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Date: 21 June 2012

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SUPPORT SERVICES OVERVIEW AND SCRUTINY PANEL

Date: Monday 2 July 2012

Time: 3.30 pm

Venue: Warspite Room, Council House

Members:

Councillor Murphy, Chair

Councillor Bowyer, Vice Chair

Councillors Casey, Churchill, Gordon, James, Martin Leaves, Parker, Rennie, 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.

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Interim Chief Executive

SUPPORT SERVICES OVERVIEW AND SCRUTINY PANEL

AGENDA

PART I – PUBLIC MEETING

1. TO NOTE THE CHAIR AND VICE-CHAIR

The panel will note the appointment of the Chair and Vice Chair for the municipal year 2012 - 2013.

2. APOLOGIES AND SUBSTITUTIONS

To receive apologies for non-attendance by panel members and to note the attendance of substitutes in accordance with the Constitution.

3. CHAIR'S INTRODUCTION AND WELCOME

Councillor Murphy, Chair will give an introduction to the panel and welcome all members.

4. DECLARATIONS OF INTEREST

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

5. APPOINTMENT OF CO-OPTED REPRESENTATIVES

The panel will consider the appointment of co-opted representatives and/or confirm existing co-opted representatives.

6. MINUTES

(Pages 1 - 6)

To confirm the minutes of the Support Services Overview and Scrutiny Panel held on 15 March 2012.

7. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

8. TERMS OF REFERENCE

(Pages 7 - 10)

The panel will review its Terms of Reference.

9. OCCUPATIONAL HEALTH AND SICKNESS ABSENCE (Pages 11 - 26)

The panel will receive a report from the Assistant Director for HR and Organisational Development reviewing other authorities' occupational health and sickness absence.

10. EXTRACT FROM PERFORMANCE AND FINANCE REPORT (INCLUDING CAPITAL PROGRAMME UPDATE) (Pages 27 - 52)

To receive an extract from the Performance and Finance report.

11. CORPORATE SERVICES DEPARTMENTAL OVERVIEW

The Director for Corporate Services will provide an update to the panel showing the structure of Corporate Services as well as highlighting future projects and plans.

12. EXECUTIVE OFFICE DEPARTMENTAL OVERVIEW

The Head of Policy, Performances and Partnerships will provide an update to the panel showing the structure of the Executive Office as well as highlighting future projects and plans.

13. TRACKING RESOLUTIONS AND FEEDBACK FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD (Pages 53 - 54)

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 2012 - 2013 (Pages 55 - 56)

To receive the panel's draft work programme for 2012 - 2013.

15. FUTURE DATES AND TIMES OF MEETINGS

The panel is asked to note the dates of future meetings for the municipal year 2012 - 2013. All meetings will commence at 3:30pm –

Monday 6 August 2012
Monday 1 October 2012
Monday 19 November 2012
Monday 11 February 2013
Monday 8 April 2013

16. 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.