

# **RESOURCES OVERVIEW AND SCRUTINY PANEL**

## ***Panel Report***

### **Public**

**Date of Meeting:** 26<sup>th</sup> July 2012

**Title:** Overview Report and Work Programme

**Report of:** Overview and Scrutiny Officer

**Report reference:** OS 20/12

### **Summary:**

This report provides an overview of matters related to the Resources O&S Panel's work. It also includes the latest version of the work programme.

### **Recommendations:**

Members are asked to:

- Decide whether the items on the Leader's Forward Plan should be included in the Panel's Work Programme for consideration. (para 1 & Appendix 1)
- Consider referral from Economy & Environment O&S Panel on Small Scale Grants Projects
- Note and/or comment on the minutes from the Scrutiny Chairs Group meeting held 3<sup>rd</sup> July (Appendix 2)
- Note and/or amend the Panel's work programme (Appendix 3)

**Contact Officer:** Nicola Edwards

**Ext:** 7122

## 1. Forward Plan Items

The Forward Plan of the Executive covering the period 1<sup>st</sup> July – 31<sup>st</sup> October 2012 was published on 18<sup>th</sup> June 2012. The following issues fall into the remit of this Panel and full details are attached at **Appendix 1**:

**KD.015/12 The Medium Term Financial Plan & the Capital Strategy 2012/14-2018/19**  
*– the Panel will consider this report at its meeting on 30<sup>th</sup> August 2012.*

**KD.016/12 Asset Management Plan** – *the Panel will consider its report at its meeting on 30<sup>th</sup> August 2012.*

**KD.021/12 Localisation of Council Tax** – *Executive to agree report on 6<sup>th</sup> August to be consulted upon in September 2012. Members may wish to consider this report during the consultation period.*

**KD.019/12 Revision of Statement of Gambling Policy** – *The routine revision of the Gambling Policy is being considered by the Executive on 3<sup>rd</sup> September and 29<sup>th</sup> October prior to being referred to Council.*

## 2. References from the Executive

None

## 3. Scrutiny Chairs Group

The first meeting of the Scrutiny Chairs Group was held on 3<sup>rd</sup> July 2012. The notes of this meeting are attached at **Appendix 2** for information.

## 4. Referral from Economy & Environment O&S Panel

Members of the Economy & Environment O&S Panel considered their work programme following their first meeting on 21<sup>st</sup> June and discussed areas for further scrutiny. Cllr Bainbridge suggested that the Small Scale Grants Projects be an issue that Members could consider, particularly the procedure to access the Grant. This was also an issue that was raised by Members of this Panel last year (although the focus was about Councillors not using their allocated grant within their wards).

This issue comes under the remit of ROSP and Members are asked to give consideration as to whether this is a topic that they wish to look at further. It may be that a small Task Group could undertake a one-day scrutiny.

## 5. Work Programme

The Panel's current work programme is attached at **Appendix 3** for comment/amendment.

**Index of Active Executive Key Decisions relevant to:  
Resources Overview and Scrutiny Panel**

<b>Key Decision Ref Nos:</b>	<b>Subject:</b>	<b>Date of Executive Meeting</b>
KD.012/12	Vehicle and Plant Replacement Provision 2012/13	2 July 2012
KD.015/12	The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Strategy 2013/14 to 2018/19	6 August 2012 3 September 2012
KD.016/12	Asset Management Plan	6 August 2012 3 September 2012
KD.019/12	Revision of Statement of Gambling Policy	3 September 2012 29 October 2012
KD.021/12	Localisation of Council Tax	6 August 2012
KD.022/12	Land and Property Transactions - Asset Review Disposal Programme - Morton	2 July 2012
KD.023/12	Economic Development Acquisition	2 July 2012
KD.024/12	Land and Property Transactions - Asset Review Disposal Programme	2 July 2012

