

# **Economy & Environment Overview and Scrutiny Panel**

**Agenda  
Item:  
A.2**

Meeting Date: 14<sup>th</sup> August 2014

Portfolio: Cross Cutting

Key Decision: No

Within Policy and  
Budget Framework

Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME

Report of: Overview and Scrutiny Officer

Report Number: OS 20/14

## **Summary:**

This report provides an overview of matters related to the Economy & Environment 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 Key Executive Decisions should be included in the Panel's Work Programme for consideration.
- Note/make comment on the position of the Claimed Rights Memorandum of Understanding
- Agree the Terms of Reference for the Litter Bin Task Group
- Note and/or amend the Panel's work programme

## 1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 18<sup>th</sup> July 2014 and has been circulated to all Members. The following issues fall into the remit of this Panel.

**KD.13/14 Development at Rosehill.** - The Executive will be asked at their meeting on 18<sup>th</sup> August 2014 to approve the release and leasehold disposal of the property on final terms to be agreed by the Director of Economic Development and the Property Services Manager. This is to be a private report.

**KD.16/14 Adoption of North Pennines Area of Outstanding Natural Beauty (AONB) Management Plan** - The Executive will be asked to consider the North Pennines AONB Management Plan and refer to Council for adoption. Members of the Panel agreed at the meeting on 3<sup>rd</sup> July 2014 that they did not wish to scrutinise this report.

## 2. References from the Executive

There are no references from the Executive following their meeting on 21<sup>st</sup> July 2014.

## 3. Litter Bin Review Task Group

The Task Group, comprising of Cllrs Dodd, Nedved and Wilson held their initial meeting on 24<sup>th</sup> July 2014. The draft Terms of Reference for the work is attached at **Appendix 1** for the Panel to approve.

## 4. Claimed Rights – Memorandum of Understanding

Members received a report on the transfer of Claimed Rights to the County Council at the last meeting of the Panel on 3<sup>rd</sup> July. Members were informed that Officers from Cumbria County Council had indicated that they were now prepared to enter into a Memorandum of Understanding for residual services and they would ask their (the County) Legal Team to draft the appropriate documentation. At the time of writing there has been no further development and the appropriate Officer at Cumbria County Council is now on Annual Leave. The panel will be verbally updated if this situation changes.

## 5. Scrutiny Chairs Group

The Scrutiny Chairs Group held a meeting on 17<sup>th</sup> July 2014. Cllr Watson was selected to lead the group for the current year and the notes of the meeting are attached at **Appendix 2** for information.

## 6. Work Programme

The Panel's current work programme is attached at **Appendix 3** for comment/amendment. The work programme has been amended to take into account the Panels discussions at the meeting on 3<sup>rd</sup> July 2013.

**Contact Officer:** Nicola Edwards

**Ext:** 7122

**Appendices attached to report:**

1. Litter Bin Review Scoping Document
2. Scrutiny Chairs Group – notes of meeting 17<sup>th</sup> July 2014
3. Economy & Environment Work Programme 2014/15

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

# Scrutiny Review Scoping Document

|   |   |
|---|---|
| <b>Title of Review</b>  | Litter Bin Review   |
| <b>Outline reasons and purpose of Review</b>                  | To assist officers in the litter bin review which is currently underway. The Task Group will complement, not duplicate, this work in order to assist in the analyse of information collated on street bins to give a view from a Member perspective and to give Member support.       |
| <b>Scrutiny Panel(s)</b>                                      | Economy & Environment   |
| <b>Task Group Members</b>                                     | Cllrs Dodd, Nedved and Wilson   |
| <b>Consideration of Co-optees</b>                             | None required   |
| <b>Link to Carlisle Plan</b>                                  | The review will complement the priority within the Carlisle Plan - <b>Together we will make Carlisle clean and tidy.</b>  |
| <b>Terms of Reference</b>                                     | To gather evidence on the number, location, type and usage of public litter bins in the District.<br>To consider the resources available and whether they are maximised.<br>To look at best practice and new technology in the field.   |
| <b>Expected outcomes</b>                                      | To make recommendations that will ensure that the service is fit for purpose, efficient and meets the demands of the public.<br>To ensure that Members are involved in the process.   |
| <b>Timescale for Review (including indicative milestones)</b> | Report to E&E Panel 27 <sup>th</sup> November 2014  |
| <b>Research required/ Possible sources of information</b>     | Audit of bins (curentlyu being undertaken)<br>Financial information (budget and costs of service and how this compares with other LA's)<br>Best/alternative practice and examples<br>Complaints information (CRM)<br>Hotspot for dog fouling issues<br>Information about enforcements |
| <b>Possible witnesses (for written or oral evidence)</b>      | Street Cleaning Supervisors<br>Waste Services Managers<br>Portfolio Holder and Director of Local Environment (towards end of review)  |
| <b>Budget Information</b>                                     | Need more information on budget and costs of service  |

