



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 Centre, Riverside, Stafford on Thursday 20 February 2020 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 handwritten signature in black ink, appearing to read "I. Curran".

Head of Law and Administration

**RESOURCES SCRUTINY COMMITTEE -
20 FEBRUARY 2020**

Chair - Councillor R P Cooke

A G E N D A

- 1 Minutes of 7 January 2020 as published on the Council's Website and in Digest No 263 published on 17 January 2000.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Items - Nil
- 6 Called in Items - Nil

Page Nos

- 7 Officers' Reports

ITEM NO 7(a) **Performance Reporting 2019-20** 3 - 23

CORPORATE BUSINESS AND
PARTNERSHIPS MANAGER AND
HEAD OF FINANCE

ITEM NO 7(b) **Review of the Constitution** 24 - 30

HEAD OF LAW AND ADMINISTRATION

ITEM NO 7(c) **Work Programme - Resources Scrutiny
Committee** 31 - 34

HEAD OF LAW AND ADMINISTRATION

Membership

Chair - Councillor R P Cooke

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

Cabinet Members:-

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

ITEM NO 7(a)

ITEM NO 7(a)

Report of:	Corporate Business & Partnerships Manager
Contact Officer:	Tracy Redpath
Telephone No:	01785 619195
Ward Interest:	Nil
Report Track:	Resources 20/02/2020 Cabinet 06/02/2020

RESOURCES SCRUTINY COMMITTEE
20 February 2020
Performance Reporting 2019-20

1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 3 2019 – 2020 for Resources Scrutiny Committee

2 Recommendation

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council's Performance Report for Quarter 3 is highlighted as follows:-

a) Performance at a glance:

- 5 quarterly targets have reported as being exceptional.

b) Narrative updates:

- 3 measures are reported as being below what they should be.

4 Relationship to Corporate Business Objectives

4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

5.1 The corporate business plan is the main strategic plan of the authority. It sets the direction over the next three years and outlines the main business objectives and areas of focus.

5.2 The plan is a high level plan that enables the authority to define its success, in terms of the delivery of outcomes, and prioritises those activities that will help to achieve those outcomes. It provides a focus to all of our staff so that they know and aware of what they should be working on and what to prioritise.

5.3 As part of the business planning the council now reports on the following:

- Performance at a glance
- Narrative update against business objectives
- Improvement report

The improvement report provides members with some reassurance that issues of performance are being addressed and the actions that are being taken to improve the situation.

5.4 Quarter 3 Performance Report highlights the following:-

Performance at a glance:

a) Targets reported as exceptional are:

- LI19 2.52% of calls abandoned against a target of 5%
- LI20 an actual of 98.6% against a target of 80% of residents are satisfied with our customer contact centre
- LI21 Days taken to process new HB/CT Claims has achieved 17 Days - Target 20 Days
- LI22 8 days taken to process new HB/CT change of circumstances against a target of 9 days
- LBV12 Sickness Rates is recorded as 1.43 days for quarter 3 (cumulative 3.59 days against a cumulative target of 5.25)

b) Narrative updates are contained in **APPENDIX 1** and are summarised as:-

- 3 measures are reported as being below what they should be.

5.5 General Fund Budget Monitoring information up to 31 December 2019 as **APPENDIX 2.**

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>
--	---

Previous Consideration - Nil

Background Papers - File available in Corporate Business & Partnerships
--

APPENDIX 1

Resources

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
LI19	% of calls abandoned	Sue Pote	L	2.4%	5%	☺	4.30%	5%	☹	2.52%	5%	☺	5%	5%	☹
LI20	% of resident satisfaction with our customer contact centre	Sue Pote	H	96.7%	80%	☺	97.10%	80%	☺	98.60%	80%	☺	95%	80%	☺
LI21	Days taken to process new HB/CT Claims	Rob Wolfe	L	19.9	20 days	☺	19	20 days	☺	17 days	20 days	☺	20.8	20	☹
LI22	Days taken to process new HB/CT change of circumstances	Rob Wolfe	L	7.8	9 days	☺	9.6	9 days	☹	8 days	9 days	☺	7	9	☺
LBV12	Sickness rates (cumulative)	Neville Raby	L	1.03	1.75	☺	2.16	3.5	☺	3.59	5.25	☺	6.5	7	☹





