

# The West of England Partnership

## JOINT SCRUTINY COMMITTEE

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**Date: 3 JULY 2009**

**Time: 10.00 am**

**Place: The Council House, Bristol, BS1 5TR.**

**Distribution:**

### Members of the Joint Committee

**Bath and North East  
Somerset**

Cllr Dr Eleanor Jackson  
Cllr Caroline Roberts  
Cllr Martin Veal

**Bristol City Council**

tbc  
Cllr Barbara Lewis  
Cllr Mark Bradshaw

**North Somerset Council**

Cllr Tony Moulin  
Cllr David Pasley  
Cllr Clive Webb

**South Gloucestershire Council**

Cllr Pat Hockey  
Cllr Geoff King  
Cllr Ian Smith

### Officers of the Constituent Authorities

### Media and Public

# AGENDA

Enquiries to:

Ian Pagan  
Bristol City Council  
Tel 0117 9222387

**Web site addresses:**

West of England Partnership – [www.westofengland.org](http://www.westofengland.org)

Bath and North East Somerset Council – [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

Bristol City Council – [www.bristol.gov.uk](http://www.bristol.gov.uk)

North Somerset Council – [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

South Gloucestershire Council - [www.southglos.gov.uk](http://www.southglos.gov.uk)

## **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.

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

### **2. ANNUAL BUSINESS**

#### **(a) ELECTION OF CHAIR FOR 2009/10**

#### **(b) ELECTION OF VICE CHAIR FOR 2009/10**

#### **(c) MEMBERSHIP**

To note the membership of the Joint Scrutiny Committee as set out on this agenda paper.

#### **(d) TERMS OF REFERENCE**

To note the terms of reference of the Joint Scrutiny Committee

#### **(e) DATES OF MEETINGS**

It is proposed that the Joint Scrutiny Committee meets on the following dates in 2009/10 commencing at 10:00am:

#### **2009**

Friday 18 September (@ Fry's Keynsham)

Friday 3 October (@ BAWA, Filton)

Friday 11 December (@ the Campus, Weston Super Mare)

**2010**

Friday 22 January (@ Bristol Council House)

Friday 5 March (@ The Guildhall, Bath)

3. **MINUTES – MEETING HELD ON 13 MARCH 2009** (10.20 am)  
  
For confirmation
4. **PUBLIC FORUM (Total time : 30 minutes)** (10.25 am)
5. **TRANSPORT:** (10.55 am)  
  
(a) **PRESENTATION BY CHAIR OF WoEP JOINT TRANSPORT COMMITTEE**  
  
(b) **JOINT LOCAL TRANSPORT PLAN 3**  
(Report of the WoEP Transport Policy Group Leader)
6. **JOINT SCRUTINY COMMITTEE WORK PROGRAMME – 2009/10**  
  
(11.30 am)
7. **PRESENTATION BY THE PARTNERSHIP CHIEF EXECUTIVE, TERRY WAGSTAFF ON THE PARTNERSHIP’S EXECUTIVE WORK PROGRAMME IN 2009/10**  
  
(11.55 am)
8. **INFORMAL SESSION - PLANNING A PROGRAMME OF WORK FOR THE COMMITTEE DURING 2009/10**  
  
(12.20 am)

## **PUBLIC FORUM**

Members of the public may make a **statement** or present a **petition** in relation to any item on the agenda of the WoEJSC, provided that:-

- written notice is given to us, including the subject matter of your statement or petition no later than **12.00 noon on the working day before the meeting starts** \* .

(\* NB - if the meeting is on a Monday then your submission will need to be with us by 12.00 noon latest on the preceding Friday)

You may also ask a **question** of the chair. This must also relate to an item on the agenda of the meeting concerned and must be submitted to us in writing not less than 3 clear working days before the date of the meeting. A written response will, where possible, be available 1 hour before the meeting, which will be circulated to all who are present and will be included subsequently, with the minutes of that meeting. Those submitting questions may ask one supplementary question in relation to each question, at the meeting.

Public forum items will be taken into account by the meeting when it considers the item to which they relate.

The Chair of the meeting has discretion to take statements, petitions and questions in an appropriate order (ie not necessarily in order of receipt). The meeting may enter a dialogue with members of the public during the public forum if appropriate. The public forum session will last for

up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale.

**Please note that** by participating in public forum business, it will be assumed that your consent is given to the recording in the minutes of the meeting of your name and the details of your submission. A copy of your full written submission will also be included with the agenda papers for the meeting which are placed in an official minute book (the public record) and will also be included on the West of England Partnership web site with the other documents for the meeting concerned.

### **Process during and after the meeting :**

Public forum items are normally the first substantive item of business on the agenda and are normally taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that you would like members to consider. This will have the greatest impact. Please avoid reading out a lengthy text from a piece of paper. Remember that 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, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because minutes of the meeting will normally be published on the website in 5 clear working days, it is not normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what

happened to your submission at the meeting, please advise the officer named on the agenda page, and ensure that they have your full address or e-mail details. They will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

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## **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 Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.