

CARLISLE
CITY COUNCIL



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RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 13th October 2011

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS 26/11

Summary:

This report provides an overview of matters related to the Community 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.
- Note and/or amend the Panel's work programme (Appendix 3)

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1. Forward Plan Items

The Forward Plan of the Executive covering the period 1st October 2011 – 21st January 2012ber was published on 16th September 2011. The following issues contained in this Forward Plan that fall into the remit of this Panel are as follows and full details can be found at Appendix 1:

KD.024/11 Budget Process 2012-13 – available to be considered at the meeting of the Panel on 24th November 2011.

KD.025/11 Discretionary Rate Relief Policy – To be considered at this meeting of the Panel

2. References from the Executive

There are no references from the Executive.

3. Task and Finish Group - Disabled Facilities Grants (DFG)

Members may recall that Community Overview and Scrutiny Panel commissioned a Task Group to undertake a short review into DFG. Due to the resources implications a Member of Resources (Cllr Layden) was co-opted onto the group to represent this Panel. The group (Cllrs Glover, Luckley, Prest and Layden) met on 15th September to scope their review. A completed scoping document is attached at Appendix 2 for information..

4. Budget Scrutiny Workshop

Resources Overview and Scrutiny Panel have requested that a Budget Workshop be organised for all Scrutiny Members in November. Arrangements have been made for this to be held at 1:30pm on Friday 11th November. Members of SMT and the Executive have been asked to the workshop and Members are encouraged to attend as discussion and content will assist in involving scrutiny further in the budget setting process..

5. Scrutiny Chairs Group

The next meeting of the Group is scheduled for 2nd November 2011. If Members have any issues that they would like discussed at this meeting please speak to either the Chair of the Panel or the Scrutiny Officer.

6. Work Programme

The Panel's current work programme is attached at Appendix 3 for comment/amendment.

FORWARD PLAN
Index of Active Executive Key Decisions relevant to:
Resources Overview and Scrutiny Panel

Appendix 1

Key Decision Ref Nos:	Subject:	Date of Executive Meeting
KD.024/11	Budget Process 2012-13	21 November 2011 (a), (b), (c), (d), (e) and (f) on 21 November 2011 (g) on 12 December 2011 (h) (i), (j) and (k) on 19 December 2011 (l), (m), (n), (o) and (p) on 16 January 2012

FORWARD PLAN
Active Executive Key Decisions relevant to:
Resources Overview and Scrutiny Panel

Ref: KD.024/11 **Portfolio Area** Governance and Resources

Subject Budget Process 2012-13

Key Decisions:

To consider strategic financial issues arising from the budget setting process:

- (a) Budget Update - Revenue Estimates
- (b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement)
- (c) New Revenue Spending Proposals
- (d) New Savings Proposals
- (e) New Capital Spending Proposals and Provisional Capital Programme
- (f) Treasury Management and Prudential Borrowing Implications
- (g) Consideration of Overview and Scrutiny Consultation feedback
- (h) Draft Revenue Support Grant Settlement (if available)
- (i) Summary Overall Revenue and Capital Position
- (j) Draft Treasury Management and Investment Strategy including MRP Strategy
- (k) Executive Draft Budget Proposals for consultation
- (l) Final Revenue Support Grant and Final Revenue Budget Summary
- (m) Provisional Capital Programme
- (n) Treasury Management and Investment Strategy including MRP Strategy
- (o) Consideration of Final Budget Consultation
- (p) Executive's Final Budget Proposals

To be considered initially by Executive: 21 November 2011

Decision to be taken at Executive on: (a), (b), (c), (d), (e) and (f) on 21 November 2011
(g) on 12 December 2011
(h) (i), (j) and (k) on 19 December 2011
(l), (m), (n), (o) and (p) on 16 January 2012

Responsible or Lead Overview and Scrutiny Panel:

Resources Overview and Scrutiny Panel for all budget issues except the detailed service estimates. Community and Environment and Economy Overview and Scrutiny Panels for New Spending Proposals, Savings and Charges pertaining to their individual areas of responsibility.

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Policy and Budget matters which will be available as follows:

- (a), (b), (c), (d), (e) and (f) - Community Overview and Scrutiny Panel on 24 November 2011, Environment and Economy Overview and Scrutiny Panel on 1 December 2011 and Resources Overview and Scrutiny Panel on 6 December 2011
- (h), (i) and (j) Resources Overview and Scrutiny Panel on 5 January 2012

Consultees: Overview and Scrutiny Panels, Business Community, Trade Unions, Citizens and Staff

Date for Consultees' comments: Consultation Period 19 December 2011 to 16 January 2012

Relevant reports/background papers which are available:

The Assistant Director (Resources) report will be available five working days before the

meeting

Further Information From:

Assistant Director (Resources), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Scrutiny Review Scoping Document

