

Public Document Pack



BARRY KEEL
Chief Executive
Floor 1 - Civic Centre
Plymouth
PL1 2AA

www.plymouth.gov.uk/democracy

Date 19/11/10 Telephone Enquiries 01752 307815 Fax 01752 304819
Please ask for Mrs. Katey Johns e-mail katey.johns@plymouth.gov.uk

OVERVIEW AND SCRUTINY MANAGEMENT BOARD SUPPLEMENT

DATE: WEDNESDAY 24 NOVEMBER 2010
TIME: 2 PM
PLACE: COUNCIL HOUSE (NEXT TO THE CIVIC CENTRE)

Committee Members –

Councillor James, Chair.
Councillor Ball, Vice-Chair.
Councillors Browne, McDonald, Nicholson, Ricketts, Stevens, Thompson and Wildy.

Co-opted Representatives –

Mr. D. Fletcher (Chamber of Commerce)
Mr. J. Paget

PLEASE FIND ATTACHED ADDITIONAL INFORMATION SUBMITTED IN
RESPECT OF AGENDA ITEM NOS. 8, 10, 11, 12A AND 12B.

BARRY KEEL
CHIEF EXECUTIVE

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

8. COUNCILLOR CALL FOR ACTION - BUDSHEAD TRUST (Pages 1 - 2)

To receive the minute from Cabinet and a verbal update from the Localities Manager for the north-west of the City.

10. FORWARD PLAN (Pages 3 - 4)

To receive new items from the Forward Plan with a view to identifying items for scrutiny.

11. RECOMMENDATIONS (Pages 5 - 8)

To receive and consider recommendations from scrutiny panels, Committees, Cabinet or Council.

12. WORK PROGRAMME

12A To consider and approve work programmes for each of the panels, to include a progress update from each of the Chairs **(Pages 9 - 20)**

12B To receive an update from the non-chair Member working group **(Pages 21 - 26)**

CABINET – 16 NOVEMBER, 2010**Minute No. 69****Councillor Call for Action: Budshead Trust**

The Director for Corporate Support submitted a written report indicating that the Overview and Scrutiny Management Board, at its meetings on 6 and 27 October 2010, had considered a Councillor Call for Action with regard to the lack of core funding for the Budshead Trust, in the sum of £30,000. (Minute 45 and draft minute 50 refer).

The report indicated that the Overview and Scrutiny Management Board made a number of recommendations for consideration by Cabinet and that, in the meantime, many of those recommendations had been actioned in advance of this meeting, where Cabinet authority was not required.

Councillor James (Chair of the Overview and Scrutiny Management Board) outlined the process for the Councillor Call for Action and advised Cabinet Members that the lack of core funding was putting the Budshead Trust projects in jeopardy.

Agreed that –

- (1) the concerns regarding the Budshead Trust, the work already undertaken at a locality level to address some of those concerns, and the opportunities for additional funding in the short-term, are noted;
- (2) Cabinet is unable to identify any additional funding from the Council (except the Community Grants Scheme at councillor's individual discretion), to support the running costs of the Budshead Trust, as Cabinet is likely to receive a number of such applications and there are no financial resources available for this purpose;
- (3) the granting of a temporary lease of the disused university sports facilities is not supported, for the reasons set out by the Head of Capital and Assets in the report.

This page is intentionally left blank

**COST AND VOLUME FOSTERING FRAMEWORK
DATE FIRST INCLUDED IN THE FP: 11 NOVEMBER 2010**

Nature of the decision:

To approve contracts for the Cost and Volume for Fostering Framework agreements. The framework agreements are to be tendered during Autumn/Winter 2010, with an expectation of contracts being awarded for the start of the new financial year in April 2011. The Cost and Volume for Fostering Framework agreements provide Plymouth City Council with cost and volume discounts on foster placements with independent fostering agencies and ensure greater scrutiny of the quality of these agencies.

Who will make the decision? Cabinet (on the recommendation of Councillor Mrs Watkins)

Timing of the decision? 8 March 2011

Who will be consulted and how?

Persons to be consulted with:

Consultation has been carried out with managers in Services for Children and Young People, for their views on the specification for the framework contracts. Consultation has also been carried out with the bidders that will be invited to take part in the procurement process. Consultation has and will continue with local authority officers from procurement, legal and finance.

