

Environment & Economy Overview and Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 30 June 2016
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 13/16

Summary:

This report provides an overview of matters related to the Environment and Economy 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.
- Develop the Panel's work programme for the 2016/17 Civic Year

Contact Officer: Sarah Mason

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Appendices attached
to report:

1. Environment & Economy O&S Panel Work Programme 2016/17
2. Guidance on Agenda Planning

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 03 June 2016. This was circulated to all Members. No new items fall into the remit of this Panel.

2. References from the Executive

There are no references from the Executive's meeting on 06 June 2016.

3. Work Programme

The Panel's current work programme is attached at **Appendix 1** for comment/amendment. The Panel need to discuss and develop the work programme for 2016/17. Members of the Panels, Portfolio Holders and Senior Officers are asked to give some thought to issues which scrutiny could add value to during the current Civic Year and should consider adding to their Work Programme. Guidance on Scrutiny Agenda Planning is attached at **Appendix 2** and Members are encouraged to use the prioritisation aid contained in the guidance to ensure that items placed on the work programme are those that scrutiny can add value to.

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

Appendix 1

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2016/17

Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring		30 Jun 16	28 Jul 16	15 Sep 16	27 Oct 16	1 Dec 16	19 Jan 17	2 Mar 17	20 Apr 17
Contact Officer														
CURRENT MEETING - 30 June 2016														
Flood Update Report Darren Crossley					✓		✓							
Discretionary Rate Relief Policy Peter Mason		✓				Consultation regarding discretionary rate relief for difficult to let commercial properties	✓							
Performance Monitoring Reports Gary Oliver	✓					Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
TASK AND FINISH GROUPS														
Flood 2015						Discussed at Scrutiny Chairs Group: Flood update items to each Panel. Workshop (cross Panel) to look at issues.								
PROVISIONAL FUTURE ITEMS														

Appendix 1

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2016/17

Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring		30 Jun 16	28 Jul 16	15 Sep 16	27 Oct 16	1 Dec 16	19 Jan 17	2 Mar 17	20 Apr 17
Update on Public Realm Mark Walshe					✓	Update on the proposed city centre orientation improvements (including signage and car park renaming).			?					
Local Enterprise Partnership Jane Meek				✓		Update on LEP projects including the Enterprise Zone	Next key phase and best timing for this item?							
Budget Peter Mason		✓	✓			To consider budget proposals for 2016/17				✓				
City Centre Development Framework Garry Legg						Annual update of implementation of City Centre Development Framework				?				
Rethinking Waste Colin Bowley					✓	Update on business case and detailed project plan		✓		✓		✓		✓

Appendix 2

Overview and Scrutiny

Guidance on Scrutiny Agenda Planning

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SCRUTINY AGENDA PLANNING

INTRODUCTION

Scrutiny meetings should have manageable focused agendas which result in meaningful outcomes. It is better to do fewer things well than more things superficially. Whilst the responsibility for agenda planning lies with the Chair of the Panel, all Scrutiny Members can be involved in the process and this guidance is therefore provided to assist all Scrutiny Members in ensuring that items on a scrutiny meeting agenda are worthwhile and timely. Guidance is also provided for Chairs of Scrutiny Panels on their role and tips on making appropriate, realistic and clear resolutions.

PRIORITISING OVER LONG AGENDAS

No item which simply provides information should appear on an Overview and Scrutiny agenda. If there is no substantive work for the Panel to do on that item then the information should be conveyed to Members in a suitable format outside of the Panel process. An acid test would be that any item where a report is likely to be noted, received or similarly dealt with without a substantive resolution from the Panel should not appear on the agenda at all.

An over arching criteria for including an item on the agenda is that the Panel must be able to **add value** or **make a difference** to the issue; if it cannot make a difference it should not waste valuable time and effort considering it.

Successful O&S Panels will wish to include issues that are forward looking in their nature and involve creative or highly innovative approaches. These criteria should also extend to the workshops, Task and Finish Groups and other participative approaches over traditional reports where appropriate.

The Chair is responsible for drawing up the agenda for each meeting in advance. Ideally the framework for the next meeting should be set at the end of the last meeting. In this way the Chair can make sure that all Members have an opportunity to contribute to the agenda and to the identification of guest speakers or witnesses.

If all Members contribute to the agenda beforehand, it will encourage them to have ownership of the meeting, and as a result will have a vested interest in getting through the agenda and achieving a positive outcome. Examples of positive outcomes might include:

- ✓ Reviewing a topic /service of public interest
- ✓ Getting general consensus concerning recommendations for the Executive
- ✓ Good debates which result in conclusions being drawn

Some issues will self-evidently be of high priority, for example, policy framework proposals and policy development sessions. Subject Reviews should be of high priority as they are both of the Panel's own choosing and also should be looking at issues which are topical. Other items would be

of low priority, for example, an officer report which does not highlight potential scrutiny opportunities or seek views on various points or present options for scrutiny's evaluation.

A prioritisation aid is included at the back of this guidance to assist Members in their agenda planning.

TIPS ON FORMING O&S RESOLUTIONS

- Try to avoid a long 'summing up' at the end of each item – the minutes will provide a record of what Members said during discussion. A short summing up focussing on the resolutions to be made will be more useful and effective;
- A resolution should stem from the Panel's discussions;
- For the more straightforward items involving a formal report from an officer, use the officer's recommendations to develop the resolution;
- Be realistic – an O&S panel's resolutions should focus on achievable actions;
- Try and keep each resolution as short as possible – separate the decision out into several if it seems likely to become too long;
- Always think (a) who is this resolution/recommendation addressed to (b) what are we asking them to do (c) is the Panel expecting a response to the resolution. Make these things absolutely clear in the resolution.
- Language – the language used should reflect the panel's view – stronger words and emphasis should be used only when the Panel clearly feels strongly about an issue;

KEY OBJECTIVES FOR CHAIRMEN

The Aims translate into the following which should be the key objectives for an O&S chairman to achieve best practise in meetings:-

- ✓ Manageable, focussed agendas
- ✓ Quality work with meaningful outcomes
- ✓ Do fewer things well rather than more things superficially
- ✓ Meetings approximately two hours long
- ✓ Agendas include a maximum of nine items in total
- ✓ No information items on agendas.
- ✓ Always a substantive resolution
- ✓ Promote equality and respect for all attendees

GENERAL TIPS FOR O&S CHAIRMEN

- ✓ Promote fairness and equality – make sure that all Members get a chance to speak and try and involve all Members. And make sure that those before the Panel are treated with respect;
- ✓ Sometimes, it may be worth reminding the Panel why an item is before them and what they are expected to do with it. If the discussion then strays away from the topic concerned, be firm and bring it back to the matter at hand;
- ✓ The meeting is owned by you and the Panel. Officers and Members are there to assist the Panel, not to direct it;
- ✓ As a result of the agenda planning, you should have a good idea how much time should be given to each item. Use this information to keep the meeting moving along but don't be too rigid – sometimes the discussion and debate may have revealed new information and the Panel may need a little longer to come to a view.

SCRUTINY AGENDA PRIORITISATION AID

