

PROPOSED WORK PROGRAMME

CONSTITUTION WORKING GROUP 23 / 24 – 4 March 2024

#	Item	Responsible	Reference	New item?	Description
1	Admin	Democratic Services	Whole constitution		All links in the Constitution need checking to ensure they are correct. 3 versions of complete constitution need printing out – 2 for the members' rooms and 1 for the Chairman.
2	Officer Code of Conduct	Monitoring Officer / Business Manager for Business Continuity, Governance & Risk	Part 6	New – WODC has a Policy being revised	Cheryl Sloan is working on an updated Employee CofC which is not currently part of the Constitution and should be included after being formally adopted.
3	Members Code of Conduct	Monitoring Officer	Part 6A	Minor amendment	Need to amend appendix C of the code – for clarity and consistency as agreed with other Oxfordshire MO's. Should now read: Any Body of which you are a member or in a position of general control or management which is: Exercising functions of a public nature; Directed to charitable purposes; or One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union). References to Cabinet at Page 6 paras 7.1 – 7.3 to be revised to Executive
4	Whistleblowing Policy	Monitoring Officer	Part 6	New – WODC has a whistleblowing	WODC already has a whistleblowing policy but it's not part of the Constitution and should be included and formally adopted to be.
5	Anti-Fraud & Corruption Policy	Monitoring Officer	Part 6	New – WODC has a AF&C Policy	WODC already has an AF&C Policy but it is not part of the Constitution and should be included and formally adopted to be.

6	Officer Employment Rules	Monitoring Officer	Part 5j	Revised	In compliance with The Local Authorities (Standing Orders) England Regs. 2001 Page 175 Para 3.2 Consultation Procedure for Appointment. The first line needs to include 'Statutory Chief Officers' and the table at Para 3.3 under column 3 Conditions insert the words in the first 3 rows for HPS, CFO, MO Requires consultation with the Executive and requires Council approval.
7	Contract Rules	Monitoring Officer	Part 5H	Revised	20.3 & 20.4 replace Borough with Authority's 22.1 Replace relevant Director with Head of Paid Service 4.2.10 replace reference to Council's with Authority's Para 4.4, 6.14, 6.2.1 replace reference to Cabinet to Executive Para 11.3 remove last bullet point symbol Typo on Page 7 replace 'but' with 'by'
8	Delegations	Monitoring Officer	Part		Page 68 re CEO's Urgency & Emergency powers – should also be included in part 4 Officer Delegations in full on Page 73 between paras 4 and 5. Remove reference after the CFO 'who also holds the position of Deputy Chief Executive'
9	Member / Officer Protocol	Monitoring Officer	Part 6B	Revised	Needs reviewing
10	Probity in Planning	Monitoring Officer / Business Manager for Planning	Part 6L	New	Officers to prepare a document for consultation with the Constitution Working Group.
11	Protocol on the Recording of Meetings	Monitoring Officer / Business Manager for Democratic Services	Part 6j	Revised	Needs reviewing
12	Protocol for webcasting meetings	Monitoring Officer / Business Manager for Democratic Services	?	New	No current document in place. Needs a protocol in light of new equipment and Council decision to live stream meetings. Should cover safeguarding e.g. under 18's in public gallery, questions posed by public if under 18 etc., and notification to whole meeting, and retention of recording, general etiquette

					and GDPR, etc. Document to be created for consultation with the Constitution Working Group.
13	Council Procedure Rules	Monitoring Officer	Part 5A	New	Para 6.2 - Authority to cancel meetings and reschedule them by the Monitoring Officer in consultation with the relevant Chair of Council, Committee, Sub-Committee.
14	Budget Procedure Rules	Director of Finance	Part 5j	New	CWG 22/23 considered a priority for 23/24. It was promised in 22/23 but slipped a few times.
15	Financial Procedure Rules	Director of Finance	Part 5l	Revised	Considered high priority as current rules not reviewed for a significant period of time. Need to check whether some of the limits contradict other parts of the constitution e.g. financial limits of Individual Exec Member decisions. Exec delegations in Part 3 have no financial limit on Individual Exec Member delegations but Financial Procedure Rules limit write off-of business rates to £5,000.
16	Delegations	Monitoring Officer	Part 4A Introduction	Revised	Not considered at all in 22/23 and needs updating Counter Fraud team want additional delegations to have power to deal with animal welfare and environmental crime A delegation needs adding to enable Publica to act on behalf of WODC in an emergency (similar to Forest of Dean constitution) – emergency planning delegation.
17	Overview & Scrutiny Rules	Monitoring Officer	Part 5C	Revised	High priority if Council decided to amend the current structure around scrutiny function. Part 3 on responsibility and functions will also need updating to reflect the changes.
18	Procedure in relation to Licensing Applications	Monitoring Officer / Licensing Officer	Part 5D	New	To be considered initially with the Licensing Team.
19	Electing Vice Chairs	Monitoring Officer / Business Manager for Democratic Services	Part 2 E2 and elsewhere	New – from Cllr Poskitt	To consider inclusion of provisions for electing Vice Chairs (as well as Chairs).

