

PART 2

ARTICLES OF THE CONSTITUTION

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Article 1

The Constitution

1.1 Powers of the Council

The Council will exercise all its powers and duties in accordance with the law and this Constitution.

1.2 The Constitution

This Constitution is the Constitution of Manchester City Council.

1.3 Purpose of the Constitution

The purpose of the Constitution is to:

1. enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations;
2. support the active involvement of citizens in the process of local authority decision making;
3. help councillors represent their constituents more effectively;
4. enable decisions to be taken efficiently and effectively;
5. create a powerful and effective means of holding decision-makers to public account;
6. ensure that no one will review or scrutinise a decision in which they were directly involved;
7. ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions; and
8. provide a means of improving the delivery of services to the community.

1.4 Review of the Constitution

The Council will monitor and evaluate the operation of the Constitution as set out in Article 15.

Article 2

Members of the Council

2.1 Composition and eligibility

- (a) **Composition.** The Council comprises 96 members, otherwise called councillors. Three councillors are elected by the voters of each ward in accordance with a scheme drawn up by the Electoral Commission and approved by the Secretary of State.
- (b) **Eligibility.** Only individuals who are not disqualified from holding office and are registered voters of the area or those living or working in the area, or those who occupy any land or premises in the area, are eligible to hold the office of councillor.

2.2 Election and terms of councillors

Election and terms. The whole Council was elected in May 2018 with councillors elected for terms of office of either one, two or four years. Thereafter, beginning in 2019 there will be an ordinary election of one third of all councillors held on the first Thursday in May each year, except that in 2021, and every fourth year after there will be no regular election. From 2019 the terms of office of councillors elected in that year onwards (except those elected in by-elections) will be four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later.

2.3 Roles and functions of all councillors

- (a) **Key roles.** All councillors will:
 - (i) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
 - (ii) bring views of their communities into the Council's decision-making process;
 - (iii) effectively represent the interests of their ward and of individual constituents;
 - (iv) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
 - (v) respond to constituents' enquiries and representations, fairly and impartially;
 - (vi) participate in the governance and management of the Council;
 - (vii) be available to represent the Council on other bodies; and

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(viii) maintain the highest standards of conduct and ethics.

(b) **Rights and duties**

- (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
- (iii) Subject to the Code of Conduct for Members, the common law rule against bias and the Council Procedure Rules, councillors have a right to speak and vote on any item before the Council and councillors who are members of a committee have a right to speak and vote on any item before that committee.
- (iv) For these purposes, "confidential" and "exempt" information are defined in the Access to Information Rules in Part 4 of this Constitution.

2.4 **Conduct**

Councillors will at all times observe the Code of Conduct for Members set out in Part 6 of this Constitution.

2.5 **Allowances**

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in Part 7 of this Constitution.

Article 3

Citizens and The Council

3.1 Citizens' rights

Citizens have the following rights. Their rights to information and to participate are explained in more details in the Access to Information Rules in Part 4 Section B of this Constitution:

- (a) **Voting and petitions.** Citizens on the electoral roll for the area have the right to vote and sign a petition to request a referendum for a change in the Council's governance arrangements.
- (b) **Information.** Citizens have the right to:
 - (i) attend meetings of the Council and its committees except where confidential or exempt information is likely to be disclosed, and the meeting is therefore held in private;
 - (ii) attend meetings of the Executive except where confidential or exempt information is likely to be disclosed; find out from the Register of Key Decisions what key decisions will be taken by the Executive and when;
 - (iii) see reports and background papers (except where confidential or exempt), and any records of decisions made by the Council and the Executive;
 - (iv) inspect the Council's accounts and make their views known to the external auditor; and
 - (v) exercise their rights under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 to obtain information held by the Council.
- (c) **Participation.** Citizens have the right to submit petitions to the Council in accordance with the Council's petition scheme, and questions to Executive members and contribute to investigations by scrutiny committees.
- (d) **Complaints.** Citizens have the right to complain to:
 - (i) the Council itself under its complaints scheme;
 - (ii) the Ombudsman after using the Council's own complaints scheme;
 - (iii) the Monitoring Officer about a breach of the Code of Conduct for Members.

3.2 Citizens' responsibilities

Citizens must not be violent, abusive or threatening to councillors or officers and must not wilfully harm things owned by the Council, councillors or officers.

Article 4

The Full Council

4.1 Meanings

- (a) **Policy Framework.** The policy framework means the following plans and strategies: -
- (i) those required by law to be adopted by the Council:
- Crime and Disorder Reduction Strategy under Sections 5 and 6 of the Crime and Disorder Act 1998;
 - Youth Justice Plan under Section 40 of the Crime and Disorder Act 1998.
 - Development Plan Documents under Section 15 of the Planning and Compulsory Purchase Act 2004, and Plans and Alterations which together comprise the Development Plan under Part 2 of, and Schedule 8 to, the Planning and Compulsory Purchase Act 2004;
 - Licensing Authority Policy Statement under Section 349 of the Gambling Act 2005;
- (ii) those other plans and strategies which the Council has determined should be adopted by the Council as part of the Policy Framework:
- The Council's Corporate Plan;
 - Code of Corporate Governance;
 - Work and Skills Plan;
 - Housing Strategy
 - Tenancy Strategy (under Section 150 of the Localism Act 2011);
 - The plan and strategy which comprise the Housing Investment Programme;
 - Manchester Joint Health and Wellbeing Strategy (under the Health and Social Care Act 2012);
 - Manchester Strategy for Improving Outcomes for Children, Young People and their Families;
 - Climate Change Action Plan;
 - Cultural Strategy;

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- Neighbourhood Focus Strategy;
 - Asset Management Plans;
 - ICT Strategy and Information Strategy;
 - Licensing Policy Statement (under the Licensing Act 2003);
 - Policies relating to Periodic Electoral Reviews, Local Government Reviews and reviews of parliamentary constituencies;
 - Corporate Enforcement Policy;
 - The Manchester Strategy ('Our Manchester');
 - Our Manchester Industrial Strategy
 - Other plans and strategies determined by the Council.
- (b) **Budget.** The budget includes the calculations required under section 31A, 31B and 36 of the Local Government Finance Act 1992 and in particular the council tax requirement, the basic rate of council tax and the setting of council tax for respective bands and decisions relating to the control of the Council's borrowing, capital expenditure, treasury management, annual investment strategy and minimum revenue provision.
- (c) **Housing Land Transfer.** Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of disposal of land used for residential purposes where consent is required under sections 32 or 43 of the Housing Act 1985.

