

Dear Members

Resources Scrutiny Committee

A meeting of the Resources Scrutiny Committee will be held on **Tuesday 23 September 2025 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

23 SEPTEMBER 2025

Chair - Councillor M J Winnington

AGENDA

- 1 Minutes of 24 June 2025 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Called in Items - Nil

Page Nos

- 6 Members' Items - Nil
- 7 Officers' Reports

ITEM NO 7(a) **Fire Risk Assessments (verbal update to Minute RSC5 24 June 2025)**

HEAD OF HOUSING AND CORPORATE ASSETS

ITEM NO 7(b) **Q1 Performance Update** 3 - 13

HEAD OF TRANSFORMATION AND ASSURANCE

ITEM NO 7(c) **Work Programme** 14 - 18

HEAD OF LAW AND GOVERNANCE

Membership





Chair - Councillor M J Winnington

K M Aspin	A M Loughran
E L Carter	A Nixon
M G Dodson	J S Powell
R A James	J P Read
P A Leason	M J Winnington

Priority 3 - Extract re Climate Change

Annual Delivery Plan for 2025-26

Summary of Progress as at end of Quarter 1

				N/A	Total Number of Projects
Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	Action not yet due	
1	1			1	3

Summary of Successes as at Quarter 1

Climate Action education program with Keele University is now complete, delivered over three workshops senior managers and elected members learnt about ways in which the Council can work towards meeting its net zero ambitions and other climate actions.

Summary of Slippage as at Quarter 1

None





Priority 3 - Extract re Climate Change

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Delivery of Climate Change Action Plan	Training to be carried out for Senior Officers and Elected Members	X				Keele University delivered three training workshops in the first quarter to senior service managers and elected members	★
	Delivery of the Climate Change School Engagement Project	X	X	X	X	Work has begun to identify and develop relationships with appropriate schools in the Borough. Initial work has been carried out in some schools and will continue in next academic year	✓
	Decarbonisation Plans for SBC owned Sites will be commissioned that will provide options for the decarbonisation of our buildings.				X		

Priority Delivery Plan for 2025-26

Priority 4 - Effective Council

Summary of Progress as at end of Quarter 1

				N/A	Total Number of Projects
Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	Action not yet due	
	4			3	7

Summary of Successes as at Quarter 1


Progress is being made across all of the actions scheduled for quarter 1 but none of them have been completed in full.

Summary of Slippage as at Quarter 1

None





Priority 4 - Effective Council

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Provide more services online and improve accessibility	Work with services to produce a work programme		X				
	Delivery of the work programme (key actions will be added once the plan has been developed and approved)			X	X		
Delivery of the Value for Money Improvement Plan (now referred to as the Governance Improvement Plan)	Complete delivery of the actions set out in the VFM improvement plan (this is reported on separately to Cabinet and the Audit and Accounts Committee)	X	X	X	X	Working is ongoing to deliver the actions set out in the improvement plan - this is the subject of a separate report	✓
Code of Governance	Review and update the Code of Governance	X				Work is in progress. The Code has been reviewed but Cipla have recently issued updated guidance and this needs to be reflected in the revised Code of Governance. It is intended to complete the review in Q2	✓
Consultation	Undertake consultation/engagement with the public and stakeholders on key projects that affect our communities eg the production of the local plan. These will be determined each year as part of the development of the annual priority delivery plans.	X				Work is ongoing with regard to undertaking consultation for specific projects but the development of the programme for the year has been delayed due to the work on LGR consultation taking priority	✓

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Local Government Reorganisation	Develop an action plan to respond to the Government's Proposals for Local Government Reorganisation.	X				At the moment the focus is on the development of the detailed proposal due to be submitted in November 2025. This is being developed collaboratively by the 6 district and borough councils in Southern and Mid Staffordshire. The working groups supporting this only met for the first time in June/July and the work programme is still evolving. It is intended to provide Cabinet with a report in Q2.	
	Delivery of the action plan (key actions will be added once the plan has been developed and approved)		X	X	X		

Summary of Key Performance Indicators (KPIs) for 2025/26





Priority 3 - Extract re Climate Change

Symbol	Description	Qtr 1	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target					
	Performance on target					
	Performance < 5% below target					
	Performance > 5% below target					
N/A	Reported Annually / Not Applicable	0				
	TOTAL					





Priority 3 - Extract re Climate Change

Indicator	Year End 24/25	Target 25/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 25/26	Rating Symbol	Comments
Climate Change									
Climate Action Plan progress is monitored via the Climate Action Board and reported quarterly to Cabinet.	New measure								Data has been collected to enable review of the Action Plan but delays in recruiting to Climate Change roles has affected officer capacity in this part of the service.


