

OVERVIEW & SCRUTINY COMMITTEE

21st June 2007

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THE PRESS & PUBLIC ARE WELCOME TO ATTEND THE MEETING

Dear Councillor

13th June 2007

Your attendance is requested at a meeting of the Overview & Scrutiny Committee to be held on **Thursday 21st June 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:

C.J. Caswill	P.J. Doyle	R.B. MacGregor	M.L. Singlehurst
R.L. Cinnamon	J.M. Hartless	S.G. Parker	J.P.S.S. Thomson
P.C.B. Coleman	A.K. Hill	C. Reid	

AGENDA

1. Apologies for Absence

2. Membership

The Committee will be informed of any temporary changes to its Membership.

3. Public Question Time/Receipt of Petitions

To ask a public question, please contact the Committee Administrator (contact details are listed on the front page) in order to register. Public question time is limited to 15 minutes.

Petitions can be handed in without notice, however it would be helpful if you inform the Committee Administrator of any petitions prior to the meeting.

4. Minutes

To approve and sign as a correct record the Minutes of the meeting of the Overview & Scrutiny Committee held on the 24th May 2007, (**copy attached**).

Note – An Action Report containing an update on actions from the last Committee meeting is attached for information.

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. Overview & Scrutiny Terms of Reference.

To note the Overview & Scrutiny Terms of Reference, **copy attached** as Report No.7.

8. Overview & Scrutiny Guidelines

At it's meeting held on the 24th May 2007, the Committee considered a paper from the Chairman, Councillor C. Caswill, on the basic criteria for Overview & Scrutiny Priorities. Members of the Committee also put forward a number of ideas on how the Committee would carry out its work over the municipal year.

Report No.8 (**to follow**) seeks approval of guidelines/proposals to help inform the Committee's work.

9. 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.

Attached as Report No.9 is an outline Work Plan along with topics raised at the last meeting and topics which were previously regular Overview & Scrutiny items.

The Executive Work Plan (3) of this municipal year is attached (as Appendix 1) for information.

10. Planning Enforcement

At the meeting on the 24th May 2007, the Committee resolved to consider the Provision for Planning Enforcement, by inviting the relevant officer and portfolio holder and requesting a small paper on work in this field.

Report No.10 (**to follow**) contains information on the work of the Enforcement service.

Planning Officers and the relevant Lead Member have been invited to attend.

11. Overview & Scrutiny Appointments

The purpose of this item is to make appointments to the following bodies:

Member Development Working Group (1 Representative)

The next meeting of the Working Group will be held on the 10th July 2007 at 9:30am.

Westlea Housing Forum (1 representative)

The Overview & Scrutiny Committee has been asked since 2005/06 to appoint one representative to the Westlea Housing Forum.

The specified composition of the Council's representation is as follows:

- Lead Member for Housing
- Member nominated to Westlea Board
- One other Member as nominated by Scrutiny PROVIDED THAT all three Members are not members of the same political party.

Health Scrutiny (1 representative)

The Health Overview and Scrutiny Committee is a joint Committee between the 4 District Councils and the County Council in Wiltshire.

The Committee is responsible for overseeing the development of health scrutiny arrangements in the County, in response to the Health and Social Care Act. It has worked in collaboration with partner District Councils in Wiltshire, health service bodies, neighbouring local authorities and national agencies.

12. Housing Advice Task Group

The purpose of Report No.12 (**copy attached**) is to approve the Terms of Reference (set out in a Record Card) for a Housing Advice Task Group.

13. Financial Documents

The Purpose of Report No.13 (**copy attached**) is to address the Committees request at its meeting held on the 24th May 2007:

'That a list of documents which exist in the proposal from Councillor P.J. Doyle be produced for the next meeting.'