

Minutes



Overview and Scrutiny Management Committee

Date: 28 July 2023

Time: 10.00 am

Present: Councillors P Hourahine (Chair), M Al-Nuaimi, B Davies, G Horton, C Baker-Westhead, M Evans and L James

In Attendance: Samantha Schanzer (Scrutiny Adviser), Mark Bleazard (Digital Services Manager), Rhys Cornwall (Strategic Director - Transformation and Corporate Centre), Silvia Gonzalez-Lopez (Waste Recycling Strategy Manager), Paul Jones (Strategic Director - Environment and Sustainability), Tracy McKim (Head of People, Policy and Transformation) and Ross Cudlipp (Service Manager - Climate Change)

Councillor Y Forsey (Cabinet Member for Climate Change and Bio-diversity),
Councillor D Batrouni (Cabinet Member for Organisational Transformation)

Apologies: Councillors P Bright and S Cocks

1 Apologies

Cllrs S Cocks and P Bright.

2 Declarations of Interest

None.

3 Minutes of the Previous Meeting

The Committee asked that the minutes clarify the disappointment by the referrer of the Levelling Up Bid item concerning their request for Officers attendance.

- The Scrutiny Advisor agreed to do this.

The Chair highlighted to the Committee that the meeting that had been scheduled for the 29th September had been moved to the 9th October 2023.

- The Scrutiny Advisor noted that the time of the of this meeting would start earlier to allow time in the meeting to cover both reports.
- The Committee understood that the meeting had to begin earlier however wished to start an hour later than scheduled at 2pm.
- The Scrutiny Advisor agreed to change the start time.

The Chair asked if there were any matters arising.

The Committee noted that there was an ongoing issue with the vacancies in the internal Audit team and asked the Chair whether their concerns can be raised as other Committees have done.

- The Strategic Director for Transformation and Corporate gave a brief overview of the issues and explained that there had been a number of officers who had moved on to other opportunities from the Audit team and that this had left the Council with vacancies.
- The Strategic Director for Transformation and Corporate noted the issue had been raised in Place and Corporate Scrutiny Committee when considering the end of year report, and in Governance and Audit Committee as part of the terms of reference. The Director confirmed that the Head of Finance had made an agreement to return to Governance and Audit Committee with an updated Audit Plan for the remainder of 2023/24, which is likely to include securing additional resource from an external organisation.
- The Strategic Director for Transformation and Corporate added that audit vacancies were currently out to advertisement for applications, and the service was exploring other methods for recruitment such as apprenticeships. The Council is engaged in informal discussions exploring the opportunities that a regional service could provide, but that this was for further consideration.
- The Chair noted that over the years there has been a lot of movement in the Audit team and a vacancy for a period of time.
- The Strategic Director for Transformation and Corporate explained that there had been a vacancy carried in the team but noted that this had been removed from the team as part of activity to balance the budget. The Strategic Director for Transformation and Corporate explained that although there is no current capacity to reduce staffing levels, there will be a need to balance the budget again in the coming year.
- The Committee queried how many people were employed in the internal audit team and the Strategic Director for Transformation and Corporate noted that by the Summer there will be one person in the team.
- The Committee asked whether engaging the external Audit organisation would be more expensive than if the internal roles were filled. The Strategic Director for Transformation and Corporate confirmed that the Council already deploy the company for some audit and that the Head of Finance has been asked to create a detailed report which can then be circulated to the Committee following Governance and Audit Committee.
- The Committee asked whether there was any support that they could provide concerning the remuneration package for officers, and the Strategic Director for Transformation and Corporate explained that the pay policy and structure was set by the Council, and that it would not be as simple as putting more money into a particular role as all roles are linked.
- The Chair noted that in the past market factors had been applied to a role and the Strategic Director for Transformation and Corporate agreed but explained that there is a process that must be followed before that point.

The Committee raised the previous request for the University to come to the Committee and stated that this had not been completed as they were waiting on a response.

