

Sheffield City Council Constitution

CONSTITUTION

1 APRIL 2024

Contents

This version includes changes approved by the Full Council on 7th February & on 6th March 2024 (in relation to the Members' Allowances Scheme for 2024-25) to:-

- Part 5(a) Councillor Code of Conduct;
- Part 5(b) Monitoring Officer Protocol;
- Part 6 Members' Allowances Scheme

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

	b)	Part 3 - Functions Reserved to Full Council	(Pages 57 - 58)
	c)	Part 3 - Matters Delegated to Committees	(Pages 59 - 94)
	d)	Part 3 - Joint Arrangements	(Pages 95 - 96)
	e)	Part 3 - Arrangements for the Delegation of Functions to Officers	(Pages 97 - 102)
4.	Part	t 4 - Rules Of Procedure	(Pages 103 - 104)
	a)	Part 4 - Council Procedure Rules	(Pages 105 - 134)
	b)	Part 4 - Contracts Standing Orders	(Pages 135 - 146)
	c)	Part 4 - Access to Information Procedure Rules	(Pages 147 - 154)
	d)	Part 4 - Budget and Policy Framework Procedure Rules	(Pages 155 - 158)
	e)	Part 4 - Financial Procedure Rules (Financial Regulations)	(Pages 159 - 228)
	f)	Part 4 - Officer Employment Procedure Rules	(Pages 229 - 238)
	g)	Part 4 - Area Committee Procedure Rules	(Pages 239 - 242)
5. Part 5 - Co		t 5 - Codes & Protocols	(Pages 243 - 244)
	a)	Part 5 - Councillor Code of Conduct	(Pages 245 - 260)
	b)	Part 5 - Monitoring Officer Protocol	(Pages 261 - 276)
	c)	Part 5 - Officers' Code of Conduct	(Pages 277 - 296)
	d)	Part 5 - Protocol for Member Officer Relations	(Pages 297 - 316)
	e)	Part 5 - Code of Conduct in Relation to Planning Matters	(Pages 317 - 326)
	f)	Part 5 - Guidance Note on General Procedures at Planning and Highways Committee Meetings	(Pages 327 - 342)
	g)	Part 5 - Guidance Note to Chairs on Disruption of Committees By Members Of The Public	(Pages 343 - 346)
	h)	Part 5 - Committee Chair Job Share Protocol	(Pages 347 - 350)
	i)	Part 5 - Protocol for Use of the Coat of Arms	(Pages 351 - 352)
	j)	Part 5 - Petitions Scheme	(Pages 353 - 358)
6.	Part	t 6 - Members' Allowances Scheme	(Pages 359 - 360)
	a)	Part 6a - Members' Allowances Scheme 2024-25	(Pages 361 - 368)
7. Part 7 - Statutory/Proper Officers and Management Structure			(Pages 369 - 370)
	a)	Part 7 - Statutory and Proper Officers	(Pages 371 - 384)
	b)	Part 7 - Management Structure	(Pages 385 - 404)