



WEST OXFORDSHIRE DISTRICT COUNCIL

CONSTITUTION

Version: 2.5
Publication date: Wednesday, 22 May 2024

Revision history

Revision Date	Version	Description
27 September 2023	2.0	Council agreed various changes including to Overview and Scrutiny.
19 October 2023	2.1	Removal of Deputy Chief Executive title.
29 November 2023	2.2	Council agreed to the inclusion of budget procedure rules and a change to the responsibilities of the Performance and Appointments Committee.
31 January 2024	2.3	Council agreed to the inclusion of a Communications Protocol.
13 March 2024	2.4	Amendment to the officer scheme of delegation agreed by the Executive on 6 March 2024; various changes agreed by Council on 13 March 2024; inclusion of employee code of conduct agreed by Audit and Governance Committee on 19 March 2024; minor amendments made under delegated authority.
22 May 2024	2.5	Council agreed changes to the Members' Allowances Scheme and the membership of the Audit and Governance Committee.

AGENDA

1. Glossary of Terms (Pages 5 - 8)

Part 1: Summary

2. Part 1: Summary (Pages 9 - 12)

Part 2: Articles of the Constitution

3. Part 2: Articles of the Constitution (Pages 13 - 40)

Part 3: Principles of Decision Making

4. Part 3A: Principles of Decision Making (Pages 41 - 46)

5. Part 3B: Council Functions (Pages 47 - 50)

6. Part 3C: Committee Functions (Pages 51 - 72)

7. Part 3D: Executive Functions (Pages 73 - 76)

Part 4: Officer Scheme of Delegation

8. Part 4A: Introduction (Pages 77 - 78)

9. Part 4B: Statutory and Proper Officers (Pages 79 - 84)

10. Part 4C: Functions in Relation to Legal Services (Pages 85 - 88)

11. Part 4D: Functions in Relation to Licensing (Pages 89 - 94)

12. Part 4E: Functions in Relation to Regulatory Matters (Pages 95 - 96)

13. Part 4F: Functions in Relation to Planning (Pages 97 - 108)

Part 5: Policy and Procedure Rules

14. Part 5A: Council Procedure Rules (Pages 109 - 144)

15. Part 5B: Executive Procedure Rules (Pages 145 - 152)

16. Part 5C: Overview and Scrutiny Rules (Pages 153 - 162)

17. Part 5D: Procedure in Relation to Licensing Applications (Pages 163 - 164)

18. Part 5E: Standards Sub-Committee Procedure Rules (Pages 165 - 172)

19. Part 5F: Budget and Policy Rules (Pages 173 - 178)

20. Part 5G: Access to Information Rules (Pages 179 - 188)
21. Part 5H: Contract Procedure Rules (Pages 189 - 216)
22. Part 5I: Financial Procedure Rules (Pages 217 - 282)
23. Part 5J: Officer Employment Procedure Rules (Pages 283 - 290)
24. Part 5K: Budget Procedure Rules (Pages 291 - 296)

Part 6: Codes and Protocols

25. Part 6A: Member Code of Conduct (Pages 297 - 310)
26. Part 6B: Member/Officer Protocol (Pages 311 - 322)
27. Part 6C: Appointments of Members to Outside Bodies (Pages 323 - 324)
28. Part 6D: Protocol on the Use of Council Facilities and Resources by Councillors (Pages 325 - 326)
29. Part 6E: Local Petition Scheme (Pages 327 - 330)
30. Part 6F: Protocol on Conferment of Honorary Titles (Pages 331 - 332)
31. Part 6G: Monitoring Officer Protocol (Pages 333 - 338)
32. Part 6H: Officer Decision Making Protocol (Pages 339 - 344)
33. Part 6I: Protocol on the Pre-election Period (Pages 345 - 350)
34. Part 6J: Social Media Policy (Pages 351 - 358)
35. Part 6K: Whistle-blowing Policy (Pages 359 - 372)
36. Part 6L: Counter Fraud and Anti-Corruption Policy (Pages 373 - 388)
37. Part 6M: Communications Protocol (Pages 389 - 406)
38. Part 6N: Protocol for Webcasting Meetings (Pages 407 - 408)
39. Part 6O: Employee Code of Conduct (Pages 409 - 430)
40. Part 6P: Corporate and Individual Gifts, Hospitality and Sponsorship Process (Pages 431 - 436)

Part 7: Members Allowances Scheme

41. Part 7: Members Allowances Scheme Financial Year 2023/2024 to 2026/2027 (Pages 437 - 442)

(END)