

Part 11

Index

Part 11 - Index

Leicestershire County Council LGA 2000 Constitution - Consolidated Index including Standard Financial Instructions (SFI)

- Access to agenda and reports - *Part 4B: R5*
- Access to Executive documents:
 - by overview and scrutiny committees - *Part 4B: R23*
 - additional rights for elected members - *Part 4B: R24*
- Access to information:
 - area committees - *Part 2: A10.04*
 - generally - *Part 4B*
 - joint arrangements - *Part 2: A11.03*
- Access to minutes and decisions - *Part 4B: R7*
- Access to reports, exclusion - *Part 4B: R11*
- Accountability and Performance - *Part 4F: R13*
- Adjournment of debate - *Part 4A: SO24*
- Adoption Panel - *Part 3: Section E*
- Agenda and reports, access to - *Part 4B: R5*
- Agenda, Executive - *Part 4D: R7*
- Allowances:
 - basic - *Part 6: P. 3*
 - claims - *Part 6: P. 18*
 - co-optees' allowance - *Part 6: P. 15*
 - dependent carers' allowance - *Part 6: P. 9*
 - members' - *Part 2: A2.05*
 - members', scheme - *Part 6*
 - membership of more than one Authority - *Part 6: P. 6*
 - mileage rates - *Part 6: P. 11*
 - part-year entitlements - *Part 6: Ps. 7, 8*
 - pensions - *Part 6: Ps. 16, 17*
 - renunciation - *Part 6: P 5*
 - special responsibility allowances - *Part 6: P. 4; Schedule 1*
 - subsistence - *Part 6: Ps. 12-14*
 - travel and subsistence - *Part 6: P. 10; Schedule 2*
- Amendment and implementation of approved budgets and plans - *Part 4F: R12*
- Amendments to motions - *Part 4A: SO14, SO15*
- Appointing, Dismissing and Disciplining Employees - *Part 4H: R2*
- Appointment Committee (Chief Officers) - *Part 3: Section E*
- Appointment of Employees - *Part 4F: R18*
- Appointments:
 - and recruitment – *Part 4H: R7*
 - at Annual Meeting of County Council - *Part 4A: SO27*
 - by County Council - *Part 4A: SO26*
 - of Chief Officers - *Part 4H: R6*
 - procedure - *Part 4H: R5*

Part 11

Index
Page 2

- Appropriate Spokesman - *Part 4A: SO18*
- Approval of Premises Panel (Civil Marriages) - *Part 3: Section E*
- Area Committees:
 - generally - *Part 2: A10*
 - access to information - *Part 2: A10.04*
 - and Forums - *Part 2: Table B, Schedule 3*
 - Executive members on - *Part 2: A10.05*
- Area forums - *Part 2: A10*
- Articles, not to be suspended - *Part 2: A16.01*
- Assets:
 - inventories or - *Part 4F: R26*
 - securities - *SFI:19*
- Assistants for Political Groups, appointment of - *Part 4H: R8*
- Attendance at meetings of Executive - *Part 4B: R22*
- Attendances, record of - *Part 4A: SO31*
- Audit, internal - *Part 4F: R15*
- Award of Contract:
 - Acceptance of Tenders or Quotations - *Part 4G: R23*
 - Form of Contract - *Part 4G: R25*
 - Notification of Award - *Part 4G: R24*
 - Orders for work, goods and services - *Part 4G: R26*

- Background papers - *Part 4B: R8*
- Banking arrangements - *SFI:16*
- Basic Allowance - *Part 6: P. 3*
- Boards:
 - chairmen, appointment of - *Part 4A: SO32(3)*
 - proceedings - *Part 4A: SO33, SO34*
- Budget:
 - approval process - *Part 4C: R3*
 - call-in of Executive decisions outside - *Part 4C: R9*
 - council decision and Leader's objection – *Part 4C:R4*
 - decisions outside - *Part 4C: R5*
 - decisions outside, urgent - *Part 4C: R6*
 - implementation - *Part 4F: R12*
 - generally - *Part 2: A4.01(b)*
 - preparation - *Part 4F: R11*
- Business, next - *Part 4A: SO23*

- Cabinet, means an Executive meeting - *Part 1: P5*
- Cabinet Support Members - *Part 2: A7.09*
- Call-in:
 - Key Decision - *Part 4E: R14*
 - Key Decision, urgency - *Part 4E: R15*
 - Executive decision outside Policy Framework or Budget - *Part 4C: R9*
 - Summary - *Part 1: P21*
- Capital contracts - *SFI: 7*

