

Business and Transformation Scrutiny Panel

**Agenda
Item:**

A.2

Meeting Date: 4th January 2018

Portfolio: Cross Cutting

Key Decision: No

Within Policy and
Budget Framework

Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME

Report of: Policy & Communications Manager

Report Number: OS 01/18

Summary:

This report provides an overview of matters related to the Business and Transformation 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
- Consider the work programme and prioritise if necessary

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**Appendices attached
to report:**

1. **Business and Transformation Scrutiny Panel Work
Programme 2017/18**

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 18th December 2017. 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:

KD.23/17 Budget Process 2018/19 (Today's Panel)

KD.33/17 Sands Centre Redevelopment (Special meeting)

KD.35/17 Action Plan - Disabled Facilities Grant 2017 to 2019 (Health & wellbeing Panel Remit / February meeting)

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

KD.34/17 Civic Centre - Ground Floor Reinstatement (February meeting)

2. References from the Executive

There are no references from the Executive.

3. Progress on resolutions from previous meetings

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.

The panel agreed that the reports on individual projects from the Business Management and Development Sub Group will be submitted at the appropriate time for Members input. This is an ongoing action to help update the work programme. Therefore, 'Action 15' in the list below was completed at the Panel meeting in October.

No.	Meeting Date	Action	Status
1	5/12/2017	That information on the use of the grant to the Sexual Assault Referral Service be circulated to the Panel Members for information.	Pending (4/1/18)
2	5/12/2017	That the Panel support the recommendation made to the Executive by the Economic Growth Scrutiny Panel and recommend to the Executive that the proposed reduction in the level of charge levied for the 4 – 9.5 hour period in the Civic Centre car Park be removed from the Executive Budget proposals.	Completed
3	5/12/2017	That information on the commercial use of the Old Fire Station be circulated to Panel Members for information.	Pending (4/1/18)
4	5/12/2017	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)
5	5/12/2017	That a report detailing the impact of the closure of John Street Homeless Accommodation following the flood be added to the Panel's future Work Programme.	Pending (work programme 18/19)

No.	Meeting Date	Action	Status
6	5/12/2017	That an update on grant/funding applications which the Council had submitted and information on their success be circulated to Members of the Panel;	Pending (Feb. Meeting 2018)
7	5/12/2017	That the Disabled Facilities Action Plan be added to the Panel's work programme.	Completed (Feb. Meeting 2018)
8	5/12/2017	The Panel recommend that the following line be removed from Section 6.2 of the Revised Capital Programme 2017/18 and Provisional Capital Programme 2018/19 to 2022/23: No major one-off schemes unless fully funded from grants or external funding	Pending (4/1/18)
9	5/12/2017	That the Town Clerk and Chief Executive provide the Panel with an update on the Harraby Cycle Track project.	Pending (4/1/18)
10	5/12/2017	That the Chief Finance Officer provide Panel Members with information on the use of additional contributions to the Public Realm Scheme	Pending (4/1/18)
11	5/12/2017	That the Panel recommend to the Executive the approval and adoption of the Community Asset Transfer Policy	Pending (Feb. Meeting 2018)
12	5/12/2017	The Panel thanked the Chief Executive for the Handbook and requested that Portfolio Holders were added to the progress reports for the management of projects.	Completed
13	5/12/2017	That an update on the Community Infrastructure Levy be circulated to the Panel.	Pending (4/1/18)
14	5/12/2017	That the Town Clerk and Chief Executive provide the Panel with information on the cost implications to the authority due to the closure of Adriano's.	Pending (4/1/18)
15	26/9/2017	That reports on individual projects from the Business Management and Development Sub Group be submitted to the Panel at the appropriate time for Members input.	Completed
16	26/9/2017	That the update on the Community Asset Transfer Policy Task and Finish Group be welcomed and that the Task and Finish Group be opened to Members of the Health and Wellbeing Scrutiny Panel and the Economic Growth Scrutiny Panel.	Completed
17	14/9/2017	That an update on the progress being made with rent reviews be circulated to all Members of the Panel	Completed
18	14/9/2017	That the timetable of works using the Better Care Funding be circulated to Members of the Panel to enable them to identify any potential areas for Scrutiny.	Completed
19	14/9/2017	That the Deputy Chief Executive circulate the timescales for the new leisure contract to Members of the Panel.	Completed
20	14/9/2017	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;	Pending (Executive 18/12/17)
21	14/9/2017	That details of contractual arrangements for the garden waste service be circulated to all Members of the Panel.	Completed

