

10 November 2020 at 5.00 pm

This meeting will be held virtually via Zoom,
and livestreamed here:

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

Despatched: 02.11.20



Scrutiny Committee

Membership:

Chairman, Cllr. Brown; Vice-Chairman, Cllr. London
Cllrs. Ball, Barnes, Kitchener, Layland, Morris, Osborne-Jackson, Pender, Purves
and Williamson

Agenda

	Pages	Contact
Apologies for Absence		
1. Minutes To approve the Minutes of the meeting of the Committee held on 14 July 2020, as a correct record.	(Pages 1 - 6)	
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 (if any)		
5. Stag Theatre Chief Executive, Andrew Eyre, and Business Development & Marketing Manager, Lisa Whitbread in attendance to answer questions about The Stag Theatre.		
6. Performance Monitoring	(Pages 7 - 22)	Lee Banks Tel: 01732 227161
7. Questions to the Portfolio Holder for Finance & Investment	(Pages 23 - 24)	
8. In-Depth Scrutiny Working Group CCTV		
9. Work Plan	(Pages 25 - 26)	
10. Sencio Leisure Centre Jane Parish, Chief Executive of Sencio Sevenoaks Community Leisure to give a presentation.		

EXEMPT INFORMATION

Consideration of Exempt Information

Recommendation: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering item 10 above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information))

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 14 July 2020 commencing at 7.00 pm

Present: Cllr. Brown (Chairman)

Cllr. London (Vice Chairman)

Cllrs. Ball, Barnes, Firth, Kitchener, Layland, London, Morris, Pender, Purves and Williamson

Cllrs. Dyball and Thornton were also present.

28. Minutes

Resolved: That the Minutes of the meeting of the Scrutiny Committee held on 30 January 2020 be approved and signed by the Chairman as a correct record.

29. Declarations of Interest

Cllr Barnes declared for reasons of transparency that she was a Teaching Assistant in various schools in the area.

Councillor Brown declared for reasons of transparency that he had a child who had gone through the Grammar School selection process.

Councillor Firth declared for reasons of transparency that she had founded a community interest company for free catch up education classes in Kent.

Councillor London declared for reasons of transparency that he was a school governor at a school in Sevenoaks.

Councillor Pender declared for reasons of transparency that he taught at a Kent School but it was not in the District.

30. Responses of the Cabinet to reports of the Scrutiny Committee (if any)

There were none.

CHANGE IN AGENDA ITEM ORDER

With the Committees agreement the Chairman brought forward consideration of agenda items 6, 7 and 8.

31. KCC Cabinet Members for Children, Young People and Education

The Chairman welcomed KCC Cabinet Member for Education and Skills, Richard Long and Area Educational Officer for North Kent, Ian Watts to the meeting who gave a presentation on the provision of education within the district, including the provision of school places, standards, performance and intake.

In response to questions Members were advised that following the change in admissions arrangements for Skinners Grammar school it was unknown if it had impacted the number of students from the District as the school had been following the criteria since 2018. Academies, free schools and voluntary aided schools were able to set their own admissions criteria with some input from KCC. The admissions code gave examples of how the criteria should work. In relation to preferential placements for children of parents who worked at the school, the parent would have had to have worked at the school for 2 years before the priority place could be given, or be in a skill selective post. In regards to Grammar schools the child would still need to pass the assessment but could have a higher ranking in placement.

Parental preference was important when choosing schools and as much as possible was taken into account before local authority allocation. It was not always possible to place a child in the next available grammar school as this could be further away than a parent would want.

In response to questions following the Coronavirus outbreak, Members were advised that following advice from the Department for Education, every school was expected to open to all students from September. There were mitigations put in place to limit contact and risk of transmission and some elements of social distancing had been relaxed but where possible, should be continued. It was acknowledged that this was not always possible. There was a lot of emphasis on hygiene regimes, including personal hygiene including hand washing and spacing so every pupil was forward facing in classrooms. Social distancing, where possible for students and teachers should be maintained with adjustments to timetables to avoid groups crossings over.

Children should still be grouped where possible to limit contact outside of their 'bubbles' but it was accepted that the groups could be breached for special teaching and visitors for moderation. Risk Assessments needed to be carried out in line with school's current health and safety duty and staff should be consulted with. It was important that schools were open and transparent about measures being put in place.

It was not possible for all schools, in particular secondary schools to stagger start and finish times as altering bus timetables or having additional services were not always possible. As each school was different in regards to layouts, entrance points, outside space and travel guidance was there for each school to make the decision for what would work best for them.

Guidance was being put together, at a more local level following the advice from the Department for Education and this would be posted on the KELS website with

the guidance evolving constantly. It was expected that lunch provisions would be back to normal from September 2020, being mindful of timings and seating arrangements.

A lot of work had been taken to ensure pupils mental health was taken into consideration. Information packs were put together for 1 June when pupils started returning to schools, however the same support for early help and preventative services were still there for schools to access, and online resources were available.

