

**OVERVIEW AND SCRUTINY
20 JUNE 2023**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: COUNCIL DELIVERY PLAN 2022-23 (QUARTER 4 UPDATE)

REPORT OF: REPORT OF THE SERVICE DIRECTOR - RESOURCES

EXECUTIVE MEMBER: FIANANCE AND IT

COUNCIL PRIORITY: PEOPLE FIRST, SUSTAINABILITY, A BRIGHTER FUTURE TOGETHER

1. EXECUTIVE SUMMARY

This report presents progress on delivering the Council Delivery Plan for 22-23 at the end of Quarter 4, which includes:

- Progress against the completion of Council projects and milestones
- Requests to change milestone dates
- New milestones
- Commentary on progress made and any new issues, risks, or opportunities

2. RECOMMENDATIONS

- 2.1. That Overview and Scrutiny Committee comment on the Council Delivery Plan Quarter 4 monitoring report, including the recommendations made to Cabinet i.e:
- That Cabinet notes the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including new milestones, deleted milestones, and changes to milestone dates and risks.
 - That Cabinet notes the deletion of projects outlined in 8.6, to be replaced by new projects in 2023-24.
 - That Cabinet note the completion in Q4 of the Museum and HTH recovery, Customer Portal, Full review of the Council Tax Reduction Scheme, and Green Space Management Strategy Projects.
 - That Cabinet notes the reduction in the Town Centre Recovery risk score from a 3 to a risk score of 2.
- 2.2 That Overview and Scrutiny Committee determine any project that they want to receive more detail on as part of the next monitoring report.

3. REASONS FOR RECOMMENDATIONS

- 3.1. The Council Delivery Plan (CDP) monitoring reports provide Overview and Scrutiny, and Cabinet, with an opportunity to monitor progress against the key Council projects, and understand any new issues, risks, or opportunities.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. In developing the CDP, it was agreed that Cabinet would receive quarterly updates. The updates are also provided to Overview and Scrutiny Committee so that they can provide additional oversight and support to Cabinet.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. Service Directors and Service Managers have provided updates on progress and will have made Executive Members (and Deputies) aware of progress made.
- 5.2. A draft of the Quarter 4 update was provided to Performance and Risk Management Group (PRMG) in May. The Group has a standing invite to the Executive Member for Finance and IT (has responsibility for performance monitoring), the Deputy Executive Member for Finance and IT, the Chair of Overview and Scrutiny (O&S) and the Chair of Finance, Audit and Risk Committee (FAR). Other members of O&S and FAR are also encouraged to attend when they can. PRMG were asked to comment on the content and format of the CDP Q4 update.
- 5.3. The CDP is reviewed by Overview and Scrutiny Committee, and they are asked to provide comments and recommendations to Cabinet.

6. FORWARD PLAN

- 6.1 This report contains a recommendation on a key Executive decision first notified on the Forward Plan on the 21 April 2023.

7. BACKGROUND

- 7.1. The CDP brings together projects, risks, and performance indicators together in one document. It was adopted by Cabinet in March 2022, which included the projects to be included within the CDP.
- 7.2. At the last 2 meetings of Overview and Scrutiny the following projects were recorded as milestones completed for the 22-23 year. These projects will be removed from future monitoring reports.
- Local Plan (Dec)
 - EV Charging for Council Vehicles (Mar)
 - Business Recovery, Grants (Mar)
 - Help Residents make payment at convenient locations (Mar)

8. RELEVANT CONSIDERATIONS

8.1 Appendix A provides an update on the progress made in delivering the Council Plan 2022-23. Whilst it is labelled as a Quarter 4 update, it generally reflects the latest position at the time that the report was written.

8.2 The intention is that the CDP reports provide an overview, as providing all the details on project milestones would lead to a report that was too long. Requests can be made (especially by O&S) to look at individual projects in more detail. Any such request would be incorporated into the next monitoring report. The progress made to date against each project and resulting impacts on future milestones, is detailed in the commentary against each project in Appendix A. Future updates will provide monitoring against any revised milestones.

8.3 **New Project milestones within the CDP**

The Council Delivery Plan is now a live document with changes to milestones recorded and approved by Cabinet. For projects which are to continue through to the 23-24 Council Delivery Plan, new milestones with due dates in 23-24 have been added to the latest monitoring report in Appendix A for information. These new milestones have been highlighted in grey.

