

Appendix 2 – Terms of Reference and Focus of the Governance Working Group

The Governance Working Group is a joint officer/cross-party member Working Group

The Terms of Reference of the group are:

- To enable agile, lawful and effective decision-making.
- To increase transparency of decision-making.
- To enhance the prior scrutiny of decision-making.
- To increase the effectiveness of audit of delivery of outcomes.
- To make effective use of available councillor time.
- To ensure understanding of the council's constitution in relation to those matters that are Executive Functions' and those that are reserved for 'Full Council'

This group met in October and December 2015 and identified a number of areas of focus including:-

- Review of Executive Mayor and Cabinet member roles
- Scrutiny and member engagement in decision making
- Review of procedures and practice at Full Council
- Standards and Members' Code of Conduct
- Access to information and transparent decision making
- Support to Members
- Review and refresh of Constitution where necessary
- Communications

Within each theme, the GRWG members have identified a number of issues to be addressed and these form the bulk of the work plan. Elements of 2 additional work programmes also feed into the work plan, these being the Mayors Transparency Protocol and the recommendations of the Transparency Commission. The work plan informs the forward plan for the Agenda of the Governance Working Group meetings which normally take place every other month