

Dear Members

Resources Scrutiny Committee

A meeting of the Resources Scrutiny Committee will be held in the **Craddock Room, Civic Centre, Riverside Stafford** on **Tuesday 15 February 2022 at 6.30pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Administration

**RESOURCES SCRUTINY COMMITTEE -
15 FEBRUARY 2022**

Chair - Councillor R P Cooke

A G E N D A

- 1 Minutes of 18 January 2022 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Called in Items - Nil
- 6 Members' Items - Nil

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Membership

Chair - Councillor R P Cooke

A R G Brown	R A James
R P Cooke	R Kenney
M G Dodson	J A Nixon
A T A Godfrey	G P K Pardesi
A S Harp	P Roycroft

Cabinet Members:-

Councillor R M Smith – Resources Portfolio
Councillor J K Price - Environment Portfolio
Councillor C V Trowbridge – Leisure Portfolio

ITEM NO 7(a)

ITEM NO 7(a)

Report of:	Corporate Business and Partnerships Manager
Contact Officer:	Tracy Redpath
Telephone No:	01785 619 195
Ward Interest:	Nil
Report Track:	Resources Scrutiny

RESOURCES SCRUTINY COMMITTEE

15 FEBRUARY 2022

Quarter 3 Performance Reporting

1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 3 2020 – 2021 for Resources Scrutiny Committee.

2 Recommendation

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The performance report as set out for this quarter includes progress made against business objective 3 - Climate Change and Green Recovery and business objective 4 - To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.
- 3.2 All performance indicators and narrative updates are reported as either being good or on track with the exception of one. The performance reporting for Quarter 2 2021 - 2022 for the Resources Scrutiny Committee is detailed in the **APPENDIX** and members are asked to note the progress.

4 Relationship to Corporate Business Objectives

- 4.1 Performance reporting interlinks with all corporate business objectives

5	Report Detail
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- 5.1 This report contains updates for two business objectives, business objective 3 - Climate Change and Green Recovery and business objective 4 - To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives. All performance indicators and narrative updates for both objectives are reported as being good or on track with the exception of 4.2.2 which has an improvement report.
- 5.2 The council continue to make steady progress in relation to its climate change and green recovery objectives. Work has commenced with regards to the community panel that has been set up, the first meeting of the panel is scheduled for 7 February. In addition to this the Climate Change Adaptation Plan is currently being drafted.
- 5.3 During this quarter there was a directive from Central Government to work from home due to the Omicron variant and risk assessments for the Civic Centre were updated. Work has commenced on the formulation of a policy for hybrid working which will support the Council's transformation plans going forward.
- 5.4 There are no performance indicators below target for this quarter they are reported as either on track or good. Building Control remains on track and has met all targets. Registration and acknowledgement of all applications has improved slightly and is continuing above target. The main improvement for the quarter is assessment of full plans applications with an increase in performance while submission numbers are similar to the previous quarter. Site visits and customer satisfaction are both on track with performance achieved and very close to target respectively
- 5.5 The benefit processing times continue to meet targets. During this quarter, the service started to take steps to improve following the lockdown period. Benefit processing continues to be timely, and they continue to support the service with agency staff whilst recruitment of salaried staff is ongoing.
- 5.6 Narrative updates for the reporting period are contained within **APPENDIX 1**, the report also includes relevant improvement reports in relation to performance narrative 4.2.2 identified as performing below target.
- 5.7 General Fund Budget Monitoring information up to 31 December 2021 is contained within **APPENDIX 2**.

6	Implications
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6.1	Financial	The financial implications of individual actions are being reviewed by the lead organisation for each workstream.
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	<p>Impact on Public Sector Equality Duty: There are no known impacts.</p> <p>Wider Community Impact: There are no known impacts</p>
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Previous Consideration - Nil

Background Papers - File available in Corporate Business and Partnerships
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Q3 Resources Performance Indicators

