

Notice of Meeting

Council Overview and Scrutiny Committee



Date & time	Place	Contact	Chief Executive
Tuesday 17 April 2012 at 10.00am	Ashcombe Room County Hall Penrhyn Road Kingston-upon-Thames KT1 2DN	Tom Pooley Room 122, County Hall Tel: 020 8541 9902 Email: thomas.pooley@surreycc.gov.uk	David McNulty

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Tom Pooley on 020 8541 9902.

Committee Members

Mr Mel Few (Chairman), Mr David Harmer (Vice-Chairman), Mr Mark Brett-Warburton, Mr Stephen Cooksey, Mr Steve Cosser, Dr Zully Grant-Duff, Mr Eber A Kington, Mr Steve Renshaw, Mrs Dorothy Ross-Tomlin, Mr Nick Skellett CBE, Mr Chris Townsend, Mr Richard Walsh, Hazel Watson, two vacancies

Ex Officio Members

Mrs Lavinia Sealy (Chairman of the Council), Mr David Munro (Vice-Chairman of the Council)

TERMS OF REFERENCE OF THE COMMITTEE

The Committee is responsible for the following service areas:

Performance, finance and risk monitoring for all Council services	HR and Organisational Development
Budget strategy/Financial Management	IMT
Improvement Programme, Productivity and Efficiency	Procurement
Equalities and Diversity	Other support functions
Corporate Performance Management	Risk Management
Corporate and Community Planning	Europe
Property	Communications
Contingency Planning	Public Value Review programme and process

PART 1 **IN PUBLIC**

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 14 MARCH 2012

White

To agree the minutes as a true record of the meeting.

3 DECLARATIONS OF INTERESTS

**Agenda Item
Only**

To receive any declarations of personal and/or prejudicial interests from Members in respect of any item to be considered at the meeting.

Notes:

1. Declarations of interest should be made on a form available from the Democratic Services before the meeting.
2. Members are reminded that in accordance with the Constitution, any Member declaring a prejudicial interest is required to withdraw from the meeting unless he/she has obtained a dispensation from the Standards Committee.

4 QUESTIONS AND PETITIONS

**Agenda Item
Only**

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (11 April 2012).
2. The deadline for public questions is seven days before the meeting (10 April 2012).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE

Green

To consider responses in relation to the Committee's recommendations on the Fairness & Respect and Involvement & Transparency Strategies.

6 RECOMMENDATIONS TRACKER

White

The Committee is asked to review its recommendations tracker.

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| 7 | FORWARD WORK PROGRAMMES | Green |
| | <p>The Committee is asked to review its Forward Work Programme (Item 7a) and the work programmes of Select Committees (Item 7b).</p> | |
| 8 | BUDGET MONITORING REPORT FOR FEBRUARY 2012 (PERIOD 10) | White |
| | <p>Purpose of report: Scrutiny of Services and Budgets</p> <p>To review the month end budget report and make recommendations as appropriate.</p> | |
| 9 | STAFF VACANCY LEVELS | Green |
| | <p>Purpose of report: Scrutiny of Services and Budgets</p> <p>To review vacancy levels in the County Council by Directorate.</p> | |
| 10 | SICKNESS ABSENCE | White |
| | <p>Purpose of report: Scrutiny of Services and Budgets</p> <p>To review the levels of sickness absence in the County Council and the costs involved.</p> | |
| 11 | BUSINESS CONTINUITY | Green |
| | <p>Purpose of report: Scrutiny of Services and Budgets</p> <p>To review the Council's performance in relation to the requirements of the Civil Contingencies Act, as well as the Council's preparations for the Olympics.</p> | |
| 12 | COMPLETED AUDIT REPORTS | White |
| | <p>Purpose of report: Scrutiny of Services and Budgets</p> <p>To update the Committee on the Internal Audit Reports completed since the previous meeting and to consider those reports on services within the Committee's remit where concerns have been identified.</p> | |
| 13 | CABINET MEMBERS' PRIORITIES | Green |
| | <p>Purpose of report: Policy Development & Review</p> <p>To scrutinise the priorities of the Cabinet Members for Change & Efficiency and Assets & Regeneration Programmes, and the priorities of Estates & Planning Management (EPM).</p> | |

(Please note that the priorities for the Cabinet Member for Change & Efficiency are marked to follow)

14 DATE OF NEXT MEETING

The next meeting of the Committee will be at 10.00am on Wednesday 16 May 2012.

**Agenda Item
Only**

NOTE: The Chairman will adjourn the meeting for lunch at 12.45pm, unless the Committee's business can be completed by 1.15pm.

**David McNulty
Chief Executive
05/04/12**

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (mobiles, BlackBerries, etc.) in meetings can:

- Interfere with the PA and Induction Loop systems
- Distract other people
- Interrupt presentations and debates
- Mean that you miss a key part of the decision

Please switch off your mobile phone/BlackBerry for the duration of the meeting. If you wish to keep your mobile or BlackBerry switched on during the meeting for genuine personal reasons, ensure that you receive permission from the Chairman prior to the start of the meeting and set the device to silent mode.

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