

## Rother District Council

<b>Report to:</b>	Overview and Scrutiny Committee
<b>Date:</b>	24 April 2023
<b>Title:</b>	Work Programme Review
<b>Report of:</b>	Ben Hook – Director of Place and Climate Change
<b>Ward(s):</b>	N/A
<b>Purpose of Report:</b>	To consider the Work Programme and make recommendations for consideration by the Overview and Scrutiny Committee in the 2023/24 Civic Year.
<b>Officer</b>	
<b>Recommendation(s):</b>	It be <b>RESOLVED</b> : That the Overview and Scrutiny Committee review the current Work Programme and make recommendations for priority considerations by the new Committee following the election.

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### Introduction

1. Each year, the Overview and Scrutiny Committee (OSC) considers a number of items that should be reviewed. It has become normal practice for the OSC to conduct annual reviews of performance and delivery against key strategic areas. However, this has led to large agendas and long meetings which, at times, has stifled the quality of the debate and the depth of scrutiny. It has also left limited time for Members to pursue policy areas that are of interest to them.
2. Following the scrutiny review, it was identified that it might be necessary to rethink this approach to enable a greater focus on the development of new policy, review of forgotten or overlooked strategies and corporate performance.

### Corporate Performance and Budget Monitoring

3. It is necessary that the OSC fulfils two key functions in relation to corporate performance. The first of these is to select and monitor delivery against Key Performance Indicators (KPIs). The selected indicators for the 2023/24 financial year are heavily focused on direct operational delivery and services to customers.
4. The proposed indicators, while greater in number than previous monitoring years, offer a more holistic overview of Council performance. Given the ever-tightening financial position, it is increasingly important that the OSC is able to properly scrutinise the deployment of resources throughout the Council.
5. 27 KPIs were agreed and are broken down into eight service areas as listed below:
  - Corporate Core
  - Customer Services

- Environmental Health
- Estates
- Housing
- Neighbourhood Services
- Planning Development Management
- Revenues and Benefits

6. In addition to monitoring the KPIs, it is necessary for the OSC to scrutinise the performance against the set annual revenue and capital budgets. These two sets of monitoring take place quarterly and should be a key area of discussion at these meetings.

### State of the District

7. It is recognised that the KPIs primarily offer an indication of the Council's operational performance. As such, it is proposed that an annual State of the District report is provided to the OSC to ensure that longer term strategic performance is monitored. This report will be broad in its scope and will seek to ensure that Members are kept informed of changes to the profile, demographic, and housing and economic landscape of the district. It also offers the opportunity for Members to interrogate the performance of a range of key strategic approaches which are more appropriately monitored on an annual basis, such as affordable housing delivery, carbon reduction, and economic development.

### Current Work Programme

8. Table 1 shows the regular topics that have been discussed over the last two civic years and offer recommendations as to the work programme for next year:

**Table 1**

SUBJECT MATTER	FREQUENCY	RECOMMENDATION
Key Performance indicators	Quarterly	Mandatory function – retain on programme
Revenue Budget and Capital Programme Monitoring	Quarterly	Mandatory function – retain on programme
Crime and Disorder Committee	Annual	Mandatory function – retain on programme
Draft Revenue Budget Proposals	Annual	Mandatory function – retain on programme
Medium Term Financial Plan	Annual	Mandatory function – retain on programme
Annual Report to Council	Annual	Mandatory function – retain on programme
Review of progress against Housing, Homelessness and Rough Sleeper Strategy	Annual	A new strategy will be forthcoming therefore recommend removing review of existing strategy at this time
Review of progress against the Environment Strategy	Six Monthly	A new strategy will be forthcoming therefore recommend removing review of existing strategy at this time

SUBJECT MATTER	FREQUENCY	RECOMMENDATION
Review of progress against the Anti-Poverty Strategy	Annual	This Strategy is now being led by the Rother Local Strategic Partnership – recommend removal of review from work programme at this stage
Review of progress against the recommendations of the Health and Wellbeing Task and Finish Group	Year 1 and 3 review	This is essential work to ensure these recommendations are delivered – Retain

9. Table 2 indicates the topics that have been discussed as ‘one-off’ issues and whether there is any follow up required:

**Table 2**

SUBJECT MATTER	FOLLOW-UP/ NO FOLLOW-UP
Town Hall Renaissance Project	Follow-up
Financial Assistance Policy	No Follow-up
Egerton Park Children’s Centre	No Follow-up
Economic Recovery Plan Update	No Follow-up
Council Tax Reduction Scheme	No Follow-up
Community Infrastructure Levy Policy	Follow-up
Update to the financial procedure rules	No Follow-up
Review of the Constitution	No Follow-up
Draft Anti-Poverty Strategy	No Follow-up
Planning Technical Advice Notes	No Follow-up
Rother Health Well-Being and Leisure Facilities Strategy	Follow-up
Temporary Accommodation Policy	No Follow-up
RDC Accommodation Complaints Handling Policy	No Follow-up