- Capital expenditure:
 - accountability and performance - *Part 4F: R9*
 - in excess of approved amount - *SFI:1*
- Capital programme:
 - implementation - *Part 4F: R8*
 - preparation - *Part 4F: R7*
- Capital, substitution - *SFI:2*
- Chairman of the meeting – *Part 4A: SO2*
- Chairman of the County Council - *Part 2: A5.01*
- Chairman of Scrutiny Commission- *Part 2: A6.05; Part 4A: SO32*
- Chairmanship of the Executive, the Commission, bodies and committees - *Part 4A: SO31*
- Charges, review of - *SFI:15*
- Chief Executive, Head of Paid Service, as - *Part 2: Table D, Schedule 3*
- Chief Financial Officer:
 - generally - *Part 2: A12.04; Part 4C: R9*
 - designation - *Part 2: Table D, Schedule 3*
- Chief officers:
 - generally - *Part 2: Table C, Schedule 3*
 - appointment of - *Part 4H: R6*
 - financial responsibilities - *Part 4F: R3*
 - recruitment - *Part 4H: R4*
- Children's Community Homes and Service Teams Monitoring Panel - *Part 3: Section E*
- Citizens:
 - petitions from, at certain meetings - *Part 4A: SO36*
 - questions by, at certain meetings - *Part 4A: SO35*
 - responsibilities - *Part 2: A3.02*
 - rights - *Part 2: A3.01*
 - right to attend meetings - *Part 4B: R3*
 - rights, summary - *Part 1: P25*
- Claims, allowances - *Part 6: P. 18*
- Closure, County Council meeting, at - *Part 4A: SO25*
- Code of Conduct, Members - *Part 5A*
- Commission, Scrutiny, chairman, appointment of - *Part 4A: SO32(2)*
- Committees:
 - area - *Part 2: A10*
 - chairmen, appointment of - *Part 4A: SO32(3)*
 - overview and scrutiny - *Part 2: A6*
 - proceedings - *Part 4A: SO33, SO34*
 - Regulatory - *Part 2: A8.01*
- Common Seal - *Part 2: A14.05*
- Community Equipment Services, delegation - *Part 3: Section B: Page 13*
- Complaints Panel (School Curriculum and Religious Education) - *Part 3: Section E: Page 20*
- Composition of Member Panel (appointment or dismissal of certain officers) - *Part 4H: R4*
- Conduct Matters - *Part 3: Section B: Page 7*
- Conduct of Members - *Part 4A: SO18*

Part 11

Index
Page 4

- Confidential information, exclusion - *Part 4B: R10(1)*
- Conflicts of interest - *Part 4D: R4, Part 4G: R9*
- Constitution Committee - *Part 3: Section B: Page 8*
- Constitution:
 - adoption - *Part 1: P1*
 - changes - *Part 2: A15.02*
 - covers - *Part 1: P2*
 - interpretation - *Part 2: A1.04; Part 2: A16.02*
 - powers of the County Council *Part 2: A1.01*
 - publication - *Part 2: A16.03*
 - purpose - *Part 2: A1.03*
 - review - *Part 2: A15.01*
 - suspension - *Part 2: A16.01*
- Consultation, Executive - *Part 4D: R6*
- Contract Amendments:
 - Contract Extensions - *Part 4G: R31*
 - Contract Variations - *Part 4G: R30*
 - Early Termination of Contracts - *Part 4G: R 33*
 - Novation of Existing Contracts - *Part 4G: R32*
- Contract, Award of:
 - Acceptance of Tenders or Quotations - *Part 4G: R23*
 - Form of Contract - *Part 4G: R25*
 - Notification of Contract Award - *Part 4G: R24*
 - Orders for Work, Goods and Services - *Part 4G: R26*
- Contracting out - *Part 2: A11.05*
- Contract Procedure Rules:
 - Annual Reporting - *Part 4G: R7*
 - Application of - *Part 4G: R4*
 - Application of rules to ESPO - *Part 4G : R34*
 - Compliance - *Part 4G: R1*
 - Document Retention - *Part 4G : R35*
 - Exceptions - *Part 4G: R5*
 - Interpretation - *Part 4G : R4 ; Schedule 1*
- Contracts:
 - generally - *Part 2: A14.02, SFI: I7*
 - Supervision of by Third Parties - *Part 4G: R36*
- Co-opted members on overview and scrutiny committees - *Part 4E: R4*
- Co-optees' Allowance - *Part 6: P15*
- Copies, supply of agenda and reports - *Part 4B: R6*
- Corporate Governance Committee – *Part 2: A9; Part 3: Section B: Page 6*
- Corruption/Conflict of Interest, prevention of - *Part 4G: R9*
- Councillors, personal and/or pecuniary interests - *Part 4A: SO30*
- County Council:
 - chairman of - *Part 2: A5.01*
 - Common Seal - *Part 2: A14.05*
 - Constitution - *Part 2: A1*
 - decision, Leader's objection - *Part 4C: R4*
 - decision-making - *Part 2: A13.04*
 - full, functions of - *Part 2: A4.02*

