



Report to the Partnership for Urban South Hampshire Overview and Scrutiny Committee

Date: **20 March 2008**

Report of: **Fareham Borough Council**

Subject: **Operational Arrangements**

SUMMARY

This report invites members to consider the arrangements for operation of the meetings of the Overview and Scrutiny Committee of the Partnership for Urban South Hampshire.

RECOMMENDATION

That the Committee :-

- (a) confirms the proposed frequency and time of its meetings;
- (b) confirms arrangements for call-in of Joint Committee decisions; and
- (c) determines whether or not it wishes to put in place a mechanism for public participation in its meetings.

INTRODUCTION

1. The agreement relating to the Partnership for Urban South Hampshire (PUSH) establishes this Joint Overview and Scrutiny Committee with delegated powers to scrutinise and call-in joint committee decisions. This report presents for the Committee's approval the operational arrangements for its meetings.
2. Members may wish to note that it has already been agreed that administrative support for the Committee's meetings will be provided by Fareham Borough Council.

MEETING ARRANGEMENTS

3. **Frequency** : it is suggested that two general meetings per year be scheduled and that such other meetings as the committee may require be arranged on an ad hoc basis. If this proposal is acceptable it is suggested that meetings be scheduled for June-July and December-January, diaries permitting.
4. **Time** : it is proposed that meetings commence at 6:00pm unless the committee determines otherwise, or the Chairman determines otherwise following consultation with committee members.
5. **Venue** : meetings will be held at the Civic Offices, Fareham.
6. **Rights of members** : it is proposed that members of the Committee have the right to request that a matter relevant to the committee's functions be included in the agenda.

CALL-IN ARRANGEMENTS

7. Members may call-in and review decisions made by the Joint Committee. Where the decision is in accordance with the approved business plan, the committee may refer such decision back to the Joint Committee with comments for reconsideration. Where the decision is not made in accordance with the approved business plan, the committee may either refer the decision back to the Joint Committee for reconsideration or refer the decision back to individual authorities, as appropriate.
8. The agreement provides that call-in may be triggered by two or more members of the Overview and Scrutiny Committee giving due notice to the proper officer. Members are advised that in this instance the proper officer is the Chief Executive Officer of Fareham Borough Council. Notice must be given during the call-in period, which is seven working days from publication of the Joint Committee decision. Members of the Overview and Scrutiny Committee will routinely be notified when decisions are made and will be sent the agenda and reports of the Joint Committee to enable decisions to be monitored.
9. When notice of call-in is received, a meeting of the Committee will be arranged within ten working days following the end of the call-in period.

SCRUTINY OF THE BUSINESS PLAN

10. Members will note the terms of reference of the Committee provide in particular for the scrutiny of the PUSH Business Plan and its delivery. This will therefore form a standing item on each agenda of the Committee.

PUBLIC PARTICIPATION

11. The Committee is invited to consider whether a mechanism is required for public participation in its meetings. It may be helpful for members to be aware that the Joint Committee has adopted such a scheme, allowing deputations on matters which come within its terms of reference and which are strategic and affect two or more authority areas.

CONCLUSION & RECOMMENDATION

12. The overview and Scrutiny Committee is invited to consider arrangements for its meetings and in doing so to confirm the proposed frequency and time of meetings; to approve the call-in arrangements; and to determine whether or not the committee wishes to put in place a mechanism for public participation.

Background Papers:

Agreement relating to Partnership for Urban South Hampshire.

Reference Papers:

Enquiries:

For further information on this report please contact Mrs Barbara Wright, Head of Democratic Services, Fareham Borough Council

Tel: 01329 236100

Email: democraticservices@fareham.gov.uk