

# CONSTITUTION

Name of meeting	<b>CONSTITUTION</b>
Date	<b>FRIDAY 13 OCTOBER 2023</b>
Time	<b>TIME NOT SPECIFIED</b>
Venue	<b>COUNCIL CHAMBER, COUNTY HALL, NEWPORT, ISLE OF WIGHT</b>
Members of the committee	Cllrs
	Democratic Services Officer:

---

## 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**



Details of this and other Council committee meetings can be viewed on the Isle of Wight Council's website at <http://www.iwight.com/Meetings/current/>. 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.

**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**

**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

## Interests

If there is a matter on this agenda which may relate to an interest you or your partner or spouse has or one you have disclosed in your register of interests, you must declare your interest before the matter is discussed or when your interest becomes apparent. If the matter relates to an interest in your register of pecuniary interests then you must take no part in its consideration and you must leave the room for that item. Should you wish to participate as a member of the public to express your views where public speaking is allowed under the Council's normal procedures, then you will need to seek a dispensation to do so. Dispensations are considered by the Monitoring Officer following the submission of a written request. Dispensations may take up to 2 weeks to be granted.

Members are reminded that it is a requirement of the Code of Conduct that they should also keep their written Register of Interests up to date. Any changes to the interests recorded on that form should be made as soon as reasonably practicable, and within 28 days of the change. A change would be necessary if, for example, your employment changes, you move house or acquire any new property or land.

If you require more guidance on the Code of Conduct or are unsure whether you need to record an interest on the written register you should take advice from the Monitoring Officer – Geoff Wild on (01983) 821000, email [geoff.wild@iow.gov.uk](mailto:geoff.wild@iow.gov.uk), or Deputy Monitoring Officer - Justin Thorne on (01983) 821000, email [justin.thorne@iow.gov.uk](mailto:justin.thorne@iow.gov.uk).

---

## **Notice of recording**

Please note that all meetings that are open to the public and press may be filmed or recorded and/or commented on online by the council or any member of the public or press. However, this activity must not disrupt the meeting, and if it does you will be asked to stop and possibly to leave the meeting. This meeting may also be filmed for live and subsequent broadcast (except any part of the meeting from which the press and public are excluded).

If you wish to record, film or photograph the council meeting or if you believe that being filmed or recorded would pose a risk to the safety of you or others then please speak with the democratic services officer prior to that start of the meeting. Their contact details are on the agenda papers.

If the press and public are excluded for part of a meeting because confidential or exempt information is likely to be disclosed, there is no right to record that part of the meeting. All recording and filming equipment must be removed from the meeting room when the public and press are excluded.

If you require further information please see the council guide to reporting on council meetings which can be found at <http://www.iwight.com/documentlibrary/view/recording-of-proceedings-guidance-note>

All information that is recorded by the council is held in accordance with the Data Protection Act 2018. For further information please contact Democratic Services at [democratic.services@iow.gov.uk](mailto:democratic.services@iow.gov.uk)

## Arrangements for Submitting Oral Questions at Meetings of Council and Cabinet:

The front desk “opens” for public wishing to attend the meeting half an hour before the meeting.

In the circumstances that a member of the public wishes to ask an oral question, they should approach the front desk and notify them of their intention. They will be given a form to complete which details their name, town/village of residence, email address and the topic of the question (not the question in full, unless they wish to provide this).

These forms will be numbered in the order they are handed back.

The time for registering questions will be for a 20 minute period (up to 10 minutes prior to the start of the meeting). After that time expires the forms will be collected and given to the Chairman of the meeting.

If time allows after dealing with any written questions, the Chairman will then ask those who have submitted a form to put their question. These will be in the order they were received. As the subject matter is known, the Chairman should be able to indicate which member will reply. If time permits the Chairman may accept further questions.

The option to ask a supplementary question will be at the Chairman’s discretion.

Once the defined period of time allowed for questions has passed (and assuming the Chairman has not extended this) then all remaining oral questions are left unanswered.

No oral question will receive a guaranteed written response, unless the member responding indicates as such.