

Dear Members

Resources Scrutiny Committee

A meeting of the Resources Scrutiny Committee will be held on **Tuesday 28 February 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 Administration

RESOURCES SCRUTINY COMMITTEE

28 FEBRUARY 2023

Chair - Councillor R P Cooke

AGENDA

- 1 Minutes of 3 January 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

Page Nos

- 7 Officers' Reports
- ITEM NO 7(a) **Quarter 3 Performance Report** 3 - 8
INTERIM HEAD OF CORPORATE BUSINESS
AND PARTNERSHIPS
- ITEM NO 7(b) **Review of the Constitution** 9 - 12
HEAD OF LAW AND ADMINISTRATION
- ITEM NO 7(c) **Work Programme - Resources Scrutiny
Committee** 13 - 18
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:	28 February 2023
Report of:	Interim Head of Corporate Business and Partnerships
Contact Officer:	Tracy Redpath
Telephone Number:	01785 619195
Ward Interest:	Nil
Report Track:	Resources Scrutiny 28/02/2023 (Only)

Quarter 3 Performance Report

1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 3 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 3 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 received and finalised, 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. The council has also switched to a 100% renewable energy tariff. Work is also being progressed by the Midlands Energy Hub to identify where the most carbon savings can be made across the estate. Carbon literacy training has recently been delivered to the Climate Change and Green Recovery group.
- 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 continues to increase. The councils continue to collaborate with the county council and neighbouring district and borough councils.
- 5.4 The Climate Adaptation Strategy was adopted in January. The council sits on the Sustainability West Midlands Climate Adaptation Working Group to enable the delivery of climate adaptation across the West Midlands. 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. A cross service biodiversity working group has recently been set up to ensure the enhancement of biodiversity is embedded across green space projects across the council.
- 5.5 The budget report went to cabinet 1/12/2022 setting out budgets for 3 years and an updated report went to Cabinet in January 2023. GOSS have been awarded the contract for the digital platform; weekly meetings are taking place with their Project Manager. Both Councils approved the second stage of the shared services business case, work is underway to plan for the implementation of this decision wef 1 April 2023.

5.6 Narrative updates for the reporting period are contained within the **APPENDIX**.

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

6.6 Risk Management

Nil

6.7 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 & Partnerships

Q3 Resources

Narrative Updates

Ref	Key Deliverable	Responsible Officer	End Date	Q3 Performance	Q3 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 received the first draft of the 2021/2022 carbon audit. The document is currently being finalised. This will provide an updated 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. We have also committed to switching to a 100% renewable energy tariff.
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. January will see the first cohort of officers undertake Carbon Literacy Training being delivered by the council. This training will be delivered in partnership with Keele University.

Ref	Key Deliverable	Responsible Officer	End Date	Q3 Performance	Q3 Commentary/Action
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 is in development, which will see the council work with local businesses and communities to reduce their waste output, and to increase recycling rates. The council has recently engaged with the Chamber of Commerce to discuss progress which has been made to deliver sustainability objectives across the Borough and to discuss how the council can support businesses to increase their sustainability.
3.3 Mitigate and adapt to climate change					
3.3.1	Refresh the Climate Change Adaptation Strategy	Eleanor Warren	December 2022	Good	The Climate Adaptation Strategy has been approved by cabinet. The final preparations are being made for its adoption in the last week of January. The council is also represented at Sustainability West Midlands Climate Adaptation Working Group, which sees the council involved in adaptation work being delivered at a regional level.
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	On Track	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	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. 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 published for the New Local Plan alongside other Staffordshire authorities. The Borough Council consulted on Preferred Option policy approach from October to December 2022 including an interim Sustainability Appraisal Report.
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	Budget report went to cabinet 1/12/22 setting out budgets for 3 years. Provisional settlement received 19 December. Updated report going to Cabinet January 2023.

Ref	Key Deliverable	Responsible Officer	End Date	Q3 Performance	Q3 Commentary/Action
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	GOSS have been awarded the contract for our new digital platform. Work has commenced on the build of the platform and weekly meetings are taking place with their Project Manager to ensure the scope and deadlines are met.
4.2.2	Investigate the opportunity for further shared services with neighbouring authorities	Leadership Team	March 2024	On Track	The second stage of the business case to consider the wider sharing of services has been approved by both Councils. Work is now underway to plan for the implementation of this decision wef 1 April 2023. A wider piece on work on transformation will then follow.

