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Date: 16-9-2011

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OVERVIEW AND SCRUTINY MANAGEMENT BOARD

AGENDA SUPPLEMENT

Date: Wednesday 21 September 2011

Time: 2 pm

Venue: Warspite Room, Council House

Members:

Councillor James, Chair

Councillor Nicholson, Vice Chair

Councillors Mrs Aspinall, Mrs Bowyer, Browne, Coker, Lock, Lowry, McDonald, Stark, Thompson and Wildy.

PLEASE FIND ATTACHED REPORTS FOR CONSIDERATION UNDER AGENDA ITEM NOS. 6, 11, 12 AND 13.

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OVERVIEW AND SCRUTINY MANAGEMENT BOARD

6. UPDATE ON BUDGET SCRUTINY RECOMMENDATIONS (Pages 1 - 8)

To receive an update on progress with regard to the Board's recommendations to Cabinet arising from the budget scrutiny process.

11. RECOMMENDATIONS (Pages 9 - 10)

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

12. PROJECT INITIATION DOCUMENTS (Pages 11 - 14)

To receive and consider project initiation documents submitted by scrutiny panels.

13. WORK PROGRAMMES (Pages 15 - 20)

To consider and approve work programmes for each of the scrutiny panels, to include a progress update from each of the Chairs.

| Ref | Recommendation | Responses | Who | When | September up-date |
|-----|---|---|---|------------|---|
| 1 | That the Director for Public Health, as a joint appointment, should contribute to the budget and corporate plan scrutiny process in future years | Agree | Carole Burgoyne | Oct 2011 | This will happen as budget process evolves this year |
| 2 | Where shared service arrangements with other local authorities are being developed, the Overview and Scrutiny Management Board be given an oversight role. Partners should be involved at the earliest opportunity to ensure a more joined up approach in delivery of shared services. | Agree with Overview and Scrutiny Management Board having a role in scrutinising relevant decisions and proposals for shared service arrangements and provisions | Ian Gallin and Adam Broome. | Ongoing | As and when proposals for shared services are at an appropriate point in discussions O&SMB will be advised |
| 3 | Value for Money and performance benchmarking information against the Council's 'family group' should form part of the performance management reporting that is submitted to the Overview and Scrutiny Management Board. | Agree | Ian Gallin and Adam Broome jointly in consultation with CMT | March 2011 | There are now no national performance benchmarking tools available to assess comparative performance. The Local Government Group is developing a prototype tool which will be available to all councils towards the end of 2011/12. This year the council will be able to compare cost and performance using CIPFA's VFM tool, which provides annual data, and this will be used for the budget challenge. Comparisons are now more likely to be based on the unitary rather than family group, as this will be more challenging. |

| Ref | Recommendation | Responses | Who | When | September up-date |
|-----|---|--|-------------|-----------|---|
| 4 | The Corporate Income Recovery Plan relating to how the Council collects the money owed to it from a variety of sources should be the subject of pre-adoption scrutiny by the Support Services scrutiny panel. Options relating to cash collection as set out in the Corporate Support Services budget delivery plan should be included. | The Council's performance in collecting income will continue to be reported through the quarterly performance and finance monitoring report. Similarly the Council's delivery of all budget delivery plans will be 'traffic-lighted' via the quarterly performance and finance monitoring report. These quarterly reports will enable the Board to scrutinise progress on income collection. | Adam Broome | Ongoing | Quarterly reports tabled showing work strand green. Cashiers closed on 31 March 2011 as planned, with presentations and communications with members and officers taking place throughout the closure. |
| 5 | That the Overview and Scrutiny Management Board receive a progress report on the Council's new procurement initiatives , namely Procure to Pay, buyer rollout, and 'sell to Plymouth'. The Board will monitor, through the quarterly performance and finance monitoring reports, ongoing work around these projects which equate to £4m savings over the next 3 years. | Agree | Adam Broome | June 2011 | Progress has been reported quarterly – with regular up-dates on new procurement initiatives through the Support Services Scrutiny Panel. |

