



CORPORATE SCRUTINY COMMITTEE

Date 7 March 2023

Thursday, 9th March, 2023, 6.00 pm in Town Hall, Market Street, Tamworth

SUPPLEMENT – ADDITIONAL DOCUMENTS

Further to the Agenda and Papers for the above meeting, previously circulated, please find attached the following further information, which was not available when the agenda was issued:

Agenda No. Item

9. **Draft Annual Report of the Corporate Scrutiny Committee** (Pages 3 - 16)
(Report of the Chair of the Committee)

Yours faithfully

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long horizontal line that tapers to a point on the right.

Chief Executive

To Councillors: T Jay, D Cook, M Cook, C Cooke, A Cooper, S Goodall, J Harper,
S Peple and S Smith.

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Corporate Scrutiny Committee

9th March 2023

Report of the Chair

Draft Annual Report of the Corporate Scrutiny Committee 2022-23

Exempt Information

None.

Purpose

To provide the Committee with a draft of the Committee's Annual Report for 2022/23 (Appendix 2) together with a draft of the Introductory Report (Appendix 1) which will be presented to full Council in the 2023-24 municipal year.

Following the Committee's consideration, the draft Annual Report will be updated and following the agreement of the Chair will be presented to full Council together with the Annual Reports for the other scrutiny committees and the Introductory Report.

Executive Summary

The draft Annual Report includes:

- the Committee's membership
- a Chair's overview
- the Committee's remit and function (Terms of Reference)
- an overview of regular activity undertaken by the Committee
- a spotlight on items considered
- a summary of working group activity
- a summary of recommendations made to Cabinet and responses received
- members' attendance
- Current Committee work plan

Recommendations

The Committee is requested to consider and comment on the draft Annual Report and Introductory Report and thereafter endorse the draft Annual Report and Introductory Report for submission to full Council, following agreement by the Chair of any final amendments and updates to reflect the March 2023 meeting.

Resource Implications

None to note.

Report Author

Councillor T Jay
Chair of the Corporate Scrutiny Committee

Appendices

Appendix 1 – draft Introductory Report

Appendix 2 – draft Annual Report of the Committee

Scrutiny Introductory Report - 2022-23

What is scrutiny?

The term 'scrutiny' means '**examine carefully, rummage through odds and ends.**' In the context of local government Scrutiny's role is to research and examine policies and decisions to assess whether they could be improved or strengthened to deliver better services for residents and visitors to Tamworth. Scrutiny is often referred to as the Council's 'critical friend', its purpose is to provide constructive criticism in order to continually seek improvements to services, secure better decisions and realise better outcomes.

Effective overview and scrutiny should:

- Provide constructive 'critical friend' challenge;
- Amplify the voices and concerns of the public;
- Be led by independent people who take responsibility for their role; and
- Drive improvement in public services.

Scrutiny committees cannot make decisions but can offer recommendations to cabinet and officers to be considered when making their decisions.

What Scrutiny at Tamworth Council looks like?

There are three main overview and scrutiny committees which hold the Executive to account and support the work of the Executive and the performance delivery of the Council as a whole. These are shown diagrammatically below:



Health and Wellbeing Scrutiny

- Quarterly performance reports
- Leisure
- Voluntary Sector
- Non HRA Housing
- Disability Service
- Social Care
- Elderly and Vulnerable People Services



Infrastructure Safety and Growth Scrutiny

- Infrastructure
- Education
- Employment/Inward Investment
- Town Centre
- Open Space and Play
- Public space protection orders



Corporate Scrutiny

- Forward Plan
- Corporate Plan
- Major Council led projects
- Investment Strategy
- HRA Function
- Local Authority Trading Company's activity and Performance

These lead to reports and recommendations which advise the Executive and the Council as a whole on its policies, budget and service delivery. Overview and scrutiny committees also monitor the decisions of the Executive.

Scrutiny Committees can 'call-in' a decision which has been made by the Executive but not yet implemented. This enables them to consider whether the decision is appropriate. They may recommend that the Executive reconsider the decision. They may also be consulted by the Executive or the Council on forthcoming decisions and the development of policy.

There is a further committee which meets up to twice a year; the Joint Budget Scrutiny Committee. That Committee's purpose is to consider the budget proposals being put forward by the Executive and make any comments or recommendations. The committee is made up of all non-Executive members of the Council/

The Councils Procedure Rules state that each of the three main Scrutiny Committees should meet at least 4 times a year. During 2022/2023 the Scrutiny Committee met an average of XXXX times.

