

OVERVIEW AND SCRUTINY COMMITTEE AGENDA



THE PUBLIC MAY ATTEND THIS MEETING

Date: Monday 19th January 2009

Time: 7.15pm

Venue: Council Chamber, Causeway House, Braintree

Membership:

Councillor M. Gage (Chairman)	Cllr. A. M. Meyer
Councillor Mrs. C. Sandbrook (Vice Chairman)	Councillor R. Ramage
Councillor M. Dunn	Councillor A. F. Shelton
Councillor Dr. R. L. Evans	Councillor C. Siddall
Councillor Ms. L. B. Flint	Councillor Mrs. J. Smith
Councillor J. E. B. Gyford	Councillor F. Swallow

Members are requested to attend this meeting, to transact the following business:-

1. Apologies for Absence

2. Member Declarations.

- (i) To declare the existence and nature of any 'personal' or 'personal and prejudicial' interests relating to items on the agenda having regard to paragraphs 8 to 12 (inclusive) of the Code of Conduct for Members in Part 5 of the Constitution and having taken appropriate advice (where necessary) before the meeting.
- (ii) Any member with a 'personal and prejudicial' interest to indicate whether he/she intends to make representations in accordance with paragraph 12 (2) of the Code of Conduct as part of Question Time.
- (iii) To declare the existence and nature of any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Committee or the application or threat to apply any sanction by the group in respect of that Councillor should

he/she speak or vote on any particular matter.

[Note: A member with a personal and prejudicial interest must withdraw from the room or chamber whilst the item of business the subject of such prejudicial interest is being considered]

3. **Minutes.** To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 10th December 2008 (copy previously circulated).
4. **Question Time.** (See paragraph overleaf).
5. **Project Management Study.** To conduct the next stage of the Committee's investigation into the Council's project management procedures as follows:-
 - (i) to scrutinise a live BDC project i.e. the Play Areas Refurbishment Project.

Witnesses attending: Mr. Paul Partridge, Head of Operations; Mr. Nick Day, Parks and Open Spaces Manager.

(ii) to scrutinise the SERCO project for replacing the Customer Relationship Management hardware (to provide an insight as to how SERCO undertake a project when working with the Council, and to see whether there are any useful tips/guidance that the Council can usefully assimilate as part of its own project management procedures).

Witnesses attending: Ian Thorne, SERCO Client Account Manager; Geoff Hall, SERCO Project Manager.

Copies of the following are attached:

The Question Plan;

The Project Initiation Document for the Play Areas Refurbishment Project;

The Project Initiation Document for the SERCO Project.

6. **Urgent Business.** To consider any matter which, in the opinion of the Chairman, should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.
7. To agree the exclusion of the public and press for the consideration of any items for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972.
At the time of compiling the agenda there were none.
8. **Urgent Business.** To consider any matter which, in the opinion of the Chairman, should be considered in private by reason of special circumstances (to be specified) as a matter of urgency.

S. Bore
Scrutiny Manager

If you require any further information relating to this agenda or wish to forward your apologies for absence, please contact Steve Bore on 551414 extension 2003 or e-mail stebo@braintree.gov.uk

The last page of this agenda is numbered (iii).

QUESTION TIME

Immediately after the Minutes of the previous meeting have been approved there will be a period of up to 30 minutes when members of the public can speak about Council business or other matters of local concern. During this period, councillors who have declared a personal and prejudicial interest in any item of business on the agenda may also speak as permitted by the Council's Code of Conduct for Members . Whilst members of the public can remain to observe the whole of the public part of the meeting, councillors with a prejudicial interest must withdraw whilst the item of business in question is being considered. Members of the public wishing to speak should contact the Council's Democratic Services Section on (01376) 552525 or email stebo@braintree.gov.uk prior to the meeting.