Performance at a glance

No	Indicator	Responsible Officer	Is good high or low	Q1 Actual	Q1 Target	Q1 Performance	Q2 Actual	Q2 Target	Q2 Performance	Q3 Actual	Q3 Target	Q3 Performance	Year End forecast	Year end target	Direction of Travel
LI13	Days taken to process new HB/CT Claims	Rob Wolfe	L	14.65 days	20 days	Good	16.92 days	20 days	Good	15.69 days	20 days	Good	20 days	20 days	Good
LI14	Days taken to process new HB/CT change of circumstances	Rob Wolfe	L	3.94 days	9 days	Good	2.78 days	9 days	Good	4.75 days	9 days	Good	9 days	9 days	On Track
LI15	Building Control-Applications registered and acknowledged within 3 days of valid receipt	Paul Beckley	H	92%	90%	On Track	97%	90%	On Track	98%	90%	On Track	90%	90%	On Track
LI16	Building Control-Full plans applications with initial full assessment within 15 days of valid receipt	Paul Beckley	H	73%	70%	On Track	75%	70%	On Track	89%	70%	Good	70%	70%	On Track
LI17	Building Control-Site visits completed on day requested	Paul Beckley	H	99%	99%	On Track	99%	99%	On Track	99%	99%	On Track	99%	99%	On Track
LI18	Building Control-Customers satisfied or very satisfied with the service	Paul Beckley	H	67%	90%	Below Target	100%	90%	Good	88%	90%	On Track	70%	90%	Below Target

Performance Key

Performance 10% or more above target	Good
Doing Well	On Track
Performance 10% or more below target	Below Target

Q3 Resources

Narrative Updates

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.1 Reduce emissions from our own activities					
3.1.1	Undertake a meaningful audit of the council's carbon footprint to derive the council's own carbon inputs and output	Eleanor Warren	From April 2021 and then on-going	On Track	The initial carbon audit was commissioned and completed in 2021. An update will be produced in Spring 2022 to ensure milestones which were identified as being deliverable in 21/22 have time to be delivered before the carbon audit is updated.
3.1.2	Formulate a delivery plan with realistic targets for energy, water, travel and transport, monitor progress and report to scrutiny on a quarterly basis and to council annually.	Leadership Team	From April 2021 and then on-going	On Track	The Delivery Plan for 21/22 has been completed and published on the council website. This shows the specific actions which will be achieved in this time period. The Delivery Plan for 22/23 is currently being developed, with members of the Climate Change and Green Recovery group providing input as to the specific milestones which can be delivered during the next year which support the decarbonisation of the council's estate and operations.
3.2 Work in partnership with Government, Elected Bodies and Elected Members, Partners and Residents across the Borough to take action that contributes to carbon neutrality and sustainable development within communities					
3.2.1	Encourage elected members to work with their communities to raise awareness and identify opportunities for sustainable low carbon initiatives and promote community action on reducing emissions	Tracy Redpath	From April 2021 and then on-going	Good	Interviews for representatives to sit on a Climate Change and Green Recovery stakeholder panel were conducted during December 2021. All of the community members who interviewed were successful in being offered a place to sit on the stakeholder panel. An initial meeting to discuss the steer and objectives of the group is being scheduled for February.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.2.2	Work with government and elected bodies to determine best practice and use this to raise awareness in our communities, businesses and contractors	Tracy Redpath	From April 2021 and then on-going	On Track	One of the main objectives of the Climate Change and Green Recovery stakeholder group is to lobby government, and to raise awareness in local communities. Conversations have also been had as to how the Stafford Chamber and the council can work together to help local businesses increase their sustainability.
3.3 Mitigate and adapt to climate change					
3.3.1	Undertake a comprehensive risk-based assessment of vulnerabilities to weather and the climate	Eleanor Warren	From April 2021 and then on-going	On Track	The 2021 risk-based assessment of vulnerabilities to weather and the climate was completed in the Summer of 2021. This will be updated on an annual basis, and so is due to be updated in the Summer.
3.3.2	Refresh the Climate Change Adaptation Strategy	Eleanor Warren	From April 2021 and then on-going	On Track	The Climate Change Adaptation Strategy is currently in development. A first draft is expected to be completed by the end of January, enabling it to progress through the Cabinet process. An updated Local Climate Impact Profile has been produced. There are two iterations of this document, one which is comprehensive and is intended to be used internally as a platform for providing updates on the impacts of extreme weather events as they are felt, and a summary of the document which will sit alongside the Climate Adaptation Strategy as a public facing document.
3.4 Follow the Lawton Principles of delivering more, bigger, better and connected habitats					
3.4.1	Develop Local Nature Recovery Strategy	Forward Planning	From 2021 and then on-going	On Track	Progress is being made towards a County Local Nature Recovery Strategy in accordance with the new Environment Act. Initial meetings have begun to establish partnership working with further meeting this year