In response to further questions, Members were informed that a number of options were available to ensure that technology was accessible to the most vulnerable students including laptops, routers, dongles. Technology orders had been placed for secondary schools via the local authority. More work could be undertaken with schools to access Pupil Premium to help access the additional technology needs.

In response to a question, KCC could not dictate to schools what the curriculum the students were taught, and this was down to each school. Individual assessments would need to take place. There would be a catch up premium from central government to help students catch up. A consultation was being held for how examinations would take place, as those students entering into their final years for GCSE and A-levels had missed significant time at school.

In response to a question the Area Educational Officer advised that a mixture of schools, the private voluntary independent sector and childcare providers list was being compiled and would be provided under the Child Information Service. Child care provision was available in each District and Borough if parents required it.

Members were informed that in regards to funding, any mechanisms in place go through the schools funding forum and was consulted on with all schools, as well as being in the public domain. Rates per pupils for the minimum have been met and were within the regulations. Rates per pupils vary across Local Authorities.

Members were advised that the 52 ASD places were being commissioned for Broomhill Bank School and it was as when children were assessed and required those places. In total 108 places were being allocated across the two sites in Tunbridge Wells and Hextable over a period of time. The Education Area Officer advised that he would look into further statistics in regards to travel distance to the school.

In response to a question Members were advised that the Hextable Site, was on the KCC disposal's list. Currently there were not any plans to do anything on the site but it would depend on the Kent's Commissioning document to show whether there was anything needed going forward, the local plan, once finalised could have an impact. A Member expressed her thanks for the response by KCC to ensure the site was protected from access.

In response to questions by the Chairman, the Area Education Officer advised that it was at the school's discretion to manage and health and safety responsibilities. Robust cleaning regimes were required and emphasis on self-management so it could be that students would be required to clean their desks on leaving

classrooms and creating staggered timings for use of classrooms. On designated transport for school the social distancing requirements and face coverings were not required, but there was a recommendation that face coverings could be used.

The Area Education Officer agreed to respond to the committee regarding the statistics around those students who were grammar school assessed and did not secure a grammar school place and figures around the number of those who passed the Skinners 360 test but was not offered a place.

The Chairman on behalf of thanked the Area Education Officer for his attendance.

32. Questions to the Portfolio Holder for People & Places

The Portfolio Holder for People and Places presented her report detailing the Council's response to the challenges of COVID-19 and recent achievements and challenges ahead.

The Portfolio Holder highlighted that the response to the Coronavirus had been a particular success with a high number of volunteers stepping forward. However, it was not without its challenges over the last few months, with particularly anti-social behaviour on the rise. This was not only in the Sevenoaks District but this had been seen throughout the County. The Community Safety Team were taking action against this and were still continuing their daily tasking groups.

Members were also updated with the progress on the development of the new White Oak Leisure centre, including conversations with Orchards Academy. The construction company ISG, were issuing regular newsletters to keep the local community informed of progress on the new build.

The Portfolio Holder responded to questions by advising that following Cabinet's meeting on 9 July 2020, it was hoped that further government funding would be available but there was no indication that Sencio Leisure Centre would be going into administration.

In response to Member questions, the Portfolio Holder advised that following the large number of volunteers who had gathered together to help respond to those in need following the outbreak of the Coronavirus, it was important that the connections were not lost. Members expressed their thanks to the Portfolio Holder for the excellent work carried out to the community and for progressing the connections between private, public and voluntary sector.

The Portfolio Holder advised, in response to a question, that the Community Grant process was always a challenge as there was always a high number of applications. The process undertaken to decide how the grant money was awarded was a very prescriptive and detailed process.

In response to further questions Member were informed that there were plans for supporting older people with wellbeing, especially those who had been isolating

since the start of the Coronavirus outbreak. Every Step Counts walking groups had relaunched and it was vital to many in communities.

The Portfolio Holder advised that the Hero Team and Customer Solutions Team had been responding to queries for those who were facing financial struggles following the Coronavirus and signposting where help can be requested. The CABx had opened their helplines again.

In response to a question from the Chairman, Members were informed that the Economic Development Officer had been providing extra support to business, of which many had received business packs. The Council had also held its first Sevenoaks District Business Board where the Coronavirus crisis was discussed and how it had affected businesses.

The Chairman thanked Cllr Dyball for her attendance.

33. Questions to the Portfolio Holder for Development & Conservation

The Portfolio Holder for Development & Conservation presented her report detailing the services within her Portfolio detailing the recent achievements and challenges ahead.

The Portfolio Holder updated Members with the progress of the Local Plan, highlighting all four grounds for judicial review were accepted as arguable and a date for the hearing was expected after the summer break. The Council had also lodged a formal complaint with the Planning Inspectorate regarding the service it received during the examination.

Due to Covid-19, most of the Development Services Team were working from home, and the Portfolio Holder expressed her thanks to the team for their work ethic and the year to date figure for planning applications determined was 540 in comparison to the same time last year which was at 506. Team meetings were continuing to ensure staff's welfare. She also highlighted the successes of the Enforcement Team and that there was a new member of staff dedicated for the Community Infrastructure Levy.

