

# Report to Council

Agenda  
Item:

17

Meeting Date: 16 July 2019  
Portfolio: Cross Cutting  
Key Decision: No  
Within Policy and  
Budget Framework  
Public / Private Public

Title: BUSINESS AND TRANSFORMATION SCRUTINY PANEL START  
TIME  
Report of: Corporate Director of Governance and Regulatory Services  
Report Number: GD.37/19

## Purpose / Summary:

To seek approval to change the start times of the Business and Transformation Scrutiny Panel meetings from 10.00am to 4.00pm for the remainder of the 2019/20 municipal year.

## Recommendations:

That Council amend the Civic Calendar so that the 2019/20 Business and Transformation Scrutiny Panel meetings start at 4.00pm as from 22 August 2019.

## Tracking

Executive:	
Scrutiny:	
Council:	<b>16 July 2019</b>

## **1. BACKGROUND**

- 1.1** The Constitution of the City Council requires that a calendar showing the date and time of ordinary meetings of committees, sub-committees, panels and working groups shall approved by the Council before the commencement of the Council year.
- 1.2** In accordance with Council Procedure Rule 1.1 the 2019/20 calendar was approved by full Council on 20 May 2019 (Minute reference C.90/19) and set out the frequency and start times for the Council's three Scrutiny Panels. It was agreed that the meetings would begin at 10.00am on a six weekly cycle, on specified dates.

Through the 2017/18 Annual Scrutiny Report it had been agreed that there would be a review of the number, frequency and remits of the three Scrutiny Panels alongside the Local Government Boundary Commission Review.

The Scrutiny Chairs Group agreed that the work would come under the remit of the Business and Transformation Scrutiny Panel.

- 1.3** This Panel subsequently established a Task and Finish Group to scrutinise the governance arrangements for the Council with the objective that any changes be implemented in the 2019/20 municipal year.
- 1.4** The "Efficiency and Efficacy Task and Finish Group" submitted a report for consideration by all three Scrutiny Panels in January 2019. One of the options which had been discussed was the frequency and timing of the Panel meetings. The frequency of the meetings had been left at six weekly, however, the Task and Finish Group felt that morning meetings may exclude participation from those Members in daytime employment or who had dependents to care for. The Task and Finish Group felt more consideration should be given by the 2019/20 Panel Chairman to later start times, with Members highlighting the Executive start time of 4.00pm.

Following Annual Council in May 2019 the new Chairmen of the three Scrutiny Panels met with the Corporate Director of Governance and Regulatory Services to discuss the proposal of moving the start times of the Scrutiny Panel meetings.

- 1.5** Subsequently, at the meeting of the Business and Transformation Scrutiny Panel on 30 May 2019, the Chairman reported that the Chairmen of the Health and Wellbeing and Economic Growth Scrutiny Panels did not want to change the start time of their

Panel meetings, but he was minded to do so for the remainder of this Municipal Year so that direct experience of the amended start time could be garnered. The Panel discussed the proposal and resolved:

“That the next ordinary meeting of the Business and Transformation Scrutiny Panel would begin at 4.00pm and a report be submitted to the next Council requesting that all meetings of the Business and Transformation Scrutiny Panel for the 2019/20 municipal year start at 4.00pm.”

## **2. PROPOSALS**

- 2.1** That the Business and Transformation Scrutiny Panel meetings be moved from 10.00am to 4.00pm for the remainder of the 2019/20 municipal year, beginning with the meeting scheduled on 22 August 2019.

## **3. RISKS**

- 3.1** Not having an agreed calendar of meetings contravenes the requirements of the Constitution of the City Council and would inhibit members of the public in engaging in the democratic process.

## **4. CONSULTATION**

- 4.1** Consultation had taken place with the Chairmen of the Health and Wellbeing, Economic Growth and Business and Transformation Scrutiny Panels. Consultation had also taken place with the Business and Transformation Scrutiny Panel on 30 May 2019.

