

### Appendix 3

## A GUIDE TO THE CONSTITUTION OF BRIDGEND COUNTY BOROUGH COUNCIL

<b>CONTENTS</b>	<b>WHAT IT DOES....</b>
SECTION 1 – Introduction	This sets the scene for what the Constitution is, and how it operates. It contains brief notes about the Constitution and how the Council operates.
SECTION 2 – Purpose, Definition, Interpretation and Amendment of the Constitution	Establishes the primacy of the Constitution, and sets out its purpose.
SECTION 3 – Getting information and Getting involved	Sets out how citizens of Bridgend can interact with the Council.
SECTION 4 – Full Council	Defines the roles and decisions which are reserved to Full Council, and the types of meetings Council can have.
SECTIONS 5 AND 6 – Cabinet and the Leader	Defines the role of the Executive, its decision making powers, and deals with appointments to, and removal from, the Executive.
SECTION 7 – Overview and Scrutiny Committees	Defines the scope and work of the Overview and Scrutiny committees.
SECTION 8 – Standards Committee	Defines the scope and work of the Standards Committee, and sets out its composition and terms of reference.
SECTION 9 – Regulatory Committees	Allows the Council to establish other committees.

SECTIONS 10 AND 11 – Joint Committees and Corporate Joint Committees	Allows the Council to form joint arrangements with other authorities or other bodies.
SECTION 12 – Officers	Establishes the primacy of the Chief Executive, and defines the roles and responsibilities of the Monitoring Officer and Chief Finance Officer. Provides the Senior Management Structure. Establishes the rules for the recruitment and dismissal of officers.
SECTION 13 – Finance, Contracts and Legal Matters	Establishes the basis for the Council’s Standing Orders and the execution of documents.
SECTION 14 – Responsibility for Functions	Sets the parameters for, and principles of, decision making in the Council and provides guidance on the types of decisions to be recorded under Regulations.
SECTION 15 – Access to Information Rules	Establishes the rules for the publication or withholding of information.
SECTION 16 – Budget and Policy Framework Procedure Rules	Establishes the rules for the annual budget setting process, and for in-year changes to the budget.
SECTION 17 – Financial Procedure Rules	Incorporates the Bridgend County Borough Council Financial Procedure Rules as part of the Constitution.
SECTION 18 – Contract Procedure Rules	Incorporates the Bridgend County Borough Council Contract Procedure Rules as part of the Constitution.
SECTION 19 – Code of Conduct for Members	Sets the standards for Member conduct towards Citizens, Officers and Members.
SECTION 20 – Officers’ Code of Conduct	Sets the standards for Officer conduct and neutrality, and limits on outside working.
SECTION 21 – Protocol on Member / Officer Relations	Provides guidance on the interaction between Members and Officers, and their respective roles.

SECTION 22 – Member Role Descriptions	Sets out role descriptions and person specifications.
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