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

www.plymouth.gov.uk/democracy

Date 14/09/10 Telephone Enquiries 01752 307815 Fax 01752 304819
Please ask for Mrs. Katey Johns e-mail katey.johns@plymouth.gov.uk

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

DATE: WEDNESDAY 22 SEPTEMBER 2010
TIME: 2.00 PM
PLACE: COUNCIL HOUSE (NEXT TO THE CIVIC CENTRE)

Committee Members –

Councillor James, Chair.

Councillor Ball, Vice-Chair.

Councillors Browne, Nicholson, Ricketts, Stevens, Thompson, Wildy and Williams.

Co-opted Representative –

Mr. D. Fletcher (Chamber of Commerce).

Substitutes–

Named substitutes from the Panels 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.

BARRY KEEL
CHIEF EXECUTIVE

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

PART I (PUBLIC MEETING)

AGENDA

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 - 10)

The Management Board will be asked to agree the minutes of the meeting held on 28 July, 2010.

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 in order to update the Overview and Scrutiny Management Board on Council issues.

6. CABINET PROGRESS UPDATE ON BUDGET SCRUTINY RECOMMENDATIONS (Pages 11 - 24)

The Board will monitor progress against recommendations arising from budget scrutiny undertaken on 15 and 17 February, 2010, including hearing from the Leader and Chief Executive.

7. JOINT PERFORMANCE AND FINANCE REPORT (Pages 25 - 64)

To receive the Joint Performance and Finance Report as submitted to Cabinet on 10 August, 2010, and identify issues for further review / monitoring by panels.

8. TRACKING DECISIONS (Pages 65 - 70)

The Management Board will monitor progress on previous decisions.

9. URGENT EXECUTIVE DECISIONS (Pages 71 - 72)

Members will be advised of urgent executive decisions that have been taken since the last meeting of the Management Board (28 July, 2010).

10. FORWARD PLAN (Pages 73 - 76)

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

11. QUARTERLY SCRUTINY REPORTS (Pages 77 - 114)

The Overview and Scrutiny Management Board will receive quarterly reports from each of the scrutiny panels.

12. RECOMMENDATIONS (Pages 115 - 116)

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

13. WORK PROGRAMMES:

13a To consider and approve work programmes for each of the Panels (Pages 117 - 130)

13b To agree Project Initiation Documents / Task and Finish Groups (Pages 131 - 136)

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 MEETING)

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.

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Overview and Scrutiny Management Board

Wednesday 28 July 2010

PRESENT:

Councillor James, in the Chair.

Councillor Ball, Vice Chair.

Councillors Browne, Nicholson, Ricketts, Stevens, Thompson, Wildy and Williams.

Co-opted Representatives: Mr Douglas Fletcher

Also in attendance: Councillor Mrs Watkins (Portfolio Holder Children's Services), Pauline Purnell, Giles Perritt (Head of Policy, Performance and Partnerships), Peter Honeywell (Transformational Change Programme Manager), Jonathan Fry (Policy and Performance Officer), Gemma Pearce (Team Leader Democratic Support).

The meeting started at 2pm and finished at 5.25 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.

18. **DECLARATIONS OF INTEREST**

The following declarations of interest were made in accordance with the members' code of conduct –

Name	Minute	Reason	Interest
Councillor Wildy	27b	Member of the National Union of Teachers	Personal
Councillor Stevens	28	Devon and Cornwall Police Employee	Personal
Councillor Nicholson	28	Babcock Marine Employee	Personal

19. **MINUTES**

Agreed that the minutes of the 30 June 2010 are approved subject to the following amendments, that:-

- (1) regarding minute 2 Councillor Wildy's interest be amended from Personal to Prejudicial;
- (2) minute 17 (c) be amended to reflect that Councillor Williams proposed a task and finish group in respect of the criteria for trips outside the local authority area for Member and Officer development.

It was noted by the board that regarding minute 8 (a) there was no information presented to the Cabinet meeting of 13 July 2010 regarding the Invest to Save Scheme. It was reported by officers that the information was correct when communicated to the Board, but the Cabinet agenda was subject to change.

CHAIR'S URGENT BUSINESS

20. PROPOSED LEGISLATIVE CHANGES

The Chair reported that there would be a significant impact on the way in which scrutiny will need to work in order to address the issues raised in the Queens' speech and subsequent white papers.

Agreed that -

- (1) the Chair and Vice Chair of the Scrutiny Management Board together with key stakeholders, plan a series of workshops to develop revised scrutiny and governance proposals to address the changing legislative and partnership agenda;
- (2) Councillor Williams would be included as the Labour representative in the planning of the workshops.

21. TRACKING DECISIONS

The Board considered their tracking resolutions, it was commented that with regard to -

- a. (94 (a) 3), members of the board had not yet received any information on Children's Locality Teams;
- b. (29a (3)), the report in its new format would be presented at the next meeting. Although the board had received information on the council's 2009-2010 outturn position, it was felt that waiting until September for further financial information could prevent effective and timely scrutiny of the budget and the Cabinet during this difficult financial period;

Agreed that:-

- (1) the Children and Young People Overview and Scrutiny Panel add Children's Locality working to their work programme and report back to the Management board on any outcomes;
- (2) the new quarterly Finance and Performance report would be circulated to members of the management board as soon as it was available;
- (3) the interim external audit report recently presented at audit committee would be provided to members of the management board;

- (4) with regard to 91 (2) a Project Initiation Document (PID) is prepared by the Customer and Communities Overview and Scrutiny Panel and that authority to approve the PID delegated to the lead officer in consultation with the Chair.

22. **URGENT EXECUTIVE DECISIONS**

The Board considered the urgent executive decision - Cessation of the free swimming initiative for over 60's and under 16's. It was commented that -

- a. the financial implications appeared to be exaggerated;
- b. there would be cost implications, particularly when considering that free leisure passes for looked after children would continue.

23. **ANNUAL SCRUTINY REPORT**

The Annual Scrutiny Report was presented to the Board. It was commented that -

- a. the report did not sell the scrutiny process or contain enough detail about the role of the Management Board and that the format should be reviewed for the publication of the next report;
- b. Future annual reports should be available at the beginning of the municipal year.

Agreed that -

- (1) Panel Chairs contribute to the Annual Scrutiny report throughout the year by highlighting successful areas of work to their lead officer;
- (2) section 3.2 would be developed to highlight how scrutiny involvement in the preparation of the Corporate Plan was a good example of the scrutiny process at its best;
- (3) section 3.3 would be reworded to better reflect member development achievements;
- (4) a list of Task and Finish groups which had taken place during the period that the report covers would be included in the report.

24. **TERMS OF REFERENCE**

The Head of Policy, Performance and Partnerships outlined changes to the Terms of Reference for the Overview and Scrutiny Management Board, the Children and Young People Overview and Scrutiny Panel and the Health and Adult Social Care Scrutiny Panel. It was reported that changes to the terms of reference reflected the changes in the statutory functions of the Scrutiny panels and took account of partnership working. Members highlighted the differences between the role of the

co-opted member and the members of the board who were not chairs of panels and felt that this should be reflected in the terms of reference.

Agreed -

- (1) to add the following sentence 'The Overview and Scrutiny Management Board has co-opted representatives whose tasks and duties will be determined by the Chair on a case by case basis;
- (2) to rename the section headed 'training' to 'Development and Training' and to amend the sentence to specify that development and training would be provided 'where appropriate';
- (3) to add the following under Development and Training
 - Budget and Finance
 - Corporate Plan
 - Partnership working
- (4) that the Scrutiny Terms of Reference are recommended to Council for approval.

25. **FORWARD PLAN**

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

The Board received a new item for the forward plan in respect of City Priorities. It was commented by members of the board that eight days was not sufficient to make representations. It was reported by officers that items should be in the plan for twelve weeks; however this item was a voluntary addition to the forward plan and not a key decision.

(b) To consider the format of the proposed new forward plan template

The Board considered the new forward plan template. It was reported that representations can be made by any member of the public. The board were also informed that, following comments at the last meeting, an option to subscribe to updates would be made available to members of the public, this option would allow a user to select topics which were of interest to them and then receive email notifications when an item which related to those topics is published.

26. **RECOMMENDATIONS**

The board considered panel recommendations, it was agreed -

- (1) that the management board did not require an update on Support Services minute 19 08/07/10, locality working and the appointment of neighbourhood officers;
- (2) to approve the appointment of the nominated co-opted member to the

Support Services Overview and Scrutiny Panel (minute 8 08/07/10 refers);

- (3) to approve the appointment of the nominated co-opted member to the Customers and Communities Overview and Scrutiny Panel (minute 8 08/07/10 refers);
- (4) that with regard to Growth and Prosperity Overview and Scrutiny Panel minute 5 14/06/10, Community Services is removed from the work programme;
- (5) that with regard to Growth and Prosperity Overview and Scrutiny Panel minute 8 14/06/10, the review of the Hoe foreshore is acknowledged as completed. Board Members commented that the reduction of risk from 'red' to 'amber' and the investment of around £406,000 as a result of the panel's review should be welcomed;
- (6) that the Growth and Prosperity Overview and Scrutiny Panel is requested to scrutinise homelessness and housing needs issues and add this to its work programme. (Minute 17 (iii) 12/07/10 refers);
- (7) the Growth and Prosperity Overview and Scrutiny Panel undertake a Task and Finish group to scrutinise the community events and road closure policy (minute 21 12/07/10 refers);
- (8) the Children and Young People panel prepare a PID for a two day Task and Finish group in October focusing on young carers in the city,(minute 23 (1) 15/07/10 refers);
- (9) the red risk item of the inability of Carefirst to meet business requirements in terms of changes to service provision' is referred to the Children and Young People Overview and Scrutiny Panel and that the Assistant Chief Executive is asked to brief the panel regarding the issues (Audit Committee 23/07/10 refers).

27. **WORK PROGRAMMES**

- (a) To consider and approve work programmes for each of the Panels, including receipt of a work programme update from each panel Chair**

The Management Board considered the Panels work programme.

Agreed that -

- (1) with regard to the Children's and Young People Overview and Scrutiny Panel's work programme, local democracy week be removed and adult and community learning be added;
- (2) Scrutiny Resource and Housing Needs be removed from the Support Services Overview and Scrutiny Panel's work programme;
- (3) Customer and Communities Overview and Scrutiny Panel would add an update from the Safer and Stronger Theme Group to their work programme and invite the Chief Superintendent to attend the panel;
- (4) the quarterly invitation to the Leader of the Council and Chief Executive be added to the work programme of the Overview and Scrutiny Management Board.

(b) To receive Task and Finish Group Reports

Pauline Purnell, former Chair of the Children and Young Peoples Overview and Scrutiny Panel and Councilor Mrs Watkins former Chair of the Health and Adult Social care Overview and Scrutiny Panel presented the report of the Task and Finish Group 'A Focus on reducing teenage conceptions rates in the city'. It was reported that:-

- a. there was confusion between conceptions and live births. The task and finish group did not receive information on conception rates broken down to postcode levels for reasons of anonymity.
- b. teenage conception rates were very much a social issue rather than a health issue and despite this the majority of funding to tackle teenage conception rates went to health agencies;
- c. it was identified that early intervention was key, those performing non-teaching roles in schools, such as Parent Support Workers could help to identify vulnerable groups or individuals;
- d. the media played a large role in the sexualizing of underage girls. Magazines could be considered explicit in their content. It was accepted that this was a difficult area but could be tackled by raising parents awareness of magazine content;
- e. there was a very small amount of time in schools to provide sex education, teachers could be supported in identifying at risk teenagers and Children.

In response to questions from members of the board, it was reported that:-

- f. within the difficult financial climate there was little funding for a new programme of work in this area. The task and finish group found that Educational Welfare Officers are lacking training in this area which is one issue which could be addressed with minimal costs. Although

recommendations within the report are not costed, it was likely that a high level of funding would be required to deliver a programme on sexual health resulting from the recommendations

- g. information on conception rates was requested from the NHS, for reasons of anonymity, the information received was not broken down to postcode level which made it difficult for the group to understand how conception rates differed across the city. This information was available in other cities with anonymity maintained by providing a sample over a longer period of time.
- h. although witnesses were not called from outside the city, a large amount of written information from other local authorities had been received. The task and finish group would have liked to have received witnesses from outside the city, however this was not possible due to time constraints.

Agreed that:-

- (1) the Board thanks the members of the task and finish group, officers and witnesses for providing the report;
- (2) the report and its recommendations are commended to Cabinet;
- (3) accurate timely relevant statistics regarding conceptions in the city are provided by Health agencies and that the Chief Executive of the Primary Care Trust or his representative is invited to a future meeting of the Board to discuss data sharing between agencies;
- (4) for future task and finish group reports a list of background reports and written responses is inserted into the final report.
- (5) the Cabinet Member for Children's Services would champion the report at Cabinet;
- (6) the press would be notified when the report is presented at Cabinet and a press release issued;
- (7) an addendum containing the background material is provided when the report is considered at Cabinet.

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

Agreed to approve-

- (1) the Project Initiation Document on the Modernisation of Adult Social Care;
- (2) the Project initiation document on a Review of Community Events and Road Closure Policy.

28. **THE STATE OF PLYMOUTH REPORT**

The Board considered the draft State of Plymouth report. Jonathan Fry, Policy and Performance Officer reported that:-

- a. the report presented to the Board was a early working draft;
- b. the purpose of the report was to draw together the large amount of information from strategies and reports from across partner agencies in Plymouth into a core document on which to base priority setting and planning;
- c. the document was a living document and would be continuously improved;
- d. the report set out the current state of the city against the level of its ambition;
- e. the report painted a high level picture on which to steer the future of the city.

In response to questions from members of the board it was reported that -

- f. the document was intended for management groups in partner agencies, the local strategic partnership and its theme groups and Plymouth City Council management teams;
- g. work would continue on the format of the report. Work had already been undertaken to make the executive summary stronger;
- h. the document was the first of its type in the country;
- i. the document was not intended to be an advertisement for the City, rather a research document on which the council and partner agencies could base service planning.

Agreed -

(1) That the Scrutiny Management Board welcomes the State of Plymouth report and recommend that Cabinet review the Corporate Improvement Priorities in light of the State of Plymouth Report with emphasis on the following issues:-

- Supporting the city's growth agenda, including skills development
- Addressing health inequalities
- Delivering efficiency savings
- Providing increased customer focus
- Promoting the role of community, voluntary and not-for-profit organisations

(2) that the finished document is provided to Scrutiny Panels in order to inform the scrutiny work programme.

29. **EXEMPT BUSINESS**

There were no items of exempt business.

