

Business and Transformation Scrutiny Panel

Agenda
Item:
A.2

Meeting Date: 15 February 2018

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 04/18

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

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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 12th January 2018. 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.34/17 Civic Centre - Ground Floor Reinstatement (March meeting)

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

None

2. References from the Executive

There are no references from the Executive.

3. Progress on resolutions from previous meetings

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 have been removed from the list following the meeting. [WP is work programme]

No.	Meeting Date	Action	Status
1	4/1/2018	That a further update on the Customer Contact Centre be added to the Panel's future Work Programme	Pending (18/19 WP)
2	4/1/2018	That the settlement date for the Shaddongate Resource Centre be circulated to the Panel.	Pending (15/2/18)
3	4/1/2018	That the Town and Clerk and Chief Executive's 'Lessons Learned' report on the Flood 2015 be added to the Panel's future Work Programme	Pending (18/19 WP)
4	4/1/2018	That the Town Clerk and Chief Executive write to the Environment Agency asking them to provide support to flood risk properties as a preventative measure, that flood resilience grants are made available as a matter of course for flooded properties and to ask them if the issue regarding flood resilience grants to tenants in flats with management companies had been addressed.	Pending (15/2/18)
5	4/1/2018	That the Panel receive appropriate training on the Treasury Management Statement.	Completed (25/1/18)
6	4/1/2018	That the Scrutiny Panels add specific capital programme schemes to their future Work Programme as they required.	Pending (Transformation Board)
7	5/12/2017	That information on the use of the grant to the Sexual Assault Referral Service be circulated to the Panel Members for information.	Completed
8	5/12/2017	That information on the commercial use of the Old Fire Station be circulated to Panel Members for information.	Completed

No.	Meeting Date	Action	Status
9	5/12/2017	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)
10	5/12/2017	That a report detailing the impact of the closure of John Street Homeless Accommodation following the flood be added to the Panel's future Work Programme.	Pending (WP 18/19)
11	5/12/2017	That an update on grant/funding applications which the Council had submitted and information on their success be circulated to Members of the Panel;	Pending (15/2/18)
12	5/12/2017	The Panel recommend that the following line be removed from Section 6.2 of the Revised Capital Programme 2017/18 and Provisional Capital Programme 2018/19 to 2022/23: No major one-off schemes unless fully funded from grants or external funding	Completed
13	5/12/2017	That the Town Clerk and Chief Executive provide the Panel with an update on the Harraby Cycle Track project.	Completed
14	5/12/2017	That the Chief Finance Officer provide Panel Members with information on the use of additional contributions to the Public Realm Scheme	Completed
15	5/12/2017	That the Panel recommend to the Executive the approval and adoption of the Community Asset Transfer Policy	Completed
16	5/12/2017	The Panel thanked the Chief Executive for the Handbook and requested that Portfolio Holders were added to the progress reports for the management of projects.	Completed
17	5/12/2017	That an update on the Community Infrastructure Levy be circulated to the Panel.	Completed
18	5/12/2017	That the Town Clerk and Chief Executive provide the Panel with information on the cost implications to the authority due to the closure of Adriano's.	Completed
19	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 (Transformation Board)
20	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 (15/2/2018)
21	3/8/2017	That the Business and Transformation Scrutiny Panel receive an update on the Leisure Contract at the appropriate time;	Completed
22	3/8/2017	That future reports on information requests be submitted for scrutiny on an exception only basis.	Pending any exceptions

4. Work Programme

A special joint Scrutiny Panel with Health and Wellbeing, took place on Monday 29 January 2018 to scrutinise the Sands Centre Redevelopment. The resolutions set by this panel will be circulated before the next meeting.

5. Community Asset Transfer Task & Finish Group

The task group's report was agreed by the Business and Transformation Scrutiny Panel (BTSOP) on 5th December. The report outlined proposals for a Community Asset Transfer Policy and a process for applications to be considered by the Council. The report was referred to the Executive meeting on 18th December and included a request that the Executive provide a response to the Business and Transformation Scrutiny Panel meeting on 15th February.

BTSOP agreed that the task group would continue working on Community Asset Transfer, with the next stage focusing on reviewing the Council's asset list. The task group was extended to include members from the other scrutiny panels to reflect the cross cutting remit of the Council's asset portfolio. The task group has arranged to meet the Strategic Asset Investment Services Manager on 13th February to discuss the potential for community asset transfer of Council assets and how this would be applied in practice. A verbal update from this meeting will be reported to the BTSOP 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/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
Current Meeting – 15 February 2018															
Kingstown Industrial Estate Mark Walshe						✓	Consider business plan. Update on progress after 6 months requested		✓					✓	
Performance Monitoring Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓		✓	
Budget Monitoring 17-18 Alison Taylor					✓	✓	Monitoring of budget – both revenue and capital			✓		✓		✓	
Task & Finish Groups															
Community Asset Transfer Policy Becky Tibbs			✓				Assist in policy development process					✓		✓	
Future Items															

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Disabled Facilities Grant Action Plan Scott Burns			✓				Requested by Panel following on from budget meeting.								✓
Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				✓
Scrutiny Annual Report Dave Taylor							Draft report for comment before Chairs Group approval								✓
COMPLETED ITEMS															
Street Trading Policy Scott Burns			✓				New policy being developed	✓							
Freedom of Information Requests Clare Furlong						✓	Annual Report on Freedom of Information requests. From 2018 onwards, for information only		✓						
Medium Term Financial Plan and the Capital Strategy 2018/19 to 2022/23 Alison Taylor		✓			✓		Policy Documents Consultation		✓						

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Asset Management Plan Mark Walshe		✓					2017 to 2022 Plan		✓						
2016/17 Provisional Outturn Reports Alison Taylor					✓		Outturn reports and requests to Council	✓							
Asset Recovery: Civic Centre Darren Crossley			✓				Consultation on reinstatement plans		✓						
Performance Monitoring Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓			
Bitts Park Lodge – Flood Reinstatement Mark Lambert		✓					Key Decision			✓					
Budget Monitoring 17-18 Alison Taylor					✓	✓	Monitoring of budget – both revenue and capital			✓		✓			
Transformation + Business Management and			✓				Bi-annual update for Panel on work of SMT Sub-groups to aid				✓				

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Development SMT Sub-Groups Jason Gooding/Mark Lambert							work programme planning for the Panel								
Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				
Budget setting 2018/19 Alison Taylor					✓		Draft budget consultation					✓	✓		
Transformation Board: Corporate programme of projects Tracey Crilley						✓	Bi-annual monitoring of significant projects/ To include Project Manager's Handbook					✓			
Community Asset Transfer Policy Becky Tibbs			✓				Assist in policy development process					✓			
Sickness Absence Gary Oliver	✓						To consider reports relating to sickness absence levels. Biannual reporting	✓				✓			

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Budget setting 2018/19 Alison Taylor					✓		Draft budget consultation					✓	✓		
Flood Update Report Darren Crossley		✓	✓			✓	Final report						✓		
Customer Services Jill Gillespie			✓				Consider workflow and new technology within Customer Services – incorporating Customer Contact Strategy & Customer Services Charter						✓		
FOR INFORMATION ONLY ITEMS															
Details								Date Circulated							