4.2 Functions of the full Council

Only the Council will exercise the following functions:-

- (a) adopting and changing the Constitution, including the determination of which of the Council's "Local Choice" functions (as defined in The Local Authorities (Functions and Responsibilities) (England) Regulations 2000) should be executive functions and which should be non-executive functions;
- (b) approving, adopting, amending, modifying, revising, varying, withdrawing or revoking (unless, by law, expressly the responsibility of the Executive, or otherwise authorised by any provision of this Constitution) any plan or strategy which forms part of the policy framework or budget;
- (c) the approval, for the purposes of public consultation in accordance with regulation 10 or 22 of the Town and Country Planning (Development Plans) (England) Regulations 1999, of draft proposals associated with the preparation of alterations to, or the replacement of, a development plan;

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- (d) the approval, for the purpose of its submission to the Secretary of State for independent examination under Section 20 of the Planning and Compulsory Purchase Act 2004, of a development plan document;
- (e) approving any application to the Secretary of State in respect of any Housing Land Transfer;
- (f) determining, as licensing authority, its policy with respect to the exercise of its licensing functions under the Licensing Act 2003, and making revisions to such policy at such times as it considers appropriate;
- (g) subject to the urgency procedure contained in the Access to Information Procedure Rules or the Budget and Policy Framework Policy Rules in Part 4 of this Constitution, making decisions about any matter in the discharge of an executive function which is covered by the policy framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget;
- (h) appointing the Leader;
- (i) agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments to them;
- (j) appointing representatives to outside bodies unless the appointment is an executive function or has been delegated by the Council;
- (k) adopting a members' allowances scheme;
- (l) changing the name of the area, conferring the title of honorary alderman or alderwoman or freedom of the borough;
- (m) resolving under Section 166 of the Gambling Act 2005 not to issue casino premises licenses;
- (n) making, amending, revoking, re-enacting or adopting bye-laws and promoting or opposing the making of local legislation or personal Bills;
- (o) making requests for single-member electoral areas;
- (p) passing a resolution to change a scheme for elections;
- (q) deciding whether to make proposals for a change in governance arrangements, deciding whether the change should be subject to approval in a referendum and passing a resolution to make a change;
- (r) deciding the term of office of the Leader;
- (s) including a provision in executive arrangements to remove the Leader by resolution and passing such a resolution;

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- (t) making an order giving effect to recommendations made in a community governance review;
- (u) duty to make a change in governance arrangements;
- (v) all local choice functions set out in Part 3 of this Constitution, which the Council has decided should be undertaken by itself;
- (w) preparing and amending the annual Pay Policy Statement under Section 38 of the Localism Act 2011;
- (x) making determinations in relation to the remuneration of posts (including coroner posts) whose remuneration is, or is proposed to be, or would become, £100,000 p.a. or above, and severance packages of £100,000 and above;
- (y) adopting a Code of Conduct for elected and co-opted members of the Council under section 27 of the Localism Act 2011;
- (z) making or revising a council tax reduction scheme under section 13 A(2) of the Local Government Finance Act 1992;
- (za) exercising the power under section 153C(1) of the Small Business, Enterprise and Employment Act 2015 in relation to the relaxation of the restriction on exit payments made by the Council, subject to the consent of the Treasury or acting in compliance with directions given by the Treasury; and**
- (zb)** all other matters which, by law, must be reserved to Council.

4.3 Council meetings

There are three types of Council meeting:-

- (a) the annual meeting;
- (b) ordinary meetings;
- (c) extraordinary meetings;

and they will be conducted in accordance with the Council Procedure Rules in Part 4 Section A of this Constitution.

4.4 Responsibility for functions

The Council will allocate responsibilities for and maintain a record in Part 3 of this Constitution setting out the responsibilities for the discharge of:-

- (a) the Council's functions which are not the responsibility of the Executive;
- (b) local choice functions which are not the responsibility of the Executive.

Article 5

Chairing the Council

5.1 Role and function of the Lord Mayor

The Lord Mayor and in his/her absence, the Deputy Lord Mayor will have the following roles and functions:

1. to uphold and promote the purposes of the Constitution;
2. to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community;
3. to endeavour to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not on the Executive are able to hold the Executive to account;
4. to promote public involvement in the Council's activities;
5. to attend such civic and ceremonial functions as the Council and he/she determines appropriate.

5.2 The Lord Mayor and Deputy Lord Mayor will be elected annually at the Annual Meeting of the Council.

5.3 Without prejudice to 5.2 above, the Leaders of the political groups represented on the Council may agree a protocol for determining which political group will provide the Lord Mayor and Deputy Lord Mayor in future years.

Article 6

Scrutiny Committees

6.1 Terms of Reference

The Council will appoint the scrutiny committees set out below to discharge the functions conferred by section 9F of the Local Government Act 2000.

Committee

Children and Young People

Communities and Equalities

Neighbourhoods and Environment

Economy

Health

Resources and Governance

The specific remit and terms of reference of the above Committees are set out in Part 3 Section E of this Constitution.

