

# Public Document Pack

**Date of meeting** Thursday, 28th June, 2018  
**Time** 6.30 pm  
**Venue** Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG  
**Contact** Jayne Briscoe 2250



**NEWCASTLE  
UNDER LYME**  
**BOROUGH COUNCIL**

Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

## Finance, Assets & Performance Scrutiny Committee

### AGENDA

#### PART 1 – OPEN AGENDA

- 1 APOLOGIES
- 2 DECLARATIONS OF INTEREST
- 3 TERMS OF REFERENCE (Pages 3 - 8)
- 4 WORK PROGRAMME (Pages 9 - 14)
- 5 PUBLIC QUESTION TIME

Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.

#### 6 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972.

#### 7 DATE OF NEXT MEETING

Thursday 20 September 2018 (7.00pm)

**Members:** Councillors Mrs Burnett, John Cooper, Fear, Fox-Hewitt, Harrison, Johnson, Kearon, Pickup (Vice-Chair), Proctor, Stubbs (Chair) and P Waring

**PLEASE NOTE:** The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all

*Working to be a co-operative council*

other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

**Members of the Council:** If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

**Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.**

## **FIELD\_TITLE**

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

**NOTE:** THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY FOLLOWING THE FIRE EXIT SIGNS. PLEASE **DO NOT** USE THE LIFTS.

**COUNCIL CHAMBER:** FIRE EXITS ARE AT THE REAR OF THE CHAMBER AT BOTH SIDES AND THIS IS THE SAME FOR OCCUPANTS OF THE PUBLIC GALLERY.

**COMMITTEE ROOMS:** EXIT VIA THE WAY YOU ARRIVED AT THE MEETING OR AT THE FAR END OF THE COUNCIL CHAMBER.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE REAR OF THE ASPIRE HOUSING OFFICE OPPOSITE THE CIVIC OFFICES. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.

Report of the Acting Chief Executive

to the

Finance, Assets and Performance Scrutiny Committee

Thursday 28 June 2018

## FINANCE, ASSETS AND PERFORMANCE SCRUTINY COMMITTEE - TERMS OF REFERENCE

### **1. Purpose of report**

To obtain members' comments on the draft Terms of Reference for this Committee

### **2. Background**

At the Annual Council meeting on 16 May 2018 approval was given to the revisions to the Scrutiny Committee structure to provide for 3 Scrutiny Committees each with a remit mirroring that of two Cabinet Portfolio Holders – in the case of this Committee, the Leader and Deputy Leader of the Council

The draft Terms of Reference of this Committee are attached for comment. These follow a standard format and content proposed for all 3 Committees.

This page is intentionally left blank

## Finance, Assets and Performance Scrutiny Committee

Established – May 2018

### Terms of Reference

#### Appointment of Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by Full Council

#### Membership

Members of the Executive are not eligible for membership of the Scrutiny Committee

The Committee shall have a total of 11 members and will reflect the political make up of the Council (as required under section 15 of the Local Government Act 1989)

Named Substitute members are permitted to attend when the full member is unavailable

#### Remit

The following service areas fall within the remit of the Scrutiny Committee:

Corporate Strategy	Guildhall
Council Structure and Democracy	Sports and Leisure Provision for Kidsgrove
External Partnerships (including Newcastle Partnership, Staffs. Strategic Partnership, Stoke on Trent and Staffordshire LEP, Town Centre BID and Constellation Partnership)	Ryecroft and Civic Hub projects
District Deal	Revenue and Capital Budgets
Economic Development Strategy	Surplus Assets
Human Resources and Payroll	Financial Monitoring
Keele Deal	Internal Audit
LAPs	Procurement
Localism	Treasury Management
Customer and ICT Services	Revenues and Benefits
Communications and Website	Increasing Revenue Generation

## **Frequency of meetings**

The Committee shall meet on a quarterly basis in accordance with the approved Calendar of meetings. Any additional meetings shall be convened at the request of the Chair.

## **Scrutiny Review Working Parties/Task and Finish Groups**

The Committee may set up Scrutiny Review Working Parties and/or Task and Finish Groups in order to carry out elements of its approved Work Programme. At no time shall there be more than a total of three Working Groups/Task and Finish Groups in operation. Working Parties and Task and Finish Groups shall be formed and operate in accordance with the Protocol detailed at Appendix 10 of the Constitution.

In addition individual members may be authorised by the Committee to undertake scrutiny research on its behalf, in support of the approved Work Programme. The Scrutiny Officer to be notified of any research being undertaken in order to ensure its compatibility with the Work Programme.

## **Work Programme**

The Committee shall agree a core Annual Work Programme at its first meeting in the municipal year. Additional items may be added by the Committee throughout the municipal year.

