



Civic Centre, Riverside, Stafford
Contact Andrew Bailey
Direct Dial 01785 619212
Email abailey@staffordbc.gov.uk

Dear Members

Resources Scrutiny Committee

A meeting of the Resources Scrutiny Committee will be held in the **Craddock Room, Civic Suite, Civic Centre, Riverside, Stafford on Tuesday 12 February 2019 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.

A.R. Well

Head of Law and Administration

**RESOURCES SCRUTINY COMMITTEE -
12 FEBRUARY 2019**

Chairman Councillor E G R Jones

A G E N D A

- 1 Minutes of 15 January 2019 as published on the Council's Website and in Digest No 251 on 18 January 2019.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Items

Councillor R J Draper has submitted the following items under Paragraph 2.8 of the Scrutiny Committee Procedure Rules:-

- (a) "It is for the committee to discuss the long term future of the Stone and District Swimming Club at the Stone Leisure Centre, given their 40 year history within Stone supporting so many Stafford Borough residents in learning to swim, and the uncertain future they may face with Freedom Leisure as managers for the Council of the Leisure Centre."
- (b) "For the committee to consider the reduction in staffing levels within the provision of Stafford Leisure Centre, managed by Freedom Leisure on behalf of the Council, and specifically its reduction in staffing the therapeutic exercise provision."

6 Called in Items

7 Officers' Reports

Page Nos

ITEM NO 7(a) **Performance Report**

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CORPORATE BUSINESS AND
PARTNERSHIPS MANAGER/
HEAD OF FINANCE

ITEM NO 7(b) **Work Programme - Resources Scrutiny
Committee**

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HEAD OF LAW AND ADMINISTRATION

Membership

Chairman Councillor E G R Jones

B M Cross	A S Harp
I E Davies	J Hood
M G Dodson	R A James
R J Draper	E G R Jones
A T A Godfrey	A J Perkins

Cabinet Members:-







Councillor K S Williamson - Resources

Councillor F A Finlay - Environment and Health

Councillor R M Smith - Leisure





Narrative updates

Q3

Ref	Performance Measure	RO	End Date	Q3 Performance Status	Q3 Commentary/Action
3.1.1	Financial Management and Resources				
3.1.1.1	Ensure the relative needs and resources of the authority are considered as part of the Local Government Finance settlement and that Government funding is maximised	Emma Fullagar	October 2018		Ongoing responses to the Consultations on Fair Funding/Business Rates retention. Components of New Homes Bonus are subject to monthly review.
3.1.1.2	A balanced budget, without the use of reserves is set for the duration of the Medium Term Financial Plan	Emma Fullagar	November 2018		Financial plan completed and Initial budget report submitted to cabinet 6 December 2018. This identified a balanced budget and a transfer to working balances for all years except 2021/22. However funding is best estimate post 19/20 and will continue to be monitored closely. The next quarter will see the final budget report for 2019/20.
3.1.1.3	Increase in income generated by the service through Fees and Charges in line with the recommendations made as part of the annual budget process	Emma Fullagar	January 2019		Fees and charges agreed by Council 20 November 2018 for implementation from the 1 January 2019
3.1.1.4	Increase in revenue and capital receipts in order to protect front line services	Michelle Smith	March 2021		The review of Council owned land is being aligned with other strategic projects such as Self and Custom Build to ensure a joined up approach to future land use.
3.1.2	Service transformation and review				
3.1.2.1	Implement a rolling programme of service reviews to ensure that resources are aligned to business objective and are operating as efficiently as they can be	Tracy Redpath	March 2021		This is currently being progressed by Leadership Team as part of the wider organisational transformation agenda.
3.1.2.2	Manage and co-ordinate the Authority Peer Review in order to provide an objective view of the plans that we have put in place	Tracy Redpath	September 2021		This is currently being progressed by Leadership Team as part of the wider organisational transformation agenda.





