Notice of Corporate Services Overview and Scrutiny Panel meeting

12 February 2019 at 6.00 pm

HMS Phoebe Committee Room, Town Hall, Bournemouth

Panel Members:
Councillor Ian Clark - Chairman
Councillor Laurence Fear – Vice-Chairman
Councillor John Adams
Councillor Bob Chapman
Councillor Beverley Dunlop
Councillor Michael Filer
Councillor Chris Mayne
Councillor Don McQueen
Councillor Lawrence Williams

All Members of the Panel are summoned to attend this meeting to consider the items of business set out on the agenda below.

The Public, press and any Councillor are welcome to attend this meeting.

For further information please contact: Karen Tompkins, Head of Democratic Services, Legal and Democratic, Town Hall, Bourne Avenue, Bournemouth BH2 6DY. Tel: 01202 451255 E-Mail: karen.tompkins@bournemouth.gov.uk
Public involvement

The Council welcomes members of the public to contribute to the meeting:

1  by asking to speak on an agenda item or a community issue as a ‘Deputation’; or

2  by asking a public question - any member of the public whose name appears on the Electoral Roll for Bournemouth - which includes a person under the age of 16 years living in Bournemouth and who is escorted by a qualifying adult; or

3  by presenting a petition in relation to items on the agenda.

A request to speak as a deputation, ask a question or present a petition must be sent in writing or email to Karen Tompkins at the address shown on page 1 by no later than 6.00 pm on 11 February 2019.

Further information is available on the Council’s web site:


A hearing loop system is provided in the meeting room. There is disabled access to the building. Councillors and visitors with particular needs are advised to inform the Council before arriving at the meeting.

This agenda together with records of decisions and reports are available on the Council’s web site at http://www.bournemouth.gov.uk

Audio recording and filming

This meeting may be audio recorded by the Council for subsequent publication on the Council’s Website. Anyone may audio record, film, take photographs and/or use social media such as tweeting and blogging when this meeting is open to the public. Anyone wishing to record this meeting in anyway must do so in accordance with Council Procedure Rule 108 and the Council’s protocol for filming and audio recording at public meetings and the Public Notice on Filming and Recording Meetings which can be found using the following link:


If you have any queries regarding this please contact the Head of Democratic Services.
Agenda

Items to be considered while the meeting is open to the public

1 Apologies

2 Substitute Members

The Head of Democratic Services will report on any changes in the membership of the Panel under Procedure Rule 89.

3 Declarations of interest

Members are asked to declare in accordance with Procedure Rule 5:

   a. any disclosable pecuniary interests in any item under consideration at the meeting as required by the Localism Act 2011;
   b. any memberships of outside bodies where such membership involves a position of control or significant influence on the organisation concerned;

Members are also asked to state fully the nature of the interest(s). If any member has a query regarding possible interests, please contact the Head of Democratic Services in advance of the meeting.

4 Confirmation of Minutes

To confirm the minutes of the Corporate Services Overview and Scrutiny Panel meeting held on 24 September 2018 see weblink to minutes below:


5 Public items

   a Public Questions

The Head of Democratic Services will report on any public questions received by the notice deadline.
b **Deputations**

The Head of Democratic Services will report on any deputation requests received by the notice deadline.

c **Petitions**

The Head of Democratic Services will report on any petitions received by the notice deadline.

6 **Scrutiny of the 2018/19 Monthly Budget Monitoring Report to the 30 September 2018** – see report circulated at 6.

Please see below the link to the Monthly Budget Monitoring report to the Cabinet on 7 November 2018:


7 **Chairman’s Update – LGR**

The Chairman will update the Panel on the work being undertaken through the Shadow Authority Overview and Scrutiny Committee.

8 **Overview and Scrutiny Headline Report** - See report circulated at 8.

9 **Forward Plan** – to review the Panel’s forward plan circulated at 9.