Within each Scrutiny committee there can be a number of focussed working groups. Each Committee has a work plan detailing the matters being considered by the committee and future items.

Each Scrutiny Committee decides its workplan for the upcoming year, however throughout the year further items can be added to the plan, this can be through items being identified from the forward plan or by the agreement of committee members.

Training for Members

The Council provides induction and ongoing training which is open to all members. This covers areas to help familiarise Councillors with each service area / directorate of the Council, as well as training aimed to support Councillors in carrying out their roles on Committees; Planning, Licensing, Audit & Governance as well as Scrutiny training. As well as the Committee focussed training, training sessions are provided in person, or on TEAMS and in some cases, through online modules on safeguarding, equality & diversity, treasury management, and on the member code of conduct. Additionally where specific topical areas are identified within the year further training and briefings are provided, as well as Councillors being sign-posted to support available through the Local Government Association.

A one stop portal is available to Councillors where key training and other resources can be found; known as 'Memberzone'

Annual Report of the Corporate Scrutiny Committee

Membership

Chair – Councillor Thomas Jay

Vice-Chair - Councillor Daniel Cook



Members (2022/23)	Appointed for 2022/23 municipal year	Within retirements	year
Thomas Jay (Chair)	May 2022		
Daniel Cook (Vice-Chair)	May 2022		
Chris Cooke	May 2022		
Simon Goodall	May 2022		
John Harper	May 2022		
Jason Jones		27.09.2022	
Sam Smith	May 2022		
John Wade		27.09.2022	
Sheree Peaple	May 2022		
Andrew Cooper	27.09.2022		
Michelle Cook	27.09.2022		

Chair's Overview

The Committee met eight times in the 2022/2023 municipal year, with one other scheduled meeting (28 July 2022) not being required as the business items due to be considered were not ready for presentation.

During the past year, the Committee's main focus has been on the delivery of the Council's corporate plan, its performance, including specifically the financial performance of the Council, policy development and major projects. Spotlighted within this report is the work undertaken regarding the preparation work by officers for the Social Housing Regulation Bill.

Cabinet members and officers were invited to attend meetings of the Committee to provide information and to answer questions on these areas.

The Committee has used the Council's Forward Plan to focus its work and to help identify areas which would either require pre-decision scrutiny and/or post implementation scrutiny.

The committee also met as a sub-working group to consider an item referred to the committee from Full Council, in relation to Leaseholder Charges Communications, which led to an excellent and well considered set of recommendations being presented to the Cabinet as well as regular public attendance to committee meetings.

I would like to thank all members of the Committee, officers and other stakeholders who took part in these meetings for their valuable contributions during the year.

Councillor T Jay

Chair

Committee's remit and function (Terms of Reference)

The Constitution sets out the Committee's remit which can be summarised as to provide effective scrutiny of the achievement of the Council's strategic priorities by scrutinising the performance of the Executive. Particular areas of focus include reviewing and scrutinising matters relating to:-

- Forward Plan
- Quarterly performance reports
- Corporate plan
- Major Council led projects
- Investment Strategy
- HRA function
- Bi-annually review and scrutinise matters relating to the Local Authority Trading Company's activities and performance.

Regular activity

Quarterly Performance Reporting: the Committee had also during the year considered the Quarterly Performance Reports. The Committee had received the relevant quarter's draft report and the meetings had normally been attended by senior Officers and/or the Leader. This consideration had been prior to Cabinet's receipt of the report and had enabled the Committee's comments, where relevant, to be taken on board prior to Cabinet's consideration. The following areas received scrutiny through the regular receipt of the QPR reports:

- Medium Term Financial Strategy
- Corporate projects and corporate risks

- Financial healthcheck
- Universal credit summary
- Welfare reform
- Recovery & Reset project – programme overview, including key milestones

In terms of the Council's Corporate Projects details of the status of these were included in the Quarterly Performance Reports together with highlight reports and the Committee focused on projects with an amber or red status. Items identified for further scrutiny included the Assure Project, further details are set out below.

During this municipal year officers have responded to feedback on the scope, structure and content of the report, which has continuously developed throughout the year. The Committee currently has a working group in place to feedback to Officers on any further improvements it would like to see to the Quarterly Performance Report.

