

# **Business and Transformation Scrutiny Panel**

**Agenda  
Item:  
A.2**

Meeting Date: 5<sup>th</sup> December 2017  
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 24/17

## **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
- Consider the work programme and prioritise if necessary

**Contact Officer:** Steven O'Keeffe **Ext:** 01228 817258

**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 17<sup>th</sup> November 2017. 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.23/17 Budget Process 2018/19 (Today's Panel)

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

KD.28/17 Polling Station Review 2017/18

KD.33/17 Sands Centre Redevelopment

## 2. References from the Executive

There are no references from the Executive.

## 3. Progress on resolutions from previous meetings

At the recent Scrutiny Chairs Group meeting (10/11/17) there was a discussion on tracking progress with resolutions. The Lead Member reported that the Business and Transformation Scrutiny Panel had begun tracking the outcome of their resolutions to enable the monitoring of responses and outcomes. The Scrutiny Chairs Group felt that this was a positive move for Scrutiny and resolved that the Overview Report for each Scrutiny Panel would include a section which tracked the progress of resolutions of the Panel.

The following table sets out the meeting date and resolution that requires following up. The status is presented as either 'completed', 'pending' or 'outstanding'. An item is considered outstanding if no update or progress has been made after three panel meetings.

No.	Meeting Date	Action	Status
1	26/9/2017	That reports on individual projects from the Business Management and Development Sub Group be submitted to the Panel at the appropriate time for Members input.	Pending
2	26/9/2017	That the update on the Community Asset Transfer Policy Task and Finish Group be welcomed and that the Task and Finish Group be opened to Members of the Health and Wellbeing Scrutiny Panel and the Economic Growth Scrutiny Panel.	Pending
3	14/9/2017	That an update on the progress being made with rent reviews be circulated to all Members of the Panel	Completed
4	14/9/2017	That the timetable of works using the Better Care Funding be circulated to Members of the Panel to enable them to identify any potential areas for Scrutiny.	Completed
5	14/9/2017	That the Deputy Chief Executive circulate the timescales for the new leisure contract to Members of the Panel.	Completed

No.	Meeting Date	Action	Status
6	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
7	14/9/2017	That details of contractual arrangements for the garden waste service be circulated to all Members of the Panel.	Completed
8	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.	Pending (Feb. 2018)
9	3/8/2017	That the Business and Transformation Scrutiny Panel receive an update on the Leisure Contract at the appropriate time;	Pending
10	3/8/2017	That future reports on information requests be submitted for scrutiny on an exception only basis.	Pending

#### 4. Work Programme

The Scrutiny Chairs Group (10/11/17) discussed a special meeting to scrutinise the Sands Centre Redevelopment. It is recommended that this key decision is added to the work programme, work is underway to arrange the meeting.

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
<b>Current Meeting – 5 December 2017</b>															
<b>Budget Monitoring 17-18</b> Alison Taylor					✓	✓	Monitoring of budget – both revenue and capital			✓		✓		✓	
<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>Performance Monitoring</b> Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓		✓	

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<b>Task &amp; Finish Groups</b>															
<b>Community Asset Transfer Policy</b> Becky Tibbs			✓				Assist in policy development process					✓			
<b>Future Items</b>															
<b>Flood Update Report</b> Darren Crossley		✓	✓			✓	Final report						✓		
<b>Customer Services</b> Jill Gillespie			✓				Consider workflow and modern technology within Customer Services – incorporating Customer Contact Strategy & Customer Services Charter						✓		
<b>Kingstown Industrial Estate</b> Mark Walshe						✓	Consider business plan. Update on progress after 6 months requested		✓					✓	
<b>Corporate Risk Register</b> Tracey Crilley						✓	Bi-annual monitoring				✓			✓	
<b>Flood Update Report</b> Darren Crossley		✓	✓			✓	Final report						✓		

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<b>Scrutiny Annual Report</b> Dave Taylor							Draft report for comment before Chairs Group approval								✓
<b>COMPLETED ITEMS</b>															
<b>Street Trading Policy</b> Scott Burns			✓				New policy being developed	✓							
<b>Freedom of Information Requests</b> Clare Furlong						✓	Annual Report on Freedom of Information requests. From 2018 onwards, for information only		✓						
<b>Medium Term Financial Plan and the Capital Strategy 2018/19 to 2022/23</b> Alison Taylor		✓					Policy Documents Consultation		✓						
<b>Asset Management Plan</b> Mark Walshe		✓					2017 to 2022 Plan		✓						
<b>2016/17 Provisional Outturn Reports</b> Alison Taylor						✓	Outturn reports and requests to Council	✓							

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<b>Asset Recovery: Civic Centre</b> Darren Crossley			✓				Consultation on reinstatement plans		✓						
<b>Performance Monitoring</b> Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓					
<b>Bits 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>FOR INFORMATION ONLY ITEMS</b>															
<b>Details</b>							<b>Date Circulated</b>								