10 **Lease of Units at Mallard Road Retail Park Update** – the Panel will receive an update on the above.

11 **Any other business** - of which notice has been received before the meeting and by reason of special circumstances, which shall be specified in the record of decisions, the Chair is of the opinion that the items should be considered as a matter of urgency.
Items to be considered with the Press and Public Excluded*

* NOTE: In relation to following item of business, the Panel is asked to consider the following resolution:-

“That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.”

12 **Lease of Units at Mallard Road Retail Park Update** – the Panel will receive an update on the above.

**DESCRIPTION OF EXEMPT INFORMATION**

Paragraph 3 – Information relating to the financial or business affairs of any particular person - including the authority holding that information.
## Corporate Services Overview & and Scrutiny Panel

<table>
<thead>
<tr>
<th>Report Subject</th>
<th>Scrutiny of the 2018/19 Monthly Budget Monitoring Report to the 30 September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting date</td>
<td>12 February 2019</td>
</tr>
<tr>
<td>Cabinet Portfolio</td>
<td>Councillor John Beesley, Leader and Portfolio Holder for Resources.</td>
</tr>
<tr>
<td>Corporate Lead</td>
<td>Adam Richens Chief Financial Officer</td>
</tr>
<tr>
<td>Service Director</td>
<td>Adam Richens Chief Financial Officer</td>
</tr>
<tr>
<td>Status</td>
<td>Public</td>
</tr>
<tr>
<td>Classification</td>
<td>For decision</td>
</tr>
<tr>
<td>Key Decision</td>
<td>Yes</td>
</tr>
<tr>
<td>Impacts on Key Policy Framework</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Report author  | Adam Richens, Chief Financial Officer  
phone: 01202 451137  
a.richens@poole.gov.uk                                      |
| Executive summary | The purpose of this paper is to provide an opportunity to scrutinise the 2018/19 in-year monthly Budget Monitoring Reports. |

### Recommendations

That Overview and Scrutiny Members;


2. Provide feedback to Cabinet as necessary.

### Reasons for recommendations

To continue to strengthen the Council’s financial management and control arrangements. These are integral to good governance.
Background detail

1. The Council strives to continually improve in regards to its strong culture of sound financial management and control which are also integral to good governance.

2. In that regard the Leader and Portfolio Holder for Resources arranged that for 2017/18 onwards the Corporate Services Overview and Scrutiny Panel reviewed the latest Budget Monitoring reports at each of their meetings.

3. The Panel consider the last budget monitoring report which has been reviewed by Cabinet.

4. Previously the Panel also considered any relevant Medium Term Financial Plan (MTFP) Update reports at their meetings. As the 2019/20 Budget is being constructed for the new BCP Unitary Council the Shadow Authority Overview and Scrutiny Committee are considering all reports to the Shadow Executive including the numerous MTFP Update reports.

September 2018/19 Monthly Budget Monitoring Report - Scrutiny

5. In considering their scrutiny the Panel may wish to structure their discussion around the following issues;
   - Are any new movements between the original budget and the working budget clearly set out and explained?
   - Are the reasons of all new significant variances (over £100k) from the working budget clear, understandable and therefore appropriately explained?
   - Are service mitigation strategies for any significant variances from the working budget set out in the report?
   - Do the Panel consider any such mitigation strategies reasonable under the circumstances?
   - Are there any new service commitments, investments and previously un-budgeted demands set out in the report?
   - Has a clear funding strategy been set out for any such new commitments?
   - Does the in-year monitoring highlight any areas of good practice that you wish to see replicated elsewhere within the Council.
   - Have any post implementation reviews been undertaken on large revenue or capital projects to ensure they have achieved their stated aims, achieved value for money and what lessons, if any, have been learnt by the Council?
   - Have there been any comments or recommendations made by the External Auditor via his reports to the Audit and Governance Committee that you would expect to have been reflected in the monthly budget monitoring report?
Equalities Impact Needs Assessment (ENIA) of Council Tax Discounts

6. A full Equalities Impact Needs Assessment is undertaken as part of the February report to Members as part of the annual Budget process to identify the overall equality impacts in respect of the nine protected characteristics:
   a) age;
   b) disability;
   c) gender reassignment;
   d) marriage/civil partnership;
   e) pregnancy/maternity;
   f) race;
   g) religion & belief;
   h) sex;
   i) sexual orientation.

