

Notice of Meeting

Council Overview and Scrutiny Committee



Date & time	Place	Contact	Chief Executive
Thursday 18 October 2012 at 10.00am	Ashcombe Room County Hall Penrhyn Road Kingston-upon-Thames KT1 2DN	Bryan Searle Room 122, County Hall Tel: 020 8541 9019 Email: bryans@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 Bryan Searle on 020 8541 9019.

Committee Members

Mr Mel Few (Chairman), Mr David Harmer (Vice-Chairman),
Mr Mark Brett-Warburton, Mr Stephen Cooksey, Steve Cosser, Clare Curran,
Dr Zully Grant-Duff, Mr Eber A Kington, Sally Marks, Steve Renshaw,
Mrs Denise Turner-Stewart, Mr Nick Skellett CBE, Mr Chris Townsend, Mr Richard Walsh,
Hazel Watson

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: 12 SEPTEMBER 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 disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- Each Member must declare any interest that is disclosable under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, unless it is already listed for that Member in the Council's Register of Disclosable Pecuniary Interests.
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner).
- If the interest has not yet been disclosed in that Register, the Member must, as well as disclosing it at the meeting, notify the Monitoring Officer of it within 28 days.
- If a Member has a disclosable interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

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 (12 October 2012).
2. The deadline for public questions is seven days before the meeting (11 October 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

**Agenda Item
Only**

No issues were referred by the Committee at its last meeting.

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| 6 | RECOMMENDATIONS TRACKER | Green |
| | The Committee is asked to review its recommendations tracker. | |
| 7 | FORWARD WORK PROGRAMME | White |
| | The Committee is asked to review its Forward Work Programme (Item 7a). Also attached is a document updating progress on Select Committees' current task groups (Item 7b). | |
| 8 | TASK GROUP SCOPING DOCUMENT | Green |
| | Purpose of report: Policy Development & Review | |
| | To consider the scoping document for the Supporting Families Task Group. | |
| 9 | BUDGET MONITORING REPORT | White |
| | Purpose of report: Scrutiny of Services & Budgets | |
| | To review the month end budget report and make recommendations as appropriate. | |
| 10 | COMPLETED AUDIT REPORTS | Green |
| | Purpose of report: Scrutiny of Services & Budgets | |
| | 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. | |
| 11 | ONE TEAM REVIEW – COMMUNICATIONS AND ENGAGEMENT: PROGRESS UPDATE AND EARLY FINDINGS | White |
| | Purpose of report: Scrutiny of Services & Budgets | |
| | To review the scope and proposed timescales for the review of the Council's Communications Team. | |

12 CHANGE & EFFICIENCY SERVICE REVIEW – HUMAN RESOURCES: PROGRESS ON THE PEOPLE STRATEGY 2012-2017

Green

Purpose of report: Policy Development & Review

To consider a report on staffing issues, including career development, appraisals, succession-planning, training, coaching and exit interviews.

13 DATE OF NEXT MEETING

Agenda Item Only

The next meeting of the Committee will be at 10.00am on Wednesday 14 November 2012.

As a result of the Chancellor's Autumn Statement being delayed to December, the Government has decided to revise its timetable for various announcements that relate to this. This means that the provisional and final Local Government Finance Settlements will be published later than usual. To accommodate these changes by the Government, the dates of the Cabinet and Council budget meetings will be moved back by one week. They will now take place on 5 February 2013 and 12 February 2013 respectively. The meeting of this Committee will accordingly also be moved back by one week, and will now take place at **10.00am on Friday 1 February 2013.**

David McNulty
Chief Executive
10/10/12

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.

Thank you for your co-operation