Process to be used:

Consultation will be through meetings, a training session and the submission of the business case and contract award report to officers.

Information to be considered by the decision makers:

Contract Award Report.

Documents to be considered when the decision is taken

None

Representations: In writing by 21 February 2011 to
(1) Director of Services for Children and Young People;
(2) Councillor Mrs Watkins (Cabinet Member).

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Emma Crowther, Placement Officer
E mail: emma.crowther@plymouth.gov.uk Tel: 01752 307327

This page is intentionally left blank

OVERVIEW AND SCRUTINY MANAGEMENT BOARD – 24 NOVEMBER, 2010

RECOMMENDATIONS

Date/min number	Resolution / Recommendation	Explanation / Minute	Response
Audit Committee			
15/11/10 Minute 50 (2)	Revenues and Benefits Improvements Update <u>Recommended</u> that the Overview and Scrutiny Management Board (or relevant scrutiny panel) monitors the review of the Revenues and Benefits Service and progress against the action plan produced by the external auditor, Grant Thornton.	There is currently a delay in processing housing benefit claims of between 10-12 weeks. This has been identified as being due to - <ul style="list-style-type: none"> • an increase in the number of new claims • peak holiday period and the effects of term time working • claimants not providing all relevant information with their application Whilst resource had been allocated to focus on the oldest work and this would be monitored over the coming weeks, the Audit Committee felt that it should be monitored to ensure the delay does decrease and not increase.	
Minute 53 (1) (2)	Annual Audit Letter 2009/10 <u>Recommended</u> that the Overview and Scrutiny Management Board (or relevant scrutiny panel) – <ol style="list-style-type: none"> (1) monitors progress against the action plan arising from the Citybus Review; (2) reviews progress on the Joint Strategic Needs Assessment (JSNA) to ensure that – <ul style="list-style-type: none"> • the intentions of the JSNA are translated into a wide range of actions within service plans, supported by key targets and measures 	The Council’s external auditor identified a number of areas where the Council could further enhance its arrangements for the delivery of major projects including ensuring that there was effective transparency in the decision making arrangements with a robust challenge to ensure there is an appropriate balance between maintaining the confidentiality of information and providing sufficient information to facilitate a well-informed decision.	

Date/min number	Resolution / Recommendation	Explanation / Minute	Response
	<p>that partners would be able to use to monitor progress</p> <ul style="list-style-type: none"> the Council, and its partners, were refining the JSNA to ensure that it reflects the new arrangements (i.e. changes to the way that health services were to be managed and delivered) and were able to respond to any new or emerging challenges 	<p>Given the significance of the JSNA and the importance of partnership working the Committee wants assurance that this is being progressed, monitored and delivered.</p>	
<p>Minute 55 (4)</p>	<p>Internal Audit – Six Monthly Progress Report <u>Recommended</u> that the Overview and Scrutiny Management Board (or appropriate panel) considers the problems highlighted within the Devon Audit Partnership relating to IT service provision to ensure that the issues were resolved.</p>	<p>Concern was raised that progress in achieving productivity improvements within the Devon Audit Partnership (DAP) had not matched initial expectations due to the continued inability of DAP's IT provider to provide acceptable service provision. Whilst there had been some recent improvement, the impact on delivery of the audit plan had been significant due to the amount of time lost.</p>	
<p>Children and Young People Overview and Scrutiny Panel</p>			
<p>11/11/10</p>			
<p>Minute 47(1)</p>	<p>Appointment of Co-opted Representatives <u>Recommended</u> to the Overview and Scrutiny Management Board that Alderman Pauline Purnell be co-opted onto the Children and Young People Overview and Scrutiny Panel.</p>	<p>The Vice Chair proposed to the Panel that Alderman Pauline Purnell be co-opted onto the Children and Young People Overview and Scrutiny Panel; Councillor Roberts seconded the proposal.</p>	

