

OVERVIEW AND SCRUTINY COMMISSION

DATE: Monday, 7 November 2022

TIME: 5.30 pm

VENUE: Council Chamber - Civic Centre, St Luke's Avenue, Harrogate HG1 2AE. This meeting will be livestreamed here: <https://bit.ly/HarrogateYouTube> (Copy and paste the link in your browser).

Notice is hereby given that the above meeting will take place for the purpose following and, by virtue of Section 100B(4)(b) of the Local Government Act 1972, any other matter(s) which the Chair considers should be dealt with at the meeting as a matter of urgency.

AGENDA

Item	Title	Page Number
1.	APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES:	
2.	DECLARATIONS OF INTEREST: Members to advise of any declarations of interest	
3.	MINUTES: Of the meeting of 17 October 2022	5 - 12
4.	EXEMPT INFORMATION: To determine whether to exclude the press and public during the consideration of any exempt items – item 6 (part)	
5.	PUBLIC ARRANGEMENTS- QUESTIONS: To consider any questions under Standing Order 27	
<u>MATTERS HOLDING THE EXECUTIVE TO ACCOUNT</u>		
6.	2022/23 OCTOBER FINANCIAL & SERVICE PLAN PERFORMANCE UPDATE: The Head of Finance, the Service Finance Manager and the Improvement and Development Manager to submit a joint written report	13 - 38

7. **CORPORATE PERFORMANCE REPORT, Q2 2022/23:** 39 - 72
The Improvement and Development Manager to submit a written report
8. **FORWARD PLAN OF KEY DECISIONS:** 73 - 74
To consider current [Forward Plan](#) items

SCRUTINY MATTERS AND REVIEWS UNDERTAKEN BY THE COMMISSION

9. **OVERVIEW AND SCRUTINY COMMISSION DRAFT WORK PROGRAMME REPORT 2022/23:** 75 - 78
The Scrutiny Officer to submit a written report
10. **FEEDBACK FROM OTHER COMMITTEES AND EXTERNAL BODIES:**
To allow for any updates:
- Scrutiny of Health Committee 4 November 2022

MEMBERSHIP: Councillor Chris Aldred (Chair). Councillor John Mann, Councillor Sam Green, Councillor Michael Harrison, Councillor Paul Haslam, Councillor Sue Lumby, Councillor Pat Marsh, Councillor Stuart Martin, MBE, Councillor Nigel Middlemass, Councillor Andrew Paraskos, Councillor Tom Watson and Councillor Robert Windass.

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Members of the public are entitled to attend this meeting as observers for all those items taken in open session.

The agenda papers may be examined at the Civic Centre, Harrogate and a copy may be purchased for £6.00.

Please contact Claire Wilson - Scrutiny Officer, at the Civic Centre, if you have any queries or need further information on this agenda - telephone or email Tel: 01423 500600 ext. 58323 Email: claire.wilson@harrogate.gov.uk

Members of the public or press are entitled to record (e.g. film, audio, tweet, blog) this meeting. Any recording or reporting on this meeting should take place in accordance with the Council's protocol on recording and reporting of public meetings. We request that any member of the public or press intending on recording the meeting notify Democratic Services at the earliest opportunity so that any reasonable adaptations can be made. Where we have received prior notification

of the intention to record a meeting the Chair will make an announcement at the start of the meeting and give any direction needed.

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**OVERVIEW AND SCRUTINY COMMISSION
HELD ON MONDAY, 17 OCTOBER 2022
(FROM 5.30 PM – 7.24 PM)**

PRESENT: Councillor Chris Aldred in the Chair. Councillor Sam Green, Councillor Paul Haslam, Councillor Sue Lumby, Councillor Pat Marsh, Councillor Victoria Oldham, Councillor Andrew Paraskos, Councillor Tom Watson and Councillor Robert Windass.

Late Arrivals: None

Early Departures: Councillor Andrew Paraskos left the meeting at 6.42 pm
Councillor Paul Haslam left the meeting at 7.20 pm

44/22 – APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES:

Notification had been received that Councillor Victoria Oldham was substituting for Councillor Nigel Middlemass. Apologies had been received from Councillor John Mann, Councillor Michael Harrison and Councillor Stuart Martin, MBE.

(5.32 pm)

45/22 – DECLARATIONS OF INTEREST:

No declarations of interest were made at the meeting.

(5.32 pm)

46/22 – MINUTES:

The Minutes of the meeting of the Commission held on 26 September 2022 were approved as a correct record.

(Seven Members voted for the motion and there was one abstention)

(5.33 pm)

47/22 – EXEMPT INFORMATION:

There was no exempt information.

(5.33 pm)

48/22 – PUBLIC ARRANGEMENTS- QUESTIONS:

There were no public questions under Standing Order 27. The Chair explained that members of the public could contact Democratic Services via the Harrogate Borough Council website and submit a question to be answered at a future meeting of the Commission.

(5.33 pm)

**49/22 – NORTH YORKSHIRE POLICE - HARROGATE DISTRICT OVERVIEW
AND SCRUTINY COMMISSION UPDATE - MARCH TO OCTOBER 2022:**

The Chair welcomed be Chief Inspector Alex Langley and Superintendent Theresa Lam North Yorkshire Police (NYP) to the meeting. SI Lam explained she was relatively new in-post along with others who made up a new senior management team. SI Lam had served with the police for 22 years, including the Metropolitan Police and Greater Manchester forces. Her initial impressions were that the staff

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working for North Yorkshire Police were very dedicated and professional, one of her early priorities was information gathering and she was grateful to attend the meeting and hear the views of elected Members and any concerns raised on behalf of the public. It was noted that NYP recognised the importance of detailed monitoring and analysis of crime data which was beneficial to the wider public and that this would be an area of renewed focus.

CI Langley explained that an update report from NYP had been circulated to Members on Friday 14 October. Members were informed that over the past 12 months there had been a steady reduction in incidents of crime, anti-social behaviour (ASB) and public safety and welfare, with volumes reducing in all areas. CI Langley highlighted that many of the positive outcomes were as a result of effective partnership working.

NYP had published its control strategy focussing on four key areas, with terrorism cutting across all four:

- Abuse
- Serious and organised crime
- Sexual crime and exploitation
- Community harm

Operational meetings were held daily where decisions were made about how best to focus attention and resources. Considerations included current incidents, intelligence, volumes, resource allocation, high-visibility patrols, disruption, safeguarding and also longer term planning.

Harrogate town centre (Low Harrogate Ward) had the highest rate of anti-social behaviour across North Yorkshire. NYP worked with partners including volunteers and charities to manage this. There were 243 incidents of ASB in the last twelve months, this equated to less than one per day and it was noted that this provided reassurance that Harrogate town was safe.

CI provided the updates listed below and answered Members' questions:

- Prosecutions were underway following serious assaults of PCSOs in Harrogate town centre
- The first permanent knife amnesty bin in North Yorkshire was to be introduced in Harrogate
- NYP were increasing their social media presence, this was seen as positive with a particular focus on building awareness with the public about core, day to day policing
- Robbery rates were very low with around one incident every two months
- All residential burglaries would result in NYP attending and NYP had developed a "toolkit", it was noted that reassuring individuals and the community was of primary importance
- Drug crime/county lines - proactive work was the focus of the expedite team which included detectives and front line resources, employing a variety of tactics

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- Child sexual exploitation was a “low-visibility” area of policing, however this work was significant to the work of NYP
- Control room call handling and the 101 service - there was now the ability to “report a crime” online, this was a national initiative and also allowed digital media and CCTV footage to be uploaded with reports
- Violence against women and girls – following a government report on “safer streets”, a survey was available online where people could report any concerns

Following a question from Councillor Andrew Paraskos (Ward Member for Spofforth and Lower Wharfedale) about how ASB was dealt with in rural areas, it was noted that further information for residents about levels of support was available. It was **agreed** that CI Langley’s contact details would be shared with Councillor Paraskos.

Councillor Victoria Oldham asked about police responses to burglaries and it was confirmed that a risk and threat assessment was undertaken for each call, there was a grading system and responses were also dependant on other factors such as availability of officers and other incidents that may be ongoing. It was confirmed that there was a Crime Scene Investigation team operating from Harrogate who could attend and provide specialist, forensic expertise where appropriate. It was noted that the assessment undertaken to determine the response included identifying any vulnerabilities, such as if the caller was isolated.

Councillor Pat Marsh asked about re-establishing Ward meetings, which used to be held with the police, local businesses and other partners. It was noted that there were benefits for all parties, including the police in terms of intelligence and confidence building. SI Lam confirmed that this was something that would be looked at. Councillor Paul Haslam noted that these did operate in some areas, and a good example were the regular meetings that took place in Bilton. It was noted that meetings were scheduled around police availability to enable attendance at a convenient time, and that holding regular meetings contributed to a preventative approach. Councillor Haslam expressed his gratitude to all those who attended and contributed to the meetings and invited anyone to attend the next scheduled meeting, that was to be held on the evening of Thursday 20 October.

Members noted that in some areas where there was less crime it was harder to build relationships with PCSOs or the police generally as there was limited ongoing contact. It was confirmed that ensuring communities had a local connection with the police was considered very important and similar “Safer Neighbourhood” meetings took place in Pateley Bridge and Boroughbridge.

Councillor Tom Watson noted that vehicle activated signs were being used in some rural villages in Nidderdale. These were providing local communities with data which indicated that speeding was an issue at night-time. In response to a question about how this could be addressed it was confirmed that, the incidents could be reported online, including times and dates and then NYP would be aware and resources could be assigned to deal with it directly.

It was confirmed by CI Langley that when an officer who covered Pateley Bridge retired he would be recommending that they would be replaced. CI Langley

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confirmed that this would likely continue to be a hybrid role, including neighbourhood policing and response. It was seen as important to maintain a visible and identifiable police presence in the heart of the community.

It was noted that there was an issue with some rural crimes including hare coursing, CI Langley explained that NYP had a rural task force, who specialised in areas like wildlife crimes and issues with off road vehicles. Elected Members and the public were encouraged to report any concerns. Members also considered the Farmwatch scheme and other rural crimes such as the theft of vehicles and machinery including quad bikes and it was confirmed that Farmwatch was still active. PCSOs could provide more information and work included nights of action and targeted patrols. It was **agreed** to facilitate the provision of information to people who may want to find out more about Farmwatch.

Following a question from Councillor Sam Green about horse-and-trap racing it was confirmed that, addressing this illegal activity was challenging and there were safety issues. Any intelligence provided to the police would receive a response and information could also be included in neighbourhood plans.

In response to a question about crime data linked to postcodes available online, it was confirmed that publicly available records could not be too detailed because of data protection and safeguarding factors. It was confirmed that the police would be proactive in terms of contacting residents if there was a risk.

ASB around the Bower Street area of Harrogate town was considered, with Members querying whether collectively more could be done to address issues which were mainly around persistent groups drinking alcohol in the area. It was confirmed that there were complexities with certain groups and individuals and multiple agencies were working together to develop a problem-solving plan for the area. Councillor Chris Aldred who was also County Councillor explained that Members could potentially help including through financial assistance (NYCC locality budgets).

Councillor Sue Lumby asked about the powers available to the police when tackling persistent ASB. This included dispersal orders (and arrests for contraventions) and the creation of alcohol free zones. It was noted that many of the issues were complicated involving local services and building designs. Some behaviours were also cyclical and could be challenging for the police alone to deal with. In addition to other partners the police were also working with McDonalds and their security systems.

The importance of reporting any incidents to the police was raised again, this point was seen as vital, as a history of reports could provide justification for an arrest or additional resources and could be referenced when NYP were consulted as part of planning or licensing applications. It was noted that part of the role of Elected Members was to encourage people to report crimes and incidents to the police.

A question was asked by Councillor Pat Marsh about an area around Stonefall Park where prevention measures to deter motorised vehicles using a bridleway had been removed due to compliance with disability requirements and a complaint. It was confirmed that a partnership approach to resolve this could be considered with the

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Community Safety Hub and that there were structures designed to prevent motorbike access but enable mobility scooters.

Councillor Victoria Oldham asked for information about custody suites and mental health facilities, and queried whether the volume of incidents involving mental health were high enough to warrant a Section 136 suite in Harrogate. A Section 136 suite is a facility for people who are detained by the police under Section 136 of the Mental Health Act, they provide a 'place of safety' whilst potential mental health needs are assessed under the Mental Health Act and any necessary arrangements made for on-going care. It was noted that both custody and Section 136 suites would involve significant funding initially and high costs to run, and the prisoner processing numbers in Harrogate were not high enough to justify this. Nationally, the prevalence of mental health conditions was considered to be a crisis which was difficult to manage. Locally the police had a number of options for prisoner processing and mental health support including transferring at locations within in the district and mental health triage. It was noted that the outcomes for individuals were much better if arrests and in-patient treatment could be avoided, with needs addressed via community-based resources.

The Chair thanked Chief Inspector Alex Langley and Superintendent Theresa Lam on behalf of the Commission for their attendance.

