

# Report to Business and Transformation Scrutiny Panel

Agenda Item:

**A.6**

Meeting Date: 07 January 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.01/21

## 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 07/01/21</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 December 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 25/20 – Budget Process 2021/22 – 2025/26

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

- None

## 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  15/10/20	BTSP 47/20  BTSP 64/20	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.  1) That a Commercialisation Strategy Task and Finish Group be set up in early 2021.	Pending
2	03/09/20	BTSP 51/20	2) That the Panel be involved in setting the future performance indicators and targets that would be reported to the Panel.	Pending
3	15/10/20	BTSP 64/20	3) That the Panel refer the issue of incorporating the number and composition of Scrutiny Panels as part of the Peer Challenge work to the Scrutiny Chairs Group.	Pending
4	15/10/20	BTSP 64/20	4) That the Overview and Scrutiny Officer compile a list of other local authority scrutiny panels virtual meetings for Members to compare different approaches to scrutiny.	Pending

5	15/10/20	BTSP 65/20	2) That an Informal Council Briefing on Section 106 Agreements be arranged.	Pending
6	15/10/20	BTSP 65/20	3) That the Development Manager consider ways to include information on applications that would be subject to a Section 106 Agreement in the List of Planning Applications circulated to Members.	Pending
7	15/10/20	BTSP 65/20	4) That the Corporate Director of Economic Development consider a method for involving Ward Members in the early stages of dialogue for a Section 106 Agreement.	Pending
8	01/12/20	BTSP 73/20	2) That a private report providing an update on the Gateway 44 project, its income and the companies involved in the project be submitted to the Panel at its January meeting.	Pending – now scheduled for February meeting
9	01/12/20	BTSP 73/20	2) That a report be submitted to a future meeting of the Panel setting out the comparison work that has been undertaken with other authorities in addressing their climate change targets.	Pending
10	01/12/20	BTSP 74/20	2) That the Corporate Director of Finance and Resources provide Panel Members with further information on the number of applications for the Council tax Reduction Scheme.	Pending
11	01/12/20	BTSP 77/20	2) That the Corporate Director of Economic Development circulate the links to the risk assessments of the Local Resilience Forum and the Local Enterprise Partnership.	Pending

## 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**

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**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	Type of Scrutiny	Lead Officer	BTSP Date
Scrutiny Annual Report 2019/20	Policy development	Rowan Jones	28/05/2020
End of Year Performance Report - for info report	For info	Gary Oliver	May 2020
Outturn Reports	For info	Steven Tickner	July 2020
Medium Term Financial Plan and Capital Strategy	Policy development	Alison Taylor	23/07/2020
Asset Management Plan and Annual Property Survey Report	Policy development	Mark Walshe	23/07/2020
Employee Opinion Survey	Monitoring	Gary Oliver	23/07/2020
End of year Performance Report	Monitoring	Gary Oliver	23/07/2020
Corporate projects	Policy update	Jason Gooding	23/07/2020
Asset Management of Kingstown Industrial Estate and Parkhouse Business Park - Update on Progress - Part B item	Policy update	Mark Walshe	23/07/2020
Sickness Absence EOY 19/20 and Q1 20/21	Monitoring	Sue Kaveney	03/09/2020
Performance Report Q1	Monitoring	Gary Oliver	03/09/2020
Corporate Risk Register	Monitoring	Darren Crossley	03/09/2020
Budget monitoring Q1 20/21	Monitoring	Steven Tickner	03/09/2020
Annual Equality Report & Action Plan - for info report	For info	Rebecca Tibbs	Sept 2020
Sands Centre Redevelopment Project - special meeting	Policy update	Darren Crossley	17/09/2020
Review of Attendance Management Policy - T&F Group Report	Policy development	Sue Kaveney/ T&F Group	15/10/2020
Corporate Peer Review	Policy development	Darren Crossley	15/10/2020
Allocation of S.106 funds	Policy update	Chris Hardman	15/10/2020
Planning for a no Deal Brexit	Policy development	Jane Meek	15/10/2020
Performance Report Q2	Monitoring	Gary Oliver	01/12/2020
Budget setting	Budget	Alison Taylor	01/12/2020
Budget monitoring Q2 20/21	Monitoring	Steven Tickner	01/12/2020
Brexit risk assessment	Policy update	Jason Gooding	01/12/2020
Sickness Absence Q2 20/21	For info	Sue Kaveney	December 2020
Civic centre reinstatement and development	Policy update	Darren Crossley	07/01/2021
Budget setting (including Treasury Management Strategy Statement)	Budget	Alison Taylor	07/01/2021
Covid/ Budget item		Alison Taylor	07/01/2021
Draft Improving Attendance Policy	Policy development	Sue Kaveney	TBC - Feb '21?
Performance Report Q3	Monitoring	Gary Oliver	18/02/2021
Budget monitoring Q3 20/21	Monitoring	Steven Tickner	18/02/2021
Sickness Absence Q3 20/21	Monitoring	Sue Kaveney	18/02/2021
Sands Centre Project Monitoring Report	Monitoring	Darren Crossley	18/02/2021
Update on Gateway 44 - Part B item	Policy Update		18/02/2021
Chancerygate Annual KPI Report	Policy update	Alison Taylor	18/02/2020
Scrutiny Annual Report 2020/21	Policy development	Rowan Jones	01/04/2021
Corporate projects	Monitoring	Jason Gooding	01/04/2021
Corporate Risk Register	Monitoring	Darren Crossley	01/04/2021
Climate change comparison of progress/ activity in Carlisle against other authorities	Policy development	Steven O' Keffe	TBC