



Business & Transformation Scrutiny Panel

Agenda

Tuesday, 05 December 2017 AT 10:00

In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG

****A preparatory meeting for Members will be held at 9.15am in the Flensburg Room****

The Press and Public are welcome to attend for the consideration of any items which are public.

Members of the Business & Transformation Scrutiny Panel

Councillor Mrs Riddle (Chairman), Councillors Allison, Mrs Birks, Mrs Bowman (Vice Chairman), Mrs Glendinning, Mallinson J, Robson, Watson

Substitutes:

Bainbridge, McDonald, Mrs McKerrell, McNulty, Shepherd, Sidgwick S

PART A

To be considered when the Public and Press are present

Apologies for Absence

To receive apologies for absence and notification of substitutions.

Declarations of Interest (including declarations of “The Party Whip”)

Members are invited to declare any disclosable pecuniary interests, other registrable interests, and any interests, relating to any time on the agenda at this stage.

Public and Press

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

Minutes of previous meetings

9 - 14

To note that Council, on 7 November 2017, received and adopted the minutes of the Business and Transformation Scrutiny Panel held on 14 September 2017 (Minute Book Vol 44(3)). The minutes will be signed by the Chairman.

To approve the minutes of the meeting held on 26 October 2017 (Copy herewith).

A.1 CALL-IN OF DECISIONS

To consider any matter which has been the subject of call-in.

A.2 OVERVIEW REPORT AND WORK PROGRAMME

15 - 22

Portfolio: Cross Cutting

Directorate: Cross Cutting

Officer: Steven O'Keeffe, Policy and Communications Manager

Report: OS.24/17 herewith

Background:

To consider a report providing an overview of matters related to the business of the Business and Transformation Scrutiny Panel.

Why is this item on the agenda?

The Business and Transformation Scrutiny Panel operates within a Work Programme which has been set for the 2017/18 municipal year. The Programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Panel and take into account items relevant to the Panel in the latest Notice of Executive Key Decisions.

A.3 BUDGET 2018/19

Portfolio: Finance, Governance and Resources

Directorate: Corporate Support and Resources

Members are reminded that the Budget reports were circulated to all Scrutiny Members on 10 November 2017. Members are asked to bring the relevant budget reports to the meeting. The Executive Decisions from 20 November 2017 will be circulated prior to the meeting.

(a) Minutes of the Health and Wellbeing Scrutiny Panel and Economic Growth Scrutiny Panel

To receive the views of the Health and Wellbeing Scrutiny Panel and the Economic Growth Scrutiny Panel on the service implications of the Budget reports.
(Copy Minutes of 23 November 2017 and 30 November 2017 to follow)

Revenue Budget Reports:

(b) Budget Update - Revenue Estimates 2018/19 to 2022/23

Report: RD.31/17 pages 1 - 30

Officer: Alison Taylor, Chief Finance Officer

Background:

To consider and comment on the summary of the Council's revised revenue base estimates for 2017/18, together with base estimates for 2018/19 and forecasts up to 2022/23 for illustrative purposes.

Potential new spending pressures and savings are also considered. The following areas are those where the Panel has service responsibility in addition to its overall budget scrutiny responsibility:

Revenue Support Grant (RSG)	4.1 Page 4
Retained Business Rates and Council Tax Reduction Scheme	4.2 Page 4
Welfare Reform Act	4.3 Pages 4 - 5

Resource Assumptions	4.5 Page 5
Information Governance Manager	5.3 Page 6
Legal Services Support	5.4 Page 6
Land Charges Income Shortfalls	5.5 Page 6
Information Technology	5.6 Page 6
Increased Pay Award Provision	5.7 Page 6
Apprentices	5.9 Page 7

To consider new savings proposals and additional income generation. The following areas are those where the Panel has service responsibility in addition to its overall budget scrutiny responsibility:

Business Rate Income 6.6 Page 8

Market Hall 6.8 Page 8

**(c) Individual Charges Reviews -
Background:**

To consider and comment upon Individual Charges Review reports as follows:

Community Services

Report: CS.33/17 pages 31 - 58

Officer: Darren Crossley, Deputy Chief Executive

Economic Development

Report: ED.38/17 pages 59 - 68

Officer: Jane Meek, Corporate Director of Economic Development

Governance and Regulatory Services

Report: GD.66/17 pages 69 - 104

Officer: Mark Lambert, Corporate Director of Governance and Regulatory Services

Licensing

Report: GD.68/17 pages 105 - 118

Officer: Mark Lambert, Corporate Director of Governance and Regulatory Services

(d) Revised Capital Programme 2017/18 and Provisional Capital Programme 2018/19 to 2022/23

Report: RD.32/17 pages 119 - 130

Officer: Alison Taylor, Chief Finance Officer

Background:

To consider and comment on the revised capital programme for 2017/18, together with the proposed method of financing and the proposed programme for 2018/19 to 2022/23.

