

BEST ACHIEVING
COUNCIL OF THE YEAR



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Chief Executive

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Date: 30 August 2011

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SUPPORT SERVICES OVERVIEW AND SCRUTINY PANEL

Date: Thursday 15 September 2011
Time: 10.00 am
Venue: Warspite Room, Council House

Members:

Councillor James, Chair

Councillor Lowry, Vice Chair

Councillors Berrow, Casey, Delbridge, Evans, Lock, Murphy, Rennie, Reynolds, Stark and Stevens.

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 of the meeting agrees, mobile phones should be switched off and speech, video and photographic equipment should not be used in meetings.

Barry Keel
Chief Executive

SUPPORT SERVICES OVERVIEW AND SCRUTINY PANEL

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non-attendance by panel members.

2. DECLARATIONS OF INTEREST

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

3. MINUTES (Pages 1 - 8)

To confirm the minutes of the Support Services Overview and Scrutiny Panel held on 21 July 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. ANNUAL OVERVIEW AND SCRUTINY REPORT (Pages 9 - 18) 2010/11

The panel will be provided with the Annual Overview and Scrutiny Report 2010/11.

6. RELOCATION OF THE REGISTER OFFICE TO POUNDS HOUSE

The Head of Capital and Assets will provide an update on the relocation of the Register Office to Pounds House.

7. SCHOOL ACADEMY TRANSFER UPDATE (Pages 19 - 22)

The Assistant Director for Human Resources and Organisational Development will provide an update on School Academy Transfers.

8. LOCAL CARBON FRAMEWORK (Pages 23 - 32)

The panel will receive an update on the Local Carbon Framework.

9. CORONERS SERVICE REVIEW

To receive a presentation giving an update from the Head of Legal Services on the Coroner's Service.

10. CASHIERS SERVICE AND PAY POINT REVIEW (Pages 33 - 36)

To receive a position statement on the Cashiers Services and Pay Point review.

11. VALUE FOR MONEY (VFM) UPDATE

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

12. TASK AND FINISH GROUPS

- a. Impact of the restructure in Revenues and Benefits, Customer Services, Cashiers and Incomes and Creditors (Pages 37 - 40)**

The Panel will be asked to consider the PID and approve the membership of the Task and Finish Group.

(Overview and Scrutiny Management Board minute (122 (2) refers).

13. TRACKING RESOLUTIONS AND FEEDBACK FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD (Pages 41 - 44)

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.

14. WORK PROGRAMME (Pages 45 - 46)

To receive the panel's work programme for 2011/2012.

15. 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 I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

AGENDA

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.

