

RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 31st March 2011

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS 10/11

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 items for consideration by Scrutiny which are included in the Forward Plan (Para 1 & Appendix 1)
- Note and/or comment on the references from the Executive (Appendix 2)
- Note further information provided on Staff Learning and Development (para 3 & Appendix 3)
- Note and/or amend the Panel's work programme (Appendix 5).

Contact Officer: Nicola Edwards

Ext: 7122

1. Forward Plan Items

The Forward Plan of the Executive covering the period 1st April – 31st July 2011 was published on 18th March 2011.

The following items fall within the remit of this Panel and full details are provided at Appendix 1.

KD.007/11 Replacement Pavement Sweepers - release of Capital – Panel Members decided at their meeting on 17th February that the Panel would not require this report at their meeting in June as the Executive would be making their decision in April 2011.

KD.011/11 Options for vacated Bousteads Grassing Offices- the Executive are to consider this report at their meetings on 18th April and 27th June 2011 and Panel Members are requested to determine whether they wish this report to be placed on the Work Programme for the Panel meeting on 17th June.

KD.010/11 2010/11 Provisional Outturn Reports- the Executive are to consider this report on 3rd June before referral to Council on 26th June. Panel Members have the opportunity to consider this report at their meeting on 17th June.

2. References from the Executive

The following reference from the Executive can be found at Appendix 2.

EX.031/11	Revised Procurement and Commissioning Strategy 2010-12
EX.034/11	Amendment to Council Framework for Member Learning
EX.035/11	Organisational Development Plan 2011 - 2013

3. Staff Learning and Development

At the Resources Overview and Scrutiny Panel on Thursday 17 February, the Organisational Development Manager presented report CE 4/11 on the Organisational Development Plan 2011 - 2013. Members of the Panel asked for further information about staff learning and development opportunities funded by the City Council. This has been provided and can be found at Appendix 3 for information.

4. Essential Car User Allowance (ECUA)

At the Panel's meeting on 3rd November 2010, Members received an update on the review of the ECUA which followed from a recommendation from the Lease Car Scheme Task and Finish Group. It was agreed at that time that a further report would be presented to the Panel in March 2011.

It has been agreed by the Chair of the Panel that this report will be deferred as currently the Authority are within the consultation period with affected staff on revised proposals for the essential/casual car user allowance scheme. The Consultation ends in mid-May and a report will then be presented to the Employment Panel in June 2011. Following this a report will be presented to this Panel.

5. Capital Project Group

Members of the Task and Finish Group held a further meeting on 17th March 2011 to consider their draft recommendations. It was agreed that further amendments would be given to these recommendations which would then be reconsidered by the Group. It was agreed that these recommendations would be presented to the next meeting of the Panel on 17th June 2011.

The Group discussed the potential decontamination work on Caldew Riverside and the Chair is to discuss the involvement of Scrutiny with the Chair of the Environment and Economy Scrutiny Panel and a verbal update will be provided at the meeting of this Panel.

6. Scrutiny Chair Group Meeting 1/3/11

A meeting of the Chairs Group was held on 1st March 2011. Notes of this meeting are attached at Appendix 4 for information.

The meeting of the Chairs Group and the Executive arranged for 16th March 2011 was postponed and is currently being rearranged. A verbal update will be provided for the Panel.

7. Work Programme

The current work programme is reproduced in Appendix 5 for consideration and/or amendment.

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

Key Decision Ref Nos:	Subject:	Date of Executive Meeting
KD.010/11	2010/11 Provisional Outturn Reports	3 June 2011
KD.011/11	Options for vacated Bousteads Grassing Offices	18 April 2011 27 June 2011

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

Ref: KD.010/11 **Portfolio Area** Governance and Resources

Subject 2010/11 Provisional Outturn Reports

Key Decisions:

To consider and approve the 2010/11 Provisional Outturn Report and make recommendations on any carry forward requests to Council on 28 June 2011.

