

21 November 2023 at 7.00 pm
Council Chamber, Argyle Road, Sevenoaks

Published: 13.11.23

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https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g



Scrutiny Committee

Membership:

Chairman, Cllr. Esler; Vice-Chairman, Cllr. Penny Cole
Cllrs. Baker, Ball, Haslam, Horwood, Leaman, Manston, Robinson, Skinner and
Williamson

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes	(Pages 1 - 10)	
To approve the Minutes of the meeting of the Scrutiny Committee held on 6 July 2023, and the Special Scrutiny meeting held on 27 September 2023 as a correct record.		
2. Declarations of Interest		
Any declarations not already registered		
3. Responses of the Cabinet to reports of the Scrutiny Committee (if any)		
4. Actions from the Previous Meeting	(Pages 11 - 12)	
5. Kent Police		
Chief Inspector Elizabeth Jones will be in attendance to provide an update on crime and disorder in the District.		
6. Performance Monitoring	(Pages 13 - 28)	Lee Banks Tel: 01732 227161
7. Questions for the Portfolio Holder for Improvement and Innovation		Cllr Thornton
Portfolio Holder for Improvement and Innovation in attendance to answer questions relating to her		

Portfolio.

8. **Questions for the Portfolio Holder for Finance and Investment** Cllr Maskell
Portfolio Holder for Finance & Investment in attendance to answer questions relating to his Portfolio.
9. **Interim Update of the In-depth Scrutiny Working Group**
Update from the Homelessness working group on their progress.
10. **Review of Constitution - Scrutiny** (Pages 29 - 32) Jim Carrington-West
Tel: 01732 227286
11. **Work Plan** (Pages 33 - 34)

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

SCRUTINY COMMITTEE

Minutes of the meeting held on 6 July 2023 commencing at 7.00 pm

Present: Cllr. Esler (Chairman)

Cllr. Penny Cole (Vice Chairman)

Cllrs. Baker, Ball, Haslam, Horwood, Leaman, Manston, Robinson and Skinner

Cllr. Perry Cole was also present.

1. Minutes

Resolved: That the Minutes of the Scrutiny Committee held on 21 March 2023, be approved and signed by the Chairman as a correct record.

2. Declarations of Interest

There were none.

3. Responses of the Cabinet to reports of the Scrutiny Committee

There were none.

4. Actions from the Previous Meeting

There were none.

5. Introduction to Scrutiny

The Chief Officer, Customer and Resources gave a presentation on an introduction to Scrutiny. The presentation set out the model of Governance at the Council and summarised the main role and scope of the Scrutiny Committee as set out in part 5 of the Council's Constitution and the procedure rules for the operation of the function were set out in Appendix C.

Members asked questions of clarification which focused on Performance Indicators and Portfolio Holder attendance, call in and in-depth working groups.

Resolved: That the report be noted.

6. West Kent Housing Association Chief Executive

Agenda Item 1

Scrutiny Committee - 6 July 2023

The Chairman welcomed Tracy Allison the Chief Executive of West Kent Housing to the meeting, who gave a presentation on the work of West Kent Housing within the District. The Chief Executive provided Members with some highlights of the services which included overall customer satisfaction at 4.3 out of 5, and complaints down from 2021. West Kent Housing were also reconfirmed as 'Gold', following their Investors in People assessment, and had also recently been a finalist at the UK Housing Awards and Winner at Kent Housing Group awards.

An active approach to damp and mould was undertaken from summer 2022 and a dedicated expert had been employed to help and support residents to live well in their homes. The Chief Executive of West Kent Housing further advised on the plans for investment in their current housing stock. A key piece of work would be looking at how the current homes could be modified to meet net zero.

An overview was given on some of the recent regeneration which had taken place. There was an ambition to build more new homes, but there were further challenges ahead including the ending of s106 monies, as 47% of affordable housing nationally came from this money. A lack of planning conditions requiring affordable homes, and the continued increase of land value. Challenges also included that as a sector there were not any guidelines for net zero or the standards for new decent homes legislation, access to skills to complete the works and upward pressure on prices.

In response to Member questions the Chief Executive advised that West Kent Housing worked closely with their communities through Tenancy support officers, annual health and safety checks such as gas safety, were also carried out in house as well, which enabled yearly contact with residents. During the pandemic it was a priority to contact those who had not been in contact, as well as actively checking that anyone over 70 had been contacted to make sure that they had necessary support. Close attention was given to those residents who did not want visitors. All staff who go into homes had received safeguarding training and often some residents would only trust the West Kent Housing Team and they would work with support services. There was also support for staff in suicide awareness.

In response to questions which were centred around customer satisfaction, Members were advised that in 2021 all residents were written to, asking them to complete a survey which was undertaken by an independent organisation for satisfaction. The survey covered a range of questions including benchmarks which were used across the sector. West Kent Housing also introduced their own rant and rave survey. This survey was sent to residents who had received a service within the month and asked for their rating. If a low rating was provided, a follow up call would take place to find out what went wrong and satisfaction levels had increased. This was carried out alongside a random survey for tenants on their thoughts of the service which all Local Authorities who hold housing stock carried out.

The Chief Executive advised that responsive repair measures had been in place for some time, and now included monitoring emergency repair times, urgent, and routine repairs within the agreed timeframe. It was unfortunate that they had had difficulties with a sub-contractor, and this had led to low satisfaction rates. Monitoring was also

Scrutiny Committee - 6 July 2023

undertaken on sub-contractors and satisfaction rates for data and benchmarking. There was also a residents scrutiny panel who reviewed the key performance indicators.

