

Stage	Detail	Additional stakeholders	Timescale
1. Structure, format and style	<ul style="list-style-type: none"> • Review other constitutions and options • Identify purposes of the constitution • Consider structure • Consider style and language • Consider format/presentation options • RAG chapters for priority review 	<ul style="list-style-type: none"> • Constitution & Ethics 	August 2024
2. Initial draft	<ul style="list-style-type: none"> • Reorganise constitution in accordance with agreed new structure • Review statutory requirements and assess compliance • Identify sections surplus to requirement 		September – December 2024
3. Review of content and first committee stage	<ul style="list-style-type: none"> • Review specific sections of the constitution <ul style="list-style-type: none"> ○ Meeting procedure rules and public engagement ○ Committee terms of reference ○ Scrutiny function ○ Executive function • First round of formal committee consultation. 	<ul style="list-style-type: none"> • Constitution and Ethics • Officers • Relevant committee meetings 	October – March 2024/25
4. Final draft	<ul style="list-style-type: none"> • Incorporate all changes from C&E • Prepare website • Prepare SharePoint folders 	<ul style="list-style-type: none"> • Website Team • Dem Services 	January – March 2025
5. Final Committee Stage	<ul style="list-style-type: none"> • Prepare report • Extraordinary Constitution and Ethics Committee – Constitution Review items only • Make any changes agreed by committee 	<ul style="list-style-type: none"> • C&E Committee • 	April 2025
6. Full Council stage	<ul style="list-style-type: none"> • Prepare report • Make any changes agreed by Council 	<ul style="list-style-type: none"> • Council 	May 2025
7. Implementation	<ul style="list-style-type: none"> • Update website • Inform Members/Officers/Public • Hold Member/Officer training 	<ul style="list-style-type: none"> • Website Team • Communications Team 	February – May 2025

		<ul style="list-style-type: none"> • Learning & Development Team 	
8. Initial review	<ul style="list-style-type: none"> • Hold member/officer survey • Consider issues raised • Identify where improvements can be made • Take any proposals to C&E Committee 	Officers Constitution and Ethics	To be programmed
9. Annual review	<ul style="list-style-type: none"> • Carry out annual review and health check of the constitution 		To be programmed