Business and Transformation Scrutiny Panel	Agenda Item: A.7

Meeting Date:	03 June 2021
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.14/21

Purpose / Summary:

This report provides an overview of matters related to the Scrutiny Panel's work.

Recommendations:

Members are asked to:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions

- Review information raised within the report.

Tracking

Executive:	**Not applicable**
Scrutiny:	**BTSP 03/06/21**
Council:	**Not applicable**

1. **Notice of Key Decisions**

   1.1 The most recent Notice of Key Executive Decisions was published on 4 May 2021. 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 01/21 – Carlisle Plan

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

   - KD 08/21 – Medium Term Financial Plan and Capital Investment Strategy
   - KD 09/21 – 2020/21 Provisional Outturn Reports
   - KD 10/21 – Budget Process 2022/23 – 2026/27

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	03/09/20	BTSP 47/20	3) That a Task and Finish Group be established to support the development of the Commercialisation Strategy and the invitation to join the Task Group be circulated to all Members.	Complete
	15/10/20	BTSP 64/20	1) That a Commercialisation Strategy Task and Finish Group be set up in early 2021.	
2	18/02/21	BTSP 16/21	2) That the Corporate Director of Finance and Resources provide the Panel with the following information: - Up to date figures on the number of applicants for the Christmas support payments for wet led pubs and details of the promotion for the scheme; - Information on the head rent figures for the Lanes and any potential impact on income following the closure of Debenhams;	Complete Complete

3	18/02/21	BTSP 20/21	3) That the Deputy Chief Executive provide a written response to the Panel setting out what, if any, exit interviews were undertaken when staff leave the authority how work related stress was recorded and what triggers were in place to deal it what training was available to manage staff sickness.	Complete
4	01/04/21	BTSP 29/21	2) That the Head of Digital and Technology provide an update report on the projects of the TIT service in three months' time.	Pending
			3) That the Deputy Chief Executive provide additional information to the Panel on the progress of the St Cuthbert's Garden Village Masterplan project to the Panel.	Complete
			4) That the Deputy Chief Executive circulate the lessons learned report regarding the Discover England Fund Year Two project to the Panel.	Complete
5	01/04/21	BTSP 31/21	2) A further meeting of the Task and Finish Group would be convened so that it may consider the results of the staff consultation, following which a final report would be taken to Employment Panel for its review and agreement.	Complete
			2) That the section on the Task and Finish Group into long term absence be reworded as set out above.	Complete
			3) That and additional section be added to the report including thanks to the Officer and Members for their work in delivering the Council's meetings and decision making in virtual format.	Complete

4. Update from Scrutiny Chairs Group

4.1 At their meeting on 29th April 2021, Scrutiny Chairs worked with the Deputy Chair Executive, Darren Crossley, to consider the findings of the most recent Corporate Peer Challenge, which took place in November 2020 and to look at how we can respond to five recommendations that related specifically to scrutiny.

4.2 The recommendations from the Corporate Peer Challenge and the Scrutiny Chairs response on these are provided at Appendix 1 of this report.

5. Developing a workplan for Business and Transformation Scrutiny Panel

5.1 A draft workplan is currently being developed for BTSP. The Chair and Vice Chair will be working with Members of Senior Management Team (SMT) to discuss priorities and workstreams in order to develop a draft work programme. This will be shared with BTSP Members for comment and input at the earliest opportunity.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

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Appendices   **Appendix 1:   LGA Remote Peer Challenge – Key**
attached to report: Recommendations and Response from Scrutiny Chairs Group

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

LGA Remote Peer Challenge – Key Recommendations for Scrutiny and Response from Scrutiny Chairs Group

Recommendation from Peer Challenge	Scrutiny Chairs Response
Recommendation 5 – *provide Chairs of Scrutiny with further dedicated support.* This can take the form of training, such as in deciding agendas which focus more on the key strategic issues and avoiding the overly operational. It can also help in shaping strong, meaningful recommendations. This offer of support, would also include the type of informal, open relationship Chairs of Scrutiny have with the Leader and Executive. It also includes the type of support officers provide them with.	The Group felt that the previous system of the Chairs and Vice Chairs meeting with SMT had worked well to reflect on projects and issues which Scrutiny may add value to and to help shape the work programmes. **Resolution –** That the Chairs and Vice Chairs of each Panel meet with members of SMT 3 - 4 times per year to discuss the upcoming work programme to enable the Panels to set their own agendas. This will include a meeting early in the new municipal year to assist in establishing a draft workplan.
Recommendation 6 – *officers working with Scrutiny and Chairs of Scrutiny are encouraged to speak with colleagues in councils elsewhere to share further learning in regards to the different ways of operating Scrutiny* – which can include the methods that can be adopted by working groups, as well as other ways of engaging key 'expert witnesses'. The LGA are happy to connect the Council with colleagues elsewhere who would be happy to help with this.	Information sharing and shared learning was already taking place through the North West Scrutiny Peer Group, Cumbrian Scrutiny Officers, Association of Democratic Services Officers and Cumbrian Democratic Services Officer groups. Scrutiny Members were encouraged to attend meetings of the Scrutiny Peer Group regional meetings. **Resolution** – Shared learning and knowledge would continue and would extend as opportunities arose.
Recommendation 7 – *further support and training for members of scrutiny, including for asking questions and the different methods of providing scrutiny.* This can help to give members of Overview and Scrutiny further confidence in their roles and the value of this role.	A virtual training session for Scrutiny Members would be held at the end of May, in addition training notes had been prepared to support Scrutiny Members. The training would focus on questioning and the role of Scrutiny. There was also an ongoing schedule of corporate training available to all Members. **Resolution –** That the virtual training session be open to all Members of the Council and, if possible, recorded, to allow everyone to access the training.
Recommendation 8 – *whilst the role of scrutiny should be an important consideration for all senior officers, identifying and communicating a clear senior officer champion for Scrutiny can help to drive this agenda.*	The Group discussed the potential role of a Scrutiny Champion and who this may be and how they would work with the Overview and Scrutiny Officer and Members.

This senior lead can help to progress the actions and improvements identified in relation to scrutiny, be a senior officer voice for the role of scrutiny and can support scrutiny officers to challenge both officers and members in relation to the role of scrutiny and how to engage with it. Having this can also help further empower scrutiny in deciding its own agenda, breaking down any obstacles that may present themselves (as appropriate).	**Resolution** – That the Deputy Chief Executive would discuss the nomination for a Scrutiny Champion with SMT and set out an outline of what the role would do.
Recommendation 9 – *consider the structure for Scrutiny and look again at the options for reducing the number of committees.* In light of the Council's wishes for improvement in Scrutiny, and in light of the reduction in the number of seats in May 2019, it is the view of the peer team that the Council would be well served by moving to a model with one committee. Building and brokering agreement on any alternative structure may need the support of the CEX but having these discussions can be important to the improvements you are trying to achieve. Equally, should agreement be found on this, ensuring this is implemented and not restricted by a date set for the AGM will avoid this debate repeating again.	To be discussed as a separate item by Scrutiny Chairs, with a further Chairs meeting to discuss this with Group Leaders.
Recommendation 10 – *all of the above is multi-faceted, involving a number of people and actions. Having a specific Scrutiny improvement plan in place that brings this all together will aid progress.*	The Group supported an action plan which allowed the outcomes to be monitored. **Resolution** - that a Scrutiny Improvement Plan be prepared.