

Dear Members

Resources Scrutiny Committee

A meeting of the Resources Scrutiny Committee will be held on **Thursday 22 June 2023** at **6.30pm** in the **Craddock Room, Civic Centre, Riverside, Stafford** 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 Governance

RESOURCES SCRUTINY COMMITTEE

22 JUNE 2023

Chair - Councillor M J Winnington

AGENDA

- 1 Minutes of 28 February 2023 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 M J Winnington

E L Carter
M G Dodson
F D J James
R A James
E G R Jones

A M Loughran
B McKeown
A Nixon
J S Powell
M J Winnington

Agenda Item 7(a)

Committee:	Resources Scrutiny Committee
Date of Meeting:	22 June 2023
Report of:	Head of Transformation and Assurance
Contact Officer:	Judith Aupers
Telephone Number:	01543 464411
Ward Interest:	Nil
Report Track:	Resources 22/6/2023 (Only)
Key Decision:	N/A

Quarter 4 and End of Year Performance Report for 2022-23

1 Purpose of Report

- 1.1 To advise Members on the progress in delivering the Council's priorities for Climate Change and being a "Well Run" Council at the end of quarter 4 and the year-end position for 2022-23.

2 Recommendation

- 2.1 That the progress made during 2022-23 in the delivery of the Council's priorities as set out in **APPENDICES 1 and 2** be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The Corporate Business Plan 2021-24 sets out the Council's priorities and the key actions to deliver these.
- 3.2 Overall, 100% of the key actions have been delivered or are on schedule to be completed. Progress in delivering the corporate priorities is summarised in section 5 of the report and set out in detail in **APPENDICES 1 and 2**.

Reasons for Recommendations

3.3 The performance information allows Cabinet to monitor progress in delivery of the Council’s corporate priorities and operational services.

4 Relationship to Corporate Business Objectives

4.1 The actions contribute individually to the Council’s priorities as set out in the Corporate Business Plan 2021-24.

5 Report Detail




5.1 The Corporate Business Plan 2021-24 sets out the Council’s priorities and the key actions to deliver these.

5.2 The Delivery Plans set out in **APPENDICES 1 and 2**, to this report summarise how the Council will achieve progress against its Corporate Priorities for Climate Change and being a “Well Run” Council. These plans establish the actions and timetable for delivery and form the basis of the Council’s performance reporting framework. The appendices summarise performance in delivery of the actions at the end of 2022-23.

Delivery Plans

5.3 A commentary on performance and a rating for each of the actions set out in the Delivery Plans is given in **APPENDICES 1 and 2**. A summary of progress, by rating, is given in the table below.

Table 1: Delivery Plans - Summary of Progress

Corporate Business Plan Priority	 Action completed	 Work on Target	 Work behind schedule	Total Number of Actions
Climate Change	1	8	0	9
The Council	1	3	0	4
Total	2	11	0	13

5.4 At the end of 2022-23, of the 13 actions due for delivery:

- 15% of have been completed;
- 85% are on target to be completed;
- 0% have slipped slightly.

6 Implications

6.1 Financial

There are no direct financial implications arising from the report.

The financial management of the Corporate Plan and the Delivery Plans is standard in accordance with Financial Regulations. All actions are budgeted for accordingly.

6.2 Legal

None

6.3 Human Resources

None

6.4 Human Rights Act

None

6.5 Data Protection

None

6.7 Risk Management

None

6.8 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

None

Wider Community Impact:

None

7 Previous Consideration (Part)




Cabinet – 8 June 2023 – Minute No CAB6/23

8 Background Papers



Corporate Plan 2021-24

Priority 3 - Climate Change



Delivery Plan - Progress Report for 2022-23 Year End

KEY	Description	Number of Actions
	Action completed	1
	Work on Target	8
	Work behind schedule	0



3.1 Reduce emissions from our own activities

Ref	Key Deliverable	End Date	Q4 Rating	Q4 Commentary/Action
3.1.1	Undertake a meaningful audit of the council's carbon footprint to derive the council's own carbon inputs and output	August 2023		The 21/22 carbon footprint data was published in November 22. Collection for the 22/23 carbon audit will be collected in the Summer.
3.1.2	Reduce emissions from our own activities	Ongoing		Work is continuing on the replacement of LED light fittings at the Waterfront Car Park. The council has switched to a 100% renewable energy tariff. Initial reports have been received from the Midlands Net Zero Energy Hub which identify where renewable energy technologies can be installed across the council estate. These reports have been produced in a way which allow them to be used as evidence for the submission of a Salix Finance application. The window for funding opportunities opens in the Autumn.




