

# **Business and Transformation Scrutiny Panel**

**Agenda  
Item:**  
**A.2**

Meeting Date: 22 March 2018

Portfolio: Cross Cutting

Key Decision: No

Within Policy and  
Budget Framework

Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME

Report of: Policy & Communications Manager

Report Number: OS 07/18

## **Summary:**

This report provides an overview of matters related to the Business and Transformation Scrutiny Panel's work. It also includes the latest version of the work programme.

## **Recommendations:**

Members are asked to:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions
- Review the work programme and resolutions and make recommendations for the 2018/19 work programme

**Contact Officer:** Steven O'Keeffe

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**Appendices attached  
to report:**

1. **Business and Transformation Scrutiny Panel Work  
Programme 2017/18**

## 1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 9<sup>th</sup> February 2018. This was circulated to all Members. The following items fall within the remit of this Panel:

### *Items which have been included in the Panel's Work Programme:*

KD.34/17 Civic Centre - Ground Floor Reinstatement (this meeting)

KD.01/18 2017/18 Provisional Outturn Reports (May meeting)

### *Items which have not been included in the Panel's Work Programme:*

None

## 2. References from the Executive

There are no references from the Executive.

## 3. Progress on resolutions from previous meetings

The following table sets out the meeting date and resolution that requires following up. The status is presented as either 'completed', 'pending (date expected)' or 'outstanding'. An item is considered outstanding if no update or progress has been made after three panel meetings. All the completed actions will be removed from the list following the meeting. [WP is work programme]

No.	Meeting Date	Action	Status
1	15/2/2018	That the Finance Governance and Resources Portfolio Holder circulate the following information to Panel Members: <ul style="list-style-type: none"><li>- comparison data for previous years on service standard 10 – Average number of working days to process benefit claimants' changes of personal details.</li><li>- Discussion paper on the city centre redevelopment which had been presented to SMT in November 2017.</li></ul>	Pending (22/3/18)
2	15/2/2018	That the Chief Finance Officer circulate to the Panel Members further information on the following: <ul style="list-style-type: none"><li>- ICT project finances including the overspend</li><li>- Details of the revenue contribution to the Tennis Canopy Project</li></ul>	Pending (22/3/18)
3	15/2/2018	That the Chief Finance Officer change the term 'Permanent / Temporary' to 'Recurring / Non- recurring' with regard to virements.	Pending (22/3/18)
4	15/2/2018	That Finance, Governance and Resources Portfolio Holder provide a written response to the Panel regarding the overspend in the new Leisure Contract, if the GLL Reserve would be used to cover the overspend and whether the GLL Reserve would be required in the same amount going forward.	Pending (22/3/18)
5	15/2/2018	That the Chief Finance Officer circulate further information on the waste minimisation expenditure.	Pending (22/3/18)
6	4/1/2018	That a further update on the Customer Contact Centre be added to the Panel's future Work Programme	Pending (18/19 WP)

No.	Meeting Date	Action	Status
7	4/1/2018	That the settlement date for the Shaddongate Resource Centre be circulated to the Panel.	Pending (22/3/18)
8	4/1/2018	That the Town and Clerk and Chief Executive's 'Lessons Learned' report on the Flood 2015 be added to the Panel's future Work Programme	Pending (18/19 WP)
9	4/1/2018	That the Town Clerk and Chief Executive write to the Environment Agency asking them to provide support to flood risk properties as a preventative measure, that flood resilience grants are made available as a matter of course for flooded properties and to ask them if the issue regarding flood resilience grants to tenants in flats with management companies had been addressed.	Pending (22/3/18)
10	4/1/2018	That the Scrutiny Panels add specific capital programme schemes to their future Work Programme as they required.	Pending (Transformation Board)
11	5/12/2017	That the Panel recommend that the Chief Finance Officer consider changing the Charges Reports to an exception approach in future budget processes.	Pending (Dec. 2018)
12	5/12/2017	That a report detailing the impact of the closure of John Street Homeless Accommodation following the flood be added to the Panel's future Work Programme.	Pending (WP 18/19)
13	5/12/2017	That an update on grant/funding applications which the Council had submitted and information on their success be circulated to Members of the Panel;	Completed
14	14/9/2017	That the Panel support the proposed design the re-use of the Lodge and look forward to seeing the final designs at a future meeting;	Pending (Transformation Board)
15	3/8/2017	Asset Management of Kingstown Industrial Estate & Parkhouse Business Park Business. That the Panel receive a progress report on the Business Plan in six months' time.	Completed
16	3/8/2017	That future reports on information requests be submitted for scrutiny on an exception only basis.	Pending any exceptions

