



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

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

Date 09/03/10 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 18 MARCH 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**

### **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 - 6)**

To confirm the minutes of the last Support Services Overview and Scrutiny Panel held on 21 January 2010.

### **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 matters as referred by the Overview and Scrutiny Management Board.

### **6. ACCOMMODATION BUSINESS PLAN**

To receive an update on the business plan for the Accommodation Strategy from the Head of Corporate property

### **7. COMMUNICATIONS STRATEGY**

To receive an update Internal and External communications strategies from the Head of Corporate Communications.

### **8. UPDATE ON CONSULTATION EVENTS**

The panel will receive an update on the outcomes of recent consultation events from the Policy and Performance Officer.

### **9. QUARTERLY REPORT**

**(Pages 7 - 12)**

To consider the Support Services Overview and Scrutiny Panel's quarterly report.

### **10. UPDATE ON APPRAISAL PROCESS**

The Assistant Director will provide the panel with an update on the appraisals process.

**11. WORK PROGRAMME (Pages 13 - 14)**

To consider the panels work programme.

**12. TRACKING RESOLUTIONS (Pages 15 - 16)**

To monitor progress on previous resolutions.

**13. EXEMPT BUSINESS**

There are no items of exempt business.