

OVERVIEW AND SCRUTINY COMMITTEE (INTERNAL)

MINUTES OF THE MEETING HELD ON 6 AUGUST 2012 AT 2:00PM

Present: Councillors Keith Hitchen (Chairman); Brian Dixon; Peter Kane; Michael McVeigh; John Park; Norman Williams; Felicity Wilson and Henry Wormstrup.

Apologies for absence: Councillor Dave Smith.

Officers: Tim Capper, Democratic Services Manager; Keith Parker, Head of Neighbourhoods; Julie Betteridge, Head of Development Strategy (For Items 1-7 only); Debbie Cochrane, Housing Policy Manager (For Items 1-7 only) and Clive Willoughby, Member Services Technical Support Officer.

Also present: Councillors John Bowman and George Clements.

OSC Int 03/12 Minutes

The minutes of the meeting held on 15 June 2012 were agreed as a correct record and signed by the Chairman.

OSC Int 04/12 Declaration of Interest

Councillor Henry Wormstrup declared a Non Pecuniary Interest in agenda item 9 (On-Street Parking Enforcement) due to having a Residents Parking Permit.

OSC Int 05/12 Forward Plan

Committee considered the Forward Plan of the Council's Executive for the period August – November 2012.

During discussion of this item a request was made for Finance Training and it was confirmed that this would be included in the Member Training Programme for 2012-13 which was currently being compiled by the Member Development Panel.

RESOLVED – That the Forward Plan be noted.

OSC Int 06/12 Housing Strategy Delivery Plan

Councillor George Clements, as Portfolio Holder for Housing & Planning, introduced the Copeland Housing Strategy 2011 - 2015 to the Committee. Then assisted by the Head of Development Strategy and the Housing Policy Manager provided an overview.

During the question and answer session that followed, Members asked about the Empty Homes Policy and who should report properties as being empty. It was stated that Ward Councillors, Parish Councils and Locality Groups could all notify the Housing Department of empty properties in their areas.

Members also enquired about the Older People's Task Group and were advised that the group had held its first meeting and that the next meeting was to be held on 17 August 2012 to discuss the Cumbria Dementia Care Pathway and Outcomes Model. It was requested that this be advertised on the Member's Weekly List of Meetings.

Councillor Clements then made Committee aware of the Cumbria Extra Care Housing Strategy 2012-2019 document that he had received and it was requested that this be emailed to all members of the Committee. Members were also asked to advise the Chairman by Monday 13 August 2012 of their preference of either holding a special OSC Internal meeting or setting up a Task and Finish Group to consider the report.

RESOLVED – That

- a) the update be received,
- b) the Older People's Task Group's next meeting on 17 August 2012 to discuss the Cumbria Dementia Care Pathway and Outcomes Model be advertised on the Member's Weekly List of Meetings,
- c) the Cumbria Extra Care Housing Strategy 2012-2019 document be emailed to all members of the Committee and Members respond to the Chairman with their preference of either holding a special OSC Internal meeting or setting up a Task and Finish Group to consider the report .

OSC Int 07/12 Waste Service Proposals

Committee received an update from the Head of Neighbourhoods on proposals for the Council's Waste Service. A written update on progress since the last meeting was also distributed to Members.

During the discussion that followed, Members asked if the planned drop-in sessions could be extended to include the south of the borough (Millom & Haverigg) and questioned if one session at Kells was sufficient for the Whitehaven area.

With regard to the criteria for assessing those requiring assisted collections, Members felt that although Customer Services would conduct the initial assessment, Waste Services were not the correct people to make the final decision.

Members were informed that results of the consultation should be available by mid-September and it was requested that a special meeting of the Internal OSC be arranged then to consider the responses.

RESOLVED – that

- a) the update be received
- b) the Head of Neighbourhoods consider additional drop-in sessions, and
- c) a special meeting of the Internal OSC be arranged for mid-September to consider the responses.

