

Article 15 – Review and Revision of the Constitution

15.01 Duty to monitor and review the Constitution

The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

Protocol for monitoring and review of Constitution by Monitoring Officer

A key role for the Monitoring Officer is to be aware of the strengths and weaknesses of the Constitution adopted by the Council, and to make recommendations for ways in which it could be amended in order better to achieve the purposes set out in Article 1. In undertaking this task the Monitoring Officer may:

1. observe meetings of different parts of the member and officer structure;
2. undertake an audit trail of a sample of decisions;
3. record and analyse issues raised with him/her by members, officers, the public and other relevant stakeholders; and
4. compare practices in this authority with those in other comparable authorities, or national examples of best practice.

15.02 Changes to the Constitution

- (a) **Approval.** Subject to paragraph (b) below, changes to the Articles of the Constitution will only be approved by the Council after consideration of a report from the Monitoring Officer recommending such changes and the views, on that report, of the Cabinet and the relevant Overview and Scrutiny Committee.
- (b) **Minor changes.** The Monitoring Officer may make minor operational amendments to this Constitution subject to notice of any such amendments being given to all members immediately after each alteration is made.
- (c) **Procedure.** Proposals from a councillor or member of the public to change part or parts of the Constitution must be submitted for consideration to the Monitoring Officer who will consider the proposals in accordance with the protocol set out above. Only if the Monitoring Officer is of the view that the proposals, or a modified form of them, would improve the decision making process or some other operation of the Council's procedure, should he or she then recommend changes in accordance with paragraph (a) above.