

	PAGE NOs
PART 1	
<u>SUMMARY AND EXPLANATION</u>	
The Council's Constitution	2
What's in the Constitution	2
How the Council Operates	2 – 4
Chairmen of Committees	4 – 5
Leader of the Council	5
Deputy Leader of the Council	5
The Council's Staff	5 – 6
Citizens' Rights	7
Citizens' Responsibilities	7 - 8
Area Committees and Forums	8
Joint Committees	8
Finance, Contracts and Legal Matters	8
Authentication of Documents	8
Review and Revision of the Constitution	9
PART 2	
<u>RESPONSIBILITY FOR FUNCTIONS</u>	
Committee Structure	2
Responsibility for Council Functions	3 – 4
Policy & Finance Committee	5 – 9
Economic Development Committee	9 – 11
Leisure & Environment Committee	11 – 13
Homes & Communities Committee	13 – 15
General Purposes Committee	15 – 16
Hackney Carriage/Private Hire Vehicle Sub-Committee	16
Appeal Panel	17
Licensing Committee	17 – 18
Planning Committee	18 – 23
Shareholder Committee	23
Audit & Accounts Committee	23 – 24
Chief Officers Appointments Panel	24 – 25
Investigating and Disciplinary Sub-Committee	24 – 26
Chief Officers Appeals Sub-Committee	27
Independent Panel	28
Board of Trustees of the Gilstrap Charity and W.E. Knight Trust	28
Mansfield & District Crematorium Joint Committee	28 – 39
Overview & Scrutiny Arrangements	39 – 40
Scheme of Delegation to Officers	40 – 43
Powers & Functions Delegated to the Chief Executive and Head of Paid Service	43 – 46
Powers & Functions Delegated to the Chief Executive and Chief Officers	47 – 56
Powers & Functions Delegated to the Section 151 Officer	57 – 58

	Powers & Functions Delegated to the Monitoring Officer	59
PART 3	<u>RULES OF PROCEDURE</u>	PAGE NOs
	<u>Council Procedure Rules</u>	
	<u>Rule No.</u>	
	1 Definitions and Interpretation	4
	2 Council Procedure Rules	6
	3 Meetings of the Council	7
	4 Extraordinary Meeting of the Council	7
	5 Person Presiding at Meetings of the Council	8
	6 Quorum of Meetings	8
	7 Order of Business at Meetings of the Council	9
	8 Opposition Priority Business	11
	9 Communications	12
	10 Presentation of Petitions	12
	11 Consideration of Items referred direct to the Council by Officers	13
	12 Consideration of Reserved Decisions from Committees, recommendations and Items referred from Committees and Sub- Committees	13
	13 Notice of Motions	14
	14 Questions by Members of the Council	15
	15 Questions by the Public	16
	16 Presentation of Minutes for Noting	17
	17 Appointment of Committees and Sub-Committees and Allocation of Seats on Committees and Sub-Committees to Political Groups	17
	18 Meetings of Committees, Sub-Committees and Working Parties	19
	19 Persons Presiding in Committees, Sub-Committees and Working Parties	20
	20 Order of Business in Committees and Sub-Committees	20
	21 Reference of Items of Business by Officers to Council and Committees	21
	22 Reservation of Decisions of Committees and Sub-Committees	22
	23 Minutes	24
	24 Motions and Amendments	24
	25 Rules of Debate (General)	26
	26 Additional Rules of Debate for Council Meetings	29
	27 Prevention of Disorderly Conduct	30
	28 Voting	30
	28a Recorded Vote at Budget Meeting	31
	29 Attendance	32
	30 Duration of Meeting	32
	31 Disclosable Pecuniary Interests	32
	32 Protocol for Cancellation of Meetings	32
	33 Substitution of Members at Meetings	33
	34 Amendments to the Constitution	34
	35 Sub-Committees	34

36	Working Parties and Task & Finish Group	34
37	Application of these Rules to Committees and Sub-Committees	35

Access to Information Procedure Rules**PAGE
NOs****Rule No.**

1	Scope and Definitions	37
2	Additional Rights to Information	37
3	Rights to Attend Meetings	37
4	Notice of Meetings	37
5	Access to Agendas and Reports before the Meeting	37
6	Supply of Copies	38
7	Access to Minutes etc. after the Meeting	38
8	Background Papers	38
9	Summary of Publics Rights	39
10	Exclusion of Access by the Public to Meetings	39
11	Exclusion of Access by the Public to Reports	41
12	Disorderly Conduct etc.	41
13	Record of Decisions	41
14	Additional Rights of Access for Members	41
15	General Rights	42
16	Nature of Rights	44
17	Access to meetings by Members	44
18	Right of Members to Request a Review of Exempt Information	45