## **5. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 5.1** That the Business and Transformation Scrutiny Panel meetings begin at 4.00pm at the request of the Panel.

## **6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 6.1** To ensure that the appropriate governance arrangements are in place to enable the City Council to meet all of the Carlisle Plan priorities.

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**Appendices                      Minute Excerpt BTSP.42/19**  
**attached to report:**

**Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:**

- Carlisle City Council's Constitution
- GD.23/19 – Dates and Times of Meetings 2019/20 from Council 20 May 2019

**CORPORATE IMPLICATIONS:**

**LEGAL - None**

**FINANCE** – There will be increased costs of providing enhanced reception cover to allow members and public to enter and leave the building securely. Dependent upon the member of customer services team manning the reception this cost could be between £45 and £65 per meeting. The recent restructure of the customer services team mean that each member of staff now has a specific working hours contract, and this would need to be varied to accommodate these meetings. If only one member of staff was manning the desk then additional lone working procedures would also be required.

**EQUALITY – None**

**INFORMATION GOVERNANCE –**

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# **EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 30 MAY 2019**

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## **BTSP.42/19      OVERVIEW REPORT AND WORK PROGRAMME**

The Chairman welcomed Rowan Jones, Overview and Scrutiny Officer, to her first meeting in the authority.

The Policy and Performance Officer submitted report OS.14/19 providing an overview of matters relating to the work of the Business and Transformation Scrutiny Panel.

The report detailed the most recent Notice of Executive Key Decisions, copies of which had been circulated to all Members, which had been published on 30 April 2019. All the relevant items in the Notice had been included on the Panel's agenda.

The Panel's work programme for 2019/20 had been attached to the report for consideration along with an update on the resolutions from previous meetings as detailed in section 3 of the report. There were two outstanding items which required a written response and the Panel asked that these be expedited.

The Chairman drew the Panel's attention to section 4 of the report which gave an overview of the outcome of the efficiency and efficacy review of the current governance structures of the Council. The Chairman had met with the Health and Wellbeing Scrutiny Panel Chairman and the Economic Growth Scrutiny Panel Chairman to discuss the Task and Finish Group work, in particular the option to move Scrutiny Panels to 4.00pm. The Chairman of Business and Transformation Scrutiny Panel wanted to trial the 4.00pm start time and asked the Panel for their views.

The Corporate Director of Governance and Regulatory Services reminded the Panel that Members had wanted to change the way substitutes were appointed to Overview and Scrutiny and they had wanted to move meetings to 4.00pm to encourage Members who worked or had child care responsibilities to attend meetings. The three Chairmen had met and only the Chairman of Business and Transformation Scrutiny Panel had wanted to move forward with trialling a 4.00pm start time. It was within the Chairman's remit to change the start time of the next meeting and should the Panel want to start all their meetings at 4.00pm then a report would be submitted to Council. He reminded the Panel of Procedure Rule 9 which referred to the time limit of 3 hours for meetings and explained that there would need to be some amendments to reception arrangements to accommodate later start and end times.

The Panel discussed the proposed start time and agreed to trial the 4.00pm start time with a pre briefing meeting at 3.30pm.

The Panel were also reminded that a Special meeting of the Panel had been arranged to take place on 6 June 2019 at 2.00pm to scrutinise the Sands Centre Redevelopment report.

RESOLVED – 1) That the Panel scrutinised the Overview Report incorporating the Work Programme and Key Decision items relevant to the Business and Transformation Scrutiny Panel (OS.03/19);

2) That the items detailed in the work programme for 2019/20 be noted

3) That the next ordinary meeting of the Business and Transformation Scrutiny Panel would begin at 4.00pm and a report be submitted to the next Council requesting that all meetings of the Business and Transformation Scrutiny Panel for the 2019/20 municipal year start at 4.00pm.

4) That the written replies in response to resolutions BTSP.16/19 3 and BTSP.17/19 be circulated to the Panel as a matter of priority.