



## **Committee Agenda**

### **CONSTITUTION WORKING GROUP Tuesday, 1st November, 2022**

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

**Virtual Meeting on Zoom  
on Tuesday, 1st November, 2022  
at 7.00 pm.**

**Georgina Blakemore  
Chief Executive**

**Democratic Services  
Officer:**

V. Messenger Tel: (01992) 564243  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors P Bhanot (Chairman), R Bassett (Vice-Chairman), S Heap, H Kauffman, J McIvor, J Philip, C C Pond, R Pugsley, S Rackham, 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 - 6)**

To agree the notes of the meeting of the Working Group held on 30 June 2022.

#### **4. TERMS OF REFERENCE & WORK PROGRAMME (Pages 7 - 8)**

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 9 - 24)**

(Monitoring Officer) To consider the attached report on the following:

- (1) To note the amendments in the latest Constitution Update of 18 July 2022;
- (2) To note the proposed minor amendments to the Constitution Part 4 – Financial Regulations, paragraphs A5 and 3.7;
- (3) To review the proposed amendments to remove references to the decommissioned Finance and Performance Management Cabinet Committee in the Constitution within Part 4 – Financial Regulations and Article 7 – The Executive; and
- (4) To review other ad hoc “Finance and Performance Management” references within Part 4 – Financial Regulations.

**6. DOCUSIGN - PROPOSED AMENDMENT TO ARTICLE 15 OF THE CONSTITUTION (NOTE NO. 3(A)) (Pages 25 - 28)**

(Monitoring Officer) To consider the attached report on DocuSign to include minor updates required to the Constitution, Article 15 – Finance, Contracts and Legal Matters, sections, 6, 7 and 8.

**7. PROGRAMME 2025 WORKSTREAM - WHAT SHOULD THE CONSTITUTION LOOK LIKE? (Pages 29 - 30)**

To consider the attached report on whether the Constitution is fit for purpose and if not, for the Working Group to suggest how best to proceed with the workstream project that is due for completion in 2025.

**8. DATE OF NEXT MEETING**

To note that the next meeting of the Working Group will be held on 2 February 2023 at 19.00.