



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	COUNCIL - 3 DECEMBER 2025
Subject	RECOMMENDATIONS FROM THE CONSTITUTION WORKING GROUP
Wards affected	None
Accountable member	Councillor Alaric Smith, Chair of the Constitution Working Group and Executive Member for Finance; Email: Alaric.Smith@westoxon.gov.uk
Accountable officer	Andrea McCaskie, Director of Governance and Regulatory Services Email: democratic.services@westoxon.gov.uk
Report author	Ana Prelici, Senior Democratic Services Officer Email: democratic.services@westoxon.gov.uk
Summary/Purpose	The Constitution Working Group met on 19 November, this report summarises their proposed recommendations.
Annexes	Annex A – Part 3C extract with changes shown Annex B – Part 5A Council Procedure Rules with amendment shown
Recommendation(s)	<p>That Council resolves to:</p> <ol style="list-style-type: none">1. Agree the amendment (shown in Annex A) to Part 3C of the Constitution Audit and Governance terms of reference following a recommendation from the Council's external auditor that the Council clarifies, within its Constitution, the responsibility for the assessment of the Council's Capital, Investment and Treasury Management Strategies as part of the annual budget setting process.2. Agree to remove Rule 5 of the Council Procedure Rules "Special meetings" as well as any other reference to special meetings.
Corporate priorities	<ul style="list-style-type: none">• Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO

Consultees/ Consultation	Head of Democratic and Electoral Services

1. EXECUTIVE SUMMARY

- 1.1** The Constitution Working Group (CWG) met on 19 November 2025 and this report summarises their proposed recommendations.

2. AUDIT AND GOVERNANCE TERMS OF REFERENCE

- 2.1** There was a recommendation from the Council's previous external auditor that the Council clarifies, within its Constitution, the responsibility for the assessment of the Council's Capital, Investment and Treasury Management Strategies as part of the annual budget setting process.
- 2.2** The terms of reference of the Audit and Governance Committee (Part 3C: Committee Functions) states that one of its functions includes:
Reviewing and monitoring treasury management arrangements in accordance with the CIPFA Treasury Management Code of Practice.
- 2.3** It was suggested that this be replaced with:
As part of the annual budget setting process, review and assess that the Treasury Management, Capital and Investment Strategies are prepared in accordance with CIPFA's Prudential Code and the Treasury Management Code of Practice (2021 editions), and the Ministry of Housing, Community and Local Government (MHCLG) revised Guidance on Local Government Investments.
- 2.4** The CWG agreed to make this recommendation to Council.

3. RULE 5 – SPECIAL MEETINGS

- 3.1** The Council Procedure Rules (Part 5A – Annex B) include provisions for Extraordinary Council Meetings and Special Council Meetings. The rules for calling Special Meetings and Extraordinary Meetings are similar, the exception being a slight difference in who can call meetings and whether urgent items can be referred to them. Special meetings can be called by the Chief Executive as requested by Chair, Monitoring Officer and Council (by resolution) while Extraordinary Meetings can also be requested by the Leader of the Council, the Head of Paid Service and the Chief Financial Officer and can have urgent items referred to them.
- 3.2** This was discussed at the CWG , as Officers found having two types of Special/Extraordinary Meetings unnecessary. The CWG agreed to remove the Special Meetings category and to clarify this, on the basis that all those who can call a Special Meeting can call an Extraordinary Meeting, the Special Meeting category was not considered necessary.

4. ALTERNATIVE OPTIONS

- 4.1** Council could choose to not agree the recommendations of the CWG.

5. FINANCIAL IMPLICATIONS

- 1.1.** The proposed change to the Audit and Governance Committee terms of reference relates to the budget setting process but there are no financial implications arising directly from the recommendations in this report.

6. LEGAL IMPLICATIONS

- 6.1** There are no legal implications relating to this report.

7. EQUALITIES IMPACT

- 7.1** None.

8. SUSTAINABILITY IMPLICATIONS

- 8.1** None.

9. BACKGROUND PAPERS

- 9.1** None.

(END)