

Appendix 1 – List of Proposed Amendments to the Constitution

Part 4 Who carries out executive responsibilities?

Paragraph	Current	Change	Reason
4.6 Delegation to single Cabinet Members	<p>The Leader may delegate executive responsibilities to a single Cabinet Member with or without consultation with officers or other Cabinet Members.</p> <p>Cabinet Members do not have to use the delegated powers: they can ask the Leader to decide. The delegation can also be withdrawn by the Leader.</p> <p>Any decisions delegated to a single Cabinet Member shall only be taken having regard to a written report submitted to them by the relevant officer within the senior management structure including any advice from the Group Finance Director and the Director of Law, Governance and Strategy. The officer report will be published 5 clear working days before the decision is confirmed by the Cabinet Member.</p>	<p>The Leader may delegate executive responsibilities to a single Cabinet Member with or without consultation with officers or other Cabinet Members.</p> <p>Cabinet Members do not have to use the delegated powers: they can ask the Leader to decide. The delegation can also be withdrawn by the Leader.</p> <p>Any decisions delegated to a single Cabinet Member shall only be taken having regard to a written report submitted to them by the relevant officer within the senior management structure including any advice from the Group Finance Director and the Director of Law, Governance and Strategy.</p>	<p>There is no formal requirement to produce a full report and publish ahead of Single Member Decision being taken, the new delegated decision template contains the relevant information, akin to a full report, compared to what was used previously.</p>

Part 5 Who carries out Council responsibilities?

Paragraph	Current	Change	Reason
5.16 Other Council responsibilities 38	N/A – new addition to table	Senior Information Risk Owner Local Government Transparency Code 2015 Deputy Chief Executive – City and Citizen Services	To have ownership of the Senior Information Risk Owner within the Corporate Leadership structure

Part 7 Roles of decision taking committees

Paragraph	Current	Change	Reason
7.8 (f) Appointments Committee	To receive a report from the Chief Executive within six months of any change to the senior management arrangements being implemented by the Chief Executive. This report should include the number of officers that have been authorised to carry out work for another local authority, if such authorisations have been made (Part 9.3(g)).	Removed	To reduce the requirement a scheduled meeting for the Chief Executive to provide an update when there have been no changes to the Senior Management Structure. A meeting can subsequently be called at any time with agreement with the Chair of the Committee and Director of Law, Governance and Strategy

Part 11 Council Procedures

Paragraph	Current	Change	Reason
11.2 Civic Office Holder and appointment	That the officer holder nominee will be based on longest serving and,	Nominated Councillors must have served at least one full 4-year term	This is problematic in recent years when coupled with

	<p>where there are two with the longest serving, alphabetically. Further that someone who has held office previously may not be nominated. Should there be two or more councillors with the same length of service the Leader will make offers in alphabetical order using last names.</p> <p>The results of this process will be announced by the Leader at the February Council meeting or one as close to this as possible. In City Council election years the outcome will be checked before the Annual Council meeting and should any of the councillors selected no longer be members of Council the Leader will offer the nomination again based on the process already described above.</p>	<p>as a Councillor. If no suitable Councillor accepts the nomination, a member who has previously served as Lord Mayor, Deputy Lord Mayor or Sheriff may be nominated. Should there be two or more councillors with the same length of service the Leader will make offers in alphabetical order using last names.</p> <p>The results of this process will be announced by the Leader at the March Council meeting or one as close to this as possible. In City Council election years the outcome will be checked before the Annual Council meeting and should any of the councillors selected no longer be members of Council the Leader will offer the nomination again based on the process already described above.</p>	<p>those willing and able.</p> <p>To alleviate this, members who have already been a civic office holder may be nominated again, once all suitable councillors hasn't accepted the nomination. There is also a requirement that all nominations for the Lord Mayor must have served one full term as a Councillor.</p> <p>An amendment to when the announcement for the civic office holders will be made, which is traditionally March, with the February meeting reserved for the budget.</p>
11.4 b. (ii) Budget Council Procedure	<p>Amendments submitted by opposition groups (proposal and debate 30 minutes for each group's amendments: proposers may speak for up to 10 minutes). These amendments must be received by Committee and Member Services by 1.00pm one working day before</p>	<p>Amendments submitted by opposition groups (proposers may speak for up to 10 minutes). These amendments must be received by Committee and Member Services by 1.00pm three working days before the meeting. These proposals will be voted on</p>	<p>Amending the deadline allows for flexibility with additional political groups and for the Head of Financial Services to review the alternative budget proposals in detail ahead of the publication of the</p>

	the meeting. These proposals will be voted on as one amendment for each group.	as one amendment for each group.	briefing note. The time limit mean that with more parties at last budget there was a need to remove standing orders to ensure that all amendments could be accommodated without causing the need for a second / late meeting. It is proposed this is removed to allow for that same management in future years on the basis the Council is not a three party council;
11.4 j	Adjournment for 10 minutes if necessary	Adjournment for at least 10 minutes if necessary	Usually, 30 minutes but this will allow flexibility and not limit it to 10 minutes as it is currently
11.6 – time and place of the Council meeting	<p>Ordinary meetings, including the annual meeting, usually start at 5.00 p.m unless otherwise agreed by Council. The times of Special meetings are decided by the Chief Executive. Meetings are usually held in the Council Chamber in the Town Hall.</p> <p>For ordinary meetings, part 2 of the order of business as set out in 11.3 shall not commence before 7.00 p.m</p>	<p>Ordinary meetings, including the annual meeting, usually start at 5.00 p.m unless otherwise agreed by the Lord Mayor in consultation with the Monitoring Officer. The times of Special meetings are decided by the Chief Executive. Meetings are usually held in the Council Chamber in the Town Hall.</p> <p>Meetings shall conclude no more than four hours after the published start time.</p>	<p>Remove the requirement that part 2 should not commence before 7pm to allow for flexibility where business means we are able to take public address/questions sooner.</p> <p>Amend the approval by Council as to start time (which is not practically possible) to the Lord Mayor in consultation with the</p>

