

# Business and Transformation Scrutiny Panel

**Agenda  
Item:**

Meeting Date: 22 August 2019  
Portfolio: Cross-cutting  
Key Decision: No  
Within Policy and Budget Framework  
Private/Public Public  
Title: Overview Report  
Report of: Overview and Scrutiny Officer  
Report Number: OS.20/19

## 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:	<b>Not applicable</b>
Scrutiny:	<b>BTSP 22/08/19</b>
Council:	<b>Not applicable</b>

## 1. Notice of Key Decisions

**1.1** The most recent Notice of Key Executive Decisions was published on 19/07/19. This was circulated to all Members. The following items fall within the remit of this Panel:

*Items which were included in the Panel's Work Programme:*

- KD 09/18      The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Investment Strategy 2020/21 to 2024/25 (22 July 2019)
- KD 09/19      The Asset Management Plan 2019 to 2024 (22 July 2019)

These items were both scrutinised at the Panel meeting on 25 July 2019.

*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.

	Meeting date	Minute reference	Action	Status
1	30/05/19	BTSP 43/19 a)	2) That the Corporate Director of Finance and Resources provide Members with a briefing note on the repayment of the grant to Ministry of Housing, Communities and Local Government and the impact on the authority.	Complete
2	30/05/19	BTSP 43/19 b)	2) That the Finance, Governance and Resources Portfolio Holder provide the Panel with a written response regarding the waste receptacle overspend.	Complete

3	30/05/19	BTSP 43/19 c)	2) That the Corporate Director of Finance and Resources provide the Panel with written information on the terms for the CCLA Property Fund and how it was reconciled on the Council's balance sheet.	Complete
4	30/05/19	BTSP 43/19 d)	2) That the Revenues & Benefits Operations Manager provide the Panel with details of the increase in Council Tax discounts.	Complete
5	30/05/19	BTSP 43/19 d)	3) That the Corporate Director of Finance and Resources provide the Panel with written information regarding CVAs.	Complete
6	06/06/19	BTSP 49/19	That a monitoring report which included a range of Key Performance Indicators on the redevelopment project be submitted to the Panel on a quarterly basis should the project be approved on 25 June 2019;	Pending  Now to be included in the Corporate Projects Report, received 6-monthly by BTSP.
7	06/06/19	BTSP 49/19	That the Deputy Chief Executive provide the Panel with written details of the liability should the site flood during construction;	Pending
8	06/06/19	BTSP 49/19	That further information on GLL's outreach programme to be circulated to Members.	Pending
9	25/07/19	BTSP 55/19	That the items detailed in the work programme for 2019/20 be noted and the following items be added: <ul style="list-style-type: none"><li>- an update on Community Asset Transfers be included in a future Overview Report;</li></ul>	Pending  (03/10/2019)
10	25/07/19	BTSP 55/19	That the items detailed in the work programme for 2019/20 be noted and the following items be added: <ul style="list-style-type: none"><li>- Customer Services Update on 3 October 2019.</li></ul>	Complete

#### **4. Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities**

**4.1** In May 2019, Ministry of Housing Communities and Local Government published guidance for local authorities to help them carry out their overview and scrutiny functions effectively. This is statutory guidance, which means that local authorities should have regard to it when carrying out their functions.

**4.2** The guidance places a high value on authorities having a strong organisational culture, with commitment from senior officers and Members, that welcomes challenge and values the role of scrutiny. Topics that are covered by the guidance include:

- culture;
- resourcing;
- selecting committee members;
- power to access information;
- planning work;
- evidence sessions.

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

**5.1** The overview and scrutiny of the Carlisle Plan items that match the panel remit contribute to ongoing policy development.

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**Appendices  
attached to report:**

**1. Scrutiny Panel Work Programme 2019/20**

**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 -**

**FINANCE –**

**EQUALITY –** This report raises no explicit issues relating to the public sector Equality Duty.

**INFORMATION GOVERNANCE –**

## **APPENDIX: Scrutiny Panel Work Programme 2019-20**

<b>Title</b>	<b>Lead Officer</b>	<b>Meeting Date</b>
End of Year Performance Report	Gary Oliver	30/05/2019
Outturn Reports	Steven Tickner	30/05/2019
Sickness Absence	Sue Kaveney	30/05/2019
Medium Term Financial Plan and Capital Strategy	Alison Taylor	25/07/2019
Asset Management Plan	Mark Walshe	25/07/2019
Corporate Risk Register	Darren Crossley	25/07/2019
Corporate projects	Jason Gooding	25/07/2019
Performance Report	Gary Oliver	22/08/2019
Budget monitoring	Steven Tickner	22/08/2019
Draft Procurement Strategy	Steven Tickner	22/08/2019
Customer Services Update	Matthew Ward	03/10/2019
Performance Report	Gary Oliver	03/12/2019
Sickness Absence	Sue Kaveney	03/12/2019
Budget monitoring	Steven Tickner	03/12/2019
Budget setting	Alison Taylor	03/12/2019
Budget setting	Alison Taylor	02/01/2020
Performance Report	Gary Oliver	13/02/2020
Budget monitoring	Steven Tickner	26/03/2020
Corporate Risk Register	Darren Crossley	26/03/2020
Corporate projects	Jason Gooding	26/03/2020
Scrutiny Annual Report	Rowan Jones	26/03/2020