

FACC Meeting 16th September – Review of Constitution and Related Matters.

1. Welcome to new member – Sarah Kingsley – Mytchett, Frimley Green & Deepcut Assoc
2. The DfT Guidelines recommend that Consultative Committees review their constitutions periodically and it was agreed at the last meeting that a sub-committee under the chairmanship of James Radley would be formed to undertake a review. The sub-committee has met twice and a revised constitution has been circulated to members.
3. Comments have now been received from a number of members and the Secretary has circulated a revised draft which you have all seen.
4. We have also discussed the possibility of inviting new members to join the Committee and we will discuss that issue together with three further documents (Code of Conduct and Terms of Reference and Public Questions Procedures) which have also been circulated.
5. The purpose of this meeting is to agree the changes to the constitution and to consider membership and the additional documents that have been tabled.

[Whitt to explain the colour coding of the draft constitution circulated with his e-mail of 6th September]

?Any opening remarks by James Radley