Narrative updates

Q3

Ref	Performance Measure	RO	End Date	Q3 Performance Status	Q3 Commentary/Action
3.1.3	Accommodation and Assets				
3.1.3.1	Support the accommodation rationalisation, including One Public Estate (OPE)	Tracy Redpath	March 2021		Master-planning for the Eastgate area is ongoing.
3.1.5	Strategic Partnerships				
3.1.5.1	Support the implementation of Staffordshire County Council's District Place Based Approach (PBA) in order to mitigate the impact of service reductions and to improve multi-agency working	Tracy Redpath	March 2021		The countywide earliest help/place based group has made a commitment to provide some funding to support the district based plan that focuses on the provision of support for children and young people. Performance and monitoring frameworks are being formulated.
3.1.6	Shared Services Commissioning				
3.1.6.1	Undertake a joint review into the best model/s for delivering environmental services in Cannock and Stafford, including the possibility of extending shared services between them	Neville Raby	October 2018		Further work undertaken and final report near completion.
3.1.7	Systems and Processes				
3.1.7.1	Review IT strategy and processes to enable agile working to support changes in workstyle and how we use our accommodation to improve efficiency and reduce costs	Peter Kendrick	March 2021		Work continues on the new policies.







Narrative updates

Q3

Ref	Performance Measure	RO	End Date	Q3 Performance Status	Q3 Commentary/Action
3.1.7.2	Support the specification, procurement and installations of new systems and data security	Peter Kendrick	September 2018		The telephony firewall has been replaced and has additional safety feature.
3.1.8 Constitution and Governance					
3.1.8.1	Design and implement a programme of member training and development	Jane Peat	May 2019		The Briefing Programme has been finalised and it has been agreed that the programme will be made available the Candidates at an early stage of the election process. A further meeting of the Member Development Working Group will be held early in the new year to discuss the ongoing training.
3.1.8.2	General Data Protection Regulations (GDPR)	Ian Curran	September 2018		An awareness session was held for councillors.
3.2.1 Customer Relationship Management (CRM) and Telephony					
3.2.1.1	Procure and implement a new Contact Centre Telephony system to enable a consistent approach to call handling	Sue Pote	March 2019		The procurment is now complete and the contract has been awarded to Netcall. A Project Board has been set up for the implementation across both SBC and CCDC. There is a twelve week lead in time however this will take us to April which is an extremely busy time as this is annual billing for C/tax and May elections. We are looking to implement the new telephony in June.






Narrative updates

Q3

Ref	Performance Measure	RO	End Date	Q3 Performance Status	Q3 Commentary/Action
3.2.1.2	Influence and support the procurement of a customer portal to replace existing CRM system. Consider what CRM system is needed for SBC	Sue Pote	March 2019		A number of Service Areas have been contacted and meetings held to identify and scope current interactions against the government PID list.
3.2.2 Digital by Design					
3.2.2.1	Drive and support the implementation of digital by design	Sue Pote	March 2019		An audit update is complete in a number of Service Areas which will be used as a baseline to determine
3.2.2.2	Implement Customer Access Strategy	Sue Pote	March 2021		Progress to date across all of these performance indicators are building blocks to the implementation of the Customer Access Strategy, ultimately performance will only be met once a suitable platform has been procured.
3.2.2.3	Influence and support the review, redesign and implementation of a new reception hub	Tracy Redpath	March 2021		A number of partner meetings and conference calls have taken place during the last reporting quarter to talk about potential relocation into the civic centre. This work is on-going and will continue throughout quarter four.
3.2.2.4	Specify and incorporate latest digital technology within car parking and CCTV contract	Robert Simpson	March 2019		The specifications for both the car parking contract and CCTV contract have included the provision for tender bidders to incorporate their ideas and the implementation of digital technology within their bids in order to drive innovation.
3.2.2.5	Design and use new web based electronic forms	Sue Pote	March 2019		A Project Team led by Peter Kendrick has been formed and milestone one is now complete.