6.2 General Role

Within their terms of reference, scrutiny committees will:

- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (ii) make reports and/or recommendations to the full Council and/or the Executive and/or any joint or area committee in connection with the discharge of any functions;
- (iii) make reports and/or recommendations to the full Council and/or the Executive on any matter affecting the area or its inhabitants;
- (iv) exercise (subject to the Scrutiny Procedure Rules) the right to call in decisions made but not yet implemented by the executive or by an officer (where the officer has made an executive key decision) and to recommend that the decision be reconsidered by the Executive or officer who made it;
- (v) arrange for its function under (i) above as regards any decision to be exercised by the full Council;
- (vi) require members of the Executive or officers of the authority to attend before it to answer questions, and invite other persons to attend;

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- (vii) appoint one or more sub-committees and arrange for the discharge of any of its functions by such a sub-committee.

6.3 Specific functions

- (a) **Policy development and review.** Scrutiny committees may:

- (i) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question members of the Executive and/or committees and chief officers about their views on issues and proposals affecting the area; and
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

- (b) **Scrutiny.** Scrutiny committees may:

- (i) review and scrutinise the decisions made by and performance of the Executive and/or committees and council officers both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question members of the Executive and/or committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Executive and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny committee and local people about their activities and performance, and question and gather evidence from any person (with their consent).

- (c) **Support.** Chief officers will provide the necessary support for scrutiny committees.

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- (d) **Reporting.** Scrutiny committees will publish reports on their workings and make recommendations for future work programmes and amended working methods if appropriate.

6.4 Crime and Disorder Committee

- (a) One scrutiny committee will be designated as the Crime and Disorder Committee. Its responsibilities will include:-
- to review or scrutinise decisions or actions taken in connection with the discharge by the responsible authorities of their crime and disorder functions;
 - to make reports and recommendations to the Council or Executive with respect to the discharge of those functions.
- (b) **“Responsible authorities” include:-**
- Manchester City Council;
 - every provider of probation services operating within Manchester in pursuance of arrangements under Section 3 of the Offender Management Act 2007 which provide for it to co-operate with responsible authorities;
 - the Chief Constable of Greater Manchester Police;
 - the Greater Manchester Combined Authority in respect of fire and rescue functions for the Manchester area;
 - Manchester Clinical Commissioning Group (CCG).
- (c) **“Crime and Disorder Functions” are:-**
- reducing crime and disorder in the area (including anti-social and other behaviour adversely affecting the local environment); and
 - combating the misuse of drugs, alcohol and other substances in the area and reduction of re-offending in the area.

6.5 Health Scrutiny Committee

One scrutiny committee will be designated as the Health Scrutiny Committee to discharge the health scrutiny functions of the Council under Regulations 21 to 23, 26 and 27 of The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. Its responsibilities will include:-

- to review and scrutinise any matter relating to the planning, provision and operation of the health service in the Council’s area;
- to make reports and recommendations to relevant NHS bodies and health service providers.

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6.6 Proceedings of scrutiny committees

Scrutiny committees will conduct their proceedings in accordance with the Scrutiny Procedure Rules set out in Part 4 Section E of this Constitution.

6.7 Joint Co-ordinating Panel

(a) **Role**

There will be a Joint Co-ordinating Panel whose role will be: -

- to act as a mechanism to allow for dialogue between the Executive and the scrutiny committee;
- to assist in forward planning of the work programmes of the Executive and the scrutiny function
- to overview the Council's best value programme to consider proposals for the use of the scrutiny budget

(b) **Membership**

The Joint Co-ordinating Panel will comprise the Chairs of the Scrutiny Committees, the Leader and two other members of the Executive.

6.8 **Chairs**

Chairs of scrutiny committees will receive a standing invitation to attend public meetings of the Executive and receive the relevant papers, including parts of the meeting where exempt matters are being discussed.

6.9 **Scrutiny Officer**

The Council will designate one of their officers to act as the Council's Scrutiny Officer who will discharge the following functions:

- (a) to promote the role of the Council's scrutiny committees;
- (b) to provide support for the Council's scrutiny committees and the members of those committees;
- (c) to provide support and guidance to –
 - (i) members of the Council;
 - (ii) members of the Executive; and
 - (iii) officers of the Council

in relation to the functions of the Council's scrutiny committees.

Article 7

The Executive

7.1 Role

The Executive Leader ("the Leader") and the Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.

7.2 Form and composition

The Executive will consist of the Leader together with between two and nine councillors appointed to the Executive by the Leader (one of whom will be appointed by the Leader to act as Deputy Leader).

7.3 Leader

- (a) The Leader will be a councillor elected to the position of Leader by the Council.
- (b) The Council will decide the term of office of the Leader which must expire no later than the day on which the Council holds its first annual meeting after the Leader's normal day of retirement as a councillor.
- (c) The Leader's term of office will end on the day determined by the Council under (b) above, unless before that date -
 - (i) he/she resigns from the office;
 - (ii) he/she is no longer a councillor for any other reason; or
 - (iii) he/she is removed by resolution of Council provided that no such resolution may be moved unless it is delivered to the Chief Executive 14 days before the meeting at which it is to be debated and signed by 50% of the members (for the time being) of the Council.
- (d) If there is a vacancy in the office of Leader as a result of a resolution under 7.3(c) (iii) above, the Council shall elect another councillor as Leader at the meeting at which the Leader is removed from office or at the next subsequent meeting of the Council.
- (e) If there is a vacancy in the office of Leader for any other reason, the Council shall elect another councillor as Leader at the first meeting after the vacancy occurs, provided that if the vacancy occurs after the issue of the summons and agenda for the meeting the election shall take place at the next subsequent meeting.

