

Performance, Finance and Customer Focus Overview and Scrutiny Committee – Tracking Decisions 2022/23

Minute No.	Resolution	Target Date, Officer Responsible and Progress
<p>1 December 2021</p> <p>Minute 25 Finance and Capital Monitoring Report September 2021</p>	<p>It was agreed that –</p> <ol style="list-style-type: none"> 1. Members note the Finance and Capital Monitoring Report September 2021; 2. Members were advised that a written response would be provided detailing the risk and affordability of the council’s business cases, specifically regarding construction. 	<p>Date: December 2021 Progress:</p> <ol style="list-style-type: none"> 1. Complete 2. Complete – Emailed 9.11.22
<p>29 June 2022</p> <p>Minute 6 Policy Brief</p>	<p>Members agreed to recommend that:</p> <ol style="list-style-type: none"> 1. a central tracking system is established to assure Councillors that available funding opportunities are taken advantage of and that the implications are fully considered; 2. an update on the Government’s £300m commitment to local authorities to prevent youth offending would be provided to Members when available. 	<p>Date: August 2022 Progress:</p> <ol style="list-style-type: none"> 1. Complete, response emailed. 2. Response emailed to Members.
<p>29 June 2022</p> <p>Minute 9 Corporate Plan Performance Report Q4</p>	<p>It was agreed that –</p> <p>1 a written response would be provided to Members providing more detail as to why there was a 39% target set for recycling as this was considered rather low;</p> <p><i>Response (26/08/22): “Targets are reviewed at the start of each financial year. Plymouth’s recycling rate is consistently below the national average, which was 44% in 2021/22, while ours was 37%. Although we aspire to close this gap, our highest rate in recent years was 38.2% in 2018/19. Targets that are unrealistically high can have a negative impact on motivation to achieve. Therefore, a target that is between national rates and our historical performance is more realistic and achievable for Plymouth, while still aiming for an improvement in performance.”</i></p>	<p>Date: August 2022 Progress: Complete</p>

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	<p>2 a written response would be provided to Members as to whether all recyclables collected were able to be recycled;</p> <p>Response (26/08/22): “Not all waste deposited in the green bins can be recycled and the reject rate is calculated each month from tonnage data and split into two distinct types:</p> <ul style="list-style-type: none">• Front end rejects which are recovered from the waste before it enters the MRF. This consists mostly of non-recyclable materials such as entire bags of waste, food waste, nappies electrical goods etc. These ‘front end’ rejects are currently averaging about 10% of total inputs.• Back-end rejects which are materials rejected during the process. This will be fines, smaller contaminants, contaminated paper etc. These back-end rejects average around 8% of total inputs.” <p>3 a written response would be provided to Members upon carbon emissions emitted by the Council;</p> <p>Response (26/08/22) “The Council’s response to the Climate Emergency is scrutinised by the Growth and Infrastructure Overview and Scrutiny Committee. The link below is to the most recent update to this committee”</p> <p>https://democracy.plymouth.gov.uk/ieListDocuments.aspx?CId=1251&MId=10083&Ver=4</p> <p>4 a written response would be provided to Members regarding if the Council received revenue from composting;</p> <p>Response (26/08/22): “If this refers to green waste collected at the HWRCs and garden waste collections, then the answer is no. Nevertheless, it is cheaper to dispose of at £30 per tonne, rather than £90 per tonne.”</p> <p>5 a workshop is held so Members can understand and help the positively influence the process of target setting regarding key performance indicators and discuss what performance information is most appropriate for the scrutiny function (this would be listed as an item for consideration at the Scrutiny Management Board);</p>	
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	<p>Response (26/08/22): “Workshop is being organised by the Performance and Risk Team along with the Head of Governance, Performance and Risk. This workshop will happen in September or October 2022.”</p> <p>Update: a workshop was scheduled on 2 November 2022.</p> <p>6 the Corporate Plan Quarter Four Performance Report is noted.</p>	
<p>29 June 2022 Minute 10 Capital and Revenue Outturn Report 2021/22</p>	<p>It was agreed that –</p> <ol style="list-style-type: none"> the contents of the Capital and Revenue Outturn Report 2021/2022 was noted; a written response would be provided to Members on whether savings in the budget were made as a result of reduced demand or restricted demand; <p>Response: This information is held in the 21/22 outturn report. Due to the high pressure in finance and development for next year’s budgets, please refer to the outturn report</p> <ol style="list-style-type: none"> a written response would be provided to Members on the £4m savings target in the Children’s Services directorate and how this would be delivered; information, as a result of the deep dive into Children’s Services by the Strategic Director for Finance, the Portfolio Holder for Finance and Children’s Services, and the Shadow Portfolio Holder for Finance, would be provided to Members of the Performance, Finance and Customer Focus Overview and Scrutiny Panel as well as the Children and Young People Overview and Scrutiny Panel. 	<p>Date: August 2022 Progress: 1. Complete 2.information requested 3. Complete – the Chair is to meet with the Director for Children’s Services and the childrens budget was to be focused upon at 30 November scrutiny meeting. 4. a meeting is due to be arranged to discuss this issue.</p> <p>Request chased on 13 October 2022.</p>
<p>29 June 2022 Minute 12 Leisure</p>	<p>The Committee agreed that –</p>	<p>Date: August 2022 Progress: 1. Report requested</p>

