

## Constitution review 2024/2025 – work plan

Red – most urgent

Amber– Also to be considered

Green – Updates that can be made by the Monitoring Officer

		Time-frame	Rationale for review	Suggested changes	Comments including alternative options and comparison with other comparable local authorities	Lead officer/ Status
Part 1 - Introduction	1.1 The Constitution				To be checked at the end of the review for any changes arising from changes to other parts of the Constitution.	Colm Ó Caomhánaigh
	1.2 How OCC operates	12/24	Need to properly name documents within the budget and policy framework, as the current naming is inconsistent and unclear			Agreed 9/1/25
	1.3 Decision making		Review Key Decision Thresholds		To be checked at the end of the review for any changes arising from changes to other parts of the Constitution.	Agreed 6/2/25
Part 2 - Oxfordshire Fire and Rescue Service	Oxfordshire Fire and Rescue Service	12/24	Need for more information and clarity on decision-making processes within the Fire and Rescue service section		Is more information needed – how it links to other parts of the Constitution. Where are decisions made?	Not reached

Last update 22/10/2024

Part 3 - Council	3.1 Council Meeting Procedure Rules	Urgent 11/24	<p>Members are concerned that we are not getting through enough motions.</p> <p>There has been debate around rules for amendments.</p> <p>A motion for removal of Leader was proposed and there are no specific rules.</p> <p>Number required for petitions is exceptionally low and requirement of Chief Officer to respond is odd.</p> <p>The number of Members to call an Extraordinary Council is too low.</p>		<p>Need to review rules, timings and deadlines around requests to speak, petitions, questions from members of the public. Specific procedure to be included relating to a formal process for removal of the Leader.</p>	<p>Agreed 9/1/25 – rules on motions and amendments do not need to change. Officers should be stronger in applying them.</p> <p>Agreed 25/1/25</p> <p>Agreed 9/1/25</p> <p>Agreed 6/2/25</p>
	3.1A Virtual Meeting Procedure Rules	Urgent 11/24	No longer required as separate section.	Section to be deleted and integrated into 3.1 Council Meeting Procedure Rules.	To be deleted after inclusion of relevant parts in the main Council Meeting Procedure Rules.	Agreed 14/11/24
	3.2 Budget and Policy Framework Procedure Rules				To be checked at the end of the review for any changes arising from changes to	

					other parts of the Constitution.	
	3.3 Virement Rules	12/24				Agreed 20/2/25
	3.4 'Local Choice' Functions	12/24				
	3.5 Agency, Partnership and Joint Arrangements	12/24				
Part 4 - Cabinet	4.1 Membership of Cabinet and Shadow Cabinet	11/24	Remove the need to republish the Constitution when changes are made to membership.	Remove names under membership of the Cabinet and Shadow Cabinet.	Being addressed through MO changes.	MO amendment
	4.2 Cabinet Procedure Rules	11/24	Bring deadlines for member questions in line with 3.1 Council Meeting Procedure Rules		Inconsistent deadlines cause confusion. Need to consult with Leader	Agreed 20/2/25
	4.3 Cabinet Committees		Incorrect reference	1. (f) the procedure for inclusion of items in the agenda for its meetings set out in paragraph 86(d) of the Protocol on Members' Rights as if it was a Council Committee.		Agreed 20/2/25
	4.4 Delegated Decisions by Individual Cabinet Members	12/24	Very little public interest in Cabinet Member Decisions other than Transport Management		Should we provide option for Cabinet Member decision not in-person? Compare with other County Councils.	Agreed 20/2/25
	4.5 Cabinet Advisory Groups				No changes likely to be required.	