In response to further questions, Members were informed that each month all unoccupied homes were reviewed, and an update was provided as to the process. Monitoring was undertaken on how long it takes for a property to be ready and how quickly it was re-let, as well as moving in satisfaction surveys undertaken. The Chief Executive advised that void days were measured once the property had been let. Recently there had been delays with some properties being let as there were specific requirements that had to be met, such as level of needs or older people's housing. The team were always looking at ways they could negotiate around some requirements based on the needs of individuals. A key project would be looking at the needs of older people.

This was the first Strategic Partnership agreement between the Council and West Kent Housing, and it was helpful for the sharing of priorities.

In response to funding questions, Members were advised that it was impossible to compete against commercial developers, but if site were purchased through West Kent Housing, then the Homes Grant would be available as it would be investigated for grant provision for shared ownership/social rent. The challenge would remain, at bidding costs, and therefore it was important to be looking at how to regenerate some of the existing sites and better use of the space available. The Business plan was regulated, and stress tested. There were challenges but there were steps and governance in place to help manage. Impact of the increases in costs were having an impact and priorities were looked at for replacing windows and doors over bathroom and kitchens.

The Committee expressed their thanks to The Chief Executive of West Kent Housing for her attendance.

7. Performance Monitoring

Members considered the report which summarised performance across the Council as at the end of March 2023. Members were asked to consider 13 performance indicators which were performing at 10% or more below their target with a commentary from Officers explaining the reasons and detailing any plans to improve performance.

Members discussed Performance Indicators LPI_DS Waste 002, 003, 004 and 005 and noted that the spike had been due to the change in the collection rounds, but were pleased to see that there was a continuing downward trend. Members further discussed recycling rates and whether Cabinet should be asked to look into this area in more detail in addition to potential future focus of the Scrutiny Committee.

In response to questions regarding audit actions fully implemented within agreed timescales (LPI_AUL1), Members were advised that the targets from internal audits

were agreed with the Managers of the service area. If a deadline was missed, it would be referred to the Chief Officer, Finance & Resources as the responsible officer and he would have to be satisfied for the reason the deadline was missed. It was likely that if a target was missed there were a range of factors which influenced this, some of which may be external factors.

Members further debated a number of performance indicators, discussing the value of the indicator and whether it provided qualitative or quantitative data and the impact of the indicator. Particular focus was given to the LPI_CDH 05 and LPI_CS001 and LPI_CS 002.

Action: For Performance Indicator PLI_CDH 05 be considered for rewording to provide more specific qualitative data.

It was explained by the Chief Officer Customer & Resources that the performance Indicators were set with the relevant service areas and Managers, in conjunction with the Chief Officer and Members as appropriate. The indicators were part of a wider set of internal management data collection which included further quantitative data. When they were reviewed, the indicators would follow a process which included going to the relevant Portfolio Holder, this could be as often as necessary. Currently a review of a number of Performance Indicators was being undertaken.

Some are national indicators, which are set by Government, others were industry best practice and others were slightly more historic and council processes were changing and it was important to bring the monitoring up to date. It was important as Officers the indicators were challenging and were based on SMART Targets (specific, measurable, achievable, realistic, time bound).

Action: For the Scrutiny Committee, be updated on the process of reviewing Performance Indicators.

Resolved: That

- a) the report be noted; and
- b) Cabinet, be asked to look at the Performance Indicator for recycling rates within the District.

8. Establishment of In-depth Scrutiny Working Group

The Committee considered various areas for a new In-Depth Scrutiny Working Group to carry out a detailed evaluation. Members discussed the Council's response to Homelessness, waste and recycling collections. Following discussions on working

Scrutiny Committee - 6 July 2023

groups a motion was put to vote whether to constitute a second working group to look at waste and recycling. The motion was put to the vote and it was lost.

Debate continued on the Terms of Reference of the working group and membership.

Resolved: That

- a) an In-depth Scrutiny Working Group be set up consisting of Cllrs: Horwood (Chairman), Baker, Leaman, Manston and Scott (co-opted);
- b) The working group consider the challenges and available measures relating to homelessness prevention including the approach and suitability of out of district placements; and
- c) A report on the work of the In-Depth Scrutiny Working Group and any recommendations be brought to a future meeting of the Committee for consideration.

9. Work Plan

The work plan was discussed, and the following additions were agreed:

21 November 2023

- West Kent Police
- Portfolio Holder for Improvement & Innovation
- Portfolio Holder for Finance & Investment

9 January 2023

- Local Water companies
- Portfolio Holder for Cleaner & Greener
- Portfolio Holder for People & Places

19 March 2023

- Everyone Active
- Portfolio Holder for Development & Conservation
- Portfolio Holder for Housing & Health

THE MEETING WAS CONCLUDED AT 9.45 PM

CHAIRMAN

SCRUTINY COMMITTEE

Minutes of the meeting held on 27 September 2023 commencing at 7.00 pm

Present: Cllr. Penny Cole (Vice Chairman in the Chair)

Cllrs. Baker, Ball, Penny Cole, Haslam, Horwood, Leaman, Manston, Robinson, Skinner and Williamson

An apology for absence was received from Cllr. Esler

Cllrs. Barnett, Edwards-Winsor, Grint, Hogarth, Maskell, McArthur, James Morgan, Reay, Silander, Thornton, White and Williams were also present.

Cllr. Malone was also present via a virtual media platform which does not constitute attendance as recognised by the Local Government Act 1972.

10. Declarations of Interest

Councillor Horwood declared for reasons of transparency that he worked for UK Network Power which had access rights over one of the parcels of land.

11. Call-in of Executive Decision from the meeting of Cabinet on 19 September 2023

The Chairman welcomed everyone to the meeting explaining that the decisions taken by Cabinet on 19 September 2023, relating to the disposals of land tranche 2 had been called in by five cross party Members. Members were reminded that the purpose of the meeting was not to re-debate the item but to address matters relating to the decision that had not already been covered elsewhere, the rationale for the decision and whether it took into account all relevant information available at the time.