- The Chair explained that a response had been forwarded.
- The Committee considered that the response had not fully addressed all the questions that they had.
- The Chair noted that the University had been repurposing buildings to allow for a greater number of students.

- The Chair explained that if the University was to accept an invitation to discuss this with Council representatives, then they would not likely come to Overview and Scrutiny Management Committee, as the terms of reference of the Committee does not include scrutinising the University.
- The Committee noted that it was purely a request as it is important to have openness and transparency and added that was critical to attract students to live in the city.
- The Strategic Director for Transformation and Corporate explained that the Committee does not have the authority to scrutinise the University but added that he would ensure that an invitation is sent to them, whereby they have the option to decline the invitation. .
- The Committee queried whether the word Scrutiny may put them off and the Strategic Director for Transformation and Corporate noted that it would be made clear in the request that they were not being invited to be 'scrutinised'.
- The Chair asked what the appropriate forum was to scrutinise the University, and the Strategic Director for Transformation and Corporate stated that although it was not the Committee, they had raised some legitimate questions.

The Committee noted in the training recommendations there had been a statement about the Council being unable to control training due to it being facilitated externally. They added that if the training provision was not functioning in the way that was required, then other training options could be explored. The Committee also noted that although the recommendations made did not have to be accepted for action, it may be of use to understand the reasons for this.

- The Chair noted that this would be raised again and stated that the Council could provide the rationale for using the external providers so that the reason can be documented for Committee.
- The Scrutiny Adviser stated that a draft document to monitor recommendations had been created which would be brought to the next Scrutiny Chair's Meeting and CMT for feedback before its implementation.

The Scrutiny Advisor added that the Head of Democratic and Electoral Services has been working on getting the response from the Chief Executive regarding the responsibility of recommendation implementation and would ask that a response be provided on the matter of training.

The minutes of the previous meeting held **23rd June 2023** were **accepted as a true and accurate record**.

4 **Annual Information Risk Report 22-23**

Invitees:

Councillor Dimitri Batrouni – Cabinet Member for Organisational Transformation

Rhys Cornwall – Strategic Director for Transformation and Corporate

Tracy McKim - Head of People, Policy and Transformation

Mark Bleazard - Digital Services Manager

The Head of Service introduced the report and noted that it was not a statutory report.

The Digital Services Manger gave a brief overview of the report and highlighted some key points.

Questions:

The Chair congratulated the Officers on including detail on the version and authors of the report but queried why this had only begun in April and asked whether there had been any previous versions.

- The Digital Services Manager explained that the reports cover a period of a year and that they begin to write the report in April but noted that the team would be recording data throughout the year.

The Committee asked that the data be presented as percentages as well as figures to contextualise data.

The Committee queried why the Council had not been compliant with the PSN for a period of year and asked whether there were risks that had been associated with this.

- The Digital Services Manager stated that the Council had not been formally compliant due to a late health check. The Digital Services Manager stated that the Council had been in the process of replacing the finance system which had created particular challenges but noted that although there had been a relatively small risk, there had been mitigation for this. The Digital Services Manager added that the check for the current year had already been put in place.
- The Digital Services Manager stated that an external provider carries out the health check and notes points of vulnerability. The Digital Services Manager added that when applying for compliance, it had not been accepted due to the listed vulnerabilities.

The Committee asked the Officers to state the vulnerabilities.

- The Digital Services Manager listed some of the vulnerabilities and noted that the list appeared to be large due to the vulnerabilities being individually listed.
- The Head of Service stated that there had been difficulties removing some of the vulnerabilities due to them having information systems on them.
- The Digital Services Manager stated that although there were many on the list, they had all related to a singular system.

The Chair asked what shared systems had been in use with other Local Authorities and queried who had been determined to lead on these.

