

## Corporate Overview and Scrutiny Committee Action Log 2024/25

No	Action	Open / Closed	Assigned to	Notes
<b>Informal Meeting 18 June 2024</b>				
1	Freeport briefing to be provided.	Completed	Alex Powell	Briefing note sent to Members on 23 <sup>rd</sup> July.
2	Briefing note on the various South Essex Boards to be provided to the Committee – including if all are required.	Completed	Alex Powell	A report on all Outside Bodies has been added to the work programme.
3	O&S presentation, O&S Protocol, recent government guidance on best value and good scrutiny to be sent to the Committee.	Completed	Alex Powell	Guidance sent to Committee Members on 19 June.
4	Metrics for measuring culture change be sent to the committee.	Completed	Lucy Tricker/Claire Dixon/Helen Nicol	Final performance metrics sent to Members on 26 <sup>th</sup> July.
5	A potential Task and Finish Group to be scoped regarding communications and/or culture and workforce.	Open	Alex Powell / Helen Nicol	A discussion regarding a culture and workforce Task and Finish Group was held at July's Corporate O&S. The Committee agreed not to establish a Task and Finish Group at this time due to ongoing work on the staff survey results - the action will remain open.
6	Organise finance training at Group meetings on DHLUC finance support model.	Completed	Lucy Tricker/Claire Dixon/Dawn Calvert	Training provided at Labour group meeting on 24 <sup>th</sup> June. This training was superseded by the budget Member training session held on 2 <sup>nd</sup> October. The invite was sent to Members.
7	Organise regular triangular meetings between Directors and Chair/Vice-Chair, and PFHs.	Completed	Lucy Tricker/Claire Dixon	Chair provided dates for meetings with Directors. It has been agreed that PFHs will be invited to these meetings on an ad-hoc basis.
<b>30 July 2024</b>				
8	Work programme to be updated with the following items: <ul style="list-style-type: none"> <li>• Outside Bodies Review (September)</li> <li>• Corporate Plan: Implementation Progress (September)</li> </ul>	Completed	Lucy Tricker/Claire Dixon	Agreed work programme amendments: <ul style="list-style-type: none"> <li>• Outside Bodies Review – moved to March 2025.</li> <li>• Draft Comms &amp; Engagement Strategy – confirmed for October.</li> <li>• Corporate Plan: Implementation Progress - informal briefing session with the Chair and Vice-Chair arranged for 3<sup>rd</sup> September.</li> </ul> Report on corporate plan metrics confirmed for October.

	<ul style="list-style-type: none"> <li>• Draft of Thurrock Council's Communication and Engagement Strategy 2024-25 (October)</li> <li>• Members enquiries Process</li> </ul>			<ul style="list-style-type: none"> <li>• Member Enquiries Process witness/Q&amp;A session – confirmed for September.</li> </ul>
9	The governance process for the Council's performance data (KPIs) to be provided to the Committee.	Completed	Lucy Tricker/Claire Dixon / Alex Powell	Initial performance metrics to be presented to October's Corporate O&S meeting.
10	Members requested data on the numbers and demographics of those residents who could not access IT services.	Completed	Louise Neilan	Sent to the Committee on 27 <sup>th</sup> August.
11	Members requested data on the numbers of residents who contact the Council through the reception front desk at the Civic Offices.	Completed	Tracie Heiser/Dan Fenwick	Sent to the Committee on 5 <sup>th</sup> August.
<b>17 September 2024</b>				
12	Budget pressures for the Thameside Theatre to be confirmed and details provided to the Committee.	Completed	Dawn Calvert	Sent to the Committee on 24 <sup>th</sup> September.
13	The Committee requested sight of Financial Recovery Board reports to commissioners regarding quarterly finance updates.	Completed	Dawn Calvert	Finance Recovery Board documents and minutes are published on the Council's website: <a href="#">Boards overseeing our work   Improvement   Thurrock Council</a>
14	Members requested the location of the three internet clubs established in Thurrock.	Completed	Marta Poczowska	Sent to the Committee on 24 <sup>th</sup> October.
15	Time frames and milestones for the Digital Transformation Programme to be shared with the Committee, including what aspects are already in train.	Completed	Marta Poczowska	Sent to the Committee on 24 <sup>th</sup> October.

