

# Business and Transformation Scrutiny Panel

Agenda  
Item:

**A.2**

Meeting Date: 03 October 2019

Portfolio: Cross-cutting

Key Decision: No

Within Policy and  
Budget Framework

Private/Public Public

Title: Overview Report

Report of: Overview and Scrutiny Officer

Report Number: OS.23/19

## 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>BTSP 03/10/19</b>
Council:	<b>Not applicable</b>

## 1. Notice of Key Decisions

**1.1** The most recent Notice of Key Executive Decisions was published on 13/09/19. This was circulated to all Members. The following items fall within the remit of this Panel:

*Items which are included in the Panel's Work Programme:*

- None

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

- KD 19/19      Borderlands Collaboration Agreement

## 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.

	Meeting date	Minute reference	Action	Status
1	06/06/19	BTSP 49/19	That a monitoring report which included a range of Key Performance Indicators on the redevelopment project be submitted to the Panel on a quarterly basis should the project be approved on 25 June 2019;	Pending Now to be included in the Corporate Projects Report – next due March 2020
2	06/06/19	BTSP 49/19	That the Deputy Chief Executive provide the Panel with written details of the liability should the site flood during construction;	Outstanding
3	06/06/19	BTSP 49/19	That further information on GLL's outreach programme to be circulated to Members.	Outstanding

4	25/07/19	BTSP 55/19	That the items detailed in the work programme for 2019/20 be noted and the following items be added: <ul style="list-style-type: none"> <li>- an update on Community Asset Transfers be included in a future Overview Report;</li> </ul>	Complete
5	25/07/19	BTSP 55/19	3) That the Finance, Governance and Resources Portfolio Holder provides the Panel with further information regarding developers contributions to the provision of recycling and waste receptacles for new homes.	Complete
6	22/08/19	BTSP 66/19	That the following items be added to the Panel's Work Programme: <ul style="list-style-type: none"> <li>- Audit Committee reference to December meeting</li> <li>- Sickness Absence report moved to February 2020 meeting</li> <li>- Annual Property Survey report</li> </ul>	Complete
7	22/08/19	BTSP 69/19	2) That Corporate Director of Finance and Resources provide the Panel with written responses: <ul style="list-style-type: none"> <li>- from the Property Services Manager detailing the impact on the rental income in the Chancerygate contract and the budget following the loss of the appeal for the rental review;</li> <li>- from the Homelessness Prevention and Accommodation Manager detailing the reasons for the shortfall in Homeless Accommodation income;</li> <li>- from the Neighbourhood Services Manager detailing the reasons for the shortfall in car parking income.</li> </ul>	Pending
8	22/08/19	BTSP 70/19	2) That the Capital Programme – Risk Assessment be updated as detailed above.	Pending
9	22/08/19	BTSP 71/19	2) That the Procurement and Commissioning Strategy 2019-2021 be amended as follows: <ul style="list-style-type: none"> <li>- That the Clean Air Act 1993 be included in the list of legislation which the Strategy complied with;</li> <li>- Section 6.1 – 'carbon dioxide emissions' be changed to 'carbon emissions and dioxins';</li> </ul>	Pending

			- That the Council's approach to ethical procurement and the STEEPLE Analysis tool was included in the Strategy	
10	22/08/19	BTSP 71/19	3) That the Procurement Team provide the Panel with further information regarding areas of procurement where the Council finds it difficult to appoint local suppliers and contractors.	Pending
11	22/08/19	BTSP 72/19	2) That a Key Performance Indicator which monitors and measures the response to the Climate Emergency be developed for inclusion in future Performance Reports	Pending
12	22/08/19	BTSP 72/19	3) That the Policy and Performance Officer seek written responses for circulation to the Panel as follows: - An update on the redevelopment of the Sands Centre from the Deputy Chief Executive; - Information on the provision of funding for the City Centre Masterplan from the Corporate Director of Economic Development - Information on the breakdown of the number of emails fully answered by Customer Services, the number of holding responses and the number of emails passed on to be dealt with by other teams.	Pending
13	22/08/19	BTSP 72/19	4) That the Benefits Team be thanked for their excellent work and for the outstanding results they have achieved.	Complete

#### 4. Update on Community Asset Transfer

**4.1** The Community Asset Transfer Policy was adopted by the Executive on 17 September 2018, following the work of a Business and Transformation scrutiny task group to develop a clear framework for asset transfers.

The Council is currently considering an application from a community group to take on land at Bright Street/Wood Street as a community asset. As this is the first application following the adoption of the Community Asset Transfer Policy, the

process is being reviewed to capture learning and identify improvements to enhance the procedure. Following the conclusion of the current application, the Council will review its asset list for items potentially suitable for transfer. This will help develop a disposal programme to advertise these assets and invite applications from the community.

## **5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

**5.1** The overview and scrutiny of the Carlisle Plan items that match the panel remit contribute to ongoing policy development.

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### **Appendices**

#### **1. Scrutiny Panel Work Programme 2019/20**

**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 -**

**FINANCE –**

**EQUALITY –** This report raises no explicit issues relating to the public sector Equality Duty.

**INFORMATION GOVERNANCE –**

## APPENDIX: Scrutiny Panel Work Programme 2019-20

<b>Title</b>	<b>Lead Officer</b>	<b>Meeting Date</b>
End of Year Performance Report	Gary Oliver	30/05/2019
Outturn Reports	Steven Tickner	30/05/2019
Sickness Absence	Sue Kaveney	30/05/2019
Medium Term Financial Plan and Capital Strategy	Alison Taylor	25/07/2019
Asset Management Plan	Mark Walshe	25/07/2019
Corporate projects	Jason Gooding	25/07/2019
Corporate Risk Register	Darren Crossley	25/07/2019
Performance Report	Gary Oliver	22/08/2019
Budget monitoring	Steven Tickner	22/08/2019
Draft Procurement Strategy	Steven Tickner	22/08/2019
Customer Services Update	Matthew Ward	03/10/2019
Budget monitoring	Steven Tickner	03/12/2019
Budget setting	Alison Taylor	03/12/2019
Performance Report	Gary Oliver	03/12/2019
External Audit Findings Report - Action Plan	Alison Taylor	03/12/2019
Budget setting	Alison Taylor	02/01/2020
Performance Report	Gary Oliver	13/02/2020
Sickness Absence	Sue Kaveney	13/02/2019
Budget monitoring	Steven Tickner	26/03/2020
Corporate Risk Register	Darren Crossley	26/03/2020
Corporate projects	Jason Gooding	26/03/2020
Scrutiny Annual Report	Rowan Jones	26/03/2020
Annual Property Survey Report		TBC