	Meetings shall conclude no more than four hours after the published start time.		Monitoring Officer.
11.13 Questions by the public	All of 11.13	To be removed	As public questions to Council are never used by the public, and is quite limited (3 minute and 200 words), it is proposed to remove this section and continue with just public addresses (5 minutes and no word limit)
11.14 rejecting addresses Now 11.13	<p>The Head of Law and Governance can reject a public address or question or a question on notice by a councillor, and the Lord Mayor can reject an address or question without notice, if:</p> <ul style="list-style-type: none"> • it is not about something the Council is responsible for or about something that directly affects people in the City or about a matter for decision at the meeting • it is defamatory, frivolous, trivial or offensive it requires the Council to make public exempt or confidential information (Part 15.4) • it relates to individual personal 	<p>The Director of Law, Governance and Strategy can reject a public address or a question on notice by a councillor, and the Lord Mayor can reject an address or question without notice, if:</p> <ul style="list-style-type: none"> • it is not about something the Council is responsible for, unless it directly affects people in the City, the Council is able to make representations on the issue. • In all cases where it is considered potentially defamatory, or otherwise frivolous, trivial or offensive • it requires the Council to make public exempt or 	For clarity these have been expanded on and separated out

	<p>circumstances</p> <ul style="list-style-type: none"> • a near identical question or address has been submitted in the last six months, whether or not by the same individual. If an address or question is rejected by the Head of Law and Governance or the Lord Mayor reasons must be given. 	<p>confidential information (Part 15.4)</p> <ul style="list-style-type: none"> • it relates to individual personal circumstances • a substantially similar address has been submitted on the topic within the last six months, whether or not by the same individual • the request is made in relation to a matter for decision before Council but relates solely to the wider topic and not the recommendations for consideration <p>If an address or question is rejected by the Director of Law, Governance and Strategy or the Lord Mayor reasons must be given.</p>	
<p>11.15 Petitions to full Council Now 11.14</p>	<p>Council will receive a report setting out the petition and the steps Council can take.</p> <p>If a Member wishes to put a substantive motion/recommendation on a petition they must let the Head of Law and Governance have that motion/recommendation by 10am on</p>	<p>Council will receive a report setting out the petition and the steps Council can take, any relevant information and, where possible, setting out a recommended course of action for Council”</p> <p>If a Member wishes to put a substantive motion/recommendation on a petition they must let the Director of Law, Governance and Strategy</p>	<p>Moving the deadline for submission of a motion on a petition to allow sufficient time for discussion with the member if there are issues and also to allow for officers to prepare any information needed as a result to share with the meeting</p>

	<p>the working day before the Council meeting, indicating that the motion/recommendation is submitted in respect of a petition.</p> <p>Any amendments to these would have to be with Committee and Members' Services by 11.00am on the day of the meeting.</p>	<p>have that motion/recommendation by 5pm at least three clear working days before the Council meeting, indicating that the motion/recommendation is submitted in respect of a petition.”</p> <p>Any amendments to these would have to be with Committee and Members' Services by 10.00am on the day of the meeting.</p> <p>The procedure for Council to discuss a Petition would be as follows:</p> <ul style="list-style-type: none"> • Address from the Petition Proposer (5 mins) • Debate on petition • Debate on submitted motion <p>Where a petition has been submitted with under 1500 signatures, the petition will be responded to in the course of business by officers</p>	<p>A procedure for dealing with petitions allows a structure to be followed and also some clarity on process for those not to be debated at Council.</p>
11.16 Reports and questions about organisations on which the Council is represented	All councillors will be able to ask for a report to be given at Council by the council representative on a significant change or important event provided they make that request by 1.00 pm at least four	All councillors will be able to ask for a report to be given at Council by the council representative on a significant change or important event provided they make that request at least eight clear working	To ensure the Council complies with legal requirements concerning agenda publication

	<p>working days before the meeting.</p> <p>Members who are Council representatives on external bodies or chairs of council committees who consider that a significant decision or event has taken place, will give notice to the Head of Law and Governance by 1.00 pm at least one clear working day before the meeting to present a written or oral report on the event or the significant decision and how it may influence future events.</p>	<p>days before a meeting to enable it to be added to the agenda for publication.</p> <p>Members who make such a request may present a written or oral report on the event or the significant decision and how it may influence future events.</p>	
<p>11.18 Motions on Notice - Now 11.17</p> <p>(a) Giving Notice of Motions</p>	<p>Some motions may be moved without notice. These are listed at 11.19. For all other motions, with the exception of urgent cross-party motions, the full wording must be set out within the pro forma for motions supplied by officers and emailed by Group Leaders to democraticservices@oxford.gov.uk or received from Group Leaders by the Head of Law and Governance by 1.00 pm at least seven clear working days before the meeting. The Head of Law and Governance will review motions submitted after the submission deadline has passed and contact proposers by 5.00 pm at least seven clear working days</p>	<p>Some motions may be moved without notice. These are listed at 11.19. For all other motions, with the exception of urgent cross-party motions, the full wording must be set out within the pro forma for motions supplied by officers and emailed by Group Leaders to democraticservices@oxford.gov.uk or received from Group Leaders by the Director of Law, Governance and Strategy by 5.00pm at least nine clear working days before the meeting. The Director of Law, Governance and Strategy will review motions submitted after the submission deadline has passed and contact proposers by 5.00 pm</p>	<p>Urgent Cross-Party motions - This is not in line with legal requirements on the publication of agendas and therefore this will need removing. However, a full section on urgent business which will replace this and add some safeguards, now section 11.27</p>

	<p>before the meeting to confirm whether their motion is accepted or requires changes in order to comply with the provisions set out in the Constitution. Where changes are required, the Head of Law and Governance will provide advice on compliance to proposers and any changes must be emailed to democraticservices@oxford.gov.uk by 10.00 am at least six clear working days before the meeting. If the motion, incorporating the changes, complies with the Constitution it will be accepted; any changes received after 10.00 am at least six clear working days before the meeting will be rejected and the motion will not be listed on the agenda. Accepted motions will be reproduced on the agenda for the meeting</p> <p>Urgent cross-party motions supported in writing by all the Leaders of political groups on the Council may be submitted by 1.00 pm three working days before the Council meeting so that they may be circulated with the briefing note.</p>	<p>at least seven clear working days before the meeting to confirm whether their motion is accepted or requires changes in order to comply with the provisions set out in the Constitution. Where changes are required, the Director of Law, Governance and Strategy will provide advice on compliance to proposers and any changes must be emailed to democraticservices@oxford.gov.uk by 10.00 am at least six clear working days before the meeting. If the motion, incorporating the changes, complies with the Constitution it will be accepted; any changes received after 10.00 am at least six clear working days before the meeting will be rejected and the motion will not be listed on the agenda. Accepted motions will be reproduced on the agenda for the meeting</p>	
11.18 Motions on Notice - Now 11.17	Motions must be about things the Council is responsible for or	Motions must be about things the Council is responsible for or	For clarity and to ensure clarity on advice for motions

