

Date: 8 January 2020



District Council

Town Hall, Penrith, Cumbria CA11 7QF

Tel: 01768 817817

Email: cttee.admin@eden.gov.uk

Dear Sir/Madam

Scrutiny Co-ordinating Board Agenda - 16 January 2020

Notice is hereby given that a meeting of the Scrutiny Co-ordinating Board will be held at 6.45 pm on Thursday, 16 January 2020 at the Council Chamber, Town Hall, Penrith.

1 Apologies for Absence

2 Minutes

To confirm and approve the minutes SCb/30/11/19 to SCb/38/11/19 of the meeting of this Board held on 14 November 2019 as a correct record of those proceedings (copies previously circulated).

3 Declarations of Interest

To receive declarations of the existence and nature of any private interests, both disclosable pecuniary and any other registrable interests, in any matter to be considered or being considered.

4 Heart of Cumbria update

Gareth Evans, Director of Heart of Cumbria will give an update to members on the activities of Heart of Cumbria, and plans for the future.

5 Treasury Management Annual Transactions Report: 1 April 2019 to 30 November 2019 (Pages 5 - 14)

To consider report F5/20 from the Director of Corporate Services which is attached and which seeks to enable the Scrutiny Co-ordinating Board to monitor the treasury management activities of the Council.

RECOMMENDATION that the report be noted.

6 Reports from Scrutiny Committee Meetings

To receive verbal updates from the Chairman of the Housing and Communities Scrutiny Committee and the Chairman of the Environment and Economy Scrutiny

Committee.

7 Outside Bodies Task and Finish Group Terms of Reference *(Pages 15 - 22)*

To consider report G5/20 from the Director of Corporate Services which is attached and which asks members to consider the terms of reference for the Outside Bodies Task and Finish scrutiny group.

RECOMMENDATIONS that:

1. An Outside Bodies Task and Finish Scrutiny Group be established, the findings of which will be reported back to a future meeting of this Committee; and
2. The draft terms of Reference for the Outside Bodies Task and Finish Scrutiny Group as set out in Appendix 1 to this report be agreed.

8 Waste and Recycling Task and Finish Group Terms of Reference

To consider the report of the Director of Corporate Services which is to follow.

9 Scrutiny Co-ordinating Board Work Plan 2019/2020 *(Pages 23 - 30)*

To consider report G6/20 from the Chairman of the Scrutiny Co-ordinating Board which is attached and which seeks to set a Work Plan containing current and possible future agenda items for the Scrutiny Co-ordinating and Council Scrutiny Committees. The report invites suggestions for possible agenda items from all non-Executive Members.

RECOMMENDATION that any agenda items for the next or future meetings be agreed.

10 Any Other Items which the Chairman decides are urgent

11 Date of Next Scheduled Meeting

The date of the next scheduled meeting of this Committee be confirmed as 26 March 2020.

Yours faithfully



R Rouse
Chief Executive

Democratic Services Contact: Vivien Little

Encs

For Attention

All members of the Council

Chairman – Councillor D Banks (Independent Group)

Vice Chairman – Councillor D Holden (Liberal Democrat Group)

Councillors

M Hanley, Labour Group

D Lawson, Green Group

R Orchard, Conservative Group

W Patterson, Independent Group

J Raine, Conservative Group

D Smith, Liberal Democrat Group

Standing Deputies

A Armstrong, Conservative Group

M Clark, Independent Group

M Eyles, Liberal Democrat Group

G Nicolson OBE, Conservative Group

A Ross, Green Group

D Ryland, Independent Group

G Simpkins, Liberal Democrat Group

Please Note:

1. **Access to the internet in the Council Chamber and Committee room is available via the guest wi-fi – no password is required**
2. **Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting (unless stated otherwise) and as such could be filmed or recorded by the media or members of the public**

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Eden District Council
Scrutiny Co-ordinating Board
16 January 2020

Treasury Management Annual Transactions Report: 1 April 2019 to 30 November 2019

Portfolio:	Resources
Report from:	Director of Corporate Services
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To enable the Scrutiny Co-ordinating Board to monitor the treasury management activities of the Council.

