

CONTENTS

SECTION 1	1
1. Introduction	1
1.1 Purpose and Content of the Constitution	1
1.2 How the Council Operates	1
SECTION 2	3
2. Purpose, Definition, Interpretation and Amendment of the Constitution	3
2.1 Purpose of the Constitution	3
2.2 Definitions in the Constitution	3
2.3 Interpretation of the Constitution	6
2.4 Duty to Monitor and Review the Constitution	7
2.5 Protocol for Monitoring and Review of Constitution by Monitoring Officer	7
2.6 Changes to the Constitution	7
2.7 Suspension of the Constitution	8
2.8 Publication	8
SECTION 3	9
3. Getting Information and Getting Involved	9
3.1 Getting Information	9
3.2 Getting Involved - Members of the Public	10
3.3 Getting Involved – Members	12
SECTION 4	14
4. Full Council	14
4.1 Introduction	14
4.2 The Policy Framework	14
4.3 The Single Integrated Plan	15
4.4 Budget	15
4.5 Housing Land Transfer	15
4.6 Functions of the Full Council	15

4.7	Membership.....	16
4.8	Council Meetings.....	17
4.9	Rules of Procedure and Debate	17
4.10	Council Procedure Rules - Annual Meeting of the Council	18
4.11	Ordinary Meetings.....	19
4.12	Extraordinary Meetings	19
4.13	Time and Place of Meetings.....	20
4.14	Notice of and Summons to Meetings	20
4.15	Chair of Meeting	20
4.16	Quorum	20
4.17	Questions by the Public.....	20
4.18	Questions by Members	21
4.19	Motions on Notice.....	23
4.20	Motions without Notice	23
4.21	Rules of Debate.....	24
4.22	Previous Decisions and Motions	27
4.23	Voting	28
4.24	Minutes.....	29
4.25	Exclusion of Public	29
4.26	Members' Conduct	29
4.27	Disturbance by Public.....	30
4.28	Filming and Recording During Meetings	30
4.29	Suspension and Amendment of Council Procedure Rules	31
4.30	Family Absence for Members.....	31
4.31	Application to Committees and Sub Committees	32

SECTION 5	33
5. The Executive ("Cabinet").....	33
5.1 Introduction.....	33
5.2 Form and Composition of the Executive	33
5.3 Leader	33
5.4 Deputy Leader.....	33
5.5 Other Executive Members.....	34
5.6 Delegation of Functions.....	34
5.7 Rules of Procedure and Debate	34
5.8 Executive Procedure Rules	34
SECTION 6	38
6. The Leader	38
6.1 Election and Term of Office.....	38
6.2 Deputy Leader.....	38
6.3 Functions and Delegated Authority	38
SECTION 7	40
7. Overview and Scrutiny Committees.....	40
7.1 Introduction.....	40
7.2 Scrutiny Committees	40
7.3 Role, Scope and Terms of Reference	41
7.4 Specific Functions	42
7.5 Head of Democratic Services.....	43
7.6 Who May Sit on Scrutiny Committees?	44
7.7 Co-Optees	44
7.8 Education Representatives	44
7.9 Who Chairs?.....	44
7.10 Role of the Chairmen of the Scrutiny Committees	45
7.11 Work Programme	45

7.12	Meetings.....	45
7.13	Joint Scrutiny Committees.....	45
7.14	Rules of Procedure and Debate	45
7.15	What will be the Number and Arrangements for Scrutiny Committees?	46
7.16	Agenda Items	46
7.17	Policy Review and Development.....	47
7.18	Reports from the Scrutiny Committees	47
7.19	Making Sure that Scrutiny Reports are Considered by the Executive.....	48
7.20	Rights of Members of the Scrutiny Committees to Documents	49
7.21	Members and Officers Giving Account.....	49
7.22	Attendance by Other Members of the Council	49
7.23	Attendance by Others.....	50
7.24	Call-In	50
7.25	The Party Whip.....	52
7.26	Procedure at Scrutiny Committee Meetings.....	52
7.27	Matters within the Remit of more than one Scrutiny Committee	53
7.28	Councillor Call for Action	53
7.29	Public Speaking at Scrutiny Committees	53
SECTION 8		54
8.	The Standards Committee	54
8.1	Composition	54
8.2	Term of Office.....	54
8.3	Quorum	54
8.4	Voting	55
8.5	Community Committee Member.....	55
8.6	Chairing the Committee.....	55
8.7	Role and Function	55

