

Corporate Governance Working Group

Terms of Reference

Adopted: [Month] [Year]

Introduction

The Corporate Governance Working Group shall report to the Standards and Audit Committee. The terms of reference were first adopted [date of adoption at committee] and last amended [date of adoption of last amendment at committee].

Changes to the Terms of Reference must be approved by the Standards and Audit Committee. Minor changes may be made by the Monitoring Officer.

Role and Functions

- To review any aspect of the authority's constitutional arrangements as requested by the Council;
- To undertake general reviews of specific elements of the Constitution in order to ensure that the authority's constitutional arrangements complement current legislative requirements and decisions made by the Council;
- To consider any proposals of the Director of Governance for necessary revision to any element of the Constitution;
- To consider any action points arising from the Council's Annual Governance Statement; and
- To consider any aspect of the authority's governance arrangements as requested by the Monitoring Officer.

Membership

The membership shall be decided by the Standards and Audit Committee at its first ordinary meeting of the Municipal Year.

Quorum

The quorum shall be 2.

Chairman (and election thereof)

The election of the Chairman shall take place at the first meeting of the municipal year.

Decisions of the Group

It is expected that the Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor elected to the Group present at the meeting and elected to the Group may vote on recommendations.

In the event no majority is reached, the Chairman shall have a second, casting, vote.

Meetings of the Group

Meetings of the Group shall be held virtually.

The Group shall be serviced by Democratic Services.

The Group shall be expected to have at least 2 meetings per year. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Group shall be held in private. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by 8 clear days prior to the next scheduled meeting.

As the Group is private all papers, including agenda, reports and Minutes shall be available for public access/treated as confidential and not to be disseminated beyond the membership.

The Group shall have Agendas for, and Minutes of, its meetings. The Agenda and Minutes shall be made available to all Members.

Any Council Member may attend as an observer and may, with the consent of the Chairman, contribute to the Group.