

**Minutes of previous meetings  
HEALTH AND WELLBEING SCRUTINY PANEL**

**THURSDAY 15 NOVEMBER 2018 AT 10.05AM**

**PRESENT:** Councillor Paton (Chairman), Councillors Carrigan, Finlayson (until 12:51pm), Harid, Layden, McKerrell (as substitute for Councillor J Mallinson), McDonald (as substitute for Councillor Crawford), and S Sidgwick.

**ALSO  
PRESENT:** Mr Mackay, Director, Tullie House  
Mr Smith, Trustee, Tulle House Trust  
Councillor Glover – The Leader

**OFFICERS:** Deputy Chief Executive  
Corporate Director of Finance and Resources  
Corporate Director of Governance and Regulatory Services  
Policy and Performance Officer  
Overview and Scrutiny Officer

**HWSP.64/18 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Crawford, J Mallinson and Quilter – Culture, Heritage and Leisure Portfolio Holder.

**HWSP.65/18 DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

**HWSP.66/18 PUBLIC AND PRESS**

**RESOLVED** - It was agreed that the items of business in Part A be dealt with in public and Part B be dealt with in private.

**HWSP.67/18 AGENDA**

**RESOLVED** – That the Overview Report and Work Programme be considered as the final item of business at the meeting.

**HWSP.68/18 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** – 1) It was noted that Council, on 6 November 2018, received and adopted the minutes of the meetings held on 23 August 2018 and 4 October 2018. The minutes of 23 August were signed by the Chairman.

**HWSP.69/18 CALL IN OF DECISIONS**

There were no items which had been the subject of call-in.

**HWSP.70/18 TULLIE HOUSE BUSINESS PLAN 2019/20 – 2020/21**

The Deputy Chief Executive submitted report CS.34/18 which included the Tullie House Museum and Art Gallery 2019 – 2021 Business Plan.

Mr Smith (Tullie House) stated that Tullie House was a wonderful asset for the city and that its Trustees were determined to maximise its potential. The Business Plan was founded on two core principles: financial stability and community engagement, that were key to the ongoing development of the development of the facility.

Mr Smith provided a summary of the various partnerships that Tullie House had formed and their joint bids for funding and their allocations, details of which were provided in the Business Plan. In addition to seeking external funding through grants, the Tullie House Trust (the Trust) also aimed to increase its income by expanding the number of visitors to the facility. He appreciated the Council's position regarding the financial support it provided to the Museum, however, it was his view that a slower, more phased reduction of the Council's Core Grant Funding, from 2021, as set out in the report, would enable the Trust more time to absorb the loss of the funding and find sustainable ways in which to replace it.

Mr Mackay explained that the Museum had identified three areas of focus: the delivery of community engagement projects (supported by Arts Council England funding) which it was hoped would attract younger audiences to the Museum; Project Tullie which would set out the blue-print for the Museum for the coming 10 – 15 years, including the provision and layout of public gallery space, and; how to absorb the reduction in Core Grant funding from the Council.

The Museum had latterly become a more outward looking organisation and in addition to forming partnerships for the purposes of applying for grant monies, it had also developed links nationally and internationally with other museums. Such links would allow Tullie House to share items from its collection and receive items for display from collections held in institutions such as the British Museum. It was hoped that the accessibility of items of national and international significance would lift visitor numbers. The profile of Tullie House was increasing with visits from key figures in Arts Council England, and the Trust hoped such interactions meant awareness of the Museum would continue to increase.

The Chairman invited the Deputy Chief Executive to comment on the Business Plan.

The Deputy Chief Executive considered that the report and Business Plan allowed the Panel to review the previous year and to consider the future, particularly the Council's Core Funding Grant, as part of its agreement with the Trust. He noted that the Council's had undertaken an agreement with the Trust for a period of three years, and asked Members to consider the Council's and the Trust's proposals for future core funding arrangements, in the context of the Council's Budget, Members' attention was drawn to the recommendations set out at the front of the report.

The Leader added that Tullie House was extremely important asset to the city, and that in seeking to alter the level of core funding it provided, the Council did not wish to destabilise the facility. That city was recognised for its visitor economy which Tullie House contributed to, furthermore, the Trust's plans for the future, particularly Project Tullie were cause for excitement.

In considering the report Members raised the following comments and questions:

- What plans did the Trust have for marketing Carlisle as a desirable place to visit?

