

**DRAFT MINUTES SUBJECT TO APPROVAL AT NEXT MEETING ON 1<sup>st</sup> MARCH 2007**

**Draft Minutes of the Meeting of the Overview & Scrutiny Committee held on Wednesday, 7<sup>th</sup> February 2007 in the Council Chamber, Level –1, Monkton Park Offices, Chippenham, commencing at 6.00 p.m.**

**Present:**

Chairman: T.R. Sturgis

Committee Councillors: S.D. Meadows, J.H. Rooke, J.P.S.S. Thomson, R.L. Tonge and J. Webb.

Other Members Present: P.G. Allnatt, C. O’Gorman, S.K. Doubell and S.R. Walls.

Officers Present: N. Fenwick (Strategic Manager – Customer Services), S. Pangbourne (Strategic Manager – Corporate Services), P. Timmins (Interim S151 Officer), P. Jeremiah (Legal Team Leader) and J. Whittleton (Policy & Democratic Services Assistant)

**O109. Apologies for Absence**

Apologies were received from Councillors S.R. Coy, J.R. Ireland and J.M. Wood.

**O110. Membership**

There were no changes of Membership.

**O111. Public Question Time/Receipt of Petitions**

There were no public questions nor petitions received.

**O112 Minutes**

The Minutes of the Meeting of the Overview & Scrutiny Committee held on 25<sup>th</sup> January 2007 were considered.

**Resolved** that the Minutes of the Meeting of the Overview & Scrutiny Committee held on 25<sup>th</sup> January 2007 be signed as a correct record.

**O113. Declarations of Interest**

None.

**O114. Chairman’s Announcements**

The Chairman, Councillor T.R. Sturgis:

In accordance with Section 100B(4) of the Local Government Act 1972 having regard to the special circumstances pertaining in this matter – namely the need to make

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recommendations to the Executive meeting tomorrow evening, I am of the opinion that, despite its non-inclusion on the Agenda, the matter of Report 10 – Budget Planning Process should be considered at this meeting as a matter of urgency. This item will be taken after item 7.

### **O115. Corporate Plan 2007/10**

Consideration was given to Report No. 7, circulated with the Agenda, which set out the Corporate Plan 2007/10, clarifying priorities, goals and pledges (action areas) for the coming three years. The contents of the Corporate Plan will guide the budget decisions Council will make for 2007/08 and beyond.

Issues discussed included:

- Pledges in the Corporate Plan;
- The green waste collection scheme;
- Training and development;
- Recommendations from the Audit Commission about defining non-priorities;
- The status and purpose of the Corporate Plan;
- CPA and community plans; and
- Whether the objectives are 'smart'.

**Resolved** to recommend to the Executive:

- 1) That an alternative to the term 'pledge' be used in the Plan.
- 2) That under the Goal of Waste & Recycling, the outcome focussed action be amended to read: *Increase green waste collection areas to cover 10% of households in the District*, rather than 33%.
- 3) That a conscious decision be taken to include non-priorities, in line with Audit Commission advice.
- 4) That under the Goal Consultation & Communication, an outcome focussed action, along with a 'smart' action be included, stating: To make decisions based on the Community Plan and to support community Planning groups.
- 5) That Portfolio Holders confirm whether or not the outcome focussed actions under their remit are achievable.

### **O116. Budget Planning Process**

Consideration was given to Report No.10, which proposed a way of improving the budget planning and consultation process during consideration of the budget in2007/08.

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Issues discussed included:

- The strengths of the report format;
- Communication with town and parish council during the budget process;
- The Medium Term Planning Matrix; and
- Whether the Council has the capacity to use the document.

### **Resolved**

- 1) That the Overview & Scrutiny Committee consider how best to monitor the process contained in the Medium Term Planning Matrix, at its' first meeting after the May 2007 election.
- 2) That a simplified version of the Medium Term Planning Matrix, along with critical dates for Councillor input, be included in member training for new Councillors.

### **O117. Revised Capital Budget 2007/10**

Consideration was given to Report No. 8, the revised Capital Budget in order to make recommendations, if necessary, to the Executive meeting on the 8<sup>th</sup> February 2007.

Issues discussed included:

- Investment properties and policies to keep individual properties.

**Resolved** that the Report be noted.

### **O118. Revised Revenue Budget 2007/10**

Consideration was given to Report 9, the revised Revenue Budget and if necessary make recommendations to the Executive meeting on the 8<sup>th</sup> February 2007.

Issues discussed included:

- Whether the budget will enable portfolio holders and officers to hit targets;
- The budget and service delivery;
- The budget and the Corporate Plan;
- The process of reporting on service plans;
- The collection fund and bad debt provision;
- Treasury management monitoring; and

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- Investing borrowed money.

**Resolved**

- 1) That future budget monitors include information on the collection fund and bad debt provision.
- 2) That the Overview & Scrutiny Committee and Final Accounts & Audit Committee agree a process for members to monitor treasury management.
- 3) That a briefing take place for all Members on the issue of borrowing from the Public Works Loan Board, in order to invest.

The meeting finished at 7.49pm.

There 0 member of the public present.