Date/min number	Resolution / Recommendation	Explanation / Minute	Response
Minute 53	<p>Plymouth Report <u>Recommended</u> to the Overview and Scrutiny Management Board that the Children and Young People Overview and Scrutiny Panel be linked to the new Children and Young People Theme Group.</p>		
Minute 57	<p>Work Programme <u>Recommended</u> to the Overview and Scrutiny Management Board that the following items be included on the Children and Young People OSP work programme:</p> <ul style="list-style-type: none"> • Primary School Attainment , KS2 • Emotional Health of Children • Bullying • Stability of Placements • Special Educational Needs statements • Prevalence of and screening arrangements for Chlamydia in under 25 year old women 	<p>The Panel discussed its 2010/2011 work programme and identified several failing national indicators to include in its programme of work.</p>	
Management Board Non Chair Members' Working Group			
17/11/10	See update report under agenda item 12b.		

This page is intentionally left blank



Customers and Communities Overview and Scrutiny Panel

Work Programme 2010/11

Work programme	J	J	A	S	O	N	D	J	F	M	A
Policies											
Licensing Act (including Cumulative Impact Policy) Review 2011					18						
Sex Establishment Policy											
Culture, Sport and Leisure											
Plymouth Life Centre and Related Leisure Projects (including the Leisure Management Contract)		19		6		15		20		14	
Plymouth's Sports Facility Strategy Update											
Plympton Library Replacement Update		19									
Environmental Services											
Assisted Waste Collection											
Allotments						15		20			
Safer Communities											
Localities Working 12 Month Review (3 Month Position Statement)		19				15				14	
Public Confidence in Tackling Crime and Disorder											
Reporting of Police Authority Meetings (Chief Constable's Report)						15		20		14	
Safe and Strong Theme Group Update (Quarterly Report)								20		14	

Work programme	J	J	A	S	O	N	D	J	F	M	A
Task and Finish Groups											
Councillor Call for Action – Anti Social Behaviour in Compton Vale											
Other											
Election Annual Review Update					15						
Councillor Call for Action Tool Kit Update											
Quarterly Scrutiny Reports				6				20			
Joint Finance and Performance Monitoring including LAA Performance Monitoring (subject to the Overview and Scrutiny Management Board referring issues to the Panel)											
<p>Monitor CIPs that the Panel is responsible for –</p> <p>CIP1 (improve customers satisfaction by providing services designed around customer needs)</p> <p>CIP 6 (to enhance the quality of life of Plymouth residents by widened and improved opportunities to participate in cultural and leisure activities).</p> <p><i>CIPs have been replaced with four priorities and terms of reference will be amended to reflect changes</i></p>											

Key:

New Item

Topics	J	J	A	S	O	N	D	J	F	M	A	M
Task and Finish Groups												
Task and Finish Group - Young Carers in Plymouth					15 & 28							
Task and Finish Group – Unaccompanied Asylum Seeking Young People in Care * subject to approval of Lead Officer, in consultation with Chair, Vice and Councillor Wildy, for approval at the last meeting of the Overview and Scrutiny Management Board												
Updates												
Legislative Changes		15		9		11		6	24			
Quarterly Scrutiny Reports				9								
Update from Children’s Trust				9		11		6	24			
Update from Corporate Parenting Group				9		11		6	24			
Recruitment and Retention of Foster Carers												
Update from Local Safeguarding Children’s Board				9		11		6	24			
Update from relevant LSP Theme Groups				9		11		6	24			
Strategies and Plans												
Children and Young People’s Plan								6				
Training and Development												
Eperform Training												
Development Session for panel members					7							

Key:

New Item

This page is intentionally left blank

Work programme	J	J	A	S	O	N	D	J	F	M	A
Economic Development											
LSP Wealthy theme group minutes and updated themed action plans	14			13	18			10		7	
Tourism/Visitor Strategy and Place Management					18						
Worklessness										7	
Transport & Highways											
LTP3 (15 year Strategy and 3 year Implementation plan)				13		8		10			
Equality of opportunity planning and progress (new name for Accessibility Planning)				13		8					
Eastern Corridor Briefings		12		13							
Community Events/ Road Closures; initial report on work in progress to improve event safety and policy development for recovery of costs		12									
Planning Services											
Local Development Framework Annual Monitoring Report								10			
S106 Revenue; (September) Initial report outlining latest situation regarding revenue (October) Follow up presentation by Officers.				13	18						
Port of Plymouth Study; presentation on initial findings		12						10			