- The Digital Services Manager stated that many of the Local Authorities would share a similar core infrastructure which had been driven by resilience as well as cost saving but noted that there would always be their own individual versions to avoid data concerns. The Digital Services Manager added that whilst in collaboration with SRS they had ensured that the Council had multiple different systems including the payroll system.
- The Strategic Director noted that many authorities had moved to the Cloud but that they had their own system which would not be shared.

The Committee asked how regularly a third party is asked to administer a test.

- The Digital Services Manager stated that this occurred annually.
- The Committee queried whether this was frequent enough considering the speed that change happens in technology.
- The Digital Services Manager stated that the annual test was due to a formal process but added that there were multiple and more frequent tests administered by SRS and explained that as well as tests the system was monitored at all times for malicious attacks.

The Committee asked how many 'malicious attacks' there had been.

- The Digital Services Manager stated that there had not been any but added that it would be hard to quantify.

The Committee queried whether there had ever been a severe attack.

- The Digital Services Manager stated that there had been a ransomware attack 7 years prior and before SRS were in place, but informed the Committee that there had been minimal consequences. The Digital Services Manager stated that they had put in place specific solutions due to this attack and that there had been many improvements made to the Council's back-ups. The Digital Services Manager stated that they had also improved the meta-compliance simulations but noted that they wished to educate those who had clicked on any link.
- The Strategic Director stated that the incident had been identified quickly and that the main impact that it had caused had been a system shut down rather than any data breach. The Strategic Director added that the Council had taken part in nation-wide simulated attacks and added that they had also been wary of the human reactions to these issues.

The Committee queried whether the Officers were confident that the Council would be ok if there was another attack.

- The Digital Services Manager stated that they were but added that this did not mean that they were complacent and explained that there had been a large amount of investment in that area.
- The Head of Service informed the Committee that when there had been national events there are additional controls overlayed during that period.

The Committee queried whether there was a possibility of locking users from their accounts until they have completed their Meta-compliance course.

- The Digital Services Manager informed the Committee that there is a course that all new starters are required to take prior to being given access and added that they had been focussing on encouraging uptake rather than removal of access but noted that it would be a possibility if needed.
- The Cabinet Member stated that compliance was a huge issue that would be continued to be discussed and added that it was a learning process on how to improve. The Cabinet Member stated that although they would not be able to give 100% assurances they would be up to date on compliance.

The Committee referenced the publishing data section and noted that some of the documents were not up to date on the website.

- The Digital Services Manager apologised and added that this was done via a process which should be done on an annual or quarterly basis.

The Committee queried the definition of a complex Subject Access Request and asked whether the Committee were planning on adding an additional table for complex SARs and what the consequences of not complying would be.

- The Digital Services Manager state that the definition of a complex SAR was given by the Commissioner's Office and added that they did not plan on recording them separately but that they would just be given a longer deadline. The Digital Services Manager stated that they could record the number of complex SARs.

The Committee asked for the number of complex SARs to be reported back to the Committee and queried whether it would be many.

- The Digital Services Manager stated that they would have to check on the request as the number was not recorded automatically. The Digital Services Manager stated that there would not be many but that the majority of them come from Social Care.

The Committee asked what risks were associated with not hitting the set target.

- The Digital Services Manager stated that the Commissioner's Office would be able to enforce the Council to take action. The Digital Services Manager noted that the Council would then be required to clear the relatively small back log.
- The Head of Service stated that there would be reputational risk and added that public trust was of high importance. The Head of Service added that the Council had not applied the exception to date which had meant that the target had been artificially deflated.
- The Strategic Director informed the Committee that that the Commissioner's Office publish the occasions where they have taken action and highlighted that the Council's situation was different to these. The Strategic Director noted that the Council's issues had been around social care provision where records are required to be kept for 99 years and are in a variety of formats.
- The Digital Services Manager noted a further challenge was ensuring 3rd party confidentiality.

The Committee queried where the records had been stored.

- The Digital Services Manager stated that the majority of records were kept electronically and that the older records had been housed in a variety of places and added that this had caused logistical challenges.

The Committee queried what the Cyber Stock Take had covered and asked whether the results were available.