	4.6 Transport Advisory Panel	12/24	Delete?		Does this meet? In any event, should it be listed separately? Seek view from Director.	Agreed 9/1/25
Part 5 – Committees and sub-committees	5.1A Membership of committees and sub-committees	11/24	Remove the need to republish the Constitution when changes are made to membership.  Provide procedure to cancel / change meeting dates.	Remove names under membership of committees and sub-committees.	Being addressed through MO changes.	MO amendment  Agreed 6/2/25
	5.1B Health and Wellbeing Board	Urgent 11/24	Update terms of reference to reflect those previously adopted by HWB.	New terms reference for HWB	HWB on 6/10/24 adopted new terms of reference and agreed updated membership but these were never adopted by Council.	Agreed 28/11/24
	5.1C Remuneration Committee	11/24	Remove the need to republish the Constitution when changes are made to membership.	Remove names under membership of the Remuneration Committee.	Being addressed through MO changes.	MO amendment
	5.1D Membership of other committees	11/24	Remove the need to republish the Constitution when changes are made to membership.	Remove names under membership of panels and committees.	Being addressed through MO changes.	MO amendment
Part 6 – Overview and Scrutiny Committees	6.1A Overview and Scrutiny Committees	12/24	Future of People OSC  Remove the need to republish the Constitution	Remove names under membership of Scrutiny Committees.	Being addressed through MO changes.	Agreed 20/2/25

			when changes are made to membership.			
	6.1B Joint Health Overview and Scrutiny Committee	12/24	<p>Clarification of Deputy Chair rotation</p> <p>Remove the need to republish the Constitution when changes are made to membership.</p> <p>Refers to CCGs – no longer exist</p> <p>Update to reflect changes made by the Health and Care Act 2022, particularly in relation to CCGs and the powers of referral by HOSCs.</p>	Remove names under membership of the Oxfordshire Joint HOSC and Horton HOSC.	Being addressed through MO changes.	Agreed 20/2/25
	6.2 Overview and Scrutiny Procedure Rules	12/24	Multiple issues to improve the efficiency and effectiveness of Scrutiny.			Agreed 23/1/25
	6.3 Protocol on Scrutiny Participation	12/24	Suggest removal on the grounds that it is a protocol not used in practice and which would be unhelpful if the Council tried to.			Agreed 23/1/25
Part 7 – Scheme of	7.1 Officers	11/24			MO updated to reflect senior management restructuring.	MO amendment

delegation to officers	7.2 Scheme of delegation to officers	Urgent 11/24	Needs to be updated to reflect the new management structure			Agreed 28/11/24
Part 8 – Other procedure rules	8.1 Access to Information Procedure Rules	12/24	Legislation on Forward Plans has changed.		MO changes relating to bringing publication of key decisions in line with legislation	MO amendment
	8.2 Financial Procedure Rules	Urgent 12/24			Financial Regulations need to be appended to Financial Procedure Rules.	Agreed by Council 10/12/24
	8.3 Contract Procedure Rules	12/24	To be changed to reflect the Procurement Act.	changes related to community and voluntary sector funding	Need to include provisions around funds given to voluntary and community organisations.	Agreed 20/2/25
	8.5 Members' Champion Role Guidance Notes					
	Annex 1 – Procedure to be complied with in respect of dismissal of senior officers					
	Annex 2 – Protocol for employees working part-time and/or temporarily for, or providing consultancy to, other bodies or councils					
	Annex 3 – Protocol for employees working part-time and/or temporarily					

	for, or providing consultancy to, other bodies or councils					
	8.4 Officer Employment Procedure Rules	12/24	Ensure all necessary updates are included			
Part 9 – Codes and protocols	9.1 Members’ Code of Conduct (including appendices) Appendix A – The Seven Principles of Public Life Appendix B – Disclosable pecuniary interests Appendix C – Disclosure of other registrable interests					
	9.2 Protocol on Members’ Rights and Responsibilities					Agreed 20/2/25
	9.3 Councillor Call for Action (CCfA) – guidance for members				Check for any duplication in part 6.	
	9.4 Policy on IT use by members of the County Council		Does this need to be in the Constitution? Suggest removal.		Looked at by IT.	Agreed 6/2/25
	9.5 Members’ Planning Code of Practice					
	9.6 Protocol on Member/Officer Relations		Hasn’t been reviewed for some time			Agreed 20/2/25

	9.7 Officers' Code of Conduct					
	9.8 Protocol on Consultation with Employees		Outdated and needs review		Does this need to be in the Constitution? Suggest removal.	
Part 10 – Members' Allowances	10.1 Members' Allowances	12/24	Annual update to allowances payable and correction of paragraph references and clarification of 'in writing'		The current expenses form does not allow Members to specify that they are not claiming the expense from any other source. It was agreed to request a change to the form rather than amend the Constitution.	Agreed 12/12/24