Work programme	J	J	A	S	O	N	D	J	F	M	A
Future Waste Disposal											
Waste PFI (Joint scrutiny PCC/Torbay/Devon)		16/ 18									
Other Topics not yet included in work programme											
Enterprise and Skills											
Commercial Property Asset Management Strategy											
Joint Finance and Performance Monitoring including LAA Performance Monitoring (subject to the Overview and Scrutiny Management Board referring issues to the Panel)											
Monitor CIPs that the Panel is responsible for – CIP 5 (Providing better and more affordable housing) CIP 10 (Disposing of waste and increasing recycling) CIP 11 (Improving access across the city) CIP 12 (Delivering sustainable growth) <i>CIPs have been replaced with four priorities and terms of reference will be amended to reflect changes.</i>		12 21 12		13 13		8 8		10 10			
Quarterly Scrutiny Reports				13				10		7	
Task and Finish Groups (brought forward)											
Highways Maintenance (including Transport Asset Management Plan)						8/ 17	7				

Work programme	J	J	A	S	O	N	D	J	F	M	A
Community Events and Road Closure Policy			26		6						
Driving Speeds on the Hoe (held pending Councillor Call for Action)											
South West Devon Waste Partnership (Joint Scrutiny Review)			16/ 18								

Key

New item



Health and Adult Social Care Overview and Scrutiny Panel

Work Programme 2010/11

Topics	J	J	A	S	O	N	D	J	F	M	A
NHS Plymouth Primary Care Trust Services											
Specialised Commissioning – Proposed Service Changes - Gynaecological Cancer Surgery					13						
Gynaecological Cancer Surgery Service Change Timetable and Consultation								7			
Substantive Variation Protocols	9										
GP-Led Health Centre – 12 month Update	9										
NHS Plymouth - Quality Improvement Productivity and Prevention (QIPP)					13			7			
NHS Plymouth – Transforming Community Services Integrated Business Plan					13	10		7			
NHS Plymouth – Mental Health Commission Annual Report 2010						10					
Greenfields Unit Consultation Results						10					
Plymouth NHS Hospitals Trust											
Plymouth Hospitals NHS Trust – Infection Control Update										2	
Plymouth City Council – Adult Social Care											
Carers Strategy		20				10					
Modernisation of older peoples services		20									
Fairer charging policy		20									
Short breaks for those with learning disabilities		20									
Monitoring Adaptations Budget and Performance						10					

Topics	J	J	A	S	O	N	D	J	F	M	A
All Our Futures								7			
Adult Social Care delivery plans and performance monitoring report.				1				7			
Monitoring Implementation of the National Dual Diagnosis Strategy											
Dementia Strategy						10					
Tobacco Control Strategy											
Plymouth Local Involvement Network (LINKs)											
LINK update and performance monitoring								7			
Consultations											
Consultation response to White Paper – “Liberating the NHS”				16							
Task and Finish Groups											
Modernisation of Adult Social Care			24		4						
Performance Monitoring											
NHS Plymouth, Plymouth Hospitals Trust and PCC Joint Finance and Performance Monitoring, including LAA Performance Monitoring.				1							
Monitoring Implementation of the National Dual Diagnosis Strategy											

Key:

 = New addition to Work Programme

Non-Chair Members of Overview and Scrutiny Management Board Update

The Non-Chair members of the Overview and Scrutiny Panel have now met on two occasions. Discussions have focused on the role of scrutiny within the authority, in particular on how effectively the scrutiny function is holding the executive to account.

Members of the group have also discussed how best to improve the running of scrutiny meetings highlighting presentations along with officer and portfolio holder attendance as key issues.