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OVERVIEW AND SCRUTINY MANAGEMENT BOARD

22 September 2010

CABINET PROGRESS UPDATE ON BUDGET SCRUTINY RECOMMENDATIONS

The schedule below sets out the recommendations arising from scrutiny of the Budget and Corporate Plan which took place on 15 and 17 February, 2010, the responses to those recommendations and details of any progress made.

<i>To the Overview and Scrutiny Management Board</i>			
<i>No.</i>	<i>Detail</i>	<i>Progress</i>	
R 1.1 GP	Following the adoption of the Council's budget on 1 March, the first meeting of the Overview and Scrutiny Management board should receive the recommendations from this scrutiny of the Budget and Corporate Plan to enable preparation of scrutiny work programmes.	Initial report received at meeting on 30 June with subsequent progress update scheduled for consideration at 22 September meeting.	
<i>To the City Council</i>			
<i>No.</i>	<i>Detail</i>	<i>Progress</i>	
R 1.2 TH	That the Overview and Scrutiny Management Board and Audit Committee terms of reference should be amended to ensure alignment of activities relating to finance and governance arrangements.	Revised terms of Reference were agreed at the meeting of the Overview and Scrutiny Management Board on 28 July 2010 and have now been approved by Council.	
<i>To Cabinet</i>			
<i>No.</i>	<i>Detail</i>	<i>Cabinet Response</i>	<i>Progress</i>
R 2.1 GP	That the review of arrangements for performance management of the Local Strategic Partnership and other key partnerships be considered by the Overview and Scrutiny Management Board, with special emphasis given to Local Area Agreement targets.	No comment received from Cabinet.	The Executive Group of Plymouth 2020 Partnership has carried out a review of performance management within the partnership and agreed a series of recommendations to avoid the issues experienced with LAA targets (particularly 2007-10 stretch targets). These cover target-setting/negotiation, leadership/governance, management of performance, data and culture. If there are to be any future negotiations to agree targets, they are likely to be very different from what took place in 2006/7.

R 2.2 MG	The People Strategy is amended to reflect more specifically the support that will be given to the Council's workforce in addressing the significant changes envisaged during the lifetime of the strategy.	Recommendation agreed.	The Organisational Development Team are developing a plan to review the strategy in line with the development of the Accommodation and ICT strategies.
R 2.3 MC	Progress at developing and implementing value for money plans and targets for Departments should form part of the Council's reporting cycle including the Overview and Scrutiny Management Board, and any possible impact on service recipients should be made clear.	Recommendation agreed. As 3.6 below.	Improved visibility of efficiency targets reported under NI179, This is now reported in the quarterly Performance and Finance report. Benchmarking will be undertaken in Sept 10 and this will feed into the budget setting for 11/12 and beyond.
R 2.4 GP	That a review of the arrangements surrounding the negotiation of the stretch targets for the Local Area Agreement 2007-10 be carried out, to highlight any lessons to be learned for future negotiations of this kind.	Recommendation agreed.	See 2.1 above.
R 2.5 PA	That appropriate interim targets are put in place so that progress towards addressing major inequalities across the city can be measured effectively through the performance management cycle.	Recommendation agreed. This will be addressed through a review of Corporate Improvement Priorities during the coming year (as per 2.7 below).	A small basket of key measures is being developed to reduce the inequalities gap and improve health as part of the council's contribution to the P2020 priority to reduce inequalities - e.g. improving housing decency, reducing the education gap at neighbourhood level.
R 2.6 GP	An action plan is prepared setting out the measures that the Council and partners will take to ensure that population data influencing revenue support and strategic planning is accurate and consistent.	Recommendation agreed. This will form part of the preparations for Census 2011.	<p>The 2011 Census of population preparations has seen the introduction of a formal partnership arrangement between the Office of National Statistics (ONS) and Local Authorities.</p> <p>As part of this partnership, the ONS have identified 7 work streams that LA's are to support in. The underlying plan of work contains over 60 actions and will require us to draw on support from our</p>

			<p>partners within the City where appropriate.</p> <p>In addition to the work being undertaken through the partnership with the ONS, PCC will ensure that its master address database is as accurate and complete as possible as this is the area that the authority can have the most impact on and the area that can have biggest effect on our revenue support allocation.</p> <p>A paper (2011 Census Address register maximisation Options analysis) dated 10 August is currently being considered by senior management and a decision on how best to proceed will be made in the coming weeks.</p> <p>A letter to all Councillors will be sent out in October giving further details of preparations, this will also start to highlight the role Councillors have to play in Census preparations. Councillor briefings will be scheduled for late October.</p>
R 2.7 IG GP All	That a review of the corporate improvement priorities should be conducted, so that overriding priorities within them are highlighted, and ensuring that targets and milestones are SMART.	Recommendation agreed. There is an existing commitment to review Corporate Improvement Priorities during the coming year.	14 Corporate Improvement Priorities were a part of a rolling 3 year corporate planning process, 2010/11 is the 3 rd and final year. We are currently working with our key LSP partners to reduce and refine the number of City & Council strategic priorities. Cabinet will be asked on 14 September to agree a revised set of 4 corporate and citywide priorities following consultation and agreement by the LSP Board. This is

			due to be considered by Council on 11 October 2010.
R 2.8 None	That further clarity is needed into how all corporate improvement priorities (CIPs) are being resourced, with specific attention to cross cutting CIPs.	Resources have been allocated to deliver CIPs within mainstream budgets or corporate items. Disaggregation of mainstream budgets against individual priorities is not considered appropriate.	
R 2.9 MC	That, in the interests of openness and transparency, governance arrangements for the allocation of 'Invest to Save' resources, including the role of scrutiny panels are prepared and published.	Recommendation agreed.	The first Invest to Save major project (Accommodation Strategy), has been agreed through Cabinet and openly challenged and discussed through the scrutiny process, we will continue to submit all future Invest to Save proposals in the same way,
To Cabinet			
No.	Detail	Cabinet Response	Progress
R 3.1 MC JP	Overall impact on customers is used as a measure of the benefit of efficiency savings rather on whether savings come from the 'back office' or 'front line' service delivery.	Recommendation agreed. This recommendation will be incorporated within value for money planning.	This is being built into the customer service business case for CMT in Sept / Oct 2010
R 3.2 None	Confirmation required that the Place Survey is accepted as part of the city's performance management framework, and that targets set against Place Survey responses will be used to measure progress against objectives.	The Leader and Chief Executive provided this confirmation to the Board in the closing session. A range of other customer perception measures will also be used to measure progress against objectives.	We are no longer required to carry out the Place Survey. We are looking at surveys we are planning to do over the next six months and how comprehensive they are in terms of partnership needs. Place Survey data and other customer data was used in Plymouth Report.
R 3.3 JP	A thorough review is conducted of how customer satisfaction will be measured, monitored and assessed, and in particular of how and what targets will be set.	Recommendation agreed. This recommendation will be incorporated within Corporate Improvement Priority 1 'Improving Customer Service'.	This will be addressed in the Customer Service business case for CMT in Sept / Oct 2010 – and will ensure corporate statistics are compiled and published in the wake of latest government guidance.
R 3.4 MC	Clarification is sought of the overall approach to all key income collection streams during the recession, including a	Recommendation agreed.	Improved visibility of key income collection streams through regular reporting in the quarterly Performance

	review as to whether targets are sufficiently challenging.		and Finance Report, we have continued to improve collection rates despite the current economic climate. Challenging targets continue to be set for future improvement.
R 3.5 NC	A comprehensive and prioritised list of ICT support for corporate improvement priorities including 'business as usual' is published and maintained throughout the year.	Recommendation agreed.	Programme and project work is prioritised according to relevance or individual weighting against CIPS . This overall programme is currently provided to CMT (as the programme board)for approval. It is planned that this programme will be captured in Microsoft project Server and will then be shared with stakeholders. 'Business as Usual' is not currently monitored to record CIP related activity as this is based on adhoc requests from departments and general maintenance of systems to support the services provided by the Council.
R 3.6 MC MG NC	Measures of success for the combined ICT, Accommodation and People Strategies are developed and monitored through scrutiny. Firm plans for cooperation with partners addressing a range of measures to share resources including buildings, people and ICT are included in the relevant strategies.	Recommendation agreed – this recommendation will be incorporated into the review of the above strategies.	The Accommodation / ICT & People strategies were challenged (4 th time) at Corporate Support Scrutiny in July 2010. Scrutiny members were content that there is much closer alignment between the 3 strategies. We continue to maximise opportunities for shared location with key partners and have strategic Asset Management meetings with partners such as PCT & Strategic Health Authority
R 3.7 MC	Data sources for value for money judgements of all relevant services should be agreed and published as part of overall financial and performance monitoring arrangements.	Recommendation agreed (as 2.3 above).	Data sources for VFM such as benchmarking will all top performing unitary councils continue to be measured on a regular basis. These will be used to help inform the 2010/12 budget setting and MTFS review and will be openly available for Scrutiny

			process.
R 3.8 MC	Proposals for major changes in office accommodation are set out in the Asset Management Strategy or associated plans, and are communicated more effectively across the organisation	Recommendation agreed.	The Accommodation strategy has been discussed at length at Cabinet and scrutiny, we have engaged fully with Trade Unions and departmental management teams regarding the objectives and direction of the strategy. A cross department project board has been set up to further clarify the implementation of the strategy. Part of the role of the board will be development of a clear communication plan
To Cabinet			
No.	Detail	Cabinet Response	Progress
R 4.1 IG	A risk assessment of the impact of the delay in addressing issues in the Care First management system on adult social care is prepared and published.	Recommendation agreed. This has already been prepared.	A risk register is in operation for the CareFirst programme and is updated to reflect current status on a regular basis. There is a revised project plan and timetable in place which is currently on track and reported and monitored through CareFirst Board and also reported to both the Children's and Adult Social Care Programme Board.
R 4.2 MC	The revenue delivery plan for Community Services is fully completed and includes a risk assessment for delivery with mitigation measures.	The plan has been updated during the budget setting process and will be reported as part of the bi-monthly performance and finance process.	Improvement board has been set up within Community Services to oversee the entire delivery plan process for the department. The improvement board includes relevant representatives from other departments; high level progress is reported through the quarterly performance report.
R 4.3 PA	Monitoring and evaluation of the Localities project, including contributions from partners be prepared, together with an assessment of resource requirements.	Recommendation agreed. As part on ongoing evaluation of the project.	Baseline evaluation criteria were agreed by Customers and Communities Overview and Scrutiny Panel on 19/07/10. There will be ongoing monitoring and evaluation against these

			criteria to support the 12 month review proposed for June 2011.
R 4.4 AD's within CS	Targets should be set for all relevant National Indicators and Place Survey results for Community Services, with reasons given when no targets are set.	This work is being completed as a matter of course as baseline data becomes available.	Work is ongoing to ensure that all relevant National Indicators have targets set. The Place Survey has now been abandoned.
To the Culture Board			
No.	Detail	Cabinet Response	Progress
R 4.5 JC	A progress report be provided by the Culture Board detailing objectives, achievements and plans for the coming year.		A report has been prepared for submission to the Overview and Scrutiny Management Board and is attached as Appendix A to this report.
To Cabinet			
No.	Detail	Cabinet Response	Progress
R 4.6 JD	What specific actions are being taken to address our failure to achieve recycling targets, and how are they to be funded?	Action against this performance indicator will be reported as part of the performance and finance cycle.	30,000 additional households have been included in the garden waste collection scheme and through reconfiguring processes the recovery rate at the materials recycling facility has been greatly improved. Areas identified as being poor performers have also been targeted.
To the Overview and Scrutiny Management Board			
No.	Detail	Cabinet Response	Progress
R 4.7 PM	The Dementia Strategy is subject to scrutiny, and includes realistic delivery arrangements.	Recommendation agreed.	To be considered as part of Health and Adult Social Care OSP work programme on 10 November, 2010.
To the Building Schools for the Future Sub-Committee			
No.	Detail	Cabinet Response	Progress
R 5.1 GS	Formal engagement between school governors and Third Sector organisations takes place over the memoranda of understanding with new schools to maximise the extent to which their facilities are available and accessible to local communities.	This is an existing commitment within BSF.	A report to go to the Children and Young People Overview and Scrutiny Panel in November.

To Cabinet			
No.	Detail	Cabinet Response	Progress
R 5.2 BL AB	Plans are published for better coordination of 'back office' functions between Children and Young People's services and the rest of the organisation to avoid duplication and to gain efficiencies.	Recommendation agreed – this is a priority for the coming year.	A new budget delivery group has been set-up. A progress update will be presented to the Children and Young People Overview and Scrutiny Panel in November. This is a focus for the Policy, Performance, Partnerships delivery group as part of the corporate plan and budget process.
R 5.3 BL	Performance management arrangements between the Children's Trust and the Council's executive and scrutiny arrangements are harmonised and clarified.	Recommendation agreed.	Panel chairs to take part in workshops to review the council and partnership governance arrangements.
R 5.4 MM	That, in light of the poor results of the recent unannounced inspection in Children's Services, the department responds to concerns raised over caseloads of Children's Social Workers, resources for Foster Care and the lack of evidence of new and innovative ways of making efficiency savings in co-operation with other departments and partners.	Cabinet recognise that there are issues to address arising from the unannounced inspection but does not recognise that the description of either the service or the inspection outcome as poor.	An action plan was implemented following the unannounced inspection and the subsequent full inspection of Safeguarding and Children in Care found the service across the city to be good with some outstanding aspects
R 5.5 IG	The Board responsible for the improvement of the CareFirst management system clarify the key elements of the project plan with respect to children's social care, including investment, people resources and key milestones and timelines.	This detail is already available.	The CareFirst Programme Board regularly reviews progress against the key elements of the project plan. The programme board reviews and manages budget, recruitment programme and against the key milestones on a monthly basis. A detailed project plan is in operation and used as a working document to track progress.
R 5.6 MC	Further details are provided of efficiency savings contained within the budget reduction in Lifelong Learning.	Action against this budget line be reported as part of the performance and finance cycle.	We continue to improve our reporting process. Progress against NI 179 has shown that in 2009/10 we exceeded the required target. We will continue to

			report progress in the quarterly Performance and Finance report.
R 5.7 MC	Scrutiny input is requested into the decision as to whether to apply for grant support for free school meals and how match funding is identified.	No comment received from Cabinet.	<p>The Free School Meals (FSM) pilot for primary schools was not signed up to due to affordability of match funding and based on learning from other pilots.</p> <p>The scheme would have cost in the region of £3m-£6m, based on a minimum 50% and maximum 100% take up. In addition, match funding would have been needed for 50% of the costs which would have been funded by the schools and LA (£1.5m-£3m). As the pilot was for one year, learning from other LA's also indicated the staff involved in the FSM assessment would not be needed for a year impacting on the year after the pilot and also losing the ability to capture crucial FSM data which is used in formula funding to calculate schools funding, this being particularly important around funding deprivation factors. Therefore, Schools Forum's decision was not to participate, based on affordability in the current financial climate and the impact after year one was too great.</p> <p>The coalition government subsequently withdrew the grant as part of its initial spending review in June 2010.</p>
R 5.8	Initiatives contributing to the reduction of teenage pregnancy should be part of an overall plan, and properly highlighted to relevant stakeholders.	Recommendation agreed.	A Joint Task and Finish Group pulled together a report – A Focus on Reducing Teenage Conception Rates in the City. The report went to management board on 28.07.10 and will go to Cabinet on 19.10.10.

