

(E) Protocol for Monitoring and Review of Constitution

1. A key role for Assistant Town Clerk 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 Town Clerk 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 with him 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.