## Scrutiny Review Scoping Document

|                                  |   |
|----------------------------------|---|
| <b>Risk Issues</b>               | That Members widen their review - refer back to ToFR throughout the review.<br>That Members don't give consideration to budgetary pressures – ensure that Members are informed of all financial information and pressures on service. |
| <b>Potential Site Visits</b>     | Bousteads Grassing<br>Shadow a street cleaning team on their collection   |
| <b>Support Officers and role</b> | Nicola Edwards – project management and report writing<br>Liam Gallagher – professional advice and support  |
| <b>What will not be included</b> | Wider dog fouling issues  |
| <b>Publicity Requirements</b>    | Possible press release at the end of the review   |

**SCRUTINY CHAIRS' GROUP MEETING**

**Thursday 17 July 2014 at 10.00am in Committee Room A**

**Attended:** Councillor Burns – Chairman of the Community Overview and Scrutiny Panel  
Councillor Mrs Prest – Vice Chairman of the Community Overview and Scrutiny Panel  
Councillor Nedved – Chairman of the Environment and Economy Overview and Scrutiny Panel  
Councillor Watson – Chairman of the Resources Overview and Scrutiny Panel  
Councillor Allison – Vice Chairman of the Resources Overview and Scrutiny Panel  
Jason Gooding, Town Clerk and Chief Executive  
Nicola Edwards, Scrutiny Officer  
Rachel Rooney, Lead Committee Clerk

**08/14 APOLOGIES FOR ABSENCE**

No apologies for absence were submitted.

**09/14 SCRUTINY CHAIRS GROUP LEAD**

RESOLVED – That Councillor Watson would lead the Scrutiny Chairs Group for 2014/15.

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

The Terms of Reference for the Group had been circulated for approval.

RESOLVED – That the Terms of Reference for the Scrutiny Chairs Group as circulated be agreed.

**11/14 LGA FUTURE COUNCIL REVIEW**

The Town Clerk and Chief Executive informed the Group that the Authority would undertake an LGA Peer Review in September. It was hoped that the Review would be carried out by Sir Stephen Houghton CBE, Leader of Barnsley Metropolitan Borough Council if he was available. The Review would also be carried out by Katherine Fairclough, Deputy Chief Executive of Warrington Borough Council and Bridget Taylor, who was the Director of BT Global Services.

The Review was voluntary and would stretch and challenge the Authority to ensure that the Council was as good as it possibly could be. The Peer Reviewers would meet with Group Leaders, Portfolio Holders and the Senior Management Team; they would also meet with the Scrutiny Chairs Group.

The Executive and the Town Clerk would meet with the LGA before the Review to ensure that everyone was clear about the Review's objectives and to agree the areas that would be looked at.

The Town Clerk and Chief Executive added that all other Districts in the area had undertaken a Review and it was timely for the City Council to undertake the Review. The pledges and priorities of the new administration were in place and a Review of those would focus the direction of the Council.

The Group highlighted some concerns following previous reviews and asked that clear terms of reference for the Review were in place to achieve as much as possible from the Review.

The Town Clerk and Chief Executive understood that previous reviews had not been successful but felt that this one would challenge the Council in the right way. At the end of the Review the LGA would present its findings in the form of a letter, most Councils publish their letters on their websites and he agreed to circulate links to the letters to Members.

RESOLVED – That the Scrutiny Chairs Group support the LGA Challenge Review and would make themselves available to meet the Peer Reviewers in September.

## **12/14 LEADERS SCHEME OF DELEGATION**

The Policy Areas and Executive Functions, as set out in the Leader's Scheme of Delegation, was circulated to Members. The document showed the Portfolio areas matched with the relevant Overview and Scrutiny Panels.