In response to questions regarding the Local Plan members were advised that every Council has a different plan, and Sevenoaks believed that the approach taken was best for the District. More consultation than required had taken place and the rationale for why the council was unable to reach the housing numbers as required.

In response to a question regarding planning reforms, Members were advised that new regulations and policy was expected in the autumn. Processes had already changed previously in regards to notification for prior approval.

Members expressed their thanks to the Development Services Team for their continued hard work through the unprecedented times. The Portfolio Holder advised that it was expected these would continue for some time and expressed

her thanks to the Democratic Services Team for ensuring that meetings could continue and members were involved.

The Chairman thanked Cllr Thornton for her attendance.

34. Actions from the Previous Meeting (if any)

The action was noted.

Cllr Pender, the Chairman of the CCTV Working Group advised that for this working group now, travel expenses were not required and that he had managed to source an academic who was able to attend a meeting of the working group virtually. The Chairman of the Scrutiny Committee advised Members that currently the CCTV team had dealt with a high number of out of hours calls, due to the Coronavirus Pandemic.

35. Performance Monitoring

Members considered the report which summarised performance across the Council as at May 2020. Members were asked to consider 7 performance indications 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. The report also provided key performance indicators relating to the Portfolio Holder in attendance.

Resolved: That the report be noted.

36. In-Depth Scrutiny Working Group CCTV - Interim verbal update

The verbal update was considered as part of minute 34.

37. Work Plan

It was agreed to invite the Portfolio Holder for Finance & Investment and the Portfolio Holder for Improvement and Innovation to the November 2020 meeting.

THE MEETING WAS CONCLUDED AT 9.38 PM

CHAIRMAN

PERFORMANCE REPORT

Scrutiny Committee - 10 November 2020

Report of: Chief Executive

Status: For Consideration

Key Decision: No

This report supports the Council Promise to provide value for money

Portfolio Holder: Cllr. Peter Fleming

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 by either Officers, Advisory Committee or Cabinet, they consider areas of underperformance for scrutiny.

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

Introduction and Background

- 1 Scrutiny Committee have requested 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 The table on the following page summarises performance levels as at September 2020.

Agenda Item 6

	Current Month	Year To Date
Red <i>10% or more below target</i>	12 (26.7%)	9 (20.0%)
Amber <i>Less than 10% below target</i>	4 (8.9%)	7 (15.6%)
Green <i>At or above target</i>	29 (64.4%)	29 (64.4%)

- 3 Provided as Appendix A to this report are details of the 13 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 At the Scrutiny Committee meeting held on 14 July 2015 it was resolved for 'Officers to provide key performance indicators relevant to the Portfolio Holders invited to the Scrutiny Committee at each meeting'. The following performance reports are provided as Appendices to this report:
 - Appendix B - 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 minimised.

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.

Conclusions

- 11 This report to Members summarises performance across the Council with data that was available at the end of January 2020. Members are asked to consider 13 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 - Finance & Investment Portfolio performance report

Background Papers

None

Dr Pav Ramewal

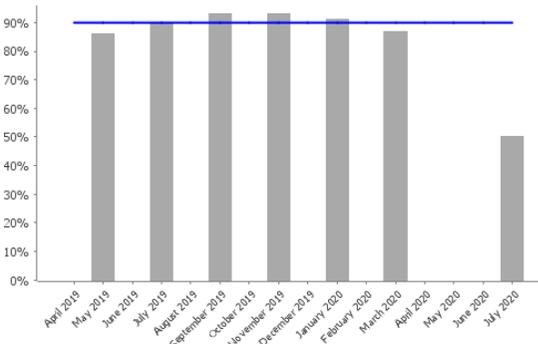
Chief Executive

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Scrutiny Committee – Exceptions Report

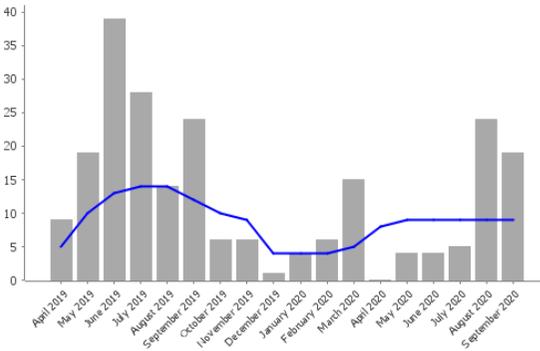
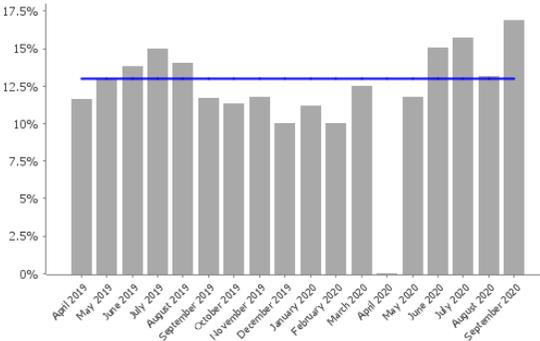
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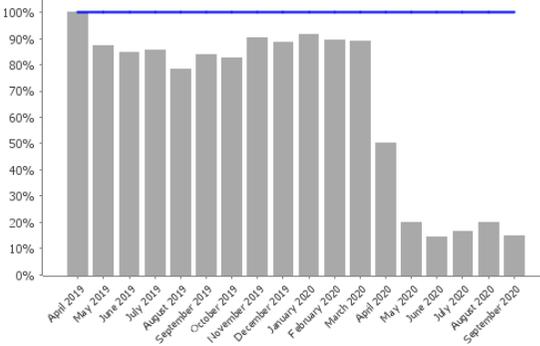
Status	Colour	Details
	Green	At or above target
	Amber	Less than 10% below target
	Red	10% or more below target

