

**Draft Minutes of the Meeting of the Overview & Scrutiny Committee held on Thursday, 29th March 2007 in the Committee Rooms A, B & C, Level –1, Monkton Park Offices, Chippenham, commencing at 6.00 p.m.**

**Present:**

Chairman: T.R. Sturgis

Committee Councillors: J.R. Ireland, S.D. Meadows, C. Reid, J.P.S.S. Thomson, R.L. Tonge, S.R. Walls, J. Webb and J.M. Wood

Other Members Present: D.J.E. Evans

Officers Present: N. Fenwick (Strategic Manager – Customer Services), P. Jeremiah (Legal Team Leader), C. Pescod (Development Control Team Leader), P. Timmins (Interim S151 Officer), G. Wilkie (Performance Management Officer), S. Canter (Customer Focus Team Leader) and J. Whittleton (Policy & Democratic Services Assistant)

**O132. Apologies for Absence**

Apologies were received from Councillors S.R. Coy and C. O’Gorman.

**O133. Membership**

There were no changes of membership.

**O134. Public Question Time/Receipt of Petitions**

There were no public questions nor petitions received.

**O135 Minutes**

The Minutes of the Meeting of the Overview & Scrutiny Committee held on 1<sup>st</sup> March 2007 were considered.

**Resolved** that the Minutes of the Meeting of the Overview & Scrutiny Committee held on 1<sup>st</sup> March 2007 be signed as a correct record.

**O136. Declarations of Interest**

Councillor	Agenda Item	Type and nature of Interest	Action
J. Webb	14 – Conservation Areas	Personal – Specialises in works to buildings in Conservation Areas.	Remained in the Chamber.

**O137. Chairman’s Announcements**

The Chairman, Councillor T.R. Sturgis announced that the Agenda order would be amended to allow Officers to leave early.

**O138. Poorly Performing Performance Indicator Update**

Consideration was given to Report No. 7, circulated with the Agenda, which provided information on performance indicators that, when compared with all District Councils, are amongst the worst 25% of performers. Information was requested by the Committee at its meeting on the 1<sup>st</sup> March when considering the 3<sup>rd</sup> Quarter Performance Indicator Report.

Issues discussed included:

- That a revised schedule for street cleaning will be produced by June 2007 and that the Council had recently approved an additional sweeper/driver;
- The rate of progress made in improving PI's covering the speed and accuracy of processing benefits claims;
- The efficiency of having more than one invoice run a week; and
- How PI's will be reported in the future.

**Resolved** that the Report be noted.

**O139. Revenue Monitor 2006/07 – Month 9**

Consideration of this item took place during consideration of the Month 10 & 11 Monitors (O140).

**O140. Revenue Monitor 2006/07 – Months 10 & 11**

Consideration was given to Report No. 9, which set out the Revenue budget monitor for Months 10 & 11 of the 2006/07 financial year.

Issues discussed included:

- The improvement from the Month 6 overspend of £619k to the Month 11 underspend of £181k, a movement of £800k, due to strenuous action to eliminate the overspend;
- Contributions to third parties to run leisure centres;
- That the VAT error in Building Control is unlikely to incur a penalty; and
- The impact of the leisure centre issue on other Council work.

**Resolved** that

- 1) The Report be noted;
- 2) A list of areas of work effected by the leisure centre issue, referred to in paragraph 6.4 (of the Month 11 Report), be produced ahead of the next meeting.

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- 3) The delivery of two of the 20 items to improve the budget monitor (Annex 4 Report 9b) be noted and recommend to the Executive that the remaining items are 'timetabled', to show when they will be delivered.

**O141. Capital Monitor 2006/07 – Month 9 – Slippages**

Consideration of this Report was carried out together with Report No.11 (O142).

**O142. Capital Monitor 2006/07 – Month 11**

Consideration was given to Report 11, which informed the Committee of the latest position and forecast outturn on the 2006-07 capital programme.

Issues discussed included:

- The possible need for a budget monitoring sub committee;
- The costs of agency staff and overtime; and
- Project management of capital schemes.

**Resolved** that

- 1) The Report be noted.
- 2) That an additional column, showing implementation dates against each scheme, be included in future reports.
- 3) The Committee expresses its' concern to the Executive of the increased slippage and recommends that in future, more realistic plans are produced.

