



## **TERMS OF REFERENCE OF THE CONSTITUTION INFORMAL WORKING GROUP**

### **1. Definitions**

<b>CIWG</b>	Constitution Informal Working Group
<b>Constitution</b>	Means the Council's current constitution adopted under section 9P of the Local Government Act 2000
<b>Council</b>	Borough Council of King's Lynn and West Norfolk
<b>Council Body</b>	Council Body means, as the context dictates: Full Council, Cabinet, all panels/committees/boards contained in the Council's Constitution including all sub-committees and task groups
<b>CPP</b>	The Corporate Performance Panel, the primary overview and scrutiny panel under the Constitution
<b>Group Leader</b>	The leader of a political grouping within the Council
<b>Municipal Year</b>	Means the period starting from the date of Annual Council to the day preceding the following Annual Council
<b>Service Area</b>	An individual service within a directorate of the Council's organisational structure

### **2. Status**

2.1 The Constitution Informal Working Group ("CIWG") is an informal working group established by CPP on [DATE].

2.2 The remit of the CIWG is as set out in these terms of reference.



### **3. Remit**

3.1 The scope of the CIWG will be as follows:

- 3.1.1 To review any part of the Council's Constitution to ensure that it is complete, accurate, up to date, clear, consistent, lawful and fit for purpose;
- 3.1.2 To set a work programme of review of the Constitution over each administrative term, which shall be open to any changes throughout the term subject to the agreement of CIWG;
- 3.1.3 To undertake a 'deep dive' of one specific part of the Constitution each Municipal Year and undertake a general review of other elements of the Constitution within the work programme;
- 3.1.4 To undertaken a review each Municipal Year of the purposes and principles of the Constitution to ensure they are up to date and fit for purpose;
- 3.1.5 To devise a process of capturing proposed improvements to the Constitution from across the Council, including from officers and Members; and
- 3.1.6 Consider the proposals of the Monitoring Officer or Chairs of Council Bodies for revision to any element of the Constitution.

3.2 Within the Municipal Year 23/24 the CIWG will undertake 3.1.2 and 3.1.4 above and may report to CPP with any proposed changes to the Constitution with a timeframe that would enable Full Council to approve any such changes by the last Full Council of the 23/24 Municipal Year.

3.3 From the Municipal Year 24/25 onwards the CIWG will report to CPP at least once per Municipal Year with proposed changes to the Constitution and with a timeframe that would enable Full Council to approve any such changes by the last Full Council of each Municipal Year.



- 3.4 Notwithstanding the above, if a Service Area is undertaking its own specific review of an element of the Constitution or will be within the current or following Municipal Year then the CIWG will await the outcome of that review and will not duplicate resource by undertaking its own review.

#### **4 Composition & Operation**

- 4.1 The CIWG shall comprise of up to seven Councillors that are not Cabinet Members and up to two Councillors that are Cabinet Members. All Members shall have voting rights.
- 4.2 The CIWG does not have to be politically proportionate.
- 4.3 Members of the CIWG are to be nominated by Group Leaders.
- 4.4 The CIWG shall be supported by the Monitoring Officer and Democratic Services Manager, or their nominated deputy in their absence.
- 4.5 Quorum is three voting Members.
- 4.6 Meetings of the CIPWG shall be held no less than 4 times per annum and will be held either fully virtually or as a hybrid meeting.

#### **5 Review**

- 5.1 The CIWG will review the Terms of Reference annually and make any recommendations for change to CPP.