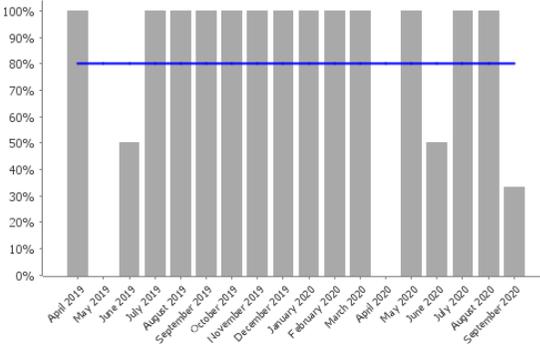
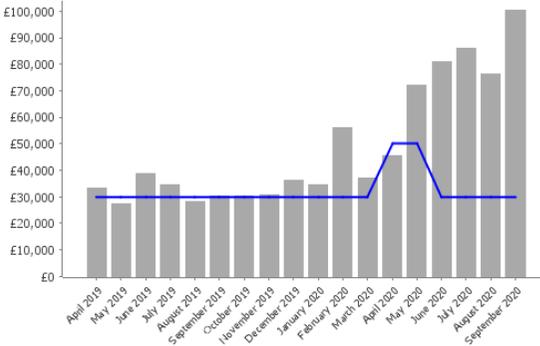
Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
						Value	Target	Status	
LPI_DS Clean 004	Percentage of cleaning schedules completed to agreed frequency	50%	90%			50%	90%		Our Cleansing team have been supporting waste colleagues during the pandemic and have operated at around 50% staffing levels. Their focus and priority has been reduced to town centres and areas of high footfall only. This has meant significantly reduced resources for cleaning schedules and there frequency. However the performance is now recovering and back up to around 80%.

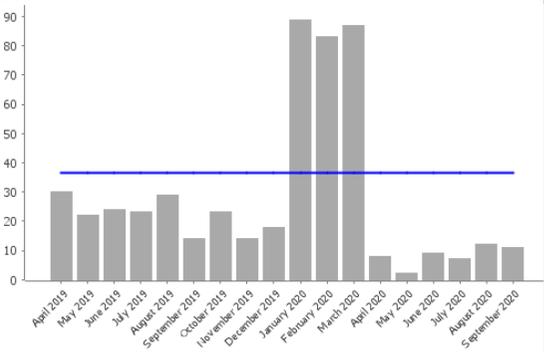
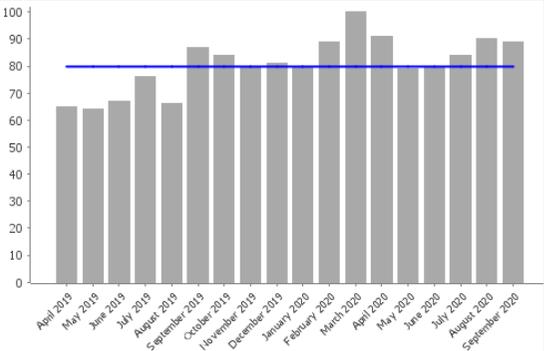
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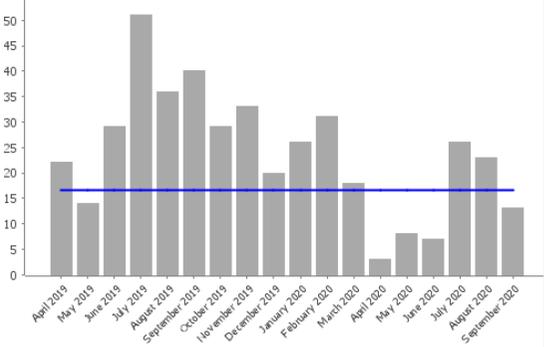
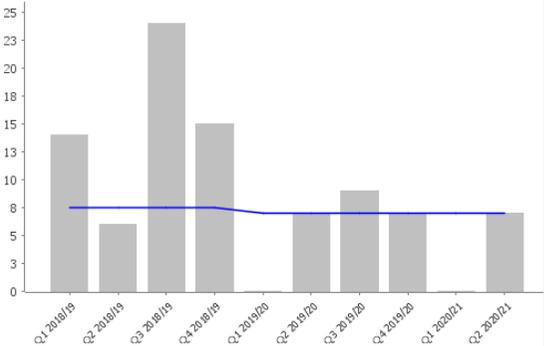
Agenda Item 6