Forward Plan consideration; Over the year 2022/2023, there has been regular review of the Forward Plan at all meetings to identify areas which would either require pre decision scrutiny and /or post implementation scrutiny.

Examples of areas which were identified for the Committee's scrutiny, as a result of regular Forward Plan consideration were:

- Regulation of Social Housing
- Gungate Terms of Reference

Spotlight item

In 2022 an item was added to the Committee's workplan to consider the Social Housing (Regulation) Bill preparedness.

The Social Housing Regulation Bill aims to strengthen the regulation of social housing and in order to prepare for the bill Tamworth Borough Council has worked with consultants to undertake an early self-assessment of its preparedness for the introduction of the act.

The Portfolio Holder for Homelessness Prevention and Social Housing, senior officers and the Consultant appointed to carry out the self assessment attended the November 2022 meeting for this item and reported on the current compliance against the anticipated new standards.

Following scrutiny, the Committee sought clarification on a number of areas including the methodology used for assessment, the nature of the sanctions and the work to recognise the diversity of tenants.

The Committee welcomed the self assessment exercise the council had undertaken and recognised the significant amount of information in the action plan that needed further scrutiny. It was agreed that the item should remain on the Committee's workplan.

The draft Improvement plan was considered further at a second meeting of the Committee in **March 2023.....**

The Committee also considered in further depth the following items:

1. **Street Market Update**

As part of the Committee's continued oversight of regeneration in the town centre the Committee received two updates on the town's Street Market to understand how the new contract had operated during its first year of trading. The Committee received details of the current operator's performance contractually. The Committee discussed any future changes as the town centre regeneration work progressed, how the current street market strategy had been developed pre-COVID and whether a review of the strategy could be undertaken, how the relationship with the current operator was progressing, and whether any performance art or music could be included as part of the market offering to attract further footfall.

The Committee recommended to Cabinet that a focussed review of the market strategy be undertaken as a result of the changes in business conditions. More details are set out below.

2. **Draft Asset Management Strategy**

At the June 2022 meeting the Committee received an update on the Asset Management work completed to date and was provided with information on the next steps of the work. At that meeting, it was reported that the draft Asset management strategy was expected to be ready for presentation to Cabinet in November 2022, and that once the strategy was approved there would be a process to categorise properties as red, amber or green, and then develop action plans. It was expected that implementation would take 3-5 years.

The Committee retained this item on its work plan so that the draft strategy could be considered prior to presentation to Cabinet.

At the December 2022 meeting the Committee received the draft Asset Management Strategy and associated documentation which was presented by the Portfolio Holder and the Assistant Director, Assets. The Committee considered matters including; whether the Community Impact Assessment included all relevant stakeholders; whether all relevant associated linked strategies were included; the alignment to the current Vision and the lack of inclusion of references to vulnerability; how the strategy addressed the depreciation of assets; the interactions with the HRA Business Plan; and how the strategy addressed the Council's net zero carbon commitments.

The Committee made a number of recommendations to Cabinet (see below) which Cabinet is currently considering.

3. **Update on Assure project**

At the November 2022 the Committee was provided with an update on the Assure project to upgrade the Council's current M3 system. The Committee requested a further written briefing be provided to consider the risks posed by the project, which was considered at the March 2023 meeting

4. **Gungate regeneration Programme Terms of Reference**

The Committee was provided with an update on the proposed governance for the Gungate Regeneration programme from the Head of Economic Development and Regeneration and the Portfolio Holder.

The Committee considered the proposed arrangements and following discussion, recommended to Cabinet that the Programme Board had a member of the Opposition on it (such member to be agreed by the two leaders of the opposition groups).

Working groups

Review of Leaseholder Charges Communications working group; following the full council meeting in September 2022 a motion was moved and carried for the Corporate Scrutiny Committee to consider the handling of communication with residents, in particular, leaseholders. This was discussed at the October 2022 Committee meeting, and it was agreed that a working group would be set up to further consider the matter. The working group members were Councillors M Cook, D Cook, C Cooke, S Goodall, J Harper and S People.

At that meeting it was highlighted that the following the following areas were of importance:

1. Analysing what had happened
2. Looking into the language of the communications issued
3. Working quickly and thoroughly.