The Panel's current work programme is attached at **Appendix 1**.

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None**

## Appendix 1: Work Programme

Issue Contact Officer	Type of Scrutiny						Comments/Current Status	Meeting Dates							
	Performance Management	Notice of Key Decision /Referred from Executive	Policy Review or Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		13 Jun 17	03 Aug 17	14 Sep 17	26 Oct 17	05 Dec 17	04 Jan 18	15 Feb 18	22 Mar 18
Current Meeting – 22 March 2018															
Disabled Facilities Grant Action Plan Scott Burns			✓				Requested by Panel following on from budget meeting.								✓
Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				✓
Scrutiny Annual Report Steven O’Keeffe							Draft report for comment before Chairs Group approval								✓
Task & Finish Groups															
Community Asset Transfer Policy Becky Tibbs			✓				Assist in policy development process					✓		✓	
Future Items															

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COMPLETED ITEMS															
Street Trading Policy Scott Burns			✓				New policy being developed	✓							
Freedom of Information Requests Clare Furlong						✓	Annual Report on Freedom of Information requests. From 2018 onwards, for information only		✓						
Medium Term Financial Plan and the Capital Strategy 2018/19 to 2022/23 Alison Taylor		✓			✓		Policy Documents Consultation		✓						
Asset Management Plan Mark Walshe		✓					2017 to 2022 Plan		✓						
2016/17 Provisional Outturn Reports Alison Taylor					✓		Outturn reports and requests to Council	✓							
Asset Recovery: Civic Centre Darren Crossley			✓				Consultation on reinstatement plans		✓						

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<b>Performance Monitoring</b> Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓		✓	
<b>Bitts Park Lodge – Flood Reinstatement</b> Mark Lambert		✓					Key Decision			✓					
<b>Budget Monitoring 17-18</b> Alison Taylor					✓	✓	Monitoring of budget – both revenue and capital			✓		✓		✓	
<b>Transformation + Business Management and Development SMT Sub-Groups</b> Jason Gooding/Mark Lambert			✓				Bi-annual update for Panel on work of SMT Sub-groups to aid work programme planning for the Panel				✓				
<b>Corporate Risk Register</b> Tracey Crilley						✓	Bi-annual monitoring				✓				✓

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<b>Budget setting 2018/19</b> Alison Taylor					✓		Draft budget consultation					✓	✓		
<b>Transformation Board: Corporate programme of projects</b> Tracey Crilley						✓	Bi-annual monitoring of significant projects/ To include Project Manager’s Handbook					✓			
<b>Community Asset Transfer Policy</b> Becky Tibbs			✓				Assist in policy development process					✓			
<b>Sickness Absence</b> Gary Oliver	✓						To consider reports relating to sickness absence levels. Biannual reporting	✓				✓			
<b>Flood Update Report</b> Darren Crossley		✓	✓			✓	Final report						✓		
<b>Customer Services</b> Jill Gillespie			✓				Consider workflow and new technology within Customer Services – incorporating Customer Contact Strategy &						✓		

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							Customer Services Charter								
Kingstown Industrial Estate Mark Walshe						✓	Consider business plan. Update on progress after 6 months requested		✓					✓	
FOR INFORMATION ONLY ITEMS															
Details								Date Circulated							