



**Tracey Lee**  
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8 March 2013

## **OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

Wednesday 13 March 2013

3.30 pm (please note the change in time)

Warspite Room, Council House

### **Members:**

Councillor Mrs Aspinall, Chair

Councillor Tuffin, Vice Chair

Councillors Bowie, Bowyer, Casey, Philippa Davey, James, Monahan, Murphy, Mrs Nelder, Nicholson and Wiggins.

**Please find attached information for consideration under agenda items 6, 11, 14 and 15.**

**Tracey Lee**  
Chief Executive

# OVERVIEW AND SCRUTINY MANAGEMENT BOARD

## AGENDA

### PART I – PUBLIC MEETING

**6. WORK PROGRAMMES (Pages 1 - 6)**

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

**11. JOINT FINANCE AND PERFORMANCE CAPITAL AND REVENUE MONITORING REPORT (Pages 7 - 14)**

The Board will receive the joint finance and performance, capital and revenue monitoring report for the third quarter and the January corporate monitoring report.

**14. RECOMMENDATIONS (Pages 15 - 16)**

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

**15. PROJECT INITIATION DOCUMENTS (PIDS) (Pages 17 - 18)**

To consider the proposal for a task and finish group on the Devon and Somerset Fire and Rescue Service Draft Plan 2013/14 to 2014/15.

**Draft Work Programme 2012/13**

Work programme	J	J	A	S	O	N	D	J	F	M	A
<b>General items</b>											
Departmental verbal updates (as required)		4							20		
Local Economic Partnerships – Heart of the South West				19		21				1 May	
<b>Economic Development</b>											
Minutes of the Growth Board			1						20		
Events and Visitor Plan										1 May	
Youth Unemployment Update						21					
Plan for Jobs									20		
Connectivity: Broadband				19						1 May	
Commercial Assets Strategy											
Business Rates Reform											
Inward Investment										1 May	
<b>Transport &amp; Highways</b>											
Community Events and Road Closure Policy Update (Briefing Paper on policy)				19		21					
Evaluation of Gydnia Way Changes			1						20	1 May	
Connectivity: Rail Franchise											
Highways Maintenance (inc. cycle tracks and Transport and Highways Partnerships)				19							
On street parking review (briefing paper and presentation)			1						20		
Road Safety Awareness										1 May	

Work programme	J	J	A	S	O	N	D	J	F	M	A
<b>Planning Services</b>											
Local Development Framework Annual Monitoring Data (web based presentation)									20		
Private sector Housing Stock Condition (Residential sites briefing paper)						21					
Get Plymouth Building (previously Housing Delivery Plan)									20		
Guidance on use of resources in connection with planning applications				19							
Plymouth Plan – update										1 May	
Market Recovery Scheme				19		21					
<b>Other Topics</b>											
Annual Scrutiny Report											
<b>Task and Finish Groups</b>											
Subsidised bus routes/cross ticketing/patronage/accessibility					24	6 & 20	3				
Youth Unemployment (young people with special educational needs and disabilities) (Joint T&F Group)											

**Key**\* **New item**

**N.B – items will be automatically deleted from the work programme once they have been considered by the Panel.**

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**Health and Adult Social Care Overview and Scrutiny Panel**

**Work Programme 2012/13**

Topics	J	J	A	S	O	N	D	J	F	M	A	13 /14
<b>Health Integration Programme</b>												
Joint Health and Wellbeing Strategy (JHWBS)									28			
Public Health Transition / Director of Public Health Annual Report											11	
Dementia Strategy												
Modernisation of Adult Social Care - Consultation											11	
NEW Devon Commissioning Intentions									28			
Quality Accounts												
Hospital Discharge Process												
Joint Commissioning Partnership Commissioning Intentions									28			
Update on Regional Pay											11	
Mental Health Recovery Pathways / Capital Investment In the Glenbourne Unit											11	

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Proposed work programme	J	J	A	S	O	N	D	J	F	M	A
<b>Policy, Performance and Partnerships</b>											
Community Engagement update											8
Budget Monitoring*											8
Monitoring Performance and Delivery Plans*											8
<b>Other Issues</b>											
Government Policy Changes					I	19				4	8

<b>City and Council Priorities</b>											
Value for Communities											8
<b>Task and Finish Groups</b>											
Council Tax Scheme review (Welfare Reform)											