Mr Mackay explained that as part of the development of Project Tullie, work had been undertaken with consultants to find appropriate narratives relating to Borderlands, The Border City and City of the Lakes in an attempt to set out the city's unique identity as a selling point.

The Leader added that government had not yet indicated an outcome to the Borderlands Growth Deal Submission, therefore it was important that Tullie House was not reliant on such funding.

Mr Smith indicated that the most likely source of funding for Project Tullie was the Heritage Lottery Fund, with whom early dialogue had been positive.

- A Member requested a breakdown of visitor figures to Tullie House.

Mr Mackay stated that in 2017/18 there had been 240,000 visitors to Tullie House, and that number was on course to increase in 2018/19. International visitors had made up 6% of attendees in 2017/18 and the Museum had a target to increase that number to 9% in 2018/19. He added that there was potential to grow the numbers of local people visiting the museum, as numbers had been in decline in recent years.

A Member commented that the funding and partnership links the Trust had formed were encouraging, he asked what plans were in place to raise awareness of Tullie House and increase visitor numbers.

Mr Mackay responded that the number of visitors to the site was growing, and that data analysis of those attending was being carried out. He further noted that the ticket price offers had been improved, enabling purchasers to use one ticket for multiple visits over a year. The collection loans from partnership organisations, particularly those from China which were due to be exhibited in 2020 were expected to generate significant interest. He recognised the importance of increasing visitor numbers to support the long term sustainability of Tullie House.

The Chairman asked whether the Tullie Card was still available for purchase.

Mr Mackay explained that the Tullie Card had been replaced with an annual ticket which was able to be purchased for adults at a price of £10, children were able to access the facility for free.

The Chairman responded that £10 was a very small fee, and inquired whether it could be increased.

Mr Smith agreed that charges were the mostly likely source of revenue growth, as in his view, the retail and food outlets at Tullie House had limited income potential, he stated that charges for children would be kept under review.

The Panel discussed the collections held in storage at the Museum. Mr Smith noted that the Trust had submitted two grant applications for monies to create exhibition space to display the Museum's nationally important clothing collection, such alterations to the internal layout of the Museum were the forerunner to Project Tullie.

The Chairman questioned why items were held in storage rather than on display.

Mr Mackay explained items were held in storage as there wasn't sufficient display space within the public areas of the Museum. It was normal practice for museums to have held collections some of which were rotated as part of a programme of exhibitions, others were retained for research purposes as they were not of sufficient quality to be publicly displayed.

- Did the Trust have plans to increase internal revenue by improving the food offer to customers?

Mr Smith confirmed that income from the sale of food had decreased in recent years, and that the contractor had not delivered the type of service that the Trust had been looking for. The matter had become a focus of attention for the Museum's management who were monitoring the service. However, longer term changes to the offer would occur as part of Project Tullie, therefore no significant changes were planned in the short term.

Mr Mackay added day to day monitoring of the service was being carried out and that the menu had been changed recently as well as improvements to the customer service provided.

The Member responded that he considered catering to be an essential aspect of the Museum's business, as it was part of the customer experience while at the facility. He applauded the Trust's securing of internationally significant exhibitions such as the Chinese artefacts planned for display in 2020, he asked what plans the Trust had to secure major paintings for display on a more regular basis.

Mr Smith responded that the Trust would relish the opportunity of regularly displaying paintings by major artists, and noted that in the coming 18 months works by three artists of national significance would be displayed at Tullie House. Whilst such offerings would increase visitor numbers, it was important to recognise that exhibitions by individual artists were likely to have limited range of appeal, therefore it was important to have a broad range of offer.

The Member commented that he was pleased the matter was being looked at.

- What plans did the Trust have to engage the attention of people in the north-west who did not have access to the internet?

Mr Mackay stated that it was very challenging, as there was a lot of competition in the cultural sector to engage people's leisure time, therefore it was important that Trust's marketing was confident. He noted that 60% of visitors lived within an hour's drive of Tullie House, and 40% came from further afield.

Mr Smith added it was a matter the Trust gave regular consideration to. The new crossing on Castle Way had increased footfall to Tullie House, especially during the "Weeping Window" poppy display at the Castle. As Project Tullie developed it would provide an opportunity for the public to engage in future plans for the museum.

The Panel discussed developments in the vicinity of Tullie House; the Frater project at the Cathedral and the location of relocation of Edinburgh Woollen Mill to the city centre and that opportunities that may arise for the Museum as a result.

