

**Performance Scrutiny Committee – Place and Corporate****ACTION SHEET – 17 April 2023**

	<b>Agenda Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome</b>
1	<b>Minutes of the previous Meeting held on 23 January 2023</b>	The Committee requested an update on conversations with Registered Social Landlords contributing towards the Community Safety Warden service.	<b>Head of Environment and Public Protection</b>	<b>COMPLETED - Information sent to Committee on 31<sup>st</sup> July 2023.</b>

**ACTION SHEET – 10 July 2023**

	<b>Agenda Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Environment and Public Protection -</b> Members requested more information about the Maesglas Public Spaces Protection Order (PSPO) and for information to be provided by the Public Protection Manager on the timescale and the progress of the order.	<b>Head of Environment and Public Protection</b>	<b>COMPLETED – Information sent to Committee on 2<sup>nd</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Environment and Public Protection -</b> Members requested for more information about the Improved Compliance Support Framework and how it has been marketed to businesses.	<b>Head of Environment and Public Protection</b>	<b>COMPLETED – Information sent to Committee on 2<sup>nd</sup> August 2023.</b>

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1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Environment and Public Protection</b> - Page 3- Reference 11 – “ <i>Raise awareness and enforce the minimum energy efficiency standards for rental properties</i> ”, The Committee requested to know what was the outcome of the other Landlords who were not compliant, how did Rent Smart Wales link in with this and what are the links with other service areas.	<b>Head of Environment and Public Protection</b>	<b>COMPLETED – Information sent to Committee on 2<sup>nd</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Infrastructure</b> - Members requested that an evaluation report on the Traffic Free Streets for Schools be shared with schools to encourage suitable schools to sign up.	<b>Head of Infrastructure</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Infrastructure</b> - Members noted the poor signage on the SDR, particularly the proximity of the 50mph and 30mph signs. They questioned whether it needed to be reviewed, given that the 50mph sign had not been removed since the pedestrian crossing was taken out and it was located after the roundabout.	<b>Head of Infrastructure</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Infrastructure</b> - Members asked the Head of Infrastructure to specify the completion date for the Digital Bus Signage, which had been ordered but not installed. They requested that the report be amended to reflect the correct completion dates, highlighting that the risk should be categorised as Red rather than Green.	<b>Head of Infrastructure</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>

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1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Infrastructure</b> - Members emphasised the significance of seating in bus stops for older people who used them. Although advised by officers that the seating could be a risk for vandalism, Members noted that the digital bus signs could be equally be seen to be a risk for vandalism. Members also made comment that a lack of seating in bus shelters could be seen as a barrier to active travel if people were reluctant to travel on buses.	<b>Head of Infrastructure</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Infrastructure</b> - The Committee asked for a plan to address the poor condition of roads and improve the road network, especially as increased traffic and other issues affected them. The Committee confirmed the presentation of the Highways Asset Management Plan to members in February 2024, but Members requested additional data to be sent to the Committee before that.	<b>Head of Infrastructure</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Housing and Communities</b> - Members requested figures for social housing properties brought back into use.	<b>Head of Housing and Communities</b>	<b>COMPLETED – Information sent to Committee on 4<sup>th</sup> September 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Housing and Communities</b> - Page 97, Performance Measure – <b><i>“The percentage of empty private properties brought back into use”</i></b> , Committee requested if they could have data and figures for the social landlord properties.	<b>Head of Housing and Communities</b>	<b>COMPLETED – Information sent to Committee on 4<sup>th</sup> September 2023.</b>

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1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Housing and Communities</b> - Members requested performance statistics from the Registered Social Landlords (RSL) to be shared with Committee, such as how many properties have been long term unoccupied for 28 days or more.	<b>Head of Housing and Communities</b>	<b>COMPLETED – Information sent to Committee on 4<sup>th</sup> September 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Housing and Communities</b> - Members requested information on the RSL stock, including the proportion of properties available for rent that are considered affordable. They also sought a clear definition of what "affordable" means.	<b>Head of Housing and Communities</b>	<b>COMPLETED – Information sent to Committee on 4<sup>th</sup> September 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Housing and Communities</b> - Members asked for the percentage of people who are on the common housing register in other neighbouring local authorities, such as Torfaen.	<b>Head of Housing and Communities</b>	<b>COMPLETED – Information sent to Committee on 4<sup>th</sup> September 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Housing and Communities</b> - Members requested an update from the Warm Spaces Meeting planned for Thursday 13th July 2023.	<b>Head of Housing and Communities</b>	<b>COMPLETED – Information sent to Committee on 4<sup>th</sup> September 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Housing and Communities</b> - Members asked for information about the 300% premium increase on rent imposed by some local authorities in Wales. Specifically, they enquired about other authorities that implemented this increase and whether it reduced the number of empty homes. In addition, Members also requested data on local authorities that do not raise council taxes on vacant homes since Newport was one of four authorities with this policy	<b>Head of Housing and Communities</b>	<b>COMPLETED – Information sent to Committee on 4<sup>th</sup> September 2023.</b>

