

## **Terms of Reference of the Constitution Review Working Party**

### **1. Composition**

- (a) Membership – The Constitution Review Working Party will be selected by the Leader in consultation with the Chairman of the Audit and Governance Committee and the Opposition Group Leader(s) and it will comprise the following Members.
- One Member of the Executive (who will be responsible for reporting the views of Cabinet to the Working Party)
  - One Member of the Ruling Group that is not a Member of the Executive (who will be responsible for reporting the views of the Ruling Group to the Working Party)
  - One Member of the Opposition Group(s) (who will be responsible for reporting the views of the Opposition Groups to the Working Party)
  - One Independent Member of the Audit and Governance Committee
- (b) Chairing of the Committee
- Meetings will be chaired by the Independent Member (and in his or her absence by the Monitoring Officer or his or her representative)
- (c) Officer Support
- Meetings will be supported by the Monitoring Officer, Democratic Services Officer and any other officer as required

### **2. Role and Function**

- (a) The Constitution Review Working Group shall report its work to the Audit and Governance Committee via the Independent Member (or in his or her absence by the Monitoring Officer or his or her representative)
- (b) It will set its own work programme save the following bodies can request that it considers a particular item of work
- Full Council
  - The Chairman of Audit and Governance Committee
  - The Monitoring Officer
- (c) It has no decision making power save that it shall act as a 'sounding board' for the delegated decision making power of the Monitoring Officer in relation to minor amendments to the Constitution
- (d) It can invite any Member or Officer to speak on a particular item
- (e) The agenda and minutes will be circulated to the Leader and other Group Leaders
- (f) It can consider any constitutional or procedural matter concerning the Council
- (g) It will assist the Audit and Governance Committee in undertaking regular reviews of the Council's Constitution document
- (h) It will make recommendations on changes to the Constitution, and other Council Procedures, to the Audit and Governance Committee and the Full Council