



<b>Title:</b>	<b>Constitution of the Council (Part 4: Procedures)</b>
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**Adopted by Full Council on 18<sup>th</sup> May 2018**



# CONSTITUTION OF THE COUNCIL

## PART 4 - PROCEDURES

### 1 ACCESS TO INFORMATION & DATA PROTECTION

- 1.1 The Council supports the principles of open government.
- 1.2 The Council also respects the rights of individuals and third parties to confidentiality of personal and business information.
- 1.3 The Council will follow the legal requirements of the Local Government Act 1972, the Data Protection Act 1998, the Freedom of Information Act 2000 and any other relevant statute.
- 1.4 The Council will open meetings to the public and make information available in accordance with the law and any guidance issued by the Information Commissioner.
- 1.5 Councillors and officers will not release information that is regarded as confidential under the law.
- 1.6 Councillors and officers will not prevent anyone from receiving information to which they are properly entitled under the law.
- 1.7 A copy of the Council's Access to Information Rules, Freedom of Information Policy and Data Protection Policy are attached as Parts 4A, 4Aa and 4Ab of this Constitution.

### 2 ANTI-FRAUD & CORRUPTION STRATEGY, CORPORATE GOVERNANCE STATEMENT & WHISTLE-BLOWING PROCEDURES

- 2.1 The Council will adhere to the Anti-Fraud and Corruption Strategy set out in Part 4B of this Constitution.

- 2.2 The Council has set out its commitment to Corporate Governance in Part 4E of this Constitution
- 2.3 Whistle-blowing allegations will be dealt with in accordance with the procedures set out in Part 4N of this Constitution.

### 3 COMPLAINTS PROCEDURE

- 3.1 The Council's formal Complaints Procedure is set out in Part 4C of this Constitution.

### 4 CONTRACTS

- 4.1 Contracts to be let by the Council or its representatives will follow the procedures laid down in the Council's Contract Procedure Rules set out in Part 4D of this Constitution.

### 5 FINANCIAL AND BUDGET PROCEDURES

- 5.1 Councillors and officers will follow the Council's Financial Regulations set out in Part 4H of this Constitution.
- 5.2 The Council has agreed to indemnify officers and councillors as set out in Part 4O of this Constitution.

### 6 EMPLOYMENT OF STAFF

- 6.1 Procedures for the appointment of staff will follow the Officer Employment Rules set out in Part 4I of this Constitution.
- 6.2 Disciplinary Procedures for Statutory Officers (the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer) and other Chief Officers are set out in Parts 4F and 4G of this Constitution.

## 7 OTHER PROCEDURES

7.1 Other procedures referred to elsewhere in this Constitution are attached as follows:

7.1.1 Part 4J: Petitions Scheme.

7.1.2 Part 4K: A Simple Guide to Decision-Making.

7.1.3 Part 4L: Standards Committee Complaints Procedures.

7.1.4 Part 4M: Dispensations Process and Form.