



# WEST OXFORDSHIRE DISTRICT COUNCIL

## CONSTITUTION

Version: 2.16

Publication date: Wednesday, 3 December 2025

## 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.
24 July 2024	2.6	Council agreed three delegations in relation to the Pavement Licensing Policy.
25 September 2024	2.7	Council agreed to adopt a planning code of good practice, a protocol for recording meetings and changes to parts 3C, 4C and 4F.
1 November 2024	2.8	Changes made under delegated authority to reflect Phase 1 of the Publica transition and other updates to the scheme of delegation.
27 November 2024	2.9	Council adopted revised Standards Sub-Committee Procedure rules. The values of Member Allowances have been amended to reflect the uplift for 2024/25.
24 February 2025	2.10	Development Control Committee delegated responsibility for agreeing Section 106 agreements to enable local habitat banks to be created.
19 March 2025	2.11	Council on 19 March 2025 agreed changes to parts 2, 3C, 4B, 4C and 5C
7 April 2025	2.12	The Monitoring Officer adopted new Contract Procedure Rules (Part 5H) following consultation with the Constitution Working Group, under authority delegated by Council on 19 March 2025.
21 May 2025	2.13	Council on 21 May 2025 agreed to change the size of the Overview and Scrutiny Committee
28 July 2025	2.14	Council on 21 May 2025 agreed changes to Part 5A and on 17 July 2025 agreed changes Part 7. The Audit and Governance Committee on 26 June 2025 agreed to the adoption of an updated Whistle-Blowing Policy.
1 October 2025	2.15	Council on 1 October 2025 agreed changes to Part 5F and Part 5G.

3 December 2025	2.16	Council on 3 December 2025 agreed changes to Part 3C and Part 5A
-----------------	------	--

# AGENDA

1. Glossary of Terms (Pages 7 - 10)

## **Part 1: Summary**

2. Part 1: Summary (Pages 11 - 14)

## **Part 2: Articles of the Constitution**

3. Part 2: Articles of the Constitution (Pages 15 - 42)

## **Part 3: Principles of Decision Making**

4. Part 3A: Principles of Decision Making (Pages 43 - 48)

5. Part 3B: Council Functions (Pages 49 - 52)

6. Part 3C: Committee Functions (Pages 53 - 74)

7. Part 3D: Executive Functions (Pages 75 - 78)

## **Part 4: Officer Scheme of Delegation**

8. Part 4A: Introduction (Pages 79 - 80)

9. Part 4B: Statutory and Proper Officers (Pages 81 - 86)

10. Part 4C: Functions in Relation to Legal Services (Pages 87 - 90)

11. Part 4D: Functions in Relation to Licensing (Pages 91 - 96)

12. Part 4E: Functions in Relation to Regulatory Matters (Pages 97 - 98)

13. Part 4F: Functions in Relation to Planning (Pages 99 - 110)

14. Part 4G: Functions in Relation to Assets and Property (Pages 111 - 112)

## **Part 5: Policy and Procedure Rules**

15. Part 5A: Council Procedure Rules (Pages 113 - 146)

16. Part 5B: Executive Procedure Rules (Pages 147 - 154)

17. Part 5C: Overview and Scrutiny Rules (Pages 155 - 164)

18. Part 5D: Procedure in Relation to Licensing Applications (Pages 165 - 166)

19. Part 5E: Standards Sub-Committee Procedure Rules (Pages 167 - 174)

20. Part 5F: Budget and Policy Rules (Pages 175 - 180)
21. Part 5G: Access to Information Rules (Pages 181 - 188)
22. Part 5H: Contract Procedure Rules (Pages 189 - 210)
23. Part 5I: Financial Procedure Rules (Pages 211 - 276)
24. Part 5J: Officer Employment Procedure Rules (Pages 277 - 284)
25. Part 5K: Budget Procedure Rules (Pages 285 - 290)

#### **Part 6: Codes and Protocols**

26. Part 6A: Member Code of Conduct (Pages 291 - 304)
27. Part 6B: Member/Officer Protocol (Pages 305 - 316)
28. Part 6C: Appointments of Members to Outside Bodies (Pages 317 - 318)
29. Part 6D: Protocol on the Use of Council Facilities and Resources by Councillors (Pages 319 - 320)
30. Part 6E: Local Petition Scheme (Pages 321 - 324)
31. Part 6F: Protocol on Conferment of Honorary Titles (Pages 325 - 326)
32. Part 6G: Monitoring Officer Protocol (Pages 327 - 332)
33. Part 6H: Officer Decision Making Protocol (Pages 333 - 338)
34. Part 6I: Protocol on the Pre-election Period (Pages 339 - 344)
35. Part 6J: Social Media Policy (Pages 345 - 352)
36. Part 6K: Whistle-blowing Policy (Pages 353 - 366)
37. Part 6L: Counter Fraud and Anti-Corruption Policy (Pages 367 - 382)
38. Part 6M: Communications Protocol (Pages 383 - 400)
39. Part 6N: Protocol for Webcasting Meetings (Pages 401 - 402)
40. Part 6O: Employee Code of Conduct (Pages 403 - 424)
41. Part 6P: Corporate and Individual Gifts, Hospitality and Sponsorship Process (Pages 425 - 430)
42. Part 6Q: Members Planning Code of Good Practice (Pages 431 - 442)
43. Part 6R: Protocol for Recording at Meetings (Pages 443 - 444)

## Part 7: Members Allowances Scheme

44. Part 7: Members Allowances Scheme Financial Year 2023/2024 to 2026/2027 (Pages 445 - 450)

(END)