At any time, members may propose items for inclusion in the Work Programme, by submission to the Scrutiny Officer for discussion with the Chair. Submissions should detail the reason for the request and the aims and anticipated outcome of any scrutiny exercise agreed. The Chair's decision on whether to include the item in the Work Programme shall be final and shall be based on relevance to the Committees existing workload, level of community interest and availability of support resources. Repeat requests cannot be made until after 6 months from the refusal to include an item on the Work Programme.

In conducting its Work Programme the Committee shall promote involvement by service users and the wider community wherever possible.

## **General role**

On issues within its remit, the Committee will:

- At the request of the Executive, carry out pre-decision scrutiny and/or make reports or recommendations on their findings
- Review and scrutinise decisions of, or matters referred by, the Executive, the Council, Committees and Officers,

- Review and scrutinise Current policies and assist and advise on future policy development
- Review the Council's Performance as reported in the Annual Performance Management Report
- Make reports and/or recommendations to Cabinet or Council in connection with the discharge of any functions or policy matters
- Consider any matter affecting the Borough or its community
- Review and scrutinise the performance of external bodies in the interests of promoting collaborative working and make reports or recommendations to public service providers in relation to those of their services which relate to the Authority's responsibilities

### **Specific role**

On issues within its remit, the Committee:

- Shall comply with the requirements of the Budget setting and Policy Framework Procedure Rules
- Will exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or any policy or area committees -in accordance with the Call-in procedure set out at Appendix 10 of the constitution
- May question/call for evidence/seek views from any person (with consent) deemed reasonably necessary to assist in the discharge its role and functions or inform debate
- May question members of the Cabinet and Chief Officers about their performance in relation to significant and/or major projects

### **Relationship Management**

The Cabinet Members with Portfolios of direct relevance to the remit of the Committee are:

Leader – Corporate and Service Improvement, People and Partnerships

Deputy Leader – Finance and Efficiency

The Chair and Vice-Chair shall hold relationship management meetings with the relevant Portfolio Holders to promote close working relationships between the Executive and the Committee

As and when requested, the relevant Portfolio Holder shall attend the Scrutiny Committee

### **Procedural rules**

The Committee shall conduct its business in accordance with the Procedure Rules of the Council as set out in Appendices 7 and 9 of the Constitution.



## Report of the Acting Chief Executive

To the Finance, Assets and Performance Scrutiny Committee

Thursday 28 June 2018

### WORK PROGRAMME PLANNING 2018/19

1. Members are asked to consider the contents of their Work Programme for 2018/19. To assist, a Work Programme template is attached to this report. The template details those service areas which fall within the purview of this Committee (essentially mirroring the remits of the Leader and Deputy Leader of the Council). The template also lists a number of issues identified as potential carry forward agenda items from the former Scrutiny Committee structure.

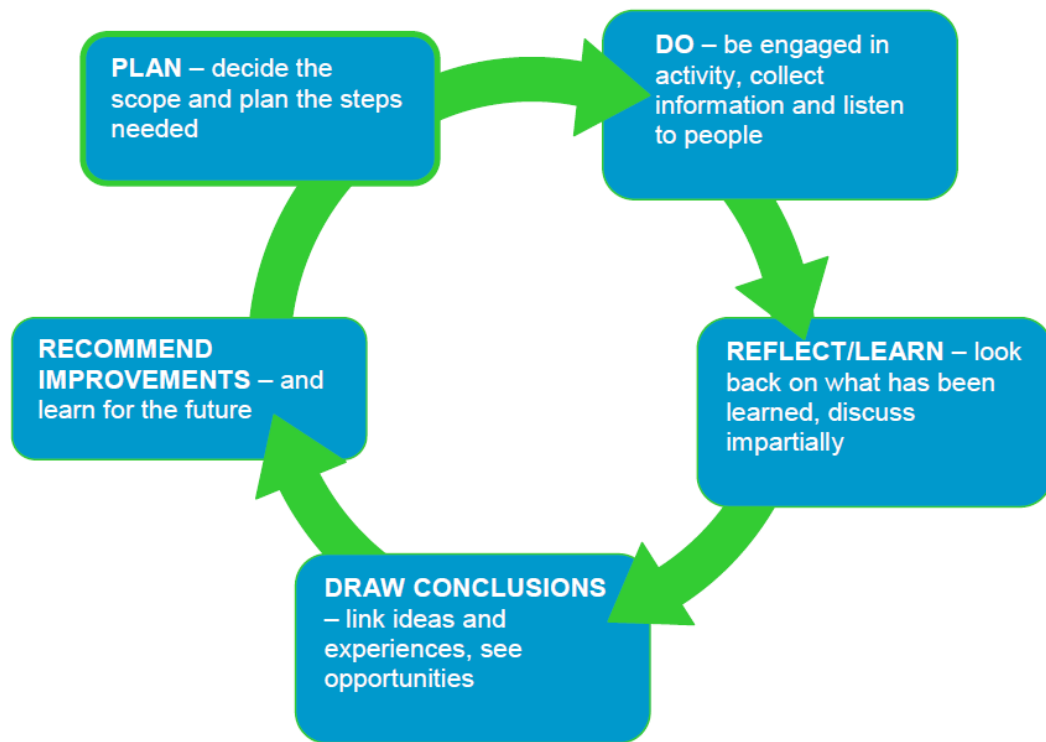
2. Topics for consideration can be generated in a number of ways including requests from Cabinet for support in policy formulation, pre-decision scrutiny of Cabinet reports, items proposed by Committee members/Chair perhaps in response to representations from the public or in response to concerns at the performance of a service. In addition, the call-in of Cabinet decisions is dealt with by the Scrutiny Committee for the service area concerned.

