

PART 1

SUMMARY AND EXPLANATION

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1. The Constitution

Doncaster Metropolitan Borough Council has agreed a Constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, whilst others are chosen by the Council.

1a. What is in the Constitution?

The following is a description of each of the major parts of the Constitution:-

Part 1 - Summary and Explanation

This is a short and accessible description of the document called the Constitution and of the methods by which decisions are taken by the Council.

Part 2 - Articles of the Constitution

There are 9 Articles which set out the fundamental rules and which define what the Council is; how its Mayor and Members are elected and work; how citizens can access the Council and its decision making structures; how policy is formed and how decisions are made, recorded, publicised and scrutinised; the work of certain officers and, finally, how the Constitution may be changed.

Part 3 - Responsibility for Functions

This identifies which part of the Council has responsibility for specific functions. Particularly important is the division of responsibilities between the Executive and the Full Council and the record, known as the "scheme of delegation" of who can take decisions in relation to those functions.

Part 4 - Rules of Procedure

This brings together eight sets of detailed rules which govern how every part of the Council operates.

Part 5 - Codes of Conduct

This contains a Statement of Vision and Values and sets out codes of conduct for Members and Officers and a protocol for Member and Officer relationships.

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Part 6 - Members

This has three parts. The first are job profiles which identify key rights and responsibilities across the diverse range of the duties of the Mayor and Members. The second is the scheme of Members' allowances, and the third sets out the arrangements for Members to declare their interests, in accordance with the Members' Code of Conduct.

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1b. What is the Purpose of the Constitution?

- (a) The purpose of the Constitution is to ensure efficient, transparent and accountable decision making in achieving the purposes and goals of the Council.
- (b) The Council has agreed a Corporate Plan which summarises the Council's key outcomes to be achieved through operating this Constitution. The table below shows the closest alignment between the Mayor's priorities and the outcomes in the Corporate Plan. However, it should be noted that the majority of the Mayor's priorities will help to progress more than one outcome.

Corporate Plan Outcome	Mayoral Priority
1. All people in Doncaster benefit from a thriving and resilient economy.	<ul style="list-style-type: none"> • Creating jobs and housing • Be a strong voice for our veterans • Protecting Doncaster's vital services
2. People live safe, healthy, active and independent lives.	<ul style="list-style-type: none"> • Safeguarding our communities • Bringing down the cost of living
3. People in Doncaster benefit from a high quality built and natural environment.	<ul style="list-style-type: none"> • Creating jobs and housing • Safeguarding our communities • Bringing down the cost of living
4. All families thrive.	<ul style="list-style-type: none"> • Protecting Doncaster's vital services
5. Council services are modern and value for money.	
6. Working with our partners we will provide strong leadership and governance, working in partnership.	

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- (c) In following this Constitution, the Council will:-
- (i) provide clear leadership to the community through the work of Members and Officers;
 - (ii) develop overview and scrutiny as a powerful and accessible tool to facilitate the involvement of citizens and other stakeholders in Council decision making and in holding decision makers to account.
 - (iii) make known who is to take decisions, when and on the basis of what information decisions are to be taken, and publish the reasons for decisions which have been taken.
 - (iv) demonstrate continuous improvement in the delivery of services.
 - (v) demonstrate absolute integrity and probity, using the Audit Committee to promote high ethical standards.
 - (vi) take steps to promote equality and to eliminate unlawful discrimination in the Council and the Borough.
 - (vii) take steps to promote the economic, social and environmental well-being of the area.
 - (viii) take steps to reduce crime and disorder.

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2. How the Council Operates

The Council is composed of a directly elected Mayor and 55 Councillors. Both the Mayor and Councillors are elected for four year terms (starting on the fourth day after being elected and ending on the fourth day after the date of the ordinary election four years later). Councillors are accountable to residents of their Ward and, whilst they have an overriding duty to the whole of the Borough, they have a special duty to their constituents, including those who did not vote for them.

