

# OVERVIEW & SCRUTINY COMMITTEE

13<sup>th</sup> December 2007

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

Dear Councillor

5<sup>th</sup> December 2007

Your attendance is requested at a meeting of the Overview & Scrutiny Committee to be held on **Thursday 13<sup>th</sup> December 2007**, starting at **7.00pm**, 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  
Democratic Services Manager

Membership:

C.J. Caswill	P.J. Doyle	R.B. MacGregor	M.L. Singlehurst
R.L. Cinnamond	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 22<sup>nd</sup> November 2007, **(copy attached)**.

**5. Declarations of Interest**

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

**6. Chair's Announcements**

**7. Action Report**

Report No.7 **(copy attached)** provides an update on actions from the meeting held on 22<sup>nd</sup> November 2007.

**8. Update on the Introduction of Residents Parking Schemes in Chippenham**

The purpose of Report No.8 **(copy attached)** is to update the Committee of the current position in regard to Residents Parking Schemes in Chippenham.

**9. Cleansing & Amenities Improvement Plan**

At the meeting on 13<sup>th</sup> September 2007, the Committee requested that the Deputy Chief Executive be invited to a meeting to answer questions the resolution of HR issues and progress on grounds maintenance. This request arose after consideration of the Corporate Plan Progress Update 4<sup>th</sup> Quarter 06/07 and an update on actions relating to Cleaner, Safer, Better Streets.

Report No.9 **(copy attached)** is a recent Executive Report which provides an update on developments in Cleansing & Amenities and proposes action plans for improving the service.

Attached as Appendix 2 is the update (in bold) considered at the 13<sup>th</sup> September meeting against the actions relating to Cleaner, Safer, Better Streets.

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

The purpose of Report No.10 (**copy attached**) is to consider the Committee's Work Plan and to consider setting up a new task group.

The Committee is also able to set up a **Overview & Scrutiny Review Panel**. A brief paper relating to how such a panel should operate is attached as Appendix 1.

The latest version of the Executive Work Plan is attached as Appendix 2.