



**Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.**

**Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.**

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

Wednesday, 26th March, 2014

**Present:-** Councillor Paul Waring – in the Chair

Councillors D Becket, Mrs Burgess, Fear, Hambleton, Mrs Hambleton, Jones and Taylor.J

1. **APOLOGIES**

No apologies were received

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest

3. **MINUTES OF PREVIOUS MEETINGS**

Agreed as a correct record

4. **BETTER CARE FUND**

The Chair welcomed Hugh Evans from North Staffordshire National Health Service to the meeting.

The Better Care Fund was a national initiative focussed on the co-ordination of service provision. The key area was to provide people with better integrated care at home and better options through digitally based services.

The main area affecting the Borough Council related to the Disability Facilities Grant. Central Government had directed that this needed to come under the Better Care Fund but would be administered in the same way and led by the Borough Council (up to the end of 2015).

There was some agreement to the general idea but Members noted that there were a lot of organisations involved. There was also concern regarding the sign off process and Members questioned the future involvement of the Borough Council in this area of work

Officers stated that the Council was being asked to sign up to a direction of travel rather than a final plan and it was recognised that Borough Councils would have a role in the future development of the fund.

Members noted 'pooling' of resources would be difficult and hoped that this would be based on revenue and that resources would be directed to those areas where they were most required.

Hugh Evans explained that the minimum amount in the Better Care Fund for each area was £16m, but Staffordshire was aiming at approximately £150m, this funding was not only from the Better Care Fund, but involved every local authority and Clinical Commissioning Groups looking at spending funds together.

**RECOMMENDATION:-** That Newcastle-under-Lyme Borough Council seeks assurances and further information on the future of Disability Facilities Grants and

also the future involvement and role of District/Borough Councils in the Better Care Fund and also in terms of wider commissioning.

5. **BUDGET AND PERFORMANCE MONITORING REPORT UPDATE FROM PREVIOUS MEETING**

At the last meeting in January several questions were asked with regard to various indicators and some of the data in the Performance report. The purpose of this item was to respond to any other outstanding questions with additional information or explanations.

The indicator relating to the percentage of food establishments which were broadly compliant with Good Hygiene Law was once again discussed by Members. Members considered that no food establishment should fall below a 'Satisfactory' standard.

It was recognised that a lot of work had been carried out to increase the number of premises that were compliant and to assist those that required improvement. Additional information was requested for the next meeting regarding this indicator.

**RECOMMENDED:-** That the Head of Business Improvements, Central Services and Partnerships provide additional information to the next meeting in relation to the percentage of food establishments which were broadly compliant with Good Hygiene Law.

6. **REPORT FROM THE CONSTITUTION REVIEW WORKING GROUP**

The Constitution Review Working Group submitted a number of recommendations to the Committee.

**RECOMMENDED:-** That Section 1.1 of the Employees' Consultative Constitution and Function be amended as follows:

The Committee shall consist of fifteen Members, seven of whom (hereinafter referred to as 'the Employer's Side') shall be appointed by the Borough Council and eight of whom (hereinafter referred to as 'the Employees side') shall be employees appointed by the recognised trade unions in accordance with paragraph 13.

7. **PORTFOLIO HOLDER QUESTIONS TIME**

A report was submitted in relation to holding a Portfolio Holder Question Time. It is not proposed this becomes a standing item but could perhaps be held every six months at the discretion of the Chair.

**RECOMMENDED:** That the concept of Portfolio Holder Question Time at Scrutiny Committees be ratified in the Council's Constitution.

8. **ANNUAL REVIEW OF THE WORK PLAN**

An annual review of the work plan was discussed.

**RECOMMENDED:-** Keele Golf Course to be added as an agenda item to the next meeting to be held on Tuesday 17 June 2014

**COUNCILLOR PAUL WARING**  
Chair

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Classification: NULBC UNCLASSIFIED

## 1. FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER FOUR (March) 2014

**Submitted by:** Head of Finance and Head of Business Improvement, Central Services & Partnerships

**Portfolio:** Communications, Policy & Partnerships; Finance and Resources

**Wards Affected:** All

### **Purpose**

To provide Finance, Resources & Partnerships Scrutiny Committee with the Financial and Performance Review, Fourth Quarter, 2013/14.

### **Recommendations**

- (a) **That Members note the contents of the report and recommend that the Council continues to monitor and scrutinise performance alongside finances.**

### **Reasons**

These monitoring reports provide information about the corporate performance of individual council services, alongside financial information. This report is to be presented to the Cabinet meeting on 23 July 2014.

## **1. Background**

- 1.1 This report provides Members with a detailed update on how the Council has performed during the fourth quarter of 2013/14 by presenting performance data set in a financial context.
- 1.2 This report provides financial information (Appendix A) and also detailed analysis of performance (Appendix B) for the first four quarters of 2013/14.
- 1.3 A summary of the overall picture is presented in section 5 of this report. Performance is progressing well, with the majority of targets currently met.

## **2. 2013/14 Revenue and Capital Budget Position**

- 2.1 The outturn is not yet available because, although the 2013/14 accounts now include all the payments that have actually been made and all of the cash actually received up to and including 31 March 2014, there are still a number of adjustments and accounting entries which remain to be made in order to complete the year's accounts. These adjustments will be finalised shortly.
- 2.2 The Council approved a general fund revenue budget of £14.119m on 27 February 2013. Further financial information will be provided in Appendix A.

## **3 Performance**

- 3.1 The Council Plan Performance report is reported and attached as Appendix B.
- 3.2 The information is presented in four sections against each priority and details results and progress towards identified outcomes for the council and the number of indicators monitored this time is 40. The proportion of indicators which have met their targets, based on data at the time of compiling this report, was 87%.

3.3 There are two columns to show improvement and achievement :

- One set of symbols (arrows), show whether performance has improved or worsened since the last time each indicator was reported
- The “Good performance is” column denotes polarity: low or high and allows the reader to analyse the results in detail

3.4 An overall summary of performance against each priority is also stated, highlighting issues and improvement to be noted.

3.5 The intention is to further develop the format of performance reports ensuring suitability and clear communication of progress with outcomes for members and officers of the council.

3.6 Positive performance can be seen in a range of services although it must be borne in mind that the results later in the year can be different and that some services have seasonal factors.

3.7 There are a small number of areas listed in this report which are not on target, though none causes concern at present. In all cases, the management of the service is aware of the issues and are taking steps to deal with the situation. Further updates will be provided for Members in future reports.

#### **4. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

4.1 All of these indicators link to corporate priorities.

#### **5. Legal and Statutory Implications**

5.1 The Council has a duty to set targets for performance of a range of functions and needs to monitor these closely.

#### **6. Equality Impact Implications**

6.1 There are no differential equality issues.

#### **7. Financial and Resource Implications**

7.1 Any positive variance for the full year on the General Fund Revenue Account will enable that amount to be transferred to the Budget Support Fund and will be available in future years for use as the Council considers appropriate. Conversely, if there is an adverse variance, the amount required to cover this will have to be met from the Budget Support Fund.

#### **8. Major Risks**

8.1 The current economic situation represents the greatest risk to the revenue budget, particularly with regard to the impact it may have upon income receivable in relation to services where customers may chose whether or not to use Council facilities, such as car parking and other areas directly affected by the economic downturn, such as land charges and planning applications. The situation will be monitored through the normal budget monitoring procedures.



- 8.2 The capital programme will require regular monitoring to identify any projects which are falling behind their planned completion dates. This will be carried out by the Capital Programme Review Group, which meets on a monthly basis together with quarterly reports to Cabinet.
- 8.3 The above represents a high level view of risk. There are detailed risk registers available if members wish to see them.

**9. List of Appendices**

Financial information (Appendix A) and the Council Plan Performance report (Appendix B) are attached.

**10. Background Papers**

Working papers held by officers responsible for calculating indicators.

**11. Management sign off**

Each of the designated boxes need to be signed off and dated before going to Executive Director/Corporate Service Manager for sign off.

