



Constitution Working Group – Terms of Reference

Constitution

- The Constitution Working Group is constituted by resolution of Council. It is a non-executive working group.

Reporting Line

- Depending upon the subject matter, the Group will report for consideration to Audit and Governance Committee, another committee of the Council (where appropriate) or Cabinet (in relation to executive matters)
- Where there is no scheduled meeting of the relevant body by the required timetable, either a special meeting will be convened, or recommendations will be directly reported to Full Council.

Purpose

- To review sections of the constitution to ensure that they are complete, accurate, up to date, clear, lawful and fit for purpose.
- To receive and consider requests from the Monitoring Officer, Members, the Council or Committees, Directors or Heads of Service to review specific parts of the constitution.
- To consider recommendations on proposed amendments to sections from the constitution from the Monitoring Officer, Members, the Council, Committees Directors or Heads of Service.
- To make recommendations on proposed amendments to the constitution to the Audit and Governance Committee, another committee of the Council (where appropriate) or to Cabinet (in relation to executive matters) as appropriate depending upon the subject matter, and for final recommendations to Full Council.

Membership

- The Constitution Working Group shall seek 2 representatives from each party.
- There is no requirement for political balance.
- A group's representative can be substituted at any point.
- Chair of the Group will be voted on at the first meeting of the Group (and would typically be a representative from the controlling administration)
- To advise on matters of law and local authority governance, up to two officers from Democratic Services and Legal Services, including either the Monitoring

Officer or Deputy Monitoring Officer (with non-voting capacity), will attend each meeting.

- Officers from specific service areas (internal and external) may be invited to attend a meeting on a case-by-case basis.

Voting

- The Constitution Working Group is a non-decision-making body and can only make recommendations for changes to the constitution in an advisory capacity.
- Recommended changes will be determined by a consensus at a meeting, with the Chair having the deciding vote.

Quorum

- The quorum of a meeting of the Constitution Working Group will be 3 elected members and 2 officer representatives (from Legal and Democratic Services/Monitoring Officer/Deputy Monitoring Officer).

Frequency

- The Constitution Working Group will meet as and when required (as determined by the Monitoring Officer). All meetings will be held in private and take place typically via Microsoft Teams. If required, consideration will be given to hold a physical meeting in a booked meeting room.

Notes

- A representative from Democratic Services will take notes and agree with the Chair, before circulation to the Group.
- Any recommendations to the relevant body will be presented in a report produced by the Monitoring Officer.