

**TO: THE EXECUTIVE MEMBERS FOR
ENVIRONMENT.**

Date: 11th June 2014
Your Ref:
My Ref:
Please ask for: John Addison
Direct Dial: (01254) 585113
Fax: (01254) 682201

Dear Councillor Smith.

**Work of the Regeneration and Neighbourhoods
Overview and Scrutiny Committee**

Congratulations on your appointment as Executive Member.

The first meeting of this Overview and Scrutiny Committee will be held on 9th July at 6:00pm and as is the usual procedure, as the Executive Member you are invited to provide the Committee with a short presentation on your top 5 priorities and 3 biggest risks for the forthcoming year.

Please also note, for information all the Regeneration and Neighbourhoods Overview and Scrutiny Committee 2014/15 meeting dates, 9th July, 17th September, 27th October, 3rd December, 28th January 2015, 16th March 2015. All meetings start at 6pm.

If you have any queries or require any further information regarding the arrangements for the next meeting of the Committee please contact me on the above number.

Yours faithfully

**John Addison
Scrutiny Officer**