



# Epping Forest District Council

## **CONSTITUTION WORKING GROUP** **Thursday 28th September 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 28th September 2023 at 7.00 pm**

**Georgina Blakemore**  
Chief Executive

**Democratic Services Officer:** G Woodhall Tel: (01992) 564243  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

**Members:** Councillors A Lion (Chairman), J H Whitehouse (Vice-Chairman), R Bassett, P Bhanot, S Heap, H Kauffman, J McIvor, J Philip and C C Pond

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

**This meeting will be broadcast live and recorded for repeated viewing.**

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### **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](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 16 March 2023.

**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 - 10)**

(Monitoring Officer) To note the report outlining the Constitution Updates of 18 April 2023 and 22 September 2023 (attached).

**6. CONSTITUTION REVIEW UPDATE**

To consider the attached report summarising progress to date with the review of the Constitution project, including the work undertaken on the Scheme of Delegations (report to follow).

**7. DATE OF NEXT MEETING**

To note that the next meeting of the Working Group will be held on 18 January 2024 at 7.00pm.