



COUNCIL CONSTITUTION 2014

Constitution June 2014

COUNCIL CONSTITUTION

CONTENTS

		Page No
Part 1	Summary and Explanation	1/1
Part 2	Articles of the Constitution	
Article 1	The Constitution	2/1
Article 2	Members of the Council	2/3
Article 3	Citizens and the Council	2/5
Article 4	The Full Council	2/6
Article 5	Chairing the Council	2/10
Article 6	Policy and Resources Committee	2/11
Article 7	Service Committees	2/13
Article 8	Regulatory and Other Committees	2/17
Article 9	The Standards Regime	2/28
Article 10	Area Arrangements	2/19
Article 11	Joint Arrangements	2/20
Article 12	Officers	2/21
Article 13	Decision making	2/25
Article 14	Finance, Contracts and Legal Matters	2/27
Article 15	Review and Revision of the Constitution	2/28
Article 16	Suspension, Interpretation and Publication of the Constitution	2/29
Part 3	Responsibility for Functions	
	Responsibility for Functions	3/1
	Policy and Resources Committee Terms of Reference	3/1
	Service Committees (Sustainable Development, Planning and Transport, Leisure, Wellbeing and Health, General Public Services and Community Safety)	3/2
	Appointments Committee	3/3

	Page No
Audit Committee	3/4
Council Tax Setting Committee	3/6
Planning Committee	3/7
Licensing Committee	3/12
Regulatory Services Committee	3/15
Joint Arrangements	3/21
Scheme of Delegation to Officers	3/22
Part 4	
Rules of Procedure	
Council Procedure Rules	4/2
Access to Information Procedure Rules	4/26
Budget and Policy Framework Procedure Rules	4/32
Financial Procedure Rules	4/33
Contracts Procedure Rules	4/99
Officer Employment Procedure Rules	4/123
Part 5	
Codes and Protocols	
Members' Code of Conduct	5/1
Officers' Code of Conduct	5/2
Planning Matters Guidance Note	5/3
Protocol on Member/Officer Relations	5/5
Local Code of Corporate Governance	5/12
Part 6	
Members' Allowances Scheme	6/1
Part 7	
Management Structure	7/1

APPENDICES TO THREE RIVERS DISTRICT COUNCIL CONSTITUTION

	PAGE
APPENDIX	
Part 2	Articles of the Constitution
	Election of Chair of the Council 1
Part 3	Responsibility for Functions
	Joint Shared Services Agreement 3
	Shared Services Agreement Shared Services Agreement - Schedule 3 Shared Services Agreement - Schedule 4
	West Herts Crematorium Joint Committee – terms of reference, membership etc 4
	Three Rivers Community Safety Partnership – Terms of Reference 20
	Joint Staff Employer Forum 23
Part 4	Rules of Procedure
	Recruitment and Selection Policy and Procedure 26
	Disciplinary Policy and Procedure 37
	Grievance Policy and Procedure 52
	Bullying and Harassment Policy 65
	Managing Employee Performance and Capability 72
	Click on the link below to access Anti-Fraud and Corruption strategy and related documents listed below:-
	Anti-Fraud and Corruption Strategy Includes:- - Whistleblowing Policy - Housing Benefit / Council Tax Benefit Fraud Policy - Sanctions Policy - Anti-Bribery Policy
Part 5	Codes and Protocols
	Three Rivers District Council Members' Code of Conduct 82
	Officers' Code of Conduct 87