(b) Topic of Motions	something that directly affects people in the city. Where motions require some action on behalf of the Council, such actions must be clearly assigned.	something that directly affects people in the city. They must not be ultra vires, unlawful, potentially defamatory or offensive in nature. Where motions require some action on behalf of the Council, such actions must be clearly assigned.	for Members
11.18 Motions on Notice - Now 11.17 (c) Length of Motions	Motions must be limited to a maximum of 500 words	Motions must be limited to a maximum of 500 words. All motions where making an assertion of fact may provide references for the facts included. Footnotes are not included in the word limit and must only be used for references.	For clarity and to ensure clarity on advice for motions for Members
11.18 Motions on Notice - Now 11.17 (d) Listing of Motions	Motions will appear on the agenda in an order that will rotate between the different political groups at each meeting. Subject to this rotation, motions will appear and be taken in the order they were received by the Head of Law and Governance:	Motions will appear on the agenda in an order that will rotate between the different political groups at each meeting. Political Groups where their motion was heard at the previous meeting will be moved to the end of the rotation. Subject to this rotation, motions will appear and be taken in the order they were received by the Director of Law, Governance and Strategy: <ul style="list-style-type: none"> all cross party motions will be taken first: a cross-party motion is one supported in writing by all the leaders of the political groups on the Council 	As there are now more political groups, and to ensure Council can go through the order of motions throughout the year, a provision for the group with the last debated motion at the previous meeting will be at the back of the queue for the next meeting. There is also confirmation that annual Council resets the cycle.

		<ul style="list-style-type: none"> • a motion supported by fewer than all the political group leaders is not cross party and will be listed in the appropriate order for the proposer's group • a single motion can be proposed and seconded by members of different political groups • a single motion from an independent/ non-group councillor will be taken at the end of each 'cycle' of political groups' motions, listed in order of receipt • The Annual Council in May resets the order of motions 	
11.18 Motions on Notice - Now 11.17 (e) Time Limits	There is a time limit of 60 minutes for dealing with all motions but no time limit for dealing with each motion. Where the time limit for dealing with motions has elapsed but Council is part way through debate on a motion, debate on that motion will conclude after the current speaker's time limit has elapsed and Council will immediately move to a vote on that motion unless the Council passes a	There is a time limit of 60 minutes for dealing with all motions but no time limit for dealing with each motion. Where the time limit for dealing with motions has elapsed but Council is part way through debate on a motion, debate on that motion will conclude after the current speaker's time limit has elapsed and Council will immediately move to a vote on that motion unless the Council passes a	The Lord Mayor can do this already however clarity will support the Lord Mayor in taking such decisions where needed.

	<p>motion to extend the time limit under 11.19(k).</p>	<p>motion to extend the time limit under 11.19(k).</p> <p>The Lord Mayor may determine that, on the closure of one motion, there is insufficient time to take the next motion where less than 10 minutes of the 60 minutes remain and move to end the item on motions on notice.</p>	
<p>(f) Amendments to motions (see also 11.20 (f))</p>	<p>Substantive amendments to motions must be submitted by 10.00 am on the working day before the Council meeting so that they may be circulated with the briefing note</p>	<p>Substantive amendments to motions must be submitted by 10.00 am on the working day before the Council meeting so that they may be circulated with the briefing note. The word limit for the motion, as amended is 650 words.</p>	<p>The word limit for the motions as amended has increased to 650 words, with further guidance in 11.19.</p>
<p>11.20 (g) rules of debate Debate on amendments</p>	<p>The Lord Mayor can allow two or more amendments to be discussed together. But they must be voted on separately.</p> <p>If any amendment is carried, the amended motion replaces the original motion. Any further amendments will be to the amended motion.</p> <p>If any amendment is not carried, any further amendments will be to the original motion.</p> <p>Where an amendment is submitted which the proposer of the original motion wishes to accept, they may</p>	<p>The Lord Mayor can allow two or more amendments to be discussed together. But they must be voted on separately.</p> <p>If any amendment is carried, the amended motion replaces the original motion. Any further amendments will be to the amended motion.</p> <p>If any amendment is not carried, any further amendments will be to the original motion.</p> <p>Where an amendment is submitted which the proposer of the original motion wishes to accept, they may</p>	

	<p>change their own motion without notice to reflect the amendment, in accordance with the provisions set out in 11.20(h)</p> <p>Where a minor technical or limited wording amendment is submitted, it will be debated and voted on immediately before debate on the motion or amendment to which it relates.</p> <p>If any minor technical or limited wording amendment is carried, it will replace the original motion or original amendment and any further amendments will be to the motion or amendment, as amended.</p> <p>If any minor technical or limited wording amendment is not carried, any further amendments will be to the original motion or original amendment.</p> <p>The same amendment cannot be moved twice.</p>	<p>change their own motion without notice to reflect the amendment, in accordance with the provisions set out in 11.20(h) provided that any amendment does not take the word count of the motion over 650 words.</p> <p>Where a minor technical or limited wording amendment is submitted, it will be debated and voted on immediately before debate on the motion or amendment to which it relates.</p> <p>If any minor technical or limited wording amendment is carried, it will replace the original motion or original amendment and any further amendments will be to the motion or amendment, as amended.</p> <p>If any minor technical or limited wording amendment is not carried, any further amendments will be to the original motion or original amendment.</p> <p>The same amendment cannot be moved twice.</p>	
11.20 Rules of Debate (i) Point of Order	A councillor can make a point of order at any time. The Lord Mayor will hear a point of order immediately. A point of order must	A councillor can make a point of order at any time by raising their hand and stating point of order. The Lord Mayor will hear a point of	To deal with instances where members have been speaking over each other.

