



Oversight and Governance

Chief Executive's Department
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SCRUTINY MANAGEMENT BOARD – SUPPLEMENT PACK

Wednesday 15 December 2021

10.00 am

Virtual Meeting

Members:

Councillor James, Chair

Councillor Penberthy, Vice Chair

Councillors Bingley and Laing.

Members are invited to attend the above meeting to consider the items of business overleaf.

Please find enclosed additional information relating to items 3, 7 and 8.

For further information on attending Council meetings and how to engage in the democratic process please follow this link - [Get Involved](#)

Tracey Lee

Chief Executive

Scrutiny Management Board

- | | |
|---|------------------------|
| 3. Minutes | (Pages 1 - 4) |
| 7. Work Programmes | (Pages 5 - 14) |
| 8. The Leader's Forward Plan of Key Decisions and Private Business | (Pages 15 - 20) |

Scrutiny Management Board**Wednesday 20 October 2021****PRESENT:**

Councillor James, in the Chair.
Councillor Penberthy, Vice Chair.
Councillors Bingley and Laing.

The meeting started at 10.00 am and finished at 12.00 pm.

Note: At a future meeting, the Panel will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

12. Declarations of Interest

There were no declarations of interest received.

13. Minutes

The minutes of the meeting held on the 04 August 2021 were agreed.

14. Chairs Urgent Business

There were no items of Chair's Urgent Business.

15. Scrutiny Chairs Discussion

The Chairs' discussed their thoughts on the latest cycle of scrutiny and highlighted key areas of interest –

- (a) Chairs' were all happy with how the last scrutiny session had went and thanked Democratic Support for their help;
- (b) It was agreed that introductions from officers and members would be kept to minimum and reports would be taken as read – this made a positive difference at the last session;
- (c) More work to be done on KPI's and how the data is presented, are we measuring the right indicators?
- (d) Finance colleagues to provide training around interpreting financial data;
- (e) Cllr Laing was discussing with the Lead Officer about arranging for MAT CEO's to attend a future session.

16. Finance Update

David Northey Head of Integrated Finance) provided the Board an update regarding the latest financial position –

- (a) The forecast revenue outturn after the application of Covid grants and council mitigating actions was currently estimated at £0.945m over budget, which was a variance of +0.5% against the net budget (+0.18% against the gross budget);
- (b) This was a reduction of £0.501m over period 4;
- (c) This was the August monitoring report for 2021/22 and it should be noted that the financial position will fluctuate as we move through the year. Officers and Members will work closely to manage the finances towards a balanced position by the end of the year.

Within this position the following headline financial issues are reported:

- (d) The pandemic continued to have a major impact on our financial resources, with a potential drawdown of £16.315m against the currently available grants. The impact of COVID-19 will continue in this financial year but in this forecast the additional costs identified are offset by grant and so there is a nil impact on the forecast variance. A detailed review would be undertaken at Period 6.

Key budget pressures:

- (e) £1.185m reported within Customer & Corporate Services Directorate. This had improved by £0.313m in the last month owing to (a) management of staff vacancies and (b) a saving in the treasury area.

Key favourable variances:

- (f) Public Health was still reporting an underspend of £0.094m;
- (g) Place Directorate were now reporting an underspend of £0.139m. an improvement of £0.181m.

The Board noted the report.

17. Budget Scrutiny

Giles Perritt (Assistant Chief Executive), Andrew Loton (Head of Performance, Governance and Risk) and Jamie Sheldon (Senior Governance Advisor) present the Budget Scrutiny approach to the Board –

- (a) Budget Scrutiny provides the opportunity to test assumptions, examine risks and challenge priorities; this was with a view to establishing and maintaining resources that are fit for purpose, meet the council's obligations and priorities and address the needs and aspirations of the people of Plymouth.
- (b) Scrutiny Management Board were asked to consider the endorsement of the following principles;
- (c) An opportunity to enhance the role of scrutiny committees covering the breadth of the council services to participate in budget scrutiny sessions in December;
- (d) Recommendations and advice to be fed into the formal Budget Scrutiny process;.
- (e) Individual scrutiny committees would discuss and identify lines of questioning for their particular area and have detailed access to budget information to allow them to scrutinise the budget effectively and provide recommendations for in year budget issues;
- (f) Budget Scrutiny would run over one day in January 2022 date TBC;
- (g) An informal session would take place following formal Budget Scrutiny to formalise recommendations for Cabinet;
- (h) A risk-informed approach would be taken utilising the strategic risk register and informed by the committee sessions, with time allocated to areas for discussion at budget scrutiny based on risk level;
- (i) The suggested approach acknowledges feedback from previous years that budget scrutiny when held as a single two day event: does not allow sufficient scrutiny of service specific areas, where scrutiny panels have existing expertise and knowledge, has not always delivered scrutiny outcomes that reflect the resource and preparation that go into a two day event;
- (j) We therefore believe that a revised approach that divides the process and papers release between the Autumn and January would provide greater opportunity for service specific further consideration and reflection on the issues by scrutiny members culminating in a comprehensive one day scrutiny session that draws all the elements together.

