

# **Economy & Environment Overview and Scrutiny Panel**

**Agenda  
Item:  
A.1**

Meeting Date: 22<sup>nd</sup> January 2015

Portfolio: Cross Cutting

Key Decision: No

Within Policy and  
Budget Framework

Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME

Report of: Overview and Scrutiny Officer

Report Number: OS 01/15

## **Summary:**

This report provides an overview of matters related to the Economy & Environment 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 Notice of Key Executive Decisions should be included in the Panel's Work Programme for consideration.
- Note and/or amend the Panel's work programme

## 1. Notice of Key Executive Decisions

Notice of Key Executive Decisions were published on 15<sup>th</sup> and 31<sup>st</sup> December 2014 and were circulated to all Members. The following items were included in the notices and fall into the remit of this Panel:

- KD25/14 **Budget Process 2015/16** – considered at the meeting of the Panel on 27<sup>th</sup> November 2014.
- KD.30/14 **Carlisle Plan** - the draft Carlisle Plan was due to be initially considered by the Executive on 14<sup>th</sup> January prior to referral to scrutiny. This item has now been deferred and the revised timetable for approval is still to be confirmed.
- KD.31/14 **Carlisle District Local Plan (2015-2030) Proposed Submission** - on the agenda of this Panel meeting
- KD.02/15 **Green Box Collection Service** – a private report will be considered by the Executive at its meeting on 2<sup>nd</sup> February 2015 to ask to award a contract for the green box service.

## 2. References from the Executive

The Executive met on 8<sup>th</sup> and 15<sup>th</sup> December 2014 and refer the following references to the Panel:

- EX.135/14 – Budget 2015/16 – Feedback from the Overview and Scrutiny Panels on the draft Budget reports

## 3. Task and Finish Groups

### Litter Bin

The interim report from the Task Group was presented to the last meeting of the Panel on 27<sup>th</sup> November. The Group met with Local Environment Officers on 11<sup>th</sup> December and as Officers were collating further evidence on the audit of bins the group would wait until this was undertaken and circulated and would meet again in February 2015.

### Business Support

The Task Group held its initial meeting on 9<sup>th</sup> December 2014 to scope the review and to agree the Terms of Reference. These are attached at Appendix 1 and the Panel are requested to give approval to the remits of the work. The Task Group are due to visit the Growth Hub on 23<sup>rd</sup> January 2015.

## 4. Environmental Performance of the Council

The Panel agreed its work programme at the beginning of the Civic Year and agreed that the annual report on the Environment Performance of the Council be brought inline with the annual Performance Reports and receive 2014/15 figures in June 2015 rather than continuing with receiving past years figures the following January. The Panel agreed that figures for 2013/14 be submitted to this meeting of the Panel for information only to be assured that performance continued on target. The figures are attached to this report at Appendix 2.

## 5. Facilitated Session for Scrutiny Members

The LGA Future Council Review which took place in September 2014 suggested that it was timely to review the Council's scrutiny arrangements to make better use of members' skills and interests and provide a greater focus on council priorities.

The Scrutiny Chairs Group considered how this should be addressed at their meeting on 4<sup>th</sup> November 2014 and agreed that a facilitated discussion be arranged for scrutiny members of the Council. The

Centre for Public Scrutiny (CfPS) have been appointed to facilitate and the session will cover the following:

- The role and function of scrutiny. This will look at the potential for scrutiny to effect meaningful change, scrutiny's powers and responsibilities, and how it can contribute to ensuring that decision-making occurs with speed and pace, without sacrificing on effective reflection and challenge as an integral part of the decision-making process. It will look at the respective role of scrutiny and policy commissions, and the impact of party politics on scrutiny.
- The resources to carry out this role. This will look at members' capacity and capability, and members' skills, and the skills and capacity of the officers supporting them throughout the council.
- The structures to support the role within the resources available. What is the best approach?

This will be held at the Civic Centre on **Thursday 12<sup>th</sup> February 2015, 1:30pm – 4:00pm**. More information will be sent to Members and it is requested that in the meantime you pencil this date in your diary.

## **6. Work Programme**

The Panel's current work programme is attached at **Appendix 2** for comment/amendment.

