

CONSTITUTION REVIEW WORKING GROUP

Terms of Reference

1. Purpose

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

- a) Reviewing areas in the Constitution and put forward appropriate changes when necessary;
- b) Receiving requests to review certain areas of the Constitution;
- c) Considering changes proposed by Members, Officers and Committees;
- d) Proposing changes to Governance Committee for recommendation to Council for approval.

2. Function

(a) The Constitution Review Working Group shall report its work to the Governance Committee via the Monitoring Officer or a nominated representative.

(b) It will set its own work programme, save that the following may request that the CRWG considers a particular item of work:

- i) Full Council
- ii) The Governance Committee
- iii) 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

2. Membership

The Constitution Review Working Group shall comprise of up to four Members and will be represented by all of the political parties. The Group will be supported by the Monitoring Officer, Democratic Services Officer and any other officer as required.

3. Appointment to the Constitution Review Working Group

Members will be nominated to the Constitution Review Working Group by the Group Leaders.

4. Chairman and Vice Chairman

The Chairman and Vice Chairman of the Constitution Review Working Group will be appointed at the first meeting of the group and appointed annually thereafter.

5. Voting

Any vote will be subject to a simple majority and the Chairman will have a casting vote.

6. Quorum

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

7. Frequency of Meetings

The Constitution Review Working Group will meet approximately monthly.

The dates and times of meetings will be agreed by the Working Group. Provided all members of the Working Group are in agreement minor changes to be proposed to the Constitution may be agreed via e-mail without the need to hold a formal meeting.

8. Minutes of Constitution Review Working Group Meetings

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

9. Administration of the Board

Agendas will be sent out five clear working days before the meeting and minutes will be provided within five clear working days after the meeting.