

Public Document Pack



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OVERVIEW AND SCRUTINY MANAGEMENT BOARD

DATE: WEDNESDAY 4 NOVEMBER 2009
TIME: 2.00 PM
PLACE: COUNCIL HOUSE (NEXT TO THE CIVIC CENTRE)

Committee Members –

Councillor James, Chair
Councillor Mrs Watkins, Vice Chair
Councillors Coker, Fox, Purnell, Roberts, Thompson, Viney and Wildy

Co-opted Representative –

Douglas Fletcher (Chamber of Commerce)

Substitutes–:

Any Member other than a Member of the Cabinet may act as a substitute member provided that they do not have a personal and prejudicial interest in the matter under review.

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

Members and Officers are requested to sign the attendance list at the meeting.

BARRY KEEL
CHIEF EXECUTIVE

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

1. APOLOGIES AND SUBSTITUTIONS

To receive apologies for non-attendance submitted by Overview and Scrutiny Management Board Members and to note the attendance of substitutes in accordance with the Constitution.

2. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

3. MINUTES (Pages 1 - 8)

The Management Board will be asked to agree the minutes of the meeting held on 7 October 2009.

4. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

5. LEADER AND CHIEF EXECUTIVE

The Leader and the Chief Executive have been invited to attend the Management Board **at 2.10pm** to discuss Council issues affecting the scrutiny work programme.

6. CALL-INS:

6a Members will be advised of any executive decisions that have been called in

6b To monitor actions from Call-ins

6c Members will receive a schedule of executive decisions that have been deemed urgent with the agreement of the Chair

The Assistant Chief Executive reports that no urgent executive decisions have been taken within the period 21 September to 23 October 2009.

7. TRACKING RESOLUTIONS (Pages 9 - 16)

The Management Board will monitor progress on previous resolutions, including relevant resolutions of the LSP executive.

8. WORK PROGRAMMES:

8a To consider and approve work programmes for each of the Panels **(Pages 17 - 30)**

8b To consider and approve additions to work programmes

8c To receive new items from the Forward Plan for 1 November 2009 to 28 February 2010 with a view to identifying items for scrutiny **(Pages 31 - 36)**

8d To agree Project Initiation Documents / Task and Finish Groups

8e To receive updates on Task and Finish Groups

9. LOCAL STRATEGIC PARTNERSHIP / OVERVIEW AND SCRUTINY PANELS UPDATES

To receive updates from each Panel on ongoing/completed work with the related LSP Theme Groups.

10. PERFORMANCE MONITORING

To receive updates from Panels on actions / progress on performance issues previously identified.

11. RECOMMENDATIONS FROM PANELS:

11a To receive and consider recommendations from Panels for O & S Management Board, Cabinet or Council **(Pages 37 - 40)**

11b To monitor actions against recommendations made to Cabinet / Council

12. COMMUNICATIONS:

12a To receive reports of any press coverage

12b To consider any communication plans

13. EXEMPT BUSINESS

To consider passing a resolution under Section 100A (4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) ... of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Overview and Scrutiny Management Board is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL.

Overview and Scrutiny Management Board

Wednesday 7 October 2009

PRESENT:

Councillor James, in the Chair.

Councillor Mrs Watkins, Vice Chair.

Councillors Bowie (substitute for Councillor Purnell), Coker, Fox, Roberts, Thompson, Viney and Wildy.

Co-opted Representatives: Mr D Fletcher.

Apologies for absence: Councillors Purnell.

Also in attendance: Councillor Ian Bowyer.

The meeting started at 2.00 pm and finished at 4.40 pm.

Note: At a future meeting, the committee 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.

25. Apologies and Substitutions - Welcome

The Chair welcomed Mr Douglas Fletcher, co-opted representative, to this, his first meeting of the O & S Management Board.

26. DECLARATIONS OF INTEREST

The following declarations of interest were made by Members in accordance with the Code of Conduct –

Name	Minute No. and Subject	Reason	Interest
Councillor Viney	Minute no. 32e To receive updates on task and finish groups	Director of Plymouth CityBus Limited	Prejudicial
Councillor Wildy	Minute no. 29a Performance monitoring: to receive the bi-monthly Finance and Performance report and to identify issues for further review/monitoring by Panels Minute no. 31 Tracking Resolutions	Partner an independent contractor for Devonport Regeneration Community Partnership	Personal

27. MINUTES

Resolved that the O & S Management Board minutes of the meeting held on 2 September 2009 be approved as a correct record.

28. CHAIR'S URGENT BUSINESS

Training opportunity

The Chair advised that –

- a training event entitled 'Scrutiny one step beyond' was being provided by Devon Improvement Programme Learning and Development, to be hosted by Plymouth City Council, on 13 November 2009.

- invitations were being issued to Plymouth's elected Members and other local authorities in the area and a programme (see 'agenda supplement pack – CUB and presentation' on www.plymouth.gov.uk/democracy) and booking form was circulated to all present;
- places would be allocated on a 'first come, first served' basis and O & S Management Board Members in particular were encouraged to attend this event.

(In accordance with Section 100(B)(4)(b) of the Local Government Act, 1972, the Chair brought forward the above item for urgent consideration because of the need to inform Members.)

29. PERFORMANCE MONITORING

(a) To receive the bi-monthly Finance and Performance Report and to identify issues for further review / monitoring by Panels

The report submitted to Cabinet on 15 September 2009 was received by the O & S Management Board.

The Cabinet Member for Finance, Property, People & Governance, the Director for Corporate Support and the Head of Policy, Performance and Partnerships advised that –

- the £3m forecast overspend was due mainly to the high risk areas within directorates, e.g. income generation by the Development directorate and 'looked after children' within the Services for Children and Young People's directorate;
- Cabinet had requested Directors to submit robust action plans outlining proposals to meet the deficit forecast;
- the capital programme had been adjusted to reflect the economic conditions;
- the Council's performance now had a focus on Corporate Improvement Priorities (CIPs).