To Cabinet			
No.	Detail	Cabinet Response	Progress
R 6.1 SP	The results of the Peer Review of private sector housing in March are submitted to Scrutiny, and should include benchmarking to test the level of both people and financial resources currently committed by the Council in this area.	No comment received from Cabinet.	This was reported to G&P scrutiny panel on 12 th July , and the panel accepted the review and requested that they receive a progress report on the Improvement Plan action by March 2011
R 6.2 SP	Use of 'invest to save' resources is considered to prioritise bringing abandoned property back into use, including consideration of greater use of private or not for profit sector partners.	All suitable business cases will be considered.	The service has prioritised capital programme budgets where possible , and is working closely with private and not for profit partners to bring properties back into use. Further consideration will be given to this work after the results of the October Comprehensive Spending review are known.
R 6.3 GP	A map of key executive boards is produced showing terms of reference and governance arrangements.	Recommendation agreed.	This is being discussed by the OSMB and the LSP but it is too early given new government legislation – January?
R 6.4 MC	Asset management strategy should better reflect innovative use of the Council's estate and partner contributions during the recession, including asset transfer to the Third Sector.	Recommendation agreed – as 3.8 above.	The Accommodation strategy is phase one of a strategic approach on how we use Council Assets. There will be future phases of strategy that will package up with other blocks of Council assets with a clear strategic view as to their potential future use.
To the Plymouth City Development Company			
No.	Detail	Response	Progress
6.5 DD	The objectives and targets of the Plymouth City Development Company, including the added value anticipated in return for its increased subsidy should be published.		Due to confirmation that core funding will no longer be available from the HCA (one of the three core funding partners) from 11/12 onwards and the announcement by the government of the planned abolition of RDAs (the second core funding partner), the Board of the CDC took the decision to close the organisation down with effect from

			autumn 2010. Therefore, this recommendation has been overtaken by events. The legacy of the CDC work and its initiatives is being conducted.
To the Overview and Scrutiny Management Board			
No.	Detail	Response	Progress
R 6.6 CP	The Transport Asset Management Plan be included in scrutiny work programme.		The TAMP is currently being worked up to first draft. It is anticipated that this will be complete in 3 months' time, at which stage it can be discussed through the scrutiny process.
To Cabinet			
No.	Detail	Cabinet Response	Progress
R 6.7 CP	A review of the Amey contract should be undertaken, including the key learning points for future similar partnering arrangements.	This is already part of contract management arrangements.	Whilst the partnership is reviewed on a regular basis through the terms of the contract, a wider assessment of progress to date is being commissioned corporately to inform any future decisions on services.
R 6.8 MC	A position statement be provided setting out the Council's current status with respect to DDA compliance of its key public buildings.	Recommendation agreed.	Our current performance against DDA compliance remains a challenge. We have targeted specific work to improve our performance and currently aim to increase our compliance from 14% to 20% within the current year. Stepped change in compliance with DDA will be achieved through further rationalisation of the asset base, for example, Accommodation strategy, Life Centre build.
R 6.9 CP	An analysis be prepared on the budgetary impact of the recent cold weather emergency on Transport.	Issues will be highlighted during the finance and performance cycle.	Annual reviews are already taken following winter services to ensure that the most effective systems are in place to deal with adverse weather. However, the costs of meeting the minimum standards of gritting etc. are born by Amey through the contractual terms of

			<p>the partnership. In respect of the impact of increased gritting and salting on the network, which invariably leads to greater deterioration of the road surface and more potholes, a working group has already been established on the Growth and Prosperity scrutiny committee to consider the implications.</p>
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APPENDIX A

PLYMOUTH CULTURE BOARD

The Plymouth Culture Board (PCB) is charged with ensuring the effective delivery of *The Vital Spark: a cultural strategy for Plymouth 2009-2020*. One of the board's key objectives for 2010/2011 is to establish and progress infrastructure priorities and ensure that the cultural dimension is reflected in all planned developments across the city. The board recognises that achievement of this objective is dependent on high level advocacy, robust partnerships, accurate intelligence and an integrated approach - particularly when the political and economic landscape is changing radically and at speed. To this end we have:

- drawn up and disseminated a PCB action plan 2010/2011
- commissioned research from SERIO/University of Plymouth: *Culture and Regeneration: opportunities for Plymouth* (completed August 2010, for launch October 2010)
- convened two meetings of the Plymouth Culture Forum (a broad-based grouping of individuals and organisations that are the driving force behind much of the city's culture) to ensure grass roots involvement, with a third meeting planned for November 2010
- hosted a recession-busting dinner for senior city figures during a visit by Jon Zeff (Director, Media: Department for Culture, Media and Sport) to discuss the emerging government agenda for culture
- planned a high profile summit - *Culture means business: a summit on the regenerative power of culture on the economy* - for city and regional leaders from the public, private and third sectors, to be held on 7 October 2010 at the National Marine Aquarium, Plymouth. Partnership venture with Plymouth Chamber of Commerce, University of Plymouth and Plymouth City Council and endorsement from Secretary of State. Guest speakers: Cllr Gary Millar (Liverpool City Council culture lead during 2008 Capital of Culture) and David Barrie (director of a range of award-winning urban regeneration initiatives incl. Wakefield Council/Channel 4's *Castleford Project*).
- Brokered agreement from senior tier city and regional representatives (incl. Laura Dyer, Arts Council England Area Executive Director Midlands and South West) to join a re-constituted PCB
- progressed negotiations with Plymouth City Council and Arts Council England South West to secure a two-year senior executive post to lead and progress the work of the PCB.

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CITY OF PLYMOUTH

Subject: Joint Performance and Finance Report
Committee: Cabinet
Date: 10 August 2010
Cabinet Member: Councillor Bowyer and Councillor S Leaves
CMT Member: CMT
Author: David Northey, Head of Finance, Patrick Hartop, Policy and Performance Officer
Contact: Tel: (01752) (30)4566
e-mail: david.northey@plymouth.gov.uk
patrick.hartop@plymouth.gov.uk
Ref: SW/Fin0610
Part: I

Executive Summary:

This report outlines the performance and finance monitoring position of the Council as at the end of the first quarter, June 2010.

The primary purpose of this report is to detail how the Council is delivering against its key performance indicators in terms of performance, and its financial measures using its capital and revenue resources. It is deliberately strategic in focussing on key areas of performance, expenditure, and risk, and includes under each Departmental Business section a scorecard, incorporating a summary of performance.

At this stage, the Council is forecasting a revenue overspend at year end of £5.727m against a net revenue budget of £201.824m (2.84%). Main variations relate to

- Children's Services £3.195m:
Increased placement numbers within the Independent Sector and the increased use of high-cost Residential provision accounts for £2.974m;
- Community Services £2.435m:
In Adult Social Care there is an adverse variation of £1.635m mainly due to Learning Disability Services offset by savings within domiciliary care. An adverse variation of £0.800m within Environmental Services is due to increased repairs and maintenance vehicles costs, Trade Waste income being lower than budgeted and an increase in vehicle and plant hire costs. This has been partly offset by a decrease in waste arisings and management actions.

The Council's best assessment of the impact of Government action to date and potential future action is a required in year reduction of £4m, over and above existing over-heating in the budget.

The latest approved Capital Programme for the year is £93.315m. Actual spend to the end of June 2010 is £9.835m. New schemes totalling £0.596m are being recommended for inclusion into the programme by the Capital Delivery Board.

Further pressure is expected on the capital programme where there has been an announcement of a 25% cut in the 2010/11 Local transport Plan Integrated block settlement, equating to £0.870m and withdrawal of Sport England Grant of £0.750m. In addition, the Government has announced the withdrawal of the BSF programme representing a potential loss of up to £70m of future capital investment to 5 of the city's secondary schools.

Corporate Plan 2010-2013

This quarterly report is fundamentally linked to delivering the priorities within Council's corporate plan.

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

Resource implications are referred to throughout the report and an update on the implications for the medium term for both revenue and capital is included. It is intended that the Medium Term Financial Forecast will be updated regularly throughout the year to take account of the variances and pressures identified through the quarterly reports.

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

N/a

Recommendations & Reasons for recommended action:

That Cabinet approve:

1. The allocation of a £4m reduction across departments to the 2010/11 budget to reflect the Council's assessment of the impact of Government Action.
2. The principle that the Council will increase charges to reflect the VAT increases from Jan 2011 except where this conflicts with other Council priorities.
3. The changes to the capital programme (as detailed in sections 5.1 and 5.2), including new approvals of £0.596m, leading to a revised programme of £100.415m.
4. The Officer action taken to freeze Transport schemes in 2010/11 to the value of £0.870m pending a complete review of the capital programme.
5. The pay award provision be removed from departmental budgets and held under corporate items to meet the costs of redundancies and other budget pressures.
6. Directors progressing urgently further delivery plans to address the remaining shortfall in 2010/11.

Alternative options considered and reasons for recommended action:

Actions are recommended in response to specific variances in either performance and / or finances identified throughout the report.

Background papers:

- Plymouth City Council Corporate Plan 2010-13
- 2010/11 Budget Papers
- Plymouth City Council Medium Term Financial Strategy – revised June 2010

Sign off:

Fin	MC 1011. 003	Leg	DVS 1149	HR	N/A	AM	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member: Malcolm Coe, AD Finance, Assets & Efficiencies											

Plymouth City Council
Performance and Finance Monitoring – 2010/11
Figures up to and including 30 June 2010

1. Introduction

1.1 The Council continues to improve its financial and performance management arrangements, placing greater ownership and accountability on departmental management teams in relation to improving performance and delivering against budget. This is the first quarterly report for 2010/11 and includes a new style 'scorecard' within the Directorate reports. The score cards focus on the areas of concern, and details actions being undertaken to remedy the shortfalls. A balanced scorecard for key Human Resources indicators for the Council, for departments and for budget holders is being developed and will be ready for the next quarterly report.

1.2 This report reviews the Council's performance for the period 1 April 2010 to 30 June 2010.

1.3 The report contains the following sections and Appendices

Section 'A' – Executive Summary Performance

Section 'B' – Executive Summary Finance

- Revenue
- Income Summary
- Capital
- VFM

Section 'C' – Departmental Performance & Finance Report

- Department scorecards
- Department Budget Delivery Plans
- Department Risk items
- Departmental Medium Term Issues
- Corporate Items and Cross Cutting Issues

Section 'D' – Concluding Remarks

Section 'E' - Recommendations

Appendices

Appendix A – Finance Monitoring Summary Graph

Appendix B – Update on Government Grants Position

Appendix C –Departmental Target Budget Reductions







Appendix D - Capital

SECTION A - EXECUTIVE SUMMARY PERFORMANCE

2. Performance

- 2.1 A performance summary is provided for departments in a scorecard format along with budget variances. The narrative within the scorecard is intended to provide a high level overview with a focus on explaining corrective action where required. The scorecards use a RAG (red, amber, green) traffic light system to indicate current performance.

RAG rating key:

Budgets			
	0% - 0.8% overspend / 0% - 1.8% under spend		0.8% - 0.99% overspend / 1.8% - 1.99% under spend
	1% or more overspend / 2% or more under spend		
Measures – an average of all measures that sit within Departments			
	Indicators are on track		the AVERAGE of all indicators is up to 15% off target
	The AVERAGE of all indicators is more than 15% off target		

Key performance issues to note

2.2 Development (Pages 25&26)

Planning

Major regeneration activity supported by the LDF continues and all planning application indicators have improved performance in the first quarter of this year and are performing well.

Strategic Housing

18 affordable homes have been delivered in the first quarter of this year which, while relatively modest, is normal given that developments usually complete towards the end of the year. The target of 237 for the year is expected to be achieved. 335 new homes were achieved in 2009/10 against a target of 226.

2.3 Children's Services (Page 16&17)

Social Care

For the second year running there were over 3,000 referrals to CSC in 2009/10. This continues an increasing trend over the last 4 years and is consistent with the first three months of 2010/11. Compared to last year, the number of Children with a Child Protection plan had increased by 86%. On the 31st March 2010 we reported 352 Children with a plan, for June this year we report 363 a further increase. We report higher numbers than both our statistical neighbours and the national average. The number of children in care, year on year has risen by 12%. On the 31st March 2010 we looked after 437 children and young people, compared to 389 the previous year. In June this year this number rose to 447. Together with many other local Authorities we have experienced a rise in the number of presenting 16 and 17 year old young people as a result of the G v Southwark Judgement. We report higher numbers than both our statistical neighbours and the national average.

2.4 Community Services (Pages 20&21)

Environmental Services

The recycling target continues to under perform despite the introduction of the kerbside garden waste collection service. The June figures stands at 36.79% which is over 2 percentage points better than June 2009 when the figure stood at 34.69% and better than the annual target for 2010/11 of 36%. However, the June target, which is seasonally adjusted, stands at 42%. Additional initiatives are currently being considered to improve current recycling performance. The waste landfill target has started the year strongly with 57.73% of waste to landfill against the annual target of 60%. June's performance is nearly 2 percentage points better than June last year where the figure stood at 59.25%.

Adult Social Care

The latest Adult Social Care performance report for 2009/10 indicates that Plymouth has made substantial progress in shifting its balance of care from residential to home care over the last two years; 65% **more** adults and older people are now helped at home (2,445 more), 30% **less** adults and older people cared for in permanent care homes (473 less), 262% **more** direct payment users (354 more), 18% **more** home care users (289 more), 18% **more** intensive home care packages to avert institutional care (75 more) and a higher level of user satisfaction with the quality of home care surveys than in a similar council (2009 survey). The latest performance figures for June indicate underperformance in achieving outcomes for people with learning difficulties. Both supporting adults with learning difficulties into accommodation and employment are underperforming. Current performance for the accommodation indicator stands at 3.8% against a cumulative annual target of 75% and the employment indicator stands at 0.2% against a cumulative annual target of 5.9%. To achieve both targets, the rate of reviews must increase, missing data needs to be rectified and more clients that have been in established voluntary work need to be found paid employment. An action plan is being developed with the Learning Disability Partnership Manager to address missing data issues and increase the rate of reviews.