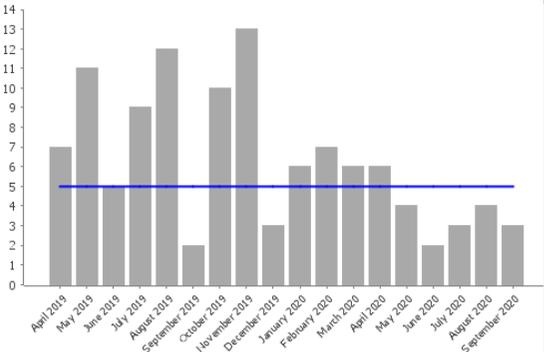
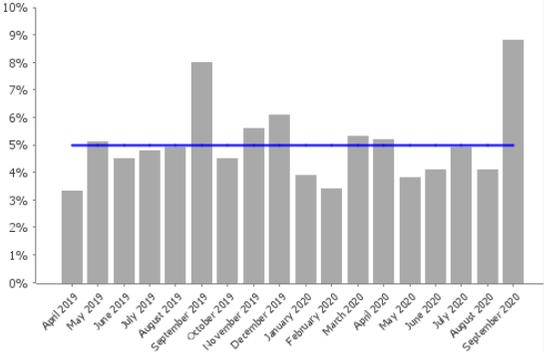
Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
						Value	Target	Status	
LPI_DS Waste 004	Number of missed green waste collections	19	9			56	53		The green waste service has been operating at extremely high levels of paid for collections, with over 1,400 new customers joining the service. Staffing levels, HGV drivers and vehicles have been supporting domestic waste services. This has resulted in an increase to missed collections at peak times. We are currently looking to re-balance rounds and to introduce an In-cab technology pilot to improve performance for the garden waste service going forward.
LPI_PA 002	Percentage of Penalty Charge Notices cancelled	16.9%	13%			12.1%	13%		A higher proportion of parking tickets around COVID related issues, for example residents who are or have been in lockdown or working from home incurring parking tickets have been cancelled on compassionate / mitigation grounds. Cancellation numbers should normalise as we return to more normal living. The shift towards greater use of cashless payments and move to a new provider for mobile phone payments means that we have issued and cancelled more tickets as a result of customer errors. We expect fewer cancellations as this new system becomes established.