(5.34 pm - 6.41pm)

50/22 – HARROGATE DISTRICT COMMUNITY SAFETY GROUP AND COMMUNITY SAFETY HUB UPDATE:

The Chair welcomed the Cabinet Member for Housing and Safer Communities and the Community Safety and CCTV Manager to the meeting. The Cabinet Member for Housing and Safer Communities introduced the report and highlighted the importance of the Hub, in particular the relationship with the police, safeguarding young people and vulnerable people and violence against women and girls. As was considered at Minute 49/22 a new knife amnesty bin was about to be introduced on Dragon Road.

The Community Safety and CCTV Manager introduced a video to Members that had been made in partnership with the Harrogate Business Improvement District (BID) and contained accounts from three local people who had benefitted from the Street Aid project. Staff from Harrogate Borough Council's Housing Options team had also helped in the making of the video and supported the individuals. A shorter version of the video was being developed for social media platforms.

It was noted that the project had been successful and the next phase of work for Street Aid would be to explore the roll-out of additional tap terminals in Knaresborough and Ripon. The focus of work was currently on the locations for terminals. Many businesses had social responsibility priorities and targets which could be met (or partially met) through the provision and/or sponsorship of terminals. The Community Safety and CCTV manager confirmed that the team were aiming to have the new terminals in place by March 2023. It was **agreed** to circulate information to Members about the costs to businesses so that they could promote them through their networks. It was noted that the contracts for the terminals were for hiring them for 2-3 years and businesses could add their own branding. Members

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noted that other low-cost mobile app based options were available to take payments and these could be explored.

Harrogate BID was hosting a charity football match to raise funds for the Street Aid. It was confirmed that donations could include Gift Aid, this enabled the charity to receive extra funds and was administered by the Two Ridings Foundation.

It was noted that there was likely to be an increase in begging in town centres in the run-up to Christmas and the Street Aid initiative encouraged donations to be given directly through the Street Aid terminals rather than to individuals directly. It was noted that in Harrogate town centre, the people begging may not be homeless.

Following a question from Councillor Sam Green it was confirmed that the criteria for Street Aid grant applications required a local connection to the area and that the individual had to have been street homeless or rough sleeping.

In response to a question about homeless people being able to keep their pets when moving into accommodation, it was confirmed that there were organisations that helped facilitate this. It was accepted that keeping families and their pets together was important.

Members considered that the work of the Community Safety Hub was effective, and involved a combination of agencies. Assurance was provided that this type of work would continue through any changes associated with Local Government Reorganisation. It was noted that the Community Safety and CCTV Manager was involved and the view was that the work of the Hub could be further developed. It was noted that work was already coordinated by NYCC (Community Safety Partnership) which was a statutory requirement (including arrangements for scrutiny). The Community safety and CCTV Manager explained that one of the benefits of the Hub was that the partner agencies can be challenging and tenacious, for example, where people might not initially engage due to their individual vulnerabilities and circumstances, however by adopting a persistent approach the possibility for engagement increased. There was a commitment for this approach to continue.

The Community Safety and CCTV Manager agreed she would look into the motorbike/mobility scooter access issue around Stonefall Park that was raised by Councillor Pat Marsh, this could include a site visit and help finding a solution. This was also discussed at Minute 49/50.

Members noted that general enquiries received by the Hub had tripled over the three years covered in the report and this was attributed to better recording. Staff training included the importance of capturing all information to help to establish patterns. There was a robust case management system (Orcuma), which was used by all hubs across North Yorkshire and additional work was undertaken looking at the themes, where issues could be very local or countywide.

The Community Safety and CCTV Manager noted that there were some gaps in the data provided by council services. It was noted that it was important for the Local Authority to monitor and provide solutions to issues, for example criminal damage

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and drug misuse in public toilets.

Members considered the complexity of hoarding and the links to mental health. The Hub had helped a family through a funded project and this had required consent from those involved and the work was the culmination of a three year journey. It was noted that the sensitive approach and good communication skills of people working in street cleansing had been hugely beneficial with this project. It was confirmed that Harrogate Borough Council's street cleansing team could be contacted about the removal of graffiti.

It was confirmed that the seasonal "Get home safely" campaign would be expanded and enhanced in 2023. The campaign, including social media strategy, had been developed and was about to launch across North Yorkshire and York.

The Chair thanked the Cabinet Member and Community Safety and CCTV Manager for attending and that thanks were passed to all staff for their important work.

(6.41 pm - 7.22 pm)

51/22 – FORWARD PLAN OF KEY DECISIONS:

There were no updates relating to upcoming Key Decisions. Information about Key Decisions, including report authors, was available on the Harrogate Borough Council website.

(7.22 pm)

52/22 – OVERVIEW AND SCRUTINY COMMISSION DRAFT WORK PROGRAMME 2022/23:

The Scrutiny Governance and Risk manager confirmed that a new date for an LGR focussed meeting early in 2023 was being arranged, this was agreed at a previous meeting of the Commission held on 5 September 2022. Management Board were available to attend on Monday 6 February 2023 and this was subject to confirmation by the Commission.

(7.22 pm – 7.24 pm)

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NOT FOR PUBLICATION: Appendices A, B, C, D and E to this report contain information considered to be exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 as amended

Agenda Item No.

REPORT TO: Management Board
Overview & Scrutiny
Cabinet

DATE: 24 October 2022
7 November 2022
9 November 2022

SERVICE AREA: Finance
Organisational Development & Improvement

REPORTING OFFICER: Head of Finance
*(Service Finance Manager – Gillian Morland
Improvement & Development Manager – Sarah
Cornforth)*

SUBJECT: **2022/23 OCTOBER FINANCIAL & SERVICE PLAN
PERFORMANCE UPDATE**

WARD/S AFFECTED: ALL DISTRICT

FORWARD PLAN REF: N/A

1.0 PURPOSE OF REPORT

1.1 The report presents the Council's latest financial position and a summary of service plan performance (on an exception basis). Full details on performance can be found on Pentana, the Council's Performance Management Information System. Performance data relates to the position at the end of Quarter Two unless otherwise specified.

2.0 RECOMMENDATION

2.1 That the Council's current financial position, a forecast overspend of £2,503k, and service plan exception reporting, is noted.

3.0 RECOMMENDED REASON/S FOR DECISION/S

3.1 It is good financial discipline that regular reporting is presented to Management and Members so as to ensure expenditure remains within

budget, that potential underspends are highlighted and areas that are off target are highlighted and mitigating actions can be identified.

4.0 ALTERNATIVE OPTION CONSIDERED AND RECOMMENDED FOR REJECTION

- 4.1 Not to receive financial reporting which would weaken financial control, increase the risk of overspends against budget or missed opportunities to utilise underspends or identify mitigating actions.

5.0 THE REPORT

General Fund

- 5.1 The Council is currently reporting a forecast overspend of £2,503k in 2022/23 on General Fund activity. At this time last year there was a forecast underspend of £436k for 2021/22.

The forecast overspend reflects both a combination of utility costs at a net £1.7m and the 2022/23 pay award at £1.1m. Management Board considered the utility overspend and a potential pay award cost, alongside the large underspend being reported in the 2021/22 outturn report. A recommendation by Management Board to set aside £500k to make a provision towards the utility costs was approved by Cabinet and ratified by full Council in September and is reflected in the net cost of utilities increase. At that time, whilst it was expected that the pay award was likely to be agreed at a level higher than the budgeted 2.5%, it was anticipated it might be in the order of 4%. The actual increase of £1,925 on every spinal column point represents an average increase of circa 6.7%. Previous experience suggests that the currently forecast salary saving arising from vacancies will be much higher by the year end as this figure tends to increase as the year progresses and vacancies occur. Whilst it may well go some way to meeting the balance of the cost pressures, it is highly unlikely to completely offset them and it will be necessary to utilise the Budget Transition Fund (balance of £895k) and ultimately the General Fund Working Balance (balance of £2,500k) at year end to meet any overspend that arises.

Summary of key variances

- 5.2 The key variances making up the current forecast are shown in Table 1 below.

<u>Significant variances:</u>	Q1 £000	Q2 £000	Change £000	
Impact of 21/22 pay award	-189	-189	0	Assumed 2.5% actually 1.75% for most
Impact of the proposed 22/23 pay award	0	+1,073	+1,073	Proposal equates to 6.7% c/f budgeted 2.5%
Salary savings net of associated costs	-318	-735	-417	Result of staff turnover

Kerbside recycling income net of associated costs	-400	-419	-19	Commodities market performing well
Forecast utility overspend (net of provision and external income)	+1,230	+1,688	+458	Gas £1.6m, Electricity +£720k, Water -£30k, heating oil +£10k less £500k provision and £112k DH/DR income
Forecast fuel overspend	+366	+100	-266	
PES temporary staff / overtime / holiday pay	0	+174	+174	Linked to vacancies
Planning application income shortfall	0	+320	+320	Forecast 15.6% reduction in applications
EDU rental income shortfall	+12	+74	+62	
Interest income	-25	-190	-165	Higher interest rates / Bracewell
Revenues Recovery Income	0	+50	+50	
Credit card fees	0	+50	+50	
Winter gritting	0	+65	+65	Prior year impact
Corporate training	0	-60	-60	
Green Waste	-28	+53	+81	Increased income more than offset by increased disposal costs
PES other income variances	0	+71	+71	Bereavement, MOT, markets, GIP
Off-street car parking income shortfall	+78	+293	+215	£3.4m budget
Total	+726	+2,418	+1,692	
<u>Other Variances:</u>				
All other (net)	-25	+85	+110	
Total	-25	+85	+110	
Grand Total	+701	+2,503	+1,802	

Table 1: Key Variances – October 2022/23

The following points in relation to this forecast should be noted:

- Forecasting focuses on large and volatile budgets. Across the Council there are many small budgets and whilst we pick up any expected variances in these as far as is possible, the cumulative effect of variances in these smaller budgets can be significant.

- The financial forecasts of the year-end position included in this report are for the most part based on actuals to the end of August 2022. As a result, the actual variance will be different from the latest forecast; forecasts are only our best estimate, circumstances will change and there will be items that could not have been foreseen.

Summary of Service Variances

5.3 A service by service summary is shown in Table 2 below.

	Net Controllable Budget £000	Q1 Variance £000	Q2 Variance £000	Change £000
Economy, Environment & Housing:				
Housing & Property	1,741	-31	+49	+80
Parks & Environmental Services	3,732	-114	+425	+539
Sport & Leisure	1,321	0	0	0
Place-Shaping & Economic Growth	5,690	+1,224	+2,090	+866
Corporate Affairs:				
Safer Communities	-1,358	+60	+282	+222
Finance	2,593	-117	-14	+103
Legal & Governance	2,291	-12	-100	-88
ICT	3,036	-100	-52	+48
Organisational Development & Improvement	2,123	-118	-146	-28
HCC:				
Harrogate Convention Centre	-1,211	-14	+104	+118
Destination Marketing Organisation	1,522	-32	+25	+57
Treasury Management & Other Corporate Items	335	-45	-160	-115
Total Net GF Expenditure	21,815	+701	+2,503	+1,802
Funding	-21,815	0	0	0
Net Position	0	+701	+2,503	+1,802

Table 2: Financial Position – October 2022/23

5.4 **Breakdown of Forecast Salary Savings by Service**

The table below shows the forecast salary savings (net of vacancy provision and associated costs such as temporary staff and overtime) with the number of external leavers since 1st October 2021. Turnover is calculated from the number of external leavers as a percentage of service headcount. Internal leavers are not included in this calculation. The % is a 12 month rolling figure. Turnover has stayed consistent with last month, with a small decrease of 0.1% from 16.7% to 16.6%. Turnover is the highest in ODI,

HCC and Safer Communities. PSEG, Legal and Finance have the lowest rates of turnover.

Service	Forecast Salary Savings net of vacancy provision and associated costs £000	New starters over past 12 months	Number of leavers over past 12 months	Turnover rate over past 12 months
Housing & Property	-27	31	32	16.0%
Parks & Environmental Services	0	43	45	17.9%
Sport & leisure	0	n/a	n/a	n/a
Place-Shaping & Economic Growth	-110	10	16	14.8%
Safer Communities	-68	5	14	21.5%
Finance	-152	12	10	9.0%
Legal & Governance	-144	1	3	9.0%
ICT	-105	1	4	16.6%
Organisational Development & Improvement	-143	8	17	40.5%
Harrogate Convention Centre	+53	8	17	28.8%
Destination Marketing Organisation*	-39	16	n/a	n/a
Total Reported	-735	135	158	16.6%

Table 3: Salary Savings by service – October 2022/23

*Turnover for the DMO included in HCC figure

- 5.5 The forecast overspend of £2,503k an increase of £1,802k compared to the quarter 1 report, and changes since that report (items in brackets) is due to the following main reasons:

Economy, Environment & Housing

Housing & Property (+£49k)

The service is forecasting an overspend of £49k, an increase of £80k from the quarter 1 report. There will be a £9k salary saving arising from the lower than expected 2021/22 pay award but a cost of £58k for the 2022/23 pay award (+£58k) and we are forecasting other salary savings of £27k (-£5k). We are forecasting a £27k overspend on street lighting primarily due to energy costs and street nameplates, partly offset by savings on defect remedies (+£27k). In addition to this there are anticipated overspends of £12k on homelessness (+£12k) and of £10k on mobile & building cleaning (+£10k), but additional income (including a grant) of £19k (-£19k), together with a small saving of £3k on all other items (-£3k).