In response to questions, Members were advised that –

- it would be possible to prepare a list indicating which CIP projects were the responsibility of Plymouth City Council, which were to be delivered in partnership and which were Plymouth City Development Company's projects;
- the CIP progress and management reports included milestone indicators which were measures of success and Eperform traffic lights provided information: these sources of information could form the basis of Panels' scrutiny of CIPs' under-performance;
- strategic risks were reported to Audit Committee and were accessible by all;
- high level budgetary risks were reported in the finance and performance report and these could be referred to Panels for monitoring;
- with regard to 'looked after children', this had been a performance issue for the council in the past but was now a financial pressure due to improvements regarding safeguarding children;
- in view of the economic pressures, income collection was better than might have been expected, with year end projections green or amber, apart from commercial rents;
- the level of spending in the capital programme had been adjusted to reflect a more realistic assessment of what was deliverable;
- the Council was approaching the end of the Job Evaluation process;
- the CIP 7 (keeping children safe) red traffic light represented the financial forecast

till the year end and was an emerging pressure.

Members were requested to email any further questions to the Cabinet Member for Finance, Property, People and Governance and the Director for Corporate Support.

Resolved that –

- (1) the report's recommendations be noted;
- (2) all high level budgetary risks be referred to Panels for monitoring, including –
 - Children's Services: 'looked after children';
 - Development and Regeneration: income levels in respect of rentals, planning applications, building control and car parking;
- (3) discussions regarding the report format/content be held by Members at a future time.

(Councillor Wildy declared a personal interest in the above item.)

(b) To receive a timetable of key dates re drafting of 2010/11 budget and Corporate Plan, together with a table of consultation events

The Head of Policy, Performance and Partnerships gave a presentation on the planning process in respect of drafting the 2010/11 budget and Corporate Plan, and consultation events (see 'agenda supplement pack CUB and presentation' www.plymouth.gov.uk/democracy). He advised that –

- earlier scrutiny input into the Corporate Plan, before February, was necessary and corporate improvement priorities could form the basis of scrutiny of Panels for the coming months;
- it was intended that public consultation should be through Area Committees, as before, and the views expressed in the public Place surveys would also contribute;
- he would seek advice from the Corporate Area Assessment (CAA) lead from the Audit Commission how their emerging findings could be shared with Members, which would help to inform them in their consideration of priorities.

Resolved that –

- (1) Support Services OSP be requested to develop proposals for achieving public engagement consultation on the proposed budget, at the earliest opportunity;
- (2) the Head of Policy, Performance and Partnerships be requested to consider how to ensure that Members are properly informed about external inspection findings in order to properly enable the setting of Corporate Improvement Priorities.

(c) To receive updates from Panels on actions / progress on issues previously identified

The Vice-Chair advised that the PID for Safeguarding Adults had been approved at least a year ago but she was concerned that it had not progressed due to lack of resources. The Head of Policy, Performance and Partnerships advised that he was in the process of arranging a meeting between himself, the Vice-Chair and lead officer of the Panel in order to progress the matter.

(d) To monitor performance against Local Area Agreement targets and to identify issues for further review / monitoring by Panels

See minute 29a above.

(e) To monitor performance against the Scrutiny Improvement Plan / development of Protocols

The Head of Policy, Performance and Partnerships advised that a protocol regarding the links between theme groups and scrutiny was being prepared and he suggested that this should be circulated to all before the next Chairs' 'breakfast' meeting.

The 'Councillor Call for Action' protocol was being prepared.

(This item was moved up the agenda to enable the Cabinet Member Finance, Property, People & Governance and the Director for Corporate Support to attend another meeting.)

30. **CALL-INS**

(a) Members will be advised of any executive decisions that have been called in

The Chair advised that no executive decisions had been called in.

(b) To monitor actions from Call-ins

There were no actions from Call-ins to monitor on this occasion.

(c) Members will receive a schedule of executive decisions that have been deemed urgent with the agreement of the Chair

The Assistant Chief Executive submitted a report on action taken by the Chair of the Overview and Scrutiny Commission / Management Board regarding the approval of urgent decisions (in accordance with Special Urgency rules as set out in Paragraph 16, Part 6 of the Constitution) taken by Cabinet Members and by the Cabinet collectively from 22 June to 18 September 2009.

Resolved that the report be noted.

31. **TRACKING RESOLUTIONS**

Members considered a schedule of tracking resolutions from the O & S Management Board and resolutions brought forward from Overview & Scrutiny Commission and the Resources & Performance Overview & Scrutiny Panel, and commented as follows –

- (i) regarding O & S Commission resolutions 135 and 146 (08/09) and 7(1) (09/10) which referred to Forward Plan and delegated decision issues –
 - the Head of Policy, Performance and Partnerships advised that the specific Forward Plan issues had been raised with the relevant Cabinet Members and Directors;
 - the generic Forward Plan issues had been considered by Cabinet who had agreed that a capital programme reference would be included when appropriate;
 - the Compact Code of Practice had been circulated to all departments which supported achieving clarity for delegated decisions;
- (ii) regarding O & S Commission minute no. 33 (1) re Governance and Accountability of the Local Strategic Partnership, the LSP Board wished to consult those affected and had deferred the item, to be considered before December;
- (iii) regarding O & S Commission minute 37(5), the presentation for all Members and LSP theme groups on the Care Quality Commission would be delayed until the outcome of the recent Adult Social Care inspection was known;
- (iv) regarding Resources & Performance OSP minutes 112(3) and 112(8) –

- the scrutiny budget was –

	Full year budget	Actual spend as at 30.9.09	Commitment	Budget remaining
	£	£	£	£
O & S Commission/ Management Board	10,000	1,194	0	(8,806)
Joint Health Scrutiny Committee	2,000	9	0	(1,991)
Safer & Stronger / Customers & Communities OSP	2,000	0	0	(2,000)
Sustainable Communities / Growth & Prosperity OSP	2,000	0	0	(2,000)
Health & Wellbeing / Health & Adult Social Care OSP	2,000	745	0	(1,255)
Children & Young People OSP	2,000	213	130	(1,658)
Resources & Performance/ Support Services OSP	2,000	0	0	(2,000)
	22,000	2,161	130	(19,709)

