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23 September 2009

To: Chairman – Councillor JD Batchelor
Vice-Chairman – Councillor JA Hockney
Members of the Scrutiny and Overview Committee – Councillors Mrs VM Barrett,
Mrs JM Guest, R Hall, Mrs EM Hezell, MB Loynes, MJ Mason, Mrs DP Roberts,
Mrs BZD Smith, Mrs JEO Squier and Mrs BE Waters

Quorum: 6

There is a pre-meeting session at 4.45pm for members of the Committee only, to plan their lines of enquiry.

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **COMMUNAL ROOM - VICARAGE CLOSE SHELTERED HOUSING, MELBOURN** on **THURSDAY, 1 OCTOBER 2009** at **5.30 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

Please note that substitute members need to notify Democratic Services before the start of the meeting of the intended substitution (see paragraph 4.3 of Council Standing Orders).

PAGES

PROCEDURAL ITEMS

- 1. Apologies**
To receive apologies for absence from committee members.
- 2. Declarations of Interest**
Please note that the Constitution requires that when considering any decision in respect of which a member of the Committee is subject to a

party whip, the member must declare the existence of the whip. Under the Code of Conduct, any Councillor who has a personal or prejudicial interest should declare this at the meeting.

- 3. Minutes of Previous Meetings** **1 - 10**
 To authorise the Chairman to sign the Minutes of the meetings held on Thursday 3 September at 2pm and 5:30pm, as a correct record.
- 4. Public Questions**
- 5. Economic Downturn - Action Plan Update** **11 - 18**
- 6. Value for Money** **19 - 20**
- 7. Performance Improvement Strategy (Key)** **21 - 42**
 Cabinet will be asked to endorse the strategy at its 8 October 2009 meeting. Members are asked to note that an Equality Impact Assessment on this Strategy will have been conducted before the Cabinet meeting and the outcome reported orally.
- 8. Sustainability, Procurement and Efficiency Portfolio Holder Presentation**
- 9. Monitoring the Executive**
 Monitors are invited to inform the Committee of any issues that may warrant further investigation, which occurred at one of the following portfolio holder meetings:
- | Portfolio | Date of meeting | Monitor |
|--|--|----------------------------------|
| Finance & Staffing | 8 September 2009 | Cllr R Hall
Cllr MB Loynes |
| Housing | 16 September 2009
23 September 2009 | Cllr JM Guest
Cllr EM Heazell |
| Planning and New Communities | 1 October 2009 | Cllr VM Barrett
Cllr R Hall |
| Sustainability, Procurement and Efficiency | 24 September 2009 | Cllr MJ Mason
Cllr BZD Smith |
- 10. Draft Work Programme and Forward Plan of Key Decisions** **43 - 48**
 October's Forward Plan of Key Decisions can be accessed on the Council's website:
<http://scambsmoderngov.co.uk/mgListPlanItems.aspx?PlanId=238&RP=293>
- 11. To Note the Dates of Future Meetings**
2009: 5 November & 3 December
2010: 7 January; 4 February; 4 March & 1 April.
 All meetings will begin at 5.30pm.

The next meeting will take place at Orchard Park Community Centre.

Exclusion of Press and Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee, sub-committee or other sub-group of the Council or the executive.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

Mobile Phones

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.