

**A MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE  
WAS HELD ON 6 DECEMBER 2006**

Councillors Carr (P), Davis (P), Dickson (P), Farr (P), Foster (P), Jacobs (P), Kimber, Philpott (P), Redrup (P), Mrs Salter (P), Train (P) and Ward (P)

It was reported that, in accordance with Standing Orders, notice had been received that Councillor Edgar would replace Councillor Kimber for this meeting.

**1. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2006/7**

RESOLVED: That Councillor Train be appointed as Chairman of the Committee for the remainder of the Municipal Year 2006/2007.

**2. ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2006/7**

RESOLVED: That Councillor Farr be appointed as Vice-Chairman for the remainder of the Municipal Year 2006/2007.

**3. APOLOGIES**

Apologies for inability to attend the meeting were received on behalf of Councillor Kimber.

**4. DECLARATIONS OF INTEREST**

Councillors Dickson and Edgar each declared a personal and prejudicial interest in respect of Hackney Carriage/Private Hire vehicles should these matters be discussed at the meeting. In the event, these areas did not form part of any debate or discussion.

**5. MINUTES**

RESOLVED: That the Minutes of the Policy Overview and Scrutiny Committee held on 11 October 2006 and the Minutes of the Services Overview and Scrutiny Committee held on 15 November 2006 be approved and signed by the Chairman as true and correct records.

## **6. TERMS OF REFERENCE**

Consideration was given to the proposed terms of reference for the Committee. Members sought clarification on point no 7, related to questioning Members of Boards, Sub Boards and Officers of the Council at meetings of the Scrutiny Committee, and the Borough Solicitor confirmed that the Council's Constitution, under Standing Orders (5.7.2, 5.7.3 and 5.7.4), provided for Officers, Members and third parties to be requested to appear before the Overview and Scrutiny Committee as part of scrutiny investigations.

Clarification was also provided that it was for the Committee to decide which was the appropriate body to receive their report and the wording to point no. 1 would be amended accordingly. Point 8 would be amended to include a reference to organisations.

RESOLVED: That, subject to minor amendments identified above, the Terms of Reference for the Committee, as attached at Appendix A, be approved.

## **7. ANY OTHER BUSINESS**

There was no other business discussed.

## **8. DATES OF FUTURE MEETINGS**

RESOLVED: That the dates of meetings for the remainder of the Municipal Year 2006-2007 be scheduled as follows:

- Thursday 25 January 2007
- Thursday 8 February 2007
- Thursday 22 March 2007
- Thursday 5 April 2007

All meetings to commence at 6.00pm

The meeting commenced at 6.00pm and concluded at 6.45pm

CHAIRMAN

## APPENDIX A

### OVERVIEW AND SCRUTINY COMMITTEE

#### Terms of Reference

- 1 To assist the Council in the development of its Budget, Policy Framework and other policies by in-depth analysis of policy issues including:-
  - conducting research of community and other consultation in the analysis of policy issues and possible options
  - consideration and implementation of mechanisms to encourage and enhance the community participation in the development of policy options
  - consideration of matters affecting the area or inhabitantsand to report and make recommendations on such matters as appropriate to Council, Boards and Sub-Boards and as the Committee think fit.
2. To carry out the scrutiny function with regard to the matters listed as in 1 above and the discharge by the Council of any of its functions including:-
  - decisions made or actions taken by the Boards, Sub-Boards and officers of the Council
  - the performance of the Council
  - Best Value reviews
3. To monitor and scrutinise the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. To report any findings and make any recommendations to the Council for alteration of the Constitution.
4. To monitor and scrutinise the workings of the Overview and Scrutiny Committee and the relationship between the Overview and Scrutiny Committee and the Service Boards. To make any necessary recommendations on such matters to the Council.
5. Liaise with external organisations operating in the area, whether national, regional, or local, to ensure that the interests of the people are enhanced by collaborative working.
6. Review and scrutinise the performance of other public bodies in the area and invite reports by them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance.
7. Question Members of Boards, Sub-Boards and Officers of the Council about their views on the issues and proposals affecting the area.
8. Question and gather evidence (from any person or organisation).