- Provisional Revenue Outturn
- Provisional Capital Outturn
- Elected Members Allowances - Provisional Outturn
- Council Tax and National Non-Domestic Rates - Provisional Outturn
- Treasury Management Provisional Outturn

To be considered initially by Executive:

Decision to be taken at Executive on: 3 June 2011

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 for consideration by Resources Overview and Scrutiny Panel on 16 June 2011

Consultees:

Date for Consultees' comments:

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

Ref: KD.011/11

Portfolio Area Governance and Resources

Subject Options for vacated Bousteads Grassing Offices

Key Decisions:

Possible expenditure on demolition of buildings

To be considered initially by Executive: 18 April 2011

Decision to be taken at Executive on: 27 June 2011

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

Policy and Budget Framework matter which will be available for consideration on 16 June 2011 by the Resources Overview and Scrutiny Panel

Consultees:

Date for Consultees' comments:

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

**EXCERPT FROM THE MINUTES OF THE
EXECUTIVE
HELD ON 14 MARCH 2011**

**EX.031/11 REVISED PROCUREMENT AND COMMISSIONING STRATEGY
2010-12
(Key Decision)**

Portfolio Governance and Resources

Subject Matter

Pursuant to Minute EX.225/10, the Assistant Director (Resources) submitted report RD.65/10 recommending the adoption of a revised Procurement and Commissioning Strategy for the period 2010-12.

The Assistant Director (Resources) referred Members to the Procurement and Commissioning Strategy appended to his report which had been revised and enhanced to incorporate the requirements of the Government's efficiency, environmental, equality and diversity legislation, together with recent changes to European procurement legislation.

The Resources Overview and Scrutiny Panel had on 6 January 2011 considered and noted report RD.65/10. A copy of the relevant Minute Extract (ROSP.07/11) had been circulated.

In conclusion, the Assistant Director (Resources) asked the Executive to consider the revised Strategy, together with the observations of the Resources Overview and Scrutiny Panel, prior to making a formal recommendation to Council.

The Governance and Resources Portfolio Holder then moved the above recommendation.

Summary of options rejected None

DECISION

That the Executive had considered the Revised Procurement and Commissioning Strategy, appended to Report RD.65/10, together with the observations of the Resources Overview and Scrutiny Panel and referred the Strategy to the City Council with a recommendation for adoption.

Reasons for Decision

The proposed revisions to the Council's Procurement and Commissioning Strategy are intended to enable the Council to take advantage of alternative service delivery and tendering methodologies through changes in technology and efficiency legislation. The changes are intended to make procurement and commissioning more efficient, achieve greater cost effectiveness and will also lead to competition between providers of goods, works and services.

**EXCERPT FROM THE MINUTES OF THE
EXECUTIVE
HELD ON 14 MARCH 2011**

EX.034/11 AMENDMENT TO COUNCIL FRAMEWORK FOR MEMBER LEARNING
(Key Decision)

Portfolio Performance and Development

Subject Matter

Pursuant to Minute EX.017/11, the Organisational Development Manager submitted report CE.05/11 concerning the Council's Member Learning and Development Framework (MLDF).

The Organisational Development Manager outlined the background to the matter, reminding Members that the Member Learning and Development Working Group had identified that improvements were needed with regard to Member learning, and had proposed several changes to the approach adopted by the City Council, details of which were appended to her report. She added that those changes would require a formal amendment to the existing Policy Framework.

The Resources Overview and Scrutiny Panel had on 17 February 2011 (ROSP.16/11) considered the matter and welcomed the proposed changes as set out in Report CE.03/11. A copy of the Minute Extract had been circulated.

The Performance and Development Portfolio Holder welcomed the proposed changes, which would make training less formal for Members and help to maintain the North West Member Charter. Accordingly he agreed the recommendations, subject to amendment of the final sentence at Section 1.8 by the substitution of the words "equal opportunities training" for "equality and diversity training".