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|-----|--|---|---------------|------------|---|
| 6 | That governance and scrutiny arrangements are agreed between the Scrutiny Management Board and the Cabinet and the Corporate Management Team with regard to the prioritisation of the capital programme and the 'invest to save' programme. | A review of capital programme arrangements is to be carried out, focussing firstly on governance arrangements, and secondly on prioritisation of schemes based on reduction of available resources. Involvement of scrutiny will be included within this review. | Anthony Payne | June 2011 | The original timeframe for this piece of work was by June 2011. In the current national climate of capital funding to local authorities being subject to significant change and uncertainty over funding levels beyond the current year the work is ongoing at present. In the meantime changes to the capital programme continue to be reported via Cabinet and Council enabling scrutiny of any decisions. These changes are carefully prioritised against the Council's scarce resources. The revised timeframe for the work to be completed is by December 2011'. |
| 7 | That a proposal for a small grants scheme for community and voluntary groups is developed and implemented jointly with Plymouth 2020 | Agreed that work will be taken forward on this recommendation. This would need to form part of the discussions with LSP partners with all partners funding contributions being considered. | Ian Gallin | April 2011 | Funding for this has been agreed from Performance Reward Grant (£3k p.a. 2011-14) and the Third Sector Consortium, which has agreed to administer the scheme, is seeking matching funding. |
| 8 | That urgent consideration is given to addressing the funding shortfall for the Volunteer Centre and infrastructure support for community and voluntary groups created by the ending of Local Area Agreement Performance Reward Grant. | Subject of LSP Executive discussions 26 January 2011 and the Board on the 10 th February 2011. An update can be provided to O&SMB. | Ian Gallin | March 2011 | Funding has been secured from PRG and partners and the contracts renewed for 2011/12 |

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|-----|--|---|------------|-----------------|--|
| 9 | In making savings to the cost of senior management , a risk analysis of potential loss of capacity within the Council to deliver its change agenda should be undertaken. | Agree | CMT | TBA | Senior management review still being considered by the Chief Executive and considerations around capacity will be part of the work |
| 10 | That Directors and Assistant Directors should ensure that reporting of service provision which affects people (for example adults' and children's social care) should include statistics as both a percentage and in terms of actual numbers of people. Where possible, measures of dispersion – geographic / neighbourhood information should be included. | The requested statistical information will be included in relevant responses where appropriate and proportional. The other issues raised will be addressed through EIA's. | SMT | Ongoing | Statistical data referred to where appropriate in the short narrative that accompanies, for example, the performance scorecard. |
| 11 | Cabinet and delegated decision reports include provision to indicate where an Equality Impact Assessment is required, and, if so, this is listed as one of the background papers. | Agree | SMT | From March 2011 | Implemented - Guidance on completing committee reports now reflects this requirement |
| 12 | That consideration should be given to ensuring that there is better public understanding of the role of the Plymouth 2020 Partnership and how community views are represented on it. | Agree | Ian Gallin | March 2011 | P2020 Executive currently considering future development of the constituent Theme Groups and Boards and the role they play in relation to the wider community, given the requirements of new legislation e.g. Health and Wellbeing Board |