SECTION B EXECUTIVE SUMMARY – FINANCE

3. General Fund Revenue Budget

- 3.1 Table 1 shows the revenue monitoring position for each Directorate for the period up to 30 June 2010.

Table 1

DEPARTMENT	Latest Approved Budget	Latest Forecast Outturn	Monitoring Variation to 30 June	
	£000	£000	£000	%
Director for Children and Young People	52,459	55,654	3,195	6.09%
Director for Community Services	112,857	115,292	2,435	2.16%
Director for Development and Regeneration	16,193	16,223	30	0.18%
Director for Corporate Support	32,697	32,764	67	0.2%
Chief Executive	1,830	1,830	0	0.0%
Corporate Items and Capital Financing	(14,212)	(14,212)	0	0.0%
TOTAL	201,824	207,551	5,727	2.84%

- 3.2 The financial management budget variance tolerance levels of no more than 1% over or -2% under remain in place for 2010/11. The movement for the first quarter compared to last financial year is shown in graphical form in Appendix A. The variance of 2.84% at the end of June is outside of the agreed tolerance level.
- 3.3 Further details of the variations are outlined in the individual Directors reports in Section C of this report. The major variations are as follows:

Children's Services - Increased placement numbers within the Independent Sector and the increased use of high-cost Residential provision accounts for £2.974m of the total forecast overspend of £3.195m

Community Services

Adult Health & Social Care £1.635m

Street Services £0.800m

The Adult Social Care adverse variation of £1.635m is mainly due to Learning Disability Services offset by savings within domiciliary care. The adverse variation of £0.800m within Environmental Services is due to increased repairs and maintenance vehicles costs, Trade Waste income being lower than budgeted and an increase in vehicle and plant hire costs. This has been partly offset by a decrease in waste arisings and management actions.

3.4 Government Announcements on Public Sector Funding

A new Comprehensive Spending Review will be announced in October 2010. This will be a challenging framework which will significantly reduce the level of revenue and capital spending available for Local Authorities over the next 4 years.

In addition, the Government has recently announced a series of in year spending reductions for 2010/11. These reductions, in the main, relate to grant funding. There are also a number of changes to policy, enacted by Government, that will impact on spend for the Council.

An analysis of key grants that have either been reduced or removed is detailed in Appendix B. The key 2010/11 revenue reductions for Plymouth are:

	£000
Reduction in Area Based Grant	1,802
Withdrawal of Housing and Planning Delivery Grant	375
Removal of Free Swimming Grant	141
	<u>2,318</u>

In addition to this, the Performance Reward Grant linked to delivery of Local Area Agreement targets has been reduced by 50%. The Council had been relying on some of this reward grant to deliver a balanced budget in 2010/11, for example, a specific delivery plan within Chief Executive's department linked to the Local Strategic Partnership and planned spend on partnership working in Children's Services.

Considering all of the known grant reductions and policy changes, the Corporate Management Team is recommending targets to reduce in year revenue spend by circa £4m. This reduction has been prioritised to ensure that we drive greater efficiency from back office functions, thus protecting core front line spend. Cross cutting groups are meeting to drive out higher percentage savings across the board in areas such as Business Support and Policy and Performance.

Appendix C details the recommended in year revenue spend reductions by department which are summarised in table 2 below:

Table 2

Department	2010/11 Required Reductions £000
Children & Young People	1,181
Community Services	1,596
Development & Regeneration	238
Corporate Support	820
Chief Executives	150
Totals	3,985

Directors, with their management teams, are developing new Delivery Plans in order to deliver a balanced budget for 2010/11. These new delivery plans will meet the required in year spending reductions as well as address identified in year budget pressures. To date additional plans totalling £0.654m have been identified.

4 Income Summary

- 4.1 The position on income collection across the Council as at 30 June 2010 is shown in Table 3 below:

Table 3

Type of debt	AE Quartile	Budgeted income 2010/11*	Actual % 2009/10	Year end Target % 2010/11	Year end Projection 2010/11
Council Tax	4	£94m	95.2	96.5	96.5
NNDR	2	£81m	96.0	97.5	97.5
Sundry Debt [^]	n/a	£46m#	85.0	92.5	92.5
<i>Commercial Rent</i>	<i>n/a</i>	<i>£5m#</i>	<i>86.0</i>	<i>90.0</i>	<i>90.0</i>
<i>Trade Waste</i>	<i>n/a</i>	<i>£1m#</i>	<i>83.0</i>	<i>94.0</i>	<i>94.0</i>
<i>Adult Residential Care</i>	<i>n/a</i>	<i>£9m#</i>	<i>92.0</i>	<i>94.0</i>	<i>94.0</i>

Sundry debt fluctuates during the year. Figures shown are an average per annum for a rolling 12 month period

[^]Does not include debt which has been raised in the last 30 days

- 4.2 Despite the challenging climate, all of our key income streams are currently forecasted as being on target. This continues the trend of the last two financial years where the Council has provided greater focus in this area.
- 4.3 Our in year collection of Council Tax and NNDR at the end of June 2010 was above our profiled target and greater than that achieved at the same point in each of the last two financial years.
- 4.4 Sundry debt remains a challenge but, having broken down the core streams of Commercial Rent, Trade Waste and Adult Residential Care, we are working alongside departments in adopting corporate income collection processes to enable greater collection rates.
- 4.5 The standard rate of VAT will increase to 20% with effect from 4 January 2011. The Council must charge and account for VAT on all the taxable services it supplies, collecting the income effectively as an agent of the Government. It is therefore recommended that the increase be passed on in full to the Council's customers, unless this would conflict with other Council priorities. The increase in the VAT rate is, therefore, likely to have very little impact on the financial position of the Council.

5. Capital Position

5.1 The latest position on the capital budget is summarised in Table 4 below:

Table 4

Department	Original Approved Budget £000	Slippage from 2009/10 £000	New Approvals £000	Re- profiling £000	Variations £000	Latest Forecast £000
Children and Young People	34,641	3,848	20	24	691	39,224
Community Services	29,237	(208)	510	0	(13)	29,526
Corporate Support	500	320	0	0	0	820
Development & Regeneration	28,937	2,918	66	64	(1,140)	30,845
Total Capital Programme	93,315	6,878	596	88	(462)	100,415

5.2 The revised 2010/11 forecast at the end of June is £100.415m and expenditure to the end of June is £9.835m, representing 9.79% of the capital budget. The new approvals to the programme of £0.596m have been considered by the Capital Delivery Board who are recommending inclusion into the Capital Programme:

New Approvals

	£000
Leigham Primary School - safer route to school (fully grant funded)	50
Community Transport booking system (grant funded)	16
Reading Recovery Unit at Courtlands School (revenue)	20
Libraries improved automatic booking system (unsupported borrowing)	356
Mountwise Adizone sports facility (grant funded)	<u>154</u>
Total	<u>596</u>

Further detail of the other variations on the capital programme is outlined in Appendix D.

5.3 Funding

The capital schemes for 2010/11 are planned to be funded as shown in Table 5 (adjusted for the grant reduction detailed in 5.4.2):

Table 5

Funding Source	£000
Capital Receipts	9,488
Unsupported Borrowing	25,617
Supported Borrowing	4,919
Grants & Contributions	57,232
S106 / Tariff / Revenue	3,159
Total	100,415

5.4 Funding Issues:

5.4.1 **Capital Receipts**

The current programme requires £9.488m of capital receipts in 2010/11. The estimated usable capital receipts (including £2.3m brought forward) is £7.7m leaving a potential shortfall of £1.8m at the end of the financial year, which will be funded by short-term unsupported borrowing. The revenue impact of any short-term borrowing will be financed from a capital financing reserve of £0.975m which has been set aside to meet the anticipated timing differences between the realisation of capital receipts and the funding of the capital programme.

5.4.2 **Local Transport Plan Single Capital Pot (SCP)**

Announcement of a 25% cut in 2010/11 Integrated block settlement, funded from grant equating to (£0.870m). Corresponding potential reductions have been identified by officers against 10 approved projects and at this stage this planned expenditure has been frozen. Scheme details are shown in Appendix D.

5.4.3 **BSF**

Whilst not previously included in the Capital Programme, it should be noted that the Government have recently announced the withdrawal of the BSF programme, representing the potential loss of up to approximately £70m of future Capital investment to 5 Secondary Schools in the city. Further details around investment for the two academy schools within the original programme are pending.

5.4.4 **New Growth Point allocation 2010/11**

Confirmation has now been received regarding the Council's allocation for New Growth Point (NGP) grant funding for 2010/11, although there remains a minor risk until the Council receives formal confirmation that CLG are satisfied with the proposed use of funding. The Life Centre, and several schemes within Development are due to be partly funded from these monies.

5.4.5 **Free Swimming Capital Modernisation Grant**

The Government has now withdrawn this capital grant initiative and therefore the Council's application for £0.75m capital grant will not be considered. This was part of the funding for the Life Centre for 2010/11 and at this point until officers have identified other funding sources it will have to be assumed as being replaced with unsupported borrowing which at this stage would create an additional revenue pressure.

5.4.6 Cabinet are requested to note the funding changes that have been identified to date, consider the current frozen Transport expenditure and note that officers are conducting a comprehensive review of the programme to identify the effect of funding changes.

5.5 Capital – Medium Term Forecast

5.5.1 The latest Medium Term Capital Programme is shown in Table 6 which shows the current and next five financial years on an annual basis, and then future years as a block. The potential programme reflects the fact that indicative Transport supported borrowing allocations have been received for the period to 2014/15, and there is an amount included for the major eastern corridor transport scheme for 2015/16 onwards. Given the current uncertainty around capital funding, this is only a very indicative programme and there are likely to be changes to these estimates.

- 5.5.2 It is anticipated that the next Comprehensive Spending Review in October will provide more information on capital funding for future years and this will inform the development and revision of the capital programme.

Table 6

Department	2010/11 £000	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000	Future Years £000	Total £000
Childrens and Young People	39,224	17,413	15,052					71,689
Community Services	29,526	13,242	271					43,039
Development and Regeneration	30,845	13,676	6,221	6,535	7,656	13,200	88,000	166,133
Corporate Support	820	1,000	500	500				2,820
Total	100,415	45,331	22,044	7,035	7,656	13,200	88,000	283,681

- 5.5.3 The planned funding of the medium term programme is as follows:

	£000
Capital Receipts	24,981
Unsupported Borrowing	29,267
Supported Borrowing	29,162
Grants and Contributions	167,492
S106/ Tariff / Revenue	<u>32,779</u>
	<u>283,681</u>

5.6 Projects Under Development

- 5.6.1 The following schemes “under development” are not in the approved Capital programme and will require further progress reports and information to be returned to Capital Delivery Board in due course. Any costs associated with the development of these proposals continue to be charged to revenue and can only be capitalised if capital approval for the scheme is received in year.

5.6.2 “Basic Need” for Primary School Places

Due to a significant increase in recent birth rates, there will be a requirement to provide an increased number of Primary spaces in future years. An initial appraisal is currently being undertaken and will be the subject of a future report.

5.6.3 **Corporate Accommodation Strategy**

The Corporate Accommodation Strategy has been reviewed by Corporate Management Team and is subject to a separate report on this agenda. Any resulting approvals will be incorporated within the next Cabinet monitoring report.

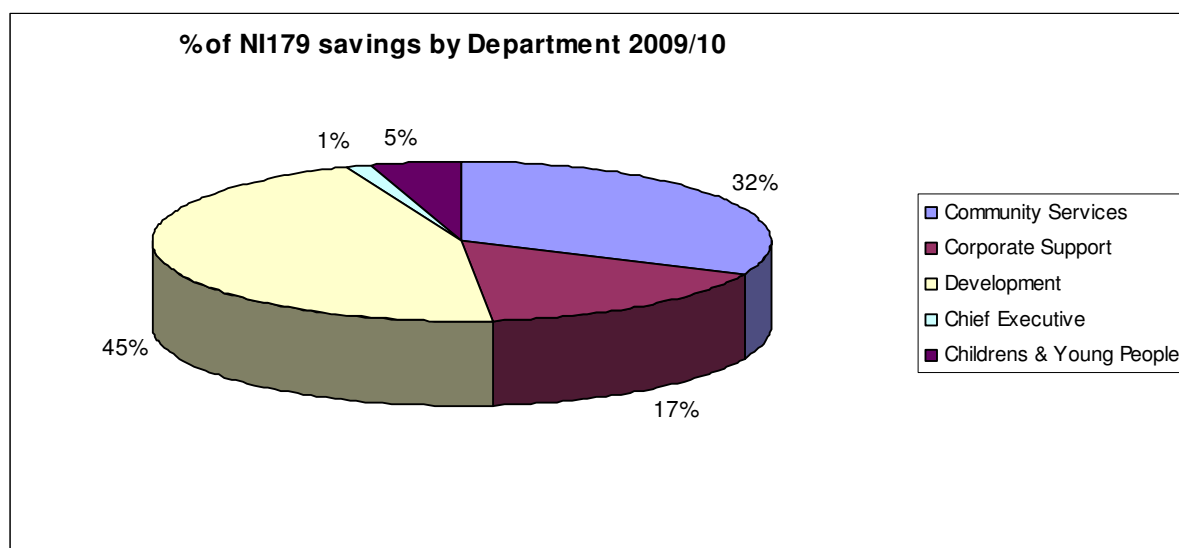
6. VFM Statement

6.1 NI179 – Measuring and reporting Value for Money gains

The Authority continues to encourage initiatives for identifying VFM efficiency gains with good success. The reporting of NI179 gains has improved substantially across the Council through development of a monitored VFM programme. The programme has ensured that governance of the VFM monitoring process has been enhanced to ensure that gains are audited before inclusion, thus ensuring compliance with NI179 Guidance from DCLG. This process now avoids any ambiguity around whether the efficiency should be included as cashable and count against the NI179 target. In addition, all cashable efficiency savings will be reported against plans to achieve budget targets as well as general efficiencies to improve services to customers.

