

PART 2

ARTICLES OF THE CONSTITUTION

ARTICLES OF THE CONSTITUTION

Article 1 - The Constitution

1.01 Powers of the Council

The Council will exercise all its powers and duties in accordance with the law and the Constitution.

1.02 The Constitution

The Constitution, including any schedules, appendices and annexes referred to in the Constitution, is the Constitution of Gloucestershire County Council.

1.03 The purpose of the Constitution

The purpose of the Constitution is to:

- 1.03.1 Enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations;
- 1.03.2 Support the active involvement of citizens in the process of Local Authority decision-making;
- 1.03.3 Help County Councillors represent their constituents more effectively;
- 1.03.4 Enable decisions to be taken effectively and efficiently;
- 1.03.5 Create a powerful and effective means of holding decision makers to public account;
- 1.03.6 Ensure that, in a Scrutiny Committee, no one will review or scrutinise a decision in which they were directly involved;
- 1.03.7 Ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions;
- 1.03.8 Provide a means of improving the delivery of services to the community.

1.04 Interpretation of the Constitution

Where the Constitution permits the Council to choose between different courses of action, the Council will always choose that option, which it thinks is closest to the purposes stated in Article 1.03.

Article 2 - Members of the County Council

2.01 Composition and eligibility

The Council has 53 elected Members, who are known as County Councillors. County Councillors represent the people who live in particular geographical areas, which are called electoral divisions. Only registered voters of the county or those living or working in the county will be eligible to hold the office of County Councillor. Detailed eligibility qualifications are set out in Section 79 of the Local Government Act 1972.

2.02 Election and terms of County Councillors

The people of Gloucestershire have an opportunity to decide who shall be elected to represent each of the Council's electoral divisions every four years at what are known as "regular elections". The next regular election will be held in 2021. If a County Councillor resigns, dies or becomes ineligible to serve as a County Councillor between regular elections, an election will be held to fill that "casual vacancy" unless the vacancy arises within the six months before a regular election.

2.03 The roles of County Councillors

County Councillors shall carry out the following key roles:

- 2.03.1 Collectively be the ultimate policymakers and carry out a number of strategic and corporate management functions including setting the Council's budget;
- 2.03.2 Appropriately represent their communities and bring their views into the Council's decision making process, i.e. be the advocate of and for their communities;
- 2.03.3 Deal with individual casework, act as advocate for constituents in resolving and be responsible for trying to resolve, particular concerns or grievances;
- 2.03.4 Contribute to good governance of the area and actively encourage community participation and citizen involvement in decision making;
- 2.03.5 Maintain the highest standards of conduct and ethics;
- 2.03.6 Balance different interests identified within the ward or electoral division and represent the ward or electoral division as a whole;
- 2.03.7 Be available to represent the Council on other bodies;
- 2.03.8 Participate in and collectively share responsibility for the good governance and management of the Council

2.04 The rights and duties of County Councillors

County Councillors shall have the following rights and duties:

- 2.04.1 A right of access to such meetings, documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law;
- 2.04.2 A duty not to make public any information which is confidential or exempt without the express consent of the Council, Council body or Cabinet, as the case may be; and
- 2.04.3 A duty not to divulge to anyone, other than a County Councillor or an Officer entitled to know it any "confidential" or "exempt" information received from a Council source;

Note: The terms "confidential" and "exempt" are defined in the Access to Information Rules in Part 4 the Constitution and further information is included in the "Protocol on the Relationship between Officers and Members of Gloucestershire County Council" in Part 5 of the Constitution

- 2.04.4 County Councillors have a right to support from Officers to help them discharge their duties to the Council and their constituents.

2.05 Conduct

County Councillors are required to comply with the Code of Conduct for Members and the Protocol on Relationships between Officers and Members, both of which may be found in Part 5 of the Constitution.

2.06 Allowances

County Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in Part 5 of this Constitution.

