

Standards and Governance Committee - Constitution Advisory Panel

Terms of Reference

An informal advisory panel established by the Standards and Governance Committee to support delivery of an action within the Council's Improvement Plan to maintain, enhance and embed the Constitution. The Panel will advise the Standards and Governance Committee on proposed amendments to non-executive aspects of the Constitution, for recommendation to Council for approval.

Purpose

The remit of the Panel is to:

- a) consider proposals from councillors, officers and commissioners on areas of the Constitution to review;
- b) review the Councillor Officer Protocol;
- c) advise the Standards and Governance Committee on proposed amendments to the Constitution; and
- d) consider activity needed to raise awareness and understanding of the Constitution.

Objectives

The Panel's objectives are to:

- a) receive and consider proposals from councillors, officers and commissioners on areas of the Constitution to review;
- b) assess aspects of the Constitution identified for review and identify opportunities for improvement;
- c) consider best practice and views from relevant sources to inform identification of opportunities for improvement;
- d) review the Councillor Officer Protocol to ensure that it is fit for purpose, including in light of the findings of the Elected Member Survey;
- e) advise the Standards and Governance Committee on proposed amendments to Non-Executive aspects of the Constitution;
- f) communicate any suggestions for amendments to Executive aspects of governance to the Leader of the Council;
- g) identify actions that can be taken to increase awareness and understanding of the Constitution amongst councillors, including training and development needs.

Membership and Chairing

The membership of the Panel will be members of the Standards and Governance Committee and the Executive Member with responsibility for democratic services.

Input from other councillors may be sought, including attendance at meetings, as necessary.

The Panel will be chaired by the Chair of the Standards and Governance Committee.

Meetings

The Panel will meet as and when required.

Meetings will be held on MS Teams.

Duration

The Panel will initially meet for four months prior to making a report to the Standards and Governance Committee in April with recommendations for amendments to the Constitution to be considered by Council for approval at the Annual General Meeting in May 2025. After that period the Committee will review the need for the Panel to continue to meet.