

- (a) **Discharge of functions by the Council.** When considered appropriate, the head of paid service will report to full Council on the manner in which the discharge of the Council's functions is organised.
- (b) **Restrictions on functions.** The head of paid service may not be the monitoring officer but may hold the post of chief finance officer if properly qualified under Section 113 of the Local Government Finance Act 1988.

12.03 Functions of the Monitoring Officer

- (a) **Maintaining the Constitution.** The monitoring officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.
- (b) **Ensuring lawfulness and fairness of decision making.** After consulting with the head of paid service and chief finance officer, the monitoring officer will report to the full Council or to the Executive in relation to an executive function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Supporting the Standards Committee.** The monitoring officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
- (d) **Receiving reports.** The monitoring officer will receive and act on reports made by ethical standards officers and decisions of the case tribunals.
- (e) **Conducting investigations.** The monitoring officer will conduct investigations into matters referred by ethical standards officers and make reports or recommendations in respect of them to the Standards Committee.
- (f) **Proper officer for access to information.** The monitoring officer will ensure that executive decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.
- (g) **Advising whether Executive decisions are within the budget and policy framework.** The monitoring officer will advise whether decisions of the Executive are in accordance with the budget and policy framework.
- (h) **Providing advice.** The monitoring officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.
- (i) **Restrictions on posts.** The monitoring officer cannot be the chief finance officer or the head of paid service.

12.04 Functions of the Chief Finance Officer

- (a) **Ensuring lawfulness and financial prudence of decision making.** After consulting with the head of paid service and the monitoring officer, the chief finance officer will report to the full Council or to the Executive in relation to an executive function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve

incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully, or the Council has insufficient resources to meet its spending.

- (b) **Administration of financial affairs.** The chief finance officer will have responsibility for the proper administration of the financial affairs of the Council.
- (c) **Contributing to corporate management.** The chief finance officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice for the strategic planning and policy making process to ensure efficient and effective use of resources.
- (d) **Providing advice.** The chief finance officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues and to all councillors will support and advise councillors and officers in their respective roles. Advice will also be provided on treasury and cash flow management, pensions, trust funds, safe custody of assets, including risk management and insurance.
- (e) **Give financial information.** The chief finance officer will provide financial information to the media, members of the public and the community. Also financial management information to officers and councillors.
- (f) **Accounts.** The Chief Finance Officer will prepare statutory and other accounts, associated grant claims and supporting records.

12.05 Duty to provide sufficient resources to the monitoring officer and chief finance officer

The Council will provide the monitoring officer and chief finance officer with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

12.06 Conduct

Employees will comply with the Employees' Code of Conduct and the Protocol on Officer/Member Relations set out in Part 5 of this Constitution.

12.07 Employment

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of this Constitution.

Article 13 - Decision Making

13.01 Responsibility for decision making

The Council will issue and keep up to date a record of what part of the Council or which individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in Part 3 of this Constitution.

Any function which is the responsibility of the Executive may not be discharged by the Council.

Accountability for the discharge of functions for which the Executive is responsible, remains with the Executive even if it chooses to delegate functions to officers, area committees, joint arrangements or to other bodies. Select committees are able to hold the Executive to account both for the decision to delegate or contract out a particular function and for the outcome of so delegating, i.e. the actual discharge of the function.

13.02 Principles of decision making

All decisions of the Council will be made in accordance with the following principles:

- (a) lawfulness
- (b) proportionality (i.e. the action must be proportionate to the desired outcome);
- (c) due consultation and the taking of professional advice from officers;
- (d) respect for human rights (see below for further details);
- (e) a presumption in favour of openness; and clarity of aims and desired outcomes.
- (f) explanation of what options were considered and the reasons for the decision.

13.03 Types of decision

- (a) **Decisions reserved to full Council.** Decisions relating to the functions listed in Article 4.02 will be made by the full Council and not delegated.

(b) **Key decisions.**

- (i) A key decision is an Executive decision which is likely:
 - (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
 - (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.
- (ii) Key decisions may only be made by the full Executive (the Cabinet) or by a committee of the Cabinet or an individual executive councillor (or under delegations to an area committee or under joint arrangements) and will follow the Executive Standing Orders set out in Part 4, Section B of this Constitution.

13.04 Decision making by the full Council in relation to its functions

Subject to Article 13.08, the Council meeting will follow the Council Standing Orders set out in Part 4, Section A of this Constitution when considering any matter.

13.05 Decision making by the Executive in relation to its functions

Subject to Article 13.08, the Executive will follow the Executive Standing Orders set out in Part 4, Section B of this Constitution when considering any matter.

13.06 Decision making by select committees in relation to their functions

Select committees will follow the Overview and Scrutiny Standing Orders set out in Part 4, Section D of this Constitution when considering any matter.

