

AGENDA

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

- Committee** - **OVERVIEW AND SCRUTINY COMMISSION**
- Date & Time** - **Thursday, 7th June, 2012 at 2.00 pm**
- Venue** - **Anglia Room, The Conference Suite, Elizabeth House, Walpole Loke, Dereham**

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 C G Carter
Mr K.S. Gilbert
Mrs D.K.R. Irving
Mr T. J. Jermy (Vice-Chairman)

Mr A.P. Joel
Mr R.G. Kybird
Mrs S.M. Matthews
Mr R. R. Richmond
Mr J.D. Rogers
Mr B. Rose

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: Tuesday, 29 May 2012

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. <u>MINUTES</u> To confirm the minutes of the meeting held on 26 April 2012.</p> | 1 - 7 |
| <p>2. <u>APOLOGIES AND SUBSTITUTES</u> To receive apologies for absence and to note substitute Members in attendance.</p> | |
| <p>3. <u>URGENT BUSINESS</u> 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. <u>DECLARATION OF INTEREST</u> 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 personal or prejudicial interest.</p> | |
| <p>5. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u> To note the names of any non-members or public speakers wishing to address the meeting.</p> | |
| <p>6. <u>EXECUTIVE MEMBER PORTFOLIO UPDATE</u> Elizabeth Gould, Executive Member for Planning & Environmental Services, has been invited to attend the meeting to update Members on key ongoing issues and policies within her portfolio and to answer any questions.</p> | |
| <p>7. <u>GOVERNANCE & PERFORMANCE MONITORING REPORT</u> Report of the Assistant Director for Democratic Services.</p> | <i>To Follow</i> |
| <p>8. <u>AIR QUALITY MONITORING</u> Report of the Assistant Director for Commissioning.</p> | 8 - 43 |
| <p>9. <u>TASK AND FINISH GROUPS</u> To consider reports from Task & Finish Group Chairmen in respect of the following meetings:</p> <p>a) <u>Bunker & Business Continuity T&FG</u> To receive a verbal update from the T&FG Chairman.</p> | |

10. HEALTH & SCRUTINY (STANDING ITEM)

To receive an update on the Norfolk Health Scrutiny Committee.

11. SCRUTINY CALL-INS (STANDING ITEM)

To note whether any decisions have been called-in for scrutiny.

12. COUNCILLOR CALL FOR ACTION (STANDING ITEM)

To consider any references.

13. WORK PROGRAMME

(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) Member Issues: 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.

A copy of the Forward Plan is attached for Members' information.

14. NEXT MEETING

To note the arrangements for the next meeting to be held on 19 July 2012.

15. EXCLUSION OF PRESS AND PUBLIC

To consider passing the following resolution:

"That under Section 100(A) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act."

PART B

ITEMS FROM WHICH THE PRESS AND PUBLIC ARE EXCLUDED

16. SERCO CONTRACT

Report of the Environmental Services Manager.

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