

CONSTITUTION REVIEW WORKING GROUP TERMS OF REFERENCE

1. Purpose

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

- a) Reviewing areas in the Constitution to ensure that they are fit for purpose
- b) Making recommendations on proposed changes to the Constitution;
- c) Receiving requests to review certain areas of the Constitution;
- d) Considering changes proposed by Members, Officers and Committees;
- e) Recommending proposed changes to Full Council for approval.

In addition the Group will be responsible for reviewing the arrangements in respect of the provision of webcasting.

2. Membership

The Constitution Review Working Group shall comprise seven members, appointed on the basis of political balance in accordance with the wishes of the political groups, i.e. four x Conservatives; two x Liberal Democrats, and 1 x Labour/Labour and Co-operative. Others members will be invited to the meetings as required.

3. Chair

The Chair of the Constitution Review Working Group will be appointed at its first meeting.

4. Voting

Any vote will be subject to a simple majority. In simple majority voting the Chair will have a casting vote.

5. Quorum

The quorum of a meeting of the Constitution Review Working Group will be three.

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. Meetings will generally take place remotely via Webex or Google Meet.

7. Minutes of Constitution Review Working Group Meetings

The Working Group shall agree the minutes at the next suitable meeting.

These terms of reference were approved by Council on 28 July 2021