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| **Section** | **Sub-section** | **#** | **Proposed amendment** | **Rationale** |
| 1: Citizens’ rights and other basic rules | 1.4 Leader and City Executive Board | 1 | Include that the Leader appoints to other executive positions such as the Oxfordshire Growth Board and its advisory sub-groups | To recognise these new bodies and clarify who appoints to them |
| 1.6 Scrutiny | 2 | Include that Council appoints three members to the Oxfordshire Growth Board Scrutiny Panel | To recognise this new body and clarify who appoints to it |
| 3: Council responsibilities and executive responsibilities | 3.7 The Council’s companies (new sub-section) | 3 | Include a new section on the Council’s Companies | To clarify that shareholding is an executive function (undertaken by members of the City Executive Board) and introduce the key roles and governance arrangements in respect of the companies |
| 4: Who carries out executive responsibilities? | 4.4 Delegation to officers | 4 | Include that officers in the senior management structure can authorise officers they line manage or other officers with the relevant skills and responsibilities to undertake delegated functions but will remain responsible and accountable for them | To provide clarity about how delegation works and to enable senior officers to delegate functions to officers they do not directly line manage, if they have the relevant skills and responsibilities |
| 5 | Include the criteria for executive decisions that need to be recorded and published on the Council website | To provide clarity about the thresholds for executive decisions delegated to officers that must be recorded and published |
| 4.5 Decisions that must be approved by the City Executive Board | 6 | Specify the role of the City Executive Board in the neighbourhood plan decision making process (final agreement is a Council responsibility) | To clarify the process for the approval of neighbourhood plans |
| 4.6 Ward member budgets | 7 | Include that if ward members change mid-year their successor can allocate any unspent balance | To reflect and clarify current practice, ensuring that communities do not miss out on funding when their representative changes. |
| 8 | Include that members may pool budgets across adjoining wards | To reflect and clarify current practice |
| 9 | Include guideline criteria for the use of ward member budgets | To provide clarity about how this funding can (and cannot) be used e.g. it should be not be paid to family members or used to fund projects that are political in nature. |
| 10 | Include that unspent allocations will be carried forwards at the end of a financial year unless Council agrees otherwise | To reflect and clarify current practice |
| 11 | Include that details of ward member spend will be published on the Council website (at the end of each year) | To reflect and clarify current practice |
| 5: Who carries out Council responsibilities? | 5.2 Budget and policy framework | 12 | Include a list of the policies that make up the budget and policy framework | To provide clarity about which policies and strategies must be approved by full Council |
| 5.3 Planning | 13 | Include Council responsibilities in relation to neighbourhood plans and development plan documents | To clarify the process for the approval of neighbourhood plans and development plan documents |
| 14 | Include that planning applications by the Council “in relation to land in the ownership or control of the Council” will be decided by area planning committees | To avoid applications submitted by the Council as agent on behalf of members of the public (e.g. for disabled adaptations through the Home Improvement Agency) having to automatically go to committee for decision |
| 15 | Include that planning applications made by “or on behalf of” councillors or officers will be decided by area planning committees | To clarify that applications by councillors or officers have to go to committee even if submitted by an agent on their behalf |
| 16 | Include who can call in decisions to the Planning Review Committee | To clarify current arrangements |
| 17 | Include examples of planning functions delegated to the Head of Planning Services | To provide clarity of the types of planning functions delegated to the Head of Service |
| 5.15 Other Council responsibilities | 18 | Include that the Chief Executive, Directors and Heads of Service may manage their staff and take any disciplinary action necessary in accordance with the Disciplinary Policy and Procedure subject to the Employment Rules | To clarify existing arrangements |
| 6: Role of Board Members | 6.4 Role of individual City Executive Board Members | 19 | Include that seats on outside organisations and partnership bodies may be linked to portfolio responsibilities | To clarify that the Council’s seats on certain outside bodies may be linked to executive portfolios. |
| 7: Roles of decision taking committees | 7.5 Audit and Governance Committee | 20 | Include that the remit of the Audit and Governance Committee does not extend to the Council’s Companies | To clarify that Audit and Governance does not have a role in considering matters internal to the companies, which are separate legal entities with their own auditors |