	Signed	Dated
Financial Implications Discussed and Agreed		
Risk Implications Discussed and Agreed		
Legal Implications Discussed and Agreed		
H.R. Implications Discussed and Agreed		
ICT Implications Discussed and Agreed		
Report Agreed by: Executive Director/ Head of Service		

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## APPENDIX A

### Financial Position Quarter Four 2013/14

#### General Fund Revenue Budget

The Council approved a General Fund Revenue Budget of £14,118,640 on 27 February 2013. The actual position compared to this budget is continuously monitored by managers, EMT and Portfolio Holders in order to detect any significant variances of expenditure or income from the approved amounts contained in the budget. Regular reports are made available to members by the Portfolio Holder for Finance and Resources informing them of the current position, highlighting any significant factors giving rise to variances.

#### Capital Programme

A Capital Programme totalling £7,963,400, covering the two years 2012/13 to 2013/14, was approved at the same Council meeting. Of this total, £5,004,300 was estimated to be spent in 2013/14.

#### Revenue Budget Position

The final accounts are currently being prepared which will establish the final outturn position. This will be reported at the meeting.

Current indications are that the final revenue budget outturn will be in line with the approved budget.

#### Capital Programme Position

The Capital Programme approved by Council in February 2013 has been updated to take account of slippage in 2012/13. Where planned expenditure did not occur last year, this has been added to the budget for 2013/14 (apart from any cases where costs have been reduced or expenditure will no longer be incurred). The revised budget for capital projects in 2013/14 totals £5,004,300.

The provisional capital outturn as at 31 March 2014 is £3.2m. The variance is mainly attributable to schemes that have commenced in 2013/14 e.g. improvements in the town centre, but will not be completed until 2014/15.

#### Investment Counterparties

Investment counterparties with whom money is invested, as at 31 March 2014 are as follows (with the parent company shown in brackets, where applicable):

Halifax Bank of Scotland  
Royal Bank of Scotland  
Debt Management Account – Deposit Facility  
Heritable Bank (*Landsbanki*)

With regard to the Council's frozen investment in Heritable Bank, the total amount repaid now amounts to some £2,357,691, which is 94% of the total that was frozen. The Administrators current prediction is that no further repayments will be made.

## Appendix B

## Quarter 4 2013-14

### Priority 1: A clean Safe and sustainable Borough

#### Overall Progress Report

Overall our progress with our outcomes for this priority is positive. A combination of monitoring and target driven indicators are measured with three indicators (1.1.3, 1.3.5 & 1.4.2) introduced for 2013-14 for which it will be the baseline year. The performance for this quarter is shown where possible for the monitoring indicators where a comparison or previous results are known. There are no concerns with the performance of the service indicators.


Our economic indicators have shown improvement this quarter despite some businesses closing. The Town Centre Vacancy Rate indicator has improved with a positive result of 14.68% against a target of 15% and the indicator measuring the Percentage of investment portfolio (NBC owned) vacant continues to perform well with a result of 7.8%.

Community and Streetscene have achieved excellent results for the Levels of Street and Environmental Cleanliness (1.4.1) and exceeded targets set. Also the team have worked well with volunteer groups who have provided an impressive total of 8,814.75 hours in caring for their local green spaces and neighbourhoods in the year to date. Waste indicators also continue to perform well despite being slightly off target this quarter, and with the annual target.

There are positive results for the Crime and Disorder indicators provided from the Police which all show improvement on the results provided in the previous quarter.

Environmental Health continue to work well undertaking inspections to ensure high standards of safety and public health and progressing assessments on air quality in the borough.

## Outcome 1.1 Ensure high standards of safety and public health – Lead Member Cllr. Ann Beech, Lead Officer Nesta Henshaw

Page 14	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
1.1.1	Percentage of food premises that have a zero or one national food hygiene rating.	Baseline year	-	Low	Quarterly	1.28% (9 '0/1' premises out of 700 published).	Monitoring indicator	1.19% (9 '0/1' premises out of 752 published).	-	Partial
<p>This indicator measures the percentage of food premises that have a zero or one national food hygiene rating, where following each Food Hygiene Inspection, a food business is awarded a rating of between zero (Urgent improvement necessary) and Five (Very good). These ratings are published on the website at <a href="http://www.newcastle-staffs.gov.uk/environment_content.asp?id=SXC69E-A7811729&amp;cat=1390">http://www.newcastle-staffs.gov.uk/environment_content.asp?id=SXC69E-A7811729&amp;cat=1390</a> or <a href="http://ratings.food.gov.uk/">http://ratings.food.gov.uk/</a> Those premises that are rated zero (urgent improvement necessary) or one (major improvement necessary) have been found to be not complying with Food Hygiene Regulations and will be subjected to enhanced business support visits/revisits (and in the most serious cases enforcement action) to help them raise their compliance and protect public health. These premises will then receive a further unannounced inspection approximately 6-9 months later where they will receive a new rating. Due to the number of businesses changing day by day the numerator and denominator are constantly changing throughout the year.</p>										
1.1.2	The percentage of food establishments which are broadly compliant with good hygiene law	91%	85%	High	Quarterly	95% (1051 out of 1107 premises deemed broadly compliant).	85%	93.1% (1040 out of 1117 premises deemed broadly compliant).		Partial
<p>Following each food hygiene inspection a premise will be risk rated and given a score of between 0 (Very Good) and 30 (Very bad) for its' compliance with 1. Food Hygiene Procedures, 2. Structure and 3. Confidence in Management. Where a premises scores 10 or better in each of these 3 categories they are defined as being 'broadly compliant' with food hygiene law. This indicator describes the percentage of businesses in the borough that are deemed 'Broadly Compliant'. Due to the number of businesses changing day by day the numerator and denominator are constantly changing throughout the year.</p>										
1.1.3	The area of contaminated land that has been remediated or is determined suitable for use	Baseline 2013-14	N/A	High	6 Monthly	Year to date 79 Ha	Monitoring Indicator	6 month 71 Ha	-	Partial
<p>The possibility of land being contaminated is a material planning consideration to ensure that land is 'suitable for use' and does not present any unacceptable risk to human health or the wider environment. Land is considered suitable for use following receipt of sufficient evidence from the developer showing that the site has been remediated to an appropriate and agreed standard, if required, or that no unexpected contamination was found during development. All applications for development received by the LPA or which the MPA or WPA request a consultation from the Environmental Health Division are screened for contamination issues and appropriate may be requested depending upon the nature of the development to ensure that the development is "suitable for use". Over the year, the Environmental Protection Team reviewed 37 separate sites to discharge the final validation condition imposed on the planning permission. This equated to a total of 79 Ha of land determined to be suitable for its intended end use following appropriate remediation.</p>										

Ref	Indicator	2011 Baseline (year)	Target	Good is	How often reported	Result 2012	Target	How have we performed?	Control Full/ Partial/ None
1.1.5	Number of people killed or seriously injured on the borough's roads	27 (5 fatal, 22 serious)	-	Low	Annual	19 (3 fatal, 16 serious)	Monitoring indicator	-	None
Information available is for the period January to December 2012 and is a monitoring indicator, showing a decrease from the same period in the previous year. Data for 2013 will be available in June 2014.									

**Outcome 1.2 Newcastle will be safer with vulnerable victims of crime and disorder receiving high quality support. – Lead Member Cllr Tony Kearon, Lead Officer Mark Bailey**



Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
1.2.3	Reduction in the number of incidents of violence with injury	680	-	High	Quarterly	197	Monitoring Indicator	252	↑	Partial
The result for this quarter is positive and shows a large decrease, with a running total for the year to date of 857. The result for the year is 857 compared with 680 in 2012-13. In August 2013 a new process in crime recording was introduced which led to a force wide increase in violent crime recording.										
1.2.4	Reduction in the number of incidents of anti-social behaviour	3,813	-	High	Quarterly	785	Monitoring Indicator	801	↑	Partial
There is an improvement in the result this quarter compared with the result last quarter (801) and the year end result of 3783 against a result of 3813 for 2012-13.										
1.2.5	Reduction in the number of incidents of serious acquisitive crime	773	-	High	Quarterly	183	Monitoring Indicator	213	↑	Partial
The result for this quarter is positive and shows a large decrease in this quarter, with a running total for the year to date of 770.										

