



NOTICE OF MEETING

CABINET MEMBER FOR COMMUNITIES AND CENTRAL SERVICES

THURSDAY, 24 MARCH 2022 AT 3.00 PM

COUNCIL CHAMBER - THE GUILDHALL

Telephone enquiries to James Harris - Senior Local Democracy Officer 02392 606065
Email: james.harris@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Information with regard to public access due to Covid precautions

- Following the government announcement 'Living with COVID-19' made on 21 February, attendees will still be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting until the end of March (This guidance will be updated at that point). Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing – getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates.
- We strongly recommend that attendees should be double vaccinated and have received a booster.
- If symptomatic we encourage you not to attend the meeting but to stay at home, avoid contact with other people and to take a PCR test in line with current UKHSA advice.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

Membership

Councillor Chris Attwell (Cabinet Member)

Group Spokespersons

Councillor George Fielding
Councillor Lee Mason

Councillor Jeanette Smith

(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

A G E N D A

- 1 **Apologies for Absence**

- 2 **Declarations of Interest**

- 3 **Portsmouth City Council Records Management Policy Review (Pages 3 - 22)**

The purpose of this report is to seek the Cabinet Member's approval of minor revisions to council's Records Management Policy made as a result of routine review. The revised Policy is attached as Appendix 1.

RECOMMENDED that the Cabinet Member for Communities and Central Services approves the revised Records Management Policy which forms Appendix 1 of this report.

- 4 **Monitoring of the Third Quarter 2021/22 Revenue Cash Limits (Pages 23 - 30)**

The purpose of this report is to inform the Cabinet Member and Opposition Spokespersons of the forecast revenue expenditure for the year compared with the cash limited budget.

Recommended that the report be NOTED.

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Agenda Item 3



Title of meeting:	Communities and Central Services Portfolio Decision Meeting
Date of meeting:	Thursday 24 March 2022
Subject:	Portsmouth City Council Records Management Policy Review
Report by:	Director for Culture, Leisure and Regulatory Services and City Development
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

The purpose of this report is to seek the Cabinet Member's approval of minor revisions to council's Records Management Policy made as a result of routine review. The revised Policy is attached as Appendix 1.

2. Recommendations

RECOMMENDED that the Cabinet Member for Communities and Central Services approves the revised Records Management Policy which forms Appendix 1 of this report

3. Background

- 3.1 This Policy was adopted by the council in 2017 and is due for routine review. The policy provides basic principles and a framework for records management by the council, its employees and contractors. Such a policy is required to comply with The Lord Chancellor's 'Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000' (revised 2021) and to help meet the requirements of data protection legislation.
- 3.2 Review of the policy has found that in essence it remains fit for purpose in guiding management of the council's records, both paper and digital. Minor amendments to it would be appropriate, however, viz:
1. Updating the list of legislation in Section 1 Introduction and the definition of 'destruction' in Section 5 Definitions, to take the Data Protection Act 2018 into account.

2. Adding a clause delegating authority to make minor amendments to the policy to the Director for Culture, Leisure and Regulatory Services, or whichever director is responsible for the Modern Records Section after any future administrative reorganisations.
3. Updating the list of council policies in Section 7 Related Policies.

4. Reasons for recommendation

4.1 RECOMMENDED that the Cabinet Member for Communities and Central Services approves the revised Records Management Policy which forms Appendix 1 of this report

4.1.1 Adopting the recommendation will benefit the Council in the following ways:

1. Assured access to critical records for the period the Council needs or wishes to keep them
2. A sustained reputation as trustworthy and efficient
3. More efficient and better decision making and service delivery
4. Sustained defence against breaching FOI, GDPR and DPA legislation
5. It will also demonstrate to the public and outside bodies, such as the Information Commissioner's Office, The National Archives and the courts, that it is taking seriously its obligations under the GDPR and other records legislation.

4.1.2 Failing to manage its records will undoubtedly lead to:

1. Unnecessary expense to defend the Council's interests
2. Increased costs through storing too many copies of records
3. Increased costs 'reconstructing' lost records, where that is even possible
4. Fines for breaching data protection and FOI legislation
5. Loss of reputation
6. General inefficiency in finding records

5. Integrated impact assessment

An Integrated Impact Assessment has been completed and approved. It is attached as Appendix 2 of this report.

