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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 8 June 2021 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 -
8 JUNE 2021**

Chair - Councillor R P Cooke

A G E N D A

- 1 Minutes of 11 February 2021 as published in Digest No 274 on 5 March 2021.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Called in Items - Nil
- 6 Members' Items - Nil

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HEAD OF LAW AND ADMINISTRATION	

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 619195
Ward Interest:	Nil
Report Track:	Resources Scrutiny 08/06/2021 (Only)

**RESOURCES SCRUTINY COMMITTEE
8 JUNE 2020
Recovery Programme – Update**

1 Purpose of Report

- 1.1 To provide an update to members regarding the work that has been undertaken in quarter 4 as part of the Recovery Programme.

2 Recommendation

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 There are huge difficulties and challenges that lie ahead for each of the recovery workstreams as officers try to navigate through a third lockdown and continue to respond to the pandemic at the same time as delivering business as usual.
- 3.2 All of the four recovery workstreams are continuing with trying to gain an understanding of the longer term impact of the pandemic on the economy, community and our own activities. At present, this is being kept under constant review as the landscape in which we are working is subject to continual change.
- 3.3 The report sets out the progress made against each of the four recovery workstreams during quarter 4.

RESOURCES SCRUTINY COMMITTEE

8 JUNE 2021

Complaints Monitoring 2019/20

DECISION REASONS

What is said at the bottom of the decision letter	What is reported at the Annual Review
These types of complaint do not have a formal decision letter issued for them.	Incomplete/Invalid
	Advice Given
	Referred back for local resolution
Closed after initial enquiries - no further action	Closed after initial enquiries
Closed after initial enquiries - out of jurisdiction	
Upheld: no further action	Upheld
Upheld: maladministration and injustice	
Upheld: maladministration, no injustice	
Report Issued: Upheld, maladministration and injustice	
Report Issued: Upheld maladministration, no injustice	
Not upheld: no further action	Not upheld
Not upheld: no maladministration	
Report issued: Not upheld; no maladministration	

GLOSSARY OF TERMINOLOGY

Advice Given

These are enquiries where the Local Government Ombudsman Advice Team has given advice on why the Ombudsman would not be able to consider a complaint, other than that the complaint is premature. For example, the complaint may clearly be one that the Ombudsman has no power to investigate.

Local Settlements

The term local settlement is used to describe the outcome of a complaint where, during the course of our consideration of the complaint, the council takes, or agrees to take, some action, which the Ombudsman considers, is a satisfactory response to the complaint and the investigation is discontinued. This may occur, for example, in any of the following circumstances:

- the council on its own initiative says that there was fault that caused injustice, and proposes a remedy which the Ombudsman accepts is satisfactory;
- the council accepts the suggestion by the Ombudsman, as an independent person, that there was fault which caused injustice, and agrees a remedy which the Ombudsman accepts is satisfactory;
- the council does not consider that there was fault but is able to take some action which the Ombudsman accepts is a satisfactory outcome;
- the council and the complainant themselves agree upon a course of action and the Ombudsman sees no reason to suggest any different outcome;
- the Ombudsman considers that, even if the investigation were to continue, no better outcome would be likely to be achieved for the complainant than the action the council has already taken or agreed.

Ombudsman's Discretion

Complaints described as terminated by Ombudsman's discretion are those which have been terminated because, for example:

- the complainant wishes to withdraw his or her complaint;
- the complainant has moved away and the Ombudsman is no longer able to contact him or her;
- the complainant decides to take court action;
- the Ombudsman finds that there is no or insufficient injustice to justify continuing the investigation.

Outside Jurisdiction

The Ombudsmen can investigate most types of complaints against local authorities. But there are some things the law does not allow them to investigate, such as personnel matters, the internal management of schools and colleges, and matters which affect all or most of the people living in a council's area. Such complaints, when they are terminated, are described as being outside jurisdiction.

Premature Complaints

The Ombudsman does not normally consider a complaint unless the organisation concerned has first had a reasonable opportunity to deal with that complaint itself. So if someone complains to the Ombudsman without having taken the matter up with the organisation concerned, the Ombudsman will either refer it back to the organisation as a 'premature complaint' to see if it can itself resolve the matter, or advise the enquirer.

Report Issued

For complaints against councils (in this context 'councils' is shorthand for all authorities within the Ombudsman's jurisdiction, excluding schools or the purposes of the internal management of schools jurisdiction, and non-council adult social care providers) , if an investigation is completed, the Ombudsman issues a report. If this finds maladministration by the council which has caused injustice, then the report will include recommendations for a remedy.

ITEM NO 7(d)

ITEM NO 7(d)

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Resources 08/06/2021 (Only)

RESOURCES SCRUTINY COMMITTEE

8 JUNE 2021

Business Planning Report

1 Purpose of Report

- 1.1 To review the programme of business considered by the Resources Scrutiny Committee in 2019/21 with a view to the report being submitted to the Council.

2 Recommendation

- 2.1 The Committee is recommended to approve this report as the Annual Report to the Council.

3 Key Issues and Reasons for Recommendation

- 3.1 During the past Municipal Year (extended due to the COVID-19 Pandemic), the Resources Scrutiny Committee considered a wide variety of issues in support of the Corporate Business Objective 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 The Committee has completed two Annual Reviews of the Constitution.
- 3.3 The Committee will continue to control its own Work Programme, which is already populated with a range of issues for the forthcoming Municipal Year.