The Mayor is covered by the same rules which apply to Councillors and except where stated, or is obvious from the context, references in the constitution to Members or Councillors include the Mayor.

The term Executive is widely used. This refers to the Mayor and the Cabinet Members acting individually or together. In some circumstances it also includes officers taking certain decisions.

The Executive is responsible for carrying out all of the Local Authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution. The Executive will consist of the elected Mayor together with at least 2, but not more than 9, Councillors appointed to the Executive by the Mayor. These Councillors will together form the Cabinet.

Councillors agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. The Audit Committee oversees that Code of Conduct and trains and advises elected Members on its operation.

All Councillors meet together as the Council. Meetings of the Council are normally open to the public. Here Councillors decide the majority of the Council's overall policies and set the budget each year.

The Mayor is personally responsible for appointing a Cabinet of between two and nine Councillors and for allocating responsibility to these Cabinet Members. These responsibilities are called portfolios.

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3. Summary of Roles of All Councillors

Roles and Functions of all Councillors

(a) **Key roles.** All Councillors will be eligible to perform one or more of the following roles:

- Ward Member
- Chair of Full Council
- Member of Full Council
- Cabinet Member
- Overview and Scrutiny Member
- Representative on Outside Bodies
- Group Leader
- Member of a regulatory committee, e.g. Planning or Licensing Committee

Job Profiles covering these roles (and that of the Mayor) are set out in Part 6(i) of this Constitution.

Cabinet Members may not also be Members of Overview and Scrutiny Committees or Chair of Council.

(b) **Rights and duties**

- (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (ii) Councillors will not make public, information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone, other than another Councillor, third party or officer entitled to know it.
- (iii) For these purposes, “confidential” and “exempt” information are defined in the Access to Information Rules in Part 4 of this Constitution.

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The Mayor

- (a) **Roles and Functions.** The Mayor will carry out the following roles:
- (i) be the Local Authority's principal public spokesperson;
 - (ii) give overall political direction to the Council;
 - (iii) appoint the Cabinet and Deputy Mayor;
 - (iv) decide on the scheme of delegation for executive functions;
 - (v) chair meetings of the Cabinet ; and
 - (vi) represent the Local Authority on external bodies (where the function of the outside bodies relates to executive functions of the Council) and appoint Members to such outside bodies.
- (b) **Mayor as Member of the Council.** The Mayor will be treated as a Councillor unless the law or context requires otherwise.

In particular the Mayor:

- (i) is subject to the same rules about qualification and disqualification as any other Councillor;
- (ii) must follow the rules about disclosure of interests and comply with the Councillors' Code of Conduct set out in Part 5 of this Constitution;
- (iii) may be a Member of, attend and speak at any meeting of the Council, its Committees and Sub-Committees, except the Overview and Scrutiny Committees. The Mayor may only speak at an Overview and Scrutiny Committee when invited to do so and may not vote at those meetings;

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- (iv) if a Member of a political group, will be taken into account when calculating seat allocations on Committees and Sub-Committees of which he/she is a Member, if they have to reflect the political composition of the Council as a whole in accordance with the Local Government and Housing Act 1989;
 - (v) is subject to the Members' Allowances Scheme set out in Part 6 of the Constitution; and
 - (vi) is subject to the same rules about casual vacancies as apply to all Councillors.
- (c) **Title of Mayor.** Although the title of Mayor may only be used by the Elected Mayor, on appropriate ceremonial occasions the Chair of the Council may bear the title of Civic Mayor.

