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CUSTOMERS AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

DATE: MONDAY 23 NOVEMBER 2009
TIME: 10.00 AM
PLACE: COUNCIL HOUSE, NEXT TO THE CIVIC CENTRE

Committee Members–

Councillor Fox, Chair
Councillor Wildy, Vice Chair
Councillors Berrow, Mrs Foster, McDonald, Mrs Nicholson, Roberts, Smith and Mrs Stephens.

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

CUSTOMERS AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL

PART I (PUBLIC COMMITTEE)

AGENDA

1. APOLOGIES

To receive apologies for non-attendance submitted by Panel Members.

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 Panel will be asked to confirm the minutes of the meeting held on 28 September 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. FEEDBACK FROM OVERVIEW AND SCRUTINY
MANAGEMENT BOARD**

To receive any relevant feedback from the Overview and Scrutiny Management Board.

**6. LIFE CENTRE AND RELATED LEISURE PROJECTS -
UPDATE AND TO AGREE FUTURE SCRUTINY
ARRANGEMENTS (TO FOLLOW)**

The Panel will receive update and agree future scrutiny arrangements for the Life Centre and related leisure projects.

7. QUARTERLY SCRUTINY REPORT

(Pages 9 - 14)

The Panel will consider its draft quarterly report.

8. CORPORATE IMPROVEMENT PRIORITIES

The Panel will consider the corporate improvement priorities that relate to their terms of reference, in order to achieve early scrutiny input into the Corporate Plan. (As agreed at the Overview and Scrutiny Management Board meeting on 7 October 2009).

CIP1 (Improving customer service)

CIP6 (Providing more and better culture and leisure activities)

9. HIGH LEVEL BUDGETARY RISKS

The Chair will ask the Panel to consider any 'high level budgetary risks', as agreed at the Overview and Scrutiny Management Board on 7 October 2009.

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10. UPDATE ON MOBILE POLLING UNITS (Pages 15 - 18)

The Director for Corporate Support will submit an update report on mobile polling units.

11. UPDATE ON THE ACTION PLAN FOR THE ACCESS TO SERVICES INSPECTION

The Director for Corporate Support will provide an update on the action plan for the access to services inspection.

12. TRACKING RESOLUTIONS (Pages 19 - 20)

To monitor progress on the previous resolutions.

13. WORK PROGRAMME (Pages 21 - 22)

The Panel will consider its work programme for 2009/10.

14. 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 PANEL)

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Committee 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.

Customers and Communities Overview and Scrutiny Panel

Monday 28 September 2009

PRESENT:

Councillor Fox, in the Chair.
Councillor Wildy, Vice Chair.
Councillors Berrow, Browne (substitute for Councillor Mrs Nicholson), Mrs Foster, McDonald and Roberts.

Apologies for absence: Councillors Smith and Mrs Stephens.

Also in attendance: Councillor Brookshaw (Cabinet Member for Safer and Stronger Communities).

The meeting started at 10.00 am and finished at 12.55 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.

11. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members in accordance with the code of conduct.

12. MINUTES

Resolved that the minutes of the meeting held on 27 July 2009 are confirmed as a correct record.

CHAIR'S URGENT BUSINESS

13. Safe and Strong Theme Group Update

The Vice Chair, George Plenderleith of the Safe and Strong Theme Group provided an update report, which included the following main points –

- (i) key current development –
 - (a) an initial meeting of the partners had been held in May 2009 to discuss the partnership tasking model; the model used in Bromley had been considered (this enabled resources to be shifted to tackle problems); a 'dry run' meeting was planned for September;
 - (b) during August 2009 Operation Talents was showcased to Home Office Crime Reduction Unit, the National Policing Improvement Agency and the Minister for Policing;
 - (c) a social entrepreneurship course had been established by City College with the first of the four week long courses being run from November 2009;
 - (d) the community focus week would be held in St Budeaux commencing 19 October 2009; the first 'meet the public' event would take place on 28 September 2009 in St Budeaux library;

