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

**DATE: THURSDAY 10 MARCH 2011**  
**TIME: 10AM**  
**PLACE: COUNCIL HOUSE (NEXT TO THE CIVIC CENTRE)**

### **Committee Members–**

Councillor James, Chair  
Councillor Lowry, Vice Chair  
Councillors Berrow, Browne, Dann, Lock, Murphy, Stark and Thompson

### **Co-opted Representatives**

Janet Isaac, University of Plymouth

### **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.***

***Please note that, unless the Chair agrees, mobile phones should be switched off and speech, video and photographic equipment should not be used during meetings.***

**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 - 10)**

To confirm the minutes of the Support Services Overview and Scrutiny Panel held on 27 January 2011.

#### **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. TRACKING RESOLUTIONS AND FEEDBACK FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

**(Pages 11 - 12)**

To receive a copy of the panel's tracking resolutions and any feedback from the Overview and Scrutiny Management Board on issues which concern this panel.

#### **6. REVENUES AND BENEFITS UPDATE**

**(Pages 13 - 36)**

The Director for Corporate Support will submit a report to the panel giving an update on the Revenues and Benefits Service.

#### **7. ACCOMMODATION, PEOPLE'S AND ICT STRATEGIES**

The Assistant Head of Asset Management, Head of HR and Organisational Development and the Assistant Director for ICT will provide a presentation on the Accommodation, People's and ICT strategies.

#### **8. INVEST TO SAVE PROJECTS**

The panel will receive a verbal update on the 'Invest to Save' projects.

**9. PROCURE TO PAY UPDATE (Pages 37 - 38)**

The panel will receive an overview and a progress update on the 'Procure to Pay' initiative.

**10. VALUE FOR MONEY (VFM) QUARTERLY UPDATE**

The panel will receive a VFM quarterly update on the ethos of VFM across the council.

**11. BUDGET AND PERFORMANCE REPORT (Pages 39 - 50)**

To receive an update report on budget and performance.

**12. WORK PROGRAMME (Pages 51 - 52)**

To receive the panel's work programme for 2010/2011.

**13. 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.