| Ref | Recommendation | Responses | Who | When | September up-date |
|-----|--|---|-----------------|------------|--|
| 13 | That a review of all grants relating to the provision of children's services that are not continuing, with succession arrangements, is published | Implications of grant changes will continue to be reported via the quarterly budget and performance report. | CMT | Ongoing | This will be reported in the second quarterly report |
| 14 | That the recycling target be reviewed in the light of Plymouth's aspirations for excellence and the benchmarks for similar authorities within the Council's 'family group'. | The recycling target is currently being reviewed. | Carole Burgoyne | March 2011 | <p>Recycling targets have been reviewed and benchmarked with similar authorities. The performance targets selected are realistic but challenging and exceed national targets for the re-use, recycling and composting of household waste. The 2010 /11 recycling performance was the highest the authority recorded for this indicator, providing a demanding baseline upon which future more challenging targets could be set. The performance targets are 33% for 2011/12; 34% for 2012/13; 36% for 2013/14.</p> <p>On 13 Sept Cabinet will consider a report that includes pilot extension of garden waste to Nov 2011; an expansion of garden waste collection to 19,000 households in 2012; a pilot for glass recycling in 2012; and soft pilot testing for a replacement for the Material Recycling Facility</p> |

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|-----|--|--|---|-----------|---|
| 15 | That a policy with respect to community transfer of assets , in line with the provisions within the Localities and Decentralisation Bill, be developed and submitted to the Scrutiny Management Board. Specifically the feasibility of asset transfers referenced within Community Services budget delivery plans should be quantified. | A policy is included in the Councils Asset Management Plan. Business cases will be developed on individual asset transfer for decision and scrutiny as appropriate | Adam Broome, Carole Burgoyne and Ian Gallin | June 2011 | Discussions ongoing and will be brought forward as appropriate |
| 16 | That a review of all grants relating to the community services that are not continuing, with succession arrangements, is published. | As 3.3 above | | | This will be reported in the second quarterly report |
| 17 | That a Volunteering Plan for the city is produced, including provision for the increased use of Community Payback resources to undertake work on behalf of the Council and partners to increase efficiency savings. | Agree. | Peter Aley | June 2011 | The Guild has agreed to work with the council to produce this Plan, but the deadline needs to be later in the year. In the meantime, information promoting Community Payback has been circulated to Neighbourhood Liaison Officers. |
| 18 | Plymouth takes a lead role in establishing a Crime Panel in line with legislative proposals. | Agree | Carole Burgoyne | May 2012 | Plymouth City Council has reached agreement with other authorities in Devon & Cornwall that it will lead this work and is in discussion with stakeholders about development of the Panel. |

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|-----|---|-----------|-----------------|------------|--|
| 19 | That targets for the Personalisation agenda be set in line with 'family group' authorities rather than regional comparators. | Agree | Carole Burgoyne | June 2011 | There is now just on national target, which is 60% by April 2012 and 100% by April 2013. We are on track to meet this target and compare favourably with our family group. |
| 20 | Proposals for use of the £3.5m health fund , and any other related unallocated resources be brought to the Health and Adult Social Care scrutiny panel. | Agree | Carole Burgoyne | March 2011 | We secured money from the DH for 2010/11, 2011/12 and 2012/13 to support us with winter pressures, post discharge support from hospital and for re-ablement. We undertook to brief Health, Overview and Scrutiny in their June meeting and we were asked to return with a more comprehensive account of the spend on 14th September 2011. The monies for this year and next need to be spent on services that benefit both Health and Social Care and we have a number of jointly agreed priorities with health partners around which we are developing business cases which will then be implemented. |
| 21 | Details are provided of the specific proposals about savings related to events, grants and other initiatives as set out in the Culture, Sports and Leisure budget delivery plan. | Agree | Carole Burgoyne | Feb 2011 | This item contains a number of small scale savings in different areas. Most are on target , and we are examining the others and where appropriate considering other areas to ensure that the required level of savings are achieved |