OSC Int 08/12 On-Street Parking Enforcement

The Head of Neighbourhoods provided Committee with an update on the plans for On-Street parking enforcement.

It was stated that an additional two staff would be required to undertake this function and it was aimed to have these in post in September. As well as the on-street enforcement, Copeland will also be providing the customer interface for the service including taking responsibility for issuing residents parking permits in the borough.

RESOLVED – that the update be received.

OSC Int 09/12 Work Programme 2012-13

Members considered the Work Programme for 2012/13 and suggested amendments were appropriate.

RESOLVED – that the updated Work Programme be noted.

The meeting closed at 3:15pm

Chairman

Date

OVERVIEW AND SCRUTINY COMMITTEE (INTERNAL)

MINUTES OF THE SPECIAL MEETING HELD ON 29 AUGUST 2012 AT 3:00PM

Present: Councillors Keith Hitchen (Chairman); Michael McVeigh; John Park; Norman Williams and Henry Wormstrup.

Apologies for absence: Councillor Peter Kane and Dave Smith.

Officers: Jessica Hall, Policy and Scrutiny Officer; Laurie Priebe, Housing Services Manager and Clive Willoughby, Member Services Technical Support Officer.

Also present: Councillor George Clements

OSC Int 10/12

Cumbria Extra Care Housing Strategy

At the 6 August 2012 meeting of this OSC, Councillor George Clements made Committee aware of the draft Cumbria Extra Care Housing Strategy 2012-2019 document that was subsequently emailed to all members of the Committee.

It was suggested that Committee look at this item in one of two ways, either as a stand alone consultation document or in conjunction with the accompanying questionnaire and it was agreed to look at it in conjunction with the questionnaire.

It was noted that as the draft strategy was not the final version. The Housing Services Manager was asked to clarify with the Strategy's author the status of the Consultation document and the consultation arrangements, particularly with regard Town and Parish Councils.

Where possible, Committee provided responses to the questions within the questionnaire and additional comments.

Members were advised that the responses from this OSC would be drafted by the Policy and Scrutiny Officer and forwarded to the Housing Services Manager and Portfolio Holder for Housing and Planning for consideration by the Strategic Housing Panel at their meeting on 16 October 2012 when they too would be asked to consider the draft Cumbria Extra Care Housing Strategy 2012-2019.

RESOLVED – That

- a) the draft Cumbria Extra Care Housing Strategy 2012-2019 document be considered,
- b) the Housing Services Manager be asked to clarify with the Strategy's author the status of the Consultation document and the consultation arrangements, particularly with regard Town and Parish Councils.
- c) the responses from this OSC be drafted by the Policy and Scrutiny Officer and forwarded to the Housing Services Manager and Portfolio Holder for Housing and Planning, for consideration by the Strategic Housing Panel at their meeting on 16 October 2012.

The meeting closed at 4:15pm

Chairman

Date

OVERVIEW AND SCRUTINY COMMITTEE (EXTERNAL)

MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2012 AT 2:00 PM

Present: Councillors J Kane (Chairman); E Eastwood (Deputy Chair); G Garrity; L Hogg; R Salkeld; W Southward and P Stephenson.

Officers: Jessica Hall (Policy and Scrutiny Officer), T Capper, (Democratic Services Manager) and A Fisher (Senior Accountancy Officer)

Also in attendance: Councillor H Wormstrup

Apologies for absence: Councillors D Banks and Jackie Bowman

OSC Ext 01/12 Minutes

The minutes of the External OSC held on 26 April 2012 were agreed as a true record. Members noted the minutes of the Joint OSC held on 21 June 2012 for information.

OSC Ext 02/12 Executive Forward Plan

Members considered and noted the Executive Forward Plan.

RESOLVED – That the Executive Forward Plan is noted.

