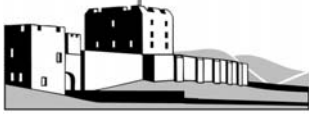


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## **COMMUNITY OVERVIEW AND SCRUTINY PANEL**

### ***Panel Report***

#### **Public**

**Date of Meeting:** 6<sup>th</sup> October 2011

**Title:** Overview Report and Work Programme

**Report of:** Overview and Scrutiny Officer

**Report reference:** OS 25/11

#### **Summary:**

This report provides an overview of matters related to the Community 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 Leader's Forward Plan should be included in the Panel's Work Programme for consideration.
- Approve and/or amend the Task Groups Scoping Documents for (a) DFG and (b) Homelessness (para 3 and Appendices 2&3)
- Note and/or amend the Panel's work programme (Appendix 4)

**Contact Officer:** Nicola Edwards

**Ext:** 7122

## 1. Forward Plan Items

The Forward Plan of the Executive covering the period 1<sup>st</sup> October 2011 – 21<sup>st</sup> January 2012ber was published on 16<sup>th</sup> September 2011. The following issues contained in this Forward Plan that fall into the remit of this Panel are as follows and full details can be found at Appendix 1:

**KD.025/11 Discretionary Rate Relief Policy** - Was considered at Panel meeting on 1<sup>st</sup> September and to be further considered at this meeting of the Panel

**KD.023/11 Housing Strategy and Action Plan 2011-15** – available to be considered at the meeting of the Panel on 24<sup>th</sup> November 2011.

**KD.024/11 Budget Process 2012-13** – available to be considered at the meeting of the Panel on 24<sup>th</sup> November 2011.

## 2. References from the Executive

The Executive are to consider the CDRP Partnership Plan at their meeting on 26<sup>th</sup>September 2011 which is after this report is published. Therefore the minute extract from the meeting will be tabled at the Panel and relevant issues will be highlighted to Members.

## 3. Task and Finish Groups

### a. Housing

The group (Cllrs Bradley, Riddle, Nedved and Bainbridge) met on 13<sup>th</sup> September to scope their review. The Task Group opted to focus the scrutiny on Homelessness and a completed scoping document is attached at Appendix 2 for Panel approval. The Group are to hold a further meeting on the rise of the Panel on 6<sup>th</sup> October.

### b. Disabled Facilities Grants (DFG)

The group (Cllrs Glover, Luckley, Prest and Layden) met on 15<sup>th</sup> September to scope their review. A completed scoping document is attached at Appendix 3 for Panel approval.

## 4. Budget Scrutiny Workshop

Resources Overview and Scrutiny Panel have requested that a Budget Workshop be organised for all Scrutiny Members in November. Arrangements have been made for this to be held at 1:30pm on Friday 11<sup>th</sup> November. Members of SMT and the Executive have been asked to the workshop and Members are encouraged to attend as discussion and content will assist in involving scrutiny further in the budget setting process..

## 5. Scrutiny Chairs Group

The next meeting of the Group is scheduled for 2<sup>nd</sup> November 2011. If Members have any issues that they would like discussed at this meeting please speak to either the Chair of the Panel or the Scrutiny Officer.

## 6. Work Programme

The Panel's current work programme is attached at Appendix 4 for comment/amendment.

**FORWARD PLAN**  
**Index of Active Executive Key Decisions relevant to:**  
**Community Overview and Scrutiny Panel**

**Appendix 1**

<b>Key Decision Ref Nos:</b>	<b>Subject:</b>	<b>Date of Executive Meeting</b>
KD.023/11	Housing Strategy and Action Plan 2011-15	19 December 2011 31 October 2011
KD.024/11	Budget Process 2012-13	(a), (b), (c), (d), (e) and (f) on 21 November 2011 (g) on 12 December 2011 (h) (i), (j) and (k) on 19 December 2011 (l), (m), (n), (o) and (p) on 16 January 2012 21 November 2011
KD.025/11	Discretionary Rate Relief Policy (EX.102/11 on 30 August 2011 under GE)	31 October 2011 30 August 2011

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

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**Ref:** KD.023/11                      **Portfolio Area** Environment and Housing

**Subject** Housing Strategy and Action Plan 2011-15

**Key Decisions:**

To approve the Housing Strategy and Action Plan for the period 2011-12

**To be considered initially by Executive:** 31 October 2011

**Decision to be taken at Executive on:** 19 December 2011

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

Community 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 available for consideration on 24 November 2011 by Community Overview and Scrutiny Panel.

