

# 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

Executive:	<b>Not applicable</b>
Scrutiny:	<b>18/10/18</b>
Council:	<b>Not applicable</b>

## 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

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

**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

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