

**BEST ACHIEVING**  
COUNCIL OF THE YEAR



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

**Date:** Thursday 24 November 2011  
**Time:** 10am  
**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 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 Support Services Overview and Scrutiny Panel held on 27 October 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. SICKNESS POLICY REVIEW - PRESENT AND PRODUCTIVE WORKFORCE (Pages 5 - 22)**

To receive a report from the Assistant Director for HR and Organisational Development on the present and productive workforce.

#### **6. APPRAISAL REPORT (Pages 23 - 32)**

To receive a report from the Assistant Director for HR and Organisational Development on appraisals for staff and agency staff.

#### **7. VALUE FOR MONEY (VFM) UPDATE**

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

#### **8. EXTRACT FROM PERFORMANCE AND FINANCE REPORT (Pages 33 - 62)**

To receive an extract from the Performance and Finance report.

**9. BI-ANNUAL SCRUTINY REPORT (Pages 63 - 70)**

The panel will receive a copy of the bi-annual scrutiny report.

**10. TRACKING RESOLUTIONS AND FEEDBACK FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD (Pages 71 - 104)**

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.

**11. WORK PROGRAMME (Pages 105 - 106)**

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

**12. 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.