

Article 15 – Review and Revision of the Constitution

15.01 Duty to monitor and review the Constitution

The Head of Paid Service 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 the Head of Paid Service

A key role for the Head of Paid Service 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 Head of Paid Service or his/her nominee 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, staff, 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.** Proposed changes to the Constitution (including to the executive arrangements which underlie it) will only be approved by the full Council after consideration of a report by the Head of Paid Service, save that authority is delegated to the Head of Paid Service to make any changes which are required as a result of legislative change or decisions of the Council (to enable him/her to maintain it up to date).