	be about the law or a Council procedure being broken. The councillor must say which law or procedure is being broken and how. The Lord Mayor will consider the Monitoring Officer's advice when deciding on a point of order and the Lord Mayor's decision will be final.	order immediately, but the member must not speak beyond declaring they have a point of order until indicated by the Lord Mayor. A point of order must be about the law or a Council procedure being broken. The councillor must say which law or procedure is being broken and how. The Lord Mayor will consider the Monitoring Officer's advice when deciding on a point of order and the Lord Mayor's decision will be final.	
11.20 Rules of Debate (m) Point of Personal Explanation	A councillor can give a personal explanation at any time. This must be about something they have said in the past that they feel is now being misunderstood or misrepresented. The Lord Mayor will have the final say over what counts as a personal explanation.	A councillor can give a personal explanation at any time by raising their hand and stating they wish to make a personal explanation. The member should not speak further than declaring they have a personal explanation until indicated by the Lord Mayor This must be about something they have said in the past that they feel is now being misunderstood or misrepresented. The Lord Mayor will have the final say over what counts as a personal explanation.	To add in clarity that for personal explanations members should raise their hand, state they have a personal explanation but wait to be called to speak by the Lord Mayor
11.22 Officers	Council will consider whether to exclude the public before discussing the conditions, supervision, dismissal or conduct of any officer or	This has been amalgamated into with 11.22, Excluding the press and officers	There is no separate basis for exclusion and the process and reasons under schedule 12 Local Government Act 1972 need

	former officer.		to be applied.
11.22 Excluding the public and officers	The public can only be excluded if it is under the access to information rules (Part 15) or if they are making a personal attack (11.12 (i)) or disrupting the meeting (11.23).	The public and officers can only be excluded if it is under the access to information rules (Part 15) or if they are making a personal attack (11.12 (i)) or disrupting the meeting (11.23).	The amended section including the provision for excluding Officers
11.27 Urgent Business	New Section of Constitution	<p>The Council may deal with business even though it is not on the Agenda so long as:</p> <ul style="list-style-type: none"> (a) the business is raised by a Motion on Notice under Rule 14 (Motions on Notice); (b) the Motion on Notice is delivered to the Director of Law, Governance and Strategy not later than 4 hours before the start of the Meeting; (c) the Lord Mayor, or Council, if put to a vote, decide that the business is urgent (see Rule a); and (d) the agenda relating to the Meeting states that the Council may deal with urgent business at that Meeting. <p>Should the Lord Mayor determine</p>	A section for urgent decision for Council has been created, with safeguards in place to ensure this item is used for late reports or items not deemed to be urgent

		that a matter is not urgent on the advice of the Monitoring Officer then the decision shall be final, subject to such reasons being explained to the meeting. Where there is no definitive view from the Monitoring Officer any member may, supported by [10] or more member by a show of hands, may request that the matter be put to a vote to determine if it should be heard. Should the majority determine in any vote that the matter is urgent (whether put to the meeting by the Lord Mayor or by a member supported by ten others) then Council will debate it under Rule 11.20 Rules of Debate. Where it is determined that the matter is not urgent, the matter shall be deferred to the next Ordinary Council Meeting (i.e. not to an Extraordinary Council Meeting).	
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Part 12 Cabinet Procedures

Paragraph	Current	Change	Reason
12.2 Date and Place of Meetings	The Cabinet meets on dates agreed by the Leader. Meetings are at the Town Hall or another place agreed	The Cabinet meets on dates agreed by the Leader, in consultation with the Director of Law, Governance and	To align with all other meetings

	by the Leader.	Strategy. Meetings are at the Town Hall or another place agreed by the Leader. Meetings shall conclude no more than four hours after the published start time.	
12.7 Order of Business	(a) declarations of interest (b) addresses and questions by members of the public, 15 minutes in total. (c) councillor addresses on any item for decision on the Cabinet's agenda (d) councillor addresses on neighbourhood issues (10 minutes) (e) reports from the Scrutiny Committee (f) items for decision, including reports from Cabinet members (g) items raised by Cabinet members. (h) minutes of the last meeting. This procedure can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of the previous meeting. • Addresses by members of the public • Councillor addresses on any item for decision on the Cabinet's agenda • Councillor addresses on neighbourhood issues • Items raised by Cabinet members • Report from the Scrutiny Committee • Items for decision, including reports from Cabinet members This procedure can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.	Amended the order to ensure consistency across all committees and to keep in line with the Council agenda
12.8 Who can put items on the Cabinet agenda?	The Chief Executive, Monitoring Officer or Chief Finance Officer can put an item on the agenda if it will help them carry out their duties in those roles. If the item is	The Chief Executive, Monitoring Officer or Chief Finance Officer can put an item on the agenda if it will help them carry out their duties in those roles. If the item is urgent, they can require a special	To align with all other meetings when including the provision for special meetings

	urgent, they can require a special meeting to consider it. No one else can put items on the agenda.	meeting to consider it. No one else can put items on the agenda. Special meetings will only deal with the business they have been called to deal with.	
12.10 Addresses from Members of the Public	New Section of Constitution	Members of the public can submit addresses in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy by 5.00pm three clear working days before the meeting. Addresses can be submitted either by letter or by email (cabinet@oxford.gov.uk). Responses to the addresses will be provided in writing at the meeting; supplementary addresses will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes. The Chair has discretion in exceptional circumstances to agree that a submitted address or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the address is limited to 3 minutes and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. For this agenda item the Chair's decision	Align with public speaking timelines across all committees and assist officers in preparation for the meeting and allowing additional time for a response to be prepared as the timeline is very tight and can result in a response not being fully considered and prepared. The time limit for this item, originally in part 12.7 has also been included here for consistency.

		is final. There will be 15 minutes in total for this item.	
12.11 Councillors speaking at meetings	New Section of the Constitution	Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Director of Law, Governance and Strategy by 5:00pm three clear working days before the meeting, stating the relevant agenda items. An address may last for no more than five minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.	Align with public speaking timelines and assist officers in preparation for the meeting and allowing additional time for a response to be prepared as the timeline is very tight and can result in a response not being fully considered and prepared. Originally this was part of section 12.7 but should be included as a separate section in the Constitution.
12.12 Councillors speaking on neighbourhood issues	New Section of the Constitution	At each meeting 10 minutes is available for any City Councillor to raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Director of Law, Governance and Strategy by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The	Clear guidance for items raised by Councillors is required, originally this was part of section 12.7, but should be included as a separate section in the Constitution.

		Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.	
12.13 Items raised by Cabinet Members	New Section of the Constitution	Such items must be submitted within the same timescales as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet.	Clear guidance for items raised by Cabinet Members is required, originally this was part of section 12.7, but should be included as a separate section in the Constitution.