2 Recommendation

That the report is noted.

3 Report Details

- 3.1 The Council's agreed Treasury Management Practices govern the way the Council's cash balances are managed.
- 3.2 This report gives the Scrutiny Co-ordinating Board the opportunity to review the investments as at 30 November 2019. The Committee receives these reports throughout the year to provide assurance that all deposits have been placed within the approved 2019/2020 treasury management strategy, as approved by Council, 14 February 2019.

3.3 Cash Deposits

All cash deposits are managed in-house as follows. 'AHIF' is the Affordable Housing Innovation Fund:

	Cash £	Investments <3 Months £	Investments £	Long Term £	Companies £	AHIF £	Total £
As at 31 Mar 19	4,051,403	1,012,701	3,995,000	5,355,121	1,300,000	625,880	16,340,105
Investments Made	48,005,361	6,552	11,000,000		240,000		59,251,913
Investments Repaid	(43,365,521)		(7,000,000)	(1,000,000)		(5,430)	(53,370,951)
Appreciation/Depreciation	32,568			(67,645)			(35,077)
As at 31 Nov 19	8,723,811	1,019,253	7,995,000	4,287,467	1,540,000	620,450	22,185,990

The cash investment balance on 30 November 2018 was £21,060,305

The cash investment balance on 30 November 2017 was £19,998,794

The cash investment balance on 30 November 2016 was £16,601,853

3.4 Property Fund

As at 30 November 2019, the balance on the Charities, Churches and Local Authorities (CCLA) Property Fund was £4,287,476.

3.5 Affordable Housing Innovation Fund

Council, on 18 September 2014, approved the creation of this Fund. Eden Housing Association have received three out of the four loans. The rate of interest payable is the Bank of England base rate plus 1%.

	Lonsdale Court	Brent Road	Threlkeld	Total
	£	£	£	£
Balance at 1 April 2019	130,310	180,690	314,880	625,880
Repayment in Period	(5,430)	0	0	(5,430)
Balance at 31 December 2019	124,880	180,690	314,880	620,450

3.6 Heart of Cumbria Limited

The Council agreed on 15 February 2018 to loan the Company up to £5m at a fixed interest rate of 4% and to purchase £1m in shares. On 18 May 2018, the Council purchased 1m shares at £1 each. The shares do not attract any interest payments but the Council will be entitled to any dividends that arise from ownership of the shares. The current loans to Heart of Cumbria are:

Date of Loan	Loan £
12 July 2018	50,000
27 June 2019	240,000
Total Loans at 30 November 2019	290,000

3.7 Loan with the Public Works Loan Board

	£
Balance as at 1 April 2019	27,500
Repayment in Period	27,500
Balance as at 31 May 2019	0

The final instalment of £27,500 was paid on 7 May 2019.

3.8 Performance of Cash Deposits

	%
Actual Return Rate for Period	1.08
Target Return (seven day rate)*	0.76

*Expressed on an annualised basis. This excludes the Property Fund.

3.9 This report refers to a benchmark rate for target purposes. This is the Interbank Sterling Rate (seven days' notice). Arlingclose Limited, the Council's financial advisers, supplied the 'seven day rate'. The performance is above the benchmark rate of 0.76%.

3.10 Total interest earned from 1 April 2019 to 30 November 2019 compares to the budgets as follows:

	£
Budget	260,221
Actual Interest	311,621

The interest receivable is above the profiled budget. This is due to the redemption of a non income bearing investment which had capital appreciation.

3.11 Of the interest receivable of £311,621, £145,040 is attributable to the CCLA Property Fund, £109,040 has been received and £36,000 earned but not yet received. This produces a gross yield of 5.4% based on the £4m capital sum invested. This excludes the capital growth since investment. Changes in capital value will not be reflected as income/expenditure to the general fund.