The Chairman thanked Mr Mackay and Mr Smith for their attendance at the meeting.

*The Panel adjourned at 11:10am and reconvened at 11:15am*

In response to a question from the Chairman regarding the possibility of engaging another food provider at Tullie House, the Deputy Chief Executive detailed the current position in relation to the contract with the existing provider, which was nearing its term.

- A Member noted the Trust had submitted a counter-proposal for the level of core funding the Council would provide in the coming three years (paragraph 2.3 of the report), he asked whether the Council was happy to accept that proposal.

The Leader stated that the Council was considering the matter, he cautioned that were the Trust's proposal to be accepted, the Council would need to make an additional £100,000 savings from elsewhere within its budget. The Executive had yet to finalise its Budget proposals, therefore the Panel's consideration of the Business Plan were very important.

The Member commented that were the Panel to put emphasis on the Trust's proposal, it would need to take into account the need for the Council to balance its own budget.

The Leader explained that the Trust's Business Plan was not complete, however, it had assured the Council it could guarantee the financial proposals put forward. In the event of increased income receipts, would be able to accommodate additional reductions in its Core Grant Funding. In order to manage its budget properly, the Council's MTFP needed to be based on realistic proposals.

- A Member felt that customers were crucial to the success of any business, he asked how sustainable the Trust's plans to increase visitor numbers were.

The Leader noted the work done to make the city a short break destination, and the potential opportunities to link with other cultural providers in the city.

The Panel discussed the potential for advertising Tullie House on national train services.

- A Member commented that there had been a lot of focus on increasing income, it was his view that the Trust should also seek to reduce its costs, he asked whether the Council was confident that the Trust had the capacity to sufficiently increase its income.

The Leader advised that the Trust had a number of ideas for increasing income and reducing costs. He further noted that the Board was increasingly made up of new members who brought fresh ideas and a different focus.

The Deputy Chief Executive reminded Members of the recommendations set out in the report, stating that the Panel was asked to form a view on the proposals for the core funding of Tullie House. He added that in addition to the core funding grant, the Council had a number of Service Level Agreements with the Trust which, overall, totalled approximately £900,000 of funding. He directed the Panel to consider the Trust's funding proposal in comparison to that set out by the Council in its MTFP.

The Chairman responded that he felt the annual ticket price was too low, and suggested it be increased to £15, he also considered it would be beneficial for the Trust to increase its marketing.

The Deputy Chief Executive suggested that the Panel consider requesting that future Business Plans provide more detail relating to the Trust's future plans, as opposed to context setting.

A Member commented that he was pleased to hear about the Trust's increasing access to grant funding, and felt that the organisation was heading in the right direction. He was sympathetic to the Trust's proposal for its core funding grant settlement and hoped that the Council would be able to view it sympathetically. However, he appreciated the impact accepting the Trust's proposal would have on the Council's Budget, as it would require further savings to be made. A number of Members expressed their support for this view.

Another Member considered that the implementation of the Business Plan should be monitored in future to ascertain whether the increased incomes the Trust anticipated were realised.

RESOLVED – 1) That the Panel were sympathetic to the Tullie House Trust's proposal in relation to the level of its core grant funding; however, it recognised accepting the proposal would mean additional savings would be required in the Council's Budget.

2) That the implementation of the Business Plan be monitored to ascertain whether the increased incomes the Trust anticipated were realised.

3) That the Tullie House Business Plan 2019 – 2021 report (CS.34/18) be noted.

## **HWSP.71/18 BUDGET 2019/20 – 2020/21**

The Corporate Director of Finance and Resources submitted the annual budget reports, noting that Panel's consideration marked the beginning of the process for setting and approving the Council's Budget. The Overview and Scrutiny Procedure Rules contained in the Council's Constitution specified the areas of the Panel's remit, the Corporate Director of Finance and Resources sought clarification that Members wished her presentation of issues to address those matters specifically. The Panel indicated its agreement.

### **(a) Budget Update - Revenue Estimates 2018/19 to 2023/24**

The Corporate Director of Finance and Resources submitted report RD.22/18 providing a summary of the Council's revised revenue base estimates for 2018/19, together with base estimates for 2019/20 and forecasts up to 2023/24 for illustrative purposes. The base estimates had been prepared in accordance with the guiding principles for the formulation of the budget over the next five year planning period as set out in the Medium Term Financial Plan (MTFP) and Charging Policy; Capital Strategy; and Asset Management Plan approved by Council on 11 September 2018.