No.	Meeting Date	Action	Status
22	3/8/2017	Asset Management of Kingstown Industrial Estate & Parkhouse Business Park Business. That the Panel receive a progress report on the Business Plan in six months' time.	Pending (Feb. Meeting 2018)
23	3/8/2017	That the Business and Transformation Scrutiny Panel receive an update on the Leisure Contract at the appropriate time;	Pending (29/1/18)
24	3/8/2017	That future reports on information requests be submitted for scrutiny on an exception only basis.	Pending any exceptions

4. Work Programme

A special joint Scrutiny Panel with Health and Wellbeing, will take place on Monday 29 January 2018 to scrutinise the Sands Centre Redevelopment.

The Panel's current work programme is attached at **Appendix 1**.

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

Appendix 1: Work Programme

Issue Contact Officer	Type of Scrutiny						Comments/Current Status	Meeting Dates							
	Performance	Notice of Key Decision /Referred from Executive	Policy Review or Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		13 Jun 17	03 Aug 17	14 Sep 17	26 Oct 17	05 Dec 17	04 Jan 18	15 Feb 18	22 Mar 18
Current Meeting – 4 January 2018															
Budget setting 2018/19 Alison Taylor					✓		Draft budget consultation					✓	✓		
Flood Update Report Darren Crossley		✓	✓			✓	Final report						✓		
Customer Services Jill Gillespie			✓				Consider workflow and new technology within Customer Services – incorporating Customer Contact Strategy & Customer Services Charter						✓		
Task & Finish Groups															
Community Asset Transfer Policy Becky Tibbs			✓				Assist in policy development process					✓		✓	

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Future Items															
Disabled Facilities Grant Action Plan			✓				Requested by Panel following on from budget meeting.							✓	
Kingstown Industrial Estate Mark Walshe						✓	Consider business plan. Update on progress after 6 months requested		✓					✓	
Flood Update Report Darren Crossley		✓	✓			✓	Final report					✓			
Performance Monitoring Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓		✓	
Budget Monitoring 17-18 Alison Taylor					✓	✓	Monitoring of budget – both revenue and capital			✓		✓		✓	
Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				✓
Scrutiny Annual Report Dave Taylor							Draft report for comment before Chairs Group approval								✓

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COMPLETED ITEMS															
Street Trading Policy Scott Burns			✓				New policy being developed	✓							
Freedom of Information Requests Clare Furlong						✓	Annual Report on Freedom of Information requests. From 2018 onwards, for information only		✓						
Medium Term Financial Plan and the Capital Strategy 2018/19 to 2022/23 Alison Taylor		✓			✓		Policy Documents Consultation		✓						
Asset Management Plan Mark Walshe		✓					2017 to 2022 Plan		✓						
2016/17 Provisional Outturn Reports Alison Taylor					✓		Outturn reports and requests to Council	✓							
Asset Recovery: Civic Centre Darren Crossley			✓				Consultation on reinstatement plans		✓						

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Performance Monitoring Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓			
Bitts Park Lodge – Flood Reinstatement Mark Lambert		✓					Key Decision			✓					
Budget Monitoring 17-18 Alison Taylor					✓	✓	Monitoring of budget – both revenue and capital			✓		✓			
Transformation + Business Management and Development SMT Sub-Groups Jason Gooding/Mark Lambert			✓				Bi-annual update for Panel on work of SMT Sub-groups to aid work programme planning for the Panel				✓				
Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				