3.12 Compliance with the Prudential Code

The Prudential Code on Local Authority Borrowing places a limit on each authority's borrowing based on affordability. The Council's borrowing is within the prudential limits set within the Treasury Management Strategy framework approved by Council. There has been no new borrowing to date which is within the external borrowing limits.

The TMS was broken once in the period by investing in a counterparty for longer than recommended. This had no financial consequences and steps are in place to prevent this from happening again. There will be no further consequences of this breach.

4 Policy Framework

4.1 The Council has four corporate priorities which are:

- Sustainable;
- Healthy, safe and secure;
- Connected; and
- Creative

4.2 This report meets the Sustainable corporate priority.

5 Consultation

5.1 There has been no wider consultation. The report supports Scrutiny Co-ordinating Board's role in overseeing Treasury activity for the Council.

6 Implications

6.1 Financial and Resources

6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2019-2023, as agreed at Council on 7 November 2019.

6.1.2 The report is a retrospective review of where investments were placed as at 30 November 2019 and it confirms that deposits have been made in line with the approved strategy. Any variance against interest budgets will be used to inform the next budget cycle.

6.2 Legal

6.2.1 There are no Legal implications.

6.3 Human Resources

6.3.1 There are no Human Resources implications.

6.4 Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	There are no implications
Health, Social Environmental and Economic Impact	There are no implications
Crime and Disorder	There are no implications
Children and Safeguarding	There are no implications

6.5 Risk Management

Risk	Consequence	Controls Required
The collapse of the Banking system and enforced Bail-In.	Loss of investment or capital.	A restrictive list of investment counterparties and maturity lengths. Use of multiple counterparties to spread risk through the portfolio.
Not being able to access cash when required.	Difficulty settling liabilities when they fall due.	Cash flow management and use of appropriate instruments to manage the availability of cash.
Inflation running higher than the rate of return on investments.	Erosion of investment value.	Subject to security and liquidity, reviewing the market for appropriate investments to secure an adequate yield.

7 Other Options Considered

7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

8.1 To enable the Scrutiny Co-ordinating Board to monitor the treasury management activities of the Council.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	9 December 2019
Monitoring Officer (or Deputy)	9 December 2019
Relevant Director	8 December 2019

**Background Papers: Ministry for Housing Communities and Local Government:
STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS
3rd Edition (2018)**

Appendices: **Appendix 1: Investment Transactions 1 April 2019 to 30 November 2019**

Appendix 2: Investment Transactions Repaid: 1 April 2019 to 30 November 2019

Appendix 3: Eden District Council Loans and Investments as at 30 November 2019

Contact Officer: **Ian Brown, Financial Services Officer, 01768 212262**

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Investment Transactions Made: 1 April 2019 to 30 November 2019

			£	£
		Investments previously reported		30,396,896
1920/033	01/08/2019	Invesco AIM MMF	1,447,000	
1920/034	01/08/2019	Aberdeen Standard Investments MMF	1,500,000	
		Santander Call account	805	
1920/035	09/08/2019	Darlington Building Society	1,000,000	
1920/036	15/08/2019	Aberdeen Standard Investments MMF	870,000	
1920/037	15/08/2019	Invesco AIM MMF	823,000	
1920/038	16/08/2019	Coventry Building Society	1,000,000	
1920/030	23/08/2019	National Counties Building Society	1,000,000	
	31/08/2019	Bank of Scotland	950	
1920/039	02/09/2019	Aberdeen Standard Investments MMF	1,500,000	
1920/040	02/09/2019	Invesco AIM MMF	750,000	
	02/09/2019	Santander Call account	805	
1920/042	05/09/2019	Federated MMF	1,898,000	
1920/041	06/09/2019	Close Brothers Bank	1,000,000	
1920/043	16/09/2019	Federated MMF	1,000,000	
1920/044	16/09/2019	Aberdeen Standard Investments MMF	537,000	
1920/045	18/09/2019	Goldman Sachs MMF	1,434,000	
1920/047	26/09/2019	Goldman Sachs MMF	430,000	
1920/049	01/10/2019	Aberdeen MMF	1,000,000	
1920/048	01/10/2019	Invesco AIM MMF	1,500,000	
		Bank of Scotland	920	
	02/10/2019	Santander Call	779	
1920/050	04/10/2019	Federated MMF	142,000	
1920/051	15/10/2019	Federated MMF	1,599,000	
1920/052	18/10/2019	Goldman Sachs MMF	1,304,000	
	31/10/2019	Bank of Scotland	952	
1920/053	01/11/2019	Aberdeen MMF	1,375,000	
1920/054	01/11/2019	Invesco AIM MMF	1,375,000	
	02/11/2019	Santander Call	806	
1920/055	15/11/2019	Invesco AIM MMF	1,300,000	
1920/056	15/11/2019	Aberdeen MMF	1,300,000	
1920/057	18/11/2019	Goldman Sachs MMF	1,366,000	
1920/058	22/11/2019	Aberdeen MMF	159,000	
				28,615,017
				59,011,913
				240,000
				<u>59,251,913</u>
	27/06/2019	Heart of Cumbria Loan		