Summary of options rejected None

DECISION

That the amended Council Framework for Member Learning and Development, appended to Report CE.05/11, be referred to the City Council with a recommendation for adoption.

Reasons for Decision

To endorse the proposals from the MLDWG to refresh Member learning; and to enable the Policy Framework to be amended accordingly.

**EXCERPT FROM THE MINUTES OF THE
EXECUTIVE
HELD ON 14 MARCH 2011**

EX.035/11 ORGANISATIONAL DEVELOPMENT PLAN 2011 - 2013
(Non Key Decision)

Portfolio Performance and Development

Subject Matter

Pursuant to Minute EX.018/11, the Organisational Development Manager submitted report CE.06/11 concerning the Council's Organisational Development Plan for the period 2011 - 2013.

She reminded Members that they had on 14 February 2011 considered report CE.2/11 and made it available for consideration by the Resources Overview and Scrutiny Panel. The Panel had subsequently considered the matter on 17 February 2011 (ROSP.17/11) and resolved:

- "1) That the Organisational Development Plan 2011-2013 be supported;
- 2) That the statistical information on the number of staff in training, the type of training, the cost, the outcomes and benefits of training be circulated to Members."

A copy of the Minute Extract had been circulated.

The Performance and Development Portfolio Holder welcomed submission of the report which would ensure that the future needs of the City Council were met.

Summary of options rejected None

DECISION

That the Executive approved the Organisational Development Plan 2011 - 2013 as appended to Report CE.06/11.

Reasons for Decision

To bring forward the Organisational Development Plan 2011-13 for approval by the Executive.

Report On Staff Learning and Development for Resources Overview and Scrutiny Panel

Introduction

At the Resources Overview and Scrutiny Panel on Thursday 17 February, the Organisational Development Manager presented report CE 4/11 on the Organisational Development Plan 2011 - 2013. Members of the Panel asked for further information about staff learning and development opportunities funded by the City Council.

Sources of funding

There are three main sources of funding for staff learning and development. These are the corporate training budget, the qualification study budget and the career development support package budget and they are all held by the Organisational Development Team.

The corporate training budget for 2010 – 2011 was £105,500. It is used for training which benefits staff across the organisation including management development, personal development, first aid, health and safety, safeguarding children, IT and the ethical governance programme. See Annex A for a detailed breakdown of the courses and the numbers attending.

The qualification study budget for 2010 – 2011 was £42,500. It is used for qualifications including National Vocational Qualifications (NVQs), degree courses (Foundation, BA/BSc and postgraduate) and professional exams e.g. finance (CIPFA) and revenues (IRRV). See Annex B for a detailed breakdown of the qualifications supported.

The career development support package budget was introduced in 2010 to support staff whose salary would reduce as a result of job evaluation. The budget for 2010 – 2013 is £150,000. It is used to support a wide range of qualifications and other types of learning opportunities. See Annex C for a detailed breakdown of the learning and development opportunities supported in 2010 - 2011.

Another source of funding used to support learning and development is the professional updating exam and tuition budget which was originally delegated to some teams in 2005. This is used for continuing professional development (CPD). A number of teams allocate money from their own budgets to fund specialist training which is recorded under an internal/own training budget code.

Train to Gain was a programme set up by the previous Government to fund training leading to qualifications. The City Council has benefited from this programme which was used to fund management, team leading, customer services, waste management operations and cleaning and support services NVQs. Literacy and numeracy qualifications are available to staff and these are fully funded by the Government under the Skills for Life programme.

