CARLISLE CITY COUNCIL

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Community Overview and Scrutiny Panel

Meeting Date:	9th April 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 07/15

Summary:

This report provides an overview of matters related to the Community 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

Contact Officer:	Nicola Edwards	**Ext:**	**7122**

Appendices attached to report:	1. **Draft Overview and Scrutiny Annual Report 2014/15**
	2. **Community O&S Panel Work Programme 2014/15**

1. **Notice of Key Executive Decisions**

    The most recent Notice of Key Executive Decisions will be published on 30th January 2015 and was circulated to all Members. The following items fall into the remit of this Panel:

    KD.10/15 - Community Trigger - The Executive will be asked to adopt the proposed countywide approach for the new Community Trigger legislation. The draft process is to be considered by the Panel at this meeting.

2. **References from the Executive**

    There are no references for this Panel from the Executives meeting on 2nd March 2015.

3. **Overview & Scrutiny Annual Report 2014/15**

    The Scrutiny Annual Report has been drafted and is attached at **Appendix 1**. Panel Members are asked to comment on the draft which is being considered by all three O&S Panels. The report will then be formally approved by the Scrutiny Chairs Group prior to being presented at Council on 28th April 2015.

4. **Work Programme**

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

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

Draft Scrutiny Annual Report 2014/15
Introduction

Scrutiny is considered to be the main check and balance to the power of the Executive and involves many of the Councillors who are not on the Executive. Individual Councillors are selected by their political parties to sit on the scrutiny panels.

The key roles of scrutiny are:

- ensuring the Executive is accountable. This means questioning members of the Executive and senior officers about decisions that have been made or are about to be made. It also involves looking at how well the Council is doing against its policy objectives and targets for achievement.
- reviewing and developing policies. In this role, scrutiny can help the Council to develop its policy and budgetary framework. This might involve research and consultation with the community and other agencies on policy issues, good practice and looking at alternative ways of doing things.
- ensuring the continuous improvement of Council services. Scrutiny can make suggestions to the Executive for service reviews. Members of scrutiny panels are often involved in individual reviews where a particular service or function of the Council is thoroughly examined

In Carlisle, scrutiny operates through three panels - Community Overview and Scrutiny, Resources Overview and Scrutiny and Environment and Economy Overview and Scrutiny. The Scrutiny Chairs Group (Chairs and Vice Chairs of the three Scrutiny Panels) meets on an ad hoc basis to deal with any overarching scrutiny issues.

There are eight non-Executive members on each panel and each panel is politically balanced (ie the proportions of each political party on the panel are the same as on the Council as a whole).

This annual report provides an overview of the work of the scrutiny function during the 2014/15 civic year. The first part of the report provides brief details of the work of the individual panels and gives details of examples of Task Group work. The second part of the report considers current scrutiny practices and issues this year and looks to the future, considering areas where further development could be considered.

> Does Cllr Watson want to add anything here as lead Member of Scrutiny Chairs Group?

> Cllr Glover asked to provide quote for report

Part 1: Work of the Individual Panels

The sections below give a personal commentary from the Chairs of the Panels on their view of their particular Panel's work over the last year.

Community Panel
Personal View from Cllr Rob Burns, Chair of Community O&S Panel

It has been an interesting year for the scrutiny processes of Carlisle City Council.

There has been some discussion about the effectiveness of our use of scrutiny and, as well as two separate training sessions on it, the Peer Review Team who visited us in October 2014, commented on it as an area for future review.

That is not to pre-suppose that the current system is not wholly effective, indeed one trainer commented that he thought we used the process wisely and well, but rather to help speed up decision making and find ways of making better use of more members skills.

Whilst the principles of scrutiny are fairly clear to most Members and are accepted as being fundamental to achieving open and accountable local governance, the practice itself is often underrated.

Tooth-combing policies, strategies and often longwinded, complex and detailed reports isn't always as joyous, or as rewarding, as developing them in the first place and it demands a good deal of goodwill amongst Panel Members to retain enthusiasm and interest in doing so.

As far as the Community Panel is concerned, we have been privileged to effectively contribute and hopefully add value to, the development of a number of projects, services and initiatives which are important to the delivery of the Council's key objectives. Agenda items during the past year have included;

The new Arts Centre

- The Homelessness Strategy
- The Play Areas Strategy
- Playing Pitches Strategy
- Future proofing Carlisle Leisure Ltd
- The on-going progression of the Tullie House Trust
- Food Law Enforcement Implementation Plan
- The Implementation of Mobile Homes Act
- Community Centres
- Riverside Housing Association's role in delivering the Housing Strategy
- Corporate policies eg Equality, Finance, Local Plan etc
- Customer Service Improvements

Variety is indeed the spice of life!