3.2 Work in partnership to raise awareness of and identify opportunities to implement sustainable low carbon initiatives and promote community action on reducing emissions

Ref	Key Deliverable	End Date	Q4 Rating	Q4 Commentary/Action
3.2.1	Work in partnership to determine best practice and increase awareness of climate change in our council, communities, businesses, and contractors	Ongoing		The SBC Climate Change Community Panel have been developing multiple projects which will contribute to sustainability in the Borough. These projects include a marginal space management project which will see marginal green spaces be managed for wildlife, a sustainable fashion project, and a waste reduction and reuse project. One of the community panel projects involves partnership working with the Wildlife Trust. The council have continued to work with an increasing number of community groups. The council continue to work with the other Staffordshire district and borough councils and the county council. The council sits on the West Midlands Climate Adaptation Working Group.
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	Ongoing		Work is continuing with the SBC Climate Change Community Panel to progress and deliver sustainability initiatives. The council has recently began working with the Chamber of Commerce and the Staffordshire Business Environment Network to develop a business resilience project.

3.3 Mitigate and adapt to climate change




Ref	Key Deliverable	End Date	Q4 Rating	Q4 Commentary/Action
3.3.1	Deliver the measures identified in the Climate Change Adaptation Strategy	Ongoing		The council adopted it's Climate Change Adaptation Strategy in January. Work to progress the delivery of the actions within the document is underway. This includes projects looking to provide nature based solutions to climate change on council owned green spaces, and a resilience project looking to encourage businesses to consider how future mpacts of climate change might impact their premises and operations,
3.3.2	Mitigate the impacts of climate change	Ongoing		Work is underway to increase the roll out of Electric Vehicle Charge Points both across council owned car parks, and across the wider Borough area. A Local Area Energy Plan has been produced which identifies areas for the roll out of renewable energy across the Borough.

3.4 Continue to implement our green recovery objectives


3.4.1	Develop blue and green infrastructure and public realm	Ongoing		Stafford Brooks continues to progress, with schedules being prepared for design and works. The HS2 BIF application is currently being revised as a larger project.
3.4.2	Protect and enhance our environment	December 2023		Progress is being made towards a County Local Nature Recovery Strategy for Environment Act 2021, leading to Biodiversity Net Gain requirements. Initial meetings to establish partnership working in progress linked to the New Local Plan, currently awaiting Government guidance. Air quality monitoring for nitrogen levels continuing.
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	Adoption of new Local Plan		Evidence base published for the New Local Plan alongside other Staffordshire authorities. Borough Council consulted on Preferred Option policy approach from October to December 2022 including an interim Sustainability Appraisal Report. Preferred Options responses published in February 2023

Priority 4 - The Council



Delivery Plan - Progress Report for 2022-23 Year End

KEY	Description	Number of Actions
	Action completed	1
	Work on Target	3
	Work behind schedule	0

4.1 Use our resources in the most effective and efficient way by focusing on financial recovery, reform and sustainability

Ref	Key Deliverable	End Date	Q4 Rating	Q4 Commentary/Action
4.1.1	Determine a medium financial strategy to maintain the financial resilience of the Council	March each year		Budget agreed at Council 24 January with detailed budget for 23/24 and indicative for 24/25 and 25/26

4.2 Continue to work towards organisational and transformational change, integrating equality objectives into everything we do

Ref	Key Deliverable	End Date	Q4 Rating	Q4 Commentary/Action
4.2.1	Consider the impact of change and future ways of working on the Council workforce, members and customers	March 2024		IT have completed all of the development training for the new Customer Portal and are now in a position to start building the Forms and Integrations. Process mapping for the front end/Contact Centre for Waste Services is complete and back office process mapping is scheduled.
4.2.2	Investigate the opportunity for further shared services with neighbouring authorities	March 2024		Following agreement of the business case to extend the sharing of services with Cannock Chase Council, work has commenced in putting in place the necessary

				<p>arrangements.</p> <p>The overarching legal agreement, including the lead authority for services and the relevant delegations were approved by Council on 18 April. The new senior management structure is in place with just one of Head of Service post vacant pending recruitment.</p>
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Agenda Item 7(b)

Committee:	Resources Scrutiny Committee
Date of Meeting:	22 June 2023
Report of:	Head of Law and Governance
Contact Officer:	Ian Curran
Telephone Number:	01785 619 220
Ward Interest:	Nil
Report Track:	Resources 22/06/2023 (Only)
Key Decision:	N/A

Complaints Monitoring 2022/23

1 Purpose of Report

- 1.1 To update the Scrutiny Committee on performance in relation to corporate complaints and complaints referred by the Local Government and Social Care Ombudsman.