Performance direction of travel - Key

- Performance 10% or more above target ☺
- On Track ☹
- Performance 10% or more below target ☹






Resources





Narrative Updates



Q3

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.1.1	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 wherever possible.	Emma Fullagar	Awaiting full timetable from Ministry of Housing and Local Government		Ongoing responses to the Consultations on Fair Funding/Business Rates retention. Components of New Homes Bonus are subject to monthly review. Any potential changes delayed to 2021/22
3.1.2	Improve services	Leadership Team Tracy Redpath	31 March 2021		This workstream is contained in the wider Organisational Transformation Programme. Work this period has focused upon conducting several staff consultation workshops to look at customer services and digital solutions; organisational values and accommodation rationalisation.
3.1.3	Increase in income generated by the authority through trading activities and fees and charges	Leadership Team Tracy Redpath	31 March 2021		This directly links to the Service Review process and progress will be reported as service reviews have taken place.
3.1.4	Enable those residents who need to contact the Revenues and Benefits Services to be able to do so on-line.	Rob Wolfe	March 2020		The additional work required on the detail, costings and forecasting of the improvements to the local council tax reduction scheme have prevented the e-forms project from being completed. This remains a priority and will be completed as soon as possible.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.1.5	Support the accommodation rationalisation	Tracy Redpath	31 March 2021	☹️	This workstream is contained in the wider Organisational Transformation Programme. This period work has been focused upon staff consultation with two focus groups being held to discuss the proposed accommodation rationalisation and agile working practices. In addition to this a working group has been set up to progress this project further and meetings scheduled from January 2020.
3.1.6	Conduct a comprehensive review of all assets including land ownership and maintenance	Phil Gammon	March 2020	☹️	This will be completed as part of the Service Review process and progress will be reported to scrutiny committee once the audit has been completed.
3.1.7	Implement the recommendations from the Corporate Peer Challenge (CPC)	Tracy Redpath	31 May 2020	☹️	A follow up visit has been organised for March 2020 for the Local Government Association Peer Review Team to visit the authority. During the visit they will meet with a cross section of managers and staff, elected members and partners and will determine how much progress the council has made towards the recommendations made following the peer challenge in July 2018.
3.1.9	Develop a Corporate Organisational Development Strategy	Neville Raby	April 2019 - March 2020	☹️	Organisational Development Working Group (ODWG) work continued in the Quarter. Empowering People Focus Group met on 25 November to consider OD policy agenda. ODWG meeting due on 22 January followed by a further Focus Group meeting on 6 February.
3.1.10	Review Technology Policies 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	July 2020	☹️	Further work has taken place to identify the policies that can be reduced or amended because of the move to Office 365.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.1.11	Support the specification, procurement and installations of new systems and data security	Peter Kendrick	July 2020		Outlook boxes are being migrated a section at a time.
3.1.12	Support Members to be effective community leaders and representatives	Ian Curran	March 2020		A Member survey was conducted to obtain feedback on the delivery and the effectiveness of the programme.
3.2.1	Review and revise Customer Access Strategy	Sue Pote	March 2021		An independent review has been commissioned jointly with SBC and CCDC to assess the options for the future direction of technology across both Councils, covering both the corporate IT infrastructure and the service specific technology requirements. Once this piece of work is completed this will then feed into the Customer Access Strategy and the Digital Strategy. There is a three month time frame for this work to be completed by.
3.2.2	Maintain good levels of customer satisfaction with our services	Sue Pote	March 2021		A customer satisfaction plan will form part of the Customer Access Strategy and the transformation programme. Where customer satisfaction surveys are currently undertaken, we use the feedback to improve services.
3.2.3	Procure and implement a new Contact Centre Telephony system to enable a consistent approach to call handling	Sue Pote	March 2020		This is a Joint Procurement with CCDC. There has been a delay in replacing the Netcall system due to the requirement to purchase additional telephone lines from Telecom providers. The revised implementation date is February 2020.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.2.4	Influence and support the procurement of a customer contact tools to replace existing CRM system and consider what systems are needed for SBC	Sue Pote	March 2021		An independent review has been commissioned jointly with SBC and CCDC to assess the options for the future direction of technology across both Councils, covering both the corporate IT infrastructure and the service specific technology requirements. Once this piece of work is completed this will then feed into the Customer Access Strategy and the Digital Strategy. There is a three month time frame for this work to be completed by.
3.2.5	Drive and support the implementation of digital by design	Sue Pote	March 2021		A Transformation Programme Board has now been set up, this will have a number of strands, of which, this will be one of them. There will also be a combined Customer Access Strategy and Digital Strategy which will have an associated work plan to transform our services
3.3.1	Manage key corporate contracts to agreed service level specifications and standards; identify and manage risks that may arise through the operation of the contract and implement robust financial and operational controls.	Contract & Procurement Manager/Robert Simpson	March 2021		The new Contract and Procurement Manager - Lee Booth, took up the position on the 10th December 2019 and has started to acquaint himself with the major contracts and to meet with relevant officers, and key contacts of the various contractors.
3.3.2	Review other Council expenditure on external providers to ensure compliance with procurement regulations	Contract & Procurement Manager/Robert Simpson	December 2020		The new Contract and Procurement Manager - Lee Booth took up the position on the 10th December 2019, and has begun the task of talking to key officers in the Council in order to programme a review of the Council's expenditure on procurement.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
3.3.3	Develop a contract management and procurement training package	Contract & Procurement Manager/Robert Simpson	September 2020		The new Contract and Procurement Manager - Lee Booth, took up the position on the 10th December 2019. He will be starting to develop a contract management and training procurement package in the fourth quarter in order to develop a training programme for the next financial year.
3.3.4	Specify and incorporate latest innovation within key corporate contracts	Contract & Procurement Manager/Robert Simpson	January 2021		Latest innovation is discussed with Contractors at all contract meetings and presently some exciting and innovative ideas are being developed in connection with the recycling of materials, the collection of green waste, and the introduction of new services at our Council car parks.

