



## **Additional / To Follow Agenda Items**

**This is a supplement to the original agenda and includes reports that are additional to the original agenda or which were marked 'to follow'.**

### **Nottingham City Council Corporate Scrutiny Committee**

**Date:** Wednesday, 14 February 2024

**Time:** 9.30 am

**Place:** Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG

**Councillors are requested to attend the above meeting to transact the following business**

**Director for Legal and Governance**

**Governance Officer:** Damon Stanton

**Direct Dial:** 0115 87 64345

**6 Recommendation Tracker - TO FOLLOW**

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To note the responses received to the Committee's previous recommendations

If you need any advice on declaring an interest in any item on the agenda, please contact the Governance Officer shown above, if possible before the day of the meeting

Citizens attending meetings are asked to arrive at least 15 minutes before the start of the meeting to be issued with visitor badges

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**Corporate Scrutiny Committee Recommendation Tracker 2023/24**

<b>Date of meeting</b>	<b>Recommendation/Action</b>	<b>Progress/Notes</b>	<b>Status/Response</b>
13 September 2023	None.		
18 October 2023	None.		
22 November 2023	<p><u>Performance Management Framework</u></p> <ol style="list-style-type: none"> <li>1) To request that information on the current staff establishment numbers at the Council is provided to the Committee, in addition to the current number of vacant posts. (A)</li> <li>2) To request that information on the consultation return in relation to the establishment of the Office for Local Government is provided to the Committee, in addition to the Government's formal response. (A)</li> <li>3) To request that a review of the contract management process of commissioned providers of Council services, in the context of the proposed 'One Council' outcomes of the new Performance Management Framework, is added to the Committee's Work Programme. (R)</li> <li>4) To recommend that formal consultation is carried out with staff unions as part of the development of the new Performance Management Framework. (R)</li> </ol>	Recommendations sent to Cllr Mellen and James Rhodes on 11/12/23	COMPLETE: Response provided as appendix 1 to the recommendation tracker at the Committee's meeting on 14 February 2024.
22 November 2023	<p><u>EDI Strategy</u></p> <ol style="list-style-type: none"> <li>1. Recommends the Council combine the EDI and HR portfolios under one strand/directorate to ensure consistency in approach and easier accountability. (R)</li> <li>2. Recommends that the equalities board is included in the Council's constitutional arrangements so that it</li> </ol>	Recommendations sent to Lee Mann, Cllr Wynter, and Cllr Mohammed as Portfolio Holders on 11/12/23	COMPLETE: Response provided as appendix 2 to the recommendation tracker at the Committee's meeting on 14 February 2024.

	<p>has more formal footing in regards to governance and accountability. (R)</p> <ol style="list-style-type: none"> <li>3. Recommends that the reviewed grievance/escalation procedures are included in the Strategy so that employees are aware how to raise concerns. (R)</li> <li>4. Recommends improvement to the current system to monitor and track all relevant EDI statistics and pulled together and stored centrally. (R)</li> <li>5. Recommends that the Strategy is treated as a 'living document' and annually re-assessed and brought back to scrutiny committee; along with action plans against each protected characteristics once completed. (R)</li> <li>6. Receives assurance that any EDI equalities impact assessments have detailed information on how they will be actioned. (A)</li> <li>7. Recommends that commissioned reports are always shared with the relevant officers, Portfolio Holders, Committee Members and the public. (R)</li> <li>8. Recommends that the trade unions are formally consulted on the EDI Strategy. (R)</li> <li>9. Request that the committee views the Council's Whistleblowing Policy and figures on grievances be broken down by protected characteristics. (R)</li> <li>10. Request that the committee views the draft workforce strategy and HR improvement strategy. (A)</li> <li>11. Recommends that when comparing relevant statistics the Council should compare it with local working age population data (both figures and percentages) to ascertain an accurate comparisons. (R)</li> </ol>		
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	<p>12. Recommends that the Appointments and Conditions of Service Committee covers wider recruitment and not just Corporate Director Recruitment. (R)</p> <p>13. Recommends that a Strategy is developed to address how the Council will reflect the diversity of the City. (R)</p> <p>14. Recommends that Portfolio Holders meet monthly with their Corporate Directors to track and monitor EDI performance in their division. (R)</p> <p>15. Requests a review of these recommendations and the final EDI Strategy three months after the Strategy has been implemented to assess its progress at a committee meeting. (A)</p>		
17 January 2024	To recommend that the comments and concerns expressed in the open letter to the Council in response to the public consultation on the 2024/25 Budget proposals are taken into account in the planning of the upcoming design-phase consultations, to ensure that they reach a broad audience and are as accessible as possible.	<p>Recommendation emailed to James Rhodes</p> <p>Minutes of the meeting distributed to Cllrs Mellen and Wynter as a summary of the Committee's views on the budget proposals and MTFP.</p>	

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Response to Corporate Scrutiny Committee Recommendations/Actions – Appendix 1

