

**CONSTITUTION WORKING GROUP**

Membership – 3 Members, Borough Solicitor/Monitoring Officer, Democratic Services Manager

Functions

<b>No.</b>	<b>Function</b>
1	To assist the Borough Solicitor/Monitoring Officer and DSM in monitoring and reviewing the operation of the Council Constitution
2	To receive and consider reports from the Borough Solicitor/Monitoring and other Officers on constitutional matters
3	To make recommendations to Council in respect of amending or updating the Constitution

**STAFFING WORKING GROUP**

Membership – 5 Members, Chief Executive/Head of Paid Service, Assistant Director Human Resources and Organisational Development

Functions

<b>No.</b>	<b>Function</b>
1	To assist the Chief Executive, Executive Board and Assistant Director Human Resources and Organisational Development in reviewing and updating staff policies and procedures
2	To receive and consider reports from the Chief Executive, Executive Board and Assistant Director Human Resources and Organisational Development on staffing matters
3	To make recommendations to Council, Cabinet, Chief Executive, Executive Board or Assistant Director Human Resources and Organisational Development (and Appointments Committee if appropriate) in respect of staffing matters