

# AGENDA

## **Business & Transformation Scrutiny Panel**

**Tuesday, 01 December 2020 AT 10:00**

**This meeting will be a virtual meeting and therefore will not take place in a physical location.**

### **Virtual Meeting - Link to View**

This meeting will be a virtual meeting using Microsoft Teams and therefore will not take place at a physical location following guidelines set out in Section 78 of the Coronavirus Act 2020.

[To view the meeting online click this link](#)

### **Members of the Business & Transformation Scrutiny Panel**

Councillor Bainbridge (Chair), Councillors Alcroft, Allison, Mrs Birks (Vice Chair), Mrs Bowman, Mitchelson, Paton, Dr Tickner

Substitutes:

Councillors Mrs Atkinson, Betton, Bomford, Mrs Brown, Collier, Ms Ellis-Williams, Mrs Finlayson, Mrs Glendinning, Glover, Mrs McKerrell, McNulty, Meller, Morton, Patrick, Robson, Shepherd, Miss Sherriff, Southward, Tarbitt, Tinnion, Miss Whalen.

## **PART A**

### **To be considered when the Public and Press are present**

#### **Register of Attendance and Declarations of Interest**

A roll call of persons in attendance will be taken and 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.

#### **Apologies for Absence**

To receive apologies for absence and notification of substitutions

#### **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**

**9 - 16**

To note that Council, at its meeting on 3 November 2020, received and adopted the minutes of the meeting held on 3 September 2020 and 17 September 2020 (Special). The Chair will sign the minutes at the first practicable opportunity. [Copy Minutes in Minute Book 47(3)]

The Chair will move the minutes of the meeting held on 15 October 2020 as a correct record. The only part of the minutes that may be discussed is their accuracy.  
(Copy minutes herewith).

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

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

#### **A.2 BUDGET 2021/22**

**17 - 26**

Portfolio: Finance, Governance and Resources

Directorate: Finance and Resources

**Members are reminded that the Budget Book was circulated to all Councillors on 30 October 2020 and are asked to bring it to the meeting.**

**The Executive Decisions from 9 November 2020 are attached.**

## **(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 19 November 2020 and 26 November 2020 to follow)

### **Revenue Budget Reports:**

#### **(b) Budget Update – Revenue Estimates 2021/22 - 2025/26**

Report: RD.32/20

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 2020/21, together with base estimates for 2021/22 and forecasts up to 2025/26 for illustrative purposes.

Potential new spending pressures and savings are also considered. The following areas are those that fall within the remit of the Panel in addition to its overall budget scrutiny remit:

Government Settlement Funding Assessment	4.1 Page 4
Retained Business rates and Council Tax	4.2 Page 4
Pay Award 2021/22	4.3 Page 5
Resources Assumptions	4.4 Page 5
Potential New Spending Pressures/Bids:	
Digital Marketing officer	5.4 Page 6
City Centre Property Income	5.5 Page 6
Pay Award	5.6 Page 6
Industrial Estate Income	5.8 Page 7
Income and Budget Monitoring Shortfalls - Potential recurring pressures:	5.9 Page 7
- Development Control Income	
- Contact Centre	
- Talkin Tarn	
- Digital Banner	
- Lanes Income	

- Gateway 44

- Car Parking

To consider new savings proposals and additional income generation. The following areas are those that fall within the remit of the Panel in addition to its overall budget scrutiny remit:

Digital Banner 6.3 Page 7

Funding Streams - Business Rates Pooling 6.4 Page 8

Savings 6.5 Page 8

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

#### **Background:**

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

#### **Community Services**

Report: CS.30/20 and addendum circulated on 4 November 2020 Pages 27 - 52

Officer: Darren Crossley, Deputy Chief Executive

#### **Economic Development**

Report: ED.38/20 Pages 53 - 64

Officer: Jane Meek, Corporate Director of Economic Development

#### **Governance and Regulatory Services**

Report: GD.48/20 Pages 65 - 98

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

#### **Licensing:**

Report: GD.54/20 Pages 99 - 116

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

### **(d) Revised Capital programme 2020/21 and Provisional Capital Programme 2021/22 to 2025/26**

Report: RD.33/20 Pages 117 - 128

Officer: Alison Taylor, Corporate Director of Finance and Resources

**Background:**

To consider and comment on the revised capital programme for 2020/21, together with the proposed method of financing and the proposed programme for 2021/22 to 2025/26 in light of new capital proposals identified, and the estimated capital resources available to fund the programme.