The Group was asked to consider the document and discuss any areas of contention and agree which Panels should lead on those matters or identify areas where joint Panel working could take place.

The Town Clerk and Chief Executive reminded the Group that each Panel should set their Work Programme for the year including any big issues and then they would be able to decide which Panel would lead or if joint working was required. If the Panels were proactively planning their work at the beginning of the year they would be able to focus the work of the Panel and report on their achievements at the end of the year.

The Scrutiny Officer agreed that setting clear priorities would focus the Panels work. The Environment and Economy Panel had already identified three priorities for the year and had set their Work Programme around those priorities. She encouraged the other two Panels to set their priorities to focus their work and then any issues could be addressed by the Scrutiny Chairs Group.

A Member of the Group asked if the definition of the Panels were correct and if they could be looked at. The Group were reminded that they had considered the number and make up of the Panels last year and each Political Group had been asked for their opinion. Each of the Groups fed back that there was no appetite to change the Panels at that time but it may be worthwhile revisiting this following the Peer Review.

The Group discussed the pros and cons of the previous committee system and highlighted the number of Members who felt disenfranchised due to the current system.

The Town Clerk and Chief Executive informed the Group that to change the committee structure there would have to be a successful petition and a referendum.

The Scrutiny Officer suggested that the empowerment of Members could be achieved through a different way of working within the current structure.

The Town Clerk and Chief Executive added that a cross Panel Task and Finish Group could consider the wider remit of the Panels and how best to involve Members in the democratic process.

RESOLVED – 1) That the Community and Resources Overview and Scrutiny Panels set their priorities and work programme for the current year and any issues regarding the remit of the three Panels be discussed by the Scrutiny Chairs Group.

2) That at their meeting on 7 August 2014, the Resources Overview and Scrutiny Panel consider commissioning a cross party Task and Finish Group to look at how Members could be encouraged to be involved in the democratic process.

### **13/14 SCRUTINY TRAINING**

The Scrutiny Officer informed that Group that, at the request of the Chairs Group in 2013/14, a training session would be organised for all Scrutiny Members to take place in September 2014.

The Group discussed ways to encourage more participation at training and requested that the Town Clerk and Chief Executive raise the issue with the Group Leaders and ask them to encourage Members to take part in training.

RESOLVED – That the Town Clerk and Chief Executive discuss the low attendance at training and how this could be addressed.

### **14/14 ANY OTHER BUSINESS**

A Member of the Group asked why committee meetings were held through the day and if consideration had been given to changing the start time to allow those Members who worked to attend meetings.

The Town Clerk and Chief Executive responded that there could be logistical and financial issues in moving meetings to the evening.

### **15/14 DATE OF NEXT MEETING**

AGREED – That the next meeting of the Scrutiny Chairs Group will take place on 7 November 2014 at 10.00am.

(The meeting ended at 11.30am)

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2014/15

Date last revised: 01 August 2014

| Issue<br><br>Portfolio Holder & Lead officer            | Type of Scrutiny       |   |                           |  |            | Comments/status   | Meeting Dates |           |           |           |           |           |           |           |
|---|------------------------|---|---------------------------|--|------------|---|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|   | Performance Management | Key decision Item/Referred from Executive | Policy Review/Development | Scrutiny of Partnership/ External Agency | Monitoring |   | 3 Jul 14      | 14 Aug 14 | 25 Sep 14 | 23 Oct 14 | 27 Nov 14 | 22 Jan 15 | 12 Mar 15 | 23 Apr 15 |
| CURRENT MEETING – 14 <sup>th</sup> August 2014          |                        |   |                           |  |            |   |               |           |           |           |           |           |           |           |
| Local Plan<br>Cllr Bradley/Jane Meek                    |                        | ✓   |                           |  |            | August – City Centre Masterplan                                     |               | ✓         | ✓         |           |           |           |           |           |
| Carlisle Story<br>Cllr Bradley & Glover/Jane Meek       |                        |   |                           | ✓  |            | Report to include prospectus for Carlisle and Sense of Place update |               | ✓         |           |           |           |           |           |           |
| Talkin Tarn<br>Cllr Martlew/Angel Culleton              |                        |   | ✓                         |  |            | Interim report August. Business Plan in October                     | x             | ✓         |           | ✓         |           |           |           |           |
| TASK AND FINISH GROUPS                                  |                        |   |                           |  |            |   |               |           |           |           |           |           |           |           |
| Litter Bin Review                                       |                        |   | ✓                         |  |            | Cllrs Dodd, Nedved and Wilson – scoping review                      |               | ✓         |           |           |           |           |           |           |
| Business Support  |                        |   | ✓                         |  |            | To commence in Oct 2014   |               |           |           | ✓         |           |           |           |           |
| FUTURE MEETINGS   |                        |   |                           |  |            |   |               |           |           |           |           |           |           |           |
| Business Interaction Centre                             |                        |   |                           | ✓  |            | To receive an update on the Centre                                  |               |           |           | ✓         |           |           |           |           |
| Performance Monitoring Reports<br>Steven O’Keefe/all PH | ✓                      |   |                           |  | ✓          | Monitoring of performance relevant to the remit of Panel            | ✓             |           | ✓         |           | ✓         |           | ✓         |           |



# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2014/15

Date last revised: 01 August 2014

| Issue<br><br>Portfolio Holder & Lead officer                               | Type of Scrutiny       |   |                           |   |            | Comments/status  | Meeting Dates |           |           |           |           |           |           |           |
|--|------------------------|---|---------------------------|---|------------|--|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
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| <b>TIC and Public Realm</b>  |                        | ✓   |                           |   | ✓          | Update on projects   |               |           |           | ✓         |           |           |           |           |
| <b>Section 106 Agreements</b><br>Jane Meek/Cllr Bradley                    |                        |   |                           |   | ✓          | Panel requested report detailing outstanding Section 106 agreements – to receive annual report on monies spent |               |           |           |           |           |           | ✓         |           |
| <b>Re-thinking Waste Project</b><br>Cllr Martlew/Angela Culleton           |                        | ✓   | ✓                         | ✓                                       | ✓          | Sept – Presentation on project<br>Nov – Meeting dedicated to waste issues                                      |               |           | ✓         |           | ✓         |           |           |           |
| <b>Environmental Performance of the Council</b><br>Arup Majhi/Cllr Tickner |                        |   | ✓                         |   | ✓          | Annual Monitoring of performance. For information then within performance report in future years.              |               |           |           |           |           | ✓         |           |           |
| <b>Budget</b><br>Peter Mason/Darren Crossley/All Portfolio Holders         |                        | ✓   | ✓                         |   |            | To consider budget proposals for 2015/16   |               |           |           |           | ✓         |           |           |           |
| <b>Skills Audit</b>  |                        |   | ✓                         |   |            | To receive report detailing outcome of audit   |               |           |           |           |           | ✓         |           |           |
| <b>Scrutiny Annual Report</b>  |                        |   | ✓                         |   | ✓          | Draft report for comment before Chairs Group   |               |           |           |           |           |           |           | ✓         |

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAME 2014/15

Date last revised:01 August 2014

| Issue<br><br>Portfolio Holder & Lead officer         | Type of Scrutiny       |   |                           |  |            | Comments/status  | Meeting Dates |           |           |           |           |           |           |           |
|--|------------------------|---|---------------------------|--|------------|--|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|  | Performance Management | Key decision Item/Referred from Executive | Policy Review/Development | Scrutiny of Partnership/ External Agency | Monitoring |  |               |           |           |           |           |           |           |           |
|  |                        |   |                           |  |            |  | 3 Jul 14      | 14 Aug 14 | 25 Sep 14 | 23 Oct 14 | 27 Nov 14 | 22 Jan 15 | 12 Mar 15 | 23 Apr 15 |
| <b>COMPLETED ITEMS</b>                               |                        |   |                           |  |            |  |               |           |           |           |           |           |           |           |
| <b>Claimed Rights</b><br>Angel Culleton/Cllr Martlew |                        | ✓   |                           |  |            | Monitoring of Highways services following transfer to Cumbria CC | ✓             |           |           |           |           |           |           |           |
| <b>Recycling</b>                                     |                        |   | ✓                         |  |            | Executive response to Task Group Report                          | ✓             |           |           |           |           |           |           |           |