

17 November 2009

Dear Councillor

CONSTITUTION WORKING GROUP

A meeting of the Constitution Working Group will be held on Monday, 23 November 2009 in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden at **6.15 pm**.

Yours faithfully

JOHN MITCHELL

Chief Executive

A G E N D A

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 13 October 2008 (attached).
- 3 Business Arising.
- 4 To consider a proposal to change the Council's constitutional arrangements with a view to introducing an executive format - see attached report and appendices.
- 5 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: John Mitchell
Committee Officer: Peter Snow