

**Constitution Working Group**  
**(Chairman – Councillor S Jones)**  
**Work Programme 2019/20**

Item	Timescale	Progress
(1) Constitution	Ongoing	To consider the ongoing review of the Constitution to ensure alignment with the Council's management structure.
(2) Gifts and Hospitality	June 2019	<b>COMPLETED</b> To review existing guidance for members.
(3) Member Champions	June 2019	<b>COMPLETED</b> To consider arrangements for the ongoing appointment of member 'Champions'.
(4) Paperless Working and Digital Roll-out	June 2019	<b>COMPLETED</b> To consider the proposed move to paperless working in respect of the publication and distribution of the Council's agenda and minutes etc.
(5) Section 106 and Section 278 Agreements	September 2019	To review planning delegations and practice to examine the approach taken to section 106 and section 278 agreements. (Council Minute 69 (20.12.18)).
(6) Site Visits	September 2019	To consider arrangements for formal site visits to be held with regard to planning applications referred to the Council for determination (Constitution Working Group Minute 21 (28.3.19)).
(7) Public Speaking	September 2019	To review existing arrangements within the Constitution whereby planning applications referred to the Council for determination are not generally subject to arrangements for public speaking (Constitution Working Group Minute 21 (28.3.19)).
(8) Disciplinary Arrangements for Relevant Officers	March 2020	To consider the revision of the Officer Employment Procedure Rules (Constitution (Part 4)).
(9) Audit & Governance and Standards Committees	March 2020	To review the possible merger of the Audit and Governance and Standards Committees (Constitution Working Group Minute 25 (16.04.18)).
(10) Financial Regulations	March 2020	To review the current Financial Regulations. Timescale for review to be advised by Chief Finance Officer (Section 151 Officer).
(11) Planning Process Review	TBC (next MY 2020/21)	To consider any changes required to the current structure of the Area Plans Sub-Committees, arising from the Planning Process Review undertaken during 2017/18 (Constitution Working Group Minute 6 (25.06.18)).