Despite political, philosophical and cultural differences, COSP members have achieved a high degree of unanimity this year and much of that has been down to the input from Officers who have, in the main, presented the issues to us in a straight forward and open style which has encouraged often frank, but always positive exchanges.

The input from Portfolio Holders, who have been diligent in their support of the Panel's work when necessary, was also a key factor in ensuring thorough debate.

In my first year as Chair of the Community Overview and Scrutiny Panel, I admit to having enjoyed not only that role, but the whole experience of being a Councillor, much more than I thought I might and this has been due in no small part to the patience, encouragement and support of my longsuffering colleagues and officers, who have tolerated my foibles and accepted my unintended eccentricities, including my occasional tendency to sleepwalk into 'officer mode', with humour and good grace.

This perhaps applies particularly to the Scrutiny Officer, the Member Support Officers and the Committee Clerks who continue to defy reasonable expectation by managing to produce consistently coherent notes from the garbled gobbledygook which occasionally passes for discussion!

I will be delighted if I am given the opportunity to serve in this capacity again next year, not only because I think there will be many more interesting and important issues to address, but also because, if the matter of how the Council operates its scrutiny processes is itself to be the subject of review and scrutiny, I'd like to be part of that debate.

I think that the outcome ought to be that no Member need feel they are consigned to the margins of the decision and policy making processes, which seems to be one of the main concerns emerging from the as yet incomplete Members' Involvement Working Group survey on the perceived level of Members' engagement.

The completion of that piece of work alone, including suggestions for resolutions, will in itself be a worthwhile exercise for Scrutiny Members next year.

Quotes

Cllr Jessica Riddle, Portfolio Holder for Communities, Health and Wellbeing

I continue to find the Scrutiny Panel an excellent forum for careful and thoughtful examination of Executive decisions

Cllr Ann Quilter, Portfolio Holder for Culture, Leisure and Young People (to follow)

Environment and Economy Panel

Personal View from Cllr Paul Nedved, Chair of Environment & Economy O&S Panel (to follow)

Quotes

Cllr Elsie Martlew, Portfolio Holder for Environment & Transport

Overview and Scrutiny is an important democratic tool and the robust questioning of the Executive and senior officers leads to better and more informed decisions.

Apart from monitoring, questioning and, at times, challenging the Executive they undertake detailed analysis of specific policy areas through the work of the Task and Finish groups. The outcome from this detailed work is invaluable for developing or fine-tuning council policy.

Cllr Heather Bradley, Portfolio Holder for Economy, Enterprise and Housing

I have valued the comments and suggestions put forward by both the Environment and Economy Panel and the Community Panel on major Council documents. For example, the Environment and Economy Panel has continued its scrutiny of the emerging Local Plan 2015-30 and has contributed to its development. Recently, the Community Panel has looked in detail at the draft Homelessness Strategy and has questioned both our own officers and representatives from some of our partner organisations.

Scrutiny plays an important role in holding the Executive to account and in developing and monitoring policies.

Resources Panel

Personal View from Cllr Reg Watson, Chair of Resources O&S Panel (to follow)

Part 2: Development of Scrutiny & Summary of Progress

Peer Review and CfPS Session and actions from Scrutiny Chairs Group

Carlisle City Council invited a peer team to the Authority in September 2014 to deliver a Future Council Review as part of the LGA offer to support sector led improvement. Peer reviews are delivered by experience elected member and officer peers and the effectiveness of the scrutiny function was an area that was covered within the review.