*Performance Management Framework considered at the meeting on 22 November 2023*

<u>Committee Date</u>		<u>Recommendation (R) / Action (A)</u>	<u>Notes/Response</u>
22 November 2023			
	A	1. To request that information on the current staff establishment numbers at the Council is provided to the Committee, in addition to the current number of vacant posts.	Work to reconcile the establishment data in the HR system is still underway. Final checks are being undertaken between HR, finance and budget holders and we expect the establishment data to be available from the end of February 2024.
	A	2. To request that information on the consultation return in relation to the establishment of the Office for Local Government is provided to the Committee, in addition to the Government's formal response.	<p>The vision for the Office for Local Government (Oflog) is for it to provide authoritative and accessible data and analysis about the performance of local government, and support its improvement. The foundation of Oflog is publicly available data that can be assessed for comparison – which is useful in the consideration of our Best Value duty. Initially the <a href="#">Local Authority Data Explorer</a> was established with data under four domains:</p> <ul style="list-style-type: none"> <li>• Adult Social Care</li> <li>• Waste management</li> </ul>

			<ul style="list-style-type: none"><li>• Adult skills</li><li>• Local authority finance</li></ul> <p>The government did not consult on the establishment of Oflog – rather consultation was held on additional metrics to be included in the Data Explorer in October 2023 and the results of the consultation were published in December along with the new metrics. A summary is provided below of the Government response and the metrics:</p> <ul style="list-style-type: none"><li>• During the four-week engagement period, Oflog received feedback from nearly half of all local authorities and 10 local government sector organisations. Feedback was received on all proposed metrics and Oflog is grateful to all those who took the time to respond.</li><li>• Oflog is publishing 10 metrics on the Data Explorer now and is considering further the feedback received on the other proposed metrics, with the intention to respond in 2024</li><li>• Oflog intends to expand the number of themes included in</li></ul>
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			<p>the Data Explorer in the future and will again engage as part of those plans. Oflog recognises that data alone is rarely enough to assess a local authority's performance and it often needs context, be it via further investigation, including talking to people who understand the local area.</p> <ul style="list-style-type: none"><li>• As a result of this engagement, Oflog is today (19 December) publishing 10 further metrics under three themes on the Data Explorer: Planning, Roads and Corporate and Finance.<ol style="list-style-type: none"><li>1. Planning - Percentage of major planning applications decided on time (district matters)</li><li>2. Planning - Percentage of non-major planning applications decided on time (district matters)</li><li>3. Planning - Percentage of major planning applications overturned on appeal (district matters)</li><li>4. Planning - Percentage of non-major planning</li></ol></li></ul>
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			<p>applications overturned on appeal (district matters)</p> <ol style="list-style-type: none"><li>5. Planning - Date when a local plan was formally adopted by an authority</li><li>6. Roads - Percentage of local authority A roads that should be considered for maintenance</li><li>7. Roads - Percentage of local authority B and C roads that should be considered for maintenance</li><li>8. Corporate &amp; Finance - Number of upheld Ombudsman complaints per 10,000 population</li><li>9. Corporate &amp; Finance - Council Tax collection rates</li><li>10. Corporate &amp; Finance - Non-domestic rates collection rates</li></ol> <ul style="list-style-type: none"><li>• For Business and Economic Growth and Fly-tipping, Oflog received feedback that requires further consideration. Oflog will</li></ul>
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			<p>respond on the final metrics for those themes in 2024.</p> <p><a href="#">Summary of engagement on tranche two metrics for the Local Authority Data Explorer (publishing.service.gov.uk)</a></p>
	<p>R</p>	<p>3) To request that a review of the contract management process of commissioned providers of Council services, in the context of the proposed 'One Council' outcomes of the new Performance Management Framework, is added to the Committee's Work Programme.</p>	<p>The Commercial Hub are working on a Council wide Contract Management Framework that will provide advice and guidance to colleagues on how to manage contracts. This should enable standardised reporting in the future.</p> <p>In relation to the 'One Council' outcomes and the links to the Performance Management Framework, the new Contract Management Framework will ensure a consistent way of monitoring contracts and deliver the outcome: <i>'services deliver value for money and have effective financial control mechanisms'</i>. Once the work is complete, metrics can be developed to ensure strategic oversight of contracts is delivered across the Council.</p> <p>The Committee's Scrutiny Support Officer is currently liaising with the relevant Officer to schedule an item on contract management in the Committee's</p>

			Work Programme for further information and scrutiny.
	R	4) To recommend that formal consultation is carried out with staff unions as part of the development of the new Performance Management Framework.	The revised PMF is still being developed and will be shared with the TUs for consultation. The response will be considered as part of the final PMF for 2024/25.

