

CONSTITUTION WORKING GROUP

Draft Terms of Reference

1. Purpose

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

- a) Considering any changes proposed by Members & Officers that are within scope (Schedule 1), ensure that they are fit for purpose and put forward appropriate changes;
- b) Recommending proposed changes to Council for approval.

2. Membership

The Constitution Working Group shall comprise eight members and will not be politically balanced;

Seat allocation:

Liberal Democrat group	4 seats (Chairing rights)
Labour group	1 seat
Independent group	1 seat
Conservative group	1 seat
Green group	1 seat

3. Vice Chair

The Vice Chair of the Constitution Working Group will be appointed at the first meeting of the group.

4. Voting

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

5. Quorum

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

6. Frequency of Meetings

The Constitution 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. Provided all members of the Working Group are in agreement minor changes to the Constitution can be agreed via e-mail without the need to hold a formal meeting.

7. Minutes of Constitution Working Group Meetings

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

8. Administration of the Constitution Working Group

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

Schedule 1

Scope

Areas In Scope

The following are matters in scope of the refresh:

- Contract Standing Orders
- Financial regulations
- Any other amendments deemed appropriate by the Group
- Any other changes to the Constitution to correct errors and omissions.