- meeting, chairman of - *Part 4A: SO2*
- meetings - *Part 2: A4.03; Part 4A: SO1*
- members of - *Part 2: A2.01*
- minutes - *Part 4A: SO6*
- order of business - *Part 4A: SO4*
- order of business, variation of - *Part 4A: SO5*
- position statements - *Part 4A: SO8*
- questions, elected members, by - *Part 4A: SO7*
- quorum - *Part 4A: SO3*
- responsibility for functions - *Part 2: A4.01*
- Scheme of Delegations and Executive Functions - *Part 4D: R3*
- staff - *Part 1: P23, P24*
- summary - *Part 1: P4*
- County Councillors:
 - allowances - *Part 2: A2.05*
 - conduct of - *Part 2: A2.04*
 - election of - *Part 2: A2.02*
 - questions by - *Part 4A: SO7*
 - roles and functions of - *Part 2: A2.03*
- Criminal Justice Substance Misuse Treatment Provision, delegation - *Part 3: Section B: Page 13*

- Debate, adjournment of - *Part 4A: SO24*
- Decisions outside the Budget or Policy Framework – *Part 4C: R5*
 - urgent – *Part 4C: R6*
- Decision-making, principles - *Part 2: A13.02*
- Decisions, Executive - *Part 1: P11, P12*
- Delegation:
 - County council scheme of, and Executive Functions – *Part 4D: R3*
 - executive, none to individual elected members - *Part 2: A7.08*
 - of Executive functions - *Part 4D: R2*
 - Scheme of - *Part 3: Section D; Part 4D: R3*
 - specific - *Part 9*
 - To and from other local authorities - *Part 3: Section C*
 - To officers - *Part 3: Section C: Page 14*
- Dependent Carers' Allowance - *Part 6: P9*
- Deprivation of Liberty Assessments, delegation - *Part 3: Section B: Page 12*
- Deputy Chairmanship - *Part 4A: SO32*
- Deputy Leader:
 - generally - *Part 1: P8; Part 2: A7.04*
 - appointment of - *Part 2: A7.04*
 - Position Statement - *Part 4A: SO8*
- Designated Scrutiny Officer:
 - generally – *Part 2: A12.04A*
 - designation – *Part 2: Table D, Schedule 3*
- Development Control and Regulatory Board - *Part 3: Section B*
- Development of Policy Framework - *Part 4C: R2*
- Director of Corporate Resources:responsibilities - *Part 4F: R2*

Part 11

Index
Page 6

Director of Finance as Chief Financial Officer - *Part 2: Table D, Schedule 3*
 Director of Law and Governance:
 legal proceedings - *Part 2: A14.03*
 Monitoring Officer, as - *Part 2: Table D, Schedule 3*
 Disciplinary Action against certain employees - *Part 4H: R11*
 Disciplinary Action, Members' role in - *Part 4H: R10*
 Dismissals, procedures regarding - *Part 4H: R9*
 Dismissing, Disciplining and Appointing Employees, responsibility for - *Part 4H: R2*
 Disputes and Litigation - *SFI: I18A*
 Disputes Panel - *Part 3: Section E*
 Disturbances, at meetings - *Part 4A: SO29*
 Documents:
 authentication of - *Part 2: A14.04*
 rights to, overview and scrutiny - *Part 4E: R11*