Priority 4 - Effective Council

Symbol	Description	Qtr 1	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target	3				
	Performance on target	2				
	Performance < 5% below target	2				
	Performance > 5% below target					
N/A	Reported Annually / Not Applicable	4				
	TOTAL	11				

Priority 4: Effective Council

Indicator	Year End 24/25	Target 25/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 25/26	Rating Symbol	Comments
Good Customer Experience									
Days taken to process new Housing Benefit and Council Tax Claims	19.3	20 days	20						
Days taken to process new Housing Benefit and Council Tax change of circumstances	4.9	9 days	2.1						
% of calls answered	96.7%	95%	97.1%						
Number of calls answered			15036					N/A	This is not a measure but gives context to the performance in call handling
Average call wait time	59 seconds	90 seconds	44 seconds						
Number of services (forms) available online	New	N/A	55					N/A	This year will be used to establish a baseline

Indicator	Year End 24/25	Target 25/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 25/26	Rating Symbol	Comments
Number of online transactions	New	N/A	10,218					N/A	This year will be used to establish a baseline
Funding Council Services									
% of Council Tax collected annually	97.8%	98% at end of year	28.6%					✓	Compares to 28.7% at Q1 last year
% National non-domestic rates (NNDR) collected	98.6%	98% at end of year	28.9%					⚠	Compares to 31.2% at Q1 last year. The dip is caused by a number of retail, hospitality and leisure premises facing a sharp increase in their bills and also £1.2m (2%) of new assessments being rated and billed later than the annual bill round.

Indicator	Year End 24/25	Target 25/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 25/26	Rating Symbol	Comments
Good Governance									
Freedom Of Information requests within time i.e. 20 working days	79.4%	85%	83%						Late responses are not attributable to a specific department in this quarter. FOI officers will send reminders out to all departments prior to response deadlines.
Number of public consultations/engagement exercises undertaken		New							Annual measure

Agenda Item 7(c)

Work Programme - Resources Scrutiny Committee

Committee:	Resources Scrutiny
Date of Meeting:	23 September 2025
Report of:	Head of Law and Governance
Portfolio:	Resources

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

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

4 Relationship to Corporate Priorities

- 4.1 This report is most closely associated with the following Corporate Business Objective 1:-

To deliver sustainable economic and housing growth to provide income and jobs.

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

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

The Borough Council considers the effect of its actions on all sections 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.

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix: Work Programme

8 Previous Consideration

None

9 Background Papers

File available in Law and Governance

Contact Officer: Jackie Allen

Telephone Number: 01785 619552

Ward Interest: Nil

Report Track: Resources Scrutiny Committee - 23 September 2025
(Only)

Key Decision: N/A

Appendix 1

Work Programme - Resources Scrutiny Committee

Tuesday 16 December 2025 at 6:30pm

Report Deadline

1 December 2025

Officer Reports:

Q2 Performance Update

Head of Transformation and Assurance

Review of the Constitution

Head of Law and Governance

Work Programme 2025/26

Head of Law and Governance

Monday 19 January 2026 at 6:30pm

Report Deadline

2 January 2026

Officer Reports:

General Fund Revenue Budget and Capital Programme

Deputy Chief Executive (Resources)

Fees and Charges Review

Deputy Chief Executive (Resources)

Work Programme 2025/26

Head of Law and Governance

Tuesday 25 March 2026 at 6:30pm

Report Deadline

9 March 2026

Officer Reports:

Q3 Performance Report

Head of Transformation and Assurance

Review of the Constitution

Head of Law and Governance

Work Programme 2025/26
Head of Law and Governance

Future Items:

Approval of Business Cases

Transformation - priority areas: system upgrades, finance changes

Synergy between CCDC and SBC (Shared Services)

Devolution - Impact on Shared Services

Local Government Reorganisation

Task and Finish Working Group - Review of Revenues and Benefits Service Debt Collection Process has commenced with future dates arranged.