Excluding the corporate pay award net cost of £49k, the service is forecasting to outturn on budget.

The Housing & Property service plan is currently making progress, this includes major projects around improving the energy efficiency of council homes and implementing a facilities management system. The service has completed a review of the Domestic Violence Policy in Q2.

For Housing PIs, strong performers this quarter include

- A 3rd consecutive quarter with no gas safety certificates as outstanding
- A large number of affordable homes delivered with 149 against a target of 110. The 89 completions in Q2 comprised 60 properties for affordable rent and 29 for shared-ownership.
- The service's repair PIs continue to show high levels of satisfaction from customers and most categories of repairs being completed within time scales.

The PI for number of people accessing housing options advice has continued to increase on the previous quarter as the national cost of living crisis continues. The figure has increased from 370 last quarter to 394 in Q2. This is the second highest figure recorded since the PI started in 17/18, and is second only to Q2 20/21 during the pandemic. Increase in demand for housing services very much reflects broader national trends.

The number of days taken to license/relicense HMOs has increased to 370 from 323 last quarter. However, the service has been making good progress working through the backlog and it has cut the number of applications outstanding from 26 in Q1 to 20 in Q2.

Parks & Environmental Services (+£425k)

The service is forecasting an overspend of £425k, an increase of £539k from the quarter 1.

Whilst the figure includes a £52k salary saving arising from the lower than expected 2021/22 pay award, there is a cost of £413k due to the 2022/23 pay award (+£413k). Aside from this on salaries, there is an expected overspend of £174k on temporary staff, overtime and holiday pay linked to vacancies (+£174k). There are no reported salary savings from vacancies as yet, as the value of such savings has yet to offset the vacancy provision of £215k.

The service is anticipating a £100k increase in the cost of fuel arising from price increases in the year, partly offset by reduced usage (-£266k). We are forecasting additional income from kerbside recycling of £550k, as the commodities market continues to perform better than assumed in the budget, but there are additional waste container purchase costs of £131k to be offset against this giving a net income figure of £419k (-£19k). The service had intended funding the waste container purchases from the additional kerbside recycling income in last year but as the containers were not received before year end, the cost relates to 2022/23. Both the fuel and recycling income variances are subject to change as the year progresses. The forecast for kerbside recycling income is based on current market performance but the market is volatile and should there be a sudden drop in prices then this income will not be achieved.

We anticipate an overspend of £65k on winter gritting as a result of late invoices relating to last year (+£65k). We are forecasting a net overspend

on green garden waste of £53k - additional subscription income of £38k is more than offset by a forecast shortfall of £4k in recycling income and a forecast overspend of £87k in disposal charges (+£81k). We are also forecasting net shortfalls of £45k in cremations and burials income (+£45k), of £15k in MOT income (+£15k) and of £15k in markets income (+£15k), an overspend of £32k in relation to playground maintenance (+£32k), a saving of £19k in replacement tyre costs (-£19k), a saving of £15k in marketing expenditure (-£15k) and a net £18k cost in all other items (+£18k).

Excluding the corporate pay award net cost of £361k, the service is forecasting an overspend of £64k.

The latest profit & loss accounts for Green Waste, Trade Waste and the Plant Nursery can be found at **exempt Appendices B, C and D** to this report.

The Parks & Environmental Services service plan performance is progressing well with a series of short term improvements to the depot being completed with the installation of a new heating system and fuel supply being installed at the Claro Road site.

Performance indicators for Parks are largely on-target. The provisional Q2 figure for tonnage of residual waste collected is performing significantly better than its target of 8,125 tonnes with a figure of 7,274 tonnes. This is the lowest quarterly amount collected since the PI began in 2014/15.

Sport & Leisure (£0k)

The majority of the sport & leisure budget has transferred to Brimhams Active Ltd. At this stage of the year there are no reported variances in respect of the budget which has remained with the Council (primarily the management fee payable to Brimhams, the income from support services provided to Brimhams and some land & property rental income).

Place-Shaping & Economic Growth (+£2,090k)

The service is forecasting an overspend of £2,090k, an increase of £866k from the quarter 1 report and primarily as a result of anticipated increased utility charges in the Council's Building Management Account. The reasons for significant rises in gas and electricity prices have been well documented in the press, and are understandably leading to budgetary challenges across the country - for householders, businesses and local authorities alike.

Based on the latest information available, the Council is currently forecasting an additional cost of £1,600k on gas (+£600k), of £720k (-£30k) on electricity and of £10k on heating oil (+£10k), with a small saving of £30k on water (-£10k) in 2022/23. The national position with regard to future price increases remains highly volatile. Members should therefore note that these utility variances are presented as an informed forecast at this stage based on the invoices received so far this financial year and they do not reflect the potential impact of the Government's Energy Bill Relief Scheme.

An initial review of this scheme suggests that there *could* be a reduction of up to £600k against the reported gas overspend but we are awaiting further guidance and clarification on the details of the scheme from the Yorkshire Purchasing Organisation, before being able to confidently calculate this impact. The estimates are still subject to potential annual fluctuations in line with energy consumption levels eg if there is a particularly cold winter period, variances may increase further. We have reflected that an estimated £112k of this increase will be met from external recharges in respect of third party use of the Council's district heating and refrigeration system (-£112k). In addition to that, £500k was set aside as part of the 2021/22 year end accounts process to help fund the 2022/23 overspend on utilities and hence reduces the net cost to revenue. Future energy budget forecasts for 2023/24 are likely to remain influenced by external factors as the year progresses.

We are also reflecting significant anticipated shortfalls of £270k in planning application income (+£270k) and of £50k in pre-planning application income (+£50k). This represents a forecast circa 15% reduction in planning application income against budget. This is mainly due to the continued slowdown of large-scale (high value) planning applications and pre applications, as explained in previous reports. However we are now starting to see a slowdown in smaller application types as well, which may well continue as the national cost-of-living crisis starts to impact on household spending. These trends appear to be in line with the national picture, where planning application submissions have dropped by an average of 15% for the year to date.

Aside from this, we are forecasting a £74k shortfall in EDU rental income, primarily due to vacant units taking longer to fill than originally anticipated (+£62k), there will be a £33k salary saving arising from the lower than expected 2021/22 pay award but a cost of £136k in respect of the 2022/23 pay award (+£136k), the service is forecasting salary savings net of associated temporary staff of £110k (-£110k) and there is a £16k rates cost in relation to buildings containing a public convenience (where we will not obtain the full rate relief assumed in budgets). There is a small £1k saving in other items.

Excluding the corporate pay award net cost of £103k, the service is forecasting an overspend of £1,987k.

The PSEG service plan continues to make progress. The Economy & Transport team have completed an action to submit a bid for the second round of the Levelling Up Fund for the Government's decision.

A provisional figure for HBC's carbon footprint for 21/22 has been provided pending data from our fleet and pool cars. It stands at 5,376 tonnes of CO₂ for the year, a small increase on the previous year at 4,562 tonnes of CO₂. Our carbon footprint for 21/22 is about half of the 10,690 tonnes of CO₂ when we first recorded our carbon footprint in 2012/13

For planning application processing PIs, performance has improved this quarter on the previous one with major applications being better than target by 5% and minor and other applications being slightly off target. The table below reflects the position at Q2:

Type of Application	Q2 Figure	Target
Major	90.9%	85%
Minor	83.5%	85%
Other	90.5%	95%

Corporate Affairs

Safer Communities (+£282k)

The service is forecasting an overspend of £282k, an increase of £222k from the quarter 1 report. We are forecasting a shortfall in off-street car parking income of £293k (+£215k). It should be noted that for 2022/23 the budget for this income has returned to pre-pandemic levels but based on income for the first six months, actual income will fall short of this. The service continues to work with partners to promote parking facilities alongside sustainable transport objectives and we will continue to monitor the income regularly and update the forecast as the year progresses. This anticipated income shortfall is partly offset by a £13k salary saving arising from the lower than expected 2021/22 pay award but a cost of £72k from the 2022/23 (+£72k) pay award and forecast further salary savings of £68k (-£63k). There is a net variance of -£2k on all else (-£2k).

Excluding the corporate pay award net cost of £59k, the service is forecasting an overspend of £223k.

The Safer Communities service plan is making progress supporting LGR commitments and going through the Environmental Health backlog from Covid.

Most PIs are on target, with the exception of % of Environmental Protection urgent service requests being responded to within 1 working day which is slightly off target its target of 95% at 88%. This has been due to staff cover, of which a new tech support officer will be in post to cover logging of the work.

Finance (-£14k)

The service is forecasting an underspend of £14k, a reduction of £103k from the quarter 1 report. There will be a £29k salary saving arising from the lower than expected 2021/22 pay award, a £152k cost from the 2022/23 pay award (+£152k) and we are forecasting other salary savings of £152k (-£85k). We expect additional Housing Benefit Subsidy administration grant income of £21k, income from the Internal Audit contract with Craven DC will be £6k more than budget (-£6k), there will be £5k additional income from the staffing recharge to Bracewell (-£5k) and there is a £3k forecast saving from Council tax payment adjustments relating to pre-2012/13 (-£3k). Partly offsetting these savings, we are now forecasting a shortfall of £50k in revenues recovery income (+£50k).

Excluding the corporate pay award net cost of £123k, the service is forecasting an underspend of £137k.

The Finance service plan continues to make progress with some items due to be delivered as part of the LGR process. These include implementation of automated webchat which falls under the Customer workstream and a review of Anti-Fraud culture which will be delivered by Veritau.

Performance for key benefit process PIs feature in the Q2 Corporate Performance Report. The number of worktray jobs for Welfare has fallen from 6,671 in Q1 to 3,297 in Q2. This is a typical trend, but the Q2 figure for 21/22 is higher than most Q2s in previous years likely due to the ongoing cost of living crisis. Q2 saw the best performance recorded for the percentage of missed bins reported via self service directly to back office at 70% against a target of 50%.

Legal & Governance (-£100k)

The service is forecasting an underspend of £100k, an increase of £88k from the quarter 1 report. There will be an £11k salary saving arising from the lower than expected 2021/22 pay award but a cost of £46k from the 2022/23 pay award (+£46k) and we are forecasting other salary savings of £144k (-£132k). We are forecasting a shortfall in recovered court and legal costs of £32k (+£20k) but there are expected savings of £10k in Member car allowances (-£10k), £10k in advertising and marketing costs (-£10k) and a saving of £3k in all other items (-£2k).

Excluding the corporate pay award net cost of £35k, the service is forecasting an underspend of £135k

The Legal & Governance service is focussing on consultations around the future governance arrangements for Harrogate town.

Performance indicators for the website continue to perform well in terms of both ranking and availability. There has been a small decline in the number of Local Lotto tickets sold from 22,458 this quarter to 20,218, which is likely due to people looking to reduce their costs as the cost of living crisis worsens. The resource requirement of LGR will have also impacted on the time available to promote it. However, the number of VCS organisations signed up to the Local Lotto has continued to grow.

ICT (-£52k)

The service is reporting a £52k saving, a reduction of £48k from the quarter 1 report. There will be a £9k salary saving arising from the lower than expected 2021/22 pay award but a £36k cost of the 2022/23 pay award (+£36k) and we are forecasting other net salary savings of £105k (-£14k). In addition to this there is a forecast overspend of £26k in other supplies & services due to a contract renewal (+£26k).

Excluding the corporate pay award net cost of £27k, the service is forecasting an underspend of £79k.

The ICT service plan is continuing with a focus on delivering ICT solutions for the new authority. A significant completion has been around providing technology support arrangement for members with recent Windows security updates delivered with Democratic Services. Future support arrangements will be reviewed as part of the new LGR arrangements moving forward.

Organisational Development & Improvement (-£146k)

The service is forecasting an underspend of £146k, an increase of £28k from the quarter 1 report. There will be a £12k salary saving arising from the lower than expected 2021/22 pay award but a cost of £64k from the 2022/23 pay award (+£64k) and we are forecasting other salary savings of £143k (-£47k). We are forecasting a £60k saving on corporate training based on latest spending plans and inclusive of the release of £10k from the reserve (-£60k). The service is forecasting a saving of £30k on the photocopier budget (-£20k) but an overspend of £35k against the corporate postage budget (due to increased prices and some large mailings) (+£35k).

Excluding the corporate pay award net cost of £52k, the service is forecasting an underspend of £198k.

The ODI service plan performance is making progress as the service is mostly focussed on delivering LGR. Actions in the people strategy have been developed and delivered including wellbeing strategy, training programme and EDI training. The Complaints Policy went live on 1st October and improvements to the forms process and guidance have been made.

Service PIs are largely on target, with detail on sickness performance included in the Q2 Performance report. The number of people on the HBC leader programme has increased on the previous 6 month period from 14 to 18.

HCC

Harrogate Convention Centre (+£104k)

Harrogate Convention Centre is forecasting a net overspend of £104k, a deterioration of £118k from the quarter 1 report. Reasons for this are highlighted in the **exempt Appendix A** and more detailed lettings information is reflected in **exempt Appendix E** to this report.