- the purpose of the budget was to cover specific training or incidental expenses relating to reviews, e.g. hire of outside venue, travel expenses, details of which should be included in PIDs at the time they were prepared;
- regarding Resources & Performance (R & P) OSP minute 112(4), the policy and performance area within the Services for Children and Young People's department was currently undergoing a restructure;
 - regarding O & S Management Board minute no. 6b(4), the Head of Policy, Performance and Partnership agreed to provide clarification to Democratic Support Officers on the issue of budget and performance monitoring by Panels;
 - regarding O & S Management Board minute no. 7a, a finance training event had been arranged for 27 October and another date option would be arranged for November;
 - regarding O & S Management Board minute no. 19c, Members were informed that the Devonport Regeneration Community Partnership Succession Plan was now prepared and it would help to inform the task and finish group scrutinizing Localities.

Resolved that –

- Commission minutes 135 and 146 (08/09), 7 (1) (09/10), R & P OSP minute 112 (3) & (8) (08/09) and Management Board minute 7a be now considered completed;
- regarding R & P minute 112 (4) (08/09), the Head of Policy, Performance and Partnerships be requested to discuss the proposed restructure of policy and performance personnel within the Services for Children and Young People's department with the Chair of the Children & Young People's Overview and Scrutiny Panel.

(Councillor Wildy declared a personal interest in the above item.)

32. **WORK PROGRAMMES**

(a) To consider and approve work programmes for the O & S Management Board and each of the Panels

The work programmes of the Overview & Scrutiny Management Board and the Overview & Scrutiny Panels, with the exception of Customers & Communities Overview & Scrutiny Panel, were submitted and considered.

(b) To consider and approve additions to work programmes

No additions to work programmes were identified on this occasion.

(c) To receive new items from the Forward Plan for 1 October 2009 to 31 January 2010 with a view to identifying items for scrutiny

New items from the Forward Plan 1 October 2009 to 31 January 2010 were submitted for Members' consideration with a view to identifying items for scrutiny.

Resolved that the Children & Young People's OSP be requested to consider the Forward Plan item no. FP 31 09/10, 'Building Schools for the Future - Governance'.

(d) To agree Project Initiation Documents / Task and Finish Groups

There were no Project Initiation Documents or new Task and Finish Groups to consider on this occasion.

(e) To receive updates on Task and Finish Groups

Councillor Coker, Chair of the 'monitoring the Plymouth CityBus Limited Shareholding project' task and finish group, reported that the first of two meetings had been held. He advised that the task and finish group had requested that he passed on to O & S Management Board the concerns of some Members, i.e. –

- the remit of the task and finish group was too narrow as it prevented consideration of how the Cabinet report was prepared;
- the report given to Cabinet could be judged to be biased as it suggested that the reasonable course of action was to sell shares;
- regarding the experience of the sale of Chester Bus, one view expressed by the decision makers was that this was not taken into account but a conflicting view was also expressed that they did not want to get into the same problems as Chester Bus.

Resolved that the 'monitoring the Plymouth CityBus Limited Shareholding project' task and finish group's Chair's update be noted.

(Councillor Viney declared a prejudicial interest in the above item and withdrew from the meeting.)

33. **LOCAL STRATEGIC PARTNERSHIP / OVERVIEW AND SCRUTINY PANELS UPDATES**

(a) To receive updates from each Panel on ongoing / completed work with the related LSP Theme Groups

No updates were received on this occasion.

(b) To agree further meetings / discussions with the LSP Theme Groups

Resolved that meetings for the Chairs of Theme Groups and scrutiny panels be arranged for the following dates, 8.30am commencement time –

- 4 November 2009
- 20 January 2010
- 31 March 2010

34. RECOMMENDATIONS FROM PANELS

(a) To receive and consider recommendations from Panels for O & S Management Board, Cabinet or Council

The following recommendations were submitted to the O & S Management Board for consideration –

- (i) Children & Young People's OSP minute no. 17 (24.9.09) – substitute Member for O & S Management Board to be Councillor Bowie;
- (ii) Children & Young People's OSP minute no. 18 (24.9.09) – 'a focus on reducing teenage conception rates in the city' joint task and finish group nominations from the Children & Young People's OSP, i.e. Councillors Purnell, Mrs Beer and Mr Kevin Willis;
- (iii) Health & Wellbeing OSP minute no. 86 (3) (08/09) – Commission be recommended to pursue the 'quality' training opportunities for Members recently publicised by the IDeA (not Audit Commission as previously reported);
- (iv) Health & Adult Social Care Minute no. 2 (2) (29.7.09) – the O & S Management Board be recommended to invite the Democratic and Member Support Manager to a future meeting in order to ascertain what was being done to address the lack of resources in Democratic Support: it was observed that it would be more appropriate to discuss this matter in an informal meeting;
- (v) Health & Adult Social Care Minute no. 14 (23.9.09) - co-opted representatives for the Panel to be –
 - a non-executive board member nominations from each of the PHT and PCT;
 - LINK representative, Chris Boot;
- (vi) Health & Adult Social Care minute no. 15 (23.9.09) – substitute Member for O & S Management Board to be Councillor Stark;
- (vii) Health & Adult Social Care minute no. 24 (23.9.09) – 'a focus on reducing teenage conception rates in the city' joint task and finish group nominations from the Health & Adult Social Care OSP, i.e. Councillors Mrs Watkins, Mrs Aspinall and Delbridge;
- (viii) Safer & Stronger OSP minute, (15.6.09) - amendments to the Customers & Communities OSP's terms of reference, resolutions as follows –
 - (1) the terms of reference include the following –
 - the relevant policies and review dates;
 - the relevant CIPs, 3, 4, 6 and 10;
 - the relevant cross cutting CIPs 1, 2, 13 and 14;
 - the relevant LSP Theme Groups (Safer, Stronger), Health, Cultural Board;
 - (2) the terms of reference be amended to read 'to monitor the budget and performance of the Cabinet Members, Department and partners to oversee delivery of the priorities of the area and with regard to better value for money;

