



OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Date: 20 February 2014
Time: 6.00 pm
Place: The Council Chamber at City Hall, College Green,
Bristol BS1 5TR

Labour	Liberal Democrat	Conservative	Others :
Councillor Hammond	Councillor Bailey	Councillor Eddy	Councillor Pickup (Independent)
Councillor Holland	Councillor Kent	Councillor Goulandris	Councillor Telford (Green)
Councillor Khan	Councillor Campion-Smith		

Scrutiny Commission Chairs : Standing Invitation to attend meeting *(please advise if you will require papers as these will not be sent automatically)*

Councillor Alexander – Health, Wellbeing and Adult Social Care Commission
Councillor Hopkins – Resources Commission
Councillor Weston – Sustainable Development and Transport Commission
Councillor Lovell – Neighbourhoods and Communities Commission
Councillor Campion-Smith - Children, Young People and Families Commission

If you have any questions about this agenda, please contact the officers shown below.

Democratic Services Officer: Sam Mahony
Scrutiny Co-ordinator: Shana Johnson

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PUBLIC INFORMATION SHEET

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

AGENDA

1. **APOLOGIES FOR ABSENCE, SUBSTITUTIONS AND INTRODUCTIONS**
2. **CABINET MEMBER QUESTION TIME - PART A (6.00 pm)**
(Time limit for this item : up to 30 minutes)

CABINET MEMBER TAKING QUESTIONS :	
Councillor Simon Cook, Assistant Mayor for Leisure, Tourism, Licensing and Community Safety.	
PROGRAMME	TIME ALLOCATED
Pre-submitted questions from backbenchers (deadline for submission - 3 days before the meeting)	Up to 10 mins
Questioning by OSM Board Members	Up to 10 mins
Questioning by Scrutiny Chairs on any other issues arising out of the session	Up to 10 mins

3. **PUBLIC FORUM**
(Time limit for this item : 30 minutes)
(anticipated timing: 6.30 pm)

Any member of the public or councillor may participate in public forum. The detailed arrangements for so doing are set out in the **Public Information Sheet** at the back of this agenda. Please note that the following deadlines will apply in relation to this meeting:-

Questions:

Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by **5.00 pm on 14 February 2014.**

Petitions and statements:

Petitions and statements must be received by 12.00 noon on the working day prior to the meeting. For this meeting, this means that your submission must be received in this office at the latest by **12.00 noon on 19 February 2014.**

The notice should be addressed to Legal & Democratic Services, c/o the Democratic Services Team, Room 220, City Hall, College Green, Bristol BS1 5TR, and marked for the attention of Sam Mahony.

Note to members, and officers attending to present reports :

*NB : **Timings of agenda items** - all timings for remaining items on this agenda are indicative only. In the event of public forum business being received or in the event of an over run of councillor question time, then the start time for each item could be up to 30 minutes later than indicated.*

(Note: items 4 - 6 – anticipated timing: 6.30 – 6.35 pm)

4. DECLARATIONS OF INTEREST

To receive any declarations of interest by members of the Board.

5. MINUTES

(a) OSM Board - 19 December 2013

(b) Call In Sub-Committee - 7 January 2014

(c) Call In Sub-Committee - 6 February 2014

For confirmation as a correct record and to note the action monitor

6. WHIPPING

- to give notice of any matters included on this agenda on which political groups intend to exercise a party whip.

7. CHAIR'S BUSINESS

(Time limit for this item – 5 mins)

(anticipated timing: 6.35 pm)

- to receive brief announcements or information updates from the Chair as necessary. There shall be no discussion or debate on this item.

8. RECORDING AND MONITORING THE IMPLEMENTATION OF ACTION WHICH IS AGREED AT MEETINGS

(anticipated timing: 6.40 pm)

- to consider the recording of actions agreed at meetings.

9. RESIDENTS PARKING SCHEMES – CROSS-PARTY WORKING GROUP REPORT

(anticipated timing: 6.50 pm)

- to consider the working group report and any further comments/ recommendations from the Sustainable Development & Transport Scrutiny Commission held on 13th February.

10. CABINET MEMBER QUESTION TIME - PART B
(anticipated timing: 7.30 pm)

(Time limit for this item : up to 30 minutes)

CABINET MEMBER TAKING QUESTIONS :	
Councillor Barbara Janke, Assistant Mayor for Health and Social Care	
PROGRAMME	TIME ALLOCATED
Pre-submitted questions from backbenchers (deadline for submission - 3 days before the meeting)	Up to 10 mins
Questioning by OSM Board Members	Up to 10 mins
Questioning by Scrutiny Chairs on any other issues arising out of the session	Up to 10 mins

11. OVERVIEW AND SCRUTINY WORK PROGRAMME 2013/14 - UPDATE
(anticipated timing: 8.00 pm)

- to review and update the work programme

12. MAYOR'S FORWARD PLAN AND RECORD OF OFFICER DECISIONS

The latest (published) version of the Mayor's Forward Plan is **not attached** but may be inspected at the following link: <http://www.bristol.gov.uk/page/council-and-democracy/mayors-forward-plan-forthcoming-key-decisions>

Details of officer decisions made with delegated powers can be inspected at the following link: <http://www.bristol.gov.uk/page/council-and-democracy/officer-executive-decisions>

13. URGENT BUSINESS

Any item of business which the Chair is of the opinion should be considered at the meeting as a matter of urgency by reasons of special circumstances (to be specified) under Section 100B(4)(b) of the Local Government (Access to Information) Act 1985.

Public Information Sheet

Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble **behind the Central Library** beyond the Norman Archway.
Lifts must not be used under any circumstances.

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the City Hall, College Green. Where the meeting is held elsewhere, local arrangements will apply.

Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

Attendance at Meetings - Local Government (Access to Information Act 1985)

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any “exempt” (private) business is considered. This will normally be shown on the agenda.

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk

You can also inspect papers at either the City Hall Reception or at our Record Office, “B” Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail bro@bristol.gov.uk; telephone 0117 92 24236.



Other formats and languages and assistance For those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms in City Hall are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a headset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

Public Forum

Members of the public may make a written statement or present a petition to most meetings, provided that:

- the statement, or in the case of a petition the subject matter, is received by Democratic Services no later than **12.00 noon on the working day before the meeting** and
- the statement or petition is about a matter which is the responsibility of the committee concerned.

Statements and the subject matter of petitions should be e-mailed to democratic.services@bristol.gov.uk or sent to Bristol City Council, Democratic Services Section, Room 220, City Hall, College Green, Bristol, BS1 5TR, or faxed to 0117 92 22146.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be printed for Members of Council and made available at the Meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

Please note that by participating in public forum business, it will be assumed that your consent is given to the recording of your name and the details of your submission in the documentation that is circulated to committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (and is available for inspection upon request with the other documents for the meeting concerned).

Where appropriate, we will endeavour to remove other personal details such as contact details. However, because of time constraints we cannot guarantee this and you may therefore wish to consider if your statement

contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the Council's website.

Other committee papers may be placed on the Council's website and information contained within them may be searchable on the internet.

Process during the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.
- You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, if you do not present it, then it will **not be read out**. It will nevertheless be noted by Members.

Register of Interests

The Register of Interests for Members is available on our website at www.bristol.gov.uk

If you wish to view the Register of Interest of any Co-optee please contact the Democratic Services Officer.