**Outcome 1.3 The negative impact that the Council, residents and local businesses have on the environment will have reduced – Lead Member: Cllr. Ann Beech, Lead Officers: Trevor Nicoll/Nesta Henshaw**



Ref	Indicator	2012-3/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
1.3.1	The amount of residual waste per household	421.64 kgs	425 kgs	Low	Quarterly	430.23kgs (year to date)	420 kgs (year to date)	316.12 kgs (year to date)	↓	Partial
The performance this quarter is 107.75 kgs (estimated) and is comparable to the amount collected in the previous quarter of 107.44kgs (estimated). However this equates to a full annual figure of 430.23kgs, which is above the annual target of 420kgs.										
1.3.2	Percentage of household waste sent for reuse, recycling and composting	51.69%	52%	High	Quarterly	50.94% (year to date)	54%	51.87 % (year to date)	↓	Partial
Slightly below target this quarter with a total 4,773.86 tonnes recycled and composted. The figure for quarter 4 is 44.98% and the lower figure is due to seasonal changes impacting on the result this quarter. The outturn figure of 50.94% is very close to last year's figure.										
1.3.5	The level of air quality	Baseline year 2013-14	-	Low	Quarterly	To be supplied	Monitoring indicator	N/A	-	Partial
<p>The Council has a statutory duty to assess air quality for compliance against the standards set in the Air Quality (England) Regulations 2000 for a range of pollutants which have an impact on health. This regime requires monitoring, assessment and interpretation of air quality. Further assessment (including computer modelling of pollution levels), the declaration of Air Quality Management Areas (AQMA's) and action plans to reduce pollutant levels have to be undertaken if any exceedances of the legal 'objective level' are identified.</p> <p>In quarter one we commissioned a statutory detailed assessment and a further assessment of air quality due to exceedances of the statutory annual mean objective for nitrogen dioxide for four geographic areas located in Kidsgrove, Madeley, Newcastle Town Centre and Porthill/Maybank area. This report was submitted to DEFRA in quarter 3 and has been formally accepted. Work is now underway on a consultation exercise with stakeholders and residents on the boundaries of air quality management areas which is to commence in quarter 4. Once the AQMA's have been declared, an air quality action plan will be developed for submission to DEFRA within 18 months. Work will also be commenced on the preparation of planning guidance and an air quality strategy for Newcastle-under-Lyme.</p> <p>A statutory air quality progress report for the 2012 calendar year was submitted to and accepted by DEFRA. This provided commentary on air quality across the Borough in the 2012 calendar year. This report has identified exceedances of the annual mean nitrogen dioxide objective at Madeley (M6 motorway) Kidsgrove (A50 – Liverpool Road) Newcastle Town Centre (A34 Northbound - London Road); Newcastle Town Centre (A53 – King Street), May Bank (A527 - High Street) and Porthill (A527 - Porthill Bank)</p> <p>The Air Quality Progress Report for the 2013 calendar year is due to be submitted to DEFRA in quarter 1 of 2014/15. This has identified that exceedances of the annual mean nitrogen dioxide objective continues to be an issue in 2 geographic areas of the Borough at Liverpool Road Kidsgrove, and Newcastle Town Centre including the A34 London Road and King Street. There are locations identified in earlier air quality reports which are still at risk of exceeding the annual mean nitrogen dioxide objective and these will continue to be monitored. No additional areas have been identified at being at risk.</p>										



**Outcome 1.4 Our streets and open spaces will be clean, clear and tidy– Lead Member Cllr Ann Beech, Lead Officer Roger Tait**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013- 14	Result Qtr3	How have we performed ?	Control Full/ Partial/ None
1.4.1	Levels of street and environment cleanliness (LEQ survey) free / predominantly free of litter, detritus, graffiti and fly-posting)	87.5% 88.33% 98.29% 99.84%	91% 91% 97% 99%	High	Quarterly	92.83% 96.43% 99.83% 100%	91% 91% 97% 99%	Litter 96 % Detritus 97.6 % Graffiti 99.33% Fly posting 100%		Partial
<p>It is pleasing to see that the results for the year:- Litter 95.17%, Detritus 95.96%, Graffiti 99.5% and Fly posting 100% are showing that performance is continuing to be very good and has improved significantly from last year's outturn. It is good to have sustained performance at a high level for this corporate priority. The process for identifying challenging areas and targeting resources into tackling these sites has been thoroughly scrutinised and reviewed since the results from 2012/13 and this has paid dividends with improved performance in excess of the desired targets over the full year. The results for the year have been reviewed to identify any particular areas of concern, and working practices continue to be refined to address these, within the financial and resource restraints which are being applied.</p>										
1.4.2	Number of community volunteer groups/hours spent caring for their local green spaces and neighbourhoods	Baseline 2013-14	N/A	High	Quarterly	8814.75 hrs (cumulative)	Monitoring Indicator	7,387.75hrs (cumulative)		Partial
Page 17	<p>The number of hours worked by volunteers has increased over the fourth quarter with a running total of 8814.75 hours for 2013-14. The number of volunteer hours and activity is recorded for each individual group of volunteers and a running total of community volunteer hours is available at any time. The volunteers or groups participating vary from individuals, schools, fishing groups and Saltbox volunteers to name but a few, and work on various projects such as litter picks, painting, general works and planting in our local green spaces and neighbourhoods.</p>									

**Outcome 1.5 Town centres across the borough will be sustainable – Lead Member Cllr Terry Turner, Lead Officers Simon Smith/ Louise Beeby**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
1.5.1	<b>Town Centre Vacancy Rate</b>	13	15	Low	Quarterly	14.68%	15%	15.8%		Partial
	The vacancy rate shows an improvement of 1% on the last quarter (48 vacant units out of a total of 327) although there has been some change in the units which are vacant. The last quarter has seen the opening of two new independent businesses, Geekbox Comics and Millie and Roses which are typical of enterprises we would wish to attract to the town Centre.									
1.5.2	<b>Percentage of investment portfolio (NBC owned) vacant</b>	(Qtr 4) 7.8%	14	Low	Quarterly	7.8%	12%	8.4%		Partial
	The percentage for this quarter is within target and given the current economic climate is a positive result. Only 14 out of 179 properties are vacant.									

## Priority 2 : Borough of Opportunity

### Overall Progress Report

Overall our progress with our outcomes for this priority is positive. A combination of monitoring and target driven indicators are measured to give a clearer picture of certain issues such as worklessness, albeit some of the information available is not for the current quarter. The performance for this quarter is shown where possible for the monitoring indicators where a comparison or previous results are known.


The Percentage of Minor Adaptations delivered within four months indicator has progressed well this quarter and has exceeded the target with a result of 89% against a target of 75%. The supporting of the homeless indicator (2.3.6) continues to perform well with a total of 543 clients given help to prevent homelessness in the year to date.

The result for the indicator measuring volunteer involvement at the museum is lower than the previous quarter but a total of 1993 hours were contributed to supporting activities and events this quarter.

### Outcome 2.1 Levels of worklessness will have reduced– Lead Member Cllr Terry Turner, Lead Officer Kim Graham

Ref	Indicator	2011-12 Baseline (Apr 11 – Mar 12)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed ?	Control Full/ Partial/ None
2.1.1	Level of employment in the borough*	69.9%	N/A	High	Annual	73.3 % (Dec 2013)	Monitoring indicator	73.4 % (Sept 2013)	↑	Partial
The level of employment at December 2013 was 73.3% which compared reasonably well to the West Midlands average of 69.2%.										
Ref	Indicator	2011-12 Baseline (Apr 11 – Mar 12)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed ?	Control Full/ Partial/ None
2.1.2	The percentage of working age people claiming Job Seeker's Allowance (JSA)	2.9% (Jun 12)	N/A	Low	Quarterly	2.2 % (April 2014)	Monitoring indicator	2.3 % (Jan 14)	↑	Partial
This compares to the West Midlands result of 3.4% of working age people claiming Job Seekers Allowance in April 2014.										

