

## 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

**Chief Executive**  
David McNulty

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**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](mailto: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 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: 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** (Pages 27 - 36)

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** (Pages 37 - 50)

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

**9 PRELIMINARY BUDGET RECOMMENDATIONS** (Pages 51 - 56)

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.

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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*