

Constitution Working Group

Scoping document and Terms of Reference

<p>Review Topic</p>	<p>Assessment and Review of Allerdale Borough Council's governance arrangements and structure</p>
<p>Constitution Working Group Membership</p>	<p>The Constitution Working Group membership is as follows:</p> <ul style="list-style-type: none"> • Councillor Marion Fitzgerald • Councillor Nicky Cockburn • Councillor Daniel Horsley • Councillor John Cook • Councillor Alan Pitcher • Councillor Mike Heaslip • Councillor Andrew Semple <p>(together with such other independent experts external to the Council as the Working Group may wish to appoint to advise the Working Group)</p>
<p>Officer support</p>	<p>Head of Governance and Regulatory Services, Democratic and Support Services, policy and communications support</p>
<p>Terms of reference (key tasks)</p>	<p>To conduct an assessment and review of the Council's governance structure that will:</p> <ul style="list-style-type: none"> • Seek the views of councillors and other stakeholders including residents, community and voluntary groups, business, MP's and other participants in local democracy; • Seek the views and advice from experts on participation in local democracy; • Identify those aspects of the council's governance that works well and identify opportunities to enhance councillor and other stakeholder participation in the

	<p>local democratic processes;</p> <ul style="list-style-type: none"> • Benchmark good practice from areas with higher levels of participation and consider how this can be delivered in Allerdale; • Identify the cost and value for money implications of any recommendations that it makes. <p>In order to make recommendations to the Executive and full Council on options for improvements to the Council's governance arrangements</p>
<p>Indicators of success/desired outcomes</p>	<p>A successful review will lead to:</p> <ul style="list-style-type: none"> • The council can fully exploit those areas of its governance arrangements that encourage participation in decision-making; • Stakeholders being more engaged in decision making and feeling a greater power to influence;
<p>Methodology/Approach</p>	<p>An initial work programme will be devised for the working group to agree that will include:</p> <ul style="list-style-type: none"> • A communication and consultation programme that will describe the use of questionnaires, interview sessions, focus groups and workshops to seek the views of councillors and a broad range of stakeholders and experts; and • A timetable for gathering and considering evidence, consulting experts, reaching conclusions and testing potential options in time for consideration at Council in January/March 2020
<p>Independent Advice/Site visits</p>	<p>To be determined by the Constitution Working Group, for example the LGA and CfPS</p> <p>Potential visits to other local authorities</p>

Resource requirements	Meetings (potentially fortnightly) including democratic service, policy and communications support Consideration of independent support (LGA/CfPS) Other support costs to the review such as legal advice
Risks	The tight timescale within which the review is to be conducted. This will be monitored by the working group who will report to Executive/Council on any issues.