\*% of working age population (aged 16-64) who are economically active and in employment


Ref	Indicator	2011 Baseline (Nov 11)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4	Result Qtr 3	How have we performed ?	Control Full/ Partial/ None
2.1.3	The percentage of working age people claiming key out-of-work benefits*	11.5%	N/A	Low	Quarterly	10.0 % (Nov 2013)	Monitoring indicator	10.4 % (Aug 13)		Partial

There has been a decrease in the proportion of claimants of key out-of-work benefits since the Qtr 3 result of 10.4% but this mirrors the increases both regionally and nationally over the same period (West Midlands reduction from 12% to 11.6% and GB reduction from 10.9% to 10.6%).



\* % of working age population (16-64) who are claiming JSA, ESA or Incapacity Benefit, lone parent and other income related benefits


Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Dec 2012	How have we performed ?	Control Full/ Partial/ None
2.1.4	The level of 16-19 year olds Not in Education, Employment or Training (NEET)	N/A	N/A	Low	Quarterly	N/A	Monitoring Indicator	4.91%	-	Partial
To be provided at a later date when available.										

**Outcome 2.2 Local people will be able to access opportunities for personal development and growth – Lead Member: Cllr. Ann Beech, Lead Officer: Trevor Nicoll/Rob Foster**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
2.2.6	Number of hours worked by volunteers in council co-ordinated activities (museum)	2234	N/A	High	Quarterly	396 (1993 cumulative)	550 (2200 cumulative)	405		Partial
The museum and art gallery currently has 15 volunteers who support officers with the work of the service. Their duties include dealing with archive enquiries, research, cleaning collections, documentation, digitisation, hanging exhibitions, invigilating, and assistance at events. The figure is down slightly this quarter due to a change in personal circumstances of a number of volunteers. The total for Qtr. 4 is 396. The annual total of 1993 hours equates to 38 hours per week of voluntary assistance.										

**Outcome 2.3 Housing will be available and accessible to meet a range of diverse needs– Lead Member: Cllr Terry Turner, Lead Officer: Jo Halliday**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
2.3.4	Percentage of referrals for Disabled Facilities Grants (DFG) approved within six months	100%	N/A New target	High	Quarterly	100%	100 %	100 %		Partial
There have been a total of 116 approvals and 103 completions between 01.04.13 to 31.03.14										
2.3.5	Percentage of minor adaptations delivered within four months	71%	N/A New target	High	Quarterly	89%	75 %	84 %		Partial
Disabled Facility Grants are delivered in partnership with Revival Home Improvement Agency – a new county wide contract commences in July 2014. Work is ongoing to maintain this performance through the transition to new county wide arrangements.										

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
2.3.6	Number of homelessness cases where positive action was successful preventing homelessness (from the P1E Quarterly return: Households dealt with under the homelessness provisions of the 1996 Housing Act, and homelessness prevention and relief)	554	500	High	Quarterly	99	125	184		Partial
The service has successfully prevented homelessness in a total of 99 cases this quarter with the service projecting a target of 125. The total number of homelessness cases where a positive action was successful in preventing homeless for the whole year has been 543, which has exceeded the total year target of 500.										
It is worth noting that the Homelessness, housing advice and housing register service has been re-commissioned and a new service provider awarded the contract. The new service commenced on 1 <sup>st</sup> April 2014, therefore quarter 4 will be the last statistics to be reported under the old service.										

**Outcome 2.4 Key parts of the borough will have been regenerated and there will have been overall economic growth– Lead Member: Cllr Terry Turner, Lead Officer: Jo Halliday/Louise Beeby**

Ref	Indicator	2010 Baseline (year)	2012/13 Target	Good is	How often reported	Result 2012	Target 2013-14	Result 2011	How have we performed ?	Control Full/ Partial/ None
2.4.3	Rate of Business Births and Deaths	8.3% -Births 10.6% -Deaths Stock total 3,485	N/A	Business birth rate ≥ Business death rate	Annual	9.1% - Births 10.1% Deaths Stock total 3,355	Monitoring Indicator	10.1% –Births 10.2% -Deaths Stock total 3,415	-	Partial
<p>There is a time lag in the data supplied from the ONS Business Demography: Enterprise Births and Deaths and the data shows that there was an increase in business set ups between 2010 and 2011. The 2012 Business Demography data set shows a further slight improvement. In terms of business support to prevent business death, Business Boost is open to all businesses in the borough to encourage and support business planning. The scheme then rewards businesses which have the potential to grow. Information on business start up and business support is also available on the Council's website; this includes referring customers to the LEP business helpline for further support and advice. In addition to this, Business Enterprise Support (BES), Newcastle Enterprise Coach provides free help and support to encourage new business start ups.</p>										

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
2.4.4	Average stall occupancy rate for markets	54%	55%	High	Quarterly	64%	55%	61%	↑	Partial
<p>Better seasonal weather for the first 3 quarters of the year helped to maintain trader attendance during this period. In the last quarter of the year traders were offered an extended stall fee incentive period to encourage them to trade whilst the highways work and market refurbishment project has progressed. This encouraged traders to stay and trade during a difficult period of noise and disturbance. The result has been better than anticipated attendance by stallholders.</p>										

## Priority 3 : A healthy and Active Community



### Overall Progress Report

Overall our progress with our outcomes for this priority is fairly positive. A combination of monitoring and target driven indicators are measured to give context to the work undertaken by services. The performance for this quarter is shown where possible for the monitoring indicators where a comparison or previous results are known.

Unfortunately the targets are not yet available for the indicators (3.3.2, 3.3.3) measuring progress of people to the GP referral programme but current information on the programme is detailed. A positive result is the number of visitors to the museum which is under the target of 63,000 but shows good progress compared to the 2012-13 result of 51,364. The number of leisure facility users this year is 628,006 with a target of 670,000 and is off target but it should be noted that the target for this indicator has been increased by 100,000 for the year, with the result up from 579,575 users in 2012-13 despite problems as noted.

Positive results for the measures relating to the Parks and Open Spaces, linked to this priority and outcome 3.1, were reported in the previous quarters, and are to be noted with 9 Green Flag awards and an improved satisfaction result by users.

### Outcome 3.1 People who live, work, visit or study in the borough will have access to high quality facilities– Lead Member Cllr Ann Beech , Lead Officer(s) Roger Tait


Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Target 2013- 14	Result Qtr 1	How have we performed ?	Control Full/ Partial/ None
3.1.1	<b>Number of parks which have Green Flag status</b>	9	9	High	Annual	9	9		Partial
A total of nine green flags have been awarded for 2013-14. Newcastle is the top performer in Staffordshire for these awards.									
3.1.2	<b>Level of satisfaction with Council run parks and open spaces</b>	70.2	-	High	Annual	70.2%	78.2%		Partial
Satisfaction with Council run parks has improved over the last year.									

### Outcome 3.2 Levels of cultural activity and participation in the arts will have increased– Lead Member Cllr Elsie Bates , Lead Officer - Rob Foster

