

**Milton Keynes Council**

**ITEM 3(c)**

**Example title page for the revised Constitution: Contents**

	<b>Page</b>
Part 1 - <b>Summary and Explanation:</b> (This section sets out an overview of how the Council operates, what the key parts of the Constitution cover and what rights members of the public have - it will incorporate more detail from the current Articles).	
Part 2 - <b>Responsibility for Functions:</b> Diagrammatic explanation of decision making bodies Council Functions Local Choice Functions Executive Functions Committees Terms of Reference Joint Arrangements Officer Delegations (including management structure charts) Proper Officer Provisions	
Part 3 - <b>Rules of Procedure</b> Council Procedure Rules Cabinet Procedure Rules Access to Information Procedure Rules Budget, Policy Framework and Financial Procedure Rules Overview and Scrutiny Procedure Rules Contracts Procedure Rules Officer Employment Procedure Rules	
Part 4 - <b>Codes and Protocols</b> Code of Conduct for Members Members' Planning Code of Good Practice* Code of Conduct for Employees Protocol on Member/Officer Relations [Monitoring Officer Protocol]	
Part 5 - <b>Members' Allowances Scheme:</b> Members' Allowances Scheme – 1 April 2018 – 31 March 2019	
Part 6 - <b>Glossary of Terms</b>	

**Parts which we advise could be removed altogether (with some of the content being included elsewhere):**

- Part 2 - Articles of the Constitution
- Part 7 - Management Structure (this will appear in Responsibility for Functions)

**Parts which could to be referred to by hyperlink rather than being included in full:**

- Members' Planning Code of Good Practice\* (could remain)
- Gifts and Hospitality Forms and Procedures
- Acquisition and Disposal of Land and Buildings Procedure Rules
- Monitoring Officer Protocol