**FORWARD PLAN**  
**Active Executive Key Decisions relevant to:**  
**Resources Overview and Scrutiny Panel**

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**Ref:** KD.012/12                      **Portfolio Area:** Governance and Resources

**Subject** Vehicle and Plant Replacement Provision 2012/13

**Key Decisions:** Recommendation to release Capital budget provision for 2012/13 of £886,000 to provide vehicles and plant in accordance with five year plan

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 2 July 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Resource's report will be available five working days before the meeting

**Further Information From:**

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.015/12                      **Portfolio Area:** Governance and Resources

**Subject** The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Strategy 2013/14 to 2018/19

**Key Decisions:** 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 11 September 2012

**To be considered initially by Executive:** 6 August 2012

**Decision to be taken at Executive on:** 3 September 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Resource's report will be available five working days before the meeting

**Further Information From:**

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.016/12

**Portfolio Area:** Governance and Resources

**Subject** Asset Management Plan

**Key Decisions:** To consider the Council's Asset Management Plan and make recommendations to Council on 11 September 2012

**To be considered initially by Executive:** 6 August 2012

**Decision to be taken at Executive on:** 3 September 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Resource's report will be available five working days before the meeting

**Further Information From:**

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.019/12

**Portfolio Area:** Finance, Governance and Resources

**Subject** Revision of Statement of Gambling Policy

**Key Decisions:** Approve decision of Licensing Committee to consult on revision of statement of gambling policy

**To be considered initially by Executive:** 3 September 2012

**Decision to be taken at Executive on:** 29 October 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Governance's report will be available five working days before the meeting

**Further Information From:**

Director of Governance, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.021/12

**Portfolio Area:** Communities and Housing

**Subject** Localisation of Council Tax

**Key Decisions:** Localisation of Council Tax Benefit requires the City Council to draft a scheme (to be widely consulted on in September 2012) detailing how it will administer Council Tax Benefit discounts from 1st April 2013. Taking into account a 10% reduction in DCLG grant to fund the revised Council Tax Benefit arrangements.

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 6 August 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Community Engagement's report will be available five working days before the meeting

**Further Information From:**

Director of Community Engagement, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.022/12

**Portfolio Area:** Finance, Governance and Resources

**Subject** Land and Property Transactions - Asset Review Disposal Programme - Morton

**Key Decisions:** To approve the release, disposal and acquisition of property assets in accordance with the Asset Review Disposal Programme

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 2 July 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Resource's report will be available five working days before the meeting

**Further Information From:**

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.023/12

**Portfolio Area:** Finance, Governance & Resources and  
Economy & Enterprise

**Subject** Economic Development Acquisition

**Key Decisions:** To approve the acquisition and the release of funding for a property acquisition

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 2 July 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Resource's report will be available five working days before the meeting

**Further Information From:**

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.024/12

**Portfolio Area:** Finance, Governance and Resources

**Subject** Land and Property Transactions - Asset Review Disposal Programme

**Key Decisions:** To approve the release and disposal of property assets in accordance with the Asset review Disposal Programme

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 2 July 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available:**

The Director of Resource's report will be available five working days before the meeting

**Further Information From:**

Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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## **SCRUTINY CHAIRS GROUP MEETING**

**3 July 2012 at 10.00am**

**Attended:** Councillor Mrs Luckley, Chairman of the Community Overview and Scrutiny Panel  
Councillor Mrs Prest, Vice Chairman of the Community Overview and Scrutiny Panel  
Councillor Layden, Chairman of the Environment and Economy Overview and Scrutiny Panel  
Councillor Whalen, Vice Chairman of the Environment and Economy Overview and Scrutiny Panel  
Councillor Watson, Chairman of the Resources Overview and Scrutiny Panel  
Councillor Betton, Vice Chairman of the Resources Overview and Scrutiny Panel  
Nicola Edwards, Scrutiny Officer  
Rachel Rooney, Lead Committee Clerk  
Darren Crossley, Deputy Chief Executive

### **08/12 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of the Town Clerk and Chief Executive and the Director of Community Engagement.