6.2 Previous Financial Year

The final NI179 efficiency return for 2009/10 has been submitted to DCLG. An efficiency total of £9.931m has been identified through initiatives carried out across the Council for financial year 2009/10 and is broken down by Directorate as follows:



6.3 Current Financial Year

Work is progressing well across all departments to identify the cashable elements of additional efficiencies required to meet our 3-year VFM target - forecast required by DCLG in October 2010. In-year plans already include £0.8m identified as NI179 service efficiencies and a roll-forward of £9.9m for year-on-year efficiencies - current total of £10.7m against an in-year target of £14.0m.

In-year budget planning efficiencies of £9.9m and further in-year cuts of £4.0m (imposed by the new Government) could provide further efficiencies of another £13.9m. Therefore, work is currently ongoing to identify which of these efficiencies can be scored against NI179.

Finally, the Authority has to make up a shortfall of £2.0m to ensure the revised 3-year cumulative target for NI179 of £31.4m is attained overall. Consequently, if all budget planning and Government-imposed efficiencies are met, there is potential to exceed the revised NI179 cumulative target by some £8.6m. Even so, a minimum of £5.3m NI 179 efficiencies needs to be identified this financial year in order to meet our 3-year cumulative target set by DCLG.

6.4 VFM Programme

A programme of major projects has been identified that will contribute to the efficiency targets for the Council in 2010/11 these include:

Procure 2 Pay

This project aims to deliver better control of expenditure across the Authority through development of a more efficient and effective purchasing process.

Order to Cash/Debtor Management

This project is currently in its initiation stages but its aim will be to improve cash collection and standardise debtor management processes across the Council.

Single Point of Contact (SPOC) for Corporate Support

This project has been initiated to provide better Value for Money for internal customers of the Corporate Support service areas through provision of a single point of contact.

SECTION C – DEPARTMENTAL PERFORMANCE & FINANCE REPORT

7. Children's Services

7.1 General Fund Revenue Monitoring – Forecast is an overspend of £3.195m






The latest forecast is £55.654m against an approved budget of £52.459m, representing a forecast year end adverse variance of £3.195m (6.09%).

Further explanation is reported in the scorecard.

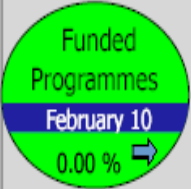


Services for Children & Young People

Quarterly Budget & Performance Report 1/2

L(Fin)3 Net revenue budget -
Childrens Services Monthly
June 10 6.19 % ➡

Monthly Service Budgets	Performance	Comments
 		<p>Responsible Officer: Mairead MacNeil</p> <p>Finance - The Children in Care placement budget continues to be a pressure, resulting in a year end forecast overspend of £2.945m. This is mainly due to a significant rise of high cost Residential packages within the Independent Sector during the later part of 2009/10, continuing into 2010/11 as shown below. There are currently 24 children in residential placements against a budgeted number of 14 and there are currently 52 in Independent foster care against a budget of 39 placements.</p> <p>Performance - For the second year running there were over 3,000 referrals to CSC in 2009/10. This continues an increasing trend over the last 4 years and is consistent with the first three months of 2010/11. Compared to last year, the number of Children with a Child Protection plan had increased by 86%. On the 31st March 2010 we reported 352 Children with a plan, for June this year we report 363 a further increase. We report higher numbers than both our statistical neighbours and the national average. The number of children in care, year on year has risen by 12%. On the 31st March 2010 we looked after 437 children and young people, compared to 389 the previous year. In June this year this number rose to 447. Together with many other local Authorities we have experienced a rise in the number of presenting 16 and 17 year old young people as a result of the G v Southwark Judgement. We report higher numbers than both our statistical neighbours and the national average.</p>
		<p>Responsible Officer: Claire Cordory-Oatway</p> <p>There are no material financial variations to report at this stage.</p>
 		<p>Responsible Officer: Colin Moore</p> <p>NI 117 NEET narrowly missed the target for 2009/10. the promotion of apprenticeships in the private, public and voluntary sector has started to have an impact on reaching the annual target. An in year update will be provided in the next report. At the same time youth unemployment has dropped from the period April to June with 1950 18-24 year old claimants counted in June compared to 2090 in April. The figure is also lower than for June 2009 when there were 2300 claimants</p>
Human Resources		

Services for Children & Young People Quarterly Report 2/2

Monthly Service Budgets	Performance	Comments
		<p>Responsible Officer:</p> <p>There are no material financial variations to report at this stage.</p>
 		<p>Responsible Officer: Maggie Carter</p> <p>We currently have an overspend of £250,000 due to an increase in demand for Transport within the Pupil Access Service. This is due to more Early Years placements requiring 1:1 escorts, more children in mainstream schools who had previously attended Special Schools and a higher number of children with greater needs.</p> <p>Despite a significant reduction in the year on year % of pupils who feel bullied, 35.2% felt they had been bullied once or more in the last year, this is significantly higher than the national average. The 2009 Tellus 4 Survey of Plymouth schools, Children and Young People felt they were more likely to be bullied at school than elsewhere. However, 55% of children felt that bullying was being dealt with quite well or very well. NI 54 – Parental Experiences of services for disabled children improved in Plymouth for 2009/10 and we compare favourably against the national average and statistical neighbours.</p>
Schools		<p>Responsible Officer: Gareth Simmons</p> <p>The Council receives funding for Schools through the Dedicated Schools Grant (DSG) which funds expenditure either directly through the Individual Schools Budget (ISB) or incurred by the Council on behalf of schools. Any over or underspends on the DSG are carried forward. The ISB element has been distributed in accordance with the schools funding formula and the overall DSG has been approved by the Schools Forum. The schools budget for 2010/11 was set at £140.037m (estimated DSG of £141.139m after academy recoupment plus £0.350m brought forward from 2011/12 budget less £1.452m deficit brought forward from 2009/10). The final DSG was announced as £141.208m, providing an additional £0.069m. Schools Forum approval will be sought to use the additional allocation to reduce the commitment for 2011/12 by adjusting the £0.350 brought forward from 2011/12 to £0.281m.</p>
Human Resources		

7.2 Progress against 2010/11 Delivery Plans

Table 7

Delivery Plan No.	Description	2010/11 £m	RAG rating
1	Review of admin across the Council	0.100	Green
2	Seek additional contribution towards the Cost of Building Schools for the future	0.300	Green
3	Additional Contributions from DSG for pensions and EOTAS	0.343	Green
4	Remove Concessionary Fares 16+	0.022	Amber
5	Savings Target to be achieved by reducing staff in high performing areas/link with locality working funding & Review of senior management within Lifelong Learning	0.150	Amber
6	Charge ICAN (speech and language needs) services to Early Years Grant	0.080	Amber
7	Seek Performance Reward Grant for partnership projects - including youth service & grants to voluntary sector	0.091	Red
8	Review of Early Years grants	0.050	Amber
9	Family support	0.085	Amber
10	Reduced Wrap Around packages for permanency placements and reduce secure bed nights	0.133	Amber
11	Multi-Systemic Therapy Contract (consider ceasing contract) value £140k in 10/11. Dept of Health currently part fund	0.000	Amber
12	Negotiate savings in Connexions contract	0.100	Green
13	No inflation Allocated. in social care where linked with Fostering Network rates (frozen at 09/10 levels)	0.129	Green
	Delivery Plans within original 2010/11 Budget	1.583	

Progress against the original delivery plans set to deliver a balanced budget are mostly on track. A Commissioning and Finance Delivery Board, chaired by the Director of Services for Children and Young People has been set up and will meet monthly to drive, not only the original delivery plans (£1.5m), but also efficiencies set by management (£1.0m) and new delivery plans set in response to the government funding reductions and also in year budget pressures (£4.3m).

Delivery plans will be monitored under key programme themes and plans to contribute towards next year continue to be developed and discussed with key partners, such as schools.

7.3 Key High Level Risks

- Achieving financial performance within Children Social care budget delivery continues to be a challenge whilst ensuring that safeguarding issues are not compromised
- Delivery plans at risk due to staggered implementation.
- Reducing the number of Court ordered Parent & Child assessment placements.
- Continual recruitment of experienced Social Work staff in order to provide a robust service.
- Insufficient growth in the Foster Care community to place children locally.

7.4 Departmental Medium Term Financial issues

The key medium term issues for the department are:

- Maintaining front line services during a financially challenging climate.
- Achieving the Delivery Plans
- Integration with Health partners

8. Community Services

8.1 Community Services Forecast is an Overspend of £2.435m







The latest forecast is £115.292m against an approved budget of £112.857m, representing a forecast year end adverse variance of £2.435 (2.16%).

Further explanation is reported in the scorecard.




Community Services

Quarterly Budget & Performance Report 1/2

L(Fin)3 Net revenue budget -
Community Services Monthly
June 10 2.16 % ↑

Monthly Service Budgets	Performance	Comments
		<p>Responsible Officer: Pete Aley</p> <p>There are no material variations to report</p> <p>Following rejection of funding for a new gypsy site alternative funding is being explored.</p>
		<p>Responsible Officer: Jayne Donovan</p> <p>£0.8m net overspend mainly due to increased repair and maintenance of vehicle costs in the refuse and street scene operations. Trade Waste income is lower than budgeted and vehicle and plant hire costs have increased in Domestic Refuse and Street Cleansing.</p> <p>The recycling target continues to under perform despite the introduction of the kerbside garden waste collection service. The June figures stands at 36.79% which is over 2 percentage points better than June 2009 when the figure stood at 34.69% and better than the annual target for 2010/11 of 36%. However, the June target, which is seasonally adjusted stands at 42%. Additional initiatives are currently being considered to improve current recycling performance. The waste landfill target has started the year strongly with 57.73% of waste to landfill against the annual target of 60%. June's performance is nearly 2 percentage points better than June last year where the figure stood at 59.25%.</p>
		<p>Responsible Officer: James Coulton</p> <p>The latest forecast shows a nil variation against budget. Previous months declared savings of £0.130 are now allocated to departmental delivery plan targets.</p> <p>Life Centre</p> <p>The Life Centre construction phase is well underway and currently on budget to meet the projected timescale for an autumn 2011 opening</p> <p>Leisure Management</p> <p>The competitive tendering process has commenced with the prospective leisure management operators and this process will continue. Initial discussions indicate a preference to accelerate the procurement process and bring forward the contract commencement date. This may have favourable budget implications.</p>
Human Resources		

Community Services Quarterly Report 2/2

Monthly Service Budgets	Performance	Comments
		There are no material variations to report. This service is currently subject to a restructure.
 	<p>Responsible Officer: Pam Marsden</p> <p>£1.635m net overspend. Service demand for complex needs clients continues with a number of transfers from NHS Continuing Health Care, for young people reaching 18 years of age and for young adults, particularly within the Learning Disability Service. Older people placements in to long stay residential and nursing care have increased, mainly for older people mental health where the cost of care is higher. Domiciliary care is currently under utilized. The key variations are:</p> <ul style="list-style-type: none">• Learning Disability Service - £1.785m overspend due to demand and increase in complex needs, with 6 new placements and 10 increased packages.• Mental Health Services - £0.205m net overspend due to demand• Older People and Physical /Sensory Disabilities - £0.122m overspend due to demand• Domiciliary Care - £0.477 net under spend due to reduction in take up of service. A review of Transitions procedures are also being undertaken to ensure care meets clients basic needs <p>The latest Adult Social Care performance report for 2009/10 indicates that Plymouth has made substantial progress in shifting its balance of care from residential to home care over the last two years; 65% more adults and older people are now helped at home (2,445 more), 30% less adults and older people cared for in permanent care homes (473 less), 262% more direct payment users (354 more), 18% more home care users (289 more), 18% more intensive home care packages to avert institutional care (75 more) and a higher level of user satisfaction with the quality of home care surveys than in a similar council (2009 survey). The latest performance figures for June indicate underperformance in achieving outcomes for people with learning difficulties. Both supporting adults with learning difficulties into accommodation and employment are underperforming. Current performance for the accommodation indicator stands at 3.8% against a cumulative annual target of 75% and the employment indicator stands at 0.2% against a cumulative annual target of 5.9%. To achieve both targets, the rate of reviews must increase, missing data needs to be rectified and more clients that have been in established voluntary work need to be found paid employment. An action plan is being developed with the Learning Disabilities Partnership Manager to address missing data issues and increase the rate of reviews.</p>	
Human Resources		

8.2 Progress against 2010/11 Delivery Plans

Table 8

Delivery Plan No.	Description	2010/11 £m	RAG rating
1	Review of admin across the Council (anticipated savings in this department)	0.503	GREEN
2	Review of staffing establishment within specialist teams and occupational therapy services	0.604	GREEN
3	Contract Inflation - NIL contract inflation awarded for 2010/11 where no prior agreement in place	1.000	GREEN
4	Review of Service Provision for Older People residential care and physical disability day care	0.176	AMBER
5	In House Dom Care - redevelopment of in house services to focus on intermediate and rehabilitation enabling a greater through put of service users and prevent over usage of residential care	0.250	GREEN
6	Developing the personalisation RAS and reshaping block contract to recognise changes in support services	0.870	RED
7	Learning Disability Services: efficiency savings through reviewing day care costs and applying a commissioning framework to ensure consistent unit costs	0.272	AMBER
8	Fair Access to Care: to review the current eligibility criteria to ensure more rigorous application plus the full year effect of panels and specific case reviews in 2009/10	1.410	GREEN
9	Modernisation of Short Breaks for LD (Welby)	0.148	AMBER
10	Review of Library Service including the School Library Service is underway with a view to identifying future shape of service and levels of delivery. Specifically the School Library Service is reliant on a minimum level of buy in to remain viable.	0.040	AMBER
11	Leisure Management Review. Outsourcing of management of sport and leisure facilities will seek efficiencies in running the new Life Centre and other facilities	Commerci- ally Sensitive	AMBER
12	Category Management and Buyer Roll Out. To consider the scope for supporting the corporate roll out within Community Services to drive procurement savings from control of demand, improvements to process in addition to procurement savings	TBC	TBC
	Delivery Plans within original 2010/11 Budget	5.273	

Community Services is largely on track to delivery £5.273m of delivery plans contained in the underlying budget. The Adult Social Care personalisation Resource Allocation System will be challenging to achieve. It is not possible to finalise the savings to be achieved by the Leisure Management Review at this time as any value will be commercial sensitive. Progress for the Leisure Management project is monitored by the Leisure Management Board.

A further £0.429m of additional delivery plans have already been identified to address reductions arising from Government reductions in funding as follows:

- Free swimming - 8 months saving Free Swimming Initiative (£0.130m)
- Non committed funds and other grants (£0.238m)
- Deletion of posts (£0.061m)

Furthermore, Adult Social Care are currently drawing up delivery plans to address in year budget pressures and these will be presented to the next Adult Social Care Programme Board.