The Board agreed the proposed enhanced approach for scrutiny of the 2022/23 Budget.

18. **Corporate Plan Performance Discussion**

Andrew Loton (Head of Governance, Performance and Risk) led a discussion on the Corporate Plan Performance –

- (a) Members discussed the relevance of some of the Key Performance Indicators that feature in the reports that are received for Scrutiny and what could be done to improve the way they're scrutinised.

Following a suggestion from Andrew Loton (Head of Governance, Performance and Risk) the Board agreed to hold a KPI workshop as part of the annual review cycle.

19. **Select Committee Reviews**

Jamie Sheldon (Senior Governance Advisor) updated the Board regarding any planned Select Review –

- (a) Mental Health was currently scheduled for 02 December 21 and 12 Jan 21;
- (b) Councillor Penberthy raised that discussions would take place with his lead officer and Democratic Support about scheduling reviews for Leisure Services and Blue Badges. Democratic Support would identify dates once PID was received.

20. **Work Programmes**

The board noted the work programmes and proposed agendas and agreed that these would be updated following agenda setting meetings taking place.

21. **The Leader's Forward Plan of Key Decisions and Private Business**

Jamie Sheldon (Senior Governance Advisor) gave the Board an update on the items that were currently on the Leader's Forward Plan of Key Decisions and Private Business and explained the ways for Scrutiny to be involved.

The Board noted the Leader's Forward Plan of Key Decisions.

Brexit, Infrastructure and Legislative Change Overview Scrutiny Committee

Work Programme 2021-22



Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance.

For general enquiries relating to the Council's Scrutiny function, including this Committee's work programme, please contact Helen Prendergast, Democratic Adviser on 01752 668000.

Date of meeting	Agenda item	Prioritisation Score	Reason for Consideration	Responsible Cabinet Member /Officer
23 February 2022	Mayflower 400 Wrap Up (including international engagement)	(5)	The impact of Mayflower 400 on Plymouth (including international engagement)	Councillor Mark Deacon/Charles Hackett
	Plymouth and South Devon Freezone	(5)	The impact of the Freezone for Plymouth (ongoing issue)	Councillor Nick Kelly/David Draffan
	Plymouth Plan Annual Report	(5)	Review the Annual Report	Councillor Patrick Nicholson/Paul Barnard
	National Marine Park Activity Plan for the Horizon Project	(5)	Review of the Plan, as identified from the Committee's meeting held in December 2021	Councillor Nick Kelly/Councillor Maddi Bridgeman/David Draffan
	Corporate Carbon Reduction Plan 2021 Outturn Report	(5)	Scrutiny recommendation to receive a six month update on progress	Councillor Maddi Bridgeman/Paul Barnard
	Climate Emergency Action Plan 2021 Outturn Report	(5)	Scrutiny recommendation to receive a six month update on progress	Councillor Maddi Bridgeman/Paul Barnard
Items Raised by the Committee to be scheduled for 2022/23				
TBC	Environment Bill	(5)	Identified for consideration by the Committee at its July 2021 meeting	Councillor Jonathan Drean/Paul Barnard

Date of meeting	Agenda item	Prioritisation Score	Reason for Consideration	Responsible Cabinet Member /Officer
TBC 2022	Sustainable Transport in the City	(5)	Identified for consideration by the Committee at its July 2021 meeting	Councillor Jonathan Drear/Paul Barnard
Issues Identified for Select Committee Reviews				
February/ March 2022	The Delivery of Taxi Services within Plymouth	(5)	The issues impacting the delivery of taxi provision within the city	Councillor John Riley/Rachael Hind

HEALTH AND ADULT SOCIAL CARE OVERVIEW SCRUTINY COMMITTEE

Work Programme 2021 - 22



Please note that the work programme is a 'live' document and subject to change at short notice.

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Amelia Boulter, Democratic Support Officer, on 01752 304570.

