

# AGENDA

## Business & Transformation Scrutiny Panel

Thursday, 31 March 2022 AT 16:00  
In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG

\*\*A pre meeting for Members to prepare for the Panel will  
take place 45 minutes before the meeting\*\*

The Press and Public are welcome to attend for the  
consideration of any items which are public.

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

Councillor Bainbridge (Chair), Councillors Alcroft (Vice Chair), Allison, Ms Ellis-Williams, Mrs McKerrell, Mrs Mitchell, Mitchelson, Dr Tickner

#### Substitutes:

Councillors Mrs Atkinson, Mrs Birks, Brown, Bomford, Collier, Mrs Finlayson, Mrs Glendinning, Glover, Lishman, Meller, Morton, Patrick, Robson, Shepherd, Miss Sherriff, Southward, Sunter, Miss Whalen and Wills.

## **PART A**

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

### **APOLOGIES FOR ABSENCE**

To receive apologies for absence and notification of substitutions

### **DECLARATIONS OF INTEREST**

Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any items on the agenda at this stage.

### **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**

**7 - 16**

To note that Council, at its meeting on 1 March 2022, received and adopted the minutes of the meetings held on 6 January 2022. The Chair will sign the minutes

[Copy minutes in Minute Book Vol 48(5)].

The Chair will move the minutes of the meeting held on 24 February 2022 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 CORPORATE PROJECT STATUS REPORT**

**17 -  
28**

Portfolio: Cross Cutting  
Directorate: Corporate Support  
Officer: Jason Gooding, Town Clerk and Chief Executive  
Report: CE.10/22 herewith

**Background:**

The Town Clerk and Chief Executive to submit an update on the Council's corporate projects.

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

Monitoring report.

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

The Panel is asked to note and comment on the most recent summary of projects and governance arrangements in place.

**A.3 CORPORATE RISK REGISTER**

**29 -  
42**

Portfolio: Finance, Governance and Resources  
Directorate: Community Services  
Officer: Darren Crossley, Deputy Chief Executive  
Report: CS.15/22 herewith

**Background:**

The Deputy Chief Executive to submit an update on the management of the Council's Corporate Risk Register.

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

Monitoring Report

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

Scrutinise and comment on the current Corporate Risk Register as set out in appendix one.

**A.4 SQUAD WORKING**

**43 -  
52**

Portfolio: Finance, Governance and Resources  
Directorate: Community Services  
Officer: Darren Crossley, Deputy Chief Executive  
Report: CS.18/22 herewith

**Background:**

The Deputy Chief Executive to submit a report an update on the delivery and use of the Squad working principles and groups within the Council.

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

To provide the Panel with an update on new methods of working being adopted by the Council.

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

Review the progress made on Squad working and seek any further clarification on the principles and practice.

**A.5 SCRUTINY ANNUAL REPORT 2021-22**

**53 -  
58**

Portfolio: Cross Cutting  
Directorate: Cross Cutting  
Officer: Rowan Jones, Overview and Scrutiny Officer  
Report: OS.09/22 herewith

**Background:**

The Overview and Scrutiny Officer to submit the draft Business and Transformation Scrutiny Panel Section for the Scrutiny Annual Report 2021-22.

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

Annual report

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

- Consider and comment on the attached section of the draft report.
- That Members identify items that may be a priority for Scrutiny in 2022-23.

**A.6 OVERVIEW REPORT**

**59 -  
62**

Portfolio: Cross Cutting  
Directorate: Cross Cutting  
Officer: Rowan Jones, Overview and Scrutiny Officer  
Report: OS.08/22 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 2021/22 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
- Note the current work programme

## PART B

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

### B.1 ICT SERVICES PROJECT STATUS REPORT

*\*\*\*This report is not for publication by virtue of Paragraph 1 of Part 3 of Schedule 12A to the Local Government Act 1972 as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) .\*\*\**

Portfolio: Finance, Governance and Resources  
Directorate: Corporate Support  
Officer: Jason Gooding, Town Clerk and Chief Executive  
David Strong, Service Desk Manager  
Martine Kelly, Applications and Development Manager  
Report: CE.03/22 herewith

#### **Background:**

The Town Clerk and Chief Executive to submit an up-to-date snapshot of the current status of the ICT Services projects. Recent project activity; RAG rating; issues and emerging risks; key activities for the next period and requests for change have all been updated.

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

The Panel requested a three monthly update at their meeting on 1 April 2021 (BTSP.29/21 refers)

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

Scrutinise and comment on the most recent summary of these projects, and the actions being taken to support projects with issues. Appendix One is a summary of the standalone IT projects and their current status.

Enquiries, requests for reports, background papers etc to:  
committeeservices@carlisle.gov.uk