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NOTICE OF MEETING

OVERVIEW AND SCRUTINY COMMISSION

05 JUNE 2008

TO: ALL MEMBERS OF THE OVERVIEW AND SCRUTINY COMMISSION

You are requested to attend a meeting of the above Commission on **05 June 2008 at 7.30 pm** in the **Kitty Dancy Room at Sandhurst Town Council**, 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 McLean (Vice-Chairman)

Councillors Mrs Birch, Brunel-Walker, Burrows, Finnie, Leake, Mrs Shillcock, Thompson, Virgo, Ms Whitbread and Worrall

Substitute Members of the Commission

Councillors Baily, Mrs Beadsley, Beadsley, Browne, Dudley, Mrs Pile and Wade

Church Representative Members*

Mr G S 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.**

THE OVERVIEW AND SCRUTINY COMMISSION
05 June 2008 (7.30 pm)
Kitty Dancy Room at Sandhurst Town Council.

AGENDA

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|--|----------------|
| 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 Overview and Scrutiny Commission held on 13 March 2008. | 1 - 6 |
| 3. DECLARATIONS OF INTEREST AND PARTY WHIP
Members are asked to declare any personal or prejudicial interest 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. | |
| 5. EXTERNAL AUDITOR'S ANNUAL AUDIT AND INSPECTION LETTER
To consider the Annual Audit and Inspection Letter of March 2008 from the Audit Commission, presented by Dr Steven Shuttleworth, Audit Commission. | 7 - 36 |
| 6. INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2007/08
To consider the Internal Audit Annual Assurance Report 2007/08. | 37 - 56 |
| 7. CORPORATE PERFORMANCE OVERVIEW REPORT
To consider the Chief Executive's Corporate Performance Overview Report for the third quarter (October to December) of 2007/08. | 57 - 120 |
| 8. PERFORMANCE MONITORING REPORTS (PMR)
To consider the latest trends, priorities and pressures in terms of the fourth quarter (January to March) of 2007/08 as reported in the PMRs for:

a. The Chief Executive's Office and
b. The Corporate Services Department | 121 - 210 |

Please bring the previously circulated Performance Monitoring Reports to the meeting. Copies are available on request and

attached to this agenda if viewed online.

9. **UPDATE ON THE LOCAL AREA AGREEMENT WORKING GROUP**
A verbal update from the Chairman.

10. **CPA CORPORATE ASSESSMENT FINAL AUDIT COMMISSION REPORT AND IMPROVEMENT PLAN** 211 - 260
To consider the Council's Corporate Assessment Improvement Plan, produced following the Audit Commission's publication of their final report on their Corporate assessment of the Council.

Copies of the Corporate Assessment Report (Appendix A) are available on request from Priya Patel (Tel: 01344 352281) or are attached to this agenda if viewed online. Alternatively the report can be viewed at:
www.bracknell-forest.gov.uk/corporate-assessment-report-february-2008.pdf

11. **ROAD TRAFFIC CASUALTIES - WORKING GROUP REPORT** 261 - 278
To note the report on Road Traffic Casualties by a Working Group of the Environment, Culture and Communities Scrutiny Panel.

12. **UPDATES FROM PANEL CHAIRMEN**
To receive verbal updates from Overview and Scrutiny Panel Chairmen and the Chairman of the Joint East Berkshire Health Overview and Scrutiny Committee.

13. **EXECUTIVE FORWARD PLAN** 279 - 284
Forthcoming items on the Executive Forward Plan of a corporate nature are attached for consideration.

14. **WORK PROGRAMME FOR 2008/09 MUNICIPAL YEAR** 285 - 290
To consider the indicative work programme for Overview and Scrutiny for 2008/09.