8.4 **Proposed changes/ deletions to milestones this quarter**

As projects progress, it is sometimes necessary to amend the milestone due dates, or delete any milestones which have been superseded by new ones. Any changes must be approved by Cabinet. For Q4, there are proposals to make changes/ deletions to the following projects, with reasons detailed in Appendix A. These proposed changes have been highlighted in yellow.

- Town Centre Recovery
- Resident / Public EV Charging in our Car parks
- Royston Leisure Centre Solar Thermal
- Town Centre Strategies
- Royston Town Hall Annexe
- Masterplanning
- Charnwood House
- Museum Storage
- Local Government Boundary Review, and
- Churchgate

8.5 **Completed projects this quarter.**

For Q4, the following projects, all the relevant milestones have been completed and the projects will no longer appear on the quarterly monitoring reports.

- North Herts Museum and Hitchin Town Hall Recovery
- Customer Portal
- Full review of Council Tax reduction scheme.

- Green Space Management Strategy

8.6 **Projects to be deleted and replaced with new projects in 23-24**

As we complete the project monitoring for the 22-23 year and move into the monitoring of the 23-24 Council Delivery Plan, some projects will no longer be reported on in their current form.

- Local Plan – replaced by “Local Plan Delivery/ Review”
- Economic Development Strategy and Tourism Strategy – to be combined into a new project for an Enterprise Strategy
- Work with Stakeholders to Increase Accommodation for Single Homeless People – new action for 23-24 to work with stakeholders to help all homeless people.
- Response to Government Resources and Waste Strategy – to be replaced in 23-24 by new projects “Waste and Street Cleansing Procurement” and “Waste Depot.”

8.7 **Performance Indicators**

For Q4, there are 6 Green performance indicators, 2 Red and 1 showing as amber. One further indicator is for information only, with no target set against it. Explanations for performance are detailed in Appendix A.

8.8 **Risks**

For Q4, the Town Centre Recovery Risk, was reduced from a 3 to a 2, following a reassessment of the original risk score. The change reflects that to reach the target score, the mitigations aim to reduce the likelihood rather than the impact.

15 risk scores remain unchanged, and 15 projects have already reached their target risk scores, through implementation of mitigating actions.

8.9 At the March 2023 meeting of Overview and Scrutiny, a request was made to provide further detail on the following projects

- Town Centre Recovery
- Tourism Strategy

This detail has been provided in Appendix B.

9. **LEGAL IMPLICATIONS**

9.1 The constitution determines the role of Cabinet as including: “To take decisions on resources and priorities, together with other stakeholders and partners in the local community, to deliver and implement the budget and policies decided by the Full Council. To monitor performance and risk in respect of the delivery of those policies and priorities” (paragraph 5.6.3).

9.2 The constitution determines the role of Overview and Scrutiny as including: “To review performance against the Council’s agreed objectives/ priorities and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/

or service area. To consider risks to the achievement of those objectives/ priorities. To make recommendations to Cabinet” (paragraph 6.2.7 (s)).

- 9.3 There are no specific legal implications arising from the CDP. However, there may be individual legal implications for some of the projects outlined. Any commissioning of work on new and existing projects will follow the standard legal requirements and those required by the Council’s internal standing orders, contained within the Constitution.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications arising from this report. Where projects are linked to efficiencies or investments then these are included in the budget proposals and monitored through the quarterly finance reports.

11. RISK IMPLICATIONS

- 11.1 The Council Delivery Plan aims to support the risk management process by directly linking the risks to projects being undertaken. The aim of these proposals is to strengthen the link between performance and risk and make risks more current. This should provide an improved perspective of the risks that the Council faces.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Performance reporting provides a means to monitor whether the Council is meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriated services to the Community to meet different people’s needs.
- 12.3 As projects progress, Equality Implications will be considered, and Equality Impact Assessments conducted where relevant.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and “go local” requirements do not apply to this report.

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 There will continue to be a need to align Council and Service objectives with available people resources to be able to achieve them. The Council Delivery Plan will help to make that link clearer.

15. ENVIRONMENTAL IMPLICATIONS

- 15.1 There are no known Environmental impacts or requirements that apply to this report. However, a number of the projects to be monitored throughout the year are related to key environmental issues.
- 15.2 As projects progress, Environmental Implications will be considered, and Environmental Impact Assessments conducted where relevant.

16. APPENDICES

Appendix A – Council Delivery Plan 22-23 Q4 monitoring report
Appendix B – Detailed updates requested at March 2023 meeting.

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18. BACKGROUND PAPERS

None