

For consideration by the Constitution and Member Development Committee:

1	Endorsement of the approach taken to the review of the Constitution.	The approach was approved by the Governance Improvement Constitution Task and Finish Working Group and the Monitoring Officer.
2	Endorsement of the proposed structure of the new Constitution (order of contents).	
3	Endorsement of the removal of statutory references in most cases and the introduction of footnotes to relevant provisions.	This is part of the approach to making the Constitution more accessible.
4	Views on whether legislation footnotes should be in the public facing version of the Constitution.	There is an argument that should be included so that Members, Officers and members of the public can easily find statutory provisions. However it would make the document less readable.
5	Views on whether Statutory Office Role Profiles are required as Appendices.	These Role Profiles set out statutory position (which is available in the legislation) and the main parts of their functions. The other elements are already covered in the Officers section of the Constitution. This simpler approach would reduce future risk of updates not being made in all relevant places.
6	Views on whether role descriptions should be included for key Member positions (e.g. Chair, Committee chair).	Denbighshire includes these (see section 19.3(b) of their Constitution) and they provide more colour around the role, as well as expectations beyond pure procedure.
7	Views on how Councillor Calls for Action should be dealt with.	The current provisions are quite difficult to follow. A simpler approach would make these more accessible. As an example, please see Wiltshire's version here .
8	Views on whether the Financial and Contract Procedure Rules and the Scheme of Delegations should be included in the main Constitution document.	These are currently standalone documents that sit outside the main document. It may be useful to have all of the Constitutional provisions in one document. However, see 10 below.

9	Views on whether the summary document of the Member / Officer Protocol should be linked in the Constitution.	<p>Consideration needs to be given to whether this is an internal document or whether it should be public facing?</p> <p>There is an argument to say that it is just relevant to Members and Officers and should remain in that circulation to avoid any confusion.</p>
10	Views on how the Constitution should be published on the Council's website.	<p>The Constitution should be published as a whole document. However, it may also aid accessibility if individual sections are published as separate clickable links.</p> <p>There is an additional administrative burden associated with this in terms of updating the documents going forward, but the accessibility benefit may outweigh this.</p> <p>Sandwell is a good example of how this might look.</p>
11	Views on the process for approving the Constitution.	<p>Will another meeting of this Committee be required?</p> <p>How and when will the Constitution be presented to Full Council?</p>