

## Monitoring Officer **Chris Potter**

County Hall, Newport, Isle of Wight PO30 1UD Telephone (01983) 821000

### CONSTITUTION

Name of meeting

CONSTITUTION

Date

FRIDAY 31 MARCH 2023

**Democratic Services** 

#### Front Page

PART 1 - Contents, Index and Glossary

**PART 2 - INTRODUCTION** 

- 1. The Constitution
- 2. Councillors
- 3. Officers/Staff
- 4. The Public
- 5. Full Council
- 6. Cabinet
- 7. Overview and Scrutiny
- 8. Regulatory Committees and Boards
- 9. Joint Arrangements
- 10. Finance, Contracts and Legal Matters
- 11. Review and Revision of the Constitution





Details of this and other Council committee meetings can be viewed on the Isle of Wight Council's website at <a href="http://www.iwight.com/Meetings/current/">http://www.iwight.com/Meetings/current/</a>. This information may be available in alternative formats on request. young people are welcome to attend Council meetings however parents/carers should be aware that the public gallery is not a supervised area.

#### 12. Suspension, Interpretation and Publication of the Constitution

#### PART 3 - RESPONSIBILITY FOR FUNCTIONS

- 1. Principles of Decision Making
- 2. Executive and Non-Executive Functions
- 3. Decision-Making Structure
- 4. Full Council
- 5. budget and Policy Framework Rules
- 6. Terms of Reference of Committees and Boards
- 7. Additional Rules Applying to Planning, Licensing and Appeals Committee
- 8. Joint Arrangements
- 9. Scrutiny and the Call-In Procedure
- 10. Local Choice Functions
- 11. Non-Executive Scheme of Officer Delegation
- 12. Statutory and Proper Officers
- 13. Cabinet
- 14. Cabinet Committees
- 15. Forward Plan
- 16. Key Decisions
- 17. Member Level Decisions
- 18. General Exception Decisions and Urgent Decisions
- 19. Executive Scheme of Officer Delegation
- 20. Financial Regulations
- 21. Contract Standing Orders

# PART 4A - PROCEDURE RULES GOVERNING HOW FULL COUNCIL OPERATES

- 1. Annual Meetings
- 2. Ordinary Meetings
- 3. Budget Meetings
- 4. Extraordinary Meetings
- 5. Notice of and Summons to Meetings
- 6. Chairman of the Council
- 7. Quorum
- 8. Questions by Members
- 9. Motions on Notice
- 10. Motions on Expenditure
- 11. Political Assistants

PART 4B - PROCEDURE RULES GOVERNING HOW FULL COUNCIL, CABINET, COMMITTEES, SUB-COMMITTEES AND BOARDS OPERATE

- 1. Election of Chairman and Vice-Chairman
- 2. Minutes
- 3. Record of Attendance
- 4. Exclusion of Public
- 5. Substitutes
- 6. Duration of Meetings
- 7. Motions Without Notice
- 8. Previous Decisions and Motions (applies to Full Council and Cabinet Only)
- 9. Rules of Debate
- 10. Voting
- 11. Rights to Attend and Speak
- 12. Members' Interests

- 13. Party Whip
- 14. Questions by Members
- 15. Questions by Members of the Public
- 16. Disturbance by Public
- 17. Recording of Meetings
- 18. Discussion of Individual Officers
- 19. Non-Attendance at Meetings
- 20. Suspension, Amendment and Interpretation of Procedure Rules

**PART 4C - PETITION SCHEME** 

PART 4D - OFFICER EMPLOYMENT RULES

**PART 5 - CODES AND PROTOCOLS** 

- 1. Protocol for Councillors Rights to Information
- 2. Access to Information Rules
- 3. Protocol for Recording and Publishing Officer Decisions
- 4. Member Code of Conduct
- 5. Member Code of Conduct Complaints Procedure
- 6. Dispensations Protocol
- 7. Gifts and Hospitality Protocol
- 8. Protocol for Member/Officer/Staff Relations
- 9. Employee Code of Conduct
- 10. Monitoring Officer Protocol
- 11. Recording, Photography and Use of Social Media Protocol
- 12. Code of Practice for Members and Officers Dealing with Licensing Matters
- 13. Code of Practice for Members and Officers Dealing with Planning Matters

- 14. Protocol for Planning Committee Site Inspections
- 15. Code of Practice for Members and Officers Dealing with Property Transactions
- 16. Consultation Protocol between Isle of Wight Town and Parish Councils and Isle of Wight Council
- **17. Communications Protocol**

**PART 6 - MEMBERS' ALLOWANCES SCHEME** 

CHRISTOPHER POTTER
Monitoring Officer
Date Not Specified