



AGENDA



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

- Committee - JOINT OVERVIEW & SCRUTINY COMMITTEE - SHARED SERVICES**
- Date & Time - WEDNESDAY, 17TH MARCH, 2010 AT 4.30 PM**
- Venue - CAVELL AND COLMAN ROOMS, SOUTH NORFOLK HOUSE, SWAN LANE, LONG STRATTON, NORWICH NR15 2XE**

Breckland Council	South Norfolk Council
Mr S.G. Bambridge Mr J.P. Cowen Mrs D.K.R. Irving Mr J.P. Labouchere Mr J.D. Rogers	Mr. L. Dale Mr. D. Goldson Mr. J. Herbert Dr. C.Kemp Mr. T. Lewis

PERSONS ATTENDING THE MEETING ARE REQUESTED TO TURN OFF MOBILE TELEPHONES

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

South Norfolk Council
Swan Lane, Long Stratton
Norwich NR15 2XE

Date: Wednesday, 17 March 2010

Please ask for:-

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PART A - ITEMS OPEN TO THE PUBLIC

	<u>Page(s)</u> <u>herewith</u>
1. <u>ELECTION OF CHAIRMAN</u>	
2. <u>TO REPORT APOLOGIES FOR ABSENCE AND TO IDENTIFY SUBSTITUTE MEMBERS</u>	
3. <u>TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS</u> Please see guidance form and flowchart attached.	1 - 2
4. <u>FORMAL ADOPTION OF THE TERMS OF REFERENCE AND RULES OF PROCEDURE</u>	3 - 4
5. <u>EXCLUSION OF THE PUBLIC AND PRESS</u> To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended).	
6. <u>FEASIBILITY REPORT</u>	To Follow
7. <u>FUTURE MEETINGS</u> Wednesday 5 May 2010.	

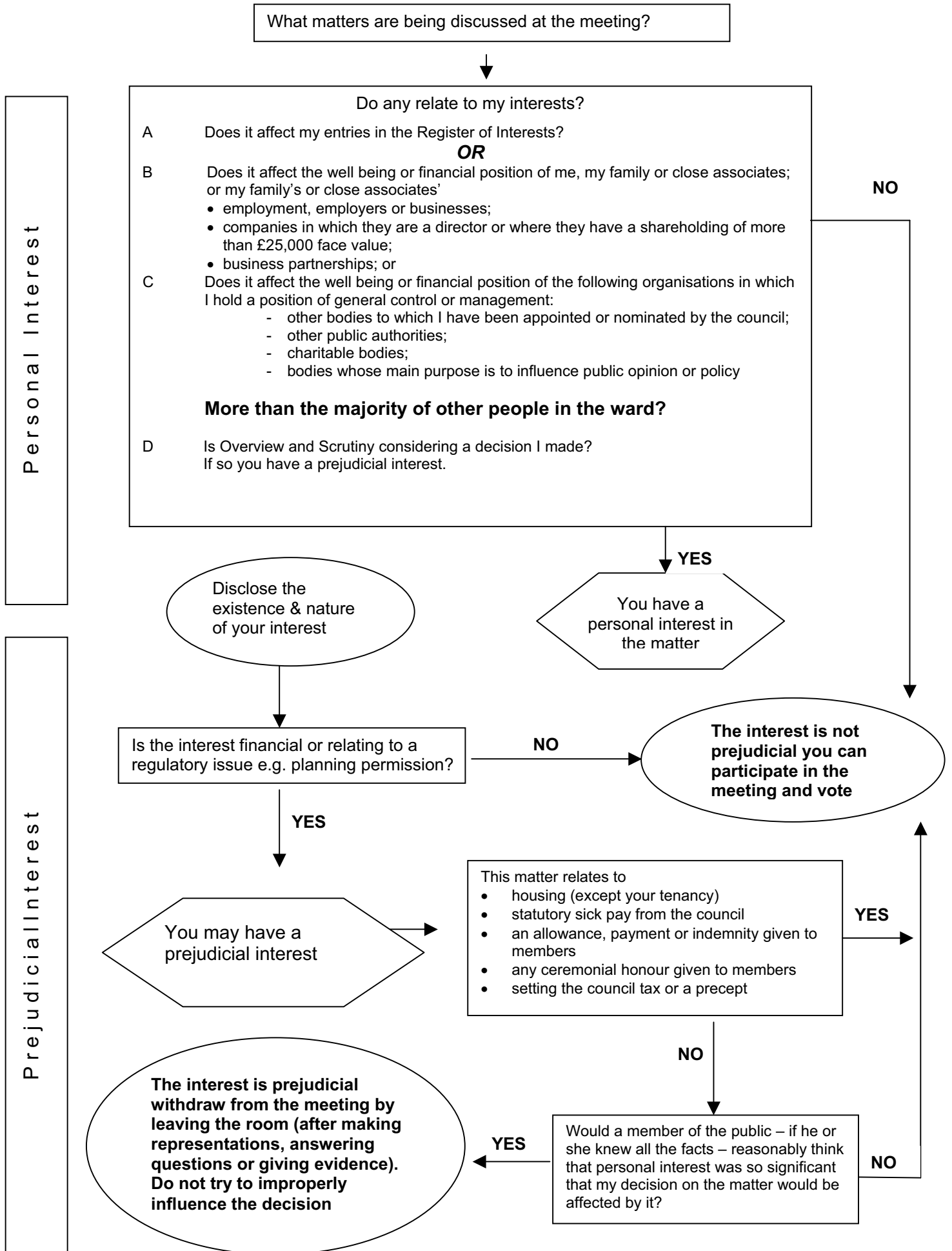
DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether the interest is a personal one only or one which is also prejudicial. The declaration should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the member may speak and vote. If it is a prejudicial interest, a member has the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. A member can participate fully where the interest is shared with the majority of residents in that particular ward. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Is (or should) the Interest be registered in the Register of Members' Interests?		
If not, whose well being or financial position is affected to a greater extent than the majority of other people in the ward?		
Your own	A family member	A close associate
Any person or body who has employed or appointed your family member/close associate		
Any firm in which your family member/close associate is a partner or company of which they are directors		
Any company in which your family member/close associate has shares with a face value more than £25,000		
Any of the following in which you hold a position of general control or management: outside organisations, other public authorities, charities, pressure groups, political parties or trade unions		
Does the interest:		
<p>(a) affect your financial position or the financial position of a person or body described above? <i>(If Yes the interest may be prejudicial)</i></p> <p>(b) relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described above? <i>(If Yes the interest may be prejudicial)</i></p> <p>(c) relate to scrutiny by the Overview and Scrutiny committee of a decision you were party to? <i>(If Yes the interest is prejudicial)</i></p> <p>(d) relate to the functions of the council in respect of housing (except your tenancy), statutory sick pay, an allowance, payment or indemnity given to members, any ceremonial honour given to members, or setting the council tax or a precept under the Local Government Finance Act 1992. <i>(If Yes the interest is NOT PREJUDICIAL)</i></p>		
PREJUDICIAL INTEREST		
If you answered Yes to (a) or (b) is the interest one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that that it is likely to prejudice your judgement of the public interest? If Yes the interest is PREJUDICIAL		
If you answered Yes to (c) the interest is PREJUDICIAL		
If prejudicial do you intend to attend the meeting to make representations, answer questions or give evidence?		

