

Step/activity	Who	When
<i>Step i) Plan the approach and assess current position</i>		
Confirm role of working group	Audit & Governance Committee	19/11/2019
Confirm external support from CfPS	Audit & Governance Committee	19/11/2019
Confirm whether scope includes impacts on partners	Audit & Governance Committee	19/11/2019
Confirm expectations re engagement	Audit & Governance Committee	19/11/2019
Assess how decisions are currently made (who by, what/how information about decisions is made available, how member engagement in decision making is enabled, the relationship between the executive and scrutiny, public and stakeholder engagement in decision making, partnership decision-making; mechanisms for review of implemented decisions, budget, and performance)	Working Group	By end January 2020
Review current arrangements against the guiding principles established by Council to identify areas for improvement focus	Working group – facilitated by CfPS	February 2020
<i>Step ii) Agree design principles</i>		
Guiding principles established	Council	October 2019
<i>Step iii) Think of ways to meet the guiding principles and put a plan in place</i>		
Identify areas where changing culture and/or practice that could provide solutions	Working group	By end April 2020
Identify potential structural solutions	Working group	By end April 2020
Assess potential pros and cons (including risks) of the cultural and structural solutions to identify a preferred option (including looking at how effectively these operate in other comparator councils)	Working group – facilitated by CfPS	By end July 2020
Produce recommendations for consideration by Council	Working group report to Audit & Governance Committee	September 2020
	Audit & Governance Committee report to Council	October 2020
<i>Step iv) Make the change</i>		
Review constitution to align it to any decision made by Council	Monitoring Officer, using working group as a reference group, and reporting to Audit and Governance Committee	By end March 2021
Independent Remuneration Panel undertake review of member allowances scheme in light of any decision made by Council	Monitoring Officer to co-ordinate	By end March 2021
Approve revised constitution and allowances scheme	Council	Annual meeting May 2021

Implementation of any changes		From annual Council May 2021
<i>Step v) Return to the issue after a year and review how things have gone</i>		
Undertake a survey of members to capture views	Monitoring Officer	June 2022
Determine whether the changes have produced the intended outcome and, if not, identify further actions.	Audit & Governance Committee	September 2022