Destination Marketing Organisation (+£25k)

The service is forecasting an overspend of £25k, a deterioration of £57k from the quarter 1 report. There will be a £7k salary saving arising from the lower than expected 2021/22 pay award but a cost of £33k due to the 2022/23 pay award (+£33k) and we are forecasting other salary savings of £39k (-£14k). In addition to this we are forecasting income shortfalls of £20k in Place Marketing (+£20k) and of £18k in Visitor Experience & Cultural Services (+£18k). The former relates to advertising sales and miscellaneous income such as campaign contributions and the latter to Mercer picture

sales and to museums income.

Excluding the corporate pay award net cost of £26k, the service is forecasting an underspend of £1k.

The DMO service plan is making good progress. Good progress is being made on the Capital Investment Business Plan for the Pump Room as all money is now allocated and majority of suppliers orders in.

DMO PIs are largely on target with a couple of the newer Twitter pages slightly off their follower target. Twitter is a less popular social media channel for DMO branded offerings.

Treasury Management, Other Corporate Items and Funding

These budgets include the Council's Treasury Management activities, recharges to non-General Fund services and funding (such as Business Rates). We are currently forecasting an underspend of £160k, an increase of £115k from the quarter 1 report. We are forecasting total increased interest income of £190k as a result of higher than budgeted interest rates and including interest charged to Bracewell Homes (-£165k). In addition to this we expect that the Council Tax annex discount grant will be £20k higher than budget. Partly offsetting the additional income, we are forecasting a £50k overspend on credit card fees (+£50k).

5.6 Management Board and Members are reminded that budgets are monitored on a risk weighted basis, which seeks to focus staff resource on volatile budgets in the identification of major variances.

5.7 **Appendix F** to this report shows how these variances relate to budgeted savings and increased income. Overall there is a forecast under-delivery of net savings of £443k.

Housing Revenue Account

5.8 The Housing Revenue Account is projecting an underspend of £968k, an increase of £907k from the quarter 1 report. As a result of lower planned maintenance costs and the removal of a contingency, we are now using the Major Repairs Reserve rather than revenue to fund capital expenditure, resulting in a forecast saving of £2,000k (-£1,799k). There is a £26k salary saving arising from the lower than expected 2021/22 pay award but a cost of £167k from the 2022/23 pay award (+£167k), with a further forecast salary net cost of £18k (+£47k). There are forecast overspends of £272k on utilities due to price increases (+£82k), of £235k in relation to housing disrepair settlement claims and compensation re ground source heat pumps (+£235k), of £192k on IHMT expenditure from using contractors due to staff shortages (+£192k) and of £74k on hostel security (guarding and mobile patrols) (+£74k). In addition to this there are projected income shortfalls of £43k from the independent living scheme (+£43k) and of £65k from IHMT non-HRA work (+£65k). All other smaller anticipated variances total a net saving of £8k (-£13k).

Excluding the pay award net cost of £141k, the HRA is forecasting an

underspend of £1,109k.

Profit & Loss Accounts

- 5.9 Attached to this report are exempt appendices B, C and D – the latest profit & loss statements (P&Ls) for the Council's key commercial areas of Green Waste, Trade Waste and Plant Nursery.

The focus of these P&Ls is on actual income and expenditure over time as we aim to improve bottom line performance. They therefore compare actual income and expenditure per period to the same period last year, with narrative to explain variances and current activity in the services.

As a result, they differ in nature to the rest of the figures in this report, which compare the latest forecast outturn to the budgeted outturn.

6.0 REQUIRED ASSESSMENTS AND IMPLICATIONS

- 6.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

7.0 CONCLUSIONS

- 7.1 The Council's latest financial position shows that we are forecasting an overspend of £2,503k. It is, however, early in the year and there will inevitably be other variations during the course of the year.

OFFICER CONTACT: Please contact the Service Finance Manager if you require any further information on the contents of this report. The officer can be contacted at Civic Centre, St Luke's Avenue, Harrogate, HG1 2AE, by telephone on 01423 500600 ext 58568 or by e-mail at gillian.morland@harrogate.gov.uk. Alternatively please contact the Improvement & Development Manager by telephone on ext 56823 or by e-mail at sarah.cornforth@harrogate.gov.uk.

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SUMMARY Reductions in Existing Expenditure

APPENDIX F

Service	Saving (£'0)	variance to budget	forecast delivery
Housing & Property	-170,020	49,260	-120,760
Parks & Environmental Services	-87,020	-20,000	-107,020
Safer Communities	-8,520	0	-8,520
Finance	-6,560	0	-6,560
ICT	-25,150	0	-25,150
Legal & Governance	-20,170	0	-20,170
Organisational Development & Improvement	-8,910	-30,000	-38,910
Sport & Leisure	-1,688,560	0	-1,688,560
Place Shaping & Economic Growth	-285,360	16,160	-269,200
Harrogate Convention Centre	339,680	0	339,680
Destination Marketing Organisation	13,130	0	13,130

Total Savings	-1,947,460	15,420	-1,932,040
Total Savings (£k)	-1,946	15	-1,932

Ref	Directorate	Service	Proposal Description	Saving (£'0)	variance to budget	forecast delivery
H&PS2201	Economy, Environment & Housing	Housing & Property	Footway Lighting Inspection/Cleaning and Bulk Change Removal of cyclical budget	-16,670	0	-16,670
H&PS2202	Economy, Environment & Housing	Housing & Property	Contribution to Hambleton DC towards Rural Enabler post Removal of contribution	-3,350	0	-3,350
H&PS2203	Economy, Environment & Housing	Housing & Property	Private Sector Leasing Saving from reducing reliance on leased property	-2,400	0	-2,400
H&PS2204	Economy, Environment & Housing	Housing & Property	Bed and Breakfast Reduced budget to reflect the opening of the new Fern House Hostel and reduction in the need for B&B	-14,000	49,260	35,260
H&PS2205	Economy, Environment & Housing	Housing & Property	Homelessness - Young Persons Pathway Remove cost of temporary accommodation and support for people aged 18-25 due to delay in implementation	-100,000	0	-100,000
H&PS2206	Economy, Environment & Housing	Housing & Property	Homelessness - Prevention Officer (Young Peoples Services) Remove post due to delay in implementation	-33,600	0	-33,600
PESS2201	Economy, Environment & Housing	Parks & Environmental Services	COVID-19 impact 21/22 Parks & Open Spaces Operational Review Delay of 3 months due to COVID-19	-33,000	0	-33,000
PESS2202	Economy, Environment & Housing	Parks & Environmental Services	Fuel Reduced usage	-20,000	-20,000	-40,000
PESS2203	Economy, Environment & Housing	Parks & Environmental Services	Litter Bin Review Change in bin infrastructure, maintenance and reduced skip use	-10,280	0	-10,280
PESS2204	Economy, Environment & Housing	Parks & Environmental Services	PES Senior Management Review	-12,980	0	-12,980
PESS2205	Economy, Environment & Housing	Parks & Environmental Services	Salary savings	-10,760	0	-10,760
SCS2201	Corporate Affairs	Safer Communities	Efficiency Savings Various small budget reductions/income increases	-8,520	0	-8,520
FINS2201	Corporate Affairs	Finance	Salary Budget Minor reduction in budgeted hours	-6,560	0	-6,560
ICTS2201	Corporate Affairs	ICT	Efficiency Savings Service Efficiency Savings to be identified during	-4,150	0	-4,150
ICTS2202	Corporate Affairs	ICT	IT Hardware Refresh Licensing & support savings	-21,000	0	-21,000
LGS2201	Corporate Affairs	Legal & Governance	Minor Restructure Reduction in Salaries budget after minor restructure in	-7,660	0	-7,660
LGS2202	Corporate Affairs	Legal & Governance	Minor Restructure Reduction in Salaries budget after minor restructure in	-12,510	0	-12,510
ODIS2201	Corporate Affairs	Organisational Development & Improvement	Stationery Reduction in budget	-2,910	0	-2,910
ODIS2202	Corporate Affairs	Organisational Development & Improvement	Photocopying Reduction in budget	-6,000	-30,000	-36,000
SPLS2201	Economy, Environment & Housing	Sport & Leisure	Reduction in Brimham's Active Management Fee	-1,595,800	0	-1,595,800

Service			Saving (£'0)	variance to budget	forecast delivery	
SPLS2202	Economy, Environment & Housing	Sport & Leisure	Turkish Baths Removal of repayment to Council Investment Reserve	-92,760	0	-92,760
PEGS2201	Economy, Environment & Housing	Place Shaping & Economic Growth	Efficiency Savings Service efficiency savings	-17,210	0	-17,210
PEGS2202	Economy, Environment & Housing	Place Shaping & Economic Growth	Reversal of COVID-19 impact in 21/22 Non-domestic rates	-13,420	0	-13,420
PEGS2203	Economy, Environment & Housing	Place Shaping & Economic Growth	Increase in non-domestic rates	12,080	16,160	28,240
PEGS2204	Economy, Environment & Housing	Place Shaping & Economic Growth	Savings in the Building Management Account Due to the temporary closure of the Hydro	-240,410	0	-240,410
PEGS2205	Economy, Environment & Housing	Place Shaping & Economic Growth	Savings in the Building Management Account Due to the temporary closure of Ripon Leisure Centre	-26,400	0	-26,400
HCCS2201	HCC	HCC	Covid 19 Impact Salary Savings Reversal Adding back in of 8 vacant posts removed from 21/22 budget to help offset income reductions due to impact of Covid	277,960	0	277,960
HCCS2202	HCC	HCC	Covid 19 Impact Expenditure Savings Reversal Adding back in event related expenditure budgets removed from 21/22 budget to help offset income reductions due to impact of Covid	417,530	0	417,530
HCCS2203	HCC	HCC	HCC Restructure Savings Reductions in HCC salary budget following restructure (subject to consultation)	-309,410	0	-309,410
HCCS2204	HCC	HCC	Various Internal Budget Movements To support changes in operational delivery model including reductions in overtime, increase in contractor budgets & other external staffing budgets	-46,400	0	-46,400
DMOS2201	HCC	DMO	DMO Marketing/Place Marketing Saving from the other supplies and services budget	-2,260	0	-2,260
DMOS2202	HCC	DMO	Reversal of COVID-19 impact 2021/22 TICs Savings in expenditure related to the sale of items to visitors	12,190	0	12,190
DMOS2203	HCC	DMO	Reversal of COVID-19 impact 2021/22 Mercer Gallery	3,200	0	3,200

-1,947,460 15,420 -1,932,040

REPORT TO:	Management Board Overview & Scrutiny Cabinet
DATE:	24 October 2022 7 November 2022 9 November 2022
SERVICE AREA:	Organisational Development & Improvement
REPORTING OFFICER:	Improvement and Development Manager (<i>Sarah Cornforth</i>)
SUBJECT:	CORPORATE PERFORMANCE REPORT, Q2 2022/23
WARDS AFFECTED:	All District
FORWARD PLAN REF:	N/A

1.0 PURPOSE OF REPORT

1.1 To provide an update on the quarter two progress of the measures within the Corporate Delivery Plan.

2.0 RECOMMENDATIONS

2.1 To review the report, recognise good performance and determine whether any interventions need to be put in place to improve performance on those measures that are off target.

2.2 That:

- Management Board (MB) receives the report and provides comments before the report goes to Members
- Overview & Scrutiny receives the report and provides comments before the report goes to Cabinet
- Cabinet receives the report, noting the comments from Overview & Scrutiny and MB

3.0 RECOMMENDED REASON FOR DECISIONS

3.1 Our [Corporate Plan](#) sets out our long-term vision for the Harrogate district, our aim as an organisation, our corporate priorities and the long term outcomes that we want to achieve. The [Delivery Plan](#) is updated on an annual basis and details what we will do, what our targets are and how we will measure these. This report tracks our progress against the Delivery Plan.

4.0 ALTERNATIVE OPTION CONSIDERED AND RECOMMENDED FOR REJECTION

4.1 No alternative options were considered as reporting progress on the Council's Corporate Delivery Plan performance is a key part of the Council's performance management arrangements.

5.0 SUMMARY

The council has continued to operate in challenging circumstances; balancing delivery of its services alongside preparing for local government reorganisation (LGR), and dealing with a recruitment issue. Recruitment and retention are a national issue, which has seen Councillors at East Lindsey District Council go on record [stating](#) "Recruitment and retention are challenges not just faced by this council, local government is stretched to breaking point..."

Despite this Overall performance against the Council's Corporate Delivery Plan is positive with the majority of actions and indicators on target. There are concerns surrounding performance in our efforts re-let local authority housing, and the length of stay in temporary B&B accommodation is getting better, but should be monitored in the context of the cost of living crisis. Performance is also off target for Stage 1 complaints, Council Tax benefit processing and legal services debt recovery.

The quarter has also seen a devolution deal proposed for North Yorkshire and York which is due to be consulted on from October to December 2022.

Examples of key successes and key concerns in performance are reported by exception in this report and full details provided in the Corporate Delivery Plan report at **Appendix 1**.

