

12 October 2007

Dear Councillor

CONSTITUTION TASK GROUP

A meeting of the Constitution Task Group will be held on Friday 19 October 2007 in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden at **3.00 pm**.

Yours Faithfully

ALASDAIR BOVAIRD

Chief Executive

A G E N D A

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 20 March 2007 (attached).
- 3 Business Arising
- 4 Review of Area Panels – Councillor Cheetham.
- 5 Review of Committee Structure – Councillor Ketteridge.
- 6 Evaluating Local Governance – New constitutions and ethics (letter attached).
- 7 Issues arising from Council Meeting.
- 8 Any other business the chairman considers to be urgent.

To:- Councillors R H Chamberlain, C M Dean, E J Godwin, **A J Ketteridge**, J E Menell, D J Morson, H S Rolfe and S V Schneider.

Lead Officer: A Bovaird
Committee Officer: M T Purkiss