**Key**\* **New item**

**N.B – items will be automatically deleted from the work programme once they have been considered by the Panel.**



# JANUARY CORPORATE MONITORING

OSMB 13<sup>th</sup> March 2013



**PLYMOUTH**  
CITY COUNCIL

## Revenue Monitoring Position

Directorate	2012/13 Council Approved Budget	2012/13 Budget Virements	2012/13 Latest Approved Budget	Forecast Outturn	Forecast Year End Overspend / (Underspend)	Overspend / (Underspend) movement since December
	£m	£m	£m	£m	£m	£m
People	122.620	1.374	123.994	127.116	<b>3.123</b>	(0.248)
Place	42.460	0.513	42.973	43.409	<b>0.435</b>	0.122
Corporate Services	30.296	0.380	30.676	30.366	<b>(0.310)</b>	0.138
Chief Executives Office	1.901	0.534	2.435	2.251	<b>(0.184)</b>	0.000
Corporate Items	6.489	(2.801)	3.688	1.718	<b>(1.970)</b>	(0.300)
<b>TOTAL</b>	<b>203.766</b>	<b>0.000</b>	<b>203.766</b>	<b>204.860</b>	<b>1.094</b>	<b>(0.288)</b>

**Key Issues and Corrective Actions (if required)**

Issue	Variation £m	Direction of Travel	Management Corrective Action
<p>PEOPLE. Children’s Social Care, independent sector costs offset against in-house foster care savings. Residential budgeted placements 16 v actual of 20</p>	0.155	Improving	<ul style="list-style-type: none"> <li>• Bring forward review and soft market test of parent and residential placements</li> <li>• Continue to focus on reducing additional payments for children in independent foster care</li> <li>• Budget challenges have taken place</li> <li>• Continue to review and hold vacancies where appropriate</li> </ul>
<p>PEOPLE. Adult Social Care. Implementation of the new care management system is on track and we will continue to shift commissioned services to personal budgets (which means allocating resources based on needs and not the cost of services) However the significant increase in the numbers of direct payments is not being offset by reduced spend in other areas at the same rate. There are also pressures in the system relating to reduced income through fairer charging and the cost of supporting a small number of complex high cost clients linked to the criminal justice system.</p>	1.438  3.151	Same  Same	<ul style="list-style-type: none"> <li>• Management action around sign off of spend at the front door and a number of other measures implemented is starting to have an impact</li> <li>• Client service reviews</li> <li>• Review of high cost packages</li> <li>• Govt grant funding towards Winter Hardship programme – announcement still awaited - £0.500m has been included in the forecast</li> </ul>
Issue	Variation £m	Direction of Travel	Management Corrective Action

<p>PEOPLE. Homes &amp; Communities. Spending review to target spending reductions to help the overall departmental position.</p>	(0.724)	Improving	<ul style="list-style-type: none"> <li>• Continue to hold vacancies held pending service restructure and future admin and business support reviews.</li> <li>• Review non-staffing spend</li> <li>• Management actions agreed to balance the budget</li> </ul>
<p>PEOPLE. Education Learning &amp; Family Support</p>	(0.848)	Improving	<ul style="list-style-type: none"> <li>• Management actions agreed to balance the budget</li> </ul>
<p>PLACE - Highways Maintenance - £300k from increased highway maintenance on pot hole repairs (additional DfT monies not forthcoming), £375k from rising street lighting energy costs, The period has also seen a drop in anticipated income from Parking of £100K due to poor economic climate and bad weather, although this is being offset from road safety income. Recent flooding has placed further strain on the network and further bad weather will have an adverse impact on this budget.</p>	0.107	Improving	<ul style="list-style-type: none"> <li>• Vacancies being held in the transportation strategy unit are partly offsetting the increased pressures.</li> <li>• Improved income road safety &amp; improved concessions forecasts. However income is dependent upon a number of variables that can be volatile to the numbers.</li> </ul>
<p>PLACE - Waste Disposal &amp; Collection are reporting further increases in disposal costs due to increased tonnage levels as well as recycling income projections continuing to remain well below target due to a dramatic fall in prices across the euro zone.</p>	0.130	Worsening	<ul style="list-style-type: none"> <li>• Recycling prices are holding although at a low whilst there may be increased recycling income following the festive break.</li> <li>• Improved income in public protection services, and other savings across Street Services.</li> <li>• The dept has taken extensive action to mitigate the above pressures by deferring spend, and reviewing element of the 3<sup>rd</sup> and 4<sup>th</sup> management structure</li> <li>• Subject to the final outturn position, the department will need to consider requesting to draw down additional reserves of £0.250m at year end to cover additional disposal costs, and reduced recycling income that has been reflected in the numbers.</li> </ul>