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 During the 2019/21 Municipal Year, the Resources Scrutiny Committee considered a wide variety of issues, including Complaints Monitoring and Final Accounts, that supported the Corporate Business Objective 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.
- 5.2 The Committee has undertaken two Task and Finish Reviews relating to the Review of the Constitution, which has led to a number of recommendations being endorsed by Council.
- 5.3 The Committee considered the following an item that was called-in for further scrutiny relating to Financial Support for Freedom Leisure.
- 5.4 The Committee have considered three Members Items related to the following:-
- Staffing
 - Covid-19 Pandemic Essential Actions and Recovery Planning
 - Local Housing Allowance
- 5.5 The Committee considered a Councillor Session Item related to Assistance with Council Tax Arrears.
- 5.6 The Committee considered the following items that were referred to it directly from the Cabinet:-
- Consultation on Local Council Tax Reduction Scheme
 - Recycling and Waste Collection - Future Service Option
 - Financial Plan
 - Fees and Charges Review
 - General Fund Revenue Budget and Capital Programme
 - Resources Portfolio - General Fund Revenue Budget and Capital Programme
- 5.7 The Committee considered the following other reports:-
- COVID19 Pandemic Stafford Borough Council Response and Recovery Programme Updates
 - Freedom Leisure Performance Monitoring Report - Contract Year 2 January - November 2019
 - Local Council Tax Reduction Scheme
 - Gender Pay Gap
 - Corporate Business Plan 2021 – 2024 Consultation
- 5.8 The Committee continues to control its own Work Programme and makes appropriate adjustments as necessary.

- 5.9 Under its Terms of Reference, the Committee received details of the General Fund Budget and Capital Programme for the whole Council and the Resources Portfolio as well as receiving regular reports that monitored both operational and financial performance.
- 5.10 The Resources Scrutiny Committee’s Work Programme is already populated for the forthcoming Municipal Year with various items and will again undertake the annual Review of the Constitution early in the New Year.
- 5.11 It is intended that this report, with the addition of any appropriate information concerning the current meeting, be taken to the next available meeting of the Council as the report back from this Scrutiny Committee in accordance with Article 6, Paragraph 6.3 of the Constitution whereby the Committee is required to report annually to the Council on its workings and future Work Programme.

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>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

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Resources 08/06/2021 (Only)

RESOURCES SCRUTINY COMMITTEE

8 JUNE 2021

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>
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Previous Consideration - Nil

Background Papers – File available in Law and Administration

RESOURCES SCRUTINY COMMITTEE

8 JUNE 2021

Work Programme - Resources Scrutiny Committee

TUESDAY 17 AUGUST 2021 AT 6.30PM

Minutes of Last Meeting:	8 June 2021
Officer Items by:	Monday 2 August 2021
Call-in Deadline:	Tuesday 17 August 2021
Member/Public Items by:	Thursday 5 August 2021
Agenda Despatch on:	Monday 9 August 2021
Officer Reports:	<ul style="list-style-type: none"> • COVID-19 Recovery Corporate Business and Partnerships Manager • Final Accounts 2020/21 Head of Finance • Gender Pay Gap Report - 31 March 2020 Head of Human Resources • Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer

TUESDAY 2 NOVEMBER 2021 AT 6.30PM

Minutes of Last Meeting:	17 August 2021
Officer Items by:	Monday 18 October 2021
Call-in Deadline:	Tuesday 19 October 2021
Member/Public Items by:	Thursday 21 October 2021
Agenda Despatch on:	Monday 25 October 2021
Officer Reports:	<ul style="list-style-type: none"> • Scrutiny of the Waste Contract Head of Operations • COVID-19 Recovery Corporate Business and Partnerships Manager • Financial Plan 2022/23 - 2024/25 Head of Finance • Fees and Charges Review 2022 Head of Finance • Fees and Charges Review 2022 - Leisure Contractor Head of Finance • Performance Update /Budget Monitoring Report

	Corporate Business and Partnerships Manager /Head of Finance <ul style="list-style-type: none"> • Review of the Constitution Head of Law and Administration • Work Programme Scrutiny Officer
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TUESDAY 11 JANUARY 2022 AT 6.30PM
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Minutes of Last Meeting:	2 November 2021
Officer Items by:	Friday 17 December 2021
Call-in Deadline:	Tuesday 14 December 2021
Member/Public Items by:	Tuesday 21 December 2021
Agenda Despatch on:	Friday 24 December 2021
Officer Reports:	<ul style="list-style-type: none"> • General Fund Revenue Budget 2021-22 to 2024-25 and Capital Programme 2021-22 - 2024-25 Head of Finance • Resources Portfolio - General Fund Revenue Budget 2021-22 to 2024-25 and Capital Programme 2021-22 - 2024-25 Head of Finance • COVID-19 Recovery Corporate Business and Partnerships Manager • Work Programme Scrutiny Officer

TUESDAY 15 FEBRUARY 2022 AT 6.30PM

Minutes of Last Meeting:	11 January 2022
Officer Items by:	Monday 31 January 2022
Call-in Deadline:	Tuesday 15 February 2022
Member/Public Items by:	Thursday 3 February 2022
Agenda Despatch on:	Monday 7 February 2022
Officer Reports:	<ul style="list-style-type: none"> • COVID-19 Recovery Corporate Business and Partnerships Manager • 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

FUTURE ITEMS

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| <ul style="list-style-type: none">• Freedom Leisure Annual Report |
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Freedom Leisure

TASK AND FINISH REVIEW

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| <ul style="list-style-type: none">• Review of the Constitution |
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