

10 March 2014

Dear Councillor

## **CONSTITUTION WORKING GROUP**

A meeting of the Constitution Working Group will be held on **Monday 17 March 2014 at 6.00pm** 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 19 September 2012 (attached).
- 4 To discuss the following items
  - i) Review the working of the Cabinet system.
  - ii) The recording of votes at Planning Committee meetings.
- 5 Any other business the Chairman considers to be urgent.

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

Lead Officer: John Mitchell

Democratic Services Officer: Maggie Cox 01799 510369