



## Constitution

### Contents table

<b>Glossary of Terms</b> .....	1
<b>Part 1: Summary</b> .....	1-1
IA Summary and Explanation .....	1-1
IB The Constitution .....	1-3
IC Members of West Oxfordshire District Council .....	1-6
ID Officers of West Oxfordshire District Council .....	1-8
IE The Public and the Council .....	1-11
<b>Part 2: Articles of the Constitution</b> .....	2-1
2A Article 1: The Council .....	2-1
2B Article 2: Chairing the Council .....	2-2
2C Article 3: Overview and Scrutiny Committees .....	2-3
2D Article 4: The Cabinet .....	2-5
2E Article 5: Regulatory and Other Committees .....	2-7
2F Article 6: Area Committees .....	2-8
2G Article 7: Joint Arrangements .....	2-10
2H Article 8: Decision Making .....	2-11
2I Article 9: Finance, Contracts and Legal Matters .....	2-14
<b>Part 3: Responsibility for Functions, Key Decisions &amp; Cabinet Work Plan</b> .....	3-1
3A Principles of Decision Making .....	3-1
3B Council Functions .....	3-6
3C Committee Functions .....	3-9
3D Cabinet Functions .....	3-20
3E Roles and Responsibilities of all Councillors .....	3-23

<b>Part 4:</b>	<b>Officer Scheme of Delegation .....</b>	<b>4-1</b>
4A	Introduction .....	4-1
4B	Statutory & Proper Officers .....	4-3
4C	Functions in relation to legal services .....	4-8
4D	Functions in relation to Licensing .....	4-10
4E	Functions in relation to Public Health, Environmental Health and Health & Safety .....	4-14
4F	Functions in relation to Planning .....	4-16
<b>Part 5:</b>	<b>Policy and Procedure Rules .....</b>	<b>5-1</b>
5A	Council Procedure Rules .....	5-1
5B	Cabinet Procedure Rules .....	5-15
5C	Overview and Scrutiny Rules .....	5-19
5D	Procedure in relation to Licensing Applications .....	5-29
5E	Standards Sub Committee Local Hearing Panel Procedure Rules .....	5-30
5F	Budget and Policy Rules .....	5-37
5G	Access to Information .....	5-43
5H	Contract Procedure Rules .....	5-51
5I	Finance Procedure Rules .....	5-52
<b>Part 6:</b>	<b>Codes and Protocols .....</b>	<b>6-1</b>
6A	Members Code of Conduct .....	6-1
6B	Member / Officer Protocol .....	6-15
6C	Appointment of Members to Outside Bodies .....	6-26
6D	Protocol on the Use of Council Facilities and Resources by Councillors .....	6-27
6E	Local Petition Scheme .....	6-29