6.0 REPORT

6.1 This report summarises performance against our Corporate Plan Delivery Plan by each of our four corporate priorities with key successes and key concerns highlighted by exception, along with comments from MB (section 8):

Corporate priority	Status
<i>A strong local economy</i>	We will do all we can to ensure changes to the way local government is structured across the whole of Yorkshire benefit us, our residents and the services we provide.
	Maximise the use of land and buildings for growth; enabling local companies to stay and grow, and attracting inward investment into the district
	Attracting investment opportunities into the district
	Work in partnership to address current and future operational barriers to business growth by securing investment and improvements in digital infrastructure
	Promote the Harrogate Convention Centre as widely as possible so we attract new events to the district and grow its income to support our local economy
	Support our town centres and work with others to ensure that there is a strong economic recovery across the district from the impact of COVID19
<i>A sustainable environment</i>	Ensure plans are in place for sustainable development across the district and make the most of available funding opportunities to aid the recovery from the pandemic
	Ensure the implementation of the Council's carbon reduction commitments and promote sustainable choices
	Improve the ambience of our town centres
<i>Supporting our communities</i>	Ensure people have the opportunity to live and work in the district because they have access to high-quality housing which meets their needs and matches their income level
	Work together to halve rough sleeping, prevent and reduce homelessness and assist homeless households in finding long term affordable and sustainable housing
	We'll do all we can to help our residents build secure, safe and healthy lives in thriving communities
	Work with others to ensure that there is a plan in place to support the community as it responds to the impact of COVID19
<i>Excellent public services</i>	As a thriving district council, we will continue to find innovative and effective ways to manage our resources whilst ensuring they reflect our priorities and supporting our members
	Work with our public and voluntary sector partners to ensure that our communities can access inclusive, joined up services to improve the quality of life across the Harrogate district
	Ensure that the council responds to the challenges and impacts of the COVID19 and adapts accordingly

6.2 Exceptions

Exceptions are areas of success or concern that have been identified through the Council’s performance reporting software Pentana. For projects this may be through achieving significant milestones or encountering significant delays. For performance indicators (PIs) this will include significant over/underperformances

<p><i>A strong local economy</i></p>	<p>Key Successes:</p> <ul style="list-style-type: none"> • HBC staff are proactively helping to shape new systems and processes for the new North Yorkshire Council as work progresses to delivery stages. • Both Harrogate Convention Centre (HCC) performance indicators are on target and HCC associated actions are all on track. • Our updated Economic Growth Strategy was approved by Cabinet in August 2022 and is now adopted. <p>Key Concerns:</p> <ul style="list-style-type: none"> • Ripon Renewal work is still paused whilst a contract variation is agreed.
<p><i>A sustainable environment</i></p>	<p>Key Successes:</p> <ul style="list-style-type: none"> • Work is progressing to install new donation points in the gardens. A canopy to provide shade and shelter from the rain is being installed in the spring for the play area and other features are being considered to enhance the site. • Recycling rate better than target with 46.7% to a target of 45%. • Infrastructure for Electric vehicle charging is now in place at Victoria MSCP, Chapel Street Car Park, Blossomgate Car park, Hornbeam Park Car Park, Civic Centre staff Car park and Cathedral Car Park Ripon. <p>Key Concerns:</p> <ul style="list-style-type: none"> • Nursery Modernisation is slightly off target. Despite this the nursery have a new automated transplanting machine which improves seedling transplanting times from 1000 per hour to 4,500 per hour. • Despite over 80 tenants have expressing an interest in joining the pilot schemes for improving the energy efficiency of council houses, the project is slightly off target. However, additional project management support is in place to improve performance.
<p><i>Supporting our communities</i></p>	<p>Key Successes:</p> <ul style="list-style-type: none"> • The average length of stay in temporary hostel accommodation has reduced by 3 days, bringing the indicator back on target. • 149 affordable homes (gross) were delivered in Q2. • We have built/converted 1 new home (as expected), we continue to plan for further completions in quarters 3 & 4 this year.

	<p>Key Concerns:</p> <ul style="list-style-type: none"> • The average length of stay in temporary B&B accommodation (4.95 weeks) has reduced slightly since last quarter (5.63 weeks) and significantly since the same period last year (32.5 weeks) but remains higher than our target of 2.52 weeks. Despite trying to keep B&B stays to a minimum this is not always possible due to a lack of suitable accommodation within our existing hostel accommodation. Most stays in B&B accommodation were short and, if we were to exclude one lengthy stay, the figure would actually only have been 1.71 weeks and therefore better than target. • The average time taken to re let local authority housing has increased by 1.5 days since last quarter and is worse than the same period last year. This has been partly due to suffering a large number of allocation refusals due to them being in rural locations, with concerns over fuel and other transport costs making the locations less desirable. We have also improved the void standard and identified process efficiencies to help bring this down in future. • The Environmental Health Covid 19 backlog recovery plan continues to be delivered, but it under significant pressure due to vacancies and LGR work demands. Mitigation includes continuous review and focus on priorities, some temporary resourcing arrangements, including members of safer communities' management team working flexibly across portfolios.
<p><i>Excellent public services</i></p>	<p>Key Successes:</p> <ul style="list-style-type: none"> • There has been good progress with the wheeled recycling bin trials in the district with bins delivered and in service on specific rounds within Ripon (2 areas), Bilton (2 areas), Skipton Road (new estates), and on the Appleby Estate, Knaresborough. This totals around 6,000 new bins currently in service • Valley Gardens Development Strategy has a number of highlights including: <ul style="list-style-type: none"> ○ New tarmac along the streamside and relaying of pavers below the Sun Parlour terrace in September and October. ○ Outdoor theatre event held over the summer, attracting over 200 paying customers. ○ Pop-up parties held in the summer holidays attracting over 1000 participants over 2 days. ○ Proposals coming forward this month to Cabinet Member for approval to fit a sail/canopy in the play area picnic space along with new picnic benches - creating a year round facility.

	<ul style="list-style-type: none"> ○ Preferred options for donation posts selected with business case and recommendation being prepared for Cabinet Member. ○ Funding approved to install a fountain in the boating point to aerate the water so there will be no need to drain the pond each month, saving labour time and water use.
	<p>Key Concerns:</p> <ul style="list-style-type: none"> ● n/a

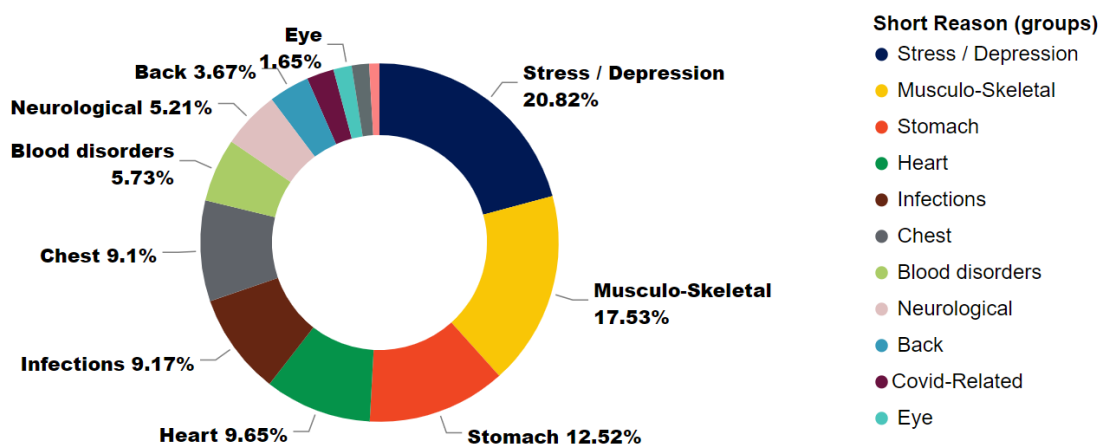
6.3 Corporate Health Indicators

Corporate Health Indicators are broken down into workforce, customer, finance and governance indicators and are reported here by Exception – A full list can be found in the Appendix 2

6.4 Workforce indicators

This sickness report comes from the council’s HR system iTrent and looks at the breakdown of sickness by type and sickness levels for the whole council.

The total number of days lost was 1.18 against the target of 2.05 for Q2 22/23. This is slightly higher than Q1’s figure of 1.08. However, it is similar the 1.15 days lost per FTE in Q2 21/22.



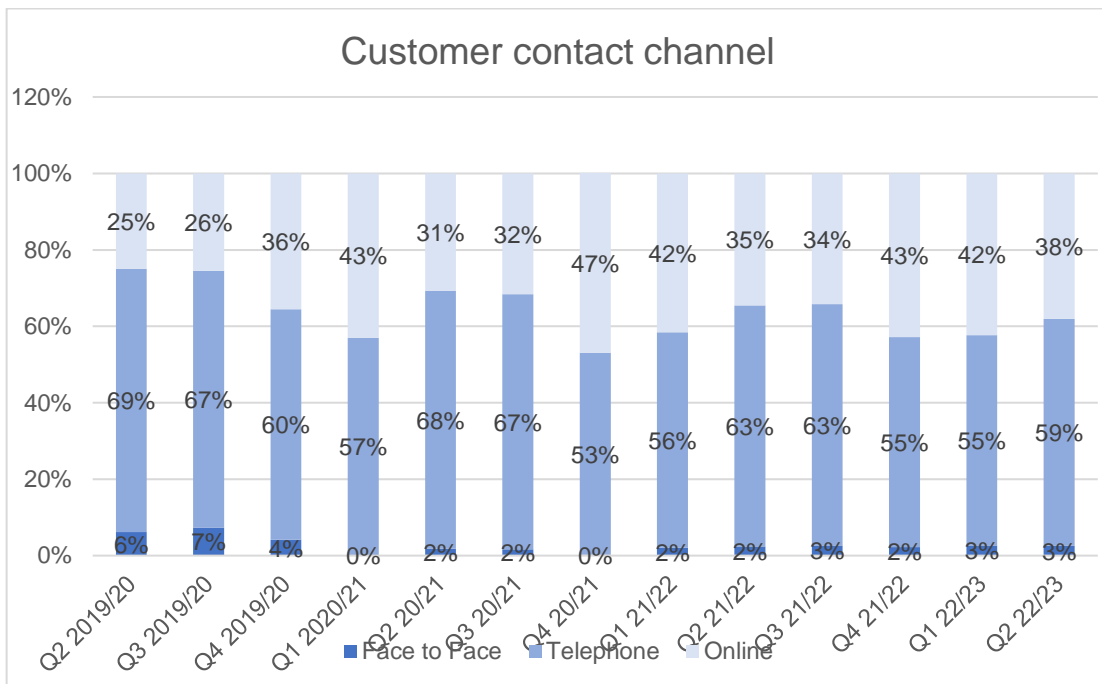
Stress/Depression caused the largest proportion of days lost this quarter at 20.82%. The actual number of days lost was 192, which is about the same as the previous quarter of 190 days lost. Stress/Depression constitutes a small portion of cases over the quarter with only 18 out of 172 cases (about 10%)

being stress related. HBC does not record the difference between home and work related stress.

This was closely followed by musculo-skeletal at 17.53%. Stomach issues causes the third largest proportion of days lost with 12.52%, which has overtaken heart issues within the last quarter. Stomach issues made up a high number of cases (45 out of 172 sickness cases), but are mostly short term.

Covid related absence (when members of staff cannot work during a case) is currently making up a tiny fraction of the overall sickness figure at just over 3% of days lost per FTE and 7 cases over the quarter. Generally Covid infections with the Omicron variant has been milder than previous variants, meaning, many of those who are able to work from home, are able to work through their isolation period.

6.5 Customers & Complaints Indicators



How our customers have accessed our services have remained broadly consistent. Whilst there has been a 4% drop in the number of contacts online, this is only 2,000 fewer than last quarter, but is 9,500 more than the same quarter last year. The number of telephone contacts has increased the most, 6000 more last quarter.

52 Stage 1 and 2 complaints received	55% Stage one complaints responded to within 10 working days	75% Stage two complaints responded to within 25 working days
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Stage 2 complaints have slipped slightly below target of 80% at 75% for Q2. This is due to two complaints being overdue, where one had an extension agreed with the complainant, and the response was made within this extension of time. The other had a delay where we needed the complainant to confirm an email address for the response. The remaining 6 other responses were all made within time.

Stage 1 complaint response rate slipped to 55% from 65%. This comprised of 40 Stage 1 responses, 22 of which were made in within time. The Business Intelligence and Performance Officer (Complaints) has taken action to update and issue guidance in late September to remind of good complaint handling practice and to inform people of the changes to the Complaints Policy ahead of it going live on 1 October. One significant policy change included is that all Stage 2 complaints are now to be responded to within 20 days.