6. Legal implications

- 6.1 There are no negative legal implications

7. Director of Finance's comments

- 7.1 There are no direct financial implications arising from adopting the Council's Records Management policy set out in this report. Compliance with the policy in meeting existing obligations under current legislation should be met from existing

budget provision. Any additional costs arising from the implementation of the policy or associated new legislation will be reported back to members for consideration.

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Signed by:

Stephen Baily

Director for Culture, Leisure and Regulatory Services

Appendices:

1. (amended) modern Records Policy
2. Integrated Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
The Lord Chancellor, <i>The Code of Practice on the Management of Records under section 46 of the Freedom of Information Act</i>	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1010395/Freedom_Information_Code_Practice_Web_Accessible.pdf Accessed 2022-03-02
BS 10008:2014 Evidential Weight and Legal Admissibility of Electronic Information - Specification, British Standards Institute	Modern Records Office

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

Signed by:

Cabinet Member for Communities and Central Services

Summary:

Records are an important asset of the council. It is the duty of *all* members of the council, *all* council staff *and* volunteers, *and* companies or persons providing services or undertaking contracts on behalf of Portsmouth City Council to create full, accurate and reliable records of their actions. They should manage those records to ensure they are kept safe and to meet the demands of the law and of regulatory bodies.

Managers are responsible for ensuring their section's records are properly managed.

ID	L&AS_RM_003
Last Review Date	March 2022
Next Review Date	November 2023
Approval	Director for Culture, Leisure and Regulatory Services
Policy Owner	Director for Culture, Leisure and Regulatory Services
Policy Author	Records Manager
Advice & Guidance	Records Manager
Location	PolicyHub
Related Documents	PCC policies, legislation, regulations for particular areas of activity
Applicability	All councillors, council staff, volunteers and contractors in the course of council business

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7. Procedures
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1 Introduction

Portsmouth City Council, on behalf of the citizens it represents, holds a large amount of information. This information relates to individuals and places in the city as well as records of decisions made by the council, the reasons for these decisions and the actions it took. The council recognises that its records are an important public asset, vital to operating effectively, policy-making and defending citizens' rights.

In addition the council is bound to keep good records by legislation, statutory instruments and codes, such as the local government acts, EU General Data Protection Regulation 2016/679 (GDPR) and the Data Protection Act 2018 (data protection legislation), The Freedom of Information Act (2000), The Environmental Information Regulations (2004), The Local Government Transparency Code (2015) and by regulating bodies overseeing particular aspects of its activities, such as the Care Quality Commission. Modern technology has made far easier the creation of records, and copies of them, in an ever-greater range of media. At the same time technological change threatens to make records inaccessible as the formats in which they were created become out-of-date.

Like any asset, records require careful management and this policy sets out how the council intends to manage its records to meet these obligations and thereby preserve its corporate memory.

2 Purpose

This policy is to make clear Portsmouth City Council's commitment to create good records of its activities and to manage them effectively. These records will allow it to:

- Make better decisions

- Defend the rights of the city's inhabitants
- Be held accountable for the actions of council and staff
- Carry out council business more effectively and efficiently
- Meet legal and regulatory requirements

3 Scope

This policy covers all records in any format made by all councillors, council staff, volunteers and contractors in the course of council business as a record of that business.¹ It does not cover notes not required as a record, or published information; nevertheless some of such items may still be subject to data protection legislation and should be disposed of securely.

4 Statement of Policy

It is the responsibility of *all* members of the council, *all* council staff *and* volunteers, *and* companies or persons providing services or undertaking contracts on behalf of Portsmouth City Council, to, when undertaking council business:

- Keep full, accurate and reliable records appropriate for the actions being recorded, whatever the medium in which they are created. Where record content and format has been laid down in council procedures, these procedures should be followed
- Create new types of records and ICT systems only after consulting records management or information governance staff
- Ensure that the records are filed (physically or electronically) in the correct place with filenames, indexes or metadata created so that they can be retrieved when required
- Ensure that the records are stored secure from unauthorised access or alteration
- Store records in an environment which will prevent their physical deterioration²
- Ensure that the records will be maintained in a format allowing them to be read regardless of technological change
- Keep draft, duplicate and surrogate copies of records only as long as needed for immediate business purposes
- Ensure that the records are disposed of when no longer required for business purposes (with the guidance of the PCC Retention Schedule and records management staff) by destruction or transfer to the city archives as an historical record
- Destroy records, including drafts, surrogates and duplicates, only in accordance with the council's Disposal Procedures

Managers at all levels have particular responsibility to ensure their section's records are properly managed.

