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| **REPORT TO** | **ON** | |
| **Council** | **5 December 2018** | |
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| **TITLE** | | **REPORT OF** | |
| Review of the Constitution: Part 2D – Governance Committee Terms of Reference | | Assistant Director of Scrutiny and Democratic Services | |

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| Is this report confidential? | **No** |

1. **PURPOSE OF THE REPORT**

At its meeting on 1 February 2017, the Governance Committee resolved to review the Council’s constitution.

The Governance Committee considered Part 2D – Governance Committee terms of reference in the constitution on Thursday, 20 September 2018.

The purpose of this report is for Council to endorse and approve the updated Governance Committee terms of reference.

1. **RECOMMENDATIONS**

That Council approves the draft Part 2D – Governance Committee terms of reference at Appendix B of this report.

1. **CORPORATE PRIORITIES**

The report relates to the following corporate priorities:

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| Excellence and Financial Sustainability | 🗸 |
| Health and Wellbeing |  |
| Place |  |

Projects relating to People in the Corporate Plan:

|  |  |
| --- | --- |
| People |  |

**4. BACKGROUND TO THE REPORT**

4.1 At its meeting on 1 February 2017, the Governance Committee agreed to review the Council’s constitution.

4.2 This report outlines the review of the existing terms of reference agreed by the Governance Committee on 20 September 2018.

**5. PROPOSALS**

5.1 Members agreed to adopt the following “House Style” to ensure the Constitution was an easily accessible document:

* Use of plain English
* Clarity of expression
* Consistency of terminology
* Streamlining and simplification of sections
* Improvement of interactive links to allow ease of access within the document itself**.**

5.2The existing terms of reference for the Governance Committee – Part 2D are set out in Appendix A.

5.3 The terms of reference have been reviewed and a number of issues were discussed around budget monitoring information being presented to the Cabinet and Scrutiny Committee in future rather than the Governance Committee. The Committee’s role in taking an overview of the constitution has been added and formalised. The opportunity was also taken to clarify some of the wording within the terms of reference.

5.4 The amended proposed terms of reference for the Governance Committee – Part 2D are set out in Appendix B (updated text in red).

**6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION**

6.1Governance Committee Members were engaged and consulted in the review of the terms of reference and agreed the updated terms of reference at Appendix B on 20 September 2018 for submission to Council for final approval.

**7. Financial implications**

7.1None as a result of this report.

**8. LEGAL IMPLICATIONS**

8.1Please see Monitoring Officer comments

**9. COMMENTS OF THE STATUTORY FINANCE OFFICER**

9.1 There are no financial implications arising directly from this report.

**10. COMMENTS OF THE MONITORING OFFICER**

10.1 Every council is required to have a written constitution which should be regularly reviewed and kept up to date.

**11. OTHER IMPLICATIONS:**

|  |  |
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| * HR & Organisational Development * ICT / Technology * Property & Asset Management * Risk * Equality & Diversity | There are no specific implications.  There are no specific implications.  There are no specific implications.  There are no specific implications.  There are no specific implications. |

**12. BACKGROUND DOCUMENTS**

Report to the Governance Committee: Governance Committee Report on Terms of Reference and Development Plan and minutes – 20 September 2018

**13. APPENDICES**

* Appendix A – Part 2D Governance Committee Terms of Reference
* Appendix B – Updated Part 2D Governance Committee terms of reference

Darren Cranshaw

Assistant Director of Scrutiny & Democratic Services

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