2 Recommendation

- 2.1 That the report be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The following report updates the Committee on performance in relation to corporate complaints and complaints referred by the Local Government and Social Care Ombudsman, as well as any lessons learned.
- 3.2 The report also updates the Committee on a revision to the complaints procedure that helps to clarify what is a complaint, who responds to each stage of the process and will enable the production of more accurate complaints handling for this Committee.

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 The Complaints Procedure

5.1.1 Prior to 1 April 2023, the Council's Complaints Procedure tracks the following three stages of complaints that are received by the Council:-

- Stage 1 - Complaint/Service Request that is responded to by an officer responsible for the service provided
- Stage 2 - Complaint that is responded to by the Head of Service when the complainant was not satisfied under Stage 1
- Stage 3 - Complaint this is responded to by the Chief Executive when the complainant was not satisfied under Stage 2

5.1.2 It was previously not possible to obtain an accurate figure as to the number of Stage 1 complaints received because of the various ways in which they are received (e.g. directly to the Officer or via the Contact centre either by telephone or email) and it may not even be a complaint in the first instance, but a service request (e.g. a missed bin collection). However, the Council was able to accurately record those complaints that do develop into both stages 2 and 3, where the complainant is unsatisfied with the response received. Under the previous complaints procedure, only those complaints escalated to the Chief Executive were recorded.

5.1.3 From April 2022, there were 26 Stage 2 complaints, the Service Breakdown for which was as follows, which compares to 20 in 2021/22.

Service	No of Complaints 2022/23	No of Complaints 2021/22
Law and Administration	0	1
Development	21	12
Finance	3	2
Technology	0	0
Operations	2	5
Human Resources	0	0
Corporate Business and Partnerships	0	0
Total	26	20

5.1.4 Of the 26 Stage 2 complaints made during 2022/2023, 18 were escalated to the Chief Executive under Stage 3 (compared to 9 in 2022/22) and the Service Breakdown they relate to is as follows:-

Service	No of Complaints 2022/23	No of Complaints 2021/22
Law and Administration	0	0
Development	13	4
Finance	3	1
Technology	0	0
Operations	2	4
Human Resources	0	0
Corporate Business and Partnerships	0	0
Total	18	9

5.1.5 In the vast majority of instances the complaints investigated related to the outcome of decisions made in accordance with the Council's working procedures, guidelines and policies and therefore no recommended action was required.

5.1.6 From 1 April 2023, the Council revised its Complaints Procedure that now tracks the following two stages of complaints that are received by the Council:-

- Stage 1 - Complaint that is responded to by an officer responsible for the service provided
- Stage 2 - Complaint that is responded to by the Head of Service when the complainant was not satisfied under Stage 1

5.1.7 The revision to the Complaints Process to two stages will assist the Council to accurately record all Stage 1 and Stage 2 complaints.

5.2 Complaints referred to the Local Government and Social Care Ombudsman

5.2.1 There were 21 complaints investigated by the Local Government and Social Care Ombudsman during 2022/23, which are summarised at **APPENDIX 1**. This compares to 7 complaints in 2021/22.

5.2.2 Although not a prerequisite, the Local Government and Social Care Ombudsman will usually only investigate a complaint when the complainant is not satisfied with the response given by the Chief Executive at the final stage of the Corporate Complaints process.

5.2.3 In 2022/23, of the 12 complaints investigated by the Local Government and Social Care Ombudsman 10 evolved from Corporate Complaints, which are marked in *italics* at **APPENDIX 1**. In 2021/22, 2 complaints investigated by the Local Government and Social Care Ombudsman evolved from Corporate Complaints.

5.2.4 This shows that during 2022/23, 11 of the 12 complainants were not satisfied with the outcome of the response provided by the Chief Executive and pursued the matter further with the Local Government and Social Care Ombudsman, which compares to 2 out of 7 during 2021/22.

5.2.5 As it can be seen from the summary included at **APPENDIX 1**, during 2022/23, the Local Government and Social Care Ombudsman did not find the Council to be at fault, although a decision is still awaited in relation to two complaints. There were no reports issued against the Council the Local Government and Social Care Ombudsman.

5.2.6 A list of the Decision Reasons and Glossary of Terminology used by the Local Government and Social Care Ombudsman is included at **APPENDIX 2**.

5.3 **Complaints Procedure**

5.3.1 A new complaints procedure was introduced across the authority on 1 April 2023, which is now in 2 stages in order to provide greater clarity as to what constituted a complaint (as opposed to a service request), who should respond to each stage of the process and an ability to assemble more accurate and consistent complaints handling data that will be annually reported to this Committee.