8.3 Key High Level Risks

The key financial risks during 20010/11 across Community Services are summarised below:

- Achieving Adult Social Care Delivery Plans and associated budget reductions without compromising safeguarding issues and ensuring sufficient scope to develop the market successfully to meet the requirements of the personalisation agenda
- Growth in demography and increasing levels of long term care needs for high dependency within Adult Social Care
- Impact on social care of the Primary Care Trust QIPP efficiencies
- Environmental Services - Managing expectations of enhanced level of service against the current budget, particular in the service area of Waste Collection Street Scene.
- Increase Vehicle Hire, Repair & Fuel costs
- Increase costs due to unforeseen repairs and maintenance in parks. E.g. Plymbridge Woods, Jennycliff etc.
- Mount Edgumbe – a projected overspend has been highlighted to the Joint Committee with officers of both constituent authorities working to present options to reduce the overspend.

8.4 Departmental Medium Term Financial issues

The key medium term issues for the department are:

- Maintaining front line services during a financially challenging climate.
- Achieving the challenging Adult Social Care Transformation with reductions without compromising safeguarding issues.
- Growth in demography and increasing levels of long term care needs for high dependency
- Integration with Health partners

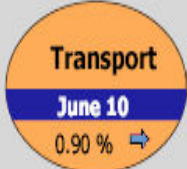
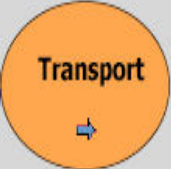


- Municipal Waste Management Strategy (MWMS) identified that waste management costs would increase significantly due to the need to procure a waste disposal facility. This equates to £8m per annum (2011-2013), reducing to a £6m annual increase (2014-2039).
- In the short term, the Authority also faces additional budgetary pressures to implement new recycling initiatives, buy LATS credits, fund increased landfill tax (£8 per tonne each year), and fund contributions to the 'balancing fund' account created to meet the £215m shortfall. These have already been reflected in the Medium Term Financial Forecast.

9. Development and Regeneration






9.1 Development and Regeneration – Forecast overspend of £0.030m (0.18%)

The latest forecast is £16.223m against a latest approved budget of £16.193m, representing a forecast year end adverse variance of £0.030m (0.18%).

Further explanation is reported in the scorecard.

Development Quarterly Budget & Performance Report 1-2		L(Fin)3 Net revenue budget - Development Monthly June 10 0.17 % ↓
Monthly Service Budgets	Performance	Comments
 		<p>Responsible Officer: Clive Perkin</p> <p>The forecast overspend of £0.114m is a net figure arising from various pressures totalling £0.114m being partially offset by savings on the Street Lighting contract of (£0.100m) and the new requirement to produce Surface Water Flood Management Plans which is estimated at this stage to cost £0.100m.</p> <p>All of the annual indicators for 2009/10 were met, with the exception of the Schools Travel Plan initiative. We are however making progress with that with cooperation with Children's Services. It should be noted however that future external funding associated with this will not continue which will impact on its further development.</p>
		<p>Responsible Officer: Gill Peele</p> <p>No variation forecast at this stage</p>
		<p>Responsible Officer: David Draffan</p> <p>The forecast underspend of (£0.157m) is a net figure which mainly relates to the improvement in the Commercial Rent income forecast for the remainder of the year.</p> <p>The job seekers allowance claimant count shows a positive decline of 5.4% over the last quarter with numbers declining from 6312 to 5980. This compares favourably with 2009 when the figure stood at 6558</p>
Human Resources		

Development Quarterly Budget & Performance Report 2/2

Monthly Service Budgets	Performance	Comments
 		<p>Responsible Officer: Paul Barnard</p> <p>The forecast overspend of £0.073m does not include the loss of Planning Delivery Grant through in-year Government cuts of £0.375m which is being addressed as a corporate exercise. Other variations include £0.197m of reduced building control income and other net pressures of £0.069m, partially offset by reduced expenditure totalling £0.193m mainly arising from LDF public examination savings.</p> <p>Major regeneration activity supported by the LDF continues and all planning application indicators have improved performance in the first quarter of this year and are performing well.</p>
 		<p>Responsible Officer: Stuart Palmer</p> <p>No variation forecast at this stage.</p> <p>18 affordable homes have been delivered in the first quarter of this year which, while relatively modest, is normal given that developments usually complete towards the end of the year. The target of 237 for the year is expected to be achieved. 335 new homes were achieved in 2009/10 against a target of 226</p>
		<p>Responsible Officer: Sue Lorne</p> <p>No variation forecast at this stage</p>

Human Resources

9.2 Progress against 2010/11 Delivery Plans

Table 9

Delivery Plan No.	Description	2010/11 £m	RAG rating
1	Review of admin across the Council (anticipated savings in this department)	TBC	AMBER
2	General efficiencies across the department incl reductions in consultancy, services & supplies and business support	0.342	GREEN
3	Streamlining of the LDF through merging of the remaining Area Action Plans and Development Plan Documents and reprogramming of the Core Strategy	0.133	GREEN
4	Implement improvements to the Planning Application Service by introducing a development enquiry service	0.055	AMBER
5	Rationalisation of the existing on street car parking charging regime, with the combination of ongoing improvements to parking provision, and increasing hourly rates	0.085	AMBER
6	Rationalisation of the existing off street car parking charging regime, together with a package of investment and service improvements	0.110	AMBER
7	General savings across all revenue budgets within Strategy, Sustainable transport and Network Management & car parking back office	0.178	GREEN
8	Introduce mobile CCTV Enforcement to reduce bus lane and school vicinity parking offences	0.020	AMBER
9	Following Stock Transfer further clarity on the retained housing service via an initial review has realised some efficiencies, including increasing external funding and income and refocusing services on areas of need - further reviews will release expected efficiencies throughout the year .	0.202	GREEN
	Delivery Plans within original 2010/11 Budget	1.125	

9 new core delivery plans totalling £1.125m were set within the 2010/11 revenue budget for Development. A further £0.125m of specific new delivery plans around the Council's strategic housing functions have been identified as at the end of June, together with a variety of planned income generating actions within Economic Development:

- Raglan Court - Tenancy Support Worker - this post gained Supporting People funding so the income has offset the salary costs for this post for one year (£0.029m)
- Homelessness assessment - we have an options review underway to seek efficiencies in how we carry out the statutory homelessness assessment duties (£0.031m)
- Full use of the income from licensing HMO properties to offset costs of this part of the service (£0.020m).
- Enabling Fees - for every new affordable home delivered with our RSL partners a fee is charged as an on cost to aid the development process budget. More affordable homes have been delivered and as a consequence additional income can be anticipated (£0.045m).
- Economic Development – Review a range of activities within this service area to maximise income generation e.g. Estate management income (£TBC)

The above will contribute towards the requirement to reduce departmental revenue spend by a further £0.238m in 2010/11.

9.3 Key High Level Risks

- Heavy reliance on income generation which is affected by market forces e.g. car-parking
- Achievement of challenging VFM targets
- Direct and indirect implications of cessation/reductions in Government grants (Rev & Cap)
- Revenue costs of developing schemes not always chargeable to capital
- Requirement to invest to develop schemes which are 'ready to go' when the economic situation improves as growth is a key priority for the Council
- Some previously recurring grants have been utilised to cover the cost of core service provision e.g. New Growth Points funding

9.4 Departmental Medium Term Financial issues

- Housing capital grants to continue the affordable housing programme this year have not been reduced, however further HCA investment in affordable housing is unclear, and will be determined through the Comprehensive Spending Review. Nationally the 2010/11 programme of £2.4 Billion has been reduced by £450m. No information is yet available on the future of Private Sector Housing Grants.
- Resourcing a long term growth agenda rather than reacting to short term delivery needs will be challenging in the current economic climate.
- Loss of external funding through grants will impact on areas of core service in future e.g. Housing Planning Delivery Grant

10. Corporate Support

10.1 General Fund Revenue Monitoring— Forecast overspend of £0.067m (0.20%)

The latest forecast is £32.764m against a latest approved budget of £32.697m, representing a forecast year end adverse variance of £0.067m (0.20%).

Further explanation is reported in the scorecard.

Corporate Support

Quarterly Budget & Performance Report 1/2

L(Fin)3 Net revenue budget -
Corporate Support Monthly

June 10 0.20 %



Monthly Service Budgets	Performance	Comment
		<p>Responsible Officer: Malcolm Coe</p> <p>The forecast underspend of (£0.169m) has arisen in this large area of the service due to a favourable variation on external audit fees of (£0.050m), an adverse variation of £0.106m in capital and assets and (£0.225m) forecast underspend in VFM & Efficiencies relating mainly to salary variations.</p> <p>The N179 VFM target of £9.2m for 2009/10 has been exceeded with efficiencies gains of £9.931m submitted to DCLG. Work is progressing well across all departments to identify the cashable elements of additional efficiencies required to meet our 3-year VFM target - forecast required by DCLG in October 2010. The 2010/11 in year target for efficiencies is £14m. In-year plans already include £0.8m identified as N179 service efficiencies. In-year budget planning efficiencies of £9.9m and further in-year reductions of £4.0m following Government action could provide further efficiencies of up to £13.9m.</p>
		<p>Responsible Officer: Tim Howes</p> <p>A modest adverse net variation of £0.024m is forecast in this area</p>
		<p>Responsible Officer: Mark Grimley</p> <p>No variation forecast at this stage.</p>
Human Resources		

Corporate Support

Quarterly Budget & Performance Report 2/2

Monthly Service Budgets	Performance	Comment
		<p>Responsible Officer: John-Paul Sanders</p> <p>The Customer Services and Business Transformation Service is projecting a (£0.023m) under spend due to the level of vacant posts as at the end of June.</p> <p>78.57% of Stage Two complaints were answered within the 25 day time limit against a target of 100%, which is a slight drop on the end of year actual of 80.65%.</p>
		<p>Responsible Officer: Neville Cannon</p> <p>This area of the service is forecast to overspend by £0.234m mainly due to increased costs of system support and software support maintenance contracts and pressure on achieving the vacancy saving target in this area</p>
Human Resources		

10.2 Progress against 2010/11 Delivery Plans

Table 10

Delivery Plan No.	Description	2010/11 £m	RAG rating
1	Review of administration (savings for Corporate Support)	0.060	AMBER
2	Pilot the 'Buyer Roll out across Corporate Support	0.050	AMBER
3	Rationalise management structures of Revs & Bens & customer services	0.100	GREEN
4	Finance restructure – reduction in management posts	0.200	GREEN
5	Generate efficiencies through better use of SAP	0.050	GREEN
6	IT investment / improvement plan to generate efficiencies	TBC	RED
7	Review and restructuring of Democracy & Governance	TBC	AMBER
8	Move more services into the Customer Contact Centre	TBC	RED
	Delivery Plans within original 2010/11 Budget	0.460	

8 core delivery plans totalling £0.460m were set within the 2010/11 revenue budget for Corporate Support. The department was broadly on target to achieve a balanced budget before the recommended reduced in-year spending reductions £0.820m required. Additional delivery plans of £0.100m have already been identified and further plans will continue to be developed to achieve the necessary in year cut:

- Reduce internal and external audit costs (£0.050m)
- Increased savings target on salaries in Revenues and Benefits (£0.050m)

At this stage delivery plans have focused on continuing to increase the efficiency of the overall department through specific targeted work across Revenues and Benefits and the Contact Centre, and through reducing the number of points of contacts into the whole department. All initiatives are aimed at improving services to our customers whilst reducing costs.

10.3 Key High Level Risks

- ICT Investment Programme ~ capacity to address the Council transformational change agenda e.g. technology required for an effective customer contact centre amongst others
- Challenge of improving support services whilst managing down spend
- HR ensuring that expertise is retained and redundancy costs are minimised
- Capacity within the department to support the Councils change agenda




10.4 Departmental Medium Term Financial issues

- The Comprehensive Spending Review (CSR) for the whole council is awaited in October to determine the financial envelope within which the medium term financial issues can be considered
- Accommodation Strategy
- Current SLA agreements with PCH end on 31 March 2011.

11. Chief Executive

11.1 Chief Executives Departmental – Forecast is as per Latest Approved Budget of £1.830m

Although there are variances on individual budget lines, Chief Executives are not forecasting any overall variance on the budget for 2010/11.

Assistant Chief Executive Quarterly Budget & Performance Report		L(Fin)3 Net revenue budget CEX Monthly June 10 0.00 % ↓
Monthly Service Budgets	Performance	Comments
		Responsible Officer: Richard Longford
 		Responsible Officer: Giles Perritt Financial monitoring is reported as amber as although the budget is on track, there is currently pressure to achieve 2010/11 delivery plans. CLG have announced that the Place Survey planned for this autumn has been suspended. The council will not be required to report against the 13 National Indicators previously measured by the Survey.
Human Resources		

11.2 Progress against 2010/11 Delivery Plans

Table 11

Delivery Plan No.	Description	2010/11 £m	RAG rating
1	Review of admin across the council (anticipated savings in this department)	TBC	AMBER
2	Deletion of post and amalgamation of functions across existing staffing	0.067	GREEN
3	LSP back office costs met from Performance Reward Grant	0.285	AMBER
4	General efficiencies across department	0.060	AMBER
	Delivery Plans within original 2010/11 Budget	0.412	

Delivery plan savings of £0.412m were built into the approved budget. £0.067m of these savings have been achieved in full, with the remaining £0.345m currently identified as amber, in part due to the reduced allocation of performance reward grant following the Governments announcement to restrict the grant in future years.

11.3 Key High Level Risks

The key financial risk facing Chief Executives during 2010/11 are summarised below;

- Transformational Change Team costs of £0.094m currently expected to be met from reserves, however no agreement yet in place meaning a potential pressure to overall budget.
- Performance Reward Grant Shortfall of £0.070m.
- Potential shortfall in LSP Partner contributions to LSP back office £0.050m.

11.4 Departmental Medium Term Financial issues

The key medium term issues for the department are:

- Identifying alternative funding for LSP back office.
- Completion of review of LSP back office.
- Continued reduction in non salary costs.

12. Corporate Items and Cross Cutting Issues

- 12.1 No variation is reported on the Corporate Items Revenue Budget but attention is drawn to the following comments:

Table 12

Service	Latest Approved Budget £000	Forecast £000	Variation £000m	Variation %
Other Corporate Items	(23,896)	(23,896)	0	0
Major Projects	(916)	(916)	0	0
Capital Financing	10,599	10,599	0	0
Totals	(14,213)	(14,213)	0	0

12.2 Capital Financing Budget /Treasury Management

- 12.2.1 Budget savings of (£0.670m) are required against the capital financing budget. At the end of June savings of (£0.158m) have been achieved. Officers continue to explore options to achieve further savings in line with the treasury management strategy and approved delivery plan.