Part 13 Scrutiny Committee Procedures

Paragraph	Current	Change	Reason
13.2 Membership of the Scrutiny Committee (c) Substitutes	Members of the Scrutiny Committee can send other councillors as substitutes. These will have the powers of an ordinary member of the committee. Substitutions must be for a whole meeting. A councillor cannot take over from their substitute or hand over to them part of the way through. There is one exception to this: a member of the committee may not send a substitute to a	Members of the Scrutiny Committee can send other councillors as substitutes. These will have the powers of an ordinary member of the committee. Substitutions must be for a whole meeting. A councillor cannot take over from their substitute or hand over to them part of the way through. For Working Groups and Review Groups, substitutes can be nominated for each individual meeting. If a councillor wants to send a substitute, they must tell the	An additional section of part 13 of the Constitution includes provision for substitutes for Standing Working Groups and Review Groups, which can suffer from low attendance. Allowing substitutes for these meetings ensures meetings can go ahead, but also allows greater representation from the political groups if a member cannot attend. These are part of the operating principles which were agreed at the first Scrutiny Committee of the municipal year; however, it is better governance to have this incorporated

	<p>meeting at which a scrutiny review is being conducted and which will continue to be conducted at a subsequent meeting.</p> <p>If a councillor wants to send a substitute, they must tell the Committee and Member Services Manager the name of their substitute before the meeting.</p> <p>Substitutes cannot appoint substitutes of their own.</p> <p>Substitutes cannot be members of the Cabinet.</p> <p>Substitutes cannot be appointed to attend meetings of a panel or review group established by the Committee.</p>	<p>Committee and Member Services Manager the name of their substitute before the meeting.</p> <p>Substitutes cannot appoint substitutes of their own. Substitutes cannot be members of the Cabinet.</p>	<p>as part of the Constitution.</p>
13.3 Co-opted members of the Scrutiny Committee	<p>The Scrutiny Committee can appoint non-voting co-opted members to serve for a specific policy review or until the next annual Council.</p>	<p>The Scrutiny Committee can appoint non-voting co-opted members to serve for a specific policy review or until the next annual Council.</p> <p>At the discretion of the Committee, residents and other specialists may be co-opted as non-voting members of the Committee, Standing Working Groups and Review Groups, as the subject matter dictates for a period ending no later than the day of the first meeting of the next council year.</p>	<p>An additional section of part 13 of the Constitution includes additional guidance for co-opted members for the committee when dealing with reviewing a specific policy. These are part of the operating principles which were agreed at the first Scrutiny Committee of the municipal year; however, it is better governance to include the guidance into the Constitution</p>

		The Committee may discontinue an appointment at any time.	
13.4 Scrutiny Committee Meetings	<p>The Scrutiny Committee meets on dates set by Council. If it needs to have extra meetings, it sets the dates of these meetings itself.</p> <p>The Head of Law and Governance or the Scrutiny Committee itself can decide to call a special meeting.</p> <p>The Head of Law and Governance can be instructed to call a special meeting by the chair of the Scrutiny Committee or any four Councillors. The instruction must be in writing and must describe the business to be done.</p> <p>The Head of Law and Governance will consult the chair about the time and place of a special meeting.</p> <p>Special meetings will only deal with the business they have been called to deal with.</p>	<p>The Scrutiny Committee meets on dates set by Council.</p> <p>The Director of Law Governance and Strategy, in consultation with the Chair of the Scrutiny Committee, can decide to call a special meeting.</p> <p>The Director of Law Governance and Strategy can be instructed to call a special meeting by the chair of the Scrutiny Committee or any four Councillors. The instruction must be in writing and must describe the business to be done.</p> <p>The Director of Law, Governance and Strategy will consult the chair about the time and place of a special meeting.</p> <p>Special meetings will only deal with the business they have been called to deal with.</p> <p>If a Scrutiny Committee has nothing to do at one of its fixed meetings, the Director of Law Governance and Strategy can cancel it after consulting the Chair.</p> <p>Meetings shall conclude no more than four hours after the published start time.</p>	<p>To keep in line with other committees, by having the Director of Law, Governance and Strategy to approve any special meetings to ensure staffing resources.</p> <p>There is also provision to allow meetings to not overrun, and to keep in line with full Council which has a four-hour time limit.</p>

	<p>If a Scrutiny Committee has nothing to do at one of its fixed meetings, the Head of Law and Governance can cancel it after consulting the chair.</p>		
13.7 Programme of Work	<p>The Scrutiny Committee sets its own programmes of work but must review anything it is asked to review by Council (13.8(c)).</p>	<p>The Scrutiny Committee sets its own programmes of work but must review anything it is asked to review by Council (13.8(c)).</p> <p>The Scrutiny Committee Work Plan will consist of a number of issues for consideration informed by consultation with all councillors and senior officers. Guidance criteria for prioritising work will be provided by the Scrutiny and Governance Advisor, but the Committee is responsible for agreeing its Work Plan.</p> <p>The Work Plan will be reviewed at every meeting and adjusted to reflect the wishes of the Committee and take account of changes to the Forward Plan of executive decisions.</p> <p>Items will be taken forward as resources allow, and the Committee must provide officers with sufficient notice and guidance on what they are requesting to consider, mindful of the impact on resources and the</p>	<p>An additional section of part 13 of the Constitution to provide further guidance to the committee's work programme. Again, this formed part of the operating principles which was agreed at the first Scrutiny Committee of the municipal year; however, it is better governance to have this incorporated as part of the Constitution.</p>

		<p>constraints of the organisation. The Scrutiny Committee and its Working Groups will provide as much notice as is possible when commissioning reports from council officers (minimum 8 weeks).</p> <p>The management of the Work Plan will be with the whole Committee, with the Chair and Vice-Chair taking an organisational role between meetings.</p> <p>Any councillor can put an item on the Scrutiny Committee agenda if they write to the Director of Law, Governance and Strategy at least 10 working days before the meeting and the item is relevant to the Scrutiny Committee. All Councillor Calls for Action and Call-Ins will be considered at a public meeting of the Committee.</p> <p>Members of the public can also suggest a topic for the Work Plan. Suggestions can be submitted in person or via email acscrutiny@oxford.gov.uk.</p> <p>The Chair will report regularly to Council on the work of the Scrutiny Committee (see also 11.17). The Committee may also produce an annual report.</p>	
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<p>13.15 Order of Business at the Scrutiny Committee</p>	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of previous meeting • Any decisions that have been called in • Scrutiny work plan • Cabinet responses to Scrutiny recommendations • Anything else on the agenda • Dates of future meetings 	<p>The order of business will be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Chair's Announcements • Minutes of previous meeting • Addresses by members of the public • Councillor addresses on any item for discussion on the Scrutiny agenda • Substantive reports • Scrutiny work plan • Cabinet responses to Scrutiny recommendations • Endorsement of Recommendations from Working Groups 	<p>The Chair of the Committee normally amends the order of business at the beginning of the meeting to make good use of Officer/Cabinet Member time, this change will ensure this is actioned as part of the regular agenda.</p> <p>There is now a separate item for the committee to endorse the recommendations to the Working Groups (formerly Scrutiny Panels).</p> <p>The 'Any decisions that have been called in' item has been amalgamated into the 'substantive items', but due to the process to review call-ins of executive decisions, special meetings can be called instead.</p>
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		<ul style="list-style-type: none"> Dates of future meetings <p>The Chair has the discretion to amend the order of the agenda items.</p> <p>This order can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of the meeting.</p>	
13.16 Public Speakers at Scrutiny Committee	Guest speakers should be treated with politeness and respect.	<p>Members of the public can submit Addresses, in writing about any item for discussion at the meeting. Addresses, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy (acscrutiny@oxford.gov.uk) by 5pm at least three clear working days. Questions can be submitted either by letter or by email. An address may last for no more than five minutes.</p> <p>Members of the Scrutiny Committee can ask questions to the public speaker.</p>	<p>Having a process where members of the public can address the committee and to keep in-line with public addresses across all committees.</p> <p>The committee has the provision to ask questions to the member of the public allowing for further discussion, with the time limit for this item being up to the discretion of the Chair.</p> <p>Originally this was part of section 13.8 but should be included as a separate section in the Constitution.</p>
13.17 Councillors Speaking at Scrutiny Committee	New Section of the Constitution	Oxford City councillors may, when the chair agrees, address the Scrutiny Committee on an item for discussion on the agenda. The member seeking to make an address must notify the Director of Law,	<p>To have a separate provision for the Councillors speaking at Scrutiny Committee and to align with similar processes at other committees.</p> <p>The committee to ask questions to the</p>