| 7.6 Investigation and Disciplinary | 21 | Change the name of the “Disciplinary Committee for Chief Executive, directors and heads of service” to “Investigations and Disciplinary Committee” | To reflect the remit of the committee and the requirement under the Local Authorities (Standing Orders) (England) Regulations 2001 and 2015 for investigations to take place before disciplinary action is taken involving a statutory officer |
| 22 | Include further detail about the role and procedures of the Investigation and Disciplinary Committee including the role of an Independent Persons Panel and the procedure for investigations | To provide clarity about the requirements of the Local Authorities (Standing Orders) (England) Regulations 2001 and 2015 |
| 7.7 Appointments Committee | 23 | Include that the Appointments Committee will recommend proposed statutory officer appointments and designations to Council before those appointments and designations are made | To clarify this requirement |
| 7.8 Standards Committee | 24 | Include that the Standards Committee’s role in advising the Monitoring Officer on training for members will apply to all member training not just training on ethical issues | To broaden the remit of the Standards Committee in respect of members’ training to enable the committee to steer and influence future training proposals |
| 8: Role of the Scrutiny Committee | 8.2 What powers does the Scrutiny Committee have? | 25 | Remove the power to make reports and recommendations to the County Council and any other partner authorities | This existed as a legal power under Local Area Agreements, which have been abolished |
| 26 | Include that the Scrutiny Committee can establish review groups (as well as standing and ad hoc panels) | To clarify and reflect current practice |
| 9: Roles of officers | 9.1 Senior management structure | 27 | Remove reference to the Council having three executive directors | To reflect the current senior management structure |
| 9.3 Role of Head of Paid Service | 28 | Include that the Head of Paid Service is authorised to take any urgent action necessary in the event of a civil emergency and deal with matters relating to civil protection/emergency planning. | To clarify the powers of the Head of Paid Service |
| 11: Council procedures | 11.1 The order of business at annual meetings of Council | 29 | Include apologies for absence and declarations of interest | These items were missing from the order of business |
| 11.2 Selection and appointment of civic office holders (previously 11.1) | 30 | Make the selection and appointment of civic office holders a new sub-section (previously added on to the end of 11.1) | For consistency of headings and numberings and to make this section easier to find |
| 31 | Include that members of City Executive Board cannot serve as Lord Mayor or Deputy Lord Mayor | To reflect the requirements of the Local Government Act 2000 (Section 9C (4)) |
| 32 | Include that the outgoing Lord Mayor, or in their absence the outgoing Deputy Lord Mayor, will preside over the election of his or her successor and that no councillor can preside over their own election | This is established practice and suggested for clarity |
| 11.3 Order of business at ordinary meetings of Council (previously 11.2) | 33 | Include apologies for absence | This was missing |
| 34 | Move appointments to committees after announcements | So that any changes to group membership can be announced before any consequential appointments are made |
| 35 | Include that minutes of meetings prior to the last meeting can be also agreed (also Section 11.9) | To reflect and clarify current practice |
| 36 | Move public addresses on items for decision before any decisions carried forwards from the last meeting | So that Council can hear any public addresses relating to decisions carried forwards from the previous meeting before those decisions are taken |
| 37 | Add that members can ask questions to City Executive Board Members or committee chairs | To reflect and clarify current practice (current wording does not make clear who councillors can ask questions to) |
| 38 | Move any other business (including any exempt or confidential business) to the end of Part 1 from the end of Part 3 | So that any other business can be taken before tea rather than at the very end of the meeting and to provide clarity about when any exempt/confidential items would be discussed |
| 11.4 Council budget debate procedure (previously 11.3) | 39 | Separate apologies and election of chair | These should be two distinct items of business |
| 11.5 Special meetings of Council (previously 11.4) | 40 | Include that special meetings must be convened for awarding honorary titles | For clarity and to reflect the requirements of the Local Government Act 1972 (Section 249) |
| 11.6 Time and place of Council meeting (previously 11.5) | 41 | Include that the Chief Executive will consult with the Lord Mayor on the timing of special meetings | To reflect and clarify current practice, ensuring that the Lord Mayor is available and / or consents to the timing of special meetings |
| 11.9 Minutes (previously 11.8) | 42 | Include that Council can discuss and agree corrections to minutes | To reflect current practice and clarify that members can raise corrections to minutes |
| 11.11 Questions and statements by councillors (previously 11.10) | 43 | Change the deadline for councillors to submit questions on notice to seven clear working days before the meeting, from four clear working days before the meeting | To align the deadline for questions with the deadline for motions for simplicity and to provide more time for written responses to be prepared. |
