



**LONDON BOROUGH OF  
HARROW**

**CONSTITUTION**

This page is intentionally left blank

# **London Borough of Harrow**

## **The Constitution**

### **Contents**

<b>Section</b>	<b>Title</b>	<b>Pages</b>
	<b>Contents and Colours</b>	<b>7</b>
	<b>Constitution Index - September 2016</b>	<b>8 - 9</b>
	<b>Part 1 - Summary and Explanation</b>	<b>10 - 16</b>
	<b>Part 2 - Articles - Cover Sheet</b>	<b>17</b>
	<b>Part 2 - Contents Sheet</b>	<b>18</b>
	<b>Article 1 - The Constitution</b>	<b>19 - 20</b>
	<b>Article 2 - Members and the Council</b>	<b>21 - 23</b>
	<b>Article 3 - Citizens and the Council</b>	<b>24 - 26</b>
	<b>Article 4 - The Full Council</b>	<b>27 - 30</b>
	<b>Article 5 - The Mayor</b>	<b>31 - 32</b>
	<b>Article 6 - Overview and Scrutiny Committee</b>	<b>33 - 36</b>
	<b>Article 7 - The Executive</b>	<b>37 - 41</b>
	<b>Article 8 - Regulatory and Other Committees</b>	<b>42 - 43</b>

<b>Article 10 - Area Forums or Area Committees and Harrow Partnership Bodies</b>	<b>44</b>
<b>Article 11 - Joint Arrangements</b>	<b>45 - 46</b>
<b>Article 12 - Officers</b>	<b>47 - 53</b>
<b>Article 13 - Decision Making</b>	<b>54 - 56</b>
<b>Article 14 - Finance, Contracts and Legal Matters</b>	<b>57 - 58</b>
<b>Article 15 - Review, Revision and Publication of the Constitution</b>	<b>59 - 60</b>
<b>Article 16 - Interpretation and Suspension of the Constitution</b>	<b>61</b>
<b>Part 3A - Allocation of Responsibilities - Cover Sheet</b>	<b>62 - 63</b>
<b>Part 3A - General Index</b>	<b>64 - 65</b>
<b>Part 3A - Terms of Reference</b>	<b>66 - 134</b>
<b>Part 3A1 - Terms of Reference Schedule</b>	<b>135 - 155</b>
<b>Part 3B - Delegations to Officers</b>	<b>156 - 172</b>
<b>Part 4 - Rules of Procedure - Cover Sheet</b>	<b>173</b>
<b>Part 4 - Rules of Procedure - Index</b>	<b>174</b>
<b>Part 4A - Council Procedure Rules</b>	<b>175 - 208</b>
<b>Part 4A1 - Appendix - Council Petition Scheme</b>	<b>209 - 213</b>
<b>Part 4B - Committee Procedure Rules</b>	<b>214 - 254</b>

<b>Part 4B-1 Health and Wellbeing Procedure Rules</b>	<b>255 - 268</b>
<b>Part 4C - Budget and Policy Procedure Rules</b>	<b>269 - 277</b>
<b>Part 4D - Executive Procedure Rules</b>	<b>278 - 317</b>
<b>Part 4G - Access to Information Procedure Rules</b>	<b>318 - 336</b>
<b>Part 4H - Officer Employment Procedure Rules</b>	<b>337 - 342</b>
<b>Part 4I - Contract Procedure Rules</b>	<b>343 - 369</b>
<b>Part 4J - Miscellaneous Procedure Rules</b>	<b>370</b>
<b>Part 4K - Financial Regulations</b>	<b>371 - 430</b>
<b>Part 5 - Codes and Protocols - Cover Sheet</b>	<b>431 - 432</b>
<b>Part 5A - Members' Code of Conduct</b>	<b>433 - 444</b>
<b>Part 5B - Code of Conduct for Council Employees</b>	<b>445 - 462</b>
<b>Part 5C - Protocol for Members and Officers</b>	<b>463 - 468</b>
<b>Part 5D - Code of Practice and Publicity</b>	<b>469 - 477</b>
<b>Part 5E - Planning Protocol</b>	<b>478 - 490</b>
<b>Part 5F - Anti-Fraud Policy</b>	<b>491 - 511</b>
<b>Part 5G - Confidentiality of Part II Reports</b>	<b>512 - 514</b>
<b>Part 5H - Co-optees and Advisers</b>	<b>515 - 517</b>
<b>Part 5I - Members' Access to Information</b>	<b>518 - 523</b>
<b>Part 5J - Gifts and Hospitality Protocol</b>	<b>524 - 528</b>

<b>Part 5K - Code on Corporate Governance</b>	<b>529 - 534</b>
<b>Part 5L - Anti-Money Laundering Policy</b>	<b>535 - 551</b>
<b>Part 5M - Social Media Protocol</b>	<b>552 - 557</b>
<b>Part 5N - Cabinet Decisions Protocol</b>	<b>558 - 559</b>
<b>Part 5O - Protocol for public reporting on meetings</b>	<b>560</b>
<b>Part 5P - Protocol on the Recording of Decisions made by Officers</b>	<b>561 - 563</b>
<b>Part 6 - Members' Allowances Scheme - Cover Sheet</b>	<b>564</b>
<b>Part 6 - Members' Allowances Scheme</b>	<b>565 - 572</b>
<b>Part 7 - Glossary - Cover Sheet</b>	<b>573</b>
<b>Part 7 - Constitution Glossary</b>	<b>574 - 577</b>