

1. THE COUNCIL

Composition

- 1.1 The Council comprises fifty-one councillors (also called Members) elected for a term of office of four years.
- 1.2 Councillors shall retire in every such fourth year on the fourth day after the ordinary day of election of councillors and the newly-elected councillors shall come into office on the day on which their predecessors retire.
- 1.3 Southend-on-Sea City Council's councillors represent seventeen areas known as Wards across the city. Each Ward has three councillors.
- 1.4 Each councillor represents a roughly equivalent number of electors.
- 1.5 If a councillor resigns or leaves office for another reason, a by-election is held to fill the "casual" vacancy in accordance with a statutory procedure, unless it is within six months of the next ordinary local elections in which case the casual vacancy will be filled at those elections.

The Role of the Council

- 1.6 The Council's role (its functions) are:
 - (a) Adopting and amending the Council's Constitution ;
 - (b) Approving or adopting the Council's Budget and Policy Framework;
 - (c) Setting the Council Tax;
 - (d) Subject to the urgency procedure of the Council's Budget and Policy Framework Procedure Rules, making decisions which relate to an executive function which is covered by the Budget and Policy Framework, when the decision would be contrary to, or not wholly in accordance with the Budget, or would be contrary to the Policy Framework;
 - (e) Appointing and removing the Leader of the Council;
 - (f) Deciding the size, nature and composition of the Council's Committees, appointing the Chairs and Vice Chairs for the Committee and agreeing and / or amending the terms of reference of the Committees;
 - (g) Appointing councillors to represent the Council on outside bodies (unless the appointment is, or relates to, an executive function, or it has been delegated by the Council to an individual or Council body);
 - (h) Adopting, amending, revoking or replacing the Code of Conduct for Councillors and the Council's Arrangements for dealing with complaints against councillors;
 - (i) Adopting, amending, revoking or replacing the Scheme of Member Allowances;
 - (j) Passing byelaws and local legislation;

- (k) Confirming and terminating the appointment of the Council's Head of Paid Service (Chief Executive) and certain Statutory Officers;
- (l) Discharging the functions which must be reserved to the Council as a matter of law;
- (m) Discharging the non-executive functions specified in this Constitution as being the responsibility of the Council;
- (n) Appointing Honorary Aldermen and Honorary Freemen in accordance with Council's Scheme.