

Annex B

TERMS OF REFERENCE

CONSTITUTION WORKING GROUP 2026/27

1.0 CONSTITUTION

The Constitution Working Group is constituted by resolution of Council. It is a non-Executive working group that reports to Council.

2.0 PURPOSE

The Constitution Working Group has been established to review the Constitution and ensure that it is complete, accurate, up to date, clear, lawful and fit for purpose. It will undertake this role by:

- I.1 Receiving and considering requests from the Monitoring Officer, Members, the Council or Committees to review specific parts of the Constitution;
- I.2 Reviewing areas in the Constitution to ensure that they are complete, accurate, up to date, clear, lawful and fit for purpose;
- I.3 Receiving and considering recommendations on proposed amendments and improvements from the Monitoring Officer, Members, the Council or Committees;
- I.4 Making recommendations on proposed amendments to the Constitution to the Council.

3.0 REMIT

Also, within the remit of the Constitution Working Group will be the responsibility for reviewing the arrangements in respect of recording of meetings and webcasting.

The Constitution Working Group will also formulate draft recommendations to the Local Government Boundary Commission for England for consideration by the Council including:

- a) the total number of Councillors of the Council;
- b) the number and boundaries of electoral wards for the purposes of the election of Councillors;
- c) the name of any electoral ward area.

The Constitution Working Group will also make recommendations to the Council on its future electoral cycle, if considered appropriate.

The Constitution Working Group will also consider any review of polling districts and polling places.

4.0 MEMBERSHIP

The Constitution Working Group shall comprise of 7 members, with seats being offered on the basis of political balance in accordance with the wishes of the political groups as indicated by political group leaders. Should a group leader not wish to appoint the entitlement of members to the working group, the seat may be offered to another member with the group leader's consent.

Other members will be invited to meetings as required on a case by case basis.

5.0 CHAIR OF CONSTITUTION WORKING GROUP

The Chair of the Constitution Working Group will be appointed at its first meeting of each municipal year.

6.0 VOTING

Voting at the Constitution Working Group will be by way of a simple majority of those present and voting, by way of a show of hands. Where the vote is equal, the Chair of the Working Group shall have a casting vote.

7.0 QUORUM

The quorum of a meeting of the Constitution Working Group will be 3 members from the membership of the working group. Substitute members will be permitted on the Constitution Working Group, with members being substituted by a member from the same political group.

8.0 FREQUENCY

The Constitution Working Group will meet as and when required. At least 7 calendar days' notice of meetings will be provided. All meetings will be held in private. Meetings will generally take place either remotely via Teams, or will be Hybrid meetings, or in person meetings.

9.0 RECORD OF MEETINGS

Recommendations of the Constitution Working Group will be reported to the next available Council meeting. Where applicable, notes of Constitution Working Group meetings will be agreed at the next suitable meeting of the Working Group, or

where there is no such meeting within the next 6 months or at all, by the next available Council meeting provided it is not a special meeting.

10.0 OFFICER SUPPORT

The Constitution Working Group will be advised and supported by the Monitoring Officer and the Deputy Monitoring Officer and Business Manager for Democratic Services.