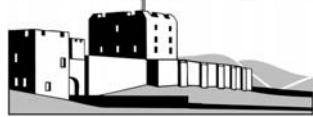


**CARLISLE
CITY COUNCIL**



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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 16th February 2012

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS 07/12

Summary:

This report provides an overview of matters related to the Resources 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 Leader's Forward Plan should be included in the Panel's Work Programme for consideration.
- Approve the scoping of the Shared Services Review from the Task and Finish Group (Appendix 1)
- Note and/or amend the Panel's work programme (Appendix 2)

Contact Officer: Nicola Edwards

Ext: 7122

1. Forward Plan Items

The Forward Plan of the Executive covering the period 1st February – 31st May 2012 was published on 18th January 2012. There are no issues that fall into the remit of this Panel.

2. Shared Services Task Group

The first meeting of the Task Group was held on 23rd January in order for the group to scope their review. A copy of the scoping document is attached at Appendix 1 for the Panel to formally approve.

3. Scrutiny Annual Report

All Scrutiny Members were sent an e-mail asking if there were particular issues they wished to see discussed in the annual report. If Members have not given their views yet, they are invited to do so at today's meeting or by e-mail soon afterwards. A draft of the annual report will come to the Panel's final meeting of this civic year, on Thursday 29th March 2012.

4. Work Programme

The Panel's current work programme is attached at Appendix 2 for comment/amendment.

Appendix 1 - Scrutiny Review Scoping Document

Title of Review	Shared Services
Outline reasons and purpose of Review	To look at the reasons why the Council has shared services and to see whether these achieve the anticipated targets (performance and budgetary). To look at the future policy direction on shared services.
Scrutiny Panel(s)	Resources O&S Panel
Task Group Members	Cllr Allison (Lead Member) Cllr Bainbridge Cllr Bowditch Cllr Prest
Consideration of Co-optees	Invites invited from all scrutiny panels. Cllr Prest co-opted from Community O&S
Link to Corporate Plan	Transformation Programme Key Actions 13&14 13. Continue to deliver and monitor shared service arrangements with neighbouring authorities and develop shared/partnering opportunities 14. With partners, continue to develop our approach to obtaining services and goods through the most efficient means.
Terms of Reference	<ul style="list-style-type: none"> • To determine what is defined as a Shared Service • To look at the current Shared Service projects that have been undertaken by the Council so far. • To understand how the Council approaches a Shared Service Project. • To look at whether the projects have or are on track to meet the targets set out in the business plans. • To undertake research on shared service projects nationally • To understand the characteristics of a good shared service
Expected outcomes	To have an understanding of whether Shared Services achieve their aims and to make recommendations to the Executive on the future policy direction of Shared Services.
Timescale for Review (including indicative milestones)	Last meeting of this civic year is 29/3/12. Suggest that the Task Group undertake review up to the end of this civic year (ie May 2012) with report presented to first panel of next civic year.
Research required	Research on shared services nationally – LGiU, LGA, NLGN

Possible witnesses (for written or oral evidence)	Cllr Mallinson, Portfolio Holder Jason Gooding, Chief Executive Peter Mason, Director of Resources Shared Service Managers
Possible sources of information	Reports to Scrutiny Panels Shared Services Business Plans Allerdale DC Audit Report on ICT Connect (September 2011) CIEP Report Performance information from shared services
Budget Information	Cost of setting up shared services (HR/Legal/Finance) Budget savings achieved against targets for current shared services
Risk Issues	That the Task Group fail to complete review within timescales. That the Task Group diverge from scope and therefore undertake an unfocused review.
Potential Site Visits	
Support Officers and role	Nicola Edwards, Overview & Scrutiny Officer – arrange meetings, collate information, draft report, first point of contact for Members Malcolm Mark – assist with research and provide additional information Committee Clerks – (if required) to take minutes of meetings
What will not be included	In depth review on individual shared services
Publicity Requirements	To be determined at the end of the review

RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Date last revised: 06 February 2012

Issue	Type of Scrutiny						Comments/Current Status	Meeting Dates								
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Budget	Monitoring		16 Jun 11	21 Jul 11	25 Aug 11	13 Oct 11	6 Dec 11	5 Jan 12	16 Feb 12	29 Mar 12	
Current Meeting - 16th February 2012																
Asset Management Business Plan			✓			✓	To monitor implementation of plan		✓		✓			✓	?	
Performance Monitoring Reports (including Organisational Dev)	✓					✓	Monitoring of performance relevant to the remit of the Panel	✓		✓		✓		✓		
Sickness Absence							To consider an exception performance report on sickness absence							✓		
Transformation Board						✓	To receive Terms of Reference of Board							✓		
Shared Services						✓	Update report on RBS, ICT & Audit Shared Services							✓		
Task & Finish Groups																
Shared Services			✓				To approve Terms of Ref							✓		

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Capital Programme Review			✓				To receive response from Executive	✓		✓						
Future Meetings																
Projects Assurance Group						✓	Quarterly monitoring of significant projects		✓		✓		✓		✓	
Corporate Risk Register						✓	Quarterly Monitoring		✓		✓		✓		✓	
Budget Monitoring 11/12					✓	✓	Monitoring of budget			✓		✓				
Employee Opinion Survey						✓	To receive a report with an evaluation of the survey								✓	
Transformation Programme					✓	✓	Monitoring of action plans, budget savings and process			x	✓					
Scrutiny Annual Report							Draft report for comment								✓	
Completed Items																
Budget					✓		Budget setting 2012/13-2016/17			Workshop 11/11/11	✓	✓				

Last Revised: 06/02/2012

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Significant Partnerships				✓			Annual review of significant partnerships				✓					June 2012
Regional Growth Fund							To provide report on bid to inform Panel Members to assist them in deciding whether to put a motion to Council			x	✓					
Discretionary Rate Relief Policy				✓			To consider draft protocol and criteria			x	✓					
Costs of Services			✓				To receive a report detailing the costs of all services provided by the Authority			✓						
Medium Term Financial Plan					✓					✓						
Asset Management Plan 2011-2016					✓					✓						
Employee Opinion Survey							To inform Members of feedback and action plan		✓							
2010/11 Provisional							Outturn reports	✓								

Last Revised: 06/02/2012

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Outturn Reports																