- 12.2.2 Table 13 below shows the Council's borrowing and investment position at 30 June 2010.

Table 13

	Principal O/S 1 April 2010 £000	Principal O/S 30 June 2010 £000	Average Rate %
PWLB (Public Works Loan Board)	28,889	62,555	5.3702
Market Loans	130,000	130,000	4.4202
Bonds	83	83	1.7220
Temporary Loans	73,650	46,900	0.3147
Total Borrowing:	232,622	239,538	3.8635
Devon debt	33,937	0	0
Total Loan debt	266,559	239,538	3.8635
Add PFI	33,156	33,156	8.7300
Total Debt 30/06/10	299,715	272,694	
Investments	153,051	142,401	1.913

- 12.2.3 During the period, officers successfully negotiated the transfer of pre LGR debt of £33.665m to the City Council. This will contribute savings of (£0.128m) towards the delivery plan target. Further savings are anticipated in terms of a reduced MRP for the year and Officers are currently reviewing the MRP for the year following the final outturn position 2009/10.

- 12.2.4 Officers are currently reviewing options for rescheduling of PWLB debt to generate further savings in conjunction with our treasury advisors, Arlingclose.
- 12.2.5 The average rate of interest achieved on new deposits so far this year is 1.1143% compared to a budget rate of 1%, contributing £0.030m towards the delivery plan savings. The underlying bank base rate remains at 0.5%.
- 12.2.6 During the period, the Council received a further dividend of 6.27p totalling £197,829.64 (including interest of £9,597.24) in respect of deposits in Heritable Bank bringing the total amount recovered to date to £1.238m or 41.25%. Recovery of monies in Glitnir and Landsbanki remain subject to court proceedings. The cost of the continuing external legal advice will be met in the first instance from the Icelandic bank reserve.

12.3 Other Corporate Items

This budget contains the costs of items which cannot easily be allocated to departments, such as enhanced Superannuation costs, transfers to reserves and provisions and the general contingency as well as income from support service recharges and Area Based Grant.

Pay Award

The Council has budgeted for a 1% pay award which is in department's budgets and equates to circa £1m. At this stage it is recommended that this is clawed back and held corporately as a reserve to meet the costs of redundancies and other pressures and pending the outcome of the national pay negotiations.

Contingency

The budget currently includes a contingency provision of £0.500m. It is assumed that this will be spent in full during the year.

Insurance Provision

Based on current projections there is potentially a pressure on the Insurance Fund. However, there can be large fluctuations in claims numbers, costs and movements in reserves during the year. Any shortfall on this fund could be met from the insurance reserve in the first instance.

Reserves

At the 1 April 2010, the Council's earmarked reserves stood at £19.310m. A detailed review of all the reserves will be undertaken over the next quarter in the light of future Government pressures and policy changes.

Area Based Grant

Area Based Grant (ABG) is an unringfenced Government grant. As such the income is held within the Corporate Items budget. The Council was originally notified that it would receive £21.920m ABG for 2010/11. As part of the Government announcement of 10 June 2010, the Council was subsequently advised that it would receive a cut of £1.802m or 0.6% in its ABG allocation for 2010/11. No variance against corporate items is reported as the reduction in grant has been taken into account in the £4m budget reductions targets allocated to departments.

12.4 Major Projects

- BSF- There will be revenue savings from the reduced requirement for the BSF team for this financial year. These are currently being quantified and will be reflected in the next quarterly monitoring report.
- Carefirst- In February 2010 Cabinet approved arrangements for the introduction and updating of Carefirst across the Council. The Carefirst Board meets monthly to manage progress delivery of the project. The project has continued to address wider service transformation and improvements, behaviours and cultures within services. This will enable us to fully utilise the system and get the maximum benefits, both for safeguarding, operationally and for financial efficiencies.

Total Carefirst costs for 2010/11 stand at £1.426m against resources of £1.259. The in year shortfall of £0.167m, will be managed by the reprofiling of expenditure where appropriate and cash releasing efficiencies in operational processes following successful re-engineering of procedures as carefirst is implemented.

- Residual costs of Stock transfer- The stock transfer residual costs budget assumes the transfer of £2m from the HRA Working Balance during the year. Following closure of the accounts for 2009/10 the HRA Working Balance at 31 March stood at only £1.7m, a shortfall of £0.300m. However Officers are still awaiting special determinations from the Government for HRA subsidy and Item 8 Interest charges which may impact on the final position.

There is a further potential unfunded liability of approximately £0.300m on the budget. Officers will review the liabilities in the light of the final outturn position for 2009/10 and adjust departmental budgets as appropriate during the next monitoring period, reporting an updated position in the next monitoring report.

12.5 Key High Level Risks

- Continuing low interest rates and restricted counter party list impacting on the ability to achieve target rates of return and meet delivery plan savings

SECTION D – CONCLUDING REMARKS

- 13.1 In order to set a balanced budget for 2010/11, each Department was required to identify a number of departmental delivery plans and Appendix A of the budget report, presented to Cabinet on 10 February 2010, outlined the risks to the budget, rating these in the usual traffic light system of Red/Amber/Green. The departmental reports in Section C continue to outline the key risks to the achievement of departmental budgets and issues impacting on future years.
- 13.2 After the first quarter of the year the Council is forecasting a revenue overspend at year end of £5.727m against a net revenue budget of £201.824m (2.84%). Directors are required to take action to bring their budgets back to a break even position by year end.
- 13.3 The Government has recently announced a series of in year spending reductions for 2010/11. These reductions, in the main, relate to grant funding. There are also a number of changes to policy, enacted by Government, that will impact on spend for the Council. In response to this each department has received an additional in year budget saving target with an overall target to reduce budgets by a further £4m in 2010/11.
- 13.4 New departmental delivery plans totalling £0.654m have already been identified and reported on in this report. These will be closely monitored throughout the year, and further plans will continue to be added in response to budget pressures and revised target budgets.
- 13.5 Moving forward, a new Comprehensive Spending Review will also be announced in October 2010 which will continue to significantly reduce the level of revenue and capital spending available for Local Authorities in future years. The Medium Term Financial Strategy (MTFS) as approved by Cabinet in June 2010 included a forecast of a potential revenue funding gap by 2013/14 of circa £30m if no compensating action was taken. This forecast, based on latest Government announcements, is still broadly of the right order.
- 13.6 The Corporate Management Team is working with the Cabinet to develop a transformational change programme that fundamentally challenges the organisation's culture, structure and approach to service delivery.
- 13.7 Further pressure is expected on the capital programme where there has been an announcement of a 25% cut in the 2010/11 Local Transport Plan Integrated block settlement, equating to £0.870m and withdrawal of Sport England Grant of £0.750m. In addition, the Government has announced the withdrawal of the BSF programme representing a potential loss of up to £70m of future capital investment to 5 of the city's secondary schools.

SECTION E – RECOMMENDATIONS

- 14.1 The allocation of a £4m reduction across departments to the 2010/11 budget to reflect the Council's assessment of the impact of Government Action.
- 14.2 The principle that the Council will increase charges to reflect the VAT increases from Jan 1 2011 except where this conflicts with other Council priorities.
- 14.3 The changes to the capital programme (as detailed in sections 5.1 and 5.2), including new approvals of £0.596m, leading to a revised programme of £100.415m.
- 14.4 The Officer action taken to freeze Transport schemes in 2010/11 to the value of £0.870m pending a complete review of the capital programme.
- 14.5 The pay award provision be removed from departmental budgets and held under corporate items to meet the costs of redundancies and other budget pressures.
- 14.6 Directors progressing urgently further delivery plans to address the remaining shortfall in 2010/11.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
22 SEPTEMBER 2010

TRACKING DECISIONS

Bold target date = outstanding by more than 2 months

Grey = Completed

OVERVIEW AND SCRUTINY MANAGEMENT BOARD 2010/11 DECISIONS

Minute number	Decision	Date agreed	Action by	Progress	Target date	Comments
9	Medium Term Financial Strategy (1) <u>Agreed</u> that a report explaining the annual expenditure of £1m on insurance compensation be submitted to a future meeting of the Overview and Scrutiny Management Board; (2) full details of the Lime House Scheme be referred to the Customers and Communities OSP for consideration.	30/06/10	OSMB CCOSP	Added to work programme for consideration on 27/10/10. Referred to Customers and Communities OSP for inclusion in its work programme.	27/10/10	
19	Minutes (1) <u>Agreed</u> that Regarding minute 2 Councillor Wildy's interest be amended from Personal to Prejudicial; (2) Minute 17 (c) be amended to reflect that Councillor Williams proposed a task and finish group in respect of the criteria for trips outside the local authority area for Member and Officer development.	28/07/10	DSO	Amendments reflected in minutes of meeting held on 28/07/10.		
20	Proposed Legislative Changes (1) <u>Agreed</u> that the Chair and Vice Chair of the Scrutiny Management Board together with key stakeholders, plan a series of workshops to develop revised scrutiny and governance proposals to address the changing legislative and partnership agenda; (2) Councillor Williams would be included as the Labour representative in the planning of the workshops.	28/07/10		The workshop event will be held on 10 November 2010. A number of planning sessions will be held in the run-up to the event – dates yet to be confirmed.	10/11/10	
21	Tracking Decisions (1) <u>Agreed</u> that the Children and Young People Overview and Scrutiny Panel add Children's Locality working to their work programme and report back to the Management board on any outcomes; (2) the new quarterly Finance and Performance report would be circulated to members of the Management Board as soon as it was available;	28/07/10	CYPOSP DSO	Referred to Children and Young People OSP for inclusion in its work programme. Report circulated to Board Members via e-mail on 18/08/10.		

Minute number	Decision	Date agreed	Action by	Progress	Target date	Comments
(3)	the interim external audit report recently presented at audit committee would be provided to members of the management board;	28/07/10	DSO	Report circulated to Board Members via e-mail on 18/08/10.		
(4)	with regard to 91 (2) a Project Initiation Document (PID) is prepared by the Customer and Communities Overview and Scrutiny Panel and that authority to approve the PID delegated to the lead officer in consultation with the Chair.		Councillor Ball / Pete Aley	The Chair of Customers and Communities OSP has met with his Lead Officer to discuss preparation of the PID with a view to commencing a Task and Finish Group in September.		
23	Annual Scrutiny Report (1) <u>Agreed</u> that Panel Chairs contribute to the Annual Scrutiny report throughout the year by highlighting successful areas of work to their lead officer; (2) section 3.2 would be developed to highlight how scrutiny involvement in the preparation of the Corporate Plan was a good example of the scrutiny process at its best; (3) section 3.3 would be reworded to better reflect member development achievements; (4) a list of Task and Finish groups which had taken place during the period that the report covers would be included in the report.	28/07/10	Chairs Giles Perritt Giles Perritt Giles Perritt			
24	Terms of Reference (1) <u>Agreed</u> to add the following sentence 'The Overview and Scrutiny Management Board has co-opted representatives whose tasks and duties will be determined by the Chair on a case by case basis; (2) to rename the section headed 'training' to 'Development and Training' and to amend the sentence to specify that development and training would be provided 'where appropriate'; (3) to add the following under Development and Training <ul style="list-style-type: none"> Budget and Finance Corporate Plan Partnership working (4) that the Scrutiny Terms of Reference are recommended to Council for approval.	28/07/10	DSO	Amendments to Terms of Reference made as agreed and submitted to City Council for approval on 02/08/10 where they were approved without further amendment.		

Minute number	Decision	Date agreed	Action by	Progress	Target date	Comments
26	Recommendations (1) Agreed that the Management Board did not require an update on Support Services minute 19 08/07/10, locality working and the appointment of neighbourhood officers; (2) to approve the appointment of the nominated co-opted member to the Support Services Overview and Scrutiny Panel (minute 8 08/07/10 refers); (3) to approve the appointment of the nominated co-opted member to the Customers and Communities Overview and Scrutiny Panel (minute 8 08/07/10 refers); (4) that with regard to Growth and Prosperity Overview and Scrutiny Panel minute 5 14/06/10, Community Services is removed from the work programme; (5) that with regard to Growth and Prosperity Overview and Scrutiny Panel minute 8 14/06/10, the review of the Hoe foreshore is acknowledged as completed. Board Members commented that the reduction of risk from 'red' to 'amber' and the investment of around £406,000 as a result of the panel's review should be welcomed; (6) that the Growth and Prosperity Overview and Scrutiny Panel is requested to scrutinise homelessness and housing needs issues and add this to its work programme. (Minute 17 (iii) 12/07/10 refers); (7) the Growth and Prosperity Overview and Scrutiny Panel undertake a Task and Finish group to scrutinise the community events and road closure policy (minute 21 12/07/10 refers); (8) the Children and Young People panel prepare a PID for a two day Task and Finish group in October focusing on young carers in the city,(minute 23 (1) 15/07/10 refers); (9) the red risk item of the inability of Carefirst to meet business requirements in terms of changes to service provision' is referred to the Children and Young People Overview and Scrutiny Panel and that the Assistant Chief Executive is asked to brief the panel regarding the issues (Audit Committee 23/07/10 refers).	28/07/10	N/A SSOSP CCOSP GPOSP GPOSP GPOSP GPOSP CYPOSP CYPOSP	Co-opted representative to attend first meeting on 02/09/10. Co-opted representative to attend first meeting on 06/09/10. Community Services has been removed from the work programme. Hoe Foreshore Task and Finish Group completed. Homelessness and Housing Needs Issues added to work programme. Community Events and Road Closure Task and Finish Group commenced on 26/08/10. PID to be submitted to CYPOSP on 09/09/10 and OSMB for approval on 22/09/10. Carefirst added to CYPOSP work programme and scheduled for consideration on 09/09/10.		

