

Draft Terms of Reference of the Constitution Committee

1. Composition

Membership – The Constitution Committee will comprise 5 members:

- One member of the Executive who will be responsible for reporting the views of Cabinet to the Committee;
- One Member of the Majority Group who is not a member of the Executive who will be responsible for reporting the views of the Majority Group to the Committee;
- One Member of the Opposition Group(s) who will be responsible for reporting the views of the Opposition Group(s) to the Committee;
- One member of the Audit Committee; and
- One member of the Scrutiny Panel

2. Chair

The Chair will be appointed either at the AGM of Council or at the first meeting of the Committee in each municipal year.

3. Role and Function

The Constitution Committee

- (a) Shall review areas in the Constitution to ensure that they are fit for purpose and propose appropriate changes;
- (b) Receive requests to review certain areas of the Constitution;
- (c) Consider changes proposed by Members, Officers and Committees;
- (d) Recommend proposed changes to Council for approval.

The Constitution Committee will set its own work programme. The following persons / bodies can request that it considers a particular area of the Constitution for review:

- The Mayor
- Full Council
- Party Whips
- The Monitoring Officer

The Constitution Committee has no decision making powers and will make recommendations to full Council.

The Constitution Committee can invite any Member or Officer to speak on a particular item under consideration (e.g. the s151 Officer if the Committee is looking at the rules relating to the setting of the budget).

4. Frequency of Meetings

4 meetings per municipal year