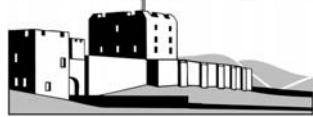


**CARLISLE
CITY COUNCIL**



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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 18th October 2012

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS 27/12

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:

- Decide whether the items on the Notice of Executive Key Decisions should be included in the Panel's Work Programme for consideration. (para 1 & Appendix 1)
- Note and/or amend the Panel's work programme (Appendix 3)

Contact Officer: Nicola Edwards

Ext: 7122

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 1st October 2012. The following issues fall into the remit of this Panel and full details are attached at **Appendix 1**:

KD.019/12 Revision of Statement of Gambling Policy – *The routine revision of the Gambling Policy is being considered by the Executive on 3rd September and 29th October prior to being referred to Council. The Chair considered the report and decided that the report would not be put on the agenda as the changes to the policy are due to statutory changes.*

KD.021/12 Localisation of Council Tax – *on agenda for this Panel on 18th October*

KD.027/12 Highways Claimed Rights Review – *Members of this Panel were invited to the meeting of Environment and Economy O&S Panel on 13th September when they considered this issue. Comments are to be presented to the Executive on 29th October.*

KD.029/12 Tullie House Museum and Art Gallery Trust Business Plan 2013/14 – *the Community O&S Panel will consider the Plan at their meeting on 22nd November. Members of ROSP are to be invited to attend this meeting.*

KD.033/12 Budget Process 2012/13 – *ROSP will consider budget report at their meetings on 4th December 2012 and 3rd January 2013.*

2. References from the Executive

None

3. Task and Finish Groups

After an initial delay, the Saving Paper Task Group had their first meeting on 27th September 2012. Members of the Task Group determined the remits of their review and the Scrutiny Review Scoping Document is attached at **Appendix 2** for the Panel to approve.

4. Work Programme

The Panel's current work programme is attached at **Appendix 3** for comment/amendment.

Items relevant to the Resources Overview and Scrutiny Panel:

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.033/12
Decision Title:	Budget Process 2012/13
Decision to be taken:	<p>The Executive will be asked to consider strategic financial issues arising from the budget setting process:</p> <p>(a) Budget Update - Revenue Estimates (19th November 2012)</p> <p>(b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement) (19th November 2012)</p> <p>(c) New Revenue Spending Proposals (19th November 2012)</p> <p>(d) New Savings Proposals (19th November 2012)</p> <p>(e) New Capital Spending Proposals and Provisional Capital Programme (19th November 2012)</p> <p>(f) Repair and Maintenance (19th November 2012)</p> <p>(g) Treasury Management and Prudential Borrowing Implications (19th November 2012)</p> <p>(h) Consideration of Overview and Scrutiny Consultation feedback (13th December 2012)</p> <p>(i) Draft Revenue Support Grant Settlement (if available) (17th December 2012)</p> <p>(j) Summary Overall Revenue and Capital Position (17th December 2012)</p> <p>(k) Draft Treasury Management and Investment Strategy including MRP Strategy (17th December 2012)</p> <p>(l) Executive Draft Budget Proposals for consultation (17th December 2012)</p> <p>(m) Final Revenue Support Grant and Final Revenue Budget Summary (16th January 2013)</p> <p>(n) Provisional Capital Programme (16th January 2013)</p> <p>(o) Treasury Management and Investment Strategy including MRP Strategy (16th January 2013)</p> <p>(p) Consideration of Final Budget Consultation (16th January 2013)</p> <p>(q) Executive's Final Budget Proposals (16th January 2013).</p>
Date Decision to be considered:	19 November 2012, 13 December 2012, 17 December 2012 and 16 January 2013 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	19 November 2012, 13 December 2012, 17 December 2012 and 16 January 2013
Is the Decision Public or Private?:	The decision will be taken in public.