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7.4 Deputy Leader

- (a) The Leader will appoint one of the members of the Executive to act as Deputy Leader. The Leader must give written notice of such appointment to both the person who he/she is appointing as Deputy Leader and the Monitoring Officer. The appointment of the Deputy Leader will take effect on receipt of the Leader's written notice by both the person who the Leader is appointing as Deputy Leader and the Monitoring Officer. The Monitoring Officer will keep a written record of the appointment of the Deputy Leader and the Leader will report the appointment to Council and the Executive at the earliest opportunity.
- (b) The Deputy Leader will hold office until the end of the Leader's term of office unless before that date:-
 - (i) he/she resigns from the office; or
 - (ii) he/she is no longer a councillor for any other reason; or
 - (iii) he/she is no longer a member of the Executive; or
 - (iv) he/she is removed by the Leader who must give written notice of such removal to both the Deputy Leader and to the Monitoring Officer. The removal of the Deputy Leader will take effect on receipt of the Leader's written notice by both the Deputy Leader and the Monitoring Officer. The Monitoring Officer will keep a written record of any removal of the Deputy Leader and the Leader will report any such removal to the Council and the Executive at the earliest opportunity.
- (c) Where a vacancy occurs in the office of Deputy Leader, the Leader must appoint another person in his/her place. The Leader must give written notice of such appointment to both the person he/she is appointing as Deputy Leader and to the Monitoring Officer. The appointment of the Deputy Leader will take effect on receipt of the Leader's written notice by both the person who the Leader is appointing as Deputy Leader and the Monitoring Officer. The Monitoring Officer will keep a written record of the appointment of the Deputy Leader and the Leader will report the appointment to Council and the Executive at the earliest opportunity.
- (d) If for any reason:-
 - (i) the Leader is unable to act; or
 - (ii) the office of Leader is vacant

the Deputy Leader will act in his/her place.
- (e) If for any reason:-
 - (i) the Leader is unable to act, or the office of Leader is vacant; and
 - (ii) the Deputy Leader is unable to act, or the office of Deputy Leader is vacant

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the Executive must act in the Leader's place, or arrange for an Executive member to act in his/her place.

7.5 Other Executive members

- (a) In addition to the Deputy Leader, the Leader will appoint between one and eight further Executive Members to hold such Portfolios as the Leader shall determine. When appointing an Executive Member the Leader must give written notice of the appointment and of the Portfolio to both the person who he/she is appointing as an Executive Member and to the Monitoring Officer. The appointment of the Executive Member will take effect on receipt of the Leader's written notice by both the person who the Leader is appointing as an Executive Member and the Monitoring Officer. The Monitoring Officer will keep a written record of the appointment of an Executive Member and the Leader will report the appointment of an Executive Member and their Portfolio to Council and the Executive at the earliest opportunity.
- (b) An Executive member will hold office until the end of the Leader's term of office unless before that date -
 - (i) he/she resigns from the office; or
 - (ii) he/she is no longer a councillor for any other reason; or
 - (iii) he/she is removed by the Leader who must give written notice of such removal to both the Executive Member and to the Monitoring Officer. The removal of an Executive Member will take effect on receipt of the Leader's written notice by both the Executive Member and the Monitoring Officer. The Monitoring Officer will keep a written record of any removal of an Executive Member and the Leader will report any such removal to Council and the Executive at the earliest opportunity.

7.6 Remits of Executive Members

- (a) The Council shall designate one of the members of the Executive as the lead member for Children's Services for the purposes of Section 19 of the Children Act 2004.
- (b) Within the above framework and any statutory requirements, the Leader will determine the detailed remits of Executive Members (including the Deputy Leader) and report such detailed remits (and any changes thereto) to the Executive Members concerned, the Monitoring Officer, Council and the Executive at the earliest opportunity.

7.7 Assistants to Executive Members

The Leader may appoint other councillors to act as Assistants to those Executive members with a specific Portfolio, provided that there shall be no more than seven such Assistants. A Councillor may not be an Assistant in respect of the same Portfolio for more than 4 years. Assistants to Executive members are not members of the Executive and may not serve on Scrutiny Committees.

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7.8 Standing Consultative Panel

There will be a Standing Consultative Panel consisting of no more than 15 councillors with a standing invitation to attend public meetings of the Executive, including parts of the meeting where exempt matters are being discussed. The Panel will include members of opposition political groups. Members of the Panel will be entitled to speak (but not vote) at meetings of the Executive.

The representation of the opposition political groups on the Panel will be calculated in accordance with the following formula:

$$X \times \frac{25}{96} = Y$$

Where -

X = the number of members of the opposition political group on the Council, and

Y = the entitlement to representation of that group on the Panel (rounded up or down to the nearest whole number)

7.9 Proceedings of the Executive

Proceedings of the Executive shall take place in accordance with the Executive Procedure Rules set out in Part 4 Section D of this Constitution.

7.10 Responsibility for functions

- (a) The Leader of the Council may determine to exercise any of the executive functions of the Council personally, or may arrange for the exercise of any of the Council's executive functions by:
 - (i) the Executive
 - (ii) another member of the Executive
 - (iii) a committee of the Executive
 - (iv) an officer of the Council
 - (v) an area committee
- (b) The Monitoring Officer will maintain a Register of the Delegation of Executive Functions and will record any alterations to the allocation of responsibility for the discharge of executive functions.
- (c) At the earliest opportunity following the election of a Leader, the Leader will review the allocation of responsibilities for the discharge of executive functions recorded in Part 3 of this Constitution. Any alterations that the Leader wishes to make to the allocation of responsibility for the discharge of executive functions will be dealt with in accordance with Executive Procedure Rule 1.4 in Part 4, Section D of the Constitution.

Article 8

Regulatory and other Committees

8.1 Regulatory and other ordinary committees

The Council will appoint the committees set out below to discharge the functions described in Part 3 of this Constitution.

