

AGENDA

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

- Committee - OVERVIEW AND SCRUTINY COMMISSION**
- Date & Time - THURSDAY, 18TH MARCH, 2010 AT 2.15 pm**
- Venue - ASSEMBLY ROOMS, SWAFFHAM**

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

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|---------------------------------|-------------------|
| 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

Date: Tuesday, 9 March 2010

PROTOCOL

The Working Style of the Overview and Scrutiny Commission (OSC)

This document sets out the roles of Members and Officers and the general principles to be adopted by the OSC overseeing its mode of operation.

Member Leadership

Members of the OSC will take the lead in selecting topics for overview and scrutiny and in the questioning of witnesses. The OSC will expect Cabinet members to take responsibility for answering the OSC's questions about topics which primarily relate to the Council's activities.

A Constructive Atmosphere

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

Independence

Members of the OSC 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 will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed 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 OSC'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 the OSC will give impartial and independent advice, as officers support all members of the Council.

Regular Review

There will be regular reviews of how the overview and 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 to determine its annual work programme and also allocate work to the Policy Development and Review Panels. Before each topic is commenced, the OSC 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.

PART A - ITEMS OPEN TO THE PUBLIC

Page(s)
herewith

1. MINUTES

To confirm the minutes of the meeting held on 4 February 2010, subject to the following amendment which was agreed at Council on 25 February 2010:

Minute No 7/10 Executive Member Portfolio Update

In the eighth paragraph of page 5, commencing "The Leader of the Opposition", the sentence should be amended to conclude "...a 'critical friend' to the aims of the *Cabinet*".

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2. APOLOGIES

To receive apologies for absence.

3. URGENT BUSINESS

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.

4. DECLARATION OF INTEREST

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.

5. NON-MEMBERS WISHING TO ADDRESS THE MEETING

To note the names of any non-members or public speakers wishing to address the meeting.

6. PARTNERSHIP SCRUTINY - ICENI PARTNERSHIP

To scrutinise the partnership. A presentation will be made to Members to initiate discussion.

7. EXECUTIVE MEMBER PORTFOLIO UPDATE

Mr M Kiddle-Morris, Executive Member for Economic and Commercial Services, has been invited to attend the meeting to update Members on key ongoing issues and policies within their portfolio and to answer any questions.

8. REVIEW OF CONTAMINATED LAND STRATEGY

Brief details of the issues around the strategy review will be presented at the meeting. A recommendation will be made to the meeting that a Task and Finish group is formed from members and officers to discuss and debate the priorities around contaminated land that should be considered and included within a reviewed and updated strategy.

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| | <u>Page(s) herewith</u> |
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| 9. <u>CONTRACT MONITORING - STERIA IT CONTRACT</u> Report of the Director for Governance & Finance. | To Follow |
| 10. <u>SHARED SERVICES</u> To receive a verbal report on the first meeting of the Joint Overview and Scrutiny Committee (Shared Services) which will take place on 17 March 2010. | |
| 11. <u>SCRUTINY CALL-INS (STANDING ITEM)</u> To note whether any decisions have been called-in for scrutiny. | |
| 12. <u>COUNCILLOR CALL FOR ACTION (STANDING ITEM)</u> To consider any references. | |
| 13. <u>WORK PROGRAMME</u> (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. (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. | 21 - 22 |
| 14. <u>NEXT MEETING</u> To note the arrangements for the next meeting to be held on Thursday 29 April 2010 at 2.15pm in the Anglia Room, Conference Suite, Elizabeth House, Dereham. | |