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 4	How have we performed ?	Control Full/ Partial/ None
3.2.2	<b>Number of people visiting the museum</b>	51,364	63,000	High	Quarterly	60,029 (cumulative)	63,000	45,409	↓	Partial
<p>Quarterly targets have been profiled this year to allow for the seasonal nature of the service. Marketing and raising awareness of the service to maintain and increase visitor numbers is a key objective for the museum during 14/15 and a rebranding project is planned. The museum has not achieved its target, which was a channelling one. However visits to the museum are up by 4000 on the visits for 2012/13. A late Easter has meant that it has fallen within 2014/15 which accounts for target being missed. The service has worked proactively to increase its visitor numbers during the winter months by looking at additional events/initiatives that attract new audiences. These include increased marketing through the Sentinel adverts to raise the profile of the service and improved signage. New visitor services staff will work on packages in 2014/15 to encourage more groups to visit during the winter months and will also work to improve our online profile via social networks. A full programme of holiday activities is planned for the school holidays in addition to an in-house interactive exhibition in the summer.</p> <p>Museum visitor numbers are recorded via an electronic door system – a calibration check was carried out during for a month during the last quarter to confirm that it is working and recording accurately. The check has indicated that the door counter is undercounting with a 7% variance. The visitor figure has been adjusted accordingly.</p>										
3.2.3	<b>Number of people attending the local theatre</b>	106,398	N/A	High	Quarterly	118,253 (cumulative)	Monitoring Indicator	82948 (cumulative)	↑	Partial
<p>The New Vic Theatre is the main theatre serving the residents of Newcastle and the surrounding area. The ticketed attendance figure for Qtr 4 is 35305. This is a record year with best ever attendances and highest ever box office income. Attendances up 11% on 2012/13; box office income up 12%. Of the 118k attendances, more than 26,000 were by school-age children. Our Christmas Show, <i>The Hundred and One Dalmatians</i>, was seen by 42,722 people, the equivalent of 10% of the North Staffordshire population. The reported figures do not include visitors to bars, restaurants, exhibitions, meetings and conferences.</p>										
3.2.6	<b>Impact of community-run cultural events and people attending</b>	£14,327.50	£14,360	High	Quarterly	£14,032.50	Monitoring Indicator	£7,900	↑	Partial
<p>In 2013–14 a total of 20 applications were received, applying for £27,200 for Cultural projects. 13 were successful and were awarded up to £1500 each for projects ranging from musical and film festivals through to community history days and memorials. Two applications made through the small grants scheme were partially funded through Cultural Grants which culminated in spending the full budget.</p>										



**Outcome 3.3 There will be a range of healthy lifestyle choices, resulting in an increase in participation – Lead Member Cllr John Williams, Lead Officer - Rob Foster**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
3.3.2	Number of referrals from GPs to organised sporting activity	Baseline – New indicator	N/A	High	Quarterly	58	To be agreed	65	-	Partial
The GP referral programme is led by the County and is currently reviewing the Service Level Agreements. There is an extension in place until June 2014 when the review is to be completed and the targets set. In 2013-14 Newcastle had a total of 288 referrals with 65 people improving their health at the end of the 12 week programme. In this quarter 17.24% of referrals completed the course and improved their health.										
3.3.3	Percentage of people referred for exercise by GPs whose health improves	Baseline – new indicator	N/A	High	Quarterly	17.24%	To be agreed	27.7%	-	Partial
See comment for 3.3.2.										
3.3.4	Number of people accessing leisure and recreational facilities	579,575	570,000	High	Quarterly	173,303 (628,006 Cumulative)	167,500	140,893 (Qtr 3)		Partial
The breakdown of users is as follows in Qtr 4: Jubilee 2 – 131,327, Kidsgrove Sports Centre 34,016, Knutton Recreation Centre – 1,920, Sports & Events Team 6,040. The total for the year is 628,006 which is off the annual target of 670,000 but the target was increased by 100,000 for 2013-14. There has continued to be short term closures at Kidsgrove Swimming Pool during the year due to electrical faults and mechanical failure which has impacted on meeting the target set, however Jubilee 2 continues to perform well.										


**Priority 4: A co-operative Council, delivering high –value, community-driven services****Overall Progress Report**

Overall our progress with our outcomes for this priority is positive. A combination of monitoring and target driven indicators are measured with two indicators (4.2.3 and 4.2.4) introduced for 2013-14 for which it will be the baseline year. The performance for this quarter is shown where possible for the monitoring indicators where a comparison or previous results are known.

The result for the Customer Service indicator - Percentage of requests resolved at first point of contact (4.4.8) continues to do well with a high result of 97.23%, against a target of 80%. Added to this the Skills and Competencies of Staff indicator result collated in Qtr 1 is excellent with a 96.4% achieved against a high target of 95%. The result for staff sickness -Average number of days per employee lost to sickness started 2013-14 off target but has been pro-actively managed as detailed in the report, and has shown steady progress.

**Outcome 4.1 The council will have increased the capacity and skills of its workforce– Lead Member Cllr Mike Stubbs ,**

**Lead Officer – Sarah Taylor**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4 2014-15	Target Qtr 4 2014- 15	How have we performed?	Control Full/ Partial/ None
4.1.5	Percentage of staff who feel they have the necessary skills/ competencies to do their job effectively	96.4%	95%	High	Biennial	-	95%		Full
The result for this indicator, which is collected biennially, has now been collated for 2012-13 and available to be reported in Qtr 1. It is a very good result and is over the high target set of 95%.									



**Outcome 4.2 Councillors will be community champions and powerful community advocates– Lead Member Cllr. Mike Stubbs,**

**Lead Officer - Mark Bailey**


Ref	Indicator	2012-13/ Baseline (year)	2012/1 3 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed ?	Control Full/ Partial/ None
4.2.3	Percentage attendance at planned meetings by members	Baseline –new indicator	-	High	Quarterly	N/A	Monitoring Indicator	89.26%	-	Partial
To be supplied										

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed ?	Control Full/ Partial/ None
4.2.4	Items raised by members on the Scrutiny Work programme.	Baseline – new indicator	-	High	Quarterly	N/A	Monitoring Indicator	4	-	Partial
To be supplied										


**Outcome 4.3 The Council will have delivered further efficiencies – Lead Member Cllr Elizabeth Shenton, Lead Officers - Dave Roberts/Sarah Taylor**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed ?	Control Full/ Partial/ None
4.3.2	Percentage projected variance against full year council budget	0%	No variance	Low	Quarterly	N/A	No variance	0.1%		Full-Partial
To be supplied										
4.3.3	Average number of days per employee lost to sickness	8.06 days (long term 5.08 and short term 2.98 days)	6.9	Low	Quarterly	7.63 days (long term 4.02 days and short term 3.61 days)	7.5 days	5.73 days (long term 3.10 and short term 2.63 days)		Partial
The cumulative Quarter 4 result is an improvement compared with Quarter 3 but remains above target (although now below the intervention point of 7.7 days). However, both short term and long term sickness statistics are continuing to be monitored monthly at Executive Management Team and Departmental meetings.										

**Outcome 4.3 cont'd The Council will have delivered further efficiencies – Lead Member Cllr Elizabeth Shenton, Lead Officers Dave Roberts/Sarah Taylor**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
4.3.7	Net income collected from Council assets	85.6%	No variance	High	Quarterly	N/A	No variance	97.4%		Partial
	To be supplied									

**Outcome 4.4 Local communities are engaged and able to shape and deliver services which impact on their lives – Lead Member Cllr Mike Stubbs, Lead Officer Jeanette Hilton**

Ref	Indicator	2012-13/ Baseline (year)	2012/13 Target	Good is	How often reported	Result Qtr 4	Target Qtr 4 2013-14	Result Qtr 3	How have we performed?	Control Full/ Partial/ None
4.4.8	Percentage of requests resolved at first point of contact	95.20	75.00	High	Quarterly	97.23	80	96.7		Partial
	The new CRM Lagan system implemented in May 2013, has provided the opportunity to re-engineer and streamline our processes for each service migrated to the new CRM, which has enabled us to improve how we handle customer enquires at first point of contact.									

