



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

# CONSTITUTION OF THE COUNCIL

SIXTEENTH EDITION

NOVEMBER 2018

1. PART 1 - SUMMARY AND EXPLANATION (Pages 1 - 14)  
Last updated 7 August 2018.
2. PART 2 - RESPONSIBILITY FOR FUNCTIONS (Pages 15 - 16)  
Last updated 27 November 2018.
  - (a) Introduction to responsibility for functions (Pages 17 - 18)  
Last updated 11 July 2017.
  - (b) Terms of reference of council bodies (Pages 19 - 26)  
Last updated 27 November 2018.
  - (c) Terms of reference of working groups (Pages 27 - 30)  
Last updated 7 August 2018.
  - (d) Terms of reference of the Executive (Pages 31 - 34)  
Last updated 7 August 2018.
  - (e) Terms of reference for overview & scrutiny (Pages 35 - 36)  
Last updated 11 July 2017.
  - (f) Scheme of delegation to officers (Pages 37 - 54)  
Last updated 27 November 2018.
  - (g) Member champions (Pages 55 - 56)  
Last updated 11 July 2017.
3. PART 3 - PROCEDURE RULES (Pages 57 - 58)  
Last updated 7 August 2018.
  - (a) Introduction to procedure rules (Pages 59 - 60)  
Last updated 11 July 2017.
  - (b) Council procedure rules (Pages 61 - 76)  
Last updated 7 August 2018.
  - (c) Planning Committee procedure rules (Pages 77 - 80)  
Last updated 11 July 2017.
  - (d) Access to information procedure rules (Pages 81 - 88)  
Last updated 7 August 2018.
  - (e) Budget and policy framework procedure rules (Pages 89 - 92)  
Last updated 11 July 2017.
  - (f) Executive procedure rules (Pages 93 - 96)  
Last updated 11 July 2017.
  - (g) Overview & scrutiny procedure rules (Pages 97 - 104)  
Last updated 11 July 2017.

- (h) Financial procedure rules (Pages 105 - 144)  
Last updated 7 August 2018.
- (i) Contract procedure rules (Pages 145 - 152)  
Last updated 11 July 2017.
- 4. PART 4 - CODES AND PROTOCOLS (Pages 153 - 154)  
Last updated 11 July 2017.
  - (a) Introduction to codes & protocols (Pages 155 - 156)  
Last updated 11 July 2017.
  - (b) Code of conduct (Pages 157 - 162)  
Last updated 11 July 2017.
  - (c) Protocol on member/officer relations (Pages 163 - 170)  
Last updated 11 July 2017.
  - (d) Attendance at party group meetings (Pages 171 - 172)  
Last updated 11 July 2017.
  - (e) Code of recommended practice on local authority publicity (Pages 173 - 178)  
Last updated 11 July 2017.
  - (f) Protocol relating to gifts and hospitality (Pages 179 - 184)  
Last updated 11 July 2017.
  - (g) Code of conduct and guidance for members of the Planning Committee (Pages 185 - 188)  
Last updated 11 July 2017.
  - (h) Politically restricted posts (Pages 189 - 190)  
Last updated 11 July 2017.
- 5. PART 5 - SCHEME OF MEMBERS' ALLOWANCES (Pages 191 - 196)  
Last updated 15 May 2018.