

Resources Overview and Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 6 December 2016

Portfolio: Cross Cutting

Key Decision: No

Within Policy and
Budget Framework

Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME

Report of: Policy and Performance Officer

Report Number: OS.25/16

Summary:

This report provides an overview of matters related to the Resources Overview and 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
- Note and/or amend the Panel's work programme
- Comment on the proposed new Panel remits

Contact Officer: Gary Oliver

Ext: 7430

Appendix attached to
report:

1. Minute Reference from Executive
2. Resources Overview and Scrutiny Panel Work Programme 2016/17
3. Proposal for new Panel remits
4. Current Panel remits
5. Proposed changed remit structure

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 18 November 2016. This was circulated to all Members. The following items fall into the remit of this Panel:

Items which have been included in the Panel's Work Programme:

KD.21/16 Budget Process 2017/18 (This item is on the agenda)

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

KD.24/16 Polling Station Review 2016/17

2. References from the Executive

EX.117/16 – Market Hall Roof from Executive on 21 November 2016 (Appendix 1)

3. Work Programme

The Panel's current work programme is attached at Appendix 1. Members are asked to note and/or amend the Panel's work programme and in particular consider the framework for the next meeting.

The following items are scheduled for the next meeting on 5 January 2017:

- Budget Setting 2017/18 – 2021/22

4. Proposed new Panel remits

Scrutiny Chairs have recently discussed the possibility of changing the current panel remit structure, to better align with the Council priorities, current challenges faced by the Council and to address current Scrutiny best practice.

The Scrutiny Chairs Group resolved at their meeting on 21 September that the proposals for three new Overview and Scrutiny Panels (aligned with the new Senior Management Team structure and Council priorities) be considered by each of the Political Groups.

The Chair of Resources Overview and Scrutiny Panel has requested that the views of this Panel are sought.

The details of the proposals and rationale for the changes are contained in Appendix 2.

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

**EXCERPT FROM THE MINUTES OF THE EXECUTIVE
HELD ON 21 NOVEMBER 2016**

EX.117/16 REFERENCE FROM OVERVIEW AND SCRUTINY
(Non Key Decision)

Portfolio Various

Relevant Overview and Scrutiny Panel Community; Environment and
Economy; and Resources

Subject Matter

Consideration was given to a reference from the Resources Overview and Scrutiny Panel on 20 October 2016. Following their consideration of Report GD.51/16 detailing the need for essential repair works to the Market Hall premises, together with proposals to extend the head-lease and under-lease of the premises, the Panel had resolved:

“1) That the Panel noted the resolution of the Executive on 26 September 2016 (EX.85/16 refers) and requested that the Executive considered the Panels concerns regarding the extension of the head lease and asked that the Executive made the final decision.

2) That a report be submitted to the next Panel meeting detailing the relationship with stallholders and the managing agents and provides up to date information and feedback from the October Market Management Group.”

A copy of Minute Excerpt ROSP.84/16 had been circulated.

The Chairman of the Resources Overview and Scrutiny Panel had been invited to speak, but was not in attendance.

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder gave a brief summary of the background / current position.

In response to recommendation 1) and the Panel’s concerns regarding the extension of the Head Lease, the Deputy Leader stated that a further report would be submitted to the Executive for consideration and agreement of the proposed head-lease and under-lease extension.

The Economy, Enterprise and Housing Portfolio Holder added that she had given an assurance to the Resources Overview and Scrutiny Panel at their last meeting that a report would be provided as requested at recommendation 2).

Summary of options rejected None

DECISION

That the Executive had given consideration to the reference from the Resources Overview and Scrutiny Panel (ROSP.84/16); and responded to their recommendations as outlined above.

Reasons for Decision

To respond to a reference from the Resources Overview and Scrutiny Panel

Appendix 2: Resources Overview and Scrutiny Panel Work Programme 2016/17

Issue Contact Officer	Type of Scrutiny						Comments/Current Status	Meeting Dates							
	Performance Management	Notice of Key Decision /Referred from Executive	Policy Review or Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		16 Jun 16	4 Aug 16	08 Sep 16	20 Oct 16	06 Dec 16	05 Jan 17	23 Feb 17	13 Apr 17
Current Meeting – 6 December 2016															
Performance Monitoring Gary Oliver	✓					✓	Quarterly monitoring of performance within remit of Panel	✓		✓		✓		✓	
Sickness Absence Gary Oliver	✓						To consider reports relating to sickness absence levels.	✓		✓		✓		✓	
Corporate Programme Board Tracey Crilley						✓	Bi-annual monitoring of significant projects	✓				✓			
Significant Partnerships Alison Taylor				✓			Bi-annual scrutiny Deferred due to flood work	✓				✓			
Budget setting 2017/18-2021/22					✓		1 st forecast of overall budget proposals					✓			

