

Dear Members

Resources Scrutiny Committee

A meeting of the Resources Scrutiny Committee will be held on **Thursday 10 November 2022** 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 Administration

RESOURCES SCRUTINY COMMITTEE

10 NOVEMBER 2022

Chair - Councillor R P Cooke

AGENDA

- 1 Minutes of 23 August 2022 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

Page Nos

- 7 Officers' Reports
- ITEM NO 7(a) **Freedom Leisure Annual Report 2021-22** 4 - 23
INTERIM HEAD OF OPERATIONS
- ITEM NO 7(b) **Fees and Charges Review 2023** 24 - 26
HEAD OF FINANCE
- ITEM NO 7(c) **Quarter 2 Performance Report** 27 - 43
INTERIM HEAD OF CORPORATE BUSINESS
AND PARTNERSHIPS
- ITEM NO 7(d) **Review of the Constitution** 44 - 45
HEAD OF LAW AND ADMINISTRATION
- ITEM NO 7(e) **Work Programme - Resources Scrutiny
Committee** 46 - 50
HEAD OF LAW AND ADMINISTRATION

Membership

Chair - Councillor R P Cooke

R P Cooke	R A James
M G Dodson	E G R Jones
I D Fordham	R Kenney
A T A Godfrey	G P K Pardesi
A S Harp	P Roycroft

Agenda Item 7(a)

Committee:	Resources Scrutiny Committee
Date of Meeting:	10 November 2022
Report of:	Interim Head of Operations
Contact Officer:	Lee Booth
Telephone Number:	01785 619896
Ward Interest:	Nil
Report Track:	Cabinet - 6 October 2022 Resources - 10 November 2022

Freedom Leisure Annual Report

1 Purpose of Report

- 1.1 To provide Resources Scrutiny Committee with the Freedom Leisure Annual Report (attached) to scrutinise. The Annual Report has been received by the Council and relates to the period from April 2021 to March 2022 in respect of the Leisure and Cultural Services contract that Freedom Leisure manage on behalf of the Council. Freedom Leisure has written the Annual Report.

2 Recommendation

- 2.1 That Resources Scrutiny Committee notes the information.

3 Key Issues and Reasons for Recommendation

- 3.1 Freedom Leisure has written the Annual Report. It highlights how the service has performed from April 2021 to March 2022.
- 3.2 The Annual Report highlights how the Service has performed against the backdrop of the Covid-19 pandemic.

4 Relationship to Corporate Business Objectives

- 4.1 This report is most closely associated with Corporate Business Objective 2:-

To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing resilient communities that promote health and wellbeing.

5 Report Detail

- 5.1 Since December 2017, the Council has outsourced a Leisure and Cultural Services contract to Freedom Leisure on a contract term of ten years (plus five years, plus five years).
- 5.2 On behalf of the Council, Freedom Leisure manage the sites of Stafford Leisure Centre, Stone Leisure Centre, Rowley Park, Stafford Castle, the Gatehouse Theatre, Izaak Walton Cottage and the Ancient High House as well as the Active Communities programme and an events programme.
- 5.3 The services provided by the Leisure and Cultural Services contract are the main way in which the Council seeks to achieve its corporate Business objective relating to residents' health and wellbeing. Active Lives Survey data consistently indicates that the most popular recreational physical activities (after walking) are swimming and fitness and therefore we are heavily reliant on leisure centres for their delivery.
- 5.4 Formal management of the contract includes monthly contract meetings and quarterly strategic meetings between the Council and Freedom Leisure.
- 5.5 As part of these meetings, Freedom Leisure report performance to the Council and the attached Annual Report highlights key performance information over the financial year 2021 to 2022.
- 5.6 Delivery of services were gradually reintroduced as Government-mandated Covid-19 restrictions were relaxed. On 12 April 2021, Stafford and Stone Leisure Centre's reopened with a reduced programme of activity, with swimming lessons and school swimming re-starting in May 2021. In July 2021, the Gatehouse Theatre reopened and had undergone a refurbishment programme funded by a £375,000 Arts Council grant. In August 2021, all heritage sites reopened and from September 2021, the events programme was reintroduced.
- 5.7 The Annual Report highlights how Key Performance Indicators (KPIs) have largely recovered to pre-Covid levels. Most KPIs are just below pre-Covid-19 levels. For example, fitness membership in March 2022 is at 90% when compared with pre-Covid-19 performance and Rowley Park football participation is at 89% when compared against the same pre-Covid-19 time period. That said, some KPIs are above pre-Covid-19 levels. For example, Learn to Swim is at 131% participation when compared against the same time period and Christmas pantomime sales at the Gatehouse Theatre showed an increase of 1,994 tickets when compared to the last Christmas pantomime in 2019.
- 5.8 The above performance information, amplified further in the Annual Report, demonstrates the uncertainties faced by the Service against the unprecedented back drop of the Covid-19 pandemic. It should be noted that there has not been a full year of service delivery in 2021-22 and when

services have been reintroduced, this has been gradual and with a high level of uncertainty on the behaviours of customers and service users.

6 Implications

6.1 Financial

None directly arising from this report.

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:

Nil

Wider Community Impact:

Nil

7 Previous Consideration

The reports and documents relating to the original award of contract.

8 Background Papers

Freedom Leisure Annual Report 2021-22.

Stafford Borough Council

Leisure and Cultural Partnership Annual Report

April 2021- March 2022

“Improving lives through leisure”



Contents	Page
1 Introduction	3
2 Stafford Borough Council's Corporate Business Plan 2021-2024	4
3 An introduction to Freedom Leisure the UK's second largest genuine charitable Leisure Trust	4
4 Timeline 2021-2022	5
5 Finance Summary	6
6 Our Year in Numbers	7
7 Stafford and Stone Leisure Centres	7
8 Rowley Park Sports Stadium	8
9 Stafford Gatehouse Theatre	9
10 Heritage Sites	11
11 Active Communities	13
12 Large Scale Events	14
13 Our Colleagues	15
14 Marketing	16
15 Energy Usage	17

1 Introduction

Freedom Leisure commenced a 10-year contract to manage Stafford Borough Council's leisure and cultural facilities on 1st December 2017. This report covers year 4 of the contract from April 2021 to March 2022. The facilities and services managed include:

Stafford Leisure Centre

Stone Leisure Centre

Rowley Park Sports Stadium

Stafford Gatehouse Theatre

The Ancient High House

Stafford Castle

Izaak Walton's Cottage

Active Communities programme

Annual large-scale community events

“Since re-opening from the final Covid lockdown in April 2021 the team in Stafford has worked tirelessly to reactivate the highly valued community leisure, theatre, heritage sites and events that we operate on behalf of the Council. The following pages identify both the successes and challenges we have had in partnership with the Council. I remain immensely proud of what has been achieved during 2021/22. The current year will undoubtedly bring more challenges particularly in respect of the significant increases in energy and other costs. I have every confidence that collectively we will continue to re-build and improve the service to local residents and visitors alike.”