**Table of indicators to be collected and reported at later dates**

<b>Ref</b>	<b>Indicator</b>	<b>Frequency</b>
1.1.4	Percentage of Category 1 housing disrepair hazards concerns brought to the attention of the Council that are investigated and addressed	Annual
1.2.1	Level of satisfaction with the support provided to vulnerable citizens	Annual
1.2.2	Support given to vulnerable citizens and victims of crime (narrative)	Annual
1.3.3	The amount of carbon emissions by the Council	Annual
1.3.4	Number of non-residential collections covered by the trade waste recycling scheme – includes Council properties and schools	Annual
1.4.3	Satisfaction with cleanliness of streets and green spaces	Annual
2.2.1-3	Number of people/ volunteers gaining NVQ/additional educational qualifications/employment (narrative) .	Annual
2.2.4	Narrative on the impact of the Council's role as employer of volunteers	Annual
2.2.5	Number of organisations working with the council to take on volunteers	Annual
2.3.1	The number of affordable homes provided as a result of partnership working with Registered Providers and the Homes and Communities Agency	Annual
2.3.2	The net number of additional homes provided	Annual
2.3.3	Number of empty properties brought back into use	Annual
2.4.1	Economic health across the borough (Narrative)	Annual
2.4.2	Buildings within the built heritage asset register improved and no longer at risk (narrative)	Annual
3.1.3-5	Level of satisfaction with Council-run leisure, cultural and bereavement services	Annual
3.1.6	Level of service equality of the two main Council information centres	Annual
3.1.7	Percentage of town centres public toilets that meet the Council's minimum standard for quality and cleanliness	Annual
3.2.1	Visitor satisfaction	Annual
3.2.4	Economic impact of visitors to museums (narrative)	Annual
3.2.5	Impact of volunteer development programme (narrative)	Annual
3.3.1	Percentage of primary school children who are categorised as obese	Annual
3.3.5	Number of teenage pregnancies	Annual

3.3.6	Number of premature deaths	Annual
4.1.1	Number of apprenticeships/shared apprenticeship placements offered	Annual
4.1.2	Percentage of workforce with completed learning and development plans	Annual
4.1.3	Percentage of staff who have completed accredited training courses	Annual
4.1.4	Number of e-learning modules completed-	Annual
4.2.1	Percentage of elected members who have a personal development plan	Annual
4.2.2	Impact of actions from the workplans (narrative)	Annual
4.2.5	Percentage of candidates and agents satisfied/very satisfied with the electoral service	Annual
4.3.1	Percentage of planned procurement efficiencies achieved	Annual
4.3.4	Percentage of residents who feel that the Council is providing VFM	Annual
4.3.5	Percentage return on council investments	Annual
4.3.6	Ratio of planned versus responsive maintenance expenditure on all Council owned buildings	Annual
4.4.1-2	Level of satisfaction with the role of the council in supporting communities	Annual
4.4.3	Impact of the Council's support in empowering communities to solve specific local problems (narrative)	Annual
4.4.4	Overall level of satisfaction with the Council as a provider of services	Annual
4.4.5	Percentage of people who feel that they can influence Council decisions	Annual
4.4.6	Level of satisfaction with the support provided to LAPs and other community group	Annual
4.4.7	Increase the number of residents, community and voluntary groups engaged with LAPs (narrative)	Annual

## Report to the Finance, Resources & Partnerships Scrutiny Committee

17<sup>th</sup> June 2014

### Parish/Town Councils - Review of Concurrent Funding



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#### Introduction

To present to the Committee proposals for a review of the existing funding arrangements dedicated to parish/town council concurrent functions. This item was previously considered by Cabinet in February 2014, and the following was resolved by Cabinet:

“That Cabinet supports a review of existing arrangements for concurrent funding of parish/town councils and requests that the Transformation & Resources Overview and Scrutiny Committee undertake such a review in order to report back to Cabinet in time for implementation of a revised scheme for 2015/16.”

This report therefore sets out the background to this piece of work for consideration by the Finance, Resources and Partnerships Scrutiny Committee (the successor to the Transformation and Resources Overview and Scrutiny Committee) with a view to initiating the review referred to in the Cabinet resolution above.

#### Background

Concurrent functions are services which can be carried out by the Borough Council but are also within the statutory remit of a parish or town council. The services are discretionary and there is – at present – no comprehensive and definitive list of such services. Having said that, the National Association of Local Councils (NALC) have provided a list of such services, including:

- Open space and recreation grounds/facilities;
- Burial grounds;
- Bus shelters;
- Public conveniences;
- Litter collection;
- Non statutory street lighting

To avoid 'double taxation' (where a service which could be provided by either the Borough Council or a parish/town council is financed from the parish precept in a parished area and by the Borough Council in non-parished areas with no corresponding reduction in Council Tax for the parished areas) the Borough Council provides an scheme of whereby a grant is provided to parish/town councils in the borough (based on the size of the tax base for each parish/town council area) for use by these councils against concurrent function expenditure (currently this budget for 2014/15 is in the region of £62,000).

Section 136 of the Local Government Act 1972 allows principal local authorities to pay grants to parish/town councils in respect of concurrent functions. Given the financial pressures on the Borough Council, Cabinet agreed in February 2014 that a review of the existing grant provision for concurrent functions should be undertaken and asked that this Scrutiny Committee carry out that review.

In relation to the Cabinet resolution, it is proposed that the review is undertaken during the 2014/15 financial year and implemented in time for the 2015/16 financial year. This will allow for the maximum possible consultation time with parish/town councils and also allows NULBC Members and officers an opportunity to examine all aspects of how the current system works in practice.

This item is therefore being presented to Finance, Resources & Partnerships Scrutiny Committee at the earliest opportunity in the 2014/15 financial year.

To assist with collecting the necessary evidence need to underpin the review process, a number of key areas need to be addressed:

- Which concurrent functions are delivered by both NULBC and town/parish councils;
- How these services are currently funded;
- An analysis of existing parish/town council spend under the heading of concurrent functions;
- A review of the size of the existing NULBC budget for concurrent functions;

The review could also focus on a number of key questions:

- The possible options available for dealing with the future funding of concurrent functions (see point below relating to the NALC publication);
- The potential for introducing additional controls into the process whereby parish/town councils report their concurrent functions spending to the Borough Council (including whether some functions are, in future, to be determined as not 'concurrent');
- The required levels of funding needed for future continued delivery of these concurrent functions;
- Any other questions relevant to the issue, e.g. the level of service provided by parish/town councils compared to the same services delivered in non parished areas by the Borough Council

These lists are not meant to be exhaustive and Members may wish to include other areas as part of the review process.



In conducting a review, guidance from the NALC emphasises a number of key considerations, including:

- The review needs to build, if possible, on existing partnership working arrangements between NULBC and parish/town councils local councils sector e.g. through the existing borough Town and Parish Councils Partnership Forum. It may be, therefore, that members of this Scrutiny Committee liaise with the Forum in order to set up a working group to progress and report back on the review to the wider Scrutiny Committee
- It is important that such a working group produces proposals which are based on evidence (see above) and this could be achieved via a survey of town/parish councils in the borough
- The working group/review needs to identify potential options for future funding and be in a position to consult with parish/town councils on any such proposals
- Some consideration should also be made around implementation and how this will work in terms of introducing a funding approach – any such arrangement could be covered by a charter between the town/parish councils and NULBC

In order to assist with the review, the National Association of Local Councils (NALC) produced a document in 2011 entitled *Managing Double Taxation – A guide for local (town and parish) councils and principal local authorities*. This document offered, for example, an analysis of the options available to NULBC in terms of future funding of concurrent functions (see bullet point above relating to options open around future funding). In addition, there are a range of other examples of the way in which comparable district/borough councils have dealt with this issue (some of which are included in the NALC publication referred to above), such as:

- Funding delegation – whereby NULBC sets up a delegation scheme and town/parish councils can put forward a business case to manage or deliver services via a contract or a service-level agreement
- Special expenses – NULBC can deliver services to only parts of its area and therefore remove these activities from general expenses and only charges special expenses in areas where it is delivering services (usually unparished areas)
- Grant schemes – effectively, this is the approach currently adopted by NULBC (although this can, obviously, be changed in terms of how it works, so that some district/borough areas only fund part of the concurrent function being delivered)
- Help in-kind – as it suggests, this is where councils such as NULBC can provide help in ways other than purely financial
- Do nothing – meaning that the issue is too complex to resolve or the sums involved are judged to be too small to justify a review or change in process

Each of these options has advantages and disadvantages and it is recommended that the review addresses these in more detail before developing a proposal.

It is suggested that the review proposals are considered by this Scrutiny Committee in November/December 2014.

### **Questions to be Addressed**

- What is the best way to organise this review (e.g. should it be in conjunction with the Town/Parish Councils Forum and should a working group be established from members of this Scrutiny Committee)?
- Which concurrent functions are delivered by both NULBC and town/parish councils?
- How are these concurrent services funded currently?
- What is the existing parish/town council spend under the heading of concurrent functions?
- What future funding option should be chosen for this area of work and how would this be implemented?
- How will the situation be monitored in the future?
- What is the long-term solution to deal with this issue?