Deputy Mayor

- (a) **Appointment.** At the first annual meeting of the Council after his/her election, the Mayor will inform the Council which Member of the Executive will act as Deputy Mayor.
- (b) **Term of Office.** The Deputy Mayor will hold office until the end of the Mayor's term of office unless he/she is no longer a Member of the Authority or the Executive, resigns as Deputy Mayor, or is removed by the Mayor from the office of Deputy Mayor.
- (c) **Duties of the Deputy Mayor.** If for any reason the Mayor is unable to act, or the office of Elected Mayor is vacant, the Deputy Mayor will act in his/her place until a new Mayor is elected or again able to act. If the Mayor is unable to act or the office is vacant, at the same time as the Deputy Mayor is unable to act or the office of Deputy Mayor is vacant, then the Cabinet must act in the Mayor's place, or arrange for a Member of the Cabinet to do so.

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- (d) **Removal from Office.** The Mayor may remove the Deputy Mayor from office at any time by serving a notice in writing to the Chief Executive. The notice must also appoint a new Deputy Mayor in order to be effective. The removal and appointment will take effect immediately on receipt of the notice by the Chief Executive. A change of Deputy Mayor must be reported by the Mayor to the next meeting of the Cabinet and the next meeting of the Full Council.

Other Cabinet Members

The Mayor shall appoint at least 2 and no more than 9 Councillors as Cabinet Members. The Cabinet need not be politically proportionate. Members of the Cabinet will hold office until:-

- (a) they are removed from office by the Mayor who must give written notice of any removal to the Chief Executive. The removal will take effect immediately on receipt of the notice by the Chief Executive;
- (b) they are no longer Councillors; or
- (c) they are disqualified from being Councillors under the Localism Act 2011.

A motion of no confidence in one or more Members of the Cabinet by the Full Council is NOT sufficient to terminate the office of that Member or those Members.

Members of the Cabinet may not be Members of Overview and Scrutiny Committees.

Meetings are only closed to the public where confidential or exempt issues are being discussed. A definition of confidential and exempt information is set out in the Access to Information Procedure Rules contained within Part 4 of the Constitution.

The Executive has to make decisions which are in line with the Council's Budget and Policy Framework. If it wishes to make a decision which is outside the Budget or Policy Framework, this must be referred to the Council as a whole to decide.

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4. How Decisions are Made

The Mayor and Cabinet, together known as the Executive, are the part of the Council which is responsible for most of the day to day decisions. When major or “key” decisions are to be discussed or made, these are published, in advance, in the Forward Plan. An explanation of the Forward Plan is set out in the Access to Information Procedure Rules in Part 4 of this Constitution. If these major decisions are to be discussed with Council Officers at a meeting of the Executive this, too, will usually be open for the public to attend.

5. Overview and Scrutiny

The Overview and Scrutiny Management Committee is responsible for ensuring robust and independent overview and scrutiny. This function supports the work of the Executive and the Council as a whole and allows citizens to have a greater say in Council matters by holding public inquiries into matters of local concern.

The work of Overview and Scrutiny Sub-Committees (locally known as Panels) is co-ordinated by the Management Committee. The Sub-Committees send reports and recommendations to the Executive and to the Council on its policies, budget and service delivery.

The Overview and Scrutiny Management Committee is also responsible for holding the Executive to account over the individual decisions it makes. In exceptional circumstances, the decisions of the Executive can be put on hold through the “call-in” mechanism and sent back by the Overview and Scrutiny Management Committee to the Executive to be reconsidered in the light of the recommendations of the Overview and Scrutiny Management Committee.