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|-----|---|---|---------------|------------------|---|
| 22 | Details are provided of the transport options for savings currently being considered in the budget delivery plan. | Agree as individual options are developed | Anthony Payne | Feb 2011 onwards | To date £230K of the total £300k savings have been identified. This includes: £130K from concessionary fares (new reimbursement rate introduced but savings subject to overall demand on concessionary travel); £50K from Access Plymouth (achieved through new working practices); £30K projected from mooring fees; £20K from new rates for S.278/S.38 highway works. Work is ongoing to identify the remaining £70k savings. |
| 23 | Following ministerial feedback, the revised Local Economic Partnership for Plymouth be reviewed by the Growth and Prosperity overview and scrutiny panel | Agree | Anthony Payne | April 2011 | A report will be taken to the Plymouth Growth Board on 3 Oct 2011. A report on growth, which includes the LEP and its delivery arm in Plymouth, the Growth Board, is going to September's Growth and Prosperity Panel |
| 24 | That interim targets for job creation between now and 2026, including monitoring and evaluation criteria with regard to sustainability should be put in place to enable more effective monitoring. | Agree | Anthony Payne | June 2011 | A study of the city's economy will be published in Sep/Oct 2011 and when trends are analysed it will become possible to explore/agree targets |

OVERVIEW AND SCRUTINY MANAGEMENT BOARD – 21 SEPTEMBER 2011

RECOMMENDATIONS

| Date/min number | Resolution / Recommendation | Explanation |
|--|---|---|
| Customers and Communities Overview and Scrutiny Panel | | |
| 12/09/11 Minute 25 | <p>Appeal Against Council's Response to a Petition The panel <u>agreed to recommend</u> to the Overview and Scrutiny Management Board that the Council's response to the petition was satisfactory.</p> | <p>Explanatory Note: A petition (an appeal to Plymouth City Council – please consult the residents of Plymstock and give them a vote on a Plymstock swimming pool site) containing 200 signatories was received from Mr F E Sharpe. In accordance with the Local Democracy, Economic Development and Construction Act, 2009 and the Council's own Petition Scheme the petition fell short of the 2,500 signatories which would have enabled the petition organiser (Mr Sharpe) to hold an 'office to account' (a senior council officer would be required to attend a meeting of one of the council's scrutiny panels to answer questions and explain how they were delivering public services).</p> <p>There is provision within both the Act and the Council's own Petition Scheme for the petition organiser to ask the relevant scrutiny panel to review the council's response, if they consider the Council has not dealt with the petition properly.</p> <p>Mr Sharpe requested that the Customers and Communities OSP consider his appeal against the Council's response to the petition.</p> |
| 12/09/11 Minute 29 | <p>Work Programme the panel <u>agreed to recommend</u> to the Overview and Scrutiny Management Board –</p> <ul style="list-style-type: none"> (1) the revenue and benefits service item is removed from the Customers and Communities Overview and Scrutiny panel's work programme and any issues concerning benefits make-up are considered within the universal credit and/or financial inclusion service items on the programme; (2) the Overview and Scrutiny Management Board is asked to endorse a task and finish group on social media, to be undertaken by the Customers and Communities OSP. | |

| Date/min number | Resolution / Recommendation | Explanation |
|--|--|--|
| Children and Young People's Overview and Scrutiny Panel | | |
| 08/09/11 Minute 26 (4) | Tracking Resolutions <u>Agreed</u> that – the panel look at Child Poverty at its November meeting. | The panel considered a progress update on previous tracking resolutions. |
| 08/09/11 Minute 28 (1) | Priorities and Challenges for Children's Services <u>Agreed</u> that – the following recommendation be made to Cabinet at its meeting on 14 September 2011, subject to the agreement of the Chair and Vice-Chair of the Overview and Scrutiny Management Board – “The Child Poverty Multi-agency Delivery Plan prepared as a result of the motion accepted at the meeting of the Council on 25 July 2011 is reviewed by the Children and Young People Overview and Scrutiny Panel at its meeting of 10 November 2011 prior to its approval by Cabinet. The review will ensure that targets, actions and milestones within the plan are SMART, appropriately resourced and prioritised; | The panel received an update on the priorities and challenges for children's services. |

