

Standards and Constitutional Oversight Committee Working Group

Terms of Reference 2017

Scope and Remit

- (a) Review the Council's Constitution and make recommendations to the Committee as considered appropriate.
- (b) 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;
- (c) Review and revision of the Members' ICT Policy;
- (d) Review and revise the information governance arrangements relating to Members in conjunction with the Council's information governance arrangements;
- (e) Consider how high standards of conduct can be further embedded; and
- (f) Oversee the recruitment of additional Independent Persons; and
- (g) 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
- two Members from the Labour Group
- two members from the Conservative Group
- one Member of the Liberal Democrat Group

a total of six members, all of whom must also be members of the Council's Standards and Constitutional Oversight Committee (or in the case of the Liberal Democrat Member may be his/her deputy).

Voting

Voting shall be by majority vote.

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.

Administrative Support

The Working Group shall be administered and supported by the Assistant Director: Law and Governance and Monitoring Officer and officers from the Council's Law and Governance Section.