[illegible]

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Future Items															
Corporate Risk Register Tracey Crilley						✓	Bi-annual monitoring				✓				✓
Flood Update Report Darren Crossley		✓	✓			✓	Areas within remit of Panel	✓	✓					✓	
DigitalVision and Technology 5 year strategy Michael Scott						✓	Implementation of Digital (ICT) strategy – 6 monthly monitoring		✓					✓	
Kingstown Ind Estate Business Plan Mark Lambert				✓			To consider the Estate Business Plan. Staff from preferred partner to be invited to attend scrutiny of the Plan.								
Kingstown Ind Estate	✓			✓			Bi-annual monitoring of the Contract								

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Contract Mark Lambert															
Budget setting 2017/18-2021/22 Alison Taylor					✓		Draft budget consultation						✓		
Smarter Service Delivery project Ben Renucci							6 monthly monitoring							✓	
Scrutiny Annual Report Scrutiny Officer							Draft report for comment before Chairs Group approval								✓
COMPLETED ITEMS															
Carlisle 4 year Efficiency Plan Peter Mason / Alison Taylor					✓	✓	Efficiencies delivered for 2016/17 and plans set out in the 4 year efficiency statement				✓				

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Market Hall – Capital Contribution to Roof Repair Works Mark Lambert		✓					Pre–decision scrutiny of Executive decision				✓				
Employee Opinion Survey 2016 Steven O’Keeffe						✓	To consider the results of the Employee Opinion Survey.				✓				
2015/16 Provisional Outturn Reports Peter Mason					✓		Outturn reports and requests to Council	✓							
Kingstown and Parkhouse Procurement Project Raymond Simmons		✓					To scrutinise options and proposals being considered. Postponed by 3–4 months due to flood.	✓							
Freedom of Information Requests							Annual report on Freedom of Information requests		✓						

Issue Contact Officer	Type of Scrutiny						Comments/Current Status	Meeting Dates							
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Clare Furlong							<i>Future reports for information only</i>								
Budget setting 2016/17-2020/21 (MTFP) Peter Mason		✓			✓		Policy documents consultation		✓						
Corporate Complaints Policy Jill Gillespie			✓				Consideration of reviewed Corporate Complaints policy		✓						
Asset Management Plan Barbara Vernon		✓					2016 to 2021Plan		✓						
FOR INFORMATION ONLY ITEMS															
Details								Date Circulated							

Appendix 3: Proposed new Panel remits (updated 8/11/16)

1. Request to review the Panel remits

Scrutiny Chairs Group on 14 July discussed the Panel remits.

Concerns were raised that some of the Panel remit areas, in particular housing, as set out in the Leader's Scheme of Delegation had moved following the restructure of the Council.

At that meeting it was resolved that the remit areas of the Panel in relation to the Leader's Scheme of Delegation be reviewed by the Scrutiny Support Officer and Democratic Services Officer and brought back to the next meeting of the Scrutiny Chairs Group.

The following proposal details two options for transformed Panel remits. Members of SCG are asked to consider and comment on these possible changes.

2. The current Panel remits and rationale for change

Members will be familiar with the current Panel remits, as listed in Appendix 3. These have essentially changed very little since being set up in 2001, following the move from the original Committee System. In recent years there have been substantial changes in terms of the Council priorities moving from 'Green and Clean and Safer' to Economic Growth and Health and Wellbeing, and the Senior Management Team (SMT) structure (reducing from 7 to 4). The Council is now considerably smaller and has lost high profile services such as Highways Claim Rights. Much work still needs to be done to transform services using new technology and on much reduced financial resources. The Council is also committed to partnership working in the key priority areas.

Best practice in Overview and Scrutiny (Centre for Public Scrutiny) advocates the following:

- ✓ Prioritisation in what comes to Scrutiny (quality rather than quantity)
- ✓ Greater involvement in the Council's biggest challenges and priorities
- ✓ Greater scrutiny of critical issues
- ✓ Be more outcome focussed

This paper addresses best practice as well as addressing the new priorities and challenges the Council faces.

