

Date: 19 December 2008



All Members

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Councillor,

Overview and Scrutiny – Review

The Overview and Scrutiny Committee has tasked the Constitution and Member Services Standing Panel with reviewing the Overview and Scrutiny processes at their 12th January 2009 meeting.

Members are asked to submit their thoughts on any operational matters that they think should be considered at this meeting that affects the Overview and Scrutiny Committee, the Scrutiny Standing Panels or the Task and Finish Panels. This will not be a full review of O&S but will be looking at the operational side of Scrutiny and how things could be improved and streamlined in the future.

A pro forma is attached for your comments. Members are asked to fill out the form and return it to either Mark Jenkins or Adrian Hendry in Democratic Services by **Friday 19th December 2008**. The Constitution and Member Services Standing Panel will then review the replies.

The meeting is to be held on Monday 12th January 2009 at 7.30pm and all members are welcome to attend the Standing Panel and join in the discussion.

Yours sincerely,

Adrian Hendry
Democratic Services.