















Democracy Commission Implementation Plan

Status code

-  Complete
 In progress
 To Commence

Action	Tasks	By When	Who	Status
Constitutional Amendments Constitutional requirements to implement recommendations of the Democracy Commission – mainly to council assembly procedure rules	Report to Constitutional Steering Panel Report to Council Assembly	15 Nov 2010 1 Dec 2010	Constitutional Team	
Council Assembly Business Panel Terms of reference	Report to Constitutional Steering Panel Report to Council Assembly (Part of constitutional amendments report)	15 Nov 2010 1 Dec 2010	Constitutional Team	
Revised Order of Business	Report to Constitutional Steering Panel Report to Council Assembly (Part of constitutional amendments report)	15 Nov 2010 1 Dec 2010	Constitutional Team	

Action	Tasks	By When	Who	Status
Community Councils Amend terms of reference and procedure rules <ul style="list-style-type: none"> • Questions • Input into themes 	Community Council chairs and vice chairs	February 2011	Head of community engagement	
Petitions Recommend reduction of threshold to trigger council assembly debate	Report to Constitutional Steering Panel Report to Council Assembly (Part of e-petitions report)	15 Nov 2010 1 Dec 2010	Governance Team	
Venues Cost and options for holding council assembly meeting at different venues throughout Southwark. Including the cost of holding at the Town Hall	Report to cabinet	Jan 2010	Head of Community Engagement supported by Constitutional Team	
Developing communications Investigate options with communications/governance/constitutional/community engagement teams	Report to Council Assembly Business Panel	Jan 2010	Head of Community Engagement/Head of Communications	
Developing themed meetings Plan for developing themed meetings	Report to council assembly business panel	End of Jan 2011	Head of Community Engagement	
Meeting practicalities Information sessions Revised agenda	Report to council assembly business panel	End of Jan 2011	Constitutional Team	

Action	Tasks	By When	Who	Status
Simplifying paperwork Info on councillors and how council assembly works Constitutional support				
Community Education Increase awareness of council assembly	Provide information on council assembly and the role of councillors to the Active Citizens Hub		Head of Community Engagement	
First meeting of the Council Assembly Business Panel Make recommendations to the Mayor on themes for April 2011 – Sep 2011		End Jan 2011 (allows for 2 month notice of theme)	Council Assembly Business Panel	
First themed meeting of council assembly • Set terms of reference for Phase 2 of the Democracy Commission	Report to Council Assembly	April 2011	Democracy Commission	
First meeting outside of the Town Hall		July 2011		
Second meeting of the Council Assembly Business Panel Make recommendations to the Mayor: Themes for Oct 2011 – Mar 2012		End of July 2011 (allows for 2 month notice of theme)	Council Assembly Business Panel	
Report of phase 2 of the Democracy Commission		December 2011		