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
9 March 2022	Policy Brief			Sarah Gooding
	Financial Monitoring Report			David Northey/Helen Foote
	Integrated Care Partnership			
	Long Covid			
	Primary Care			
	Dental health and dental access			
	Workforce paper			
Briefing Papers to be circulated to the Committee -				
Care Home Briefing Paper				
Select Committee				
Mental Health – Dec 2021 and Jan 2022 – December date postponed				
Future Items				
Implementation of health and wellbeing hubs				
Adult Safeguarding Board – check when last came to the board				
Thrive Programme Update				
Community Empowerment Framework				
Learning from Covid, (support to the care home market and how to develop training and support in a sustainable way)				
Impact on care homes and care sector due to Covid				
Reports from primary care, secondary care and domiciliary on carbon reduction				

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Performance, Finance and Customer Focus Overview and Scrutiny Committee

Work Programme 2021-22



Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance.

For general enquiries relating to the Council's Scrutiny function, including this Committee's work programme, please contact Helen Rickman, Democratic Adviser on 01752 398444.

Date of meeting	Agenda item	Prioritisation Score	Reason for Consideration	Responsible Cabinet Member /Officer
2 March 2022	Finance Monitoring Report Month 9		To consider the revenue finance monitoring position of the council.	The Leader/ Brendan Arnold
	Corporate Plan Performance Report		To consider how the Council is performing against its priority performance indicators.	The Leader/ Rob Sowden
	Business Support Review			
	Member Development Update			
	Equality and Diversity Update			

Items to be scheduled but not yet allocated a date:

- Grass cutting – biodiversity detailed data report
- Commitment to have community use options for Pounds House
- Progress Report – Crematorium
- Digital Transformation and Inclusion
- Contact Centre
- Customer Services Strategy
- Libraries

- Commercial waste collection – how to increase it
- Homelessness – joint work with Health scrutiny including health and housing and support
- Community Policing
- Electric charging points
- Election Bill Implications
- Rough sleeping strategy
- Policing in Plymouth – current police resources.
- Parking/ electric vehicles/ charging points
- People Strategy – strategy and update on the action plan to be circulated to Councillors

Select Committee Reviews:

Leisure Services – small task and finish group

Education and Children's Social Care Overview and Scrutiny Committee

Work Programme 2021-2022



Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance.

For general enquiries relating to the Council's Scrutiny function, including this Committee's work programme, please contact Jake Metcalfe, Democratic Advisor on 01752 304963.

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
16 February 2022	Home to School Transport		General update and challenges around this. Driver impacts.	Cllr Downie/Ming Zhang
	Child Exploitation action plan and updates on CSE and children missing / AS framework			Cllr Downie /Jean Kelly and Nick Cook
	Children's Performance Report		KPI's/scorecard/CIC stats/Referral stats/CP stats/CIN – Hannah Daw trends	Cllr Downie /Jean Kelly, Ming, Paul Stephens and Hannah Daw
	Early Years		Landscape and what it looks. What impact is the board hoping to have?	Cllr Downie /Ming Zhang
	Children in Care and Foster placements review		Update from September scrutiny	Cllr Downie /Jean Kelly
Items to be scheduled				
Review report – Adopt South West				
Regional Schools Commissioner				
Changes to pupil premium				
Sufficiency Strategy for Placements				
Unregulated placements				
Out of Hours Reshaping				
Education Improvements				

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
Plymouth Education Board and Work programme				
Update on Elective Home Education				
Experienced Social Worker recruitment and retention				
Afghan Resettlement Programme				
Care Leavers and Barnardo's Care Journeys				
School Attainment (Annual Report)				
Children's Mental Health Select Committee update				
Update on Kickstart (first scrutiny of municipal year)				
Plymouth Safeguarding Board				
Update on arrangements for children missing education				
To be scheduled				
Joint Select Committee Reviews				

Annex I – Scrutiny Prioritisation Tool

		Yes (=1)	Evidence
Public Interest	Is it an issue of concern to partners, stakeholders and/or the community?		
Ability	Could Scrutiny have an influence?		
Performance	Is this an area of underperformance?		
Extent	Does the topic affect people living, working or studying in more than one electoral ward of Plymouth?		
Replication	Will this be the only opportunity for public scrutiny?		

	Is the topic due planned to be the subject of an Executive Decision?		
		Total:	High/Medium/Low

Priority	Score
High	5-6
Medium	3-4
Low	1-2

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Leader's Forward Plan - 2 December 2021 onwards

This Forward Plan includes 'key' decisions that will be taken by the Cabinet, the Leader, Cabinet members, under joint arrangements and by Council Officers.

A 'key decision' is a decision that:

- relates to an executive function which results in the Council: spending or raising annual income by more than £1,000,000 (or more than £3,000,000 if that is the total cost of the contract award)
- results in a saving of more than £1,000,000 (unless the saving has a material impact upon service provision such as a significant change or cessation of service delivery and associated staff redundancies or has a significant impact on customers)
- is significant in terms of its effect on communities living or working in an area comprising two or more wards.