10. In addition to this, there a number of Task and Finish Groups that have been conducted over the last two civic years:
- Off-Street Car Parks
  - Anti-Poverty Strategy
  - Health and Well-Being
  - Bexhill Town Centre Conservation Area
11. Table 3 below outlines the items for consideration that have not yet made it to the work programme:

**Table 3**

SUBJECT MATTER	RECOMMENDATION
Regeneration inc. Leisure Centre, Fountains, Skate Park and Accessibility of Green Spaces across the district	A new regeneration/economic development strategy is to be developed and will be brought to the Committee as part of the review process
Review of the Economic Regeneration Strategy	A new regeneration/economic development strategy is to be developed and will be brought to the

	Committee as part of the review process
Peer Review	This is now over 12 months dated. Remove from list.
Draft Corporate Customer Services Strategy Proposals	Likely to be programmed within 2023/24 – retain on list
Review of the Tourism Strategy and the impact of Airbnbs	Potential for Task and Finish Group late 2023/24
Effectiveness of 'MyAlerts'	Potential for Task and Finish Group 2023/24
Update report from the Local Strategic Partnership	Retain on list
Update report from the Health and Well-Being Board	Retain on list
Corporate Plan review	Likely to be programmed within 2023/24 – retain on list
Review of the Financial Stability Programme	Retain on list
A review of Mental Health across the district	Remove from list

## Conclusion

12. The OSC should agree the items for consideration they wish to recommend remain on the Work Programme for the new Council and those which should be removed. Members may also wish to consider what, if any, other subject areas they think would benefit from greater scrutiny in the forthcoming years.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	No
Environmental	No	Access to Information	No
Risk Management	No	Exempt from publication	No

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Appendices:	A – Work Programme Recommendations
Relevant Previous Minutes:	N/A
Background Papers:	N/A
Reference Documents:	N/A

## Work Programme Recommendations

## OVERVIEW AND SCRUTINY COMMITTEE

<b>WORK PROGRAMME 2023 – 2024</b>		
<b>DATE OF MEETING</b>	<b>SUBJECT – MAIN ITEM IN BOLD</b>	<b>Cabinet Portfolio Holder</b>
<b>05.06.23</b>	<ul style="list-style-type: none"> <li>• Performance Report: Fourth Quarter 2022/23</li> <li>• Annual Work Programme</li> <li>• Housing Allocations Policy</li> </ul>	
<b>10.07.23</b>	<ul style="list-style-type: none"> <li>• Draft Revenue Budget and Capital Programme Outturn 2022/23</li> <li>• Revenue Budget and Capital Programme Monitoring – Quarter 1 2023/24</li> </ul>	
<b>11.09.23</b>	<ul style="list-style-type: none"> <li>• Performance Report: First Quarter 2023/24</li> </ul>	
<b>16.10.23</b>	<ul style="list-style-type: none"> <li>• <b>Medium Term Financial Plan 2024/25 to 2028/29</b></li> </ul>	
<b>20.11.23</b>	<ul style="list-style-type: none"> <li>• Performance Report: Second Quarter 2023/24</li> <li>• Revenue Budget and Capital Programme Monitoring – Quarter 2 2023/24</li> </ul>	
<b>22.01.24</b>	<ul style="list-style-type: none"> <li>• <b>Draft Revenue Budget Proposals 2024/25</b></li> <li>• Key Performance Targets 2024/25</li> </ul>	
<b>18.03.24</b>	<ul style="list-style-type: none"> <li>• <b>Crime and Disorder Committee: to receive a report from the Community Safety Partnership</b></li> <li>• Performance Report: Third Quarter 2023/24</li> <li>• Revenue Budget and Capital Programme Monitoring – Quarter 3 2024/24</li> </ul>	
<b>22.04.24</b>	<ul style="list-style-type: none"> <li>• Call-in and Urgency Procedures</li> <li>• Draft Annual Report to Council</li> </ul>	
<b>ITEMS FOR CONSIDERATION</b>		
<ul style="list-style-type: none"> <li>• Regeneration inc. Leisure Centre, Fountains, Skate Park and Accessibility of Green Spaces across the district</li> <li>• Review of the Economic Regeneration Strategy</li> <li>• Draft Corporate Customer Services Strategy Proposals</li> <li>• Litter Strategy</li> <li>• Review of the Tourism Strategy and the impact of Airbnbs</li> <li>• Impact of Airbnb and second homes in Rye/Winchelsea/Camber</li> <li>• Effectiveness of 'MyAlerts'</li> <li>• Update report from the Local Strategic Partnership</li> <li>• Update report from the Health and Well-Being Board</li> <li>• Corporate Plan review – to be referred back by Cabinet</li> <li>• Review of the Financial Stability Programme</li> <li>• Review of progress against the recommendations of the Health and Wellbeing Task and Finish Group</li> </ul>		