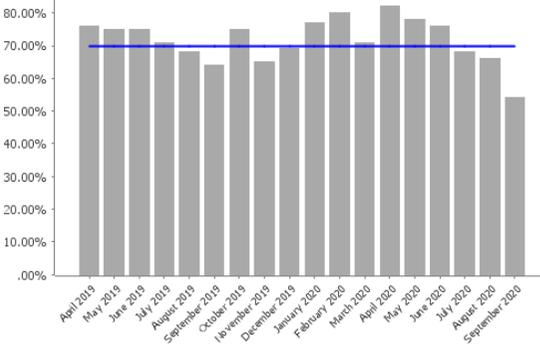
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LPI_EH 004	Percentage of higher risk food inspections due that was done (higher risk is categories A & B)	15%	100%		 <table border="1"> <caption>Monthly Performance Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2019</td><td>100%</td></tr> <tr><td>May 2019</td><td>85%</td></tr> <tr><td>June 2019</td><td>82%</td></tr> <tr><td>July 2019</td><td>85%</td></tr> <tr><td>August 2019</td><td>78%</td></tr> <tr><td>September 2019</td><td>82%</td></tr> <tr><td>October 2019</td><td>80%</td></tr> <tr><td>November 2019</td><td>88%</td></tr> <tr><td>December 2019</td><td>85%</td></tr> <tr><td>January 2020</td><td>90%</td></tr> <tr><td>February 2020</td><td>88%</td></tr> <tr><td>March 2020</td><td>88%</td></tr> <tr><td>April 2020</td><td>50%</td></tr> <tr><td>May 2020</td><td>20%</td></tr> <tr><td>June 2020</td><td>15%</td></tr> <tr><td>July 2020</td><td>18%</td></tr> <tr><td>August 2020</td><td>20%</td></tr> <tr><td>September 2020</td><td>15%</td></tr> </tbody> </table>	Month	Percentage	April 2019	100%	May 2019	85%	June 2019	82%	July 2019	85%	August 2019	78%	September 2019	82%	October 2019	80%	November 2019	88%	December 2019	85%	January 2020	90%	February 2020	88%	March 2020	88%	April 2020	50%	May 2020	20%	June 2020	15%	July 2020	18%	August 2020	20%	September 2020	15%	15%	100%		<p>Inspections were suspended by order of the Food Standards agency until July 2020. Officers are now advised to only physically inspect as a last option, and phone call/questionnaire surveys have been accepted. The team's focus has been on regulating the Covid legislation, which is a priority over the food hygiene inspection programme. The team are slowly catching up on overdue high risk inspections, but access is proving difficult due to the fact that many of our high risk premises are care homes and are not allowing visitors.</p>
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LPI_D M 007a	Processing of planning applications: Major applications in 13 weeks	33.3%	80%			66.7%	80%		With major planning applications we have a relatively small number of cases, so when in this instance two out of three applications in September were determined out of time the performance for the month significantly dropped, equally this had an impact on the rolling cumulative target as well. The two applications in question were complicated cases, which unfortunately went out of time and where no extension of time agreement was able to be reached with the applicant. It should be noted for October we are so far green as 100% (three cases) and the cumulative target is need amber at 75%.
LPI_FS 003	Debts outstanding more than 61 days	£100,282	£30,000			£100,282	£30,000		Following Government guidance regarding COVID-19 and financial support SDC did not pursue sundry debts until recently. This, combined with the addition of Direct Services sundry debts now being included has led to a high debtor balance. The reminder process has now been reintroduced and will lead to a reduction in the outstanding balances.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
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LPI_CD H 02	Number of customers engaged in the One You Services	11	37			49	220		The uptake on referrals and the number of residents accessing the service has reduced during lockdown. The Team are working to provide new and revised services, using digital and online technology, to continue to support residents in need of health and wellbeing lifestyle services.
Page 15 HS A 03	Number of households in all types of emergency & temporary accommodation	89	80			89	80		The need for emergency accommodation remains high due to the number of approaches for homelessness and people being displaced due to the pandemic.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
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LPI_HS R 01	Total number housed through Sevenoaks District Housing Register nomination	13	17			80	100		Social housing lettings, by housing associations, were placed on hold due to the pandemic lockdown, therefore less applicants were being housed during this period. Lettings have now restarted with social distancing measures in place.
LPI_HS P 01	Number of customers housed in PSL property	7	7			7	14		We continue to work with landlords to find properties for people on low income. This work has slowed down during the pandemic lockdown. We continue to promote this work and incentivise landlords.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
						Value	Target	Status	
LPI_PS H 02	Number of Disabled Facilities Grants completed	3	5			22	30		Services to install DFG home adaptation works have not been possible during the pandemic lockdown, with Officers and services unable to carry out home visits. We are working to restart this work with partners, with necessary PPE and social distancing measures in place.
Page 17 LPI_CS 002	Percentage of phone calls to the Contact Centre abandoned by the caller	8.8%	5%			5.15%	5%		September saw an increase in call volumes. At the beginning of September, we assisted TMBC in an emergency situation, by taking their switchboard calls for 1 day, which increased our call volumes. This coincided with a vacancy in the team (at short notice) and unplanned last minute leave, along with planned leave. Recruitment has now taken place to the vacancy and leave patterns are back to normal.

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
						Value	Target	Status	
LPI_CS_001	Percentage of phone calls answered within 20 seconds by the Contact Centre	54.00%	70.00%			70.67%	70.00%		Please see the commentary for LPI CS_002 on the previous page.

Agenda Item 6

Scrutiny Committee – Finance & Investment Portfolio performance report

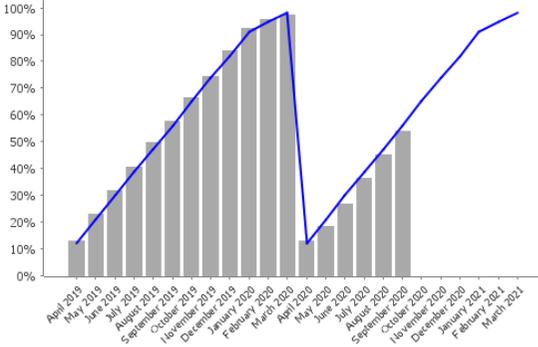
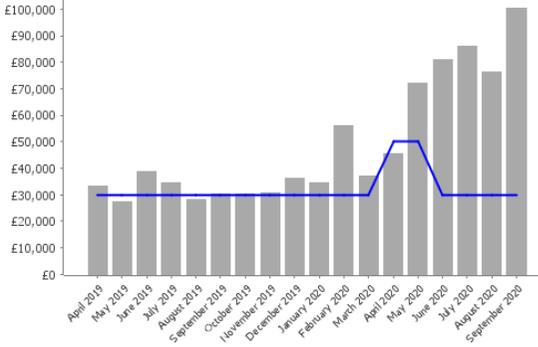
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Status	Colour	Details
✔	Green	At or above target
⚠	Amber	Less than 10% below target
✖	Red	10% or more below target

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						2020/21			
						Value	Target	Status	
Page 19 LPI_IA 1a	Sevenoaks: Audit actions fully implemented within agreed timescales	100%	90%	✔		100%	90%	✔	No Commentary required

