



Item 10

Report to the Partnership for Urban South Hampshire Overview and Scrutiny Committee

Date: Tuesday, 1 March 2011

Report of: Susan Coulter, Committee Services Manager, Fareham Borough Council

Subject: Schedule of Meetings for the Municipal Year 2011/12

SUMMARY

This report asks the PUSH Overview and Scrutiny Committee to determine its schedule of meeting dates for the municipal year 2011/12. Dates of Executive / Cabinet meetings and Council meetings of all member Authorities have been avoided, wherever possible. A draft schedule setting out proposed dates for all meetings from May 2011 is submitted for members' approval.

RECOMMENDATION

The Overview and Scrutiny Committee is asked to APPROVE dates for its meetings for the municipal year 2011/12 from the schedule attached at Appendix A to this report.

***Members are requested to bring their diaries
to the meeting.***

INTRODUCTION

1. The PUSH Overview and Scrutiny Committee is invited to approve the schedule of meetings for the municipal year 2011/12. A draft schedule is attached as Appendix A to this report for consideration.

PROPOSED SCHEDULE

2. Members are reminded that at its inaugural meeting, it was agreed that two general meetings of the Committee be held per year, scheduled for such dates as would aid consideration of the PUSH business plan. It was also agreed that additional meetings be convened for review of Joint Committee decisions which have been called-in, or otherwise, as required by the Committee or by the chairman in consultation with members.
3. At its meeting on 15 February 2010, the Committee agreed that provision be made for two additional dates be included in the calendar of meetings for 2010/11; one in January 2011 and one in March 2011. This allowed for proper consultation on the budget. This has been considered when compiling the suggested dates for this Committee, taking into account the dates of the PUSH Joint committee meetings for 2011/12.
4. Members are also reminded that at the February 2010 meeting of the Committee, it was agreed that the Chairman be elected in May 2010, and then annually from then on. An item relating to the election of a Chairman and Vice-Chairman will be considered at the May meeting.
5. The attached schedule has been organised largely on the same basis as the current year's frequency of meetings, with some modification to accommodate bank holidays and to avoid clashes with member authorities' Cabinet / Executive and Council meetings. It also takes into consideration the Committee's wishes, as set out above.
6. Consideration has also been given to the various Political Party Conference dates for 2011 and these dates have also been avoided, wherever possible. The recommended schedule of dates has also been drawn up with consideration of the need to ensure a workable timetable for finalisation and publication of papers, and therefore, based on past experience, seeks to avoid dates in January, which require papers to be agreed and despatched over Christmas/New Year respectively. The arrangements for the meetings are in accordance with Fareham Borough Council's standing orders as the Lead Authority for the Administration of the PUSH Joint Committee.

CONCLUSION

7. The Overview and Scrutiny Committee is asked to approve dates for its meetings for the municipal year 2011/12 from the recommended dates set out in the schedule attached at Appendix A to this report;

Background Papers: - Minutes of the meetings held on 20 March 2008 and 15 February 2010.

Reference Papers: None

Enquiries: For further information on this report please contact Susan Coulter, Committee Services Manager, Fareham Borough Council.

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**Schedule of Recommended Dates for the PUSH Overview and Scrutiny
Committee Meetings in the 2011/12 Municipal Year:**

May 2011:

10 or 23 (*Annual meeting to appoint Chairman and Vice-Chairman - Joint Committee meeting 8 June 2011*);

November 2011:

22, 23 or 24 (*Joint Committee meeting 6 December 2011*);

February 2012:

2, 7 or 9 (*Joint Committee meeting 26 March 2012*).