

# AGENDA

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

- Committee** - **OVERVIEW AND SCRUTINY COMMISSION**
- Date & Time** - **Thursday, 14th July, 2011 at 2.00 pm**
- Venue** - **The Gallery Bar, Watton Sports Centre, Dereham Road, Watton IP25 6EZ**

**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.J. Byrne  
Mr K.S. Gilbert  
Mr R.F. Goreham (Vice-Chairman)  
Mrs D.K.R. Irving  
Mr A.P. Joel

Mr R.G. Kybird  
Mr K. Martin  
Mrs S.M. Matthews  
Mr J.D. Rogers  
Mr B. Rose  
Mr R R Richmond

## Substitute Members

Mrs S Armes  
Mr S.G. Bambridge  
Cllr C.R. Bowes

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

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

Date: Thursday, 7 July 2011

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# 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 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.

## **Substitutes**

Substitute members will be so listed on the agenda papers of the Overview & Scrutiny Commission. It is a member responsibility to alert a substitute in the event that she/he cannot attend a meeting.

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

	<u>Page(s) herewith</u>
<p>1. <b><u>MINUTES</u></b> To confirm the minutes of the meeting held on 24 March 2011.</p>	1 - 10
<p>2. <b><u>APOLOGIES AND SUBSTITUTES</u></b> To receive apologies for absence and to note substitute Members in attendance.</p>	
<p>3. <b><u>URGENT BUSINESS</u></b> 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> 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> To note the names of any non-members or public speakers wishing to address the meeting.</p>	
<p>6. <b><u>EXECUTIVE MEMBER PORTFOLIO UPDATE</u></b> Mr William Smith, Executive Member for Internal Services, has been invited to attend the meeting to update Members on key ongoing issues and policies within his portfolio and to answer any questions.</p>	
<p>7. <b><u>JOINT WORKING ARRANGEMENTS</u></b> Verbal update by the Chief Executive on the progress of the new ways of working.</p>	
<p>8. <b><u>BRECKLAND BUSINESS PLAN</u></b> Verbal update from the Performance Team Leader.</p>	
<p>9. <b><u>TASK AND FINISH GROUPS</u></b> Report of the Assistant Director – Democratic Services.</p> <p>a) <u>Joint Scrutiny Working Group</u> To receive an update on the meeting held on 23 June 2011.</p>	11 - 15

	<u>Page(s)</u> <u>herewith</u>
<b>10. <u>OVERVIEW &amp; SCRUTINY ANNUAL REPORT</u></b> To consider the Draft Annual Report of the Commission.	16 - 25
<b>11. <u>SCRUTINY CALL-INS (STANDING ITEM)</u></b> 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> (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.	26 - 28
<b>14. <u>NEXT MEETING</u></b> To note the arrangements for the next meeting to be held on 1 September 2011.	