Performance direction of travel - Key

Exceptional



On Track





Below what it should be



Resources

Improvement Report Q3

No	Measure Detail	RO	Performance Symbol	Context for current performance	Improvement actions taken	Intervention/Review
3.1.4	Enable those residents who need to contact the Revenues and Benefits Services to be able to do so on-line.	Rob Wolfe		The service continues to perform well notwithstanding the delay in developing e-forms.	The improvements to LCTR scheme from April 2020 give added importance to the development of e-forms and so resource will be committed to completing the project.	None necessary.
3.2.3	Procure and implement a new Telephony System jointly with CCDC	Sue Pote		Further telephone lines are required to implement the new telephony software.	IT have raised an order with Telecom providers to buy in more lines. This is estimated to be complete in February 2020.	Await the supply of the additional lines in order that all sites are able to take and receive calls.
3.3.3	Develop a contract management and procurement training package	Lee Booth/ Robert Simpson		The new Contract and Procurement Manager will take up the position on the 10th December 2019. In the interim period other senior officers within the Operations Service supported by officers from Law and Administration, Property Services and Finance have been managing and overseeing contracts, and attending regular Contract meetings with the relevant Contractor.	The new Contract and Procurement Manager - Lee Booth, took up the position on the 10th December 2019. He will be starting to develop a contract management and training procurement package in the fourth quarter in order to develop a training programme for the next financial year.	

RESOURCES SCRUTINY COMMITTEE
20 February 2020
Performance Update
General Fund Budget Monitoring - Quarter 3

General Fund - Budget Monitoring to 31 December 2019

The Council agreed a Net Spending Budget for 2019/20 of £17.447 million in February 2019 when the Council Tax was set for the year. A revision has been made to the Original budget reflecting a contract allocation transfer of £0.054 million from Resources to the Leisure portfolio. The profiled budget to the end of December 2019 is £9.321 million. The monitoring position for the first nine months of 2019/20 is illustrated in the following table:

Portfolio	Original Budget 2019/20	Approved Budget 2019/20	Profiled Budget to 31 Dec	Actual Spend to 31 Dec	Variance from profiled budget	Forecast Outturn
	£000	£000	£000	£000	£000	£000
Community	883	883	568	560	(8)	894
Environment	4,531	4,531	2,622	2,669	47	4,637
Leisure	1,967	2,021	1,813	1,828	15	2,061
Planning & Regeneration	492	492	321	237	(84)	442
Resources	6,636	6,582	4,174	3,774	(400)	6,363
Portfolio total	14,509	14,509	9,498	9,068	(430)	14,397
Investment income	(236)	(236)	(177)	(270)	(93)	(285)
Technical items	3,174	3,174				3,174
Net Spending	17,447	17,447	9,321	8,798	(523)	17,286