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
						Value	Target	Status	
LPI_CT 04	The percentage of council tax collected in-year (cumulative)	57.2%	57%	✔		57.2%	57%	✔	No Commentary required
LPI_FS 001	The percentage of undisputed invoices paid within 30 days or agreed terms	99%	99%	✔		97%	99%	⚠	No Commentary required

Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note																																						
						2020/21																																									
						Value	Target	Status																																							
LPI_HB02	Average number of days to process a new claim for Housing Benefit (Monthly)	17	23	✔	<table border="1"> <caption>Performance Chart Data (Approximate)</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>April 2019</td><td>24</td></tr> <tr><td>May 2019</td><td>14</td></tr> <tr><td>June 2019</td><td>16</td></tr> <tr><td>July 2019</td><td>13</td></tr> <tr><td>August 2019</td><td>12</td></tr> <tr><td>September 2019</td><td>12</td></tr> <tr><td>October 2019</td><td>18</td></tr> <tr><td>November 2019</td><td>14</td></tr> <tr><td>December 2019</td><td>20</td></tr> <tr><td>January 2020</td><td>25</td></tr> <tr><td>February 2020</td><td>22</td></tr> <tr><td>March 2020</td><td>16</td></tr> <tr><td>April 2020</td><td>22</td></tr> <tr><td>May 2020</td><td>23</td></tr> <tr><td>June 2020</td><td>23</td></tr> <tr><td>July 2020</td><td>14</td></tr> <tr><td>August 2020</td><td>13</td></tr> <tr><td>September 2020</td><td>17</td></tr> </tbody> </table>	Month	Value	April 2019	24	May 2019	14	June 2019	16	July 2019	13	August 2019	12	September 2019	12	October 2019	18	November 2019	14	December 2019	20	January 2020	25	February 2020	22	March 2020	16	April 2020	22	May 2020	23	June 2020	23	July 2020	14	August 2020	13	September 2020	17	17	23	✔	No Commentary required
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LPI_HB04	Average number of days to process a change in circumstances for Housing Benefit (monthly)	6	9	✔	<table border="1"> <caption>Performance Chart Data (Approximate)</caption> <thead> <tr> <th>Month</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>April 2019</td><td>5</td></tr> <tr><td>May 2019</td><td>7</td></tr> <tr><td>June 2019</td><td>8</td></tr> <tr><td>July 2019</td><td>6</td></tr> <tr><td>August 2019</td><td>4</td></tr> <tr><td>September 2019</td><td>6</td></tr> <tr><td>October 2019</td><td>7</td></tr> <tr><td>November 2019</td><td>6</td></tr> <tr><td>December 2019</td><td>7</td></tr> <tr><td>January 2020</td><td>10</td></tr> <tr><td>February 2020</td><td>2</td></tr> <tr><td>March 2020</td><td>6</td></tr> <tr><td>April 2020</td><td>3</td></tr> <tr><td>May 2020</td><td>12</td></tr> <tr><td>June 2020</td><td>8</td></tr> <tr><td>July 2020</td><td>6</td></tr> <tr><td>August 2020</td><td>6</td></tr> <tr><td>September 2020</td><td>6</td></tr> </tbody> </table>	Month	Value	April 2019	5	May 2019	7	June 2019	8	July 2019	6	August 2019	4	September 2019	6	October 2019	7	November 2019	6	December 2019	7	January 2020	10	February 2020	2	March 2020	6	April 2020	3	May 2020	12	June 2020	8	July 2020	6	August 2020	6	September 2020	6	6	9	✔	No Commentary required
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Code	Short Name	Current Value	Current Target	Current Status	Performance Chart	Cumulative (Year to Date) Performance			Latest Note
						2020/21			
						Value	Target	Status	
LPI_BR 04	The percentage of business rates collected in-year (Cumulative)	53.7%	56%			53.7%	56%		No Commentary required
LPI_FS 003	Debts outstanding more than 61 days	£100,282	£30,000			£100,282	£30,000		Following Government guidance regarding COVID-19 and financial support SDC did not pursue sundry debts until recently. This, combined with the addition of Direct Services sundry debts now being included has led to a high debtor balance. The reminder process has now been reintroduced and will lead to a reduction in the outstanding balances.

Finance & Investment Portfolio
Update for Scrutiny Committee – 10th November 2020

The twelve months since last appearing before the Scrutiny Committee have seen the:

- Council’s external auditors provide a clean bill of health for the Statement of Accounts 2019/20;
- approval of the 2020/21 budget;
- creation of a Net Zero Fund;
- adoption of a new Treasury Management Strategy, permitting investment in bond, property, equity and multi-asset funds;
- acceleration of the budget process from six months to three;
- examination and approval of the authority’s greatest capital investment in thirty years;
- commissioning of an energy survey and implementation of actions arising;
- completion of Burlington Mews;
- exploration of placemaking and investment opportunities for development sites within the District;
- submission of evidence to HM Treasury’s consultation on the Public Works Loan Board;
- continuation of work on the development of an electric car club;
- review of the organisation’s consideration of political risks;
- recruitment of a permanent Audit Manager, now undertaking a comprehensive review of the Risk Management Framework;
- transition of Direct Services to the same accounting package as Argyle Road;
- improvement in processing of Housing Benefit;
- holding of meetings with both local authority Treasury Management advisers in the market;
- almost daily participation in COVID-19 related discussions, including the establishment and administration of pandemic related support schemes:
 - National Non-Domestic Rate Relief
 - Small Business Grant Fund
 - Retail, Hospitality and Leisure Grant Fund
 - Local Authority Discretionary Grant Fund

