

AGENDA for a meeting of the COMMUNITY SERVICES SCRUTINY COMMITTEE to be held in Committee Room 'B', County Hall, Hertford on Monday, 22 March 2004 at 10.00 a.m.

MEMBER MEETINGS (FOR MEMBERS ONLY)

Conservative	1.30 p.m.	8 March	Ashbourne Room
Opposition	10.00 a.m.	9 March	Ashbourne Room
Conservative	9.30 a.m.	22 March	Committee Room A
Labour	9.30 a.m.	22 March	Labour Group Room
Liberal Democrat	9.30 a.m.	22 March	Liberal Democrat Room

MEMBERS OF THE COMMITTEE (10) - QUORUM 3

N E Agar, P T J Channell, M D Colne, G D Game (Vice-Chairman),
B N W Hammond, J A Hobday (Chairman), M H O'Neill, P A Ruffles,
J W A Usher, P A Webb

AGENDA

AUDIO SYSTEM

Committee Room 'B' has an audio system to assist those with hearing impairment. Anyone who wishes to use this should contact main (front) reception.

PART 1 (PUBLIC) AGENDA

Meetings of the 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') business".

MINUTES [SC.8]

To confirm the accuracy of the minutes of the meeting of the Committee held on 13 January 2004 (previously circulated).

PUBLIC PETITIONS [SC.11]

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.

If you have any queries about the procedure please contact Nikki Patient, on telephone no. 01992 555560.

[No notice of petitions had been received at the time of agenda despatch.]

QUESTIONS [SC.9(4)]

Members are able to question the 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 **five 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 ten minutes and shall be answered orally at the meeting or in writing within seven 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.

[No notification of questions had been received at the time of agenda despatch.]

The Executive Member for these items is **Iris Tarry** unless stated otherwise.

The following reports are attached to this agenda: -

Scrutiny Items

Report of the Director of People and Property

1. RESPONDING TO EMERGENCIES

Reports of the County Secretary

2. CIVIL FUNERALS

3. NEW ARRANGEMENTS FOR THE CORONER SERVICE

4. POLICE COMMUNITY SUPPORT OFFICERS

Reports of the Director of Community Information

**5. HERTFORDSHIRE ARCHIVES AND LOCAL STUDIES (HALS)
ACCOMMODATION – PROGRESS REPORT**

**6. UPDATE ON PUBLIC ACCESS TO INFORMATION COMMUNICATION
TECHNOLOGY (ICT) IN LIBRARIES**

7. SINGLE STAFFING OF LIBRARIES

Report of the Chief Fire Officer

8. INTEGRATED RISK MANAGEMENT PLAN TOPIC GROUP

Report of the Finance Director

9. BUDGET MONITOR – to follow

Report of the Scrutiny Support Officer

10. TRAFFIC LIGHT MONITOR

11. UPDATE AND WORK PROGRAMME 2003/2004 REPORT

ITEM FOR REPORT TO THE COUNCIL [SC.7(2)]

At a committee meeting the Leader of the Opposition or a spokesman nominated by that Leader may require one identified item to be reported from that meeting to the Council.

PART II ('CLOSED') AGENDA

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

"That under Section 100(A)(4) of the Local Government Act 1972, the press and 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(s) ... 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 Nikki Patient, Committee Services, County Secretary's Department, on telephone no. 01992 555560 or fax. 01992 555518 email nikki.patient@hertsc.gov.uk