¹ For a definition of a record see Definitions, below.

² For example, protect them from dirt, damp or mould.

The council will also ensure that vital records are protected to enable it to function and recover swiftly after a disaster. Business continuity plans and procedures will be in place to guide rapid recovery.

The council will require all staff to undertake periodic training with respect to record management along with accessing appropriate training with regard to data protection legislation and the Freedom of Information Act (2000).

5 Definitions

- Destruction** Rendering records unreadable and removing them from council premises. If the data in the records includes information that is defined as personal in the DPA 2018 or commercially sensitive then physical destruction should be carried out according to the council's Disposal Procedures
- Disposal** The process of deciding and implementing the fate of records that are no longer required for normal business purposes. It may involve transfer to the Portsmouth History Centre to become part of the city's historical archive or destruction
- Records** Records are "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business".³ They may be in any format, including electronic or printed documents, audio or video recordings, photographs or handwritten notes of telephone conversations and messages.

6 Monitoring Compliance

Compliance will be monitored by the council's records manager.

7 Related Policies

Adult Social Care policies

Children's Services policies

Financial Rules Parts A-D; General, Planning, Management & Accounting, 2015

Financial Rules Parts 5-7 (E-T) 2015

Health & Safety policies

Human Resources policies

IR35 Workers Policy

Information Governance policies

IT policies

Learning & Development policies

³ BS ISO 15489-1:2001 Information and documentation – Records management – Part 1: General.

The Portsmouth City Council retention schedule can be found on the PCC website at: <https://www.portsmouth.gov.uk/ext/your-council/policies-and-strategies/corporate-retention-schedule>

8 Policy Review

This policy will be reviewed in November 2023 and, thereafter, every three years. Authority to make minor amendments is delegated to the Director for Culture, Leisure and Regulatory Services, or the director responsible for the Modern Records Section after administrative reorganization.

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

The integrated impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & diversity

Directorate:

Cultural, Leisure & Regulatory Services

Service, function:

Library & Archive Services

Title of policy, service, function, project or strategy (new or old) :

Records Management Policy

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

What is the aim of your policy, service, function, project or strategy?

The effective and efficient management of PCC's records, ensuring also compliance with data protection, freedom of information and other legislation.

Has any consultation has been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No. This is a review of an existing policy.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable access to records of prosecutions and records of interactions with young people at risk of harm or offending will seriously undermine the council's ability to react effectively to crime. Failure to manage the records appropriately will put the council in breach of its legal obligations regarding records in this area.

How will you measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable access to records of housing and council buildings would make it more difficult and

expensive to maintain council property. (For example, records of asbestos in buildings should be kept for the life of the building plus 100 years.)

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Good record-keeping will not directly promote healthy living, although it could be argued that failure to keep and manage records will make the council's efforts in this direction more difficult in the long term. Records will enable analysis of the success or failure of policies in this area and the support given to individuals.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>

<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable long-term access to council records will result in the loss of evidence of entitlements to benefits.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

This policy should have no negative impact on equality and diversity, although the maintenance of council records long term may assist in the promotion of equality. Failure to manage council records appropriately in this area is likely to lead to breaches of data protection laws.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.



B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?



In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to council records will preserve evidence of climate change and of the success of measures taken to ameliorate it.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?



In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to council records will preserve evidence of previous usages of these resources and the creation of waste and of the success of measures taken to reduce consumption and waste production.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding ?



In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to council records will preserve evidence of previous flooding and prevention measures, including their success.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?



In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining records of biodiversity and the management of natural sites within Portsmouth will enable better management of those sites and the monitoring of change.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.



B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?



In thinking about this question:

- How will it reduce motor-vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to council records will preserve evidence of air pollution, enable effective monitoring and management of it while allowing assessment of the success of prevention measures.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?



In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it be safe and comfortable for children and older people to cycle and walk in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to council records will preserve evidence of the management of traffic and allow assessment of the success of policies to deliver these priorities.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

Is your policy, proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?



In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to council records will preserve evidence of the management of waste and recycling activity while it will allow assessment of the success of policies to deliver these goals.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.