Agenda Item 7

- Test and Trace Support Payments
 - Local Restrictions Support Grant
 - Hardship Fund
- delivery of a balanced ten-year budget, and;
 - Council remain in a stronger position than much of the rest of the sector but recognition too that we are not able to, nor should we, rest on our laurels.

As ever, I am indebted to officers and Member colleagues for their sterling work, support and good humour.

Matthew Dickins
Portfolio Holder for Finance & Investment
October 2020

Scrutiny Committee Work plan as at 21 August 2020

Committee Date	30 January 2020	31 March 2020 (Cancelled)	14 July 2020	10 November 2020
External Invitees	Kent Police (CONFIRMED)		KCC Cabinet Member for Education	Stag Theatre (Confirmed moved from 31 March 2020) Sencio Leisure Centre (confirmed)
Scrutiny Committee	Performance Monitoring Robert Piper - Portfolio Holder for Housing & Health	Performance Monitoring Chairman's annual report to Council	Performance Monitoring Lesley Dyball - Portfolio Holder for People and Places (TBC) Julia Thornton - Portfolio Holder for Development and Conservation (Confirmed)	Performance Monitoring Matthew Dickins - Portfolio Holder for Finance & Investment (confirmed)
In-Depth Scrutiny	Interim update			Stage 1 - Initial Feedback from CCTV Working Group

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Committee Date	12 January 2021	23 March 2021	Summer 2021	Autumn 2021
External Invitees	KCC Cabinet Member for Highways (TBC)			
Scrutiny Committee	Performance Monitoring Peter Fleming - Portfolio Holder for Improvement & Innovation (Confirmed)			
In-Depth Scrutiny	Final Report CCTV			

Agenda Item 9

¹ For detailed information on stages refer to "A Guide to 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

Current in-Depth Scrutiny Working Group

CCTV	Cllrs. Pender (Chairman), Ball, Kitchener and Purves
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Possible future areas for In-Depth Scrutiny

Housing - accommodation for vulnerable people
Homelessness

Past External Invitees

2014/15	
02/10/14	Sencio Community Leisure (Jane Parish, Chief Executive)
20/11/14	KCC Secondary Schools (Roger Gough, KCC Cabinet Member for Education & Health Reform)
03/02/15	West Kent Clinical Commissioning Group (Ian Ayres, Chief Officer and Accountable Officer)
2015/16	
14/07/15	KCC Primary Schools and Apprenticeships (Margaret Crabtree, KCC Deputy Cabinet Member for Education and Health Reform)
24/11/15	Kent Police (Chief Inspector Roscoe Walford)
23/02/16	KCC Highways (Matthew Balfour, KCC Cabinet Member for Environment and Transport) (Did not attend)
03/05/16	KCC Commercial & Traded Services (Paul Carter CBE, KCC Leader and Cabinet Member for Business Strategy, Audit and Transformation and Commercial and Traded Services)
2016/17	
05/07/16	Moat Housing (Elizabeth Austerberry, Chief Executive) West Kent Housing (Deborah White, Housing and Communities Director)
08/11/16	Kent Police (Chief Inspector Roscoe Walford)
07/02/17	Kent County Council Library Provision (County Councillor Mike Hill; Cabinet Member for Community Services and James Pearson; Service Improvement Manager of the Libraries, Registration and Archives Service)
30/03/17	Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust) (Angela Gallagher, Chief

	operating Officer and Jim Lusby, Deputy Chief Executive) (Did not attend)
2017/18	
31/10/17	Pembury Hospital (Maidstone and Tunbridge Wells NHS Trust) (Angela Gallagher, Chief operating Officer and Jim Lusby, Acting Chief Executive)
24/04/18	Roger Gough - Kent County Council Cabinet Member for Children, Young People and Education
2018/19	
17/07/18	Citizens Advice - North West Kent and Edenbridge and Westerham (Chair, Robin Thompson)
13/11/18	Kent Police (Chief Inspector Tony Dyer)
05/02/19	West Kent Housing (Chief Executive, Frank Czarnowski)
2019/21	
16/07/19	Sencio Sevenoaks Leisure Centre (Chief Executive, Jane Parish)
30/01/20	Kent Police (Chief Inspector Jon Kirby)
14/07/20	KCC Cabinet Member, Richard Long (Education and Skills)

Possible External Invitees

Position	Name	Topic
KCC Adult Social Care	TBC	TBC
Chamber of Commerce	TBC	TBC
NHS Dartford, Gravesham and Swanley Clinical Commissioning Group	TBC	TBC