## **Notice of Meeting**

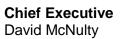
# **Council Overview Board**



Date & time Wednesday, 14 December 2016 at 10.00 am

Place Ashcombe Suite County Hall Penrhyn Road Kingston upon Thames KT1 2DN **Contact** Ross Pike or Emma O'Donnell Room 122, County Hall Tel 020 8541 7368

ross.pike@surreycc.gov.uk emma.odonnell@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 9122, 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 democratic.services@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Ross Pike on 020 8541 7368.

#### Members

Mr Steve Cosser (Chairman), Mr Eber Kington (Vice-Chairman), Mr Mark Brett-Warburton, Mr Bill Chapman, Mr Stephen Cooksey, Mr Bob Gardner Mr Michael Gosling, Dr Zully Grant-Duff, Mr David Harmer, Mr David Ivison, Mr Nick Harrison, Mr Colin Kemp, Mrs Denise Saliagopoulos, Mrs Hazel Watson and Mr Keith Witham

#### **Ex Officio Members:**

Mrs Sally Ann B Marks (Chairman of the County Council) and Mr Nick Skellett CBE (Vice-Chairman of the County Council)

### TERMS OF REFERENCE

The Board is responsible for the following areas:

Performance, finance and risk monitoring for all	HR and Organisational Development
Council Services	
Budget strategy/Financial Management	IMT
Improvement Programme, Productivity and	Procurement
Efficiency	
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

#### <u>PART 1</u> IN PUBLIC

### 1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

#### 2 MINUTES OF THE PREVIOUS MEETING: 3 NOVEMBER 2016

(Pages 1 - 12)

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

#### 3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- 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)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

#### 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 8 December 2016)
- 2. The deadline for public questions is seven days before the meeting (Wednesday 7 December 2016).
- 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 SCRUTINY BOARD

There are no responses to report.

#### 6 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME

(Pages 13 - 26)

The Scrutiny Board is asked to monitor progress on the implementation of recommendations from previous meetings, and to review its Forward Work Programme.

#### 7 PROPERTY SERVICES: STRATEGIC AND OPERATIONAL UPDATE

This report explains the Council's Strategic Property Management Plan, provides the data and outcomes from the workplace utilisation study and the Future Planned Approach (FPA) to the estate.

#### 8 AGENCY STAFFING UPDATE

This report is a follow up to the Agency Staffing update report presented to the Board in July 2016.

#### 9 PRELIMINARY BUDGET RECOMMENDATIONS

This report outlines the work undertaken by Scrutiny Boards on their services' budget planning and the outcomes of this work to date.

#### **10 DATE OF NEXT MEETING**

The next meeting of the Board will be held at 10:00am on Wednesday 18 January 2017.

David McNulty Chief Executive Published: 6 December 2016

#### MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

#### Thank you for your co-operation

(Pages 27 - 36)

(Pages 37 - 50)

(Pages 51 - 56)