

# Constitution Working Group

## 1. Context

Article 13 of the constitution sets out the duty of the Monitoring Officer to review the constitution in order to ensure that the aims and principles of the constitution are given full effect. A key role for the Monitoring officer is to make recommendations for ways in which the constitution could be amended to improve the operation of the Council. The Monitoring Officer has delegated power to ensure that minor amendments and updates are made to the constitution.

The Audit and Governance Committee has requested that the Monitoring Officer undertake a detailed review of the constitution in order to ensure that it is fit for purpose, particularly given that it has not undergone significant review for some time. Changes to the constitution require approval by Council, proposals to improve the constitution will therefore be developed and brought forward to Council for consideration in due course.

The Constitutional Working Group will be key in order ensure appropriate member engagement in this process.

## 2. Purpose

The Constitution Working Group will:

1. Receive the proposals of, and provide thoughts, feedback and guidance on areas for inclusion within the Constitution (or on the authority's constitutional arrangements) to assist the Monitoring Officer in developing recommendations for Full Council consideration
2. Develop design principles for the review
3. Manage delivery of the Constitution review project plan

## 3. Outputs

The Constitution Working Group, where possible by consensus, will:

- Make recommendations to the Monitoring Officer on matters brought before it as part of the review into the constitution
- Make recommendations to the Monitoring Officer on proposed content as part of the review into the constitution
- Make recommendations to the Audit and Governance Committee on proposed content as part of the review into the constitution

## 4. Appointment to the Constitution Working Group

Membership of the Constitution Working Group has been set by the Audit and Governance Committee and shall be limited to this review.

## 5. Membership

The Constitution Working Group shall comprise nine members with appointment from each Political Group as agreed by Group Leaders. The membership is not limited to Audit and Governance Committee membership and can come from across the Council. The membership shall consist of:

- Insert names

Additionally, officers will attend as appropriate depending on the area of the constitution being discussed.

The Chairman and Vice Chairman of the Constitution Working Group will be appointed at the first meeting of the Constitution Working Group.

## 6. Frequency of Meetings

The Constitution Review Working Group will meet as and when required.

All meetings will be held in private and dates and times of meetings will be agreed by the Working Group in support of the Monitoring Officer review.