

Notice of Meeting

Corporate Services Select Committee



Date & time

Wednesday, 7
March 2018 at
10.00 am

Place

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

Contact

Huma Younis
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Tel 020 8213 2725

huma.younis@surreycc.gov.uk

Acting Chief Executive

Julie Fisher



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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 Huma Younis on 020 8213 2725.

Elected Members

Dr Zully Grant-Duff (Chairman), Dr Andrew Povey (Vice-Chairman), Mr Mike Bennison, Mr Mark Brett-Warburton, Mr Will Forster, Mr Naz Islam, Mr Graham Knight, Mr Andy MacLeod, Mrs Sinead Mooney, Mr Mark Nuti, Mr Wyatt Ramsdale and Mr Richard Walsh

TERMS OF REFERENCE

The Committee is responsible for the following areas:

Policy development, scrutiny and performance, finance & risk monitoring for central services:

- Finance
- Property estate and facilities management
- Emergency and Contingency Planning
- HR and Organisational Development
- IMT
- Procurement
- Legal and Democratic Services
- Orbis Partnership
- Communications
- Other Support Functions

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING (6 DECEMBER 2017)

(Pages 1
- 8)

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 (28 February 2018).
2. The deadline for public questions is seven days before the meeting (27 February 2018).
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 9
- 12)

At the 6 December 2017 Corporate Services Select Committee meeting it was agreed that any key comments raised by the Committee on the Orbis business plan and the Orbis Public Law business plan would be reported to the Cabinet Member for Property and Business Services. A letter from the Chairman was sent to the Cabinet Member on 8 January 2018. A response from the Cabinet Member was received on 19 February 2018. Please find both letters attached.

6 FORWARD WORK PROGRAMME AND RECOMMENDATIONS TRACKER (Pages 13 - 16)

The Committee is asked to monitor progress on the implementation of recommendations from previous meetings and to review its forward work programme.

7 EMERGENCY MANAGEMENT, BUSINESS CONTINUITY AND LOCAL RESILIENCE (Pages 17 - 24)

The report outlines the current progress and issues relating to recent incidents and the requirement to learn and improve the response by Surrey County Council in coordination with our partners to support the needs of residents.

8 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT STRATEGY (Pages 25 - 52)

This reports sets out the organisational context in which the HR & OD service delivers services. The report includes the aims and measures of the HR & OD strategy and information on key workforce management issues including training, appraisal, wellbeing, attendance and workforce planning.

9 CORPORATE HEALTH AND SAFETY ACTION PLAN 2017- 18 (Pages 53 - 70)

The Select Committee is asked to review the 2017–18 Health and Safety Action Plan and support the development of the 2018-19 Action Plan.

10 DATE OF NEXT MEETING

The next meeting of the Committee will be held at 10:00am on 13 June 2018.

Julie Fisher
Acting Chief Executive
Published: 26 February 2018

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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