- The Digital Services Manager stated that it was a self-assessment that had been carried out across Wales and noted that it had been done in conjunction with SRS due to their involvement in the technical controls. The Digital Services Manager informed the Committee that there was a Cyber Security Group WARP that operated across Wales and noted that they would learn lessons from other partners and local authorities. The Digital Services Manager noted that they had chased the results and that it would depend on the timings which report it would be included in but highlighted to the Committee that they had done well in previous years.

The Committee asked about the time scale for the Audit Wales Final Report.

- The Digital Services Manager stated that they did not know when it would be returned but that it was likely to be soon and added that they had provided further information a month prior which they expected the report to consider.
- The Head of Service noted that the report would be part 2 but that they would be able to provide a summary.

The Chair requested that the most up to date report to be provided to the Committee.

- The Head of Service noted that as the report was not done by all local authorities as it was not a statutory report the Audit Wales timeframe would not align.
- The Strategic Director noted that the report would be a generic one and added that the information could leave them vulnerable if shared but stated that elements from the report could be given.

The Committee noted that online training may not be sufficient and praised the use of the phishing simulations and queried how many had individuals had fallen victim to it.

- The Digital Services Manager noted that it was important to not be too extreme but added that even one would be too many. The Digital Services Manager noted that the aim had been to educate rather than to punish. The Digital Services Manager noted that they had done multiple types which had been subtly different and noted it would be hard to compare them.

- The Head of Service informed the Committee that 9.2% of users had clicked on the link but that 4% had then put in data and added that the 4% were then required to take training.

The Committee queried the reliance on digital data and asked what would happen if there were to be a complete failure in the Civic Centre.

- The Digital Services Manager stated that there are non-corruptible back ups and that there are different copies which are maintained for different lengths of time.
- The Strategic Strategic Director stated that this had been covered by Civil Contingencies and that there was a disaster recovery plan in place.

The Committee stated their concern for an unredacted email that had been sent and queried whether there had been training following this.

- The Digital Services Manager stated that every incident and the actions needed would be looked at on an individual level and added that Newport Council had reported very few incidents.
- The Cabinet Member wished to thank the Committee for their questions and insights.

Conclusions:

The Committee welcomed the report and thanked Officers for their knowledge and expertise.

- The Committee welcomed the Officer's offer of providing articles containing more information on cases of ICO action.
 - The Committee asked for a summary of the Audit Wales report be circulated. If the current year is unavailable for this, the Committee were content to receive information from a previous year as to improve their understanding of the purpose of the report.
 - The Committee asked for more information regarding the Cyber Stock Take and examples be provided. If the current year is unavailable for this, the Committee were content to receive information from a previous year as to improve their understanding of the report.
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- The Committee recommended contextualising data with percentages.
 - The Committee recommended the inclusion of specific "particularly complex" SAR numbers in future reports.
 - The Committee recommended that stronger responses to incomplete training be considered.

The Committee felt that there was significant overlap between the Information Risk Report and the Annual Digital Report and asked that Officers consider merging the reports.

5 Climate Change Plan Annual Report 22-23

Invitees:

Councillor Yvonne Forsey – Cabinet Member for Climate Change and Biodiversity

Paul Jones – Strategic Director of Environment and Sustainability

Silvia Gonzales-Lopez – The Head of Environment and Public Protection.

Ross Cudlipp – Service Manager for Climate Change.

The Committee agreed to hear this item first.

The Chair reminded Committee that this was the first year of reporting.

The Cabinet Member for Climate Change and Biodiversity introduced the report and the Head of Environment and Public Protection gave an overview of the report.

Questions:

The Committee queried the Business Travel and Employee Commuting figures and asked why this had increased and what the challenges of reducing this would be.

- The Service Manager stated that there had been an increase in 22-23 compared to previous years due to the pandemic. The Service Manager highlighted that it would be better to compare data to 2019 as a baseline. The Service Manager informed Committee that they would find out why emissions were higher when homeworking was also increased and provide Committee with that information.