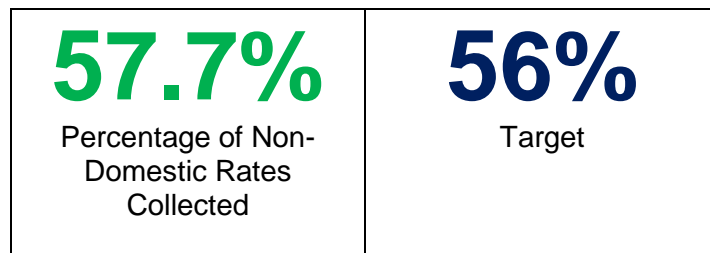
22.13 Days Time taken to process new council tax reduction benefit claims	19.27 Days Time taken to process new housing benefit claims
7.28 Days Time taken to process changes to council tax reduction benefit	6.09 Days Time taken to process changes to housing benefit

Time taken to process new council tax reduction benefit claims is just off target (21 days) and a slight improvement on Quarter. Action taken to improve performance includes a new work plan which was introduced mid-September. The service has moved to address some of the resource issues by some vacant hours being filled by existing part-time staff.

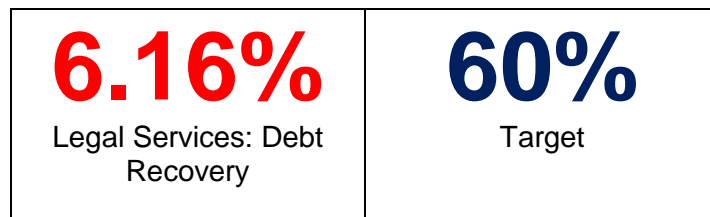
Time taken to process changes to council tax reduction benefit, whilst still off its target of 6 days, has improved considerably with a reduction of almost 5 days since quarter 1. The volume of incoming UC changes, which were, double and triple the usual levels in Quarter 1 have started to ease, which has contributed to this upturn in performance.

The new work plan, the filling of some vacant hours and easing of volume of UC claims has seen an improvement of almost 9 days to the time taken to process new housing benefit claims. This brings performance back to better than target for the first time since Q1 2021/22. These changes have also brought the performance of time taken to process changes to housing benefit to 0.09 days off the target of 6 days.

6.6 Finance Indicators.



The percentage of Non-domestic rates collected is performing better than target and significantly better than the same period last year (49.1%).



Debt recovery continues to be off target and performance is worse than the previous quarter (16.43%). Low recovery as of yet this quarter due to most debts being attributed to individuals which increases the pre action response time and therefore there has not been enough time to recover it. All debts are currently at varying stages of progress.

6.7 Governance Indicators

FOI and Data Breach Figures for Q1



7.0 CONCLUSIONS

7.1 MB are asked to consider the risk of not achieving the Delivery Plan Supporting Projects highlighted in Appendix 1 and flagged as areas of concern in section 6 of this report.

7.2 High risk:

- Time taken to re-let Local Authority Housing
- Length of stay in temporary B&B accommodation

Medium risk:

- Nursery Modernisation
- Ripon Renewal
- Improve Energy Efficiency of all council houses

7.3 MB are asked to consider the Corporate Health performance reported within this report. Although we have missed internal targets in some areas there are clear reasons for this. MB should pay attention to:

- Council Tax Benefit processing times
- Legal Services debt recovery
- Percentage of stage 1 complaints responded to within 10 working days

7.4 This report is focussed on the delivery of the priorities within our Corporate Delivery Plan. However, in addition to this, there has also been a number of other achievements that contribute to our corporate priorities, including:

<i>A strong local economy</i>	Visit Harrogate hosted the Harrogate Carnival at the Valley Gardens which offered fun for all the family with multiple stages, activities and vendors.
<i>A sustainable environment</i>	The introduction of new stand-on mowers for grass cutting. This has increased efficiency as they are quicker, more fuel efficient and reduced the number of mowers needed across the district.
<i>Supporting our communities</i>	We hosted a number of memorial events across the district for Her Majesty the Queen's funeral, including a screening of the funeral at the Royal Hall to allow the community to come together in mourning.

<p><i>Excellent public services</i></p>	<p>Hosted 'let's talk' events at various locations across the district to encourage the public to have their say about the new council for North Yorkshire.</p>
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8.0 MB COMMENTS

- 8.1 Management Board is pleased to see that overall performance is holding up well. In the context of a staff turnover rate of 16.6%, and with staff having to focus on local government reorganisation both this performance and the low sickness rate are particularly pleasing.

We are particularly pleased to see a number of successes delivered in the quarter, including: improved recycling rates, progress in delivering electric vehicle charging infrastructure, the length of stay in temporary hostel accommodation coming back to within target, the number of affordable homes delivered, the wheelie bin trial progressing well and the developments at Valley Gardens.

We acknowledge that not all performance is where we would like it to be, and so we will monitor: the length of stay in temporary B&B accommodation, and the time taken to re-let local authority housing.

We also recognise that progress against improving the energy efficiency of council houses is slightly off target. This is one of our top priority actions for the year, and we will monitor this action too, although we are pleased to see that additional project management resources have already been allocated to the project to help bring it back on target.

9.0 REQUIRED ASSESSMENTS AND IMPLICATIONS

- 9.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

Risk Statement

- 9.2 MB can also consider the interventions in place to mitigate against these risks and confirm if these are adequate. In future these reports could

include risk assessments for those individual actions that have been rated as 'Red' and will include an overall summary of Service Plan risks as well as the Corporate Delivery Plan.

Background Papers – None

OFFICER CONTACT: Please contact Sarah Cornforth, Improvement & Development Manager, Lawrence Fontana, Business Intelligence and Performance Officer or Chris Watson, Business Intelligence and Performance Officer, if you require any further information on the contents of this report. The officer can be contacted at on 01423 500600 ext 56823, ext 58468 or by e-mail – sarah.cornforth@harrogate.gov.uk Lawrence.fontana@harrogate.gov.uk christopher.watson@harrogate.gov.uk

Corporate Plan: Delivery Plan

Report Type: Scorecard Report

Report Author: Chris Watson

Generated on: 11 October 2022



A Strong Local Economy

We will do all we can to ensure changes to the way local government is structured across the whole of Yorkshire benefit us, our residents and the services we provide

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
Page 51	Devolution	Be closely involved with, and influence regional governance proposals across the whole of Yorkshire.	31-Mar-2023	On 6th Sept NYCC executive agreed to commence consultation on the deal agreed with Government, this is to run from Oct to Dec 2022. £600k implementation costs were also agreed.	04-Oct-2022
	Support the Development of LGR Proposals and Implementation as Required	Provide support and aid the development of the proposals around Local Government Reorganisation in North Yorkshire.	31-Mar-2023	The council continues to support the LGR process in a number of ways with staff members fully engaged in various LGR workstreams. As projects are moving in to delivery stage staff are also involved in developing new systems and processes for the council where appropriate. HBC staff are also leading on key pieces of work for the establishment of the new council to ensure that it can be safe and legal on vesting day	09-Sep-2022

Maximise the use of land and buildings for growth; enabling local companies to stay and grow, and attracting inward investment into the district.

Sustainable Harrogate 2024 Projects

HCC, A summary of key milestones and delivery dates are outlined below:

- Completion of RIBA Stage 4 design 2 May 2023
- Contractor Final Cost submitted 23 June 2023
- Full Business Case updated June/July 2023
- Main Works Go/No Go Council Decision July/August 2023

Preliminary planning discussions have been held with both the Chief Planning Officer and Conservation Officer. A Planning Application for the project has been postponed, until the tender situation is clearer. Outstanding Asbestos survey work has now been completed as well as the Counter Terrorism 'Protect' glazing survey. The programme, along with a micro-programme identifying LGR Shadow Delegations, is currently being reviewed as part of the tender evaluation process. This includes NYC briefings and approval dates. An updated draft "Full Business Case" is to be submitted to Cabinet for consideration.

The HCC Redevelopment Project did form part of the York & North Yorkshire Devolution 'Asks'. After subsequent negotiations with Government, they have recommended that a Levelling Up Fund application for the HCC project is pursued as the project will not form part of the initial York & North Yorkshire devolution deal. An application to Round 2 of the Levelling Up Fund is being prepared for submission. The outcome of bids is expected in late Autumn 2022.

Horticultural Nursery, a pre-application for the preferred site has been submitted to planning under 'Large Major' application. Consultancy has been appointed to provide RIBA Stage 1 site appraisal. Stage 1 surveys are being sought, and on site investigations will be undertaken between Aug and Sept. Initial consultation with agricultural agent has taken place to discuss how best to serve notice. Optimum time frame for serving notice in development.

In consultation with Procurement the project team have proposed a forward procurement route for consultancy partner through RIBA stages 2, 3 and 4 (with appropriate break clauses). A 'Best Value' report will be completed providing compliant reasons for direct award. Indicative costs for Stages 2, 3, 4 have been estimated and will be funded from approved Capital Investment funds. As such there is no need at this stage to seek additional approvals through the Section 24 process.

Clotherholme Village, the Integrated Care Board (ICB) have submitted a new response to the Outline application late in the process, which requests a substantial off-site contribution towards health provision in the centre of Ripon. HBC are facilitating discussion between Homes

England (HE) and the ICB to fully understand and consider the consultation response. Matters in relation to Biodiversity Net Gain (BNG) and sports provision are currently being worked through. Determination of the Outline application is likely during September/October. A special meeting of Planning Committee will be convened for this item. Homes England (HE) are keeping stakeholders updated and intend to send a letter to all Members prior to the Committee. Discussions continue in respect of military heritage assets within the Laver Banks part of the site. A further workshop is planned and HE have commissioned architects to set out proposals of how the aspirations of the group can be achieved on Laver Banks. HE are currently focused on the outline application, however, following consideration at planning committee, SOB intends to focus back onto innovative delivery elements of the scheme.

Strategic Housing & Employment, Presentation of final master planning and delivery study to Strategic Leadership Team has taken place. The consultants set out their study findings including the final masterplans for each of the 3 Council owned sites; site constraints and development appraisals. Each site has very different characteristics, opportunities and barriers to redevelopment leading to bespoke master planning and delivery solutions. Pros and cons of the different delivery options were set out for each site but did not recommend a preferred route to delivery. This will allow the Council to decide on their preferred development and delivery mechanism.

Leisure Investment Project, At the Hydro, site set-up complete. Additional Lead Site Manager now in post for the contractor. Internal scaffolding now in place to facilitate demolition work. There is significant high level work to complete to replace M&E installations. Further investigations regarding airtightness at roof/wall junction have concluded and architectural advice is now awaited. Stripping out of existing M&E installations and Pool plant continues. Demolition of the Hydro entrance is now virtually complete. The steel skeleton is now revealed. Officers are exploring the opportunity to introduce improvements to the fabric and replace the gas boiler at the adjacent Nursery building with an Air Source Heat Pump (as we are doing for the Hydro).

At Knaresborough The Contractors site set up is complete and permanent hoardings have been erected all round. Piling under the main pool is complete. Vibration monitoring was undertaken for the benefit of neighbours at Rose Cottage, without complaint. Foundation work continues. The first stage of drainage work is virtually complete. Work is split in two; the second part won't be possible until the existing pool is demolished. The new replacement Zip line to the adjacent Fysche Field has been installed.

Work in partnership to address current and future operational barriers to business growth by securing investment and improvements in digital infrastructure.





The IWMS (Integrated Workplace Management System) Phase 2 & 3 workshops have completed. Phase 2 & 3 specification documents have been produced and signed off. A decision for the finance system for the new council to be the NYCC Oracle system as part of the Local Government Review work continues to impact the project. This is impacting Phase 1 and project go live. The risk of significant impact for the


project is now both high and very likely. The project team have continued to upload data, configure the software platform and look for opportunities to roll out some of the functionality that the IWMS can provide.

Mobile Workforce, 35 android tablets have now been rolled out to users in Development Management, Enforcement and Building Control. Training for users has been completed. In Safer Communities tablet testing has been completed, an options appraisal has been agreed which will provide mobile pdfs for users. The project is waiting for a new service representative to help move the work forward.

A plan has been agreed for upskilling the Independent Living Team. The Development team are continuing to make requested changes to the mobile form whilst ICT source mobile devices for the team to adopt.