**(e) Corporate Assets –3 Year Repair and Maintenance Programme 2021/22 – 2023/24**

Report: GD.52/20

Pages 129 - 134

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 Property assets for the three year period 2021/22 to 2023/24 together with an update on building maintenance.

**(f) Treasury Management Quarter 2 2020/21 and Forecasts for 2021/22 to 2025/26**

Report: RD.34/20

Pages 135 - 148

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 2021/22 with projections to 2025/26.

**(g) Local Taxation 2021/22 – 2025/26**

Report: RD.35/20

Pages 149 - 158

Officer: Alison Taylor, Corporate Director of Finance and Resources

**Background:**

To receive the considerations 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. The matter is included in the Notice of Executive Key Decisions (KD.25/20).

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

Scrutinise the reports and provide feedback to the Executive.

**A.3 REVENUE BUDGET OVERVIEW AND MONITORING REPORT APRIL TO SEPTEMBER 2020 27 - 54**

Portfolio: Finance, Governance and Resources

Directorate: Finance and Resources

Officer: Alison Taylor, Corporate Director of Finance and Resources

Report: RD.36/20 and Minute Excerpt herewith

**Background:**

The Corporate Director of Finance and Resources to submit a report providing an overview of the Council's overall budgetary position for the period April to September 2020 for revenue schemes only, and details of the impact of COVID-19 on the revenue budget. The matter was considered by the Executive on 9 November 2020.

**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 2020.

**A.4 CAPITAL BUDGET OVERVIEW AND MONITORING REPORT APRIL TO SEPTEMBER 2020 55 - 74**

Portfolio: Finance, Governance and Resources

Directorate: Finance and Resources

Officer: Alison Taylor, Corporate Director of Finance and Resources

Report: RD.37/20 and Minute Excerpt herewith

**Background:**

The Corporate Director of Finance and Resources to submit a report providing an overview of the budgetary position of the City Council's capital programme for the period April to September 2020. The matter was considered by the Executive on 9 November 2020.

**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 2020.

## **A.5 QUARTER 2 PERFORMANCE REPORT 2020-21**

**75 - 88**

Portfolio: Finance, Governance and Resources

Directorate: Corporate Support

Officer: Gary Oliver, Policy and Performance Officer

Report: PC.29/20 herewith

### **Background:**

The Town Clerk and Chief Executive to submit a report on the Quarter 2 2020/21 performance against the Council's current Service Standards and a summary of the Carlisle Plan 2015-18 actions as defined in the 'plan on a page'. Performance against the Panel's 2020/21 Key Performance Indicators (KPIs) are also included.

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

Annual monitoring of performance.

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

Scrutinise the performance of the City Council with a view to seeking continuous improvement in how the Council delivers its priorities

## **A.6 BREXIT RISK ASSESSMENT**

**89 - 94**

Portfolio: Cross Cutting

Directorate: Economic development

Officer: Jane Meek, Corporate Director of Economic Development

Report: ED.45/20 herewith

### **Background:**

The Corporate Director of Economic Development to provide a report which considers the potential impacts and implications of a 'hard' or 'No deal' Brexit on Carlisle City Council and its services.

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

The matter was requested by the Panel at their meeting on 15 October 2020 (BTSP.66/20 refers)

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

That the report is noted.

## **A.7 OVERVIEW REPORT**

**95 -  
100**

Portfolio: Cross Cutting

Directorate: Cross Cutting

Officer: Rowan Jones, Overview and Scrutiny Officer

Report: OS.27/20 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 2020/21 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

## **PART B**

**To be considered when the Public and Press are excluded from the meeting**

- NIL -

Enquiries, requests for reports, background papers etc to:

Rachel Plant, Democratic Services Officer - [rachel.plant@carlisle.gov.uk](mailto:rachel.plant@carlisle.gov.uk)