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1	<b>2022/23 Service Plan End of Year Reviews</b>	Scrutiny Adviser to re-send the RSL briefing report that was discussed at the Performance Scrutiny Committee – People meeting held on 14 <sup>th</sup> March 2023 to the Committee.	<b>Scrutiny Team</b>	<b>COMPLETED – RSL briefing report sent to Committee on 12<sup>th</sup> July 2023.</b>
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### **ACTION SHEET – 24<sup>th</sup> July 2023**

	<b>Agenda Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Regeneration and Economic Development PI – “Number of new affordable housing units granted planning permission during the year”</b> – Members advised that it would be useful in future reports to see the figure as an overall percentage.	<b>Head of Regeneration and Economic Development</b>	<b>COMPLETED - Information sent to Committee on 31<sup>st</sup> July 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Regeneration and Economic Development</b> - The Committee would like to know how much money the Council is bringing in terms of Section 106 agreements. It was also requested if they could be told how it compared to previous years.	<b>Head of Regeneration and Economic Development</b>	<b>COMPLETED - Information sent to Committee on 31<sup>st</sup> July 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Regeneration and Economic Development</b> - Discussion ensued regarding the Place Making Plan, Destination Management Plan and the Cultural Strategy. Comment was made that the information available was vague and it cannot be seen how the service area are going to get these plans off the ground and drive the traffic of information to	<b>Head of Regeneration and Economic Development</b>	<b>ACTIONED – Information sent to Head of Service on 26<sup>th</sup> July 2023.</b>

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		get people to visit Newport. The Committee request if they could receive information reports on the three strategies by the end of September.		
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Regeneration and Economic Development</b> - <i>Page 25 Reference 6 - “Develop a Place Marketing Plan which promotes Newport as a great place to live, work, learn, visit and invest in”</i> , Members would like to know what are the other peer locations that we have been looking at, and also what have been the highlights so far.	<b>Head of Regeneration and Economic Development</b>	<b>ACTIONED – Information sent to Head of Service on 26<sup>th</sup> July 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Regeneration and Economic Development</b> - <i>Page 29 Ref 4 - “Use effective enforcement powers to protect against inappropriate development and bring back some of the City’s long standing vacant and derelict properties”</i> , - Members noted the new post created to lead on the progression of priority cases, and comment was made about the 2 successes. Members feel that there should be a PI set for future report to make sure we are getting value for money from the post.	<b>Head of Regeneration and Economic Development</b>	<b>COMPLETED - Information sent to Committee on 31<sup>st</sup> July 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Regeneration and Economic Development</b> - Members asked if they could receive a breakdown of each business type within the city centre.	<b>Head of Regeneration and Economic Development</b>	<b>ACTIONED – Information sent to Head of Service on 26<sup>th</sup> July 2023.</b>

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1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>People Policy and Transformation - Page 46 Ref 6 – “<i>Development of digital skills of citizens, employees and members</i>”,</b> The Committee would like to know what was the take up for the Get Connected Digital Skills course, and what the demographic of the take up was.	<b>Head of People Policy and Transformation</b>	<b>COMPLETED – Information sent to Committee on 30<sup>th</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>People Policy and Transformation -</b> Members requested clarification of a likely completion date for the Asset Management Plan, as Members would like to fit this on the committee’s forward work programme as an agenda item.	<b>Head of People Policy and Transformation</b>	<b>COMPLETED – Information sent to Committee on 30<sup>th</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>People Policy and Transformation - Page 59 – PI – “<i>Total number social media followers</i>”,</b> Members requested if the measures for social media are appropriate. Suggested was also made if we could utilise schools, such as sixth formers to use as a part of their coursework to help with engagement. The Youth Council could also be included.	<b>Head of People Policy and Transformation</b>	<b>COMPLETED – Information sent to Committee on 30<sup>th</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>People Policy and Transformation -</b> The Committee request that the Mid-Year Review report include the effectiveness of the sickness policy, and how it compares with other local authorities	<b>Head of People Policy and Transformation</b>	<b>COMPLETED – Information sent to Committee on 30<sup>th</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>People Policy and Transformation -</b> Members were pleased to hear about the backlog reducing in the Coroner’s Office, but noted that there were no figures given for the	<b>Head of Law and Standards</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>

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		backlog. Members request if they could receive these figures.		
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Law and Standards</b> - Members were pleased to hear about the backlog reducing in the Coroner's Office, but noted that there were no figures given for the backlog. Members request if they could receive these figures.	<b>Head of Law and Standards</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Finance - Performance Measure – “<i>Budget monitoring – Budget Manager submissions Percentage of monthly forecasts submitted by budget managers</i>”</b> – Members asked if the it could be specified which service areas are below target, and the reasoning to why they are underperforming.	<b>Head of Finance</b>	<b>COMPLETED – Information sent to Committee on 29<sup>th</sup> July 2023.</b>
1	<b>2022/23 Service Plan End of Year Reviews</b>	<b>Finance - Performance Measure – “<i>Customer Contact Centre average wait time – Council Tax enquiries</i>”</b> – Members suggest that the 25 minute target be lowered as the current target is being comfortably met. Members also asked if they could be provided details of the peak call times for lines in the Customer Contact Centre.	<b>Head of Finance</b>	<b>COMPLETED – Information sent to Committee on 31<sup>st</sup> August 2023.</b>