MMF: Money Market Fund

Investment Transactions Repaid: 1 April 2019 to 30 November 2019

	£	£
Investments previously reported		26,822,000
02/08/2019 Invesco AIM MMF	294,000	
05/08/2019 Aberdeen Standard Investments MMF	469,000	
09/08/2019 Darlington Building Society	1,000,000	
09/08/2019 Aberdeen Standard Investments MMF	110,000	
16/08/2019 Invesco AIM MMF	166,000	
16/08/2019 Federated MMF	500,000	
16/08/2019 Goldman Sachs MMF	500,000	
23/08/2019 National Counties Building Society	1,000,000	
23/08/2019 Invesco AIM MMF	270,000	
28/08/2019 Aberdeen Standard Investments MMF	147,000	
30/08/2019 Aberdeen Standard Investments MMF	2,000,000	
30/08/2019 Invesco AIM MMF	750,000	
05/09/2019 Federated Cash Plus Fund	1,671,521	
06/09/2019 Federated MMF	1,109,000	
10/09/2019 Invesco AIM MMF	97,000	
19/09/2019 Goldman Sachs MMF	1,326,000	
27/09/2019 Federated MMF	622,000	
27/09/2019 Aberdeen Standard Investments MMF	1,500,000	
27/09/2019 Invesco AIM MMF	1,500,000	
30/09/2019 Invesco AIM MMF	400,000	
11/10/2019 Goldman Sachs MMF	60,000	
21/10/2019 Goldman Sachs MMF	1,306,000	
25/10/2019 Aberdeen Standard MMF	1,466,000	
25/10/2019 Invesco AIM MMF	1,466,000	
28/10/2019 Goldman Sachs MMF	500,000	
28/10/2019 Federated MMF	10,000	
28/10/2019 Aberdeen Standard MMF	90,000	
28/10/2019 Invesco AIM MMF	30,000	
08/11/2019 Federated MMF	350,000	
15/11/2019 Darlington Building Society	1,000,000	
19/11/2019 Goldman Sachs MMF	1,329,000	
25/11/2019 Invesco AIM MMF	465,000	
29/11/2019 National Counties Building Society	1,000,000	
29/11/2019 Invesco AIM MMF	800,000	
29/11/2019 Aberdeen Standard MMF	1,240,000	
		26,543,521
		53,365,521
Affordable Housing Innovation Fund Repayment	5,430	
		5,430
		<u>53,370,951</u>

