

[www.oxford.gov.uk](http://www.oxford.gov.uk)



# Oxford City Council Constitution

Approved by Council: **21 March 2022**

Publication date: **18 May 2022**

For any further information please contact:

Committee and Member Services

Telephone: 01865 529834

Email: [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)



## **This Constitution sets out**

- how the Council operates; how decisions are taken; and who has the power to take which decisions
- the procedures, codes and protocols to be followed to ensure decisions are made efficiently, transparently and with accountability to local people

Some of these processes are required by law. Others are a matter for the Council to choose. In the case of any conflict between the Constitution and legislation, the legislation will prevail.

The Constitution is periodically updated to incorporate current legislation and to reflect any changes which the Council has decided to make.

---

## **Table of contents**

Use the table below to jump to each Part of the Constitution by selecting either the title or the page number.

Within each Part of the Constitution there is a separate table of contents which links to the individual paragraphs.

<b>1.</b>	<b>Part 1 Citizens rights and other basic rules</b>	<b>1 - 6</b>
<b>2.</b>	<b>Part 2 About the Constitution</b>	<b>7 - 8</b>
<b>3.</b>	<b>Part 3 Council responsibilities and executive responsibilities</b>	<b>9 - 14</b>
<b>4.</b>	<b>Part 4 Who carries out executive responsibilities</b>	<b>15 - 22</b>
<b>5.</b>	<b>Part 5 Who carries out Council responsibilities</b>	<b>23 - 38</b>
<b>6.</b>	<b>Part 6 Role of Cabinet Members</b>	<b>39 - 40</b>
<b>7.</b>	<b>Part 7 Roles of decision taking committees</b>	<b>41 - 46</b>
<b>8.</b>	<b>Part 8 Role of the Scrutiny Committee</b>	<b>47 - 52</b>
<b>9.</b>	<b>Part 9 Roles of Officers</b>	<b>53 - 60</b>
<b>10.</b>	<b>Part 10 Proper Officers</b>	<b>61 - 68</b>
<b>11.</b>	<b>Part 11 Council procedures</b>	<b>69 - 88</b>
<b>12.</b>	<b>Part 12 Cabinet procedures</b>	<b>89 - 92</b>
<b>13.</b>	<b>Part 13 Scrutiny Committee procedures</b>	<b>93 - 98</b>
<b>14.</b>	<b>Part 14 Other Committee procedures</b>	<b>99 - 108</b>

<b>15.</b>	<b>Part 15 Access to information and key decision procedures</b>	<b>109 - 116</b>
<b>16.</b>	<b>Part 16 Budget and Policy Framework procedures</b>	<b>117 - 118</b>
<b>17.</b>	<b>Part 17 Call in procedures</b>	<b>119 - 122</b>
<b>18.</b>	<b>Part 18 Finance rules</b>	<b>123 - 136</b>
<b>19.</b>	<b>Part 19 Contract rules</b>	<b>137 - 154</b>
<b>20.</b>	<b>Part 20 Employment rules</b>	<b>155 - 162</b>
<b>21.</b>	<b>Part 21 Legal rules</b>	<b>163 - 164</b>
<b>22.</b>	<b>Part 22 Members Code of Conduct</b>	<b>165 - 196</b>
<b>23.</b>	<b>Part 23 Code on councillor officer relations</b>	<b>197 - 208</b>
<b>24.</b>	<b>Part 24 Planning Code of Practice</b>	<b>209 - 218</b>
<b>25.</b>	<b>Part 25 Whistle Blowing Policy</b>	<b>219 - 228</b>
<b>26.</b>	<b>Part 26 Councillors allowances</b>	<b>229 - 234</b>
<b>27.</b>	<b>Part 27 ICT Acceptable Use Policy</b>	<b>235 - 242</b>