

Contact: Karen Strahan 01392 382264
karen.strahan@devon.gov.uk

CONSTITUTION

- 1 Part 1 - Summary and Explanation (Pages 1 - 4)
The Constitution is the Council's Code of Corporate Governance which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are prescribed by the law, others are matters for the Council's discretion or have evolved in light of experience.

- 2 Part 2 - Articles of the Constitution (Pages 5 - 34)
Articles 1 - 16 and Schedule 1 (Description of Executive Arrangements).

Article 1	The Constitution
Article 2	Members of the Council
Article 3	The People of Devon and the Council
Article 4	The Council
Article 5	Chairing the Council
Article 6	The Cabinet
Article 7	Overview and Scrutiny Committees
Article 8	Regulatory and other Committees
Article 9	The Standards Committee
Article 10	Area Committees and Forums
Article 11	Joint Arrangements
Article 12	Officers
Article 13	Decision Making
Article 14	Finance, Contracts and Legal Matters
Article 15	Review and Revision of the Constitution
Article 16	Suspension, Interpretation and Publication of the Constitution
Schedule 1	Description of Executive Arrangements

- 3 Part 3 - Responsibility for Functions
Responsibility for Functions including Terms of Reference and Scheme of Delegation.
 - a Introduction and Explanatory Note (Pages 35 - 36)

 - b Responsibility for Functions - Terms of Reference (Pages 37 - 54)

- c Scheme of Delegation (Pages 55 - 62)
- d Appeals and Planning and Infrastructure Projects (Pages 63 - 64)
- e Schedule of Delegated Powers (Pages 65 - 88)
- f Locality Budget Operating Principles (Pages 89 - 90)

4 Part 4 - Rules of Procedure for Meetings of the Council, Cabinet and Committees

Rules of Procedure for Meetings of the Council, Cabinet and Committees, including Public Participation, Petitions, Protocols for Development Management, Farms Estate and Scrutiny Procedure Rules.

- a Standing Orders (Pages 91 - 118)
- b Budget and Policy Framework (Pages 119 - 124)
- c Cabinet Procedures Rules (Pages 125 - 136)
- d Scrutiny Procedures Rules (Pages 137 - 158)
- e Access to Information Procedure Rules (Pages 159 - 166)
- f Public Participation at Meetings (Pages 167 - 168)
- g Petition Scheme (Pages 169 - 172)
- h Development Management Protocol (Pages 173 - 182)
- i Farms Estate Protocol (Pages 183 - 186)

5 Part 5 - Code of Business Conduct

The collective term for various Council regulations and provisions including Procurement Policy, Financial Regulations, Contract Procedure Rules, Electronic Transactions, Surplus Property, Insurance and the Whistleblowing Policy.

- a How Elements of the Code are Arranged (Pages 187 - 188)
- b Procurement Policy (Pages 189 - 196)
- c Financial Regulations (Pages 197 - 220)

- d Contracts Procedure Rules (Pages 221 - 224)
- e Procedures for Tenders and Contracts (Pages 225 - 240)
- f Code of Practice for Electronic Transactions (Pages 241 - 246)
- g Code of Practice for Disposal of Surplus Property (Pages 247 - 252)
- h Indemnity and Insurance for Members and Officers (Pages 253 - 258)
- i A 'Whistleblowing' Policy (Pages 259 - 266)
- j Good Practice Guide on Proper Conduct of Business (Pages 267 - 272)

6 Part 6 - Code of Personal Conduct

Code of Business Conduct, including Members and Officers Code of Conduct, Job Profiles for Elected Members, Protocol on Member / Officer Relationships, Pay Policy Statement and Chief Officer Employment Rules.

- a Members' Code of Conduct (Pages 273 - 282)
- b Councillors Safeguarding Note and DBS Checks (Pages 283 - 288)
- c Sexual Harassment – Acceptable Conduct & Guidance Note (Pages 289 - 292)
- d Conflicts of Interest Guidance (Pages 293 - 298)
- e Guidance on Dispensations (Pages 299 - 308)
- f Job Profiles for Elected Members (Pages 309 - 312)
- g Officers' Code of Conduct (Pages 313 - 314)
- h Member / Officer Relations and Local Member Protocol (Think Local Member) (Pages 315 - 324)
- i Pay Policy Statement (Pages 325 - 332)

j Chief Officer Employment Procedures Rules (Pages 333 - 338)

7 Part 7 - Members Allowances Scheme (Pages 339 - 352)

This document sets out the full range of allowances payable to members of the County Council in line with the Local Authorities (Members' Allowances) Regulations 1991, as amended.

a Members Allowances - Maternity, Paternity , Shared Parental and Adoption Leave (Pages 353 - 356)

8 Part 8 - Management Structure (Pages 357 - 360)

This outlines the Senior Management Structure of the Council.

9 Part 9 - Joint Arrangements (Pages 361 - 366)

Joint Arrangements made by the Council with other Local Authorities under S101 of the Local Government Act 1972.

10 Part 10 - Working Practices (Pages 367 - 378)

The Council's procedures are governed by its Constitution. This is supplemented by the approved Working Practices explained below which affect the operation of the Committee process or impact upon individual members. These Working Practices do not form part of the Constitution but are reproduced here for convenient reference.

11 Part 11 - Framework of Corporate Guidance (Pages 379 - 380)

The Council's Framework of Corporate Guidance also includes other Devon County Council Strategies, Plans etc, which are listed in this part.