

EXTRACT OF PART 3 OF THE CONSTITUTION

10 Responsibility of the Governance and Constitution Committee

The Governance and Constitution Committee is responsible for:

1. overseeing, monitoring, co-ordinating and implementing the Shadow Council's administrative and political business, including electoral matters; administrative boundaries; support for and facilities for Members, including Members' learning and development and party groups for the purpose of their duties as councillors; and administrative arrangements for and the conduct of the Shadow Council and other meetings;
2. determining policies and conventions in relation to the political management of the Shadow Council, including statutory requirements concerning political balance and rights to information;
3. reviewing the Shadow Council's Constitution and recommending any changes to the Shadow Council;
4. advising the Shadow Council on, and overseeing the promotion of private legislation on behalf of the Shadow Council;
5. recommending to the Shadow Council, as appropriate, the appointment of Members to Committees and Sub-Committees (including any co-opted members other than in respect of Scrutiny Committees);
6. appointing representatives to serve on outside bodies and organisations (including education bodies and establishments) not falling to the Cabinet to appoint;
7. overseeing and monitoring the Members Allowance budget including pensions and keeping under review the scheme for the payment of allowances to Members;
8. approving annual conference and seminar attendance;
9. recommending to the Shadow Council any issues relating to the Honorary Aldermen;
10. approving reasons for absence for Members;
12. approving the overall seating plan for Shadow Council meetings;
13. overseeing and agreeing the arrangements for Members to be indemnified for and insured against risks and liabilities arising from the performance of their duties as Members of the Shadow Council, and as the Council's representatives on outside bodies.

14. overseeing the Shadow Council's role and responsibilities in respect of Corporate Governance;
15. developing a Code of Corporate Governance and to undertake as appropriate an assessment of wider governance issues;
16. supporting the Shadow Council's audit function, both internal and external;
17. ensuring the Shadow Council has in place appropriate policies and mechanisms to safeguard the Shadow Council's resources;
18. supporting the Interim/Appointed and Appointed Chief Financial Officers in relation to the performance of their duties;
19. approving any Shadow Council Statement of Accounts as may be required by the relevant Account and Audit Regulations;
20. ensuring any Shadow Council's Risk Management process is operating effectively.
21. undertaking work, and making recommendations, upon the Shadow Council's political management structure, and upon that which will operate with effect from 1st April 2009.