6 **Implications**

6.1 **Financial**

Nil

6.2 **Legal**

Nil

6.3 **Human Resources**

Nil

6.4 **Human Rights Act**

Nil

6.5 **Data Protection**

Nil

6.7 Risk Management

Nil

6.8 Community Impact Assessment Recommendations

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:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Wider Community Impact:

Detailed above.

7 Previous Consideration

Nil

8 Background Papers

File available in Law and Administration.

APPENDIX 1**Committee:** Resources Scrutiny Committee**Date of Meeting:** 22 June 2023**Complaints Monitoring 2022/23****Complaints to the Local Government and Social Care Ombudsman 2022/23**

Ref	Received	Subject	Services Involved	Decision
1	11/05/22	Failings in dealing with a high Hedge	Operations	Premature Complaint
2	26/05/22	Failings in dealing with a breach of Planning Control	Development	Closed After Initial Enquiries - No further Action
3	29/07/22	Failings in dealing with Rented Accommodation	Development	Closed After Initial Enquiries - Out of Jurisdiction
4	22/08/22	Failings in dealing with Benefits	Finance	Premature Complaint
5	21/09/22	Failings in dealing with a high Hedge	Operations	Not Upheld: No Fault
6	16/11/22	Failings in dealing with a Court Document	Law and Administration	Closed After Initial Enquiries - Out of Jurisdiction
7	20/12/22	Failings in dealing with a Planning Permission	Development	Closed After Initial Enquiries - No further Action
8	07/02/23	Failings in dealing with Benefits	Finance	Premature Complaint
9	07/02/23	Failings in dealing with Enforcement Action	Development	Closed After Initial Enquiries - No further Action
10	09/02/23	Failings in dealing with a Planning Permission	Development	Not Upheld: No Further Action
11	02/03/23	Failings in dealing with Enforcement Action	Development	
12	24/03/23	Failings in dealing with a Planning Permission	Development	Complaint Upheld

SUMMARY 2022/23

Type of Decision	Number
Premature	3
Incomplete/Invalid	
Advice Given	
Referred Back for Local Resolution	
Closed After Initial Enquiries - No Further Action	3
Closed After Initial Enquiries - Out of Jurisdiction	2
Upheld: No Further Action	
Upheld Maladministration and Injustice	1
Upheld Maladministration and No Injustice	
Report Issued: Upheld, Maladministration and Injustice	
Report Issued: Upheld Maladministration, No Injustice	
Not Upheld: No Further Action	1
Not Upheld: No Maladministration	
Not Upheld: No Fault	1
Report Issued: Not Upheld; No Maladministration	
Total No of Cases Resolved	11
Awaiting Decision	2

Service Area

Service Area	Number
Development	7
Operations	2
Finance	2
Law and Administration	1
Total	12

APPENDIX 2**Committee:** Resources Scrutiny Committee**Date of Meeting:** 22 June 2023**Complaints Monitoring 2022/23****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
These types of complaint do not have a formal decision letter issued for them.	Advice Given
These types of complaint do not have a formal decision letter issued for them.	Referred back for local resolution
Closed after initial enquiries - no further action	Closed after initial enquiries
Closed after initial enquiries - out of jurisdiction	Closed after initial enquiries
Upheld: no further action	Upheld
Upheld: maladministration and injustice	Upheld
Upheld: maladministration, no injustice	Upheld
Report Issued: Upheld, maladministration and injustice	Upheld
Report Issued: Upheld maladministration, no injustice	Upheld
Not upheld: no further action	Not upheld
Not upheld: no maladministration	Not upheld
Report issued: Not upheld; no maladministration	Not upheld

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.

Agenda Item 7(c)

Committee:	Resources Scrutiny Committee
Date of Meeting:	22 June 2023
Report of:	Head of Law and Governance
Contact Officer:	Ian Curran
Telephone Number:	01785 619 220
Ward Interest:	Nil
Report Track:	Resources 22/06/2023 (Only)
Key Decision:	N/A

Business Planning Report

1 Purpose of Report

- 1.1 To review the programme of business considered by the Resources Scrutiny Committee in 2022/23 with a view to the report being submitted to the Council.

2 Recommendation

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

3 Key Issues and Reasons for Recommendation

- 3.1 During the past Municipal Year, 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 an Annual Review 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 2022/23 Municipal Year, the Resources Scrutiny Committee considered a wide variety of issues, including monitoring two of the Councils largest contracts 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 a Task and Finish Review relating to the Review of the Constitution, which has led to a recommendation being endorsed by Council.