		<p>Governance and Strategy (acscrutiny@oxford.gov.uk) by 5pm at least three clear working days before the meeting, stating the relevant agenda items. An address may last for no more than five minutes.</p> <p>Members of the Scrutiny Committee can ask questions to the Councillor.</p>	<p>Councillor allows for further discussion, with the time limit for this item being up to the discretion of the Chair.</p> <p>Originally this was part of section 13.8 but should be included as a separate section in the Constitution.</p>
13.18 Scrutiny Call-In Procedure	New Section of the Constitution	<p>If an executive decision has been called-in by 4 Members, or the Chair of the Scrutiny Committee, the Committee will review the item. The Order of Business for this item will be:</p> <ul style="list-style-type: none"> • Call-in Item <ul style="list-style-type: none"> ○ Introduction from Members who called in decision ○ Local Members to comment (if appropriate) ○ Response from Cabinet and Executive Director ○ Deliberation and Outcome 	<p>There is no formal process within the Constitution regarding any decisions that have been called-in to Scrutiny committees and relies of the Chair's discretion to organise the agenda. Having a formal process allows there to be consistency for future Committee Chairs and allows Officers an understanding of the process to</p>
13.19 Standing Working Groups and Review Groups	New Section of the Constitution	<p>(a) Establishment of Groups The Scrutiny Committee can set up Standing Working Groups and Review Groups each year to consider selected issues in more detail.</p> <p>(b) Functions of Standing Working</p>	<p>A new section of part 13 of the Constitution includes provision for the committee setting up Standing Working Groups and Review Groups. These are part of the operating principles which were agreed at the</p>

		<p>Groups</p> <p>Standing Working Groups will hold meetings throughout the year, and consider quarterly performance reports, executive decisions and other issues within their remit.</p> <p>(c) Functions of Review Groups</p> <p>Review Groups will be formed to undertake issue-led and time-bound 'task and finish' reviews of specific issues. Review Groups will conclude their work with a report and recommendations, to be presented to the Cabinet or the Council.</p> <p>(d) Meeting protocols</p> <p>Both Standing Working Group and Review Group meetings will be held in private. Meetings will generally be held virtually, unless there is a compelling need to hold an in-person meeting. Hybrid meetings will not be possible due to capacity constraints. The quorum for standing panels and review groups shall be three councillors for panels of six.</p> <p>(e) Appointment and accountability of Group Chairs</p> <p>Group Chairs will be elected at the first meeting of the Committee in the municipal year. Review Group Chairs will be elected by the Committee when the groups are established.</p>	<p>first Scrutiny Committee of the municipal year; however, it is better governance to have this incorporated as part of the Constitution to provide the committee a framework ahead of the first committee. This allows the Committee to deal with the substantive business at their first meeting of the year and means that technically the committee is always governed before its first meeting.</p>
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		<p>Chairs of both Standing Working Groups and Review Groups will be accountable to the Scrutiny Committee and can be from any political group. Chairs of Standing Working Groups and Review Groups will report back to the Committee on progress and outcomes. They may also be invited to present their reports and recommendations to the Cabinet.</p> <p>(f) Frequency of meetings</p> <ul style="list-style-type: none"> • Standing Working Groups will meet approximately 5 times each year. • Review Groups will meet as often as is required for them to conclude their work. <p>The Scrutiny Committee will oversee the work of Review Groups to ensure they do not overrun unduly.</p> <p>(g) Additional meetings</p> <p>Any additional meetings of Standing Working Groups must be approved by the Director of Law, Governance and Strategy to ensure the capacity of the Scrutiny and Governance Advisor and the Committee and Member Services team is not exceeded.</p> <p>(h) Scope and final agreement on recommendations</p>	
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		<p>The Scrutiny Committee will commission and scope the work of Standing Working Groups and Review Groups. The Scrutiny Committee has final agreement on their recommendations.</p> <p>Where there is no Scrutiny Committee meeting scheduled before a Cabinet or Shareholder and Joint Venture Group meeting to endorse a Working Group recommendation, authority will be delegated to the Scrutiny and Governance Advisor, in consultation with the Chair of the Scrutiny Committee, to forward the recommendations to the executive. The recommendations and Cabinet response will then be reported to the Committee at the next available meeting.</p> <p>(i) Capacity In any given year, the organisation ordinarily has capacity to support either:</p> <ul style="list-style-type: none"> • 2 Standing Working Groups and 3 Review Groups; or • 3 Standing Working Groups and 2 Review Groups <p>(j) Substitution and Political Group Allocations For substitutions at Standing Working Groups and Review Groups,</p>	
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		<p>see Part 13.2(c). The Scrutiny Committee will set the membership of both Standing Working Groups and Review Groups, drawing from all non-executive members. Political groups will be asked to nominate members to any such groups for agreement by the Committee. Standing Working Groups and Review Groups are not required to reflect the Council's political composition.</p> <p>(k) Handling of unused seats Where a political group does not wish to take-up its allocation of a seat on a Standing Working Group or Review Group, it will first be offered to political groups that would not normally have a seat allocation through the cross-party principle guide for appointment to Standing Panels and Review Groups. The seat will be offered to those political groups in priority order based on strongest entitlement to a seat as per political proportionality calculations. Should there be no take-up of the seat after offering to other political groups, the Scrutiny Committee will decide what to do.</p> <p>(l) Seat allocation dispute Where two or more political groups</p>	
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		have the same entitlement to a seat based on political proportionality calculations, but where there are not enough available seats to allocate to all those political groups, the Scrutiny Committee will decide what to do.	
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Part 14 Other Committee Procedures

