

## Governance Directorate

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TO: THE MAYOR AND MEMBERS  
OF THE CITY COUNCIL

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Your ref:

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MD

24 April 2015

Dear Sir / Madam

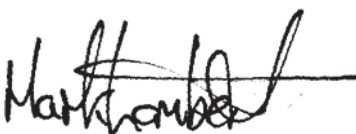
**RE: MEETING OF THE CITY COUNCIL –28 APRIL 2015**

I refer further to the revised Summons and papers recently circulated for the meeting of the City Council to be held on 28 April 2015 in the Council Chamber, Civic Centre, Carlisle.

Please find enclosed copies of the undernoted documentation which was marked "to follow" on the Summons:

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| Item 12 | Excerpts from the Minutes of the Resources Overview and Scrutiny Panel held on 16 April 2015 (ROSP.31/15) and the Environment and Economy Overview and Scrutiny Panel on 23 April 2015 (EEOSP.25/15) |
| Item 19 | Excerpt from the Minutes of the Audit Committee held on 13 April 2015 (AUC.28/15)  |

Yours faithfully



Director of Governance

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## **EXCERPT FROM THE MINUTES OF THE RESOURCES OVERVIEW AND SCRUTINY PANEL HELD ON 16 APRIL 2015**

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### **ROSP.31/15      OVERVIEW REPORT AND WORK PROGRAMME**

The Overview and Scrutiny Officer presented report OS.08/15 which provided an overview of matters that related to the work of the Resources Overview and Scrutiny Panel.

The Overview and Scrutiny Officer reported that the Notice of Key Executive Decisions had been published on 9 March 2015. The following items fell within the remit of the Panel:

KD 04/15 - 2014/15 Provisional Outturn Reports - The Executive would be asked to consider and approve the 2014/15 Provisional Outturn reports and make recommendations on any carry forward requests to Council on 14 July 2015

KD.05/15 - The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Strategy 2016/17 to 2020/21 - The Executive would be asked to consider the Council's Medium Term Financial Plan and Corporate Charging Policy, and the Council's Capital Strategy and make recommendations to Council on 8 September 2015.

Members did not raise any questions or comments on the items contained within the Notice of Key Decisions.

The draft Scrutiny Annual Report had been attached to the report at Appendix 1. The Overview and Scrutiny Officer had circulated the submissions from the Chairs of the Environment and Economy Overview and Scrutiny Panel and the Resources Overview and Scrutiny Panel.

The Overview and Scrutiny Officer reminded the Panel that the Peer Review had identified areas where Scrutiny had been effective and areas where it had not been effective. They recommended that the Scrutiny arrangements be reviewed with the possibility of restructure in the future. The Scrutiny Chairs Group had requested that a facilitated session by the Centre for Public Scrutiny take place for all Scrutiny Members to discuss the future of scrutiny and to identify areas which Members felt Scrutiny was doing well and areas that needed improvement. The facilitator left a set of questions for the Scrutiny Chairs Group to consider and this would take place in the next municipal year.

The Scrutiny Chairs Group met on 12 March to discuss the session and, although there were no structural changes recommended, they did agree that each Panel focused more on their work programmes and identify real, achievable actions. The first meeting of each Panel would be dedicated to the consideration and preparation of the Work Programme for the year. The Overview and Scrutiny Officer would meet with each Director prior to the first meetings to consider how they could help inform the work programmes.

A Member asked that more focussed scrutiny take place on the Asset Review and the Budget in the next municipal year.

The Overview and Scrutiny Officer drew Members attention to the number of call-ins which had been received and to some recommendations from the Scrutiny Chairs Group to some changes to the call-in process. The recommended changes were to allow substitute Members to exercise call-in powers and to change the deadline for holding a call-in meeting from 7 clear working days to 10 clear working days or, if deemed appropriate and with the agreement of all parties, the call-in could be heard at the next scheduled meeting of the relevant Overview and Scrutiny Panel.

The draft Annual Report included details of the training sessions which had been held for Scrutiny Members in 2014/15 and the attendance details. The Overview and Scrutiny Officer asked Members to consider any training or development that they would like in 2015/16.

A Member commented that the Budget Scrutiny training was held each year and it was difficult for Members to stay enthusiastic about training they had previously attended. The Chairman reminded the Panel that the financial regulations were constantly changing and it was therefore important to have regular budget training.

The Overview and Scrutiny Officer agreed to look at the budget training package for the next year.

RESOLVED – 1) That the Overview Report incorporating the Work Programme and Key Decision items relevant to this Panel (OS.08/15) be noted.

2) That the recommendations of the Scrutiny Chairs Group as set out in the Draft Scrutiny Annual Report 2014/15 be agreed for recommendation to Council.

