



Item 10

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

Date: Tuesday 21 May 2013

Report of: Lesley Winter, Democratic Services Officer, Fareham Borough Council

Subject: Schedule of Meetings for the Municipal Year 2013/14

## SUMMARY

This report asks the PUSH Overview and Scrutiny Committee to determine its schedule of meeting dates for the Municipal Year 2013/14. A draft schedule setting out proposed dates for all meetings from May 2013 is submitted for members' approval at Appendix A to this report.

## RECOMMENDATION

The Overview and Scrutiny Committee is asked to APPROVE the dates for its meetings for the municipal year 2013/14 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 2013/14, as set out in Appendix A to this report.

## **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. Members are reminded that at the February 2010 meeting of the Committee, it was agreed that the Chairman be elected annually.
4. 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. It also takes into consideration the Committee's wishes, as set out above.
5. Consideration has also been given to the various Political Party Conference dates for 2013 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**

6. The Overview and Scrutiny Committee is asked to approve dates for its meetings for the municipal year 2013/14, as set out in the schedule attached at Appendix A to this report.

**Background Papers:** - None

**Reference Papers:** None

**Enquiries:** For further information on this report please contact Lesley Winter, Democratic Services, Fareham Borough Council.

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## APPENDIX A

### **Schedule of Recommended Dates for PUSH Overview and Scrutiny Meetings in the 2013/14 Municipal Year:**

- Tuesday 21 May 2013 (*Joint Committee meeting is on 6 June 2013*)
- Tuesday 10 September 2013 (*Joint Committee meeting is on 23 September 2013*)
- Tuesday 19 November 2013 (*Joint Committee meeting is on 3 December 2013*)
- Tuesday 4 February 2014 (*Joint Committee meeting is on 25 March 2014*)