- (ix) Customers & Communities OSP minute no. 16 (28.9.09) – substitute Member for O & S Management Board to be Councillor Mrs Stephens;
- (x) Customers & Communities OSP minute no. 17 (28.9.09) – co-opted representatives of the Panel to be Colin Trend (Money Centre) and Chaz Goldie (FAT-HE);
- (xi) Customers & Communities OSP minute no. 19 (28.9.09) – update on tackling anti-social behaviour strategy, including the Councillor Call for Action example –
 - provision of a tool kit outlining the process and procedures for a Councillor Call for Action request, to be made available to all Members, departments and interested parties within the next committee cycle;
 - request the local strategic partners for resourcing to be made available for –
 - (a) research on national indicators 17 and 21
(NI 17 relates to how people perceive how big anti- social behaviour is in their locality, NI 21 relates to how people perceive how well the police and council deal with anti social behaviour);
 - (b) mapping of intergenerational work within the city and further resources to enhance its delivery;
- (xii) Support Services OSP minute no. 18 (1.10.09) – People’s Strategy be recommended to Cabinet for approval.

Members were advised that co-opted representatives (other than statutory co-opted representatives on the Children & Young People’s OSP) were non- voting and they would receive Code of Conduct training.

Resolved that –

- (1) items (i), (ii), (v), (vi), (vii), (ix), (x) and (xii) above be noted;
- (2) with regard to (xi) above, first bullet point, the Head of Policy, Performance and Partnerships be requested to provide a report on ‘Councillor Call for Action’ and report the date by which this will be available to the next meeting of the Customers & Communities OSP.

(b) To monitor actions against recommendations made to Cabinet / Council

There were no actions to monitor on this occasion.

35. APPOINTMENT OF CO-OPTTEES

See minute 34a, items (v) and (x) above.

36. COMMUNICATIONS

(a) To receive reports of any press coverage

Members were advised that there was no progress to report at this stage.

(b) To consider any communication plans

There was nothing to report at this stage.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

TRACKING RESOLUTIONS

Bold target date = outstanding by more than 2 months

Grey = Completed

OVERVIEW AND SCRUTINY COMMISSION RESOLUTIONS

2008/09

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
135 Forward Plan 1 March – 30 June 2009	A request for Commission to undertake a review of the Forward Plan and Cabinet Member delegated decision templates, which required to be improved to take into account the Plymouth Compact and relevant Codes of Practice relating to consultation, once adopted, be considered.	19.3.09	DMS Manager	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	In due course	
146 Forward Plan 1 April – 31 July 09	The Democratic and Member Support Manager would investigate Members' queries raised above (see minute 146, attached to this schedule).	16.4.09	DMS Manager	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	New municipal year	
153 (1) Deputy Leader and Chief Executive	The outcome of discussions at Cabinet regarding consideration of including a basic commercial operation in the Life Centre project be provided to Commission in due course.	7.5.09	Democratic Support Staff / Chief Executive	Will present after appointment of contractor. 'Life Centre and related projects including outsourcing management' on Customers & Communities OSP work programme for 23.11.09.	2.12.09	

2009/2010

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
7 (1) Forward Plan 1 June to 30 September 2009	The Chair of Commission take up issues referred to above with Cabinet Members (see minute 7 (i) – (v), attached to this schedule).	11.6.09	Chair of Commission	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	2.7.09	
33 (1) Governance and Accountability of Local Strategic Partnership	The above comments be referred to Cabinet for consideration (see minute 33(i)-(xiv), attached to this schedule).	2.7.09	Head of Corporate Planning	Management Board received update on 5.8.09 that LSP Executive had considered the draft governance arrangements, and scrutiny arrangements were to be added to that, Cabinet had not yet considered this, report possibly next Management Board meeting. Management Board received update on 7.10.09 that LSP Board wished to consult those affected and had deferred the item, to be considered before December.	14.7.09 2.12.09	Not yet ready (2.9.09)

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
37 (5)	With regard to Health & Wellbeing OSP minute 87 resolutions (1), it be agreed that the Democratic and Member Support Manager be requested to set up presentations for all Members and LSP theme groups. (A presentation on – <ul style="list-style-type: none"> • how the Care Quality Commission would operate • what the change of inspectorate would mean for the service • how the changes would feed into the Comprehensive Area Agreement) 	2.7.09	DMS Manager	Management Board received update on 7.10.09 that the presentation for all Members and LSP theme groups on the Care Quality Commission would be delayed until the outcome of the recent Adult Social Care inspection was known.	5.8.09 2.12.09	

Resolutions b/f from Resources & Performance OSP

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
112 (3)	A breakdown of a structure of resources for scrutiny be provided.	13.5.09	Head of Policy, Performance and Partnerships	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	6.7.09	Members noted at Mgement Board 2.9.09 that they were still waiting for this.
112 (4)	A diagram of existing policy and performance personnel within the Children's Services directorate be provided.	13.5.09	Head of Policy, Performance and Partnerships	See minute 31 (2). Completed.	6.7.09	
112 (6)	Cross-cutting CIPs and themes, e.g. CIP 4, be identified for each panel and measures be put in place for Panels to monitor these as part of their work programme.	13.5.09	DMS Manager		11.6.09	
112 (8)	The scrutiny budget to be made open and transparent.	13.5.09	DMS Manager	See O & S Management Board minute no. 31). Completed.		
6 (09/10) CAA arrangements for Plymouth	A workshop/seminar on the subject of CAA be arranged for all Members.	10.6.09	Head of Policy, Performance & Partnerships/ DMS Manager	See minute Commission minute no. 37 (5) above. Completed.	5.8.09	