- (ii) safer -
 - (a) the Crime and Disorder Reduction Partnership executive had asked all its statutory partners to adopt Plymouth City Council's domestic abuse strategy;
 - (b) a specialist domestic violence courts action plan had been implemented as it was not on target to achieve a 70 percent conviction rate; from April 2010 the governance and performance management responsibilities for the courts would transfer to the Local Criminal Justice Boards;
 - (c) there had been a reported drop in youth crime in Devon and a 20 percent reduction in Plymouth; repeat offences had also reduced; the reduction had been attributed to greater partnership working between the police, health education and the voluntary sector;
 - (d) concerns were raised at the Crime and Disorder Reduction Partnership regarding the future availability of the BCU grant;
- (iii) stronger –
 - (a) Plymouth Third Sector Consortium held a development workshop to finalise the membership of the Assembly and the Consortium, and confirm the process for third sector representation on the LSP;
 - (b) the revised draft third sector strategy had been discussed by the LSP executive and an implementation plan had been developed;
 - (c) the compact champions and public sector strategies were being assessed against the compact standards;
 - (d) the Plymouth Future Jobs Fund bid to the Department of Work and Pensions would provide young people (19 – 24 years), who had been out of work for 12 months or more, an opportunity to gain experience and training on community projects; if the bid was successful the scheme would run from November 2009 to March 2011 and would provide six month placements in the third and public sector organisations;
- (iv) performance management
 - (a) action plans had been implemented for those stretch targets that were not on target;
 - (b) the domestic abuse stretch was off target but there had been some improvement in reporting of incidents since the new third party reporting processes had been in place.

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

- (a) every endeavour would be made to ensure that the bid for the Plymouth Future Jobs Fund would be successful; one reason the previous bid had failed was that social enterprise had not been set up;
- (b) work was currently being undertaken through the consortium to provide information to the third sector relating to the Plymouth Future Jobs Fund bid;

- (c) in previous years the BCU grant had been provided directly to the police by the Home Office, however the funding had not been guaranteed for 2010/2011; assurances were given that work on the Crime and Disorder Reduction Partnership would continue with or without this funding.

The Chaired thanked George Plenderleith for attending.

14. Quarterly Scrutiny Report

The panel was advised that the Overview and Scrutiny Management Board would be receiving quarterly scrutiny reports at its 4 November meeting. As not all panels were meeting in October, it would be necessary to consider delegating approval of the scrutiny reports to the Lead Officer, in consultation with the Chair and Vice Chair, prior to their submission to the Management Board.

Resolved that the quarterly report is agreed in consultation with the Chair and Vice Chair of the panel.

(In accordance with Section 100(B)(4)(b) of the Local Government Act, 1972, the Chair brought forward the above items for urgent consideration because of the need for a Member decision).

15. FEEDBACK FROM THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD

The Vice Chair provided an update on the main issues raised at the Overview and Scrutiny Management Board meeting held on 2 September 2009, which included –

- (i) Douglas Fletcher, Chair of the Chamber of Commerce had agreed to be co-opted on to the Management Board;
- (ii) disappointment that the budget scrutiny would be held during the half term school break as Members and officers may have child care commitments; the process for next year would be looked at;
- (iii) the PID regarding the monitoring of Plymouth Citybus Limited Shareholding project had been approved and members appointed to the task and finish group;
- (iv) the Cabinet had resolved not to provide additional funding for scrutiny support;
- (v) the website 'www.fixmystreet.com' provided a rapid response to case work issues rather than using the Council's system for reporting such issues.

16. 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 Councillor Mrs Stephens is asked to be the panel nominated substitute for the Overview and Scrutiny Management Board and a substitute for the Vice Chair is nominated from the Labour Group.

17. **APPOINTMENT OF CO-OPTED REPRESENTATIVE**

The Chair sought the panel's opinion of co-opting representatives from the third sector.

Recommended to the Overview and Scrutiny Management Board that Colin Trend and Chaz Goldie are co-opted to the Customers and Communities Overview and Scrutiny Panel.

18. **TIMELINE FOR CONSULTATION FOR PLYMOUTH'S SPORTS FACILITY STRATEGY**

The Director for Community Services submitted a report providing details of the timeline for consultation for the Plymouth Sports Facility Strategy.

Members were informed that -

- (i) the draft Plymouth Sports Facility Strategy had been written after analysing the demand for sports provision within the city through discussions with national and regional governing bodies and other organisations including schools, the University, higher education and further education colleges and partners;
- (ii) the document was ready for wider consultation to others with an interest in the development of opportunities for sports and fitness in Plymouth;
- (iii) the strategy would be submitted to the panel at its meeting on 26 October 2009 for consultation.

