

Standards and Constitutional Oversight Committee Working Group

Terms of Reference

Scope and Remit

- (a) Establishing a Protocol of Etiquette (primarily focused on conduct and behaviour expected at meeting of Full Council) to be developed in conjunction with the Council's Occupational Development team/initiatives;
- (b) Review and revision of the Members' ICT Policy;
- (c) Review and revise the information governance arrangements relating to Members in conjunction with the Council's Information Governance Board;
- (d) Consider how high standards of conduct can be further embedded; and
- (e) Monitoring (and review) of the Constitution to ensure any improvements/amendments required can be addressed promptly; and
- (f) Any other work required to be undertaken by the Standards and Constitutional Oversight Committee.

The Working Group shall make recommendations to the Council's Standards and Constitutional Oversight Committee in relation to the matters and issues mentioned above.

Membership

The Working Group shall consist of the Chairperson of the Standards and Constitutional Oversight Committee and two Members from the Labour Group and Conservative Group and one Member of the Liberal Democrat Group (total 6 members); all of whom must also be members of the Council's Standards and Constitutional Oversight Committee.

Any Member of the Working Group is entitled to nominate a deputy to attend meetings of the Working Group on his/her behalf providing the nominee is a Member of the Council's Standards and Constitutional Oversight Committee.

The Chair shall have a casting vote.

Meetings

The Working Group shall meet as frequently as considered necessary.

Meetings shall be quorate providing the Chair (or his/her deputy) and at least two other Members of the Working Group are in attendance.

Meetings of the Working Group shall be held in private and the provisions relating to Access to Information shall not apply.

Decision Making

The Working Group shall only be permitted to make recommendations to the Council's Standards and Constitutional Oversight Committee in relation to matters falling within its scope and remit.

Administration

The Working Group shall be administered and supported by the Head of Legal & Member Services and Monitoring Officer and officers from the Council's Legal & Member Services Section.