East Midlands Shared Services - *Part 3: Section B: Page 12*
 Eastern Shires Purchasing Organisation - *Part 3: Section C: Page 11*
 Education representatives on overview and scrutiny committees - *Part 4E: R5*
 Elected Member Guidance on Employment Issues - *Part 5C, Page 5*
 Elected Members, giving account - *Part 4E: R12*
 Employees, appointment of - *Part 4F: R18*
 Employment Committee - *Part 3: Section B: Page 9*
 Employment Panel - *Part 3: Section E: Page 20*
 Employment Rules – see Officer Employment Procedure Rules - *Part 4H*
 E-Petitions – *Part 10 Ps 25-29*
 E-Petitions, guidance for – *Part 10: Appendix*
 ESPO - *Part 3: Section C: Page 11*
 ESPO, application of Contract Procedure Rules - *Part 4G: R34*
 Exclusion from meetings - *Part 4B: R10*
 Exclusion of access to reports - *Part 4B: R11*
 Executive:
 agenda - *Part 4D: R7*
 application of access to information rules - *Part 4B: R12*
 Arrangements, description of - *Part 2: Schedule 1*
 attendance at meetings of - *Part 4B: R22*
 cabinet support members *Part 2: A7.09*
 call-in of decisions outside Budget or Policy Framework - *Part 4C: R9*
 call-in of Key Decisions - *Part 4E: R14*
 Chairmanship - *Part 4A: SO32*
 changes to service provision - *Part 4F: R5*
 conflicts of interest - *Part 4D: R4*
 consultation - *Part 4D: R6*
 decision-making - *Part 2: A13.05*
 decisions by individual members - *Part 4B: R23*
 decisions, framework - *Part 4C: R1*
 decisions outside the Budget or Policy Framework - *Part 4C: R5*
 decisions, summary - *Part 1: P11*
 Deputy Leader - *Part 2: A7.04*

- Designation of Deputy Leader and Lead Members – *Part 2: A7.04*
- documents, access by overview and scrutiny committees - *Part 4B: R24*
- documents, additional rights of access by elected members - *Part 4B: R25*
- Executive members – *Part 2: A7.05*
- Forward Plan - *Part 4B: R14-17*
- form and composition - *Part 2: A7.02*
- functions, delegation of - *Part 4D: R2-3*
- functions, delegation to individual members - *Part 3: Section C*
- functions, discharge of - *Part 4D: R1*
- functions, responsibility for - *Part 3: Section C*
- Lead Members - *Part 2: A7.04*
- Leader - *Part 2: A7.03; Part 4A: SO32*
- means Leader and Cabinet - *Part 1: P5*
- meeting, questions from elected members - *Part 4A: SO7(3)*
- meetings - *Part 4D: R5*
- meetings relating to matters which are not Key Decisions - *Part 4B: R20*
- members of - *Part 8*
- no delegation to individual members - *Part 2: A7.08*
- notice of private meeting - *Part 4B: R21*
- proceedings - *Part 2: A7.06; Part 4A: SO33, SO34*
- record of decisions - *Part 4B: R18*
- reports from overview and scrutiny committees - *Part 4E: R10*
- required to submit a report to the County Council - *Part 4B: R17*
- responsibility for functions - *Part 2: A7.07*
- role of - *Part 2: A7.01*
- Standard Financial Instructions made by - *Part 4F: R1*
- subcommittees, delegation to - *Part 3: Section C*
- urgent decisions outside the Budget or Policy Framework - *Part 4C: R6*
- Exempt information:
 - definition - *Part 4B: R10(4), Schedule; Part 4B: Schedule*
 - exclusion - *Part 4B: R10(2)*
- Expenditure levels, changes in - *Part 4F: R6*
- Explanation, Personal, County Council at - *Part 4A: SO22*
- External funding and grants - *SFI:13*

- Finance, contracts and legal matters – *Part 2: A14*
- Financial irregularities - *Part 4F: R17*
- Financial management - *Part 2: A14.01*
- Financial planning and annual budgets - *Part 4F: R11*
- Financial Procedure Rules, application of - *Part 4F: R1*
- Financial Thresholds and Delegation - *Part 4G: R6*
- Forums, area - *Part 2: A10*
- Forward Plan:
 - confidential and exempt items – *Part 4B: R16*
 - generally - *Part 4B: R14*
 - general exception - *Part 4B: R15*
 - special urgency - *Part 4B: R17*
- Fostering Panel - *Part 3: Section E*
- Framework Agreements:

Part 11

Index
Page 8

- generally - *Part 4G: R28*
- Dynamic Purchasing Systems - *Part 4G: R29*
- Framework for Executive decisions - *Part 4C: R1*
- Framework, Policy, development - *Part 4C: R2*
- Functions:
 - executive, discharge of - *Part 4D: R1*
 - executive, responsibility for - *Part 2: A7.07*
 - local choice, responsibility for - *Part 3: Section A*
 - non-executive, responsibility for - *Part 2: A4.04*
- Funds, unofficial - *SFI: I20*

- General Disturbances – *Part 4A: SO29*
- Grant claims - *SFI: I13*
- Grants and External Funding - *SFI: I3*
- Guardianship Review Panel - *Part 3: Section E*

- Head of Paid Service:
 - designation - *Part 2: Table D, Schedule 3*
 - functions - *Part 2: A12.02*
 - recruitment - *Part 4H: R3*
- Heads of Departments:
 - general scheme of delegation - *Part 3: Section D*
 - record of specific delegations - *Part 9*
- Health and Wellbeing Board- *Part 2: A7A.01*
 - composition - *Part 2: A7A.02*
 - role and function – *Part 2: A7A.02*
- Health Scrutiny - *Part 2: A6.08*
- Health Scrutiny, joint - *Part 2: A6.09*

- ICT - *Part 4F: R24*
- Implementation and amendment of approved budgets and plans - *Part 4F: R12*
- Imprest accounts - *SFI: I10*
- Income records - *SFI: I13*
- Information and communication technology - *Part 4F: R24*
- Insurance - *Part 4F: R31; SFI: I18*
- Interests - *Part 5A: part 3*
- Interests of elected members, pecuniary - *Part 4A: SO30*
- Internal Audit - *Part 4F: R15*
- Internal control and check - *Part 4F: R16*
- Interpretation of Standing Orders - *Part 4A: SO38*
- Inventories - *Part 4F: R26; SFI: I12*
- Investment Subcommittee - *Part 3: Section B*
- Invoices, payment of - *SFI: I9*
- In-year changes to Policy Framework - *Part 4C: R8*

Joint arrangements:

- access to information - *Part 2: A11.03*
- contracting out - *Part 2: A11.05*
- delegation - *Part 2: A11.04*
- generally - *Part 2: A11; Part 3: Section C*
- wellbeing, to promote - *Part 2: A11.01*

Key Decision:

- call-in - *Part 4E: R14*
- call-in, urgency - *Part 4E: R15*
- Executive required to report to County Council - *Part 4B: R18*
- generally - *Part 2: A13.03*
- procedure - *Part 4B: R13*
- working definition - *Part 4D: R8*

Lead Members - *Part 2: A7.04*

Leader:

- appointment of - *Part 4A: SO32(1)*
- conflicts of interest - *Part 4D: R4*
- Council, of the - *Part 1: P6*
- Deputy - *Part 1: P8; Part 2: A7.04*
- executive functions, amending Scheme of Delegation - *Part 4D: R3*
- executive, of the - *Part 1, P7*
- generally - *Part 2: A7.03*
- objection to Council decision - *Part 4C: R4*
- Position Statement - *Part 4A: SO8*

Legal proceedings - *Part 2: A14.03*Length of Speeches, County Council meeting - *Part 4A: SO18*Litigation and Disputes Resolution - *SFI: I18A*Local Choice functions, responsibility for - *Part 3: Section A*Local Pension Committee - *Part 3: Section B*Management Structure - *Part 7*Manufacture and Storage of Explosives Panel - *Part 3: Section E*Meetings of the County Council – *Part 4A: SO1*Meetings of the Executive, the Commission, boards and committees, calling of
– *Part 4A: SO32*Member be not further heard - *Part 4A: SO18(8)*Member Conduct Panel - *Part 3: Section E*Member Guidance on Employment Issues - *Part 5C*Member/Officer relations, Protocol on - *Part 5C*Member Reference Panel on Quality and Safeguarding in Registered Care
Homes – *Part 3: Section E*Members, conduct of - *Part 4A: SO18*Members of the County Council - *Part 2: A2.01*Members of the Executive - *Part 8*