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Services Contract	<p>(1) a report would be provided at the next meeting to consider financial profit and loss for each leisure facility, including membership details, investment information and opportunities and risk (part 2 report required);</p> <p>(2) Officers consider the feasibility of bringing all of the Council’s leisure facilities into one contract to enable better management and potential cost saving opportunities.</p>	<p>2.recommendation forwarded to Officers.</p> <p>Discussed at 10 October meeting.</p>
29 June 2022 Minute 13 Bereavement Services Update	<p>Members agreed to recommend that:</p> <ol style="list-style-type: none"> 1. Cabinet were encouraged to act swiftly in signing a design and build contract for the construction of the Crematorium works; 2. an updated business case for the Crematorium project was submitted to the Performance, Finance and Customer Focus Overview and Scrutiny Committee to be discussed under part 2; 3. a governance board was established by Cabinet with cross party membership as a matter of urgency for the Crematoria project. 	<p>Date: June 2022</p> <p>Progress:</p> <ol style="list-style-type: none"> 1. Complete – sent to Cabinet 2. Complete – item on 12 September agenda 3. Request forwarded to officers.
10 October 2022 Minute 18 Work programme	<p>The Committee <u>agreed</u>:</p> <ol style="list-style-type: none"> (1) a meeting is to be scheduled with Councillor Penberthy, Councillor Lowry and Councillor Shayer (Cabinet Member for Finance and Economy) to discuss the Finance Monitoring Report, specifically the current timeline of the Council with regards to further opportunities for savings and the budget; (2) that Councillor Penberthy write to the relevant chair of the Local Government Association Board regarding the panel’s concerns in the Government’s delay in publishing guidance relating to the Elections Bill; (3) to note the work programme. 	<p>Date: October 2022</p> <p>Progress:</p> <ol style="list-style-type: none"> (1) Complete - meeting scheduled for 14.11.22 (2) Complete – this item was scheduled for an additional meeting of the scrutiny panel in December. (3) Complete

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<p>10 October 2022 Minute 19 Tracking Decisions</p>	<p>The Committee <u>agreed</u> that –</p> <p>(1) the tracking decisions document was noted;</p> <p>(2) more information on the action plan relating to question 1 was sought, specifically with regards to how recycling rates could be increased: (Minute 9 – ‘a written response would be provided to Members providing more detail as to why there was a 39% target set for recycling as this was considered rather low’;</p> <p>Response: (8.11.22) Recycling rates could be increased by a number of different activities which include introducing educational initiatives to encourage greater participation in the exiting services offered, reducing the contamination levels through education and enforcement and increasing the types of materials collected for recycling for example introducing food waste collections.</p> <p>(3) more information on action (4) ‘a written response would be provided to Members regarding if the Council received revenue from composting’ and confirmation as to why the Council disposed of its waste other than recycling it?</p> <p>Response: (8.11.22) The council does not receive any revenue from composting. The garden waste collected by the council is sent to a third party composting site which has a cost. The council disposes of the waste that cannot be recycled. The response to the original question does not make it clear that the £30 identified refers to the cost to compost the garden waste not to dispose of it.</p> <p>(4) a response would be provided as to if the garden waste collection service would be reintroduced in 2023;</p> <p>Response: (15.11.22) A Cabinet decision has been taken to introduce a subscription charge for residents who wish to receive the Garden Waste service from 2023. Subject to finalisation of that decision the service will be</p>	<p>Date: October 2022</p> <p>Progress:</p> <p>(1) Complete (2) Complete (3) Complete (4) Complete (5) Complete (6) Actioned</p>
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	<p>back up and running from April 2023. A full communications plan will be in place to ensure residents are aware of the changes and how to subscribe.</p> <p>(5) a response to Minute 6 (2) ‘an update on the Government’s £300m commitment to local authorities to prevent youth offending’ would be followed up and provided to Members;</p> <p>Response: (18.10.22) We have received an overall uplift this year of 9.8% from the Youth Justice Board. We anticipate we will be awarded a share of the £300m which is allocated on the basis of deprivation. We will not be required to bid for this.</p> <p>(6) all tracking decisions from previous meetings would be followed up and actioned.</p>	
<p>10 October 2022 Minute 20 Return to Work Safely (6 month update)</p>	<p>The Committee <u>agreed</u> –</p> <p>(1) to note the contents of the report;</p> <p>(2) that data collected as part of the LFT review including numbers, costs etc (as part of the wider Safe Systems of Work review) would be provided to Members;</p> <p>Response: (16.11.22) The number of LFD kits that have been handed out to PCC staff since 22 March 2021 when testing was introduced -79,877 kits of 7. These have been issued at no additional cost to the council as there was a supply when LFT was part of the COVID response. We want to emphasise that this is an estimate as we cannot accurately provide figures for staff who collected LFD through other means, such as libraries for example but this is our best estimate based on the records available.</p> <p>In the last month, we have handed out LFD kits to The Box, Passenger Assistants, Community Connections and Education, Participation and Skills.</p>	<p>Date: October 2022 Progress: (1) Complete (2) Complete (3) Complete (4) Complete</p>