The group wish to make the following recommendations to the Overview and Scrutiny Management Board –

1. Where reports containing numerical data are presented to scrutiny panels both whole numbers and percentages are provided. Where reports contain consultation data, information on samples used along with total numbers should also be provided.
2. Feedback on recommendations forwarded to the Overview and Scrutiny Management Board and Cabinet is provided to panels with emphasis on why recommendations have been rejected or approved.
3. When officers attend a Scrutiny Panel they should make the assumption that papers have been read. There should be no more than 5 minutes of presentation or verbal update before then moving to questions and debate by panel members.
4. Where invited, officers and portfolio holders should prioritise their attendance at Scrutiny Panels or Task and Finish groups.
5. Chairs of scrutiny panels should allow for extended debate and ensure flexibility when using meeting timetables.
6. Chairs should invite email feedback from members of their panel following meetings in order to assess how the meeting ran and identify what value had been added to the work of the Executive and the council in general.
7. A member should be nominated from each panel to attend the relevant partnership and theme group meetings as observers.
8. A work programme request should be made to begin a cross panel single session Task and Finish group, led by Support Services Overview and Scrutiny Panel, in order to investigate how the scrutiny function can better engage with the media. Witnesses should include reporters and editors from media outlets within the city. (PID attached to the agenda)

This page is intentionally left blank

Request for Scrutiny Work Programme Item

1	Title of Work Programme Item	Scrutiny and Media Relations
2	Responsible Director (s)	Ian Gallin, Deputy Chief Executive
3	Responsible Officer	Richard Longford, Head of Communications
	Tel No.	01752 307816
4	Relevant Cabinet Member(s)	Councillor Glenn Jordan, Portfolio Holder for Customer Services.
5	Objectives	<p>To review the current process for media enquiries relating to the work of Plymouth City Council's Scrutiny Function.</p> <p>To further develop relationships between Chairs of Scrutiny Panels and media providers in the city.</p> <p>To provide recommendations to the Overview and Scrutiny Management Board on how the work of the scrutiny function can be better communicated to a wider section of the general public.</p>
6	Who will benefit?	<p>Plymouth City Council Residents of Plymouth</p> <p>The review will raise the profile of the City Council's scrutiny function and ensure that good relationships with media outlets are further developed.</p> <p>The result of good media relationships would enhance the profile of the scrutiny function to the residents of Plymouth and increase democratic accountability.</p>
7	Criteria for Choosing Topics (see table)	<p>Issue consistently identified by Members as key through constituency/Scrutiny activity.</p> <p>Public interest issue.</p>

	What will happen if we don't do this review?	The work of the scrutiny function would not be acknowledged by the residents of Plymouth and could lead to a perception that there is little democratic accountability within Plymouth City Council.
8	What are we going to do?	A single session Task and Finish review with representatives from each of the five Overview and Scrutiny Panels led by the Support Services Overview and Scrutiny Panel.
9	How are we going to do it? (witnesses, site visits, background information etc.)	Witnesses would include, but would not be restricted to, Officers from Plymouth City Councils Corporate Communications Unit and representatives of media organisations operating within the city.
10	What we won't do.	Other communications policies not pertaining to the Scrutiny function. Review media relations / output within the city other than that pertaining to scrutiny.
12	Timetable & Key Dates	Dates to be confirmed following Overview and Scrutiny Management Board consideration of proposal.
13	Links to other projects or initiatives / plans	Plymouth City Councils Communications Toolkit. Plymouth City Councils Communications Strategy.
14	Relevant Overview and Scrutiny Panel / Membership if Task and Finish Group (to be decided by OSP before submission to OMB)	This work programme request has been prepared by the Non-Chair members of the Overview and Scrutiny Management Board. Each panel will be expected to nominate one of their number to represent the panel on the Task and Finish Group.
15	Where will the report go? Who will make the final decision	The report will be provided to the Overview and Scrutiny Management Board for recommendations to be forwarded to the Cabinet Member for Customer Services.
16	Resources (staffing, research, experts, sites visits and so on)	Officer time.
17	Is this part of a statutory responsibility on the panel?	No
18	Should any other panel be involved in this review? If so who and why?	All five Overview and Scrutiny Panels should be involved in this review. Members should be nominated by the five panels ensuring all panels have sufficient opportunity to develop their media presence.

19	Will the task and finish group benefit from co-opting any person(s) onto the panel.	No
20	How does this link to corporate priorities?	This review links to the City's priorities 'Raising Aspirations' (Promoting a positive image of Plymouth) and 'Value for Communities' (Transforming our approach to customers).

This page is intentionally left blank