- Planning and Highways Committee
- Licensing and Appeals Committee
- Licensing Committee
- Licensing Policy Committee
- Employee Appeals Committee
- Art Galleries Committee
- Constitutional and Nomination Committee
- Personnel Committee
- Audit Committee

8.2 Health and Wellbeing Board

(a) The Council will establish a Health and Wellbeing Board to discharge the functions described in Part 3 of this Constitution.

(b) The Health and Wellbeing Board will be composed of:

- The Leader of the Council;
- At least one councillor appointed by the Leader;
- The Director of Adult Social Services;
- The Director of Children's Services;
- The Director of Public Health;
- One representative appointed by the Local Healthwatch organisation;
- One representative appointed by the Manchester Clinical Commissioning Group;
- One representative appointed by the NHS Commissioning Board;
- Such other persons, or representatives of such persons, as the Council considers appropriate (provided that in the case of appointments after the Board is established the Council first consults the Board);
- Such additional persons as the Board considers appropriate.

8.3 Advisory Committees

The Council may appoint an advisory committee to advise the Council or the Executive in relation to any matter relating to the discharge of their functions.

Article 9

The Standards Committee

9.1 Standards Committee

The Council meeting will establish a Standards Committee.

9.2 Composition

(a) Membership

The Standards Committee will be composed as follows:

- Six elected Members of Manchester City Council (none of whom may be the leader of any political group and no more than one of whom may be a member of the Executive);
- One Member of Ringway Parish Council who is not a Member of Manchester City Council (the Parish Member); and
- Two people appointed by the Council who are not councillors or officers of the Council (Independent Members).

(b) Independent Members

Independent Members will not be entitled to vote at meetings.

(c) Parish Member

The Parish Member must be present when matters relating specifically to Ringway Parish Council or its Members are being considered. As of co-opted Member the Parish Member will not be entitled to vote at meetings.

(d) Chairing the Committee

The Council will appoint one of the Independent Members as Chair of the Committee. In the absence of the appointed Chair, the Committee will be chaired by the other Independent Member, and in the absence of both Independent Members will be chaired as determined by the Committee.

(e) Quorum

The quorum for the Standards Committee shall be three (and in relation to the matters referred to in Article 9.3 f), g), h), i) and k) of whom at least one must be an Independent Member, who is not prevented or restricted from participating by virtue of the Council's Code of Conduct).

(f) Questions at Council

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The Committee will appoint one of its elected Members for the purpose of answering questions at Council on the discharge of the Committee's functions.

9.3 Role and Functions

The Council has delegated to the Standards Committee the following powers to deal with matters of conduct and ethical standards, and the Council's Standards Committee has the following role and functions:

- (a) Promoting and maintaining high standards of conduct by Councillors, Co-opted Members and church and parent governor representatives;
- (b) Assisting Councillors, Co-opted Members and church and parent governor representatives to observe the Council's Code of Conduct for Members;
- (c) Advising the Council on the adoption, revision or replacement of the Council's Code of Conduct for Members and the Council's Arrangements for dealing with Complaints that Council Members and Co-opted voting members of the Health and Wellbeing Board have failed to comply with the Council's Code of Conduct for Members ("the Council's Arrangements");
- (d) Monitoring the operation of the Council's Code of Conduct for Members and the Council's Arrangements;
- (e) Advising, training or arranging to train Councillors and Co-opted Members and church and parent governor representatives on matters relating to the Council's Code of Conduct for Members and other issues relating to Standards and Conduct;
- (f) To determine in accordance with the Council's Arrangements whether a Council Member has failed to comply with the Council's Code of Conduct for Members and, if so, to determine what action (if any) to take;
- (g) To take decisions in respect of a Council Member who is found on a hearing held in accordance with the Council's Arrangements to have failed to comply with the Council's Code of Conduct for Members ("the Subject Member), such actions to include:–
 - (i) Publication of the findings of the Standards (Hearing) Sub-Committee in respect of the Subject Member's conduct;
 - (ii) Reporting the findings of the Standards (Hearing) Sub-Committee to Council for information;
 - (iii) Recommendation to Council that the Subject Member should be censured;
 - (iv) Recommendation to the Subject Member's Group Leader (or in the case of ungrouped Members to Council) that the Subject

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- Member should be removed from any or all Committees or Sub-Committees of the Council;
- (v) Recommendation to the Leader that the Subject Member should be removed from the Executive, or removed from their Portfolio responsibilities;
 - (vi) Instructing the Monitoring Officer (or recommending to Ringway Parish Council) to arrange training for the Subject Member;
 - (vii) Recommendation to Council (or to Ringway Parish Council) that the Subject Member should be removed from all outside appointments to which the Subject Member has been appointed or nominated by the Council (or by Ringway Parish Council);
 - (viii) Withdrawal of (or recommendation to Ringway Parish Council that it withdraws) facilities provided to the Subject Member by the Council, such as a computer, website and/or e-mail and internet access; or
 - (ix) Placing such restrictions on the Subject Member's access to Council staff, buildings or parts of buildings as may be reasonable in the circumstances.
- (h) To grant dispensations from section 31(4) of the Localism Act 2011 (after consultation with one of the Council's Independent Persons) if having had regard to all relevant circumstances, the Standards Committee:-
- (i) considers that granting the dispensation is in the interests of persons living in the Council's area; or
 - (ii) considers that it is otherwise appropriate to grant a dispensation.
- (i) To determine appeals against the Monitoring Officer's decision on the grant of dispensations;
- (j) To deal with any reports from the Monitoring Officer on any matter which is referred to it for determination;
- (k) To deal with reports of the Monitoring Officer regarding breaches of the protocols/guidance to Members accompanying the Council's Code of Conduct for Members which do not in themselves constitute a breach of that Code;
- (l) To report from time to time to Council on ethical governance within the City Council.