3. Proposed new Overview and Scrutiny Panels

As well as the new SMT structure of Corporate Support and Resources, Community Services, Economic Development, and Governance and Regulatory Services, the Chief Executive is working up proposals to introduce four cross-cutting thematic groups, chaired by an SMT member. The proposal in this report is to align Overview and Scrutiny remits with this new cross-cutting approach and hence with the Council priorities and current areas of Council focus. The O&S remits could mirror the proposed new subgroups of SMT, which are being set up to address operational management and co-ordination of corporate, cross departmental activity.

The proposal is for the four SMT sub-groups to be:

- Health and Wellbeing
- Economic Growth

- Business Management & Development
- Transformation Plans

Two possible options for O&S Panels are given below:

Option 1

The proposal put forward is to transform the O&S Panels, with new names and aligned remit areas broadly in line with the new SMT thematic groups. This would allow greater focus of Scrutiny on the Council's priorities and support policy development on cross-cutting issues.

Below shows a summary of the possible remits of these Panels, with separate Panels for Economic Growth and Health & Wellbeing and a joint Panel for Business Management and Transformation Plans. For further detail see Appendix 4.

Economic Growth Scrutiny Panel	Health and Wellbeing Scrutiny Panel	Business and Transformation Scrutiny Panel
<ul style="list-style-type: none"> • Planning • Redevelopment • Housing delivery • Promoting Carlisle • Carlisle Economic Partnership • Tourism • Infrastructure development • Business support • Inward development • External liaison with education and skills providers 	<ul style="list-style-type: none"> • Healthy City steering group • Community Safety • Leisure and Culture • Housing support and advice • Environmental Health • Community cohesion and engagement • Emergency planning • Neighbourhood Services, waste & recycling 	<ul style="list-style-type: none"> • Enhanced governance • Commercial strategy • Renewed Asset Business Plans • Income generation • Potential new ventures • Strategic finance • Budget development and management • Financial monitoring and performance management • Corporate planning • Performance management • Corporate Risk management • Organisation development • Smarter services delivery • Service delivery innovation activities

Option 2 The option here is to have two new larger Panels (up to 13 Members in each). This could then allow for more Scrutiny Review work (policy development and in-depth investigation of issues)

Economy, Health and Wellbeing Scrutiny Panel	Business and Transformation Scrutiny Panel
<ul style="list-style-type: none"> •Healthy City steering group •Community Safety •Leisure and Culture •Housing support and advice •Environmental Health •Community cohesion and engagement •Emergency planning •Planning •Redevelopment •Housing delivery •Promoting Carlisle •Carlisle Economic Partnership •Tourism •Infrastructure development •Business support •Inward development •External liaison with education and skills providers •Neighbourhood Services, waste & recycling 	<ul style="list-style-type: none"> •Enhanced governance •Commercial strategy •Renewed Asset Business Plans •Income generation •Strategic finance •Budget development and management •Financial monitoring and performance management •Corporate planning •Performance management •Corporate Risk management •Organisational development •Smarter services delivery •Service delivery innovation activities •

4. Potential benefits

In addition to a rejuvenated scrutiny process, the potential new remits would allow

- Greater involvement in the Council's *biggest challenges and priorities*
- More in-depth scrutiny of *critical issues*
- Focussed work programmes – *prioritisation on what's important*
- Cross-cutting themes will allow for a fresh, more independent view
- Increased Member involvement in *policy review and development*
- More *outcome focussed performance management* and greater responsibility for assessing the Council's performance
- Aligned remits with the new cross-cutting thematic Officer Board structure will produce economy in terms of senior officer involvement ie. one Director per Panel
- Greater clarity of remit areas eg. housing.

This better reflects Scrutiny best practice.

5. Timetable

Consultation with Members

Draft report to current three O&S Panels

Report to Executive and Council, requiring change to Council Constitution.