### **09/12 SCRUTINY CHAIRS GROUP LEAD**

AGREED – That Councillor Whalen would Lead the meetings of the Scrutiny Chairs Group for 2012-13.

### **10/12 MINUTES OF PREVIOUS MEETINGS**

AGREED – That the minutes of the Scrutiny Chairs Group held on 1 February 2012 be agreed as a correct record of the meeting.

### **11/12 SCRUTINY CHAIRS GROUP – TERMS OF REFERENCE**

AGREED – That the Terms of Reference for the Scrutiny Chairs Group as circulated be agreed.



## **12/12 SERVICE STANDARDS 2012/13**

The Policy and Communications Team had submitted a list of the Service Standards by which the Council could compare its performance against other Local Authorities as well as being held to account by its customers. The Service Standards would be agreed on 5 July by JMT and would be published monthly in the Council foyer and on the Council website.

The Deputy Chief Executive advised the Group that the Service Standards were simpler and gave greater transparency for the public. The Group were asked to give consideration to how the standards should be presented to Overview and Scrutiny.

The Group considered how the Standards would be presented to Overview and Scrutiny and expressed their satisfaction that the Performance reports would no longer contain matrices and RAG ratings but would have clear standards that could be scrutinised and understood by everyone. They noted that each Scrutiny Panel could receive management information on Standards that were relevant to the Panel and would allow them to scrutinise the reasons for the Standards performance in more detail.

The Group felt that the Standards for Overall Satisfaction with Council Services and Staff Satisfaction were extremely important and it was vital to have input from staff on how they saw performance within the authority.

The Group asked for a completed report so they could consider the layout of the report and information provided to ensure the report met the requirements of Overview and Scrutiny.

The Group highlighted the Welfare Reform and asked that the changes to the authority and the impact of the changes to the local community were monitored closely and reported to Scrutiny. They also felt that the monitoring of Partnership Working was vital in the present climate and to assist with the changes Welfare Reform would bring.

**AGREED** – That a draft Performance Report with the nine new Service Standards be submitted to the Scrutiny Chairs Group for their consideration.

## **13/12 SCRUTINY OF WELFARE REFORM**

The Scrutiny Officer informed the Group that the Revenue and Benefits Service came under the remit of the Resources Panel but it was understood that the impact on the public of the current welfare reform was of interest to the Community Panel.

The Shared Services Partnership Manager had given a presentation to both the Resources and Community Panel and there had been some duplication of scrutiny at the time. The Group were asked to consider which Panel should lead on the scrutiny of Welfare Reform and in what format the Scrutiny should take.

The Group agreed that there were many issues arising from the Welfare Reform Bill and there was argument that each of the Panels could take the natural lead dependent on the focus of the scrutiny.

AGREED – That consideration needed to be given to holding a joint meeting of the three Overview and Scrutiny Panels depending on the issues which was to be scrutinised. This should not stop each Panel scrutinising specific issues.

#### **14/12 BUDGET SCRUTINY**

Councillor Layden reminded the Group of the successful Budget Workshop which the Resources Overview and Scrutiny Panel had run in 2011. Officers, Executive Members and interested members were all invited to the Workshop. He felt that it would be beneficial to run the workshop again this year as there was a new administration and several new Members on the Council.

AGREED – That a budget Scrutiny Workshop would be held before the start of the 2012/13 budget process.

#### **15/12 HOW CAN SCRUTINY BE PRO-ACTIVE**

Councillor Layden felt that Overview and Scrutiny had been reactive to the decisions taken by the Executive and hoped that, under the new administration, scrutiny would become more pro active and assist in the decision making process. He added that there had been some discussion with the Leader of the Council and he was reassured that the Leader was taking the necessary steps to involve Scrutiny at an earlier stage.

