

Appendix 1

Constitution Review Working Group

Draft Terms of Reference – December 2023

The Constitution Review Working Group will perform the following functions:-

Review the content of the Council's constitution.

Identify amendments that could be made to the Council's constitution that would enhance Council business.

Consider proposals from Members to make changes to the Council's constitution.

Consider proposals from Officers to make changes to the Council's constitution.

Make recommendations to Council regarding potential changes to the Council's constitution.

Membership and Role of the Working Group

The Working Group shall comprise [5] elected Members of the Council to be nominated by Group Leaders. This will consist of two elected Members from the administration and three elected Members from the three political groups (one member from each political group).

The membership of the Working Group will not form part of the Council's political balance.

The Constitution Review Working Group is an informal group.

Rules of Operation

The Working Group is able to receive information from officers and to discuss proposed changes to the Council's constitution.

The Working Group has no power to make decisions. However, it can make recommendations which would be considered by Council.

Meetings shall be held in private.

For the purposes of accuracy and transparency notes and actions shall be taken of the matters considered.

Members are reminded that the rules set out in the Code of Conduct with regard to making declarations of interest will apply to the Working Group.