C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to council records will preserve evidence of the management of areas of cultural value, the condition of listed buildings and allow the creation of appealing events and attractions. They enable access to historical information, images and other collections while promoting their preservation. They allow assessment of the success of policies to deliver these goals.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.



C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Effective record keeping will help produce better and cheaper local government. The records will allow assessment of the success of policies to deliver these goals.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available

into the future. The results of failing to do so will not become apparent for a decade or more.

C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?



In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth to the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Effective record keeping will help produce better and cheaper local government. The records will allow effective action and assessment of the success of policies to deliver these goals.

How are you going to measure/check the impact of your proposal?

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

Q8 - Who was involved in the Integrated integrated assessment?

John Stedman, Records Manager

This IIA has been approved by: Lindy Elliott

Contact number: 023 9268 8058

Date: 08/03/2022

Agenda Item 4

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Portsmouth
CITY COUNCIL

1

Title of meeting: Communities and Central Services Decision Meeting

Subject: Monitoring of the Third Quarter 2021/22 Revenue Cash Limits

Date of meeting: Thursday 24th March 2022

Report by: Director of Finance and Resources

Wards affected: ALL

1. Requested by

The Cabinet Member for the Communities and Central Services Portfolio.

2. Purpose

- 2.1 To inform the Cabinet Member and Opposition Spokespersons of the forecast revenue expenditure for the year compared with the cash limited budget.

3. Information Requested

3.1 Forecast outturn 2021/22

	£000
Forecast Net Overspend (before transfers to/from Reserves)	747
Less Expenditure funded from Corporate Contingency	
Covid-19 costs	(240)
Windfall costs	(850)
Net portfolio (under)/overspend	(344)

Analysis of this portfolio's variations is attached at Appendix A.

4. Revenue Expenditure

- 4.1 The Revenue Budget Monitoring 2021/22 report presented to Cabinet on 22nd March 2022 sets out the forecast revenue budget position of the Council as at the end of the third quarter 2021/22. This report noted that the budget approved by the City Council in February 2022 included a provision within the Council's Corporate Contingency to meet estimated Covid 19 related costs and lost income.

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It was also noted that any variances within Portfolios that relate to windfall costs or windfall savings will be met / taken corporately and not generally considered as part of the overall budget performance of a Portfolio. "Windfall costs" are defined as those costs where the manager has little or no influence or control over such costs and where the size of those costs is high in relation to the overall budget controlled by that manager. "Windfall costs" therefore are ordinarily met corporately from the Council's central contingency.

- 4.2 The overall net position for this portfolio (set out in para 3.1) is a net underspend of £343,600 after excluding windfall items (£850,400) and Covid-19 related expenditure (£240,000).

The windfall items within the portfolio are Rent Allowances, Rent Rebates, Land Charges and District Audit Fees (within Corporate Management).

Information on the main variances set out in paras 4.3 to 4.12 should be read in conjunction with Appendix A

- 4.3 Item 2 Audit, Risk & Insurance - overspend £31,500

The overspend represents the net variance arising from the cost of an agreed Covid-19 related post to manage increased workload of the Audit Department which is partially offset by additional income.

- 4.4 Item 5 Customer Services - underspend £51,300

The overall underspend with Customer Services relates to the following:

- In 2020/21 a 12-month market research post to assist with Covid-19 related work was approved with an impact in 21/22 of £38k.
- Due to the reduced footfall in the civic office's reception, £23k of software costs are not currently required, including queue management software.
- There is a non-Covid underspend of £66k primarily around staffing. A post is being held vacant in advance of savings, there are also several maternities within the service and overall staff turnover has been unusually high. In particular a number of senior specialist posts have been difficult to recruit to.

- 4.5 Item 7 Financial Services - underspend £98,200

Within Financial Services £119k relates to underspends in relation to vacant posts. There has also been Covid related additional costs of £6k for the Additional Restrictions Grant work and £15k Client Affairs and Appointeeship additional staffing resource.

- 4.6 Item 8 Information Services - overspend £136,900

The Information Technology overspend is a result of several factors:

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- A delay in the implementation of Office365. The anticipated saving as a result of this work will only be part realised in 21/22.
- The service has some increased costs for staffing which is due to the difficulty in recruiting to high level posts with the necessary skills.
- A one-off specialist subscription to validate and provide assurance re delivery of transformational activities given the scale of change and level of technical debt to be overcome

The service is continuing to review current expenditure to mitigate the effects of this overspend which has reduced by some £88k since the Q2 report.

