

CAMBRIDGESHIRE HORIZONS

Agenda Item No: 4

TABLED CORRESPONDENCE AND REPORT DEADLINES

To: **Joint Strategic Growth Implementation Committee**

Date: **4 December 2007**

From: **Chairman, Sir David Trippier**

Purpose: **This paper sets out guidelines for report deadlines and tabled correspondence for this Committee**

Recommendation: **JSGIC is recommended to:**

- **Endorse the proposed guidelines.**

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1. PURPOSE

This paper sets out guidelines for consideration by the Committee (JSGIC), for report deadlines and tabled correspondence.

2. BACKGROUND

- 2.1 Deadlines for reports need to be agreed by this Committee to avoid a number of reports/correspondence being tabled from either or both the local authorities and developers.

3. PROPOSED GUIDELINES

Working backwards from the meeting date.

Papers are sent to Committee Members one week before the date of the meeting (5 working days) in hard copy and by e-mail.

To enable papers to be circulated to Committee members on time, final papers (including correspondence from developers) need to be received at Cambridgeshire Horizons at least 6 working days before the date of the meeting.

If reports need to be circulated for comment in draft form enough time needs to be allowed so that papers are ready and available for the deadlines above.

Papers (including correspondence from developers) should only be tabled in exceptional circumstances and at the Chairman's discretion.

4. RECOMMENDATION

- 4.1 The Committee (JSGIC) is asked to endorse the proposed guidelines.