



# Report to the Partnership for Urban South Hampshire Joint Committee

Date: **Tuesday 26 March 2012**

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 Joint 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 Joint 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 Joint 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 when PUSH was working to informal arrangements, meetings were generally held every other month in January, March, June, September, and November. Now that the Group has become a formal Joint Committee, it is proposed to keep a similar frequency of meetings.
3. 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. 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 early September and January, which require papers to be agreed and despatched during late August and over Christmas/New Year respectively. It does not include a schedule for the various PUSH Delivery Panels and Officer Meetings, which will be organised separately. 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**

4. The Joint Committee is asked to approve dates for its meetings for the municipal year 2013/14 from the recommended dates 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 Officer, Fareham Borough Council.

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## **APPENDIX A**

### **Schedule of Recommended Dates for PUSH Joint Committee Meetings in the 2013/14 Municipal Year:**

Thursday 6 June 2013 (Annual meeting to re-appoint members);

Tuesday 16 July 2013;

Monday 23 September 2013

Tuesday 3 December 2013;

Tuesday 28 January 2014; and

Tuesday 25 March 2014.