

1 February 2012

Dear Councillor

**CONSTITUTION WORKING GROUP**

A meeting of the Constitution Working Group will be held at 4.00pm on Thursday, 9 February 2012 in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden.

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 7 June 2011 (attached).
- 3 Business Arising.
- 4 Standards and Code of Conduct – to consider the procedure to be adopted to maintain high standards of conduct by members and proposed changes to the Constitution to be considered by the Council on 17 April 2012 in response to the provisions of the Localism Act 2011 (see attached report).
- 5 At the request of the Chairman, to consider the call-in procedure as set out in the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution (see paragraphs N and O from page 152).
- 6 At the request of the Chairman, to consider the role of working groups as set out in Article 11 of Part 2 of the Constitution (see from page 45).
- 7 Any other business the Chairman considers a matter of urgency.

To:- Councillors J Davey, I Evans, A Ketteridge, J Menell, D Morson, J Rich, D Watson and L Wells.

Lead Officer: John Mitchell

Committee Officer: Peter Snow 01799 510430