PLACE – Planning LDF	0.065	Worsening	<ul style="list-style-type: none"> <li>Local Development Framework for Derriford costs originally anticipated for 13/14 now fall into the current, year. Earmarked reserves are in place although these had been allocated to reduce overall department pressures across Place.</li> </ul>
PLACE – Customer Contact Centre Delivery Plan	0.100	Same	<ul style="list-style-type: none"> <li>Will not be achieved in 2012/13, customer transformation programme will deliver saving in 2013/14. This delivery plan is expected to be met from departments delivering additional savings targets.</li> </ul>
PLACE		Same	<ul style="list-style-type: none"> <li>Management action has now been implemented to stop/delay all non-essential spends to address department pressures. Various action plans have been rolled out to achieve this target.</li> </ul>
CHIEF EXECUTIVE	(0.184)	Same	<ul style="list-style-type: none"> <li>Review non-staffing spend</li> </ul>
CORP SERVICES - FETA	(0.673)	Improving	<ul style="list-style-type: none"> <li>Continued reviews of non-staffing spend. Building on vacancy savings in excess of targets, 40% reduction of annual external fees and increased income for Client Financial Services Deputyship fees.</li> <li>Continued delay in non-staffing spend</li> </ul>
CORP SERVICES – Customer Services	(0.102)	Same	<ul style="list-style-type: none"> <li>Continued reviews of non-staffing spend.</li> </ul>
CORP SERVICES – HR & OD	(0.068)	Same	<ul style="list-style-type: none"> <li>Continued reviews of non-essential expenditure.</li> </ul>
CORP SERVICES – Delivery Plan.	0.526	Worsening	<ul style="list-style-type: none"> <li>Previously assumed half of the saving would be achieved in 3/4<sup>th</sup> Tier Management reductions now reporting lower savings as management savings have been banked elsewhere within directorates.</li> <li>Suggested action any 12/13 Directorate savings linked to Voluntary Release Scheme in excess of the £0.1m already reported are held against this delivery plan.</li> </ul>
CORP ITEMS – Insurance	(0.670)	Same	<ul style="list-style-type: none"> <li>Full review of claims history for 12/13 and projection to year end</li> </ul>
CORP ITEMS – VRS scheme	(0.100)	Same	<ul style="list-style-type: none"> <li>Over 100 applications to date</li> <li>Continue to progress remaining applications</li> <li>Suggested action any 12/13 Directorate savings linked to Voluntary Release Scheme in excess of the £0.1m already reported are used to offset the 3<sup>rd</sup> and 4<sup>th</sup> tier delivery plan</li> </ul>
CORP ITEMS. Contingency	(0.300)	Improving	<ul style="list-style-type: none"> <li>Released part of contingency budget £300k</li> </ul>
CORP ITEMS. CRC charge	(0.200)	Same	<ul style="list-style-type: none"> <li>Release saving on Carbon Reduction Charge (CRC) - invoice now received is lower than budget for 2011/12 and assumed for 2012/13 (2 x £100k)</li> </ul>

CORP ITEMS. Capital Financing	(0.699)	Same	• Release accrued savings from Treasury Management activity
<b>TOTAL MAJOR VARIANCES</b>	<b>1.104</b>		

## Capital Position

	Quarter 1 Forecast (approved at Sept Council)	Quarter 2 Forecast (approved at Dec Council)	Budget Book Mid Jan 2013	New Schemes for Approval	Re-profiling	Virements	Variations	January 2013	January 2013	
									Actuals	Spend as % of Latest Forecast
			£000	£000	£000	£000	£000	£000	£000	£000
People	38,007	35,666	33,628	132	(109)	0	26	33,677	23,683	70.32%
Place	13,727	14,416	10,980	0	(104)	0	(121)	10,755	5,370	49.93%
Corporate Services	8,747	7,308	7,738	0	(604)	0	0	7,134	4,505	63.15%
<b>Capital Programme</b>	<b>60,481</b>	<b>57,390</b>	<b>52,346</b>	<b>132</b>	<b>(817)</b>	<b>0</b>	<b>(95)</b>	<b>51,566</b>	<b>33,558</b>	<b>65.08%</b>
Tamar Bridge & Torpoint Ferry	1,626		1,052					1,052	201	19.11%
<b>Total Capital Programme</b>	<b>62,107</b>	<b>57,390</b>	<b>53,398</b>	<b>132</b>	<b>(817)</b>	<b>0</b>	<b>(95)</b>	<b>52,618</b>	<b>33,759</b>	<b>64.16%</b>

