

# Business and Transformation Scrutiny Panel

Agenda  
Item:

**A.7**

Meeting Date: 03 September 2020

Portfolio: Cross-cutting

Key Decision: No

Within Policy and  
Budget Framework

Private/Public Public

Title: Overview Report

Report of: Overview and Scrutiny Officer

Report Number: OS.18/20

## Purpose / Summary:

This report provides an overview of matters related to the Scrutiny Panel's work. It also includes the latest version of the work programme.

## Recommendations:

Members are asked to:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions
- Review the current work programme and resolutions and make recommendations for the future work programme

## Tracking

Executive:	<b>Not applicable</b>
Scrutiny:	<b>BTSP 03/09/20</b>
Council:	<b>Not applicable</b>

## 1. Notice of Key Decisions

**1.1** The most recent Notice of Key Executive Decisions was published on 14<sup>th</sup> August 2020. This was circulated to all Members. The following items fall within the remit of this Panel:

*Items which are included in the Panel's Work Programme:*

- KD 23/20 - Sands Centre Redevelopment Project – Final Contract, Programme and amended works

*Items which are not included in the Panel's Work Programme:*

- KD 22/20 – Property known as 17 Scotch Street, Carlisle

## 2. References from Executive

**2.1** None

## 3. Progress on resolutions from previous meetings

**3.1** The following table sets out the meeting date and resolution that requires following up. The status is presented as either “completed”, “pending” (date expected), or “outstanding”. An item is considered outstanding if no update or progress has been made after three panel meetings. All the completed actions will be removed from the list following the meeting.

	Meeting date	Minute reference	Action	Status
1	13/02/20	BTSP 14/20	2) That the Corporate Director of Finance and Resources provide the Panel with written responses as follows: - the reasons for the shortfall in car parking income - the Council's return on the £101,000 investment with Chancerygate.	Pending
2	23/07/20	BTSP 33/20	5) That the Corporate Director of Finance and Resources undertake to consider the conditions of the redundant bequests and reallocate the funds to suitable community groups or charities;	Pending
3	23/07/20	BTSP 33/20	6) That the Finance, Governance and Resources Portfolio Holder circulate a copy of the Council's Hardship Scheme to all Members.	Pending

4	23/07/20	BTSP 36/20	2) That the Policy and Performance Officer provide the Panel with further information on the Directorates, tools and resources which were lacking and reasons why staff felt they did not have the tools and resources needed to do their job.	Pending
5	23/07/20	BTSP 37/20	2) That the Town Clerk and Chief Executive provide the Panel with further information with regard to the request to close the Discover England Fund year two and the project activity that had been delivered.	Complete

## 5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

**5.1** The overview and scrutiny of the Carlisle Plan items that match the panel remit contribute to ongoing policy development.

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**Appendices  
attached to report:**

**1. Draft Scrutiny Panel Work Programme 2020-21**

**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

### **CORPORATE IMPLICATIONS:**

**LEGAL -**

**FINANCE –**

**EQUALITY –** This report raises no explicit issues relating to the public sector Equality Duty.

**INFORMATION GOVERNANCE –**

## APPENDIX 1: Draft Scrutiny Panel Work Programme 2020-21

Title	Reason for inclusion on workplan	Type of Scrutiny	Lead Officer	BTSP Date
Scrutiny Annual Report 2019/20	Requirement of the Constitution to be reported annually. Carried over from April 2020.	Policy development	Rowan Jones	28/05/2020
End Of Year Performance Report - for info report	Reported annually - For info	Monitoring	Gary Oliver	May 2020
Outturn Reports	Annual Activity - for info item due to altered timings of reports for Exec.	Monitoring	Steven Tickner	July 2020
Medium Term Financial Plan and Capital Strategy	Panel are a consultee in Policy and Budget Framework matters	Policy development	Alison Taylor	23/07/2020
Asset Management Plan and Annual Property Survey Report	Panel are a consultee in Policy and Budget Framework matters	Policy development	Mark Walshe	23/07/2020
Employee Opinion Survey	Annual activity	Monitoring	Gary Oliver	23/07/2020
End of year Performance Report	Annual activity	Monitoring	Gary Oliver	23/07/2020
Corporate projects	Annual activity. Carried over from March 2020.	Monitoring	Jason Gooding	23/07/2020
Asset Management of Kingstown Industrial Estate and Parkhouse Business Park - Update on Progress - Part B item	MW requested inclusion. Agreed by Chair	Monitoring	Mark Walshe	23/07/2020
Sickness Absence EOY 19/20 and Q1 20/21	Suggestion by internal audit that this should increase to a quarterly report.	Monitoring	Sue Kaveney	03/09/2020
Performance Report Q1	Standing item - quarterly.	Monitoring	Gary Oliver	03/09/2020
Corporate Risk Register	Carried over from March 2020	Monitoring	Darren Crossley	03/09/2020
Budget monitoring Q1 20/21	Standing item - quarterly.	Monitoring	Steven Tickner	03/09/2020
Annual Equality Report & Action Plan - for info report	For info item - to go to 27/08/20 HWSP as agenda item	Monitoring & Policy update	Rebecca Tibbs	Sept 2020
Sands Centre Redevelopment Project - special meeting	Key Decision - KD 23/20	Monitoring & Policy Development	Darren Crossley	17/09/2020
Review of Attendance Management Policy - T&F Group Report	T&F group a planned activity from 2019/20	Policy development	Sue Kaveney/ T&F Group	15/10/2020
Civic centre reinstatement and development	6 monthly overview - Chairs suggestion	Monitoring	Darren Crossley	15/10/2020
Corporate Peer Review	Panel request 28/05/2020	Policy development	Darren Crossley	15/10/2020
Allocation of S.106 funds	BTSP 15/20 2) That the Development Manager attend a future Panel meeting to inform the Panel of the Section 106 planning process and to discuss the most appropriate time for Ward Member input when determining how Section 106 monies were allocated.	Policy update	Chris Hardman	15/10/2020
Planning for a no Deal Brexit	Cllr Birks, Cllr Alcroft request, agreed by Chair	Policy development	Jane Meek	15/10/2020
Performance Report Q2	Standing item - quarterly.	Monitoring	Gary Oliver	01/12/2020
Budget setting	Panel are a consultee in Policy and Budget Framework matters	Budget	Alison Taylor	01/12/2020
Budget monitoring Q2 20/21	Standing item - quarterly.	Monitoring	Steven Tickner	01/12/2020

Sickness Absence Q2 20/21	Suggestion by internal audit that this should increase to a quarterly report	Monitoring	Sue Kaveney	01/12/2020
Budget setting (including Treasury Management Strategy Statement)	Panel are a consultee in Policy and Budget Framework matters	Budget	Alison Taylor	07/01/2020
Civic centre reinstatement and development	6 monthly overview - Chairs suggestion	Monitoring	Darren Crossley	18/02/2020
Performance Report Q3	Standing item - quarterly.	Monitoring	Gary Oliver	18/02/2020
Budget monitoring Q3 20/21	Standing item - quarterly.	Monitoring	Steven Tickner	18/02/2020
Sickness Absence Q3 20/21	Standing item - quarterly.	Monitoring	Sue Kaveney	18/02/2020
Scrutiny Annual Report 2020/21	Requirement of the Constitution to be reported annually. Carried over from April 2020.	Policy development	Rowan Jones	01/04/2020
Corporate projects	Annual activity	Monitoring	Jason Gooding	01/04/2020
Corporate Risk Register	Annual activity	Monitoring	Darren Crossley	01/04/2020