

# AGENDA

## **Business & Transformation Scrutiny Panel**

**Thursday, 01 April 2021 AT 16:00**

**This meeting will be a virtual meeting and therefore will not take place in a physical location.**

### **Virtual Meeting - Link to View**

This meeting will be a virtual meeting using Microsoft Teams and therefore will not take place at a physical location following guidelines set out in Section 78 of the Coronavirus Act 2020.

### **Members of the Business & Transformation Scrutiny Panel**

Councillor Bainbridge (Chair) , Councillors Alcroft, Allison, Mrs Birks (Vice Chair), Mrs Bowman, Mitchelson, Paton, Dr Tickner

#### **Substitutes:**

Councillors Mrs Atkinson, Betton, Bomford, Mrs Brown, Collier, Ms Ellis-Williams, Mrs Finlayson, Mrs Glendinning, Glover, Mrs McKerrell, McNulty, Meller, Morton, Patrick, Robson, Shepherd, Miss Sherriff, Southward, Tarbitt, Tinnion, Miss Whalen.

## **PART A**

### **To be considered when the Public and Press are present**

#### **Register of Attendance and Declarations of Interest**

A roll call of persons in attendance will be taken and Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

#### **Apologies for Absence**

To receive apologies for absence and notification of substitutions

#### **Public and Press**

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

#### **Minutes of Previous Meeting**

To note that Council, at its meeting on 2 March 2021, received and adopted the minutes of the meeting held on 7 January 2021. The Chair will sign the minutes at the first practicable opportunity. [Copy Minutes Minute Book 47(5)]

#### **A.1 CALL-IN OF DECISIONS**

To consider any matter which has been the subject of call-in.

#### **A.2 CORPORATE PROJECTS STATUS REPORT**

**7 - 26**

Portfolio:	Cross Cutting
Directorate:	Corporate Support
Officer:	Jason Gooding, Town Clerk and Chief Executive
Report:	CE.01/21

**Background:**

The Town Clerk and Chief Executive to submit an update against corporate projects currently being undertaken in the Council. The narrative contained within the project status report has been updated to offer Members with an up to date snapshot as to the current status of the City Council's corporate level projects. Recent project activity; RAG rating; issues and emerging risks; key activities for the next period and requests for change have all been updated.

**Why is this item on the agenda?**

Monitoring report.

**What is the Panel being asked to do?**

The Panel is asked to note and comment on the most recent summary of projects and governance arrangements in place as contained in Appendix One, and the actions being taken to support projects with issues. At Appendix Two is a summary of the standalone IT projects and their current status.

**A.3 CORPORATE RISK REGISTER**

**27 -  
58**

Portfolio:	Finance, Governance and Resources
Directorate:	Community Services
Officer:	Darren Crossley, Deputy Chief Executive
Report:	CS.19/21 herewith

**Background:**

The Deputy Chief Executive to submit an update on the management of the Council's Corporate Risk Register.

**Why is this item on the agenda?**

Monitoring report.

**What is the Panel being asked to do?**

Scrutinise and comment on the current Corporate Risk Register as set out in appendix one.

#### **A.4 IMPROVING ATTENDANCE POLICY**

**59 -  
122**

Portfolio:	Finance, Governance and Resources
Directorate:	Community Services
Officer:	Darren Crossley, Deputy Chief Executive
Report:	CS.22/21 herewith

##### **Background:**

The Deputy Chief Executive to submit an update on the Task and Finish group established to review the Council's Attendance Management Policy. A new policy has been drafted and is proposed to be re-titled the Improving Attendance Policy. The accompanying Manager's toolkit has also undergone a significant update.

##### **Why is this item on the agenda?**

Outcome of a Task and Finish Group established by the Business and Transformation Scrutiny Panel.

##### **What is the Panel being asked to do?**

Consider and comment on the new Improving Attendance Policy and accompanying Manager's toolkit, noting that the results of a staff consultation will be incorporated in a final report that will be taken to Employment Panel for review and agreement.

#### **A.5 CARLISLE PLAN 2021-2023**

**123 -  
142**

Portfolio:	Leader
Directorate:	Community Services
Officer:	Darren Crossley, Deputy Chief Executive Rebecca Tibbs, Policy and Performance Officer
Report:	PC.08/21 and Minute Excerpt herewith

##### **Background:**

The Deputy Chief Executive to submit the draft Carlisle Plan for consultation.

##### **Why is this item on the agenda?**

The matter was included in the Notice of Executive Key Decisions (KD.01/21) and was considered by the Executive on 8 March 2021.

**What is the Panel being asked to do?**

Consider and comment on the draft Carlisle Plan.

**A.6 SCRUTINY ANNUAL REPORT**

**143 -  
148**

Portfolio:	Cross Cutting
Directorate:	Community Services
Officer:	Rowan Jones, Overview and Scrutiny Officer
Report:	OS.10/21 herewith

**Background:**

The Overview and Scrutiny Officer to submit the draft Business and Transformation Scrutiny Panel Section for the Scrutiny Annual Report 2020/21.

**Why is this item on the agenda?**

Annual Scrutiny report.

**What is the Panel being asked to do?**

Consider and comment on the attached section of the draft report.

**A.7 OVERVIEW REPORT**

**149 -  
154**

Portfolio:	Cross Cutting
Directorate:	Cross Cutting
Officer:	Rowan Jones, Overview and Scrutiny Officer
Report:	OS.07/21 herewith

**Background:**

To consider a report providing an overview of matters related to the work of the Business and Transformation Scrutiny Panel.

**Why is this item on the agenda?**

The Business and Transformation Scrutiny Panel operates within a work plan which has been set for the 2020/21 municipal year. The Plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Panel

and take into account items relevant to this Panel in the latest Notice of Executive Key Decisions.

**What is the Panel being asked to do?**

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

Discuss the work programme and prioritise if necessary.

**PART B**

**To be considered when the Public and Press are excluded from the meeting**

**Item Title**

- NIL -

**Item Title**

Enquiries, requests for reports, background papers etc to:

Rachel Plant, Democratic Services Officer - [rachel.plant@carlisle.gov.uk](mailto:rachel.plant@carlisle.gov.uk)