4.7 Item 9 Procurement - underspend £86,400

The underspend in procurement is due to 2 factors:

- A post within the team has been vacant since April 2021 to be filled from January 2022 at the earliest
- Recharged income is higher than in previous years due to a significant amount of catch up work relating to capital schemes that had been suspended last year as a result of Covid, as well as the procuring of new income streams.

4.8 Item 11 & 12 Housing Benefits - Rent Allowance & Rebates - overspend £850,400

Forecast overspending relating to non COVID-19 activity is primarily as a result of the introduction of Universal Credit for new clients from September 2018 which has resulted in a fall in the level of rent allowances and rent rebates upon which the Council receives subsidy. As a consequence, there is a reduction in the level of net subsidy received by the Council relating to Housing Benefit overpayments. This is a windfall cost and will be met from Corporate Contingency.

4.9 Item 13 Local Taxation - overspend £51,200

The overspend in Local Taxation is mainly due the additional staff to support the extra workload on Covid grant payments.

4.10 Item 16 Democratic Representation & Management - underspend £17,500

There is an overspend in Democratic Representation & Management relating to additional security and cleaning COVID costs required for every council meeting held in the Guildhall (£5K) and venue hire for meetings held at the auditorium (£25K).

This is offset by underspends from part year vacancies within Members Support and a reduction in the non-staffing costs across the budget area.

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4.11 Item 18 Coroners - underspend £25,000

The service transferred to Hampshire County Council in January 2020. A reduction in cost to PCC is anticipated in 2021/22 as a result of this centralisation of the service.

4.12 Item 20 Legal Services - overspend £38,000

The overspend in Legal Services relates to a 6-month Litigation post to assist with additional childcare work that has increased due to COVID (£20k).

In addition, Legal have engaged a temporary locum to cover a work backlog (£18k).

5 Summary

5.1 The overall net forecast outturn position on the portfolio, after taking account of Covid 19 related costs and windfall items funded from Corporate Contingency, is a net underspend of £343,600.

5.2 Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve. This reserve is to be used initially to cover future year end overspendings, budget pressures, and contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives. The portfolio holder is responsible for approving any releases from the earmarked reserve in consultation with the Director of Finance and Information Services & S151 Officer.

5.6 The current uncommitted balance on the reserve is £104,400.

.....
 Signed Director of Finance and Information Services

Appendices:

A Forecast Revenue Variance Statement

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Service Budget Monitoring files	CRS Accountancy team

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Forecast Portfolio Variance 2021/22(Third Quarter) December 2021

Appendix A

COMMUNITIES AND CENTRAL SERVICES

Budget Heading	Total Portfolio Variance £	Funded from Corporate contingency		Net Portfolio underspend £
		Covid £	Windfall £	
1 Miscellaneous Expenses	(27,200)			(27,200)
2 Audit, Risk & Insurance	31,500	52,000		(20,500)
3 HR & In House Agency	0			0
4 Transformation Workstream Investment	0			0
5 Customer Services	(51,300)	38,000		(89,300)
6 Grants & Support to the Voluntary Sector	(16,600)			(16,600)
7 Financial Services	(98,200)	21,000		(119,200)
8 Information Services	136,900			136,900
9 Procurement	(86,400)			(86,400)
10 MMD Crane Rental	0			0
11 Housing Benefit - Rent Allowances	411,200		411,200	0
12 Housing Benefit - Rent Rebates	439,200		439,200	0
13 Local Taxation	51,200	58,000		(6,800)
14 Benefits Administration	6,400			6,400
15 Land Charges	6,000	6000		0
16 Democratic Representation & Management	(17,500)	45,000		(62,500)
17 Corporate Management	(21,100)			(21,100)
18 Coroners	(25,000)			(25,000)
19 Modern Records Service	0			0
20 Legal Services	38,000	20,000		18,000
21 Municipal Elections	(1,200)			(1,200)
22 Cemeteries	0			0
23 Community Funerals	900			900
24 Portchester Crematorium	0			0
25 Registrar of Births, Deaths & Marriages	(30,000)			(30,000)
26 Memorials	0			0
27 Registration Of Electors	0			0
Net Portfolio Variance	746,800	240,000	850,400	(343,600)

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