Part 11

Index
Page 10

- Members of the Executive, decisions by - *Part 4B: R23*
- Members, non-executive - *Part 1: P9*
- Members' allowances scheme - *Part 6*
- Members' Code of Conduct - *Part 5A*
- Members' Planning Code of Good Practice – *Part 5A(1)*
- Members' role in disciplinary action - *Part 4H: R10*
- Membership of more than one Authority (allowances) - *Part 6: P6*
- Minutes:
 - access to - *Part 4B: R7*
 - County Council, of - *Part 4A: SO6*
- Mileage rates - *Part 6: P11*
- Misconduct at County Council, elected member, by - *Part 4A: SO18(8)*
- Monitoring Officer:
 - designation - *Part 2: Table D, Schedule 3*
 - functions - *Part 2: A12.03*
- Motion:
 - affecting officers - *Part 4A: SO17*
 - amendments to - *Part 4A: SO14, SO15, SO16*
 - generally - *Part 4A: SO16*
 - moved during debate - *Part 4A: SO12*
 - moved without notice - *Part 4A: SO11*
 - Notice of - *Part 4A: SO10*
 - Recissions - *Part 4A: SO13*
 - Withdrawal of motion or amendment – *Part 4A: SO15*
- Next Business - *Part 4A: SO23*
- Nominated sub-contractors and suppliers - *Part 4G: R37*
- Non-executive members - *Part 1: P9*
- Notice of meetings - *Part 4B: R4*
- Notice of Motion, for County Council meeting - *Part 4A: SO10*
- Officers:
 - appointments procedure - *Part 4H: R5*
 - chief - *Part 2: Table C, Schedule 3*
 - Close personal relationships - *Part 5B: Appendix 4*
 - Code of Conduct - *Part 5B*
 - conduct - *Part 2: A12.06*
 - delegation to - *Part 3: Section C*
 - dismissal - *Part 4H: R9*
 - employment - *Part 2: A12.07*
 - functions of the Chief Financial Officer – *Part 2: A12.04*
 - functions of the designated scrutiny officer – *Part 2: A12.04A*
 - functions of the Head of Paid Service – *Part 2: A12.02*
 - functions of the Monitoring Officer – *Part 2: A12.03*
 - general scheme of delegation to - *Part 3: Section D*
 - giving account - *Part 4E: R12*
 - management structure - *Part 2: A12.01; Part 7*

- motions affecting - *Part 4A: SO17*
- Protocol on relations with members - *Part 5C*
- recruitment - *Part 4H: R7*
- register of gifts and hospitality - *Part 5B: Appendix 2*
- register of interests - *Part 5B: Appendix 1*
- responsibility for appointing, dismissing or disciplining - *Part 4H: R2*
- summary - *Part 1: P23*
- Whistleblowing procedure - *Part 5B: Appendix 3*
- On Street Parking, delegation - *Part 3: Section B*
- Order of business, County Council - *Part 4A: SO4*
- Order, point of - *Part 4A: SO22*
- Orders for work, goods and services - *SFI: I8; Part 4G: R26*
- Overview and Scrutiny Committees:
 - access to Executive documents - *Part 4B: R24*
 - call-in of Executive decision outside Policy Framework or Budget - *Part 4C: R9*
 - chairmanship - *Part 4E: R6*
 - co-opted members - *Part 4E: R4*
 - Education representatives - *Part 4E: R5*
 - generally - *Part 2: Table A, Schedule 3; Part 4E: R1*
 - matters in more than one remit - *Part 4E: R18*
 - membership - *Part 4E: R3*
 - numbers and arrangements for - *Part 4E: R1*
 - policy development – *Part 2: A6.04; Part 4E: R8*
 - proceedings - *Part 4A: SO33, SO34*
 - proceedings at - *Part 4E: R17*
 - requiring Executive to submit a report to the Council - *Part 4B: R18*
 - work programme - *Part 4E: R7*
- Overview and scrutiny:
 - access to documents - *Part 4B: R24*
 - attendance by others - *Part 4E: R13*
 - call-in of Key Decision - *Part 4E: R14*
 - call in procedure – *Part 2: A6.07*
 - decision-making - *Part 2: A13.06*
 - general role - *Part 2: A6.03*
 - health service functions *Part 2: A6.08*
 - health services - *Part 1: P16, P18*
 - joint committee – *Part 2: A6.09*
 - officers/members giving account - *Part 4E: R12*
 - party whip - *Part 4E: R16*
 - proceedings - *Part 2: A6.02*
 - reports from - *Part 4E: R9, R10*
 - review panels - *Part 1: P21*
 - rights to documents - *Part 4E: R11*
 - specific functions - *Part 2: A6.04*
 - summary - *Part 1: P16*
 - terms of reference - *Part 2: A6.01*