Ivan Horsfall-Turner | Chief Executive Officer - Freedom Leisure

2 Stafford Borough Council's Corporate Business Plan 2021-2024

'A prosperous and attractive borough with strong communities'

The council's priorities for the Stafford borough community are:

To develop innovative, sustainable economic housing growth to provide income and jobs

To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing resilient communities and promote health and wellbeing

To tackle Climate Change by implementing the Climate Change and Green Recovery objectives

To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focused on delivering our objectives

3 An introduction to Freedom Leisure, the UK's second largest genuine charitable Leisure Trust

2021/22 has been another challenging year for the sport, leisure and cultural sector as a whole, but Freedom Leisure has worked closely with their local authority partners to provide the best service possible coming out of the pandemic. Nationally, Freedom Leisure were selected as the preferred operator of 2 new leisure partnerships, increasing their portfolio to 109 leisure centres, 25 individual clients and over 3,500 employees.

In summary:

109 - Leisure Centres, including 2 theatres, managed on behalf of 25 individual clients across England and Wales

Not for profit - Freedom Leisure is a not-for-profit leisure trust which manages leisure and cultural facilities on behalf of partners across the UK to realise our vision of "improving lives through leisure"

Focus - Committed to providing and developing inclusive leisure facilities for everyone. Delivering a service to exceed our customers' expectations

Freedom Leisure ethos

- Provide affordable and accessible health, leisure and sport facilities for everyone, therefore having a positive impact on the local communities in which we operate and serve - we aim to inspire people to be more active more often
- Reinvest surplus into quality services

- Exceed our partners' desired outcomes for local communities
- Enhance our reputation and status
- Grow and develop as a company in a sustainable way
- Develop our people
- Renew existing contracts and win new ones

4 Timeline 2021-2022

2021

12 April	Stafford and Stone Leisure Centres reopened; football leagues and organised sport returned to Rowley Park
May	Gatehouse Theatre MET lighting rig installed Swimming lessons and school swimming restarted
16 July	The Stafford Gatehouse Theatre reopened after a refurbishment project
August	Heritage museums fully opened; Holiday Activities and Food programme at Doxey Primary School; Theatre Summer School returned
19 Sept	Stafford Half Marathon
20 Nov	Stafford's Big Christmas Switch on Show; indoor events returned to the Ancient High House
December	Snow White Pantomime at the Gatehouse Theatre

2022

January	Gatehouse Theatre MET Studio seating installed
February	27 windows that were damaged as a result of vandalism were replaced at Stone Leisure Centre
20 March	Stafford Half Marathon

5 Finance Summary

	Income	Expenditure	Management Fee and Repayments	Net surplus/ (deficit)
Stafford LC	1,710,513	1,502,503	(462,377)	(254,367)
Stone LC	1,075,743	1,042,134	(99,756)	(66,147)
Gatehouse Theatre	1,051,114	1,671,566	466,758	(153,694)
Heritage Sites	59,613	201,123	460,093	318,583
Active Comms. and Events	215,062	301,124	246,836	160,774
Rowley Park	151,749	215,400	60,938	(2,713)
Total	£4,263,794	£4,933,850	£672,492	£2,436

Throughout 2021-22 Stafford Borough Council and Freedom Leisure held regular financial review meetings to monitor the on-going impact of COVID-19 through the various re-opening phases.

Freedom Leisure had Job Retention Scheme (JRS) grants of £82k, start-up grants of £36k and National Leisure Recovery Fund (NLRFF) of £194,496 to support the reactivation of the leisure facilities from April 2021 and the theatre, museums and heritage sites plus our large-scale events from July 2021. Despite these grants the final accounts in March 2022 show that the partnership reached the break-even point with a surplus of £2,436. Some social distancing guidelines remained in place, with limits on capacities within our facilities, the demand for services has also been impacted due to a reduction in customer confidence until all restrictions were finally lifted in February 2022.

The Arts Council Grant of £375k secured for the Stafford Gatehouse Theatre enabled the full refurbishment of the ground floor areas before the building reopened its doors in July 2021.

6 Our Year in Numbers

As our centres and facilities were permitted to open we welcomed a large number of visitors back; we received fantastic feedback from our customers and heard stories of how our facilities and services had positively impacted on their personal recovery journeys to their 'new normal'

"Just after we opened in July, we had a visit from Dorothy Marshall, who had been waiting for a taxi outside and spotted our Steinman grand piano.

Soon the café was filled with glorious note-perfect music from our visitor, who was in her 90s.

It transpired that the piano in her nursing home had been locked away during Covid and this was the first time she had played for 18 months. Not a dry eye in the house!"

Stafford Gatehouse Theatre Manager

Numbers:

847,634 - 2021-2022 total participation

1,023,200 -2019 total participation

7 Stafford and Stone Leisure Centres

The fitness membership numbers have been recovering following the pandemic but have not yet reached pre-covid levels at both centres. The Learn to Swim (LTS) participation has seen a significant uplift with opportunity for further growth.

2,717 -On Learn to Swim programme in March 22; 131% of pre-covid numbers

2,074 - On Learn to Swim programme in March 20

2,517 - Fitness Memberships in March 22; 90% of pre-covid

2,804 - Fitness Memberships in March 20

783 - On Gymnastics scheme March 22

757 on Gymnastics scheme March 20

"I highly recommend Stafford Leisure Centre – whether it's for classes, the gym, swimming or a treatment – you can't beat it! I've been going for years and it's so SO good to be back with the gym family! I honestly cannot fault the team!"