Emma Titley, Organisational Development Manager
March 2011

Annex A - Corporate Training Budget

Course	Type	Numbers Attended
Microsoft Office	IT Application	57
Advanced Presentation Skills (2 days)	Personal Development	7
Area Maintenance Customer Services	Personal Development	21
Attendance Management	Management Development	25
Basic General Safety	Mandatory	19
Bitesize Recruitment Workshop	Mandatory	6
British Sign Language Awareness	Personal Development	14
Budget Setting	Ethical Governance	9
Career Development	Personal Development	36
Chairing Meetings	Personal Development	8
Customer Relations in Law Enforcement	Personal Development	9
CV & Interview Skills	Personal Development	50
Dealing with Aggression	Personal Development	12
Defibrillator Training	Health & Safety	13
Disability Awareness	Diversity / Equal Opps	14
Drug & Alcohol Awareness	Health & Safety	9
Emergency First Aid	Health & Safety	16
Enhanced Working Relations	Personal Development	9
Final Accounts	Ethical Governance	12
Financial Planning for Redundancy	Personal Development	22
Fire Warden Training	Health & Safety	32
First Aid - Appointed Person	First Aid 1 Day	7
First Aid at Work	First Aid 4 Day	5
First Aid at Work (Renewal)	First Aid 2 Day renewal	16
General Budgetary Control Rules	Ethical Governance	9
Graduate Workshop	Personal Development	7
How the Media Works - Media Awareness	Personal Development	9
ILM Level 3 Award in First Line Management	Management Development	17
Informal Induction - TCCE & Leader	Induction	12
Interview Skills	Personal Development	22
Intro to Covalent Performance Mgt System	IT Application	25

Course	Type	Numbers Attended
Intro to Project Management	Management Development	34
Introduction to Safeguarding Children	Mandatory	68
Introduction to Supervision	Management Development	5
IOSH Managing Safely	Health & Safety	11
Learning Disabilities Awareness	Diversity / Equal Opps	7
Lunchtime Learning	Personal Development	55
Management Development Group	Management Development	31
Managing Relationships	Management Development	27
Managing Performance	Management Development	26
Manual Handling	Mandatory	27
Mental Health Issues	Diversity / Equal Opps	9
Mentoring Workshop	Personal Development	7
Minute Taking	Personal Development	20
Officer Code of Conduct	Ethical Governance	28
PACE	Ethical Governance	10
Partnership Working	Management Development	16
Partnership Working - CCC Policies & Procedures	Management Development	5
Planning for a Positive Retirement	Financial	7
Planning for the Future	Financial	18
Planning Your Time	Personal Development	11
Presenting Yourself at Meetings	Personal Development	5
Recruiting & Promoting Staff	Mandatory	20
RIPA (i)	Ethical Governance	24
Safe Recruitment Workshop	Mandatory	26
Supervision (Extensions)	Management Development	9
Supervision Skills	Management Development	8
Team Appraisal Training	Appraisal	109
TUPE Workshop for Managers	Management Development	28
VAT	Ethical Governance	7
Vetting & Barring Workshop	Personal Development	7
Waste Management Customer Services	Personal Development	6
Writing Risk Assessments	Health & Safety	24
TOTAL		1224

Annex B – Qualification Study Budget

QUALIFICATION	NUMBER OF STAFF WORKING TOWARDS / ACHIEVED – 2010/11
Advice & Guidance Level 4	1
Chartered Institute of Marketing Introduction Certificate	1
Foundation Degree in Business & Management	3
ILM Certificate in Management Level 5	1
MBA	3
PG Certificate Information Rights Law and Practice	1
The Successful PA	1
Diploma in Management Development	3
ECDL	6
IRRV	2
NVQ Business Administration Level 4	2
NVQ Management Level 5	1
NVQ Customer Service Level 3	2
Openings in Management	1
PTTLS Level 3	2
PTTLS Level 4	1
BA Hons Degree (Top Up)	2
Diploma in Environmental Management	1
PG Diploma in Management Studies	1
Specialist Paralegal Practitioner	1
Advanced Cremator Technical BTEC	1
BTEC National Certificate in Horticulture	1
BTEC National Diploma in Horticulture	1
AAT Level 3	1
CIMA Strategic Level	1
CIPFA Certificate	1
CIPFA Professional Accountancy Qualification	1
European Energy Manager Qualification	1
NVQ Personnel Level 3	1
Certificate in Human Resources	1
TOTAL	46