Paragraph	Current	Change	Reason
14.6 (a) Cancelling or rescheduling a meeting	If a committee has insufficient business for one of its fixed meetings, the Head of Law and Governance can cancel or reschedule it after consulting the chair of the committee or sub-committee. The Head of Law and Governance may cancel or reschedule a meeting in exceptional circumstances in consultation with the Chair, Group Leaders and the Chief Executive, if the agenda has not already been published. This is with the exception of Licensing and Gambling Acts Casework Sub-Committee, which may be cancelled where the agenda has been published, if the meeting is no longer	If a committee has insufficient business for one of its fixed meetings, the Director of Law, Governance and Strategy can cancel or reschedule it after consulting the chair of the committee or sub-committee. The Director of Law, Governance and Strategy may cancel or reschedule a meeting in exceptional circumstances in consultation with the Chair, Group Leaders and the Chief Executive, if the agenda has already been published.	The change allows for the Director of Law, Governance and Strategy to cancel a meeting if the business published on the agenda is no longer required.

	required.		
14.6 (c) Time and Place of Committee Meetings	New Section of the Constitution	<p>Ordinary meetings usually start at 6.00 p.m unless otherwise agreed by the Committee.</p> <p>Meetings shall conclude no more than four hours after the published start time.</p>	This will allow meetings to not overrun, and to keep in line with full Council which has a four-hour time limit.
14.8 Speaking on agenda items	<p>Specific rules on public speaking apply to meetings of Council, the Cabinet, the Scrutiny Committee and planning committees and the Licensing and Gambling Acts Casework Sub-Committee.</p> <p>For all other committees where the press and public are not excluded any member of the public and any city councillor can speak on any agenda item for up to five minutes if the chair agrees. Individuals should register to speak by 4.00 pm on the day of the meeting. Any extra written material should be submitted at least two working days before the meeting.</p>	<p>Specific rules on public speaking apply to meetings of Planning Committee, Planning Review Committee, General Purposes Licensing Casework Sub-Committee and Licensing and Gambling Acts Casework Sub-Committee.</p> <p>For all other committees where the press and public are not excluded (Council, Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) any member of the public can speak on any agenda item for up to five minutes and should register to speak by 5.00 pm three clear working days before the meeting, including a draft of the speech submitted to the Director of Law,</p>	A general tidy-up of public speaking for non-regulatory committees and to ensure consistency across all committees.

		Governance and Strategy.	
14.9 Councillors Speaking on agenda items	New Section of the Constitution	For all other committees where the press and public are not excluded (Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) Oxford City councillors can register to speak for up to five minutes on any agenda item by 5.00 pm three clear working days before the meeting.	To have a separate provision for Councillors wanting to speak on agenda items for any committee, and to keep in line with the Councillors addressing Cabinet and the Scrutiny Committee.
14.12 (c) Planning Committee Procedure	<p>The order of business at Oxford City Planning Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) 	<p>The order of business at Oxford City Planning Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) 	To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures

	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Applications for decision • Minutes of the previous meeting • Forthcoming applications • Dates of future meetings <p>The order of business at Planning Review Committee meetings will be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest 	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of the previous meeting • Applications for decision • Forthcoming applications • Dates of future meetings <p>The order of business at Planning Review Committee meetings will be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest 	
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	<ul style="list-style-type: none"> • Applications for decision that have been called in following consideration by the Oxford City Planning Committee • Minutes of the previous meeting • Dates of future meetings 	<ul style="list-style-type: none"> • Minutes of the previous meeting • Applications for decision that have been called in following consideration by the Oxford City Planning Committee • Dates of future meetings 	
14.13 (b) Licensing Committee procedures	<p>The order of business at Licensing Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Appointments to sub-committees (at the first meeting after annual Council) • Items for decision or information 	<p>The order of business at Licensing Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Minutes of the previous meeting • Appointments to sub-committees (at the first meeting after annual Council) 	<p>To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures.</p> <p>There is also provision for public speaking, similar to what is currently offered at Cabinet, where the proposed question or address must relate to an item on the agenda</p>

	<ul style="list-style-type: none"> • Minutes of the previous meeting • Dates of future meetings 	<ul style="list-style-type: none"> • addresses and questions by members of the public • councillor addresses on any item for discussion • Items for decision or information • Dates of future meetings 	
14.13 (e) Licensing Committee procedures	New Section of the Constitution	<ul style="list-style-type: none"> • Election of Chair (if the Chair is absent or a Chair has not been appointed for this hearing) • Apologies for absence • Declarations of interest • Procedure to be followed at the meeting • Minutes of the previous meeting • Items for decision or information • Dates of future meetings 	It is good governance to have a standardised agenda for all sub-committee hearings and to ensure consistency across both sub-committees where minutes are discussed and agreed at the beginning of the meeting.
14.14 (b) Audit and Governance Committee procedures	<p>The order of business at Audit and Governance Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after 	<p>The order of business at Audit and Governance Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after 	<p>To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures.</p> <p>There is also provision for public speaking, similar to what is currently offered at Cabinet, where the proposed question or address must relate to an item on the</p>

	<p>annual Council or after the post becomes vacant)</p> <ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • External audit reports • Internal audit reports • Reports from officers • Minutes of the previous meeting • Future meeting dates 	<p>annual Council or after the post becomes vacant)</p> <ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Minutes of the previous meeting • Addresses by members of the public • Councillor addresses on any item for discussion • External audit reports • Internal audit reports • Reports from officers • Dates of future meetings 	agenda
14.15 (b) Standards Committee procedures	<p>The order of business at Standards Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Items for decision or information 	<p>The order of business at Standards Committee meetings will normally be:</p> <ul style="list-style-type: none"> • Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair and Vice Chair are absent) • Election of Vice Chair (at the first meeting after annual Council or after the post becomes vacant) • Apologies for absence • Declarations of interest • Minutes of the previous meeting 	<p>To ensure consistency across all committees where minutes are discussed and agreed at the beginning of the meeting and to keep in line with the Council procedures.</p> <p>There is also provision for public speaking and Councillor speaking, similar to what is currently offered at Cabinet, where the proposed address must relate to an item on the agenda</p>