**Consultees:**                      Overview and Scrutiny

**Date for Consultees' comments:**

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

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

**Further Information From:**

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

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**Subject** Budget Process 2012-13

**Key Decisions:**

To consider strategic financial issues arising from the budget setting process:

- (a) Budget Update - Revenue Estimates
- (b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement)
- (c) New Revenue Spending Proposals
- (d) New Savings Proposals
- (e) New Capital Spending Proposals and Provisional Capital Programme
- (f) Treasury Management and Prudential Borrowing Implications
- (g) Consideration of Overview and Scrutiny Consultation feedback
- (h) Draft Revenue Support Grant Settlement (if available)
- (i) Summary Overall Revenue and Capital Position
- (j) Draft Treasury Management and Investment Strategy including MRP Strategy
- (k) Executive Draft Budget Proposals for consultation
- (l) Final Revenue Support Grant and Final Revenue Budget Summary
- (m) Provisional Capital Programme
- (n) Treasury Management and Investment Strategy including MRP Strategy
- (o) Consideration of Final Budget Consultation
- (p) Executive's Final Budget Proposals

**To be considered initially by Executive:** 21 November 2011

**Decision to be taken at Executive on:** (a), (b), (c), (d), (e) and (f) on 21 November 2011  
(g) on 12 December 2011  
(h) (i), (j) and (k) on 19 December 2011  
(l), (m), (n), (o) and (p) on 16 January 2012

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

Resources Overview and Scrutiny Panel for all budget issues except the detailed service estimates. Community and Environment and Economy Overview and Scrutiny Panels for New Spending Proposals, Savings and Charges pertaining to their individual areas of responsibility.

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

Policy and Budget matters which will be available as follows:

- (a), (b), (c), (d), (e) and (f) - Community Overview and Scrutiny Panel on 24 November 2011, Environment and Economy Overview and Scrutiny Panel on 1 December 2011 and Resources Overview and Scrutiny Panel on 6 December 2011
- (h), (i) and (j) Resources Overview and Scrutiny Panel on 5 January 2012

**Consultees:** Overview and Scrutiny Panels, Business Community, Trade Unions, Citizens and Staff

**Date for Consultees' comments:** Consultation Period 19 December 2011 to 16 January 2012

**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.025/11

**Portfolio Area** Community Engagement

**Subject** Discretionary Rate Relief Policy (EX.102/11 on 30 August 2011 under GE)

**Key Decisions:**

To approve the proposed Discretionary Rate Relief Policy

**To be considered initially by Executive:** 30 August 2011

**Decision to be taken at Executive on:** 31 October 2011

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

Community Overview and Scrutiny Panel

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

Policy and Budget matter which will be available for consideration by Community Overview and Scrutiny Panel on 1 September 2011

**Consultees:** Overview and Scrutiny

**Date for Consultees' comments:**

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

Report CD.09/11 - Discretionary Rate Relief Policy (at Executive 30 August 2011)  
The Assistant Director (Community Engagement) report will be available five working days before the meeting

**Further Information From:**

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

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# Scrutiny Review Scoping Document



<b>Title of Review</b>	Homelessness
<b>Outline reasons and purpose of Review</b>	To establish the extent of the problem in the District and how agencies support and assist those people homeless and also to look at preventative services and how affective these are.
<b>Scrutiny Panel(s)</b>	Community O&S Panel
<b>Task Group Members</b>	Cllrs Bradley, Nedved, Riddle, S Bowman, Bainbridge
<b>Consideration of Co-optees</b>	Task Group considered the option of a co-optee on the group but decided that they would not co-opt on this occasion.
<b>Link to Corporate Plan</b>	KA8 – Work with partners to support communities and potential new residents by delivering a mix of quality housing choices, focusing on....supporting vulnerable people, especially the homeless.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>• To establish the extent of the problem</li> <li>• To look at the service from a customer perspective</li> <li>• To identify blockages and problems in the system</li> <li>• Determine best and other practices in other Local Authorities including neighbouring Districts.</li> <li>• To find out what is provided by other agencies (including Riverside and Registered Providers) – statutory and third sector and how partners work together</li> <li>• How the authority works with private landlords in anticipation of changes in the Localism Bill</li> <li>• To look at the potential impact of the Localism Bill on the customer and on the service</li> </ul>
<b>Expected outcomes</b>	To make practical solutions and recommendations to any problems identified within the review
<b>Timescale for Review (including indicative milestones)</b>	Final report to Panel meeting on 22 March 2012 Task Group to report updates to Community O&S on regular basis
<b>Research required</b>	Use of B&B's Provision of emergency accommodation Provision of statutory housing What alternative prevention services are available eg Family mediation, fast tracking housing benefits