REQUEST FOR SCRUTINY WORK PROGRAMME ITEM



| | Title of Work Programme Item | Safeguarding Vulnerable Adults |
|---|---|---|
| 2 | Responsible Director (s) | Carole Burgoyne, Director For Community Services |
| 3 | Responsible Officer Tel No. 307344 | Pam Marsden, Assistant Director for Adult Health and Social Care |
| 4 | Relevant Cabinet Member(s) | Councillor Grant Monahan, Adult Health and Social Care |
| 5 | Objectives | <ol style="list-style-type: none"> 1. To consider guidance and procedures and to be assured that care services are protecting vulnerable adults in a range of care settings. 2. To understand the triggers for raising an alert 3. To examine multi-agency alerting procedures for reporting alleged cases. 4. To ascertain the follow up procedures once an alert has been raised. 5. To ascertain how vulnerable adults are treated once an alert has been raised. 6. To ascertain what support is available to the alerter, particularly employees in a range of care settings. 7. To review the impact of recent Care Quality Commission policy changes. 8. To review what role commissioning and contract monitoring of services has in safeguarding adults. 9. To raise awareness of safeguarding processes for a range of stakeholders. |

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|----|---|---|--------------------|----------------------------|
| | | <p>10. To review and assess the adequacy of policies relating to the protection of whistleblowers.</p> <p>11. To review and assess the adequacy of the current unannounced</p> | | |
| 6 | Who will benefit? | <p>The review will raise awareness across the community of the process and triggers for reporting alleged cases of abuse and give assurances to the public that processes are being followed.</p> <p>Patients, carers, staff and the general public. Plymouth City Council and partners.</p> | | |
| 7 | Criteria for Choosing Topics (see table at end of document) | <ol style="list-style-type: none"> 1. Public interest issue 2. Issue consistently identified by Members as key through Ward activity | | |
| 8 | What will happen if we don't do this review? | <p>The council could be seen to be failing in its duty to provide an appropriate mechanism for safeguarding issues to be raised.</p> <p>There would be insufficient awareness of safeguarding issues and procedures amongst key stakeholders.</p> <p>Practitioners, councillors, commissioners, carers, service users and the general public would not be aware of the mechanisms and support structures available to them.</p> | | |
| 9 | What are we going to do? | <p>A task and finish group will meet to review policies and procedures currently in place, will raise awareness and use a robust evidence base and evidence from witnesses to make recommendations to Cabinet and to partner organisations through the Plymouth 2020 partnership.</p> | | |
| 10 | How are we going to do it? (Witnesses, site visits, background information etc.) | <p>Desktop review of policies and procedures</p> <p>Hear evidence from witnesses (to be confirmed)</p> <p>Provide a report and recommendations to Cabinet via the Overview and Scrutiny Management Board.</p> | | |
| 11 | What we won't do. | <p>The review will be restricted to areas which have a direct impact on issues of safeguarding for vulnerable adults.</p> | | |
| 12 | Timetable & Key Dates | Known milestones for achieving the final report | Target Date | Responsible Officer |

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|-----------|---|--|-------------------|------------------------------------|
| | | Ratification of work programme item request by the Health and Adult Social Care Overview Scrutiny Panel | 14 September 2011 | Panel |
| | | Confirmation of Membership and Chair | 14 September 2011 | Panel |
| | | Recommendation for Task and Finish group to Overview and Scrutiny Management Board | 21 September 2011 | Chair |
| | | Desktop review | 26 October 2011 | Chair / Group Lead Officer / Chair |
| | | Evidence from witnesses | 26 October 2011 | Chair / Group Lead Officer / Chair |
| | | Final report to Overview and Scrutiny Management Board | 30 November 2011 | Chair / Group Lead Officer |
| 13 | Links to other projects or initiatives / plans | <p>Safeguarding Adults – Multi agency policy and procedures for safeguarding adults a complete working guide. (and associated appendices)</p> <p>Keeping Safe publications</p> <p>No secrets guidance</p> <p>Safeguarding Adults Board Annual Report</p> <p>Results of Safeguarding Adults Audit</p> | | |
| 14 | Relevant Overview and Scrutiny Panel | Health and Adult Social Care Overview and Scrutiny Panel | | |
| 15 | Where will the report go? Who will make the final decision | <p>Any recommendations relating to Plymouth City Council Services will be forwarded to the Overview and Scrutiny Management Board for further recommendation to Cabinet.</p> <p>Any recommendations for NHS services will be forwarded directly to the NHS Cluster Board (Devon).</p> | | |