MMF: Money Market Fund

Eden District Council Loans and Investments to 30 November 2019

Deal No	Date Loan Made	Investment Decision	Direct / Broker	Borrower	Units / Shares	£	Interest Rate	Maturity
Cash & Cash Equivalents (cc10256)								
Various	Various	Treasury	ICD Portal	Aberdeen Standard MMF		1,600,000	0.7547%	Call
Various	Various	Treasury	ICD Portal	Federated MMF		2,648,000	0.7600%	Call
Various	Various	Treasury	ICD Portal	Goldman Sachs MMF		38,000	0.7000%	Call
Various	Various	Treasury	ICD Portal	Invesco AIM MMF		1,414,000	0.7500%	Call
Various	Various	Treasury	ICD Portal	Santander Call Account		9,361	0.4000%	Call
	04-Dec-17	Treasury	Direct	Royal London Enhanced Cash Plus Fund	1,004,592.9942	995,751		Call
	19-May-17	Treasury	Direct	Payden & Rygel Sterling Reserve Fund	98,421.3220	997,362		Trade + 2 days
1920/009	29-Apr-19	Treasury	Direct	CCLA - Diversified Income Fund	653,279.1186	1,021,337		
						8,723,811		
Less than 3 Months (cc10255)								
	23-Aug-17	Treasury	Direct	Bank of Scotland 95 Day Notice		1,019,253	1.1000%	95 Day N
						1,019,253		
Investments (cc10258)								
		Treasury	Direct	Santander 180 Day Notice		995,000	0.9500%	180 DN
1920/019	01-Jul-19	Treasury	RP Martins	Thurrock Council		1,000,000	0.8000%	02-Jan-20
1920/029	16-Jul-19	Treasury	RP Martins	Coventry Building Society		1,000,000	0.8500%	16-Jan-20
1920/038	16-Aug-19	Treasury	RP Martins	Coventry Building Society		1,000,000	0.8300%	14-Feb-20
1920/020	01-Jul-19	Treasury	RP Martins	Thurrock Council		1,000,000	0.9300%	30-Jun-20
1920/041	06-Sep-19	Treasury	RP Martins	Close Brothers Bank		1,000,000	1.1000%	07-Sep-20
						5,995,000		
Long Term Investments (cc10258)								
Various	Various	Treasury	Direct	CCLA - LAMIT Fund (Property)	1,442,332.0000	4,287,476		
						4,287,476		
Loans To Companies								
N/A	19-Mar-15	Service	Direct	Enterprise Answers limited		250,000	N/A	19-Mar-21
N/A	18-May-18	Service	Direct	Heart of Cumbria Limited Purchase of share equity	1,000,000.0000	1,000,000	N/A	
N/A	12-Jul-18	Service	Direct	Heart of Cumbria Limited		50,000	4.0000%	04-Jul-48
N/A	27-Jun-19	Service	Direct	Heart of Cumbria Limited		240,000	4.0000%	26-Jun-49
						1,540,000		
Affordable Housing Innovation Fund								
N/A	05-Jun-17	Service		EHA - Lonsdale Court, Penrith		124,881	1.7500%	02-Jun-42
N/A	31-Jan-18	Service		EHA - Brent Road, Penrith		180,689	1.7500%	31-Jan-43
N/A	29-Mar-18	Service		EHA - Threlkeld		314,880	1.7500%	29-Mar-43
						620,450		
						22,185,990		
MMF: Money Market Fund								

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Report No: G5/20

**Eden District Council
Scrutiny Co-ordinating Board**

16 January 2020

Outside Bodies Task and Finish Group Terms of Reference

Report from:	Director of Corporate Services
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To consider the terms of reference for the Outside Bodies Task and Finish scrutiny group.

2 Recommendation

It is recommended that:

- (1) an Outside Bodies Task and Finish Scrutiny Group be established, the findings of which will be reported back to a future meeting of this Committee; and
- (2) the draft Terms of Reference for the Outside Bodies Task and Finish Scrutiny Group as set out in Appendix 1 to this report be agreed.