Narrative updates

Q3




Ref	Performance Measure	RO	End Date	Q3 Performance Status	Q3 Commentary/Action
3.2.2.6	Complete digital transformation for development	Michelle Smith	March 2020		Following procurement advice from Staffordshire County Council in December 2018 the next stage of work commences February 2019.
3.2.2.7	Encourage and support our residents following the introduction of Universal Credits	Rob Wolfe	March 2019		We continue to provide support for residents following the introduction of the Full Universal Credit service in November. We also continue to liaise with Citizens Advice in preparation for the hand over of this service from april 2019.
3.3.1	Develop customer service standards to inform development of Corporate Customer Charter	Sue Pote	March 2019		To accompany the Customer Charter a Behaviour Strategy is in draft to support the Corporate Business Plan.
3.3.2	Devise and implement a comprehensive customer satisfaction system	Sue Pote	March 2019		We are exploring different platforms across a number of channels to capture customer satisfaction, such as using automation on the new recently procured telephony along with a queing system for reception to measure the customer experience whilst visiting the Authority.
3.3.3	Support the review and implementation of a new system for receiving, analysing, responding and learning from complaints	Alistair Welch	March 2019		On-going.

Narrative updates

Q3

Ref	Performance Measure	RO	End Date	Q3 Performance Status	Q3 Commentary/Action
3.4.1	Comprehensive and accurate contracts register in place	Stephanie Heath	August 2018		During Quarter three the contract register has been reviewed and contracts coming up for renewal / re procurement have been flagged to ensure SBC does not fall out of contract Contract Register will be published on the intranet site on a quarterly basis
3.4.2	Ensure robust Contracts Guidance Framework is in place for all current and future contracts	Stephanie Heath	October 2018		Contract Management Intranet pages have been developed and are available on the staff intranet site to provide general guidance
3.4.3	Supporting the commissioning of future contracts and contract renewals	Stephanie Heath	March 2021		Contract register in place to ensure that we are not out of contract. Where applicable support is being provided to Managers who are currently procuring services.

Performance direction of travel - Key

- Exceptional 
- On Track 
- Below what it should be 

Resources Scrutiny

Performance at a Glance

No	Indicator	RO	Is good high or low?	Q1			Q2			Q3		
				Q1 Actual	Q1 Target	Q1 Performance	Q2 Actual	Q2 Target	Q2 Performance	Q3 Actual	Q3 Target	Q3 Performance
LI33	% of calls abandoned	Sue Pote	L	4.40%	5.00%	☹️	8.90%	5.00%	☹️	2.50%	5.00%	😊
LI34	% of resident satisfaction with our customer contact centre	Sue Pote	H	97.00%	80.00%	😊	95.70%	80.00%	😊	97.40%	80.00%	😊
LI38	Days taken to process Housing Benefit/Council Tax new claims and change events	Rob Wolfe	L	9.09	10.00	☹️	8.3	10	😊	8.3	10	😊
LI39	Days taken to process new HB/CT Claims	Rob Wolfe	L	22.9	20.0	☹️	17.7	20	😊	14	20	😊
LI40	Days taken to process new HB/CT change of circumstances	Rob Wolfe	L	7.4	9.0	😊	7	9	😊	7.7	9	😊
LBV12	Sickness rates	Neville Raby	L	1.63	1.75	😊	3.94	3.5	☹️	6.07	5.25	☹️

Performance direction of travel - Key

Exceptional



On Track



Below what it should be



Improvement report Q3

No	Measure Detail	RO	Q3 Actual	Q3 Target	Context for current performance	Improvement Actions Taken	Intervention/Review
LBV12	Sickness rates	Neville Raby	6.07	5.25	The increase from the previous quarter relates to 8 long term sickness absences, 3 of which remain off sick. Short term absence under target	Referrals made to Occupational Health, as appropriate.	All sickness absence is monitored by HR Services and managed by appropriate Service Manager, in line with the Absence Management Policy.

RESOURCES SCRUTINY COMMITTEE
12 FEBRUARY 2019
Performance Information
General Fund Budget Monitoring - Quarter 3

General Fund - Budget Monitoring to 31 December 2018

The Council agreed a Net Spending Budget for 2018/19 of £14.770 million in February 2018 when the Council Tax was set for the year. The profiled budget to the end of December 2018 is £10.658 million. The monitoring position for the first nine months of 2018/19 is illustrated in the following table:

Portfolio	Original Budget 2018/19	Approved Budget 2018/19	Profiled Budget to 31 December	Actual Spend to 31 December	Variance from profiled budget	Forecast Outturn
	£000	£000	£000	£000	£000	£000
Community	827	827	500	524	24	857
Environment	4,090	4,090	2,356	2,177	(179)	3,962
Leisure	2,137	2,137	2,346	2,339	(7)	2,152
Planning & Regeneration	177	177	276	105	(171)	1
Resources	6,380	6,380	5,357	5,123	(234)	6,330
Portfolio total	13,611	13,611	10,835	10,268	(567)	13,302
Investment income	(236)	(236)	(177)	(206)	(29)	(236)
Technical items	1,395	1,395				1,395
Net Spending	14,770	14,770	10,658	10,062	(596)	14,461

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

Community Portfolio

There is an unfavourable variance of approximately £24,000 on this portfolio. This is primarily due to:-

- Bed and breakfast costs £66,000
 - Additional housing benefit recovered in relation to bed and breakfast (£25,000)
-
- CCTV annual contract increases living wage £7,000
- Staffing variations £5,000

Offset by

- Backdated refunds on empty pitches at Glover Street (£27,000).

Environment Portfolio

There is a favourable variance of approximately £179,000 on this portfolio. This is primarily due to: -

- Staffing variations (£86,000)
- Reduced transport related costs (£34,000)
- Dog warden reduced costs (£20,000)
- Bereavement additional income (£57,000)
- Streetscene external fee income (£26,000)
- Waste reduced postages, advertising and contingency costs (£52,000)

Offset by

- Waste dry recycling gate fees £33,000 and reduced recycling credits £40,000
- Abavus modules £22,000 (Streetscene and Waste)

Leisure Portfolio

There is a favourable variance of approximately £7,000 on this portfolio. This is due primarily due to minor variations.

Planning and Regeneration

There is a favourable variance of approximately £171,000 on this portfolio. This is primarily due to:-

- Staffing variations (£35,000)
- Supplies and services general underspends (£40,000)
- Additional income Land Charges (£37,000), Parking (£90,000) and Street naming (£5,000)
- Off street parking reduced penalty charge processing costs (£10,000)

Offset by

- Lower income markets £30,000
- Reduced planning fee income £16,000

Resources

There is a favourable variance of approximately £234,000 on this portfolio. This is primarily due to:-

- Staffing variations (£53,000)
- Reduced transport costs (£12,000)
- Supplies and services general underspends (£87,000)
- Additional Grants and court costs income (£73,000)

Investment Income

Investment income is slightly more than the profiled budget due to the changes in interest rates following the increase in the bank interest rate. We are currently on track to exceed the forecast budget due to the increase in interest rates receivable although investment income will continue to be monitored closely.

Forecast Outturn 2018/19

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 £309,000 lower than expected, mainly due to staffing variations and additional income.

Performance Information

RESOURCES BUDGET

ANNEX 1 sets out the Resources budget monitoring position to the 31 December 2018 including explanations for individual variances that meet the monitoring criteria. It includes an analysis of services in the Resources portfolio. In addition capital monitoring information to the 30 December 2018 on the capital schemes is reported at **ANNEX 2**.

The position on the revenue budget monitoring shows a favourable variance of £233,863 on a profiled budget of £5.357 million and this represents 4.4% of the profiled budget.

Forecast Outturn 2018/19

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 £50,000 lower than expected, mainly due to staffing variations and additional income.

