



**COTSWOLD**  
DISTRICT COUNCIL

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# OVERVIEW AND SCRUTINY COMMITTEE AGENDA

Tuesday 7th June 2016, 10.00 a.m.

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Council Chamber, Trinity Road, Cirencester

## NOTES

### (i) Questions Arising on the Agenda

If any Member has any questions regarding either (a) an update/progress report on a specific item contained in the Minutes of the previous Meeting or (b) a report contained within the Agenda, he/she is requested to give advance notice of such question to the Director/Officer originating the report or to an Officer of the Democratic Services Section so that a full response can be made available either prior to, or at, the Meeting. If no such advance notification is given, a full response to any question cannot be guaranteed at the Meeting.

With specific regard to the Minutes of previous Meetings, Members' attention is drawn to Council Procedure Rule 17.1 which provides that, once the Minutes have been signed, Members may ask questions to ascertain what progress has been made on a particular matter referred to in the Minutes, but may not make any other statement or generate discussion on the Minutes.

### (ii) Mobile Phones/Pagers

All mobile phones/pagers should be **SWITCHED OFF OR SET TO SILENT MODE BEFORE** the start of the Meeting.

### (iii) Recording of Proceedings

The public proceedings of Council, Cabinet, and Committee Meetings may be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know before the start of the Meeting.

Recording/filming should not be disruptive or distracting to the good order and conduct of the Meeting. To assist with this, an area of the Meeting venue will be designated from which proceedings can be recorded/filmed, and 'roaming' around the venue while recording is not permitted. The Chairman will exclude anyone whose behaviour is disruptive.

Recording/filming should only be of Members and Council Officers, and not any members of the public (unless they are formally addressing the Meeting or unless specific permission has been given by those individuals).

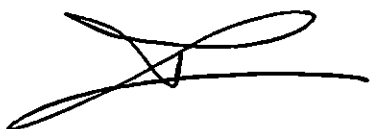
For further information, please read the Notices displayed inside and outside the Meeting venue and/or speak with the Committee Administrator.

### (iv) Committee Administrator

If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Nigel Adams on 01285 623000 who will be the Committee Administrator responsible for the Meeting.

### Distribution:

All Members of the Overview and Scrutiny Committee  
(Councillors SI Andrews, Julian Beale, Jenny Forde, RG Keeling, Jim Parsons, SDE Parsons and NP Robbins)



**Nigel Adams**  
Head of Democratic Services

27<sup>th</sup> May 2016

# OVERVIEW AND SCRUTINY COMMITTEE

## 7<sup>TH</sup> JUNE 2016

### AGENDA

- (1) **Apologies**
- (2) **Substitute Members** - To note details of any substitution arrangements in place for the Meeting.

**Note:**

The procedures in respect of substitution arrangements are principally set out in Council Procedure Rule 29. Particular attention is drawn to the fact that the Head of Democratic Services must be notified of any intended substitution **by 5.00 p.m. on the working day prior to the day of the Meeting**. Please note that neither a Member of the Cabinet, nor the Chairman of the Council, may substitute.

- (3) **Declarations of Interest** - To receive any declarations of interest from Members under:-
  - (i) the Code of Conduct for Members; and/or
  - (ii) Section 106 of the Local Government Finance Act 1992 (any Councillor who has Council Tax payments remaining unpaid for at least two months must declare an interest and not participate in any matter affecting the level of Council tax or arrangements for administering the Council Tax).

- (4) **Minutes** - To confirm

- (i) the Minutes of the Meeting of the Committee held on 1<sup>st</sup> March 2016 (attached);

- (ii) the Minutes of the Meeting of the Committee held on 17<sup>th</sup> May 2016 (attached).

- (5) **Chairman's Announcements** (if any)

- (6) **Public Questions** - Council Procedure Rule 10 - Not more than fifteen minutes allowed for written questions to be put by Local Government electors within the Cotswold District on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.

- (7) **Member Questions** - Council Procedure Rule 11 - Not more than fifteen minutes allowed for written questions to be put by Members on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.

- (8) **Called-In Decisions** - Overview and Scrutiny Procedure Rule 13 - To consider any matter(s) referred to the Committee in relation to the calling-in of decisions.

Note:

Call-in should only be used in exceptional circumstances where Members of an Overview and Scrutiny Committee have evidence to suggest that the Cabinet or individual Portfolio Holders do not take decisions in accordance with the principles set out in Article 13 of the Council's Constitution relating to Decision Making or within the Council's Budget and Policy Framework. Call-in does not apply to quasi-judicial decisions (such as development control and licensing) although the Committee can review the process by which such decisions are reached.

## **Items for Consideration and Decision**

- (9) **Consultation on the Draft Housing Plan**

To provide an opportunity for the Committee to consider and comment on the draft Housing Plan.

Officer Recommendation

*That the draft Housing Plan be considered and any comments thereon be forwarded to the Cabinet.*

- (10) **Summary Performance Report - 2015/16 Year End**

To receive details on the overall performance for the Council, with particular focus on progress towards achieving the Council's top tasks, and efficiency measures; and to provide information on the Council's financial position, including revenue outturn and budget variances, capital expenditure, capital receipts and use of reserves.

Officer Recommendation

*That performance for 2015/16 Year End be reviewed and challenged.*

Notes:

(i) Service performance details are contained within the circulated report. In accordance with the Committee's previous wishes, oral reports and/or presentations will be given at the Meeting with regard to performance in respect of Building Control; Housing Benefit/Council Tax Support applications; and long-term empty properties.

(ii) Financial information will be provided by way of an oral update and presentation at the Meeting.

- (11) **Leisure Services**

To give further consideration to a potential review of the Leisure Services Operation and related issues, including methodology, possible Terms of Reference, and timeframe.

(12) **Overview and Scrutiny Committee Annual Report 2015/16**

To consider the draft Annual Report on the work of the Committee during 2015/16.

Officer Recommendation

*That, subject to any comments from the Committee, the Annual Report be approved.*

(13) **County Matters**

To receive oral updates as appropriate in respect of:-

- (i) Gloucestershire County Council - Economic Growth Overview and Scrutiny Committee
- (ii) Gloucestershire County Council - Health and Care Overview and Scrutiny Committee
- (iii) Gloucestershire Police and Crime Panel

N.B. See also copy Minutes/Reports within Quarterly Digest.

(14) **Quarterly Digest**  
**(circulated as a separate document with the agenda papers)**

To consider any issues arising out of the Quarterly Digest for future debate and/or action by the Committee.

(15) **Work Plan 2016/17**

To consider and approve a forward work programme for the Committee, including the identification of any other matters for possible consideration.

(16) **Committee Appointments**

To note, and review if necessary, appointments which fall within the remit of the Committee.

(17) **Other Business** - Such other business which, in the opinion of the Chairman, is urgent.

(END)