

**Oadby & Wigston Borough Council
Constitutional Working Group**

1. Purpose and Remit of Working Group

- a. To provide overall guidance and direction on matters pertaining to the operation of the Council's Constitution
- b. To agree draft outcomes, which for the Constitutional Working Group are:
 - That the Council's Constitution and its associated Standing Orders are current with statutory requirements
 - That the rules of procedure and delegation schemes within the Constitution are fit for purpose
- c. To review progress in delivering these outcomes
- d. To act as a sounding board for the officers
- e. To give guidance on solutions that will resolve any inconsistencies in policy or outcomes
- f. To ensure that the outcomes are achieved within the time limits set.

2. Membership

- a. 8 members will be appointed to the Working Group at the Annual General Meeting each municipal year consisting solely of elected councillors
- b. The membership of the Working Group, wherever possible, will reflect the political representation of the Council as a whole.
- c. the quorum for the Working Group shall be set at (one half) of members appointed to the Group.

3. Accountability and Duration

- a. The nature of the group will be that the Lead Officer, the Monitoring Officer will seek members views on proposed amendments to the Council's Constitution
- b. The nature of the group does not required a Chairman to be appointed
- c. A diarised meeting of the Working Group will be convened only if there is business to discuss. An extraordinary meeting of the Working Group may be called when there is urgent business to consider

- d. It is expected that the Working Group will exist for at least the 2014/15 municipal year
- e. The Working Group will report to Full Council at least twice each municipal year

4. Working Methods

- a. The agenda and supporting papers for meetings will normally be circulated electronically at least five clear days before the date of the meeting
- b. These terms of reference will be reviewed and if necessary updated at least annually
- c. The minutes of the meeting will be circulated to members of the Working Group in a timely manner
- d. An action list will be drawn up following the meeting and circulated to the members of the Working Group with the minutes