

Business and Transformation Scrutiny Panel

**Agenda
Item:
A.2**

Meeting Date: 14th September 2017
Portfolio: Cross Cutting
Key Decision: No
Within Policy and
Budget Framework
Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME
Report of: Overview and Scrutiny Officer
Report Number: OS 20/17

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 25th August 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:

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

KD.21/17 Bitts Park Lodge – Flood Reinstatement (on today's agenda)

2. References from the Executive

There are no references from the Executive.

3. Work Programme

The Panel's current work programme is attached at **Appendix 1**. Members may wish to give further consideration to the items selected for in-depth scrutiny work – Community Asset Transfer Policy and Customer Services.

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

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
Current Meeting – 14 September 2017															
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			✓		✓		✓	
Task & Finish Groups															
Future Items															
Sickness Absence Gary Oliver	✓						To consider reports relating to sickness absence levels. Biannual reporting	✓				✓			

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Customer Services Jill Gillespie			✓				Consider workflow and new technology within Customer Services – incorporating Customer Contact Strategy					✓			
Kingstown Industrial Estate Mark Walshe						✓	Consider business plan. Update on progress after 6 months requested		✓					✓	
Community Asset Transfer Policy Becky Tibbs							Assist in policy development process				?				
Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				✓
Budget setting 2018/19 Alison Taylor					✓		Draft budget consultation					✓	✓		
Transformation + Business Management and Development SMT Sub-Groups Jason Gooding/Mark Lambert			✓				Bi-annual update for Panel on work of SMT Sub-groups to aid work programme planning for the Panel				?				

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Transformation Board: Corporate programme of projects Tracey Crilley						✓	Bi-annual monitoring of significant projects					✓			
Flood Update Report Darren Crossley		✓	✓			✓	Final report					✓			
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		✓						
FOR INFORMATION ONLY ITEMS															
Details								Date Circulated							