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.4.2	Investigate green network enhancements in Stafford and Stone	Forward Planning	From 2021 and then on-going	On Track	The new Riverside LNR has been declared in Stafford. Partnership work with the Wildlife Trust and the EA are now seeking further enhancement to this and the wider area. This will include the Stafford Brooks Project – that looks at the wider environment of Stafford. Additional funding bids have been submitted to enhance habitats on the Stone Meadows LNR and the Riverside LNR.
3.4.3	Adopt the New Local Plan to meet climate change mitigation and adaptation, and environmental measures through new development – Delivered by Business Objective 1	Forward Planning	Adoption of new Local Plan (2022/23)	On Track	Evidence base prepared for New Local Plan alongside other Staffordshire authorities and the Borough Council preparing Preferred Option policy approach for consultation in June & July 2022
4.1 Use our resources in the most effective and efficient way by focusing on financial recovery, reform and sustainability					
4.1.1	Determine a medium financial strategy to maintain the financial resilience of the Council	Emma Fullagar	From April 2021 and then on-going	On Track	A three year budget has been developed in this quarter to 24/25 which will be going to Cabinet on 13 January 2022.
4.1.2	Manage key corporate contracts to agreed service level specifications and standards	Lee Booth	From April 2021 and then on-going	On Track	Key corporate contracts continue to deliver services despite the challenges presented by the pandemic. The priority continues to be mitigating risk of failure and ensuring delivery of services during the recovery period.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
4.2 Continue to work towards organisational and transformational recovery and reform, integrating equality objectives into everything we do					
4.2.1	Consider the impact of change and future ways of working on the Council workforce, members and customers, including accommodation transformation; organisational recovery group and transformational.	Organisational Recovery Group (ORG)	From April 2021 and then on-going		During this last quarter there has been the directive from central government to work from home due to the infection and transmission rate of the new Omicron variant. Work has been largely concentrated on making sure that our staff and members have been able to carry out their roles safely. Risk assessments for the Civic Centre have been updated accordingly. Work has commenced on developing a joint draft policy for "Hybrid Working" arrangements which will involve future engagement with managers and staff. The policy will support the Council's transformation plans going forward.
4.2.2	Review the Customer Access/Digital Strategy to inform future procurement of a new digital services platform	Sue Pote	From April 2021 and then on-going	Below Performance	The project team have written the specification and this is awaiting agreement so that the procurement exercise can commence.
4.3 Drive through best practice by facilitating more joined up ways of working through alignment of, or sharing of services with other authorities					
4.3.1	Investigate the opportunity for further shared services with neighbouring authorities	Leadership Team	From April 2021	On Track	Planning work has progressed throughout the quarter mainly based on research of other shared arrangements between similar Councils. Workshops have taken place with both Leadership Teams at Stafford and Cannock to discuss the management implications of a potential shared Leadership Team and wider sharing of services. An interim report is currently being produced that will discuss the issues to be addressed and to seek agreement to progress to a detailed business case stage.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
4.3.2	Provide a Building Control service that while ensuring construction work meets the required national standards does this in a manner that meets customer needs.	Paul Beckley	From April 2021 then on-going	On Track	Performance for Q3 remains on track to meet all targets. Registration and acknowledgement of all applications has improved slightly and is continuing above target. The main improvement for the quarter is assessment of full plans applications with an increase in performance while submission numbers are similar to the previous quarter. Site visits and customer satisfaction are both on track with performance achieved and very close to target respectively.
4.3.3	Provide a Revenue and Benefits service that meets customer need	Rob Wolfe	From April 2021 then on-going	On Track	<p>During quarter 3, the service started to take steps to improve following the lockdown period. Benefit processing continues to be timely and we continue to support the service with agency staff whilst recruitment of salaried staff is ongoing.</p> <p>The revenues team continued to take recovery action against defaulters, in a manner sympathetic to difficulties that residents and businesses had faced.</p> <p>At the end of the quarter, additional business grants and rate reliefs were announced which the department must manage. We must therefore balance our finite resources between paying these grants and reliefs against taking action against those who do not pay.</p> <p>Preparation for the 2022-23 annual billing begins in January 2022</p>

Explanation for Narrative Performance Status
Exceptional - Good
Doing well - On Track
Below what it should be - Below Target

Q3 Improvement report

No	Measure Detail	RO	Performance	Context for current performance	Improvement Action
4.2.2	To Review Customer Digital Strategy to inform the procurement of a new Digital Platform	Sue Pote	Below Performance	The project team have written the specification and this is awaiting agreement so that the procurement exercise can commence.	In order to accelerate this, a meeting of key officers is being set up in order to finalise the specification so that it can be submitted to the project board for final sign off.

