

CONSTITUTION REVIEW WORKING GROUP (CRWG)

Draft Terms of Reference

1) Purpose

The Constitution Review Working Group has been established to provide a mechanism by which Council can carry out focused cross-party reviews of the Constitution, of both a general and specific nature to ensure the constitution remains fit for purpose.

It will undertake this role by:

- a) Undertaking health checks of the Constitution to ensure that the detail of the text remains fit for purpose and put forward appropriate changes;
- b) Reviewing areas in the Constitution to ensure that it is kept in line with current legislation and local decisions made by the Council;
- c) Reviewing proposals regarding changes to the constitution proposed by the Monitoring Officer;
- d) Receiving requests to review certain areas of the Constitution;
- e) Considering changes proposed by Council, Committees and Officers;
- f) Reviewing arrangements, reports and recommendations arising from Boundary and Community Governance reviews; and

Any proposed changes to the constitution arising from the above will be recommended to Council for approval.

Note however that any recommendations which impact upon the Council's executive arrangements need the approval of the Leader of the Council and the Leader is able to amend executive arrangements without the need for prior consultation with CRWG or Full Council.

2) Powers Delegated to the Monitoring Officer

The Monitoring Officer is authorised to make consequential changes and minor amendments to the Constitution under Article 16 of the RCC Constitution.

3) Membership

The Constitution Review Working Group shall comprise of seven Members with cross party representation as follows; 4 x Conservative Members, 1 x Independent Party Member, 1 x Liberal Democrat Member, 1 x Non-aligned Member.

4) Appointment to the Constitution Review Working Group

Members will be appointed to the Constitution Review Working Group at the Annual Council Meeting.

5) Chairman

The Chairman of the Constitution Review Working Group will be appointed at the first meeting of the Municipal Year.

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.

7) Minutes of Constitution Review Working Group Meetings

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