



# **Business & Transformation Scrutiny Panel**

## **Agenda**

**Tuesday, 03 December 2019 AT 16:00**

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

**\*\*A preparatory meeting for Members will be held at 3.30pm 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 Bainbridge (Chairman) , Councillors Alcroft, Allison, Mrs Birks (Vice Chairman), McNulty, Mitchelson, Paton, Robson

#### **Substitutes:**

Councillors Mrs Atkinson, Mrs Bowman, Mrs Bradley, Mrs Brown, Collier, Ms Ellis-Williams, Mrs Finlayson, Mrs Glendinning, Glover, Mrs McKerrell, Meller, Morton, Patrick, Robinson, Rodgerson, Shepherd, Miss Sherriff, Southward, Tarbitt, Dr Tickner

## **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 item 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**

To note that Council, on the 5 November 2019, received and adopted the minutes of the meetings held on 22 August 2019 and 3 October 2019.

The Minutes will be signed by the Chairman. Minute Book Volume 46(3).

#### **A.1 CALL-IN OF DECISIONS**

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

#### **A.2 OVERVIEW REPORT**

**9 - 16**

Portfolio: Cross Cutting

Directorate: Cross Cutting

Officer: Rowan Jones, Overview and Scrutiny Officer

Report: OS.29/19 herewith

#### **Background:**

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

#### **Why is this item on the agenda?**

The Business and Transformation Scrutiny Panel operates within a work plan which has been set for the 2019/20 municipal year. The Plan 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 this Panel in the latest Notice of Executive Key Decisions.

**What is the Panel being asked to do?**

- Note the items (within Panel remit) on the most recent Notice of Executive Key Decisions
- Discuss the work programme and prioritise if necessary

**A.3 BUDGET 2019/20**

Portfolio: Finance, Governance and Resources

Directorate: Finance and Resources

Officer: Alison Taylor, Corporate Director of Finance and Resources

**Members are reminded that the Budget Book was circulated to all Councillors on 8 November 2019 and are asked to bring it to the meeting. The Executive Decisions from 18 November 2019 will follow.**

**(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 21 November 2019 and 28 November 2019 to follow)

**Revenue Budget Reports:****(b) Budget Update - Revenue Estimates 2020/21 to 2024/25**

Report: RD.29/19 Pages 1 - 30

Officer: Alison Taylor, Corporate Director of Finance and Resources

**Background:**

To consider and comment on the summary of the Council's revised revenue base estimates for 2019/20, together with base estimates for 2020/21 and forecasts up to 2024/25 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:

Government Settlement Funding Assessment	4.1 Page 4
Retained Business Rates and Council Tax	4.2 Page 4
Pension Fund Triennial Revaluation	4.3 Page 5
Pay Award 2020/21	4.4 Page 5
Resources Assumptions	4.5 Page 5

- Business Interaction Centre - rental income
- Lanes rental income
- Rental income from other properties
- Land Charges income
- Market Hall income
- Carlisle Southern Relief Road developer contributions
- Income from advertising
- Car park income
- Gateway 44

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 Rates Pooling      6.4.1 Page 8

Rural Services Delivery Grant 6.4.2 Page 8

New Homes Bonus      6.4.3 Page 9

Base Budget Review      6.5 Page 9

### **(c) Individual Charges Reviews -**

#### **Background:**

To consider and comment upon individual charges review reports as follows:

#### **Community Services:**

Report: CS.25/19      Pages 31 - 58

Officer: Darren Crossley, Deputy Chief Executive

#### **Economic Development:**

Report: ED.36/19      Pages 59 - 68

Officer: Jane Meek, Corporate Director of Economic Development

## **Governance and Regulatory Services:**

Report: GD.46/19      Pages 69 - 104

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

## **Licensing:**

Report: GD.64/19      Pages 105 - 122

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

## **(d) Revised Capital Programme 2019/20 and Provisional Capital Programme 2020/21 to 2024/25**

Report: RD.30/19      Pages 123 - 132

Officer: Alison Taylor, Corporate Director of Finance and Resources

## **Background:**

To consider and comment on the revised capital programme for 2019/20, together with the proposed method of financing and the proposed programme for 2020/21 to 2024/25 in light of the new capital proposals identified, and the estimated capital resources to fund the programme.