13.07 Decision making by other committees and sub-committees established by the Council in relation to their functions

Subject to Article 13.09, other Council committees and sub-committees will follow non-executive committee standing orders set out in Part 4, Section C of this Constitution as apply to them.

13.08 Decision making by area committees

Area committees will follow the Area Forum/Committee Standing Orders set out in Part 4, Section E of this Constitution when considering any matter.

13.09 Decision making by Council bodies acting as tribunals

The Council, a councillor or an officer acting as a tribunal or in a quasi judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

Article 14 - Finance, Contracts and Legal Matters

14.01 Financial management

The management of the Council's financial affairs will be conducted in accordance with the financial regulations, including scheme of financial delegation, statute and recognised codes of practice, set out in Part 4 of this Constitution.

14.02 Contracts

Every contract made by the Council will comply with the Standing Orders relating to Contracts set out in Part 4 of this Constitution.

14.03 Legal proceedings

The Monitoring Officer and Head of Legal and Democratic Services is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where he/she considers that such action is necessary to protect the Council's interests.

14.04 Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Monitoring Officer and Head of Legal and Democratic Services or other person authorised by him/her in writing, unless any enactment otherwise authorises or requires, or the Council has given authority to some other person.

All contracts must be entered into in accordance with Standing Orders relating to Contracts (See Part 4, Section P of this Constitution).

14.05 Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the Monitoring Officer and Head of Legal and Democratic Services. A decision of the Council, the Cabinet, an executive councillor, committee or officer exercising delegated powers, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Monitoring Officer and Head of Legal and Democratic Services should be sealed. The affixing of the Common Seal will be attested by the Monitoring Officer and Head of Legal and Democratic Services or some other person authorised by him/her.

Article 15 - Review and Revision of the Constitution

15.01 Duty to monitor and review the constitution

The Monitoring Officer and Head of Legal and Democratic Services will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

Protocol for monitoring and review of constitution by monitoring officer

A key role for the Monitoring Officer is to be aware of the strengths and weaknesses of the Constitution adopted by the Council, and to make recommendations for ways in which it could be amended in order better to achieve the purposes set out in Article 1. In undertaking this task the Monitoring officer may:

- (a) observe meetings of different parts of the member and officer structure;
- (b) undertake an audit trail of any sample of decisions;
- (c) record and analyse issues raised with him/her by members, officers, the public and other relevant stakeholders; and
- (d) compare practices in this authority with those in other comparable authorities, or national examples of best practice.

15.02 Changes to the Constitution

- (a) **Approval.** Changes to the constitution will only be approved by the full Council after consideration of a proposal by the Monitoring Officer and Head of Legal and Democratic Services or a recommendation of the Cabinet.
- (b) **Change from a leader and executive form of executive to a mayoral form of executive.** The Council must take reasonable steps to consult with local electors and other interested persons in the area when drawing up proposals and must hold a binding referendum. The change will not take effect until the end of the mayor's term of office.

Article 16 - Suspension, Interpretation and Publication of the Constitution

16.01 Suspension of the Constitution

- (a) **Limit to suspension.** The Articles of this Constitution may not be suspended. The standing orders specified below may be suspended by the full Council or by the Cabinet or a committee to the extent permitted within those Standing Orders and the law.
- (b) **Procedure to suspend.** A motion to suspend any standing order will not be moved without notice unless at least one half of the whole number of councillors are present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1.
- (c) **Standing Orders capable of suspension.** Any standing order may be suspended, with the exception of those required by law (marked with a * in the standing orders contained in Part 4 of this Constitution).

16.02 Interpretation

The ruling of the Chair of the Council as to the construction or application of this Constitution or as to any proceedings of the Council shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purposes of this Constitution contained in Article 1.

16.03 Publication

The Monitoring Officer and Head of Legal and Democratic Services will give a printed copy of this Constitution to each member of the authority upon delivery to him/her of that individual's declaration of acceptance of office on the member first being elected to the Council.

The Monitoring Officer and Head of Legal and Democratic Services will ensure that copies are available for inspection on the Council's web-site, at designated council offices, libraries and other appropriate locations, and can be purchased by members of the local press and the public on payment of a fee (£5).

The Monitoring Officer and Head of Legal and Democratic Services will ensure that a summary of the Constitution is made widely available within the area and is updated as necessary.

Schedule 1: Description of Executive Arrangements

The following parts of this Constitution constitute the executive arrangements:

1. Article 6 (Select Committees) and the Overview and Scrutiny Standing Orders (Part 4, Section D);
2. Article 7 (The Executive) and the Executive Standing Orders (Part 4, Section B);
3. Article 10 Area Committees which have functions delegated to them by the Executive;
4. Article 11 (Joint arrangements) – where the Executive has delegated functions for discharge by a joint committee or other local authority.
5. Article 13 (Decision making) and the Access to Information Standing Orders (Part 4, Section I);
6. Part 3 (Responsibility for Functions).