3. When considering suitable areas for scrutiny, matters to consider include:

- Is the topic an identified priority for the Council, a Partner or the local community?
- Does the topic have a weak trend in performance or dissatisfaction?
- Is the topic the subject of external concerns eg by Inspectors or Auditors?
- What outcome is sought?
- When would be the most appropriate time to conduct a scrutiny review?
- What resources are available to conduct and support a scrutiny review?

4. Scrutiny can be carried out in a variety of ways – by the full Committee, a Scrutiny Review Working Group, a Task and Finish Group, an Inquiry Day or by an individual member on behalf of the Committee. In order to maintain a manageable workload for members and the support resources, the Terms of Reference detailed elsewhere on this agenda limit the number of scrutiny exercises at any one time to three.

5. Whilst more detailed advice and guidance on conducting a Scrutiny Review will be available to members at the training event to be held on Thursday 5 July 2018, I have included below a diagram of the process which is suited to all scrutiny reviews whichever format that review takes:



## FINANCE, ASSETS AND PERFORMANCE SCRUTINY COMMITTEE

Work Programme 2018/19

Chair: Councillor Mike Stubbs

Vice-Chair: Councillor Sarah Pickup

Members: Burnett, John Cooper, Fear, Fox-Hewitt, B. Johnson, Harrison, Kearon, P. Waring and Wilkes.

*Portfolio Holders covering the Committee's remit:*

Councillor S Tagg, Leader – Corporate and Service Improvement, People and Partnerships

Councillor Stephen Sweeney - Deputy Leader – Finance and Efficiency



The following services fall within the remit of this Scrutiny Committee:

Corporate Strategy	Guildhall
Council Structure and Democracy	Sports and Leisure Provision for Kidsgrove
External Partnerships (including Newcastle Partnership, Staffs. Strategic Partnership, Stoke on Trent and Staffordshire LEP, Town Centre BID and Constellation Partnership)	Ryecroft and Civic Hub projects
District Deal	Revenue and Capital Budgets
Economic Development Strategy	Surplus Assets
Human Resources and Payroll	Financial Monitoring
Keele Deal	Internal Audit
LAPs	Procurement
Localism	Treasury Management

Customer and ICT Services	Revenues and Benefits
Communications and Website	Increasing Revenue Generation

The core Work Programme is determined at the beginning of the municipal year. Issues can be added throughout the year with the Chair's approval or where a new priority area comes to the Committee's attention.

For more information on the Committee or it's Work Programme please contact Jayne Briscoe on 01782 742250 or at [Jayne.briscoe@newcastle-staffs.gov.uk](mailto:Jayne.briscoe@newcastle-staffs.gov.uk)

DATE OF MEETING	ITEM	BACKGROUND/OBJECTIVES
Thursday 28 June 2018	Work Programme	To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year
Thursday 20 September 2018	Work Programme	To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme
	Medium Term Financial Strategy 2018/19 - Update	
Monday 17 December 2018	Work Programme	To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme
	Treasury Management Strategy 2019/20	
	Revenue and Capital Budgets 2019/20 - Progress/Update	
	Scale of Fees and Charges 2019/20	
Thursday 21 March 2019	Work Programme	To evaluate and review the work undertaken during 2018/19
Thursday 27 June 2019	Work Programme	To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year
Suggestions for potential future items:		

1. Items previously considered by the Economic Development and Enterprise Scrutiny Committee:
  - Ryecroft Development
  - Town Centre Development
  - District Deal
2. Guildhall – Future Use (suggested as appropriate for September 2018 meeting)
3. Asset Management Strategy – Update (suggested as appropriate for September 2018 meeting)
4. The Council's Corporate Health and Safety Policy (Review due 2018/19)
5. Taxi Licensing - (Review of Policy being led by Public Protection Committee)
6. LAPs
7. Lyme Lottery

This page is intentionally left blank