

**Meeting**                    **Scrutiny Commission**

**Date/Time**                **Wednesday, 7 November 2012 at 2.00 pm**

**Location**                    **Sparkenhoe Committee Room, County Hall, Glenfield**

**Officer to contact** **Mr. S. J. Weston (Tel: 0116 305 6226)**

**E-Mail**                        **sam.weston@leics.gov.uk**

**A BRIEF SESSION WILL BE HELD WITH MEMBERS AT THE CLOSE OF THIS MEETING ON THE ARRANGEMENTS FOR THE NEXT MEETING ON 10**

**Membership**

Mr. S. J. Galton CC (Chairman)

Mr. G. A. Boulter CC	Dr. S. Hill CC
Mrs. R. Camamile CC	Mr. A. M. Kershaw CC
Mrs. J. A. Dickinson CC	Mr. W. Liquorish JP CC
Dr. R. K. A Feltham CC	Ms. Betty Newton CC
Mr. T. Gillard CC	Mrs. R. Page CC
Mr. G. A. Hart CC	Mr. R. J. Shepherd CC

**AGENDA**

<u>Item</u>	<u>Report by</u>	<u>Marked</u>
1. Minutes of the meeting held on 5 September 2012.		A
2. Question Time.		
3. Questions asked by members under Standing Order 7(3) and 7(5).		
4. To advise of any other items which the Chairman has decided to take as urgent elsewhere on the agenda.		
5. Declarations of interest in respect of items on the agenda.		
6. Declarations of the Party Whip in accordance with Overview and Scrutiny Procedure Rule 16.		
7. Presentation of Petitions under Standing Order 36.		
8. Safer Communities Commissioning Plan 2012/13 - Performance.	Chief Executive	B

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|--|---------------------------------------|---|
| 9. Draft Protocol Between the Scrutiny Commission and the Police and Crime Panel.                            | Chief Executive                       | C |
| 10. Local Transport Plan 3 (LTP3) Update - Implementation Plan and Key Performance Indicator (KPI) Progress. | Director of Environment and Transport | D |
| 11. Flood Risk Management Update.  | Director of Environment and Transport | E |
| 12. Date of next meeting.  |                                       |   |
| <p>The next meeting of the Commission is scheduled to take place on 10 December at 2.00pm.</p>               |                                       |   |
| 13. Any other items which the Chairman has decided to take as urgent.  |                                       |   |

## **QUESTIONING BY MEMBERS OF OVERVIEW AND SCRUTINY**

Members serving on Overview and Scrutiny have a key role in providing constructive yet robust challenge to proposals put forward by the Cabinet and Officers. One of the most important skills is the ability to extract information by means of questions so that it can help inform comments and recommendations from Overview and Scrutiny bodies.

Members clearly cannot be expected to be experts in every topic under scrutiny and nor is there an expectation that they so be. Asking questions of 'experts' can be difficult and intimidating but often posing questions from a lay perspective would allow members to obtain a better perspective and understanding of the issue at hand.

Set out below are some key questions members may consider asking when considering reports on particular issues. The list of questions is not intended as a comprehensive list but as a general guide. Depending on the issue under consideration there may be specific questions members may wish to ask.

### **Key Questions:**

- Why are we doing this?
- Why do we have to offer this service?
- How does this fit in with the Council's priorities?
- Which of our key partners are involved? Do they share the objectives and is the service to be joined up?
- Who is providing this service and why have we chosen this approach? What other options were considered and why were these discarded?
- Who has been consulted and what has the response been? How, if at all, have their views been taken into account in this proposal?

### **If it is a new service:**

- Who are the main beneficiaries of the service? (could be a particular group or an area)
- What difference will providing this service make to them – What will be different and how will we know if we have succeeded?
- How much will it cost and how is it to be funded?
- What are the risks to the successful delivery of the service?

### **If it is a reduction in an existing service:**

- Which groups are affected? Is the impact greater on any particular group and, if so, which group and what plans do you have to help mitigate the impact?
- When are the proposals to be implemented and do you have any transitional arrangements for those who will no longer receive the service?
- What savings do you expect to generate and what was expected in the budget? Are there any redundancies?
- What are the risks of not delivering as intended? If this happens, what contingency measures have you in place?