Part 11

Index
Page 12

Panels:

generally - *Part 3: Section E*

non-members excluded - *Part 4A: SO34(2)*

Parking and Traffic Regulations Outside London Adjudications Joint Committee (PATROL) - *Part 3: Section C*

Part-year entitlement (allowances) - *Part 6: P7, P8*

Party Whip, overview and scrutiny - *Part 4E: R16*

Payment of Invoices and claims - *SFI: I9*

Pecuniary interests - *Part 4A: SO30*

Pension fund investments - *Part 4F: R28*

Pensions - *SFI: I17; Part 6: P16, P17*

Personal Explanation, County Council at - *Part 4A: SO22*

Personnel Rules - *Part 4F: R20*

Petitions:

at meetings - *Part 10: P23, P24*

e-petitions - *Part 10: Ps 25-29*

from members of the public - *Part 4A: SO35*

full Council debate - *Part 10: P20, P21*

guidelines - *Part 10: P7, P8*

officer attendance (at meeting presented) - *Part 10: P17, P18*

not properly dealt with - *Part 10: Ps 30-32*

receipt of - *Part 10: P9, P10*

response to - *Part 10: P13-15*

standard - *Part 10: P16*

statutory consultation - *Part 10: P22*

Petitions Scheme for Leicestershire County Council - *Part 10*

Planning Code of Conduct – *Part 5A(1)*:

Contact with Applicants, Developers and Objectors – P 4

Decision Making – P 11

Development Proposals and Interests under the Members' Code of Conduct – P 2

Fettering Discretion in the Planning Process – P 3

Lobbying by Councillors – P 6

Lobbying of Councillors – P 5

Members' Awareness – P 12

Officers – P 10

Pre-Meetings – P 8

Public Speaking at Meetings – P 9

Relationship to the Members' Code of Conduct – P 1

Site Visits – P 7

Planning, Members' Code of Good Practice – *Part 5A(1)*

Point of Order - *Part 4A: SO22*

Point of Personal Explanation or Information for the Meeting – *Part 4A: SO22 (B)*

Police and Crime Panel - *Part 3: Section B*

Policy development, overview and scrutiny committees – *Part 1: P10; Part 4E: R8, R9*

Policy Framework:

call-in of Executive decisions outside - *Part 4C: R9*

- council decision and Leader's objection – *Part 4C: R4*
- decisions outside - *Part 4C: R5*
- decisions outside, urgent - *Part 4C: R6*
- development - *Part 4C: R2*
- generally - *Part 2: A4.01*
- in-year changes - *Part 4C: R8*
- Plans forming - *Part 2: Schedule 2*
- Political Assistants, appointment of - *Part 4H: R8*
- Position Statements, at County Council - *Part 4A: SO8*
- Prevention of corruption/conflict of interest - *Part 4G: R7*
- Principal Speaker - *Part 4A: SO18*
- Private meeting of Executive, notice - *Part 4B: R21*
- Private property - *SFI: I21*
- Proceedings of the Executive, the Commission, boards and committees - *Part 4A: SO33*
- Procurement cards - *SFI: I10*
- Procurement Exercise:
 - award methodology and evaluation criteria - *Part 4G: R13*
 - contract opportunity publication - *Part 4G: R14*
 - pre-estimate - *Part 4G: R10*
 - process - *Part 4G: R11, Part 4G: R15-22*
 - selection and award evaluation criteria - *Part 4G: R12*
- Procurement principles, general requirements - *Part 4G: R9*
- Professional fees - *SFI: I7*
- Property:
 - acquisition, disposal and review - *Part 4F: R22*
 - management - *Part 4F: R23*
 - private - *SFI: I21*
 - records and deeds - *Part 4F: R21*
- Protocol on Member/Officer relations - *Part 5C*
- Public's rights to access, summary of - *Part 4B: R9*
- Purchasing and income collection - *Part 4F: R25*

- Questions:
 - by elected members at meetings - *Part 4A: SO7*
 - by elected members, but not at Executive meetings - *Part 4A: SO7(3)*
 - by members of the public - *Part 4A: SO34*
- Quorum, County Council - *Part 4A: SO3*

- Record of decisions, Executive - *Part 4B: R19*
- Recruitment and appointment - *Part 4H: R7*
- Redeployment or redundancy - *Part 4F: R19*
- Register of Members of the Executive - *Part 8*
- Regulatory arm:
 - generally - *Part 1: P10; Part 2: A8.01*
 - decision-making - *Part 2: A13.07*
- Regulatory functions, responsibility for - *Part 3: Section B*

