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

**DATE: THURSDAY 27 JANUARY 2011**  
**TIME: 10.00AM**  
**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

### **Substitutes–:**

Any Member other than a Member of the Cabinet may act as a substitute member.

***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 3 November 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. 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 Board on issues which concern this panel.

**6. CORPORATE TRANSFORMATION PROGRESS REVIEW**

The Panel will receive a presentation on the Corporate Transformation Programme.

**7. MEMBER AND LEARNING DEVELOPMENT**

**(Pages 13 - 18)**

To receive an update from the Assistant Director for Democracy and Governance on member learning and development.

**8. LEGAL SERVICES DEPARTMENTAL UPDATE**

To receive an update from the Assistant Director for Democracy and Governance on the success rates and productivity of the legal services department.

- 9. PROGRESS UPDATE APPRAISALS 2010** (Pages 19 - 22)
- To receive an update from the Head of Organisational Development on the results from the appraisal system.
- 10. QUARTERLY SCRUTINY REPORT** (Pages 23 - 28)
- To approve the Support Services Overview and Scrutiny report for the second quarter.
- 11. BUDGET AND PERFORMANCE REPORT** (Pages 29 - 48)
- To receive an update report on budget and performance.
- 12. WORK PROGRAMME** (Pages 49 - 50)
- To receive the panel's work programme for 2010/11.
- 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.