The following is taken from the formal feedback letter from the review team dated 28th October 2014:

> "Governance and decision-making
>
> Partners enjoy good relationships with the council, but can find decision making slow at Carlisle, a not unusual frustration with the public sector. The council needs to make decisions in an accountable and transparent way and the Leadership want to engage a wide range of members in decision making and policy development. Within the executive governance model, scrutiny (including pre-decision scrutiny) is one way this can be achieved. However, the council – including members across all groups – should consider if decision making is as streamlined as it can be and if all stages in decision making are required (for example if there has been pre-decision scrutiny which has been taken into account by the Executive then a call-in may not be adding value or making the best use of limited time). Councils, like other organisations, are working in an increasingly fast moving world and opportunities can be lost when decision making is delayed.
>
> We heard of a number of examples of effective scrutiny, particularly through the use of Task and Finish groups. Examples include the Talkin Tarn country park and Recycling reviews where recommendations were taken up by the Executive. We were also given examples of cross-party working groups which were considered helpful, such as that on the Local Plan. Following the reduction in the level of dedicated support to scrutiny to one officer, a member of SMT has been designated to support each of the three Scrutiny Panels (Community, Environment & Economy, and Resources). The panels are engaging with the SMT sponsor and the Executive in developing their work programmes to ensure that these are aligned to the Council's priorities. The recent decision to instigate a scrutiny review of Business Support is an example of this.
>
> But we also heard of a number of frustrations with scrutiny – a feeling that it was used for political purposes, especially in some instances of call-in; that it was not clearly adding value and that it can add unnecessary stages to the decision making process. There is also reluctance among some members to serve on scrutiny.
>
> These concerns are not unique to Carlisle, but we feel that it may be timely to review your scrutiny arrangements to make better use of members' skills and interests and provide a greater focus on council priorities. One option could be to establish a scrutiny commission which could hold the executive to account, along with a policy commission which would establish task and finish groups to develop future policy. These groups could draw on the relevant talents of all non-executive

members, and outside experts where appropriate. The separation of scrutiny and policy commissions could be augmented by establishing member panels to champion, oversee and support the delivery of key elements of the council's agenda, building on the previous success of cross party working groups. Possible areas of responsibility could be Growth or Transformation, with consideration of some delegated responsibilities to help speed decision making "

The Scrutiny Chairs group met on 4th November 2014 to discuss their response to these findings. It was agreed that that in order to begin the process of looking at the future of Scrutiny a facilitated discussion with all Members to identify what the authority wanted from Scrutiny would be a useful first step.

The Centre for Public Scrutiny was subsequently commissioned to facilitate this session which was held on 2nd March 2015. 17 Scrutiny Members attended covering all three Overview and Scrutiny Panels along with the Leader of the Council, Chief Executive, Director of Governance and the Overview and Scrutiny Officer.

The notes from the session are attached at Appendix 1 for information. The session was discussed at the Scrutiny Chairs Group meeting on 12th March 2015 and it was agreed that in order to gain more focus and better outcomes that:

- That each Panel would meet informally in the new municipal year to identify issues and topics that they would like to be scrutinised in the coming year;
- That the Chair of each Panel prepares an Action Plan which contained the issues and topics agreed at the informal Panel meeting with the support of officers. The Action Plan would be monitored by the Panel throughout the year.

The facilitator suggested that Members may wish to consider further the following and these will be addressed by the Scrutiny Chairs Group in the 2015/16 Civic Year:

- How they can get regular access to a small range of "framework documents", produced by the council and by others, which will collectively tell them a story about local services;
- How they can refine the focus of scrutiny by using these documents to decide what they do and don't look at;
- How they can manage the risk of "things falling between the cracks", which is inherent in this approach;
- How they can maximise member involvement by ensuring that member insight and views are central to what does and doesn't get looked at;
- How this approach will lead to more high quality scrutiny work.

Issues for consideration by Scrutiny Panels – do Members agree with the above suggestions for identifying the areas of work for the scrutiny panels next year?. Does this reflect the outcomes from the facilitated session and what can Scrutiny Members do to prepare for the planning sessions in order to develop a focused work programme and action plan? What is required from Chairs, Members and Officers in advance of the session?

Call-in (both details of call-ins received and recommendations for change)

Call-in provides a mechanism for Councillors to intervene when they feel that a decision being made by the Executive needs to be revisited (or possibly changed). It provides a key check and balance in the leader/cabinet system of governance.

According to the Centre for Public Scrutiny[1], call-in should be regarded as a measure used in exceptional circumstances, rather than day to day, and sits in the context of a range of other tools at scrutiny's disposal to influence decision making.

In the 2014/15 Civic year four requests for Call-in were received.