OSC Ext 03/12 Exclusion of Press and Public

It was proposed by Councillor John Kane, seconded and duly

RESOLVED – That subject to Section 100(A) (4) of the Local Government Act 1972, as amended, the press and public be excluded from the meeting for the following item of business on the grounds of likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

OSC Ext 04/12 Report of External OSC Task and Finish Group – Management of Copeland Borough Council Car Parks

The report was presented by Councillor E Eastwood as a member of the Task and Finish Group and in the absence of the Chair of the Task and Finish Group, Councillor Jackie Bowman.

Consideration was given to the report which outlined budget and policy principles and made recommendations in relation to the management of Copeland Borough Council car parks following work carried out by the Task and Finish Group.

It was agreed that the following recommendations would be referred to the Executive.

RECOMMENDED – That

- a) Copeland Borough Council managed car parks can be identified according to two categories: those which can be operated on a business basis and those which can be offered for community asset transfer (CAT);
- b) The total costs of non-pay and display car parks highlighted are noted;
- c) The total costs of pay and display car parks are noted;
- d) The principle of full cost recovery is applied to car parks which are operating on a business basis;
- e) To ensure that car parks run on a business basis cover their own costs without subsidy, an overall increase of 18.5% (approximately 22p on a 1 hour tariff and 70p on a four hour tariff);
- f) That a revenue account which allocates a budget to each car park (in line with that currently applied to the Sports Centre Car Park) is established for 2013-15 with a reserve fund for maintenance and replacement ticket machines;
- g) The increase needed should be implemented as soon as possible;
- h) The implementation of the fee increase and how this is applied to individual charging tariffs is delegated to Officers;
- i) Community Asset Transfer is offered on the car parks listed as part of the wider budget consultation in October 2012 and;
- j) In light of discussions within the TFG on the Ginns site and future development, further work is required on the short term options for this site becoming a pay and display car park.

In Public

OSC Ext 05/12 Work Programme

Members considered and noted the Work Programme.

Chairman.....

Date.....

OVERVIEW AND SCRUTINY COMMITTEE (INTERNAL)

MINUTES OF THE SPECIAL MEETING HELD ON 26 SEPTEMBER 2012 AT 1:00PM

Present: Councillors Keith Hitchen (Chairman); Peter Kane; Michael McVeigh; John Park; Norman Williams; Felicity Wilson and Henry Wormstrup.

Apologies for absence: Councillors Brian Dixon and Dave Smith.

Officers: Jessica Hall, Policy and Scrutiny Officer and Clive Willoughby, Member Services Technical Support Officer.

Keith Parker, Head of Neighbourhoods; Janice Carrol, Waste and Enforcement Manager; Joanne Fisher, Waste Management Officer (For Item 5 only).

OSC Int 11/12 Declarations of Interest

Councillor Norman Williams declared a Non-Pecuniary Interest in agenda Item 5 (Proposed Waste Changes) due to being a Member of Copeland Disability Forum.

All Members present declared a Non-Pecuniary Interest in agenda Item 6 (Discretionary Concessionary Travel) due to being eligible for concessionary travel.

OSC Int 12/12 Proposed Waste Changes

Committee was updated in detail, on the proposed Waste Changes following conclusion of the consultation period and considered the report from the Head of Neighbourhoods.

Members were advised that all residents would receive a new Waste Calendar and that the new collection days would commence from 5 November 2012.

During the discussion that followed, Members sought clarity regarding those residents who have assisted bin collection and in particular, those who currently receive assistance but who would not qualify in future.

A request was made for all District Councillors and Parish Council Clerks to be notified of addresses within their wards/parish where residents are having assisted collections removed or where lane end collections are being introduced.

Members requested that the full EIA report be included when the report is presented to the Executive for their consideration.

With regard to the proposed issue of free compost bins to residents who currently use more than one brown bin, it was suggested that this recommendation be removed.

It was agreed that the issues raised by Members in this meeting by the Policy and Scrutiny Officer be forwarded to the Waste Management officers and the Portfolio Holder prior to the report proceeding to Executive for consideration.

