

OVERVIEW AND SCRUTINY COMMITTEE AGENDA



THE PUBLIC MAY ATTEND THIS MEETING

Date: Wednesday 30th May 2012

Time: 7.15pm

Venue: Council Chamber, Causeway House, Braintree CM7 9HB

Membership:

Councillor P R Barlow	Councillor F Ricci
Councillor C A Cadman	Councillor W J Rose
Councillor Dr R L Evans (Chairman)	Councillor A F Shelton
Councillor P Horner	Councillor J S Sutton
Councillor S A Howell	Councillor J R Swift
Councillor R P Ramage	

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. **Question Time.** (See paragraph below).
4. **Minutes.** To approve as a correct record the minutes of the meetings of the Overview and Scrutiny Committee held on 22nd March 2012 (copy previously circulated).
5. **Annual Work Programme.** To consider the work programme of the Overview and Scrutiny Committee for 2012-13 (report attached page 4).
6. **Overview and Scrutiny Committee - Member Development.** Members are invited to consider the development needs of Committee members for 2012-13.
7. **Decision Planner.** To consider the Decision Planner for the period 16th May 2012 to 30th September 2012 (copy previously circulated).
8. **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.
9. 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.

10. **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.

A PEACE
Member Services Manager

If you require any further information relating to this agenda or wish to forward your apologies for absence, please contact Alastair Peace on 01376 551414 extension 2602 or e-mail alastair.peace@braintree.gov.uk

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 Member Services on (01376) 552525 or email alastair.peace@braintree.gov.uk prior to the meeting.

The Council's "Question Time" leaflet explains the procedure and copies of this may be obtained at the Council's offices at Braintree, Witham and Halstead.

The last page of this Agenda is numbered 7.

Overview and Scrutiny Committee- Annual Work Programme 2012-13	Agenda No: 5
<p>Corporate Priority: Performance Report presented by: Alastair Peace, Member Services Manager Report prepared by: Alastair Peace, Member Services Manager</p>	
Background Papers:	Public Report
Options:	Key Decision: No
<p>Executive Summary:</p> <p>The Committee is invited to agree its Annual Work Programme for 2012-13.</p> <p>All Braintree District Councillors were invited to suggest topics for possible scrutiny review in the Committee's Work Programme for the year. The Scrutiny Steering Board considered those suggestions at its meeting on 16th May as part of its deliberations on recommendations to the Committee on topics for scrutiny in 2012-13.</p> <p>The Steering Board recommends to the Overview and Scrutiny Committee that its Work Programme for 2012-13 comprises:</p> <p>Topic for Scrutiny by the Committee</p> <ul style="list-style-type: none"> • Community Safety Partnership. <p>The Steering Board noted the Committee's interest in reviewing the Partnership and believes that a review would be timely as the Police and Crime Commissioner to be directly elected in November 2012 is expected to hold a budget for Community Safety.</p> <p>Topics for Scrutiny by Task and Finish Groups</p> <p>The Steering Board recommends that the Committee establishes 2 Task and Finish Groups choosing from the following</p> <ul style="list-style-type: none"> • Recycling and Waste Management – a review of possible future targets for the Council. • Affordable and Social Housing – a review of how the Council might further support affordable and social housing in the district. For example, the possible use of mechanisms such as shared ownership. 	

- Citizens Advice Bureau and the Braintree District Voluntary Support Agency. Both receive financial support from the Council. A scrutiny review might identify what sort of information and how members would like to receive that information.

As part of its regular programme of work, the Committee will also have the opportunity to scrutinise the Council's Budget. The Council has set its budget under the Medium Term Financial Strategy (MTFS) through to 2015/16. However, the Committee may wish to scrutinise the budget in terms of impact on services from planned cuts, key risks in implementing the budget and key assumptions made in the MTFS. The Steering Board recommends that the Committee scrutinises the budget.

Decision:

That the Committee's Annual Work Programme for 2012-13 comprises:

1. Topic for Scrutiny by the Committee
 - Community Safety Partnership.
2. Topics for Scrutiny by Task and Finish Groups

Members are invited to consider establishing 2 Task and Finish Groups choosing from the following:

- Recycling and Waste Management – a review of possible future targets for the Council;
 - Affordable and Social Housing – a review of how the Council might further support affordable and social housing in the district.
 - Citizens Advice Bureau and the Braintree District Voluntary Support Agency. A review might identify what sort of information and how members would like to receive that information.
3. Scrutiny of the Council's budget including a review of delivery from previous years, and the Medium Term Financial Strategy (MTFS) through to 2015/16 in terms of impact on services from planned cuts, key risks in implementing the budget and key assumptions made in the MTFS.

Purpose of Decision:

To agree the Committee's Work Programme for 2012-13.

Corporate implications	
Financial:	None
Legal:	None
Equalities/Diversity	None
Customer Impact:	None
Environment and Climate Change:	None
Consultation/Community Engagement:	Not applicable
Risks:	Not applicable
Officer Contact:	Alastair Peace
Designation:	Member Services Manager
Ext. No.	2602
E-mail:	alastair.peace@braintree.gov.uk

OVERVIEW AND SCRUTINY COMMITTEE ANNUAL WORK PROGRAMME 2012-13

1. Scrutiny Steering Board Recommendations

The Steering Board (comprising Group Leaders and the Chairman of the Overview and Scrutiny Committee) meets informally to make recommendations to the Overview and Scrutiny Committee on the items to be included in the Committee's work programme, and the topics to be studied by the Task and Finish Groups (and their membership and Chairmen).

All Braintree District Councillors were invited to suggest topics for possible for scrutiny review in the Committee's Work Programme for the year. The Scrutiny Steering Board considered those suggestions at its meeting on 16th May as part of its deliberations on recommendations to the Committee on topics for scrutiny in 2012-13.

In assessing which items should be recommended for inclusion on the Committee's Work Programme or as topics to be studied by the Task and Finish Groups, the Steering Board takes into account which of the proposed work areas will add value and support the Council's key priorities, and which can be successfully achieved within available resources.

Criteria which assisted in consideration of proposals and any recommendations include:

- The topic is clearly defined;
- the topic is of key interest to the public and/or members;
- the topic supports the achievement of the Council's corporate priorities;
- scrutiny study will lead to improvements for the people of Braintree District;
- the topic concerns new government guidance or legislation that will require a significant change to services;
- the topic has been raised by the external audit;
- scrutiny of the topic is timely.

2. Scrutiny Items Carried Over from 2011-12

There are no items carried forward from the 2011-12 Overview and Scrutiny Work Programme.