

2.04 Conduct

Councillors will at all times observe the Code of Conduct for Members and Co-opted Members and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

2.05 Allowances

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme.

2.06 Family Absence

Elected Members are entitled to a period of family absence, during which a Member is entitled to be absent from Authority meetings. There are five types of family absence:

- Maternity absence
 - Newborn absence
 - Adopter's absence
 - New adoption Absence
 - Parental Absence
- i) A Member on maternity absence or parental absence may attend particular meetings and/or perform particular duties subject to the points below: The Member must obtain the permission of the chair of the authority before attending any meeting or performing any duty;
 - ii) The chair of the authority must inform the leaders of each political group of the authority before granting permission;
 - iii) A Member may complain in writing to the Head of Democratic Services regarding a refusal;
 - iv) The Head of Democratic Services must refer a complaint to the chair of the authority;
 - v) A Panel (as set out in Part 3) must determine a complaint.

Article 3 - Citizens and the Council

3.01 Citizens' rights

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

- (a) **Voting and petitions.** Citizens on the electoral roll for the County Borough have the right to vote and sign a petition to request a referendum for an Elected Mayor form of Constitution.
- (b) **Information.** Citizens have the right to:
 - (i) attend meetings of the Council, the Cabinet and their committees except where confidential or exempt information is likely to be disclosed, and the meeting is therefore held in private;
 - (ii)

Part 3 Responsibility for Functions

<p>Audit Committee</p>	<p>12 County Borough Councillors and Lay Members (as set out in Article 8)</p>	<ul style="list-style-type: none"> • Review, scrutinise and issues reports and recommendations in relation to the Authority's financial affairs, • Review, scrutinise and issues reports and recommendations on the appropriateness of the Authority's risk management, internal control and corporate governance arrangements. • Oversee the Authority's internal and external audit arrangements and review its financial statements. • To consider the Head of Internal Audit's annual report and opinion, a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements. • To consider reports from Internal Audit on the adequacy of internal control. • To consider reports dealing with the management and performance of the providers of internal audit services. • To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale. • To identify issues from the annual Improvement Report by the Wales Audit Office. • To receive the Regulatory Programme. • To identify areas for examination by Internal and External Audit. • To be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies, in accordance with the Treasury Policy Statement and Treasury Management Prudential Indicators. • To maintain an overview of the Council's Constitution in respect of 	<p>None.</p>
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<p>Democratic Services Committee</p>	<p>11 County Borough Councillors (as set out in Article 8 of Part 2)</p>	<p>Contract and Finance Procedure Rules.</p> <ul style="list-style-type: none"> • To review any issue referred to it by the Chief Executive Officer, the Monitoring Officer and the Section 151 Officer. • To monitor Council policies on anti-fraud and anti-corruption arrangements. • To consider the Council's Annual Governance Statement. • To assess the Council's compliance with its own and other published standards and controls. • To review the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council. • To consider the External Auditor's report in relation to those charged with governance on issues arising from the audit of the accounts. • To receive reports from the External Regulators as appropriate. <p>(a) to designate an officer as the Head of Democratic Services,</p> <p>(b) to review the adequacy of provision of staff, accommodation and other resources to discharge democratic services functions, and</p> <p>(c) to make reports and recommendations to Council, at least annually, in relation to such provision.</p> <p>(d) at the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.</p>	<p>None</p>
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<p>Democratic Services Sub-Committee</p>	<p>3 County Borough Councillors that are members of the Democratic Services Committee.</p>	<p>(e) to make reports and recommendations to the Council following a review.</p> <p>A Panel constituted under The Family Absence for Members of Local Authorities (Wales) Regulations 2013</p> <ul style="list-style-type: none"> (a) Determine a complaint made by a Member regarding cancellation of family absence by the authority (b) The Sub-Committee may confirm a decision made or substitute its own decision as to the Member's entitlement to a period of family absence in accordance with the 2013 Regulations (c) Determine a complaint made by a Member on maternity absence or parental absence regarding a decision made by the chair of the authority as to the Member attending any meeting or performing any duty; (d) The Sub-Committee may confirm the decision of the chair of the authority or substitute its own decision as to the Member attending any meeting or performing any duty; (e) The decision of the Sub-Committee is final. 	<p>None</p>
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