Customer visiting Stafford Leisure Centre

“Awesome swim teacher, we moved from another leisure centre's swim class 2 years ago and my daughters progressed with Jane brilliantly during that time. We've never looked back and couldn't be happier with her tuition she receives in Jane's lessons. A big thanks to Jane from us.”

Parent of a Learn to Swim member

“I swim at Stone Leisure Centre every day, I have made some fabulous friends in the pool and swimming with them is a joy! The staff at the centre are amazing and welcome you by your name and that's lovely, the centre has a positive community spirit!”

Member visiting Stone Leisure Centre

8 Rowley Park Sports Stadium

In April 2021 Football Leagues and organised sports restarted outdoors at Rowley Park Sports Stadium and the bowlers returned to the greens. Participation continued to grow towards pre-covid numbers.

17,370 - Football League participants in March 22; 89% of pre-covid

19,440 - Football League participants in March 20

1,120 - Bowlers March 22; 71% of pre-covid

1,584 - Bowlers March 20

“The Green is, and has been all season, in the best condition in the last four years of my membership. Steph is a lovely person and excellent grounds person” **Rowley Park Crown Green Bowler**

“Thank you to the Rowley Park team for everything you have done to support us during what have been some difficult times - cheers from all at Special Olympics Stafford” **Head Coach Special Olympics Stafford**



9 Stafford Gatehouse Theatre

The Gatehouse Theatre reopened its doors in July 21 following an extensive refurbishment project including new LED lighting throughout the building, a reconfiguration of the box office and café bar areas.

The new motorised MET lighting rig was installed in May 21 and the new seating unit early 22. These developments have reduced the time required to set up and break down events and shows.

The first youth theatre show since 2019 was produced in August 21 with the reintroduction of the annual Summer School *Take Me To The World* which explored the stories of local young people through the lockdown period of 2020-21.

The theatre has not fully recovered but has performed well in the sector where generally audiences have been slow to return with social distancing measures remaining. The Snow White Pantomime was an exception to what was seen across the country with numerous other theatres cancelling shows and, in some cases, the whole run due to the pandemic. Every performance of Snow White took place as scheduled.

17,443 - Snow White Pantomime customers, an increase of 1, 994 customers compared to Peter Pan in 2019

74,507 - Participants 8 months; 130,781 in 2019 over a full year



I just wanted to write and say how much I thoroughly enjoyed the musical performance about Covid which was put on, on Friday evening. Firstly, it was great to be back in the Gatehouse after such a long time away and to see such talent in our young local performers was so uplifting. It has been a difficult time for us all but particularly our younger generation who have behaved impeccably throughout the last couple of years and you could see

the release in the energy of their performances. I'm looking forward to more great shows in the future and shall definitely return to see these young talented people."

Gatehouse Theatre audience member



"Thank you SO very much for a really lovely gig in the MET Studio at Stafford Gatehouse Theatre – gorgeous venue and possibly the warmest welcome we've had at any theatre I've played in my 10-plus years of touring. Please pass on my thanks to your fantastic team of people they couldn't have been friendlier or more helpful" *Sarah McQuaid*

"Just a short note to express a massive THANK YOU to the lady member of staff who showed such kindness and understanding to my other half Betty, last evening. The performance was in its early stages when Betty suffered a severe anxiety attack, possibly due to feelings of claustrophobia that she sometimes has allied to the requirement to wear a mask continually. Some eight years ago Betty was performing her duties as a Prison Officer when she was violently attacked by a prisoner. The lady that assisted us was truly lovely and I hope that you will be able to pass on my sincerest and heart felt gratitude"

Theatre Customer

In January, the Gatehouse also set out to become a Theatre of Sanctuary. A meeting in the auditorium attracted a large number of staff and members of the public for a presentation by the Stafford Welcomes Refugees group, about the plight of refugees who come to Stafford.

This national project aims to welcome refugees and asylum seekers and introduce them to the arts and culture of the UK through a compassionate approach and our work to gain accreditation is ongoing.

We also received warm appreciation for our Classic Film afternoons, which were well attended by elderly people.

One man, who suffers from dementia, came to every single showing with his daughter (who was also his carer) who said it was the highlight of his week and really improved his mental health.



10 Heritage Sites

Our Heritage Sites visitor centres and museums at Stafford Castle, The Ancient High House and Izaak Walton's Cottage reopened during the summer of 2021. The school tour programme restarted in September 21 with the first indoor events taking place in November during the Christmas Switch on Show event.

The Heritage team were successful in securing grants for the development of a dedicated website offering a wider range of resources and a seamless experience for visitors. Grants were also awarded for the woodland mental health walk project and wooden sculptures at the castle.

2,072 - School tour participants; 7 months to March 22

3,644 - full year to March 2020

20,605 - Total participants; 68% of full year pre-covid numbers - 30,123

The Stafford Castle School Tour programme was awarded The Sandford Award for educational excellence within Heritage. The Heritage Education Trust provides independent quality assurance for heritage education through these annual awards. The Sandford Award scheme started in 1978 with 200 heritage sites currently holding this award.

“Learning about medieval period and castles is brought to life through a hands-on, immersive programme of school visits, delivered by a passionate and inspirational team of experienced guides. The team deliver a high-quality educational experience which makes maximum use of the site and its historical context. Using a mixture of genuine and replica artefacts and objects children are transported back in time - an experience which will stay with them for life and one which cannot be replicated without a visit to this venue”

The Heritage Education Trust Report



“so happy to see your faces, we know it’s going to be a good day”

“We had a great time today, ollie was just amazing”

Teachers accompanying children on school tours

“Thank you for making the party accessible for her and allowing us the extra time to explore the castle fully, Alan you made the party so special and she honestly loved it, all the guests have said what a fantastic party it was and we will be recommending Stafford Castle Parties to everyone. This will be a treasured childhood memory”

Parent of a child who is blind but felt so included on her school tour that she asked her mum if she could come back for her birthday party, she bought other blind friends to celebrate with her



“it was fascinating to learn about such a great person living in Stafford, I would like to see more about local people and what they did for our town”

“the items on display were fascinating and we loved guessing what they were for, what a great resource to have on our doorstep”

Visitors to The Curious Mr Marson Exhibition at the Ancient High House



11 Active Communities

Following a successful funding application, the first Holiday Activities and Food (HAF) programme was delivered at Doxey Primary school over a four-week period in the summer holidays, August 21. HAF is funded by Staffordshire County Council and The Department for Education and aims to support children to eat healthily and be more active over school holidays. The scheme was replicated for the October 21 and February 22 school holidays, offering free places to children entitled to free school meals.