Resolutions of Overview and Scrutiny Management Board 2009/10

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
6b (6)	The Children & Young People's OSP be requested to consider children's adaptations at a business meeting and report back to the Management Board.	5.8.09	Democratic Support Staff	On Children & Young People's OSP work programme. Completed.	7.10.09	
6d (1) To agree PID / Task & Finish Groups	The Localities Working PID be agreed, subject to resolution (2) below, and allocated to the Customers & Communities OSP to host and set dates, inviting Members from other Panels to be included in the task and finish group.	5.8.09	Democratic Support Staff	Added to Customers & Communities OSP work programme. Timescales delayed to enable consultation with all Area Committees. New target dates are - Task & Finish Group meetings Nov Management Board Dec Cabinet Jan Council Feb. To be considered by Customers & Communities OSP on 2 and 5.11.09, report to Management Board 2.12.09. Completed.	7.10.09 2.12.09	
6g Quarterly reports	The quarterly scrutiny reports be added to the work programmes of all Panels, with the first quarterly report to be considered by Panels at their September meetings and submitted to Management Board on 7 October 2009.	5.8.09	Democratic Support Staff/ Head of Policy, Performance & Partnerships/ Lead Officers	Included in all work programmes. Delay to first quarterly report as dependent on Lead Officer appointments. All Panels meeting in September requested to approve delegated authority in respect of approving first quarter scrutiny reports to lead officers in consultation with Chair & Vice-Chair, in order to meet agenda deadline of 26.10.09. Lead officer role definition required, deferred to November Panel dates.	4.11.09 2.12.09	
7a To receive bi-monthly Finance & Performance Report and to identify issues for further review/ monitoring by Panels	Finance training be provided to all Management Board Members.	5.8.09	Assistant Director of Finance	To be provided asap. O & S Management closed this item on 7.10.09 (see minute 31). Completed.	2.12.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
10a (3)	Regarding Health & Wellbeing OSP's minute 5, Protocol for establishment of joint Health OSC be approved	5.8.09	Democratic Support Staff	Approved by Council. Completed.	12.10.09 (Council)	
10a (4)	Regarding Safer & Stronger OSP's minute no. 72, Emergency Response Plan, the Panel's recommendation to Cabinet that funding in the sum of £11,000 is allocated over two years for the provision of external training for members of staff be approved and forwarded to Cabinet.	5.8.09	Democratic Support Staff	Cabinet decision deferred Cabinet agreed recommendation on 20.10.09. Completed.	15.9.09 20.10.09 (Cabinet)	
19c Work Programmes: New items from Forward Plan 1.9.09–31.12.09	The Customers & Communities OSP include an item regarding the DRCP Succession Plan on their next business meeting agenda.	2.9.09	Democratic Support Staff	See minute 31 (viii). Completed.	7.10.09	
22 (2) Recs from Panels: monitor actions against recs made to Cabinet / Council	A breakdown of scrutiny budget spend by Panels be provided to the Management Board.	2.9.09	DMS Manager / Head of Policy, Performance & Partnerships	Reported to Management Board on 7.10.09. Completed.	7.10.09	
29a (2) bi-monthly finance and performance report	All high level budgetary risks be referred to Panels for monitoring, including – <ul style="list-style-type: none"> Children's Services: 'looked after children'; Development and Regeneration: income levels in respect of rentals, planning applications, building control and car parking 	7.10.09	Democratic Support Staff		2.12.09	
29a (3)	Discussions regarding the report format/content be held by Members at a future time	7.10.09	Board Members			
29b (1) timetable of key dates re drafting of 2010/11 budget and Corporate Plan, together with a table of consultation events	Support Services OSP be requested to develop proposals for achieving public engagement consultation on the proposed budget, at the earliest opportunity.	7.10.09	Democratic Support Staff	On Support Services OSP agenda for 21.10.09.	4.11.09	
29b (2)	The Head of Policy, Performance and Partnerships be requested to consider how to ensure that Members are properly informed about external inspection findings in order to properly enable the setting of CIPs.	7.10.09	Head of Policy, Performance & Partnerships	Advice required in time for O & S Panel meetings to be held in November.	2.12.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
31 (1) Tracking resolutions	Commission minutes 135 and 146 (08/09), 7 (1) (09/10), R & P OSP minute 112 (3) & (8) (08/09) and Management Board minute 7a be now considered completed.	7.10.09	Democratic Support Staff	Completed.		
31 (2)	Regarding R & P OSP minute 112 (4) (08/09), the Head of Policy, Performance & Partnerships be requested to discuss the proposed restructure of policy and performance personnel within the Services for Children and Young People's department with the Chair of the Children & Young People's OSP.	7.10.09	Head of Policy, Performance & Partnerships	By next meeting of the Children & Young People OSP.	19.11.09	
32c new items from the Forward Plan 1.10.09-31.1.10 with a view to identifying items for scrutiny	The Children & Young People's OSP be requested to consider the Forward Plan item no. FP 31 09/10, 'Building Schools for the Future – Governance'.	7.10.09	Democratic Support Staff		19.11.09	
33b To agree further meetings / discussions with the LSP Theme Groups	Meetings for the Chairs of Theme Groups and scrutiny panels be arranged for the following dates, 8.30 commencement time – <ul style="list-style-type: none"> • 4 November 2009 • 20 January 2010 • 31 March 2010 	7.10.09	Democratic Support Staff			
34 (2) to receive and consider recs from Panels for Management Board, Cabinet or Council	With regard to (xi), first bullet point (see minute 34), the Head of Policy, Performance and Partnerships be requested to provide a report on 'Councillor Call for Action' and report to the next meeting of the Customers & Communities OSP the date by which this will be available	7.10.09	Head of Policy, Performance & Partnerships	Next Customers & Communities OSP business meeting to be held on 23 November	23.11.09	

Overview and Scrutiny Commission 2 July 2009 (2009/10)

33. GOVERNANCE AND ACCOUNTABILITY OF LOCAL STRATEGIC PARTNERSHIP

The Head of Corporate Planning submitted a report outlining the Council's governance arrangements for the Local Strategic Partnership (LSP), together with the draft Plymouth 2020 LSP 'How we will operate' document.

