



# **Sheffield City Council Constitution**

---

---

## CONSTITUTION

18 MAY 2022

### Contents

---

1.	<b>Part 1 - Summary and Explanation</b>	(Pages 5 - 8)
2.	<b>Part 2 - Articles of the Constitution</b>	(Pages 9 - 10)
a)	<b>Part 2 - Article 1 - The Constitution</b>	(Pages 11 - 12)
b)	<b>Part 2 - Article 2 - Members of the Council</b>	(Pages 13 - 14)
c)	<b>Part 2 - Article 3 - Citizens and the Council</b>	(Pages 15 - 16)
d)	<b>Part 2 - Article 4 - The Full Council</b>	(Pages 17 - 20)
e)	<b>Part 2 - Article 5 - Chairing the Council</b>	(Pages 21 - 22)
f)	<b>Part 2 - Article 6 - The Leader, Deputy Leader and Group Leaders</b>	(Pages 23 - 26)
g)	<b>Part 2 - Article 7 - Policy Committees</b>	(Pages 27 - 28)
h)	<b>Part 2 - Article 8 - Regulatory and Other Council Committees</b>	(Pages 29 - 30)
i)	<b>Part 2 - Article 9 - Audit and Standards Committee</b>	(Pages 31 - 32)
j)	<b>Part 2 - Article 10 Health and Wellbeing Board</b>	(Pages 33 - 34)
k)	<b>Part 2 - Article 11 - Area Committees</b>	(Pages 35 - 36)
l)	<b>Part 2 - Article 12 - Joint Arrangements</b>	(Pages 37 - 38)
m)	<b>Part 2 - Article 13 - Officers</b>	(Pages 39 - 44)
n)	<b>Part 2 - Article 14 - Decision Making</b>	(Pages 45 - 46)
o)	<b>Part 2 - Article 15 - Finance, Contracts and Legal Matters</b>	(Pages 47 - 48)
p)	<b>Part 2 - Article 16 - Review and Revision of the Constitution</b>	(Pages 49 - 50)
q)	<b>Part 2 - Article 17 - Suspension, Interpretation and Publication of the Constitution</b>	(Pages 51 - 52)
3.	<b>Part 3 - Responsibility For Functions</b>	(Pages 53 - 54)
a)	<b>Part 3 - Introduction</b>	(Pages 55 - 56)
b)	<b>Part 3 - Functions Reserved to Full Council</b>	(Pages 57 - 58)
c)	<b>Part 3 - Matters Delegated to Committees</b>	(Pages 59 - 90)
d)	<b>Part 3 - Joint Arrangements</b>	(Pages 91 - 92)
e)	<b>Part 3 - Arrangements for the Delegation of Functions to Officers</b>	(Pages 93 - 98)

<b>4.</b>	<b>Part 4 - Rules Of Procedure</b>	(Pages 99 - 100)
a)	<b>Part 4 - Council Procedure Rules</b>	(Pages 101 - 130)
b)	<b>Part 4 - Contracts Standing Orders</b>	(Pages 131 - 142)
c)	<b>Part 4 - Access to Information Procedure Rules</b>	(Pages 143 - 150)
d)	<b>Part 4 - Budget and Policy Framework Procedure Rules</b>	(Pages 151 - 154)
e)	<b>Part 4 - Financial Procedure Rules (Financial Regulations)</b>	(Pages 155 - 220)
f)	<b>Part 4 - Officer Employment Procedure Rules</b>	(Pages 221 - 228)
g)	<b>Part 4 - Area Committee Procedure Rules</b>	(Pages 229 - 232)
<b>5.</b>	<b>Part 5 - Codes &amp; Protocols</b>	(Pages 233 - 234)
a)	<b>Part 5 - Councillor Code of Conduct</b>	(Pages 235 - 254)
b)	<b>Part 5 - Monitoring Officer Protocol</b>	(Pages 255 - 270)
c)	<b>Part 5 - Officers' Code of Conduct</b>	(Pages 271 - 386)
d)	<b>Part 5 - Protocol for Member Officer Relations</b>	(Pages 387 - 406)
e)	<b>Part 5 - Code of Conduct in Relation to Planning Matters</b>	(Pages 407 - 416)
f)	<b>Part 5 - Guidance Note on General Procedures at Planning and Highways Committee Meetings</b>	(Pages 417 - 432)
g)	<b>Part 5 - Guidance Note to Chairs on Disruption of Committees By Members Of The Public</b>	(Pages 433 - 436)
h)	<b>Part 5 - Committee Chair Job Share Protocol</b>	(Pages 437 - 440)
i)	<b>Part 5 - Protocol for Use of the Coat of Arms</b>	(Pages 441 - 442)
j)	<b>Part 5 - Petitions Scheme</b>	(Pages 443 - 448)
<b>6.</b>	<b>Part 6 - Members' Allowances Scheme</b>	(Pages 449 - 450)
<b>7.</b>	<b>Part 7 - Statutory/Proper Officers and Management Structure</b>	(Pages 451 - 452)
a)	<b>Part 7 - Statutory and Proper Officers</b>	(Pages 453 - 466)
b)	<b>Part 7 - Management Structure</b>	(Pages 467 - 480)