A Member highlighted a passage in the Scrutiny Annual report which asked for the Forward Plan to be amended to allow Scrutiny to become more pro active. She also reminded the Group that it had been agreed that the Scrutiny Chairs Group should meet with Executive as soon as possible. Members were keen to reintroduce the meetings between scrutiny chairs and the relevant Portfolio Holders and the Scrutiny Officer agreed that arrangements would be made as soon as possible.

The Scrutiny Officer confirmed that the amendments had been made to the Forward Plan and were in use and that some reports were being considered by Scrutiny

before they went to the Executive. She added that Scrutiny Chairman would need to discuss items with the relevant Portfolio Holders to agree which items should be considered by Scrutiny first. It was highlighted that scrutiny should not insist in scrutinising every report that the Executive considers and therefore more consideration needs to be given as to where scrutiny can add value.

The Deputy Chief Executive suggested that the Work Programme for each of the Overview and Scrutiny Panels be considered by SMT to ensure that important items that may be coming up are included in the Work Programmes.

AGREED – That arrangement be made for an initial meeting between each of the Scrutiny Chairs and Vice Chairs and their appropriate Portfolio Holder(s).

### **16/12 ANY OTHER BUSINESS**

There was no other business submitted.

### **17/12 DATE OF NEXT MEETING**

AGREED – That the next meeting of the Scrutiny Chairs Group will take place on 1 November 2012 at 10.00am.

(The meeting ended at 11.00am)

# RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 16 July 2012

Issue	Type of Scrutiny						Comments/Current Status	Meeting Dates								
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		14 Jun 12	26 Jul 12	30 Aug 12	18 Oct 12	4 Dec 12	3 Jan 13	21 Feb 13	4 Apr 13	
Current Meeting – 26 <sup>th</sup> July 2012																
Projects Assurance Group						✓	Quarterly monitoring of significant projects		✓		✓		✓		✓	
Corporate Risk Register						✓	Quarterly Monitoring		✓		✓		✓		✓	
Asset Management Business Plan			✓				To monitor implementation of plan		✓							
Task & Finish Groups																
Future Meetings																
Localisation of Council Tax							Draft scheme how Council will administer Council Tax Benefit discount from 1/4/12			?						
Savings Proposals					✓		To consider Executive savings proposals			?						
Performance Monitoring Reports	✓					✓	Service Standards relevant to the remit of the Panel	✓		✓		✓		✓		

Last Revised: 16/07/2012

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Date last revised: 16 July 2012

Issue	Type of Scrutiny						Comments/Current Status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Budget	Monitoring		14 Jun 12	26 Jul 12	30 Aug 12	18 Oct 12	4 Dec 12	3 Jan 13	21 Feb 13	4 Apr 13
Organisational Development	✓					✓	Quarterly monitoring of OD plan	✓		✓		✓		✓	
Sickness Absence						✓	Exception performance report on sickness absence	✓		✓		✓		✓	
Transformation Board						✓	To receive six monthly updates			✓				✓	
Budget Monitoring 12-13					✓	✓	Monitoring of budget			✓		✓		✓	
Budget					✓		Budget setting 2012/13-2016/17					✓	✓		
Significant Partnerships				✓			Bi-Annual review				✓				✓
Medium Term Financial Plan					✓					✓					
Employee Opinion Survey							To inform Members of feedback and action plan								?
Scrutiny Annual Report							Draft report for comment before Chairs Group								✓

Last Revised: 16/07/2012

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Date last revised: 16 July 2012

Issue	Type of Scrutiny						Comments/Current Status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		14 Jun 12	26 Jul 12	30 Aug 12	18 Oct 12	4 Dec 12	3 Jan 13	21 Feb 13	4 Apr 13
COMPLETED ITEMS															
2011/12 Provisional Outturn Reports					✓		Outturn reports and recommendations on carry forward requests to Council	✓							

<b>For Information only items</b>															
Budget Process and Timetable								18th October 2012							