

# CONTENTS

	<b>Page</b>
<b>Part 1 Summary and Explanation</b>	<b>1(1)</b>
<b>Part 2 Articles of the Constitution</b>	<b>2(1)</b>
Article 1 - The Constitution	2(2)
Article 2 - Councillors	2(2)
Article 3 - Citizens and the Council	2(5)
Article 4 - The Full Council	2(5)
Article 5 - Chairing the Council	2(7)
Article 6 - Cabinet	2(8)
Article 7 - Scrutiny	2(10)
Article 8 - Audit and Standards Committee	2(11)
Article 9 - Other Committees, Sub-Committees, Working Groups, Parties and Panels	2(11)
Article 10 - Joint Arrangements	2(11)
Article 11 - Officers	2(12)
Article 12 - Decision-making	2(15)
Article 13 - Finance, contracts and legal matters	2(16)
Article 14 - Review and revision of the Constitution	2(17)
Article 15 - Suspension, interpretation and publication of the Constitution	2(18)
<b>Part 3 Responsibility for Functions</b>	<b>3(1)</b>
Introduction	3(2)
Matters reserved to Full Council	3(3)
Matters reserved to Cabinet	3(6)

	Committees	3(7)
	Joint arrangements	3(14)
	Working Groups, Parties and Panels	3(16)
	Member Champions	3(17)
	Scheme of Delegation to Officers	3(19)
<b>Part 4</b>	<b>Rules of Procedure</b>	4(1)
	Council Procedure Rules	4(2)
	Cabinet Procedure Rules	4(31)
	Joint Partnership Committee Procedure Rules	4(35)
	Access to Information Procedure Rules	4(36)
	Policy Framework and Budget Procedure Rules	4(42)
	Scrutiny Procedure Rules	4(44)
	Financial Regulations	4(52)
	Standing Orders relating to Contracts	4(116)
	Officer Employment Procedure Rules	4(147)
<b>Part 5</b>	<b>Codes and Protocols</b>	5(1)
	Councillors' Code of Conduct	5(2)
	Officers' Code of Conduct	5(11)
	Officer/Councillor Protocol	5(21)
	Communications Protocol	5(36)
	Protocol for Services for Councillors and Political Groups	5(46)
	Petitions Scheme	5(49)
	Internal Audit Charter	5(54)
	Protocol on Procedural Arrangements for Budget-setting	5(57)

**Part 6 - Members' Allowances Scheme** 6(1)

**Part 7 - Harlow District Council Structures** 7(1)