

## WORK PROGRAMME 2011/12

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### REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

### OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

### INFORMATION

***All meetings to start at 7.30pm except where stated***

Members should note that the meeting in February has been brought forward from 21 February to 8 February 2012.

Meetings	Room
9 June 2011	CR 5
21 July 2011 (7.00pm)	CR 5
13 September 2011	CR 5
20 October 2011	CR 4
10 November 2011	CR 5
19 December 2011	CR 2
18 January 2012	CR 5
8 February 2012	To be confirmed
14 March 2012	CR 5
18 April 2012	CR 5

Corporate Services & Partnerships Policy Overview Committee

**2011/12 DRAFT Work Programme**

<b>Meeting Date</b>	<b>Item</b>
<b>9 June 2011</b>	Corporate Services & Partnerships Policy Overview Committee Review Topics 2011/12
	Work programme for 2010/11
	Cabinet Forward Plan

<b>21 July 2011</b>	First Major Review in 2010/11 Effectiveness of the Audit Committee and its Terms of Reference - Scoping Report
	The Compact and Third Sector Commissioning
	Procurement
	Budget Planning Report for Central Services
	Recent Power Cut in the Civic Centre
	Work Programme
	Cabinet Forward Plan

<b>13 September 2011</b>	First Major Review in 2011/12 - Effectiveness of the Audit Committee and its Terms of Reference Witness Session 1
	Cabinet Forward Plan
	Work Programme

<b>20 October 2011</b>	First Major Review in 2011/12 – Effectiveness of the Audit Committee and its Terms of Reference Witness Session 2
	Presentation on Procurement
	Report back on the generator testing after the recent power cut in the Civic Centre

	Report back on the implementation of the recommendations of the Personal Safety Review
	Cabinet Forward Plan
	Work Programme

<b>10 November 2011</b>	First Major Review in 2011/12 – Effectiveness of the Audit Committee and its Terms of Reference
	Witness Session 3
	Consideration of topics for 2 <sup>nd</sup> Major Review
	Cabinet Forward Plan
	Work Programme

<b>19 December 2011</b>	First Major Review in 2011/12 – Effectiveness of the Audit Committee and its Terms of Reference
	Draft Final Report
	Cabinet Forward Plan
	Work Programme

<b>18 January 2012</b>	Budget Proposals Report for Central Services
	Voluntary Sector grants
	Second Major Review in 2011/12 – Draft Scoping Report – Operation and Function of Hillingdon First Card
	Corporate Fraud - Briefing
	Cabinet Forward Plan
	Work Programme

<b>8 February 2012</b>	Second Major Review in 2011/12 – Operation and Function of Hillingdon First Card
	Witness Session 1
	Consideration of all POC comments on Budget proposals
	Enforcement - Presentation
	Heating Problems within the Civic Centre - Briefing

	Cabinet Forward Plan
	Work Programme

<b>14 March 2012</b>	Second Major Review in 2011/12 – Witness Session 2
	Cabinet Forward Plan
	Work Programme

<b>18 April 2012</b>	Second Major Review in 2011/12 – Witness Session 3 or Draft Final Report
	Cabinet Forward Plan
	Work Programme