

## **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 December 2015 and identified a number of areas of focus including:-

- Function of the Executive Mayoral Model and the accountability of Cabinet Members.
- Access to information
- Appropriate use of email systems.
- Review of the Council's Constitution
- The member development training programme.
- Review procedure for dealing with complaints about Members.
- Review of Code of Conduct.

Full details of these areas will be tabled at the February meeting of the Best Value Programme Group, and members will be asked to prioritise the actions.