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6 The Council's staff

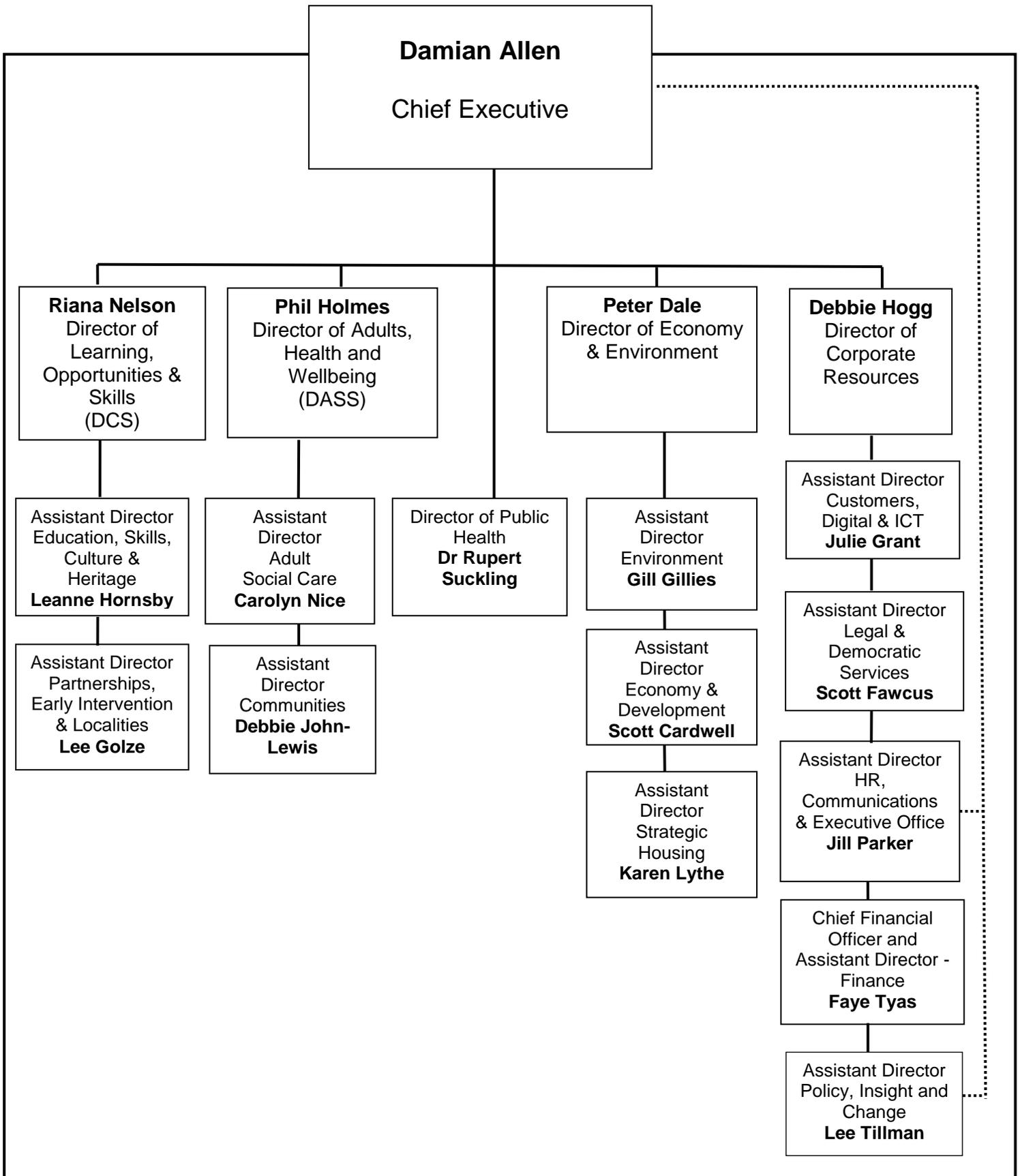
The Council has people working for it (sometimes called officers, staff, or employees), to give advice, implement decisions and manage the day to day delivery of services. Some employees have a specific duty to ensure the Council acts within the law and uses its resources wisely. These officers are the Chief Executive (the Head of Paid Service), the Monitoring Officer and the Chief Financial Officer.

Some officers will take decisions under delegations from the Council and the Executive.

7. Management Structure

The Officers of DMBC are arranged in 3 directorates. Each of these is headed by a Director who reports directly to the Chief Executive. The following chart shows the Council's current management structure.

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8. Members of the public.

Members of the public have the following rights. Their rights to information and to participate in decision making are explained in more detail in the Access to Information Rules in Part 4 of this Constitution.

