

	<b>PAGE NOs</b>
<b>PART 1</b>	
<b><u>SUMMARY AND EXPLANATION</u></b>	
The Council's Constitution	2
What's in the Constitution	2
How the Council Operates	2 – 4
Chairmen of Committees	4 – 5
Leader of the Council	5
Deputy Leader of the Council	5
The Council's Staff	5 – 6
Citizens' Rights	7
Citizens' Responsibilities	7 - 8
Area Committees and Forums	8
Joint Committees	8
Finance, Contracts and Legal Matters	8
Authentication of Documents	8
Review and Revision of the Constitution	9
<b>PART 2</b>	
<b><u>RESPONSIBILITY FOR FUNCTIONS</u></b>	
Committee Structure	2
Responsibility for Council Functions	3 – 4
Policy & Finance Committee	5 – 9
Economic Development Committee	9 – 11
Leisure & Environment Committee	11 – 13
Homes & Communities Committee	13 – 15
General Purposes Committee	15 – 16
Hackney Carriage/Private Hire Vehicle Sub-Committee	16
Appeal Panel	17
Licensing Committee	17 – 18
Planning Committee	18 – 23
Shareholder Committee	23
Audit & Accounts Committee	23 – 24
Chief Officers Appointments Panel	24 – 25
Investigating and Disciplinary Sub-Committee	25 – 26
Chief Officers Appeals Sub-Committee	26 – 27
Independent Panel	27 – 28
Board of Trustees of the Gilstrap Charity and W.E. Knight Trust	28
Mansfield & District Crematorium Joint Committee	28 – 39
Overview & Scrutiny Arrangements	39 – 40
Scheme of Delegation to Officers	40 – 43
Powers & Functions Delegated to the Chief Executive and Head of Paid Service	43 – 46
Powers & Functions Delegated to the Chief Executive and Chief Officers	47 – 56
Powers & Functions Delegated to the Section 151 Officer	57 – 58
Powers & Functions Delegated to the Monitoring Officer	59

<b>PART 3</b>	<b><u>RULES OF PROCEDURE</u></b>	<b>PAGE NOs</b>
	<b><u>Council Procedure Rules</u></b>	
	<u>Rule No.</u>	
	1 Definitions and Interpretation	4
	2 Council Procedure Rules	6
	3 Meetings of the Council	7
	4 Extraordinary Meeting of the Council	7
	5 Person Presiding at Meetings of the Council	8
	6 Quorum of Meetings	8
	7 Order of Business at Meetings of the Council	9
	8 Opposition Priority Business	11
	9 Communications	12
	10 Presentation of Petitions	12
	11 Consideration of Items referred direct to the Council by Officers	13
	12 Consideration of Reserved Decisions from Committees, recommendations and Items referred from Committees and Sub- Committees	13
	13 Notice of Motions	14
	14 Questions by Members of the Council	15
	15 Questions by the Public	16
	16 Presentation of Minutes for Noting	18
	17 Appointment of Committees and Sub-Committees and Allocation of Seats on Committees and Sub-Committees to Political Groups	18
	18 Meetings of Committees, Sub-Committees and Working Parties	20
	19 Persons Presiding in Committees, Sub-Committees and Working Parties	21
	20 Order of Business in Committees and Sub-Committees	21
	21 Reference of Items of Business by Officers to Council and Committees	22
	22 Reservation of Decisions of Committees and Sub-Committees	23
	23 Minutes	25
	24 Motions and Amendments	25
	25 Rules of Debate (General)	27
	26 Additional Rules of Debate for Council Meetings	30
	27 Prevention of Disorderly Conduct	31
	28 Voting	31
	28a Recorded Vote at Budget Meeting	32
	29 Attendance	33
	30 Duration of Meeting	33
	31 Disclosable Pecuniary Interests	33
	32 Protocol for Cancellation of Meetings	33
	33 Substitution of Members at Meetings	34
	34 Amendments to the Constitution	35
	35 Sub-Committees	35
	36 Working Parties and Task & Finish Group	35
	37 Application of these Rules to Committees and Sub-Committees	36
	38 Remote Meetings Held by Virtue of the Coronavirus Act 2020	36