Annex C - Career Development Support Package Budget

QUALIFICATION (see note below)	NUMBER OF STAFF WORKING TOWARDS
Coaching Sessions	1
ECDL	2
Foundation Degree in Business & Management	2
ILM Level 3 Award in First Line Management	3
IOSH Training	2
MBA	1
MSc Architectural Conservation	1
MSc in Mindfulness	1
NVQ Business Administration Level 3	4
OCR ITQ Certificate in IT User Skills - Level 1	3
OCR ITQ Certificate in IT User Skills - Levels 1 & 2	2
OCR Text Processing Level 3	2
PG Cert ILM Information Rights Law and Practice	1
PhD Fees	1
PRINCE2 Practitioner	2
Risk Management Practitioner	1
Specialist Paralegal Practitioner Qualification in Employment Law	1
Supervision Training	1
	31

1 March 2011 at 12 noon

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 Luckley, Vice-Chairman of Environment & Economy Overview and Scrutiny Panel
Nicola Edwards, Scrutiny Officer
Sheila Norton, Committee Clerk
Maggie Mooney, Town Clerk and Chief Executive (until 12:50)
Jason Gooding, Deputy Chief Executive and Strategic Director
Darren Crossley, Strategic Director

01/11 APOLOGIES FOR ABSENCE

Apologies for absence were submitted from Councillors Layden and Mrs Rutherford.

Councillor Clarke was appointed Chair for the meeting due to the absence of Councillor Rutherford.

02/11 MINUTES OF LAST MEETING

AGREED – That the minutes of the Scrutiny Chairs Group held on 8 November 2010 be agreed as a correct record of the meeting.

Executive were asked to consider moving JMT and Executive briefing meetings as there were a number of occasions where they clashed with, in particular, scheduled Resources Overview & Scrutiny meetings. As there had been no movement on the matter the Chief Executive agreed to discuss the issue with Executive members.

The Strategic Director had agreed to provide Members with the new structures and contact details for staff in each directorate following the transformation process. The Strategic Director confirmed that he would pass on that information once the transformation process was complete.

The Scrutiny Officer confirmed that the provision for officer support for the Joint Scrutiny Committee would not continue after this civic year but stated that joint scrutiny would remain in a less formal arrangement.

03/11 REVIEW OF THE CORPORATE PLAN

The Strategic Director advised Members that the Corporate Plan was currently under review and that officers were refreshing the key actions to reflect the last 12 months and the meet the actions over the coming 12 months. Once the Corporate Plan had been finalised it would be presented to the Senior Management Team and Portfolio Holders for their comments before being presented to the Scrutiny Chairs Group.

The Group acknowledged that the document was a work in progress and agreed that it should be available for consideration at each Scrutiny Panel to ensure the Plan was aligned with the work of the Panels.

Councillor Luckley asked for an assurance that work on Healthy City would be included in the Plan as she believed it was a major policy for the Council and that it would affect the work of the Council for the coming 4 years. She stated that she wished to see the issue referred to in Panels to monitor progress and challenge actions if necessary.

The Strategic Director confirmed that the revised document did pick up the Healthy City issue. There was currently nothing in the Forward Plan in relation to the scrutiny of the Corporate Plan. Some of the actions listed had sub-actions and the Strategic Director believed that it may be of interest to know how the actions would be delivered and how they could be part of scrutiny. There was the opportunity for useful dialogue with partners on delivery of the actions and also how scrutiny could work with the Assistant Directors and Portfolio Holders.

The Group believed it would also give the opportunity for scrutiny to work with people representing public agencies and deal with health inequalities. As there would be limited financial resources available in coming years partnerships needed to be strengthened. The Group agreed that it would be useful for Councillor Luckley to attend Community Overview and Scrutiny Panel meetings when Healthy City was being considered.