7. Responsible Officers are required to identify any ENIA implications of any specific priorities or savings which they bring forward as part of their Budget proposals which are then used to inform the Council’s final Budget decisions.

Summary of finance implications

8. The financing implications are as outlined in the body of this report.

Summary of legal implications

9. None.

Summary of human resources implications

10. There are no direct human resource implications of this report. However, human resources are considered as part of the MTFP, budget and service planning process that support the allocation of Council resources.

Summary of environmental impact

11. None

Summary of risk assessment

12. This report and the actions outlined within it will form part of the mitigation strategy associated with the following financial risks identified in the Council’s Strategic Risk Register;
a) Failure to respond to the needs arising from changing demography (Ref: CR01)
b) Failure to respond effectively to changing national policy agenda within the local context of the town (Ref: CR02)
c) Failure to deliver Council ambitions (Ref: CR03)
d) Failure to protect vulnerable people and all service users from abuse & harm (Ref: CR04)
e) Failure to protect staff and service users from injury and harm (Ref: CR05)
f) Inability to respond or major failure in business delivery as a result of a major incident (Ref: CR06)
g) Failure to positively manage the Council's leadership role in the development of the local economy (Ref: CR07)
h) Inadequate Information Governance Arrangements (Ref: CR08)
i) Failure to act positively to help address the causes and impact of climate change (Ref: CR09)
j) Inability to deliver Council statutory services due to insufficient resource funding (Ref: CR10)
k) Failure to improve residents' health & wellbeing and reduce health inequalities (Ref: CR11)
l) Inadequate information technology, security & cyber risk (Ref: CR12)
m) Future of local government in Bournemouth, Poole and Dorset (Ref: CR15)

**Background papers**

None
**Executive summary**

This report provides a summary of the scrutiny priorities, issues being monitored and the ongoing reviews of this Overview and Scrutiny Panel. Members of the Panel are asked to consider the report, amend it as appropriate and approve it for consideration by the BCP Shadow Overview and Scrutiny (O&S) Committee.

This information has been compiled for passing to the BCP Shadow O&S Committee, which will consider a report of this nature from all scrutiny bodies in preceding authorities. The purpose of this exercise is to ensure that there is a mechanism for the overview and scrutiny function in the new BCP Council to be informed of work within previous councils, avoid duplication, ensure areas of current monitoring are not overlooked and new priorities can be established in an...
informed way taking account of previous scrutiny activity in
the BCP area.

The Shadow O&S Committee will consider a report collating
this information in March 2019, with a view to making
recommendations to the new BCP Authority Overview and
Scrutiny function.

<table>
<thead>
<tr>
<th>Recommendations</th>
<th>That Members of this Panel consider, amend and approve the report at Appendix 1 for consideration by the Shadow O&amp;S Committee at its meeting on 6 March.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasons for recommendations</td>
<td>This headline report will assist the Overview and Scrutiny function in the new Bournemouth, Christchurch and Poole authority to understand the current key overview and scrutiny issues across the BCP area and to effectively prioritise its future work.</td>
</tr>
</tbody>
</table>

**Background detail**

1. At its meeting in September 2018, the Bournemouth, Christchurch and Poole (BCP) Shadow Overview and Scrutiny Committee discussed and agreed that it could add value by co-ordinating information on current scrutiny priorities within the BCP area, for passing to the BCP Council upon its establishment in April 2019. The Shadow O&S Committee agreed to invite reports from all O&S bodies of the three preceding councils of Bournemouth, Christchurch and Poole, in order to provide opportunity for these O&S bodies to set out current work priorities and recent work undertaken. In this way, the Shadow O&S Committee will act as a conduit for the passing of information to the new BCP O&S function which will be able to use this information to inform its work planning.