5.3 The Committee considered the following item that was Called in from the Cabinet to the Scrutiny Committee for further consideration:-

- Freedom Leisure Contract

5.4 The Committee have considered the following Councillor Session Item:-

- Drafting and implementing a menopause policy on how to approach menopause in our workplace to support our staff Text

5.5 The Committee considered the following items that were referred to it directly from the Cabinet:-

- Fees and Charges Review 2023
- General Fund Revenue Budget and Capital Programme 2023-26

5.6 The Committee considered the following other reports:-

- Freedom Leisure Annual Report 2021 - 2022
- Scrutiny of the Waste Contract
- Complaints Monitoring 2021/22

5.7 The Committee continues to control its own Work Programme and makes appropriate adjustments as necessary.

- 5.8 Under its Terms of Reference, the Committee received details of the General Fund Budget and Capital Programme for the whole Council as well as receiving regular reports that monitored both operational and financial performance.
- 5.9 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.
- 5.10 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

6.1 Financial

Nil

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Human Rights Act

Nil

6.5 Data Protection

Nil

6.7 Risk Management

Nil

6.8 Community Impact Assessment Recommendations

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:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Wider Community Impact:

Detailed above.

7 Previous Consideration

Nil

8 Background Papers

File available in Law and Administration.

Agenda Item 7(d)

Committee:	Resources Scrutiny Committee
Date of Meeting:	22 June 2023
Report of:	Head of Law and Governance
Contact Officer:	Ian Curran
Telephone Number:	01785 619 220
Ward Interest:	Nil
Report Track:	Resources 22/06/2023 (Only)
Key Decision:	N/A

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 report be noted.

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

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Human Rights Act

Nil

6.5 Data Protection

Nil

6.7 Risk Management

Nil

6.8 Community Impact Assessment Recommendations

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:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Wider Community Impact:

Detailed above.

7 Previous Consideration

Nil

8 Background Papers

File available in Law and Administration.

APPENDIX

Committee: Resources Scrutiny Committee

Date of Meeting: 22 June 2023

Thursday 17 August 2023 at 6.30pm

Minutes of Last Meeting: Thursday 22 June 2023

Officer Items by: Wednesday 2 August 2023

Call-in Deadline: Tuesday 15 August 2023

Member/Public Items by: Monday 7 August 2023

Agenda Despatch on: Wednesday 9 August 2023

Officer Reports: **Final Accounts 2022/23**
Deputy Chief Executive - Resources

Performance Update/Budget Monitoring Report
Head of Transformation and Assurance

Work Programme
Head of Law and Governance

Tuesday 7 November 2023 at 6.30pm

Minutes of Last Meeting: Thursday 17 August 2023

Officer Items by: Monday 23 October 2023

Call-in Deadline: Tuesday 17 October 2023

Member/Public Items by: Thursday 26 October 2023

Agenda Despatch on: Monday 30 October 2023

Officer Reports: **Financial Plan 2024/25 - 2026/27**
Deputy Chief Executive - Resources

Fees and Charges Review 2024
Deputy Chief Executive - Resources

Performance Update/Budget Monitoring

Head of Transformation and Assurance

Review of the Constitution

Head of Law and Governance

Work Programme

Head of Law and Governance

Tuesday 9 January 2023 at 6.30pm

Minutes of Last Meeting: Tuesday 7 November 2023

Officer Items by: Friday 15 December 2023

Call-in Deadline: Tuesday 19 December 2023

Member/Public Items by: Wednesday 20 December 2022

Agenda Despatch on: Friday 22 December 2023

Officer Reports: **General Fund Revenue Budget 2023-24 to 2026-27
and Capital Programme 2023-24 - 2026-27**
Deputy Chief Executive - Resources

**Resources Portfolio - General Fund Revenue Budget
2023-24 to 2026-27 and Capital Programme 2023-24 -
2026-27**
Deputy Chief Executive - Resources

Work Programme

Head of Law and Governance

Wednesday 13 March 2024 at 6.30pm

Minutes of Last Meeting: Tuesday 9 January 2024

Officer Items by: Tuesday 27 February 2024

Call-in Deadline: Tuesday 20 February 2024

Member/Public Items by: Thursday 29 February 2024

Agenda Despatch on: Tuesday 5 March 2024

Officer Reports: **Review of the Constitution**
Head of Law and Governance

Performance Update/Budget Monitoring Report
Head of Transformation and Assurance

Work Programme
Head of Law and Governance

Future Items:

- **Procurement**
- **Review of the Constitution**
- **Section 106 Agreements**