

MELTON BOROUGH COUNCIL CONSTITUTION REVIEW WORKING GROUP (CRWG)

Terms of Reference

1. ROLE AND FUNCTION

The Constitution Review Working Group provides a mechanism by which Council can carry out focused cross-party reviews of the Constitution, of both a general and specific nature to ensure the constitution remains fit for purpose.

It will undertake this role by:

- a) Considering any constitutional or procedural matter concerning the Council;
- b) Undertaking health checks of the Constitution to ensure that the detail of the text remains fit for purpose and put forward appropriate changes;
- c) Reviewing areas in the Constitution to ensure that it is kept in line with current legislation, local decisions made by the Council and best practice;
- d) Reviewing arrangements, reports and recommendations arising from Boundary and Community Governance reviews; and
- e) Recommending any proposed changes to the constitution arising from the above to Council for approval.

The Constitution Review Working Group will oversee Member Development to ensure that Elected Members receive timely and appropriate support and training so they are equipped to deliver the Council's statutory and corporate priorities and carry out their role as Ward Councillor.

It will undertake this role by:

- a) Developing the Member Development Framework for Melton Borough Council (To be approved by the Audit and Standards Committee);
- b) Identifying the development needs of Members and developing the Elected Member Development Programme in accordance with identified requirements, the agreed Framework and budgetary constraints;
- c) Ensuring linkage to Council aims, priorities and objectives;
- d) Promoting development opportunities, reviewing outcomes and evaluating the effectiveness of the Development Programme;
- e) Promoting member engagement and participation and report on attendance;
- f) Demonstrating continuous improvement;
- g) Proactively encouraging opportunities for prospective Councillors to understand the role of Councillor before standing for election;
- h) Agreeing the Induction Programme;

- i) Nominating a member of the group to attend the East Midlands Councils Member Development Group where appropriate;
- j) Providing an annual report to the Audit and Standards Committee setting out the Member Development events held throughout the year and the Programme for the forthcoming year.

k)

Note however that any recommendations which impact upon the Council's executive arrangements need the approval of the Leader of the Council and the Leader is able to amend executive arrangements without the need for prior consultation with the Constitution Review Working Group or Council.

The working group will set its own work programme but the following may request that it considers a particular item of work:

- a) Council
- b) Chairman of Audit and Standards Committee
- c) Monitoring Officer

The Group will have no decision making powers other than in advising in relation to the Monitoring Officers delegated powers in relation to minor or consequential amendments.

The group will report to the Council for approval of changes to the Constitution and will provide an annual report to the Audit and Standards Committee.

2. POWERS DELEGATED TO THE MONITORING OFFICER

The Officer Scheme of Delegation (Chapter 2 Part 4, MBC Constitution) provides the Monitoring Officer with authority to make such changes to the Council's Constitution as he/she deems to be necessary and which are in the Council's interests and not major in nature, including, but not limited to, changes amounting to routine revisions, to provide appropriate clarity, to correct typographical and other drafting errors, to reflect new legislation, to correct inconsistencies in drafting Officer Delegations, to reflect new officer structures and job titles, properly approved through Council processes.

3. COMPOSITION

a) MEMBERSHIP

The Constitution Review Working Group shall comprise of five Members with cross party representation as follows; 3 x Conservative Members, 1 x Opposition Group Member, 1 x Non-aligned Member.

Membership will include one member of the Cabinet (Relevant Portfolio Holder) and one member of the Audit and Standards Committee.

b) APPOINTMENT

Members will be appointed to the Constitution Review Working Group at the Annual Council Meeting.

c) CHAIRMAN

The Chairman of the Constitution Review Working Group will be the relevant Portfolio Holder

OFFICER SUPPORT
Meetings will be supported by the Monitoring Officer, Democratic Services Officer and any other officer as required.

4. FREQUENCY OF MEETINGS

The Constitution Review Working Group will meet quarterly. All meetings will be held in private and dates and times of meetings will be agreed by the Working Group.

5. MINUTES OF CONSTITUTION REVIEW WORKING GROUP MEETINGS

The Working Group shall agree the minutes at the next suitable meeting.