Article 3 - The public and the County Council

3.01 The rights of the public regarding the Council's business

The public have the following rights:

- 3.01.1 To attend meetings of the Council and its committees and of the Cabinet, except where confidential or exempt information is likely to be disclosed;

- 3.01.2 To find out from the Forthcoming Executive Decision List what and when key decisions will be taken by the Cabinet;
- 3.01.3 To inspect agendas, reports, background papers and minutes subject to exceptions in respect of confidential and exempt information. These rights are explained in the Rules on Access to Information about the County Council Formal Business in Part 4 of this Constitution;
- 3.01.4 At certain times of the year, the public are also entitled to inspect the Council's accounts and express their views on them to its external auditor (whose name and address may be obtained from the Executive Director of Corporate Resources).

3.02 Executive Arrangements

In addition to their right to vote in elections or referenda, people who are on the electoral register for Gloucestershire are entitled to petition for a referendum to replace the Leader and Cabinet of the County Council with an elected mayor and Cabinet. Information on this right may be obtained from the Head of Democratic Services.

People who live or work in Gloucestershire are entitled to petition the Council on various issues either through paper-based petitions or e-petitions. The petitions scheme is available on the County Council website or from Democratic Services.

3.03 Participation

The people of Gloucestershire have the right to ask questions at meetings of the full Council and its committees (except Scrutiny Committees). These rights are explained by Procedural Standing Orders 8 and 26 which may be found in Part 4 of this Constitution.

3.04 Complaints

The public may complain to:

- the Council about its services under the Council's complaints process or information compliance procedures;
- the Local Government and Social Care Ombudsman after having exhausted the Council's own complaints process;
- the Information Commissioner's Office, about the Council's information rights practices;
or
- The Council's Monitoring Officer about the conduct of County Councillors and co-opted Members of the Council.

Article 4 - The Full Council

4.01 Functions of the full Council

4.01.1 The principal function of the full Council is to approve, adopt and change the Council's budgetary and Policy Framework. The documents that make up the Policy Framework are prescribed by law under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended, but may, in addition, include any other plans and strategies that the Council decides should be considered by the full Council. The documents currently comprising the Policy Framework are listed in the Policy Framework and Budget Procedure Rules;

4.01.2 The full Council is also responsible for a number of other important functions, which are described in Tables 3.1 and 3.2 in Part 3 of this Constitution.

4.02 Full Council meetings

4.02.1 There are three kinds of meeting of the full Council:

- The Annual Meeting;
- Ordinary Meetings (including the Budget Meeting);
- Extraordinary Meetings.

4.02.2 Each of these meetings will be conducted in accordance with the Council's Procedural Standing Orders in Part 4 of the Constitution.

4.03 Responsibility for functions

Part 3 of the Constitution describes how the functions that are not carried out by the Cabinet are distributed between other Council bodies.

Article 5 - Chair of the Council

5.01 The Chair and Vice-Chair will be elected by the full Council annually. The role and function of the Chair and, in their absence, the Vice-Chair, is set out below.

Note: The Chair of the Council, at the beginning of their term of office, may choose to indicate how they wish to be addressed, according to personal preference.

5.02 The Chair's civic role

The Chair of the Council is the civic leader of Gloucestershire and will act as an ambassador for the people of Gloucestershire and the county as a whole. To this end, they will undertake civic, community and ceremonial activities to help foster community identity and pride.

5.03 The formal responsibilities of the Chair

The Chair of the Council will have the following responsibilities:

- 5.03.1 To promote and uphold the purposes of the Constitution;
- 5.03.2 To preside over meetings of the full Council so that its business can be carried out efficiently and with regard to the rights of Members of the Council and the interests of the community;
- 5.03.3 At meetings of full Council, to interpret the Constitution. Where appropriate, the Chair shall first consult with the Monitoring Officer;
- 5.03.4 To ensure that the full Council meeting is a forum for the debate of matters of concern to the local community and a place at which Members of the Council can question decisions of its committees and the Cabinet and hold them to account for those decisions;
- 5.03.5 To promote public involvement in the Council's activities.

Article 6 - The Cabinet

6.01 The role of the Leader

The Leader of the Council is responsible for allocating all functions, which, by law or this Constitution, are not required to be the responsibility of the Council or any other part of the Council.

