

**Re-thinking Governance Working Group  
Timetable**

| Step/activity                                                                                                                                                                                                                                                                                                                                                                  | Who                                 | When                    | CfPS Step  | Completed    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|------------|--------------|
| <b>Step i) Plan the approach and assess current position</b>                                                                                                                                                                                                                                                                                                                   |                                     |                         |            |              |
| 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                       | 27 January 2020         | Workshop 1 | √            |
| Review current arrangements against the guiding principles established by Council to identify areas for improvement focus                                                                                                                                                                                                                                                      | Working group – facilitated by CfPS | 7 February 2020         | Workshop 2 | √            |
| All members' webinars                                                                                                                                                                                                                                                                                                                                                          | Solicitor to the council            | 23 -24 April 2020       |            | √            |
| All member questionnaire                                                                                                                                                                                                                                                                                                                                                       | Working group                       | 4- 25 June              |            | √            |
| Progress Report to audit and governance committee                                                                                                                                                                                                                                                                                                                              | Solicitor to the council            | 16 June 2020            |            | √            |
| <b>Step ii) Agree design principles</b>                                                                                                                                                                                                                                                                                                                                        |                                     |                         |            |              |
| Guiding principles established                                                                                                                                                                                                                                                                                                                                                 | Council                             | October 2019            |            | √            |
| <b>Step iii) Think of ways to meet the guiding principles and put a plan in place</b>                                                                                                                                                                                                                                                                                          |                                     |                         |            |              |
| Identify areas where changing culture and/or practice that could provide solutions                                                                                                                                                                                                                                                                                             | Working group                       | 7 August 2020           | Workshop 3 | √            |
| All Members' Seminar                                                                                                                                                                                                                                                                                                                                                           | Solicitor to the council            | If required             |            | Not required |
| Identify potential structural solutions                                                                                                                                                                                                                                                                                                                                        | Working group                       | 14 August 2020          | Workshop 3 | √            |
| Assess potential pros and cons (including risks) of the cultural and structural solutions to identify a preferred option (including looking at how                                                                                                                                                                                                                             | Working group – facilitated by CfPS | 7 and 10 September 2020 | Workshop 4 | √            |

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|                                                                                                                      |                                                                                                                          |                              |  |   |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------|--|---|
| effectively these operate in other comparator councils)                                                              |                                                                                                                          |                              |  |   |
| Produce recommendations for consideration by Council                                                                 | Working group report to Audit & Governance Committee                                                                     | 25 September 2020            |  | √ |
|                                                                                                                      | Audit & Governance Committee report to Council                                                                           | 9 October 2020               |  |   |
|                                                                                                                      | Resolution by Council                                                                                                    | 9 October 2020               |  |   |
| <b><i>Step iv) Make the change</i></b>                                                                               |                                                                                                                          |                              |  |   |
| 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 bi monthly | 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 |  |   |
| <b><i>Step v) Return to the issue after a year and review how things have gone</i></b>                               |                                                                                                                          |                              |  |   |
| 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               |  |   |