

AGENDA

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

- Committee** - **OVERVIEW AND SCRUTINY COMMISSION**
- Date & Time** - THURSDAY, 9TH AUGUST, 2007 AT 2.15 PM
- Venue** - ANGLIA ROOM, THE CONFERENCE SUITE,
ELIZABETH HOUSE, 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 S.G. Bambridge	Mrs D.K.R. Irving
Mr A.J. Byrne	Mr A.P. Joel
Mr S.H. Chapman-Allen	Mr C.R. Jordan
Mr J.P. Cowen (Chairman)	Mr R.G. Kybird
Mr K.S. Gilbert	Mr K. Martin
Mr R.F. Goreham (Vice-Chairman)	Mrs S.M. Matthews
Mr J.R. Gretton	Mr J.D. Rogers
Mrs S.R. Howard-Alpe	Mr B. Rose

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

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

Date: Tuesday, 31 July 2007

PART A
ITEMS OPEN TO THE PUBLIC

	<u>Page No.</u>
1. <u>MINUTES</u> To confirm the minutes of the meeting held on 5 th July 2007	1 - 7
2. <u>APOLOGIES</u> To receive apologies for absence.	
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.	
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 person or prejudicial interest.	
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.	
6. <u>POLICY DEVELOPMENT AND REVIEW PANELS</u> <i>(Time 2.20pm)</i> To consider reports from Panel Chairmen in respect of the following meetings:	
a) <u>Panel 1 - Confirmed minutes of the meeting held on 22 May 2007</u>	8 - 12
b) <u>Panel 1 - Unconfirmed minutes of the meeting held on 24 July 2007</u>	13 - 24
c) <u>Panel 2 - Confirmed minutes of the meeting held on 20 June 2007</u> Consideration of these minutes was deferred at the last meeting as a number of members had not received their copy in time for the meeting.	25 - 31
d) <u>Panel 2 - Unconfirmed minutes of the meeting held on 25 July 2007</u>	32 - 39
e) <u>Panel 3 - Confirmed minutes of the meeting held on 12 June 2007</u> Members are reminded that the following recommendations contained in these minutes have already been determined at previous meetings: <ul style="list-style-type: none">▪ Minute 27/07 – Breckland Housing Register – Award of Contract▪ Minute 28/07 - Big Lottery Children's Play and Play Strategy	40 - 44
f) <u>Panel 3 - Unconfirmed minutes of the meeting held on 10 July 2007</u>	45 - 51

	<u>Page No.</u>
<p>7. <u>ELECTIONS REVIEW TASK AND FINISH GROUP - INTERIM REPORT</u> <i>(Time 2.45pm)</i></p> <p>To receive an interim report from the Elections Review Task and Finish Group.</p> <p>Members may wish to note that the evaluation report on behalf of the Electoral Commission on the e-counting pilot scheme is due to be published on 2nd August, which will give an opportunity for that to be taken into account, or conclusions compared with those of the Working Group.</p>	52 - 57
<p>8. <u>LOCAL GOVERNMENT OMBUDSMAN – ANNUAL LETTER</u> <i>(Time 3.00pm)</i></p> <p>Report of the Operations Manager (Cabinet)</p>	58 - 66
<p>9. <u>PROJECT MATCH FUNDING RESERVE</u> <i>(Time 3.10pm)</i></p> <p>At the last meeting, the Commission requested an update on the progress of this review. The following position statement has been provided by the Senior Leisure Manager:</p> <p>A report was presented to the Executive Board in June who considered a range of issues relating to the Project Match Funding Reserve. The Board requested that a further report be presented which addressed the following issues:</p> <ul style="list-style-type: none">a) Future funding awards need to be aligned to the Council's prioritiesb) There needs to be a ring-fenced fund for small projects.c) There needs to be a rural/urban divide on the money available (officers need to determine how this could be undertaken).d) The process for making applications needs to be streamlined.e) Applications for funding should be determined on a quarterly basis, using a bidding process.f) That all work involved in managing the Match Funding Reserve needs to be met from within existing staffing resources. <p>In addition to the above it is evident that any system of match funding or grant aid needs to be sustainable within the Councils corporate financial model.</p> <p>While the above issues are being addressed the process and procedures for match funding remain in place enabling local communities to bid for grants as before. In addition the work to develop a new match funding framework is being managed in conjunction with other competing priorities. It is intended to provide a further report which addresses these issues in September</p>	

**10. PERFORMANCE MANAGEMENT (TEN SYSTEM MONITORING)
(STANDING ITEM) *(Time 3.15pm)***

To note any issues arising from performance monitoring as may be raised by members for future consideration.

A short presentation on the TEN System will be given for the benefit of new members and as a refresher for other members.

11. WORK PROGRAMME *(Time 3.40pm)*

67 - 75

(a) A copy of the Commission's work programme is attached, together with a copy of the current issue of the Forward Plan of the Executive for members' information. 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.

12. NEXT MEETING

To note the date of the next meeting to be held on 27 September 2007.

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.