Decision Ref	Issue	Overview & Scrutiny Panel	Outcome of Call-in Meeting
OD 22/14	Arts Centre Development	Community	(1) That the Community Overview and Scrutiny Panel accepted the explanation for the delay to the Arts Centre project provided by the Town Clerk and Chief Executive. (2) That the matter shall not be referred back and the decision shall take effect from the date of the call-in meeting. (3) That the Panel noted that there were lessons to be learnt in terms of keeping Members informed; and Officers be requested to take that on board in the future.
EX 93/14	Development at Rosehill	Economy & Environment	(1) The Panel were critical of the Executive for dealing with this matter in Part B. Therefore requested that this item is referred back to the Executive to be split into two – the principle in Part A and confidential details in Part B. (2) For transparency and consultation, the Panel request that the Executive review whether the Council is getting value for money in respect of development at Rosehill.
EX 78/14	Business Plan – Arts Centre	Community	That Members of the Panel were happy with the explanations provided and the matter would not therefore be referred back to the Executive.
PF 006/14	Neighbourhood Forum Grants Administered By Cumbria County Council	Resources	(1) That the Resources Overview and Scrutiny Panel accepted the explanation provided, as set out above, for the decision to pay out £44,000 Neighbourhood Forum grant in 2014/15 and advise the County in writing of grant reduction for 2015/16, (2) That the matter shall not be referred back and the decision shall take effect from the date of the call-in meeting. (3) That the Panel noted that there were lessons to be learnt and requested that the procedures / formal agreements in place in relation to joint grant funding be strengthened (in particular to include clear guidance on notification periods and the role of the City Council) to avoid similar issues arising in the future.

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[1] Key decisions and powers of call-in, Practice Guide 4 – Centre for Public Scrutiny (CfPS) June 2014

The Scrutiny Chairs Group requested that a small review was undertaken to identify any concerns relating to call-in that they would be able to make recommendations for change. The follow issues were considered by the group:

Who can exercise call-in powers?

Carlisle City Council allows the Chair or any three members of the appropriate scrutiny committee to request a call-in a decision.

Different Councils have different requirements and CfPS notes that there is no trend relating to those requirements when compared across urban or rural, district, county or unitary or political majority.

The majority of Council's in Cumbria allow non- scrutiny Members to request a call-in:

Cumbria County Council	3 or more non-cabinet members
Allerdale BC	3 Members of the Council
Barrow BC	Scrutiny Chairman or any 3 Members of the Scrutiny Committee
Copeland BC	Chair or Deputy Chair of an O&S Committee or any 3 Members of the Council.
Eden DC	3 Members of the Council
South Lakes	Chairman of O&S or any 3 non-Executive Members

Following discussion at their meeting on 12th March 2015 the Scrutiny Chairs Group suggested that the powers of call-in be extended to substitute Members of Overview & Scrutiny Panels.

Issues to consideration by Scrutiny Panels – Are you in agreement with this recommendation being included within the Annual Report to amend the Constitution to extend the powers of call-in to Substitute Members?

Considerations given by the Chair group were -

Does the restriction of call-in powers act, or could act, as a bar to call-in being exercised. Particularly if the opposition parties are reduced further? If a Member of the Committee is on holiday or incapacitated for other reasons should a substitute Member be about to sign the call-in? Therefore should the right to exercise call-in powers be extended to either substitute members or all non-Executive Councillors?

What happens at the meeting?

Many Councils have protocols to define how the call-in meeting will be run. It is usual to convene a separate meeting for this purpose and for the Executive Member and Chief Officer (SMT Officer) for the service involved be invited to give evidence. The Chair can also invite others to give evidence – Council Officers, members of the public directly affected by the decision or representatives of partner organisations.

The Scrutiny Chairs Group requested that draft guidance for the procedure to be followed at Call-in Meetings be drafted and they subsequently approved the guidance at their meeting on 12th March 2015. This is attached for information at Appendix 2.

Timeframes for meetings

Carlisle City Council's Constitution states that a meeting of the relevant scrutiny panel to consider the Call-in should be held within 7 clear working days of the decision to call-in. If the matter is referred back to the Executive they are required to meet within a further 7 working days.

The Constitution does not state a timeframe should the matter be referred to Council.

5 and 10 working days are common limitations for the O&S meeting to be held. The "next scheduled meeting" are often referred to, a few Councils allow 14-15 working days and the average for District Councils is 9.6 working days.

An issue for Carlisle which has caused cause administrative problems is that call-in's have been requested late afternoon on the final day for call-in (the 5th working day after the decision). As papers have to be sent out 5 working days prior to the meeting and as the meeting has to be held within 7 working days, realistically this only leaves the option of 1 specific date for the meeting.