520 - Free HAF sessions; Including a hot freshly prepared lunch and healthy snacks

"I wanted to express my gratitude and appreciation for the October half term event at Doxey School. My sons attended yesterday and both really enjoyed their day with your team. They are not usually keen on school/end of day clubs and so were a little nervous going in, but the two staff members on the entrance were fantastic at making them feel involved and welcoming them in. They both came home happy, talking about all the sport they played and how much fun they had, praising your team - even asking to go again! I just wanted to send an email of thanks for providing such a fun filled day! Hopefully this will be on again during the next school holiday as they will definitely return"

Parent of children attending Doxey School HAF





12 Large Scale Events

The annual community events programme restarted with the Stafford Half Marathon and Fun Run in September 2021; this was moved to the autumn from its usual March date due to the ongoing pandemic. The Christmas Switch on Show returned after a break of two years in November 2021 and the Stafford Pancake Race returned in March 22; with the 2022 Half Marathon and Fun Run event moving back to the spring.

2,054 - Half Marathon participants March 2022

2,028 – Half Marathon participants September 2021

1,839 – Half Marathon participants March 2020

2,830 – Half Marathon participants March 2019



“It was so well organised and your marshals/race stewards and the locals were really encouraging. Thank you!” **Stafford Half Marathon participant**

“such a great day and evening at the Stafford Christmas light switch on, I love the buzz, atmosphere and to see Stafford so busy and always have to play hook a duck – it’s a tradition!” **Local resident and visitor to event**

10,000 - Visitors attending Stafford's Big Christmas Switch on Show



13 Our Colleagues

During the Covid recovery period, colleagues have been at the forefront of Freedom's mindset. There has been a big focus on colleague engagement and greater awareness of colleague's health.

Despite ongoing challenges with recruitment and retention and increased wellbeing, mental health issues and post Covid stresses there has been some fantastic team colleague successes to celebrate:

- Colleague Promotions - Colleagues across the partnership have been recognised for their exceptional work; roles promoted into include general manager at Stafford Leisure Centre, Area Manager for the Stafford Partnership and Heritage Manager.
- Freedom Influencers - 3 colleagues locally have become Freedom Influencers. Providing a group of mentors to support new team colleagues, to increase retention and colleague happiness.
- Newly Recruited Positions - New colleagues have been welcomed to the Stafford Freedom team, including Theatre Manager, Operations Manager, Marketing Manager and Assistant, Digital content creator and social media coordinator. Permanent colleague numbers grew to 123 in March 22, having dropped to 96 in 2021 during the pandemic and being 120 pre-Covid. Training was delivered to both colleagues returning to work and those new to the team including National Pool Lifeguard Qualifications and Swim Teacher courses.
- Regional Colleagues - following a restructure across Freedom Leisure the Stafford Partnership is now part of the Midlands Regional team made up of six Partnerships lead by a Regional Manager, providing guidance, support and increased opportunities for sharing best practice.

- Colleague Engagement and Recognition - in March 22 the first Stafford Partnership 'Thank You and Awards' Evening was held. Colleagues nominated others for being exceptional team players, providing outstanding customer service and for going 'above and beyond'. Eighteen Colleagues were thanked for over 20 years of service and dedication to the delivery of leisure and cultural services to Stafford Borough.



14 Marketing

Press coverage

The Gatehouse Theatre re-opened in July 2021 generating significant TV, Radio, Press and online coverage. The Snow White Pantomime included national TV (ITV News at Ten) with all 39 planned performances going ahead despite the ongoing pandemic. The 2021 and 2022 Stafford Half Marathons, Christmas Switch on Show and Pancake Race also generated significant local media coverage.

Website and customer communication

During the re-opening phase communication via the website was crucial to re-engaging our customers. Throughout the year the website has been used to inform customers of changes to operations and provide key information; customers were directed to the website through digital communication including email, social media and text messages.

Campaigns

As facilities and services were reactivated 'countdown' and awareness campaigns were implemented across the partnership to promote re engagement using a variety of different channels. New digital marketing and Visitor Information screens were introduced at the theatre.

Social Media

Social Media as always continues to be a key driver to support the engagement of local community. Content was managed by a combination of central and regional marketing and commercial teams and at a local level by our marketing manager, marketing assistant, social media coordinator, digital content creator - creating engaging video and photographic content on site locally. This included a successful 'Sharing your Story' campaign, which featured individuals that have had a positive return from the lockdowns

41,000 following (or have liked) our social media pages

1.7 million people reached across the partnership on our social media platforms

15 Energy Usage

With year on year comparison being a challenge due to the lockdowns in years 20-21 it is easier to compare 19-20 with current performance.

Through effective energy management and investment in energy saving projects, usage and carbon footprints have been reduced by 23 tonnes CO2 across Stafford and Stone Leisure Centres combined. A tonne of CO2 is equivalent to driving 23,000 miles once around the world. Approx. 9 acres of forest would be required to compensate for the 23 tonnes of CO2 saved in a year.

At the Gatehouse Theatre as part of the refurbishment works LED Lighting was installed reducing the number of fittings required by 21 with annual kWh reduced by 13,344 from 18,549 to 5,205. Reducing the annual CO2 Emissions by over 3 tonnes.