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2018-2019 - 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	1,336,570	1,245,519	1,254,218	8,700	0.7%	1,345,070	
Income	(672,140)	(349,046)	(343,216)	5,830	(1.7%)	(665,140)	
Net	664,430	896,473	911,003	14,530		679,930	
Executive Management							
Expenditure	260,910	170,700	156,955	(13,745)	(8.1%)	260,910	
Net	260,910	170,700	156,955	(13,745)		260,910	
Law and Administration							
Expenditure	1,300,420	994,432	948,752	(45,680)	(4.6%)	1,281,420	
Income	(376,350)	(280,115)	(280,723)	(609)	0.2%	(374,350)	
Net	924,070	714,317	668,029	(46,288)		907,070	
Finance							
Expenditure	534,770	400,763	403,668	2,905	0.7%	537,770	
Net	534,770	400,763	403,668	2,905		537,770	
Human Resources Services							
Expenditure	697,460	517,444	475,421	(42,024)	(8.1%)	697,460	Staffing variations (£34k), reduced transport and supplies
Income	(317,480)	(183,559)	(183,655)	(96)	0.1%	(317,480)	
Net	379,980	333,885	291,766	(42,119)		379,980	
Technology							
Expenditure	1,570,330	1,153,389	1,069,524	(83,865)	(7.3%)	1,570,330	
Income	(748,550)	(561,398)	(571,637)	(10,239)	1.8%	(748,550)	
Net	821,780	591,991	497,887	(94,104)		821,780	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2018-2019 - 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)
	£	£	£	£	%	£	
Revenues & Benefits							
Expenditure	1,426,530	1,057,564	1,146,655	89,091	8.4%	1,512,530	Spend of additional grants for system changes £61k and contribution of grants to reserves £26k
Income	(899,590)	(590,636)	(724,273)	(133,637)	22.6%	(1,036,590)	Additional grant income (£92k) and court costs (£46k)
Net	526,940	466,928	422,382	(44,546)		475,940	
Housing Benefit Payments							
Expenditure	24,030,800	18,011,573	18,011,563	(10)	0.0%	24,030,800	
Income	(24,030,800)	(17,966,556)	(17,966,597)	(41)	0.0%	(24,030,800)	
Net	-	45,017	44,966	(51)		-	
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	134,900	116,008	108,469	(7,538)	(6.5%)	125,900	
Net	134,900	116,008	108,469	(7,538)		125,900	
Non-Distributed Costs							
Expenditure	287,710	270,997	265,514	(5,483)	(2.0%)	282,710	
Net	287,710	270,997	265,514	(5,483)		282,710	
Asset Management/Energy Conservation							
Expenditure	32,560	28,280	23,441	(4,839)	(17.1%)	32,560	
Net	32,560	28,280	23,441	(4,839)		32,560	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2018-2019 - 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)
	£	£	£	£	%	£	
Electoral Registration							
Expenditure	70,100	57,092	60,440	3,348	5.9%	70,100	
Income	(26,900)	(26,900)	(29,222)	(2,322)	8.6%	(26,900)	
Net	43,200	30,192	31,218	1,026		43,200	
Elections							
Expenditure	39,500	39,500	40,347	847	2.1%	39,500	
Income	-	-	(230)	(230)	n/a	-	
Net	39,500	39,500	40,117	617		39,500	
Members Services							
Expenditure	288,540	215,152	206,193	(8,959)	(4.2%)	278,540	
Net	288,540	215,152	206,193	(8,959)		278,540	
Out of Hours Service							
Expenditure	6,710	6,710	6,708	(2)	0.0%	6,710	
Net	6,710	6,710	6,708	(2)		6,710	
Facilities Management							
Expenditure	194,030	149,225	146,330	(2,895)	(1.9%)	194,030	
Net	194,030	149,225	146,330	(2,895)		194,030	
Corporate Business and Partnerships							
Expenditure	290,760	210,406	208,711	(1,694)	(0.8%)	290,760	
Income	-	-	(350)	(350)	n/a	-	
Net	290,760	210,406	208,361	(2,044)		290,760	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2018-2019 - 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)
	£	£	£	£	%	£	
Communications							
Expenditure	145,220	113,777	103,832	(9,946)	(8.7%)	137,220	
Net	145,220	113,777	103,832	(9,946)		137,220	
Customer Services							
Expenditure	308,070	233,222	211,132	(22,091)	(9.5%)	288,070	Staffing variations
Income	(5,200)	-	-	-	n/a	(5,200)	
Net	302,870	233,222	211,132	(22,091)		282,870	
Items to be Allocated							
Expenditure	57,090	(22,422)	29,193	51,615	(230.2%)	108,090	Turnover provision £75k, less reduced apprenticeship levy (£24k)
Net	57,090	(22,422)	29,193	51,615		108,090	
Audit, Risk, Resilience and Procurement							
Expenditure	222,120	166,536	166,500	(36)	0.0%	222,120	
Net	222,120	166,536	166,500	(36)		222,120	
Insurance Premiums							
Expenditure	171,010	128,257	128,260	3	0.0%	171,010	
Net	171,010	128,257	128,260	3		171,010	
Portfolio Total	6,380,100	5,356,915	5,123,051	(233,863)		6,329,600	