Following discussion at the Scrutiny Chairs Group on 15th March 2015 the Scrutiny Chairs Group agreed that the deadline for holding a call-in meeting be extended from 7 clear working days to 10 clear working days in order to give more flexibility for all involved. The Group also agreed that 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 & Scrutiny Panel.

Issues to consideration by Scrutiny Panels – Are you in agreement with a recommendation within this Annual Report to amend the Constitution with regard to deadlines for the holding of a call-in meeting?

Training for Scrutiny Members

It was identified in the 2013/14 Annual Report that more training was required for Scrutiny Members. The following details training sessions that was made available to Scrutiny Members in 2014/15 along with attendance information.

Session	*Date*	*Attendance*
Introduction to Scrutiny	16th June 2014	4 Members (2 Labour, 1 Conservative, 1 Liberal Democrat)
INLOGOV Session on Overview and Scrutiny	17th September 2014	10 Members (7 Conservative, 2 Labour, 1 Liberal Democrat)
Budget Scrutiny	12th November 2014	14 Members (8 Conservative, 5 Labour, 1 Liberal Democrat)

The Introduction to Scrutiny session is now included in the Ethical Governance Training Schedule and a session has been timetabled to induct new Scrutiny Members in the 2015/16 Civic year.

Specific training for Chairs and Vice Chairs of Overview and Scrutiny Panels is being coordinated by the 7 Local Authorities in Cumbria in order to share costs and share ideas. This is in the process of being organised by Eden District Council and a date will be arranged early in the next Civic Year.

Issues to consideration by Scrutiny Panels – aside from Induction Training and Chairs Training is there any specific training that you would like arranged for Scrutiny Members in the next year?

Do Scrutiny Members agree that this is an accurate reflection of the work undertaken this year and address concerns raised appropriately?

Are there any other issues which Members would like included within the report?

Are there any particular topics that Members would like to be considered for review in 2015/16?

Centre for Public Scrutiny

CARLISLE: NOTES FROM SESSION ON 2 MARCH

The opinions expressed in this document are those of Ed Hammond, facilitator of the 2 March session, unless expressed otherwise.

The national context

There are a number of factors in play nationally which will have a significant effect on the development of scrutiny in local government in the coming years.

- The financial challenge. LGA financial projections suggests that – at a national scale – local government will have a significant funding gap by 2019/20, which will only be filled by profound changes to the way that services are delivered. For many authorities, 2016/17 will be the "crunch year". Many councils have already progressed some distance down the road of tackling this challenge, but there is more work to be done, and the decisions involved will be difficult ones for councillors;
- The potential for devolution and decentralisation of power. In urban areas this is happening through the rapid development of combined authorities, and the associated central Government "deals" that go along with them. For Greater Manchester, that means more say over the health budget for the city; other combined authority areas will be hoping for similar and greater levels of devolution. Combined authorities are growing in attractiveness for more rural areas, including counties. There will be more of these formal combined arrangements and more informal partnerships – all of which will pose a challenge to governance and accountability;
- The pressure to transform. Different public expectations of services, and the financial challenge (see above) are driving councils to fundamentally rethink how they deliver services, and to whom.

Nationally, scrutiny has an important part to play in this. It has an vital role around transformation, and policy development – challenging assumptions made by the executive, considering alternative options and trying to understand local people's needs. But the resource available for carrying out scrutiny work has, in recent years, depleted.

The role and function of scrutiny

Nationally

There are often considered to be two principal elements to the scrutiny role – holding to account ("scrutiny", the process of looking at decisions after they have been made and challenging on their implementation) and policy development ("overview", the process of looking at policy options as they are being considered). CfPS has found that a focus on overview, challenging the development of policy, can be more productive – but also more resource intensive.

Scrutiny's powers in legislation are mainly set out in section 9F onwards of the Local Government Act 2000, as well as other legislation. Scrutiny committees may require information and attendance from council officers and Cabinet members, and may require Cabinet to respond to recommendations within two months. Committees may request the attendance of other partners, or that those partners provide them with information.

Ultimately, scrutiny's role is quite broad – committees may look at anything that affects the area or the area's inhabitants.