The Chairman invited one of the signatories to address the Committee. In addressing the Committee, Members were advised that the decision was called-in to look at the process, consultation, discretion and priorities of the Council. As well as to consider whether the process undertaken was transparent in consultation, had considered all the options available to Cabinet in regards to disposing of the land, and the policies of the Council. The Chairman allowed for further Members of the signatories and Scrutiny Committee to raise questions for the Leader and Portfolio Holder for Finance & Investment to respond to.

In response to questions regarding emails, the Leader advised that she was unable to comment on emails three and four contained within the supplementary agenda as they were not emails that were sent to officers and the top and tail information was

Agenda Item 1

Scrutiny Committee - 27 September 2023

missing. She was however, aware that emails had been sent to local Members and the parish clerks on 3rd and 4th August 2023, and the Officer had concluded the email with “if you have any queries please do not hesitate to contact me.” This opened the dialogue for any conversation to take place. In regards to emails one and two as provided in the supplementary agenda, it stated that “in principle, Leigh Parish Council has no objection.”

She further responded to the questions by advising that concerns had been well debated at Finance & Investment Advisory Committee (FIAC) and at Cabinet. At the Cabinet meeting she had allowed for extensive questioning from Members not on the Committee in order to allow for full understanding of concerns. It was debated at the time and she as Chair was satisfied that all concerns and correspondence had been addressed, and so moved the recommendation as set out within the Cabinet papers. The Leader further informed the Committee that the Council was not obliged to seek views on the disposal of this land, but at other times it was essential this was carried out. She was satisfied that it was well debated, and it was a financial decision based on good practice and the Council’s legal duty, as well as following the council’s own process. Officers had considered all the options before putting it forward as the best option to dispose of. The land at Fostall, Leigh was not recognised Green Space nor Green Belt land.

The Portfolio Holder for Finance & Investment further confirmed that they were aware of the concerns following FIAC and had challenged officers with regards to the email trails, amenity land and the local people, but it was duly noted that the land was not designated as open space and the land had previously been built on and could be redeveloped in the future as noted by Leigh Parish Council in their email.

The Strategic Head of Commercial and Property advised that following the debate at FIAC, records and email exchanges were re-checked for clarity. As a result of these checks, Cabinet were updated with the information at the meeting. He confirmed that the Clerk had responded to the email on 9 August 2023.

In response to further points and questions raised regarding net zero and council policies regarding wellbeing, the Leader advised that there were policies in place which considered net zero and by disposing of Capital assets the proceeds would fund Council approved capital projects. All of the options available were considered and there were occasions where finances would be considered against wellbeing. The Portfolio Holder for Finance & Investment further advised reinvestment could be used on projects that would benefit the district wide community rather than just smaller parishes.

Members of the signatories to the call-in raised additional discussion points, which expressed some of their concern regarding consideration given to best consideration versus general disposal consent. Further discussion centred on transparent engagement with residents, Parish Councils and Advisory Committees. Thoughts were also given to whether sufficient consultation had taken place and if enough consideration had been given to economic and environmental factors and if further

emphasis should have been given to these factors in more detail in the papers and debate.

The Leader, through the Chairman suggested that the Strategic Head of Commercial and Property may be able to comment further. In response to this, he advised that deliberations had considered general disposal consent, with both FIAC and Cabinet being advised of the options available. The Leader continued to respond to comments, that the email seen provided clear dates with correspondence with the Parish Council. It was unfortunate that the land could not be gifted, but financial considerations had to be given and it would be down to those who purchase the land to consider affordable housing. She also noted that stakeholders would be advised when the land was being disposed of. The decision to dispose of the land had been based on facts provided, and well debated with wider Member participation for full discussion. The process for disposal of land was a long thorough process and was thoroughly considered before being brought to Members for their considerations.

In response to a point raised, the Chairman advised that as stated in the papers, the email stated that in principle, there was no objection. Some suggestions had also been put forward for the land and it was the decision of Cabinet following the information provided. In summing up the Chairman advised that given the debate, she felt the Council had conclusively consulted, and had a reply back from the parishes. She therefore moved that the Scrutiny Committee decides not to take any further action. The motion was put to the vote and it was

Resolved: That no further action be taken, and the decision be implemented.

THE MEETING WAS CONCLUDED AT 8.12 PM

CHAIRMAN

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Actions From The Scrutiny Committee Meeting Held On 06 July 2023

Action	Meeting date	Description	Last updated on 24/10/23	Contact Officer
Action 1	6 July 2023	For Performance Indicator PLI_CDH 05 be considered for rewording to provide more specific qualitative data.	The indicator is set out by KCC as part of their monitoring of the One You project and data must be reported back to them in the form requested.	Lee Banks Ext: 7161
Action 2	6 July 2023	For the Scrutiny Committee to be updated on the process of reviewing Performance Indicators.	Performance indicators are reviewed annually as part of the service planning process. Indicators and targets are agreed with the Portfolio Holder. Scrutiny Committee receive reports annually and refer indicators to Cabinet for further consideration if they are dissatisfied with performance levels and any actions proposed by Officers through their commentary.	Lee Banks Ext: 7161

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PERFORMANCE REPORT

Scrutiny Committee - 21 NOVEMBER 2023

Report of: Chief Executive

Status: For Consideration

Key Decision: No

This report supports the Council Promise to provide value for money

Portfolio Holder: Cllr. Julia Thornton

Contact Officer: Lee Banks, Ext. 7161

Recommendation to Scrutiny Committee:

- (a) Members note the contents of the report; and
- (b) If Members are dissatisfied by actions being taken to improve performance they consider referring areas of underperformance to Cabinet.

Reason for recommendation: To ensure that the performance of services is considered and reviewed by Members.

