

Milton Keynes Council Constitution

Version 2.0 2018

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2	Responsibility for Functions	<p>This chapter sets out the way in which functions have been allocated and which decision-making body/person within the Council has responsibility for making those decisions:</p> <ol style="list-style-type: none"> 1. Diagrammatic explanation of Member decision making bodies 2. Introduction to Decision Making 3. Council (including "Local Choice" Functions) 4. Cabinet 5. Committees 6. Officer delegations (including a diagram of the officer structure/Council management)
3	Procedure Rules	<p>This chapter sets out the procedural rules relating to all Council activities grouped into the following parts:</p> <ol style="list-style-type: none"> 1. Procedure Rules governing meetings and decisions: <ul style="list-style-type: none"> • Full Council Meetings • Committees and Sub Committee Meetings • Cabinet Meetings • General Provisions relating to Procedure Rules • Budget and Policy Framework Procedure Rules • Overview and Scrutiny Procedure Rules 2. Access to Information Procedure Rules 3. Budget and Policy Framework Procedure Rules 4. Finance Procedure Rules 5. Contract Procedure Rules

		7. Employment Procedure Rules 8.
4	Codes and Protocols	This chapter sets out codes and protocols covering Member and Officer conduct, including: 1. Member Code of Conduct 2. Officer Code of Conduct 3. Member/Officer Protocol 4. Whistleblowing Policy
5	Members' Allowance Scheme	This is the list of Members' Allowances.
6	Glossary	This glossary explains some of the key terms used throughout this document.
7	List of associated documents	These are associated documents that support this constitution and can be accessed from it electronically.

Chapter 1

Introduction, summary and explanation

1 This document is the Council's Constitution. It contains details of how the Council works, how decisions are made and where to find information about the Council.

Purpose of the Constitution

2 This is a document to help residents, businesses, partners, stakeholders, Members and Officers understand how the Council works. We have included hyperlinks between different parts of the Constitution wherever possible to make it easy to navigate your way around the information. We have also included hyperlinks to other documents/sites where we think this will be helpful. All hyperlinks are coloured [blue like this](#).

3 If you have any queries about anything in this Constitution please contact:

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The Council

4 Milton Keynes Council has 57 elected Councillors (also called Members). Each Councillor represents the residents in their Ward. There are 19 Wards in the Council's area. Each Ward is represented by three councillors. Councillors are elected for a four year term. A third of the councillors are elected every year for 3 years, with no elections in the 4th year. [Find out when the next election will take place](#).

5 Find out which [Ward](#) you are in and who your [Councillors](#) are. [See a list of all Councillors with their contact details](#). View details of the [political composition](#) of the Council.

Councillors

6 Councillors are directly accountable to citizens for the running of the Council. They have a duty to represent all constituents in their Ward and they must make decisions in the best interests of the borough as a whole. They are involved in decision making in the Council (Chapter 2 of the Constitution gives details of how Councillors make decisions at the Council). Councillors can also represent the Council on external bodies.

7 Councillors have to observe a [Code of Conduct](#) and a [Protocol on Member/Officer Relations](#).

8 Councillors also have to register and declare certain interests. You can access the [Register of Members' Interests](#) online.

How the Council makes decisions

9 All Councillors meet together a number of times each year as the Full Council. You can get details of the [Full Council Meeting](#). Full Council appoints a Mayor (who is chairman of the Full Council Meeting, performs the Council's civic role and represents the Council in the community) and a Deputy Mayor. [Details of how the Full Council operates](#).

10 The Council operates an "executive" form of governance. This means that the Full Council appoints a Leader of the Council. The Leader then appoints up to 9 other Councillors who, together with the Leader, form the Cabinet. Each of the Councillors on the Cabinet is responsible for a particular area of the Council's activities (called "portfolios"). Cabinet Members are also called Portfolio Holders. [Details of how the Cabinet operates](#) and to see the current Cabinet portfolios. See the [role of the Mayor and the Deputy Mayor](#). Details of the [Cabinet meetings](#) this year.

11 The Full Council also appoints a number of Committees to deal with different aspects of the Council's functions, for example, planning and licensing. There are also Overview and Scrutiny Committees which help the Cabinet formulate policy and hold the Cabinet to account. See details of the [Council's Committees](#).

12 This diagram shows the overall structure of the [Council's decision making arrangements](#).

The Council's Staff/Employees

13 Councillors are supported by the Council's staff/employees (who are also called "officers"). Officers provide advice, implement decisions and manage the day to day delivery of the Council's services.

14 The most senior officer is the Chief Executive. Other senior managers lead different parts of the Council's services. Some officers have specific duties to ensure that the Council operates within the law and uses resources wisely. These are the Monitoring Officer and the Section 151 officer (Chief Finance Officer).

15 See the [Council's Senior Management Structure](#). The functions and responsibilities which the Council has given to the senior officers are listed in the [Scheme of Delegation](#).

16 The Council's Corporate Leadership Team comprises the following officers who shall be regarded as "Chief Officers":

16.1 Chief Executive

16.2 Corporate Director People

16.3 Corporate Director Resources and Section 151 Officer

16.5 Corporate Director Place

16.6 Service Director of Legal and Democratic Services (Monitoring Officer)

17 The Chief Executive will designate one of the Corporate Directors as the Deputy Chief Executive.

18 Officers have to comply with the [Officers' Code of Conduct](#) and the [Protocol on Member/Officer Relations](#).

19 The [recruitment, selection, discipline and dismissal of officers](#) must be done in accordance with specific rules.

Rights of citizens and residents

20 Everyone has an equal right to access high quality Council services. Members of the public have rights to:

20.1 vote at local elections

20.2 attend the Council's meetings except where confidential or exempt information is being discussed

20.3 Public Speaking and Questions

20.4 contact local Councillors about any matters of concern –access [Councillor details](#)

20.5 contribute to investigations by the Overview and Scrutiny Committees

20.6 complain where there are problems with Council services –access a [complaint form](#)

20.7 complain to the Commission for Local Administration (the Ombudsman) if the Council has not followed its procedures properly –access the [Ombudsman complaint form](#)

20.8 complain to the Council if you believe there is evidence that a Councillor has not followed the Council's Code of Member Conduct –access the [Code of Conduct Complaint Form](#)

20.9 inspect the [Council's accounts](#).

21 Access to Information Procedure Rules. Review of the Constitution and Decision Making

22 This Constitution will be kept under review by the [Constitution Commission](#).