6.02 The composition of the Cabinet

- 6.02.1 The Cabinet is made up of the Leader of the Council (who must be a County Councillor) and up to nine other County Councillors. Full Council is responsible for appointing the Leader of the Council (who leads the Cabinet) at the Annual Meeting of the Council following a regular election or, if the Council fails to elect a Leader at that post election annual meeting, at a subsequent meeting of the Council. The Leader of the Council is responsible for determining the number of other Members of the Cabinet, which shall be between two and nine, also for appointing them and allocating portfolios to those appointees. If a vacancy shall occur in the membership of the Cabinet, a replacement may be appointed by the Leader;
- 6.02.2 There may be no co-optees, deputies or substitutes for Members of the Cabinet.

6.03 The Leader of the County Council

The term of office of the Leader will start on the day of their election as Leader and end on the day of the next post election annual meeting unless:

- 6.03.1 They are removed from office by a simple resolution of the full Council at an earlier date or
- 6.03.2 They resign from office; or
- 6.03.3 They cease to be a County Councillor.

If the Council passes a resolution to remove the Leader, a new Leader shall be elected at the meeting at which the Leader is removed from office or at a subsequent meeting.

6.04 Deputy Leader

- 6.04.1 The Leader shall appoint one of the Members of the Cabinet to be their deputy, to hold office until the end of the term of office of the Leader unless they resign as Deputy Leader or cease to be a Member of the Council or is removed from office by the Leader under the following provision;
- 6.04.2 The Leader may, if they think fit, remove the Deputy Leader from office and must then appoint another Member of the Cabinet in their place;
- 6.04.3 If for any reason the Leader is unable to act or the office of Leader is vacant, the Deputy Leader must act in their place.

6.05 Other Cabinet Members

- 6.05.1 Only County Councillors may be appointed to the Cabinet but neither the Chair nor Vice Chair of the Council may be Members of the Cabinet. Cabinet Members hold office on the same terms as the Leader of the Council, which are set out in Article 6.03;
- 6.05.2 The Leader may, if they think fit, remove a Cabinet Member from office;
- 6.05.3 Members of the Cabinet may not be members of a Scrutiny Committee.

6.06 Proceedings of the Cabinet

Meetings of the Cabinet will be conducted in accordance with the Cabinet Procedure Rules that are described in Part 4 of the Constitution.

6.07 Responsibility for functions

Cabinet Members have responsibility for leading particular areas of the Cabinet's work. These responsibilities are determined by the Leader and are set out in Part 3 of the Constitution.

6.08 Delegation to individual Members of the Cabinet

The Scheme of Delegation determined by the Leader and set out in Part 3 of the Constitution, delegates certain functions to Members of the Cabinet. Cabinet functions may be exercised by the Cabinet, a Cabinet Committee, a Cabinet Member, Officers, an area committee or by joint committees with other Local Authorities.

6.09 Appointments to outside bodies

- 6.09.1 The Council is one of a number of organisations that enter into partnerships with other public sector and with private sector organisations. It is represented on such partnership bodies by County Councillors and Officers, who must be formally appointed to them. The appointments process is what is called a "local choice function", which means that it may be exercised by the Cabinet or the full Council;
- 6.09.2 In line with the Secretary of State's advice, the Cabinet will make appointments to those bodies with functions, which are its responsibility. Other appointments will be made by or on behalf of the full Council. A list of all appointments to outside bodies will be maintained by the Head of Democratic Services.

Article 7 - Decision making

7.01 Responsibility for decision making

Part 3 of the Constitution records which Council body is responsible for carrying out particular functions.

Any function that is the responsibility of the Cabinet may not be discharged by the full Council unless a proposed decision would be contrary to or not wholly in accordance with the Policy Framework or the budget. Such a proposed decision ceases to be an executive decision and is a matter for full Council to determine.

7.02 Principles of decision making

All decisions of the Council will be made in accordance with the following principles:

- 7.02.1 They must be lawful;
- 7.02.2 They must involve a proportionate exercise of power relative to the desired outcome;
- 7.02.3 They should take proper account of consultation with others;

- 7.02.4 They should have proper regard to Officers' advice;
- 7.02.5 They should respect human rights;
- 7.02.6 They should be made in public whenever this is appropriate and practicable;
- 7.02.7 Their aims and desired outcomes should be clear;
- 7.02.8 They should be properly reasoned and alternatives that are discounted should be identified and the reasons for their rejection explained adequately.

7.03 Decision making by the full Council in relation to its functions

The full Council will conduct its business in accordance with the Council's Procedural Standing Orders that are set out in Part 4 of the Constitution.

