



CONSTITUTION WORKING GROUP **Tuesday, 30th June, 2015**

Place: Civic Offices, High Street, Epping

Room: Committee Room 1

Time: 7.00 pm

Democratic Services Officer M Jenkins Democratic Services 01992 56 4607
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Members:

Councillors M McEwen (Chairman), M Sartin (Vice-Chairman), D Dorrell, A Mitchell MBE, J Philip, C C Pond, C P Pond, D Stallan, G Waller, S Watson and J H Whitehouse

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Director of Governance) To report the appointment of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests on any items on the agenda.

4. NOTES OF THE LAST CONSTITUTION AND MEMBER SERVICES SCRUTINY PANEL MEETING HELD ON 3 AND 17 MARCH 2015 (Pages 3 - 8)

The attached notes from the Constitution and Member Services Scrutiny Panel meeting held on 3 and 17 March 2015 are here as an aid memoir, they have already been confirmed by the Overview and Scrutiny Committee.

5. POSITION STATEMENT AND PROGRAMME (Pages 9 - 14)

(Director of Governance) To consider the attached report, Terms of Reference and Work Programme.

6. OFFICER EMPLOYMENT PROCEDURE RULES (Pages 15 - 28)

(Director of Governance) To consider the attached report and appendix.

7. CONTRACT STANDING ORDERS - REVIEW PROCESS (Pages 29 - 32)

(Director of Communities) To consider the attached report and appendix.

8. EXECUTIVE PROCEDURE RULES AND REVISED ARTICLES (Pages 33 - 58)

(Director of Governance) To consider the attached report and revised Articles.

9. FUTURE MEETINGS

The next scheduled meeting of the Working Group will be held on **Tuesday 22 September 2015 at 7.00p.m. in Committee Room 1** and thereafter on the following Tuesdays at the same time and same venue:

1. 24 November;
2. 26 January 2016; and
3. 22 March.