### **Outcomes**

- To understand the up to date picture with regard to concurrent funding of town/parish councils
- To develop proposals around the future arrangements for concurrent funding of town/parish councils in the borough – to be reported by to this Scrutiny Committee in November/December 2014
- To develop an approach to implementing any new arrangements for funding concurrent functions in the borough

### **Supporting Information**

- *Managing Double Taxation – A guide for local (town and parish) councils and principal local authorities* (NALC, 2011)

### **Invited Partners/Stakeholders/Residents**

Representatives from town/parish councils in the borough of Newcastle under Lyme  
Staffordshire Parish Councils Association

## **Constraints**

- Provision of information from town/parish councils
- Time constraints – proposals should ideally be in place by the end of 2014 in order to feed into the 2015/16 budget process
- Information on what constitutes a ‘concurrent function’ from a legislative standpoint is not available

## **Conclusions**

This note outlines the potential areas of focus for a review of concurrent funding of parish/town councils in the borough by NULBC

It is envisaged that this review will take place between June and November 2014.

The focus of the review is likely to be on the scope of services covered by any funding provided by NULBC and also the level of this funding, together with proposals around the future mechanisms for providing funding.

It is envisaged that the review will be carried out in conjunction with parish/town councils in the borough, so that the necessary information is available to the review.

## **Relevant Portfolio Holder(s)**

Cllr Mike Stubbs – Communication, Policy and Partnerships

## **Local Ward Member (if applicable)**

N/A

## **Background Materials**

See ‘supporting information’

## **Appendices**

None

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## Report to the Finance, Resources & Partnerships Scrutiny Committee

17<sup>th</sup> June 2014

Council Plan 2014-16



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### Introduction

This report covers the development of the new Council Plan 2014-16. The Plan is currently being worked on and will cover the period within the 2014-15 financial/municipal year following Annual Council and up to March 2016.

### Background and Key Issues

A Council Plan for Newcastle-under-Lyme Borough was developed for 2013-14 to reflect changes in the political and economic environment and the work undertaken to replace the former Corporate Plan document.

The Council Plan for 2014-16 builds on the previous version of the Plan and has two main sections.

The second section details the measures and activities in order to monitor progress of the plan and will be available prior the next meeting of this Committee in September 2014.

The first section includes the vision and corporate priorities for the Borough Council and is outlined here.

The vision/corporate priorities remain unchanged from the previous Plan and are:

To create a borough that is prosperous, clean, healthy and safe (the vision)

- A clean, safe and sustainable borough,

- A borough of opportunity,
- A healthy and active community and
- Becoming a co-operative council delivering high quality, community-driven services (the corporate priorities)

In further developing the Council Plan for 2014-16, a number of areas are being worked on, including:

- Providing a strategic policy framework for service and financial planning for 2015/16
- Updating the challenges facing the Council (financial and otherwise)
- Setting out the key activities of the Council under each priority heading
- Reviewing whether local need is being addressed by the Council
- Ensuring that the Council's various strategies (which feed into the Council Plan) are still relevant and are reflected in the Council Plan
- Developing outcomes that are relevant to the actions and activities of both Borough Council services and the services provided by our key partners (e.g. Police, Fire, County Council)
- Including SMART indicators and well-developed project plans so that key actions can be undertaken and it can be seen when work is completed and when it is not and also to be able to measure progress against identified outcomes

The previous version of the Council Plan identified seventeen outcomes which have now been reduced to twelve. The outcomes detailed in the 2014-16 Council plan are now:

A clean, safe and sustainable borough,

- *Our Borough will be safer*
- *Our Borough will be cleaner*
- *Our Borough will be sustainable*

A borough of opportunity,

- *Newcastle is a great place to work*
- *Newcastle is a great place to do business*
- *Newcastle is a great place to live*

A healthy and active community

- *Everyone has the chance to live a healthy, independent life*
- *Everyone has access to high quality leisure and cultural facilities/(activities)*
- *Everyone has the opportunity to get involved in their community*

Becoming a co-operative council delivering high quality, community-driven services

- *Your council is efficient, open and innovative in its work*

- *Your services are designed and delivered co-operatively*
- *Your community is strong and well supported*

These outcomes have been identified as meeting the needs of the communities of the Borough.

The latest working version of the Plan is available to Members on request.

### **Timetable for delivery**

The Plan is currently a work in progress with the intention to fully develop it with the involvement of members and officers with the aim of cementing priorities for the current financial year (to accord with approved service and financial plans/budgets).

More importantly, the Plan will provide the strategic policy context for the service and financial planning for 2014-16.

The decision has been taken to adopt a more timely approach in terms of its production to reflect the realities of the municipal and financial year and will inform the service and financial planning processes accordingly. Scrutiny of the Plan's development and delivery will also be undertaken throughout the year.

The following presentations, therefore, of the (draft) Council Plan will allow opportunities for comments and feedback as part of this process of development at the outset of the financial year:

- Outline of plan to Finance, Resources & Partnerships Scrutiny Committee 17 June 2014
- Draft version for approval from Cabinet 23 July 2014
- Approved version to Finance, Resources & Partnerships Scrutiny Committee 1 Sept 2014
- Cabinet response to Scrutiny comments 10 Sept 2014
- Final version to Council 17 Sept 2014
- Implementation from 1<sup>st</sup> October 2014

The budget consultation findings from 2013/14 have been used in the development of the Plan. In addition services undertake satisfaction surveys in-house on a regular basis to inform the management of service delivery. These findings have also been used in developing the Plan and also understanding the needs of residents and service users.

## **Constraints**

One of the main constraints to consider in the development of the Plan for Newcastle Borough Council is that, like other authorities, balancing reductions in funding with the provision of quality services and increases in demand is a major challenge and potentially limits the ability of the Council to deliver against its plans generally.

The financial picture for 2014/15 and how the council plans to deliver identified savings are detailed in the Revenue & Capital Budgets 2014-15 and Medium Term Financial Strategy.

These activities will be monitored regularly and considered in service planning and other planned activities to ensure the savings are realised.

By adopting the revised approach the Council will be better able to align resource allocation with the agreed strategic priorities.

## **Conclusions**

The Council Plan informs the Council's overall corporate planning and acts as the major impetus behind budget proposals, longer-term strategic plans and also the service planning process.

## **Relevant Portfolio Holder(s)**

Cllr Mike Stubbs Communications, Policy & Partnerships

## **Background Materials**

Working papers held by officer in Council Plan 2014-15 files

## **Appendices**

Draft Council Plan –available on request, with final version presented to Cabinet (July 2014)



## Report to the Finance, Resources & Partnerships Scrutiny Committee

17<sup>th</sup> June 2014

### Constitutional Review Working Group – Future Work Plans



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#### Introduction

This note asks the Finance, Resources and Partnerships Scrutiny Committee to nominate members of the Scrutiny Committee to sit on the Constitutional Review Working Group (CRWG). The Working Group reports to the Scrutiny Committee.

Members may also take this opportunity to consider areas of work to include on the work plan for the CRWG for 2014.15.

#### Background & Issues

At the Transformation and Resources Overview & Scrutiny Committee (the previous name of the Finance, Resources & Partnerships Scrutiny Committee) meeting on 7th June 2010 it was resolved to set up a working group to review the Constitution.

The initial purpose of the review was to improve the Constitution so as to increase the understanding and accessibility of Members, officers and the public by recommending amendments and the removal of unnecessary provisions.

The Constitutional Review Working Group has continued to meet since that time, and has made a range of suggestions and recommendations for changes to the Constitution of the Council.

Members of the Working Group have largely been drawn from the membership of the Finance, Resources & Partnerships Scrutiny Committee, although members of the Scrutiny Committee may wish to nominate Members from across the entire Council's membership to sit on the Working Group.

The Working Group previously consisted of three members in 2013/14, one of whom has acted as a chair (previously the Chair of the Transformation & Resources Overview & Scrutiny Committee). This reflected the then-political composition of the Council (when there were three political groups).