<b>Contact Officer:</b>	<b>Nicola Edwards</b>	<b>Ext: 7122</b>
<b>Appendices attached to report:</b>	<b>1. Business Support Task Group – Draft Scope and Terms of Reference</b>	
	<b>2. Economy &amp; Environment Work Programme 2014/15</b>	

**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**

# Scrutiny Review Scoping Document

<b>Title of Review</b>	Business Support
<b>Outline reasons and purpose of Review</b>	Members of the Economy & Environment O&S Panel commissioned the Task Group as they had concerns about the provision of business support in Carlisle. Members required more of an understanding of what role Carlisle City Council have as this has changed over time. The Task Group have been asked to look at the roles of the different agencies and how they work in partnership. The Task Group are also requested to involve business representatives in their review in order to gain feedback from those who have accessed support.
<b>Scrutiny Panel(s)</b>	Economy & Environment O&S Panel
<b>Task Group Members</b>	Cllr Bowditch Cllr Watson Cllr Allison Cllr E Mallinson Cllr McKerrell Cllr Higgs
<b>Consideration of Co-optees</b>	
<b>Link to Carlisle Plan</b>	We will support the growth of more high quality and sustainable business and employment opportunities  We will work with partners to develop a skilled and prosperous workforce fit for the future.
<b>Terms of Reference</b>	Gain an understanding of the provision of business support in the District.  To understand what the role of Carlisle City Council in the future to facilitate growth of business in the city.  To understand who accesses support, how it is accessed and to assess signposting and marketing of services to appraise whether a full range of enterprises who stand to gain are aware of what provision and/or funding is available.  To identify any gaps in the provision or duplication of services and look at how the various agencies work in partnership to provide a full range of services to businesses.  To look at the journey of a new business to identify the accessibility, awareness and effectiveness of support.  <i>The Task Group will focus on small and medium business start ups.</i>
<b>Expected outcomes</b>	For the Task Group to report to the E&E Panel a full evaluation and understanding of the provision of business support in the district. The Task Group will identify any gaps in the provisions and/or concerns that they have and will make recommendations to the appropriate body on how the service can be improved.

# Scrutiny Review Scoping Document

<b>Timescale for Review (including indicative milestones)</b>	End of Civic Year with a report to the first meeting of the Panel in the 15/16 Civic year.
<b>Research required/ Possible sources of information</b>	Cumbria LEP - Growth Hub obligations Statistical Information relating to business start-up and success rates (both local and national) Carlisle City Council budget information EU funding Small Business Saturday Dept BIS - Policy Examples of good practice – locally and nationally Websites of agencies to look at accessibility, information and signposting Information from users of service
<b>Possible witnesses (for written or oral evidence)</b>	Cumbria Chamber of Commerce Federation of Small Businesses University of Cumbria Carlisle College Representatives from local businesses Department for Business, Innovation and Skills (BIS) Cumbria LEP Carlisle Ambassadors Virgin Cumbria County Council Portfolio Holder Director of Economic Development
<b>Potential Site Visits</b>	Growth Hub – Chamber of Commerce
<b>Support Officers and role</b>	Nicola Edwards – project management, administration and report writing Gary Legg – professional advice and support (until the post of Economic Development Officer is appointed)
<b>What will not be included</b>	Enterprise Centre
<b>Publicity Requirements</b>	Press release at start and end of project. Initial release to raise awareness of review and request for business input final release to publicise report and any recommendations made.