Scrutiny is a critical part of the council's corporate governance arrangements. It is vital that it is treated with respect by senior officers and cabinet members; it is also important that scrutiny demonstrates a commitment to securing value for money in its own work, by focusing on issues which reflect corporate priorities and/or the priorities of local people. This necessitates careful prioritisation of workload, which itself requires that members lead and own the process.

<u>In Carlisle</u>

Carlisle's Member Involvement Survey suggests no huge groundswell of worry and concern about scrutiny and how it operates, although perhaps a sense that members could be more actively involved (rather than informed) in decision-making. There is also a sense that scrutiny's role is not especially focused, which was picked up by the LGA's Future Council review, along with the observation that lots of activity happened in scrutiny but with rather fewer outcomes.

Following is a summary of the discussion which ensued, focusing on four points in particular.

The role of scrutiny in Carlisle

- Sometimes seen as "giving non-executive members something to do";
- Work programme fed by the executive (certainly insofar as pre-decision scrutiny goes), with the executive not especially open to challenge;
- These and other factors leading to a disengagement from councillors.

There was a sense from councillors that scrutiny was insufficiently challenging, and therefore not as effective as it might be.

How this role might be clarified

A stronger focus on task and finish groups was seen as beneficial. This would bring about;

- More clarity on outcomes;
- Better focus and use of resources;
- More commitment and member interest and engagement;

Strong and effective scoping was seen as key. The onus for this was seen as resting very much on chairs.

Areas to add value in the future

There was seen to be a need to look more closely at "framework documents" (see below). In particular, these documents could be used on a "by exception" basis to clarify when issues should, or should not, be looked at. This means that members would be able to look at the information and apply a judgment, based on a framework or some criteria, to decide whether something was sufficiently serious to be escalated to committee.

It was also thought that value could be achieved by focusing on issues of interest to members (which would presumably, by extension, be issues of interest and importance to their constituents).

Collectively, these steps would allow members to be clearer on the parameters and outcomes of their work,

Members also considered the need to "cut out "party politics.

Key sources of information and advice for carrying out this role

A wide variety of sources of information exist – performance information, the corporate plan, business cases, contracts, specifications, options appraisals, improvement plans, organisational development plans, risk registers and so on. These would be the documents described above as "framework documents".

Currently, members considered that reports provided to them were too detailed and broad to be of significant use. Members were particularly keen that information be provided to them to allow them to clarify the priority of their work, rather than as an end in itself.

Resourcing

A range of resourcing options exist for scrutiny, On the officer side, resourcing can be provided by one or more scrutiny officers, by officers within service departments and from officers working in Democratic Services. No one model of officer resourcing necessarily leads to more effective scrutiny, although our research does point to the fact that where one or more dedicated scrutiny officers, providing policy advice to councillors, does exist, scrutiny tends to be more effective.

On the member side, the key limiting factor is members' ability to commit their own time and resource to the scrutiny function. Members noted the following:

- There was a close link here between member commitment and scrutiny's success in adding value;
- Scrutiny members had to work closely together as a team.

Structures

A range of structural options exist, which have been identified by CfPS in its past research.

- Single committee, which commissions task and finish groups;
- Two committees, divided by task (for example, a "policy" committee and a "performance" committee, or similar)
- Two committees, divided by service (for example, "people" and "places");
- Multiple committees, with terms of reference reflecting corporate priorities, council departments or other division.

There is no one "best approach".

Members considered what structures they might adopt in future for their committees that would be fit for purpose. This discussion happened in the context of the following:

- Form must follow function (ie, the structure must reflect scrutiny's role);
- As such, the committee structure is the last thing that should be considered, after other aspects of scrutiny's work have been discussed and agreed.

It was felt that structures needed to be formal, but to have sufficient flexibility to take account of changing priorities and areas of member interest.

Next steps

At the Chairs' meeting, and subsequently, members might wish to consider further:

- How they can get regular access to a small range of "framework documents", produced by the council and by others, which will collectively tell them a story about local services;
- How they can refine the focus of scrutiny by using these documents to decide what they do and don't look at;
- How they can manage the risk of "things falling between the cracks", which is inherent in this approach;
- How they can maximise member involvement by ensuring that member insight and views are central to what does and doesn't get looked at;
- How this approach will lead to more high quality scrutiny work.

EH

7/3/15

Carlisle City Council - CALL-IN GUIDANCE

The call-in meeting is an important part of a short decision-making process, which gives scrutiny members a chance to test the merits of the decision. It also provides an opportunity to ask the decision makers to reconsider their decision - if members think this is necessary.

