

Business & Transformation Scrutiny Panel

Agenda
Item:
A.2

Meeting Date: 3 January 2019
Portfolio: Cross-cutting
Key Decision: No
Within Policy and Budget Framework
Private/Public Public

Title: Overview Report
Report of: Overview and Scrutiny Officer
Report Number: OS.34/18

Purpose / Summary:

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

Recommendations:

Members are asked to:

- Review the current work programme and resolutions and make recommendations for the future work programme

Tracking

Executive:	Not applicable
Scrutiny:	03/01/2019
Council:	Not applicable

1. Notice of Key Decisions

- 1.1** There have been no Notices of Key Executive Decisions since the last meeting of the Panel on 29 November.

2. References from Executive

- 2.1** There are no references from the executive to report to this panel.

3. Progress on resolutions from previous meetings

- 3.1** 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]

Meeting Date	Minute Reference	Action	Status
14/09/2017	BTSP.27/17 (2)	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;	Outstanding (Transformation Board)
31/05/2018	BTSP.40/18 (2)	That the Information Governance Manager submit a report to the Panel in September on the impact on the authority of the General Data Protection Regulations along with any compliance issues.	Pending (Now scheduled for March)
31/05/2018	BTSP.42/18 (3)	That an update on the changes being implemented within Customer Services be submitted to the Panel in six months' time.	Pending (Now scheduled for January)
06/09/2018	BTSP 63/18	A Task and Finish group be established to scrutinise the governance arrangements for the Council	First meeting held 18 October.
06/09/2018	BTSP 64/18	Future budget monitoring reports to be amended so that (i) recommendations properly reflect the scrutiny role (ii) reports contain more narrative to explain variances	Pending (November)
06/09/2018	BTSP 65/18	Capital monitoring reports be amended so that (i) recommendations properly reflect the scrutiny role (ii) More detail be added to the narrative around risk and the capital strategy risk assessment be added to the report	Pending (November)
06/09/2018	BTSP 68/18 (3)	That the Portfolio holder for Finance, Governance and Resources circulate the criteria used to determine the 'big three' actions.	Pending

06/09/2018	BTSP 69/18 (1)	Future employee opinion survey reports present (i) present the responses to qualitative questions in a more meaningful way (ii) better target the thoughts and feelings of staff through different questions (iii) include e the question 'what do you not like about working for the council?'	Pending (September 2019)
06/09/2018	BTSP 69/18 (2)	Investigate the potential for the results of the Employee Opinion Survey against other relevant authorities.	Pending (September 2019)
18/10/2018	BTSP 76/18	That (i) Corporate Risk Registers include more narrative and detail on each risk; (ii) Corporate Risks be shared with other O+S panels; (iii) Corporate Risk Management Group consider adding ICT security to the Corporate Risk Register (iv) the Overview and Scrutiny Officer produce a summary of key risks from Departmental and Project risk Registers; (v) that Corporate Risk Training be arranged for the panel.	Pending
29/11/2018	BTSP 82/18 (1)	The Corporate Director of Resources provide a note relating to the reasons for the reduced income from the Lanes	Pending
29/11/2018	BTSP 82/18 (2)	The Executive be recommended to alter the charges for stray dogs, so that charges for 'chipped' dogs would be lower.	Pending
29/11/2018	BTSP 82/18 (3)	That equality impact assessments be included within budget reports.	Pending
29/11/2018	BTSP 82/18 (4)	The Funding Officer provide the panel with a list of funding the council had applied for, which were successful, and lessons learned from unsuccessful bids.	Pending
29/11/2018	BTSP 82/18 (5)	The Corporate Director of Finance and Resources provide a written response regarding (i) the removal of the Chatsworth / London Road scheme from the budget and (ii) the play area developments and open spaces capital scheme	Pending
29/11/2018	BTSP 86/18	The Corporate Director of Finance and Resources provide a response outlining (i) how Disabled Facilities grants were promoted and (ii) the reason for the increase from Q1 relating to Occupational Therapist support	Pending
29/11/2018	BTSP 87/18	The Policy and Performance Officer provide a written note explaining (i) how much had been expended on the tennis facilities project; what were its future plans and would the council have to repay grant to the LTA (ii) the reason for the increase in benefit claimants in the first 2 quarters	Pending
29/11/2018	BTSP 89/18 (1)	The panel would like to see succession planning included in future workforce development plans	Pending

29/11/2018	BTSP 89/18 (2)	The sickness absence report, to be considered in February includes information regarding the aging workforce and sickness absence.	Pending
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3.2 Work Programme until the end of financial year.