16	A Members Enquiries Working Group to be convened to review service improvements.	Completed	Tracie Heiser / Claire Dixon / Lucy Tricker	O&S Officers emailed the Committee regarding the broadened scope of the Group and nominations for membership. The Group will now include updates on digital progression following the review of the Members enquiries process.  Cllrs Fletcher, Fox and Green indicated their interest and were contacted by Tracie Heiser directly on 14 <sup>th</sup> October to arrange the first meeting.
17	Work programme to be updated with quarterly finance performance reports.	Completed	Dawn Calvert / Claire Dixon / Lucy Tricker	Work programme updated - reports to go to scrutiny post-Cabinet.
<b>22 October 2024</b>				
18	O&S Officers to arrange a meeting with the Committee w/c 28 <sup>th</sup> October to discuss the upcoming budget scrutiny process and provide confirmation of the date.	Completed	Claire Dixon / Lucy Tricker	Meeting held on 29 <sup>th</sup> October at 6pm (Teams)
<b>20 November 2024 – budget scrutiny</b>				
19	Members requested background information and the figures for the COVID grant repayment.	Completed	Sima Khiroya	Briefing note sent on 22 <sup>nd</sup> November.
20	Members requested information on cross-charging other services such as the NHS, such as whether this was included in the budget and how much had been recovered.	Completed	Robert Persey	Information sent on 17 <sup>th</sup> December.
21	Information regarding the mobile phones contracts to be sent to Members.	Completed	Marta Poczowska	Information sent on 26 <sup>th</sup> November.
22	Report from print room staff be re-sent to Leader, Portfolio Holders and Opposition Leader.	Completed	Claire Demmel/Lucy Tricker	Information sent on 4 <sup>th</sup> December.

23	Members requested more information and clarity on the additional mitigation work surrounding the removal of proposal FIN01.	Completed	Dawn Calvert	Information sent on 18 <sup>th</sup> December.
24	Financial investigation into garden waste discount for pensioners be shared with the Place O&S Committee.	Completed	Claire Demmel	Information sent on 4 <sup>th</sup> December.
25	Information on individual, customisation of street lighting such as glare shields or additional dimming be sent to Members.	Completed	Claire Demmel	Information sent on 10 <sup>th</sup> December.
26	Members requested recycling figures in Thurrock over the past 12 months.	Completed	Claire Demmel	Information sent on 10 <sup>th</sup> December.
<b>14 January 2025</b>				
27	As part of the Corporate Performance reports, the recycling target to be reconsidered and referred to the Place O&S Committee.	Completed	Patrick McDermott / Sarah Brown / Lucy Smith	A briefing note was presented to the Place O&S Committee in 19 <sup>th</sup> February for their discussion and comment. A summary of their discussion will be circulated to Corporate O&S Committee Members.
28	The Committee suggested relevant milestones and metrics be presented to each O&S Committee as a matter of course, rather than referred from Corporate O&S. Officers to investigate this proposal and come back to the committee.	Open	Patrick McDermott / Sarah Brown	This will be discussed at the All-Chairs Forum meeting on 11 <sup>th</sup> March and reported back to the Committee.
29	Police, Fire and Crime Commissioners precept within Council Tax to be confirmed.	Completed	Dawn Calvert	Information sent on 10 <sup>th</sup> February.
30	Cabinet Member for Resources to discuss burial increases with officers	Completed	Cllr Muldowney / Dawn Calvert	Cabinet Member of Resources addressed this during Cabinet meeting on 22 <sup>nd</sup> January (Cabinet approved the increases).

	prior to Cabinet to ascertain why this increase is being made.			
31	Chair to consider cancelling the February meeting due to lack of business.	Completed	Lucy Smith/Claire Dixon	The meeting has been cancelled due to lack of business. There is the potential for an April meeting, if there is business to transact.