

COMMITTEE SYSTEM WORKING GROUP

DRAFT TERMS OF REFERENCE

Membership

Members: - All Group Leaders

Attendance: - Members are not obliged to attend in person and may attend the meeting by electronic means via conference call or similar.

Officers in attendance: - Group Head of Corporate Governance, Committee Support Officer, Principal Committee Manager, and any other officer by invitation.

Responsibilities

Monitoring of objectives

To consider whether the system is meeting the Council's objectives.

To recommend any amendments to the system to the Standard's committee where such is required to meet those objectives.

Recommendation of amendments

To consider whether any adjustments or amendments are required to ensure the smooth operation of the system and to make recommendations to the Standards Committee where required.

Frequency

Day-time meetings as required.

Decision and minutes

This working group has **no** formal decision-making powers.

Any matters which require a Councillor decision will require a report to the Standards Committee for their decision.

Minutes will be taken and these minutes will be placed on the secure area of mod.gov for all councillors but are to remain confidential.