Agenda Item 7(b)

Committee:	Resources Scrutiny Committee
Date of Meeting:	10 November 2022
Report of:	Head of Finance
Contact Officer:	Tim Willis
Telephone Number:	01543 464720
Ward Interest:	Nil
Report Track:	Cabinet 03/11/2022 Resources Scrutiny 10/11/2022 Council 22/11/2022

Fees and Charges Review 2023

The following report is due to be considered by Cabinet at its meeting held on 3 November 2022 and is submitted to this Committee for consultation.

1 Purpose of Report

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2023.

2 Recommendation of the Cabinet

- 2.1 That the proposed Fees and Charges for 2023 be recommended to Council for approval.

3 Key Issues and Reasons for Recommendation

- 3.1 The report sets out the proposed changes to Fees and Charges for 2023. In accordance with the revised financial regulations agreed by Council on the 16 September 2019 the following items are included:
 - Where a new charge has been introduced.
 - The proposed increase is above the annual level of inflation.
 - Where the power to set fees and charges has been specifically reserved by the Council.

- 3.2 In addition, this report includes those fees and charges where no increase is proposed for 2023, for noting.

4 Relationship to Corporate Business Objectives

- 4.1 This report supports all of the Council's Corporate Priorities.

5 Report Detail

- 5.1 The process for setting fees and charges from 1 January 2023 reflects the revised financial regulations as agreed by Council on 16 September 2019. This set out the criteria for fees and charges which would be reported to Cabinet and Council for approval as follows:

- Where a new charge has been introduced.
- The proposed increase is above the annual level of inflation.
- Where the power to set fees and charges has been specifically reserved by the Council.

- 5.2 For 2023, inflation - as defined in financial regulations - is the Retail Prices Index, which currently stands at 12.3%. However, in general, where officers have delegated authority, charges will rise by approximately 5%, allowing for rounding.

- 5.3 Certain fees are set by reference to external bodies or set by legislation/regulations. These are included in the full list of published fees and charges but are not referred to in this report.

- 5.4 There are no new or frozen fees.

- 5.5 Proposed increases above the threshold of 12.3% are as follows:

- Section 106 agreement deed of variation charge is proposed to increase from £424.36 to £566.00 which represents a 33.4% increase. This level of charge is comparable to Cannock Chase District Council.

- 5.6 A full copy of Fees and Charges will be available on the Members' portal before the Council meeting and published on the website once approved by Council.

6 Implications

6.1 Financial

Fees and charges are an important source of income to the Council. As costs rise with inflation, if income from fees and charges does not rise proportionately, this will add to the 2023-24 budget gap - the difference between projected expenditure and income. The Council currently projects a budget gap of £2 million for 2023-24.

6.2 Legal

As set out in the report.

6.3 Human Resources

As set out in the report.

6.4 Human Rights Act

As set out in the report.

6.5 Data Protection

As set out in the report.

6.7 Risk Management

The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.

The level of income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.

6.8 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

Nil

Wider Community Impact:

Nil

7 Previous Consideration

Cabinet - 3 November 2023

8 Background Papers

File available in Financial Services.

Agenda Item 7(c)

Committee:	Resources Scrutiny Committee
Date of Meeting:	10 November 2022
Report of:	Interim Head of Corporate Business and Partnerships
Contact Officer:	Tracy Redpath
Telephone Number:	01785 619195
Ward Interest:	Nil
Report Track:	Resources Scrutiny 10/11/2022 (Only)

Quarter 2 Performance Report

1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 2 2022 - 2023 for Resources Scrutiny Committee.

2 Recommendation

- 2.1 That the information be noted

3 Key Issues and Reasons for Recommendation

- 3.1 The performance report as set out for this quarter includes progress made against business objective 3 - Climate Change and Green Recovery and business objective 4 - 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 performance reporting for Quarter 2 2022 - 2023 for the Resources Scrutiny Committee is detailed in the **APPENDIX** and members are asked to note the progress.

4 Relationship to Corporate Business Objectives

- 4.1 Performance reporting interlinks with all corporate business objectives

5 Report Detail

- 5.1 This report contains updates for two business objectives, business objective 3 - Climate Change and Green Recovery and business objective 4 - 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. All performance indicators and narrative updates for both objectives are reported as being good or on track.
- 5.2 The council continue to make steady progress in relation to its climate change and green recovery objectives. An update of the carbon audit has recently been commissioned, and work to reduce energy usage across the council's estate and operations has continued. This has included the replacement of conventional light fittings to LED at Waterfront Car Park. Work is also being progressed by the Midlands Energy Hub to identify where the most carbon savings can be made across the estate.
- 5.3 The council has also continued to work in partnership with multiple stakeholders and partner organisations. The Climate Change Community Panel are developing multiple projects, one of which involves partnership working with the Wildlife Trust. The number of community groups that the council are working with have also increased. The councils continue to collaborate with the county council and neighbouring district and borough councils.
- 5.4 The Climate Adaptation Strategy went out to consultation in the Summer and is currently progressing through the cabinet process. The council continues to make good progress towards its Green Recovery objectives, with the Stafford Brooks project being progressed. A funding bid has been applied for which, if successful, will be used to deliver habitat enhancements on Stone Meadows Nature Reserve. A County Local Nature Recovery Strategy is being progressed. The SAC project continues to identify improvements which can be delivered on the Cannock Chase SAC, whilst air quality monitoring for nitrogen levels continues to be carried out.
- 5.5 In terms of financial sustainability, proposals for shared services are currently being developed and the medium term financial strategy is being prepared. The procurement documents have now been signed for the new customer services platform and once these have been processed then phase one of the project will commence.
- 5.6 Narrative updates for the reporting period are contained within **APPENDIX 1**.
- 5.7 General Fund Budget Monitoring for the reporting period is contained within **APPENDIX 2**.

6 Implications

6.1 Financial

The financial implications of individual actions are being reviewed by the lead organisation for each workstream.

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:

There are no known impacts.

