



Committee Agenda

CONSTITUTION WORKING GROUP

Thursday, 16th March, 2023

You are invited to attend the next meeting of **Constitution Working Group**, which will be held at:

**Virtual Meeting on Microsoft Teams
on Thursday, 16th March, 2023
at 7.30 pm .**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer:**

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Members:

Councillors P Bhanot (Chairman), R Bassett (Vice-Chairman), S Heap, S Kane, H Kauffman, J McIvor, J Philip, C C Pond, R Pugsley, M Sartin and J H Whitehouse

1. APOLOGIES FOR ABSENCE

To be announced at the meeting.

To report non-attendance before the meeting, please use the Members Portal webpage https://eppingforestdc-self.achieveservice.com/service/Member_Contact to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council's website, at the bottom under 'Contact Us'
<https://www.eppingforestdc.gov.uk/your-council/members-portal/>

2. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

3. NOTES OF PREVIOUS MEETING (Pages 3 - 8)

To agree the notes of the meeting of the Working Group held on 1 November 2022.

4. TERMS OF REFERENCE & WORK PROGRAMME (Pages 9 - 12)

To review the terms of reference and progress with the achievement of the current work programme for the Working Group.

5. CONSTITUTION - REVISIONS & AMENDMENTS (Pages 13 - 14)

(Monitoring Officer) To note the following revisions or amendments have been made to the Constitution since the previous meeting of the Working Group.

6. PROPOSED CHANGES TO THE SCRUTINY COMMITTEES (Pages 15 - 22)

(Democratic and Electoral Services Team Manager) To consider the attached report and make recommendations.

7. SUPPLEMENTARY AGENDA DEADLINE

(Councillor J H Whitehouse) Verbal report on a proposal to set a deadline for the sending out of supplementary papers before a meeting.

8. DATE OF NEXT MEETING

To note that the dates of the Working Group meetings for 2023/24 will be circulated in due course, subject to the agreement by Council of the Annual Calendar of Meetings.