

CONSTITUTION WORK PROGRAMME

Item under review	Progress
Civic Sub-Committee Terms of Reference	Review complete. Terms of reference found to be fit for purpose. Civic Sub-Committee to review the Mayoralty Code of Practice.
Strategic Planning Board terms of reference	Review ongoing.
Size of Committees	The Constitution Working Group has asked for a report to its next meeting in April with a view to determining the feasibility of reducing the size of committees.
Transparency	Review ongoing. The Council's publications scheme to be included in the Constitution. The Constitution Working Group has asked for details of the content of the publications scheme for its next meeting in April.
Review of Policy Development Groups and Scrutiny Committees	Review underway by the PDG/Scrutiny Member Working Group. To report to the Constitution Committee in April.
Officer Scheme of Delegation	The Head of Legal Services and Monitoring Officer, subject to the agreement of the Chairman of the Constitution Committee and the Committee's confirmation, to incorporate the new management structure into the scheme of delegation when all necessary aspects of the structure has been settled.
Staffing Committee Terms of Reference	Revised terms of reference to be considered by the Constitution Working Group in April, to include new HR policies, HR procedures, appeals (subject to appropriate filtering procedures), recruitment, selection and appraisal of CLB members.
Officer Code of Conduct	Review largely complete; certain minor amendments required. Report to the Constitution Committee in April.
Audit and Governance Committee Terms of Reference	The Constitution Working Group has agreed to recommend that revised terms of reference based on advice from CIPFA be incorporated into the Constitution subject to a number of amendments. The Group has also asked the Head of Legal Services to review the arrangements for reviewing breaches of the Member Code of Conduct to introduce an initial filtering stage.
General Review of the Content, Size and Structure of the Constitution	Work continuing in consultation with the Vice-Chairman of the Constitution Committee. Head of Legal Services considering a model structure in conjunction with Democratic Services.
Finance and Contract Procedure Rules	Officer review underway. Will report direct to Constitution Committee.
Local Ward Member Protocol	Review concluded. Head of Legal Services asked to review the position regarding the involvement of local ward members with pre-planning applications.

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Terms of Reference of Committees	Review planned
Procedure Rules	Review planned
Frequency of Meetings	Review planned
Content and Process of Council Meetings	Review planned
Length of Committee Meetings	New item. To include the feasibility of time limits for meetings and/or agenda items.