



**Cumberland
Council**

CONSTITUTION

Approved on 29 April 2025

Table of Changes:

Section	Change	Date
Part 2, Section 5: Functions of Committee	Joint Executive Committee Terms of Reference, updated and agreed at Joint executive Committee	30/07/24
Part 2, Section 5: Functions of Committee	Licensing and Regulatory Committee Terms of Reference – 4.11 & 4.12 addition of wording ‘for adoption by Full Council’	13/08/24
	Staffing Committee Terms of Reference – addition of 7.13 Staffing Sub Committees and their Chairs will be appointed by Council annually	13/08/24
	Audit and Risk Committee Terms of Reference	14/01/25
	Planning Committee Terms of Reference	14/01/25
Part 3, Section 7: Contract Procedure Rules	Role Profiles for elected members added	17/02/25
Part 4, Section 9: Codes and Protocols	Good Meeting Etiquette added	29/04/25
Part 4, Section 10: Codes and Protocols	Updated order to Procedure Rules	29/04/25
Part 3, Council Procedure Rule 3	Update to length of meeting before break or adjournment of meeting (8.1 and 8.2)	29/04/25
Part 3, Council Procedure Rule 8	Update to questions by Councillors and Motions on Notice	29/04/25
Part 3, Council Procedure Rule 11 & 12	Role Profiles for elected members added	29/04/25

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Constitution			
1	Introduction, Summary and Explanation	This Chapter sets out an overview of the Council's Constitution including details of how the Council works, how decisions are made and where you can find out information about it. It also details the rights of members of the public and how to take part in Council decision making.	5 – 18
2	Responsibility for Functions	Decisions within the Council can be made either by elected Councillors or by officers. This Chapter sets out the way in which responsibility for decision making has been allocated. It is divided as follows: <ol style="list-style-type: none"> 1. Introduction 2. How the Council takes decisions 3. Decisions which may be taken either by Council or Executive ("Local Choice") 4. How the Executive takes decisions 5. How Committees take decisions 6. Decisions taken by Officers 	19 - 138
3	Procedure Rules	This Chapter sets out the rules which the Council will follow when making decisions. It is divided as follows: <ol style="list-style-type: none"> 1. Council Procedure Rules: These set out how meetings of the Council and most Committees and Sub-Committees will be conducted and explain how members of the public can ask questions. 2. Executive Procedure Rules: These explain how the Executive makes decisions. 3. Access to Information Procedure Rules: These set out how information can be obtained in relation to meetings. 4. Budget and Policy Framework Procedure Rules: These are the rules around how the budget will be developed each year and set out the policies that will be followed when making decisions. 5. Overview and Scrutiny Procedure 	139 - 272

		<p>Rules: The Council has to have a means of scrutinising Executive decisions.</p> <p>6. Finance Procedure Rules (FPRs): the framework for managing the Council's finances.</p> <p>7. Contract Procedure Rules (CPRs): These set out how goods, works and services are obtained.</p> <p>8. Employment Procedure Rules: The Council has to follow particular procedures for appointing Chief Officers and for dismissal of Designated Statutory Officers</p> <p>9. Outside Bodies Procedure Rules: These set out how the Council will determine appointments of representatives to Outside Bodies</p>	
4	Codes and Protocols	<p>This Chapter sets out codes and protocols covering Councillor and Officer conduct, including:</p> <ol style="list-style-type: none"> 1. Councillor Code of Conduct 2. Officer Code of Conduct 3. Councillor / Officer Protocol 4. Social Media Guidance 5. LLG Planning Code of Good Practice for Councillors 6. Code of Practice for Property Transactions 7. Role of Councillors on Outside Bodies 8. LLG Monitoring Officer Protocol 9. Role Profiles of Councillors and Officers 10. Good Meeting Etiquette for Councillors 11. CIPFA Role of the Chief Financial Officer in Local Government 	273 - 380
5	Scheme of Members Allowances	This is the list of allowances which Councillors may claim for carrying out their duties.	381 - 382
6	Glossary	The Glossary explains some of the key terms used throughout this document.	383 - 392
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