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

Community Portfolio

There is a favourable variance of approximately £8,000 on this portfolio. This is primarily due to: -

- Staffing variations (£38,000)
- Reduced car allowances (£4,000)
- Homeless additional grant (£4,000) and recovery of loans (£6k)

Offset by

- Bed and breakfast costs (net of housing benefit) £34,000
- CCTV annual contract £7,000

Environment Portfolio

There is an unfavourable variance of approximately £47,000 on this portfolio. This is primarily due to: -

- Streetscene additional materials £26,000
- Waste additional contract cost and gate fees £40,000 and works to Weighbridge £6,000
- Pest Control reduced income £18,000
- Bereavement reduced income £101,000

Offset by

- Staffing variations (£88,000)
- Streetscene additional income (£34,000)
- Waste additional income (£6,000)
- Dog warden reduced collection and boarding costs (£13,000)

Leisure Portfolio

There is an unfavourable variance of approximately £15,000 on this portfolio. This is due primarily due to:-

- Alleynes dryside operational costs £31,000
- Parks removal of travellers £8,000
- Riverway 3G Pitch reduced income £10,000
- Stone Leisure Centre car park compensation costs £10,000

Offset by

- Staffing variations (£35,000)
- General supplies underspends (£6,000)

Planning and Regeneration

There is a favourable variance of approximately £84,000 on this portfolio. This is primarily due to:-

- Staffing variations (£20,000)
- Off street parking reduced rates (£45,000)
- Reduced car allowances (£12,000)
- Parking additional income (£127,000)
- Land charges additional income (£7,000)
- General supplies underspends (£47,000)
- Additional street naming income (£3,000)
- Additional lease income (£3,000)

Offset by

- Development Management reduced income £139,000
- Markets reduced income £27,000
- Off street parking electricity £18,000

Resources

There is a favourable variance of approximately £400,000 on this portfolio. This is primarily due to:-

- Supplies and services general underspends (£146,000)
- Additional court costs income (£40,000)
- Reduced transport costs (£16,000)
- Civic centre additional backdated rent income (£135,000)
- EU preparation grant (£35,000)
- Saltings commission on sale of plots (£20,000)

Investment Income

Investment income is higher than the profiled budget due to the higher interest rates available 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 2019/20

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 £161,000 lower than expected, mainly due to additional income and better than anticipated investment income returns, partly offset by additional costs of service delivery.

Performance Update

RESOURCES BUDGET

ANNEX 1 sets out the Resources budget monitoring position to the 31 December 2019 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 31 December 2019 on the capital schemes is reported at **ANNEX 2**.

The position on the revenue budget monitoring shows a favourable variance of £400,235 on a profiled budget of £4.174 million and this represents 9.6% of the profiled budget.

