

6 July 2010

Dear Councillor

CONSTITUTION WORKING GROUP

A meeting of the Constitution Working Group will be held on Monday, 12 July 2010 in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden at **4.00 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 14 June 2010 (attached).
- 3 Business Arising.
- 4 To set a programme of workshops and further meetings of the Working Group to explore further options for producing a new constitution based upon an executive model of decision making (see attached timetable).
- 5 To consider a short paper setting out those functions that under a Leader and Cabinet system can be delegated to the Leader or reserved to the Council (attached).
- 6 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 01799 510430