Wider Community Impact:

There are no known impacts

7 Previous Consideration

Nil

8 Background Papers

File available in Corporate Business and Partnerships

Q2 Resources

Narrative Updates

Ref	Key Deliverable	Responsible Officer	End Date	Q2 Performance	Q2 Commentary/Action
3.1 Reduce emissions from our own activities					
3.1.1	Undertake a meaningful audit of the council's carbon footprint to derive the council's own carbon inputs and output	Eleanor Warren	December 2022	On Track	We have recently commissioned a consultancy to update our carbon audit. An information request has been sent to service areas to collect the necessary data. When returned this will be sent to the consultants enabling them to produce a carbon footprint for the authority.
3.1.2	Reduce emissions from our own activities	Eleanor Warren	Ongoing	On Track	To reduce carbon emissions from the council's own estate, a programme to replace the light fittings from traditional to LED at Waterfront car park has commenced. Work is also being progressed with the Midlands Energy Hub. This work will identify where the most carbon savings can be made across the estate.
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					
3.2.1	Work in partnership to determine best practice and increase awareness of climate change in our council, communities, businesses, and contractors	Eleanor Warren	Ongoing	Good	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.
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	Eleanor Warren	Ongoing	On Track	One of the main objectives of the Climate Change and Green Recovery Community Panel is to lobby government and raise awareness of climate change in local communities. The panel is currently developing a series of initiatives which will enable this to be achieved. A waste reduction and reuse project has recently been taken through cabinet which will see awareness being raised within communities.

Ref	Key Deliverable	Responsible Officer	End Date	Q2 Performance	Q2 Commentary/Action
3.3 Mitigate and adapt to climate change					
3.3.1	Refresh the Climate Change Adaptation Strategy	Eleanor Warren	December 2022	On Track	The Climate Adaptation Strategy is currently processing through the cabinet process. Once it has been approved, it will be adopted. It is proposed that when it is adopted, a series of webinars are run to increase awareness of the importance of adaptation within communities and businesses.
3.4 Continue to implement our green recovery objectives					
3.4.1	Develop blue and green infrastructure and public realm	Strategic Planning and Placemaking	Ongoing	Good	Stafford Brooks funding has been awarded with a grant of £4.1 million. Initial press release was well received. Meetings are due to take place in October to discuss project details. The HS2 Biodiversity Fund application for Stone Meadows (Goodall Meadow) has been submitted awaiting decision in 2023.
3.4.2	Protect and enhance our environment	Strategic Planning and Placemaking	December 2023	On Track	Progress is being made towards a County Local Nature Recovery Strategy for Environment Act 2022, leading to Biodiversity Net Gain requirements. Initial meetings to establish partnership working in progress linked to the New Local Plan. Work on SAC project at Punchbowl car park and on-going community events. 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	Strategic Planning and Placemaking	Adoption of new Local Plan	On Track	Evidence base prepared for New Local Plan alongside other Staffordshire authorities. Borough Council published Preferred Option policy approach for Cabinet in October 2022
4.1 Use our resources in the most effective and efficient way by focusing on financial recovery, reform and sustainability					
4.1.1	Determine a medium financial strategy to maintain the financial resilience of the Council	Emma Fullagar	March 2024	On Track	Medium term financial strategy information being collated will be reported in quarter 3
4.2 Continue to work towards organisational and transformational change, integrating equality objectives into everything we do					
4.2.1	Consider the impact of change and future ways of working on the Council workforce, members and customers	Sue Pote	March 2024	On Track	Procurement documents have now been signed and a Purchase Order is being raised. We will then commence phase one of the project, transferring all existing processes over to the new digital platform.

Ref	Key Deliverable	Responsible Officer	End Date	Q2 Performance	Q2 Commentary/Action
4.2.2	Investigate the opportunity for further shared services with neighbouring authorities	Leadership Team	March 2024	On Track	2 workshops have been held with Members to seek their views, concerns etc on the proposal to widen the existing shared services arrangements. The business case has been drafted; it will be considered by Cabinet on 22 November and Council on 6 December.

Explanation for Narrative Performance Status
Exceptional - Good
Doing well - On Track
Below what it should be - Below Target

Committee: Resources Scrutiny

Date of Meeting: 10 November 2022

Performance Update

General Fund Budget Monitoring

General Fund - Budget Monitoring to 30 September 2022

The Council agreed a Net Portfolio Spend for 2022/23 of £15.475 million in January 2022 when the Council Tax was set for the year. The approved budgets show a slight variation within the portfolios reflecting the transfer of centrally held provision for income changes on the Resources portfolio to the individual services.

The signage on the reports has changed for this financial year an underspend is a debit figure and any figures in brackets represent an overspend.

The monitoring position for 2022/23 is illustrated in the following table:

Portfolio	Original Budget 2022/23 £000	Approved Budget 2022/23 £000	Profiled Budget to September £000	Actual Spend to 30 September £000	Variance from Profiled Budget £000	Forecast Outturn £000
Community	883	883	1,040	1,033	7	876
Environment	3,859	3,921	1,328	1,198	130	3,898
Leisure	2,085	2,095	1,359	1,313	46	2,086
Planning and Regeneration	1,140	1,111	1,547	1,291	256	875
Resources	7,508	7,465	5,627	5,549	78	7,473
Portfolio total	15,475	15,475	10,901	10,384	517	15,208

The key issues identified in the forecast as at September monitoring are set out below:-

Community Portfolio

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

- Staffing variations £25,000
- Car Allowances £4,000
- Increased licenses £5,000

Offset by

- Increased Utilities costs (£21,000)
- Increased Bed and Breakfast costs (£4,000)

Environment Portfolio

There is a favourable variance of approximately £130,000 on this portfolio. This is primarily due to: -

- Staffing variations £94,000
- Reduced dry recycling gate fees £152,000
- Additional waste income £87,000

Offset by

- Crem utilities forecast increases (£41,000)
- Streetscene utilities increases (£13,000)
- Other utilities increases (£11,000)
- Increased CCTV contract cost (£13,000)
- Reduced crematorium income (£85,000)
- Reduced cemeteries income (£17,000)
- Reduced pest control net income (£11,000)
- Increased supplies and services (£23,000)

Leisure Portfolio

There is a favourable variance of £46,000 on this portfolio. This is primarily due to:-

- Staffing variations £29,000
- Reduced transport costs £4,000
- General supplies and services £2,000
- Additional parks income £11,000
- Other income £5,000

Offset by

- Legal costs for Travellers (£6,000)

Planning and Regeneration

There is a favourable forecast variance of approximately £256,000 on this portfolio. This is primarily due to:

- Parking increased income £200,000
- Development Management increased income £143,000 (largely reflecting major applications)
- Car Allowances £10,000

Offset by

- Increased Utilities costs (£27,000)
- Additional rates vacant premises (£11,000)
- Land charges decreased income (£6,000)
- Increased parking contract costs (£11,000)
- Reduced markets income (£24,000)
- Legal fees (£7,000)
- Additional supplies and services (£9,000)

Resources

There is a favourable variance of approximately £78,000 on this portfolio. This is primarily due to:-

- Staff vacancies and sharing of service £66,000
- Rates underspends due to let of building £90,000
- Reduced transport costs £16,000
- Supplies and Services general underspends £57,000
- Additional revenues grant income £26,000

Offset by

- Increased utilities costs (£61,000)
- Additional audit fees (£21,000)
- Reduced court costs income (£76,000)
- Public buildings reduced rental income (£10,000)
- Reduced saltings commission income (£6,000)

Forecast Outturn 2022/23

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 £267,000 less than budgeted. This principally reflects increased income and contract changes alongside staff vacancies partly offset by full year estimated utility costs.

Detailed monitoring

ANNEX 1 sets out the revenue budget monitoring forecast position based on expenditure to the 30 September 2022 including explanations for individual variances that meet the monitoring criteria. It includes an analysis of services in the portfolio. In addition, capital monitoring information to the 30 September 2022 on the capital schemes is reported at **ANNEX 2**.

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2022-2023 - Period 6 - September

	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	1,449,390	1,140,113	1,127,731	12,382	1.1%	1,431,630	Full year estimate additional utilities cost Civic Centre (£53k), Stone Area Office (£7k), contract cleaning (£11k) offset by rates £90k and minor variations
Income	(603,770)	(320,977)	(310,667)	(10,311)	3.2%	(593,320)	Reduced rental income
Net	845,620	819,136	817,065	2,071		838,310	
Executive Management							
Expenditure	221,220	112,939	76,095	36,844	32.6%	188,320	Staffing saving shared management function
Income	-	-	-	-	n/a	-	
Net	221,220	112,939	76,095	36,844		188,320	
Law and Administration							
Expenditure	1,486,280	742,786	707,142	35,644	4.8%	1,453,000	Staffing variations £16k and general supplies underspends £19k
Income	(411,270)	(202,374)	(194,439)	(7,935)	3.9%	(406,590)	
Net	1,075,010	540,412	512,703	27,709		1,046,410	
Finance							
Expenditure	635,340	317,122	317,200	(78)	0.0%	635,340	
Net	635,340	317,122	317,200	(78)		635,340	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2022-2023 - Period 6 - September

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Human Resources Services							
Expenditure	737,650	354,600	320,778	33,822	9.5%	737,650	Staffing variations £7k, transport £5k and general supplies underspends £21k
Income	(278,930)	(136,716)	(134,150)	(2,566)	1.9%	(278,930)	
Net	458,720	217,884	186,628	31,256		458,720	
Technology							
Expenditure	1,818,860	1,011,250	977,458	33,792	3.3%	1,818,860	Staffing variations
Income	(894,890)	(413,626)	(411,916)	(1,710)	0.4%	(894,890)	
Net	923,970	597,624	565,542	32,082		923,970	
Revenues & Benefits							
Expenditure	1,528,530	754,487	734,885	19,602	2.6%	1,509,940	
Income	(779,140)	(287,010)	(237,278)	(49,732)	17.3%	(729,110)	Reduced court costs income (£76k), partly offset by additional grant income £26k
Net	749,390	467,477	497,608	(30,131)		780,830	
Housing Benefit Payments							
Expenditure	15,856,770	9,063,755	9,063,277	478	0.0%	15,856,770	
Income	(16,056,770)	(7,904,751)	(7,903,956)	(795)	0.0%	(16,056,770)	
Net	(200,000)	1,159,004	1,159,321	(317)		(200,000)	
Parish Councils							
Expenditure	51,000	51,000	51,129	(129)	(0.3%)	51,000	
Net	51,000	51,000	51,129	(129)		51,000	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2022-2023 - Period 6 - September

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Corporate and Democratic Core							
Expenditure	126,770	75,101	110,394	(35,293)	(47.0%)	163,120	Additional audit costs (£21k) and bank charges (£15k)
Income	-	-	-	-	n/a	-	
Net	126,770	75,101	110,394	(35,293)		163,120	
Non-Distributed Costs							
Expenditure	304,480	283,678	250,800	32,878	11.6%	271,620	Reduced pension act increases full year estimate
Income	-	-	-	-	n/a	-	
Net	304,480	283,678	250,800	32,878		271,620	
Asset Mgmt Energy Conservation							
Expenditure	32,560	25,427	34,805	(9,378)	(36.9%)	41,940	Asset valuations (£9k)
Income	-	-	-	-	n/a	-	
Net	32,560	25,427	34,805	(9,378)		41,940	
Electoral Registration							
Expenditure	43,200	14,409	7,451	6,958	48.3%	43,200	Reduced supplies costs
Income	-	-	-	-	n/a	-	
Net	43,200	14,409	7,451	6,958		43,200	
Elections							
Expenditure	39,500	-	356	(356)	n/a	39,500	
Income	-	-	(566)	566	n/a	-	
Net	39,500	-	(210)	210		39,500	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2022-2023 - Period 6 - September

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Members Services							
Expenditure	309,620	154,846	144,022	10,824	7.0%	300,320	Reduced car allowances £4k and supplies £7k
Income	-	-	-	-	n/a	-	
Net	309,620	154,846	144,022	10,824		300,320	
Out of Hours Service							
Expenditure	6,980	-	-	-	n/a	6,980	
Income	-	-	-	-	n/a	-	
Net	6,980	-	-	-		6,980	
Facilities Management							
Expenditure	223,820	110,195	106,608	3,587	3.3%	223,820	
Income	-	-	-	-	n/a	-	
Net	223,820	110,195	106,608	3,587		223,820	
Corporate Business & Partners							
Expenditure	349,910	173,306	170,258	3,048	1.8%	346,650	
Income	-	-	(5,710)	5,710	n/a	-	- Fixed penalty anti social behaviour charges £2k, sponsorship income £3k and minor variations
Net	349,910	173,306	164,548	8,758		346,650	
Communications							
Expenditure	164,050	77,989	69,457	8,532	10.9%	156,620	Reduced supplies costs
Income	-	-	-	-	n/a	-	
Net	164,050	77,989	69,457	8,532		156,620	