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2019-2020 - 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	1,379,510	1,274,859	1,290,489	15,630	1.2%	1,390,510	
Income	(650,660)	(514,955)	(649,482)	(134,528)	26.1%	(785,660)	Backdated rent income
Net	728,850	759,904	641,006	(118,898)		604,850	
Executive Management							
Expenditure	210,090	161,831	160,786	(1,045)	(0.6%)	203,590	
Income	-	-	(34,968)	(34,968)	n/a	-	- EU preparation grant
Net	210,090	161,831	125,818	(36,013)		203,590	
Law and Administration							
Expenditure	1,350,380	1,031,152	965,777	(65,375)	(6.3%)	1,308,780	Staffing (£36k), reduced transport and supplies
Income	(373,920)	(283,286)	(316,361)	(33,075)	11.7%	(393,920)	Saltings commission sale of plots (£20k), additional legal income (£10k) and minor variations
Net	976,460	747,865	649,416	(98,450)		914,860	
Finance							
Expenditure	556,290	417,216	416,040	(1,176)	(0.3%)	556,290	
Net	556,290	417,216	416,040	(1,176)		556,290	
Human Resources Services							
Expenditure	745,200	497,878	476,548	(21,331)	(4.3%)	745,200	
Income	(307,080)	(236,972)	(236,890)	82	0.0%	(307,080)	
Net	438,120	260,907	239,658	(21,249)		438,120	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2019-2020 - 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	1,627,580	1,256,987	1,195,114	(61,874)	(4.9%)	1,627,580	
Income	(787,660)	(595,953)	(608,259)	(12,306)	2.1%	(787,660)	
Net	839,920	661,035	586,855	(74,180)		839,920	
Revenues & Benefits							
Expenditure	1,404,930	1,053,478	1,150,650	97,172	9.2%	1,508,930	Spend of additional grants for system changes £104k and minor variations
Income	(819,910)	(666,881)	(814,106)	(147,225)	22.1%	(966,510)	Additional grant income (£104k) and court costs (£37k)
Net	585,020	386,597	336,544	(50,053)		542,420	
Housing Benefit Payments							
Expenditure	21,069,690	15,821,240	15,821,343	104	0.0%	21,069,690	
Income	(21,069,690)	(16,962,983)	(16,962,979)	4	0.0%	(21,069,690)	
Net	-	(1,141,743)	(1,141,635)	108		-	
Parish Councils							
Expenditure	51,000	51,000	51,159	159	0.3%	51,000	
Net	51,000	51,000	51,159	159		51,000	
Corporate and Democratic Core							
Expenditure	126,770	110,145	112,991	2,846	2.6%	129,770	
Net	126,770	110,145	112,991	2,846		129,770	
Non-Distributed Costs							
Expenditure	287,710	273,511	272,051	(1,461)	(0.5%)	287,710	
Net	287,710	273,511	272,051	(1,461)		287,710	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2019-2020 - 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 Management/Energy Conservation							
Expenditure	32,560	28,280	30,630	2,350	8.3%	40,560	
Net	32,560	28,280	30,630	2,350		40,560	
Electoral Registration							
Expenditure	82,050	40,298	45,964	5,667	14.1%	82,050	Staffing variations
Income	(38,850)	(38,850)	(39,000)	(150)	0.4%	(38,850)	
Net	43,200	1,448	6,965	5,517		43,200	
Elections							
Expenditure	195,000	195,000	195,088	88	0.0%	195,000	
Income	(155,500)	-	(87)	(87)	n/a	(155,500)	
Net	39,500	195,000	195,001	1		39,500	
Members Services							
Expenditure	293,830	220,368	210,766	(9,602)	(4.4%)	293,830	
Income	-	-	(40)	(40)	n/a	-	
Net	293,830	220,368	210,726	(9,642)		293,830	
Out of Hours Service							
Expenditure	6,840	6,840	6,883	43	0.6%	6,840	
Net	6,840	6,840	6,883	43		6,840	
Facilities Management							
Expenditure	200,560	150,420	152,548	2,128	1.4%	200,560	
Net	200,560	150,420	152,548	2,128		200,560	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2019-2020 - 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 and Partnerships							
Expenditure	303,720	219,536	230,234	10,698	4.9%	316,720	
Income	-	-	(1,650)	(1,650)	n/a	-	
Net	303,720	219,536	228,584	9,048		316,720	
Communications							
Expenditure	149,670	112,252	100,127	(12,125)	(10.8%)	137,670	Reduced supplies cost
Net	149,670	112,252	100,127	(12,125)		137,670	
Customer Services							
Expenditure	317,720	238,995	234,984	(4,011)	(1.7%)	315,720	
Net	317,720	238,995	234,984	(4,011)		315,720	
Items to be Allocated							
Expenditure	(10,500)	9,170	15,029	5,859	63.9%	(4,500)	Turnover provision £75k, less reduced apprenticeship levy (£17k) and contract inflation (£52k)
Income	-	-	(764)	(764)	n/a	-	
Net	(10,500)	9,170	14,265	5,096		(4,500)	
Audit, Risk, Resilience and Procurement							
Expenditure	229,350	172,012	171,900	(112)	(0.1%)	229,350	
Net	229,350	172,012	171,900	(112)		229,350	
Insurance Premiums							
Expenditure	175,490	131,617	131,630	13	0.0%	175,490	
Income	-	-	(176)	(176)	n/a	-	
Net	175,490	131,617	131,454	(163)		175,490	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2019-2020 - 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)
	£	£	£	£	%	£	
Portfolio Total	6,582,170	4,174,204	3,773,969	(400,235)		6,363,470	