What are the possible outcomes of this meeting?

In summary, the Overview & Scrutiny Panel can:

(a) refer the matter back to the decision making body, in this case the Executive, for reconsideration setting out in writing the nature of its concerns;

(b) refer the matter to full Council if members believe the decision was taken outside the Council's budget or one of the key Council plans or strategies (the Policy Framework).; or

(c) not refer the matter back to the decision making body, in which case the decision shall take effect from the date of this meeting.

Suggested Procedure at Meetings

1. The Chair opens the meeting by outlining the call-in meeting procedure and 'order of play';

2. Call-in Members will be requested to nominate a Lead Call-in Member who will be invited by the Chair to present the reasons behind the call-in;

3. The remaining two Call-in Members will be invited to contribute to the Lead Call-in Member's argument;

4. The Executive Member will be invited to respond to the call-in arguments and offer their viewpoint;

5. Any additional appropriate speakers, including the Chief Executive, Deputy Chief Executive and/or Director, will be given the opportunity to explain any technical issues/provide background to the decision;

6. After all appropriate members/officers have spoken, Scrutiny Members may ask call-iners, the Executive member and officers questions of clarification;

7. The Director of Governance or Legal Services representatives may be asked points of clarification about procedures by Scrutiny Members;

8. The Chair will ask firstly the Executive member and then the two lead call-in members to briefly sum up their positions; the Overview and Scrutiny Panel will then discuss the issues around the call-in generally without interjection by call-in in members (unless they are also members of the Panel), the Executive member and officers (unless the Panel asks for any further clarification).

9. A member may propose a motion, which needs to be voted on by the Scrutiny Members only. There can be further debate on the motion prior to voting unless the Panel feels that all arguments have already been exhausted;

10. If a second member proposes an AMENDMENT to the motion, the amendment must be voted on first;

11. At the close of the meeting, the Chair should summarise the conclusion (s) of the Panel for clarification of all present.

COMMUNITY OVERVIEW AND SCRUTINY PANEL WORK PROGRAME 2014/15

Date last revised: 26 March 2015

CARLISLE CITY COUNCIL
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Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Key Decisions Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring	Budget		19 Jun 14	31 Jul 14	11 Sep 14	23 Oct 14	25 Nov 14	15 Jan 15	26 Feb 15	9 Apr 15
CURRENT MEETING – 9th April 2015															
Community Safety Partnership	✔		✔				Community Trigger								✔
Riverside Carlisle				✔			Monitoring progress and developments of joint working		✔						✔
Scrutiny Annual Report			✔		✔		Draft report for comment before Chairs Group								✔
TASK AND FINISH GROUPS															
Hate Crime			✔				Monitoring of implementation of recommendations	✔							
FUTURE MEETINGS															
Leisure Service Delivery Options							To consider consultants report								

COMMUNITY OVERVIEW AND SCRUTINY PANEL WORK PROGRAME 2014/15

Date last revised: 26 March 2015

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Key Decisions Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring	Budget		19 Jun 14	31 Jul 14	11 Sep 14	23 Oct 14	25 Nov 14	15 Jan 15	26 Feb 15	9 Apr 15
COMPLETED ITEMS															
Play Area Review							Update report on implementation of review							✔	
Performance Monitoring Reports	✔						Reporting of performance relevant to remit of Panel	✔		✔		✔		✔	
Homelessness			✔				Jan– draft strategy				✔		✔		
Budget 15/16 – 19/20		✔	✔				Consideration of service implications					✔			
Tullie House Trust							Business Plan 2014/15 – 2017/18					✔			
Shaddongate Resource Centre	✔				✔		Invite YMCA to meeting to scrutinise performance of centre					✔			
Carlisle Leisure Ltd							Annual Performance Report		✔						

COMMUNITY OVERVIEW AND SCRUTINY PANEL WORK PROGRAME 2014/15

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Corporate Equality Scheme							Details of review of scheme and determine scrutiny involvement			✔					
Carlisle's Sports Strategy							To scrutinise Playing Pitch Strategy.		✔						
Arts Centre		✔					Scrutiny of Business Plan		✔						
Mobile Home Act		✔	✔				Pre-decision scrutiny	✔							

INFORMATION ONLY ITEMS	
Details	Date Circulated
Food Law Enforcement Service Plan	With papers for 31st July meeting