	<ul style="list-style-type: none"> Minutes of the previous meeting 	<ul style="list-style-type: none"> Addresses by members of the public Councillor addresses on any item for discussion Items for decision or information Dates of future meetings 	
<p>Part 14.16 (a) Appointments Committee Procedures</p> <p>Who can put items on Appointment Committees agendas?</p>	New section of Constitution	The Chief Executive or the Monitoring Officer can put items on Appointment Committee agendas.	Currently, there is no procedure for adding items to the agenda for this committee.
<p>Part 14.16 (b) Appointments Committee Procedures</p> <p>Order of business at Appointments Committee meetings</p>	New section of Constitution	<p>The order of business at Appointments Committee meetings will normally be:</p> <ul style="list-style-type: none"> Election of Chair (at the first meeting after annual Council or after the post becomes vacant or if the Chair is absent) Apologies for absence Declarations of interest Minutes of the previous meeting Items for decision or information 	Currently, there is no procedure for this committee and it is better governance to have the procedure embedded into the constitution.

Part 15 Access to information and key decision procedures

15.14 Key decisions	<p>A key decision is an executive decision likely to:</p> <ul style="list-style-type: none"> • Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is: <ul style="list-style-type: none"> ○ Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation 	<p>A key decision is an executive decision likely to:</p> <ul style="list-style-type: none"> • Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is: <ul style="list-style-type: none"> ○ Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation 	<p>A general tidy-up of the definition of key decision, to bring this bullet point in line with the other criteria</p>
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Part 17 Call-in Procedures

Paragraph	Current	Change	Reason
17.3 Who can call in decisions and when do	Deadline: 5pm on the last day of	Deadline: 5pm on the last day of the two	Records of decisions are quicker to publish following the decisions taken at

<p>they have to be called in by?</p> <p>Planning decisions (those within 5.3(a)) taken by Oxford City Planning Committee</p>	<p>the period of two working days starting the day after that on which the draft minute of the decision is published</p>	<p>working day period starting the day after the decision notice is published</p>	<p>Committee. These would be similar to what is produced for delegated decisions and are quicker to produce than a full set of minutes and allow the call-in period to start earlier. The decision notices will contain the relevant information to allow Members to decide if they wish to call in the decision. Officers will be able to start the process once the decision has been taken, and the call-in process has finished.</p> <p>Minutes would still be drafted but would follow afterwards.</p>
<p>17.3 Who can call in decisions and when do they have to be called in by?</p> <p>Non-planning decision taken by the Cabinet</p>	<p>Deadline:</p> <p>Within two working days of the draft minute of the decision being published</p>	<p>Deadline:</p> <p>5pm on the last day of the two working day period starting the day after decision notice is published</p>	<p>Records of decisions are quicker to publish following the decisions taken at Committee. These would be similar to what is produced for delegated decisions and quicker to produce than a full set of minutes and allow the call-in period to start earlier. The decision sheets will contain the relevant information to allow Members to decide if they wish to call in the decision. Officers will be able to start the process once the decision has been taken, and the call-in process has finished.</p> <p>Minutes would still be drafted but would follow afterwards.</p>
<p>17.8 Criteria for Call-In</p>	<p>New Section of the Constitution</p>	<p>For executive decisions, Members must complete the proforma and sent to the Director of Law, Governance and Strategy</p>	<p>There is currently no criterion for the determining the validity of call-ins for any decisions made by Cabinet, this has been drafted to allow the Director of Law,</p>

		<p>(pfrestrictedcallin@oxford.gov.uk). A notice invoking the call-in procedure must cite at least one of the following grounds in support of the request for call-in of a decision.</p> <ul style="list-style-type: none"> • Inadequate consultation • Inadequate evidence • Decision outside the Budget and Policy Framework • Decision does not lead to the desired outcome • Decision might be challenged on human rights grounds • Insufficient Legal and Financial consideration • Decision not within the power of the Decision maker • In effect the 'call in' request would need to demonstrate that it is reasonable to 'call in' the decision. It is for the Director of Law, Governance and Strategy, in consultation with the Chair of the Scrutiny Committee to assess what is reasonable. 	<p>Governance and Strategy, in consultation with the Chair of the Committee to review the request and to proceed if required</p>
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Part 19 Contract Rules

Paragraph	Current	Change	Reason
19.4 Interests of councillors and officers in contracts	New addition to section 19.4	A Conflict-of-Interest Assessment must be completed for all above threshold procurements prior to the project commencement, during the procurement and post award during the contract management stage. Conflict of interest assessments must be sent to procurement for filing with the contract	To ensure the relevant checks have been made before entering any contracts
19.13 Exemptions and Waivers	An Exemption is an approval that, for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.17 only (any other departures require a waiver):	An Exemption is an approval that, for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.16 only (any other departures require a waiver):	A general tidy-up of the exemption rules
19.13 (b) Exemptions and Waivers		Where there is substantial evidence of value for money to the Council An exemption may be granted where there is substantial evidence of value for money to the Council to keep with the current supplier, for example where there is only one supplier or no competitive market exists.	A general tidy-up of the exemption rules to ensure consistency on value for money for procurement
19.16 Procurement Processes and	£30,000.00 and over up to FTS (Goods, Services)	£30,000.00 and over up to FTS (Goods, Services)	To ensure clear guidance and improved checks for the

thresholds Table	£30,000.00 and over up to £999,999.99 (Works, Concessions) Over FTS (Goods, Services) Authorised Procurement Practitioner or Procurement Team	£30,000.00 and over up to £999,999.99 (Works, Concessions) Over FTS (Goods, Services) Officer authorised by the relevant Service Director	different values
19.22 a) Contract specifically provides for variation	Contracts may be varied by a Service Director without Procurement Team approval only where:	Contracts may be varied by a Service Director in consultation with the Procurement Team only where:	Setting out the improved procedure
19.22 b) Contract does not specifically provide for variation	Where a variation to a contract is required which is not provided for within the contract, a variation will not automatically be permitted. Officers must consult with the Procurement Team and have agreement on behalf of the Director of Law, Governance and Strategy before taking the below action to modify the contract.	Where a variation to a contract is required which is not provided for within the contract, a variation will not automatically be permitted. Officers must consult with the Procurement Team and have agreement on behalf of the Director of Law, Governance and Strategy before taking the below action to modify the contract. A variation of an FTS contract will only be allowed where it is a permitted variation in accordance with procurement law and it has had written approval of the Monitoring Officer (Director of Law, Governance and Strategy).	Removal of a duplicated paragraph and general tidy- up of the guidance