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

- (a) preparation of the strategy had included meetings with the schools and governing bodies including the Football Association; the strategy would go out for public consultation on 19 October 2009;
- (b) the strategy would be published on the Council's website on 19 October 2009.

The Chair thanked the officer for his attendance.

The panel noted the need to hold a meeting on 26 October 2009, in order to scrutinise this matter.

Resolved that the panel agree the timeline for consultation for the Plymouth Sports Facility Strategy.

19. **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 -

- (a) 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;
- (b) request the local strategic partners for resourcing to be made available for –
 - research on national indicators 17 and 21;
 - mapping of intergenerational work within the City and further resources to enhance its delivery.

20. **THE GAMBLING ACT 2005 - THREE YEAR REVIEW OF THE STATEMENT OF PRINCIPLES**

The Director for Community Services submitted a report on the Gambling Act 2005, three year review of the Statement of Principles.

Members were informed that –

- (i) the Council was required to review the Gambling Act statement of policy which remained in force for a period of three years; the policy review had to be completed in order to bring the new policy into force on 31 January 2010;
- (ii) a report would be submitted to the Cabinet containing the results of the consultation and the proposed policy once the scrutiny process and public consultation had been completed;
- (iii) the proposed policy would be submitted to Council on 30 November 2009; once approved the policy would be implemented on 31 January 2010.

Resolved that the report is noted.

21. **TWELVE MONTH REVIEW OF THE CUMULATIVE IMPACT POLICY**

The Cabinet Member for Safer and Stronger Communities, the Principal Environmental Health Officer and the Senior Environmental Health Officer (Safety, Health and Licensing) presented a report of the Director for Development and Regeneration on the 12 month review of the Cumulative Impact Policy.

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

- (i) the consultation process had followed the prescribed guidance;
- (ii) off licenses or premises selling alcohol were not considered under the cumulative impact policy.

Resolved to recommend to Cabinet that -

- (1) the panel does not accept the conclusions of the consultation process and the existing policy would remain in place;
- (2) a full review should take place together with the three year licensing review for 2011.

22. **TASK AND FINISH GROUP LOCALITIES WORKING**

The Chair advised that the membership of the task and finish group for Localities Working had been confirmed as follows –

Councillor Fox
Councillor Purnell
Councillor Roberts
Councillor Mrs Stephens
Councillor Watkins
Councillor Wildy

Resolved that the dates in the Project Initiative Document (PID) for Localities Working are revised to reflect the current timeline, as follows -

- 2 December 2009 Overview and Scrutiny Management Board
- 19 January 2010 Cabinet
- 1 February 2010 Council

23. **TRACKING RESOLUTIONS**

The panel received for its information a copy of the Tracking Resolutions schedule.

Resolved that the report is noted.

24. **WORK PROGRAMME 2009/10**

The Panel considered its work programme 2009/10.

Resolved that the work programme is noted.

25. **EXEMPT BUSINESS**

There were no items of exempt business.

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CITY OF PLYMOUTH

Subject: Customers and Communities Overview and Scrutiny Panel Draft
Quarterly Scrutiny Report

Committee: Customers and Communities Overview and Scrutiny Panel

Date: 23 November 2009

Cabinet Member: Councillor Brookshaw, Councillor Jordan, Councillor Leaves, Councillor Ricketts

CMT Member: Director for Community Services

Author: Pete Aley (Customers and Communities Overview and Scrutiny Panel Lead Officer)

Contact: Tel no: 01752 304321
Email: pete.aley@plymouth.gov.uk

Ref:

Part: |

Executive Summary:

This report sets out a review of the Customers and Communities Overview and Scrutiny Panel for the second quarter of 2009/10.

Corporate Plan 2009-2012:

The Customer and Communities Overview and Scrutiny Panel provides strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP1 - improving customer service
 - CIP6 - providing more and better culture and leisure activities
-

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

None.

Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.

None.

Recommendations & Reasons for recommended action:

That the report is noted

Alternative options considered and reasons for recommended action:

N/A

Background papers:

Customers and Communities Overview and Scrutiny Panel minutes.