| 11.12 Addresses by the public (previously 11.11) | 44 | Include a limit of one address per individual at a meeting (in addition to the limit of one question per individual), stating that priority will be given to hearing members of the public who have not previously addressed Council within the last 12 months | To prevent the public slot being dominated by a small number of individuals and to reduce the resource requirement of requesting and negotiating changes to the wording of public addresses and questions |
| 45 | Include that the Lord Mayor can agree for public addresses and questions to be included on the agenda for special meetings | To reflect and clarify current practice, ensuring there is discretion to allow public participation at special meetings where appropriate |
| 46 | Include that the Lord Mayor will ask a public speaker to stop disrupting a meeting before asking them to leave and adjourning the meeting until they do | To reflect established practice |
| 11.13 Questions by the public (previously 11.12) | 47 | Include that the name of the councillor to whom a question is to be asked must be provided in advance | To reflect and clarify current practice, ensuring that a response to the question can be prepared |
| 11.18 Motions on notice (previously 11.17) | 48 | Include that where motions require action on behalf of the Council, that such actions are clearly assigned | To provide clarity about who is responsible and accountable for implementing actions agreed by Council |
| 49 | Include a word limit on motions of 300 words | To introduce a reasonable limit on the length of motions |
| 50 | Reword 11.18(d) about the order of motions on agendas | To clarify current practice as the current wording is difficult to follow |
| 11.20 Rules of debate (previously 11.19) | 51 | Include a sub-section on the Monitoring Officers’ advice on motions | To prevent situations where the Monitoring Officer would be required to advise Council against agreeing a published motion or motion amendment in order to protect the Council’s interests. It is envisaged that there would be correspondence and/or dialogue with any councillor on the issues arising before reaching a ruling that any motion or amendment could not be published |
| 13: Scrutiny Committee procedures | 13.15 Order of business at the Scrutiny Committee | 52 | Include an updated order of business | To clarify and reflect current procedures |
| 13.16 Guest speakers at Scrutiny Committee | 53 | Replace the term witnesses with guest speakers | To reflect current terminology |
| 14: Other committee procedures | 14.5 Chair and vice chair | 54 | Include a procedure for the election of chairs and vice chairs | To provide clarity and consistency in voting arrangements and to deal with situations where more than two members are nominated. These rules were developed for the Growth Board Scrutiny Panel but could equally apply to council committees |
| 14.6 Meetings of committees | 55 | Include that the Head of Law and Governance will consult the committee chair before cancelling or rescheduling a meeting where there is insufficient business | To reflect current practice |
| 14.7 Substitutes | 56 | Include that members must tell the Head of Law and Governance the name of their substitute | To ensure that substitutes are known in advance and can be provided with relevant briefings and paperwork and ensure that they have undertaken any compulsory training before acting as a substitute. |
| 14.10 Voting at committee meetings (new sub-section) | 57 | Include rules on majority voting, chair’s casting vote, types of voting, right to have individual vote recorded & recorded votes | The Constitution was not explicit that the voting rules for full Council in Section 11.21 (previously 11.20) apply to committees as well as Council. |
| 14.11 Planning committee procedures (new sub-section) | 58 | Include more detailed procedures for planning committees including who can put items on agendas, the normal order of business and rules for public speaking and written statements | To provide more clarity and consistency about how meetings operate |
| 14.12 Licensing committee procedures (new sub-section) | 59 | Include more detailed procedures for licensing committees including who can put items on agendas, the normal order of business and rules for public speaking and written statements. | To provide more clarity and consistency about how meetings operate |
| 14.13 Audit and Governance Committee procedures (new sub-section) | 60 | Include who can put business on agendas and the normal order of business | To provide more clarity and consistency about how meetings operate |
| 14.14 Standards Committee procedures (new sub-section) | 61 | Include who can put business on agendas and the normal order of business | To provide more clarity and consistency about how meetings operate |
| 15: Access to information and key decision procedures | 15.16 The Forward Plan | 62 | Add that the Forward Plan will cover “at least” four months | To clarify that four months is the minimum period that the Forward Plan should cover |
| 15.18 Reports to Council on decisions that were not in the Forward Plan | 63 | Include that the Leader must report to Council once a year on urgent decisions only if there have been any | To remove the need for the Leader to report to Council that there have been no urgent decisions |
