

Please ask for: Mrs. C. Bowker

Your Ref:

Extension No: 4589

My Ref: CB

E-Mail: catherinebowker@cannockchasedc.gov.uk

5 June 2009

Dear Councillor,

**ACCESS TO EDUCATION, SKILLS AND EMPLOYMENT POLICY DEVELOPMENT COMMITTEE
4.00 PM MONDAY, 15 JUNE 2009
WESTERN SPRINGS ROOM, CIVIC CENTRE, CANNOCK**

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,



**S.G. Brown
Chief Executive**

To: Councillors

Mawle, D. L. (Chairman)
Burnett, G. (Vice-Chairman)

Burnett, J.
Davies, D. N.
Dixon, D. I.
Green, M. R.

Holder, M. J.
Thomas, D.
Williams, Mrs. P.

A G E N D A

PART 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any personal or prejudicial interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

Under the Code of Conduct, if you declare a personal interest, you may remain in the meeting, take part in the debate and vote. If you declare a personal and prejudicial interest, and you have not obtained a dispensation from the Council's Standards Committee, you must withdraw from the meeting and not take any part in the debate unless the public are also allowed to attend the meeting to make representations, answer questions or give evidence relating to the business on the agenda. In such circumstance, whilst you are entitled to make representations, answer questions or give evidence, you must withdraw from the meeting and take no part in the debate or the decision making process.

3. Minutes

(A) To approve the Minutes of the meeting held on 7 May, 2009 (Enclosed)

(B) Update by the Legal & Democratic Services Manager on procedure for agreeing/approving Minutes of future meetings

4. Presentation on the role and remit of the Access to Education, Skills & Employment Policy Development Committee

To receive a presentation by Mr. Surjit Tour, Legal & Democratic Services Manager

A copy of the Terms of Reference is enclosed for information.

5. Presentation on Performance Management Framework

To receive a presentation by Mrs. Katie Beeston, Performance Manager

A copy of the Priority Delivery Plan Performance Management Framework is enclosed for information.

6. Presentation on the Committee's Priority Delivery Plan

To receive a presentation by Mr. Bob Phillips, Head of Planning and Regeneration

A copy of the Access to Education, Skills & Employment Priority Delivery Plan is enclosed for information.