The Council is committed to making decisions in public. However, on occasion, some decisions will involve information that must be considered in private because, for example, the information is commercially confidential or relates to a legal proceeding. If you would like to make representations about why a particular decision should be made in public, please contact Democratic Support by no later than seven clear working days before the date of the meeting. An updated list will be published five clear working days ahead of the scheduled meeting of the Cabinet and published with the Cabinet agenda.

Decision makers will consider a number of documents which will include a report, an Equality Impact Assessment and, if applicable, a confidential report, a business case, contract award report and any other document relevant to the decision.

Any non-confidential document(s) may be obtained from the officer contact in the key decision table below either by email or phone or from Plymouth City Council, Ballard House, Plymouth, PL1 3BJ. If paper copies are required, a reasonable charge may be made.

The Executive (Cabinet) is:

Cabinet member	Councillor
Leader of the Council	Councillor Nick Kelly
Deputy Leader	Councillor Patrick Nicholson
Cabinet Member for Customer Services, Culture, Leisure and Sport	Councillor Mark Deacon
Cabinet Member for Education, Skills and Children and Young People	Councillor Dave Downie
Cabinet Member for Governance, HR, IT & Community Safety	Councillor John Riley
Cabinet Member for Transport	Councillor Jonathan Drear
Cabinet Member for Environment and Street scene	Councillor Mrs Maddi Bridgeman
Cabinet Member for Homes and Communities	Councillor Mrs Vivien Pengelly

For any queries about the Leader's Forward Plan, please contact Democratic Support on 01752 305155 or democraticsupport@plymouth.gov.uk or at The Chief Executive's Office, Plymouth City Council, Ballard House, Plymouth PL1 3BJ

Key Decisions - 2 December 2021 onwards

Date of decision	Decision	Who will make the decision	If a Cabinet decision; will include private information? Y/N	Key Decision Y/N	Consultation	Officer Contact
Not before 10 Jan 2022	<p>ICT Capital Business Case 2021</p> <p>This case requests funding to support further investment in the ICT supporting the Council's service delivery.</p>	Leader of the Council	Open	Y	<p>The Leader</p> <p>Scrutiny Management Board</p> <p>Consultation will take place with key stake holders and organisations as the project progresses</p>	<p>Andy Ralphs (Service Director for Customer and Corporate Services)</p> <p>Andy.ralphs@plymouth.gov.uk</p> <p>please contact Andy.ralphs@plymouth.gov.uk if you would like to make representations.</p> <p>If you would like to make representations about why a particular decision should be made in public, please contact democratic.support@plymouth.gov.uk by no later than seven clear working days before the date of the meeting.</p> <p>Any non-confidential document(s) may be obtained from the officer contact in the key decision table</p>

Key Decisions - 2 December 2021 onwards

Date of decision	Decision	Who will make the decision	If a Cabinet decision; will include private information? Y/N	Key Decision Y/N	Consultation	Officer Contact
Not before 4 Sep 2021	Morlaix Drive Access Improvement and Bus Priority Scheme - Contract Award	Strategic Director for Place	Part exempt	Y	<p>Public consultation took place July 2019</p> <p>Continuous engagement with –</p> <p>University Hospitals Plymouth NHS Trust</p> <p>Livewell SW</p> <p>SW Ambulance Service Trust</p>	<p>Anthony Payne (Strategic Director for Place) anthony.payne@plymouth.gov.uk</p> <p>please contact Anthony.payne@plymouth.gov.uk if you would like to make representations.</p> <p>If you would like to make representations about why a particular decision should be made in public, please contact democratic.support@plymouth.gov.uk by no later than seven clear working days before the date of the meeting.</p> <p>Any non-confidential document(s) may be obtained from the officer</p>

Key Decisions - 2 December 2021 onwards

Date of decision	Decision	Who will make the decision	If a Cabinet decision; will include private information? Y/N	Key Decision Y/N	Consultation	Officer Contact
						contact in the key decision table
Not before 01 Dec 2021	<p>Strategic Investment Property Acquisitions as determined by the Leader</p> <p>To safeguard and secure employment accommodation for the city and other associated benefits.</p>	Leader of the Council	Part exempt	Y	Consultation will take place with key stake holders and organisations when required	<p>Anthony Payne (Strategic Director for Place) anthony.payne@plymouth.gov.uk</p> <p>please contact Anthony.payne@plymouth.gov.uk if you would like to make representations.</p> <p>If you would like to make representations about why a particular decision should be made in public, please contact democratic.support@plymouth.gov.uk by no later than seven clear working days before the date of the meeting.</p> <p>Any non-confidential document(s)</p>

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