<b>MTFF Capital Programme</b>					
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	
	<b>LATEST FORECAST</b>	<b>LATEST FORECAST</b>	<b>LATEST FORECAST</b>	<b>LATEST FORECAST</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
People	33,677	33,256	7,777	1,304	<b>76,014</b>
Place	10,755	22,677	25,687	14,945	<b>74,064</b>
Corporate Services	7,134	6,645	1,427	485	<b>15,691</b>
<b>Capital Programme</b>	<b>51,566</b>	<b>62,578</b>	<b>34,891</b>	<b>16,734</b>	<b>165,769</b>
Tamar Bridge & Torpoint Ferry	1,052	2,727	2,430	1,650	<b>7,859</b>
<b>Total Capital Programme</b>	<b>52,618</b>	<b>65,305</b>	<b>37,321</b>	<b>18,384</b>	<b>173,628</b>

<b>Financing of 2012/13 to 2015/16</b>									
	<b>Capital Receipts</b>	<b>Unsupported Borrowing</b>	<b>Cornwall Unsupported Borrowing</b>	<b>Supported Borrowing</b>	<b>Grants</b>	<b>Contributions</b>	<b>S106 / Tariff / RIF</b>	<b>Revenue / Funds</b>	<b>Total Funding</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
People	3,402	2,179			67,433	1,010	544	1,446	<b>76,014</b>
Place	16,142	20,289	0	107	32,495	753	1,780	2,498	<b>74,064</b>
Corporate Services	1,803	11,447	0	0	410	201	7	1,823	<b>15,691</b>
<b>Capital Programme</b>	<b>21,347</b>	<b>33,915</b>	<b>0</b>	<b>107</b>	<b>100,338</b>	<b>1,964</b>	<b>2,331</b>	<b>5,767</b>	<b>165,769</b>
Tamar Bridge & Torpoint Ferry	0	0	7,859	0	0	0	0	0	<b>7,859</b>
<b>Total Capital Programme</b>	<b>21,347</b>	<b>33,915</b>	<b>7,859</b>	<b>107</b>	<b>100,338</b>	<b>1,964</b>	<b>2,331</b>	<b>5,767</b>	<b>173,628</b>

## Key Issues

Actual expenditure to date in 12/13 is 65% of forecast, however there are a number of projects, including University Technical College £3.8m, All Saints Academy £3.9m and Strategic Cycle Network £0.9m, where expenditure is either not planned until the end of the financial year or needs approval before any money can be expended. Officers are continually working with project staff to review cashflow forecasts in order to provide assurance over the overall forecast expenditure in 2012/13.

The £20m Investment Fund, taken to 12<sup>th</sup> February 2013 Cabinet, is shown within the Place monitoring figures. The creation of the fund is a key focus of the Working Plymouth theme of the Corporate Plan and seen as critical to growing jobs and the economy in the city. It is also the 19<sup>th</sup> project in the Plan for Jobs. Resources have been identified to finance this Investment Fund, the details of which, and the governance proposals for their use, are set out in the Cabinet report.

<b>Capital Receipts Summary - Using Actual Receipts Received and RAG Rating Forecasted Receipts</b>							
Year	Capital Receipts b/fwd from Previous Year	Cap. Receipts Actually Received (YTD)	RAG Rated Forecasted Receipts	Estimated Pooled HSG Cap Receipts / Loan Repayments	Total Receipts Received / Expected	Capital Receipts Required for Funding (as above)	(Shortfall) / Surplus of Capital Receipts
	£000	£000	£000	£000	£000	£000	£000
2012 / 2013	2,176	2,837	4,308	37	6,521	6,748	(228)
2013 / 2014	(228)	0	9,546	37	9,355	8,993	362
2014 / 2015	362	0	5,169	37	5,568	5,606	(39)
2015 / 2016	(39)	0	2	37	0	0	0
<b>Total</b>						<b>21,347</b>	0

Officers are keeping the capital receipts position under review, and ensuring that the best use of resources is made.