- (a) **Voting and petitions.** Members of the public on the electoral roll for the area have the right to vote in elections and petition the Council on matters concerning the Borough.
- (b) **Information.** Members of the public:
 - (i) have the right, and are encouraged, to attend meetings of the Full Council, Committees and Sub-Committees, the Executive (and any Executive Committee) when key decisions are being considered, except where confidential and exempt information is likely to be disclosed, and the meeting is therefore held in private;
 - (ii) can find out what key decisions will be taken by the Executive and when;
 - (iii) can see reports and background papers (except where they are confidential or exempt), and any records of decisions made by the Full Council, Committees and Sub-Committees and the Executive; and
 - (iv) can inspect the Council's accounts and make their views known to the external auditor.
- (c) **Participation.** Members of the public have the right to ask questions in accordance with the Council Procedure Rules set out in Part 4 of this Constitution and contribute to the work of the Overview and Scrutiny Management Committee and Sub-Committees.
- (d) **Complaints.** Members of the public have the right to complain to:
 - (i) the Council, under its complaints scheme;
 - (ii) the Ombudsman (if unsatisfied by the Council's complaints scheme);
 - (iii) the Monitoring Officer about a breach of the Councillors' Code of Conduct.

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Responsibilities of Members of the Public

In exercising their rights members of the public will respect the Council, its Members, employees and its property.

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9. Definitions

The words and phrases defined in this definition section shall have the meaning set out below unless it is clear from another part or section of this Constitution that a different or alternative meaning is intended for the purposes of that part or section.

Access to Information	There are a number of legislative provisions which are integral to Doncaster Council's decision-making processes. The Council's rules relating to access to meetings and documentation relating to meetings; including exempt and confidential information, can be found in Part 4 of this Constitution.
Advisory Committee	A Committee appointed by the Council to advise the Council or the Executive on matters relating to the discharge of its functions.
Annual Meeting	The meeting of the full Council at which the Civic Mayor is elected. Other business related to the beginning of a new municipal year is also conducted.
Articles in the Constitution	Set out the overall framework of what is to be done and by whom. Standing Orders, Codes of Conduct and the other documents forming part of the Constitution set out how the Articles will be put into effect.
Authority, the	Doncaster Metropolitan Borough Council.
Borough Strategy	The key long-term document for improving quality of life in Doncaster.
By-Election	Casual vacancies for Councillors and the Elected Mayor are filled at By-elections conducted according to the law operating at the time of the vacancy.

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Budget	<p>The budget is defined as:</p> <p>(i) The identification and allocation of financial resources for the following financial year(s) by the Full Council including:-</p> <ul style="list-style-type: none"> • Revenue Budgets; • Capital Budgets; • The Council Tax base; • The Council Tax level; • Borrowing requirements; • Prudential Indicators; • The Medium-Term Financial Strategy; and • The Level of Uncommitted Reserves. <p>(ii) Any resolution of Full Council identified as a budgetary decision causing the total expenditure financed from Council Tax, grants and corporately held reserves to increase above that stated in the approved budget.</p>
Cabinet	<p>The Elected Mayor is assisted by the Cabinet which is often referred to as 'The Executive'. The Cabinet consists of between 2 and 9 Members of the Full Council each chosen by the Mayor. Cabinet Members are delegated a particular area, or several areas, of work to concentrate on and be responsible for. These areas of work are called Portfolios.</p>
Cabinet Members	<p>Those Councillors appointed by the Elected Mayor to the Executive. Each Cabinet Member will be responsible for a portfolio (area of work) and attend, speak and vote at meetings of the Executive.</p>
Call-in	<p>A process whereby non-executive Members can suspend an executive decision within seven days of it being taken (known as the 'call-in period'). The Overview and Scrutiny Management Committee will then meet to consider the decision and may refer it back to the decision-maker for reconsideration.</p>

