

**SOUTH EAST ENGLAND COUNCILS  
DATA DASHBOARD TASK & FINISH GROUP**

Friday 4 February 2011 at 2pm

Institute of Materials, Minerals & Mining, 1 Carlton House Terrace  
London SW1Y 5DB



**AGENDA**

1. Appointment of Chairman
2. Apologies, declarations of substitutes and declarations of interest
3. Agreement of Terms of Reference
  - a) Draft terms of reference attached for review and comment
  - b) Initial discussion on how to approach the group's proposed key work areas
4. Priority and phasing of group forward work programme including
  - a) Frequency of future meetings
  - b) Topics for discussion at future meetings
  - c) Any papers, presentations or guest speakers required to provide expert advice for members at future meetings
5. Any Other Business

**PLEASE NOTE:** All substitutes should be notified to the secretariat in advance of the meeting.