

AGENDA

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

- Committee** - **OVERVIEW AND SCRUTINY COMMISSION**
- Date & Time** - THURSDAY, 24TH MAY, 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 R.F. Goreham (Chairman)	Mrs S.R. Howard-Alpe
Mr S.G. Bambridge	Mr A.P. Joel
Mr A.J. Byrne	Mr R.G. Kybird
Mr J.P. Cowen	Mr K. Martin
Mr P.J. Duigan	Mrs S.M. Matthews
Mr J.R. Gretton	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, 15 May 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 April 2007.	1 - 12
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>INTERNAL AUDIT</u> Report of the Chief Accountant	To Follow
7. <u>STATEMENT OF INTERNAL CONTROL</u> Report of the Chief Accountant.	To Follow
8. <u>ANNUAL AUDIT INSPECTION LETTER</u> Report of the District Auditor. This report was presented to the Cabinet at its meeting on 24 th April 2007 and a copy of the minute from that meeting is appended for information.	13 - 29
9. <u>POLICY DEVELOPMENT AND REVIEW PANELS</u> To receive reports of Panel Chairmen in respect of the following meetings: a) <u>Panel 2 - Unconfirmed minutes of the meeting held on 13 April 2007</u>	To Follow
10. <u>WORK PROGRAMME</u> a) <u>Current Work Programme</u> A copy of the Commission's work programme is attached. The	30

	<u>Page No.</u>
Commission may agree any additions, deletions or amendments to the programme as appropriate.	
b) <u>Forward Plan</u> A copy of the current Forward Plan of the Executive is attached for information to identify any forthcoming items to consider for inclusion in the overview and scrutiny work programme.	31 - 38
c) <u>Member Issues</u> In accordance with the OSC's protocol for member leadership, which states that members of the OSC 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.	
11. <u>LOCAL PERFORMANCE PLAN 2007-08</u> Report of the Operations Manager for the Cabinet Office.	39 - 79
12. <u>PUBLIC TOILETS - REVIEW UPDATE</u> To receive a verbal update from the Acting Operations Manager – Commercial Services	
13. <u>PROJECT CREATE TASK AND FINISH PANEL</u> a) <u>Appointment of Members for 2007/08</u> To appoint the Project CREATE Task and Finish Group for the ensuing year. The constitution of the Group is six members, politically balanced. Membership in 2006/07 was as follows: Conservative Group Members (4): Mr J.P. Cowen, Mr R.G. Kybird, Mr A.J. Byrne, Mr P.J. Duigan Labour Group Member (1): Chairman of the OSC (Mr R.F. Goreham) Others Group Member (1): Mr J.F. Carrick	
b) <u>Minutes - 14 May 2007</u> To receive the unconfirmed minutes of the meeting of the Task & Finish Panel held on 14 May 2007.	To Follow
14. <u>NEXT MEETING</u> To note the date of the next meeting of the Commission on 5 July 2007 in the Anglia Room, Conference Suite, Elizabeth House, Dereham.	

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.