| Contents of Constitution                                  | Issue<br>No. | Date           |
|---|--------------|----------------|
| Summary and Explanation                                   | 10           | May 2018       |
| Youth Committee Constitution                              | 7            | May 2018       |
| Standing Orders   | 11           | March 2018     |
| Standing Orders for Contracts                             | 6            | May 2018       |
| Financial Regulations                                     | 9            | March 2018     |
| Committee Terms of Reference and Delegation:              |              |                |
| Council   | 7            | June 2017      |
| Finance & Policy Committee                                | 7            | June 2017      |
| Personnel Committee                                       | 6            | June 2017      |
| Community, Environment & Services Committee               | 7            | June 2017      |
| Town Hall Committee                                       | 5            | June 2017      |
| Planning Committee  | 6            | June 2017      |
| Strategy Working Group                                    | 4            | May 2018       |
| Youth Committee (Informal Committee of Youth Councillors) | 1            | May 2008       |
| Council Policies:   |              |                |
| Environmental Policy                                      | 2            | April 2011     |
| Equality Policy   | 4            | August 2013    |
| Information & Data Protection Policy                      | 3            | March 2012     |
| Community & Social Policy                                 | 3            | April 2011     |
| ICT Policy  | 4            | September 2013 |
| Quality Policy  | 1            | December 2006  |
| Child & Vulnerable Adult Policy                           | 3            | September 2013 |
| Grants & Funding Policy                                   | 6            | October 2015   |
| Investment Policy   | 6            | February 2018  |
| Investment Strategy                                       | 1            | February 2018  |
| Customer Care Policy                                      | 3            | March 2011     |
| Communications & Marketing Strategy                       | 4            | March 2013     |
| Procurement Policy  | 1            | July 2007      |
| Town Hall Lettings Policy                                 | 4            | September 2016 |
| Volunteers Policy   | 5            | August 2013    |
| Document Retention Policy                                 | 3            | January 2008   |
| Pensions Discretion Policy                                | 4            | August 2014    |
| Banners, A-Boards & Signage Policy                        | 1            | September 2014 |
| Town Hall Equipment Policy                                | 2            | July 2017      |
| Data Privacy Notice                                       | 1            | June 2018      |
| CCTV Policy   | 1            | June 2018      |
| Corporate Business Plan:                                  |              |                |
| Business Plan   | 10           | January 2016   |
| Budget Summary  | 11           | July 2016      |
| Business Risk Assessment 2018/19                          | 2            | March 2018     |
| Medium Term Financial Strategy                            | 10           | January 2016   |
| Medium Term Financial Forecast                            | 2            | January 2016   |
| Disaster Recovery & Business Continuity Plan              | 1            | April 2015     |

| Contents of Constitution                          | Issue<br>No. | Date          |
|---|--------------|---------------|
| Codes & Protocols:                                |              |               |
| Complaints Code                                   | 2            | March 2015    |
| Code of Conduct for Members'                      | 4            | August 2012   |
| Officers' Code of Conduct                         | 2            | February 2007 |
| Protocol on Member/Officer Relations              | 1            | April 2006    |
|   |              |               |
| Management Structure                              | 14           | March 2018    |
| Committee Structure                               | 2            | March 2012    |
| Policy Decisions                                  | 11           | February 2016 |
| Appendices:                                       |              |               |
| Appendix 1 – Glossary of Terms & Acronyms         | 3            | April 2011    |
| Appendix 2 – Asset Register & Inventory           | 12           | June 2018     |
| Appendix 3 – Employee Handbook                    | 7            | June 2015     |
| Appendix 4 – Publication Scheme                   | 2            | December 2008 |
| Appendix 5 – Publication Scheme Information Guide | 2            | December 2008 |
| Appendix 6 – Mayor's Allowance Scheme             | 5            | March 2013    |
| Appendix 7 – Town Hall Hire Charges               | 8            | April 2018    |
|   |              |               |