



**Hinckley & Bosworth
Borough Council**

CONSTITUTION OF THE COUNCIL

EIGHTEENTH EDITION

APRIL 2020

1. PART 1 - SUMMARY AND EXPLANATION (Pages 1 - 16)
Last updated 1 April 2020 for web accessibility (no change to content).
2. PART 2 - RESPONSIBILITY FOR FUNCTIONS (Pages 17 - 18)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (a) Introduction to responsibility for functions (Pages 19 - 20)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (b) Terms of reference of council bodies (Pages 21 - 30)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (c) Terms of reference of working groups (Pages 31 - 34)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (d) Terms of reference of the Executive (Pages 35 - 38)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (e) Terms of reference for overview & scrutiny (Pages 39 - 40)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (f) Scheme of delegation to officers (Pages 41 - 60)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (g) Member champions (Pages 61 - 62)
Last updated 1 April 2020 for web accessibility (no change to content).
3. PART 3 - PROCEDURE RULES (Pages 63 - 64)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (a) Introduction to procedure rules (Pages 65 - 66)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (b) Council procedure rules (Pages 67 - 84)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (c) Planning Committee procedure rules (Pages 85 - 88)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (d) Access to information procedure rules (Pages 89 - 98)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (e) Budget and policy framework procedure rules (Pages 99 - 102)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (f) Executive procedure rules (Pages 103 - 108)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (g) Overview & scrutiny procedure rules (Pages 109 - 116)
Last updated 1 April 2020 for web accessibility (no change to content).

- (h) Financial procedure rules (Pages 117 - 160)
Last updated 1 April 2020 for web accessibility (no change to content).
- (i) Contract procedure rules (Pages 161 - 170)
Last updated 1 April 2020 for web accessibility (no change to content).
- 4. PART 4 - CODES AND PROTOCOLS (Pages 171 - 172)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (a) Introduction to codes & protocols (Pages 173 - 174)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (b) Code of conduct (Pages 175 - 180)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (c) Protocol on member/officer relations (Pages 181 - 190)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (d) Attendance at party group meetings (Pages 191 - 192)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (e) Code of recommended practice on local authority publicity (Pages 193 - 198)
Last updated for web accessibility (no change to content).
 - (f) Protocol relating to gifts and hospitality (Pages 199 - 204)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (g) Code of conduct and guidance for members of the Planning Committee (Pages 205 - 210)
Last updated 1 April 2020 for web accessibility (no change to content).
 - (h) Politically restricted posts (Pages 211 - 212)
Last updated 1 April 2020 for web accessibility and following amended corporate structure chart.
- 5. PART 5 - SCHEME OF MEMBERS' ALLOWANCES (Pages 213 - 220)
Last updated 1 April 2020 for web accessibility and following resolution of Council on 25 February 2020 to amend the list of approved duties in the Scheme of Members' Allowances.