

(E) Protocol for Monitoring and Review of Constitution

1. A key role for Assistant Chief Officer (Democratic Services) 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 Assistant Chief Officer (Democratic Services) may:
 - (a) observe meetings of different parts of the Member and Officer structure;
 - (b) undertake an audit trail of a sample of decisions; and
 - (c) record and analyse issues raised by Members, Officers, the public and other relevant stakeholders;
 - (d) report to COMT and if appropriate, onto the Executive regarding any concerns or necessary changes.
2. Any minor changes / amendments to the Constitution (for example typographical errors / changes to job titles / references to legislation) can be approved by the Chief Executive, and will be advised to Members.