



**Oadby & Wigston**  
BOROUGH COUNCIL

---

# COUNCIL CONSTITUTION

---

**Revised:** Tuesday, 30 July 2019



**Oadby & Wigston**  
BOROUGH COUNCIL

# THE CONSTITUTION OF THE BOROUGH COUNCIL OF OADBY AND WIGSTON

Item No.	Contents Page	Page No.
<b>1.</b>	<b>Part 1   Summary and Explanation</b>	<b>1 - 8</b>
<b>2.</b>	<b>Part 2   Articles of the Constitution</b>	<b>9 - 10</b>
2.1	Article 1 - The Constitution	11 - 16
2.2	Article 2 - Members of the Council	17 - 22
2.3	Article 3 - Citizens and the Council	23 - 24
2.4	Article 4 - The Council	25 - 28
2.5	Article 5 - Chairing the Council	29 - 30
2.6	Article 6 - Committees and Working Groups Appointed by the Council	31 - 32
2.7	Article 7 - Directly Facilitated Outside and Partnership Bodies etc.	33 - 34
2.8	Article 8 - Joint Arrangements and Partnerships	35 - 38
2.9	Article 9 - Standing and Other Committees	39 - 40
2.10	Article 10 - Member Conduct	41 - 42
2.11	Article 11 - Officers	43 - 48
2.12	Article 12 - Decision-Making	49 - 50
2.13	Article 13 - Contracts, Finance and Legal Matters	51 - 52
2.14	Article 14 - Review and Revision of the Constitution	53 - 54
2.15	Article 15 - Suspension, Interpretation and Publication of the Constitution	55 - 56
<b>3.</b>	<b>Part 3   Responsibility for Functions</b>	<b>57 - 58</b>
3.1	Section 1 - Introduction	59 - 60
3.2	Section 2 - Council Functions	61 - 64
3.3	Section 3 - Bodies Exercising Council Functions	65 - 88
3.4	Section 4 - Terms of Reference of Sub-Committees etc.	89 - 90
3.5	Section 5 - Ad Hoc Working Groups etc.	91 - 92
3.6	Section 6 - Scheme of Delegation to Officers	93 - 108
3.7	Section 7 - Proper Officer Designations	109 - 114
<b>4.</b>	<b>Part 4   Rules of Procedure</b>	<b>115 - 116</b>
4.1	Section 1 - Council Procedure Rules (Standing Orders)	117 - 138
4.2	Section 2 - Substitution Procedure Rules (Substitution Scheme)	139 - 142
4.3	Section 3 - Petitions Procedure Rules (Petition Scheme)	143 - 152
4.4	Section 4 - Speaking Procedure Rules (Development Control Committee)	153 - 156
4.5	Section 5 - Access to Information Procedure Rules	157 - 166

## Constitution

Revised: Tuesday, 30 July 2019

# THE CONSTITUTION OF THE BOROUGH COUNCIL OF OADBY AND WIGSTON

Item No.	Contents Page	Page No.
4.6	Section 6 - Budget and Policy Framework Procedure Rules	167 - 170
4.7	Section 7 - Contract Procedure Rules	171 - 198
4.8	Section 8 - Financial Procedure Rules (Financial Regulations)	199 - 236
4.9	Section 9 - Officer Employment Procedure Rules	237 - 240
<b>5.</b>	<b>Part 5   Codes and Protocols</b>	<b>241 - 242</b>
5.1	Section 1 - Introduction	243 - 244
5.2	Section 2 - Members' Code of Conduct	245 - 254
5.3	Section 3 - Outline of Roles and Responsibilities for Members	255 - 276
5.4	Section 4 - Protocol on Member / Officer Relations	277 - 286
5.5	Section 5 - Procedure and Resolution of Dispute / Conflict etc.	287 - 288
5.6	Section 6 - Local Member Consultative Charter	289 - 290
5.7	Section 7 - Officers' Code of Conduct	291 - 302
5.8	Section 8 - Confidential Reporting ("Whistleblowing") Code	303 - 310
5.9	Section 9 - Local Code of Corporate Governance	311 - 316
5.10	Section 10 - Planning Code of Conduct	317 - 332
5.11	Section 11 - Licensing Code of Conduct	333 - 340
5.12	Section 12 - Monitoring Officer Protocol	341 - 348
<b>6.</b>	<b>Part 6   Members' Allowances Scheme</b>	<b>349 - 358</b>
<b>7.</b>	<b>Part 7   Committee &amp; Governance Structure</b>	<b>359 - 362</b>
<b>8.</b>	<b>Part 8   Council Structure</b>	<b>363 - 366</b>
<b>9.</b>	<b>Part 9   Glossary of Common Terms</b>	<b>367 - 376</b>
<b>10.</b>	<b>Part 10   Further Information and Contact Details</b>	<b>377 - 380</b>