

	Officer Constitution Working Group
Membership	
<ul style="list-style-type: none">• Appropriate senior officer representing each directorate and/or service if significantly linked to constitution.• Monitoring Officer• Democratic Services Manager• The Governance Lawyer• Other officers as and when required.	
Frequency of Meeting	
<ul style="list-style-type: none">• To meet quarterly• In the current period of reviewing it may be required to meet more regularly to progress a substantive review of the constitution.	
Aims of the Officer Constitution Working Group:	
<ol style="list-style-type: none">1. To review the relevant aspects of the constitution and identify amendments.2. To test those amendments across departments within the group to ensure impacts on other services and procedures are known.3. To draft wording for presentation at subsequent Member committees and groups.4. To make recommendations to the Member CWG and subsequently General Services Committee for formal recommendation to Full Council.	