

Meeting: **Constitution Working Group**
Date: **26 September 2023**
Time: **2.30 pm**
Place: **Zoom – Remote meeting**

**PLEASE NOTE, THIS MEETING IS NOT OPEN TO THE PUBLIC
BUT WILL BE STREAMED LIVE TO**
<https://bit.ly/YouTubeMeetings>

To: Councillors Mrs Jennifer Hollingsbee, Jim Martin, Connor McConville,
Tim Prater and Paul Thomas

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes**

To agree as a true record the minutes of the meeting held on 31 August 2023.

4. **Structure of the new Committee governance arrangements**

Philip McCourt of Bevan Brittan will provide the following documents for discussion. These will be circulated to Members prior to the meeting:

- Draft terms of reference for the committees, along with structure diagrams.
- Spokesperson Member role descriptions.
- A draft revised key decision definition and a referral process.
- A draft of a rescission process is attached to be discussed as an alternative to O&S call-in.

Queries about the agenda? Need a different format?

Contact Jemma West – Tel: 01303 853369
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or download from our website
www.folkestone-hythe.gov.uk