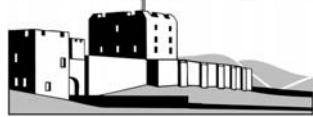


**CARLISLE  
CITY COUNCIL**



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# **RESOURCES OVERVIEW AND SCRUTINY PANEL**

## ***Panel Report***

### **Public**

**Date of Meeting:** 29<sup>th</sup> July 2010

**Title:** Overview Report and Work Programme

**Report of:** Overview & Scrutiny Officer

**Report reference:** OS18/10

### **Summary:**

This report provides an overview of matters related to the Resources O&S Panel's work. It also includes the latest version of the work programme.

### **Recommendations:**

Members are asked to

- Agree the Panel's work programme
- Note the minutes of the Scrutiny Chairs Group meeting held on 5<sup>th</sup> July 2010.

**Contact Officer:** Nicola Edwards

**Ext:** 7122

## **1. WORK PROGRAMME**

The Panel are to hold a Development Session on 26<sup>th</sup> July 2010 and an amended work programme will be circulated to Members of the Panel after this date.

## **2. REFERENCES FROM THE EXECUTIVE**

None

## **3. FORWARD PLAN ITEMS**

3.1. The Forward Plan of the Executive, covering the period 1<sup>st</sup> August – 30<sup>th</sup> November 2010 was published on 16<sup>th</sup> July 2010.

3.2. The issues which fall within the remit of this Panel are as follows and full details are set out in Appendix 1:

**KD.016/10 Medium Term Financial Plan & Capital Strategy 2011/12 – 2015/16** – to be considered at this meeting of the Panel.

**KD.017/10 Asset Management Plan 2010-2015** – to be considered at this meeting of the Panel.

## **3.4 SCRUTINY CHAIRS GROUP**

A meeting of the Scrutiny Chairs Group was held on 5<sup>th</sup> July 2010 and the notes of this meeting can be found at Appendix 2.

**Index of Active Executive Key Decisions relevant to:  
Resources Overview and Scrutiny Panel**

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<b>Key Decision Ref Nos:</b>	<b>Subject:</b>	<b>Date of Executive Meeting</b>
KD.016/10	The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Strategy 2011/12 to 2015/16	26 July 2010 and 31 August 2010
KD.017/10	Asset Management Plan 2010-2015	26 July 2010 and 31 August 2010

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**FORWARD PLAN**  
**Active Executive Key Decisions relevant to:**  
**Resources Overview and Scrutiny Panel**

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**Ref:** KD.016/10                      **Portfolio Area** Finance

**Subject** The Medium Term Financial Plan (including the Corporate Charging Policy) & the Capital Strategy 2011/12 to 2015/16

**Key Decisions:**

To consider the Council's Medium Term Financial Plan and Corporate Charging Policy, and the Council's Capital Strategy and make recommendations to Council on 14 September 2010.

**Decision to be taken at Executive on:** 26 July 2010 and 31 August 2010

**Responsible or Lead Overview and Scrutiny Panel:**

Resources Overview and Scrutiny Panel

**Date when the matter will be available for consideration by Overview and Scrutiny Panel**

Will be available to be considered by Resources Overview and Scrutiny Panel on 29 July 2010

**Consultees:**                      Overview and Scrutiny

**Date for Consultees' comments:** July 2010

**Relevant reports/background papers which are available:**

The Assistant Director (Resources) report will be available five working days before the meeting

**Further Information From:**

Assistant Director (Resources), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**Ref:** KD.017/10

**Portfolio Area** Finance and Economy

**Subject** Asset Management Plan 2010-2015

**Key Decisions:**

To consider the Council's Asset Management Plan and make recommendations to Council.

**Decision to be taken at Executive on:** 26 July 2010 and 31 August 2010

**Responsible or Lead Overview and Scrutiny Panel:**

Resources Overview and Scrutiny Panel

**Date when the matter will be available for consideration by Overview and Scrutiny Panel**

Will be available to be considered by Resources Overview and Scrutiny Panel on 29 July 2010

**Consultees:** Overview and Scrutiny

**Date for Consultees' comments:** July 2010

**Relevant reports/background papers which are available:**

The Assistant Director (Resources) report will be available five working days before the meeting

**Further Information From:**

Assistant Director (Resources), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

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**SCRUTINY CHAIRS GROUP MEETING**  
**5 July 2010 at 9.30am**