SECTION 9	57
9. Regulatory Committees	57
9.1 Regulatory and Other Committees	57
9.2 The Audit Committee.....	57
9.3 The Democratic Services Committee.....	57
9.4 Other Committees and Sub-Committees	57
9.5 Rules of Procedure and Debate	58
SECTION 10.....	59
10. Joint Committees	59
10.1 Introduction.....	59
10.2 Arrangements to Promote Wellbeing	59
10.3 Joint Arrangements	59
10.4 Access to Information.....	59
10.5 Delegation to and from Other Local Authorities	60
10.6 Contracting Out	60
SECTION 11.....	61
11. Officers	61
11.1 Management Structure.....	61
11.2 Functions of the Head of Paid Service	62
11.3 Functions of the Monitoring Officer	63
11.4 Functions of the Chief Finance Officer	64
11.5 Functions of the Head of Democratic Services	65
11.6 Duty to Provide Sufficient Resources to the Head of Paid Service, Monitoring Officer, Chief Finance Officer and Head of Democratic Services.....	66
11.7 Conduct.....	66
11.8 Employment	67
11.9 Officer Employment Procedure Rules	67

SECTION 12.....	72
12. Finance, Contracts and Legal Matters	72
12.1 Financial Management	72
12.2 Contracts	72
12.3 Legal Proceedings.....	72
12.4 Authentication of Documents	72
12.5 Common Seal of the Council.....	73
SECTION 13.....	74
13. Responsibility for Functions - Summary	74
13.1 Who can be Decision-Makers?	74
13.2 Principles of Decision-Making.....	74
13.3 Functions - Categories.....	75
13.4 Other Bodies	75
13.5 Who Decides – Non-Executive Functions?	75
13.6 Who Decides – Executive Functions?.....	76
13.7 Removal of Delegation	76
13.8 Who May Exercise Officer Delegations?.....	76
13.9 Responsibility for Functions – Summary of Schedules.....	76
13.10 Schedule 1 - Functions not to be the responsibility of an Authority's Executive.....	77
13.11 Schedule 2 - Local Choice Executive Functions.....	90
13.12 Schedule 3 - Local Choice Council Functions.....	92
13.13 Schedule 4 - Council Functions: Plans and Strategies.....	94
13.14 Schedule 5 - Mandatory Executive Functions.....	96
13.15 Schedule 6 - Mandatory Council Functions	97
13.16 Responsibility for Council Functions: Committees' Terms of Reference.....	98

SECTION 14.....	112
14. Access to Information Procedure Rules.....	112
14.1 Scope	112
14.2 Additional Rights to Information	112
14.3 Rights to Attend Meetings	112
14.4 Notices of Meeting.....	112
14.5 Access to Agenda and Reports Before the Meeting	112
14.6 Supply of Copies	112
14.7 Access to Minutes etc. after the Meeting	113
14.8 Background Papers.....	113
14.9 Summary of Public's Rights	113
14.10 Exclusion of Access by the Public to Meetings	113
14.11 Public Interest Test.....	116
14.12 Exclusion of Access by the Public to Reports	117
14.13 The Forward Work Programme.....	117
14.14 Consultation on Proposals to be Considered by the Executive.....	118
14.15 Record of Decisions of the Executive.....	119
14.16 Decisions by an Individual Member of the Executive	120
14.17 Scrutiny Committees and Members' Access to Documents.....	120
14.18 Additional Rights of Access for Members of Scrutiny Committees	121
SECTION 15.....	122
15. Budget and Policy Framework Procedure Rules	122
15.1 The Framework for Executive Decisions.....	122
15.2 Process for Developing the Budget and Policy Framework	122
15.3 Decisions Outside the Budget or Policy Framework	123
15.4 Urgent Decisions Contrary to the Budget or Policy Framework	123
15.5 Virement.....	124
15.6 In-Year Changes to Budget and Policy Framework	125

