



**BARRY KEEL**  
Chief Executive  
Floor 1 - Civic Centre  
Plymouth  
PL1 2AA

[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)

Date 12/01/10 Telephone Enquiries 01752 304469 Fax 01752 304819  
Please ask for Ross Jago, Democratic Support Officer e-mail [ross.jago@plymouth.gov.uk](mailto:ross.jago@plymouth.gov.uk)

## **SUPPORT SERVICES OVERVIEW AND SCRUTINY PANEL**

**DATE: THURSDAY 21 JANUARY 2010**  
**TIME: 10.00 AM**  
**PLACE: COUNCIL HOUSE (NEXT TO THE CIVIC CENTRE)**

### **Committee Members–**

Councillor James, Chair  
Councillor Lowry, Vice Chair  
Councillors Berrow, Dann, Sam Leaves, Lock, Stark, Stevens and Thompson

### **Substitutes–:**

Any Member other than a Member of the Cabinet may act as a substitute member provided that they do not have a personal and prejudicial interest in the matter under review.

***Members are invited to attend the above meeting to consider the items of business overleaf.***

***Members and Officers are requested to sign the attendance list at the meeting.***

BARRY KEEL  
CHIEF EXECUTIVE

# **SUPPORT SERVICES OVERVIEW AND SCRUTINY PANEL**

## **PART I (PUBLIC PANEL)**

### **AGENDA**

#### **1. APOLOGIES AND SUBSTITUTIONS**

To receive apologies for non-attendance by panel members and to note the attendance of substitutes in accordance with the Constitution.

#### **2. DECLARATIONS OF INTEREST**

Members will be asked to make declarations of interest in respect of items on this agenda.

#### **3. MINUTES**

**(Pages 1 - 4)**

To confirm the minutes of the last Support Services Overview and Scrutiny Panel held on 26 November 2009.

#### **4. CHAIR'S URGENT BUSINESS**

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

#### **5. FEEDBACK FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

To receive a briefing on the contract award process as referred by the Overview and Scrutiny Management Board.

#### **6. INTRODUCTION TO NEW OFFICERS:**

##### **6.1. ASSISTANT DIRECTOR FOR DEMOCRACY AND GOVERNANCE**

The committee will meet the recently appointed Assistant Director for Democracy and Governance.

##### **6.2. ASSISTANT DIRECTOR OF HUMAN RESOURCES**

The committee will meet the recently appointed Assistant Director for Human Resources.

### 6.3. HEAD OF FINANCE

The committee will meet the recently appointed Head of Finance.

### 6.4. HEAD OF VALUE FOR MONEY

The committee will meet the recently appointed Head of Value for Money.

## 7. **CIP 14 - VALUE FOR MONEY - SUSTAINABILITY**

To receive a presentation on the sustainability element of Corporate Improvement Priority 14.

## 8. **REVIEW OF LOCAL STRATEGIC PARTNERSHIP BACK OFFICE FUNCTION**

To receive a presentation on the role and key issues of the Local Strategic Partnership back office function.

## 9. **COMMUNICATIONS STRATEGY (TO FOLLOW)**

To receive an update on the Internal Communications Strategy.

## 10. **STAFF SURVEY** **(Pages 5 - 12)**

To receive information on positive changes made as a direct result of the last staff survey.

## 11. **FEEDBACK FROM WORKING GROUPS**

To receive feedback on the progress of working groups since the Panel last met.

## 12. **TRACKING RESOLUTIONS** **(Pages 13 - 14)**

To monitor progress on previous resolutions.

## 13. **WORK PROGRAMME** **(Pages 15 - 16)**

To receive the panel's work programme for 2009/2010.

## 14. **EXEMPT BUSINESS**

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph(s) ... of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

## **PART II (PRIVATE PANEL)**

**MEMBERS OF THE PUBLIC TO NOTE** that under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

Nil.