Reigate and Banstead Borough Council

Constitution



This Constitution has been prepared and maintained as required by Section 37 of the Local Government Act 2000 and in line with guidance issued by the Secretary of State under Section 38 of that Act.

Updated with administrative changes: April 2024

This document is available on the Council's website www.reigate-banstead.gov.uk

For enquiries contact:

Phone: 01737 276182

Email: democratic@reigate-banstead.gov.uk



1.	Part 1	- Summary and Explanation	(Pages 5 - 8)
2.	Part 2	- Articles of the Constitution	
	a)	Article One - The Constitution	(Pages 9 - 10)
	b)	Article Two - Members of the Council	(Pages 11 - 12)
	c)	Article Three - Citizens and the Council	(Pages 13 - 14)
	d)	Article Four - The Council	(Pages 15 - 16)
	e)	Article Five - Chairing the Council	(Pages 17 - 18)
	f)	Article Six - The Leader and Deputy Leader	(Pages 19 - 20)
	g)	Article Seven - The Executive	(Pages 21 - 22)
	h)	Article Eight - Overview & Scrutiny Arrangements	(Pages 23 - 24)
	i)	Article Nine - Licensing & Regulatory and Other Committees	(Pages 25 - 26)
	j)	Article Ten - The Standards Committee	(Pages 27 - 28)
	k)	Article Eleven - Area Committees	(Pages 29 - 30)
	I)	Article Twelve - Joint Arrangements	(Pages 31 - 32)
	m)	Article Thirteen - Officers	(Pages 33 - 36)
	n)	Article Fourteen - Decision Making	(Pages 37 - 38)

	o)	Article Fifteen - Review and Revision of the Constitution	(Pages 39 - 40)
	p)	Article Sixteen - Suspension, Interpretation and Publication of the Constitution	(Pages 41 - 42)
	q)	Schedule 1 to Part 2 - Description of Executive Arrangements	(Pages 43 - 44)
3.	Part 3	3 - Responsibility for Functions	
	a)	Part 3a - Responsibility for Local Choice Functions	(Pages 45 - 46)
	b)	Part 3a - Responsibility for Council Functions	(Pages 47 - 58)
	c)	Part 3a - Responsibility for Executive Functions	(Pages 59 - 66)
	d)	Part 3b - Officer Scheme of Delegation	(Pages 67 - 154)
4.	Part 4	- Procedure Rules	
	a)	Procedure Rule 1 - Access to Information	(Pages 155 - 158)
	b)	Procedure Rule 2 - Council	(Pages 159 - 170)
	c)	Procedure Rule 3 - Executive Functions	(Pages 171 - 178)
	d)	Procedure Rule 4 - Committees	(Pages 179 - 184)
	e)	Procedure Rule 5 - Overview and Scrutiny	(Pages 185 - 194)
	f)	Procedure Rule 6 - Policy Framework and Budget	(Pages 195 - 200)
	g)	Procedure Rule 7 - Financial Procedure Rules	(Pages 201 - 250)

	h)	Procedure Rule 8 - Contract Procedure Rules	(Pages 251 - 264)
	i)	Procedure Rule 9 - Officer Employment	(Pages 265 - 272)
5.	Part	5 - Codes and Protocols	
	a)	Member Code of Conduct	(Pages 273 - 284)
	b)	Member Officer Relations	(Pages 285 - 292)
	c)	Working Groups and Task Groups	(Pages 293 - 294)
6.	Part (6 - Members' Allowances Scheme	(Pages 295 - 300)