



CONSTITUTION OF SURREY HEATH BOROUGH COUNCIL

Part	Section	Page No
Part 1	Summary and Explanation	1-4
Part 2	Articles of the Constitution	
	Article 1 The Constitution	1
	Article 2 Members of the Council	2
	Article 3 Citizens and the Council	4
	Article 4 The Full Council	5
	Article 5 The Mayor	7
	Article 6 Scrutiny Committees	8
	Article 7 The Executive	11
	Article 8 Regulatory and other Committees	13
	Article 9 The Standards Committee	14
	Article 10 Area Committees and Forums	16
	Article 11 Joint Arrangements	18
	Article 12 Officers	20
	Article 13 Decision Making	24
	Article 14 Finance, Contracts and Legal Matters	26
	Article 15 Review and Revision of the Constitution	27
	Article 16 Suspension, Interpretation and Publication of the Constitution	28
	Schedule 1 Description of Executive Arrangements	29
Part 3	Responsibility for Functions	
	A Scheme for Delegation of Functions	1
	B Scheme of Delegation of Functions to Officers	9
	C Proper Officers of the Council	79
	D Roles of Different Councillors	83
	E Terms of Reference of the Executive, Committees and other bodies	87
Part 4	Procedural Rules	
	A Council Procedure Rules	1
	B Executive Procedure Rules	21

Part	Section	Page No
	C	Scrutiny Committees Procedure Rules 27
	D	Committees, Sub Committees and Other Bodies Procedure Rules 37
	E	Public Speaking Procedure Rules 47
	F	Access to Information Procedure Rules 53
	G	Budget and Policy Framework Rules 63
	H	Financial Regulations 69
	I	Contract Procedure Rules 93
	J	Officer Employment Rules 103
	K	Substitution Procedure Rules 107
	L	Petitions Scheme 109
Part 5	Codes and Protocols	
	A	Members' Code of Conduct 1
	B	Member and Officer Protocol 11
	C	IT Code of Practice for Members 19
	D	Protocol for Appointments/Nomination to Outside Bodies 23
	E	Code of Conduct for Officers 27
	F	Planning Code of Practice for Councillors and Officers 37
	G	Local Code of Corporate Governance 47
	H	Anti Fraud and Corruption Strategy 63
	I	Sponsorship Arrangements Protocol 67
	J	Procedure for Investigating and Determining Complaints Locally 71
	K	Monitoring Officer Protocol 93
Part 6	Members' Allowances Scheme	1-6
Part 7	Management Structure	1-2
Part 8	Executive Portfolios	1-2