## **(e) Corporate Assets - Capital Programme 2020/21 and a 3 Year Repair and Maintenance Programme 2020/21 to 2022/23**

-----  
Report: GD.62/19      Pages 133 - 138

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

## **Background:**

To consider and comment on the repair and maintenance programme budget proposals for the Council's corporate operational property assets for the three year period 2020/21 to 2022/23 together with an update on building maintenance.

## **(f) Treasury Management Quarter 2 2019/20 and Forecasts for 2020/21 to 2024/25**

Report: RD.31/19      Pages 139 - 152

Officer: Alison Taylor, Corporate Director of Finance and Resources

**Background:**

To receive the regular quarterly report on Treasury Transactions and the City Council's Treasury Management estimates for 2020/21 with projections to 2024/25.

**(g) Local Taxation 2020/21 - 2024/25**

Report: RD.32/19      Pages 153 - 160

Officer: Alison Taylor, Corporate Director of Finance and Resources

**Background:**

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

**Why are these items on the agenda?**

Annual scrutiny as part of the budget process.

**What is the Panel being asked to do?**

Scrutinise the reports and provide feedback to the Executive.

**A.4 REVENUE BUDGET OVERVIEW AND MONITORING REPORT - APRIL TO SEPTEMBER 2019      17 - 40**

Portfolio:      Finance, Governance and Resources

Directorate: Finance and Resources

Officer:      Alison Taylor, Corporate Director of Finance and Resources

Report:      RD.33/19 herewith

**Background:**

The Corporate Director of Finance and Resources to submit a report providing an overview of the Council's General Fund revenue budgetary position for the period April to September 2019 which was considered by the Executive on 18 November 2019.

**Why is this item on the agenda?**

Budget monitoring report.

**What is the Panel being asked to do?**

To scrutinise the overall budgetary position for the period April to September 2019.

## **A.5 CAPITAL BUDGET OVERVIEW AND MONITORING REPORT - APRIL TO SEPTEMBER 2019** 41 - 58

Portfolio: Finance, Governance and Resources

Directorate: Finance and Resources

Officer: Alison Taylor, Corporate Director of Finance and Resources

Report: RD.34/19

### **Background:**

The Corporate Director of Finance and Resources to submit an overview of the budgetary position of the City Council's capital programme for the period April to September 2019 which was considered by the Executive on 18 November 2019.

### **Why is this item on the agenda?**

Budget monitoring report.

### **What is the Panel being asked to do?**

To scrutinise the overall budgetary position for the period April to September 2019.

## **A.6 EXTERNAL AUDIT FINDINGS FOR CARLISLE CITY COUNCIL 2018.19** 59 - 64

Portfolio: Finance, Governance and Resources

Directorate: Finance and Resources

Officer: Alison Taylor, Corporate Director of Finance and Resources

Report: RD.42/19 and Minute Excerpt herewith

### **Background:**

The Corporate Director of Finance and Resources to submit the Action Plan from the External Audit Report for the year end 31 March 2019.

### **Why is this item on the agenda?**

The Audit Committee, at their meeting on 30 July 2019, referred the Action Plan to the Business and Transformation Scrutiny Panel to inform their scrutiny of the Medium Term Financial Plan and Capital Programme.

### **What is the Panel being asked to do?**

To consider the Action Plan as part of the scrutiny of the Medium Term Financial Plan and Capital Programme.

Portfolio:	Finance, Governance and Resources
Directorate:	Community Services
Officer:	Gary Oliver, Policy and Performance Officer
Report:	PC.17/19 herewith

**Background:**

The Policy and Communications Manager to submit the quarter 2 performance against the current Service Standards and a summary of the Carlisle Plan 2015-18 actions as defined in the 'plan on a page'.

**Why is this item on the agenda?**

Quarterly performance monitoring report.

**What is the Panel being asked to do?**

Consider the performance of the City Council presented in the report with a view to seeking continuous improvement in how 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) 817039 or  
[rachel.plant@carlisle.gov.uk](mailto:rachel.plant@carlisle.gov.uk)

A copy of the agenda and reports is available on the Council's website at [www.carlisle.gov.uk](http://www.carlisle.gov.uk) or at the Civic Centre, Carlisle.