RESOLVED – That

- a) the Waste Changes Proposal report be received, and
- b) the issues raised in this meeting by the Policy and Scrutiny Officer be forwarded to the Waste Management officers and the Portfolio Holder prior to the report proceeding to Executive for consideration.

OSC Int 13/12

Discretionary Concessionary Travel

Committee considered the six month policy review of the Discretionary Concessionary Travel Scheme.

RESOLVED – That the report be noted.

The meeting closed at 3:10pm

Chairman

Date

JOINT OVERVIEW AND SCRUTINY COMMITTEE (INTERNAL & EXTERNAL)

MINUTES OF THE MEETING HELD ON 17 JANUARY 2013 AT 2:00PM

Present: Councillors Keith Hitchen; John Kane; Eileen Eastwood; Henry Wormstrup; Dave Banks; Jackie Bowman; Brian Dixon; Geoff Garrity; Lena Hogg; Peter Kane; Michael McVeigh; John Park; Robert Salkeld; Dave Smith; William Southward; Peter Stephenson and Felicity Wilson.

Apologies for absence: Councillor Norman Williams.

Officers: Paul Walker, Chief Executive and Darienne Law, Head of Corporate Resources (For Items 1 to 11).
Jessica Hall, Policy and Scrutiny Officer; Penny Mell, Head of Policy and Transformation and Clive Willoughby, Member Services Technical Support Officer.

Also present: Councillor Elaine Woodburn.

OSC Joint 10/12 Minutes

The Minutes of the meeting held on 21 November 2012 were signed by the Chairman as a correct record.

OSC Joint 11/12 Declarations of Interest

Councillor Dave Banks declared a non-pecuniary interest in Agenda item 9 (Earmarked Reserves) due to being a Director of Phoenix Enterprise Centre.

OSC Joint 12/12 Proposals for Council Tax Technical Reforms 2013/14

Prior to consideration of this item, Members expressed their thanks to the Officers for their diligent work in tight time scales.

Members then received an introduction to the 2013-2015 Budget Consultation process from the Chief Executive and Head of Corporate Resources together with an overview of the proposed budget savings.

A question and answer session followed during which the following areas were covered:-

- Single Person Discount
- Class A Exemptions
- Discounts for Flood Victims
- Impact on Register of Social Landlords
- Business Rates
- Voids
- Maintenance and Care of Social Housing

RESOLVED – that the update be received,

OSC Joint 13/12 Update – Medium Term Financial Strategy Projections 2013/14 to 2016/17 and Revenue Budget Proposals

Members received an overview and update on the medium term Financial Strategy projections 2013/14 to 2016/17 and the Revenue Budget proposals from the Head of Corporate Resources.

Members were advised that the settlement figures received from Government in December 2012 were indicative only and that the final figures would not be received from Government until the end of January 2013. Additionally, further guidance was still being issued by the Department for Communities and Local Government which meant that the figures contained in the report were ‘work in progress’.

It was also noted that in the past, the settlement figure was for a period of 3 years, the current settlement was for 1 year only.

A discussion followed during which Members asked a number of questions covering the following:-

- Staff retention
- The role the Local Government Association (LGA)
- Implications of not implementing the Government’s Council Tax freeze.
- Referendum costs should a higher than the 2% Council Tax cap be proposed.
- Consultants
- Achievement of savings in year 1 and 2

RESOLVED – that the update be received.

OSC Joint 14/12 Unallocated and Risk Based General Fund Balances

Members received an overview of the Unallocated and Risk-Based General Fund Balances from the Head of Corporate Resources and further detail on those items with significant amounts in reserves.

RESOLVED – that the update be received.

OSC Joint 15/12 Earmarked Reserves

Members received an overview of the Earmarked Reserves which play a key role in the management of the Council's budget. They are used as a contingency against risk, to fund new policy initiatives and to support the Council's revenue and capital budgets when needed.