The Cabinet Member for Customer Services, Performance and Partnerships and the Head of Corporate Planning advised Members that –

- the Council would be judged with partners and it was important to have an effective LSP;
- the Council must hold the LSP to account and the new scrutiny structure was aligned and supporting that aim;
- the project was starting from a reasonable position, with decision making clear, risk management in place and partners keen to continue to improve and to implement the proposals of the LSP Review.

Members raised the following points –

- (i) there were concerns that not all partners were fully committed to the partnership ethos, e.g. the Hospital Trust, and more work was needed to ensure partners were working together;
- (ii) so far, only one meeting between Overview and Scrutiny Panel (OSP) and Theme Group chairs had taken place and more consultation between OSP and LSP was required to agree protocols;
- (iii) partners needed to recognise the democratic legitimacy of the Council's role;
- (iv) OSPs had the powers to scrutinize partners performance and a greater understanding of the potential role of scrutiny and commitment to working constructively was required;
- (v) scrutiny powers in relation to Local Area Agreement (LAA) should be recognised as a tool for performance management;
- (vi) more clarity regarding reviewing what is achieved by the LAA was required, ensuring that there was no duplication between LSP and scrutiny;
- (vii) clear national guidance was required regarding links between overview and scrutiny and partners which added value to the delivery of the LAA;
- (viii) finding new ways to tackling complex problems reflected in the LAA, e.g. teenage pregnancies, was essential;
- (ix) more meetings and sharing of information, e.g. exchanging minutes between OSP and theme groups, was required, but co-options of theme group chairs to OSPs could cause a conflict of interest.

In response, Members were advised that –

- (x) information on the performance of the LAA was included in the bi-monthly finance and performance report;
- (xi) the LSP recognised that commitment to partnership became weaker further down the organisation and was aiming to address this with a recommendation to strengthen communication, by signing up to protocols and by putting in place a performance management framework;
- (xii) the Audit Commission had issued guidance in a national report providing good comparative context and an indication of what they would assess, e.g. governance, sharing resources, shared consultation;
- (xiii) co-options to scrutiny were for the Management Board to approve and relationship issues would be addressed through the Scrutiny Handbook;

(xiv) a 'breakfast' meeting had been arranged for 16 July 2009 and an agenda would be issued shortly.

Resolved that –

- (1) the above comments be referred to Cabinet for consideration;
- (2) the Audit Commission guidance be emailed to Members of the new Overview and Scrutiny Management Board by the Head of Corporate Planning, in bullet point format if possible.

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Overview and Scrutiny Management Board

Work Programme 2009/10

Topics	A	S	O	N	D	J	F	M	A	M	J
Timetable for all documents for submission to Government, including Cabinet and Council dates, requested. Includes timetable for external inspections.											
Corporate Plan revising and updating						6?	3?				
Capital Strategy and Asset Management Plan							15 & 17				
Capital Programme 2010/11							15 & 17				
Setting Revenue Budget and Council Tax levels 2010/11							15 & 17				
Medium Term Financial Strategy							15 & 17				
Joint Finance and Performance monitoring, including LAA performance monitoring	5 Up to 31.5.09		7 15.9.09 Cab Jun/Jul		2 10.11.09 Cab Aug/Sep		3 19.1.10 Cab Oct/Nov	31 16.3.10 Cab Dec/Jan			
Scrutiny quarterly monitoring					2	20		31			
Overview and Scrutiny Function – development of Scrutiny Handbook											
Scrutiny and LSP protocols					2						
Leader and Chief Executive				4		6		31			

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Topics	J	J	A	S	O	N	D	J	F	M	A	M	J
CAMHS Strategy								28					
Absenteeism and sickness amongst CS staff													
Preventing & Managing Obesity in Young People of Plymouth													
Performance Review (including budget)						19							
Complaints and Compliments Annual Report						19							
Quality Assurance Framework								28		25			
School Attainment Results								28					
Strategy for Change Building Schools for the Future													
Youth Justice Plan								28					
Children and Young People's Plan (including CYPP Priorities and Annual Performance Assessment)													
Quarterly Scrutiny Reports						19				25			



Customers and Communities Overview and Scrutiny Panel

Work Programme 2009/10

Topics	J	J	A	S	O	N	D	J	F	M	A
Licensing Authority Policy Statement Under the Gambling Act 2005 (<i>Written Report</i>)				28							
Life Centre and Related Projects including Outsourcing Management (<i>Task and Finish Group</i>)						23					
Plymouth's Sports Facility Strategy					26						
Events Strategy - Coherent Marketing Strategy (<i>Joint Task and Finish Group</i>)						23					
Review of the Library Service (<i>Task and Finish Group</i>)											
Plympton Library Replacement – Update (<i>Written Report</i>)								25			
Cumulative Impact Policy (<i>Written Report</i>)				28							
Equalities Framework (Equality Standards for Local Government Peer Review)											
Finance Inclusion Strategy Monitoring (<i>Task and Finish Group</i>)								25			
Localities Work (<i>Task and Finish Group</i>)						2/5					
Crime and Disorder Reduction Partnerships											
Allotment Strategy						23					
Tree Strategy						23					
Waste Collection (<i>Task and Finish Group</i>)										29	
Election Annual Review – Update (<i>Written Report</i>)						23					
Access to Services Inspection – Update (<i>Written Report</i>)						23					



Growth and Prosperity Overview and Scrutiny

Work Programme 2009/10

Issues Panel May Wish to Scrutinise	J	J	A	S	O	N	D	J	F	M	A
Worklessness				28		23		tbc			
BID Veto					26						
Carbon Reduction Commitment					26					22	
Strategic Housing Functions								25			
Local Development Framework Annual Monitoring Report								25			
City and Sub Regional Governance										22	
Eastern Corridor Briefings - tbc								25			
Destination South West: Aims and Objectives and consideration of future Plymouth City Council membership.						23					
Joint Finance and Performance Monitoring including LAA Performance Monitoring (subject to the Overview and Scrutiny Management Board referring issues to the Panel)											
Plymouth City Development Company											
Task and Finish Groups											
Hoe Foreshore					30						
Skateboarding bylaw					28		3	12			
Plymouth Citybus Limited (joint)					1 29						

