

# AGENDA

**NOTE:** In the case of non-members, this agenda is for information only

- Committee** - **OVERVIEW AND SCRUTINY COMMISSION**
- Date & Time** - **Thursday, 17 December, 2009 at 11.30 am**  
*or immediately following the preceding meeting of Full Council, whichever is the later*
- Venue** - **Anglia Room, The Conference Suite,  
Elizabeth House, Walpole Loke, Dereham  
NR19 1EE**

**PLEASE NOTE  
TIMES ARE  
APPROXIMATE**

**Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.**

## Members of the OSC

Mr J.P. Cowen (Chairman)	Mr A.P. Joel
Mr S.G. Bambridge	Mr R.G. Kybird
Mr A.J. Byrne	Mr K. Martin
Mr S.H. Chapman-Allen	Mrs S.M. Matthews
Mr K.S. Gilbert	Mr D.S. Myers
Mr R.F. Goreham (Vice-Chairman)	Mr J.D. Rogers
Mr J.R. Gretton	Mr B. Rose
Mrs D.K.R. Irving	Mr A.C. Stasiak

**PERSONS ATTENDING THE MEETING ARE  
REQUESTED TO TURN OFF MOBILE  
TELEPHONES**

Member Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE

**NOTE** – A buffet lunch will be provided for Members of the Commission

Date: Tuesday, 8 December 2009

## **PROTOCOL**

### **Working Style of the Overview & Scrutiny Commission (OSC) and Other Scrutiny Bodies**

This document sets out the roles of Members and Officers, and the general principles to be adopted by the OSC and other scrutiny bodies such as Scrutiny Task and Finish Groups.

#### **Member Leadership**

Members of the OSC will take the lead in selecting topics for overview and scrutiny and will recognise that best practice identifies scrutiny as a non-executive Member-led activity. The OSC will expect Cabinet members to take prime responsibility for answering their questions about topics which chiefly relate to the Council's activities.

#### **A Constructive Atmosphere**

Meetings of the OSC will be constructive and not judgmental. The Commission recognises and accepts that effective scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at should be given due respect and not made to feel under attack.

#### **Independence**

Members of the OSC/task and finish groups will not be subject to whipping arrangements by the party groups.

#### **Respect and Trust**

Meetings will be conducted in a spirit of mutual respect and trust.

#### **Consensus**

Members of the OSC/task and finish groups will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed targeted recommendations. There will be recognition that the OSC has a primary duty to scrutinise on behalf of the community.

#### **Openness and Transparency**

The OSC's business will be open and transparent, except where there are sound reasons for protecting confidentiality. The minutes of the Commission's meetings will explain the discussion and debate so that they can be understood by an outside reader.

#### **Impartial and Independent Officer Advice**

Officers who advise and support scrutiny will give impartial and independent advice, as officers support all members of the Council.

#### **Regular Review**

There will be regular reviews of how the scrutiny process is working, and a willingness to change if it is not working effectively.

### **Programming and Planning**

It is the responsibility of the OSC and the wider non-executive to determine its work programme and to allocate specific reviews either through a dedicated task and finish group or to undertake a review itself. Before each topic/review is commenced, the O&SC will agree the scope of the exercise, what information they will need initially, and which members, officers and external witnesses they wish to see.

### **Managing Time**

The OSC will aim to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.

### **Member/Officer Roles**

Executive members will regularly be called to account for the decisions they have made and to explain progress in key areas of their portfolio – and in the case of the Council Leader – the Council as a whole. Members will be expected to produce and present a brief written account of their executive activities and will then be questioned by members of the OSC for a period no longer than 20 minutes.

### **Co-optees**

“Expert witnesses” may be co-opted onto scrutiny task and finish groups to provide technical assistance to the review. Co-optees possess no voting rights.

