



## City Solicitor and Secretary

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TO: THE MAYOR AND ALL MEMBERS  
OF THE CITY COUNCIL

Please ask for:

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IJD/LT

13 May 2002

Dear Sir/Madam

**RE: APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF THE  
COUNCIL'S OVERVIEW & SCRUTINY COMMITTEES AND APPOINTMENT  
OF MEMBERS TO SUB-COMMITTEES**

It is desirable to complete appointments of the Chairman and Vice Chairman of the Council's Overview and Scrutiny Committees, and appointment of Members to the Organisational Assessment Best Value Review Sub-Committee as soon as practicable following the Annual Meeting of the City Council. This is necessary because of the powers which the Chairs are able to exercise in respect of potential "call ins" and they therefore need to be in place as soon as possible. It is therefore proposed that special meetings of the Overview and Scrutiny Committees will be held commencing at **2.15 pm in the Lecture Theatre, Tullie House on Monday 20 May 2002**. I should therefore be grateful if you would arrange to attend any meetings of the Overview and Scrutiny Committees to which you have been appointed at the Annual Meeting of the City Council held at 11.00 am on that day.

The Schedule setting out the group's nominations in respect of seats on Committees and Sub-Committees has been circulated with the Summons for the Annual Council Meeting, and I should be pleased if you could bring the Schedules with you when you attend the following meetings :



## **2.15 pm Overview & Scrutiny Committee Corporate Resources**

### **A G E N D A**

1. To receive apologies for absence.
2. To appoint a Chairman and Vice Chairman of the Overview & Scrutiny Committee Corporate Resources for the municipal year 2002/03.
3. To appoint Members to serve on the Organisational Assessment Best Value Review Sub-Committee.

## **2.20 pm Overview & Scrutiny Committee Community**

### **A G E N D A**

1. To receive apologies for absence.
2. To appoint a Chairman and Vice Chairman of the Overview & Scrutiny Committee Community for the municipal year 2002/03.

## **2.25 pm Overview & Scrutiny Committee Infrastructure**

### **A G E N D A**

1. To receive apologies for absence.
2. To appoint a Chairman and Vice Chairman of the Overview & Scrutiny Committee Infrastructure for the municipal year 2002/03.

Yours faithfully

  
City Solicitor and Secretary