Part 11

Index
Page 14

- Reply, right of - *Part 4A: SO21*
- Renunciation (of allowances) - *Part 6: P5*
- Reports:
 - and agenda, access to - *Part 4B: R5*
 - exclusion of access to - *Part 4B: R11*
 - to County Council, dealing with - *Part 4A: SO9*
- Representations Panel (Independent Providers of Adult Social Care) - *Part 3: Section E*
- Rescissions - *Part 4A: SO13*
- Revenue:
 - carry forward of over or underspendings - *SFI: I6*
 - supplementary estimates - *SFI: I5*
 - virement - *SFI: I4*
- Review of charges - *SFI: I15*
- Reviews of service - *Part 4F: R14*
- Right of Reply - *Part 4A: SO21*
- Right to attend meetings - *Part 4B: R3*
- Rights of citizens - *Part 1: P24-27*
- Rights to documents, overview and scrutiny - *Part 4E: R11*
- Risks and liabilities - *Part 4F: R30*
- Risks, insurance - *SFI: I18*
- Rules, suspension - *Part 2: A16.01*

- Salaries, wages and pensions - *SFI: I17*
- Scheme of Delegation - *Part 4D: R3*
- Schools and Fair Funding Regulations - *SFI: I22*
- Scrutiny Commission:
 - Chairman - *Part 2: A6.05; Part 4A: SO32*
 - general - *Part 4E: R2*
 - membership - *Part 2: A6.06*
- Scrutiny, reports to Executive arising from - *Part 4E: R10*
- Secunder's speech - *Part 4A: SO19*
- Secure Accommodation Review Panel - *Part 3: Section E*
- Security of assets - *SFI: I19*
- Service provision, changes to - *Part 4F: R5*
- Speak again, when elected member may - *Part 4A: SO20*
- Special Responsibility Allowances – *Part 6: P4; Schedule 1*
- Specific delegations - *Part 9*
- Speeches, length of, County Council meeting, at - *Part 4A: SO18*
- Standard Financial Instructions, made by Executive - *Part 4F: R1*
- Standards of Conduct Matters - *Part 3: Section B*
- Standing Lists - *Part 4G: R27*
- Standing Orders:
 - interpretation of - *Part 4A: SO39*
 - means the Meeting Procedure Rules - *Part 2: A13.04*
 - suspension of - *Part 4A: SO38*
 - variation of - *Part 4A: SO37*

Statutory Scrutiny Officer - *Part 2: Table D, Schedule 3*

Stocks and stores - *Part 4F: R27*

Stocktaking - *SFI: I11*

Subsidiary accounts - *Part 4F: R4*

Subsistence (allowances) - *Part 6: P12-14*

Summary of public's rights to access - *Part 4B: R9*

Supervision of contracts by third parties - *Part 4G: R36*

Supply of copies of agenda and reports - *Part 4B: R6*

Suspension:

of Standing Orders - *Part 4A: SO37*

of the Constitution - *Part 2: A16.01*

Tedious repetition at County Council - *Part 4A: SO18(8)*

Tenders:

acceptance of - *Part 4G: R23*

discussions and post tender negotiations - *Part 4G: R22*

errors or discrepancies - *Part 4G: R21*

invitation to - *Part 4G: R18*

irregular - *Part 4G: R19*

negotiated procedure and competitive dialogue procedure - *Part 4G: R17*

open tendering - *Part 4G: R15*

receipt and opening - *Part 4G: R20*

restricted tendering - *Part 4G: R16*

Travel and subsistence allowances - *Part 6: P10; Schedule 2*

Travellers, delegation - *Part 3: Section B*

Treasury management - *Part 4F: R29*

Tribunals, acting as - *Part 2: A13.08*

Unofficial funds - *SFI: I20*

Urgent decisions outside the Budget or Policy Framework - *Part 4C: R6*

Variation of County Council order of business - *Part 4A: SO5*

Variation of Standing Orders - *Part 4A: SO36*

Virement - *Part 4C: R7; SFI: I4*

Voting - *Part 4A: SO28*

Wages - *SFI: I17*

Wellbeing, joint arrangements - *Part 2: A11.01*

Whip, party, overview and scrutiny - *Part 4E: R16*

Whistleblowing Procedure - *Part 5B: Appendix 3*

Working definition, Key Decision - *Part 4D: R8*

Write-offs - *SFI: I14*

This page is intentionally left blank