<b><u>Access to Information Procedure Rules</u></b>		<b>PAGE NOs</b>
<b><u>Rule No.</u></b>		
1	Scope and Definitions	40
2	Additional Rights to Information	40
3	Rights to Attend Meetings	40
4	Notice of Meetings	40
5	Access to Agendas and Reports before the Meeting	40
6	Supply of Copies	41
7	Access to Minutes etc. after the Meeting	41
8	Background Papers	41
9	Summary of Publics Rights	42
10	Exclusion of Access by the Public to Meetings	42
11	Exclusion of Access by the Public to Reports	44
12	Disorderly Conduct etc.	44
13	Record of Decisions	44
14	Additional Rights of Access for Members	44
15	General Rights	45
16	Nature of Rights	47
17	Access to meetings by Members	47
18	Right of Members to Request a Review of Exempt Information	48
<b><u>Financial Regulations</u></b>		
	General	52
	Introduction	52
	Definitions	53
	Legal Responsibilities	54
	Responsibilities/Regulatory Roles	56
	Financial Management	59
	Expenditure Related Regulations	66
	Income Related Regulations	72
	Protection of Assets	75
	External Arrangements	80
	Director/Officer Delegations	82
	Contract and Windfall Savings	82
	Failure to Comply with Financial Procedure Rules	82

<u>Contract Procedure Rules</u>	<b>PAGE NOs</b>
<b>Brief Guide to Contract Procedure Rules</b>	84
<u>Section 1 – Scope of Contract Procedure Rules</u>	
1 Basic Principles	85
2 Officer Responsibilities	85
3 Procurement Options	86
4 Exemptions	88
5 Relevant Contracts	89
<u>Section 2 – Common Requirements</u>	
6 Steps Prior to Purchase	90
7 Records	90
8 Advertising	91
<u>Section 3 – Conducting, Purchase and Disposal</u>	
9 Competition Requirements for Purchase, Disposal and Partnership Arrangements	92
10 Pre-Tender Market Research and Consultation	95
11 Contracts Award Criteria	95
12 Invitations to Tender/Quotations	96
13 Shortlisting	97
14 Submission, Receipt and Opening of Tenders/Quotations	97
15 Clarification Procedures and Post-Tender Negotiation	99
16 Evaluation, Award of Contract and Debriefing Candidates	99
17 Income Generating Contracts	100
<u>Section 4 – Contract and Other Formalities</u>	
18 Contract Documents	100
19 Bonds and Parent Company Guarantees	102
20 Prevention of Corruption and Collusion	103
21 Declaration of Interests	104
<u>Section 5 – Contract Management</u>	
22 Managing Contracts	104
23 Risk Assessment	104
24 Currency of Contract Procedures	105
25 Post Contract Procedures	108
<u>Section 6 – Definitions</u>	109

<b><u>Officer Employment Procedure Rules</u></b>		<b>PAGE Nos</b>
1	Purpose	118
2	Appointment, Dismissal and Disciplinary Action	118
3	Provisions Relating to Head of Paid Service, Chief Officers, Deputy Chief Officers and Assistants for Political Groups	118
4	Council Approval of Appointment of Head of Paid Service	118
5	Member Involvement in Appeals	119
6	Disciplinary Action Against Head of Paid Service, Monitoring Officer and Chief Finance Officer	119
7	Procedure for Recruitment and Appointment including:	120
	(i) General Provisions Relating to Recruitment and Appointment	120
	(ii) Recruitment of Head of Paid Service and Chief Officers	121
	(iii) Appointment of Head of Paid Service	121
	(iv) Appointment of Chief Officers	121
	(v) Appointments below Chief Officer	121
	(vi) Other Appointments	122
	(vii) Disciplinary Action	122
	(viii) Dismissal	122
8	Statement of Pay Policy	122

**Petitions Scheme**

Introduction	123
What are the guidelines for submitting a petition?	123
What will the Council do when it receives my petition?	124
How will the Council respond to petitions?	124
Full Council Debates	125
Presentation of Petitions at Full Council	125
E-Petitions	126
What can I do if I feel my Petition has not been dealt with properly	126

**PART 4 CODES AND PROTOCOLS**

Member Code of Conduct	3
Officers' Code of Conduct	8
Protocol on Member/Officer Relations	14
Protocol for Dealing with Ombudsman Matters	19
Protocol for Members on Hospitality and Gifts	20
Protocol for Members on Dealing with Planning Matters	24
Protocol to Guide Officers on the Procedure to Follow when a Member (past or present) Passes Away	37

	<b>PAGE Nos</b>
Whistleblowing Policy	38
Protocol for Joint Working and Councillor Access to Information About Newark & Sherwood Homes' Services	46
The Budget Process	50
Scheme for the Appointment of Honorary Aldermen and Honorary Freemen and Freewomen	56
Scheme for the Admission of Honorary Freemen and Freewomen	58
Guidelines on Appointments to Outside Bodies	59
Code of Corporate Governance	61
Protocol Relating to the Independent Person	73
Protocol Relating to the use of Social Media for Members	76
Protocol Relating to Remote Meetings	81
<b>PART 5</b> <b><u>MEMBERS' ALLOWANCES SCHEME</u></b>	<b>2</b>
<b>PART 6</b> <b><u>MANAGEMENT STRUCTURE</u></b>	<b>1</b>