



Listening Learning Leading



Constitution

**of South Oxfordshire District Council
and Vale of White Horse District Council**

Published: 23 May 2024

Approved by:
South Oxfordshire District Council on 16 May 2024
Vale of White Horse District Council on 22 May 2024

Contents

PART 1: SUMMARY AND EXPLANATION

Section	Pages
Summary and explanation	7 - 16

PART 2: DECISION MAKING

Section	Pages
The full Council	17 - 21
Council procedure rules	19 - 30
Cabinet arrangements and procedure rules	31 - 39
Planning Committee procedure rules	40 - 45
Scrutiny committees procedure rules	46 - 56
Joint Audit and Governance Committee procedure rules	57 - 62
General Licensing Committee procedure rules	64 - 68
Licensing Acts Committee procedure rules	69 - 73
Climate and Ecological Emergencies Advisory Committee - South Oxfordshire	74 - 79
Climate Emergency Advisory Committee - Vale of White Horse	80 - 84
Panel procedure rules	85 - 87
Community Grants Panel procedure rules - South Oxfordshire only	88 - 92
Area committees procedure rules - Vale of White Horse only	93 - 97
Community Governance and Electoral Issues Committee procedure rules	98 - 102
Joint Staff Committee procedure rules	103 - 106
Responsibility for functions	107 - 112
Schedule 1: functions which are the responsibility of the	113

Cabinet, Council and local choice functions, and delegation to officers

Introduction to the scheme	114
Abbreviations	115 - 118
General principles of the scheme	119 - 122
General delegations	122 – 129
Chief executive (head of paid service)	130
Deputy chief executive - partnerships	132
Deputy chief executive - place	132
Deputy chief executive - transformation and operations	133
Chief finance (section 151) officer	134 – 135
Electoral registration officer and returning officer	136
Head of corporate services	137 – 138
Head of development and corporate landlord	139 - 145
Head of finance	146 – 150
Head of housing and environment	151 - 159
Head of legal and democratic	160 – 166
Head of planning	167 – 175
Head of policy and programmes	176 – 178
Monitoring officer	179
Proper officers and authorised officer appointments	180 – 206
Schedule 2: functions which are the responsibility of the Cabinet - Leader's scheme of delegation to individual Cabinet members and officers	207
Scheme of delegation of the leader of South Oxfordshire council to Cabinet members and officers	208 – 209
Scheme of delegation of the leader of Vale of White Horse council to Cabinet members and officers	210 – 212

PART 3: CODES, PROTOCOLS AND FINANCIAL, CONTRACTS, OFFICER EMPLOYMENT, AND BUDGET AND POLICY FRAMEWORK PROCEDURE RULES

Section	Pages
Financial procedure rules	213 – 233
Procurement procedure rules	234 – 252
Officer employment procedure rules	253 – 259
Budget and policy framework procedure rules	260 – 262
Code of conduct	263 – 274
Councillors' planning code of practice	275 – 284
Departure procedure on planning applications	285
Code of corporate governance	286 – 289
Anti-fraud, corruption and bribery policy	317 - 350
Whistleblowing policy	351 – 363
Protocol on member and officer relations	364 – 379
Councillor call for action protocol	380 – 384
Petition scheme for South Oxfordshire	385 – 387
Petition scheme for Vale of White Horse	388 – 390
Councillors' allowances scheme for South Oxfordshire	391 – 398
Councillors' allowances scheme for Vale of White Horse	399 – 406
Councillors' parental leave policy	407 – 409
Officers' code of conduct	410 – 421
Press and Media Protocol	422 – 428