The report set out known revisions to the MTFP projections, although there were a number of significant factors affecting the budget that were currently unresolved, details of which were recorded at Section 1.3. A summary of the outstanding key issues, together with the resource assumptions was also provided at Section 4.

The Executive had on 12 November 2018 (EX.99/18) received the report and resolved:

"That the Executive:

1. Noted the revised base estimates for 2018/19 and base estimates for 2019/20.
2. Noted the current Medium Term Financial Plan projections, which would continue to be updated throughout the budget process as key issues became clearer and decisions were taken.
3. Noted the initial budget pressures / savings which needed to be taken into account as part of the 2019/20 budget process.
4. Noted the review of the earmarked reserves as outlined in paragraph 9 and Appendix G to Report RD.22/18 and made appropriate recommendations to Council."

Paragraph 5.13 identified the income shortfalls which had a total value of £837,000 and were a pressure on the budget. Of those areas of income shortfall, one fell within the Panels remit: Reduced Income from Recyclates - £164,000. The Corporate Director of Finance and Resources explained that lower income from recyclates was a national issue, and that the Council's Senior Management Team was considering how best to address the shortfall.

In respect of the Income from advertising shortfall, the Corporate Director of Finance and Resources advised that the income shortfall was as a result of lamp post advertising not achieving the level of income anticipated. It was expected that the shortfall would be funded from base budgets, thereby removing the item as a budget pressure.

Additionally, the report highlighted some areas of additional expenditure within the Panel's remit, of which the following was in the Panel's remit: Youth Exchange; Revenue Financing of Capital (Rethinking Waste) and, Increased Garden Waste Tipping Charge.

The Corporate Director of Finance and Resources drew Member's attention to paragraph 5.5 of the report which detailed an additional recurring pressure of £60,000 per annum in respect of IT support for Tullie House.

In considering the report, Members raised the following questions and comments:

The Chairman noted that the Tullie House Business Plan report detailed a spending pressure of £82,400 for "Services (HR/Payroll/ICT)", he sought clarification as to whether that was inclusive of the cost of the IT support referred to in the Budget Revenue Estimates 2018/19 to 2023/24.

The Deputy Chief Executive confirmed that the £82,400 referred to in the Tullie House Business 2019 – 2021 report was inclusive of the newly identified revenue pressure for IT support contained in the Revenue Estimates report.

In response to further questions from Members the Deputy Chief confirmed that cost was recurring and that the Council had reviewed the contract to ensure it was satisfied with it.

- Were The Lanes doing enough to secure sufficient rental income?

The Corporate Director of Governance and Regulatory Services advised that the matter was not within the remit of the Panel, and that it would be scrutinised by the Business and Transformation Scrutiny Panel when it met to scrutinise the Budget later in the month.

- Was there a single purchaser of garden waste at the site which the Council used?

The Deputy Chief Executive indicated that he did not have that information, but noted that there were a number of other variables the Council had to consider when selecting a site for the depositing of garden waste: proximity to the city; the impact on fuel costs and CO<sub>2</sub> emissions for using a more distant site.

- Would the Council make a larger saving on the Leisure subsidy following the closure of Mack Golf, who had operated the Council's Golf estate until it had gone into administration?

The Deputy Chief Executive explained that the payment for the service for 2018/19 had been made, no further saving would be realised as the service would need to be paid for once a suitable method of delivery had been identified.

The Chairman sought an update of the Non-National Domestic Rates pilot programme.

The Leader advised that Council was awaiting notification from central government on the matter.

## **(b) Review of Charges 2019/20**

The Corporate Director of Finance and Resources presented the Review of Charges reports informing the Panel that there was a 3% increase on the overall level of income in line with the Corporate Charging Policy.

### **Community Services**

The Deputy Chief Executive submitted report CS.31/18 which set out the proposed fees and charges for 2019/18 relating to those services falling within the Community Services Directorate.

The charges highlighted within the report would result in an anticipated level of income of £2,903,300 against the MTFP target of £2,903,300 which represented the income target being met. Details of the proposed charges in relation to those areas within the Panel's remits: Old Fire Station; allotments; use of parks; sports pitches; Talkin Tarn; Bereavement Services; Waste Services and Garage charges, were contained within the report.