The Committee noted the changes in the way that the Welsh Government attribute organisational Carbon Emissions and asked whether this methodology had been applied retrospectively to the previous years as well as whether it was Officers' opinion that overall emission levels had dropped.

- The Service Manger informed the Committee that they had not been applied retrospectively but noted that this could be done and provided to Committee.
- The Head of Service added that this is reported annually, and that the official data would not be able to be changed.
- The Strategic Director explained that the methodology is continuously evolving and added that there are likely to be further changes.
- The Chair stated that the Committee would receive the information but that it would not be regarded as official data.
- The Strategic Director stated that they are confident that the emissions are going down.

The Committee noted that the People and Culture Strategy Action had a red rating and asked what challenges there had been.

- The Head of People, Policy and Transformation noted that this had been on the plan from the year before and explained that since the staff conference, the development time scale had been set and that it was being drafted to be brought back to the Committee.

The Committee noted the action on using the Council's influence to encourage the staff pension fund to invest ethically and stated that this would be a yes or no question and so queried how had it been marked as amber and what the challenges were associated with it.

- The Service Manager stated that this would be checked back on and a response provided to Committee.
- The Strategic Director stated that as the Climate Change Plan was all encompassing and they may not be able to provide all answers at that moment.
- The Committee noted that in their personal experience there had been delays in getting a response from the pension fund and that could be the reason why it was amber.
- The Chair noted that in the past the pension funds had only stated that they would only do what was economical.

The Committee noted the actions to ensure that all new Council buildings would be net zero carbon and asked why there were four that were being discussed with Newport Norse and asked whether more detail could be provided.

- The Service Manager explained that initially the action had been to complete a document on their requirements but noted there had been a delay. The Service Manager stated that the document and the report could go to the Cabinet for briefing and explained that the document that was currently in its draft form would set out the requirements, approach and minimum standards.
- The Strategic Director noted that in many cases, the Council would not be the sole financier and that many grants would be conditional. The Strategic Director added that

the majority of buildings that are in construction are currently following this as the net zero agenda is moving so quickly.

- The Service Manager stated that no gas was being used in new build homes, and each building has as much onsite energy generation as possible. The Service Manager explained that the remaining energy need comes from sustainable suppliers.

The Chair queried the net zero of the supplier and asked how far down the supply chain they had gone to prove sustainability.

- The Service Manager stated that as they no longer used gas it was only looking at electricity suppliers. The Service Manager informed the Committee that they have solar panels on site and that the remaining need is met by a German electricity company that have certified that they get all energy from solar and wind energy. The Service Manager added that ideally, they would make the majority of it on site.

The Committee asked about the deep retrofit and the Solar PV and what the challenges had been.

- The Strategic Director stated that they had provided an overview and added that Officers had been critical as they wished to hold themselves to a higher standard.
- The Service Manager stated that part of the challenge had been that many of the buildings retrofit have been grant funded and informed the Committee that the grant budget had been put in place 2 to 3 years prior and so they had faced challenges staying on budget in the present day.
- The Service Manager highlighted the challenges as finding funding and maximising energy creation.

The Committee asked about the further installation of solar panels on schools.

- The Service Manager stated that a full review of operational buildings had been done and that they were looking for a delivery route for the solar panels as one package. The Service Manager added that they intended to get this rolled out in the current financial year and added that although there had not been a policy at that point they wished to get Solar on all suitable schools by 2025.
- The Chair asked about the figures and whether they only showed the year before.
- The Cabinet Member informed the Committee that the numbers had shown the total to that point.

The Committee asked about the action for tackling illegal parking and queried what threshold had been used as it was marked as Green.

- The Service Manager stated that they would have to refer back to the Action owner for that information.
- The Strategic Director stated that they would provide more detail on this going forward and added that although they had not eradicated illegal parking, it had improved over the 5 years since the civil enforcement had been brought in.

