

**Constitution Working Group
(Chairman – Councillor A Lion)
Work Programme 2023/24**

Item	Timescale	Progress	Officer / owner
(1) Constitution	Ongoing	To consider the ongoing review of the Constitution to ensure alignment with the Council's management structure.	N Boateng
<p>(2) Comprehensive review of the entire Constitution as part of the wider Council "Project 2025".</p> <ul style="list-style-type: none"> • Update and amend the Constitution to make it shorter, easier to understand, easier to find references within it, create a more user-friendly document, accessible to stake holders and the public. • Streamline the Constitution. • Remove unnecessary references to legislation. • Remove references to named officers and only refer to job titles. • Remove the need for frequent updates. • Consider the accessibility criteria when making changes to the layout of the Constitution. • Review and consider how the Constitution should be displayed on the Council's website, ensure accessibility, with clear search functions. This will involve liaising and working with IT. 	Ongoing	<p>To streamline and review the entire Constitution so it is fit for purpose by 2025.</p> <ul style="list-style-type: none"> (i) A project team has been established of officer to undertake the research and comparison with other Councils Constitutions. (ii) The project team consists - Nathalie Boateng (MO), Lynne Ridley, Corporate and DPO, Vivienne Messenger – Democratic Services Officer, Matthew Picking Democratic Services Officer, Louise Mascall – Solicitor Apprentice and Perfect Yeboah – Solicitor Apprentice. (iii) The team have compared and reviewed over 20 other Constitutions to establish good practice. (iv) The team have started reviewing the Scheme of delegation which was seen as the most problematic and complex section. (v) The Scheme of delegation has been re-written and will be sent to stakeholders for comments and feedback. First stage holders to review will be the CWG, then SLT and managers/officers across the Council would will be affected. (vi) Once the Scheme of delegation is finalised the project team will then move to consideration of the rest of the Constitution, taking the document from front to end. (vii) The project team with report progress to each CWG with examples of the changes made for comment, suggestions and endorsement from CWG. 	N Boateng / V Messenger

<ul style="list-style-type: none"> The Planning department will be having a PASS review of their processes and procedures on 26 January, the project team will take on board comments from the PASS review and implement as appropriate. 			
(3) Section 106 Agreements	tbc	Discussion on policy and procedures.	N Richardson