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

Agenda Item 7(b)

Committee:	Resources Scrutiny Committee
Date of Meeting:	28 February 2023
Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone Number:	01785 619 212
Ward Interest:	Nil
Report Track:	Resources 28/02/2023 (<i>Only</i>)

Review of the Constitution

1 Purpose of Report

- 1.1 The purpose of this report is to present the Committee with details of the recommended amendment to the Constitution as suggested by the Task and Finish Review Group.

2 Recommendation

- 2.1 That the amendment detailed in the **APPENDIX** be forwarded for consideration at the Council meeting due to be held on 18 April 2023.

3 Key Issues and Reasons for Recommendation

- 3.1 Article 15.1 of the current Constitution requires the Monitoring Officer to review the Constitution on an annual basis.
- 3.2 Accordingly, the Resources Scrutiny Committee agreed to establish a Task and Finish Review Group to undertake a Review of the Constitution.
- 3.3 The Constitution Task and Finish Review Group have recommended an amendment to the Constitution during the course of their review.
- 3.4 If agreed by this Committee, the suggested amendment to the Constitution will be reported to the Council meeting on 18 April 2023.

4 Relationship to Corporate Business Objectives

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

5 Report Detail

- 5.1 Article 15.1 of the Constitution requires the Monitoring Officer to review the Constitution on an annual basis.
- 5.2 Following the last review, the Resources Scrutiny Committee at its meeting held on 10 November 2022 (Minute No RSC18/22 refers) agreed to establish a Task and Finish Review Group in order to undertake the annual Review of the Constitution.
- 5.3 The aim of the Task and Finish Review was to report any suggested amendments to the Constitution to this Committee, with a view to making formal recommendations to Council on 18 April 2023.
- 5.4 The Constitution Task and Finish Review Group have recommended an amendment to the Constitution during the course of their Review, which is detailed in the **APPENDIX**.

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: 28 February 2023

Review of the Constitution

PART OF THE CONSTITUTION	AMENDMENT
PART 3	PART 3
Part 3, Responsibility for Functions, Section 6, Scheme of Delegations, Functions Specific to Officers, Chief Executive, Paragraph 3.1.16, Page 3.27	<p>Part 3, Responsibility for Functions, Section 6, Scheme of Delegations</p> <p>Insert the following new Paragraph relating to the Chief Executive:</p> <p>3.1.16: To appoint Deputy Electoral Registration Officers to carry out the powers and duties of the Electoral Registration Officer either in full or in part in accordance with section 52(2) of the Representation of the People Act 1983.</p>

Agenda Item 7(c)

Committee:	Resources Scrutiny Committee
Date of Meeting:	28 February 2023
Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone Number:	01785 619 212
Ward Interest:	Nil
Report Track:	Resources 28/02/2023 (Only)

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

6.6 Risk Management

Nil

6.7 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: 28 February 2023

Thursday 22 June 2023 at 6.30pm

Minutes of Last Meeting: Tuesday 28 February 2023

Officer Items by: Wednesday 7 June 2023

Call-in Deadline: Tuesday 20 June 2023

Member/Public Items by: Monday 5 June 2023

Agenda Despatch on: Wednesday 14 June 2023

Officer Reports: **Performance Update Report Only (No Financial Information)**

Corporate Business and Partnerships Manager

Complaints Monitoring 2022/23

Head of Law and Administration

Business Planning Report

Scrutiny Officer

Work Programme

Scrutiny Officer

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: **Freedom Leisure Annual Report**
Freedom Leisure

Final Accounts 2022/23

Head of Finance

Performance Update /Budget Monitoring Report

Interim Head of Corporate Business and Partnerships
/Head of Finance

Work Programme

Scrutiny Officer

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: **Scrutiny of the Waste Contract**
Head of Operations

Financial Plan 2024/25 - 2026/27

Head of Finance

Fees and Charges Review 2024

Head of Finance

Fees and Charges Review 2024 - Leisure Contractor

Head of Finance

Performance Update /Budget Monitoring Report

Interim Head of Corporate Business and Partnerships
/Head of Finance

Review of the Constitution

Head of Law and Administration

Work Programme

Scrutiny Officer

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**
Head of Finance

**Resources Portfolio - General Fund Revenue Budget
2023-24 to 2026-27 and Capital Programme 2023-24 -
2026-27**
Head of Finance

Work Programme
Scrutiny Officer

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** (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**