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| 16 | Resources (staffing, research, experts, sites visits and so on) | Staff time Other expenses to be met within existing budgets. |
| 17 | Is this part of a statutory responsibility on the panel? | Yes |
| 18 | Should any other panel be involved in this review? If so who and why? | No |
| 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? | Value for Communities. |

Criteria for review

(Items would be expected to meet at least two of the following criteria)

- Corporate priority area
- Poor performing service (evidence from PIs, benchmarking or where high levels of dissatisfaction from customers are recorded)
- High budgetary commitment
- Pattern of not reaching budget targets
- Issue raised by external audit, management letter, inspection report
- New government guidance or legislation
- Issue consistently identified by Members as key through constituency activity
- Public interest issue covered in local media

| Topics | J | J | A | S | O | N | D | J | F | M | | |
|--|---|---|---|---|---|---|---|-----------|---|---|----------|--|
| Performance Monitoring | | | | | | | | | | | | |
| Quality Accounts | | | | | | | | | | | 7 | |
| NHS Plymouth, Plymouth Hospitals Trust and PCC Joint Finance and Performance Monitoring, including LAA Performance Monitoring. | | | | | | | | 25 | | | | |

Key:

* = New addition to Work Programme

| Work programme | J | J | A | S | O | N | D | J | F | M | A |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Task and Finish Group | | | | | | | | | | | |
| Councillor Call for Action – Anti Social Behaviour in Compton Vale | | | | | | | | | | | |
| Social Media | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Quarterly Scrutiny Reports | | | | | | 21 | | | | 12 | |
| Appeal Against Council’s Response to Petition | | | | 12 | | | | | | | |
| Joint Finance and Performance Monitoring (subject to the Overview and Scrutiny Management Board referring issues to the Panel) | | | | | | 21 | | | | 12 | |
| City and Council Priorities | | | | | | | | | | | |
| Reduce Inequalities | | | | | | | | | | | |
| Value for Communities | | | | | | | | | | | |

* This/These items appear on the Work Programme for the first time.

| Proposed work programme | J | J | A | S | O | N | D | J | F | M | A |
|---|----|----|---|----|-----|----|---|---|---|---|---|
| Redeployment Policy | | 21 | | | | | | | | | |
| School Academy Transfer update | | 21 | | 15 | | | | | | | |
| Staff sickness review | | | | | | 23 | | | | | |
| Appraisal Process review | | | | | | 23 | | | | | |
| Democracy and Governance | | | | | | | | | | | |
| Coroner's Service review | | | | 15 | | | | | | | |
| Member Learning and Development | | | | | | | | | | | |
| Assistant Chief Executive | | | | | | | | | | | |
| Local Strategic Partnership Resource Plan | | | | | | | | | | | |
| Policy and Performance | | | | | | | | | | | |
| Local Carbon Framework Review | | | | 15 | | | | | | | |
| Other Issues | | | | | | | | | | | |
| Budget and Performance Report | 23 | | | | | | | | | | |
| Review Data Sharing between agencies (referred by O&S Management Board 2010/11 – OSMB 97a (2) refers) | | | | | | | | | | | |
| City and Council Priorities | | | | | | | | | | | |
| Value for Communities | | | | | | | | | | | |
| Task and Finish Groups | | | | | | | | | | | |
| Revenues and Benefits, Cashiers, Incomes and Creditors and Customer Services | | | | | TBC | | | | | | |

Key:

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| New Item |
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| Deleted Item |
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