

TO: RESOURCES SCRUTINY COMMITTEE - 10 SEPTEMBER 2002

SUBJECT: SCRUTINY COMMITTEES

FROM: MEMBERS' & CUSTOMER SERVICES

1. PURPOSE OF REPORT

- 1.1 To consider a possible timetable of meetings, for the first three cycles from May 2003, based on the Scrutiny Committees meeting on separate evenings.

2. POSSIBLE TIMETABLE

- 2.1 At the meeting on 18 June 2002 the Committee requested that a possible timetable of meetings should be drafted as an example of how meetings of the Scrutiny Committees could be held on separate evenings.
- 2.2 This arrangement is shown in the appendix. It should be noted that, on occasion, group meetings would have to be held on a Friday evening. Also, because of the need for the Planning Committee to meet every three weeks, it would sometimes be necessary for a Scrutiny Committee to meet the evening before the Executive meeting, eg. 18 and 19 August 2003.
- 2.3 Meetings of the Change Board have not been included as these will take place as frequently as required. However, due to the congested timetable and to avoid a clash of meetings, these might sometimes have to be held on Fridays. The same would also apply to other meetings.
- 2.4 Business Unit Heads and Group Leaders would normally be consulted over the draft timetable but this has not taken place with regard to the attached.
- 2.5 The timetable of meetings is usually published in December / January for the following year.

3. OUTCOME REQUIRED

- 3.1 The Scrutiny Committee's comments are requested.

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Members' & Customer Services Manager

BACKGROUND PAPERS

None

Areas in District Affected: None

For further information about this report please contact:

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