3 Report Details

- 3.1 The Council approves appointments to a number of Outside Bodies at its annual meeting in May.
- 3.2 Currently the Council has no formal process for members to report back from the Outside Bodies, and concern has been raised by members that information that is valuable to all members is being missed. It is also considered worthwhile to assess the benefits to the Council of its representation on certain outside bodies.
- 3.3 At a meeting of the Human Resources and Appeals Sub-Committee held on 28 October 2019, one of the recommendations made was that Scrutiny should consider adding a review of outside bodies, and the method of reporting back from them to its future work plan (confidential minute HRa/24/10/190).
- 3.4 It is recommended that a review of outside bodies should be carried out by an Outside Bodies Task and Finish Scrutiny Group. Subject to such recommendation being approved, a call will go out for volunteers for this task and finish group to all non-executive members. The draft terms of reference have been prepared by the Scrutiny Co-ordinating Board chairman.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Sustainable;
 - Healthy, safe and secure;

- Connected; and
- Creative

4.2 This report meets sustainable corporate priority

5 Consultation

5.1 There has been no consultation on the contents of this report.

6 Implications

6.1 Financial and Resources

6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2019-2023 as agreed at Council on 7 November 2019.

6.1.2 There may be some financial implications if Scrutiny wish to hold witness sessions and invite external bodies or if there is a need to hold evening meetings in order to fit around member's commitments. These can be met from existing resources.

6.2 Legal

6.2.1 Scrutiny Committees are not decision making bodies. Any recommendations that this committee makes will need to be considered by the appropriate Member decision making body. It is recognised that Scrutiny provides a valuable contribution to strong corporate governance.

6.3 Human Resources

6.3.1 There will be staff resource involved in undertaking the Review. However, the workload will be covered by existing resources.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There may be issues to consider regarding Eden District Council having representation on bodies that have a direct community impact regarding equality and diversity. Any recommendations which may have an adverse effect on people with a protected characteristic will be subject to an appropriate Equality Impact assessment.
Health, Social Environmental and Economic Impact	None arising from this report.
Crime and Disorder	None arising from this report.
Children and Safeguarding	None arising from this report.

6.5 Risk Management

Risk	Consequence	Controls Required
Reputational risk for the Council caused by inadequate representation on community groups	This could be perceived as fault of the Council. There could be a perception of a lack of contact with communities of Eden.	Clear terms of reference to manage expectations. Careful consideration of all outside bodies

7 Other Options Considered

7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

8.1 The proposals outlined in this report will help the Council to make a fully informed decision regarding the Council's participation on outside bodies.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	07 January 2020
Monitoring Officer (or Deputy)	08 January 2020
Relevant Director	07 January 2020

Background Papers: None

Appendices: Appendix 1 – Draft Review Project Plan

Contact Officer: Vivien Little, Member Services Team Leader

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DRAFT REVIEW PROJECT PLAN
(Scoping Document)

General Information

Title of Review	Outside Bodies
Membership of Review Group	TBA
Co-options (if any)	n/a
Specialist Officer (if any)	n/a
Scrutiny Officer	Vivien Little
Which Council objectives will this review contribute to?	Sustainable

Terms of Reference

Purpose of the Review (Aim)	To review all outside bodies on which members sit. To look at improving the method for reporting back on outside bodies to ensure that all are adding value to Eden District Council.
Main Elements of the Review (Objectives)	<ol style="list-style-type: none"> 1 To consider all outside bodies which have members appointed to them 2 To compare current practices with comparable Councils. 3 To establish a set method for members to report back from outside bodies
What is excluded?	N/A

Anticipated Outcomes from the Review

Benefits of the Review	The review will allow members to have more clarity in the role of outside bodies, and to encourage members to report back and update other members on a regular basis.
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Risks and Implications

Risk implications	Managing expectations – outside bodies are often a valuable link to communities, and it is important that they feel represented
Legal Implications	Scrutiny Committees are not decision making bodies. Any recommendations which this task and finish group come up with would need to be approved by the appropriate Member decision making body.
Financial Implications	There may be some financial implications if Scrutiny wish to hold witness sessions and invite external bodies. This can be met from existing resources
Resource Implications	There may be some financial implications due to a need to hold evening meetings around member's commitments. This can be met from existing resources.
Equalities Implications	There may be issues to consider regarding Eden District Council having representation on bodies that have a direct community impact regarding equality and diversity. Any recommendations which may have an adverse effect on people with a protected characteristic will be subject to an appropriate Equality Impact assessment