Response to Corporate Scrutiny Committee Recommendations/Actions – Appendix 2

*EDI Strategy considered at the meeting on 22 November 2023*

Committee Date	<u>Recommendation (R) / Action (A)</u>	Notes/Response
22 November 2023	Recommends the Council combine the EDI and HR portfolios under one strand/directorate to ensure consistency in approach and easier accountability. (R)	The Portfolio Holder has agreed to take this away and discuss options with colleagues. The Committee will be updated if any change to the Portfolios are made.
	Recommends that the equalities board is included in the Council's constitutional arrangements so that it has more formal footing in regards to governance and accountability. (R)	<p>The Council's constitutional arrangements will be reviewed to establish where the responsibilities of the Equalities Board would best sit. This will be done as part of the wider review of Committee arrangements arising from the saving proposal relating to Committee Administration.</p> <p>The Committee will be updated when this review has been completed.</p>
	Recommends that the reviewed grievance/escalation procedures are included in the Strategy so that employees are aware how to raise concerns. (R)	<p>The updated grievance procedures are in the process of being finalised following additional feedback from a range of internal stakeholders.</p> <p>Reference to the updated policy and guidance will be included in the EDI Strategy.</p>
	Recommends improvement to the current system to monitor and track all relevant EDI statistics and pulled together and stored centrally. (R)	The team will schedule a quarterly reporting process, so that relevant data is shared proactively. All data will be brought together to provide a

		holistic.view of the employee lifecycle and a refresh of HR data is currently underway.
	Recommends that the Strategy is treated as a 'living document' and annually re-assessed and brought back to scrutiny committee; along with action plans against each protected characteristics once completed. (R)	<p>A corporate action plan is under development and individual action plans for each directorate will be developed following launch. Plans will need to be assessed in line with D&amp;P changes and the LGA's Equality Framework for Local Government.</p> <p>An annual review of progress will be brought through Scrutiny Committee.</p>
	That the Committee receives assurance that any EDI equalities impact assessments have detailed information on how they will be actioned. (A)	The Council has an established EIA process with full guidance and training available for colleagues involved in the process. All versions of EIAs are retained for audit purposes and if mitigation actions have not been specified then the EIA is not signed off by the EDI Team until done so.
	Recommends that commissioned reports are always shared with the relevant officers, Portfolio Holders, Committee Members and the public. (R)	<p>Sharing arrangements should be agreed prior to commissioning any report and reports will be shared where appropriate to do so.</p> <p>In any case where there is to be consideration of sharing with the public due regard will need to be given to issues of confidentiality and the application of the Public Interest test</p>
	Recommends that the trade unions are formally consulted on the EDI Strategy. (R)	Trades Unions will be consulted on the EDI Strategy.
	Recommends that the committee views the Council's Whistleblowing Policy and figures on grievances be broken down by protected characteristics. (R)	<p>The whistleblowing policy is available to review on the intranet.</p> <p>As part of the review of HR data and reporting, employee relations case data will be included in</p>

		reports to ensure transparency and accountability of actions to address any identified disproportionate impacts.
	That the committee views the draft workforce strategy and HR improvement strategy. (A)	<p>The Workforce Strategy and HR Improvement Plan can be shared with Scrutiny Committee.</p> <p>The HR Improvement plan is currently under review in line with savings proposals and a revised HR service offer.</p>
	Recommends that when comparing relevant statistics the Council should compare it with local working age population data (both figures and percentages) to ascertain an accurate comparisons. (R)	Working age population data will be included in the finalised EDI strategy to ensure relevant comparison with workforce demographics.
	Recommends that the Appointments and Conditions of Service Committee covers wider recruitment and not just Corporate Director Recruitment. (R)	<p>The responsibilities of the Appointments and Conditions of Service Committee are clearly set out in its terms of reference and support the principles outlined in the remainder of the Constitution in relation to the appropriate roles for Officers and Councillors.</p> <p>Recruitment of staff is specifically covered in the Councillor/ Officer Protocol which states <i>“The management of all officers (including Political Assistants) is the responsibility of officers and ultimately the Chief Executive as Head of Paid Service.... In some officer appointments, at the level of Head of Service and above, Councillors may take part in selecting and appointing an officer.”</i></p>

		The current levels of involvement of Councillors in recruitment is felt to be appropriate and in line with these principles with the most senior officers being directly appointed by Councillors and with the option for Councillor involvement as appropriate for other posts of Head of Service level and above.
	Recommends that a Strategy is developed to address how the Council will reflect the diversity of the City. (R)	Each EDI action plan should state what actions/initiatives are being undertaken to tackle underrepresentation in each directorate, linking to workforce plan priorities and activities.
	Recommends that Portfolio Holders meet monthly with their Corporate Directors to track and monitor EDI performance in their division. (R)	EDI performance measures are yet to be agreed. It is proposed that quarterly reporting would be more relevant for Portfolio Holder discussions with their Corporate Directors.
	That a review of these recommendations and the final EDI Strategy three months after the Strategy has been implemented to assess its progress at a committee meeting. (A)	At the launch of the EDI Strategy, the Equalities Board will need to be re-established. A six-month review would be better to be able to meaningfully assess the impacts and progress.