

**Public Participation Review
Terms of Reference for the Constitution Working Group**

Aim:

To create a responsive review to discuss and make recommendations in relation to public participation at Committee meetings through the Democratic process.

Membership:

6 elected Members (2 Conservatives, 2 UKIP, 2 Labour)

Stakeholders:

Community Groups/ Forums –
Chairs
Residents
Key Officers

Quorum

3 Elected Members

Chair:

The Chair will be elected by the membership of the Constitution Working Group. The election will take place at the first meeting.

Meeting Schedule:

To be agreed at the first meeting.

Duration:

The group will be expected to complete all business and report back to the relevant committees in due course.

Activities

The Constitution Working Group may wish to undertake all but not exclusively the following activities:

- a) Receive an information pack from Officers on the current process for Members of the Public to ask questions at Committee meetings;
- b) Seek information from other comparative Councils to see how they operate questions from Members of the Public and compare, different processes in order to determine best practice;
- c) To review best practice of Public participation from central government;
- d) To hold meetings or provide questionnaires with Group Leaders to get their views on the current process. To also provide questionnaires or separate sessions with Monitoring Officer to understand his and Directors' viewpoints;
- e) To provide questionnaires in order to capture the views from residents in the Borough to seek the view of the Public on speaking at Council meetings.