

Business and Transformation Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 03 December 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.29/19

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:	Not applicable
Scrutiny:	BTSP 03/12/19
Council:	Not applicable

1. Notice of Key Decisions

1.1 The most recent Notice of Key Executive Decisions was published on 15/11/19. This was circulated to all Members. The following items fall within the remit of this Panel:

Items which are included in the Panel's Work Programme:

- Budget Process 2020/21 – 2024/25

Items which are not 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	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 To be included in the Corporate Projects Report – March 2020
2	22/08/19	BTSP 69/19	2) That Corporate Director of Finance and Resources provide the Panel with written responses: <ul style="list-style-type: none">- from the Property Services Manager detailing the impact on the rental income in the Chancerygate contract and the budget following the loss of the appeal for the rental review;- from the Homelessness Prevention and Accommodation Manager detailing the reasons for the shortfall	Complete Complete

			<p>in Homeless Accommodation income;</p> <ul style="list-style-type: none"> - from the Neighbourhood Services Manager detailing the reasons for the shortfall in car parking income. 	Complete
3	22/08/19	BTSP 70/19	2) That the Capital Programme – Risk Assessment be updated as detailed above.	Complete (Page 232 Budget Book)
4	22/08/19	BTSP 71/19	<p>2) That the Procurement and Commissioning Strategy 2019-2021 be amended as follows:</p> <ul style="list-style-type: none"> - That the Clean Air Act 1993 be included in the list of legislation which the Strategy complied with; - Section 6.1 – ‘carbon dioxide emissions’ be changed to ‘carbon emissions and dioxins’; - That the Council’s approach to ethical procurement and the STEEPLE Analysis tool was included in the Strategy 	Accepted by Executive 16/09/19
5	22/08/19	BTSP 71/19	3) That the Procurement Team provide the Panel with further information regarding areas of procurement where the Council finds it difficult to appoint local suppliers and contractors.	Complete
6	22/08/19	BTSP 72/19	2) That a Key Performance Indicator which monitors and measures the response to the Climate Emergency be developed for inclusion in future Performance Reports	Pending
7	22/08/19	BTSP 72/19	<p>3) That the Policy and Performance Officer seek written responses for circulation to the Panel as follows:</p> <ul style="list-style-type: none"> - An update on the redevelopment of the Sands Centre from the Deputy Chief Executive; - Information on the provision of funding for the City Centre Masterplan from the Corporate Director of Economic Development - Information on the breakdown of the number of emails fully answered by Customer Services, the number of holding responses and the number of emails passed on to be dealt with by other teams. 	Complete

8	03/10/19	BTSP 78/19	2) That the Borderlands Collaboration Agreement report be circulated to Panel Members for their information.	Complete
9	03/10/19	BTSP 78/19	3) That the Town Clerk and Chief Executive undertake to receive a written response from GLL within two weeks of this meeting with regard to resolution BTSP.49/19 "That further information on GLL's outreach programme be circulated to Members".	Complete

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**
- 2. Expert from the Minutes of the Executive 16/09/2019**

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 1: Scrutiny Panel Work Programme 2019-20

Title	Lead Officer	Meeting Date
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
Budget monitoring	Steven Tickner	22/08/2019
Draft Procurement Strategy	Steven Tickner	22/08/2019
Performance Report	Gary Oliver	22/08/2019
Customer Services Update	Matthew Ward	03/10/2019
Budget monitoring	Steven Tickner	03/12/2019
Budget setting	Alison Taylor	03/12/2019
External Audit Findings Report – Action Plan	Alison Taylor	03/12/2019
Performance Report	Gary Oliver	03/12/2019
Budget setting	Alison Taylor	02/01/2020
Performance Report	Gary Oliver	13/02/2020
Sickness Absence	Sue Kaveney	13/02/2019
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
Asset Management Plan – performance update	Mark Walshe/ Mark Lambert	TBC
Update on how City Council is supporting Brexit preparations	Jane Meek	TBC

**EXCERPT FROM THE MINUTES OF THE
EXECUTIVE
HELD ON 16 SEPTEMBER 2019**

EX.77/19 PROCUREMENT AND COMMISSIONING STRATEGY 2019 - 2021
(Key Decision – KD.17/19)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.23/19 outlining the updated Procurement and Commissioning Strategy covering the period 2019 – 2021.

The report recorded that the Procurement and Commissioning Strategy, which had been updated to reflect the current position and activity to be undertaken in 2019-2021, detailed how the Council would operate its procurement function and conformed with the required legislation. The aim of the Procurement and Commissioning Strategy was to set a clear framework for activity throughout the authority, which reflected the Council's Corporate Plan and complimented the Council's Constitution and Contracts Procedure Rules.

Effective procurement and commissioning would support the key strategies and goals of the Council and help deliver corporate priorities. They would be used as a lever to support the efficiency agenda and the wider council objectives such as equal opportunities, sustainability, the environment and local economic regeneration.

The Deputy Leader informed Members that the Procurement and Commissioning Strategy had been last updated in 2017. The main change to the updated version concerned recognition of the Council's responsibilities in terms of climate change and environmental sustainability in order to reduce its carbon footprint, and that be fully considered when undertaking procurement activities where it was appropriate to do so.

The Business and Transformation Scrutiny Panel had scrutinised the matter on 22 August 2019 (Minute BTSP.70/19), and resolved:

“1) That the Procurement and Commissioning Strategy 2019-2021 (RD.23/19) be welcomed.

2) That the Procurement and Commissioning Strategy 2019-2021 be amended as follows:

- That the Clean Air Act 1993 be included in the list of legislation which the Strategy complied with;
- Section 6.1 – ‘carbon dioxide emissions’ be changed to ‘carbon emissions and dioxins’;
- That the Council’s approach to ethical procurement and the STEEPLE Analysis tool was included in the Strategy

3) That the Procurement Team provide the Panel with further information regarding areas of procurement where the Council finds it difficult to appoint local suppliers and contractors.”

The Chairman of the Business and Transformation Scrutiny Panel indicated that the Panel was generally receptive, subject to the above-mentioned recommendations.

In response, the Deputy Leader moved that the Executive accept the recommendations made by the Business and Transformation Scrutiny Panel and approve the Procurement Strategy for 2019-2021.

Summary of options rejected that the Procurement Strategy be not approved

DECISION

That, having considered and accepted the resolution and comments made by the Business and Transformation Scrutiny Panel, the Executive approved the Procurement Strategy for 2019 – 2021.

Reasons for Decision

Effective procurement would enable the Council to achieve its priorities in relation to the Carlisle Plan