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Health and Adult Social Care Overview and Scrutiny Panel Work Programme 2009/10

Topics	J	J	A	S	O	N	D	J	F	M	A
Specialised Commissioning – Proposed Service Changes -											
• Soft Tissue Sarcoma				23							
• Specialised Burn Care Services								27			
• Implementing Guidance on Teenagers and Young Adults with Cancer (Joint with CYPOSP)											
• Neonatal Care											
South West Ambulance Services NHS Trust – Foundation Trust Consultation				23							
Plymouth Hospitals NHS Trust - Monitoring Future Provision of Maternity Services				23						31	
Plymouth Hospitals NHS Trust – Foundation Trust Status and Hygiene Code Update				23							
Adult Social Care Service Performance Update					28						
Adult Social Care – Integrated Services					28						
NHS Plymouth Draft Strategic Framework					28						
Pandemic Flu Plan (NHS Plymouth)					28						
Residential Care: Update on Modernisation of Older People’s Services (Consultation Results)					28						
Hyperbaric Medical Centre					28						
Plymouth Hospitals Trust Strategy Review 2009					28						
A Focus on Reducing Teenage Conception Rates in the City (Joint Task and Finish Group with CYPOSP)					21	11 & 24					

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NEW FORWARD PLAN ITEMS 1 NOVEMBER 2009 TO 28 FEBRUARY 2010

LOCAL DEVELOPMENT FRAMEWORK: ANNUAL REVIEW OF PLANNING OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (FP 38 09/10)**Nature of the decision:**

To approve for consultation an Annual Review of the Planning Obligations and Affordable Housing Supplementary Planning Document, including updating the level of tariff in line with the latest information, updating the market recovery measures and improving the user - friendliness and clarity of the document

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

Timing of the decision? Between 15 December 2009 and 9 February 2010

Who will be consulted and how?Persons to be consulted with:

Plymouth Regeneration Forum and Local Agents Forum, Members of the Planning Committee, infrastructure providers and other users of the document

Process to be used:

Workshops, surveys and discussions

Information to be considered by the decision makers:

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Planning Obligations and Affordable Housing Supplementary Planning Document: adopted 2008
4. Local Development Framework evidence base reports

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 30 November 2009 to -

1. Assistant Director for Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Bell, Head of Development Planning
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

COUNCIL TAX BASE 2010/11 (FP 34 09/10)

Nature of the decision:

To give approval to the Council Tax Base, which will be used as the basis for setting the Council Tax level for 2010/11.

Who will make the decision? City Council (Cabinet Member: Councillor Bowyer)

Timing of the decision? 1 February 2010

Who will be consulted and how?

The Council Tax base is calculated as part of a statutory process, based on data relating to the council tax property base. Consultation is not applicable.

Information to be considered by the decision makers:

1. The regulations governing the calculation of the tax-base. (Local Authorities (Calculation of Tax-Base) Regulations 1992.
2. The tax-base report.
3. The level of estimated collection rate and the option to vary the discounts given on 2nd homes and empty properties.
4. Recommendation of Cabinet on 15 December 2009

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

As above for information to be considered by decision makers.

Representations: In writing by 30 November 2009 to -

1. Assistant Director for Finance, Assets and Efficiencies
2. Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Gary Edwards, Accounts Processing Manager
E mail: gary.edwards@plymouth.gov.uk Tel: (01752) 304404

CUMULATIVE IMPACT POLICY (FP 36 09/10)

Nature of the decision:

To consider reports from the Public Protection Service and Customers and Communities Overview and Scrutiny Panel on the 12 month review into the operation of the Cumulative Impact Policy and make recommendations to Council as appropriate

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

Timing of the decision? 10 November 2009

Who will be consulted and how?

Persons to be consulted with:

Customers and Community Scrutiny Panel
Public Consultation via the Public Protection Service

Process to be used:

Customers and Communities Overview and Scrutiny Panel meeting on the 28 September 2009
Public consultation via direct mailing, press release and web site

Information to be considered by the decision makers:

Recommendations from Customers and Communities Overview and Scrutiny Panel
Results of the public consultation undertaken by the Public Protection Service

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

Report from the Customers and Communities Overview and Scrutiny Panel
Report from the Public Protection Service

Representations: In writing by 26 October 2009 to -

1. Assistant Director for Environmental Services
2. Councillor Brookshaw (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Andy Netherton, Principal Environment Health Officer

E mail: andy.netherton@plymouth.gov.uk Tel: (01752) 304742

RESIDENTIAL CARE: UPDATE ON MODERNISATION OF OLDER PEOPLE'S SERVICES (2005 - 2015) (FP 37 09/10)

Nature of the decision:

To agree the direction of travel in relation to the re-provision of short-term breaks / respite having regard to the outcome of the consultation exercise.

Who will make the decision? Cabinet (on the recommendation of Councillor Dr Salter)

Timing of the decision? 10 November 2009

Who will be consulted and how?

Persons to be consulted with:

Consultation will have taken place with partner organisations, staff, residential and respite services, users/carers.

A report will be provided to the Health and Adult Social Care Overview and Scrutiny Panel meeting on 28 October 2009.

Further discussions with staff, users/carers will take place following Cabinet on 10 November 2009 to follow up any decisions taken.

Process to be used:

A range of methods will be employed as appropriate i.e. meetings

Information to be considered by the decision makers:

Written report

consultation responses

recommendations of the Health and Adult Social Care Overview and Scrutiny Panel

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

written report

Representations: In writing by 26 October 2009 to -

1. Director for Community Services
2. Councillor Dr Salter (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Julia Penfound, Head of Modernisation Adult Social Care

E mail: julia.penfound@plymouth.gov.uk Tel: (01752) 307344

CITY CENTRE BID (FP 35 09/10)

Nature of the decision:

To consider the recommendation from the Growth and Prosperity Overview and Scrutiny Panel on whether the Council wishes to exercise its veto after the City Centre BID ballot has taken place

Who will make the decision? City Council

Timing of the decision? 30 November 2009

Who will be consulted and how?