9.4 Additional Roles of Standards Committee

- (a) ...

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- (b) to consider the Code of Corporate Governance and the Annual Governance Statement.

9.5 Delegation

The Standards Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions. Any such sub-committee shall have a quorum of four (and in relation to the matters referred to in Article 9.3 f), g), h), i) and k) of whom at least one must be an Independent Member, who is not prevented or restricted from participating by virtue of the Council's Code of Conduct.).

Article 10

Area Committees

10.1 Area Committees

The Council and the Leader may appoint Area Committees as they think fit, if they are satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

10.2 Form, composition and function

(a) Table of Area Committee(s)

The Council and the Leader will appoint the Area Committee(s) as set out in the first column of the table below, composed as set out in the second column of that table.

Name of Committee	Composition
No Area Committees are currently required to be established or appointed to.	In the absence of any established Area Committees, there are no appointments to be made.

(b) Terms of Reference and Delegations

The terms of reference of, and the delegations to, any Area Committee(s) will be set out in Part 3 of this Constitution.

10.3 Conflicts of interest - membership of Area Committees and Scrutiny Committees

(a) Conflict of interest

If a scrutiny committee is scrutinising specific decisions or proposals in relation to the business of the Area Committee of which the Councillor concerned is a member, then the Councillor may not speak or vote at the scrutiny committee meeting unless a dispensation to do so is given as permitted under the Localism Act 2011.

(b) General policy reviews

Where a scrutiny committee is reviewing policy generally the member must declare his/her interest before the relevant agenda item is reached but need not withdraw.

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10.4 **Area Committees - access to information**

Area Committees will comply with the Access to Information Rules in Part 4 Section B of this Constitution.

Agendas and notices for Area Committee meetings which deal with both functions of the Executive and functions which are not the responsibility of the Executive will state clearly which items are which.

10.5 **Executive members on Area Committees**

A member of the Executive may serve on an Area Committee if otherwise eligible to do so as a councillor.

Article 11

Joint Arrangements

11.1 Joint arrangements

- (a) The Council may establish joint arrangements with one or more local authorities to exercise functions which are not executive functions in any of the participating authorities, or to advise the Council. Such arrangements may involve the appointment of a joint committee with these other local authorities. The political balance requirements apply to such appointments if the Council has 3 or more seats on the joint committee.
- (b) The Leader or the Executive may establish joint arrangements with one or more local authorities and/or their executives to exercise functions which are executive functions. Such arrangements may involve the appointment of joint committees with these other local authorities.
- (c) Where (b) above applies, except as set out below, the Leader or the Executive may only appoint Executive members to a joint committee and those members need not reflect the political composition of the local authority as a whole.
- (d) The Leader or the Executive may appoint members to a joint committee from outside the Executive where:-
 - the joint committee is discharging a function in relation to five or more authorities; or
 - the function discharged is a function which is required by statute to be discharged by a joint committee; or
 - the joint committee has functions for only part of the area of the authority, and that area is smaller than two-fifths of the authority by area or population. In such cases, the Executive may appoint to the joint committee any councillor who is a member for a ward which is wholly or partly contained within the area;

In these circumstances the political balance requirements do not apply to such appointments.

11.2 Access to information

- (a) The Access to Information Rules in Part 4 Section B of this Constitution apply.
- (b) If all the members of a joint committee are members of the Executive in each of the participating authorities then its access to information regime is the same as that applied to the Executive.

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- (c) If the joint committee contains members who are not on the Executive of any participating authority then the access to information rules in Part VA of the Local Government Act 1972 will apply.

11.3 Delegation to and from other local authorities

- (a) The Council may delegate non-executive functions to another local authority.
- (b) The Council “(or an officer with relevant delegated authority) may make arrangements with another local authority to discharge that authority’s non-executive functions.
- (c) The Leader or the Executive may delegate executive functions to another local authority or the Executive of another local authority.
- (d) The Leader or the Executive may make arrangements with another local authority to discharge that authority’s executive functions.

11.4 Contracting out

The Council (for functions which are not executive functions) and the Leader or the Executive (for executive functions) may contract out to another body or organisation functions which may be exercised by an officer and which are subject to an order under section 70 of the Deregulation and Contracting Out Act 1994, or under contracting arrangements where the contractor acts as the Council's agent under usual contracting principles, provided there is no delegation of the Council's discretionary decision making.

11.5 Joint Committees

Joint arrangements will include the Council’s participation in the following joint committees:

- AGMA Executive Board, and its Commissions and sub-committees (including the Statutory Functions Committee)
- Greater Manchester Transport Committee
- Greater Manchester Joint Health Scrutiny Committee
- GM Health and Social Care Strategic Partnership
- Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC)
- Bus Lane Adjudication Service Joint Committee
- Greater Manchester Police and Crime Panel

Article 12

Officers

12.1 Management structure

- (a) **General.** The Council may engage such staff (referred to as officers), as it considers necessary to carry out its functions.
- (b) **Chief Officers.** The Council will engage persons, who will be designated chief officers and shall include a Director of Children’s Services and a Director of Adult Social Services, for the posts designated as Chief Officers in Part 8 of this Constitution:
- (c) **Head of Paid Service, Monitoring Officer and Chief Finance Officer.** The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
City Solicitor	Monitoring Officer
Deputy Chief Executive and City Treasurer	Chief Finance Officer

Such posts will have the functions described in Article 12.2 – 12.4 below.

- (d) **Director of Public Health.** The Council, acting jointly with the Secretary of State will appoint a Director of Public Health.
- (e) **Structure.** The Head of Paid Service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is set out at Part 8 of this Constitution.

