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NOTICE OF MEETING
OVERVIEW AND SCRUTINY COMMISSION

07 JUNE 2007

TO: ALL MEMBERS OF THE OVERVIEW AND SCRUTINY COMMISSION

You are requested to attend a meeting of the above Commission on **07 June 2007 at 7.30 pm** in the Council Chamber, Fourth Floor, Easthampstead House, Bracknell, to transact the business set out in the attached agenda.

Alison Sanders
Director of Corporate Services

Members of the Overview and Scrutiny Commission

Councillor Edger (Chairman)
Councillor Thompson (Vice-Chairman)

Councillors Baily, Mrs Beadsley, Mrs Birch, Browne, Brunel-Walker, Finnie, Leake, McLean,
Ms Whitbread and Worrall

Substitute Members of the Commission

Councillors Beadsley, Dudley, Kensall, Mrs Pile, Mrs Ryder, Mrs Shillcock and Simonds

Church Representative Members*

Mr G Anderson and Mr M G Gibbons

Parent Governor Representative Member*

Mr I Sharland

EMERGENCY EVACUATION INSTRUCTIONS

If you hear the alarm:

- 1 Leave the building immediately**
- 2 Follow the green signs**
- 3 Use the stairs not the lifts**
- 4 Do not re-enter the building until told to do so**

Alison Sanders, Director of Corporate Services
Easthampstead House, Town Square, Bracknell, Berkshire RG12 1AQ

* with voting rights in respect of education matters only.



INVESTOR IN PEOPLE

THE OVERVIEW AND SCRUTINY COMMISSION
07 June 2007 (7.30 pm)
Council Chamber, Fourth Floor, Easthampstead House, Bracknell.

AGENDA

- | | Page No |
|--|----------------|
| 1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS
To receive apologies for absence and to note the attendance of any substitute members. | |
| 2. MINUTES AND MATTERS ARISING
To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Commission held on 15 March 2007. | 1 - 8 |
| 3. DECLARATIONS OF INTEREST AND PARTY WHIP
Members are required to declare any personal or prejudicial interests and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting. | |
| 4. URGENT ITEMS OF BUSINESS
Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent. | |
| <u>Audit and Inspection</u> | |
| 5. ANNUAL AUDIT AND INSPECTION LETTER
To consider the Annual Audit and Inspection Letter of March 2007 from the Audit Commission, presented by Greg McKintosh (KPMG) and David Bryant (Audit Commission). | 9 - 28 |
| 6. INTERNAL AUDIT ANNUAL ASSURANCE REPORT AND STATEMENT ON INTERNAL CONTROL 2006/07
To consider the Internal Audit Annual Assurance Report and Statement on Internal Control 2006/07. | 29 - 50 |
| 7. AUDIT COMMITTEE RESPONSIBILITIES
To nominate two Members of the Overview and Scrutiny Commission to act as lead Members on audit issues. | |
| <u>Performance Monitoring</u> | |
| 8. DEPARTMENTAL OVERVIEW AND PERFORMANCE
To consider the latest trends, priorities and pressures in terms of the fourth 2006/07 Quarterly Operations Reports (previously circulated) for:

a. The Chief Executive's Office; and
b. Corporate Services | |

These can be viewed via <http://www.bracknell-forest.gov.uk/your-council/yc-council-performance/yc-measuring-council-performance.htm#qor>

Discussion with the Director of Corporate Services and the Assistant Chief Executive on possible Overview and Scrutiny coverage in 2007/08.

Holding the Executive to Account

9. **EXECUTIVE FORWARD PLAN** 51 - 60
- Forthcoming items on the Executive Forward Plan of a corporate nature are attached for consideration.

Other Overview and Scrutiny Activity

10. **PAST ACTIVITIES AND INDICATIVE WORK PROGRAMME** 61 - 66
- To receive a summary of the Commission's overview and scrutiny activities in the last three years and the indicative work programme endorsed by the previous Overview and Scrutiny Commission. Members of the Commission are invited to consider which issues they would like to include in their work programme for 2007/08.
11. **PANEL UPDATES**
- To receive verbal updates from Overview and Scrutiny Panel Chairmen, the Chairman of the Joint East Berkshire Health Overview and Scrutiny Committee, and from the lead Member on the Commission's Working Group on health funding.