

# Constitution of Crawley Borough Council

21 September 2022

Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ



Please contact [democratic.services@ Crawley.gov.uk](mailto: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 Functions	31 - 32
11) Part 1: Overview and Scrutiny Commission Functions	33 - 34
12) Part 1: Planning Committee Functions	35 - 38
13) Part 1: The "Executive" Function (The Leader and the Cabinet)	39 - 54
14) Part 1: Employees' Joint Consultative Forum (EJCF) Functions	55 - 56
15) Part 1: Council Officer Responsibilities and Decision Making	57 - 70
16) Part 2: Full Council Procedure Rules	71 - 88
17) Part 2: General Committee Procedure Rules	89 - 96
18) Part 2: Virtual Committee Procedure Rules	97 - 106
19) Part 2: Licensing Sub-Committee (Hearings) Procedure Rules	107 - 118
20) Part 2: Speaking at Planning Committee Procedure Rules	119 - 122
21) Part 2: Scrutiny Procedure Rules	123 - 132
22) Part 2: Call-In Procedure Rules	133 - 136
23) Part 2: Cabinet Procedure Rules	137 - 140

24)	Part 2: Access to Information Procedure Rules	141 - 152
25)	Part 2: Policy Framework Documents Procedure Rules	153 - 154
26)	Part 2: Financial and Budget Procedure Rules	155 - 168
27)	Part 3: Code of Conduct for Councillors	169 - 178
28)	Part 3: Procedure for Dealing with Code of Conduct Complaints	179 - 196
29)	Part 3: Code of Conduct on Planning Matters	197 - 208
30)	Part 3: Guidance Note for Councillors on Gifts and Hospitality	209 - 212
31)	Part 3: Protocol on Councillor/Officer Relations	213 - 220
32)	Part 3: Officers' Code of Conduct	221 - 226
33)	Part 3: Petitions Scheme	227 - 232
34)	Part 3: Councillors' Allowances Scheme	233 - 238
35)	Part 3: Appointment of Honorary Aldermen or Freemen	239 - 240