| 17: Call in procedures | 17.4 How are decisions called in? | 64 | Remove “Reasons do not need to be given for a call in of a planning application to be taken by the Head of Planning, Sustainable Development and Regulatory Services” and include “A planning call-in to an area planning committee must be supported by reasons but these do not have to be confined to relevant planning considerations” | To provide clarity about why a planning decision delegated to the Head of Service is being referred to an area committee. This would provide openness and enable planning officers to address the reasons for the call in in their reports where relevant. The reasons would not be limited to relevant planning considerations and could include public interest in the application, for example |
| 18: Finance rules | 18.10 Budgetary Control | 64a | After “Head of Financial Services (Section 151 Officer) in consultation with” insert “Head of Service or Executive Director in the absence of a relevant Head of Service to ensure separation of duties” (replaces “relevant Director”) | Clarification of authority to agree virements between cost centres |
| 18.12 Project Approval | 64b | Include that the Head of Financial Services can approve projects valued at £150k to £500k, in consultation with the other statutory officers | To clarify the responsibilities of the Head of Financial Services |
| 18.12 Project approval | 65 | Include that the Development Board may agree for capital projects to be added to the project pipeline | To reflect the new internal board structure and the project brief approval process for capital projects. |
| 18.13 Monitoring of the Capital Programme | 66 | Include that the Head of Financial Services will report to the Development Board as required on financial spend against the approved Capital Programme | To reflect the role of the Development Board in monitoring capital spend. |
| 18.17 Risk Management | 67 | Include that Heads of Service must comply with the Risk Management Strategy and update the Corporate Risk Register | To clarify the responsibilities of Heads of Service in managing risk |
| 18.20 Income Collection | 68 | Include different levels of authorisation for writing off debts (currently all delegated to the Head of Financial Services) as follows:   * below £100k: Head of Financial Services * over £100k: City Executive Board | For openness and so that decisions about write off valued over £100k are a decision for members |
| 18.23 Loans or Guarantees to external organisations | 69 | Include that the Head of Financial Services may authorise loan guarantees (as well as loans) of up to £250k to an external organisations | This follows a recent loan guarantee to an external organisation (Oxford Harlequins) which was not covered by this delegation and so had to be decided by full Council. |
| 19. Contract rules | 19.1 When do these rules apply? | 70 | Include that different rules apply when the Council wishes to let a contract to a Council-owned company which holds a “Teckal” status. | To highlight that different rules apply for Teckal companies |
| 19.11 Thresholds for quotes and tenders | 70a | Re-word the first paragraph | To clarify that the de minimus threshold for all purchases being undertaken through the Corporate System is £10k |
| 19.12 When is there no need to seek quotes or tenders? | 71 | Include the rules that apply when the Council wishes to let a contract to a Council-owned company which holds a “Teckal” status. | To clarify the rules that apply for Teckal companies |
| 19.23 Contract Management | 72 | Include that Contract Managers will be responsible for ensuring that the Procurement Team have a copy of the contract (if the value is over £100k) | To clarify this responsibility |
| 20: Employment rules | 20.2 The Investigation and Disciplinary Committee (new sub-section) | 73 | Include a new sub-section to reference the powers and duties of the Investigation and Disciplinary Committee | For clarity and consistency |
| 20.3 Independent Persons Panel (new sub-section) | 74 | Include a new sub-section to reference the powers and duties of the Independent Persons Panel | For clarity and consistency |
| 20.4 Appointing the Head of Paid Service (Chief Executive) (previously 20.2) | 75 | Include more detailed rules about the appointment of the Head of Paid Service (Chief Executive) | For clarity and to reflect the Local Authorities (Standing Orders) (England) Regulations 2001 and 2015 |
| 20.5 Designating the role of Chief Finance Officer and Monitoring Officer (new sub-section) | 76 | Include a new sub-section on the Designation of the statutory roles of Chief Finance Officer and Monitoring Officer. | To clarify that Council makes these designations |
| 20.6 Appointing other Chief Officers and Deputy Chief Officers | 77 | Replace the section on appointing the directors and heads of service (20.3) with a section on appointing chief officers and deputy chief officers. | For clarity and to reflect the Local Authorities (Standing Orders) (England) Regulations 2001 and 2015 which apply to posts below Head of Service level where the Head of Service reports directly to the Chief Executive |
| 20.7 Dismissing the Chief Executive and statutory officers (new subsection - previously in 20.4) | 78 | Replace in part the section on dismissing the Chief Executive, directors and heads of service with a new more detailed section on dismissing the Chief Executive and statutory officers including the requirements for investigations to take place prior to disciplinary action | For clarity and to reflect the Local Authorities (Standing Orders) (England) Regulations 2001 and 2015 |