PERFORMANCE UPDATE - RESOURCES CAPITAL PORTFOLIO

Budget Monitoring 2018-2019 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments
	£	£	£	£	%	£	
CORPORATE IT EQUIPMENT	50,000	23,115	23,115	-	0.0%	50,000	
CAR PARK SHARING	750,000	750,000	750,000	-	0.0%	750,000	
Portfolio Total	800,000	773,115	773,115	-		800,000	

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 12/02/19 (Only)

RESOURCES SCRUTINY COMMITTEE

12 FEBRUARY 2019

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 Priorities

- 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>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>
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Previous Consideration - Nil

Background Papers - File available in Law and Administration

RESOURCES SCRUTINY COMMITTEE**12 FEBRUARY 2019****Work Programme - Resources Scrutiny Committee****SPECIAL MEETING****TUESDAY 26 MARCH 2019 at 6:30 PM**

Minutes of Last Meeting: 12 February 2019
Officer Items by: Monday 11 March 2019
Call-in Deadline: Not Applicable
Member/Public Items by: Not Applicable
Agenda Despatch on: Monday 18 March 2019

Officer Reports	<ul style="list-style-type: none"> • Review of the Constitution Head of Law and Administration
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THURSDAY 20 JUNE 2019 at 6:30 PM

Minutes of Last Meeting: 12 February 2019
Officer Items by: Wednesday 5 June 2019
Call-in Deadline: Tuesday 18 June 2019
Member/Public Items by: Monday 10 June 2019
Agenda Despatch on: Wednesday 12 June 2019

Officer Reports	<ul style="list-style-type: none"> • Scrutiny of the Waste Contract Neighbourhood Services Group Manager • One Public Estate Corporate Business and Partnerships Manager • Complaints Monitoring 2018/19 Head of Law and Administration/ Corporate Business and Partnerships Manager • Performance Update Report Only (No Financial Information) Corporate Business and Partnerships Manager • Business Planning Report Scrutiny Officer • Work Programme Scrutiny Officer
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TUESDAY 20 AUGUST 2019 at 6:30 PM	
Minutes of Last Meeting: 20 June 2019	
Officer Items by: Monday 5 August 2019	
Call-in Deadline: Tuesday 13 August 2019	
Member/Public Items by: Thursday 8 August 2019	
Agenda Despatch on: Monday 12 August 2019	
Officer Reports	<ul style="list-style-type: none"> • Final Accounts 2018/19 Head of Finance • Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer
THURSDAY 21 NOVEMBER 2019 at 6:30 PM	
Minutes of Last Meeting: 20 August 2019	
Officer Items by: Wednesday 6 November 2019	
Call-in Deadline: Tuesday 19 November 2019	
Member/Public Items by: Monday 11 November 2019	
Agenda Despatch on: Wednesday 13 November 2019	
Officer Reports	<ul style="list-style-type: none"> • Financial Plan 2020/21 - 2023/24 Head of Finance • Fees and Charges Review 2020 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 7 JANUARY 2020 at 4:30 PM	
Minutes of Last Meeting: 21 November 2019	
Officer Items by: Friday 13 December 2019	
Call-in Deadline: Tuesday 17 December 2019	
Member/Public Items by: Wednesday 18 December 2019	
Agenda Despatch on: Friday 20 December 2019	
Officer Reports	<ul style="list-style-type: none"> • General Fund Revenue Budget 2019-20 to 2022-23 and Capital Programme 2019-20 - 2022/23 Head of Finance • Resources Portfolio - General Fund Revenue Budget 2019-20 to 2022-23 and Capital Programme 2019-20 - 2022/23 Head of Finance • Work Programme Scrutiny Officer

THURSDAY 20 FEBRUARY 2020 at 6:30 PM

Minutes of Last Meeting: 7 January 2020
Officer Items by: Wednesday 5 February 2020
Call-in Deadline: Tuesday 18 February 2020
Member/Public Items by: Monday 10 February 2020
Agenda Despatch on: Wednesday 12 February 2020

Officer Reports	<ul style="list-style-type: none">• Review of the Constitution (If available by then) Head of Law and Administration• 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

- **Review of the Constitution**