RESOURCES SCRUTINY COMMITTEE
15 FEBRUARY 2022
Performance Update
General Fund Budget Monitoring

General Fund - Budget Monitoring to 31 December 2021

The Council agreed a Net Portfolio Spend for 2021/22 of £15.529 million in January 2021 when the Council Tax was set for the year. Of this figure, the net Original Revenue Budget covered by this committee is £8,259,740. The change to the approved budget reflects a virement implementing the Environment staffing restructure. The profiled budget to the end of December 2021 is £7,219,163. The monitoring position for 2021/22 is illustrated in the following table:

Portfolio	Original Budget 2021/22 £000	Approved Budget 2021/22 £000	Profiled Budget to 31 Dec £000	Actual Spend to 31 Dec £000	Variance from profiled budget £000	Forecast Outturn £000
Resources	8,260	8,250	7,219	6,613	(606)	7,879
Portfolio total	8,260	8,250	7,219	6,613	(606)	7,879

There is provision within Items for Allocation for a loss of some of the income identified within the forecast for this and the other portfolios. The provision for other portfolios includes £404,000 for a loss of parking income, £20,000 for a loss of market income, £20,000 for a loss of land charges income, £34,000 for a loss of licensing income and £17,000 for a loss of parks income. This reduces the overall variance to budget on Resources by £495,000 to a £111,000 variance.

The key issues identified in the forecast as at December monitoring are set out below:-

Resources

There is a favourable variance of approximately £606,000 on this portfolio. This is primarily due to:-

- Staff vacancies (£130,000)
- Sharing of Chief Executive post (£52,000)
- Reduced rates (£21,000)
- Car allowances (£21,000)
- Supplies and Services general underspends (£115,000)
- Additional Saltings income (£24,000)
- Covid Provisions (£503,000)

Offset by

- Turnover provision £97,000
- Pay award saving removed £107,000
- Reduced court costs income £25,000
- Public buildings reduced rental income £35,000

Forecast Outturn 2021/22

The forecast outturn provides an indication of what we expect the final outturn to be by the end of the financial year. We currently anticipate that net spending will be £0.371 million lower than expected, primarily as a result of the covid provision which was built into the budget for anticipated losses of income. This was budgeted for within Resources, however the loss of income is shown under each relevant portfolio (mainly Planning and Environment). This is partly offset by a forecast overspend on employees of £79,000 due to non-achievement of the pay award saving and £35,000 for loss of rental income.

Detailed monitoring

ANNEX 1 sets out the revenue budget monitoring forecast position based on expenditure to the 31 December 2021 including explanations for individual variances that meet the monitoring criteria. It includes an analysis of services in the portfolio. In addition, capital monitoring information to the 31 December 2021 on the capital schemes is reported at **ANNEX 2**.

