

To: Council
Date: 26 January 2026
Report of: Director of Law, Governance and Strategy (Monitoring Officer)
Title of Report: Updates to Constitution – January 2026

Summary and recommendations	
Decision being taken:	To seek approval for amendments to the Constitution, including updated Committee procedures and Contract Rules.
Key decision:	No
Cabinet Member:	Councillor Susan Brown, Leader and Cabinet Member for Partnership Working and Inclusive Economic Growth
Corporate Priority:	A Well Run Council.
Policy Framework:	None.

Recommendation(s): That Council resolves to:
Approve the changes to the Constitution, as listed in Appendix 1; Delegate authority to the Monitoring Officer to make any other consequential amendments to the Constitution to reflect the changes in appendix 1 to the extent that they have not been identified in the above, provided such changes are purely required as a direct consequence

Information Exempt From Publication	
N/A	N/A

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	List of proposed amendments to the Constitution	No

Introduction and background

1. The Constitution forms a key part of the Council's governance framework, setting rules, principles and procedures to enable the Council to take decisions and do its work effectively.
2. The Constitution is reviewed annually to ensure that it continues to properly reflect the law and meet the needs of the Council. This report is in addition to the annual review and the amendments agreed in November 2025, being both a tidying up exercise and an opportunity to respond to governance changes and issues that have arisen since the previous review.
3. The list of proposed amendments resulting from the Constitution Review are attached at Appendix 1 and summarised below.

Contract Rules

4. There are a number of changes to the contract rules, listed in appendix 1 regarding when these rules apply. This follows the changes made during the previous report to Council in November 2025.

Other Changes

5. The requirements for different committees to add decisions and recommendations to Council to the Forward Plan has been updated. While not a legal requirement, this amendment allows Officers to plan their workstreams ahead of committees and gives members and the public more transparency when decisions are expected at other committees.

Alternative Options Considered

6. Council could consider to not implemented the amendments set out in Appendix 1, however this would be considered to not be appropriate as this is updating certain practices and providing clarity to some of the rules.

Financial implications

7. There are no financial implications arising from the recommendations contained in this report.

Legal issues

8. A local authority is under a duty to prepare and keep up to date its Constitution under section 9P of the Local Government Act 2000 as amended. The Constitution must contain:
 - the Council's standing orders/procedure rules;
 - the Council's members' code of conduct;
 - such information as the Secretary of State may direct; and
 - such other information (if any) as the authority considers appropriate.
9. A Constitution Direction was issued by the Secretary of State in December 2000 that required around 80 matters to be included within constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of the rights of inhabitants of the area, amongst other things.
10. All other legal issues arising from the recommendations are contained in body of this report.

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Background Papers:	
1	Section 9P Local Government Act 2000
2	Report to Council Constitutional Amendments July 25 - FINAL.pdf
3	Report to Council OxCityCouncil Cabinet report

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