

Central  
Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**CONSTITUTION ADVISORY GROUP**

**DATE: 25 JANUARY 2010**

<b>TITLE</b>	<b>CONSTITUTION: "FREQUENTLY ASKED QUESTIONS"</b>	<b>ITEM NO.</b>
<b>REPORT OF</b>	Head of Democratic Services	11

<b>PURPOSE</b>	To seek comments on a draft document requested at a previous meeting to direct members of the public, councillors and officers to key sections of the constitution.
----------------	---

**RECOMMENDATION:**

**That Members comment on the attached document to enable it to be finalised and uploaded to the website with hyperlinks to the relevant parts of the constitution.**

**SUPPORTING INFORMATION**

1. In July the Advisory Group considered a draft Guide to the Constitution designed to promote understanding and knowledge of the constitution among members and officers. Members suggested that, rather than having a summary of the constitution's key provisions, which they felt could risk creating an "unofficial" version to the full constitution approved by the Council, some thought could be given to a list of "frequently asked questions" (FAQs) which simply referred the reader to the relevant section and paragraph of the constitution, rather than trying to give an answer.

2. In drafting the attached FAQs document it was appreciated that the questions posed might vary depending on who was the target audience, i.e. member of the public, councillor or officer. It is therefore designed for all audiences, directing the reader to the relevant Part and paragraph of the constitution but also explaining in a few words what that section refers to.
3. Members' comments are requested on (a) the format and (b) the content of the document. The intention if approved is to upload it to the CBC website with hyperlinks that will take the reader directly to the relevant part of the constitution.

Appendix - Central Bedfordshire Constitution - "Frequently Asked Questions".

---

<b>Contact Officer Details:</b>	<b>Key Background Papers:</b>
Kathrin John	None