Carlisle City Council Carbon Dioxide Emissions (Tonnes), Summary Table, 2005-14											
Sector	Buildings (Electricity)	Buildings (Mains Gas)	Buildings (LPG)	Buildings (Oil)	Street Lighting etc	Fleet Transport	Business Travel	Water	Total	Annual Change	Comparison against baseline 2007/08
Change (2007-08 to 2013- 14)	-17.7%	-18.1%	10.7%	-43.8%	-17.1%	-21.7%	-60.3%	11.9%	-19.9%	Minus figures indicate reduction % in usage compared to baseline year 07/08	
2013-14	1,930.9	1,563.2	6.1	21.8	257.7	987.9	50.3	19.8	4,818	-5.59%	-19.90%
2012-13	2,017.0	1,674.8	6.0	32.4	263.1	1,027.3	59.6	23.2	5,104	5.96%	-15.15%
2011-12	1,965.8	1,398.5	3.8	30.5	267.3	1,052.2	78.4	20.2	4,817	-13.65%	-19.92%
2010-11	2,347.8	1,668.9	7.3	49.4	289.1	1,122.2	93.2	35.1	5,578	-3.81%	-7.26%
2009-10	2,485.9	1,674.9	8.9	52.0	303.4	1,157.1	93.4	23.6	5,799	-2.97%	-3.59%
2008-09	2,488.6	1,783.7	7.8	40.1	308.6	1,215.7	110.5	21.6	5,976	-0.64%	-0.64%
2007-08	2,345.4	1,908.2	5.5	38.9	310.9	1,261.6	126.7	17.7	6,015	-0.99%	0.00%
2006-07	2,413.4	1,980.3	5.0	46.4	343.8	1,148.1	131.5	6.6	6,075	-3.33%	
2005-06	2,376.0	2,312.6	0.0	49.8	339.1	1,055.6	144.8	6.6	6,285	-	Cumulative Change
											-66.45%

**Emissions Table for Environmental Sustainability Handbook:**

Year	CO2 Emissions (Tonnes)	Annual Change	Reduction from 2007- 08
2007-08	6,015		
2008-09	5,976	-0.64%	-0.64%
2009-10	5,799	-2.97%	-3.59%
2010-11	5,578	-3.81%	-7.26%
2011-12	4,817	-13.65%	-19.92%
2012-13	5,104	5.96%	-15.15%
2013-14	4,818	-5.59%	-19.90%

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2014/15

Date last revised: 09 January 2015

Issue  Portfolio Holder & Lead officer	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring		3 Jul 14	14 Aug 14	25 Sep 14	21 Oct 14	27 Nov 14	22 Jan 15	12 Mar 15	23 Apr 15
CURRENT MEETING – 22 <sup>nd</sup> January 2015														
Local Plan Cllr Bradley/Jane Meek		✓				August – City Centre Development Framework September – evidence base for the revised housing target and the SHMAA		✓	✓			✓		
Environmental Performance of the Council Arup Majhi/Cllr Tickner			✓		✓	Annual Monitoring of performance. For information then within performance report in future years.						✓		
TASK AND FINISH GROUPS														
Litter Bin Review			✓			Cllrs Bloxham, Dodd, Nedved and Wilson – evidence gathering		✓			✓			
Business Support			✓			Panel to agree scope of review				✓	✓	✓		
FUTURE MEETINGS														



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<b>Performance Monitoring Reports</b> Steven O'Keefe/all PH	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
<b>Carlisle Story</b> Cllr Bradley & Glover/Jane Meek				✓		Report to include prospectus for Carlisle and Sense of Place update		✓						✓
<b>Section 106 Agreements</b> Jane Meek/Cllr Bradley					✓	Panel requested report detailing outstanding Section 106 agreements – to receive annual report on monies spent							✓	
<b>Skills Audit</b>			✓			To receive report detailing outcome of audit							✓	
<b>Carlisle Plan</b>		✓											✓	
<b>Scrutiny Annual Report</b>			✓		✓	Draft report for comment before Chairs Group								✓
<b>COMPLETED ITEMS</b>														

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<b>Budget</b> Peter Mason/Darren Crossley/All Portfolio Holders		✓	✓			To consider budget proposals for 2015/16					✓			
<b>Re-thinking Waste Project</b> Cllr Martlew/Angela Culleton		✓	✓	✓	✓	Sept – Presentation on project Nov – Meeting dedicated to waste issues			✓		✓			
<b>TIC and Public Realm</b>		✓			✓	Update on projects				✓				
<b>Business Support</b>				✓		Open session with partners at BIC				✓				
<b>Talkin Tarn</b> Cllr Martlew/Angela Culleton			✓			Interim report August. Business Plan in October	✗	✓		✓				
<b>Claimed Rights</b> Angel Culleton/Cllr Martlew		✓				Monitoring of Highways services following transfer to Cumbria CC	✓							
<b>Recycling</b>			✓			Executive response to Task Group Report	✓							