

**BUDGET AND
PERFORMANCE PANEL**

6.10 P.M.

22 JULY 2014

PRESENT:- Councillors Tony Anderson (Chairman), Dave Brookes, Janet Hall, Alycia James, Richard Newman-Thompson, Elizabeth Scott and Keith Sowden

Apologies for Absence:-

Councillors Chris Coates and Susan Sykes

Officers in attendance:-

Andrew Clarke	Financial Services Manager
Stuart Hampson	Human Resources Manager
Stephen Metcalfe	Principal Democratic Support Officer
Tom Silvani	Democratic Support Officer

1 APPOINTMENT OF VICE-CHAIRMAN

The chairman requested nominations for the position of Vice-Chairman.

It was proposed by Councillor Newman-Thompson and seconded by Councillor Hall:

“That Councillor Brookes be appointed Vice-Chairman of the Budget and Performance Panel for the municipal year.”

It was then proposed by Councillor Scott and seconded by Councillor Sowden:

“That Councillor James be appointed Vice-Chairman of the Budget and Performance Panel for the municipal year.”

Upon being put to the vote, 4 Members voted for Councillor Brookes and 3 Members voted for Councillor James, whereupon the Chairman declared Councillor Brookes Vice-Chairman for the municipal year.

Resolved:

That Councillor Brookes be appointed Vice-Chairman of the Budget and Performance Panel for the municipal year.

2 MINUTES

The minutes of the meeting held on 4th March 2014 were signed by the Chairman as a correct record.

3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

4 DECLARATION OF INTERESTS

There were no declarations of interest.

5 CORPORATE PERFORMANCE MONITORING 2013/14

The Financial Services Manager introduced a report to present the corporate performance monitoring end of year reports for 2013/14.

The full Corporate Plan Quarterly Trend Report for Quarter 4 2013/14 was attached for members' consideration. The report set out actual data and commentary on the performance of each corporate plan success measure for the whole of 2013/14. Members discussed the success measures in detail. Following consideration of the report the panel requested that briefing notes be provided on the following: -

- The origins of the 34% target for reduction in carbon emissions by 2020.
- The background to the Success Measure 'Increased number of people participating in sports and leisure activities'; including how levels of participation were measured, and whether there was a target.
- What measures were in place to improve the outcome 'Income generated from energy, including solar technology and climate change projects'.
- The outcome 'Our streets and public spaces are clean', including how long this data had been reported 2012/13, and the methodology used.

Members asked questions regarding the health of people living in Lancaster District and life expectancies. It was advised that the Overview and Scrutiny Committee had asked for a presentation regarding the Marmot Review, and that this would cover these issues. All councillors would be invited to attend this presentation.

Members also considered a report from the Senior Property Officer which provided an update on previously reported projects and initiatives and highlighted any significant emerging property related issues. Members considered the report in detail and requested a briefing note on the following issues:

- What action was being undertaken to increase occupation levels across the council's commercial property portfolio.
- The reasons for low occupancy levels in some of the council's commercial properties.

Resolved:

- (1) That the report be noted.
- (2) That briefing notes regarding the following issues be requested from the appropriate officer and be circulated to members of the panel: -
 - The origins of the 34% target for reduction in carbon emissions by 2020.

- The background to the Success Measure 'Increased number of people participating in sports and leisure activities'; including how levels of participation are measured, and whether there is a target.
- What measures were in place to improve the outcome 'Income generated from energy, including solar technology and climate change projects'.
- The outcome 'Our streets and public spaces are clean', including how long this data had been reported 2012/13, and the methodology used.
- What was being done to increase occupation levels across the council's commercial property portfolio.
- The reasons for low occupancy levels in some of the council's commercial properties.

6 WORK PROGRAMME REPORT

The Democratic Support Officer updated members on the panel's work programme. Members were asked to consider whether they would like to include any further items in the work programme.

Members agreed that the following items that were not considered in the 2013/14 municipal year remain on the panel's work programme for 2014/15:

- Service Level Agreements (SLAs) and Commissioning
- Building Control Trading Account
- Compliments and Complaints Half Yearly Report

Previously members had requested that Councillor Sands (Cabinet member for arts and culture) and Councillor Barry (Cabinet member for voluntary sector) be invited to attend a future meeting of the panel to discuss partnerships within their respective portfolios. The panel agreed that this request be included in the 2014/15 work programme.

It was reported that, in the previous municipal year, monthly pre-scrutiny meetings had been held between the chairman of the Overview and Scrutiny Committee, the chairman of Budget and Performance Panel and the pre-scrutiny champion. Members agreed that this arrangement had benefited the scrutiny process and that Democratic Services should be requested to continue these arrangements in 2014/15.

It was agreed that the annual stakeholders meeting be included in the work programme as set out in the report, and that the Leader of the Council be invited to present the City Council's budget proposals to the Panel. It was also agreed that a representative of Lancashire County Council be invited to present the County Council's budget proposals, and that a representative from the Lancashire Combined Fire Authority, and the Lancashire Police and Crime Commissioner be invited to present their budget proposals to the meeting.

The Panel were advised that the annual stakeholders meeting would be held on 27th January 2015 in Morecambe Town Hall.

The Panel agreed that the timetable for consideration of Financial Monitoring and Corporate Performance Monitoring be noted.

Following a request by a member, the panel agreed that a report regarding the Council's new Procurement Strategy be requested prior to the strategy being considered by Cabinet, and that the Chief Executive be requested to arrange for the appropriate officer to attend to answer questions from members.

Resolved:

- (1) That the report be noted and that the work programme be updated accordingly.
- (2) That relevant Cabinet members be invited to attend future meetings when their portfolio is being discussed.
- (3) That with regard to the Forthcoming Key Decision List, members put forward any financial or performance related items for pre-decision scrutiny, by the pre-decision scrutiny champion, with monthly meetings being arranged between the Chairman of Overview and Scrutiny Committee, the Chairman of Budget and Performance Panel, and the pre-decision scrutiny champion.
- (4) That the Panel continue to monitor Service Level Agreements with voluntary, community and faith sector partners, and arts/leisure partners, with regular monitoring reports provided once the new commissioning arrangements have been agreed.
- (5) That the Leader of the Council be invited to present the Council's budget proposals to the Panel's annual stakeholders meeting scheduled for 27th January 2015, and that the invitation to present budget proposals also be extended to Lancashire County Council, the Lancashire Combined Fire Authority and the Lancashire Police and Crime Commissioner.
- (6) That the Panel continue to consider budget variances which have been identified when considering the annual outturn reports, and that if there are significant variances in the current year relevant officers be requested to attend meetings to present additional information as requested.
- (7) That the timetable for consideration of financial monitoring reports be noted.
- (8) That the timetable for consideration of corporate performance monitoring reports be noted.
- (9) That the Leader of the Council be invited to attend meetings of the Panel to answer questions regarding performance monitoring reports and that the Leader be invited, along with the relevant portfolio holder, to answer questions when the Panel considers budgetary reports.

- (10) That a report regarding the Council's new Procurement Strategy be requested prior to the strategy being considered by Cabinet, and that the Chief Executive be requested to arrange for the appropriate officer to attend.

Chairman

(The meeting ended at 6.00 p.m.)

**Any queries regarding these Minutes, please contact
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