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**To: Business, Economy and Enterprise Scrutiny Board (3)**

**Date: 14<sup>th</sup> December 2016**

**Subject: Key dates for Transport Select Committee**

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## **1 Purpose of the Note**

- 1.1 To inform members of the Business, Economy and Enterprise Scrutiny Board (3) for the schedule of meetings in preparation for the Board's Select Committee meeting.

## **2 Recommendations**

Members of the Business, Economy and Enterprise Scrutiny Board (3) are recommended to note the schedule of meetings listed at paragraph 4 below.

## **3 Information/Background**

- 3.1 At their informal meeting on 8<sup>th</sup> June 2016, members of the Business, Economy and Enterprise Scrutiny Board (3) agreed to a select committee style meeting on the subject of public transport.
- 3.2 Due to the nature of a Select Committee, considerable planning and preparation is required to ensure Members are fully briefed and provided with the correct information in advance. Also meetings are not conducted according to usual scrutiny process.
- 3.3 In order to do this and raise awareness with Members to changes to the original schedule of meetings a supplementary schedule of meetings has been put together, as shown in paragraph 4 below.

#### 4 Key dates for Transport Select Committee

Date	Time	Venue	Meeting	Required	Purpose
14 <sup>th</sup> December	10am (9.30 pre-meeting)	Committee Rooms	SB3 Meeting	All Members of the Board	Normal scrutiny meeting
14 <sup>th</sup> December	12.30-1.30	Committee Rooms	Advisory Panel Meeting	Cllrs McNicholas, Lancaster, Brown, Mayer	To finalise the key lines of enquiry
18 <sup>th</sup> January	<b>9:30-10.30</b>	Committee Rooms	SB3 Informal Pre-meeting	All Members of the Board	To identify questions to witnesses according to the key lines of enquiry
20 <sup>th</sup> January	2-3pm	DR6	Briefing with officers/witnesses	Officers, Cllr McNicholas	To brief witnesses in preparation for the meeting
15 <sup>th</sup> February	10am – 4pm	Committee Rooms	Select Committee	All Members of the Board	The Select Committee
22 <sup>nd</sup> February	12-1pm	DR6	Advisory Panel Meeting	Cllr McNicholas, Lancaster, Brown (apologies), Mayer	Plenary session to clarify and finalise any recommendations from the Select Committee

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