12.2 Functions of the Head of Paid Service

- (a) **Discharge of functions by the Council.** The Head of Paid Service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.
- (b) **Restrictions on functions.** The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

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12.3 Functions of the Monitoring Officer

- (a) **Maintaining the Constitution.** The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for inspection by members, staff and the public.
- (b) **Ensuring lawfulness and fairness of decision-making.** After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the full Council or to the Executive in relation to an executive function - if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Supporting the Standards Committee.** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee. The Council has delegated to the Monitoring Officer the following powers to deal with matters of conduct and ethical standards:
 - (i) To act as the Council's Proper Officer to receive complaints that Council Members have failed to comply with the Council's Code of Conduct for Members;
 - (ii) To determine, after consultation with the Independent Person and in accordance with the Council's Arrangements for dealing with Complaints that Council Members have failed to comply with the Council's Code of Conduct for Members ("the Council's Arrangements") whether to reject, informally resolve or investigate a complaint;
 - (iii) To seek informal resolution of complaints that Council Members have failed to comply with the Council's Code of Conduct for Members wherever practicable;
 - (iv) To refer decisions dealing with a complaint against a Council Member to the Standards Committee in exceptional circumstances;
 - (v) To arrange for the appointment of an Investigating Officer to investigate a complaint where the Monitoring Officer (in consultation with an Independent Person) determines that a complaint merits formal investigation;
 - (vi) To issue guidance to be followed by an Investigating Officer on the investigation of complaints;
 - (vii) To confirm, after consultation with an Independent Person and in accordance with the Council's Arrangements, an Investigating Officer's finding of no failure to comply with the Council's Code of Conduct for Members;

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- (viii) Where an Investigating Officer's report finds that the Subject Member has failed to comply with the Council's Code of Conduct for Members, to determine, after consultation with the Independent Person and in accordance with the Council's Arrangements, either to seek an informal resolution or to send a matter for local hearing.
- (ix) To grant dispensations from section 31(4) of the Localism Act 2011 if, having had regard to all relevant circumstances, the Monitoring Officer:-
- considers that without the dispensation the number of persons prohibited by section 31(4) of the Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
 - considers that without the dispensation each Member of the Council's Executive would be prohibited by section 31(4) of the Localism Act 2011 from participating in any particular business to be transacted by the Executive; or
 - considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.
- (d) **Maintaining the Council's Register of Members' Interests.** The Monitoring Officer will establish and maintain the Council's Register of Interests of Members and Co-opted Members as required by section 29(1) of the Localism Act 2011 and ensure that it is available for inspection and published on the Council's website as required by the Act.
- (e) **Proper officer for access to information.** The Monitoring Officer will ensure that:
- (i) executive decisions, together with the reasons for those decisions and relevant officer reports and background papers, are made publicly available as soon as possible in accordance with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; and
 - (ii) non-executive decisions taken under delegated powers, together with the reasons for those decisions and background papers, are made publicly available as soon as possible in accordance with the requirements of the Openness of Local Government Bodies Regulations 2014.
- (f) **Advising whether executive decisions are within the budget and policy framework.** The Monitoring Officer will advise whether decisions of the Executive are in accordance with the budget and policy framework.
- (g) **Providing advice.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.

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- (h) **Freedom of Information Act.** The Monitoring Officer will determine exemptions under Section 36 of the Freedom of Information Act 2000 relating to information which is prejudicial to the effective conduct of public affairs.
- (i) **Restrictions on posts.** The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

12.4 Functions of the Chief Finance Officer

- (a) **Ensuring lawfulness and financial prudence of decision-making.** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the full Council or to the Executive in relation to an executive function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully. S/he will also make a report under this section if it appears that the expenditure of the authority (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to meet that expenditure.
- (b) **Administration of financial affairs.** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council.
- (c) **Contributing to corporate management.** The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- (d) **Providing advice.** The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.

12.5 Duty to provide sufficient resources to the Head of Paid Service, Monitoring Officer and Chief Finance Officer

The Council will provide the **Head of Paid Service**, Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in the opinion of these officers sufficient to allow their duties to be performed.

12.6 Conduct

Officers will comply with the Code of Conduct for Employees set out in Part 6 Section E of this Constitution.

12.7 Employment

The recruitment, selection and dismissal of officers will comply with the Officer Employment Procedure Rules set out in Part 4 Section F of this Constitution.

Article 13

Decision Making

13.1 Responsibility for decision making

- (a) The Council will issue and keep up to date a record of what part of the Council or which individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in Part 3 of this Constitution.
- (b) The Leader of the Council may determine to exercise any of the executive functions of the Council personally, or may arrange for the exercise of any of the Council's executive functions by:-
 - (i) the Executive;
 - (ii) a member of the Executive;
 - (iii) a committee of the Executive;
 - (iv) an officer of the Council;
 - (v) an area committee.

The Monitoring Officer will maintain a Register of the Delegation of Executive Functions.

13.2 Principles of decision making

Decisions of the Council should be made in accordance with the following principles:-

- (a) Proportionality (meaning the action must be proportionate to the results to be achieved);
- (b) Due consultation (including the taking of relevant professional advice);
- (c) Respect for human rights;
- (d) Presumption in favour of openness;
- (e) Clarity of aims and desired outcomes;
- (f) Due consideration to be given to alternative options;
- (g) Reasons for the decisions to be given provided there is no breach of confidentiality.

13.3 Types of decision

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(a) **Decisions reserved to full Council**

Decisions relating to the functions listed in Article 4.2 will be made by the full Council and not delegated.

(b) **Key decisions**

- (i) A “key decision” means an executive decision which is likely:-
 - (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority’s budget for the service or function to which the decision relates (as defined in rule 15.2 of the Access to Information Procedure Rules at Part 4 Section B of this Constitution); or
 - (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the local authority.
- (ii) A decision taker may only make a key decision in accordance with the requirements of the Access to Information Procedure Rules set out in Part 4 Section B of this Constitution.