| 20.8 Dismissing other chief officers and deputy chief officers (new sub-section - previously in 20.4) | 79 | Delegate the dismissal of non-statutory Heads of Service to the Chief Executive | To reflect the requirements of the regulations and align dismissals of heads of service with appointments of heads of service (Members of the City Executive Board would be informed of the proposed dismissal but the Investigations and Disciplinary Committee would not meet) |
| 80 | Replace in part the section on dismissing the Chief Executive, directors and heads of service with a new more detailed section on dismissing the chief officers and deputy chief officers | For clarity and to reflect the Local Authorities (Standing Orders) (England) Regulations 2001 and 2015 which apply to posts below Head of Service level where the Head of Service reports directly to the Chief Executive |
| 23: Code on Councillor-Officer Relations | 23.7 Deductions from Members’ Allowances | 81 | Move this sub-section, which details circumstances where deductions will be applied to allowances, to Section 26: Councillors’ Allowances | So that all details about deductions to allowances can be found together in one place |
| 23.8 Information and advice | 82 | After the third paragraph in (b) remove “These meetings shall be in addition to the cross party working group which has routine meetings” | There is no longer a cross party working group |
| 23.15 Gifts and Hospitality (new sub-section) | 83 | Include a new section on the recording of gifts and hospitality by councillors | To establish arrangements and set clear expectations about the recording of gifts and hospitality by members above a minimum value of £50 |
| 24: Planning Code of Practice | 24.7 When Councillors go public | 84 | Include that if a councillor believes they may have pre-determined an application they should make this clear and leave the table for that item but that they can address the meeting as Ward Member on that issue | To clarify what members who believe they may have pre-determined an application should and can do at the meeting |
| 24.18 Members of the public passing messages to Members during the meeting | 85 | Include that if there is a brief adjournment during the meeting, councillors should not communicate with members of the public during this time as this gives the impression that they might be being influenced | To provide clarity to ensure that members are not seen to be influenced during an adjournment |
| 24.20 Planning conditions added at the meeting | 86 | Include that members should receive advice from officers on whether the conditions suggested at the meeting are compliant with government policy | To provide clarity that any planning conditions added at meetings must be compliant with government policy |
| 24.21 Decisions that depart from the development plan or officers’ recommendations | 87 | Include that the wording of planning conditions to be imposed or the wording of reasons for refusal should be settled before the vote is taken | To prevent any confusion or disagreement as to what a planning committee agreed |
| 25: Whistle Blowing Policy | 25.2 What does this policy apply to | 88 | Include that a breach of a legal obligation or a deliberate attempt to conceal anything illegal, improper, unethical or wrong are examples of where this policy would apply | To clarify the scope of the whistle blowing policy |
| 89 | Include that parallel investigations may be conducted where a whistle blower is subject to a disciplinary, dispute resolution, capability or absence management procedure and that in most cases these procedures will not be suspended but such procedures do not affect the employee’s right to raise a concern | To provide clarity about the interactions between whistle blowing and other Council procedures |
| 25.3 Purpose of whistle blowing policy | 90 | Include that this policy document makes it clear that an employee can blow the whistle without fear of victimisation, subsequent discrimination or disadvantage | To provide clarity that whistle blowers will be treated fairly |
| 26: Councillors’ allowances | 26.2 Allowance reductions | 91 | Include the rules about reductions to allowances that were previously contained in Section 23.7 | So that all details about deductions to allowances can be found together in one place |
| 26.9 Allowances for travel | 92 | Include that allowances for journeys within the City of Oxford boundary will only be paid if agreed in advance as a reasonable adjustment | To reflect current practice and clarify that travel within Oxford can be paid as a reasonable adjustment for members with a permanent or temporary disability |
| 26.12 Indexing of allowances in the scheme | 93 | Include that allowances will increase annually at the same rate as the percentage cost of living uplift in the local pay settlement for Council employers | To provide clarity that the current allowances scheme relies on the percentage (1.25%) rather than the cash (£575 for 2018) uplifts in the new pay deal for employees for annual allowance uplifts |
| 27: Code on Use of IT Equipment | 27.1 to 27.12 | 94 | Replace this whole section with the new ICT Acceptable Use Policy | To clarify and update the rules on the acceptable use of ICT equipment |