The Executive had on 12 November 2018 (EX.100/18) received the report and decided:

"That the Executive:

1. Had reviewed the proposed charges as set out in the body of Report CS.31/18 and relevant appendices with effect from 1 April 2019, noting the impact those would have on income generation as detailed within the report.
2. Made the report of proposed charges available to relevant Scrutiny Panels for their review and comment."

The Deputy Chief Executive noted it was proposed that Room Hire Charges at the Old Fire Station were to remain at their 2018/19 rates, in order to further encourage use of the facility. The proposed increase in charges relating to stray dogs was due to the service now being more costly for the Council to provide.

In considering the report, Members raised the following questions or comments:

- Did the Council receive payment for the processing its recyclates?

The Deputy Chief Executive responded that the Council received recycling credits for the recycling material it sent for processing.

The Corporate Director of Finance and Resources drew the Panel's attention to page 36 of the Budget Book which provided a summary of income from services within the Directorate and advised that all were expected to meet their MTFP targets with the exception of those identified in the Income and Budget Monitoring Shortfalls.

- How would Officers deal with a case where the charge for the stray dog service had been applied, but the resident was unable to pay the fee?

The Deputy Chief Executive advised that in such cases front line Officers were able to request management support to address the issue, on a case by case basis.



- Was the proposed removal of the extended hours charging policy at The Sands Centre car park intended for the duration of the works to the facility, or was it to be permanently removed?

The Deputy Chief Executive responded that the matter fell within the remit of the Economic Growth Scrutiny Panel, who would consider the matter as part of their scrutiny of the Budget proposals.

The car park was well used, were the development of The Sands Centre to be approved, a compound would be installed in the car park which would potentially create issues regarding the provision of spaces. However, there were a number of potential mechanisms which the Council may employ to mitigate against the loss of spaces.

The Deputy Chief Executive noted that it had been custom to detail on the agenda of the individual Scrutiny Panels, the areas within the numerous budget reports which were within the remit of a particular Panel. In his view, the scrutiny of all budget reports by all three Scrutiny Panels was likely to be very time consuming and had the potential to cause issues such as conflicting resolutions. He suggested that Members stick to considering items within the remit of their Panel.

## **Governance and Regulatory Services**

The Corporate Director of Governance and Regulatory Service submitted report GD.72/18 which detailed the proposed fees and charges for areas falling within the responsibility of the Governance and Regulatory Services Directorate.

The report set out the proposed charges relative to Environmental Health and Housing; Homeless, Prevention and Accommodation Services; and Legal Services, and the Corporate Director noted that all the increases proposed were in-line with the Council approved, Corporate Charging Policy.

The introduction of the proposed charges was forecast to generate income of £874,200 in 2019/20 as summarised in the table at paragraph 5.10.1 of the report.

The Executive had on 12 November 2018 (EX.101/18) received the report and decided:

“That the Executive agreed for consultation the charges as detailed within Report GD.72/18 and accompanying Appendices, with effect from 1 April 2019; noting the impact those would have on income generation as detailed within the report.”

The Chairman asked whether the Council owned properties for the purpose of housing people experiencing homelessness.

The Corporate Director of Finance and Resources confirmed that the Council did own a number of such properties through the Hostel Share Scheme.

## **(c) Revised Capital Programme 2018/19 and Provisional Capital Programme 2019/20 to 2023/24**

The Corporate Director of Finance and Resources submitted report RD.23/18 detailing the revised Capital Programme for 2018/19, now totalling £9,551,200, together with the proposed method of financing. The report summarised the proposed programme for 2019/20 to 2023/24 in the light of the new capital proposals identified, together with the estimated capital resources available to fund the programme.

Section 4 provided details of the current commitments and new spending proposals. Any capital scheme for which funding had been approved by Council may only proceed after a full report, including business case and financial appraisal, had been approved. A summary of the estimated resources compared to the proposed programme year on year was also provided.

The Corporate Director of Finance and Resources noted that of the new spending proposals listed, one fell within the Panel's remit: Play Area Improvements.

The Executive had on 12 November 2018 (EX.104/18) received the report and decided:

"That the Executive:

1. Noted the revised capital programme and relevant financing for 2018/19 as set out in Appendices A and B including approving the removal of two schemes from the capital programme in 2018/19 and future years, and to make recommendations to Council to re-profile £380,000 from 2018/19 to 2019/20;
2. Had given initial consideration and views on the proposed capital spending for 2019/20 to 2023/24 given in the report in the light of the estimated available resources;
3. Noted that any capital scheme for which funding had been approved by Council may only proceed after a full report, including business case and financial appraisal, had been approved."