PERFORMANCE UPDATE - RESOURCES CAPITAL PORTFOLIO

Budget Monitoring 2019-2020 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments
	£	£	£	£	%	£	
CORPORATE IT EQUIPMENT	57,780	34,946	34,946	-	0.0%	57,780	
ACCOMODATION RATIONALISATION	40,000	-	-	-	n/a	40,000	
Portfolio Total	97,780	34,946	34,946	-		97,780	

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 20/2/20 Council 21/4/20

RESOURCES SCRUTINY COMMITTEE

20 FEBRUARY 2020

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** be forwarded for consideration at the Council meeting due to be held on 21 April 2020.

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 21 April 2020.

4 Relationship to Corporate Priorities

- 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 undertaken during early 2019, the Resources Scrutiny Committee at its meeting held on 18 November 2019 (Minute No RSC22/19 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 21 April 2020.
- 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 in the **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 **Technical Inaccuracies**
The Head of Law and Administration will arrange for any technical inaccuracies in the Constitution to be corrected.

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>
-----	--	---

Previous Consideration - Nil

Background Papers - File available in Law and Administration

RESOURCES SCRUTINY COMMITTEE**20 FEBRUARY 2020****Review of the Constitution**

PART OF THE CONSTITUTION	AMENDMENT
PART 3	
Part 3, Responsibility for Functions, Section 3, Cabinet Offices, Page 3.9	<p>Section 3 - Cabinet Offices</p> <p>Remove the following paragraph from the Terms of Reference for the Cabinet Member for Environment:-</p> <p>(m) Health and its promotion together with safety education (excluding road traffic matters)</p> <p>Renumber consecutive paragraphs as appropriate.</p>
Part 3, Responsibility for Functions, Section 3, Cabinet Offices, Page 3.9	<p>Section 3 - Cabinet Offices</p> <p>Add the following new paragraph to the Terms of Reference for the Cabinet Member for Environment:-</p> <p>(q) The monitoring and maintenance of the CCTV system</p> <p>Renumber consecutive paragraphs as appropriate.</p>
Part 3, Responsibility for Functions, Section 3, Cabinet Offices, Page 3.10	<p>Section 3 - Cabinet Offices</p> <p>Add the following new paragraph to the Terms of Reference for the Cabinet Member for Community:-</p> <p>(i) Health and its promotion together with safety education (excluding road traffic matters)</p> <p>Renumber consecutive paragraphs as appropriate.</p>
Part 3, Responsibility for Functions, Section 4, Overview and Scrutiny, Page 3.14	<p>Section 4 - Overview and Scrutiny</p> <p>Amend Paragraph (o) of the Terms of Reference for the Resources Scrutiny Committee to read the following:-</p> <p>(o) Financial matters relating to the Council's major contracted services including the Waste and leisure contracts.</p>

<p>Part 3, Responsibility for Functions, Section 4, Overview and Scrutiny, Community Wellbeing Scrutiny Committee, Paragraph (s), Page 3.16</p>	<p>Section 4 - Overview and Scrutiny</p> <p>Amend Paragraph (s) of the Terms of Reference for the Community Wellbeing Scrutiny Committee to read the following:-</p> <p>(s) Statutory Health Scrutiny Function</p> <p>To review and scrutinise matters relating to the health service in the Council’s area, and to make reports and recommendations on such matters, in accordance with the Local Authority (Public Health, Health and Wellbeing Boards and Health scrutiny) Regulations 2013 in so far as those matters are delegated to the Committee by Staffordshire County Council.</p>
<p>Part 3, Responsibility for Functions, Section 4, Overview and Scrutiny, Page 3.16</p>	<p>Section 4 - Overview and Scrutiny</p> <p>Add the following new paragraph to the Terms of Reference for the Community Wellbeing Scrutiny Committee to read the following:-</p> <p>(t) Operational matters relating to the Council’s major contracted services including the Waste and leisure contracts.</p>
<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, Paragraph 3.5.1(e)(iii), Page 3.40</p>	<p>Section 6 - Scheme of Delegation</p> <p>Insert a new Paragraph after 3.5.1(e)(iii) of the delegated authority to the Head of Development to read:-</p> <p>(iv) A Ward Councillor, from an adjoining Ward, may call in a planning application where that application could adversely affect one of his/her constituents living in a property abutting the site of the proposed planning application.</p> <p>Renumber consecutive paragraphs as appropriate.</p>
<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, Paragraph 3.5.3, Page 3.43</p>	<p>Section 6 - Scheme of Delegation</p> <p>Add the following to paragraph 3.5.3 of the delegated authority to the Head of Development:-</p> <p>(h) Authorise where appropriate the serving of a Community Protection Warning, and a Community Protection Notice under The Anti-Social Behaviour, Crime and Policing Act 2014.</p>