Introduction and Background

- 1 Scrutiny Committee receive an update at each of their meetings on any performance indicators which are not meeting their target level. Appended to this report is an exceptions report with a commentary from officers explaining the reasons why performance is not within 10% of target and detailing any actions the service is planning to take to improve performance levels.

Performance Overview

- 2 This report updates Members on performance during the 2023/24 financial year. The table on the following page summarises performance levels as at the end of September 2023.

Agenda Item 6

Status	Current Month	Year To Date
Green <i>At or above target</i>	43 (79.6%)	42 (76.4%)
Amber <i>Less than 10% below target</i>	3 (5.6%)	6 (10.9%)
Red <i>10% or more below target</i>	8 (14.8%)	7 (12.7%)

* There is one monthly indicator, as shown in Appendix A, where no performance is reported for the month (LPI DS CLEAN 003)

- 3 Provided as Appendix A to this report are details of the nine indicators where performance is 'Red' and missing the target level by 10% or more.
- 4 Commentary is provided for each of the 'red' performance indicators explaining why target has not been met and the actions that are planned to improve performance.

Portfolio Holder Performance Reports

- 5 The following performance reports are also provided as Appendices to this report:
 - Appendix B - Improvement & Innovation Portfolio performance report
 - Appendix C - Finance & Investment Portfolio performance report
- 6 Where performance is 'red' and missing the target level by 10% or more Officers have provided a commentary for Members consideration.

Other Options Considered and/or Rejected

- 7 None.

Key Implications

Financial

- 8 Effective performance management monitoring arrangements will assist the Council in diverting resources to areas or services where it is considered to be a greater priority.

Legal Implications and Risk Assessment Statement

- 9 Robust arrangements are in place to ensure that the risk of inaccurate data being reported to Members is minimised and assurance can be placed on the accuracy of data used to assess performance. By reporting to Members and ensuring all Members are able to access the Council's performance

management system the risk of poor performance not being identified or addressed is reduced.

Equality Impacts

- 10 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

- 11 The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Conclusions

- 12 This report to Members summarises performance across the Council as at the end of September 2023. Members are asked to consider nine performance indicators which are performing 10% or more below their target and if the actions being taken by Officers are not deemed sufficient are recommended to refer those indicators to the Cabinet for further assessment.

Appendices

Appendix A - Exceptions Report

Appendix B - Improvement & Innovation Portfolio performance report

Appendix C - Finance & Investment Portfolio performance report

Background Papers

None


Dr Pav Ramewal


Chief Executive


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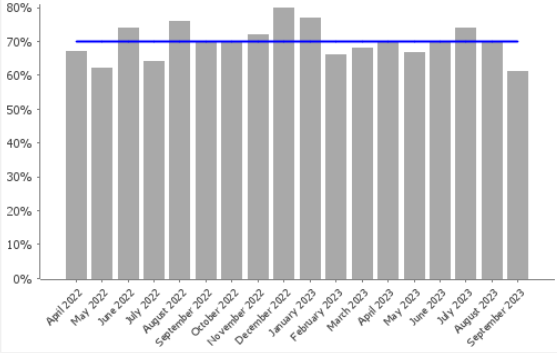

Appendix A – Exceptions Report

Key:

 Green – Performance is at or above target

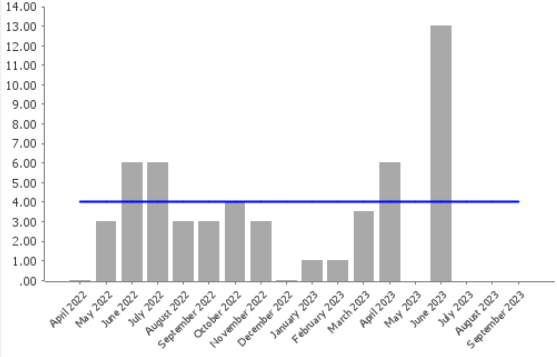


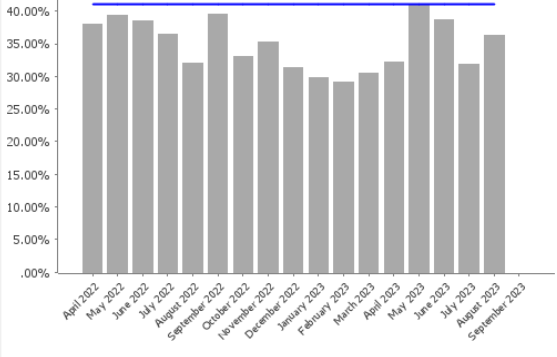

 Amber – Performance is less than 10% below target


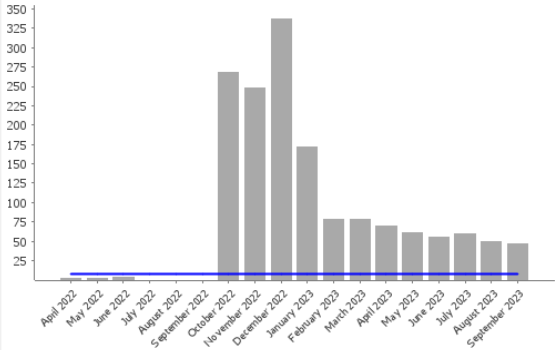


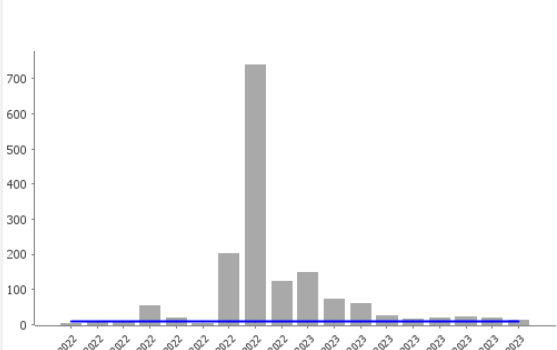

 Red – Performance is 10% or more below target


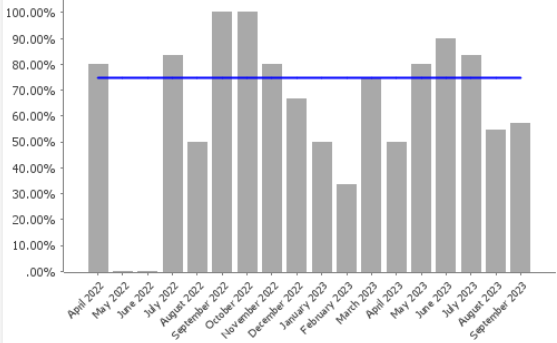


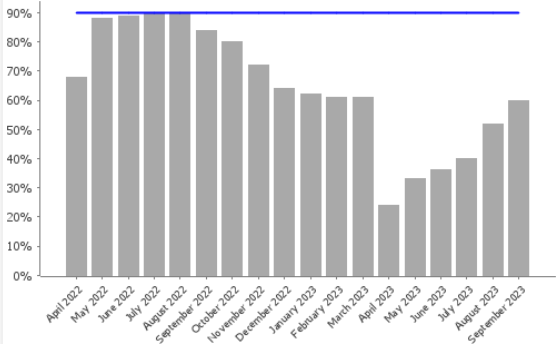

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_BC 03	Market Share	61.3%	70%			68.6%	70%		<p>Resources available within the Team during September meant that the usual level of work was not able to be undertaken. Once a vacancy has been filled the Team will be able to undertake usual levels of work and regain market share.</p> <p>The annual performance is currently amber and expected to meet target.</p>


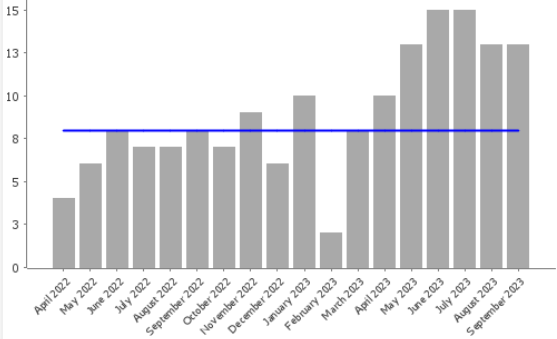


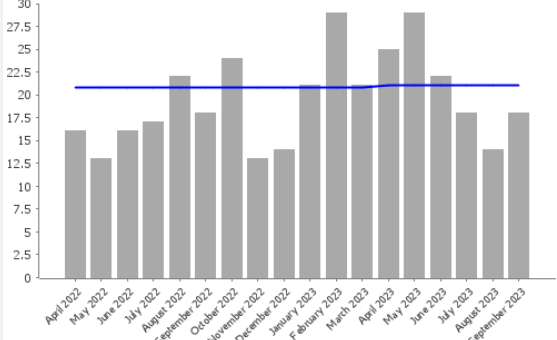

Page 17

Agenda Item 6

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_DS Clean 003	Average number of days taken to remove abandoned vehicles	N/A	4.00	N/a		9.5	4		For the year to date, the Council has been required to remove two abandoned vehicles from its land. There were none to remove in September. Whilst it is usual to remove within the four day target, the pressure on Council resources to ensure priority work such as waste collections has had an impact on the resource available and time taken to remove abandoned vehicles.
LPI_DS Waste 001	Percentage of household waste sent for reuse, recycling and composting	36.3%	41%			36.3%	41%		The current recycling rates across the district are consistently averaging 36%. We continue to take part in local and county initiatives aimed at encouraging residents to recycle more waste. Further projects to decrease over-use of the black sack general waste system may be required to improve recycling rates further. The Government are expected to confirm the requirement to collect food waste separately no later than March 2026, which would also have a positive effect on the overall amount of waste recycled.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_DS Waste 002	Number of missed collections per 100,000	46.8	8			56.9	8		<p>The council introduced new waste collection rounds in late 2022 that affected every household in the district for rubbish, recycling and garden waste. This was the first change in over 10 years, with new collection days and introducing a zonal system for waste collections.</p> <p>The collection crews have worked hard to reduce the level of missed collections and where collections are missed the majority are collected on the following working day.</p>
LPI_DS Waste 004	Number of missed green waste collections	12	9			109	54		<p>High levels of black sack waste being left out for collection, staff absences and the use of temporary staff to ensure collection rounds can be completed has contributed to performance levels. Proposals are being made through the budget setting process to increase staffing capacity to ensure a high level of service is delivered to residents.</p>

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_DM 009	Percentage of appeals against planning application refusal dismissed	57.1%	75%			66.1%	75%		<p>To the end of September there were 56 appeals against planning decisions, of which 37 have been dismissed.</p> <p>The successful appeals did not indicate trends that would impact on future appeal decisions.</p>
LPI_EH 006	Percentage of planning applications provided with comments within 21 days of receipt	60%	90%			60%	90%		<p>The Environmental Protection Team have reduced reliance on external contractors to deliver this aspect of the service and consequently there has been less dedicated resource allocated to the delivery of this PI.</p> <p>Team training is enabling a wider range of Officers to provide responses and is having a positive impact on performance.</p> <p>However, heavy workloads and staff absences has limited the ability to meet target in the first half of the year.</p>