The Cabinet has considered the Bid proposal and a ballot has been undertaken.

Information to be considered by the decision makers:

Report to Cabinet dated 14 July 2009.

Written report to the Growth and Prosperity Overview and Scrutiny Panel

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 13 November 2009 to -

1. Assistant Director for Development (Planning)
2. Councillor Viney (Chair of the Growth and Prosperity Overview and Scrutiny Panel)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Paul Barnard, Assistant Director for Development (Planning)

E mail: paul.barnard@plymouth.gov.uk Tel: (01752) 304860

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Recommendations for consideration by the Management Board

Children & Young People's Overview and Scrutiny Panel

Minute 24 APPOINTMENT OF SUBSTITUTE TO THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD

The panel was advised of the need to appoint a substitute member to attend meetings of the Overview and Scrutiny Management Board, as per the Management Board's terms of reference. The rationale behind this was to ensure that each scrutiny panel was represented at every meeting of the Management Board. The substitute member must have received the required finance training and be from the same political party as the member for whom they were substituting.

Resolved that Councillors Bowie and Delbridge be appointed as a nominated substitute for the Overview and Scrutiny Management Board.

Safer & Stronger Overview & Scrutiny Panel (now Customers & Communities OSP)

- Safer & Stronger OSP minute 5 (15.6.09) - TERMS OF REFERENCE

The Panel received a copy of the Terms of Reference for the Customer and Communities Overview and Scrutiny Panel for consideration.

Resolved that –

(1) the Terms of Reference include the following –

- the relevant policies and review dates;
- the relevant CIPs 3, 4, 6 and 10;
- the relevant cross cutting CIPs 1, 2, 13 and 14;
- the relevant LSP Theme Groups, Safer, Stronger; Healthy, Cultural Board

(2) the Terms of Reference are amended to read 'to monitor the budget and performance of the Cabinet Members, Department and partners to oversee delivery of the priorities of the area and with regard to better value for money'.

Customers & Communities OSP

- Minute 19 (28.9.09) – UPDATE ON TACKLING ANTI-SOCIAL BEHAVIOUR STRATEGY INCLUDING THE COUNCILLOR CALL FOR ACTION:

The Cabinet Member for Safer and Stronger Communities and the Anti Social Behaviour Manager presented the update report of the Director for Development and Regeneration on the Tackling Anti Social Behaviour Strategy including the Councillor Call for Action request made by Councillor Ball in respect of anti social behaviour problems in Compton Vale.

Members of the panel put forward questions, to which the following responses were provided –

- (i) under the Regulatory Investigatory Powers Act 2000 the local authority was able to deploy covert camera equipment or human intelligence, for the purposes of preventing or detecting crime and disorder, where the subject was not likely to be aware of their presence, although the surveillance had to be necessary and proportionate; it had been reported that some local authorities had used covert techniques to inappropriately ascertain if parents lived in the catchment area for a particular school;
- (ii) Councillors in the neighbouring Ward of Efford had not been involved with the Councillor Call for Action request;
- (iii) Plymouth City Council had successfully used the new Closure Premises Order to 'close down' a flat where persistent anti social behaviour had been problem;
- (iv) there was a clear lack of understanding of the Councillor Call for Action process and procedure;
- (v) a robust service level agreement had been negotiated with Plymouth Community Homes;
- (vi) eviction (and other legal orders) was the last stage in the four step escalation process, if an individual or family were willing to engage with the 'family intervention project' then they would be given a limited tenancy agreement; however, if they did not continue with this support they could be evicted by the local authority who did not have a duty to re-house them; social services would be aware of any pending eviction if there were children involved;
- (vii) the escalation process formed part of the strategy which enabled individuals and families to gain access to services, however problems had been identified with gaining access to the more 'targeted' services;
- (viii) there were a wide range of services available to individuals and families that needed support; there was often an underlying reason why people acted in an anti social manner, such as domestic abuse, alcohol and drug misuse and mental health issues; enforcement was used to underpin the process if people were unwilling to engage with the support process;
- (ix) the Streetwise Project was deployed in areas that were at crisis point and areas identified as hotspots; the team comprised of specialist workers who engaged with young people who could be subject to or at risk of anti social behaviour orders;
- (x) limited funding was available to undertake work on the results of the place survey relating to national indicator 21 which related to how people perceived how well the police and council dealt with anti social behaviour.

The panel noted that the Councillor Call for Action had not been fully implemented as requested by the Overview and Scrutiny Management Board reflecting the lack of understanding and strategic approach for dealing with such requests.

Resolved that -

- (1) the Cabinet Member for Safer and Stronger Communities and the Anti Social Behaviour Manager are thanked for their report and the panel welcomes the fall in anti social behaviour incidents but recognised that this masked some variations within the City.
- (2) steps 2 and 3 providing the targeted services of the escalation process are included on the panel's work programme.

Recommended that the Overview and Scrutiny Management Board -

- (1) urgently considers the provision of a 'tool kit' outlining the process and procedures for a Councillor Call for Action request and that it is made available to all Members, departments and interested parties within the next committee cycle;
- (2) **request the local strategic partners for resourcing to be made available for –**
 - (a) **research on national indicators 17 and 21;**
 - (b) **mapping of intergenerational work within the City and further resources to enhance its delivery.**

Growth and Prosperity OSP

Minute 19 (28.9.09) - TRACKING RESOLUTIONS it was resolved that –

- (1) **under minute 55b, two red risks from the Audit Committee, the Panel recommend to the Management Board that the Parks/Playgrounds Risk Assessment be transferred to the Customers and Communities OSP Panel for further consideration as it was now in their new terms of reference;**

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