

**OVERVIEW AND SCRUTINY WORK PROGRAMME
November 2012 to March 2013**

(items added or changed since the previous meeting are highlighted in **BOLD**).

December 2012				
Date	Title	Description	Accountable Officer	Method of Handling
5/12/12	Budget Monitoring Report	To review the month end budget report and make recommendations as appropriate	Kevin Kilburn	Report to Committee
5/12/12	Completed Audit Reports	To update the Committee on the Internal Audit reports completed since the previous meeting, and to consider those reports on services within the Committee's remit where concerns have been identified.	Sue Lewry-Jones	Report to Committee
5/12/12	Change & Efficiency Service Review – Finance	To receive an update on the Finance PVR	Sian Ferrison	•
05/12/12	Staffing Budget – Staff Numbers and Management of Vacancies	To consider the findings and recommendations of a review led by Zully Grant-Duff and Mark Brett-Warburton. [Item deferred from October 2012]	Bryan Searle	Report to Committee

5/12/12	Change & Efficiency Service Review – Shared Service Centre	Detailed review of the Shared Service Centre. [Item deferred from November 2012]	Simon Pollock	Report to Committee, including <ul style="list-style-type: none"> • Service Strategy • Service Delivery Plan • PVR update • Performance information
5/12/12	Superfast Broadband	To scrutinise implementation of the Superfast Broadband contract, including details of the proposed governance arrangements and organisation structure for the Joint Operations Centre, and delivery arrangements.	Ben Skipp	Report to Committee

February 2013 (NB date changed to 1 February 2013)				
Date	Title	Description	Accountable Officer	Method of Handling
1/2/13	Budget Monitoring Report	To review the month end budget report and make recommendations as appropriate	Kevin Kilburn	Report to Committee
1/2/13	Completed Audit Reports	To update the Committee on the Internal Audit reports completed since the previous meeting, and to consider those reports on services within the Committee's remit where concerns have been identified.	Sue Lewry-Jones	Report to Committee

1/2/13	Change & Efficiency Service Review – IMT	Detailed review of the IMT service (focus to be confirmed, but to include an update on Citrix issues.)	Paul Brocklehurst	Report to Committee, including <ul style="list-style-type: none"> • Service Strategy • Service Delivery Plan • PVR update • Performance information
1/2/13	Business Planning 2013-2018	Scrutiny of the draft budget for 2013/2014	Sheila Little/Susie Kemp	Report to Committee

February 2013				
Date	Title	Description	Accountable Officer	Method of Handling
13/2/13	Budget Monitoring Report	To review the month end budget report and make recommendations as appropriate.	Kevin Kilburn	Report to Committee
13/2/13	Completed Audit Reports	To update the Committee on the Internal Audit reports completed since the previous meeting, and to consider those reports on services within the Committee's remit where concerns have been identified.	Sue Lewry-Jones	Report to Committee
13/2/13	Communications Team	To review the draft recommendations from the One Team Communications Review and how the service objectives link to the Corporate Strategy.	Louise Footner	Report to Committee
13/2/13	Superfast Broadband – Quarterly Monitoring	To scrutinise implementation of the Superfast Broadband contract.	Ben Skipp	Report to Committee
13/2/13	Change & Efficiency Service Review: Property	Property Service performance, the status of capital schemes and challenges faced by the service (follow-up to discussion at the meeting in September 2012). The report will also include further details of the staffing structure prior to and following the reorganisation and the savings achieved by bringing services back in-house.	John Stebbings	Report to Committee

To be scheduled/possible future items:

- *Meeting with the Chief Executive of Surrey Connects*
- *Quality Board*
- *Surrey First*
- *Business Continuity – to discuss arrangements in relation to the Public Health team, IMT and Property.*