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Public Buildings							
Expenditure	1,496,020	1,324,888	1,305,809	(19,079)	(1.4%)	1,477,240	Rates lower than budgeted (£21k)
Income	(586,090)	(420,670)	(386,067)	34,603	(8.2%)	(550,920)	Reduced rental income £37.5k partly offset by increased rents for elections (£4k)
Net	909,930	904,218	919,741	15,523		926,320	
Executive Management							
Expenditure	287,730	232,908	178,741	(54,167)	(23.3%)	235,350	Shared Chief Exec with CCDC
Income	(73,660)	-	-	-	n/a	(73,660)	
Net	214,070	232,908	178,741	(54,167)		161,690	
Law and Administration							
Expenditure	1,435,820	1,076,692	991,650	(85,042)	(7.9%)	1,380,770	Staffing variations (£41k) and supplies and services variations (£41k)
Income	(397,320)	(300,994)	(323,553)	(22,559)	7.5%	(397,320)	Additional Saltings income (£23k)
Net	1,038,500	775,698	668,096	(107,602)		983,450	
Finance							
Expenditure	623,340	466,556	466,372	(184)	0.0%	623,340	
Net	623,340	466,556	466,372	(184)		623,340	
Human Resources Services							
Expenditure	763,600	534,962	477,844	(57,118)	(10.7%)	746,840	Staffing variations (£13k), Training underspends (£24k) and general supplies and services variations (£19k)
Income	(301,830)	(218,446)	(198,538)	19,908	(9.1%)	(301,830)	Minor variations
Net	461,770	316,516	279,306	(37,210)		445,010	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Technology							
Expenditure	1,706,650	1,402,586	1,413,266	10,680	0.8%	1,706,650	
Income	(802,060)	(601,628)	(602,782)	(1,154)	0.2%	(802,060)	
Net	904,590	800,958	810,484	9,525		904,590	
Revenues & Benefits							
Expenditure	1,479,600	1,102,962	1,116,246	13,284	1.2%	1,524,810	Additional payments £45k offset by prof fees (£18k) and postages £14k)
Income	(801,910)	(359,157)	(395,455)	(36,298)	10.1%	(814,430)	Additional grant (£45k), admin income (£16k) and penalty fees (£8k) offset by court fees £33k)
Net	677,690	743,805	720,791	(23,014)		710,380	
Housing Benefit Payments							
Expenditure	16,304,420	13,631,729	13,631,293	(436)	0.0%	16,304,420	
Income	(16,504,420)	(13,106,161)	(13,106,754)	(593)	0.0%	(16,504,420)	
Net	(200,000)	525,568	524,539	(1,029)		(200,000)	
Parish Councils							
Expenditure	51,000	51,000	51,129	129	0.3%	51,000	
Net	51,000	51,000	51,129	129		51,000	
Corporate and Democratic Core							
Expenditure	126,770	65,415	65,514	99	0.2%	126,770	
Net	126,770	65,415	65,514	99		126,770	
Non-Distributed Costs							
Expenditure	298,510	262,540	263,303	763	0.3%	298,510	
Net	298,510	262,540	263,303	763		298,510	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Asset Mgmt Energy Conservation							
Expenditure	32,560	6,482	6,480	(2)	0.0%	44,120	
Net	32,560	6,482	6,480	(2)		44,120	
Electoral Registration							
Expenditure	43,200	18,073	17,796	(277)	(1.5%)	43,200	
Income	-	-	(1,017)	(1,017)	n/a	-	
Net	43,200	18,073	16,780	(1,293)		43,200	
Elections							
Expenditure	39,500	39,500	47,464	7,964	20.2%	39,500	Staffing variations election £8k
Income	-	-	(8,205)	(8,205)	n/a	-	- Income to cover election costs
Net	39,500	39,500	39,259	(241)		39,500	
Members Services							
Expenditure	304,250	228,229	203,105	(25,124)	(11.0%)	288,260	Car allowances (£7k) and supplies and services general variations (£19k)
Net	304,250	228,229	203,105	(25,124)		288,260	
Out of Hours Service							
Expenditure	6,980	5,237	7,201	1,964	37.5%	6,980	
Net	6,980	5,237	7,201	1,964		6,980	
Facilities Management							
Expenditure	214,800	161,131	155,737	(5,394)	(3.3%)	206,250	Staffing variations
Net	214,800	161,131	155,737	(5,394)		206,250	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Corporate Business & Partnerships							
Expenditure	402,300	266,763	235,396	(31,367)	(11.8%)	387,260	Staffing variations (£12k) and general supplies and services u/s (£18k)
Income	(66,350)	(62,102)	(62,775)	(673)	1.1%	(66,350)	
Net	335,950	204,661	172,621	(32,040)		320,910	
Communications							
Expenditure	158,920	119,239	103,569	(15,670)	(13.1%)	158,920	General supplies and services variations
Net	158,920	119,239	103,569	(15,670)		158,920	
Customer Services							
Expenditure	370,850	278,182	245,598	(32,584)	(11.7%)	324,070	Staffing variations (£30k)
Net	370,850	278,182	245,598	(32,584)		324,070	
Items to be Allocated							
Expenditure	546,540	(190,121)	14,493	204,614	(107.6%)	820,000	Pay award saving removed £108k and turnover provision £97k
Income	670,000	502,567	-	(502,567)	(100.0%)	175,000	Provisions for covid - overspends showing in respective portfolios
Net	1,216,540	312,446	14,493	(297,953)		995,000	
Audit Risk Resilience Procurement							
Expenditure	241,170	180,903	180,780	(123)	(0.1%)	241,170	
Net	241,170	180,903	180,780	(123)		241,170	
Insurance Premiums							
Expenditure	179,420	134,582	134,565	(17)	0.0%	179,420	
Net	179,420	134,582	134,565	(17)		179,420	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Property Maintenance							
Expenditure	490,690	385,316	385,919	603	0.2%	490,690	
Income	(490,690)	-	(590)	(590)	n/a	(490,690)	
Net	-	385,316	385,329	13		-	
Portfolio Total	8,250,310	7,219,163	6,613,534	(605,629)	(8.4%)	7,878,860	

PERFORMANCE UPDATE - RESOURCES CAPITAL PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 December