**Attended:** Councillor Allison, Chairman of the Resources Overview and Scrutiny Panel  
Councillor Mrs Clarke, Chairman of the Community Overview and Scrutiny Panel  
Councillor Mrs Bradley, Vice-Chairman of the Community Overview and Scrutiny Panel  
Councillor Mrs Rutherford, Chairman of the Environment and Economy Overview and Scrutiny Panel  
Nicola Edwards, Scrutiny Officer  
Rachel Rooney, Lead Committee Clerk  
Maggie Mooney, Town Clerk and Chief Executive  
Jason Gooding, Deputy Chief Executive and Strategic Director  
Darren Crossley, Strategic Director

**11/10 APOLOGIES FOR ABSENCE**

An apology for absence was submitted on behalf of Councillor Layden

**12/10 SCRUTINY CHAIRS GROUP LEAD**

AGREED – That Councillor Mrs Rutherford would Lead the meetings of the Scrutiny Chairs Group.

**13/10 MINUTES OF LAST MEETING**

AGREED – That the minutes of the Scrutiny Chairs Group held on 1 March 2010 be agreed as a correct record of the meeting.

**14/10 SCRUTINY CHAIRS GROUP – TERMS OF REFERENCE**

The Scrutiny Officer submitted an amended copy of the Group's terms of reference; the amendments were to the job title of the scrutiny support and to the Directorate title.

AGREED – That the amended terms of reference for the Scrutiny Chairs Group be approved.

## **15/10 SCRUTINY SUPPORT ARRANGEMENTS**

The Group had previously expressed concern regarding the new scrutiny support arrangements and had requested clarification regarding officer roles and the job description for the Scrutiny Officer.

The three Panel Leaders confirmed that they had not had the opportunity to test the new arrangements but confirmed that a full review of the arrangements would be carried out later in the year.

AGREED – That the Scrutiny Officer job description and details of the Senior Management Teams roles would be circulated to Members for information.

## **16/10 ANNUAL REPORT 2009/10**

The Scrutiny Officer reminded the Group of the recommendations made in the Scrutiny Annual Report 2009/10 that were relevant to the Group.

During discussion the Group highlighted issues regarding the relationship between the Executive and Overview and Scrutiny and considered different ways to improve the relationship. They also confirmed that the Panels had successfully co-opted service users and partners onto Task and Finish Groups but agreed that they needed to encourage more Members who were not on Overview and Scrutiny Panels to be involved in Task Groups.

The Group asked officers to clarify who the Equalities Champion was.

AGREED – *Recommendations 1 & 2* – That the Executive, Scrutiny Chairs Group, Chief Executive and Strategic Directors meet to discuss the future working relationship of Scrutiny and the Executive, the meeting should take place after the Joint Management Team away day in mid September 2010.

*Recommendation 3* - The issue of Lead Members would be discussed at the Development Sessions.

*Recommendation 4* – The support offered for Task and Finish Groups will be monitored at every Chairs Group meeting.

*Recommendation 5* – Each Panel should investigate ways of encouraging greater participation at Panel meetings. It was also agreed that all back bench Members of the Council would be invited to take part in Scrutiny Task and Finish Group work.

*Recommendations 6 & 7* – New support arrangements for Scrutiny would be monitored at each meeting of the Scrutiny Chairs Group.

*Recommendation 8* – That each Panel would nominate two Members to sit on a Task and Finish Group to examine whether the number of Panels remains appropriate. The first meeting of the Task and Finish Group should take place by the end of July 2010.

## **17/10 BUDGET SCRUTINY**

The Scrutiny Officer reminded the Group that there had been a short Member-led review of Budget Scrutiny and the recommendations had been considered by the Executive and the Group in November 2009.

The Lead Member added that the review had collated examples of when other authorities began their budget process and it was apparent that their budget processes began earlier than the City Council's.

The Deputy Chief Executive and Strategic Director (Governance & Resources) stated that it would be helpful if Members could be clear what Overview and Scrutiny wanted to achieve in terms of budget scrutiny so there could be a clear focus on the work being carried out. He added that he felt good scrutiny would be looking at the Medium Term Financial Plan and the Corporate Priorities and how the two matched up.

The Scrutiny Officer confirmed that the review had shown that members would like more information on the budget process prior to the 'budget book' being considered. Members agreed that they wanted to achieve a better understanding of the budget process and hoped that the budget element could be included in each report considered by the Panels so they understood how the budget tied into the decision being made. Members also felt that the appropriate Portfolio Holder should present the budget reports to the Panels so Overview and Scrutiny could challenge the decisions being made.

The Chief Executive added that the Council was now working out what a quarter of the budget looked like and deep cuts needed to be made and as a result the role of Overview and Scrutiny increases considerably.

Members suggested that it would be useful for two Members of the Environment and Economy and Community Overview and Scrutiny Panels to attend the Resources Overview and Scrutiny Panel for the consideration of the Medium Term Financial Plan and to feedback relevant information.