Sign off: N/A

CITY OF PLYMOUTH

Customers and Communities Overview and Scrutiny Panel Quarterly Report

1. Introduction

- 1.1 This report sets out a review of the Customers and Communities Overview and Scrutiny Panel for the second quarter of 2009/10, incorporating the meetings of 27 July, 28 September and 26 October 2009.

2. Scope of the Overview and Scrutiny Panel

- 2.1 The Customers and Communities Overview and Scrutiny Panel is primarily concerned with the strategic scrutiny of the following Corporate Improvement Priorities and key areas –

- CIP1 - Improving customer service
- CIP6 - Providing more and better culture and leisure activities

- 2.2 The detailed terms of reference for the panel are contained in Appendix 1.

- 2.3 The panel consists of the following members and officers

Title	Name	Attendances (2 meetings)
Councillor (Chair)	Fox	3
Councillor (Vice Chair)	Wildy	3
Councillor	Berrow	3
Councillor	Mrs Foster	3
Councillor	McDonald	3
Councillor	Mrs Nicolson	1
Councillor	Roberts	2
Councillor	Smith	2
Councillor	Mrs Stephens	2
Lead Officer	Pete Aley	2
Democratic Support Officer	Helen Wright	3

- 2.4 The Panel, through strategic and operational scrutiny, supports the following cabinet members and Council Management Team members -

Title	Name
Cabinet Member for Safer and Stronger Communities	Councillor Brookshaw
Cabinet Member for Leisure, Sport and Culture	Councillor Jordan
Cabinet Member for Street Scene, Waste and Sustainability	Councillor Leaves
Cabinet Member for Customer Services, Performance and Partnerships	Councillor Ricketts
Director for Community Services	Carole Burgoyne

- 2.5 The panel has a budget of £2,000 to support the scrutiny work.

3. Key Achievements to Date

- 3.1 The panel has now met on three occasions. Meetings have been well attended by panel members. A positive contribution has been made to support the strategic and operational overview in particular the following achievements have already been made –
- The panel has approved a work programme focusing on the CIPs.
 - The panel has recommended that feedback from the Overview and Scrutiny Management Board is a standing item on its own agenda, enabling the panel to ensure it operates effectively and maintains a good working relationship with the Overview and Scrutiny Management Board and other Overview and Scrutiny panels.
 - The panel has recommended to the Overview and Scrutiny Management Board that it provided a 'tool kit' outlining the process and procedure for a Councillor Call for Action and the 'tool kit' is made available to Members, departments and interested parties within the next committee cycle. A further recommendation was made for the strategic partners to make resources available to undertake research on the national indicators 17 and 21 and enhance the delivery of the mapping of the intergenerational work within the City;
 - The panel has recommended to Cabinet following its scrutiny of the 12 month review of the cumulative impact policy that –
 - ▶ it did not accept the conclusion of the consultation process;
 - ▶ the existing policy should remain in place;
 - ▶ a full review should take place together with the three year licensing review for 2011.
 - The panel formed part of the consultation process for the development of the Plymouth Sports Facility Strategy. It was agreed by the panel to bring the strategy back to a future meeting after the conclusion of the public consultation process on 22 January 2010.
 - Two successful meetings of the joint task and finish group on Localities Working have taken place on 2 and 5 November 2009. Witnesses that attended included the police, representatives from the council and the third sector, members of the public and the Chairs from two Area Committees. The joint report was currently being drafted and would be submitted to the Overview and Scrutiny Management Board on 2 December 2009. Members of the joint task and finish group were –

Councillor Fox (Chair)
Councillor Wildy (Vice Chair)
Councillor Purnell
Councillor Roberts
Councillor Mrs Stephens
Councillor Mrs Watkins

4. On the Horizon

- 4.1 Localities working will be considered prior to recommendations being made to Cabinet on 19 January 2010 and Council on 1 February 2010.
- 4.2 The panel will be receiving an update and agreeing the future scrutiny arrangements for the Life Centre and related leisure projects at its panel meeting on 23 November 2009.
- 4.3 The panel agreed to bring back to a future meeting the Tackling Anti Social Behaviour Strategy including the Councillor Call for Action.
- 4.4 With the council facing challenging budget pressures in the year ahead, the panel queried the 'value' of producing a quarterly scrutiny report. The report needs to be more focused on monitoring the outcomes of the panel's recommendations.
- 4.5 The panel will be submitting views on whether the cross cutting CIPs should be included in part of its terms of reference.