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note																																						
LPI_HB 04	Average number of days to process a change in circumstances for Housing Benefit (monthly)	13	8		 <table border="1"> <caption>Performance Chart Data (Approximate)</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>April 2022</td><td>4.5</td></tr> <tr><td>May 2022</td><td>6.5</td></tr> <tr><td>June 2022</td><td>8.5</td></tr> <tr><td>July 2022</td><td>7.5</td></tr> <tr><td>August 2022</td><td>7.5</td></tr> <tr><td>September 2022</td><td>7.5</td></tr> <tr><td>October 2022</td><td>7.5</td></tr> <tr><td>November 2022</td><td>9.5</td></tr> <tr><td>December 2022</td><td>6.5</td></tr> <tr><td>January 2023</td><td>10.5</td></tr> <tr><td>February 2023</td><td>2.5</td></tr> <tr><td>March 2023</td><td>10.5</td></tr> <tr><td>April 2023</td><td>13.5</td></tr> <tr><td>May 2023</td><td>15.5</td></tr> <tr><td>June 2023</td><td>15.5</td></tr> <tr><td>July 2023</td><td>13.5</td></tr> <tr><td>August 2023</td><td>13.5</td></tr> <tr><td>September 2023</td><td>13.5</td></tr> </tbody> </table>	Month	Value	April 2022	4.5	May 2022	6.5	June 2022	8.5	July 2022	7.5	August 2022	7.5	September 2022	7.5	October 2022	7.5	November 2022	9.5	December 2022	6.5	January 2023	10.5	February 2023	2.5	March 2023	10.5	April 2023	13.5	May 2023	15.5	June 2023	15.5	July 2023	13.5	August 2023	13.5	September 2023	13.5	13	8		The Team has experienced a number of absences related to ill-health. Work is prioritised to ensure new claims are assessed to target time. High workloads, coupled with insufficient resource has meant that not all changes to circumstances are assessed within the 8 day target.
Month	Value																																														
April 2022	4.5																																														
May 2022	6.5																																														
June 2022	8.5																																														
July 2022	7.5																																														
August 2022	7.5																																														
September 2022	7.5																																														
October 2022	7.5																																														
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December 2022	6.5																																														
January 2023	10.5																																														
February 2023	2.5																																														
March 2023	10.5																																														
April 2023	13.5																																														
May 2023	15.5																																														
June 2023	15.5																																														
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August 2023	13.5																																														
September 2023	13.5																																														
Page 21 R01	Total number housed through Sevenoaks District Housing Register nomination	18	21		 <table border="1"> <caption>Performance Chart Data (Approximate)</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>April 2022</td><td>16.5</td></tr> <tr><td>May 2022</td><td>13.5</td></tr> <tr><td>June 2022</td><td>16.5</td></tr> <tr><td>July 2022</td><td>17.5</td></tr> <tr><td>August 2022</td><td>22.5</td></tr> <tr><td>September 2022</td><td>18.5</td></tr> <tr><td>October 2022</td><td>24.5</td></tr> <tr><td>November 2022</td><td>13.5</td></tr> <tr><td>December 2022</td><td>14.5</td></tr> <tr><td>January 2023</td><td>21.5</td></tr> <tr><td>February 2023</td><td>29.5</td></tr> <tr><td>March 2023</td><td>21.5</td></tr> <tr><td>April 2023</td><td>25.5</td></tr> <tr><td>May 2023</td><td>29.5</td></tr> <tr><td>June 2023</td><td>22.5</td></tr> <tr><td>July 2023</td><td>18.5</td></tr> <tr><td>August 2023</td><td>14.5</td></tr> <tr><td>September 2023</td><td>18.5</td></tr> </tbody> </table>	Month	Value	April 2022	16.5	May 2022	13.5	June 2022	16.5	July 2022	17.5	August 2022	22.5	September 2022	18.5	October 2022	24.5	November 2022	13.5	December 2022	14.5	January 2023	21.5	February 2023	29.5	March 2023	21.5	April 2023	25.5	May 2023	29.5	June 2023	22.5	July 2023	18.5	August 2023	14.5	September 2023	18.5	126	126		<p>Demand for social housing remains high in the District. The number of available nominations depends on the availability of accommodation from our Registered Provider partners (WKHA/Moat/Orbit).</p> <p>Bringing the housing register allocations back in-house has been a key factor in delivering improved performance.</p>
Month	Value																																														
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Appendix B – Exceptions Report

Key:



Green – Performance is at or above target



Amber – Performance is less than 10% below target




Red – Performance is 10% or more below target


Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_BC LC 001	Average number of days to process a land charge search	5.97	10			4.75	10		Commentary is only provided for 'red' indicators


Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_HR001	The average number of working days lost to sickness absence per FTE	3.6	4.5	✔		3.6	4.5	✔	Commentary is only provided for 'red' indicators
LPI_HR002	Number of weeks to recruit from advert to point of offer / acceptance	3.8	12	✔		3.8	12	✔	Commentary is only provided for 'red' indicators


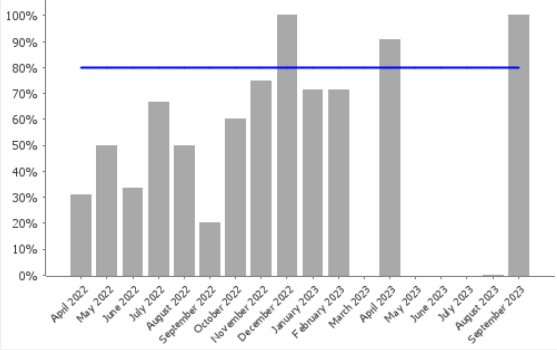

Appendix C – Exceptions Report

Key:

 Green – Performance is at or above target

 Amber – Performance is less than 10% below target

 Red – Performance is 10% or more below target


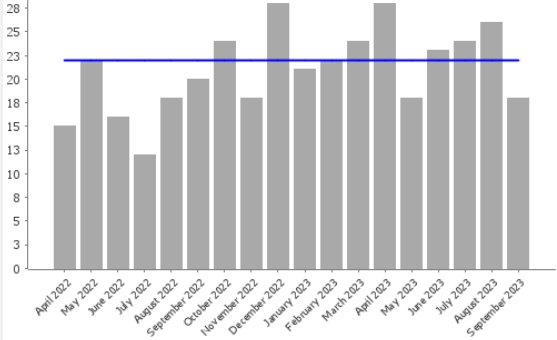


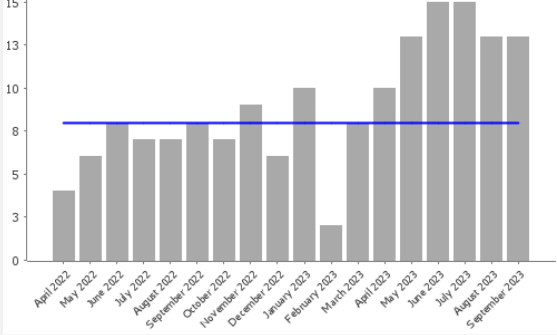

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_AUL 1	Sevenoaks: Audit actions fully implemented within agreed timescales	100%	80%			83.33%	80%		Commentary is only provided for 'red' indicators

Page 25

Agenda Item 6

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_BR 04	The percentage of business rates collected in-year (Cumulative)	58%	56%	✔		58%	56%	✔	Commentary is only provided for 'red' indicators
LPI_CT 04	The percentage of council tax collected in-year (cumulative)	57.8%	57%	✔		57.8%	57%	✔	Commentary is only provided for 'red' indicators

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note																																						
LPI_FS 001	The percentage of undisputed invoices paid within 30 days or agreed terms	99.07%	99%	✔	<table border="1"> <caption>Performance Chart Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2022</td><td>99.5%</td></tr> <tr><td>May 2022</td><td>99.5%</td></tr> <tr><td>June 2022</td><td>99.5%</td></tr> <tr><td>July 2022</td><td>99.5%</td></tr> <tr><td>August 2022</td><td>99.5%</td></tr> <tr><td>September 2022</td><td>99.5%</td></tr> <tr><td>October 2022</td><td>99.5%</td></tr> <tr><td>November 2022</td><td>99.5%</td></tr> <tr><td>December 2022</td><td>99.5%</td></tr> <tr><td>January 2023</td><td>99.5%</td></tr> <tr><td>February 2023</td><td>99.5%</td></tr> <tr><td>March 2023</td><td>99.5%</td></tr> <tr><td>April 2023</td><td>99.5%</td></tr> <tr><td>May 2023</td><td>99.5%</td></tr> <tr><td>June 2023</td><td>99.5%</td></tr> <tr><td>July 2023</td><td>99.5%</td></tr> <tr><td>August 2023</td><td>99.5%</td></tr> <tr><td>September 2023</td><td>99.5%</td></tr> </tbody> </table>	Month	Percentage	April 2022	99.5%	May 2022	99.5%	June 2022	99.5%	July 2022	99.5%	August 2022	99.5%	September 2022	99.5%	October 2022	99.5%	November 2022	99.5%	December 2022	99.5%	January 2023	99.5%	February 2023	99.5%	March 2023	99.5%	April 2023	99.5%	May 2023	99.5%	June 2023	99.5%	July 2023	99.5%	August 2023	99.5%	September 2023	99.5%	99.37%	99%	✔	Commentary is only provided for 'red' indicators
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Page 273 LPI_FS	Sundry debts outstanding more than 60 days	£38,579	£40,000	✔	<table border="1"> <caption>Performance Chart Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr><td>April 2022</td><td>£42,000</td></tr> <tr><td>May 2022</td><td>£46,000</td></tr> <tr><td>June 2022</td><td>£52,000</td></tr> <tr><td>July 2022</td><td>£41,000</td></tr> <tr><td>August 2022</td><td>£28,000</td></tr> <tr><td>September 2022</td><td>£46,000</td></tr> <tr><td>October 2022</td><td>£44,000</td></tr> <tr><td>November 2022</td><td>£39,000</td></tr> <tr><td>December 2022</td><td>£28,000</td></tr> <tr><td>January 2023</td><td>£32,000</td></tr> <tr><td>February 2023</td><td>£28,000</td></tr> <tr><td>March 2023</td><td>£31,000</td></tr> <tr><td>April 2023</td><td>£22,000</td></tr> <tr><td>May 2023</td><td>£26,000</td></tr> <tr><td>June 2023</td><td>£18,000</td></tr> <tr><td>July 2023</td><td>£22,000</td></tr> <tr><td>August 2023</td><td>£26,000</td></tr> <tr><td>September 2023</td><td>£38,579</td></tr> </tbody> </table>	Month	Value (£)	April 2022	£42,000	May 2022	£46,000	June 2022	£52,000	July 2022	£41,000	August 2022	£28,000	September 2022	£46,000	October 2022	£44,000	November 2022	£39,000	December 2022	£28,000	January 2023	£32,000	February 2023	£28,000	March 2023	£31,000	April 2023	£22,000	May 2023	£26,000	June 2023	£18,000	July 2023	£22,000	August 2023	£26,000	September 2023	£38,579	£38,579	£40,000	✔	Commentary is only provided for 'red' indicators
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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Year to date 2023/24 Value	Year to date 2023/24 Target	Year to date 2023/24 Status	Latest Note
LPI_HB 02	Average number of days to process a new claim for Housing Benefit (Monthly)	18	22			23	22		Commentary is only provided for 'red' indicators
LPI_HB 04	Average number of days to process a change in circumstances for Housing Benefit (monthly)	13	8			13	8		The Team has experienced a number of absences related to ill-health. Work is prioritised to ensure new claims are assessed to target time. High workloads, coupled with insufficient resource has meant that not all changes to circumstances are assessed within the 8 day target.