Items relevant to the Resources Overview and Scrutiny Panel:

Documents submitted for consideration in relation to the Decision:	The Director of Resource's report will be available five working days before the meeting
Contact Officer for this Decision:	Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Cross cutting

All public reports can be viewed in the Customer Contact centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Items relevant to the Resources Overview and Scrutiny Panel:

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.014/12
Decision Title:	Revision of Statement of Gambling Policy
Decision to be taken:	The Executive will be asked to approve the decision of Licensing Committee to consult on revision of statement of gambling policy and to approve the amended Statement of Gamblin Policy following consultation.
Date Decision to be considered:	3 September 2012 (EX.111/12) consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	29 October 2012
Is the Decision Public or Private?:	The decision will be taken in public.
Documents submitted for consideration in relation to the Decision:	Report GD.42/12 - Review of Gambling Policy - Gambling Act 2005 on 3 September 2012
Contact Officer for this Decision:	Director of Governance, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Resources Overview and Scrutiny Panel

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Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Scrutiny Review Scoping Document

Title of Review	Saving Paper
Outline reasons and purpose of Review	The Task Group was established to look at how the Authority could save paper and printing costs in the Democratic process. The Task Group would give consideration into how technology can be used to assist in making these savings.
Scrutiny Panel(s)	Resources Overview and Scrutiny Panel
Task Group Members	Cllrs Craig, Franklin and Watson
Consideration of Co-optees	None
Terms of Reference	<p>To investigate the potential of using technology as a means of saving Democratic paper, printing and postage costs.</p> <p>To evaluate the potential savings, costs and environmental implications of moving towards paperless committees.</p> <p>To undertake research on how other Local Authorities have moved towards paperless committees and examine how lessons learned could be transferred to Carlisle City Council.</p>
Expected outcomes	To recommend any different ways of working for Members of the Council with regard to the handling, production and use of democratic reports.
Timescale for Review (including indicative milestones)	To report to the Resources Overview and Scrutiny Panel on 4 th December 2012.
Research required	Evidence from other Local Authorities who have used technology as a means of saving costs within their Democratic process.
Possible witnesses (for written or oral evidence)	<p>Cllr Tickner, Portfolio Holder</p> <p>Director of Governance</p> <p>ICT officers</p> <p>CMIS representatives</p>

	Member Development Group Environmental Officers
Possible sources of information	Budget information Costs of hardware, software, subscription and contract costs Evidence of how other Authorities have saved money and how they are using technology. Statutory responsibilities
Budget Information	As above
Potential Site Visits	Task Group have indicated that they would like to visit a nearby Local Authority who have moved towards paperless meetings. Ideally the Authority should use the myCMIS application.
Support Officers and role	Nicola Edwards – Overview & Scrutiny Officer – project management, research, report writing Rachel Rooney – Lead Committee Clerk – CMIS link, research, note taking,
What will not be included	The Task Groups remit is purely to look at how printing and paper costs can be reduced in the Democratic process. They understand that there are further savings to be made corporately but that this is not within their initial remit.
Publicity Requirements	A press release should be drafted when the Task Groups report is finalised.

Appendix 3

RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 03 October 2012

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		14 Jun 12	26 Jul 12	30 Aug 12	18 Oct 12	4 Dec 12	3 Jan 13	21 Feb 13	4 Apr 13	
Current Meeting - 18th October 2012																
Transformation Board						✓	To receive six monthly updates				✓				✓	
Sickness Absence						✓	Exception performance report on sickness absence	✓			✓			✓		
Localisation of Council Tax							Draft scheme how Council will administer Council Tax Benefit discount from 1/4/12				✓					
Savings Proposals					✓		To consider Executive savings proposals				✓					
Significant Partnerships				✓			Bi-Annual review of significant partnerships				✓				✓	
Projects Assurance Group						✓	Quarterly monitoring of significant projects		✓		✓		✓		✓	
Corporate Risk Register						✓	Quarterly Monitoring		✓		✓		✓		✓	

Last Revised: 03/10/2012

RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

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Task & Finish Groups																
Saving Paper			✓		✓		Cllrs Craig/Watson/Franklin				✓					
Future Meetings																
Corporate Plan							To consider draft plan					✓				
Budget Monitoring 12-13					✓	✓	Monitoring of budget			✓		✓		✓		
Performance Monitoring Reports	✓					✓	Service Standards relevant to the remit of the Panel	✓		✓		✓		✓		
Organisational Development	✓					✓	Quarterly monitoring of OD plan	✓		✓		✓		✓		
Asset Management Business Plan			✓				To monitor implementation of plan		✓							
Budget					✓		Budget setting 2012/13-2016/17					✓	✓			
Employee Opinion Survey							To inform Members of feedback and action plan								?	

Last Revised: 03/10/2012

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Scrutiny Annual Report							Draft report for comment before Chairs Group								✓	
COMPLETED ITEMS																
Medium Term Financial Plan					✓					✓						
2011/12 Provisional Outturn Reports					✓		Outturn reports and recommendations on carry forward requests to Council	✓								

For Information	
Budget Process and Timetable	18 th October 2012