



CITY OF WESTMINSTER

# CONSTITUTION

# INDEX

## CHAPTER 1 - THE CONSTITUTION

1. HOW THE COUNCIL OPERATES (Pages 1 - 4)
2. MANAGEMENT OF THE CONSTITUTION (Pages 5 - 8)
3. ROLES AND FUNCTIONS OF ELECTED MEMBERS (Pages 9 - 12)
4. CONSTITUTIONAL RIGHTS OF RESIDENTS - SUMMARY (Pages 13 - 14)
5. DECISION MAKING AND ALLOCATION OF FUNCTIONS BETWEEN THE COUNCIL, THE EXECUTIVE AND JOINT ARRANGEMENTS (Pages 15 - 16)
6. GOVERNANCE, INCLUDING FINANCE, CONTRACTS AND LEGAL MATTERS (Pages 17 - 18)
7. OFFICERS (Pages 19 - 24)

## CHAPTER 2 - THE FULL COUNCIL

8. THE COUNCIL - INCLUDING FUNCTIONS WHICH MUST BE APPROVED BY THE FULL COUNCIL (Pages 25 - 26)
9. COUNCIL MEETING PROCEDURE RULES (Pages 27 - 54)
10. RESPONSIBILITY FOR COUNCIL FUNCTIONS (Pages 55 - 58)

## CHAPTER 3 - THE LEADER AND THE CABINET (THE EXECUTIVE)

11. THE LEADER AND THE CABINET (Pages 59 - 66)
12. LEADER AND CABINET PROCEDURE RULES (Pages 67 - 72)
13. BUDGET AND POLICY FRAMEWORK PROCEDURE RULES (Pages 73 - 78)
14. COMMITTEES OF THE CABINET (Pages 79 - 80)
15. CABINET MEMBERS AND THEIR POWERS (Pages 81 - 104)
16. DEPUTY LEADER (Pages 105 - 106)
17. LOCAL CHOICE FUNCTIONS (Pages 107 - 126)
18. JOINT ARRANGEMENTS (Pages 127 -

128)

**CHAPTER 4 - POLICY AND SCRUTINY**

19. INTRODUCTION TO THE POLICY AND SCRUTINY PROCESS AND THE COMMITTEES (Pages 129 - 132)
20. THE RULES RELATING TO POLICY AND SCRUTINY, INCLUDING COUNCILLOR CALL FOR ACTION AND CALL-IN (Pages 133 - 150)
21. THE TERMS OF REFERENCE OF EACH OF THE COUNCIL'S POLICY AND SCRUTINY COMMITTEES (Pages 151 - 158)

**CHAPTER 5 - COMMITTEES**

22. THE COMMITTEES AND SUB-COMMITTEES OF THE COUNCIL, INCLUDING PANELS (Pages 159 - 160)
23. COMMITTEE AND SUB-COMMITTEE PROCEDURE RULES (Pages 161 - 170)
24. PLANNING (MAJOR) APPLICATIONS COMMITTEES AND PLANNING APPLICATIONS SUB-COMMITTEES (Pages 171 - 174)
25. LICENSING COMMITTEE AND LICENSING SUB-COMMITTEES (Pages 175 - 198)
26. THE TERMS OF REFERENCE (FUNCTIONS) DELEGATED TO COMMITTEES AND SUB-COMMITTEES (Pages 199 - 222)

**CHAPTER 6 - SCHEME OF DELEGATIONS TO OFFICERS**

27. SCHEME OF DELEGATIONS TO OFFICERS (Pages 223 - 240)

**CHAPTER 7 - ETHICAL GOVERNANCE INCLUDING RELATED GOVERNANCE CODES/PROTOCOLS**

28. ETHICAL GOVERNANCE (Pages 241 - 246)
29. ETHICAL GOVERNANCE - MEMBERS CODE OF CONDUCT (Pages 247 - 258)
30. PROCEDURE FOR MAKING A COMPLAINT AGAINST A COUNCILLOR (Pages 259 - 264)
31. OFFICER CODE OF CONDUCT (Pages 265 - 268)
32. PROTOCOL FOR MEMBER AND OFFICER RELATIONS (Pages 269 -

	272)
33. ANTI FRAUD BRIBERY AND CORRUPTION STRATEGY	(Pages 273 - 302)
<u>CHAPTER 8 - ACCESS TO INFORMATION PROCEDURE RULES</u>	
34. ACCESS TO INFORMATION PROCEDURE RULES	(Pages 303 - 316)
<u>CHAPTER 9 - RULES, CODES AND PROTOCOLS</u>	
35. CO-OPTED MEMBERS SCHEME	(Pages 317 - 318)
36. CONTRACT PROCEDURE RULES	(Pages 319 - 334)
37. FINANCE PROCEDURE RULES	(Pages 335 - 368)
38. PROTOCOL FOR AUDIO RECORDING OF COUNCIL, COMMITTEE AND SUB-COMMITTEE MEETINGS	(Pages 369 - 370)
39. CODE OF GOVERNANCE	(Pages 371 - 492)
40. PARTNERSHIP MANUAL	(Pages 493 - 494)
41. OUTSIDE BODIES INCLUDING INDEMNITIES FOR MEMBERS AND OFFICERS	(Pages 495 - 502)
42. WESTMINSTER CITY COUNCIL PETITION SCHEME	(Pages 503 - 508)
<u>CHAPTER 10 - OFFICER EMPLOYMENT PROCEDURE RULES</u>	
43. POLITICALLY RESTRICTED POSTS	(Pages 509 - 512)
44. OFFICER EMPLOYMENT PROCEDURE RULES	(Pages 513 - 520)
<u>CHAPTER 11 - MEMBERS' ALLOWANCES</u>	
45. MEMBERS' ALLOWANCES SCHEME	(Pages 521 - 530)