REVIEW OF CONSTITUTION - SCRUTINY

Scrutiny Committee – 21 November 2023

Report of: Chief Officer Customer and Resources

Status: For Consideration

Key Decision: No

Contact Officer: Jim Carrington-West, Ext. 7286

Recommendation to the Scrutiny Committee:

That members of the Scrutiny Committee note the contents of the report and pass any comments to the Chief Officer Customer and Resources by 11 December 2023

Reason for recommendation: In order that a report may be presented to the Governance Committee to consider changes to Part 5 and Appendix C of the constitution.

Introduction and Background

- 1 The local elections in May this year resulted in a number of new Councillors and subsequent changes to committee memberships in line with political proportionality. There has followed an initial Scrutiny meeting in July and a further meeting in September to consider the call-in of an executive decision.
- 2 It is apparent from this initial period that the information contained within the Council's constitution relating to Scrutiny matters and in particular the call-in process could be clearer and more helpful to the democratic process.
- 3 Following a number of questions raised by Councillors and at the request of the Chief Executive, it is proposed that the Chief Officer Customer and Resources presents a report to the Governance Committee to inform potential changes to procedure rules. Following consideration at Governance Committee a report could then be made to Council to adopt recommended changes to the constitution.
- 4 In order to assist the writing of a report to the Governance Committee it would be useful to canvass the views of Councillors more widely, including those of the Scrutiny Committee.
- 5 It is therefore recommended that any views or suggestions that Councillors may have in relation to Part 5 and Appendix C of the Constitution are sent to the Chief Officer Customer and Resources by 11 December 2023.

Agenda Item 10

Other options Considered and/or rejected

No action could be taken, however this is unlikely to result in any change or improvement to the current Scrutiny processes.

Key Implications

Financial

There are no financial implications arising directly from this report. Any financial implications arising from the further consideration of the areas of the constitution within the scope of this report will be assessed and reported on at the relevant time.

Legal Implications and Risk Assessment Statement

The Council exercises its powers and duties in accordance with the law and its Constitution. The Constitution allows decisions to be taken efficiently and effectively and provides mechanisms to hold decision-makers (including those participating on the Scrutiny Committee) to public account.

The Scrutiny Committee discharges the functions conferred by section 9F of the Local Government Act 2000 to support the work of the Cabinet and the Council as a whole. The Scrutiny Committee Procedure Rules are contained within Appendix C of the Constitution. The Scrutiny Committee terms of reference are contained within Part 5.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Background Papers

Constitution of Sevenoaks District Council

Part 5 – Scrutiny Function:

<https://cds.sevenoaks.gov.uk/ecSDDisplayClassic.aspx?ID=2137&RPID=31658672&sch=doc&cat=13284&path=13284%2c13284&J=7>

Appendix C – Scrutiny Committee Procedure Rules:

<https://cds.sevenoaks.gov.uk/ecSDDisplayClassic.aspx?ID=2164&RPID=31658672&sch=doc&cat=13284&path=13284%2c13284&J=7>

Jim Carrington-West

Deputy Chief Executive and Chief Officer – Customer and Resources

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Scrutiny Committee Draft Work Plan as at 24 October 2023

Committee Date	9 January 2023	19 March 2024	Summer 2024
External Invitees	Local Water Companies South East Water – Chief Executive (Confirmed)	Everyone Active	
Scrutiny Committee	Performance Monitoring Portfolio Holder for Housing & Health Portfolio Holder for Development & Conservation	Portfolio Holder for People & Places Portfolio Holder for Cleaner & Greener	Performance Monitoring
In-Depth Scrutiny	In Depth Scrutiny – Homelessness final report		
Committee Date	Autumn 2024	Winter 2024	Spring 2025
External Invitees			
Scrutiny Committee	Performance Monitoring	Performance Monitoring	Performance Monitoring
In-Depth Scrutiny			

Past In-Depth Scrutiny Working Groups

2015/16

Leisure – Cllrs. Ball, Brown (Chairman), Clack and Kitchener

2016/17

Property Investment – Cllrs. Clack (Chairman), Hogg, Kitchener and Purves

2018/19

Staffing Levels – Cllrs. Brown (Chairman), Ball, Hogg and Purves

2019/21

TV Service – Cllrs. Pender (Chairman), Ball, Kitchener and Purves

2021/22

Covid-19 Response – Cllrs. Osborne-Jackson (Chairman), Layland, London and Pender

External Invitees

2019/21

- 16/7/19 – Sencio Sevenoaks Leisure Centre (Chief Executive, Jane Parish)
- 30/1/20 – Kent Police (Chief Inspector Jon Kirby)
- 14/7/20 – KCC Cabinet Member, Richard Long (Education and Skills)
- 10/11/20 – Sencio Sevenoaks Leisure Centre (Chief Executive, Jane Parish)
- 10/11/20 – The Stag Theatre (Chief Executive, Andrew Eyre)
- 12/1/21 – Kent Police (Chief Inspector Mark Stubberfield)
- 23/3/21 – Sevenoaks & District Chamber of Commerce (Chief Executive, Julie Phillips)

2021/22

- 9/11/21 - KCC Highways (David Brazier, KCC Cabinet Member for Highways and Transport)
- 22/03/22 - Dartford & Gravesham NHS Trust (Steve Fenlon)

2022/23

- 12/07/22 - Kent Police (Inspector Matt Atkinson)

- 8/11/22 – KCC Highways (David Brazier, KCC Cabinet Member for Highways and Transport)
- 19/01/23 -Sencio Community Leisure, Chief Executive (Jane Parish)
- 21/03/23 - Chief Executive, Kent Community Health NHS Foundation Trust (Mairead McCormick)

2023/24

-

Suggested External Invitees

- KCC Cabinet Member for Education and Skills
- Chief Executive West Kent Housing
- Sevenoaks Leisure Centre Operators