7.04 Decision making by the Cabinet in relation to its functions

The Cabinet will follow the Cabinet Procedure Rules and the Rules on Access to Information about Formal Council Business, which is set out in Part 4 of the Constitution, whenever it considers how to discharge any of its functions.

7.05 Decision making by scrutiny committees in relation to their functions

Scrutiny Committees will follow the Scrutiny Procedure Rules set out in Part 4 of the Constitution when considering any matter.

7.06 Decision making by Council bodies

The Council has decided that Council bodies need only comply with some of its Procedural Standing Orders, which are detailed in Part 4 of the Constitution.

Article 8 - Scrutiny of decisions

8.01 Scrutiny committees

8.01.1 The role of scrutiny committees is to:

1. Help to hold the executive to account for the decisions that it makes;
2. Review, constructively challenge and monitor the Cabinet's policies and programmes to ensure that community and corporate priorities are achieved within budget;

3. Review, constructively challenge and monitor other decisions made or actions taken in connection with the discharge of any of the Council's functions and consider any matter affecting the area or its inhabitants;
4. Engage in policy review and development;;
5. Focus on improvement and how it can be achieved cost effectively;
6. Engage with the community;
7. Look outwards and show community leadership by providing constructive challenge to other public bodies particularly those with whom the County Council delivers services in partnership;
8. Liaise with external organisations operating in the area, whether national, regional or local, to ensure that the interests of the people of Gloucestershire are enhanced by collaborative working;
9. Raise the profile of the County Council;
10. Consider called-in decisions;
11. Consider any matters referred by full Council or Cabinet.

8.01.2 The remit and role of each scrutiny committee is described fully in Part 3 of the Constitution.

8.02 Finance and other resources

The Corporate Overview and Scrutiny Committee will exercise overall responsibility for the finances and other resources that the Council makes available to the scrutiny function (if any).

8.03 Annual Report

An Annual Scrutiny Report will be presented each year to full Council. The report will be prepared by the Statutory Scrutiny Officer, following consultation with the Chairs and Vice-Chairs of the scrutiny committees, and may make recommendations to secure adequate resources for the discharge of the scrutiny function. Upon receiving this report, the full Council will take such action as it considers necessary to address those recommendations.

8.04 Proceedings of Scrutiny Committees

Scrutiny Committees will conduct their proceedings in accordance with the Scrutiny Procedure Rules set out in Part 4 of the Constitution. The committees and their functions are set out in 3.9 of Section 3, Part 3 of the Constitution.

Article 9 - Audit and Governance Committee

The Audit and Governance Committee has responsibility for advising on the adequacy and effectiveness of the Council's corporate governance arrangements and internal control environment. The remit and role of the committee are described fully in Part 3 on the Constitution.

Article 10 - Regulatory and other Committees

The Council has created a number of regulatory and other committees (also known as 'Council bodies') to discharge those functions of the full Council that may not be delegated to the Cabinet. These Council bodies and the functions that have been allocated to each of them are described in Part 3 of the Constitution.

Article 11 - Area committees

The Council and/or the Cabinet may appoint area committees, with or without decision making powers, if it appears this will secure the delivery of best value services to the people of Gloucestershire.

Article 12 - Joint arrangements

12.01 Arrangements to promote well-being

12.01.1 The Council or the Cabinet may promote the social, economic and environmental well-being of its area by:

1. Entering into arrangements or agreements with any person or body;
2. Co-operating with, or facilitating or co-ordinating the activities of, any person or body;
3. Exercising on behalf of another person or body any functions that are the responsibility of that person or body.

12.02 Joint arrangements

12.02.1 The Council may establish joint arrangements with one or more Local Authorities to exercise non-Cabinet functions or to advise the Council. These kinds of arrangement may involve the appointment of joint committees whose members may include members of other Local Authorities.

12.02.2 Where there is, or is proposed to be a consultation on a substantial development or variation to health services that extend beyond Gloucestershire, the Health Overview and Scrutiny Committee may determine:

1. The size of any joint committee appointed for this purpose in consultation with other appropriate Authorities, which have an interest as consultees;
2. The number of the Council's seats on each such joint committee;
3. Membership of the joint committee from members of the Health Overview and Scrutiny Committee;
4. The allocation of Council seats according to political balance requirements.