15.7	Call-In of Decisions Outside the Budget or Policy Framework.....	125
SECTION 16.....		127
16.	Financial Procedure Rules.....	128
16.1	General.....	128
16.2	Roles and Responsibilities	128
16.3	Budget.....	131
16.4	Authority to Incur and Control Capital Expenditure	131
16.5	Authority to Incur and Control Revenue Expenditure	132
16.6	Accounting.....	134
16.7	Audit	135
16.8	Assets and Land Dealings.....	136
16.9	Banking Arrangements.....	137
16.10	Income.....	137
16.11	Money Laundering.....	138
16.12	Insurance.....	139
16.13	Inventories.....	140
16.14	Stocks and Stores	140
16.15	Security	140
16.16	Data Protection, Freedom of Information and Regulation of Investigatory Powers Acts	141
16.17	Risk Mangement.....	142
16.18	Salaries and Wages.....	142
16.19	Travelling and Subsistence Allowances.....	143
16.20	Treasury Management.....	143
16.21	Procurement	145
16.22	Payment of Accounts.....	145
16.23	Leasing Arrangements.....	145
16.24	Imprest Accounts (Petty Cash etc.)	145

16.25	Value Added Tax	146
16.26	Unofficial Funds	147
16.27	Financial Procedure Notes.....	147
16.28	Review and Amendments of Financial Procedure Rules.....	147
SECTION 17.....		148
17.	Contracts Procedure Rules.....	148
17.1	Introduction.....	149
17.2	Chief Officers.....	149
17.3	Basic Principles	149
17.4	Waiver of These Contracts Procedure Rules	151
17.5	Advertising.....	153
17.6	Relevant Contracts.....	153
17.7	Risk Assessments	154
17.8	Approved Lists and Framework Agreements	154
17.9	Procurement Valuation.....	155
17.10	Pre-Tender Market Testing and Consultation	155
17.11	Invitation to Tender / Request for Quotations.....	155
17.12	Evaluation Criteria and Standards.....	155
17.13	Submission, Receipt and Opening of Tenders / Quotations	155
17.14	Post-Tender Negotiations.....	157
17.15	Evaluation, Award of Contract and Debriefing of Organisations	157
17.16	Contract Documents.....	158
17.17	Legal Services Review of Tenders and Contracts	158
17.18	Prevention of Bribery and Corruption	159
17.19	Declarations of Interest	159
17.20	Contract Management / Monitoring	159
17.21	Internal Providers	160
17.22	External Body Grant Funding.....	160

17.23	Review and Amendments of Contracts Procedure Rules.....	160
SECTION 18.....		161
18.	Code of Conduct for Members.....	161
18.1	Interpretation	161
18.2	General Provisions	162
18.3	Interests.....	165
18.4	The Register of Members' Interests	171
Appendix 1: Conduct of Members - The Principles.....		173
Appendix 2: Protocol - Standard of Conduct Expected by Members.....		175
Appendix 3: Local Dispute Resolution Procedure for Dealing with Low Level Allegations of Breaches of the Members' Code of Conduct and the Vale of Glamorgan Council's Protocol - Standard of Conduct Expected by Members.....		177
SECTION 19.....		181
19.	Guides to Public Speaking at Committees.....	181
19.1	Guide to Public Speaking at Planning Committee	181
19.2	Guide to Public Speaking at a Scrutiny Committee Meeting	184
SECTION 20.....		190
20.	Code of Conduct for Qualifying Employees of the Council.....	190
20.1	General Principles	190
20.2	Accountability	190
20.3	Political Neutrality.....	190
20.4	Relations with Members, the Public and Other Employees	190
20.5	Equality.....	191
20.6	Stewardship.....	191
20.7	Personal Interests	191
20.8	Whistleblowing	191
20.9	Treatment of Information.....	191
20.10	Appointment of Staff.....	192
20.11	Investigations by Monitoring Officer	192

