



New Forest
DISTRICT COUNCIL



CONSTITUTION

Adopted: Friday, 5 May 2023

CONTENTS

SECTION 1 - SUMMARY AND EXPLANATION (Pages 1 - 2)

- 1/1 Summary and Explanation (Pages 3 - 6)
- 1/2 Description of the Council's Political Structure (Pages 7 - 8)

SECTION 2 - RESPONSIBILITY FOR FUNCTIONS (Pages 9 - 10)

- 2/1 Council (Pages 11 - 20)
- 2/2 The Cabinet (Pages 21 - 38)
- 2/3 Overview and Scrutiny (Pages 39 - 46)
- 2/4 Committees (Pages 47 - 56)
- 2/5 Officers (Pages 57 - 60)

SECTION 3 - ROLE DESCRIPTIONS (Pages 61 - 62)

- 3/1 Chairman of the Council (Pages 63 - 64)
- 3/2 Vice-Chairman of the Council (Pages 65 - 66)
- 3/3 Leader of the Council (Pages 67 - 68)
- 3/4 Cabinet Members (Pages 69 - 70)
- 3/5 Committee Chairman (Pages 71 - 76)
- 3/6 Overview and Scrutiny Panel Chairman (Pages 77 - 78)
- 3/7 Opposition Group Leader (Pages 79 - 80)
- 3/8 All Members as Elected Representatives (Pages 81 - 82)
- 3/9 Monitoring Officer (Pages 83 - 88)
- 3/10 Section 151 Officer (Pages 89 - 92)

SECTION 4 - PROCEDURE RULES (Pages 93 - 94)

- 4/1 Standing Orders for Meetings (Pages 95 - 128)
- 4/2 Procedure for Public Participation (Pages 129 - 132)
- 4/3 Petitions Scheme (Pages 133 - 138)
- 4/4 Standing Orders for General Procedures (Pages 139 - 150)
- 4/5 Procedure for Removing and Replacing the Leader (Pages 151 - 152)
- 4/6 Procedure for Resolving Disputes between Council and the Executive (Pages 153 - 156)
- 4/7 Procedure for Making Urgent Decisions (Pages 157 - 160)
- 4/8 Call-In Procedures for Executive Decisions (Pages 161 - 164)
- 4/9 Financial Regulations (Pages 165 - 196)
- 4/10 Contract Standing Orders (Pages 197 - 214)

SECTION 5 - CODES OF CONDUCT (Pages 215 - 216)

- 5/1 Members' Code of Conduct (Pages 217 - 218)
- 5/2 Arrangements for Dealing with Complaints (Pages 219 - 224)
- 5/3 Officers' Codes of Conduct (Pages 225 - 238)

5/4 Local Code of Conduct for Members and Officers Dealing with Planning Matters (Pages 239 - 248)

5/5 Code of Conduct for Member/Officer Relations (Pages 249 - 258)

SECTION 6 - MEMBERS' ALLOWANCES (Pages 259 - 260)

6/1 Scheme of Members' Allowances (Pages 261 - 270)

SECTION 7 - PROTOCOLS (Pages 271 - 272)

7/1 Policy Statement - Access to Information (Pages 273 - 274)

7/2 Indemnity of Members and Officers (Pages 275 - 278)

7/3 Protocol on Filming, Recording and Use of Social Media (Pages 279 - 280)

DRAFT