

## Notice of Meeting

# Council Overview & Scrutiny Committee



**Date & time**  
**Wednesday, 5**  
**December 2012**  
**at 10.00 am**

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

**Contact**  
Bryan Searle or Andrew  
Spragg  
Room 122, County Hall  
Tel 020 8541 9019 or 020  
8213 2673

**Chief Executive**  
David McNulty

bryans@surreycc.gov.uk or  
andrew.spragg@surreycc.gov  
.uk

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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 or Andrew Spragg on 020 8541 9019 or 020 8213 2673.

### 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

### 1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

### 2 MINUTES OF THE PREVIOUS MEETING: 14 NOVEMBER 2012

(Pages 1  
- 10)

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

### 3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

#### **Notes:**

- 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.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

### 4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

#### **Notes:**

1. The deadline for Member's questions is 12.00pm four working days before the meeting (Thursday 29 November 2012).
2. The deadline for public questions is seven days before the meeting (Tuesday 27 November 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

(Pages  
11 - 14)

To provide feedback from Cabinet on issues and comments raised by the Council Overview & Scrutiny Committee at its meeting on 14 November 2012.

### 6 RECOMMENDATION TRACKER

(Pages  
15 - 30)

The Committee is asked to monitor progress on the implementation of recommendations from previous meetings.

- 7 FORWARD WORK PROGRAMME** (Pages 31 - 44)  
The Committee is asked to review its Forward Work Programme.
- 8 CHANGE & EFFICIENCY SERVICE REVIEW - FINANCE** (Pages 45 - 50)  
**Purpose of report:** Scrutiny of Services and Budgets  
To update the Committee on the progress of the Financial Management Public Value Review.
- 9 BUDGET MONITORING REPORT** (Pages 51 - 76)  
**Purpose of report:** Scrutiny of Services & Budgets  
To review the month end budget report and make recommendations as appropriate.
- 10 COMPLETED AUDIT REPORTS** (Pages 77 - 94)  
**Purpose of report:** Scrutiny of Services and Budgets  
The purpose of this report is to inform Members of the Internal Audit reports that have been considered since the last meeting in November 2012 and to provide an update on management action plans for audits previously reported to this Committee.
- 11 CHANGE & EFFICIENCY REVIEW - SHARED SERVICE CENTRE** (Pages 95 - 98)  
**Purpose of report:** Scrutiny of Services and Budgets  
To update the Committee on developments in the Shared Service Centre.
- 12 SUPERFAST BROADBAND** (Pages 99 - 102)  
**Purpose of report:** Policy Development and Review  
To scrutinise implementation of the Superfast Broadband contract, including details of the proposed governance arrangements and organisation structure for the Joint Services Centre and delivery arrangements.
- 13 STAFFING BUDGET - STAFF NUMBERS AND MANAGEMENT OF VACANCIES** (Pages 103 - 126)  
**Purpose of report:** Scrutiny of Services and Budgets.  
To consider a review in to the way staff and vacancy numbers are calculated and managed with the objective of understanding the impact these practices have on budgeting, operational efficiency and costs for Surrey County Council.

#### 14 DATE OF NEXT MEETING

The next meeting of the Committee will be held at 10am on 1 February 2013.

**David McNulty**  
**Chief Executive**  
Published: 27/11/12

#### **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 discussion

**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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