

**Constitution Working Group  
(Chair – Councillor A Lion)  
Work Programme 2024/25**

Item	Progress	Timescale	Officer / owner
1) Constitution generally	To consider the ongoing review of the Constitution to ensure alignment with the Council's management structure.	Ongoing	N Boateng
<p>To streamline and review the entire Constitution so it is fit for purpose by 2025, by: -</p> <ul style="list-style-type: none"> <li>• Updating and amending 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, streamlining the document.</li> <li>• Remove unnecessary references to legislation.</li> <li>• Remove references to named officers and only refer to job titles. removing the need for frequent updates if an officer leaves or changes jobs.</li> <li>• Consider the accessibility criteria when making changes to the layout of the Constitution.</li> <li>• Review and consider how the Constitution should be displayed on the Council's website, ensure</li> </ul>	<p>The Officer 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.</p> <p>The team have compared and reviewed over twenty other Constitutions to establish good practice.</p> <p>The team have started reviewing the Scheme of Delegation which was seen as the most problematic and complex section.</p> <p>The Scheme of Delegation has been re-written and will be sent to stakeholders for comments and feedback. First stake holders to review were the CWG, then SLT/WLT and managers/officers across the Council who will be affected.</p>	<p><b>Project phases</b></p> <p><b>Phase one</b></p> <p>1) Complete the review and rewriting of the Part 3 of the Constitution - Scheme of Delegation, consult on changes through SLT and WLT, report back to the CWG on 11 July 2024. When agreed by CWG refer this section to the next Council meeting for approval.</p> <p><b>Phase two</b></p> <p>2) Review and amend Part 2 of the Constitution consult on changes through SLT and WLT, to report back to CWG with final draft for approval on 14 November 2024. When agreed by CWG refer this section to the next Council meeting for approval.</p> <p><b>Phase three</b></p> <p>3) Review and amend Parts 4, 5 and 6 consult on changes through SLT and WLT, to report back to the CWG on with final draft for</p>	N Boateng/ V Messenger

<p>accessibility, with clear search functions. This will involve liaising and working with IT and Comms. The Planning department had a PAS review of their processes and procedures on 26 January, the project team will take on board comments from the PAS review and implement as appropriate.</p>	<p>Once the Scheme of delegation is finalised and agreed by all stakeholders the project team will then move to consideration of the rest of the Constitution, taking the document from front to end.</p> <p>The project team will report progress to each CWG with examples of the changes made for comment, suggestions, and endorsement from CWG.</p>	<p>approval on 13 March 2025. When agreed by CWG refer this section to the next Council meeting or approval.</p> <p>The Councillor Code of Conduct in part 5 of the Constitution will also need to be agreed by the Standards Committee.</p> <p>Ensure Constitution is displayed on website in an accessible way with clear search functions.</p> <p>Estimated Project Completion date April or May 2025.</p>	
<p>3) Section 106 Agreements</p>	<p>Discussion on policy and procedures.</p>	<p>TBC</p>	<p>N Richardson</p>