The working group reported back to the February 2023 meeting. The review had considered information from leaseholders as well as from officers and had looked at the procedure followed and the communications with leaseholders. The working group presented some recommendations to the Corporate Scrutiny Committee which were considered and following consideration the Committee made 7 recommendations to Cabinet (more details are set out below).

Recommendations made to and Responses received from Cabinet

Recommendations were made to Cabinet on the following Reports and Cabinet's response is highlighted:

Scrutiny meeting item recommendations	Responses received
Street Market update 16th August 2022 - to ask the Leader of the Council to write formally to the County Council to resolve the issues with the bollards on George Street and Market Street - to invite Head of Economic Development & Regeneration to attend a future Corporate Committee meeting	This action had been superceded and was agreed by the Cabinet to be completed in 17 November 2022 Action completed at meeting of 6 th October 2022

<p>to discuss the report and update on the quarterly meetings that take place with Market contractor.</p> <p>6th October 2022 - that the Committee recommend to Cabinet that Cabinet instigate a focussed review of the market strategy as a result of the changes in business conditions.</p>	<p>Cabinet Meeting - 20th October 2022 It was reported at the November meeting by the Chair that he had presented the Committee's recommendation to instigate a focussed review of the market strategy as a result of the changes in business conditions to the Cabinet meeting on 20 October 2022. Cabinet agreed to look at but would encourage Scrutiny Committee to look and do a deep dive into this as well.</p>
<p>Gungate Regeneration Project 6th October 2022 The Committee recommended to Cabinet that the Programme Board had a member of the Opposition on it (such member to be agreed by the two leaders of the opposition groups).</p>	<p>Cabinet Meeting - 20th October 2022 The recommendation was presented to Cabinet on 20 October 2022. Cabinet decided to discuss this as part of the full report it would receive at the 10th November 2022 Cabinet meeting. At the November meeting the recommendation was not moved by Cabinet.</p>
<p>Asset Management Strategy 17th November 2022 The Committee approved the draft Asset Management Strategy and accompanying documents for presentation to Cabinet with the following 8 recommendations from this Committee: The Committee recommended that Cabinet consider:</p> <ol style="list-style-type: none"> 1. Including within the policy a link to the Asset Register 2. Adding explicitly within the Strategy how depreciation would be managed 3. Adding a section regarding maintenance 4. Delaying the implementation of the Asset Management Strategy until the Vision had been revisited 	<p>Cabinet Meeting – 19th January 2023 The recommendations were presented to Cabinet who agreed to report back to The Scrutiny Committee on each individual recommendation.</p> <p>The Committee has retained an item on its work plan to consider the responses once received.</p>

<p>5. Adding reference to zero carbon investment into the Asset Management Strategy</p> <p>6. Adding in a glossary of terms within the Strategy and developing “How to” Guides, where relevant, to be included as website resources to support understanding of the Strategy (but not form part of it)</p> <p>7. Including within the strategy that a case-by-case approach be taken for the sale of small purchases of land (with purchasers bearing the legal and administrative costs of the Council in progressing any sale)</p> <p>8. Expanding the stakeholder list to include highway authorities, county council(s), relevant partnerships, voluntary sector, emergency services.</p>	
<p>Leaseholder Charges Communications working group 8th February 2023</p> <p>The Committee recommended:</p> <ol style="list-style-type: none"> 1. That the council look at using an independent assessor for works to confirm costs were correct. 2. That an assessment be done for all repairs in advance of leaseholders being asked to contribute to repairs. 3. To reinforce the council’s communications when residents buy a council house, including what responsibilities and obligations were on the owner occupier. 4. That the communications relating to the leaseholder works be reviewed and simplified. 5. That the contractor hold at least two face-to-face consultation drop ins to enable residents to understand the process. 6. That the specific 44 leaseholder roofs be assessed straight away. 7. That the council consider a mechanism such that the affected 44 leaseholders were not faced with increased costs as a result of the delay in works being commenced. 	<p>Cabinet Meeting – 23 February 2023 xxx</p>

Members Attendance to be updated

Member	Number of meetings attended
Thomas Jay (Chair)	
Daniel Cook (Vice-Chair)	
Chris Cooke	
Simon Goodall	
John Harper	
Jason Jones	
Sam Smith	
John Wade	
Sheree Peale	
Andrew Cooper	
Michelle Cook	

Work Plan – the end of 2022/23 Work plan will be inserted

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