

**Constitution Working Group  
(Chairman – Councillor P Bhanot)  
Work Programme 2022/23**

Item	Timescale	Progress	Officer / owner
(1) Constitution	Ongoing	To consider the ongoing review of the Constitution to ensure alignment with the Council's management structure.	N Boateng
(2) DocuSign	30 June 2022	<b>Completed</b> Verbal report on DocuSign – to facilitate the signing of documents electronically and using an electronic seal and the updating of the Constitution. (See CWG Note 3(a)).	N Boateng
	1 November 2022	<b>Completed</b> DocuSign – Proposed amendment to the Constitution, Article 15 – Finance, Contracts and Legal Matters, sections, 6, 7 and 8.	
(3) Programme 2025 Workstream (5) – What the Constitution should like?	1 November 2022	<b>Ongoing</b> To consider if the Constitution is fit for purpose and if not, to make suggestions on how it can be improved. This workstream project is due for completion in 2025.	N Boateng / V Messenger
(4) Scrutiny committees	16 March 2023	Proposed changes.	G Woodhall / P Maginnis
(5) Supplementary Agenda deadline	16 March 2023	Verbal report	Cllr Janet Whitehouse
(6) Section 106 Agreements	tbc	Discussion on policy and procedures.	N Richardson