12.02.3 Similarly, the Cabinet may establish joint arrangements with other Local Authorities to exercise Cabinet functions. These kinds of arrangements may involve the appointment of joint committees whose members may include elected members of other Local Authorities. Generally, the Cabinet may only appoint Cabinet Members to a joint committee. The Cabinet may, however, appoint non-Cabinet members to a joint committee in the following circumstances:

1. The joint committee has functions for only part of the area of the county and that area is smaller than two-fifths of the county by area or population. In such cases, the Cabinet may appoint to the joint committee any County Councillor who is a member for an electoral division which is wholly or partly contained within the area;
2. The joint committee is between the Council and a single District Council and relates to functions of the Cabinet or the Council. In such cases, the Cabinet or the Council may appoint to the joint committee any County Councillor who is a member for an electoral division that is wholly or partly contained within the area.

12.02.4 The committees that are described in paragraphs 12.02.3, 1 and 2, need not be politically balanced;

12.02.5 Details of any joint arrangements, including any delegations to joint committees, will be found in Part 3 of the Constitution.

12.03 Delegation to and from other Local Authorities

12.03.1 The Council may delegate or accept the delegation of non-executive functions to or from another Local Authority or, in certain circumstances, the executive of another Local Authority;

12.03.2 The Cabinet may delegate or accept the delegation of Cabinet functions to or from another Local Authority or, in certain circumstances, the executive of another Local Authority.

12.04 Contracting out

The full Council and the Cabinet may contract out some of their functions to other organisations under the Deregulation and Contracting Out Act 1994 or under an agency agreement provided there is no delegation of the County Council's discretionary decision making powers.

Article 13 - Officers

13.01 Management structure

13.01.1 General

The Council will engage Officers to enable it to carry out its functions.

13.01.2 Statutory Officer Posts

Position	Legislation	Name
Head of Paid Service	Local Government and Housing Act 1989 – Section 4	Peter Bungard
Chief Finance Officer	Local Government Act 1972 – Section 151	Steve Mawson
Monitoring Officer	Local Government and Housing Act 1989 – Section 5	Robert Ayliffe
Director of Adult Social Care	Local Authorities Social Services Act 1970 – Section 6	Sarah Scott
Director of Children's Services	Children's Act 2004 – Section 18	Chris Spencer
Director of Public Health	National Health Service Act 2006 – Section 73A	Sarah Scott
Statutory Scrutiny Officer	Local Government Act 2000 – Section 9FB	Simon Harper
Data Protection Officer	General Data Protection	Jenny Grodzicka

	Regulations Articles 37 to 39. Data Protection Act 2018 Part 3, Chapter 4, sections 69-71	
--	---	--

13.02 The role of the Head of the Paid Service

The role of the Head of the Paid Service is to report to the Council on how the Council ought to be staffed, managed and organised so that it operates efficiently and effectively. The Head of the Paid Service may not be the Monitoring Officer but they may be the Chief Financial Officer if they are a qualified accountant.

13.03 The role of the Monitoring Officer

The role of the Monitoring Officer is to ensure that the Council operates within the law and its Constitution and deals with local people and businesses fairly and reasonably (that is, without “maladministration”). Where the Monitoring Officer discovers the Council has or proposes to break the law or that it has or proposes to act unfairly, they must make a report to the Cabinet (if the matter is an executive function) or the full Council (in any other case).

13.04 The role of the Chief Financial Officer

The role of the Chief Financial Officer is to ensure that the Council uses and manages its financial resources wisely and that decisions relating to the use of the Council’s financial resources are lawful and prudent.

13.05 Conduct of Officers

Officers are required to comply with the Code of Conduct for Employees and the Protocol on Relationships between Officers and Members, which may be found in Part 5 of the Constitution.

13.06 Employment and dismissal of Officers

Officers will be recruited and dismissed in accordance with the Officer Employment Procedure Rules that are set out in Part 4 of the Constitution.

Article 14 - Finance, contracts and legal matters

This Article refers to the Council’s financial regulations and Contract Standing Orders, which are contained in Part 4 of the Constitution.