**PART A - ITEMS OPEN TO THE PUBLIC**

**PLEASE NOTE TIMINGS FOR ITEMS ARE INDICATIVE ONLY**

- |  | <u>Page(s)<br/>herewith</u> |
|--|-----------------------------|
| <p>1. <b><u>MINUTES</u></b><br/>To confirm the minutes of the meeting held on 26 November 2009.</p>  | To Follow                   |
| <p>2. <b><u>APOLOGIES</u></b><br/>To receive apologies for absence.</p>  |                             |
| <p>3. <b><u>URGENT BUSINESS</u></b><br/>To note whether the Chairman proposes to accept any item as urgent business pursuant to Section 100(B)(4)(b) of the Local Government Act 1972.</p>   |                             |
| <p>4. <b><u>DECLARATION OF INTEREST</u></b><br/>Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a person or prejudicial interest.</p>  |                             |
| <p>5. <b><u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u></b><br/>To note the names of any non-members or public speakers wishing to address the meeting.</p>   |                             |
| <p>6. <b><u>LEGAL SERVICES - REVIEW OF SERVICE DELIVERY ARRANGEMENTS</u></b> <i>(Time: 11:35am)</i><br/>To facilitate consideration and discussion of this subject Members are provided with a copy of the following documents:-</p> <ol style="list-style-type: none"><li>1. The Legal Services Department's Service Delivery Plan (pages 1-16 );</li><li>2. The Legal Services Department's Budget 2010-11 (page 17);</li><li>3. A schedule that has been specially produced by the Finance Department showing <b>total</b> Council-wide legal spend (page 18); and</li><li>4. A schedule of comparative Norfolk-wide Legal Services Departments' budgets (exempt report – item 16 below refers)</li></ol> <p>The Director of Governance &amp; Finance and the Head of Legal Services will be in attendance to address any questions that Members might wish to ask.</p> | 1 - 18                      |
| <p>7. <b><u>CONTRACT MONITORING - PLANNING &amp; BUILDING CONTROL / CAPITA SYMONDS</u></b> <i>(Time: 11:55am)</i><br/>Report of the Deputy Chief Executive.</p>  | To Follow                   |

	<u>Page(s)</u> <u>herewith</u>
<b>8. <u>HEALTH SCRUTINY</u></b> <span style="float: right;"><b>(Time: 12:10pm)</b></span>	19 - 21
Quarterly report on health scrutiny at Norfolk County Council.	
<b>9. <u>JOINT SCRUTINY ARRANGEMENTS - ANGLIA REVENUES PARTNERSHIP</u></b> <span style="float: right;"><b>(Time: 12:25pm )</b></span>	22 - 24
Report of the Director (Organisation Development).	
<b>10. <u>GREEN AGENDA DEVELOPMENT PANEL</u></b> <span style="float: right;"><b>(Time: 12:40pm)</b></span>	To Follow
To receive the unconfirmed minutes of the meeting of the Green Agenda Development Panel held on 30 November 2009.	
<b>11. <u>SCRUTINY CALL-INS (STANDING ITEM)</u></b> <span style="float: right;"><b>(Time: 12:50pm)</b></span>	
To note whether any decisions have been called-in for scrutiny.	
<b>12. <u>COUNCILLOR CALL FOR ACTION (STANDING ITEM)</u></b>	
To consider any references.	
<b>13. <u>WORK PROGRAMME</u></b> <span style="float: right;"><b>(Time: 1:00pm)</b></span>	25 - 27
(a) A copy of the Commission's work programme is attached. The Commission is asked to agree any additions, deletions or amendments to the programme as appropriate. In this connection, Members may wish to refer to the latest issue of the Council's published Forward Plan.	
(b) <u>Member Issues</u> : In accordance with the Commission's protocol for member leadership, which states that members of the Commission will take the lead in selecting topics for overview and scrutiny and in the questioning of witnesses, members are invited to put forward items for selection for future review.	
<b>14. <u>NEXT MEETING</u></b>	
To note the arrangements for the next meeting to be held on Thursday, 4 February 2009 at 2.15pm at the Gallery Bar, Watton Sports Centre.	
<b>15. <u>EXCLUSION OF PRESS AND PUBLIC</u></b>	
To consider passing the following resolution:	
"That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act."	

Page(s)  
herewith

**PART B -**  
**ITEMS FROM WHICH THE PRESS AND PUBLIC ARE EXCLUDED**

**16. LEGAL SERVICES - REVIEW OF SERVICE DELIVERY**  
**ARRANGEMENTS**

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Exempt report as referred to in item 6(4) above – Schedule of comparative Norfolk-wide Legal Services Departments' budgets.