Title of Review	Disabled Facilities Grants
Outline reasons and purpose of Review	Members have concerns regarding DFG's and the budgetary implications on the Authority. There is concern that the Council may be unable to sustain its statutory role due to the increased demand from Grants due to the increase in the ageing population. Members therefore wished to undertake this review to look further into the topic to consider the resources available, identify any further resources and whether the services is providing value for money.
Scrutiny Panel(s)	Community O&S Panel (with representation from Resources O&S Panel)
Task Group Members	Cllr Colin Glover Cllr Stephen Layden (Resources O&S Panel) Cllr Olwyn Luckley Cllr Judy Prest
Consideration of Co-optees	(Members to discuss at meeting and make decision)
Link to Corporate Plan	KA 08 – Work with partners to support communities and potential new residents by delivering a mix of quality housing choices DFG's are also highlighted within the MTFP as a significant budget issue which needs to be addressed within the budget process.
Terms of Reference	To gain a clear understanding of how Disabled Facilities Grants are funded and compare grant allocation against other Local Authorities. To gain a clear understanding of the Council's procedures of the allocation of DFGs to applicants To gain an understanding of the recycling of adapted properties and the involvement of Housing Associations.
Expected outcomes	To produce a report for the Executive to consider alongside the budget setting process in order to assist in minimising the risk to the Council of substantial overspend on budget and not meeting its statutory responsibility.
Timescale for Review (including indicative milestones)	September – November 2011 In order to be considered within Budget process report needs to be presented to Community O&S Panel on 24 th November 2011
Research required	Background information (10 year?) showing budget/actual spend/number approved/number completed/value of completed works (to show increase in demand)

	<p>Budget information from other Districts in Cumbria</p> <p>Waiting times</p> <p>Services provided by third sector</p> <p>How are other authorities dealing with increase in demand for DFG's whilst addressing budgetary pressures? Examples of innovative practice?</p> <p>Case study examples of service from assessment to completion?</p> <p>Lobbying history</p>
Possible witnesses (for written or oral evidence)	<p>Adult Social Care</p> <p>Cumbria PCT</p> <p>Service Users (?)</p> <p>Third Sector Providers</p> <p>Housing Associations</p> <p>Portfolio Holder Environment and Housing</p> <p>Portfolio Holder Governance and Resources</p>
Possible sources of information	<p>Budgetary information – City Council and other District Councils in Cumbria and/or nearest neighbours</p> <p>Demographic information</p> <p>Riverside Review of Adapted Properties</p>
Budget Information	<p>2011/12 - £663,000 Central Government Grant</p> <p>£300,000 Riverside</p> <p>2011/12 anticipated spending is £1.5M</p> <p>Estimate £550,000 funding shortfall will rise in 2012/13 onwards as the call on DFG's becomes greater due to an aging population i.e. in the region of £1M p.a (Source MTFP 2012/13-2016/17)</p>
Risk Issues	<p>The Provision of DFG's is included within the Corporate Risk Register with a Risk Score of 16 (highest possible score). The risk is that capital funding is unavailable to meet the demand placed upon the service. As these are statutory grants, provision has to be made for them. Level of DFG expenditure in 2010/11 was £1.7M with £200k also approved at the year end. The level of grant in 2011/12 is £663,000 plus Riverside contribution. There is a litigation and reputational risk to the Council if the 6 month grant claim timeframe is exceeded.</p>
Potential Site Visits	<p>(Members may wish to visit an adapted property and speak to service users but this will be dependent on how in depth the review is to go)</p>
Support Officers and role	<p>Overview and Scrutiny Officer</p> <p>Officers from Community Engagement</p>
What will not be included	
Publicity Requirements	<p>None at present? Possible press release when final report is drafted.</p>

RESOURCES OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Date last revised: 03 October 2011

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 –13 th October 2011																
Asset Management Business Plan			✓				To monitor implementation of plan		✓		✓					
Projects Assurance Group						✓	Quarterly monitoring of significant projects		✓		✓		✓		✓	
Corporate Risk Register						✓	Quarterly Monitoring		✓		✓		✓		✓	
Significant Partnerships				✓			Annual review of significant partnerships				✓					
Discretionary Rate Relief Policy				✓			To consider draft protocol and criteria			✗	✓					
Transformation Programme					✓	✓	Monitoring of action plans, budget savings and process			✗	✓					
Regional Growth Fund							To provide report on bid to inform Panel Members to assist them in deciding whether to put a motion to Council			✗	✓					

Last Revised: 03/10/2011

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Task & Finish Groups															
Capital Programme Review			✓				To receive response from Executive	✓		✓					
Use of Consultants			✓				Need to determine when to monitor recommendations								
Future Meetings															
Shared Services						✓	Update report on RBS, ICT & Audit Shared Services							✓	
Performance Monitoring Reports	✓					✓	Monitoring of performance relevant to the remit of the Panel	✓		✓		✓		✓	
Budget Monitoring 11/12					✓	✓	Monitoring of budget			✓					
Budget					✓		Budget setting 2012/13–2016/17			Workshop 11/11/11		✓	✓		

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Scrutiny Annual Report							Draft report for comment before Chairs Group								✓
Completed Items															
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							Outturn reports and recommendations on carry forward requests to Council	✓							

Last Revised: 03/10/2011