

## Notice of Meeting

# Council Overview & Scrutiny Committee



**Date & time**  
**Wednesday, 14**  
**November 2012**  
**at 10.00 am**

**Place**  
Ashcombe Suite,  
County Hall, Kingston  
upon Thames, Surrey  
KT1 2DN

**Contact**  
Andrew Spragg  
Room 122, County Hall  
Tel 020 8541 9019

**Chief Executive**  
David McNulty

andrew.spragg@surreycc.gov.uk

**If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9068, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email [andrew.spragg@surreycc.gov.uk](mailto:andrew.spragg@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Spragg on 020 8541 9019.**

### **Members**

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

### **Ex Officio Members:**

Mrs Lavinia Sealy (Chairman of the County Council) and Mr David Munro (Vice Chairman of the County Council)

## **TERMS OF REFERENCE**

The Committee is responsible for the following 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

- |          |   |                        |
|----------|---|------------------------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE AND SUBSTITUTIONS</b>  | Agenda<br>Item<br>Only |
| <b>2</b> | <b>MINUTES OF THE PREVIOUS MEETING: 18 OCTOBER 2012</b><br><br>To agree the minutes as a true record of the meeting.  | (Pages 1<br>- 10)      |
| <b>3</b> | <b>DECLARATIONS OF INTEREST</b><br><br>To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.  | Agenda<br>Item<br>Only |
|          | <b>Notes:</b> <ul style="list-style-type: none"><li>• In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.</li><li>• Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.</li><li>• Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.</li><li>• Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.</li></ul> |                        |
| <b>4</b> | <b>QUESTIONS AND PETITIONS</b><br><br>To receive any questions or petitions.  | Agenda<br>Item<br>Only |
|          | <b>Notes:</b> <ol style="list-style-type: none"><li>1. The deadline for Member's questions is 12.00pm four working days before the meeting (Thursday 8 November 2012).</li><li>2. The deadline for public questions is seven days before the meeting (Tuesday 6 November 2012).</li><li>3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.</li></ol>  |                        |
| <b>5</b> | <b>RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE</b><br><br>There have been no referrals to Cabinet from the previous meeting, so there are no responses to report.   | Agenda<br>Item<br>Only |
| <b>6</b> | <b>FORWARD WORK PROGRAMME</b><br><br>The Committee is asked to review its Forward Work Programme ( <b>Item 6a</b> ). Also attached is a document updating progress on Select Committees' current task groups ( <b>Item 6b</b> ).  | (Pages<br>11 - 22)     |

- 7 RECOMMENDATION TRACKER** (Pages 23 - 30)
- The Committee is asked to monitor progress on the implementation of recommendations from previous meetings.
- 8 TASK GROUP SCOPING DOCUMENT** (Pages 31 - 36)
- Purpose of report:** Policy Development & Review
- To consider the scoping document for the AIS Business Process Review.
- 9 COMPLETED AUDIT REPORTS** (Pages 37 - 40)
- Purpose of the report:** Scrutiny of Services
- The purpose of this report is to inform Members of the Internal Audit reports that have been completed since the last report to this Committee in October 2012.
- 10 2012/13 QUARTER TWO BUSINESS REPORT** (Pages 41 - 116)
- Purpose of the report:** Scrutiny of Services and Budgets / Performance Management.
- The Quarter Two Cabinet Business Report, received by the Cabinet on 23 October 2012, is provided to support the Council Overview and Scrutiny Committee in its performance, finance and risk monitoring role (for all Council services), enabling them to discuss and identify specific and relevant issues for further discussion at relevant Select Committees.
- 11 SURREY-I** (Pages 117 - 126)
- Purpose of the report:** Scrutiny of Services and Budgets
- To provide an update to the Committee on the implementation and development of Surrey-i; and to ask the Committee for comments and feedback to help shape the next phase of development for Surrey-i.
- 12 PROCUREMENT PARTNERSHIP WITH EAST SUSSEX COUNTY COUNCIL** (Pages 127 - 130)
- Purpose of the report:** Scrutiny of Services and Budgets
- The purpose of this report is to provide an update of progress to date in establishing a Procurement Partnership between Surrey County Council and East Sussex County Council.

**13 DATE OF NEXT MEETING**

Agenda  
Item  
Only

The next meeting of the Committee will be held at 10am on 5 December 2012.

**David McNulty**  
**Chief Executive**

Published: 06 November 2012

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- Distract other people
- Interrupt presentations and debates
- Mean that you miss a key part of the discussion

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