<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, New Paragraph 3.5.47, Page 3.53</p>	<p>Section 6 - Scheme of Delegation</p> <p>Add the following new delegated authority to the Head of Development:-</p> <p>To determine all applications made for the approval of details under Schedule 17 of the High Speed Rail (West Midlands – Crewe) Act 2020 except those which the Head of Development considers should be presented to the Planning Committee for decision.</p>
<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, New Paragraph 3.5.48, Page 3.53</p>	<p>Section 6 - Scheme of Delegation</p> <p>Add the following new delegated authority to the Head of Development:-</p> <p>Authority to take all necessary action and exercise the Council’s powers under Section 7 of the Tenant Fees Act 2019.</p>
<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, New Paragraph 3.5.49, Page 3.53</p>	<p>Section 6 - Scheme of Delegation</p> <p>Add the following matters relating to neighbourhood planning</p> <p>a. Authority in accordance with Regulation 6 of the Town and Country Planning, (England) Neighbourhood Planning (General) Regulations 2012, to publish and consult on a Neighbourhood Area Application proposed by the relevant qualifying body, prior to a decision being made under Regulation 7 of the Town and Country Planning, (England) Neighbourhood Planning (General) Regulations 2012 .</p>
<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, New Paragraph 3.5.50, Page 3.53</p>	<p>Section 6 - Scheme of Delegation</p> <p>Add the following matters relating to development monitoring:-</p> <p>a. Authority to prepare and publish such monitoring report(s) as required pursuant to Section 35 of the Planning and Compulsory Purchase Act 2004.</p> <p>b. Authority to prepare, maintain and publish a Brownfield Land Register pursuant to Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017.</p>

	<p>c. Authority to prepare and publish an annual infrastructure funding statement as required by Regulation 121A of Part 10A of the Community Infrastructure Levy Regulations 2010 (as amended by The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019).</p>
<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Head of Development, New Paragraph 3.5.51, Page 3.53</p>	<p>Section 6 - Scheme of Delegation</p> <p>Add the following matters relating to planning policy preparation</p> <p>a. Authority to commission, prepare and publish such evidence reports as considered necessary to support the preparation and review of matters which affect the development of the Council's area including planning policies in accordance with Section 13 of the Planning and Compulsory Purchase Act 2004 or government policy and guidance.</p> <p>b. Authority to make corrections and other minor and non-substantive changes to draft planning policy documents following their approval by cabinet but prior to their publication for public consultation</p>
<p>PART 4</p>	
<p>Part 4, Rules of Procedure, Section 1, Council Procedure Rules, Paragraph 5, Page 4.9</p>	<p>Section 4 - Council Procedure Rules - Substitution</p> <p>Add the following new paragraph 5.6(c) that would define the number of nominated substitutes for the Public Appeals Committee:-</p> <p>(c) A Political Group to which seats have been allocated on Public Appeals Committee may nominate substitute members up to the number indicated in the table below. The nominated members may be substituted for a member of Public Appeals on notice being given in accordance with rule 5.6(a). 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>

