

## AGENDA

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**Meeting:** Overview and Scrutiny Management Committee  
**Place:** Council Chamber, Browfort, Devizes  
**Date:** Wednesday 30 May 2012  
**Time:** 2.00 pm

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Please direct any enquiries on this Agenda to Sharon Smith, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718378 or email [sharonl.smith@wiltshire.gov.uk](mailto:sharonl.smith@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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### Membership:

Cllr Trevor Carbin  
Cllr Nigel Carter  
Cllr Tony Deane  
Cllr Peter Doyle  
Cllr Mike Hewitt  
Cllr Alan Hill  
Cllr Jon Hubbard

Cllr Peter Hutton  
Cllr Christopher Newbury  
Cllr Ricky Rogers  
Cllr Judy Rooke  
Cllr Jonathon Seed  
Cllr Carole Soden

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### Substitutes:

Cllr Desna Allen  
Cllr Chuck Berry  
Cllr Richard Britton  
Cllr Jane Burton  
Cllr Ernie Clark  
Cllr Brian Dalton

Cllr Nick Fogg  
Cllr Russell Hawker  
Cllr Ian McLennan  
Cllr Jeffrey Ody  
Cllr Mark Packard  
Cllr Pip Ridout

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# PART I

## Items to be considered while the meeting is open to the public

1 **Membership**

To report the membership appointed by Council (as printed on the front page).

2 **Apologies**

3 **Election of Chairman**

To elect a Chairman for the ensuing year.

4 **Election of Vice-Chairman**

To elect a Vice-Chairman for the ensuing year.

5 **Declarations of Interest**

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

6 **Chairman's Announcements**

7 **Public Participation**

The Council welcomes contributions from members of the public.

### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

### Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above no later than **5pm on Wednesday 23 May 2012**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

## 8 **Terms of Reference** (*Pages 1 - 4*)

- i) To note the terms of reference for the Management Committee as agreed by Council on 15 May as follows:
  - Overall management of the OS function in line with the articles and overview and scrutiny procedure rules set out in the Constitution (including call-in of Executive decisions and councillor requests for reviews)
  - Co-ordination of the overall work programme (aligned to Council priorities)
  - Lead the working relationship with the Executive (based on agreed core values)
  - Establish sub-committees/endorse the formation of task groups/appoint representatives to project boards and delegate responsibility as appropriate
  - Assign dedicated OS resources (officer team and budget)
  - Overview / policy development and scrutiny of policy framework and corporate/organisational matters
  - Overview / policy development and scrutiny of Business Plan-annual review & periodic performance monitoring
  - Membership should include the chairmen of any standing committees
- ii) To receive details of the new arrangements agreed by Council on 15 May in the form of a revised structure chart and summary of improvements and developments. These will also be circulated to the new select committees at their first meetings.

## 9 **Establishment of Budget Task Group**

To agree the establishment and appoint the membership of a standing Budget Task Group, the Chairman of which will be elected at its first meeting. Its terms of reference are set out in the structure chart circulated at 8(ii) above.

## 10 **Legacy Issues and Future Work Programme** (*Pages 5 - 8*)

- i) To discuss and agree an approach to:
  - Dealing with any priority legacy issues from the previous arrangements; and
  - The development of a future work programme.

A discussion document is circulated. The outcome will be reported to each of the new select committees at their first meeting.
- ii) To review the outline work programme of the previous Organisation & Resources Select Committee as attached. Further information will follow.

11 **Urgent Items**

To consider any other items of business which the Chairman agrees to consider as a matter of urgency.

12 **Date of next meeting**

To be agreed.

**PART II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

NONE