2. All reports provided by preceding authority scrutiny bodies will be considered by the Shadow O&S Committee on 6 March 2019. The Shadow O&S Committee will be asked to take account of these reports and make recommendations to the BCP O&S function. It will be for members of the new BCP O&S function, when known, to ultimately determine the scrutiny priorities of the BCP Council.
Consultation

3. All O&S Chairman of preceding authorities have been provided with a template to be populated with assistance from Officers. The relevant report for the Corporate Services O&S Committee is appended for further comment and approval by members at this meeting.

Options

4. Members are asked to consider, amend and agree the report attached for consideration by the Shadow O&S Committee on 6 March 2019.

5. O&S bodies are not obliged to provide a report to the Shadow O&S Committee. This option will result in members of the new BCP scrutiny function being unable to take account of the priorities of this panel/committee when planning future work.

Summary of financial/resource implications
BCP Council O&S resources can be most effectively targeted if the function is provided with a full outline of current scrutiny priorities across the BCP area.

Summary of legal implications
N/A

Summary of human resources implications
N/A

Summary of environmental impact
N/A

Summary of equalities and diversity impact
N/A

Summary of risk assessment
Any current areas of significant concern or identified risks, in the view of preceding authority scrutiny bodies, may not be known by the new BCP authority scrutiny function if the information is not passed to the authority using this mechanism.

Background papers
None
Appendices
Appendix 1 – Corporate Services Overview and Scrutiny Panel Headline Report to the Shadow Authority Overview and Scrutiny Committee
Headline Report to the Shadow Authority Overview and Scrutiny Committee

Panel/Committee: Corporate Services Overview and Scrutiny Panel

Committee/Panel’s main terms of reference:

The Corporate Services Overview and Scrutiny Panel deals with the following areas of responsibility:

- Corporate and Commercial
- Customer Services
- Legal and Democratic
- Strategic Finance
- Corporate Communications
- Property Services

Main topics recently considered:

- Shared Services including Governance Arrangements
- Hotel Development adjacent to the BIC
- Bournemouth Asset Investment Strategy/Specific asset purchase opportunities
- Customer Services
- Scrutiny of Medium Term Financial Plan

Issues being monitored:

- Budget monitoring including Medium Term Financial Plan
- Capital Strategy and Corporate Asset Management Plan

Suggested areas for future scrutiny:

- Customer services for the new authority
- Communication strategy for the new authority
- Budget monitoring for the new authority and long term MTFP
- Asset Investment Strategy for the new BCP authority
- Newly acquired properties for temporary accommodation and how they are reflected in the Council's accounts.
• Review of Bournemouth Group Companies performance and plans

**Suggested areas for Member training:**

• General training in respect of Corporate Services functions in the new authority

• Skills training for scrutiny of the budget
**Forward Plan - Corporate Services Overview and Scrutiny Panel**

**Recommendation:**

1. That the Panel approve the Forward Plan and recommend any amendments as necessary.

<table>
<thead>
<tr>
<th>Theme</th>
<th>Issue</th>
<th>Reason for Review</th>
<th>Benefits</th>
<th>Responsible Officer, Cabinet Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring the Budget</td>
<td>Budget 2018/19</td>
<td>Scrutiny of the 2018/19 in-year budget monitoring report.</td>
<td></td>
<td>Adam Richens, Service Director, Strategic Finance. Cabinet Portfolio: Resources</td>
</tr>
</tbody>
</table>

Scheduled for Planning meeting: February 2019

**Potential Future Items**

| Bournemouth Group Companies    | Review of Bournemouth Group Companies performance and plans |          |                                  |