

# OVERVIEW & SCRUTINY COMMITTEE

24<sup>th</sup> May 2007

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## ***THE PRESS & PUBLIC ARE WELCOME TO ATTEND THE MEETING***

Dear Councillor

16<sup>th</sup> May 2007

Your attendance is requested at a meeting of the Overview & Scrutiny Committee to be held on **Thursday 24<sup>th</sup> May 2007**, starting at **6.00pm**, in Committee Rooms A, B & C, Level –1, Monkton Park Offices, Chippenham.

Any papers listed as “to follow”, urgent items or supplementary papers will be made available as soon as possible and in any event no later than 30 minutes before the start of the meeting.

Yours sincerely

J. Watling  
Policy & Democratic Services Team Leader

Membership:  
To be confirmed at annual Council

**Note – There will be an Overview & Scrutiny Training session for Councillors on the 24<sup>th</sup> May between 2pm and 5pm entitled ‘Making a Success of Overview & Scrutiny’ – Please contact Julie Matthews on 01249 706347 for more information.**

## **AGENDA**

**1. Apologies for Absence**

**2. Membership**

The Policy & Democratic Services Team Leader will report on changes of Membership under the Provisions of the Local Government (Committees and Political Groups) Regulations 1990 and the Council's Procedural Rule No.4.

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

To receive public questions and/or petitions in accordance with the provisions of the Council Procedure Rule No.s 11 and 12.

**4. Minutes**

To approve and sign as a correct record the Minutes of the meeting of the Overview & Scrutiny Committee held on the 29<sup>th</sup> March 2007, **(copy attached)** and the 16<sup>th</sup> May 2007 **(to follow)**.

**5. Declarations of Interest**

To receive declarations of interest from Members in respect of any item contained in this Agenda.

**6. Chairman's Announcements**

**7. A Programme of Work for the Overview & Scrutiny Committee**

The purpose of this item is to consider which issues Members of the Committee would like to address this year.

At recent meetings in the last municipal year, Members of the Committee expressed misgivings that Overview & Scrutiny was undertaking a lot of 'monitoring' work and not carrying out its' policy development / service review function effectively.

**Task Groups**

One method of addressing the policy development function, is by establishing Scrutiny Task Groups to look at particular topics in depth. Comprising of 3-6 Members, Task Groups will meet to carry out in depth work; both developing policies and reviewing services. Recent Examples include:

Affordable Housing Supplementary Planning Guidance Task Group  
Housing Benefits Scrutiny Task Group  
Pound Arts Centre Task Group  
Public Conveniences Task Group  
Rudloe Social Club  
Land & Property Management Task Group  
Performance Management Task Group  
Procurement of Refuse Vehicles Task Group

It is suggested that Members identify 4 topics to look at in greater depth by establishing Task Groups. Two of the groups could look at policy development and two at reviewing specific services.

### **Items to be considered at Committee**

Listed below are the regular items which have been considered by the Committee. Members are asked to consider whether some of these would better sit within the work of other Committees or whether they no longer need to be considered:

- 6 Month progress report on the Freephone Service.
- 6 Month progress report on the Energy Reduction Programme.
- Quarterly Performance Indicator Reports.
- Revenue & Capital Monitor Reports.
- 6 Month update on Write-offs and National Non Domestic Rate Collection.
- 6 Month update on Council Tax Collection.
- Report of the Health O&S representative.
- 6 Month Sundry Debtors Report.
- Draft Best Value Performance Plan
- Quarterly Corporate Plan Progress Update

Listed below are outstanding items to be addressed by the Committee

- Review of Major Planning Application Protocol O144
- Performance management software O147
- Engagement in Health Issues O125
- Review of the Benefits Free-phone Service O127
- Work Plan of the Asset, Design & Regeneration Team CR65