

**DRAFT Constitution Working Group
Work Programme
2023/2024**

Topic	Date	Working Group	Notes
Update and Review of Finance Procedure Rules (CIPFA) <i>(Chapter 9, Part 2)</i>	August	OCWG	To receive an update from CIPFA on their work and agree potential training schedule for officers.
Overview and Scrutiny Rules <i>(Chapter 4)</i>	August	OCWG	To review chapter 4 and make any technical or professional comments in preparation for CfGS activity.
Council Procedure Rules <i>(Chapter 2)</i>	August	OCWG	To make any technical or professional comments on Chapter 2 in preparation going to the Member Group.
Update and Review of Finance Procedure Rules (CIPFA) <i>(Chapter 9, Part 2)</i>	September	MCWG	To review draft of the Finance Procedure Rules.
Overview and Scrutiny Rules <i>(Chapter 4)</i>	September	MCWG	To review chapter 4 and make any technical or professional comments in preparation for CfGS activity.
Council Procedure Rules <i>(Chapter 2)</i>	September	MCWG	To make any comments on Chapter 2 in preparation of redrafting of this section.
Officer Scheme of Delegation <i>(Chapter 6)</i>	October	OCWG	To make any technical or professional comments on Chapter 6 in preparation going to the Member Group. Views on what officers would like to see to help their daily work will be helpful.
Contract Procedure Rules <i>(Chapter 9, Part 2)</i>	October	OCWG	To make any technical or professional comments on Chapter 9, Part 2 in accordance with new Finance Procedure Rules
Revisit any further issues from September's meeting	November	MCWG	To pick up any outstanding items or updates on issues discussed.

Committees (<i>Chapter 5</i>)	November	MCWG	To make any comments on Chapter 5 in preparation for consideration at OCV
Committees (<i>Chapter 5</i>)	December	OCWG	To make comments on Chapter 5 in preparation for drafting new section.
Leader/Cabinet Executive (<i>Chapter 3</i>)	December	OCWG	To make any technical or professional comments on Chapter 3 in preparation going to the Member Group.
Contract Procedure Rules (<i>Chapter 9, Part 2</i>)	January	MCWG	To make any comments on Chapter 9, Part 2 in accordance with new Finance Procedure Rules.
Leader/Cabinet Executive (<i>Chapter 3</i>)	January	MCWG	To make any comments on Chapter 3 in preparation for redrafting.
Ethical Governance (<i>Chapter 7</i>)	February	OCWG/ MCWG	To make any comments on Chapter 3 in preparation for redrafting.
Officer Employment Procedure Rules (<i>Chapter 10</i>)	February	OCWG/ MCWG	To make any comments on Chapter 3 in preparation for redrafting.
Miscellaneous (<i>Chapter 12</i>)	February	OCWG/ MCWG	To make any comments on Chapter 3 in preparation for redrafting.