AGREED – 1) That the Chairman and one other Member of the Community and Environment & Economy Overview and Scrutiny Panels be nominated to attend the Resources Overview and Scrutiny Panel on 29 July for the consideration of the Medium Term Financial Plan.

2) That financial information is linked with the budget heading in the appropriate format.

3) That the appropriate Portfolio Holder presents the budget reports to Scrutiny and responds to questions

4) That the Chairmen of the Panels are open to seek financial advice with officers as necessary.



## **18/10 JOINT SCRUTINY COMMITTEE ANNUAL REPORT**

The Scrutiny Officer presented the Annual Report of the Cumbria Joint Scrutiny Committee which had been prepared by the Joint Scrutiny Manager. She explained that the Joint Scrutiny Committee had been in operation for a year. The Committee has a dedicated officer to support its activities which is funded by the 7 Local Authorities within Cumbria. The post is subject to an initial trial period of 2 years.

There were some concerns about the future of the Committee as they had focused on the CAA and this had now been abolished. The Committee intend to have involvement in the scrutiny of the refreshment of the Cumbria Community Strategy over the next year.

AGREED – That the report be noted.

## **19/10 POLICY FRAMEWORK**

The Scrutiny Officer reported that the Assistant Director (Governance) was preparing a report to reduce Council's the policy framework and he had asked Members to consider how Overview and Scrutiny should be involved.

AGREED – That the policy framework report should be considered by all three Overview and Scrutiny Panels.

## **20/10 ANY OTHER BUSINESS**

The Vice Chairman of Community Overview and Scrutiny reported that the Corporate Equality Group had expressed concern whether or not all units within the Council understood the need for an Equality Impact Assessment (EIA) on reports. EIA's were one way for the authority to demonstrate its understanding of equality and diversity.

AGREED – That the Equality Impact Assessment form be incorporated in all of the City Council's reports.

(the meeting ended at 10.55pm)

## RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2010/11

Issue	Type of Scrutiny						Comments/Current Status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Budget	Monitoring		17 Jun 10	29 July 10	2 Sept 10	14 Oct 10	7 Dec 10	6 Jan 11	17 Feb 11	31 Mar 11
<b>Current Meeting -</b>															
Medium Term Financial Plan					✓			✓							
Asset Management Plan 2010-2015					✓			✓							
Budget Monitoring 10/11					✓	✓	Monitoring of budget	✓		✓		✓		✓	
Corporate Risk Register						✓	Quarterly Monitoring	✓		✓		✓		✓	
Performance Monitoring Reports	✓					✓	Monitoring of PI's	✓		✓		✓		✓	
<b>Task &amp; Finish Groups</b>															
Capital Programme Review							Agreed at Development Session - need to appoint Members to T&F Group	✓							
Use of Consultants			✓				Part 1 - Report to Executive Part 2 - Suspended	✓	✓						
Lease Cars			✓				Monitoring of Task Group Recommendations			✓					

## RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2010/11

Issue	Type of Scrutiny						Comments/Current Status	Meeting Dates								
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Budget	Monitoring		17 Jun 10	29 July 10	2 Sept 10	14 Oct 10	7 Dec 10	6 Jan 11	17 Feb 11	31 Mar 11	
<b>Future Meetings</b>																
Property Portfolio Options			✓				Timetable for project	✓		✓						
Claimed Rights			✓		✓		To consider report with financial implications and potential changes by County Council – possible topic for T&F Group			✓						
Budget					✓		Budget setting 2011/12				✓					
Projects Assurance Group						✓	Quarterly monitoring of significant projects	✓			✓					✓
Transformation Programme					✓	✓	Monitoring of budget savings and process			✓						
Sands Centre		✓					To scrutinise draft Business Case (date TBC)									
Policy Framework		✓					To consider proposed changes to the Policy Framework (date TBC)									

## RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2010/11

Issue	Type of Scrutiny						Comments/Current Status	Meeting Dates								
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Budget	Monitoring		17 Jun 10	29 July 10	2 Sept 10	14 Oct 10	7 Dec 10	6 Jan 11	17 Feb 11	31 Mar 11	
Scrutiny Annual Report							Draft report for comment before Chairs Group								✓	
<b>Completed Items</b>																
Executive Arrangements							To consider report outlining consultation regarding Council's Executive arrangements	✓								
2009/10 Provisional Outturn Reports							Outturn reports and recommendations on carry forward requests to Council on 29 June 2010	✓								

### INFORMATION ONLY ITEMS

Details	Date Circulated
Member Development Report	July 2010