PERFORMANCE UPDATE - RESOURCES PORTFOLIO

Budget Monitoring 2022-2023 - Period 6 - September

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Customer Services							
Expenditure	381,960	182,489	166,723	15,766	8.6%	369,970	Staffing variations £12k and minor variations
Income	-	-	-	-	n/a	-	
Net	381,960	182,489	166,723	15,766		369,970	
Items to be Allocated							
Expenditure	290,000	(53,722)	10,289	(64,011)	119.2%	354,010	Staffing variations
Income	-	-	-	-	n/a	-	
Net	290,000	(53,722)	10,289	(64,011)		354,010	
Audit Risk Resilience Procure							
Expenditure	249,050	124,574	125,116	(542)	(0.4%)	249,050	
Income	-	-	-	-	n/a	-	
Net	249,050	124,574	125,116	(542)		249,050	
Insurance Premiums							
Expenditure	183,010	91,542	91,510	32	0.0%	183,010	
Income	-	-	-	-	n/a	-	
Net	183,010	91,542	91,510	32		183,010	
Property Maintenance							
Expenditure	500,500	285,168	285,203	(35)	0.0%	500,500	
Income	(500,500)	(200,650)	(200,638)	(12)	0.0%	(500,500)	
Net	-	84,518	84,565	(47)		-	
Portfolio Total	7,465,180	5,626,950	5,549,367	77,583	1.4%	7,472,710	

PERFORMANCE UPDATE - RESOURCES CAPITAL PORTFOLIO

Budget Monitoring 2022-2023 - Period 6 September

	Latest	Budget to	Total Spend	Variance to	Forecast	Comments
	Budget	Date	to Date	Date	Outturn	
	£	£	£	£	£	
Corporate IT Equipment	£141,850	£77,535	£77,536	-£1	£141,850	
Accommodation Transformation & Rationalisation	£10,790	£6,965	£6,966	-£1	£10,790	
Total for Resources	£152,640	£84,500	£84,503	-£3	£152,640	

Agenda Item 7(d)

Committee:	Resources Scrutiny Committee
Date of Meeting:	10 November 2022
Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone Number:	01785 619 212
Ward Interest:	Nil
Report Track:	Resources 10/11/2022 (Only)

Review of the Constitution

1 Purpose of Report

- 1.1 The purpose of this report is to inform the Committee of the need to review the Council's present Constitution and to suggest a mechanism with which to undertake the review.

2 Recommendation

- 2.1 That the Resources Scrutiny Committee establish a Task and Finish Review Working Group in order to undertake a review of the Council's current Constitution.

3 Key Issues and Reasons for Recommendation

- 3.1 The review of the Council's Constitution and Procedure rules fall under the remit of the Resources Scrutiny Committee.
- 3.2 The Monitoring Officer is required to review the Constitution on an annual basis.
- 3.3 The Committee are requested to establish a Task and Finish Review Working Group in order to undertake a review of the Council's current Constitution.
- 3.4 In the interim, Members are requested to inform the Monitoring Officer of any issues in the Constitution that they feel should be reviewed.

4 Relationship to Corporate Business Objectives

4.1 The Constitution supports all of the Council's Corporate Priorities.

5 Report Detail

5.1 Members will recall that the Resources Scrutiny Committee have previously established a Task and Finish Review Working Group, with all Members of the Council invited, to undertake a comprehensive Review of the Constitution.

5.2 Contained within the Constitution is the requirement for the Monitoring Officer to annually review the Constitution.

5.3 The Scrutiny Committee are requested to establish a Task and Finish Review Working Group, with all Members of the Council invited, to undertake a review of the Constitution.

5.4 The proposed dates and times of the Review of the Constitution Task and Finish Review Working Group are as follows:-

- 5.30 pm on Monday 23 January 2023
- 5.30 pm on Tuesday 7 February 2023
- 5.30 pm on Tuesday 28 February 2023 (Followed by the scheduled Resources Scrutiny Committee on that evening to confirm the amendments)

5.5 Members are requested to inform Monitoring Officer of any issues in the Constitution that they feel should be reviewed.

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(e)

Committee:	Resources Scrutiny Committee
Date of Meeting:	10 November 2022
Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone Number:	01785 619 212
Ward Interest:	Nil
Report Track:	Resources 10/11/2022 (<i>Only</i>)

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

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: 10 November 2022

Work Programme - Resources Scrutiny Committee

Tuesday 3 January 2023 at 6.30pm

Minutes of Last Meeting: Thursday 10 November 2022

Officer Items by: Friday 9 December 2022

Call-in Deadline: Tuesday 13 December 2022

Member/Public Items by: Wednesday 14 December 2022

Agenda Despatch on: Friday 16 December 2022

Officer Reports: **General Fund Revenue Budget 2022-23 to 2025-26
and Capital Programme 2022-23 - 2025-26**
Head of Finance

**Resources Portfolio - General Fund Revenue Budget
2022-23 to 2025-26 and Capital Programme 2022-23 -
2025-26**
Head of Finance

Final Accounts 2021/22
Head of Finance

Gender Pay Gap Report
Head of Human Resources

Work Programme
Scrutiny Officer

Tuesday 28 February 2023 at 6.30pm

Minutes of Last Meeting: Tuesday 3 January 2023

Officer Items by: **Monday 13 February 2023**

Call-in Deadline: **Tuesday 21 February 2023**

Member/Public Items by: **Thursday 16 February 2023**

Agenda Despatch on: **Monday 20 February 2023**

Officer Reports: **Review of the Constitution** (If available by then)
Head of Law and Administration

Performance Update /Budget Monitoring Report
Interim Head of Corporate Business and Partnerships
/Head of Finance

Work Programme
Scrutiny Officer

Future Items:

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