

Business & Transformation Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 06 September 2018

Portfolio: Cross-cutting

Key Decision: No

Within Policy and
Budget Framework

Private/Public Public

Title: Overview Report and Work Programme

Report of: Policy & Communications Manager

Report Number: OS.19/18

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:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions
- Review the current work programme and resolutions and make recommendations for the future work programme

Tracking

Executive:	Not applicable
Scrutiny:	06/09/18
Council:	Not applicable

1. Notice of Key Decisions

1.1 The most recent Notice of Key Executive Decisions was published on 17 August. 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:

None

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

None

2. References from Executive

2.1 None

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
15/02/2018	BTSP.16/18 (2)	Discussion paper on the city centre redevelopment which had been presented to SMT in November 2017 to be circulated to Panel Members.	Pending (July)
05/12/2017	BTSP.42/17 (c) (4)	That the Panel recommend that the Chief Finance Officer consider changing the Charges Reports to an exception approach in future budget processes.	Pending (Dec. 2018)
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;	Pending (Transformation Board)

03/08/2017	BTSP.14/17 (3)	That future reports on information requests be submitted for scrutiny on an exception only basis.	Pending any exceptions
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 (November)
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 (November)
31/05/2018	BTSP.43/18 (2)	That the Employee Opinion Survey be presented to a future meeting of the Panel.	Pending (September)
26/07/2018	BTSP.44/18 (1)	That the Chief Finance Officer provide the panel with a written response regarding income from the feed in tariff from the solar photovoltaic arrays at the Sands Centre and Civic Centre	Pending (September)
26/07/2018	BTSP.44/18 (2)	That the Chief Finance Officer supply a written response to the panel regarding the increase to the income from the lanes	Pending (September)
26/07/2018	BTSP.44/18 (3)	That the Panel hold an Inquiry day to discuss issues relating to efficiency and the efficiency plan	Pending (September)
26/07/2018	BTSP.44/18 (4)	That the Chief Finance Officer supply a written response to the panel regarding the increase in the tennis facilities 2018-19 budget	Pending (September)
26/07/2018	BTSP.44/18 (5)	That the Policy and Performance Officer circulate further information on the pre construction survey and the condition of the Victoria built public sewer which runs under the tennis courts	Pending (September)

4. FUTURE STRUCTURE OF SCRUTINY FUNCTION

4.1 At the recent meeting of the Scrutiny Chairs' Group held on 16 August, the structure of the Scrutiny function was discussed. It was resolved at the meeting that the best way forward would be to establish a cross party working group to determine an appropriate and efficient future structure. Subsequent advice from the Corporate Director of Governance and Regulatory Services was to the effect that, if Members wished to have such a task and finish group then it should come under the ambit of the Business and Transformation Scrutiny Panel as the Chairs' Group did not have a remit for this type of action. The Director reiterated the Chief Executive's advice at the Chairs' Group that the Local Government Boundary Commission for England's decision (based on submission

received) was that the Council could properly deliver its current structure with 39 Members. The Panel is asked to consider: -

- Whether the scope of any review should be around Scrutiny, or a more broadly based review of Governance structures
- Whether a separate Task and Finish group should be established to take this matter forward
- In the event that the group agrees to limit any review to the Scrutiny function, to agree what additional information from the Overview and Scrutiny Officer is needed to allow a decision to be made.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 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
18/10/2018	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

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