



SCRUTINY COMMITTEE

BURNLEY TOWN HALL

Wednesday 25th June 2014

PRESENT MEMBERS

Councillor Carmichael in the Chair.

Councillors Barker, Cunningham, Ellis, Fifield, Frayling, Frost, Heginbotham, Johnstone, Lishman, Monk, Reynolds, and Stringer

OFFICERS

Steve Rumbelow - Chief Executive
Mick Cartledge - Director of Community Services
Helen Seechurn - Director of Resources
David Donlan - Accountancy Services Manager
Elaine Newsome - Democracy Officer

1. Apologies

Apologies for absence were received from Councillors Briggs, Graham, Kelly and Sumner and Mike Cook, Director of Economic Regeneration.

2. Scrutiny 2014/15

The Committee considered a report on the proposed arrangements for the operation of the Scrutiny Committee.

IT WAS AGREED

1. That an invitation be extended to the Leader of the Council to attend all meetings of the Scrutiny Committee;
2. That Executive Members be invited to attend those meetings of the Scrutiny Committee at which work which falls within their portfolio is to be considered.
3. That Management Team and Head of Service be invited to attend future meetings at which the work of their Directorate or specific service area is to be considered.

3. Notice of Key Decisions and Private Meetings

IT WAS AGREED That the Notice of Key Decisions and Private Meetings for the period 16th June 2014 to 15th July 2014 be noted.

4. Year End Performance Report and Balanced Scorecards

The Committee considered a report on the Councils year end performance results and raised the following:

- Green Flag Park status: Officers advised that the Green Flag process was underway and that 5 of the Councils parks were seeking to renew their status. Improvement plans for Thompson Park had informed the decision not to apply for the award at that park for the 2014/15 year.
- Initiatives to encourage recycling: Officers advised that they were working with Lancashire County Council as part of a county wide project to look at reducing the cost of waste collection. It was generally recognised that recycling rates had plateaued across the region;
- The initial target for “Achieve” registration: Officers reported that an initial target had not been allocated for this but that they would look to determine an appropriate future target;
- Sham tenancies: Members were advised that this was a term applied to a rates avoidance technique where vacant properties with business rate exemptions that were due to expire were leased on a short term tenancy with the tenant vacating after an eight week period. It was highlighted that this was a national issue that the Department for Communities and Local Government were aware of

5. Revenue Budget Monitoring 2013/14

The Committee noted the provisional outturn forecast for the 2013/14 financial year. It was highlighted that financial monitoring activity would be part of the work programme for the Committee.

6. Capital Budget Monitoring Report 2013/14 Cycle 4

The Committee received for information the cycle 4 update on capital expenditure and resources as at the 31st March 2014. It was highlighted that the report had previously been considered by Full Council and was submitted now as part of the financial monitoring process

7. Work Programme 2014/15

The Chief Executive advised that Management Team and the Chair had looked at the significant issues for the Council over the coming months and had aimed to develop a draft work programme that would inform the Committee of key points within the Municipal Year when scrutiny involvement would have most benefit.

In opening up the matter for discussion, the Chair invited Members to submit any ideas for scrutiny activity.

The Committee discussed:

- A Review of the Waste Contract: It was highlighted that this was included in the programme for September 2014;
- Ward Opportunities Fund: It was proposed that a review could take place on the how the process operated to ensure that value for money was achieved through procurement channels and processing mechanisms were efficient. Members suggested that the process should be carried out electronically and it was identified that applications for the fund could be submitted by email.
- Asset Management: it was requested that a view on reducing office accommodation was incorporated into the report
- Markets: Members expressed concern over current market occupancy levels. The Chief Executive advised that this matter had been timetabled in the proposed work programme at the most appropriate time to bring a developed overview of options for the market.
- The timing of the meeting to discuss crime and disorder issues: It was highlighted that this had been scheduled to coincide with the Police and Crime Commissioners report and priorities.

**IT WAS
AGREED**

That the work programme for the 2014/15 municipal year be approved as follows:

DATE OF MEETING

<p>8 July</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Weaver's Triangle Programme and Progress - To brief Members on the current progress and planned activity of the On the Banks programme and related infrastructure works. 3. Asset Management Strategy – This is a the Councils high level strategic approach to managing its asset portfolio for 2014/15 and beyond 4. Local Plan Process – To update Members on the progress in developing Burnley's next Local Plan and set out the planned process and timetable for the year, which will end in the publication and widespread consultation on the Council's Preferred Option for the Plan. 5. Final Budget outturn 2013/14 and Treasury Management
<p>12 August</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Revenue and Capital Budget Monitoring - Q1 3. Change Programme – Executive report – initial business case for consideration 4. Markets Review - To consider an Executive report on options for the future of Burnley market.
<p>16 September</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Housing Programme - In the context of continuing, reducing Government resources to Council's for housing investment, to consider options for a future programme in the Borough. 3. State of the Local Economy - This will be the first of bi-annual reports setting out employment and labour market data and trends in the Borough.
<p>21 October</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Treasury Management 3. Community Engagement Strategy – to provide a position statement on the range of the Council's public engagement activity 4. Waste/Street Cleaning/Recycling Contract – This report will consider the results of the tendering exercise for the new Waste and Street Cleaning Contract.
<p>25 November</p>	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Half Year performance report – a mid-year summary of Council performance 3. Crime and Disorder issues- The meeting will consider the annual review of crime and disorder priorities and action for the Borough. <p>Note: it is a statutory requirement for Scrutiny to consider on an annual basis, crime and disorder matters</p>

1 December Budget Scrutiny Panel	<i>Revenue and Capital Budget Monitoring - Q2</i>
12 January 2015	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Draft Strategic Plan – annual refresh of the document setting out the Council’s key objectives and actions
10 February	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings
11 February Budget Scrutiny Panel	<ol style="list-style-type: none"> 1. Revenue and Capital Budget Monitoring - Q3
18 March	Notice of Key Decisions and Private Meetings
20 April	<ol style="list-style-type: none"> 1. Notice of Key Decisions and Private Meetings 2. Revenue and Capital Budget Monitoring – Q4 3. Leisure Trust Annual Report