Projected Timescales

Start Date	January 2020
Interim Report Date	N/A

Date of Submission of Final Report	March 2020
Report Route and anticipated meeting dates eg. Scrutiny Panel, Exec, Council etc.	Scrutiny Co-ordinating Board 26 March 2020 Executive 7 April 2020 Council 23 April 2020

Research Methods

Key Documents	Desktop research
Key Contributors: (this may include key officers, councillors, expert contributors and/or stakeholders)	Councillors Representatives of outside bodies Democratic Services Officers Monitoring Officer
Potential Site Visits	n/a
Best Practice Examples	n/a

Community Engagement

Consultation methods (Questionnaires/Focus Groups/Workshops/Website)	Not at this stage
Public Meetings	Not at this stage
Communications	Not at this stage
Equalities – reaching/ hearing diverse groups	N/A

Calendar 2019/20

ACTIVITY	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Scope Review												
Initial research Benchmarking/existing plans												
Review of outside bodies												
Review meeting for emerging/draft recommendations												
Writing draft report												
Consultation on draft report												
Presentation of final report												
Outcome monitoring from Executive/Council												

Report No: G6/20

**Eden District Council
Scrutiny Co-ordinating Board**

16 January 2020

Scrutiny Co-ordinating Board Work Plan 2019-2020

Report from:	The Chairman of the Committee
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To set a Work Plan containing current and possible future agenda items for the Scrutiny Co-ordinating Board and Council Scrutiny Committees. The report invites suggestions for possible agenda items from all non-Executive Members.

2 Recommendation

It is recommended that any agenda items for the next or future meetings be agreed.

3 Report Details

- 3.1 The work plan allows all non-Executive Members the opportunity to suggest possible agenda items for Scrutiny meetings. The agenda items for each meeting will ultimately be determined by the Chairman. The Scrutiny Co-ordinating Board also oversees the work of the Environment and Economy Scrutiny Committee and the Housing and Communities Scrutiny Committee. The proposed work plan is attached as Appendix 1 to this report.
- 3.2 The work plan outlines known agenda items and items suggested by non-Executive Members. Members are invited to discuss the work plan and agree any items that they would like to receive at their next meeting and agree any agenda items which they may wish to receive at a future meeting. The scheduling of agenda items will be undertaken in consultation with the Chairman and relevant service. Any agenda item suggested should be within the remit of this Committee, as set out in the Council Constitution.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Sustainable;
 - Healthy, safe and secure;
 - Connected; and
 - Creative
- 4.2 This report meets Sustainable corporate priority.

5 Consultation

- 5.1 An annual consultation is undertaken to engage members of the public, Parishes and staff to allow them to submit suggestions for Scrutiny topics for the upcoming year. The topics were then identified by the Chairman and Vice Chairman of the Scrutiny Co-ordinating Board, the Housing and Communities Scrutiny Committee and the Environment and Economy Scrutiny Committee. Any non-Executive Member is able to add topics to the work programme at any time during the Municipal year.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2019-2023 as agreed at Council on 7 November 2019.
- 6.1.2 There are no proposals in this report that would reduce or increase resources.

6.2 Legal

- 6.2.1 There are no legal implications associated with the recommendation contained within this report.

6.3 Human Resources

- 6.3.1 There are no human resources implications associated with this report.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	None arising from this report
Health, Social Environmental and Economic Impact	None arising from this report
Crime and Disorder	None arising from this report
Children and Safeguarding	None arising from this report

6.5 Risk Management

Risk	Consequence	Controls Required
The Committee can choose not to set a work plan for the forthcoming year.	The Council does not scrutinise topics of public interest or the work of the Executive, leading to poor standards of governance and reputational damage to the Council.	That the Committee regularly reviews its work plan and adds to it as necessary.