- 3.2.1 The work programme is now well balanced in terms of the number of items being presented up to the end of the financial year. Scrutiny chairs group have begun to discuss an approach to developing a work programme for the forthcoming financial year. The panel may wish to start to think about the approach it might wish to adopt in developing a programme for this panel. As with many things, more time devoted to planning and thinking (about what areas of business should be scrutinised and the purpose of that scrutiny), will generally lead to a more effective work programme and better overall outcomes. Such planning will be of value and benefit irrespective of the future structure of the scrutiny function.
- 3.2.2 Members will note the addition of two new items on the work programme, both from the Task and Finish group set up by the panel to review governance structures. The report is presented at today's meeting prior to being considered by Health and Wellbeing / Economic Growth panels in February. After consideration of those views, it will be presented to a special meeting of this panel on 22 February, prior to its presentation to Executive and Council.

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 4.1 Overview and scrutiny of the Carlisle Plan items that match the remit, contributing to ongoing policy development

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**Appendices
attached to report:**

1. Scrutiny Panel Work Programme 2018/19

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**

CORPORATE IMPLICATIONS:

LEGAL - None

FINANCE – None

EQUALITY – None

INFORMATION GOVERNANCE – None

Appendix: Work Programme 2018/19

Date	Item	Lead Officer	Why?
31/05/2018	Overview & Scrutiny Report	Steven O'Keeffe	N/A
31/05/2018	End of Year Performance Report	Gary Oliver/Steven O'Keeffe	Performance Management
31/05/2018	2017/18 Outturn Reports	Steven Tickner/Alison Taylor	Policy Review/Development
31/05/2018	Sickness Absence	Gary Oliver/Jason Gooding	Performance Management
31/05/2018	Customer Services (Customer Service Charter/Smarter Service Delivery)	Matt Ward/Jason Gooding	Policy Review/Development
26/07/2018	Performance Report	Gary Oliver/Steven O'Keeffe	Performance Management
26/07/2018	Medium Term Financial Plan and Capital Strategy	Steven Tickner/Alison Taylor	Policy Review/Development
26/07/2018	Asset Management Plan	Mark Walshe/Mark Lambert	Policy Review/Development
06/09/2018	Budget monitoring 2018/19	Steven Tickner/Alison Taylor	Budget
06/09/2018	Corporate Plan	Jason Gooding	Policy Review/Development
06/09/2018	Employee Opinion Survey	Gary Oliver/Jason Gooding	Monitoring
06/09/2018	Terms of Reference for Efficiency Inquiry day	Michael Thompson	Budget
18/10/2018	Corporate Risk Register	Jason Gooding	Monitoring
14/11/2018	Inquiry day relating to Efficiency and Efficiency planning	Various	Budget
29/11/2018	Workforce Plan	Julie Kemp/Jason Gooding	Policy Review/Development
29/11/2018	Performance Report	Gary Oliver/Steven O'Keeffe	Performance Management
29/11/2018	Budget monitoring 2018/19	Steven Tickner/Alison Taylor	Budget

29/11/2018	Budget setting 2019/20	Steven Tickner/Alison Taylor	Budget
03/01/2019	Budget setting 2019/20	Steven Tickner/Alison Taylor	Budget
03/01/2019	Customer Contact Centre	Mark Walshe/Darren Crossley	Monitoring
03/01/2019	Flood Recovery Lessons Learnt Report. To include the impact of the closure of John Street Homeless Accommodation.	Darren Crossley/Jason Gooding	Performance Management
03/01/2019	Transformation Board: Corporate projects programme	Jason Gooding	Monitoring
03/01/2019	The efficiency and efficacy of current governance structures	Task and Finish Group	Future Structure of Scrutiny function
14/02/2019	Sickness Absence	Jason Gooding	Performance Management
14/02/2019	Performance Report	Gary Oliver / Steven O'keeffe	Performance Management
14/02/2019	Budget monitoring 2018/19	Steven Tickner/Alison Taylor	Budget
14/02/2019	Use of Technology and Flexible Working for Members	Mike Scott /Julie Kemp	Policy Review/Development
22/02/2019	The efficiency and efficacy of current governance structures	Task and Finish Group	Future Structure of Scrutiny function
28/03/2019	Corporate Risk Register	Jason Gooding	Monitoring
28/03/2019	Scrutiny Annual Report	Michael Thompson	N/A
28/03/2019	General Data Protection Regulations along with any compliance issues	Aaron Linden/Mark Lambert	Policy Review/Development
28/03/2019	Sands Centre Redevelopment	Gavin Capstick/Darren Crossley	Monitoring