

## Notice of Meeting

# Council Overview & Scrutiny Committee



**Date & time**  
**Wednesday, 30**  
**April 2014**  
**at 10.30 am**

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

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

**Chief Executive**  
David McNulty

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or  
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 bryans@surreycc.gov.uk or jisa.prasannan@surreycc.gov.uk or 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 Bryan Searle, Jisa Prasannan or Andrew Spragg on 020 8541 9019 or 020 8213 2673.**

### Members

Mr Nick Skellett CBE (Chairman), Mr Eber A Kington (Vice-Chairman), Mr Mark Brett-Warburton, Mr Bill Chapman, Mr Stephen Cooksey, Mr Bob Gardner, Dr Zully Grant-Duff, Mr David Harmer, Mr David Ivison, Mr Adrian Page, Mrs Denise Saliagopoulos, Mr Chris Townsend, Mrs Hazel Watson, Mr Keith Witham and Mrs Victoria Young

### Ex Officio Members:

Mr David Munro (Chairman of the County Council) and Mrs Sally Ann B Marks (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: 2 APRIL 2014**

(Pages 1  
- 14)

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 (24 March 2014).
2. The deadline for public questions is seven days before the meeting (23 March 2014).
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  
15 - 28)

On 2 April 2014 the Committee made a number of recommendations following consideration of a report from the Impacts of Welfare Reform Task Group. These were considered at the Cabinet meeting on 22 April 2014, and a response is attached.

Please note that **annex A** referred to in the enclosed report to Cabinet has not been included, as this was published in the agenda papers for the previous Council Overview & Scrutiny Committee meeting on 2 April 2014.

- 6 INTERNAL AUDIT: REVIEW OF APPRAISALS 2013/14** (Pages 29 - 46)
- Purpose of the report:** Performance Management
- To outline the forward plan for recording and reporting on appraisals at Surrey County Council.
- This is in response to the attached audit report and, in particular, the actions planned to address the recommendation for 'significant improvement' to monitoring appraisal completion.
- 7 FLASH OUTTURN REPORT FOR 2013/14 AND PROPOSED CARRY FORWARD REQUESTS TO 2014/15** (Pages 47 - 60)
- Purpose of the report:**
- This report presents the revenue and capital budget outturn for 2013/14 and proposed carry forward requests to 2014/15
- 8 REVIEW OF CENTRAL AND DIRECTORATE COMMUNICATIONS FUNCTIONS** (Pages 61 - 82)
- Purpose of the report:** Scrutiny of Services and Budgets
- To provide the committee with an outline of how the communications service supports the organisation through the communications and engagement strategy, and to demonstrate how the reduction in spending will be achieved in 2014/15.
- 9 RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME** (Pages 83 - 110)
- The Committee is asked to monitor progress on the implementation of recommendations from previous meetings, and to review its Forward Work Programme. The Committee is also asked to review the scoping document for the Flooding Task Group (Environment & Transport Select Committee).
- 10 DATE OF NEXT MEETING**
- The next meeting of the Committee will be held at 10.30am on 4 June 2014.

**David McNulty**  
**Chief Executive**  
Published: Tuesday, 22 April 2014

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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