

Scrutiny Committee

Members of the Scrutiny Committee:

Mrs M Dewsbury (Chairman)

Mr T Lewis (Vice Chairman)

Mr T Blowfield

Mrs F Ellis

Mr C Foulger

Ms J Hardinge

Mr R McClenning

Mrs L Neal

Mr A Pond

Mr G J Watt

Mr M Windridge

Group Meetings

Conservatives:

Blomefield Room 9.00 am

Liberal Democrats:

Kett Room 9.00 am

If any member of the public wishes to speak on a non-confidential item, they may do so at the discretion of the Chairman

Agenda

Date

Wednesday 8 February 2012

Time

9.30 am

Place

Colman & Cavell Rooms

South Norfolk House
Long Stratton
Norwich
Norfolk
NR15 2XE

Contact

Caroline Heasley tel (01508) 533685
South Norfolk District Council
Swan Lane
Long Stratton Norwich
NR15 2XE

Email: democracy@s-norfolk.gov.uk

**If you have any special requirements in order to attend this meeting,
please let us know in advance**

Large print version can be made available

A G E N D A

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately two hours.

1. **To report apologies for absence and to identify substitute members;**
2. **Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;**
3. **To Receive Declarations of Interest from Members;**
(Please see guidance form and flow chart attached – page 4)
4. **Chairman's Announcements;**
5. **Budget 2012/13**
(9.35 am)

MEMBERS ARE REQUESTED TO BRING THEIR COPIES OF THE 6 FEB 2012 CABINET AGENDA

- a) **REVENUE BUDGET AND COUNCIL TAX 2012/13** (Cabinet agenda - page 91)
 - b) **CAPITAL PROGRAMME 2012/13 TO 2014/15** (Cabinet agenda - page 146)
 - c) **TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2012/13 TO 2014/15** (Cabinet agenda – page 157)
6. **Scrutiny, Overview Sub-Committees', Accounts, Audit & Governance Committee Work Programmes and Cabinet Core Agenda** (attached – page 6)

Working Style of the Scrutiny Committee and Overview Sub-Committees

Independence

Members of the Scrutiny Committee and Overview Sub-Committees will not be subject to whipping arrangements by party groups.

Member leadership

Members of the Committees will take the lead in selecting topics for and in questioning witnesses. The Committees will expect members of Cabinet, rather than officers, to take the main responsibility for answering the Committee's questions about topics, which relate mainly to the Council's activities.

A constructive atmosphere

Meetings of the Committees will be constructive, and not judgmental, accepting that effective overview and scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at the Committees should not feel under attack.

Respect and trust

Meetings will be conducted in a spirit of mutual respect and trust.

Openness and transparency

The Committees' business will be open and transparent, except where there are sound reasons for protecting confidentiality. In particular, the minutes of the Committee's meetings will explain the discussion and debate, so that it could be understood by those who were not present.

Consensus

Members of the Committees will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations.

Impartial and independent officer advice

Officers who advise and support the Committees will give impartial and independent advice, recognising the importance of the Scrutiny Committee and the Overview Sub-Committees in the Council's arrangements for governance, as set out in the Constitution.

Regular review

There will be regular reviews of how the overview and scrutiny process is working, and a willingness to change if it is not working well.

Programming and planning

The Scrutiny Committee will have a programme of work, in conjunction with the Overview Sub-Committees. The Committee will agree the topics to be included in the work programme, the extent of the investigation to be undertaken in relation to resources, and the witnesses to be invited to give evidence.

Managing time

The Committees will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether the interest is a personal one only or one which is also prejudicial. The declaration should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the member may speak and vote. If it is a prejudicial interest, a member has the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. A member can participate fully where the interest is shared with the majority of residents in that particular ward. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Is (or should) the Interest be registered in the Register of Members' Interests?		
If not, whose well being or financial position is affected to a greater extent than the majority of other people in the ward?		
Your own	A family member	A close associate
Any person or body who has employed or appointed your family member/close associate		
Any firm in which your family member/close associate is a partner or company of which they are directors		
Any company in which your family member/close associate has shares with a face value more than £25,000		
Any of the following in which you hold a position of general control or management: outside organisations, other public authorities, charities, pressure groups, political parties or trade unions		
Does the interest:		
(a) affect your financial position or the financial position of a person or body described above? <i>(If Yes the interest may be prejudicial)</i>		
(b) relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described above? <i>(If Yes the interest may be prejudicial)</i>		
(c) relate to scrutiny by the Overview and Scrutiny committee of a decision you were party to? <i>(If Yes the interest is prejudicial)</i>		
(d) relate to the functions of the council in respect of housing (except your tenancy), statutory sick pay, an allowance, payment or indemnity given to members, any ceremonial honour given to members, or setting the council tax or a precept under the Local Government Finance Act 1992. <i>(If Yes the interest is NOT PREJUDICIAL)</i>		
PREJUDICIAL INTEREST		
If you answered Yes to (a) or (b) is the interest one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that that it is likely to prejudice your judgement of the public interest? If Yes the interest is PREJUDICIAL		
If you answered Yes to (c) the interest is PREJUDICIAL		
If prejudicial do you intend to attend the meeting to make representations, answer questions or give evidence?		

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Do any relate to my interests?

- A Does it affect my entries in the Register of Interests?
OR
 B Does it affect the well being or financial position of me, my family or close associates; or my family's or close associates'
- employment, employers or businesses;
 - companies in which they are a director or where they have a shareholding of more than £25,000 face value;
 - business partnerships; or
- C Does it affect the well being or financial position of the following organisations in which I hold a position of general control or management:
- other bodies to which I have been appointed or nominated by the council;
 - other public authorities;
 - charitable bodies;
 - bodies whose main purpose is to influence public opinion or policy
- More than the majority of other people in the ward?**
- D Is Overview and Scrutiny considering a decision I made?
 If so you have a prejudicial interest.

NO

Disclose the existence & nature of your interest

YES

You have a personal interest in the matter

Is the interest financial or relating to a regulatory issue e.g. planning permission?

NO

The interest is not prejudicial you can participate in the meeting and vote

YES

You may have a prejudicial interest

- This matter relates to
- housing (except your tenancy)
 - statutory sick pay from the council
 - an allowance, payment or indemnity given to members
 - any ceremonial honour given to members
 - setting the council tax or a precept

YES

The interest is prejudicial withdraw from the meeting by leaving the room (after making representations, answering questions or giving evidence). Do not try to improperly influence the decision

NO

Would a member of the public – if he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

YES

NO

Personal Interest

Prejudicial Interest