

**ACTION LOG – CORPORATE SCRUTINY COMMITTEE - RESPONSE DOCUMENT**

MEETING MINUTE NO.	ACTION	RESPONSE	COMPLETED?	
1	9. QPR 2021/22 Q4	Briefing Note to be circulated to Committee members regarding Staffordshire Sustainability Board activities relating to Net Zero Carbon	Two separate documents are attached for members information which are the Staffordshire Sustainability Board (SSB) – Vision and Council Commitments document as well as the Staffordshire County Council Cabinet report which sets out more details on the aims of the SSB.  Councillor S Doyle attends the SSB.	Yes

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2	9. QPR 2021/22 Q4	Briefing Note to Committee Members on timeline for the new Front desk presence in the town centre	Cabinet report on forward plan for 10/11/22 with review by R&R board on 26/10/22 on track. As per comments when the committee considered QPR1 this project has been held over to awaiting the government's decision of Levelling Up Fund 2.	Yes

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3	20. Street Market Update	Agreed to ask the Leader of Council to write formally to the County Council to resolve the issues with the bollards on George Street and Market Street	

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4	30 - QPR 2022/23 Q1	Assure compliance project update required, specifically Environmental Health related.	<p>The Environmental Health team have just been able to increase the capacity of the licensing team by 0.4FTE with the appointment of a licensing officer. This post will deliver some of the taxi licensing work but also assist with streamlining some of the EH processes and procedures to make sure that workload is delivered efficiently. This post would be the most appropriate resource to use to support Assure.</p> <p>It is also worth noting that NEC (formerly Northgate) have indicated that they will continue to provide support for the M3 software.</p> <p>An internal working group comprising of the AD Growth and Regen, AD People, Head of IT, Head of EH and Development Management Team Leader has been established to move the project forward.</p>	Yes – and an agenda item included on 17.11.2022 Corporate Scrutiny meeting

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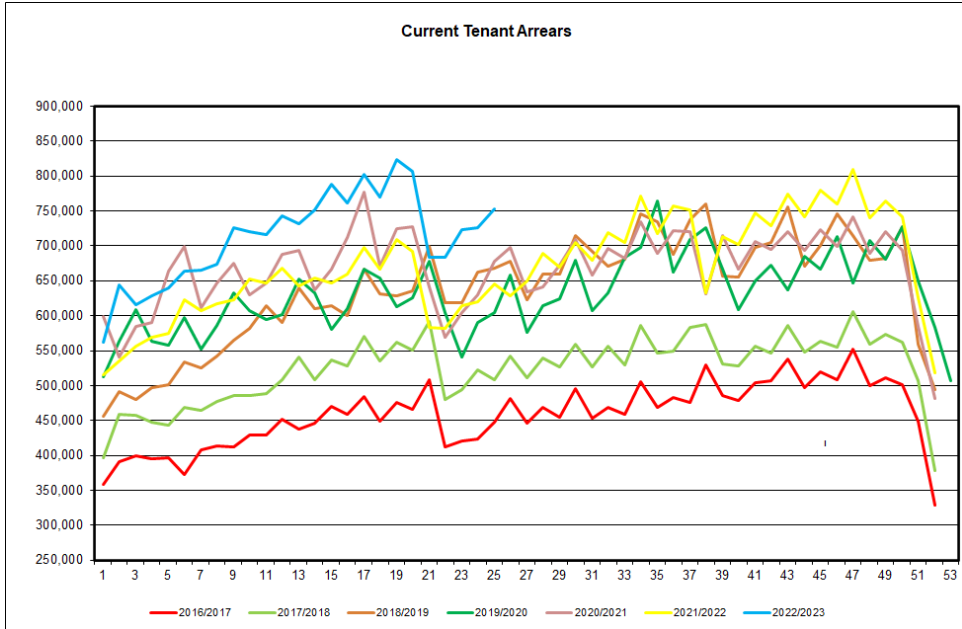
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5	30 – QPR 2022/23 Q1	<p>Discretionary Housing Payments – explanation for the drop in approvals of these payments and requested that future reports show percentage figures (as well as absolute figures). Witten update to be circulated.</p>	<p>The Discretionary Housing Payments grant funding we receive from the Government has reduced from £130k to £96k. This has meant that we have had to refine and review the criteria in which we award these payments to reflect this reduction. (An example of this is requests for proof of maintenance and bank accounts and many have not provided details back to us. Therefore, the claim has been closed). We are constantly looking at the situation as it stands with our residents to ensure that the pot of money is maximised which ensures that the residents most in need receive this valuable support.</p> <p>Yes, acknowledged reports will include percentage figures as well as absolute figures.</p>	Yes

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6	30 – QPR 2022/23 Q1	<p>Council Tax – backlog in processing correspondence – update for current position (6<sup>th</sup> September 2022) requested</p>	<p>The current position in Council Tax processing has now been reduced to 2 weeks outstanding which is manageable under normal conditions. There are temporary staff who have been deployed to reduce this backlog whilst we deal with staff absences, vacancies, and the recruitment of replacement staff.</p> <p>We can acknowledge that the trend is now going in the right direction. This has been an extremely difficult period to manage with limited resources and a significantly increased workload with the mandate to get energy rebates out the door as a priority (as well as responding to the business grants post payment assurance process requirements from BEIS).</p>	Yes

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7	<p>30 – QPR 2022/23 Q1</p> <p>Rent arrears – request to include as a percentage of total rent collections so trends can be tracked more easily. Also requested that data be included to detail whether any arrears were of a short or longer term nature</p>	<p>Current rent arrears and performance is tracked and reported routinely. The graph below shows the current trends. Agreed to include % figures and details of whether arrears were of a short or longer term nature in the QPR report going forwards.</p> <p>The end of year tenant Annual report was approved 20/10/22 by Cabinet (<a href="#">see link to Agenda here</a>) and specific detail included on rent as per the graphs shown below. . Current arrears (as at 24/10/22 – shown as week 30 in the graph below) £828,240.05 which shows the latest figure for comparison.</p> 	Yes
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8	30 – QPR 2022/23 Q1	Future Swim Subsidy – an update on this was requested	The current agreement for swimming provision expires at the end of December 2022. Discussions are ongoing as to future provision with several options being considered. The final decision will be further aided by the needs analysis currently being prepared by Sport England. A temporary agreement may be considered.	Yes
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