5. Recommendation

- 5.1 That the progress of the Customers and Communities Overview and Scrutiny panel is noted by the Overview and Scrutiny Management Board.

Customers and Communities Overview and Scrutiny Panel

Terms of Reference

- To review new and existing policies and consider how they may be improved and developed;
- To monitor the budget and performance of the Cabinet Member, Department and partners to ensure that the priorities for the area are being delivered upon;
- To monitor performance against the relevant Corporate Improvement Priorities;
- To review Policies within the Budget and Policy Framework;
- To consider Equality Impact Assessments against new and existing policies;
- To investigate local issues to find out how the council and its partners can improve to meet the needs of local people;
- To make recommendations about service delivery to the Cabinet (via the Board)
- To review and scrutinise the performance of partner organisations
- To set up Ad-Hoc Working Groups as and when required;
- To produce quarterly progress reports to go to the management board

Policy areas

- Customer Services
- Environmental Services
- Safer Communities
- Leisure, Culture and Sport
- Environmental regulation
- Crime and Disorder (This Panel will take on the role of the Crime and Disorder Overview and Scrutiny Panel)

Cabinet Members

- Street Scene, Waste and Sustainability
- Customer Services, Performance and Partnerships
- Safer and Stronger Communities
- Leisure, Culture and Sport

Directorates

- Community Services
- Corporate Support

Corporate Improvement Priorities (CIPs)

- Customers Service (CIP 1)
- Culture and Leisure (CIP 6)

LSP Link

- Safe and Strong

Membership

The Chair of the Panel shall serve on the Overview and Scrutiny Management Board. The Customers and Communities Overview and Scrutiny Panel will be chaired by a Member of the majority political group with the vice-chair from the opposition political group. All Members of the panel will adhere to the general rules of Overview and Scrutiny.

CITY OF PLYMOUTH

Subject: Mobile Polling Units
Committee: Customers and Communities Overview and Scrutiny Panel
Date: 23 November 2009
Cabinet Member: Councillor Ricketts
CMT Member: Director for Corporate Support
Author: Nigel Spilsbury (Electoral Services Manager)
Contact: Tel no: 01752 304861
Email: nigel.spilsbury@plymouth.gov.uk
Ref: E3/PCC/2008
Part: 1

Executive Summary:

A report was submitted by the Electoral Services Manager to the Panel on 30 March 2009 providing details of an equality impact assessment and programme for replacing the existing stock of mobile polling units. Following consideration of this report the panel requested a further report to provide an update on the 'testing' of the new style of mobile polling unit at the European Parliamentary election held on 4 June 2009.

Corporate Plan 2009-2012:

This report is in line with the Corporate Improvement Priorities of: -

- 1) Improving customer service: ensuring access to the service is equally available to all customers;
 - 2) Improving community involvement and engagement: promoting engagement and participation in the electoral process;
 - 3) Value for money: providing a quality best value service.
-

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

In addition to current budgetary provisions for funding the replacement of one mobile polling unit per year, extra funding will be taken from the City Council elections budget to ensure replacement is undertaken as quickly as possible by purchasing five units in financial year 2009-2010 and five in 2013-2014 when there are no City Council elections scheduled.

Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.

The rolling programme of access improvements and polling station reviews mentioned in this report should provide for improved voting facilities.

Recommendations and Reasons for recommended action:

That the report is noted.

Alternative options considered and reasons for recommended action:

Alternative polling locations considered in the report considered by the Panel at the meeting held on the 30 March 2009.

Background papers:

Electoral Administration Act 2006
 Report to the City Council 10th December 2007 – Review of Polling Arrangements 2007
 Report to Safer and Stronger Communities Overview and Scrutiny Panel 15th September 2008 – City Council Elections Review 2008
 Report to the City Council 1st December 2008 – Polling District Boundary Alterations 2008
 Report from Manufacturing Service
 Report to Safer and Stronger Communities Overview and Scrutiny Panel – 30 March 2009

Sign off:

Head of Fin	CeS F90 000 2	Head of Leg	DV S10 61	Head of HR		Head of AM		Head of IT		Head of Strat Proc	
Originating SMT Member: Giles Perritt											

1.0 Introduction

- 1.1 A report was submitted by the Electoral Services Manager to the Panel on 30 March 2009 providing details of an equality impact assessment and programme for replacing the existing stock of mobile polling units. Following consideration of this report the panel requested a further report to provide an update on the 'testing' of the new style of mobile polling unit at the European Parliamentary election held on 4 June 2009.