20	Overview and Scrutiny reports to Council	Monitoring Officer / Business Manager for Democratic Services	Part 2 C3	New – from Cllr Poskitt	O&S must report to full Council annually. Should it not be asked to report more frequently than that otherwise half of full Council might not be aware of what O&S are getting up to?
21	Performance and Appointments Committee	Monitoring Officer / Business Manager for Democratic Services	Part 3C	New – from Executive	To consider the expansion of the Committee's terms of reference to include responsibility for adopting and amending employment and health and safety policies.
22	Communications Protocol	Business Manager for Communications	Part 6	New – from Mark Pritchard	To consider the adoption of a Communications Protocol.
23	Chair's casting vote	Business Manager for Democratic Services	Part 5A	New – from Chairing Skills training	To consider removing the requirement that "The Chair may only use a casting vote if they have already cast their deliberative vote."
24	Treasury Management reporting	Business Manager for Democratic Services		New – from Overview and Scrutiny Committee	To consider whether statutory quarterly reports should go to O&S or A&G (O&S recommend A&G).
25	Development Control Committee responsibilities	Business Manager for Democratic Services	Part 3C	New – from Director of Governance	Points 1 and 2 could be clearer as they potentially conflict e.g. in relation to responsibility for considering nationally significant infrastructure projects.
26	Review of Overview and Scrutiny Structure	Business Manager for Democratic Services	Part 3C	New – from external audit	To consider the new Overview and Scrutiny Committee structure post-implementation, taking into account the views of the Chair and Vice Chair.
27	Member training	Business Manager for Democratic Services	N/A	New – from external audit	To consider options for fostering greater engagement and attendance for member training sessions with a particular emphasis on inclusion and diversity, social media and the members Code of Conduct.
28	Gifts, Hospitality and Sponsorship Process	Director of Governance	Part 6	New	To consider a proposed addition to the Constitution.
29	Member questions at Council	Business Manager for Democratic Services	Part 5A Rule 12	New	To consider: I. A word limit on questions

					<ol style="list-style-type: none"> 2. A limit on the number of questions a member can submit (e.g. 2 per meeting). 3. A time limit on supplementary questions (e.g. 1 minute) 4. Adding Member questions to the business for ordinary council meetings at 5A Rule 3, para. 3.2 (after viii public questions) 5. Rotating the order of questions between groups
30	Review of Parliamentary Polling Districts and Polling Places	Business Manager for Democratic Services	N/A consultation prior to Council decision	N/A	<ol style="list-style-type: none"> a) That the statutorily required review of the Parliamentary Polling Districts and Polling Places within West Oxfordshire be carried out; b) That, in accordance with the statute, the Acting Returning Officer for the Parliamentary Constituency of Witney be requested to submit his representations on the review, to include information as to the location of polling stations (both existing and proposed) within Polling Places (both existing and proposed); c) That the information in this report as to the processes and the timetable for the review be noted; and d) That consultation responses and representations be considered at the meeting of the Committee to be held in July 2024.
31	Public participation rules	Business Manager for Democratic Services	Links to webpage	New	Public speaking rules for Development Control Committee not clear as it's not a planning sub-committee.
32	Attendance for part of a meeting	Business Manager for Democratic Services	Part 5A 23.2	New – raised at Council on 28 February 2024	To consider the rule that “Any Member who is not present for the entirety of an agenda item, and has not heard the whole of the presentation and/or debate, is precluded from participating in the vote of that matter.”
33	Call in rules	Business Manager for Democratic Services	Part 3A and Part 5C	New	To ensure that the call in rules are consistent throughout the constitution in terms of which decisions are subject to call in.