Suggested start date for changes new Civic year 2017-18

6. Alignment to Portfolio Holder areas to be determined

Possible alignments according to current Portfolio Holder structure:

Culture, Heritage & Leisure Portfolio	<ul style="list-style-type: none">•Economic Growth Scrutiny Panel•Health and Wellbeing Scrutiny Panel
Communities, Health & Wellbeing Portfolio	<ul style="list-style-type: none">•Health and Wellbeing Scrutiny Panel•Economic Growth Scrutiny Panel
Economy, Enterprise & Housing Portfolio	<ul style="list-style-type: none">•Economic Growth Scrutiny Panel•Health and Wellbeing Scrutiny Panel
Environment & Transport Portfolio	<ul style="list-style-type: none">•Health and Wellbeing Scrutiny Panel•Economic Growth Scrutiny Panel
Finance, Governance & Resources Portfolio	<ul style="list-style-type: none">•Business and Transformation Scrutiny Panel
Leader's Portfolio	<ul style="list-style-type: none">•All Scrutiny Panels

The Leader's current Scheme of Delegation contains additional areas that would require alignment to the new Panels.

7. Going forward

In summary this note covers the rationale for making changes to the current O&S Panel remits and details possible options for new remits.

Scrutiny Chairs' views and observations on the proposals set out in the briefing note are welcomed.

Sarah Mason

Overview & Scrutiny Officer

14 September 2016

Updated 8/11/16

Appendix 4: Current Panel remits

Environment and Economy	Resources	Community
Events	Carlisle Partnership – Including Community Plan	Children's and Young People's Agenda/Partnership
Car Parking	Civic Relationships	Schools Engagement
Dog Wardens	Council Communication	Young People's Activities
Environment Agenda	Emergency Planning	Youth Council Links
Environmental Protection	Mayoral/Civic	Allotments
Green Spaces	Overall Strategy/Policy	Bereavement Services
Highways Maintenance	Press and Public Relations	CCTV
Highways Partnership	Strategic Partnerships	Crematoria
Land Drainage	Sub Regional/Regional/National Relationships	Food Standards
Movement Strategy	Town Twinning	Health and Safety (External)
Pest Control	Accountancy and Strategic Finance	Parks
Recycling	Asset Management Plan	Play Areas (Development)
Refuse Collection	Best Value	Private Sector Housing including enforcement
Relationships with Environment Agency/DEFRA	Budget Framework	Public Conveniences
Street Cleaning	Building Maintenance and Support Services	Public Health Complaints
Street Lighting	Capital Strategy	Empty Property Schemes
Streetscene	Corporate Management	Homelessness/Hostels/Homeless Prevention
Waste Management	Corporate Planning	Housing Client and Enabling
Building Control	Corporate Plan and Performance Management	Housing Conditions
Business Support and Sector Development	Corporate Support Services	Housing Management
City Centre Management	Data Protection	Housing Partnerships
Conservation	Data Security	Housing Strategy and Support

Development Control	Democratic Services	Rural/Urban Policy
Economic Development and Strategy	Freedom of Information	Supported Housing Services
Enterprise Centre	Health and Safety (staff)	Advice Agencies
External Funding	Human Resources	CDRP (safer Communities)
Inward Investment	Income Management	Community Centres/Associations
Local Plans	ICT	Community Consultation
Planning Policies	Insurance	Community Development
Private Sector relationships inc Cumbria Chamber	Internal Audit	Community Participation and Volunteering
Strategic Transport and Infrastructure	Investment Strategy	Community Safety/Crime & Disorder
Historic Carlisle	Land Charges	Consultation Strategy
Tourism Action Plan	Legal Services	Crime and Disorder
Tourism Management and Development	Licensing and Regulatory	Customer Contact Services
	Medium Term Financial Plan	Disabled Access
	Member Services	Disabled Facilities Grants
	Organisation Development (Staff and Members)	Equality and Diversity Policy
	Payments	Health Improvement
	Payroll	Health/Wellbeing Partnerships
	Policy and Performance Management	Neighbourhoods and Rural Support
	Procurement	Play Areas (operational)
	Property/Estates and Facilities Management	Shopmobility
	Property (strategic)	Culture and Arts development
	RIPA	Cultural Strategy
	Revenues and Benefits	Fair Trade
	Risk Management	Grants for Leisure
	Service Standards	Sport and Leisure
	Shared Services Monitoring	Tullie House Trust

	Sundry Debtors	
	Transformation programme	
	Treasury Management	
	Treasury Management Strategy Statement	
	Workforce Development Strategies	
	Property (Strategic)	
	Cash Collection	
	Corporate Complaints	

Appendix 5: Proposed changed remit structure

Economic Growth

Health and Wellbeing

Business Management and Development

Transformation Plans

Combine these two areas

Planning Policy

Public Health Alliance

Enhanced Governance

Organisation Development –
Culture, Competencies and Skill
Development

Regeneration Projects
Infrastructure Development
Housing Delivery (market, starter,
affordable)

