

**AGENDA for a meeting of the ADULT CARE SERVICES SCRUTINY COMMITTEE in Committee Room 'B', County Hall, Hertford on Thursday 17 January 2002 at 10.30 a.m.**

---

**MEMBER MEETINGS (FOR MEMBERS ONLY)**

To be agreed.

**MEMBERS OF THE SCRUTINY COMMITTEE (10) - QUORUM 4**

E M Clarke, K J Coleman (Vice-Chairman), M Downing, F Guest, B J Lamb, R Mills (Chairman), J R Morton, D A A Peek, P A Ruffles, P A Webb

**AGENDA**

**AUDIO SYSTEM**

The Council Chamber and Committee Room 'B' are fitted with audio systems to assist those with hearing impairment. Anyone who wishes to use this should contact Main (front) Reception.

**MINUTES**

To confirm the minutes of the meeting of the Select Committee held on 4 October 2001 (previously circulated).

**PART 1 (PUBLIC) AGENDA**

Meetings of the Scrutiny Committee are open to the public (this includes the press) and attendance is welcomed. However, there may be occasions when the public are excluded from the meeting for particular items of business. Any such items are taken at the end of the public part of the meeting and are listed under "Part II ('closed') agenda".

**PUBLIC PETITIONS (Standing Order C10)**

Any member of the public, (who is a resident in Hertfordshire or is on the electoral register for Hertfordshire) may present a petition to the Committee. An authorised representative of any Hertfordshire parish or town council subscribing to a parish charter approved by the County Council may also present a petition to the Committee in relation to matters within that parish. The subject of the petition must be

appropriate for the Committee and must be signed by at least 100 residents or business ratepayers of Hertfordshire.

Notification of intent to present a petition must be given in writing to the County Secretary, (County Hall, Hertford, SG13 8DE) at least fourteen clear days before the meeting where an item relating to the subject matter of the petition does not appear on the agenda for the meeting and at least three clear days before where the item is the subject of a report. To date no petitions have been received.

If you have any queries about the procedure please contact Committee Section on telephone no. (01992) 555565.

## **QUESTIONS**

Members are able to question the relevant Executive Member(s) on matters which are not the subject of reports on the agenda. A member who wishes to ask a question shall give written notice of it to the County Secretary at least three clear working days before the meeting stating to whom the question is to be put. Written copies of the questions and answers shall be available at the meeting. Questions shall be answered orally at the meeting in the order in which notice has been received. The member asking the question may ask one supplementary question, The person responding may choose to answer such a supplementary question, or promise a written reply within seven days. The period of time allocated for questions shall not exceed ten minutes. Any questions remaining after that period has elapsed shall be answered in writing within seven days. The Chairman may, however, accept questions without notice if satisfied they are urgent. Such questions shall not count towards the allocated time limit of 10 minutes and shall be answered orally at the meeting or in writing within 7 days.

Questions relating to matters on the agenda shall be asked when that matter is discussed and may be addressed to the Chairman or to an officer, who may answer orally or may undertake to provide a written reply within seven days.

## **PROCEDURAL MATTERS**

The Executive Member for the following items is Jane Pitman:-

### **1. FUNCTIONS AND REMIT OF THE ADULT CARE SERVICES SCRUTINY COMMITTEE**

[Report of Committee Administrator - Peter Hull]

### **2. NON-VOTING REPRESENTATION - OPTIONS AND REVIEW**

[Report of Committee Administrator - Peter Hull]

### **3. ESTABLISHMENT OF CABINET PANELS/SCRUTINY COMMITTEE TOPIC GROUPS**

[Report of Committee Administrator - Peter Hull]

### **4. SCRUTINY COMMITTEE WORK PROGRAMME 2002**

[Report of Committee Administrator - Peter Hull]

### **MATTERS FOR SCRUTINY:-**

**5. BEST VALUE PERFORMANCE PLAN 2002/03**

The Executive Members for this item are Bernard Lloyd and Robert Ellis.  
[Report of the Assistant Chief Executive, Strategy, Anne Fisher]

Referred from the Cabinet on 17 December 2001.

**6. ADULT CARE SERVICES PROPOSED RESOURCE BUDGET 2002/03  
- 2005/06**

The Executive Members for this item are David Beatty and Jane Pitman.  
[Report of the Director of Adult Care Services, Caroline Tapster]

Referred by the Cabinet meeting of 17 December 2001.

**7. ANNUAL REPORT ON COMPLAINTS, COMPLIMENTS AND  
USER/CARERS SATISFACTION.**

The Executive Member for this item is Jane Pitman.  
[Report of the Director of Adult Care Services, Caroline Tapster]

**8. CARERS' STRATEGY AND ACTION PLAN FOR CARERS.**

The Executive Member for this item is Jane Pitman.  
[Report of the Director of Adult Care Services, Caroline Tapster]

### **ITEMS REFERRED TO THE COUNTY COUNCIL (Standing Order SC7(2))**

The Leader of the Opposition or a Spokesman nominated by that Leader may require one identified item to be reported from this meeting to the Council.

### **PART II ('CLOSED') AGENDA**

#### **EXCLUSION OF PRESS AND PUBLIC**

There are no items of Part II (Confidential) business on this agenda. If items are notified the Chairman will move:-

“That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph ... of Part 1 of Schedule 12A to the said Act.”

**Please note that full papers have been despatched to Committee members only. All other members have been sent the front sheets of each report.**

**If you require a copy of any of the reports mentioned above or require further information about this agenda please contact Peter Hull, Committee Services, County Secretary's Department, on telephone no. 01992 555565 or fax. 01992 555518**