**O143. Annual Investment Strategy**

Consideration was given to Report 12, which set out the objectives of the Treasury Management & Investment Strategy & policies in force, to enable their achievement.

Issues discussed included:

- The possibility of a small group of trained Councillors monitoring this area in detail;
- The ability of Councillors to carry out such a task; and
- That there was a significant amount of money to monitor.

**Recommended** to the Executive, that a small Working Group, with financial expertise, comprising the Leaders of the two main parties plus two other Councillors, be created to monitor the Council's Treasury Management and Investment Strategy.

#### **O144. Major Planning Application Protocol**

Consideration was given to Report 13, circulated with the Agenda, which asked the Committee to endorse the Major Planning Applications Protocol and 'What to Expect' Information Pack and recommend to Development Control Committee that they adopt the documents..

Issues discussed included:

- Applications close to ward boundaries;
- Additional respondents to the consultation in Appendix 2 (Including Corsham Town Council, Malmesbury Town Council, Wiltshire Waste Planning Authority and Castle Oak Care Developments.)

#### **Resolved**

- 1) That subject to the amendments below, the draft protocol be considered by the Development Control Committee for adoption.
- 2) That the Overview & Scrutiny Committee reviews the Protocol 6 months after adoption, to ensure it is working effectively.

#### **Amendments**

- 1) That applications close to ward boundaries involve both relevant ward members.
- 2) That the following be added to the list of outside agencies at paragraph 3.4: North Wiltshire District Council's Cleansing & Amenities Service, Wiltshire County Council as Education Authority and Wiltshire County Council as Waste Authority.
- 3) That 'A Waste Audit' be added to the bullet points at paragraph 5.3.
- 4) That references to 'The Council' be amended to read 'North Wiltshire District Council'.

#### **O145. Conservation Areas**

Consideration was given to Report No.14, which described how the statutory Conservation Areas regime has changed in the light of new legislation and guidance.

Issues discussed included:

- The need for management plans and appraisals;
- BVPI219; and

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- That Conservation Area Appraisals are planned only for the District's 6 towns.

**Resolved** that

- 1) The report be noted.
- 2) The Committee expresses its concern about the capacity of the Council to achieve a reasonable BVPI219 score.

### **0146. Health Overview & Scrutiny Update**

The Committee received an update from Councillor D.J.E. Evans on the meeting of the (Wiltshire County Council) Health Overview & Scrutiny Committee held on the 31<sup>st</sup> March 2007.

Issues discussed included:

- That no decision has been taken on mental health services yet;
- Relationships between health service providers are proving more constructive;
- Concern about the concentration of services;
- Transport issues;
- Concern that neighbourhood teams should be integrated with social services; and
- The recommendations, approved at the WCC meeting (attached as Appendix 1 to the Minutes).

**Resolved** that the Report of Councillor D.J.E. Evans be noted.

### **0147. Report of the Performance Management Task Group**

Consideration was given to Report No. 16, the Report of the Performance Management Task Group.

Issues discussed included:

- How the reporting of PIs will work; and
- The recommendations set out in the Report.

#### **Recommended to Council**

1. The Council identifies the PIs that align to the Corporate Plan and CPA scorecard.
2. The Council produce revised action plans, for PIs identified above, with clear quarterly targets to achieve realistic

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improvements during the year 07/08, for those in the lower median.

3. The Council produce an action plan for PIs aligned to the Corporate Plan which at present are in the upper median to ensure these do not deteriorate.
4. The Council agree which mandatory PIs are not included above and set appropriate targets.
5. The monitoring of these plans should be reported to Overview & Scrutiny within one month of each quarter's end.
6. The new Corporate Plan includes a list of non-priorities to ensure no resources are wasted in developing targets or action plans.
7. The completed action plan attached to the Audit Commission Report on performance Management is presented to O&S, who then decide how the monitoring should be reported.

**Resolved** that a report is taken to Overview & Scrutiny following the introduction of the new performance management software to reconsider the reporting systems to ensure all officers and members have accurate and up to date information on the indicators identified as priorities in the new Corporate Plan.

The meeting finished at 7.15pm.

There were 0 members of the public present.