Health and Wellbeing Board
Healthy City Steering Group
Carlisle and Eden CSP

Refined Scheme of Delegation
Reformed Constitution
Commercial Strategy

Systems and Process Training
Technology Training
Customer Training

Business Support Services

Community Safety

Renewed Asset Business Plans

Data Management and
Information Training

Inward Investment

Leisure and Cultural

Income Generation from Existing

Performance Management

Promoting the Place – Carlisle Story	Partnerships/Contracts inc Green Spaces	Services	Framework and Reporting Standards, Systems etc
External Liaison with Education and Skills Providers	Housing Support and Advice (not delivery)	Potential New Ventures	Data Capture and Ownership
LEP	Environmental Health	Medium Term Financial Plans/Strategic Financial Planning Group	IT Systems Development
Carlisle Economic Partnerships	Community Cohesion, Engagement and Communication	Budget Development and Management	Smarter Services Delivery
Tourism Developments	Emergency Planning	Financial Monitoring and Performance Management	Web, Phone, Face 2 Face Customers Service Development
Events*	Carlisle Partnership – Including Community Plan	Efficiency Plans	Corporate Reporting/Systems Development/Open Data and Public Communication
Sub Regional/Regional/National Relationships *	Children’s and Young People’s Agenda/Partnership	Corporate Planning Development – Corporate Plan. Service Planning	Salesforce Roadmap Delivery
Town Twinning	Civic Relationships	Performance Management Reporting (inc finance)	Implementation of wider D&IS Strategy – Cloud Migration, Microsoft Delivery etc
Property (Strategic)	Council Communication	Reports for Members/Public etc	Agile Working Plans/Handhelds etc
Relationships with Environment Agencies/DEFRA	Emergency Planning	Mayoral/Civic	Service Delivery Innovation Activities
Building Control	Events*	Overall Strategy/Policy	Data Security
Business Support and Sector Development	Schools Engagement	Press and Public Relations	Human Resources
	Strategic Partnerships	Accountancy and Strategic Finance	ICT

Conservation	Young People's Activities	Asset Management Plan	Organisational Development (Staff and Members)
Development Control	Youth Council Links	Best Value*	Transformation Programme
Economic Development and Strategy	Allotments	Budget Framework	Workforce Development Strategies
Empty Property Schemes*	Bereavement Services	Capital Strategy	Customer Contact Services
Enterprise Centre	CCTV	Corporate Management	
External Funding	Crematoria	Corporate Planning	
Housing Partnerships*	Dog Wardens	Corporate Plan and Performance Management	
Housing Strategy and Support*	Environment Agenda	Data Protection	
Inward Investment	Environmental Protection	Democratic Services	
Local Plans	Food Standards	Freedom of Information	
Planning Policies	Greenspaces	Health and Safety (Staff)	
Private Sector relationships in Cumbria Chamber	Health and Safety (External)	Income Management	
Property (Strategic)	Parks	Insurance	
Rural/Urban Policy	Pest Control	Internal Audit	
Strategic Transport and Infrastructure	Play Areas (Development)	Investment Strategy	
Historic Carlisle	Private Sector Housing including Enforcement	Land Charges	
Tourism Action Plan	Public Conveniences	Legal Services	
Tourism Management and Development	Public Health Complaints	Licensing and Regulatory	
	Homeless/Hostels/Homeless Prevention	Medium Term Financial Plan	
	Housing Conditions	Member Services	
	Housing Management	Payments	

Advice Agencies	Payroll
CDRP (Safer Communities)	Policy and Performance Management
Community Centres/Associations	Procurement
Community Consultation	RIPA
Community Development	Risk Management
Community Participation and Volunteering	Service Standards
Community Safety/Crime and Disorder	Shared Service Monitoring
Crime and Disorder	Sundry Debtors
Disabled Access	Treasury Management
Disabled Facilities Grants	Treasury Management Strategy Statement
Health Improvement	Cash Collection
Health/Wellbeing Partnerships	Consultation Strategy
Neighbourhoods and Rural Support	Corporate Complaints
Play Areas (Operational)	Equality and Diversity Policy
Shopmobility	
Culture and Arts Development	
Cultural Strategy	
Sport and Leisure	
Tullie House Trust	
Neighbourhood Services, waste & recycling	