SECTION 21.....	193
21. Protocol on Member / Officer Relations.....	193
21.1 Introduction.....	193
21.2 Principles.....	193
21.3 Informed Decision-Making.....	194
21.4 Officer Accountability.....	194
21.5 Recruitment.....	194
21.6 Scrutiny.....	194
21.7 Information for Members.....	194
21.8 Members as Customers.....	195
SECTION 22.....	196
22. Code of Corporate Governance.....	196
22.1 Introduction.....	197
22.2 Why Adopt a Code of Corporate Governance?.....	197
22.3 What is Corporate Governance?.....	198
22.4 Why do we need a Code of Corporate Governance?.....	198
22.5 The Vale of Glamorgan Council's Principles of Good Governance.....	199
22.6 Monitoring and Review.....	215
22.7 The Annual Governance Statement.....	216
SECTION 23.....	217
23. Confidential Reporting (“Whistleblowing Policy”) Code.....	217
23.1 Introduction.....	217
23.2 Standards in Council Procedures.....	217
23.3 Additional Standards.....	218
23.4 Key Responsibilities.....	219
23.5 Responsible Officer.....	219
23.6 Guidelines for Staff.....	219
23.7 Raising Your Concerns.....	220

23.8	Protection for the "Whistleblower"	222
23.9	Guidelines for Managers	224
23.10	How the Council Will Respond	225
23.11	Training and Communication	226
23.12	Some Final Notes	226
23.13	Protection	227
23.14	Free and Confidential Advice	228
SECTION 24		229
24.	Member Role Descriptions	229
24.1	Elected Member Role Description	229
24.2	Leader (and Deputy) Role Description	231
24.3	Deputy Leader	233
24.4	Cabinet Member Role Description	233
24.5	Chairman of the Council Role Description	235
24.6	Vice-Chairman	236
24.7	Chairman of Democratic Services Committee Role Description	236
24.8	Member of a Democratic Services Committee Role Description	238
24.9	Chairman of a Regulatory Committee Role Description	239
24.10	Member of a Regulatory Committee Role Description	240
24.11	Chairman of Standards Committee Role Description	241
24.12	Member of Standards Committee Role Description	242
24.13	Chairman of Audit Committee Role Description	243
24.14	Member of Audit Committee Role Description	245
24.15	Scrutiny Committee Chairman Role Description	246
24.16	Scrutiny Committee Member Role Description	247
24.17	Leader of Opposition Groups Role Description	249
24.18	Role of the Deputy Leader of Opposition Groups	250
24.19	Member Champion Purpose and Role	250

24.20	Member Champion Role Description	251
24.21	Elected Member Person Specification	252
24.22	Leader Person Specification	253
24.23	Cabinet Member Person Specification	255
24.24	Chairman of the Council Person Specification	256
24.25	Chairman of Regulatory Committee Person Specification	256
24.26	Regulatory Committee Member Person Specification.....	257
24.27	Scrutiny Committee Chairman Person Specification.....	258
24.28	Scrutiny Committee Member Person Specification	259
24.29	Leader of Opposition Groups Person Specification	261
24.30	Member Champion Person Specification	261
SECTION 25.....		263
25.	Officer Delegations	266
SECTION 26.....		321
26.	Members' Allowances Scheme	321
26.1	Basic Salary	322
26.2	Senior Salaries	322
26.3	Co-opted Members' Allowances.....	323
26.4	Travelling Allowances.....	324
26.5	Subsistence Allowances.....	324
26.6	Care Allowances	324
26.7	Civic Salaries.....	325

