

10 September 2012

Dear Councillor

CONSTITUTION WORKING GROUP

A meeting of the Constitution Working Group will be held at 7.30pm on Wednesday, 19 September 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 Election of Chairman.
- 2 Apologies for absence and declarations of interest.
- 3 Minutes of the meeting held on 9 February 2012 (attached).
- 4 Business Arising.
- 5 Suggested amendments to the Access to Information Procedural Rules contained within the Constitution (see attached report).
- 6 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