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	<p>(3) a response from the Director for Public Health regarding the feasibility of Councillors receiving free Lateral Flow Tests due to the frontline work they undertake within their communities would be provided;</p> <p>Response: (3.11.22) The Council will provide free lateral flow test to councillors, this will be limited to two boxes per councillor initially. The Council will review stock levels to determine whether more can be offered at a later date. We will ensure that they can be collected from the Council House; we will send out notification of the process when available</p> <p>(4) the Return to Work Safely Update would be added to the work programme for the 30 November scrutiny meeting, to focus upon The Big Listen results and headlines. The Cabinet Member and three Trade Union leads to be invited in order to provide staff-side perspective;</p>	
<p>10 October 2022 Minute 21 Finance and Capital Monitoring Report</p>	<p>The Committee <u>agreed</u>:</p> <p>(1) To note the contents of the report.</p> <p>(2) further information relating to the bus shelter advertising contract would be provided to Members.</p> <p>Response (2.11.22) –</p> <p>An income of £75k was built into the budget in 2020 linked to the eventual award of new bus shelter contract. As a result of the pandemic, both the procurement and award of this contract were delayed. Earlier this year we were able to award the new contract to Clear Channel UK Ltd, and can confirm that the £75k of income will now be achieved. Our requirements for cleaning and maintenance were set out in the tender specification and as such there will not be any reduction in standards.</p>	<p>Date: October 2022 Progress: Complete – information emailed on 2.11.22</p>
<p>10 October 2022 Minute 22</p>	<p>The Committee <u>agreed</u> –</p> <p>(1) to note the report;</p>	<p>Date: October 2022 Progress: (1)Complete (2)Complete</p>

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<p>Corporate Plan Performance Report – Quarter 1 and Risk Update</p>	<p>(2) the three amber risks contained within the risk register regarding insufficient workforce resilience, the health, safety and wellbeing of the workforce, and the staff resilience at time of pressure would be included in the update on the Return to Work Safely – The Big Listen Update report at the 30 November 2022 scrutiny meeting. These risks would also be updated in the risk register when presented to the November committee;</p> <p>(3) a written response on the implications upon the budget of the potential loss of grants/ fines/ the impact on household waste and Plymouth waste collection sites/ if garden waste was disposed of or recycled, due to stopping the garden waste collection service would be provided to Members;</p> <p>Response (22.11.22): The total forecast saving in 2022 due to the early cessation of the Garden Waste collection service is forecast to be £0.263m. The current annual cost of the overall service is £0.891m which takes into account all relevant staff, fuel and disposal costs. Should this service be ceased then there would be an impact on how waste is disposed of. It's possible to forecast that there would be an increase in tonnages at the Recycling Centres and some residents would use residual waste collections, whilst residents will also home compost. Detailed modelling of a cessation to the service has not been undertaken due to the decision taken by the Cabinet to continue to provide the Garden Waste collection service for future years, albeit with a requirement for a subscription charge.</p> <p>(4) a written response would be provided from Community Connections as to what the Council was doing to try and close the gap in the downward trend of anti-social behaviour interventions and the increase in anti-social behaviour;</p> <p>(5) cyber security (in terms of attack, supply of equipment and data security) would be added to the committee's work programme.</p>	<p>(3) Complete – emailed 22.11.22 (4) Complete – emailed 9.11.22 (5) Complete – added to work programme.</p>
<p>10 October 2022</p>	<p>The Committee <u>agreed</u>:</p>	<p>Date: October 2022 Progress:</p>

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<p>Minute 23 Business Support Review Update</p>	<p>(1) to note the benefits and changes to Plymouth City Council’s business support services;</p> <p>(2) that a response would be provided to members on the approaches taken, the engagement taking place and how service level agreements were put in place to make sure they weren’t having a negative effect on the areas business support were focusing upon, specifically childrens services;</p> <p>(3) that Councillor Laing and the Cabinet Member for Children and Young People are invited to attend the 30 November 2022 Performance, Finance and Customer Focus OSP meeting in order to provide assurance to the committee that budgetary concerns in childrens services were being adequately mitigated;</p> <p>(4) that the panel’s concerns regarding the childrens services budget and future mitigation would be raised at the next scheduled Management Board meeting, and for the Management Board to consider if a joint working approach between the Performance, Finance and Customer Focus OSP, and the Education and Children’s Social Care OSP was required.</p>	<p>(1)complete (2)Request forwarded to officer. (3)Invitations sent and item added to work programme. (4)Complete</p>
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