		Number of members of the Group on Public Appeals Committee	Number of nominated substitutes
		1 to 3	1
		4-6	2
		7	3
<p>Part 4, Rules of Procedure, Section 4, Scrutiny Committee Procedure Rules, Paragraph 5, Page 4.53</p>	<p>Section 4 - Scrutiny Committee Procedure Rules</p> <p>Amend Paragraph 5 of the Scrutiny Committee Procedure Rules with the following:-</p> <p>Members and Officer Giving Account</p> <p>“and it is the duty of those persons to attend if so required. In such cases, the Chairman of the Scrutiny Committee shall allow the member of the Executive, the Head of Paid Service, any Head of Service or any individual member who is authorised to discharge any Council or Executive functions to address the Committee.”</p>		
<p>Part 4, Rules of Procedure, Section 6, Regulatory Committee Procedure Rules, Paragraph 8 of Public Appeals Committee Procedure, Page 4.75</p>	<p>Section 6 - Regulatory Committee Procedure Rules - Public Appeals Committee Procedure</p> <p>Amend Paragraph 8 of the Public Appeals Committee Procedure rules to read the following:-</p> <p>8 At this point in the proceedings members of the public in attendance should be invited to speak. Where a member of the public wishes to speak, full details of their name and address should be noted and it must be explained to the person in question that questions may be asked of them by both the advocate for the applicant and the advocate for the local authority. Only one objector and one supporter may be entitled to speak at the meeting for a maximum of 3 minutes each. Where a group of residents wish to speak then they should be asked to nominate a spokesperson (the above procedure will apply).</p>		

ITEM NO 7(c)

ITEM NO 7(c)

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Resources 20/2/20 (Only)

RESOURCES SCRUTINY COMMITTEE
20 FEBRUARY 2020
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>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>
-----	--	---

Previous Consideration - Nil

Background Papers - File available in Law and Administration

RESOURCES SCRUTINY COMMITTEE**20 FEBRUARY 2020****Work Programme - Resources Scrutiny Committee****TUESDAY 9 JUNE 2020 at 6:30 PM**

Minutes of Last Meeting: 20 February 2020
Officer Items by: Friday 22 May 2020
Call-in Deadline: Tuesday 20 May 2020
Member/Public Items by: Thursday 28 May 2020
Agenda Despatch on: Monday 1 June 2020

Officer Reports	<ul style="list-style-type: none"> • Performance Update Report Only (No Financial Information) Corporate Business and Partnerships Manager • Complaints Monitoring 2019/20 Head of Law and Administration • Business Planning Report Scrutiny Officer • Work Programme Scrutiny Officer
------------------------	---

THURSDAY 20 AUGUST 2020 at 6:30 PM

Minutes of Last Meeting: 9 June 2020
Officer Items by: Wednesday 5 August 2020
Call-in Deadline: Tuesday 18 August 2020
Member/Public Items by: Monday 10 August 2020
Agenda Despatch on: Wednesday 12 August 2020

Officer Reports	<ul style="list-style-type: none"> • Final Accounts 2019/20 Head of Finance • Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer
------------------------	---

THURSDAY 19 NOVEMBER 2020 at 6:30 PM

Minutes of Last Meeting: 20 August 2020
Officer Items by: Wednesday 4 November 2020
Call-in Deadline: Tuesday 17 November 2020
Member/Public Items by: Monday 9 November 2020
Agenda Despatch on: Wednesday 11 November 2020

Officer	<ul style="list-style-type: none"> • Waste Contract Financial Report
----------------	--

Reports	Head of Operations <ul style="list-style-type: none"> • Financial Plan 2021/22 - 2023/24 Head of Finance • Fees and Charges Review 2021 Head of Finance • Fees and Charges Review 2020 - 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 12 JANUARY 2021 at 4:30 PM	
Minutes of Last Meeting:	19 November 2020
Officer Items by:	Thursday 17 December 2020
Call-in Deadline:	Tuesday 15 December 2020
Member/Public Items by:	Wednesday 23 December 2020
Agenda Despatch on:	Monday 4 January 2021
Officer Reports	<ul style="list-style-type: none"> • Freedom Leisure Financial Report Freedom Leisure • General Fund Revenue Budget 2020-21 to 2023-24 and Capital Programme 2020-21 - 2023-24 Head of Finance • Resources Portfolio - General Fund Revenue Budget 2020-21 to 2023-24 and Capital Programme 2020-21 - 2023-24 Head of Finance • Work Programme Scrutiny Officer
THURSDAY 11 FEBRUARY 2021 at 6:30 PM	
Minutes of Last Meeting:	12 January 2021
Officer Items by:	Wednesday 27 June 2021
Call-in Deadline:	Tuesday 26 January 2021
Member/Public Items by:	Monday 1 February 2021
Agenda Despatch on:	Wednesday 3 February 2021
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
TASK AND FINISH REVIEW	
<ul style="list-style-type: none"> • Review of the Constitution 	