Promote the Harrogate Convention Centre as widely as possible so we attract new events to the district and grow its income to support our local economy

Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
		HCC Overall Income	£3,544,254	£3,603,313	£3,695,503	£4,852,992	£4,894,081	£4,794,090		
		Economic Impact of HCC	£16,000,000.00	£16,000,000.00	£18,657,284.00	£30,000,525.00	£31,685,725.00	£30,000,000.00		

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Harrogate Convention Centre site review	Support the review of the Convention site to consolidate the venue, win new business, retain key existing repeat business and drive economic growth in line with the Economic Growth Strategy	31-Jan-2023	Tenders have been received for the detailed design phase. This procurement also allows for the future construction of the phase 1 scheme. A report was considered and approved by HBC Cabinet on 17 August for the award of contract for phase 1 detailed design works only. HBC Council considered the award of funding for these works at its meeting on 21 September.	06-Oct-2022

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
				Engagement continues with NYC on this decision in line with the Section 24 process.	
▶	Royal Hall Venue Strategy	Royal Hall Venue Strategy examining condition & refurbishment of venue alongside reviewing current sales strategy to make it commercially viable (large company commitment, Harrogate theatre)	31-Mar-2023	Discussions underway with Theatre to review prices for 23/24 financial year & incorporate increases for electrical charges due to energy crisis.	10-Oct-2022
▶	HCC Business model	Look at a new business model for HCC	30-Sep-2022	With NYCC for further discussion	10-Oct-2022
▶ Page 55	HCC Capital Investment Actions	Royal Hall Stage Flying System Halls A-E Roofing repairs - Allowance for repairs Royal hall lighting upgrade Queens suite emergency lighting Cosmetic improvements Software Improvements Kings Suite (Client Facing)	31-Mar-2023	Projects remain on target.	10-Oct-2022

Attracting investment opportunities into the district

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
▶	Capital Investment Business Plan for Pump Room Upgrade	We will compete for substantial national investment to regenerate and improve the district's heritage assets including the Royal Pump Room Museum	31-Mar-2023	All money now allocated and the majority of supplier orders on. Only one element of the works - the business plan - requires formal procurement and this is about to be advertised. All work scheduled for completion within this financial year. No additional resources required.	09-Sep-2022
✓	Inward Investment		31-Mar-	Complete - Website went live in May 2022	16-Jun-




Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Website		2023		2022


Support our town centres and work with others to ensure that there is a strong economic recovery across the district from the impact of Covid19

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Economic Growth Strategy	Refresh and implement the Economic Growth Strategy and Inward Investment Action Plan to maximise future economic growth and inward investment opportunities in the Borough.	31-Mar-2023	The revised Harrogate District Economic Growth Strategy was approved by Cabinet on 17th August. The revised strategy is therefore adopted.	04-Oct-2022
	Ripon Renewal	Prepare a masterplan and delivery strategy for Ripon City Centre	31-Mar-2023	The contract variation with the consultants is not yet concluded. Work has paused until the variation has been agreed.	12-Oct-2022









Sustainable Environment

Ensure plans are in place for sustainable development across the district

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Work towards adoption of a New Settlement DPD	Work towards adoption of a New Settlement DPD	31-Mar-2023	On 21 September 2022, Full Council agreed the publication draft DPD for consultation and submission thereafter. Public consultation on the DPD has now commenced.	12-Oct-2022
	Clotherholme Urban Village	Contribute to a public sector partnership approach (including potential purchase) to shape the options and implement the development of the Ripon Barracks Site	31-Mar-2023	Officers are still working with consultees and HE on the remaining outstanding matters prior to taking the application to planning committee	04-Oct-2022
	Local Plan - Scoping for		31-Mar-	Continuing with the scoping phase in line with the	10-Oct-

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Plan Review		2023	published timescale.	2022
	West of Harrogate	Work collaboratively with promoters, developers and partners to deliver the West of Harrogate local plan allocations	31-Mar-2023	Work on the West Harrogate Infrastructure Delivery Strategy (WHIDS) continues as planned. Detailed assessment of highways mitigation is taking place alongside the WHIDS in collaboration with the site promoters and NYCC. A further round of targeted stakeholder engagement is due take place (October/November) before the work is finalised. The council is also commissioning a cumulative viability assessment.	09-Sep-2022




Ensure the implementation of the Council's carbon reduction commitments and promote sustainable choices.

Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
		Household waste recycled or reused ex. green waste	3,159.22	2,897.38	3,054.44	2,953.45	2,898.44	3,000	September figure estimated as waiting for Yorwaste to confirm all tickets	10-Oct-2022
		Tonnage of Residual Waste Collected	7,715.98	7,656.05	7,784.72	7,530.62	7,274.74	8,125		
		Cumulative Percentage of household waste sent for re-use, recycling and composting	47.48%	43.72%	42.18%	45.66%	46.73%	45%		
		Tonnages of green garden waste collected	3,391.26	1,739.79	656.55	3,270.74	2,352.42		Septembers is based off tickets available to date this will be updated when all tickets are available	10-Oct-2022

Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
		Harrogate Car Share new members	9	6	14	21	16			
		Harrogate Car Share new members (Net)				16	14		16 members added 2 members removed	03-Oct-2022
		Better Homes Harrogate (Energy Saving Measures Installed)	5	1	14	1	0		Better Homes contract has now closed. New scheme (LAD3 and HUG) now being launched Year-end forecast - Actions taken to improve performance - Launch publicity and engagement underway in Q3 with provider E.On	10-Oct-2022





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Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Improve Energy Efficiency of all council houses	We will improve energy efficiency of all council houses through the Housing Investment Programme and programme of microgeneration facilities	31-Mar-2023	<p>1. Why is performance on target/off target?</p> <p>Over 80 tenants have expressed an interest in joining the pilot schemes. Procurement of a consultant to analyse the date is well advanced</p> <p>2. What steps will be taken to improve performance?</p> <p>Additional project management support</p>	13-Sep-2022
	Deliver Year 3 of the Horticultural Strategy Action Plan	Implement the Horticultural Strategy in Harrogate to ensure there is a consistent and clear approach in the management of HBC	31-Mar-2023	Work is progressing to install new donation points in the gardens. A canopy to provide shade and shelter from the rain is being installed in the spring for the play	14-Oct-2022


Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
		parks and woodlands to protect and enhance these spaces.		area and other features are being considered to enhance the site. The monthly market has expanded in size due to its success and we continue to put on events and entertainment such as open air theatre and children's parties during the summer holidays. Repair work has been undertaken to paved areas of the grounds and tarmac paths. The site recently achieved a platinum award in the Yorkshire in Bloom competition.	
	Nursery Modernisation		31-Mar-2023	New automated transplanting machine has been delivered and is in use. This increases the efficiency for transplanting seedlings from 1,000 per hour to 4,500 per hour. The new poly-tunnel structures have now been completed.	09-Sep-2022
Page 59 	Decarbonisation of Harrogate Hydro via on-site renewables and energy efficiency measures		31-Mar-2023	Works continue. The Air Source Heat Pumps are now in-situ and the Photovoltaic Panel installation to the roof is complete. Other elements of work namely Air Handling Units and LED lighting elements will not be completed and some part of the Grant monies were not expended at the end of June deadline. (£134k out of £553k). Salix were updated on the progress of the works and expenditure at the end of June deadline. No further advice has been received from Salix since that time.	06-Oct-2022
	Implement the ULEV Action Plan	Implement the ULEV Action Plan	31-Mar-2023	Progress continues: the infrastructure for the chargers is in place in; Victoria MSCP, Chapel Street Car Park, Blossomgate Car park, Hornbeam Park Car Park, Civic Centre staff Car park and Cathedral Car Park Ripon.	04-Oct-2022

Supporting Our Communities



Ensure people have the opportunity to live and work in the district because they have access to high-quality housing which meets their needs and matches their income level.



Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
Page 60 		Number of affordable homes delivered (gross)	170	266	354	61	149	110	Correction: Housebuilding continued at speed across the district in Q2. Nationally, there are signs that a housing market crash may be looming; If this did materialise, it will impact completions, but it's unclear whether its immediate impact would be positive or negative. As is now regularly the case, the majority of completions in Q2 were s106 completions (i.e. properties built by private developers on mixed-tenure sites and transferred to Registered Providers of Social Housing upon completion). The 89 completions in Q2 comprised 60 properties for affordable rent and 29 for shared-ownership.	10-Oct-2022
		Number of new homes built/converted by the council	1	0	6	0	1	1	As expected, we completed 1a Springfield Drive in Q2. We continue to plan for three completions in Q3 (Holmefield	07-Oct-2022





Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
									Road) and five in Q4 (Dene Park).	
		Number of homes bought by the council	Not measured for Quarters			Not measured for Quarters		Not measured for Quarters	In 2021-22, HBC purchased two homes on the open market to bring back into use as rented social homes (20 The Crescent, Summerbridge and 5 Wath Road, Pateley Bridge) and also made provision for the purchase of 14 homes off Whinney Lane, Harrogate	08-Apr-2022

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
Page 61 	Progress of Bracewell Homes Development Plan	Progress of Bracewell Homes action plan in delivering housing for the Harrogate district	31-Mar-2023	The company continues to sell homes across the district in line with the business plan. There is an opportunity to be matched with further homes in October	13-Sep-2022


Work together to halve rough sleeping, prevent and reduce homelessness and assist homeless households in finding long term affordable and sustainable housing.

Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
		Average length of stay in temporary B&B accommodation (weeks)	32.5	27.81	2.27	5.63	4.95	2.52	We attempt to keep the length of stay in B&B accommodation at a minimum due to cost and the pressures it places on a household.	07-Oct-2022

Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
Page 62									<p>Unfortunately, there are circumstances where this is not possible due to the lack of suitable accommodation available within our existing hostel stock. In all circumstances where a vacancy in the hostel would be considered appropriate, the length of stay in bed and breakfast is limited to a vacancy becoming available.</p> <p>This quarter, although our average is above target, most stays were short and, if we were to exclude one lengthy stay, the figure would actually only have been 1.71 weeks.</p>	
			Average time taken to re let local authority housing (days)	17.21	16.91	18.65	22.57	24	15	<p>In Q2, we suffered from a large number of allocation refusals caused largely by that fact that rural locations have become significantly less desirable as fuel and other travel costs have dramatically increased. We have also improved the void standard when needed and identified efficiencies that we could implement to tighten up our processes and further insulate the department against issues like this</p>

Traffic Light Icon	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23	Responsible Officer Notes	Note Date
			Value	Value	Value	Value	Value	Target		
		Households living in temporary accommodation	48	54	54	59	62	62	During the last quarter, the team have seen an influx in the number of homeless people and needing emergency accommodation. With limited availability in our hostel accommodation, it has been necessary to utilise B&B accommodation until vacancies become available or until an alternative resolution can be found.	07-Oct-2022
Page 63 		Average Length of stay in temporary hostel accommodation (weeks)	9.88	12.62	14.33	16.64	13.69	15.00	As identified last quarter, the movement into both private and social housing accommodation has a direct impact on this performance indicator. As the number of properties available through each route increases, we see a favorable outcome and a decrease in the length of time households spends in our accommodation	07-Oct-2022




Help our residents build secure, safe and healthy lives in thriving communities

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Deliver a Covid 19 Environmental Health Backlog Recovery Plan		31-Mar-2023	The service continues to deliver the recovery plan but is under significant pressure due to vacancies and LGR work demands. Mitigation includes continuous review and focus on priorities, some temporary resourcing arrangements, including members of safer	21-Oct-2022

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
				communities' management team working flexibly across portfolios	

Excellent Public Services

As a thriving district council, we will continue to find innovative and effective ways to manage our resources whilst ensuring they reflect our priorities

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
Page 64 	Phased Migration and Deployment of O365		31-Mar-2023	This LGR project is progressing – discovery sessions are taking place with Phoenix to document the current set up at each council so that plans for migration and deployment can be drawn up. The team are reviewing the new NYC tenancy we will all move to and agreeing industry standards for Teams set up for optimum configuration. Decisions on standardising as the new organisation on standards for information governance will need sign off from the business	08-Sep-2022
	Essential technology refresh/replacement of HBC's core infrastructure	Essential technology refresh/replacement of HBC's core infrastructure - servers, storage, firewalls and network switches to enable and sustain HBC service delivery , remain compliant and support the wider cyber protection programme	31-Mar-2023	Work is progressing. Core switches and network installed; VXRail server/storage installed. Migration of active servers being planned to ensure continuity of service. Ongoing supply chain issues with Access switches (remote sites/wi-fi access points) and Firewalls are causing delays in completion	08-Sep-2022
	Implement the People Strategy	The main strategic themes of the People Strategy are: • Pay, reward and attraction;	31-Mar-2023	Number of actions have been developed and delivered including wellbeing strategy, training programme, EDI training.	09-Sep-2022

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
		<ul style="list-style-type: none"> • Effective people management; • A well planned workforce with capacity and resilience; • Wellbeing; • Managing change and • Data and systems 			
▶ Page 65	Round Optimisation		31-Mar-2023	<p>There has been good progress with the wheeled recycling bin trials in the district with bins delivered and in service on specific rounds within Ripon (2 areas), Bilton (2 areas), Skipton Road (new estates), and on the Appleby Estate, Knaresborough. This totals around 6,000 new bins currently in service.</p> <p>Subscriptions are now closed for garden waste this season and work is underway to optimise all rounds based ready for the go-live of the 2023/24 season.</p>	09-Sep-2022
▶	Valley Gardens Development Strategy		31-Mar-2023	<p>Proposals have been quickly developed for implementation across the Valley Gardens with highlights including:</p> <ul style="list-style-type: none"> • New tarmac along the streamside and relaying of pavers below the Sun Parlor terrace in September and October. • Outdoor theatre event held over the summer, attracting over 200 paying customers. • Pop-up parties held in the summer holidays attracting over 1000 participants over 2 days. • Proposals coming forward this month to Cabinet Member for approval to fit a sail/canopy in the play area picking space along with new picnic benches - 	09-Sep-2022

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
				<p>creating a year round facility.</p> <ul style="list-style-type: none"> • Preferred options for donation posts selected with business case and recommendation being prepared for Cabinet Member. • Funding approved to install a fountain in the boating point to aerate the water so there will be no need to drain the pond each month, saving labour time and water use. 	
Page 66	Leisure Investment Strategy Delivery	To further improve the district's leisure facilities in line with our Leisure Investment Strategy, including The Hydro, Ripon Leisure Centre and Knaresborough Leisure Centre	31-Mar-2023	<p>Hydro</p> <p>New mechanical and electrical work has commenced in the wet changing village and new ductwork is being erected at high level in the Pool Hall.</p> <p>New steelwork is now being erected to the extended entrance area. Concrete repair and new plinth work in the basement plantroom is complete and demolition of the diving board structure is in progress.</p> <p>A number of unplanned works items have become apparent following strip out of the existing facility. These are currently being reviewed and will increase cause and extend the current programme.</p> <p>Early opening of the Pool and wet changing village was anticipated in February 2023. The new entrance and dry side activity space release was anticipated in April 2023. These dates will move back.</p> <p>Knaresborough</p> <p>All groundworks are complete apart from those to the activity pool which was delayed whilst negotiations</p>	06-Oct-2022


Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
				<p>were completed with YW regarding the existing drainage from Orchard Court which cuts across the site. Steelwork erection is now in progress.</p> <p>Technical Stage 4 detailed design for both sites continues.</p> <p>The new pool is due to be open in August 2023 followed by demolition of the existing facility and creation of the new children's play area which will open in November 2023. The dates remain unchanged.</p>	

Work with our public and voluntary sector partners to ensure that our communities can access inclusive, joined up services to improve the quality of life across the Harrogate district.