2.0 Mobile polling units - New design

- 2.1 For some time the City Council's contractor, the Manufacturing Service (now Plymouth Community Homes) has been working towards replacing the existing stock with a lower level design to make the unit more easily accessible. A lower level design obviously makes a great deal of sense as the ramp will be virtually flat.

This type of unit has several advantages such as lower level access, wider doors, more space inside and the provision of electricity via a generator. It also contains built in toilet facilities, running hot and cold water serving a wash hand basin, a sink unit in the kitchen area, integral generator compartment with acoustic lining and exhaust, built in polling booths and kitchen area.

- 2.2 The new unit was tested at the European Parliamentary elections held on the 4th June 2009 at Kneele Gardens, Hartley Vale and provided a good opportunity to make sure that the unit is 'fit for purpose' and also allow any modifications to be made to further units purchased.

- 2.3 In almost all respects the new style unit proved a success except for some vibration when the built in generator was switched on. In addition a number of minor adjustments have been suggested; a metal frame for a 'slot-in' notice board to be fixed outside of the unit, a wall mounted bracket for the fire extinguisher, hooks in polling booths to attach pencils, battery operated strip light for toilet as a backup, move coat hooks, boards inside polling unit for notices.

- 2.4 To overcome the problem of vibration the Manufacturing Service developed and fitted an 'anti-vibration' floor to the new style unit. They also undertook some of the minor adjustments mentioned in paragraph 2.3.

- 2.5 The modifications were tested at the Ham ward by- election held on the 3 September. The vibration has now been significantly reduced which will allow the new style unit to be sited at most of the current locations (one or two locations to be reviewed). Any further minor adjustments to the new unit will be carried out prior to the 2010 elections and any orders placed for further units will incorporate the adjustments mentioned in this report

3.0 Purchase of the new style units

- 3.1 The report of 30 March 2009 provided details of the costs.

- 3.2 However, the fitting of an 'anti vibration' floor and undertaking the minor adjustments described will obviously add to the cost price. Fitting an anti-vibration floor will cost £1,022 and the remaining adjustments around £500. This increases the price for purchasing one unit from £14,240 to around £16,000. Of course as mentioned in the previous report (30 March 2009) price reductions can be negotiated by purchasing more than one unit at a time.

This compares with current replacement costs of £10,000 per unit.

- 3.3 The purchase of replacement mobile units will be funded from the annual replacement programme budget which allows the service to purchase one unit per year and five from the City Council elections budget during years that no local elections are scheduled (2009 and 2013). This will enable the replacement of the current stock of mobile units to be undertaken in a much shorter time-frame, thus allowing the improvements to be in place earlier than current budgetary provisions allow for.

As the purchase is considered as high value i.e. above the £75k ceiling, no order will be placed for the mobile units until the City Council's procurement procedures have been completed. This should achieve the best possible value in accordance with corporate improvement priorities. It is envisaged that this procedure will be completed by mid- December.

Summary: -

How purchased	Number purchased	Estimated additional cost	Financial year
Current annual Replacement programme	1	Nil	2008 – 2009
From City Council budget	5	£80,000	2009 – 2010
Current annual Replacement programme	1	Nil	2009 – 2010
Current annual Replacement programme	1	Nil	2010 – 2011
Current annual Replacement programme	1	Nil	2011 – 2012
Current annual Replacement programme	1	Nil	2012 – 2013
From City Council budget	5	£80,000	2013 – 2014
Current annual Replacement programme	1	Nil	2013 – 2014
Current annual Replacement programme	1	Nil	2014 – 2015
Current annual Replacement programme	1	Nil	2015 – 2016

4.0 Recommendation

- 4.1 That the report is noted.