	<p>Best practice examples</p> <p>National policy</p> <p>Trends and statistics</p>
<b>Possible witnesses (for written or oral evidence)</b>	<p>Homelessness Team</p> <p>Shelter</p> <p>Adult Social Care</p> <p>Portfolio Holder</p> <p>Hostel staff</p> <p>Homeless people (or those who have been homeless previously)</p> <p>(Further list to be established following next meeting)</p>
<b>Possible sources of information</b>	<p>Joseph Roundtree Foundation</p> <p>Shelter and Centrepont (recent Countywide Reports)</p> <p>Complaints – (Ombudsman report – March 2011 – highlighted the number of complaints over “gatekeeping” practices nationally)</p> <p>Dedicated officer – Prevention v Assessment</p> <p>Staffing Structure</p> <p>Letting Policy</p>
<b>Budget Information</b>	Need to determine budget available as part of the review
<b>Risk Issues</b>	<p>There is a risk that the Task Group do not adhere to the ToF R therefore making the review unfocussed. Task Group should constantly refer to the ToFR throughout the review.</p> <p>There is a risk that officers will not be able to provide the level of support requested by Members. The Chair of the Task Group should therefore ensure that resources are adequate throughout the review and address any issues as they arise.</p>
<b>Potential Site Visits</b>	<p>Local hostels</p> <p>Penrith Forum</p> <p>Fylde</p>
<b>Support Officers and role</b>	<p>Nicola Edwards – coordinate review and report writing</p> <p>Margaret Miller &amp; Tammie Rhodes – Lead officers, information, research, point of contact for outside agencies</p>
<b>What will not be included</b>	To be determined at first witness session
<b>Publicity Requirements</b>	Press release to be considered further into review and/or at reporting stage



# Scrutiny Review Scoping Document



<b>Title of Review</b>	<b>Disabled Facilities Grants</b>
<b>Outline reasons and purpose of Review</b>	Members have concerns regarding DFG's and the budgetary implications on the Authority. There is concern that the Council may be unable to sustain its statutory role due to the increased demand from Grants due to the increase in the ageing population. Members therefore wished to undertake this review to look further into the topic to consider the resources available, identify any further resources and whether the services is providing value for money.
<b>Scrutiny Panel(s)</b>	Community O&S Panel (with representation from Resources O&S Panel)
<b>Task Group Members</b>	Cllr Colin Glover Cllr Stephen Layden (Resources O&S Panel) Cllr Olwyn Luckley Cllr Judy Prest
<b>Consideration of Co-optees</b>	(Members to discuss at meeting and make decision)
<b>Link to Corporate Plan</b>	KA 08 – Work with partners to support communities and potential new residents by delivering a mix of quality housing choices  DFG's are also highlighted within the MTFP as a significant budget issue which needs to be addressed within the budget process.
<b>Terms of Reference</b>	To gain a clear understanding of how Disabled Facilities Grants are funded and compare grant allocation against other Local Authorities.  To gain a clear understanding of the Council's procedures of the allocation of DFGs to applicants  To gain an understanding of the recycling of adapted properties and the involvement of Housing Associations.
<b>Expected outcomes</b>	To produce a report for the Executive to consider alongside the budget setting process in order to assist in minimising the risk to the Council of substantial overspend on budget and not meeting its statutory responsibility.