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Chair	The person who presides over a meeting. The Civic Mayor chairs the meetings of the Full Council. Chairs of Council committees are appointed by Full Council. The Elected Mayor will usually chair meetings of the Executive.
Chief Executive	The most senior Officer of the Council who is designated as the Head of the Paid Service as defined in Section 4 of the Local Government and Housing Act 1989. See definition of Head of Paid Service below.
Chief Financial Officer	The officer appointed in accordance with section 151 of the Local Government Act 1972 who has responsibility for the administration of the financial affairs of the authority. Doncaster's Chief Financial Officer is the officer appointed to the position of Chief Financial Officer and Assistant Director - Finance. Also known as Section 151 Officer.
Chief Officers	The Chief Executive, Directors and Assistant Directors.
Civic Mayor/Chair of Council	A Councillor, not being a Member of the Executive, elected by the Council at the Annual Meeting to the position of Chair of the Council. The Civic Mayor of Doncaster Council is the first citizen of the borough and, as such, will normally carry out the ceremonial duties of the Council. In addition to his or her roles and duties as a Councillor, the Chair will have the additional responsibilities set out in Part 6 of this Constitution.
Clear Day	A working day, not including weekends or bank holidays. Access to Information legislation requires that agendas and reports are published "five clear days" in advance. This excludes both the day of the meeting and the day on which the meeting is called.
Code of Conduct for Members	The document which has been adopted by Doncaster setting out what is expected of Members and co-opted members of the Authority in terms of their conduct and behaviour, as set out in Part 5 of this Constitution.

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Committee	A group of Members (perhaps including non-voting co-opted members) appointed to discharge a specific function. The Authority has various types of committees. There are committees both of the Council and of the Executive. The terms of reference of the Council committees and sub-committees are set out in Part 3 of this Constitution.
Confidential Information	Defined in section 100A(3) of the Local Government Act 1972 as information provided to the Council by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public, or, information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court. The management of confidential information is explained in the Access to Information Procedure Rules set out in Part 4 of this Constitution. See also definition of exempt information .
Constitution	A document adopted by Doncaster Council which sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people.
Contract Procedure Rules (sometimes referred to as Contract Standing Orders)	Are contained in Part 4 of this Constitution and set out the rules and procedures which govern procurement and entering into contracts within the Council.
Co-opted Member	A Member of any committee or sub-committee of the Council (who is not an Independent member, as defined below) and not a Councillor or Officer of the Council. Co-opted members do not normally have voting rights on committees. One exception is the parent governor and church representatives on the Children's Overview & Scrutiny Panel who by law are voting members.
Corporate Plan	This provides a high level summary of the Council's current priorities.

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Council Functions	Those functions of the Authority which cannot be exercised by the Executive. These functions may be undertaken by the Full Council, a Committee, a Sub-Committee, a Joint Committee of the Council, an Officer or any other person authorised by the Full Council to carry out council functions. Council functions cannot be undertaken by the Executive.
Councillor	An individual democratically elected to serve on the Council. There are restrictions as to who can hold office as a Councillor. Councillors are also often referred to as 'Members'.
Delegated Power/Delegated Authority	Authority, delegated by the Elected Mayor or the Council, to another decision-making body or individual decision maker to make decisions or discharge functions.
Deputy Mayor	A Member of the Cabinet appointed by the Elected Mayor to act as his/her deputy. In specified circumstances, the Deputy Mayor may exercise any and all of the powers of the Elected Mayor.
Elected Mayor	Is elected by the voting public of Doncaster for a 4 year term and is responsible for all of the Council's Executive functions.
Executive	The Executive is made up of the Elected Mayor and between 2 and 9 other Councillors, one of whom is appointed as the Deputy Mayor. The Executive carry out all of the Authority's functions which are not the responsibility of any other part of the Authority, whether by law or under the Constitution. The term 'Executive' may refer to the Executive meeting as a whole (see definition of the Cabinet), any Sub-Committee of the Executive, or a single Member of the Executive, or an officer to the extent that any of these is responsible for the exercise of a particular executive function.