RESOLVED – that the update be noted.

OSC Joint 16/12 Proposed draft Capital Programme for 2013/14 – 2015/16

Members received an overview of the Proposed draft Capital Programme for 2013/14 to 2015/16.

During the discussion that followed, Members asked how OSC could scrutinise the decision given the tight timescales. It was noted that OSC Chairs and Vice Chairs receive a copy of the Executive agenda and all other OSC Members receive the Contents page of the Executive Agenda. Call in procedures were referred to.

It was also noted that the criteria for Capital Bids will be put to Full Council in January 2013.

RESOLVED – that the update be noted.

**OSC Joint 17/12 Proposed Treasury Management Strategy Statement 2013/14 – 2015/16
Incorporating Annual Investment Strategy 2013/14 and Minimum Revenue
provision Statement 2013/14**

Members received an overview of the Proposed Treasury Management Strategy Statement 2013/14 – 2015/16 Incorporating Annual Investment Strategy 2013/14 and Minimum Revenue provision Statement 2013/14

Members were advised that this report was to be put to the Audit and Governance Committee on 31 January 2013.

At this point of the meeting, the Head of Corporate Resources was thanked for all her reports.

RESOLVED – that the update be noted.

OSC Joint 18/12 Policy Framework 2013/15 – Localism: Community Rights and Community Asset Transfer

The Head of Policy and Transformation provided Members with an outline of Council's response and key principles on key components of the Localism Act 2011, specifically Community Right to Challenge and Assets of Community Value (Community Right to Bid). Consideration was also given to revisions to the Council's Community Asset Transfer Policy.

RESOLVED – that the recommendations made to Executive be supported, being:-

- a)** That the report and its appendices form the basis of the policy framework for community asset transfer and the Localism Act 2011 rights to bid and challenge,
- b)** That in respect of community asset transfer that the key principles in paragraph 3.3 of the report and the policy at appendix A be approved,
- c)** That in respect of the community right to bid that:
 - 1) The Head of Nuclear, Energy and Planning be delegated with authority to determine (a) whether a community nomination request for a community asset be included in the list of assets of community value should be accepted and (b) in consultation with the Head of Corporate Resources applications for compensation and the amount thereof; and that that Director of Services be delegated with authority to determine requests for a review of a decision made by the Head of Nuclear , Energy and Planning.
 - 2) The Head of Nuclear, Energy and Planning be delegated with authority to oversee the implementation and day to day management of the community right to bid process.
 - 3) In respect of community right to bid that the key principles in paragraph 4.2 of the report and the policy at Appendix B be approved.
 - 4) A risk based reserve be set up utilising funds currently in the general fund for a sum up to £20,000 for the period 1 December 2012 to 31 March 2014 to fund claims for compensation which may become payable.
 - 5) A separate report be made to the Executive in the event of any appeal being made to the First Tier Tribunal to put in place funding for dealing with such appeal.
 - 6) The scheme be reviewed in December 2013 to assess scheme take up budget requirements for 2014/15 and whether it is advisable to specify any definition or guidelines on the meaning of social interest or well being for the determination of compensation.

- d) In respect of the community right to challenge that the key principles in paragraph 5.2 of the report and the policy at Appendix C be approved.
- e) That the policy framework for community asset transfer and the Localism Act 2011 rights to bid and challenge and associated arrangements are reviewed within 12 months.
- f) That resources required for the implementation of policy framework for community asset transfer and the Localism Act 2011 rights to bid and challenge set out at 4.3 are noted and that these are monitored and reviewed.
- g) Subject to approval, each policy will be made available via the Council's website and made available upon request.

OSC Joint 19/12 OSC Work Programme

Members considered the Work Programme for 2012/13. It was suggested that Information Technology for Members be added to the Programme.

RESOLVED – that

- a) the updated Work Programme be noted, and
- b) Members use of Information Technology be added.

The meeting closed at 4:20 pm

Chairman

Date