<b>Timescale for Review (including indicative milestones)</b>	September – November 2011 In order to be considered within Budget process report needs to be presented to Community O&S Panel on 24 <sup>th</sup> November 2011
<b>Research required</b>	Background information (10 year?) showing budget/actual spend/number approved/number completed/value of completed works (to show increase in demand) Budget information from other Districts in Cumbria Waiting times Services provided by third sector How are other authorities dealing with increase in demand for DFG's whilst addressing budgetary pressures? Examples of innovative practice? Case study examples of service from assessment to completion? Lobbying history
<b>Possible witnesses (for written or oral evidence)</b>	Adult Social Care Cumbria PCT Service Users (?) Third Sector Providers Housing Associations Portfolio Holder Environment and Housing Portfolio Holder Governance and Resources
<b>Possible sources of information</b>	Budgetary information – City Council and other District Councils in Cumbria and/or nearest neighbours Demographic information Riverside Review of Adapted Properties
<b>Budget Information</b>	2011/12 - £663,000 Central Government Grant £300,000 Riverside 2011/12 anticipated spending is £1.5M Estimate £550,000 funding shortfall will rise in 2012/13 onwards as the call on DFG's becomes greater due to an aging population i.e. in the region of £1M p.a (Source MTFP 2012/13-2016/17)
<b>Risk Issues</b>	The Provision of DFG's is included within the Corporate Risk Register with a Risk Score of 16 (highest possible score). The risk is that capital funding is unavailable to meet the demand placed upon the service. As these are statutory grants, provision has to be made for them. Level of DFG expenditure in 2010/11 was £1.7M with £200k also approved at the year end. The level of grant in 2011/12 is £663,000 plus Riverside contribution. There is

	a litigation and reputational risk to the Council if the 6 month grant claim timeframe is exceeded.
<b>Potential Site Visits</b>	(Members may wish to visit an adapted property and speak to service users but this will be dependent on how in depth the review is to go)
<b>Support Officers and role</b>	Overview and Scrutiny Officer Officers from Community Engagement
<b>What will not be included</b>	
<b>Publicity Requirements</b>	None at present? Possible press release when final report is drafted.

COMMUNITY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Appendix 4

Date last revised: 23 September 2011



Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
<b>CURRENT MEETING - 6<sup>th</sup> October 2011</b>															
Tullie House		✓	✓				Presentation on Business Plan				✓				
Annual Equality Report	✓						Monitoring role.				✓		✓		
Women and Facilities Replacement Homelessness Accommodation		✓	✓				Open session held on 5 <sup>th</sup> September on design specification. Update report required.	✓			✓				
Discretionary Rate Relief Policy			✓				To consider amendments to Policy		x	✓	✓				
<b>TASK AND FINISH GROUPS</b>															
Disabled Facilities Grant			✓				To agree scoping of review Evidence Gathering				✓				
Housing Issues			✓				To agree scoping of review Evidence Gathering				✓				

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
Neighbourhood Working			✓				To monitor implementation of Task Group recommendations	✓	✓				✓		
Customer Service Shared Business Case			✓				Joint Task Group with ROSP, looking at the draft business case - on hold								
<b>FUTURE MEETINGS</b>															
Rural Strategy	✓		✓				Monitoring Role					Special meeting TBA			
Play Strategy	✓		✓				To receive copy of final report to Big Lottery Fund and exit strategy			✓					
Performance Monitoring Reports	✓						Reporting of performance relevant to remit of Panel	✓		✓		✓		✓	

# COMMUNITY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

## Appendix 4

Date last revised: 23 September 2011



Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
Crime and Disorder Reduction Partnership	✓		✓				Joint Carlisle and Eden CDRP Scrutiny Panel to be held November 2011.			✓		?			
Transformation Programme for Carlisle City Council		✓	✓				Update on Transformation on service areas within remit of Panel			✓					
Housing Strategy Action Plan		✓					Monitoring Role					✓			
Accommodation and Foyer Service Development for Young People		✓					Update of development		✓			✓			
Riverside Carlisle: Partnership agreement and Action Plan				✓			Monitoring progress under the partnership agreement		✓				✓		

COMMUNITY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Appendix 4

Date last revised: 23 September 2011



Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
Affordable Warmth		✓	✓				Update on developments		✓			?			
Services to NEETs					✓		To receive report on the services to young people NEET								✓
Carlisle Partnership	✓						Chair to meet with Partnership Manager to discuss dates								
Scrutiny Annual Report			✓		✓		Draft report for comment before Chairs Group								✓
Play Areas							Chair to discuss with Portfolio Holder								
Carlisle Youth Zone							Chief Executive & Chair of Youth Zone to be invited to update Members					✓			
Budget		✓	✓				Consideration of service implications					✓			

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9	14	1	6	24	12	9	22
								Jun	Jul	Sept	Oct	Nov	Jan	Feb	Mar
<b>COMPLETED ITEMS</b>															
Food Law Enforcement Service Plan		✓					Report outlining EH inspection and educational priorities for improving food safety		☐						

INFORMATION ONLY ITEMS														
Details								Date Circulated						