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**Overview and Scrutiny Management Board – 13 March 2013  
Recommendations**

Date/min number	Resolution / Recommendation	Explanation / Minute	Response
<b>Support Services Overview and Scrutiny Panel</b>			
04/03/13 Min 52	<p>The panel noted the work programme and <u>agreed</u> to include the following items –</p> <ul style="list-style-type: none"> <li>• Staff Sickness;</li> <li>• Community Engagement and Value for Communities;</li> <li>• Budget Monitoring;</li> <li>• Monitoring performance and delivery plans.</li> </ul>	Work programme items.	
04/03/13 Min 55	<u>Agreed</u> to request the officer provides the panel with the business plan in June.	<p>ICT Shared Services</p> <p>The panel were unsure whether it was more appropriate item for the Overview and Scrutiny Management Board to explore.</p>	

Date/min number	Resolution / Recommendation	Explanation / Minute	Response
<b>Health and Adult Social Care Panel</b>			
28/02/13 Min 61(1)	<b>Joint Health and Wellbeing Strategy</b> <u>Agreed</u> that the City Council, through the Health and Wellbeing Board, develop and implement a Health and Wellbeing Impact assessment for all council reports.		
28/02/13 Min 61(4)	<b>Joint Health and Wellbeing Strategy</b> <u>Agreed</u> scrutiny panel members use their community networks to discuss and collect consultation responses to the questions posed in the health and wellbeing consultation document to be fed back through the formal consultation route or the Democratic Support Officer for the panel.		
28/02/13 Min 64(3)	<b>Secondary Legislation</b> <u>Recommend</u> to the City Council the delegation of all health scrutiny functions (other than referral of matters to the Secretary of State for Health) to a Health Scrutiny Panel.		

# REQUEST FOR SCRUTINY WORK PROGRAMME ITEM



**PLYMOUTH**  
CITY COUNCIL

	Title of Work Programme Item	Devon and Somerset Fire and Rescue Service Draft Plan 2013/14 to 2014/15
2	Responsible Director(s)	Tracey Lee (Chief Executive)
3	Responsible Officer  Tel No.	Giles Perritt Head of Policy, Performance and Partnerships  01752 305546 <a href="mailto:giles.perritt@plymouth.gov.uk">giles.perritt@plymouth.gov.uk</a>
4	Relevant Cabinet Member(s)	Councillor Peter Smith, Deputy Leader
5	Objectives	Safeguard the community by ensuring that the Devon and Somerset Fire and Rescue Service's budget reductions to the city are minimal.
6	Who will benefit?	The community by ensuring residents live in a safe city
7	Criteria for Choosing Topics (see table at end of document)	Value for Communities
8	What will happen if we don't do this review?	Plymouth will not have participated in a major consultation exercise the outcome of which would impact on vital services delivered by the city.
9	What are we going to do?	Engage in a Task and Finish Group
10	How are we going to do it? (witnesses, site visits, background information etc.)	Devon and Somerset Fire and Rescue Service Draft Plan 2013/14 to 2014/15 Witness sessions (representatives from the Dockyard, DSFRS trade union, Plymouth Community Homes and Plymouth Community Healthcare) Representations from city's MPs
11	What we won't do	The Group will not consider any issues outside the scope of the DSFRS draft plan 2013/14 to 2014/15

<b>12</b>	<b>Timetable &amp; Key Dates</b>	Task and Finish Group meeting(s) March/April 2013 Cabinet Member approval mid April 2013 Submission of recommendations to DSFRS by 22 April 2013
<b>13</b>	<b>Links to other projects or initiatives / plans</b>	Corporate Plan 2012-2015
<b>14</b>	<b>Relevant Overview and Scrutiny Panel / Membership if Task and Finish Group (to be decided by OSP before submission to OMB)</b>	Overview and Scrutiny Management Board
<b>15</b>	<b>Where will the report go? Who will make the final decision</b>	The recommendations from the Overview and Scrutiny Management Board will be submitted to the Deputy Leader for approval, subject to which this will be forwarded to the Devon and Somerset Fire and Rescue Authority.
<b>16</b>	<b>Resources (staffing, research, experts, sites visits and so on)</b>	Staffing from across several departments (Emergency Planning and Safer Communities) Witnesses
<b>17</b>	<b>Is this part of a statutory responsibility on the panel?</b>	Although this is not a statutory role of the Board, it forms part of the Board's terms of reference to scrutinise partners' budgets as part of the Annual Budget Scrutiny process
<b>18</b>	<b>Should any other panel be involved in this review? If so who and why?</b>	No – the Overview and Scrutiny Management Board comprises of Members who represent the five scrutiny panels
<b>19</b>	<b>Will the task and finish group benefit from co-opting any person(s) onto the panel.</b>	None identified at this time
<b>20</b>	<b>How does this link to corporate priorities?</b>	Supports 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