

9 July 2003

Dear Councillor

CPA TASK GROUP

A meeting of the CPA Task Group will be held at the Council Offices (in Brian Perkins new Room), London Road at 4.30pm on Wednesday 16th July 2003.

Yours faithfully

BRIAN PERKINS

Acting Chief Executive

**AGENDA
PART 1**

1. Apologies for absence and declarations of interest
2. Notes of the meeting held on the 25th June 2003
3. Matters Arising
4. Corporate Self Assessment – Themes 5 to 10
Performance Management/Achievement in Quality/Achievement of
Improvement/Investment/Learning & Future Plans
5. Update on Public Open Space & Balanced Housing Markets Reviews
6. The IDeA Peer Challenge
7. Training for Members and Staff
8. Timescale
9. Any other items which the Chairman considers to be urgent
10. Date of next meeting – 6th August 2003 4.30pm

To: Councillors RJ Copping, A Dean, EJ Godwin, RT Harris, AJ Ketteridge and
AM Wattebot

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee and Sub-Committee meetings and listen to the debate.

You also have the opportunity to ask questions or make statements before meetings of the Council and the Policy and Resources, Planning and Development and Community Services Committees. This 'question time' takes place at 7.30pm prior to the normal business of the meeting. You must give at least 2 working days notice if you intend to speak. Also, it would be helpful if you could let us know what the questions are, so that we can investigate the issue for you, if possible.

The agenda is split into 2 parts. Most of the business is dealt within Part I which is open to the public. Part II includes items which must be discussed in the absence of the press or public, as they might deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Mick Purkiss on 01799 510430, Laurel Crowe on 01799 510433 or Maggie Cox on 01799 510434 or by fax on 01799 510550.

mtgpublic