CUSTOMERS AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL TRACKING RESOLUTIONS

Panel Date	Minute number	Resolution	Action by	Progress	Target date	Comments
15/06/09	4(2)	the Partnership and Communities Together (PACT) information for the whole of the City is provided to the Panel on a regular basis.	DSO	Discussions progressing with Chief Superintendent Jim Webster.	Nov 2009	The Vice Chair undertook to speak to Acting Chief Superintendent Andy Bickley
15/06/09	5(1)	the terms of reference include the following – <ul style="list-style-type: none"> ● 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 	DSO	Forwarded to the Overview and Scrutiny Management Board for consideration at its next meeting 7 October 2009. Completed	Nov 2009	The Overview and Scrutiny Management Board resolved that the Head of Policy Performance and Partnerships be requested to meet with the Panel Chairs and lead officers to identify specific corporate improvement priorities (CIPs) relevant to the individual Panels and which cross cutting (CIPs) were relevant to Panel(s) in time to meet deadlines for the November City Council agenda despatch.
15/06/09	5(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.	DSO	Forwarded to the Overview and Scrutiny Management Board for consideration at its next meeting 7 October 2009 Completed	Nov 2009	City Council be recommend to agree the amendment to the Panel's terms of reference.
27/07/09	6	the Task and Finish scrutiny is deferred to March 2010 meeting in order to enable the appropriate officers to attend.	DSO		March 2010	
27/07/09	7	Membership for the Task and Finish group for the events strategy comprised of – Councillors Berrow, Fox, McDonald, Smith, Mrs Stephens and Wildy	DSO	Project Initiation Document (PID) to be considered in November 2009. Task and Finish to be completed by March 2010.	March 2010	
28/09/09	14	The Overview and Scrutiny Management Board would receive panel's quarterly reports.	DSO	The quarterly report would be agreed in consultation with the Chair and Vice Chair of the Panel.	Nov 2009	Included on the agenda for the meeting on 23 November 2009.

Panel Date	Minute number	Resolution	Action by	Progress	Target date	Comments
28/09/09	16	Councillor Mrs Stephens nominated as the panel's substitute for the Overview and Scrutiny Management Board and a substitute for the Vice Chair is nominated from the Labour Group.	DSO	Forwarded to the Overview and Scrutiny Management Board for consideration at its next meeting 7 October 2009. Completed	Oct 2009	Overview and Scrutiny Management approved the Panel's nomination for substitute.
28/09/09	17	Recommend to the Overview and Scrutiny Management Board that Colin Trend and Chaz Goldie are co-opted to the Customers and Communities Overview and Scrutiny Panel.	DSO	Forwarded to the Overview and Scrutiny Management Board for consideration at its next meeting 7 October 2009. Completed	Oct 2009	Overview and Scrutiny Management Board approved the panel's recommendation.
28/09/09	19(2)	Steps 2 and 3 providing the targeted services of the escalation process were included on the panel's work programme.	DSO	Completed	Oct 2009	Included on the panel's work programme.
28/09/09	19(a)	recommended that the Overview and Scrutiny Management Board urgently considered 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.	DSO	Forwarded to the Overview and Scrutiny Management Board for consideration at its next meeting 7 October 2009.	Oct 2009	The Head of Policy and Performance and Partnerships be requested to provide a report on Councillor Call for Action and report to the next meeting of the Customers and Communities OSP 23.11.09 the date by which this report will be available.
28/09/09	19(b)	recommended that the Overview and Scrutiny Management Board 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.	DSO	Forwarded to the Overview and Scrutiny Management Board for consideration at its next meeting 7 October 2009. Completed	Oct 2009	The Overview and Scrutiny Management Board requested the Assistant Director for Safer Communities, who was also the lead officer for the panel to liaise with the Acting Chief Superintendent, Devon and Cornwall Constabulary, with a view to achieving the resources.
26/10/09		resolved to bring the Plymouth Sports Facility Strategy back to the next meeting of the Panel (after the public consultation had concluded) and at a future meeting to consider the action plan, timelines and budgets	DSO	Included on the work programme for 25 January 2009.	Jan 2010	



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						23					
Plymouth's Sports Facility Strategy					26			25			
Events Strategy - Coherent Marketing Strategy (<i>Joint Task and Finish Group</i>)											
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>Prepare for Task and Finish Group</i>)								25			
Localities Work (<i>Task and Finish Group</i>)						2 / 5					
Crime and Disorder Reduction Partnerships											
Allotment Strategy											
Tree Strategy											
Waste Collection										29	
Election Annual Review – Update (<i>Written Report</i>)						23					
Access to Services Inspection – Update (<i>Written Report</i>)						23					

