



## **TERMS OF REFERENCE**

### **22/23 CONSTITUTION WORKING GROUP**

#### **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:

- 1.1 Receiving and considering requests from the Monitoring Officer, Members, the Council or Committees to review specific parts of the Constitution;
- 1.2 Reviewing areas in the Constitution to ensure that they are complete, accurate, up to date, clear, lawful and fit for purpose;
- 1.3 Receiving and considering recommendations on proposed amendments and improvements from the Monitoring Officer, Members, the Council or Committees;
- 1.4 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.

#### **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 i.e. 3 Conservative Members, 2 Liberal Democrat Members and 2 Labour Members. 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 on 12<sup>th</sup> August 2022.

## **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, provided they have cast their deliberative vote, and there is no constraint upon how a casting vote is cast.

## **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 Webex or Google Meet, or will be Hybrid meetings, or in person meetings. Where practicable meetings will generally be held at 10am on Fridays.

## **9.0 MINUTES**

Minutes of the Constitution Working Group 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, or in her absence, the Deputy Monitoring Officer and Business Manager for Democratic Services.