13.4 **Decision making by the full Council**

Subject to Article 13.8, the Council meeting will follow the Council Procedure Rules set out in Part 4 Section A of this Constitution when considering any matter.

13.5 **Decision making by the Executive**

Subject to Article 13.8, the Executive will follow the Executive Procedure Rules set out in Part 4 Section D of this Constitution when considering any matter.

13.6 **Decision making by scrutiny committees**

Scrutiny committees will follow the Scrutiny Procedure Rules set out in Part 4 Section E of this Constitution when considering any matter.

13.7 **Decision making by other committees and sub-committees established by the Council**

Subject to Article 13.8, other Council committees and sub-committees will follow those parts of the Council Procedure Rules set out in Part 4 Section A of this Constitution as apply to them.

13.8 **Decision making by Council bodies acting as tribunals**

The Council, the Executive, any committee, sub-committee, councillor or officer acting as a tribunal or in a quasi judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal

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responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

13.9 **Decision making by Officers**

Officers will exercise their delegated authority in accordance with the Scheme of Delegation to Officers, the Register of the Delegation of Executive Functions and other provisions of this Constitution.

Article 14

Finance, Contracts and Legal Matters

14.1 Financial management

The management of the Council's financial affairs will be conducted in accordance with the Financial Rules set out in Part 5 of this Constitution.

14.2 Contracts

Contracts made by the Council will comply with the Contract Procurement Rules set out in Part 5 of this Constitution.

14.3 Legal proceedings

The City Solicitor is authorised to institute, defend, settle or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the City Solicitor considers that such action is necessary to protect the Council's interests.

14.4 Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the City Solicitor or some other person duly authorised by the Council, the Executive or the City Solicitor, unless any enactment otherwise authorises or requires.

Any contract with a value exceeding £30,000 entered into on behalf of the Council in the course of the discharge of an executive function shall be made in writing. Such contracts must either be signed by two duly authorised officers of the authority or made under the common seal of the Council attested by an authorised officer. Any contract with a value exceeding £75,000 must be made under the Common Seal of the Council attested by an authorised officer.

14.5 Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the City Solicitor. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the City Solicitor should be sealed. The affixing of the Common Seal will be attested by the City Solicitor or some other person authorised by him/her.

Article 15

Review and Revision of the Constitution

15.1 Duty to monitor and review the constitution

- (a) The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.
- (b) A key role for the Monitoring Officer is to be aware of the strengths and weaknesses of the Constitution adopted by the Council, and to make recommendations for ways in which it could be amended in order better to achieve the purposes set out in Article 1. In undertaking this task the Monitoring Officer may:-
 - (i) observe meetings of different parts of the member and officer structure;
 - (ii) examine the audit trail relating to a sample of decisions;
 - (iii) record and analyse issues raised with him/her by members, officers, the public and other relevant stakeholders; and
 - (iv) compare practices in this authority with those in other comparable authorities, or national examples of best practice.
- (c) Before making any recommendations to amend the Constitution the Monitoring Officer may consult the Constitutional and Nomination Committee.

15.2 Changes to the Constitution

(a) Approval

Changes to the Constitution will only be approved by the full Council after consideration of the proposal by the Monitoring Officer and in accordance with Rules 18.5 and 18.6 of the Council Procedure Rules in Part 4 Section A of this Constitution, PROVIDED that minor amendments which do not materially affect the constitution may be made by the Monitoring Officer.

(b) Change from a Leader and Cabinet form of Executive either to Mayoral form of Executive or vice versa.

The Council must take reasonable steps to consult with local electors and other interested persons in the area when drawing up proposals and must hold a referendum.

Article 16

Suspension, Interpretation and Publication of the Constitution

16.1 Suspension of the Constitution

(a) **Limit to suspension**

The Articles of this Constitution may not be suspended. The Rules specified below may be suspended to the extent permitted within those Rules and the law.

(b) **Rules capable of suspension**

The Council Procedure Rules may be suspended in accordance with Article 16.1.

(c) **Procedure to Suspend**

The procedure to suspend rules is set out in Rule 2.1 of the Council Procedure Rules in Part 4 Section A of this Constitution. A motion to suspend any rules will not be moved without notice unless at least one half of the whole number of councillors are present. The extent and duration of suspension will be proportionate to the result to be achieved.

16.2 Interpretation

- (a) Except as otherwise provided and subject to (b) below, the ruling of the City Solicitor on the interpretation of the Constitution shall be final.
- (b) In relation to proceedings of Council, the ruling of the Lord Mayor as to the construction or application of this Constitution shall not be challenged at any meeting of the Council.

16.3 Publication

- (a) The Monitoring Officer will give a printed copy of this Constitution to each member of the authority as soon as practicable after the delivery to him/her of that individual's declaration of acceptance of office on the member first being elected to the Council.
- (b) The Monitoring Officer will ensure that copies are available for inspection at Council offices, and can be purchased by members of the local press and the public on payment of a reasonable fee.
- (c) The Monitoring Officer will ensure that the Constitution is accessible via the Council's website and is updated as necessary.

Schedule 1

Description of Executive Arrangements

The following parts of this Constitution constitute the Executive arrangements:

1. Article 6 (Scrutiny committees) and the Scrutiny Procedure Rules;
2. Article 7 (The Executive) and the Executive Procedure Rules;
3. Article 10 (Area Committees) insofar as any Committee is determining matters delegated to them by the Leader or the Executive;
4. Article 11 (Joint arrangements) insofar as any joint committee is determining matters delegated to it by the Leader or the Executive;
5. Article 13 (Decision making) and the Access to Information Procedure Rules (in so far as they relate to executive functions);
6. Part 3 (Responsibility for Functions) insofar as the function is the responsibility of the Executive.