

Constitution of Crawley Borough Council

27 March 2023

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ



Please contact democratic.services@crawley.gov.uk if you have any queries regarding the Constitution.

This document can be made available in other formats on request. Please contact us if you would like a translation or copies in Braille, large print, audio tape or computer disk of any part of the document.

CONSTITUTION OF THE COUNCIL

CONTENTS

	Page No.
1) Introduction to Crawley Borough Council's Constitution	5 - 8
2) Part 1: Introduction to Decision Making	9 - 12
3) Part 1: Full Council Functions	13 - 16
4) Part 1: Audit Committee Functions	17 - 18
5) Part 1: Employment Panel Functions	19 - 22
6) Part 1: Governance Committee Functions	23 - 24
7) Part 1: Grants Appeals Panel Functions	25 - 26
8) Part 1: Joint Committee Arrangements	27 - 28
9) Part 1: Licensing Committee Functions	29 - 30
10) Part 1: Licensing Sub-Committee (Hearings) Functions	31 - 32
11) Part 1: Licensing Sub-Committee (Taxis) Functions	33 - 34
12) Part 1: Overview and Scrutiny Commission Functions	35 - 36
13) Part 1: Planning Committee Functions	37 - 40
14) Part 1: The "Executive" Function (The Leader and the Cabinet)	41 - 56
15) Part 1: Employees' Joint Consultative Forum (EJCF) Functions	57 - 58
16) Part 1: Council Officer Responsibilities and Decision Making	59 - 72
17) Part 2: Full Council Procedure Rules	73 - 90
18) Part 2: General Committee Procedure Rules	91 - 98
19) Part 2: Virtual Committee Procedure Rules	99 - 108
20) Part 2: Licensing Sub-Committee (Hearings) Procedure Rules	109 - 120
21) Part 2: Speaking at Planning Committee Procedure Rules	121 - 124
22) Part 2: Scrutiny Procedure Rules	125 - 134
23) Part 2: Call-In Procedure Rules	135 - 138

24)	Part 2: Cabinet Procedure Rules	139 - 142
25)	Part 2: Access to Information Procedure Rules	143 - 154
26)	Part 2: Policy Framework Documents Procedure Rules	155 - 156
27)	Part 2: Financial and Budget Procedure Rules	157 - 170
28)	Part 3: Code of Conduct for Councillors	171 - 180
29)	Part 3: Procedure for Dealing with Code of Conduct Complaints	181 - 198
30)	Part 3: Code of Conduct on Planning Matters	199 - 210
31)	Part 3: Guidance Note for Councillors on Gifts and Hospitality	211 - 214
32)	Part 3: Protocol on Councillor/Officer Relations	215 - 222
33)	Part 3: Officers' Code of Conduct	223 - 228
34)	Part 3: Petitions Scheme	229 - 234
35)	Part 3: Councillors' Allowances Scheme	235 - 240
36)	Part 3: Appointment of Honorary Aldermen or Freemen	241 - 242