14.01 Financial management

The management of the Council's financial affairs will be conducted in accordance with the financial regulations set out in Part 4 of the Constitution.

14.02 Contracts

Every contract made by the Council will comply with the Contract Standing Orders set out in Part 4 of the Constitution.

14.03 Legal proceedings

The Assistant Director of Legal Services is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Assistant Director of Legal Services considers that such action is necessary to protect the Council's interests.

14.04 Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Assistant Director of Legal Services or other person authorised by them, unless any enactment or the Constitution otherwise authorises or requires, or the Council has given Authority to some other person.

Note: Contract Standing Order 13 imposes additional authentication requirements in certain circumstances

14.05 Common Seal of the County Council

The Common Seal of the Council will be kept in a safe place to the satisfaction of the Assistant Director of Legal Services. A decision of the Council, or any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which, in the opinion of the Assistant Director of Legal Services, should be sealed. The fixing of the Common Seal to a document will be attested by the Assistant Director of Legal Services or some other person authorised by them.

Article 15 - Review and revision of the Constitution

15.01 Duty to monitor and review the Constitution

The Constitution Committee will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

15.02 Changes to the Constitution

15.02.1 Changes to the Constitution will generally only be made by the full Council and Cabinet on the recommendation of the Constitution Committee. The Monitoring Officer may make changes to any part of the Constitution:

1. If they consider it necessary to comply with the law;
2. To secure the convenient, efficient and effective discharge of any function;
or
3. To give effect to any decision of the full Council or Cabinet.

15.02.2 If the Monitoring Officer takes action in accordance with 15.02.1, 1 or 2 above in respect of an executive function, it shall be reported to and ratified by the Cabinet and reported to the Constitution Committee;

15.02.3 If the Monitoring Officer takes action in accordance with 15.02.1, 1 or 2 above in respect of a non-executive function, it shall be reported to the Constitution Committee and reported to and ratified by the full Council;

15.02.4 If the Monitoring Officer takes action in accordance with 15.02.1, 3 above in respect of an executive function, it shall be reported to the Constitution Committee.

15.03 Changes to the governance arrangements

Changes to the law introduced by the Localism Act mean that there is no longer an automatic requirement for a referendum before a change to the Council's governance arrangements. Thus, the Council may change from executive arrangements to a committee system or change from a Leader and Cabinet executive to a Mayor and Cabinet executive by passing a resolution to that effect. This applies unless the Secretary of State has made an Order requiring the Council to hold a referendum on whether it should operate a Mayor and Cabinet executive. The resolution itself may provide that the proposed change be subject to approval in a referendum.

Article 16 - Suspension, interpretation and publication of the Constitution

16.01 Suspension of the Constitution

16.01.1 Limit to suspension

The Articles of this Constitution may not be suspended. The Council's Procedural Standing Orders may be suspended by the full Council to the extent permitted within those Standing Orders and the law.

16.02.2 Procedure to suspend

A motion to suspend any Standing Orders will not be moved without notice unless at least one-half of the full Council is present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1 and will only be for so long as is necessary to transact the particular item of business necessitating the suspension.

16.02 Interpretation

- 16.02.1 The ruling of the Chair of the Council as to the meaning or application of this Constitution, or as to any proceedings of the full Council, shall not be challenged at any meeting of the full Council. Such ruling will have regard to the purposes of the Constitution contained in Article 1;
- 16.02.2 Subject to the preceding paragraph of this Article, Procedural Standing Order 24 and Cabinet Procedure Rule 8.4, the Monitoring Officer shall decide any questions about the meaning or application of this Constitution. Such interpretation will have regard to the purposes of the Constitution contained in Article 1.

16.03 Publication

- 16.03.1 The Monitoring Officer will make available an electronic copy of the Constitution on the Council's web site for the benefit of County Councillors, Council Officers and members of the public. The electronic copy can be accessed at county libraries.
- 16.03.2 A paper copy of the Constitution will be available for inspection at the Council's principal office and a copy can be purchased by any person who requests one on payment of a reasonable fee.
- 16.03.3 The Monitoring Officer will ensure that the summary of the Constitution is made widely available within the area and is updated as necessary.
- 16.03.4 The Monitoring Officer will ensure that updates to the Constitution are similarly distributed.