The Group also agreed that it was useful to have Portfolio Holders having more input into the actions in the Corporate Plan.

AGREED – That the Scrutiny Chairs Group would consider the revisions to the Corporate Plan when available.

04/11 MEETING WITH THE EXECUTIVE

The meeting of the Scrutiny Chairs Group and the members of the Executive had been arranged for 16 March 2011. The Group discussed items to be put forward for consideration at that meeting. They included:

- Protocol on Relations Between Overview and Scrutiny and the Executive
- Forward Plan
 - Timing and development of the Forward Plan
 - Opportunity for Overview and Scrutiny to be involved at an earlier stage
- Policy Review
- Involvement in Policy Working
- Speed of Executive meetings

The Group believed that there had been better working with Portfolio Holders over the last year but were concerned that many of the recommendations referred to the Executive were 'noted'.

The Chief Executive stated that the protocol was drawn up in 2007 and was appropriate for the time. She believed that Senior Officers had a role to play with the Executive on behalf of the Scrutiny Panels but stressed that they also worked with all Councillors.

Councillor Clarke stated that the support from the Senior Management Team enabled Scrutiny Panels to be better equipped to provide a different response to the Executive and believed that there had been a positive outcome. The support of the Senior Management Team had been included in the job descriptions of those officers. Councillor Bradley stated that the Panels needed to make it clear what support was required and an assurance that if they asked officers for information it could be provided without prior consultation with the Portfolio Holders. The Panels needed to develop confidence with officers and Members. She added that she believed that the current arrangement with the Executive was not ideal to encourage trust.

Councillor Clarke discussed the impending reviews to the Policy Framework and a Member believed that, due to those changes, the Executive should be encouraged to involve and inform Scrutiny of their work.

With regard to the Forward plan the Group believed that Scrutiny were involved too late and that it would be useful to discuss issues with the Executive before they went

into the Forward Plan. If it was not possible to scrutinise items in the Forward Plan earlier there would be an increase in call-ins as the Group believed that would be the only way they could be involved.

The Group agreed that a basic framework should be established for safe and simple dialogue for Scrutiny and the Executive, to allow dialogue to move forward without compromise to either party.

The Group were pleased that senior officers were attending the Neighbourhood Forum meetings and stated that they found their presence very useful. They also believed it was useful for the officers to have a flavour of the residents' problems.

The Group agreed that performance should be high on the Scrutiny agenda. They believed that it was too early to determine the success of the new management structure as yet and that Scrutiny could play a more active part in the success of the Corporate Plan over the coming year.

The Chairman asked members of the Group to look through the Scrutiny protocol devised in 2007, and advise of any areas to be reviewed, removed or amended so it would be ready for discussion at the meeting with the Executive on 16 March 2011. The Chief Executive agreed to look at the final version prior to the meeting.

A Member was concerned at the speed of the Executive meetings and that there was insufficient time to have a significant input as part of that meeting.

AGREED – 1) That Members of the Group would look at the 2007 protocol and send any amendments to Councillor Clarke.

2) The Chief Executive would provide the necessary support to assist Members in that task.

3) That the issues to be raised at the meeting with the Executive were:

- Protocol on Relations Between Overview and Scrutiny and the Executive
- Forward Plan
 - Timing and development of the Forward Plan
 - Opportunity for Overview and Scrutiny to be involved at an earlier stage
- Policy Review
- Involvement in Policy Working
- Speed of Executive meetings

The Scrutiny Officer advised that the report would be considered by all three Scrutiny Panels to fill in any gaps and that the Scrutiny Chairs Group would consider it again before going to full Council in May.

The report presented an update of the implementation of the recommendations from the Annual Report 2010/11 and proposed development for 2011/12.

The Group agreed that the Panels needed to be more businesslike and that the quality of the resolutions had improved although the responses from the Executive were often slack.

