

Business & Transformation Scrutiny Panel

Agenda
Item:
A.2

Meeting Date: 18 October 2018
 Portfolio: Cross-cutting
 Key Decision: No
 Within Policy and Budget Framework
 Private/Public: Public

Title: Overview Report and Work Programme
 Report of: Policy & Communications Manager
 Report Number: OS.26/18

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

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|------------|-----------------------|
| Executive: | Not applicable |
| Scrutiny: | 18/10/18 |
| Council: | Not applicable |

1. Notice of Key Decisions

1.1 The most recent Notice of Key Executive Decisions was published on 14 September. 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:

None

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

Review of Statement of Gambling Policy

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. [WP is work programme]

| Meeting Date | Minute Reference | Action | Status |
|--------------|--------------------|---|------------------------------------|
| 15/02/2018 | BTSP.16/18 (2) | Discussion paper on the city centre redevelopment which had been presented to SMT in November 2017 to be circulated to Panel Members. | Outstanding |
| 05/12/2017 | BTSP.42/17 (c) (4) | 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) |
| 14/09/2017 | BTSP.27/17 (2) | 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; | Outstanding (Transformation Board) |
| 31/05/2018 | BTSP.40/18 (2) | That the Information Governance Manager submit a report to the Panel in September on the impact on the authority of the General Data Protection Regulations along with any compliance issues. | Pending (November) |
| 31/05/2018 | BTSP.40/18(3) | That Legal Services provides the Panel with more details regarding the decision-making process for the future administration of Carlisle City Council following the Boundary Commission review. | Pending |

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| 31/05/2018 | BTSP.42/18 (3) | That an update on the changes being implemented within Customer Services be submitted to the Panel in six months' time. | Pending (November) |
| 06/09/2018 | BTSP 63/18 | A Task and Finish group be established to scrutinise the governance arrangements for the Council | Pending |
| 06/09/2018 | BTSP 64/18 | Future budget monitoring reports to be amended so that (i) recommendations properly reflect the scrutiny role (ii) reports contain more narrative to explain variances | Pending (November) |
| 06/09/2018 | BTSP 64/18 | The CFO provide a written response to the panel covering the management of the Chancery overspend and an explanation of the change in use of reserves | Pending |
| 06/09/2018 | BTSP 65/18 | Capital monitoring reports be amended so that (i) recommendations properly reflect the scrutiny role (ii) More detail be added to the narrative around risk and the capital strategy risk assessment be added to the report | Pending (November) |
| 06/09/2018 | BTSP 66/18 | That the Overview and Scrutiny Officer make necessary arrangements in support of the planned Efficiency Inquiry day | Pending |
| 06/09/2018 | BTSP 67/18 | That the communications team prepare a press release re the new CAT policy on behalf of the panel | Completed |
| 06/09/2018 | BTSP 68/18 (1) | That future reports contain more narrative to explain KPI's | Pending (November) |
| 06/09/2018 | BTSP 68/18 (2) | That the Policy and Performance Officer provide a written explanation of KPI CP06 to members of the panel | Pending (November) |
| 06/09/2018 | BTSP 68/18 (3) | That the Portfolio holder for Finance, Governance and Resources circulate the criteria used to determine the 'big three' actions. | Pending |
| 06/09/2018 | BTSP 69/18 (1) | Future employee opinion survey reports present (i) present the responses to qualitative questions in a more meaningful way (ii) better target the thoughts and feelings of staff through different questions (iii) include e the question 'what do you not like about working for the council?' | Pending (September 2019) |
| 06/09/2018 | BTSP 69/18 (2) | Investigate the potential for the results of the Employee Opinion Survey against other relevant authorities. | Pending (September 2019) |

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

4.1 Overview and scrutiny of the Carlisle Plan items that match the remit, contributing to ongoing policy development

Contact Officer: Michael Thompson Ext: 7257

Appendices attached to report: 1. Scrutiny Panel Work Programme 2018/19

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 - None

FINANCE – None

EQUALITY – None

INFORMATION GOVERNANCE – None

Appendix: Work Programme 2018/19

| Date | Item | Lead Officer | Why? |
|------------|---|------------------------------|---------------------------|
| 31/05/2018 | Overview & Scrutiny Report | Steven O'Keeffe | N/A |
| 31/05/2018 | End of Year Performance Report | Gary Oliver/Steven O'Keeffe | Performance Management |
| 31/05/2018 | 2017/18 Outturn Reports | Steven Tickner/Alison Taylor | Policy Review/Development |
| 31/05/2018 | Sickness Absence | Gary Oliver/Jason Gooding | Performance Management |
| 31/05/2018 | Customer Services (Customer Service Charter/Smarter Service Delivery) | Matt Ward/Jason Gooding | Policy Review/Development |
| 26/07/2018 | Performance Report | Gary Oliver/Steven O'Keeffe | Performance Management |
| 26/07/2018 | Medium Term Financial Plan and Capital Strategy | Steven Tickner/Alison Taylor | Policy Review/Development |
| 26/07/2018 | Asset Management Plan | Mark Walshe/Mark Lambert | Policy Review/Development |
| 06/09/2018 | Budget monitoring 2018/19 | Steven Tickner/Alison Taylor | Budget |
| 06/09/2018 | Corporate Plan | Jason Gooding | Policy Review/Development |
| 06/09/2018 | Employee Opinion Survey | Gary Oliver/Jason Gooding | Monitoring |
| 06/09/2018 | Terms of Reference for Efficiency Inquiry day | Michael Thompson | Budget |
| 18/10/2018 | Corporate Risk Register | Jason Gooding | Monitoring |
| 29/11/2018 | Workforce Plan | Julie Kemp/Jason Gooding | Policy Review/Development |
| 29/11/2018 | Performance Report | Gary Oliver/Steven O'Keeffe | Performance Management |
| 29/11/2018 | Budget monitoring 2018/19 | Steven Tickner/Alison Taylor | Budget |

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| 29/11/2018 | Budget setting 2019/20 | Steven Tickner/Alison Taylor | Budget |
| 29/11/2018 | Sickness Absence | Jason Gooding | Performance Management |
| 29/11/2018 | Transformation Board: Corporate projects programme | Jason Gooding | Monitoring |
| 29/11/2018 | General Data Protection Regulations along with any compliance issues | Aaron Linden/Mark Lambert | Policy Review/Development |
| 03/01/2019 | Budget setting 2019/20 | Steven Tickner/Alison Taylor | Budget |
| 14/02/2019 | Performance Report | Gary Oliver / Steven O'keeffe | Performance Management |
| 14/02/2019 | Budget monitoring 2018/19 | Steven Tickner/Alison Taylor | Budget |
| 28/03/2019 | Corporate Risk Register | Jason Gooding | Monitoring |
| 28/03/2019 | Scrutiny Annual Report | Michael Thompson | N/A |
| TBC | Customer Contact Centre | Mark Walshe/Darren Crossley | Monitoring |
| TBC | Flood Recovery Lessons Learnt Report. To include the impact of the closure of John Street Homeless Accommodation. | Darren Crossley/Jason Gooding | Performance Management |
| TBC | Sands Centre Redevelopment | Gavin Capstick/Darren Crossley | Monitoring |
| TBC | Inquiry day relating to Efficiency and Efficiency planning | Various | Budget |
| TBC | Use of Technology and Flexible Working for Members | Mike Scott /Julie Kemp | Policy Review/Development |