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
✓	Lead HBC's tactical response to the Coronavirus Pandemic (and other public health incidents)	Lead HBC's tactical response to the Coronavirus Pandemic to support Strategic response and continue to work with partners and the Director of Public Health to protect public health in the District	31-Mar-2023	This action was not carried forward into the 22/23 service plan because the pandemic response has been stood down nationally and locally.	07-Jul-2022

Ensure that the council responds to the challenges and impacts of COVID19 and adapts accordingly

Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
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Action Status	Title	Action	Due Date	Responsible Officer Notes	Note Date
	Implementation of post Covid Confident Plan/hybrid working		31-Mar-2023	Hybrid working arrangements are being rolled out across the organisation. This includes the completion of Team Hybrid Working Charters and the distribution of screens and chairs to employees who have undergone a DSE self-assessment.	12-Oct-2022

Corporate Health Report

Customer

Traffic Light Status	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23
			Value	Value	Value	Value	Value	Target
	↑	Percentage of stage 1 complaints responded to within 10 working days	86%	34%	41%	65.22%	55%	80%
	↑	Time taken to process new council tax reduction benefit claims	23.23	23.73	22.08	22.47	22.13	21
	↑	Time taken to process changes to council tax reduction benefit	6.42	6.01	7.36	12.1	7.28	6
	↑	Time taken to process changes to housing benefit	6.53	6.11	2.58	7.37	6.09	6
	↓	Percentage of stage 2 complaints responded to within 25 working days	75%	100%	100%	80%	75%	80%
	↑	Time taken to process new housing benefit claims	22.06	22.15	25.61	28.78	19.27	21
	↓	Service Level Agreement - first point of contact	90%	90.33%	86%	85.67%	90.67%	85%
	↑	Website availability	100%	99.99%	99.99%	99.8%	99.8%	99%
	↑	Number of service complaints received	299	289	247	294	212	
	↑	Number of stage 1 complaints received	38	47	29	23	41	
	↓	Number of stage 2 complaints received	8	6	10	5	11	
	↑	Total number of complaints received	345	342	286	322	264	

Traffic Light Status	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23
			Value	Value	Value	Value	Value	Target
		Customer Contact Volume - Total	71,895	60,332	92,229	76,086	79,203	
		Customer Contact Volume - F2F	1,718	1,589	2,081	2,017	2,028	
		Customer Contact Volume - Telephone	45,354	38,120	50,682	41,878	47,063	
		Customer Contact Volume - Online	24,823	20,623	39,466	32,191	30,112	
		Customer Contact Volume - F2F (%)	2.39%	2.63%	2.26%	2.65%	2.56%	
		Customer Contact Volume - Telephone (%)	63.08%	63.18%	54.95%	55.04%	59.42%	
		Number of formal complaints received	46	53	39	28	52	
		Customer Contact Volume - Online (%)	34.53%	34.18%	42.79%	42.31%	38.02%	27%

Financial

Traffic Light Status	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23
			Value	Value	Value	Value	Value	Target
		% of in-district debt recovered (parking)		39.57%	43.04%		36.93%	40%
		Legal Services: Debt Recovery	N/A	0%	54.42%	16.43%	6.16%	60%
		% of Council Tax collected	56.50%	84.40%	97.60%	29.10%	57.00%	56.00%
		Percentage of Non-domestic Rates Collected	49.10%	79.80%	93.90%	32.20%	57.70%	56.00%
		Percentage of in-year sundry debt collected	92%	94%	97%	96%	94%	95%
		Percentage of total sundry debt over 90 days old	32%	54%	40%	43%	70%	13%

Governance

Traffic Light Status	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23
			Value	Value	Value	Value	Value	Target
		Number of FOI requests	192	171	263	234	169	
		Number of FOI requests which go to appeal/review	2	2	3	2	1	
		Number of data security breaches	12	23	9	18	14	
		Number of data security breaches referred to ICO	0	0	0	0	1	

Workforce

Traffic Light Status	Short Term Trend Arrow	Performance Indicator	Q2 2021/22	Q3 2021/22	Q4 2021/22	Q1 2022/23	Q2 2022/23	Q2 2022/23
			Value	Value	Value	Value	Value	Target
		Working Days Lost Due to Sickness Absence (HBC) (LGA measure)	1.33	1.44	0.97	1.03	1.18	2.05
		Apprenticeships - Number of New Apprentices	6	5	4	2	12	
		Sickness absence (HBC) - Short term (days)	0.58	0.77	0.35	0.74	0.73	
		Sickness absence (HBC) - Long term (days)	1.07	0.77	0.7	0.45	0.58	

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FORWARD PLAN OF KEY DECISIONS

For the Overview and Scrutiny Commission Meeting 7 November 2022:

Decisions not yet taken 24 May 2022 - 30 April 2023

The council publishes a Forward Plan which details the key decisions that are scheduled to be taken by the Cabinet, a Member of the Cabinet or a designated Chief Officer in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulation 2012. These decisions need to be published on the Forward Plan at least 28 clear days before the decision is to be taken.

Key decisions: a Key Decision is an Executive decision which is likely:

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority; and regard must be had to guidance issued by the Secretary of State to determine the meaning of "significant".

The Council has fixed the following financial thresholds for deciding whether a Cabinet decision is a Key Decision. It must involve:

- revenue expenditure of £150,000 or more
- savings of £50,000 or more
- capital expenditure of £250,000 or more
- decisions made by the Chief Executive, in exercise of emergency powers only, £300,000

Key decisions can be subject to the Overview and Scrutiny call-in procedure. Only urgent Key Decisions aren't subject to this and don't have to be published in the Forward Plan.

If you would like further information on any of the items shown in this Forward Plan please contact the respective officer(s) for each item.

For general information about the decision-making process and for copies of any documents outlined in the Forward Plan please contact Democratic Services, Harrogate Borough Council, Civic Centre, St Luke's Avenue, Harrogate HG1 2AE or democraticservices@harrogate.gov.uk following their publication.

Reference	Date of Decision	Decision Maker	Title	Reason for Key Decision	Contact
60CA21	7 Dec 2022	Cabinet Member for Resources, Enterprise and Economic Development (Deputy Leader)	Revenues online form integration	It will involve revenue expenditure of £150,000 or more.	Julie Gillett, Revenues, Welfare and Customer Service Manager julie.gillett@harrogate.gov.uk
04PES22	4 Jan 2023	Cabinet	Horticultural Nursery Procurement Route for Consultancy Partner, Stages 2 - 7	It will involve capital expenditure of £250,000 or more.	Jennifer Atherton, Commercial & Transformation Officer Jennifer.Atherton@harrogate.gov.uk
09PSEG22	9 Nov 2022	Cabinet	Strategic Housing and Employment Sites Project	It will involve decisions that will have a significant effect on those living or working in an area comprising two or more wards in the area of the authority.	Alexandra Robinson, Housing Delivery Improvement Officer Alexandra.Robinson@harrogate.gov.uk

REPORT TO: Overview and Scrutiny Commission

DATE: 7 November 2022

SERVICE AREA: Legal and Governance

REPORTING OFFICER: Scrutiny Officer
(*Claire Wilson*)

SUBJECT: **OVERVIEW AND SCRUTINY COMMISSION
DRAFT WORK PROGRAMME 2022/23**

WARD/S AFFECTED: ALL DISTRICT

FORWARD PLAN REF: N/A

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to present details of the Overview and Scrutiny Commission draft work programme for 2022/23 to the Commission.

2.0 RECOMMENDATION

2.1 It is recommended that the Overview and Scrutiny Commission consider the draft work programme for 2022/23.

3.0 THE REPORT

A. SCHEDULE OF MEETINGS 2022/23

3.1 The Overview And Scrutiny Commission work programme is kept 'live' throughout the year to adjust to new or changing demands on the Commission. The work programme also includes a number of core responsibilities, existing commitments and special meetings with key stakeholders hosted on behalf of the council. A draft schedule of meetings with potential identified work items follows:

3.2

Date	Meeting Focus	Cabinet
Mon 6 June 5.30 pm	Overview And Scrutiny Draft Work Programme 2022/23 and Nomination of Scrutiny of Health Representative Corporate Performance Q4	22 June
Mon 4 July 5.30 pm	UCI Task and Finish Group Draft Final Report Overview and Scrutiny Commission Annual Report 2021/22	
Mon 15 Aug 5.30 pm	Financial and Service Plan Performance Q1 Corporate Performance Q1 Customer Services Report Back	17 August
Mon 5 Sept 5.30 pm	Local Government Reorganisation Update	
Mon 26 Sept 5.30 pm	Police Fire and Crime Commissioner	
Mon 17 Oct 5.30 pm	Crime and Disorder: <ul style="list-style-type: none"> • North Yorkshire Police • HBC Community Safety 	
Mon 7 Nov 5.30 pm	Performance Q2	9 November
Mon 5 Dec 5.30 pm		
Mon 16 Jan 5.30 pm	Chief Constable	
Mon 30 Jan 5.30 pm	<ul style="list-style-type: none"> • Performance Q3 • Director of Public Health for North Yorkshire 	1 February
<i>Mon 6 Feb 5.30 pm</i>	<i>Potential new date for LGR update</i>	
Mon 27 Feb 5.30 pm	Crime and Disorder <ul style="list-style-type: none"> • North Yorkshire Police • HBC Community Safety 	
Mon 27 March 5.30 pm		

- 3.3 The [Forward Plan of Key Decisions](#) is considered at most meetings of the Commission.

B. OVERVIEW AND SCRUTINY FOCUS 2022/23

- 3.4 The focus of the Commission's work programme in 2022/23 is to support the Council during the transition to the new unitary authority North Yorkshire Council and scrutiny of district wide issues. Consideration of the work programme enables Members to review any relevant information and identify work items to meet the agreed focus.
- 3.5 The transition to the new council was the main focus the meeting held on 5 September 2022 and it was agreed that there would be a further update at another meeting in early 2023.
- 3.6 Recent/upcoming North Yorkshire County Council meetings with relevant LGR information:
- [Transition Overview and Scrutiny Committee – 21 September 2022](#)
 - [Transition Overview and Scrutiny Committee - 9 November 2022](#)

C. UPDATES

- 3.7 There have been no updates since the last meeting of the Commission.

D. BUDGET AND POLICY FRAMEWORK

- 3.8 It is anticipated that there will be no formal consideration of the Medium Term Financial Strategy or Budget by the Overview and Scrutiny Commission in 2022/23.

E. SPECIAL MEETINGS

- 3.9 The Commission has a responsibility to engage with key stakeholders to fulfil its terms of reference on behalf of the Council.
- 3.10 Special meetings scheduled in the 2022/23 meeting cycle are below, dates are in the table at 3.2:
- The Director of Public Health for North Yorkshire
 - North Yorkshire Police's Chief Constable
 - Police, Fire and Crime Commissioner

F. SCRUTINY OF HEALTH MEETINGS

3.11 Dates of North Yorkshire County Council Scrutiny of Health Meetings:

- 10 am Friday 4 November 2022 (rescheduled)
- 10 am Friday 16 December 2022
- 10 am Friday 10 March 2023

3.12 In 2022/23 Councillor Nigel Middlemass continues in his role as the representative on this Committee with Councillor Tom Watson available to attend as a substitute.

4.0 REQUIRED ASSESSMENTS AND IMPLICATIONS

4.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

5.0 CONCLUSIONS

5.1 It is recommended that the Overview and Scrutiny Commission consider the Draft Work Programme for 2022/23 and any updates.

OFFICER CONTACT: Please contact Scrutiny Officer (Claire Wilson), if you require any further information on the contents of this report. The officer can be contacted at *Legal and Governance, PO Box 787, Harrogate, HG1 9RW* or on 01423 500600 (ext. 58323) or by e-mail – claire.wilson@harrogate.gov.uk