



THE NEWCASTLE CHARTER

The Constitution

for

Newcastle upon Tyne City Council

Originally Approved:-

by the City Council on 22 May 2002
by the Cabinet on 27 May 2002

Contents

Page

	Contents	
Part 1	Legal Background and Organisation and Governance Structure	
Part 1.1	Legal Background	
Part 1.2	Wider Context	
Part 1.3	Political Structure	
Part 1.4	Officer Structure	
Part 1.5	Summary of Constitution	
Part 2	Articles of the Constitution	
Art 1	The Constitution	
Art 2	Members of the Council	
Art 3	Citizens and the Council	
Art 4	The Full Council*	
Art 5	The Lord Mayor, Deputy Lord Mayor, Sheriff and Recorder	
Art 6	Scrutiny Committees	
Art 7	The Cabinet	
Art 8	Non-Executive Committees and Licensing Committee	
Art 9	The Standards Committee	
Art 10	Area Committees – Ward Committees	
Art 11	Advisory Committees, including Audit Committee	
Art 12	Joint Arrangements	
Art 13	Officers	
Art 14	Decision Making	
Art 15	Finance, Contracts and Legal Matters	
Art 16	Review and Revision of the Constitution	

Art 17	Suspension, Interpretation and Publication of the Constitution
Sch 1	Description of Executive Arrangements
Part 3	Responsibility for Functions
Part 3.1	Responsibility for Functions - Summary
Part 3.2	Non-Executive Functions - Council Only
Part 3.3	Allocation of Local Choice Functions
Part 3.4	Executive Functions
Part 3.5	Non-Executive Functions
Part 3.5A	Licensing Functions
Part 3.6	Scrutiny Committees
Part 3.7	Ward Committees
Part 3.8	Advisory Committees, including Audit Committee
Part 3.9	Joint Consultative Committees
Part 3.10	Appeal and other Panels
Part 3.11	Informal Groups
Part 3.12	Joint Arrangements
Part 3.12A	Education Bodies
Part 3.13	Officers* including Protocol on the Exercise of Officer Delegations
Part 3.14	Public Health Functions and the Health Service
Tables	
Table 3.1	Local Choice Functions*
Table 3.2	Allocation of Non-Executive Functions*
Table 3.3	Consolidated Table of Functions*
Part 4	Rules of Procedure
Part 4A	Council Procedure Rules (Standing Orders)
Part 4B	Access to Information Procedure Rules*
Part 4C	Budget and Policy Framework Procedure Rules

Part 4D	Cabinet Procedure Rules
Part 4E	Scrutiny Committee Procedure Rules*
Part 4F	Financial Regulations, including Commissioning and Procurement Procedure Rules
Part 4G	Officer Employment Procedure Rules
Part 5	Codes and Protocols (Ethical Governance Framework)
	<u>Principles</u>
Part 5.1A	Nolan’s Seven Principles of Public Life
	<u>Statutory Codes and Legislation</u>
Part 5.2A	Code of Conduct - Members
Part 5.2B	Code of Conduct – Non Voting Co-optees
Part 5.2C	Code of Conduct – Employees*
Part 5.2D	Legislation Relating to Declaration of Interests
	<u>Policies</u>
Part 5.3A	Policy for Confidential Reporting of Concerns (“Whistleblowing”)
Part 5.3B	Policy Statement on Fraud and Corruption
Part 5.3C	Anti Money Laundering Policy
	<u>Protocols</u>
Part 5.4A	Protocol – Member/Officer Relations
Part 5.4B	Protocol – Use of Council Equipment*
Part 5.4C	Protocol – Planning Committee Matters and Guidance Note – Members’ Discussions with Developers
Part 5.4D	Protocol – Regulatory and Appeals Committee
Part 5.4E	Protocol - Licensing Committee
Part 5.4F	Protocol – Lord Mayor’s and Sheriff’s Gifts and Hospitality
Part 5.4G	Protocol - Dealing with Complaints against Councillors
Part 5.4H	Protocol - Property Issues

Part 5.4I	Protocol - Monitoring Officer
Part 5.4J	Communication Protocol*
Part 5.4K	Protocol – Offers of New Employment to Members
Part 6	Members' Allowances Scheme
Part 6A	Members' Allowances Handbook*
Part 7	Miscellaneous Guidance - Introduction
Part 7A	Guidance on Political Balance Requirements
Part 7B	Guidance - Right to Time Off Work for Council Duties
Part 7C	Guidance for Members and Officers appointed to Outside Bodies and Organisations
Part 7D	Guidance – Decision-Making
Part 8	Members And Appointments

*Subject to review