

Your ref
Our ref
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Wednesday, 31 May 2023

Dear Sir/Madam

OVERVIEW & SCRUTINY COMMITTEE

A meeting of the Overview & Scrutiny Committee has been arranged to take place **THURSDAY, 8TH JUNE, 2023 at 6.00 PM IN THE COMMITTEE ROOM**, District Council House, Lichfield to consider the following business.

Access to the is via the Members' Entrance.

The meeting will be live streamed on the Council's [YouTube channel](#)

Yours faithfully

A handwritten signature in cursive script that reads 'Kerry Dove'.

Kerry Dove
Chief Operating Officer

To: Members of Overview & Scrutiny Committee

Councillors Norman (Chair), Leung (Vice-Chair), Ball, Booker, Ho, Hawkins, Hill, Holland, Trent, Ray, Robertson, Whitehouse, Woodward and Yeates



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AGENDA

1. Apologies for Absence
2. Declarations of Interests
3. Minutes of the Previous Meeting 3 - 10
4. **Terms of Reference** 11 - 22
To note the terms of reference for Overview & Scrutiny as laid out in the Council's Constitution.
5. **Training for Members** 23 - 58
Attached is the Overview & Scrutiny Toolkit to assist the Committee in their role.
6. **Work Programme** 59 - 70
To consider the current draft work programme and receive suggestions for future items. The Forward Plan is attached to aid these discussions.
7. **Planning Protocol**
To consider and give views on the attached draft Planning Committee Protocol – REPORT TO FOLLOW