The Group acknowledged that there had been some improvement in the working relationship and that the Scrutiny Panels and Executive were working more as a unit. There was a concern that Scrutiny Members were still asking questions of officers in meetings rather than Portfolio Holders. Scrutiny Chairs agreed to look at improving that issue for future meetings.

The Group were concerned that there were often time constraints on members of Panels either as County Councillors or holding full time employment. The Group agreed that it was essential that members prepared fully for meetings and that it was important that Chairs of Panels were selected carefully at the start of each municipal year.

With regard to involving members of the public and partners in Scrutiny meetings, there had not been a significant amount of progress but the Community Overview and Scrutiny Panel had held a meeting at Harraby Community Centre and the Neighbourhood Working Task and Finish Groups had been attended by a number of external partners. The Panels had extended an invitation for non-scrutiny members to be part of Task and Finish Groups but the Group agreed that there was room for improvement.

AGREED – 1) That the draft Scrutiny Annual Report 2011/12 be presented to the next round of Scrutiny Panels for consideration.

2) That the Scrutiny Chairs Group would meet again to consider the final draft that would be referred to Council.

(The meeting ended at 12:55pm)

RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2010/11

Appendix 5

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	3 Nov 10	7 Dec 10	6 Jan 11	17 Feb 11	31 Mar 11
Current Meeting -31st March 2011															
Discretionary Rate Relief Policy			✓				To consider protocol and criteria							✓	
Projects Assurance Group						✓	Quarterly monitoring of significant projects	✓		✓		✓		✓	
Corporate Risk Register						✓	Quarterly Monitoring		✓	✓		✓		✓	
Scrutiny Annual Report							Draft report for comment before Chairs Group							✓	
Task & Finish Groups															
Capital Programme Review							Currently undertaking review.		✓	✓				✓	
Use of Consultants			✓				Part 1 - Report to Executive Part 2 - Suspended		✓		✗	✓			
Lease Cars			✓				Monitoring of Task Group Recommendations				✓			✓	

Last Revised: 21/03/2011

RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2010/11

Appendix 5

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	3 Nov 10	7 Dec 10	6 Jan 11	17 Feb 11	31 Mar 11	
Completed Items																
Performance Monitoring Reports	✓					✓	Monitoring of PI's		✓			✓		✓		
Budget Monitoring 10/11					✓	✓	Monitoring of budget		✓			✓		✓		
Transformation Programme					✓	✓	Monitoring of action plans, budget savings and process			✓				✓	June 12	
Shared Services						✓	Update report on RBS, ICT & Audit Shared Services							✓	Feb 12	
Amendment to Council Framework for Member Development		✓					Report to amend the Council framework for Member Learning							✓		
Organisational Development Plan			✓			✓	To scrutinise proposed plan.							✓		
Procurement and Commissioning Strategy 2010-12		✓					Consideration of strategy						✓			

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	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	3 Nov 10	7 Dec 10	6 Jan 11	17 Feb 11	31 Mar 11	
Tullie House		✓					To scrutinise Business Case					✓				
Property Portfolio Options			✓				To scrutinise Draft Business Plan	✓		✓	✓	✓				
Budget					✓		Budget setting 2011/12					✓	✓			
Policy Framework		✓					To consider proposed changes to the Policy Framework					✓				
Public Spending Review					✓		Implications of Governments CSR				✓					
Discretionary Rate Relief Policy		✓					To scrutinise proposed changes to the current scheme				✓					
Local Enterprise Partnership/Regional Growth Fund			✓				To consider The 'Cumbria LEP' outline proposal				✓					

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	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	3 Nov 10	7 Dec 10	6 Jan 11	17 Feb 11	31 Mar 11
Claimed Rights			✓		✓		To consider report detailing background and financial implication.			✓					
Medium Term Financial Plan					✓				✓						
Asset Management Plan 2010-2015					✓				✓						
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							