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1 June 2009

To: Councillor SM Edwards, Portfolio Holder

R Hall  
MB Loynes

Scrutiny Monitor  
Scrutiny Monitor

Officers: Greg Harlock  
Alex Colyer

Chief Executive  
Interim Executive Director, Corporate  
Services  
Human Resources Manager  
Electoral and Support Services Manager  
Senior Democratic Services Officer

Susan Gardner Craig  
Laura Lock  
Patrick Adams

Dear Sir / Madam

You are invited to attend the next meeting of **FINANCE AND STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 9 JUNE 2009** at **10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>1. Apologies for absence</b>		
<b>2. Declarations of interest</b>		
<b>3. Minutes of previous meeting</b> To review the minutes of the following meetings: <ul style="list-style-type: none"><li>• Finance Portfolio Holder (21 April 2009)</li><li>• Staffing Portfolio Holder (1 May 2009)</li></ul>		<b>1 - 8</b>
<b>4. Integrated Business Monitoring Report</b>		<b>To Follow</b>
<b>5. Procurement Savings 2008/09</b>		<b>9 - 12</b>

**6. Forward Plan**

**13 - 14**

**7. Date of next meeting.**