	Latest	Budget to	Total Spend	Variance to	Forecast	Comments
	Budget	Date	to Date	Date	Outturn	
	£	£	£	£	£	
Corporate IT Equipment	£91,850	£3,600	£3,600	£0	£91,850	
Accommodation Transformation & Rationalisation	£39,720	£35,998	£35,998	£0	£39,720	
Total for Resources	£131,570	£39,598	£39,598	£0	£131,570	

ITEM NO 7(b)**ITEM NO 7(b)**

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Resources Scrutiny 15/02/2022 (Only)

RESOURCES SCRUTINY COMMITTEE**15 FEBRUARY 2022****Review of the Constitution****1 Purpose of Report**

- 1.1 The purpose of this report is to present the Committee with details of the recommended amendments to the Constitution as suggested by the Task and Finish Review Group.

2 Recommendation

- 2.1 That the amendments detailed in the **APPENDIX** plus any further amendments arising from the Task and Finish Review meeting that will be held immediately prior to this Committee, be forwarded for consideration at the Council meeting due to be held on 19 April 2022.

3 Key Issues and Reasons for Recommendation

- 3.1 Article 15.1 of the current Constitution requires the Monitoring Officer to review the Constitution on an annual basis.
- 3.2 Accordingly, the Resources Scrutiny Committee agreed to establish a Task and Finish Review Group to undertake a Review of the Constitution.
- 3.3 The Constitution Task and Finish Review Group have recommended a number of amendments to the Constitution during the course of their review.
- 3.4 If agreed by this Committee, the suggested amendments to the Constitution will be reported to the Council meeting on 19 April 2022.

4 Relationship to Corporate Business Objectives

- 4.1 The Constitution supports all of the Council's Corporate Priorities.

5 Report Detail

- 5.1 Article 15.1 of the Constitution requires the Monitoring Officer to review the Constitution on an annual basis.
- 5.2 Following the last review, the Resources Scrutiny Committee at its meeting held on 11 November 2021 (Minute No RSC20/21 refers) agreed to establish a Task and Finish Review Group in order to undertake the annual Review of the Constitution.
- 5.3 The aim of the Task and Finish Review was to report any suggested amendments to the Constitution to this Committee, with a view to making formal recommendations to Council on 19 April 2022.
- 5.4 The Constitution Task and Finish Review Group have recommended a number of amendments to the Constitution during the course of their Review, which are detailed as an **APPENDIX**. The column on the left refers to the part of the Constitution that has been suggested for amendment and the column on the right refers to the actual amendment itself.
- 5.5 Any further amendments arising from the Task and Finish Review meeting that will be held immediately prior to this Committee will be verbally reported.
- 5.6 **Technical Inaccuracies**
- The Head of Law and Administration will arrange for any technical inaccuracies in the Constitution to be corrected.

6	Implications
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6.1	Financial	Nil
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	<p>Impact on Public Sector Equality Duty:</p> <p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>Recommendations Wider Community Impact:</p> <p>Detailed above.</p>
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Previous Consideration – Nil

Background Papers – File available in Law and Administration

APPENDIX**RESOURCES SCRUTINY COMMITTEE****15 FEBRUARY 2022****Review of the Constitution****PART 2**

PART OF THE CONSTITUTION	AMENDMENT
Part 2, Articles of the Constitution, Article 4, The Full Council, Functions of the Full Council, Paragraph 4.2 (i)	<p>Part 2, Article 4, The Full Council, Functions of the Full Council, Paragraph 4.2 (i)</p> <p>Replace Paragraph 4.2 of Article 4 relating to Functions of the Full Council to read:-</p> <p>(i) changing the name of the area, conferring the title of Honorary Alderman/Alderwoman or the freedom of the Borough</p>
Part 2, Articles of the Constitution, Article 8, Regulatory and Other Committees, Paragraph 8.2. Employee Appeals Committee, Page 2.15	<p>Part 2, Article 8, Regulatory and Other Committees, Paragraph 8.2 - Employee Appeals Committee</p> <p>Replace Paragraph 8.2 to read as follows:</p> <p>8.2 Employee Appeals and Disciplinary Committee Constitution</p> <p>The Employee Appeals and Disciplinary Committee shall be a Committee of the Council with 5 Members (at least one of which shall be a Cabinet member).</p> <p>Terms of Reference</p> <p>To hear and determine appeals in relation to terms and conditions of service.</p> <p>To consider allegations relating to the conduct, capability or breakdown of trust of the Chief Executive, the Section 151 Officer and the Monitoring Officer and to take action in accordance with the Council's approved Disciplinary procedure for these officers, including suspension, appointment of Independent Investigator and disciplinary action short of dismissal.</p>

