

## **CONSTITUTION WORKING GROUP RULES**

### **1. Scope & Objective**

The Working Group will consider the issues of moving to a committee system, as set out during the Full Council meeting on 21<sup>st</sup> June 2023 .

### **2. Membership**

Five members (The Group Leader from each political group (or their nominee) – ie Councillors Martin, Prater, McConville and Hollingsbee and one Independent Councillor – Cllr Thomas)

The group will be facilitated by an independent party and the meetings will be chaired by the Leader of the Council In the absence of the Leader of the Council the Working Group will nominate a Chair for the purposes of the meeting.

The group will be supported by the Head of Paid Service, Monitoring Officer and Democratic Services Senior Specialist.

### **2. Authority**

The Working Group is advisory and has no decision-making powers. Their recommendations will be reported to Full Council.

### **3. Accountability**

The Working Group shall report to Full Council as appropriate.

### **4. Methods of working**

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with decision of the Working Group taken by general consent.

### **5. Meetings**

The access to information procedure rules in the constitution do not apply. However, members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

**6. Frequency of Meetings**

The frequency of meetings will be informed by the need to have the Working Group consider issues.

**7. Confidentially**

Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

**8. Freedom of information /Environmental Information Regulations**

The papers and notes/minutes of a Working Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

**9. Interests**

Councillors should treat the Working Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.