The Committee asked about the city-wide bike hire scheme and whether there had been an update on progress.

- The Strategic Director noted that the bike hire scheme was rolled into the Burns recommendations and that there had been a backlog but that they should be making progress. The Strategic Director stated that they would get a date for the Committee. The Strategic Director added that the scheme was delivered by Newport City Council staff.

The Committee queried the demand responsive transport scheme and asked whether this had looked at extending to areas with air quality management issues.

- The Strategic Director noted that they are served by main bus routes and that the DRT are used in areas where main bus routes are not commercially viable. The Strategic Director added that for AQMAs they would be looking at getting electric fleets.

The Committee asked about the updates and challenges from the Electric Vehicle Taxi Scheme.

- The Service Manager stated that there had been a pilot scheme of this in Cardiff and that they had done a limited trial. The Service Manager added that they had encouraged this action so that an additional trial could be done. The Service Manager informed the Committee that the action was currently Red as there had been no progress but that this was expected to change as they have had an increase in resource in the team.

The Committee queried the action regarding new taxi's being ULEV and asked whether they would provide a percentage.

- The Head of Service stated that they would provide information to the Committee on this.

The Committee noted there had been some progress on the plastic free Newport and asked for more detail.

- The Head of Service stated that a ban on non-reusable plastic had recently come in but added that the Council has limited influence. The Head of Service informed the Committee that they had moved a motion to encourage it in their premises but as this had been implemented, the pandemic began. The Head of Service added that they had made progress with water fountains and reusable bottles as well as supporting re-fill shops.

The Committee noted the action of ensuring pension funds use more ethical funds and queried how they were planning to do this.

- The Strategic Director noted that this would be a case of writing to the pension funds and informing them of the Council's desire to use more ethical funds. The Strategic Director added that although they would have limited control, they wish to make their position clear.
- The Committee noted that there did not appear to be a way to measure this and added that it was unlikely to achieve what they wish it to.
- The Strategic Director stated that the reduction can be picked up on monitoring and that the balance of the environment and investing had been made previously.
- The Chair noted that this question had been an issue for 40 years and that it may be more applicable to be in the political forum.

The Committee stated that the report had been easy to read but noted that there should be further explanations on actions that have been listed in red and highlighted action points that have due dates that have been exceeded.

- The Strategic Director noted that there had been a slight lag due to the annual update and noted that an update on the expired actions would be included in the following report.
- The Chair noted that it may be of use to include the date the report had been authored for clarity.

The Committee queried the use of the terminology when stating that they were encouraging the use of public transport and asked whether there had been any evidence to back up its green status.

- The Strategic Director noted that the use of public transport had increased but added that they would need to go and find out further detail for the Committee.

- The Committee asked for further explanation of the word encourage.
- The Cabinet Member stated that the aim was to get the public to increase their use active travel routes even if this was just occasional.

The Committee asked whether there had been any evidence to support that green waste 3 weekly collections had increased recycling.

- The Cabinet Member stated that this had in part been done for budgetary reasons but added that many orange bins would not be full when collected. The Cabinet Member informed the Committee that if needed, residents can apply for a second orange bin.

The Committee noted that there was reference to encouraging active travel and public transport and asked how they were encouraging this for people with restricted mobility as well as the elderly.

- The Strategic Director stated that there had been funding for bus shelter replacements and that this had started to be rolled out and that they would hope to have replaced them all over the coming 3 to 4 years.
- The Committee asked whether there was a compiled list of when the improvements will come to each area as this may be of use.
- The Strategic Director stated that the priority had been worked out based on the use and the ones in the worst condition and stated that he would ask for this list to be shared.

The Committee asked whether there had been any research into whether the addition of a new bus stop may increase the usage.

- The Strategic Director noted that he would enquire but stated that often where there are no shelters is due to the engineering challenge of the spot to physically put one there and added that they also had limited funding. The Strategic Director noted that many of the bus shelters were in very poor condition and so there was a need to get these up to standard.

