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## AGENDA

**Committee** CONSTITUTION COMMITTEE

**Date and Time of Meeting** MONDAY, 21 JUNE 2021, 5.00 PM

**Venue** REMOTE MEETING VIA MS TEAMS

**Membership** Councillor Goodway (Chair)  
Councillors Berman, Burke-Davies, Carter, K Jones, Goddard, Jones-Pritchard, Lister, Kelloway, Keith Parry, Mia Rees and Wong

### 1 Apologies

To receive apologies for absence.

### 2 Appointment of Chairperson

To note that the Council at its Annual meeting held on the 27 May 2021 elected Councillor Goodway as Chair of this Committee for the Municipal Year 2021/2022

### 3 Appointment of Committee and Terms of Reference

#### Membership and Terms of Reference

To note that Council at its Annual Meeting on 27 May 2021 agreed the following Membership and Terms of Reference: -

#### Membership

Councillors Jennifer Burke-Davies, Rodney Berman, Joe Carter, Susan Goddard, Russell Goodway, Keith Jones, Mike Jones-Pritchard, Kathryn Kelloway, Ashley Lister, Keith Parry, Mia Rees and Peter Wong.

#### Terms of Reference

To review the Council's Constitution, and to recommend to Council and/or Cabinet any changes, except that the Committee will have authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:-

(a) Drafting improvements to enhance clarity and remove minor anomalies.

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(b) Updating to reflect legislative changes and matters of record.

(c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought)

**4 Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

**5 Minutes** (*Pages 5 - 8*)

To approve as a correct record the minutes of the 11 February 2019

**6 Remote / Multi-Location Meeting Arrangements** (*Pages 9 - 40*)

*Report of the Director of Governance and Legal Services and Monitoring Officer.*

**7 Council Meeting Procedure Rules** (*Pages 41 - 74*)

*Report of the Director of Governance and Legal Services and Monitoring Officer.*

**8 Constitution Update** (*Pages 75 - 82*)

*Report of the Director of Governance and Legal Services and Monitoring Officer.*

**9 Forward Work Plan 2021/2022** (*Pages 83 - 86*)

*Report of the Director of Governance and Legal Services and Monitoring Officer.*

**10 Urgent Items (if any)**

**Davina Fiore**

**Director Governance & Legal Services**

Date: Tuesday, 15 June 2021

Contact: Kate Rees,

02920 872618, Mandy.Farnham@cardiff.gov.uk

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