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**JOINT OVERVIEW & SCRUTINY COMMITTEE FOR SHARED SERVICES (JOSC)
TERMS OF REFERENCE AND RULES OF PROCEDURE**

1. Meetings

1.1 The JOSC will meet on an *ad hoc* basis, linked to key stages of the shared services project.

2. Membership

2.1 Breckland District Council and South Norfolk District Council shall appoint 5 members of each council as voting members of the Committee, appointed from the political parties in proportion to the number of Council members from each political group.

2.2 Named substitutes may attend and vote at the Committee.

2.3 The Chairman and Vice Chairman of the Committee shall be appointed by the Committee. The Chairman and Vice Chairman shall not be members of the same Councils. The term of office of Chairman and Vice Chairman shall be one year. The role of Chairman shall alternate between Breckland District Council and South Norfolk District Council on a meeting by meeting basis, dependent on which Council is hosting the meeting.

2.4 The Committee shall elect a Chairman and Vice Chairman at its first meeting.

3. Quorum

3.1 A minimum of two members of each council (either members or named substitutes) must be present to transact any business of the Committee.

4. Voting

4.1 Any matter will be decided by a simple majority of those Committee members present in the room and voting at the time the question was put.

4.2 If there are equal numbers of votes for and against, the Chairman will have a second or casting vote.

4.3 The Chairman has the discretion to conduct a vote either by show of hands or, if there is no dissent, by affirmation of the meeting.

4.4 Voting members may request that their votes are recorded.

5. Venue and Time

5.1 Meetings will be held in appropriate locations for the business, as determined by the Committee, at venues that are accessible to the public.

5.2 Meetings will commence at a time to be agreed by the Committee.

6. Protocol and Openness

6.1 The Chairman of the Committee shall be responsible for maintaining order and the effective conduct of business at meetings of the Committee.

- 6.2 At the discretion of the Chairman, any person attending the Committee may speak for four minutes in total.
- 6.3 At the commencement of each item of the Committee's business as set out on the agenda for the meeting, the Chairman will introduce any witnesses and will ask for any other person who wishes to speak to identify themselves.
- 6.4 Any members of either Council may attend and speak at meetings of the Committee, but not vote.

7. Terms of Reference

- 7.1 To review the outcome of the Shared Services feasibility study and to give any additional scrutiny input into the construction of the Business Plan and Framework Agreement (Phase 1)
- 7.2 To make observations and recommendations to Breckland District and South Norfolk District Council regarding the Business Plan.
- 7.3 To consider service-specific proposals under the Framework Agreement before they are presented to each of the Councils for approval through their own constitutional arrangements.