	<p>Delegation</p> <p>The Employee Appeals and Disciplinary Committee shall have delegated power to act on any matter within its terms of reference which may lawfully be delegated to it.</p>
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PART 3

PART OF THE CONSTITUTION	AMENDMENT
Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Operations, Paragraph 3.4.14 (I) Page 3.34	<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Operations</p> <p>Replace paragraph 3.4.14 (I) with the following:-</p> <p>(I) Registration of persons and premises for acupuncture, tattooing, cosmetic-piercing and electrolysis</p>
Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, Paragraph 3.5.10 Page 3.44	<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development</p> <p>Amend Paragraph 3.5.10 of the Scheme of Delegation relating to the Head of Development to read the following:-</p> <p>3.5.10 Matters under the Hedgerow Regulations 1997</p> <p>(a) Determination of Hedgerow Removal Notifications, and to serve a Hedgerow Retention/Replacement Notice as appropriate.</p> <p>(b) Authority to withdraw a Hedgerow Retention/Replacement Notice once served if subsequent information is received that demonstrates that the notice is no longer appropriate.</p>
Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development,	<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development</p>

<p>Paragraph 3.5.38 Page 3.52</p>	<p>Replace Paragraph 3.5.38 of the Scheme of Delegation relating to the Head of Development with the following:-</p> <p>3.5.38 The Councils powers and functions under the Caravan Sites and Control of Development Act 1960 as amended by the Mobile Homes Act 2013:</p> <ul style="list-style-type: none"> (a) the issue of Site Licences; (b) to take legal proceedings in relation to occupation of land as a caravan site without a site licence or in breach of conditions; (c) to authorise officers to enter land; (d) to authorise officers to serve a compliance notice in respect of breaches of a site licence; (e) to authorise officers to carry out works following conviction for failure to comply with a compliance notice and recover costs. (f) to determine applications for registration as a fit and proper person
<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, Paragraph 3.5.47 Page 3.53</p>	<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development</p> <p>Replace Paragraph 3.5.47 of the Scheme of Delegation relating to the Head of Development with the following:-</p> <p>3.5.47 To determine all applications made for the approval of details under Schedules 15,16,17 and 18 of the High Speed Rail (West Midlands – Crewe) Act 2021 except those which the Head of Development considers should be presented to the Planning Committee for decision.</p>

PART 4

PART OF THE CONSTITUTION	AMENDMENT
Part 4, Rules of Procedure, Section 1, Council Procedure Rules, Paragraph 5.6(b), Page 4.9	<p>Part 4, Section 1 - Council Procedure Rules – Substitution</p> <p>Amend Paragraph 5.6(b) of the Council Procedure Rules to read the following:-</p> <p>(b) A Political Group to which seats have been allocated on Planning Committee may nominate substitute members in accordance with rule 5.6(a). However, a member may not be nominated under this rule if they could not be a member of the Committee by reason of rule 5.5.</p>
Part 4, Rules of Procedure, Section 10, Officer Employment Procedure Rules, Paragraph 7, Page 4.152	<p>Part 4, Section 10, Officer Employment Procedure Rules</p> <p>Add a new paragraph 7 to read as follows:</p> <p>7 Suspension of Statutory Officers</p> <p>7.1 The Head of Paid Service, the Monitoring Officer and the Section 151 Officer may be suspended by the Employee Appeals and Disciplinary Committee whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months. The suspension periods may only be extended beyond two months following a decision by the Employee Committee.</p>

ITEM NO 7(c)**ITEM NO 7(c)**

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619 212
Ward Interest:	Nil
Report Track:	Resources Scrutiny 15/02/2022 (Only)

RESOURCES SCRUTINY COMMITTEE**15 FEBRUARY 2022****Work Programme - Resources Scrutiny Committee****1 Purpose of Report**

- 1.1 The purpose of this report is to present the Resources Scrutiny Committee's Work Programme.

2 Recommendation

- 2.1 That the Resources Scrutiny Committee considers and comments upon their Work Programme.

3 Key Issues and Reasons for Recommendation

- 3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.
- 3.2 Accordingly, an up-to-date copy of the Resources Scrutiny Committee's Work Programme is provided for Members to consider or amend as appropriate.

4 Relationship to Corporate Business Objectives

- 4.1 This report is most closely associated with the following Corporate Business Objective 3:-

To be a well-run, financially sustainable and ambitious organisation responsive to the needs of our customers and communities and focussed on delivering our objectives.