The Committee asked whether the Council offers a home composting bin.

- The Strategic Director stated that the Council used to as well as a phase where they offered ones at a discounted rate and added that this was something that could be looked into.
- The Committee noted that if more people were using home composting bins, this would reduce the quantity of waste the vehicles would be taking.

The Committee asked whether the cycle to work scheme had been rolled out and whether the Council workforce were able to utilise it.

- The Head of Service stated that they would need to confirm this.
- The Service Manager stated that the scheme had been open over two periods in a year and added that this had then also been extended for a further year.
- The Chair questioned whether they were referring to the salary sacrifice.
- The Head of People, Policy and Transformation stated that the scheme had been open to Members due to the fact that it had been due to go to scrutiny. The Head of People, Policy and Transformation noted that it was due to the nature of the scheme that they use that it would only be open for certain times and added that it was the same scheme under a different name.
- The Service Manager noted that there was a series of staff benefits that included the salary sacrifice scheme and noted that was a lease arrangement which has been running for 7 years.

The Committee asked whether there would be a way to measure how often the bikes have been used to get to work and noted that it would be worth having a metric to use to measure the use.

- The Cabinet Member informed the Committee that there had been comments in the staff network.
- The Strategic Director noted that they could discuss a way of measuring this but added that if they were being used outside of work, this was still a benefit.
- The Head of Service noted that there had been intentions to perform a survey.

Conclusions:

The Committee welcomed the report and thanked Officers for their hard work.

- The Committee asked for more information regarding the increase of both homeworking figures and commuting figures as these seemed contradictory.
 - The Committee asked for an exercise to be completed wherein the new changes to the measurement of supplier emissions be applied to previous years' data to better understand trends and changes.
 - The Committee asked for more information on the threshold of Green actions, especially in regards to illegal parking.
 - The Committee asked for the date on which the city wide bike scheme would be rolled out.
 - The Committee asked for the percentage of new taxi licenced drivers with ULEV cars.
 - The Committee asked for further explanation regarding the improvement in public transport and why that action was marked as green.
 - The Committee asked for a response on how the Council is ensuring that work is being carried out to encourage ethical investments by the staff pension fund.
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- The Committee recommended that data on 3 weekly garden waste collections' impact on recycling waste be included in next report.
 - The Committee recommended that lists of bus shelter improvements be shared more widely with Members and the work programme of these improvement be shared with Ward Members so residents can be informed.
 - The Committee recommended a survey be carried out to ascertain in which areas would improvements to bus shelters encourage bus usage.
 - The Committee recommended that monitoring be carried out to ascertain how often those in the Cycle to Work Scheme use their bicycles to travel to work.
 - The Committee recommended that more information be included regarding pensions in the Organisational Leadership and Culture Action Plan under Priority 4, Action V in the report.
 - The Committee recommended that Red, Amber and Green RAG ratings have a commentary/explanation column added to the report.
 - The Committee recommended that more information regarding rating thresholds be included in the report.
 - The Committee recommended that the date the report is written should be included to increase clarity when considering dates within the report – namely action dates which have been exceeded by the meeting but may have been met outside the time where the report is able to be edited.

The Committee asked that these be recorded at the end of each relevant agenda item.

7 **Scrutiny Adviser Reports**

a) Actions Arising (Appendix 1)

The Scrutiny Adviser reported the outstanding actions to the Committee.

The Scrutiny advisor reported back to the Committee that there were approximately 250 EV charging outlets in Newport.

The Scrutiny Advisor noted that the Strategic Director for Transformation and Corporate would contact the university on behalf of the Committee.

b) Forward Work Programme (Appendix 2)

The Scrutiny Advisor noted that there was one item on the agenda for the 8th September and that there were two items on the agenda for the meeting on the 9th October and added that the October meeting will begin at 2pm.

The Date of the next meeting was confirmed as the **8th September 2023**.

8 **Live Event**

[The recording of the meeting can be watched here.](#)