(e) Corporate Assets - 3 Year Repair and Maintenance Programme 2018/19 - 2020/21

Report: GD.72/17 pages 131 - 136

Officer: Mark Lambert, Corporate Director of Governance and Regulatory Services

Background:

To consider and comment on the maintenance programme and budget proposals for the Council's corporate operational property assets for the 3 year period 2018/19 to 2020/21 together with an update on building maintenance.

(f) Treasury Management September 2017 and Forecasts for 2018/19 to 2022/23

Report: RD.30/17 pages 1337 - 150

Officer: Alison Taylor, Chief Finance Officer

Background:

To receive the regular quarterly report on Treasury Transactions and the City Council's Treasury Management estimates for 2018/19 with projections to 2022/23

(g) Local Taxation 2018/19 - 2022/23

Report: RD.33/17 pages 151 - 160

Officer: Alison Taylor, Chief Finance Officer

Background:

To receive the considerations as part of the budget process that need to be made in relation to aspects of funding received by the Council from Local Taxation.

BUDGET MONITORING REPORTS

23 - 40

(h) Revenue Budget Overview and Monitoring Report - April to September 2017

Report: RD.28/17 herewith

Officer: Alison Taylor, Chief Finance Officer

41 - 56

(i) Capital Budget Overview and Monitoring Report - April to September 2017

Report: RD.29/17

Officer: Alison Taylor, Chief Finance Officer

Background:

The Budget Monitoring Reports are submitted for information

Why are the Budget 2018/19 Reports on the agenda?

Annual Scrutiny as part of the Budget process

What is the Panel being asked to do?

Scrutinise the budget reports and provide feedback to the Executive

A.4 COMMUNITY ASSET TRANSFER

57 - 80

Portfolio: Finance, Governance and Resources

Directorate: Community Services

Officer Steven O'Keeffe, Policy and Communications Manager

Report: OS.21/17 herewith

Background:

The Policy and Communications Manager to submit a report which presents the work of the Community Asset Transfer Task and Finish Group.

Why is this item on the agenda?

Agenda item agreed by the Panel in their Work Programme.

What is the Panel being asked to do?

1. Consider and comment on the Draft Community Asset Transfer Policy (Appendix 1) and supporting documents to enable the Council to implement the policy.
2. Refer the report to Executive for consideration on 18 December 2017.

A.5 CORPORATE PROJECTS STATUS REPORT

81 - 126

Portfolio: Cross Cutting

Directorate: Corporate Support and Resources

Officer: Jason Gooding, Town Clerk and Chief Executive

Report: CE.15/147 herewith

Background:

The Town Clerk and Chief Executive to submit a report which provides an update on the work of the Transformation Board and projects currently being undertaken in the Council and includes the draft Project Manager's Handbook.

Why is the item on the agenda?

Bi-annual monitoring report.

What is the Panel being asked to do?

1. To note and comment on the most recent summary of projects and governance arrangements and the actions being taken to support projects with issues.
2. To comment on the draft Project Manager's Handbook

A.6 2017/18 SICKNESS ABSENCE QUARTER 2 **127 -**
Portfolio: Finance, Governance and Resources **134**

Directorate Community Services

Officer: Gary Oliver, Policy and Performance Officer

Report: CE.16/17 herewith

Background:

The Town Clerk and Chief Executive to submit a report detailing the authority's sickness absence levels for the period April 2017 to September 2017 and other sickness absence information.

Why is this item on the agenda?

Bi-annual monitoring report.

What is the Panel being asked to do?

To consider and comment on the information on sickness absence provided in the report.

A.7 QUARTER 2 PERFORMANCE REPORT 2017/18 **135 -**
Portfolio: Finance, Governance and Resources **148**

Directorate: Community Services

Officer: Gary Oliver, Policy and Performance Officer

Report: PC.20/17 herewith

Background:

The Policy and Communications Manager to submit the second quarter performance against current service standards report and summary of the Carlisle Plan 2015-18 actions.

Why is this item on the agenda?

Quarterly performance monitoring report.

What is the Panel being asked to do?

To consider the performance of the City Council presented in the report with a view to seeking continuous improvement on the Council delivers its priorities.

PART B
To be considered in Private

-NIL-

Enquiries, requests for reports, background papers etc to:

Rachel Plant, Democratic Services Officer, (01228) 817036 or
rachel.plant@carlisle.gov.uk

A copy of the agenda and reports is available on the Council's website at www.carlisle.gov.uk or at the Civic Centre, Carlisle.