RESOLVED – 1) That having considered the items within the budget relevant to its remit, and put questions to Officers, the Panel was satisfied with the recommendations put forward.

## **HWSP.72/18 QUARTER 2 PERFORMANCE REPORT 2018/19**

The Policy and Performance Officer submitted report PC.21/18 which contained the Quarter 1 2018/19 performance against the 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 2018/19 Key Performance Indicators (KPIs) were also included.

The Panel's attention was drawn to the second report recommendation, which sought Members' approval for the closure of Carlisle Plan Key Action 26 as the specific task it had been set up to monitor – the construction of the Crinkledyke Cycleway, had been completed.

In considering the report Members raised the following comments and questions:

- The Chairman asked Members whether they were agreeable to the closure of Carlisle Plan Key action 26 as set out in the report. The Panel indicated its assent.

A Member sought clarification as to where the Section 106 monies to fund the construction of the Crinkledyke had come from.

The Deputy Chief Executive advised that the monies had been paid from Planning Obligations (Section 106 Agreement) from the Planning Permission granted at the Crinkledyke development and another site. The monies received from the second development had allowed the path to be expanded so that it met with Eden Bridge.

- A Member thanked the Officer for the presentation of the data in the report which he found legible and easy to understand.

- Had the target for increasing audience numbers at the Old Fire Station, listed on page 73, been achieved?

With reference to page 88 of the agenda document pack, the Policy and Performance Officer noted that Key Performance Indicator CSE19 detailed the number of counted attendees at events held at the Old Fire Station as 12,507 visitors in the year, up to the end of Quarter 2. The figure marked an increase on the previous year when at the end of Quarter 2, 7,097 people had attended events.

The Chairman commented that the level of increase was significant.

- Had the plans for the installation of a revised Tennis Canopy been delayed?

The Deputy Chief Executive advised that, as stated in the report, the plan to install a new canopy over the lower courts had been abandoned due to the presence of a mains sewer in the area where piling was required to support the foundations of the Canopy. The Council continued in its dialogue with the Lawn Tennis Association to see if there were other options for providing covered courts.

The Member asked a further question regarding the provision of local football pitches in communities in the district.

The Deputy Chief Executive explained that Council in 2013 had approved a Sports Pitches Strategy that concluded there was sufficient provision across the district. Given the changes to provision in the city, for example the 3G pitches now available, a small scale review of the policy was being conducted, and was expected to conclude in early 2019.

- In respect of the Better Health at Work Awards, were there criteria for the Council to meet to achieve the Silver/Gold awards?

The Deputy Chief Executive stated that there would be particular standards for the authority to meet, in the event of it seeking the Silver/Gold award. He added that feedback received in respect of its Bronze Award activities had been very positive.

The Chairman thanked the Policy and Performance Officer for his report.

RESOLVED: - 1) That the Panel approve the closure of Carlisle Plan Key Action 26 as a Key Performance Indicator.

2) That the Quarter 2 Performance Report 2018/19 (PC.21/18) be noted.

## **HWSP.73/18 OVERVIEW REPORT AND WORK PROGRAMME**

The Overview and Scrutiny Officer presented report OS.31/18 which provided an overview of matters relating to the work of the Health and Wellbeing Scrutiny Panel.

The Overview and Scrutiny Officer reported that the most recent Notice of Executive Key Decisions, copies of which had been circulated to all Members, had been published on 12 October 2018. Tullie House Business Plan 2019 – 2021 (KD.16/18), was an item on the agenda at the meeting. There were no other items within the Panel's remit contained in the Notice that had not been included on the Panel's Work Programme.

The report included a table of the progress on resolutions from previous meetings of the Panel and the current Work Programme. The Overview and Scrutiny Officer noted the feedback from

the Panel to the Policy and Performance Officer in respect to the changes made in the presentation of SMART target information in the quarterly performance report which had been requested by the Panel at its August meeting.

The Panel raised no questions or comments in relation to the Overview Report or Work Programme.

RESOLVED – That the Overview Report and Work Programme (OS.31/18) be noted.

(The meeting ended at 12:51pm)