



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and Date of Committee	COUNCIL – 31 JANUARY 2024
Subject	RECOMMENDATION FROM THE CONSTITUTION WORKING GROUP
Wards Affected	None
Accountable Member	Councillor Mathew Parkinson – Chair of the Constitution Working Group. Email: mathew.parkinson@westoxon.gov.uk
Accountable Officer	Andrea McCaskie – Director of Governance. Email: andrea.mccaskie@westoxon.gov.uk
Report Author	Max Thompson – Senior Democratic Services Officer. Email: max.thompson@westoxon.gov.uk
Purpose	To present a recommendation to Council, from the Constitution Working Group, relating to the adoption of a Communications Protocol into the Council's constitution.
Annex	Annex A – WODC Council Communications Protocol
Recommendation	That Council Resolves to: <ol style="list-style-type: none">I. Approve the adoption of a Communications Protocol into the Council's Constitution.
Corporate Priorities	<ul style="list-style-type: none">• Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Constitution Working Group, Director of Governance, and Business Manager for Communications and Marketing.

1. EXECUTIVE SUMMARY

- 1.1 This report recommends and proposes that Council adopts a Communications Protocol in to it's Constitution. The recommendation arises from the latest meeting of the Constitution Working Group. Adopting the protocol will help clarify for staff, members and the corporate communications team, as to how communications are conducted by the organisation in compliance with relevant laws and best practice.

2. BACKGROUND AND MAIN POINTS

- 2.1 The Council's Constitution sets out how the Council operates, how decisions are taken and the procedures which are followed to ensure that decision-making is efficient, transparent and accountable to local people.
- 2.2 The Council has a legal duty to publish a Constitution, which should be reviewed at least annually. The Council has an established, cross-party Constitution Working Group, which meets regularly and makes recommendations to Council regarding amendments to the Constitution, keeping it up to date with changes to legislation, governance practice and the wishes of the Council.
- 2.3 The Constitution Working Group met on 9 January 2024 to discuss the Protocol. The recommendation arising from the meeting is detailed in this report.

3. ALTERNATIVE OPTIONS

- 3.1 Council could choose not to adopt a Communications Protocol into its Constitution, however this option is not recommended to Council.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising from this report.

6. RISK ASSESSMENT

- 6.1 If Council does not adopt a Communications Protocol, there is a risk that communication output may not have the appropriate due diligence assigned to it, and that the reputation of the Council may be open to hindrance from outside sources.

7. EQUALITIES IMPACT

- 7.1 There are no equalities impacts.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

8.1 There are no climate and ecological impacts.

9. BACKGROUND PAPERS

None.

(END)