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**EXCERPT FROM THE MINUTES OF THE  
ENVIRONMENT AND ECONOMY  
OVERVIEW AND SCRUTINY PANEL  
HELD ON 23 APRIL 2015**

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**EEOSP.25/15      OVERVIEW REPORT AND WORK PROGRAMME**

The Overview and Scrutiny Officer presented report OS.09/15 which provided an overview of matters relating to the work of the Environment and Economy Overview and Scrutiny Panel and included the latest version of the work programme and Key Decisions of the Executive which related to the Panel.

The Overview and Scrutiny Officer reported that the Notice of Key Executive Decisions, published on 9 March 2015, included the following items which fell within the remit of this Panel:

- KD.06/15 – Release of capital for Vehicle Replacement 2015/16 – the Executive will be asked to release Capital budget provision for 2015/16 of £1,109,000 to provide vehicles and plant in accordance with the five year plan.
- KD.07/15 – Public Realm – the item had been discussed earlier in the meeting.
- KD.08/15 – Durranshill Industrial Estate – the item was considered later in the meeting.
- KD.09/15 – Carlisle Old Town Hall Phase 2 – Contract Variations and Emergency Repairs – the item was considered later in the meeting.

The following items had been considered by the Executive on 7 April 2015 and the following item fell within the remit of this Panel:

EX.36/15 – Litter Bin Task and Finish Group – the initial responses to the Task Group report and recommendations were attached to the report as an appendix. Members of the Panel were requested to consider monitoring the implementation of the recommendations.

The draft Overview and Scrutiny Annual Report had been e-mailed twice to Members of the Panel for comment and a hard copy had been circulated with the agenda. The draft report had been agreed, via email, by the Scrutiny Chairs Group and would be considered by Council on 28 April. A copy of the final report had been circulated to all Members as part of their Council document pack.

The Overview and Scrutiny Officer reminded the Panel that the Peer Review had identified areas where Scrutiny had been effective and areas where it had not been effective. They recommended that the Scrutiny arrangements be reviewed with the possibility of restructure in the future. The Scrutiny Chairs Group had requested that a facilitated session by the

Centre for Public Scrutiny take place for all Scrutiny Members to discuss the future of scrutiny and to identify areas which Members felt Scrutiny was doing well and areas that needed improvement. The facilitator left a set of questions for the Scrutiny Chairs Group to consider and this would take place in the next municipal year.

The Scrutiny Chairs Group met on 12 March to discuss the session and, although there were no structural changes recommended, they did agree that each Panel focused more on their work programmes and identify real, achievable actions. The first meeting of each Panel would be dedicated to the consideration and preparation of the Work Programme for the year. The Overview and Scrutiny Officer would meet with each Director prior to the first meetings to consider how they could help inform the work programmes.

The Overview and Scrutiny Officer drew Members attention to the number of call-ins which had been received and to some recommendations from the Scrutiny Chairs Group to some changes to the call-in process. The recommended changes were to allow substitute Members to exercise call-in powers and to change the deadline for holding a call-in meeting from 7 clear working days to 10 clear working days or, if deemed appropriate and with the agreement of all parties, the call-in could be heard at the next scheduled meeting of the relevant Overview and Scrutiny Panel.

The draft Annual Report included details of the training sessions which had been held for Scrutiny Members in 2014/15 and the attendance details. The Overview and Scrutiny Officer asked Members to consider any training or development that they would like in 2015/16.

RESOLVED – 1) That the Overview Report incorporating the Work Programme and Key Decision items relevant to this Panel (OS.09/15) be noted.

2) That the Panel receive an update on the progress made against the recommendations made by the Litter Bin Task and Finish Group in six months' time.

3) That the recommendations of the Scrutiny Chairs Group as set out in the Draft Scrutiny Annual Report 2014/15 be agreed for recommendation to Council.

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**EXCERPT FROM THE MINUTES OF THE  
AUDIT COMMITTEE  
HELD ON 13 APRIL 2015**

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**AUC.28/15      AUDIT COMMITTEE'S ANNUAL REPORT 2014/15**

The Chairman presented report RD.03/15 summarising the work undertaken by the Audit Committee during the period from 14 April 2014 to 13 January 2015.

The existence of the Audit Committee and its work programme enabled the Council to demonstrate that it was following the recommended best practice of the CIPFA Practical Guidance for Audit Committees in Local Authorities. The Committee had strengthened the Council's internal control process through its ability to ensure that systems and controls were robust; that challenges were raised as appropriate; and that adequate follow-up procedures were in operation in relation to audit recommendations. That had been noted and commented on by the external Auditor's Audit Manager.

The Chairman further advised that the Terms of Reference attached to the report would be updated prior to presentation to Council.

Subject to the above, the Chairman recommended that the Audit Committee note and accept the report.

**RESOLVED** – That the Annual Report of the Audit Committee, which would be submitted to the City Council on 28 April 2015, be noted and accepted.