
Title: Lead-in schedule for CPP meetings

1. SUMMARY

- 1.1** This report sets out the programme of CPP partnership and management committee meetings for the remainder of 2012 and the key dates in developing the agenda for each meeting.

2. RECOMMENDATIONS

- 2.1** The Management Committee notes the programme of meetings and key deadlines.
- 2.2** The Management Committee notes when the draft agenda will be finalised.
- 2.3** Dates for the briefings are confirmed as soon as possible.

3. DETAIL

- 3.1** Please see the attached programme of CPP management committee and full partnership meetings for the remainder of 2012. The Appendix outlines the key dates in preparing the agenda for each meeting.
- 3.2** Dates for briefings have been circulated but still need to be confirmed. This should happen as soon as possible.

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APPENDIX – CPP MEETINGS 2012

Timeline/lead-in for October CPP Management Committee meeting

Week 1	22 nd August	Draft agenda
	27 th August	Draft agenda reviewed by CE DMT (issue 22 nd August)
Week 2		
Week 3	3 rd September	Draft agenda at SMT for info (issue 29 th August)
	5 th September	Confirm agenda
Week 4	12 th September	1 st call for papers
Week 5	19 th September	2 nd call for papers
Week 6	24 th September	CE DMT review near final pack of papers
	26 th September	Deadline for papers
	27 th September (TBC)	Briefing
Week 7	3 rd October	Papers issued
Week 8	10 th October	Management Committee

Timeline/lead-in for November CPP Full Partnership meeting

Week 1	17 th October	Draft agenda
	22 nd October	Draft agenda reviewed by CE DMT (issue 17 th October)
Week 2		
Week 3	29 th October	Draft agenda at SMT for info (issue 24 th October)
	30 th October	Confirm agenda
	31 st October	1 st call for papers
Week 4	7 th November	2 nd call for papers
	12 th November (TBC)	Briefing
Week 5	14 th November	Deadline for papers
Week 6	19 th November	CE DMT review final pack of papers
	21 st November	Papers issued
Week 7	28 th November	Full partnership

Timeline/lead-in for December CPP Management Committee meeting

Week 1	31 st October	Draft agenda
	5 th November	Draft agenda reviewed by CE DMT (issue 31 st October)
Week 2		
Week 3	12 th November	Draft agenda at SMT for info (issue 7 th November)
	13 th November	Confirm agenda
	14 th November	1 st call for papers
Week 4	21 st November	2 nd call for papers
Week 5	28 th November	Deadline for papers
	28 th November (TBC)	Briefing
Week 6	3 rd December	CE DMT review near final pack of papers
	5 th December	Papers issued
Week 7	12 th December	Management Committee