

Item	Action	Comments	Target Completion Date	Progress	Complete
<b>Questions and Public Scrutiny</b>					
Questions at meetings	1. That the Working Group agrees that provisions to allow questions at Executive and Health and Wellbeing Board be included in the Constitution and that this be included in the final report of the Working Group.	<p>Extended to other Committees also (e.g. Scrutiny).</p> <p>Included as part of report to Council on 28 November.</p> <p>Form of words need to be written for inclusion in the Constitution following full Council. Delegated to Jane Le Fevre.</p>	Dec-18	Section for questions from the public now on Committee agendas	Yes
Petitions	<p>1) That the proposed changes to the Council's petitions scheme be agreed, incorporating the changes discussed during the meeting.</p> <p>2) That a threshold of 300 signatures be set for a petition to be debated at a meeting of the Executive, and a threshold of 500 signatures be set for a petition to be debated at full Council.</p> <p>3) That the responsibility for finalising the Petition Scheme be delegated to the Head of Governance.</p>	<p>Recommendations made in report to Council (28 November).</p> <p>If agreed, CG to update the petition scheme and send to PF for comment and clearance.</p>	Dec-18	Agreed by Council and Constitution updated	Yes
<b>Openness of Council Meetings</b>					
Quarterly e-Bulletin	<p>1. That the publication of the e-Bulletin, incorporating some minor changes as discussed, begin as soon as possible.</p> <p>2. That the responsibility of agreeing the final version of the e-Bulletin be delegated to the Head of Governance.</p> <p>3. That Democratic Services explore the possibility of producing a similar e-Bulletin for Council decisions.</p>	<p>Bulletin needs to be amended as per the comments made at the last meeting. Needs more information and slight presentation adjustments. CG to work on this and send to PF for comment.</p> <p>CG to explore possibility of bulletin of Council Decisions.</p>	Dec-18	Will start to publish these as of the next municipal quarter.	No
Webcasting	<p>1. That option 5 – streaming meetings on YouTube, be implemented on a 12 month trial basis.</p> <p>2. Following the 12 month trial, if it was felt that option 5 had not delivered the Council's objectives to satisfactory standard, that consideration be given to option 4 – full webcast installation in Committee Rooms 2 &amp; 3.</p>	<p>All equipment has been received. CG has made RFC request to have the appropriate software installed on the laptop.</p> <p>Aim to webcast first meeting on 31 October - Accounts &amp; Audit Committee.</p> <p>Separate project plan in place for this.</p>	Dec-18	Webcast now up and running.	Yes

<b>Motions</b>					
Motions at full Council	<p>1) That any agreement on changes to motions be deferred to a future meeting of the Constitution Working Group.</p> <p>2) That Members discuss the report with their respective political groups and provide any comments to the Head of Governance, who would produce a report for consideration at a future meeting.</p>	<p>Deferred to future meeting.</p> <p>Email reminder sent to Members of the Group to submit their comments to PF.</p>	Dec-18	Awaiting draft of informal protocol.	No
<b>Questions by Members at Council</b>					
Questions by Members at Council	That questions be published on the Council's website before the Council meeting.	This commenced as of the September 2018 full Council meeting.	Sep-18	Complete	Yes
<b>Audit Committee</b>					
Appointment of Independent member of the Accounts and Audit Committee	<p>1) That the process of appointing the independent member to the Accounts &amp; Audit Committee be agreed as laid out, incorporating the above change in relation to the eligibility criteria.</p> <p>2) That the responsibility for finalising of the process be delegated to the Corporate Director, Governance &amp; Community Strategy and the Head of Governance.</p>	No need for constitutional change so can be actioned as soon as the process is finalised.	Nov-18	Appointed	Yes
<b>Substitute Members</b>					
Provision for Substitute Members at Employment Committee	That the Working Group agrees that provisions to allow substitute Members at Employment Committee should be included in the Constitution and that this be included in the final report of the Working Group.	<p>Included in report to Council on November 2018.</p> <p>Once agreed, a form of words will need to be produced for inclusion in the Constitution (making this change has been delegated to JLF)</p>	Dec-18	Appointed	Yes