

Notice of Meeting

Council Overview & Scrutiny Committee



Date & time
Friday, 1 February
2013
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: 5 DECEMBER 2012

(Pages 1
- 12)

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 (28 January 2013).
2. The deadline for public questions is seven days before the meeting (25 January 2013).
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

No referrals were made to Cabinet at the last meeting so there were no responses to report.

6 BUSINESS PLANNING 2013-2018

(Pages
13 - 140)

Scrutiny of the draft budget for 2013/2014

- 7 BUDGET MONITORING REPORT** (Pages 141 - 186)
Purpose of the report: Scrutiny of Services and Budgets
- This report presents the revenue and capital budget monitoring up-date for December 2012 with projected year-end outturn.
- 8 RECOMMENDATION TRACKER** (Pages 187 - 198)
The Committee is asked to monitor progress on the implementation of recommendations from previous meetings.
- 9 FORWARD WORK PROGRAMME** (Pages 199 - 204)
The Committee is asked to review its Forward Work Programme.
- 10 COMPLETED AUDIT REPORTS** (Pages 205 - 218)
Purpose of 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 December 2012 and provide an update on management action plans for audits previously reported to this Committee.
- 11 CHANGE & EFFICIENCY SERVICE REVIEW - IMT** (Pages 219 - 224)
Purpose of the report: Scrutiny of Services Performance
- This report is going to the Select Committee to provide an update on a number of IT matters including :
1. Novell, and the explanation of unplanned outages experienced late 2012
 2. An update on planned PVR savings
 3. Windows 8 implementation plans
 4. Management/security of laptops and other mobile equipment
 5. Status update on current IMT projects
- 12 2012/13 QUARTER THREE BUSINESS REPORT** (Pages 225 - 292)
Purpose of the report: Scrutiny of Services and Budgets / Performance Management.
- The Quarter Three Cabinet Business Report, to be received by the Cabinet on 5 February 2013, 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.

13 STAFFING BUDGET - STAFF NUMBERS AND MANAGEMENT OF VACANCIES

(Pages
293 -
316)

Purpose of report: Scrutiny of Services and Budgets

The Council Overview & Scrutiny Committee considered a report on staffing budgets, numbers, vacancies and associated costs at its meeting in April 2012. As a result, it was recommended that further investigation be carried out into 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 hence the actual costs for the organisation.

A review was carried out by Zully Grant-Duff and Mark Brett-Warburton on behalf of the Committee. This report sets out their findings and recommendations for the Committee's consideration.

14 DATE OF NEXT MEETING

The next meeting of the Committee will be held at 10am on 13 February 2013.

David McNulty
Chief Executive

Published: Date Not Specified

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