Given the changes to the Council's membership following the Borough Council elections in May 2014 and the fact that there are now four political groups (and a single Green councillor), the Finance, Resources and Partnerships Scrutiny Committee are asked to make nominations to the Working Group.

The membership of the Working Group for 2013/14 was:

Cllr Elizabeth Shenton (Chair)  
Cllr Mark Holland  
Cllr Nigel Jones

As said, the former Chair of the Transformation & Resources Overview & Scrutiny Committee (Cllr Shenton) was also Chair of the Working Group in 2013/14.

Members of the Scrutiny Committee may wish to follow the same approach, or take a different view in terms of nominations to the Working Group.

In terms of work areas, a number of proposals from the Working Group and the former Transformation & Resources Overview & Scrutiny Committee during 2013/14 were approved by Full Council in April 2014. These included:

- Changes to the names of the Transformation & Resources Overview & Scrutiny Committee and Health Scrutiny Committee to the Finance, Resources & Partnerships Scrutiny Committee and Health & Well-Being Scrutiny Committee respectively
- The removal of the word 'Overview' from 'Overview and Scrutiny Committee'
- Removal of the Overview & Scrutiny Co-ordinating Committee
- Review of the remit of Scrutiny Committees
- Introduction of public question time at Scrutiny Committee meetings
- Introduction of substitutes for meetings involving elected Members

In terms of future work areas, there are a number of headings included in the Council's Constitution which could be the subject of review by the Working Group. These include:

- Operation of Full Council
- The Executive (Cabinet)
- Locality Working
- Scrutiny Committees

It should be said that a number of these areas are governed by legislation, but – equally – there are areas which can be reviewed and amended by the Council.

Previously, the Working Group has tended to meet on a monthly basis, with officers attending and reports have been tabled from the Working Group at meetings of the (then) Transformation & Resources O & S Committee before being considered by

Full Council. The general rule is that Full Council consider Constitutional amendments on an annual basis, usually in the Council meeting before Annual Council.

### **Questions to be Addressed**

- Does the Committee wish to continue with a Constitutional Review Working Group?
- What size should the Working Group be (i.e. how many members)?
- Should each political group have a member on the Working Group?
- Should the Chair of the Working Group be the Chair of the Finance, Resources & Partnerships Scrutiny Committee?
- Should membership of the Working Group be drawn from this Scrutiny Committee alone or should Working Group members be nominated from across the Council?
- What items does the Committee wish to see the Working Group address as part of the latter's work plan for 2014/15?
- How often should the Working Group meet and what should be the reporting mechanism for the Working Group?

### **Outcomes**

- To have decided on the formation of the Constitutional Review Working Group for 2014/15.
- To have outlined a work plan for the Working Group, together with a reporting schedule

### **Supporting Information**

The Borough Council of Newcastle-under-Lyme – 'Constitution of the Council' (May 2014)

### **Invited Partners/Stakeholders/Residents**

Monitoring Officer

Head of Business Improvement, Central Services & Partnerships

Democratic Services Manager

Legal Practice Administrator

### **Constraints**

- Time constraints – having the necessary resources to carry out the work
- Work already completed on reviewing and amending the Constitution
- Legislative provision around particular aspects of the Constitution

### **Conclusions**

This note outlines the process relating to the work of the Constitutional Review Working Group.

The note also requests the Scrutiny Committee to take a view on the future of the Working Group, including its composition and work plan.  
Finally, the note requests the Committee to take a view on frequency of meetings for the Working Group and its reporting mechanisms.

**Relevant Portfolio Holder(s)**

Cllr Mike Stubbs – Communication, Policy and Partnerships

**Background Materials**

See ‘supporting information’

**Appendices**

None

## SCRUTINY COMMITTEE WORK PLAN



<b>Committee Name:</b>	Finance, Resources and Partnership Scrutiny Committee
<b>Chair:</b>	Cllr Paul Waring
<b>Vice-Chair:</b>	Cllr Rob Wallace
<b>Portfolio Holder(s) Covering the Committee's Remit:</b>	Cllr Mike Stubbs – Communications, Policy and Partnerships Cllr Elizabeth Shenton – Finance and Resources Cllr Terry Turner – Economic Regeneration, Business & Town Centres
<b>Work Plan Correct As At:</b>	5 June 2014

Date of Meeting	Item	Reason for Undertaking
<b>17 June 2014 (agenda dispatch Friday 6 June)</b>	Finance and Performance Management Report to end of quarter 4 (March) 2014. Plus Appendices	Regular reports continue to be received
	Parish and Town Councils Review of Concurrent Funding	Request from Cabinet that Scrutiny undertake a review in order to report back to Cabinet in time for implementation of a revised scheme for 2015/2016
	Council Plan (to be submitted to July Cabinet)	To receive an update on the draft Council Plan by Members to the Head of Business Improvement, Central Services and Partnerships
	Constitutional Review Working Group Future Work Plans	
	Finance, Resources & Partnership Scrutiny Committee Work Plan	

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Date of Meeting	Item	Reason for Undertaking
<b>1 September 2014</b> (agenda dispatch <b>22 August 2014</b> )	Portfolio Holder Question Time	Opportunity for the Committee to question the Portfolio Holders on their priorities and work objectives for the next six months and to address any issues or concerns that they may be facing
	Budget Preparation/Consultation	
	Quarter 1 Financial & Performance	
	Capital Strategy 2015	
<b>5 November 2014</b> (agenda dispatch <b>24 October 2014</b> )	Medium Term Financial Strategy	The Portfolio Holder for Finance and Resources to ascertain whether the Medium Term Financial Strategy can be received by the Committee prior to Cabinet in the future and provide a formal explanation as to why the Strategy was received by Cabinet before the Scrutiny Committee
<b>4 December 2014</b> (agenda dispatch <b>21 November 2014</b> )	Budget Consultation	Updated to be given by the Head of Communications on the outcomes of the consultation process
	Treasury Management Strategy	
	Savings Plans 2015/2016 – First Draft	
<b>21 January 2015</b> (agenda dispatch 9 January 2015)	Scale of Fees and Charges	Received annually by the Committee as part of the budget setting process
	Scrutiny Café – date for information, there will be no agenda published	
<b>16 March 2015</b> (agenda dispatch 6 March 2015)	Annual Review of the Scrutiny Committee's work	To Consider proposed amendments to the Constitution, prior to the proposed amendments being considered by Full Council

<b>Task and Finish Groups:</b>	Review of the Constitution Working Group – action to look at scrutiny committee remits
<b>Future Task and Finish Groups:</b>	
<b>Suggestions for Potential Future Items:</b>	

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<ul style="list-style-type: none"> <li>• Modernisation of the Post Office Network</li> </ul>	<ul style="list-style-type: none"> <li>• That Officers meet with Staffordshire County Council to consider a three way working approach with the Post Office. That the Scrutiny Committee receives a further report in the future when more information is available.</li> </ul>
<ul style="list-style-type: none"> <li>• UK Mail</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed at a meeting held on 02.09.13 that the Committee would look at the Council's mail arrangements when the contract came up again for renewal</li> </ul>
<ul style="list-style-type: none"> <li>• Budget Consultation and Budget Review Group</li> </ul>	<ul style="list-style-type: none"> <li>• Previously approved by Full Council on the 22 February 2014</li> </ul>
<ul style="list-style-type: none"> <li>• Universal Credit</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Ryecroft</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Asset Management Strategy</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**REMIT**

**Finance, Resources and Partnership Scrutiny Committee is responsible for:**

- Communications and consultation
- Council structure and democracy and constitutional review
- Customer contact and customer service centres
- Member development and support
- Neighbourhood and locality working
- Partnerships: Newcastle Partnership Strategic Board
- Performance management and monitoring
- Revenues and benefits
- Putting people first

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- Risk champion
- Transformation programme
- Accountancy
- Budget
- Capital and revenue expenditure
- Efficiency savings
- Financial monitoring
- Health and safety champion
- Human Resources
- Information and communication technology
- Procurement champion
- Treasury management
- Workforce development

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