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Executive Arrangements	Defined in section 10 of the Local Government Act 2000 as arrangements by a local authority for and in connection with the creation and operation of an Executive of the authority; and under which certain functions of the authority are the responsibility of the Executive.
Executive Committees	Committees set up by the Executive and to which the Executive has allocated Executive functions under section 15 of the Local Government Act 2000. Members of Executive Committees will be Members of the Executive.
Executive Functions	Any functions of the Authority which are not the responsibility of any other part of the Authority, whether by law or, where the law provides a choice, under the Constitution. The division of functions between the Executive and the Council are set out in Part 3 of this Constitution.
Exempt Information	Information falling within the 7 categories set out in Schedule 12A of the Local Government Act 1972 (as amended) and subject to the relevant qualifications set out in that schedule. The management of exempt information is explained in the Access to Information Procedure Rules set out in Part 4 of this Constitution.
Extraordinary Meeting	A meeting of the Executive, any Committee or Sub-Committee of the Council or any Scrutiny body, which was not on the calendar of meetings agreed at the Annual Meeting but is called by the Chair, the Monitoring Officer, Chief Financial Officer or Chief Executive to consider a particular item, or items, of business in accordance with Access to Information provisions.

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<p>Financial Procedure Rules (sometimes referred to as Financial Standing Orders)</p>	<p>Are contained in Part 4 of this Constitution and set out in the rules and procedure, which govern financial management and control within the Council.</p>
<p>Forward Plan</p>	<p>A document prepared by the Chief Executive on behalf of the Elected Mayor which contains details of all the matters likely to be the subject of Key Decisions to be taken by either the Executive or its committees or officers.</p>
<p>Full Council</p>	<p>A meeting which all Councillors of the authority and Elected Mayor are entitled to attend.</p>
<p>Head of Paid Service</p>	<p>The officer appointed by the Authority in accordance with section 4 of the Local Government and Housing Act 1989 who has overall corporate management and operational responsibility within the Council. At Doncaster Council the Head of the Paid Service is the officer appointed to the position of Chief Executive.</p>
<p>Independent Member</p>	<p>A member of any Committee who is not a Councillor or an officer of the Council.</p>
<p>Joint Committee/Joint Arrangements</p>	<p>A committee comprising Members of two or more local authorities created under section 102(1) of the Local Government Act 1972. (See Article 8).</p>

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<p>Key Decision</p>	<p>Defined in the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 as an Executive decision which in the opinion of the Elected Mayor is likely to:</p> <ul style="list-style-type: none"> • Result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates; or • Be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council. <p>The level of expenditure/savings which this Authority has adopted as being financially significant are:</p> <p>(a) in the case of the revenue budget, gross full-year effect of £250,000 or more.</p> <p>(b) in the case of the capital budget, £1,000,000 or more in respect of a single project or otherwise across one financial year.</p> <p>Further guidance on Key Decisions is included in the Access to Information Procedure Rules in Part 4 of this Constitution and in Article 8.</p>
<p>Member</p>	<p>A Councillor generally or, in relation to a committee or sub-committee, a Member of that committee or sub-committee. The Elected Mayor will be treated as a Member of the Council unless the law or context requires otherwise.</p>
<p>Members’ Allowance Scheme</p>	<p>Contained in Part 6 of this Constitution and sets out the scheme under which the Elected Mayor, Councillors, Independent members and Co-opted members are entitled to receive allowances in respect of carrying out their duties and for fulfilling any special responsibilities allocated to them.</p>

