



# **SAWBRIDGEWORTH TOWN COUNCIL**

## **CONSTITUTION**

### **What is The Constitution?**

The purpose of The Constitution is to set out how Sawbridgeworth Town Council works and how it makes decisions.

The Constitution is a living document, kept under continual review. The documents which form the constitution are re-examined annually by the Finance & Policy Committee.

Standing Orders provide procedures and controls for the management of Council business.

### **1. INTRODUCTORY DOCUMENTS**

- 1.1 Introduction to the Constitution
- 1.2 Residents & the Council
- 1.3 The Council's Powers & Functions
- 1.4 Powers & Functions - Summary List
- 1.5 The Town Clerk & Other Managers
- 1.6 The Council's Assets
- 1.7 Corporate Structure

### **2. GOVERNING DOCUMENTS - THE CORE PAPERS**

- 2.1 Standing Orders
- 2.2 Annual Town Meeting - Conduct
- 2.3 Financial Regulations
- 2.4 Treasury Management - Investment Strategy 2015-16
- 2.5 Budget Summary 2017-18

### **3. GOVERNING DOCUMENTS - THE PUBLIC**

- 3.1 Publication scheme
- 3.2 Complaints Procedure
- 3.3 Vexatious Behaviour
- 3.4 Petitions

### **4. GOVERNING DOCUMENTS - COUNCILLORS**

- 4.1 Councillors' Code of Conduct
- 4.2 Councillors' Guide to Integrity in Planning Matters
- 4.3 Protocol - Gifts & Hospitality
- 4.4 Protocol - Mayor & Deputy Mayor
- 4.5 Outside Appointments
- 4.6 Member Training and Development Policy
- 4.7 Protocol – Lordship of the Manor

### **5. GOVERNING DOCUMENTS - COUNCILLORS & OFFICERS**

- 5.1 Protocol - Councillor & Officer Relations
- 5.2 Protocol - Bullying & Harassment
- 5.3 Disciplinary Procedure
- 5.4 Grievance Procedure
- 5.5 Staff Handbook

### **6. KEY POLICIES**

- 6.1 Grants Policy
- 6.2 Communications Policy
- 6.3 Whistle blowing Policy
- 6.4 Child Protection Policy
- 6.5 Business Continuity Policy
- 6.6 Emergency Plan
- 6.7 Risk Management Policy
- 6.8 Data Protection Policy
- 6.9 Sawbridgeworth Town Council Logo Policy
- 6.10 Flag Flying Policy
- 6.11 Fly Posting Policy