

Business & Transformation Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 26 July 2018
Portfolio: Cross-cutting
Key Decision: No
Within Policy and Budget Framework
Private/Public Public

Title: Overview Report & Work Programme
Report of: Policy & Communications Manager
Report Number: OS.19/18

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:	Not applicable
Scrutiny:	26/7/18
Council:	Not applicable

1. Notice of Key Decisions

1.1 The most recent Notice of Key Executive Decisions was published on 22 June. 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.10/18 Asset Management Plan 2018-2023 (This meeting)

KD.12/18 The Medium Term Financial Plan (including the Corporate Charging Policy) and the Capital Strategy 2019/20 to 2023/24 (This meeting)

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

KD.11/18 Review of the Statement of Gambling Policy

KD.13/18 Land and Property Transaction - Acquisition of a residential property in Carlisle

2. References from Executive

2.1 References from Executive 30 May:

EX.38/18 – EX.42/16 – 2017/18 Outturn Reports

EX.51/18 – Land and Property Transaction

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. [WP is work programme]

Resolutions previous stating, 'Pending 2018/19 WP' have been added to the work programme and are no longer duplicated in the table.

Meeting Date	Minute Reference	Action	Status
03/08/2017	BTSP.14/17 (3)	That future reports on information requests be submitted for scrutiny on an exception only basis.	Pending any exceptions
14/09/2017	BTSP.27/17 (2)	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 (Transformation Board)
05/12/2017	BTSP.42/17 (c) (4)	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)

Meeting Date	Minute Reference	Action	Status
15/02/2018	BTSP.16/18 (2)	Discussion paper on the city centre redevelopment which had been presented to SMT in November 2017 to be circulated to Panel Members.	Pending (July)
31/05/2018	BTSP.40/18 (2)	That the Information Governance Manager submit a report to the Panel in September on the impact on the authority of the General Data Protection Regulations along with any compliance issues.	Pending (November)
31/05/2018	BTSP.40/18 (3)	That Legal Services provides the Panel with more details regarding the decision-making process for the future administration of Carlisle City Council following the Boundary Commission review.	Pending (January)
31/05/2018	BTSP.41/18 (a) (2)	That the Chief Finance Officer circulate further information to the Panel regarding the following: - the reason for the rewiring of the Pools. - if the Recycling & Waste Management revenue underspend was recurring or a one-off capital contribution.	Pending (July)
31/05/2018	BTSP.41/18 (a) (3)	That the Town Clerk and Chief Executive provide the Panel with the programme for the roll out of the new Office 365 system to Members.	Pending (July)
31/05/2018	BTSP.42/18 (2)	That Key Performance Indicators with regard to Customer Services be included in future performance reports.	Pending (July)
31/05/2018	BTSP.42/18 (3)	That an update on the changes being implemented within Customer Services be submitted to the Panel in six months' time.	Pending (November)
31/05/2018	BTSP.43/18 (2)	That the Employee Opinion Survey be presented to a future meeting of the Panel.	Pending (September)

4. Task and Finish Groups

4.1 Draft Community Asset Transfer Policy

The internal consultation on the draft CAT Policy & Procedure has been completed. This has led to some minor amendments to the draft agreed by the panel and presented to Executive, December 2017. The policy will be considered by Executive at a forthcoming meeting.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 Overview and scrutiny of the Carlisle Plan items that match the remit, contributing to ongoing policy development

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**Appendices
attached to report:**

1. Scrutiny Panel Work Programme 2018/19

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 - None

FINANCE – None

EQUALITY – None

INFORMATION GOVERNANCE – None

Appendix: Work Programme 2018/19

Date	Item	Lead Officer	Why?
31/05/2018	End of Year Performance Report	Gary Oliver/Steven O'Keeffe	Performance Management
31/05/2018	2017/18 Outturn Reports	Steven Tickner/Alison Taylor	Policy Review/Development
31/05/2018	Sickness Absence	Gary Oliver/Jason Gooding	Performance Management
31/05/2018	Customer Services (Customer Service Charter/Smarter Service Delivery)	Matt Ward/Jason Gooding	Policy Review/Development
26/07/2018	Performance Report	Gary Oliver/Steven O'Keeffe	Performance Management
26/07/2018	Medium Term Financial Plan and Capital Strategy	Steven Tickner/Alison Taylor	Policy Review/Development
26/07/2018	Asset Management Plan	Mark Walshe/Mark Lambert	Policy Review/Development
06/09/2018	Budget monitoring 2018/19	Steven Tickner/Alison Taylor	Budget
18/10/2018	Corporate Risk Register	Jason Gooding	Monitoring
29/11/2018	Performance Report	Gary Oliver/Steven O'Keeffe	Performance Management
29/11/2018	Budget monitoring 2018/19	Steven Tickner/Alison Taylor	Budget
29/11/2018	Budget setting 2019/20	Steven Tickner/Alison Taylor	Budget
29/11/2018	Sickness Absence	Jason Gooding	Performance Management
29/11/2018	Transformation Board: Corporate projects programme	Jason Gooding	Monitoring
29/11/2018	General Data Protection Regulations along with any compliance issues	Aaron Linden/Mark Lambert	Policy Review/Development
03/01/2019	Budget setting 2019/20	Steven Tickner/Alison Taylor	Budget
14/02/2019	Performance Report		Performance Management
14/02/2019	Budget monitoring 2018/19	Steven Tickner/Alison Taylor	Budget
28/03/2019	Corporate Risk Register	Jason Gooding	Monitoring
28/03/2019	Scrutiny Annual Report	Michael Thompson	N/A
TBC	Corporate Plan	Jason Gooding	Policy Review/Development
TBC	Workforce Plan	Julie Kemp/Jason Gooding	Policy Review/Development
TBC	Customer Contact Centre	Mark Walshe/Darren Crossley	Monitoring

Date	Item	Lead Officer	Why?
TBC	Flood Recovery Lessons Learnt Report	Darren Crossley/Jason Gooding	Performance Management
TBC	Impact of the closure of John Street Homeless Accommodation	Jason Gooding	Performance Management
TBC	Sands Centre Redevelopment	Gavin Capstick/Darren Crossley	Monitoring