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Monitoring Officer	The officer appointed by the Authority in accordance with Section 5 of the Local Government and Housing Act 1989 to report to it on any proposal, decision or omission by the Authority, or its committees or sub-committees, or its officers, which has given, or may give rise, to a contravention of law or statutory code of practice. The Monitoring Officer is the 'qualified person' for the purposes of determining whether disclosure of particular information under the Freedom of Information Act 2000 would be likely to prejudice the effective conduct of public affairs and is the principal advisor to the Audit Committee on ethical governance covering the behaviour of both Members and Officers. In Doncaster the Monitoring Officer is the Assistant Director Legal and Democratic Services.
Officers	The Council's staff.
Overview and Scrutiny Committee	A committee established by Council to undertake overview and scrutiny functions as set out in section 21 of the Local Government Act 2000 and subsequent legislation. It consists of Councillors who are not Members of the Executive and reflects the political balance of the Council. The Committee holds the executive to account through consideration of executive decisions. It is also able to undertake policy reviews of Council functions and anything else affecting the economic, social or environmental well-being of the borough's residents.
Panel	The name applied in Doncaster to the standing sub-committees of the Overview and Scrutiny Management Committee.
Partnership Arrangement	An arrangement between Doncaster Council and one or more other bodies or persons to achieve objectives of the Council and at least one of the other parties but which is not a contract for the provision by one party to another of a supply, service or works in exchange for a fee or other consideration.

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Policy Framework	A set of plans and strategies set down by legislation (for list see Part 3). Approving or adopting the elements of the policy framework is a function reserved to the full Council.
Political Assistant	Not an ordinary officer of the Council but one appointed under section 9 of the Local Government and Housing Act 1989. Some rules apply differently in relation to these officers from how they apply to other council officers.
Portfolio	The responsibilities or roles allocated to a Cabinet Member by the Elected Mayor. The Elected Mayor may also hold a portfolio area of responsibility.
Proper Officer	Has a statutory definition in section 270(3) of the Local Government Act 1972 and means, in relation to any purpose, the officer appointed for that purpose by the Authority or for that area, as the case may be. A list of the Proper Officers can be found in Section 6 of Part 3 of this Constitution.
Protocol	A document forming part of the Constitution which sets out a guide to the way certain individuals and groups interact with each other. They are not rules but they do give guidance on how things should operate. Part 5 of this Constitution contains the protocols applying to Doncaster in respect of Members and Officers.
Quorum	The number of Members of the Council, the Executive, a committee or sub-committee required to be present to allow a meeting to transact business validly. The quorums for each body are set out in the relevant procedure rules in Part 4 of this Constitution.
St Leger Homes of Doncaster	An Arms Length Management Organisation (ALMO) responsible for managing council homes in Doncaster. This includes managing council housing, collecting council housing rents and repairing and maintaining council homes. It is a not-for-profit organisation.
Section 151 Officer	The officer appointed in accordance with section 151 of the Local Government Act 1972 and who has responsibility for the administration of the financial affairs of the authority. This position is also known as the Chief Financial Officer and in Doncaster the position is currently held by the Council's Assistant Director of Finance.

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<p>Standing Orders (known locally as Procedure Rules)</p>	<p>Rules which the Council has adopted to regulate its business and proceedings. There are also separate Standing Orders relating to the appointment and dismissal of staff and the process leading up to and the making of contracts. These are set out in Part 4 of this Constitution.</p>
<p>Sub-Committee</p>	<p>A group of Members (including where appropriate co-opted members) appointed by a committee to take responsibility for one or more aspects of its functions or function.</p>
<p>Vice-Chair</p>	<p>Will deputise for the Chair of the body, including chairing the meeting in the Chair's absence.</p> <p>The Vice-Chair of Council carries out the functions of the Civic Mayor/Chair of Council in their absence. As a general principle, the Vice-Chair of Council will assume the position of Chair of Council at the Council's Annual General Meeting in the next Municipal Year.</p>
<p>Ward</p>	<p>A sub-division of the Borough. Doncaster has 21 wards and the electors in each ward elect a total of 2 or 3 Councillors to represent them on the Council.</p>