Financial Regulations

General	49
Introduction	49
Definitions	50
Legal Responsibilities	51
Responsibilities/Regulatory Roles	53
Financial Management	56
Expenditure Related Regulations	63
Income Related Regulations	69
Protection of Assets	72
External Arrangements	77
Director/Officer Delegations	79
Contract and Windfall Savings	79
Failure to Comply with Financial Procedure Rules	79

<u>Contract Procedure Rules</u>		PAGE
		NOs
Brief Guide to Contract Procedure Rules		81
<u>Section 1 – Scope of Contract Procedure Rules</u>		
1	Basic Principles	82
2	Officer Responsibilities	82
3	Procurement Options	83
4	Exemptions	85
5	Relevant Contracts	86
<u>Section 2 – Common Requirements</u>		
6	Steps Prior to Purchase	87
7	Records	87
8	Advertising	88
<u>Section 3 – Conducting, Purchase and Disposal</u>		
9	Competition Requirements for Purchase, Disposal and Partnership Arrangements	89
10	Pre-Tender Market Research and Consultation	91
11	Contracts Award Criteria	92
12	Invitations to Tender/Quotations	93
13	Shortlisting	94
14	Submission, Receipt and Opening of Tenders/Quotations	94
15	Clarification Procedures and Post-Tender Negotiation	96
16	Evaluation, Award of Contract and Debriefing Candidates	96
17	Income Generating Contracts	97
<u>Section 4 – Contract and Other Formalities</u>		
18	Contract Documents	97
19	Bonds and Parent Company Guarantees	99
20	Prevention of Corruption and Collusion	100
21	Declaration of Interests	100
<u>Section 5 – Contract Management</u>		
22	Managing Contracts	101
23	Risk Assessment	101
24	Currency of Contract Procedures	101
25	Post Contract Procedures	105
Definitions Appendix		106

<u>Officer Employment Procedure Rules</u>		PAGE Nos
1	Purpose	115
2	Appointment, Dismissal and Disciplinary Action	115
3	Provisions Relating to Head of Paid Service, Chief Officers, Deputy Chief Officers and Assistants for Political Groups	115
4	Council Approval of Appointment of Head of Paid Service	115
5	Member Involvement in Appeals	116
6	Disciplinary Action Against Head of Paid Service, Monitoring Officer and Chief Finance Officer	116
7	Procedure for Recruitment and Appointment including:	117
	(i) General Provisions Relating to Recruitment and Appointment	117
	(ii) Recruitment of Head of Paid Service and Chief Officers	118
	(iii) Appointment of Head of Paid Service	118
	(iv) Appointment of Chief Officers	118
	(v) Appointments below Chief Officer	118
	(vi) Other Appointments	119
	(vii) Disciplinary Action	119
	(viii) Dismissal	119
8	Statement of Pay Policy	119

Petitions Scheme

1	Introduction	121
2	Part One – Petitions Dealt with under the Statutory Petition Scheme	121
	(i) What are the guidelines for submitting a petition?	121
	(ii) What will the Council do when it receives my petition?	122
	(iii) How will the Council respond to petitions?	122
	(iv) Officer Evidence	122
	(v) E-Petitions	124
	(vi) How Do I Sign an E-Petition?	124
	(vii) What can I do if I feel my petition has not been dealt with properly?	124
3	Part Two – Petitions Dealt with Under the Council’s Local Petition Scheme	125

PART 4 CODES AND PROTOCOLS

Member Code of Conduct	3
Officers’ Code of Conduct	8
Protocol on Member/Officer Relations	14
Protocol for Dealing with Ombudsman Matters	19
Protocol for Members on Hospitality and Gifts	20

	PAGE Nos
Protocol for Members on Dealing with Planning Matters	24
Protocol to Guide Officers on the Procedure to Follow when a Member (past or present) Passes Away	37
Whistleblowing Policy	38
Protocol for Joint Working and Councillor Access to Information About Newark & Sherwood Homes' Services	46
The Budget Process	50
Scheme for the Appointment of Honorary Aldermen and Honorary Freemen and Freewomen	56
Scheme for the Admission of Honorary Freemen and Freewomen	58
Guidelines on Appointments to Outside Bodies	59
Code of Corporate Governance	61
Protocol Relating to the Independent Person	73
Protocol Relating to the use of Social Media for Members	76
PART 5 <u>MEMBERS' ALLOWANCES SCHEME</u>	2
PART 6 <u>MANAGEMENT STRUCTURE</u>	1