5 Report Detail

- 5.1 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-
- Owned by all Members of the Scrutiny Committee
 - Flexible to allow the Committee to react to urgent items
 - Contain aspects of both Overview and Scrutiny
- 5.2 Therefore, at each scheduled meeting of the Resources Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider or amend as appropriate.
- 5.3 The Work Programme includes provision for the Committee to scrutinise appropriate items delivered through the Council's Service Delivery Plan up to twelve months in advance, whilst maintaining the flexibility to respond to any issues that may arise.
- 5.4 Accordingly, attached at **APPENDIX** is the Resources Scrutiny Committee's current Work Programme to consider or amend as appropriate.

6 Implications

6.1 Financial	Nil
Legal	Nil
Human Resources	Nil
Human Rights Act	Nil
Data Protection	Nil
Risk Management	Nil

6.2 Community Impact Assessment Recommendations	<p>Impact on Public Sector Equality Duty: The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>Recommendations Wider Community Impact: Detailed above.</p>
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Previous Consideration - Nil

Background Papers – File available in Law and Administration

APPENDIX

RESOURCES SCRUTINY COMMITTEE

15 FEBRUARY 2022

Work Programme - Resources Scrutiny Committee

THURSDAY 23 JUNE 2022 AT 6.30PM

Minutes of Last Meeting:	15 February 2022
Officer Items by:	Wednesday 8 June 2022
Call-in Deadline:	Tuesday 21 June 2022
Member/Public Items by:	Monday 13 June 2022
Agenda Despatch on:	Wednesday 15 June 2022
Officer Reports:	<ul style="list-style-type: none"> • Performance Update Report Only (No Financial Information) Corporate Business and Partnerships Manager • Complaints Monitoring 2021/22 Head of Law and Administration • Business Planning Report Scrutiny Officer • Work Programme Scrutiny Officer

TUESDAY 23 AUGUST 2022 AT 6.30PM

Minutes of Last Meeting:	23 June 2022
Officer Items by:	Monday 8 August 2022
Call-in Deadline:	Tuesday 16 August 2022
Member/Public Items by:	Thursday 11 August 2022
Agenda Despatch on:	Monday 15 August 2022
Officer Reports:	<ul style="list-style-type: none"> • Freedom Leisure Annual Report Freedom Leisure • Final Accounts 2021/22 Head of Finance • Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer

THURSDAY 10 NOVEMBER 2022 AT 6.30PM

Minutes of Last Meeting:	23 August 2022
Officer Items by:	Wednesday 26 October 2022
Call-in Deadline:	Tuesday 18 October 2022
Member/Public Items by:	Monday 31 October 2022

Agenda Despatch on:	Wednesday 2 November 2022
Officer Reports:	<ul style="list-style-type: none"> • Scrutiny of the Waste Contract Head of Operations • Financial Plan 2023/24 - 2025/26 Head of Finance • Fees and Charges Review 2023 Head of Finance • Fees and Charges Review 2023 - Leisure Contractor Head of Finance • Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Review of the Constitution Head of Law and Administration • Work Programme Scrutiny Officer

TUESDAY 3 JANUARY 2023 AT 6.30PM

Minutes of Last Meeting:	10 November 2022
Officer Items by:	Friday 9 December 2022
Call-in Deadline:	Tuesday 13 December 2022
Member/Public Items by:	Wednesday 14 December 2022
Agenda Despatch on:	Friday 16 December 2022
Officer Reports:	<ul style="list-style-type: none"> • General Fund Revenue Budget 2022-23 to 2025-26 and Capital Programme 2022-23 - 2025-26 Head of Finance • Resources Portfolio - General Fund Revenue Budget 2022-23 to 2025-26 and Capital Programme 2022-23 - 2025-26 Head of Finance • Gender Pay Gap Report Head of Human Resources • Work Programme Scrutiny Officer

TUESDAY 28 FEBRUARY 2023 AT 6.30PM

Minutes of Last Meeting:	23 January 2023
Officer Items by:	Monday 13 February 2023
Call-in Deadline:	Tuesday 21 February 2023
Member/Public Items by:	Thursday 16 February 2023
Agenda Despatch on:	Monday 20 February 2023
Officer Reports:	<ul style="list-style-type: none"> • Review of the Constitution (If available by then) Head of Law and Administration

	<ul style="list-style-type: none">• Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance• Work Programme Scrutiny Officer
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TASK AND FINISH REVIEW
<ul style="list-style-type: none">• Procurement• Review of the Constitution