7 Other Options Considered

7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

8.1 Consideration of the proposed work plan allows Committee Members to have a greater sense of ownership over their meetings, which assists with maintaining Member engagement in the decision making process, and helps to ensure that the scrutiny function addresses issues of relevance to the Council and its communities going forward.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	07 January 2020
Monitoring Officer (or Deputy)	08 January 2020
Relevant Director	07 January 2020

Background Papers: None

Appendices: Scrutiny Co-ordinating Board Work Plan 2019-2020

Contact Officer: Vivien Little, Member Services Team Leader

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Appendix 1 (Last updated January 2020)

Scrutiny Work Plans

The Scrutiny Work Plans are updated at every Scrutiny meeting and contain a list of upcoming agenda items and possible future agenda items. Suggestions for agenda items are welcomed from any non-Executive Councillor. If you would like to suggest an agenda item, please contact the Chairman and lead officer for the Scrutiny Board or Committee outlining your suggestion and why you feel it would be a useful agenda item.

Agenda Item Title and Description	Report Author	Directorate	Scrutiny Function
Scrutiny Co-ordinating Board – lead officer Vivien Little			
Scrutiny Co-ordinating Board – 16 January 2020			
Budget Scrutiny Final Report	Chairman of the Scrutiny Co-ordinating Board	Resources	Holding the Executive to Account
Heart of Cumbria – an update	Director of People and Place/Director of Corporate Services		Holding the Executive to account
Outside Bodies Terms of Reference	Chairman of the Scrutiny Co-ordinating Board	Resources	Policy Review
Waste and Recycling Terms of Reference	Chairman of the Scrutiny Co-ordinating Board	Services	Policy Review
Scrutiny Co-ordinating Board – 26 March 2020			
Outside Bodies Final Report	Chairman of the Task and Finish Group	Resources	Policy Review

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One Eden – Single Site Proposal To consider whether single site is consistent with policy objectives regarding sustainability	Councillor Taylor (Leader)	Leader	Performance Management
Performance Management update	Chief Executive	Leader	Performance Management
Scrutiny Co-ordinating Board – Future items/Task and Finish Groups			
Outside Bodies (examining the outside bodies the Council has representation on, assessing the benefit to the Council, assessing the best ways for Members to report back)	Chairman of the Task and Finish Group	Resources	Policy Development
Agenda Item Title	Report Author	Directorate	Scrutiny Function
Environment and Economy Scrutiny Committee- lead officer Karen Wyeth			
Environment and Economy Scrutiny Committee – 5 December 2019			
Waste and Recycling – Examine scope and outcome of consultants’ review of waste and recycling contract options	Assistant Director Commissioning and Technical Services	People and Place	Policy Review
Environment and Economy Scrutiny Committee – 6 February 2020			
Encouraging new businesses into Eden (What are the barriers to new businesses	Councillor Robinson (Commercial Services)	Commercial Services	Holding the Executive to account

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moving to, or starting in Eden, what can the Council do to help.)			
Waste and Recycling engagement with public – Terms of Reference	Chairman of the Environment and Economy Scrutiny Committee		Policy Development
Environment and Economy Scrutiny Committee – 30 April 2020			
Eden District Council's Zero Carbon Strategy – update on first year's work	Assistant Director Commissioning and Technical Services	Leader	Holding the Executive to account
Environment and Economy Scrutiny Committee – Task and Finish Group (to be scheduled)			
Waste and Recycling – Task and Finish Group (engagement with public and businesses on how to encourage reduced waste, re-use and recycling)	Jane Langston	Technical Services	Holding the Executive to account
Agenda Item Title	Report Author	Directorate	Scrutiny Function
Housing and Communities Scrutiny Committee – lead officer Claire Watters			
Housing and Communities Scrutiny Committee – 23 January 2020			
Leisure Contract – what are the options for the future? How much work has been done already regarding this, how much will be done?	Councillor Sharp	Commissioning and Technical Services	Holding the Executive to account

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Housing and Communities Scrutiny Committee – 19 March 2020			
Fuel Poverty – Warmer Homes scheme and consistency with Council objectives on carbon reduction.	Assistant Director	Communities	Information Gathering
Housing and Communities Panel – Future Agenda Items			

For further information: If you have any further queries or would like to make a suggestion, please e-mail scrutiny@eden.gov.uk