Minute number	Decision	Date agreed	Action by	Progress	Target date	Comments
27 (a)	Work Programmes To consider and approve work programmes for each of the Panels, including receipt of a work programme update from each panel Chair (1) Agreed that with regard to the Children's and Young People Overview and Scrutiny Panel's work programme, local democracy week be removed and adult and community learning be added; (2) Scrutiny Resource and Housing Needs be removed from the Support Services Overview and Scrutiny Panel's work programme; (3) Customer and Communities Overview and Scrutiny Panel would add an update from the Safer and Stronger Theme Group to their work programme and invite the Chief Superintendent to attend the panel; (4) the quarterly invitation to the Leader of the Council and Chief Executive be added to the work programme of the Overview and Scrutiny Management Board.	28/07/10	CYPOSP SSOSP CCOSP OSMB DSO	Work programme amended. Work programme amended. Safe and Stronger Theme Update added to work programme. Quarterly invite to Leader and Chief Executive added to work programme.		
(b)	To receive Task and Finish Group Reports (1) Agreed that the Board thanks the members of the task and finish group, officers and witnesses for providing the report; (2) the report and its recommendations are commended to Cabinet; (3) accurate timely relevant statistics regarding conceptions in the city are provided by Health agencies and that the Chief Executive of the Primary Care Trust or his representative is invited to a future meeting of the Board to discuss data sharing between agencies; (4) for future task and finish group reports a list of background reports and written responses is inserted into the final report. (5) the Cabinet Member for Children's Services would champion the report at Cabinet; (6) the press would be notified when the report is presented at Cabinet and a press release issued; (7) an addendum containing the background material is provided when the report is considered at Cabinet.	28/07/10	Cabinet OSMB / PCT Panel DSOs Councillor Mrs. Watkins CYPOSP Lead Officer CYPOSP Lead Officer	Report scheduled for consideration by Cabinet on 19/10/10. Added to work programme. Reminder sent to all panel DSOs in e-mail regarding OSMB feedback on 10/08/10.		
(c)	To agree Project Initiation Documents / Task and Finish Groups (1) Agreed to approve the Project Initiation Document on the Modernisation of Adult Social Care; (2) the Project initiation document on a Review of Community Events and Road Closure Policy.	28/07/10	HASCOSP GPOSP	Task and Finish Group meeting held on 24/08/10. Task and Finish Group commenced on 26/08/10.		

Minute number	Decision	Date agreed	Action by	Progress	Target date	Comments
28	<p>The State of Plymouth Report</p> <p>(1) <u>Agreed</u> that the Scrutiny Management Board welcomes the State of Plymouth report and recommend that Cabinet review the Corporate Improvement Priorities in light of the State of Plymouth Report with emphasis on the following issues:-</p> <ul style="list-style-type: none"> • Supporting the city's growth agenda, including skills development • Addressing health inequalities • Delivering efficiency savings • Providing increased customer focus • Promoting the role of community, voluntary and not-for-profit organisations <p>(2) that the finished document is provided to Scrutiny Panels in order to inform the scrutiny work programme.</p>	28/07/10	Cabinet	<p>Recommendations to be considered by Cabinet on 14/09/10.</p> <p>Report circulated to all scrutiny panel members on 25/08/10.</p>		

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OVERVIEW AND SCRUTINY MANAGEMENT BOARD

22 SEPTEMBER 2010

REPORT OF THE ASSISTANT CHIEF EXECUTIVE ON ACTION TAKEN BY THE CHAIR/VICE-CHAIR OF THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD OR PANEL CHAIR

The following decisions taken by Cabinet Members individually and collectively from 20 July to 13 September, 2010, have been agreed as urgent in accordance with Special Urgency rules as set out in Paragraph 16, Part 6 of the Constitution.

CABINET

DATE	MIN. NO.	NAME OF MATTER	DECISION	REASON FOR URGENCY	PART I or II (background papers)
10/08/10	36	Accommodation Strategy Business Case	<u>Agreed</u> that - (1) this stage of the Accommodation Strategy is approved, i.e. vacating six satellite offices and focusing on three core office accommodation bases of Civic Centre, Windsor House and Midland House; (2) the capital investment and one-off revenue costs required to enable implementation of this stage of the strategy, is approved; (3) capital funding required is, where feasible, drawn from the council's existing investment portfolio, hence minimising	This was an urgent key decision and approval had been given by the Chair of the Overview and Scrutiny Management Board, under Paragraph 16 of the Access to Information Procedure Rules (Special Urgency), that the decision could not reasonably be deferred. To wait until September 2010 for Cabinet approval would have delayed implementation of the strategy and reduced the revenue savings achieved in 2011/12 by approximately £125,000, further increasing budgetary pressures on the Council.	II (E3)

DATE	MIN. NO.	NAME OF MATTER	DECISION	REASON FOR URGENCY	PART I or II (background papers)
			<p>further borrowing requirements;</p> <p>(4) revenue savings generated in 2011/12 are used to fund the revenue costs of exiting existing lease agreements early. Any cashflow issues in terms of timing, or net revenue shortfall in 2011/12, to be met from the council's accommodation reserve;</p> <p>(5) a corporate provision is created into which each 'invest to save' scheme is required to make future financial contributions;</p> <p>(6) from 2012/13 onwards, 10% of the revenue benefit from this invest to save scheme, (i.e. £152k per annum), is contributed to the council's corporate invest to save provision;</p> <p>(7) that the report is referred to the Overview and Scrutiny Management Board for consideration and inclusion in their work programme as appropriate.</p>		

**LOCAL DEVELOPMENT FRAMEWORK: SUSTAINABLE NEIGHBOURHOODS
DEVELOPMENT PLAN DOCUMENT - ISSUES AND PREFERRED OPTIONS
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2010**

Nature of the decision:

To seek approval for the issues and preferred options consultation for the Sustainable Neighbourhoods Development Plan Document

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

Timing of the decision? Between 16 November 2010 and 18 January 2011

Who will be consulted and how?

Persons to be consulted with:

Government Office South West

Corporate Strategy Forum

(An advance consultation process was undertaken in April and May 2009 in relation to potential Gypsy & Traveller sites which may form part of this DPD. A full process of public consultation will be undertaken once the report is approved)

Process to be used:

Meetings and discussions

Information to be considered by the decision makers:

1. Local Development Scheme (Plymouth and South Hams)
2. Local Development Framework Core Strategy (Plymouth and South Hams)
3. Consultation responses on Issues & Options report (South Hams)
4. Local Development Framework evidence base reports (Plymouth and South Hams)
5. Regional Spatial Strategy

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 1 November 2010 to -

(1) Assistant Director for Planning Services

(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 jonathan.bell@plymouth.gov.uk Tel:
(01752) 304353

**LOCAL DEVELOPMENT FRAMEWORK: PLYMOUTH URBAN FRINGES
DEVELOPMENT PLAN DOCUMENT - ISSUES & PREFERRED OPTIONS
CONSULTATION
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2010**

Nature of the decision:

To seek approval for the issues and preferred options consultation for the Plymouth Urban Fringes Development Plan Document

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

Timing of the decision? Between 16 November 2010 and 18 January 2011

Who will be consulted and how?

Persons to be consulted with:

Urban Fringe Development Plan Document Joint Member Panel
Government Office South West
Corporate Strategy Forum
City Councillors

(A full process of public consultation will be undertaken once the report is approved)

Process to be used:

Meetings and discussions

Information to be considered by the decision makers:

1. Local Development Scheme (Plymouth and South Hams)
2. Local Development Framework Core Strategy (Plymouth and South Hams)
3. Consultation responses on Issues & Options report (South Hams)
4. Local Development Framework evidence base reports (Plymouth and South Hams)
5. Regional Spatial Strategy

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 1 November 2010 to -

- (1) Assistant Director for Planning Services
- (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 jonathan.bell@plymouth.gov.uk Tel:
(01752) 304353

**LOCAL DEVELOPMENT FRAMEWORK: CONSULTATION ON DRAFT
SHOPPING CENTRES SUPPLEMENTARY PLANNING DOCUMENT
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2010**

Nature of the decision:

To seek approval for the publication of a Shopping Centres Supplementary Planning Document for consultation purposes

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

Timing of the decision? Between 16 November 2010 and 18 January 2011

Who will be consulted and how?

Persons to be consulted with:

Plymouth City Council departments

(A full public consultation process will be undertaken once report approved)

Process to be used:

Meetings, events, Local Development Framework newsletter and Limehouse consultation portal

Information to be considered by the decision makers:

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Local Development Framework evidence base reports
4. Development Guidelines Supplementary Planning Document and Design Supplementary Planning Document

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 1 November 2010 to -

(1) Assistant Director for Planning Services

(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 jonathan.bell@plymouth.gov.uk Tel:
(01752) 304353

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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: 6 September 2010

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: I

Executive Summary:

This report sets out a review of the Customers and Communities Overview and Scrutiny Panel for the first quarter of 2010/11.

Corporate Plan 2010-2013:

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 and 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 first quarter of 2010/11, incorporating meetings held on 29 March 2010, 7 June 2010 and 19 July 2010.

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;

29 March 2010 meeting –

Title	Name	Attendance (1 meeting)
Councillor (Chair)	Fox	1
Councillor (Vice Chair)	Wildy	1
Councillor	Berrow	1
Councillor	Delbridge	1
Councillor	Mrs Foster	1
Councillor	McDonald	1
Councillor	Mrs Nicolson	1
Councillor	Smith	1
Councillor	Mrs Stephens	1
Lead Officer	Pete Aley	1
Democratic Support Officer	Helen Wright	1

7 June 2010 and 19 July 2010 meetings –

Title	Name	Attendance (2 meeting)
Councillor (Chair)	Ball	2
Councillor (Vice Chair)	McDonald	2
Councillor	Mrs Beer	2
Councillor	Mrs Bragg	0
Councillor	Delbridge	1
Councillor	Martin Leaves	1
Councillor	Mrs Nicholson	2
Councillor	Smith	2
Councillor	Vincent	1
Lead Officer	Pete Aley	2
Democratic Support Officer	Helen Wright	2

- 2.4 The panel, through strategic and operational scrutiny, supports the following Cabinet Members and Council Management Team member -

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

- 2.5 The panel had a budget of £2,000 to support the scrutiny work. The panel had spent a total of £311.05 in supporting the Locality Working task and finish group in 2009/10.

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 approved its work programme for 2010/11 which focused on CIPs 1 and 4.
 - The panel continued to monitor the progress on the Plympton Library replacement. The panel expressed its disappointment that the funding from the PCT had been withdrawn and noted that alternative options were currently being investigated.
 - The panel continued to monitor the Life Centre and related projects. A further update would be provided at its 6 September meeting which would include proposals for the timetable to scrutinise the leisure management contract.

- Following the decision of the Cabinet to undertake a 12 month review of Locality Working, the panel agreed the evaluation criteria for this process.

4. On the Horizon

- 4.1 The Overview and Scrutiny Management Board approved the preparation by the Chair and lead officer of the Project Initiation Document (PID) on a Councillor Call for Action and authority to approve it was delegated to the lead officer and Chair.

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: Health and Adult Social Care Overview and Scrutiny Panel Quarterly Report

Committee: Health and Adult Social Care Overview and Scrutiny Panel

Date: 1 September 2010

CMT Member: Ian Gallin (Assistant Chief Executive)

Author: Ross Jago (Democratic Support Officer)

Contact: ross.jago@plymouth.gov.uk

Ref:

Part: Part I

Executive Summary:

This report sets out a review of the Health & Adult Social Care Overview and Scrutiny Panel incorporating the meetings of 31 March, 14 April, 9 June, 21 June and the 20 July 2010.

Corporate Plan 2010-2013:

The Health & Social Care Overview and Scrutiny Panel provides strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP3 - Independent Living
- CIP4 - Reducing inequalities
- Health performance
- Adult Social Care performance
- Commissioning

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

Adult social care is one of the Council's largest areas of revenue spend, so effective scrutiny of Health delivery plans is a key element of corporate performance management arrangements.

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:

Health & Adult Social Care Overview and Scrutiny minutes and forward plan

Sign off: N/A

CITY OF PLYMOUTH

Health and Adult Social Care Overview and Scrutiny Panel Quarterly Report**1. Introduction**

This report sets out a review of the Health and Adult Social Care Overview and Scrutiny Panel, incorporating the meetings of 31 March, 14 April, 9 June, 21 June and the 20 July 2010.

2. Scope of the Overview and Scrutiny Panel

2.1 The Health and Adult Social Care Overview and Scrutiny Panel is primarily concerned with the strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP3 - Independent Living
- CIP4 - Reducing inequalities
- Health performance
- Adult Social Care performance
- Commissioning
- Health & Adult Social Care Integration

The terms of reference have recently been revised to reflect the statutory functions of the panel and have been approved by full council. The detailed terms of reference for the panel are contained in Appendix 1.

2.2 At the meetings of the 31 March and 14 April 2010, the panel consisted of the following members and officers -

Title	Name	Attendances (2 meetings)
Councillor (Chair)	Mrs. Watkins	2
Councillor (Vice Chair)	Mrs. Aspinall	1
Councillor	Berrow	2
Councillor	Browne	2
Councillor	Delbridge	2
Councillor	Gordon	2
Councillor	Stark	2
Councillor	Kerswell	0
Councillor	Mrs Nicholson	1
Democratic Support	Katey Johns	2
Co-opted Representative – Local Involvement Network (LINK)	Chris Boote	2
Co-opted Representative PHT Non-Exec Board Member	Margaret Schwarz	1

2.3 Following the annual general meeting the panel has met three times, with two business meetings taking place and a special meeting. The panel consisted of the following members and officers –

Title	Name	Attendances (3 meetings)
Councillor (Chair)	Ricketts	3
Councillor (Vice Chair)	Coker	3
Councillor	Bowie	3
Councillor	Delbridge	3
Councillor	Gordon	2
Councillor	Mrs Nicholson	2
Councillor	Dr. Mahony	1
Councillor	Dr. Salter	2
Councillor	Viney	2
Democratic Support	Ross Jago	
Co-opted Representative – Local Involvement Network (LINK)	Chris Boote	1
Co-opted Representative PHT Non-Exec Board Member	Margaret Schwarz	2

- 2.4 The Panel, through effective strategic and operational scrutiny, supported the following cabinet members and CMT officers -

Title	Name
Cabinet Member (Adult Health & Social Care) 2009/10	Cllr. Dr. David Salter
Cabinet Member (Adult Health & Social Care) 2010/11	Cllr Monahan
Director for Community Services	Carole Burgoyne

3. Key achievements to date

- 3.1 The panel has met on five occasions since the last quarterly report was presented to the Overview and Scrutiny Management Board. Meetings have been well structured, managed efficiently and well attended by panel members. A positive contribution has been made to support an effective strategic and operational overview; in particular the following achievements have been made -

- A single item meeting on the 14 April 2010, considered a report on Maternity Services provided by Plymouth NHS Hospitals Trust. As result the Director for Public Health was requested to explore the possibility of including a number of key midwifery-related questions in the annual Health Visitor Survey, a letter in response was circulated to members of the panel on the 9 June 2010. There continue to be concerns about the extent to which priority is given to promoting breast feeding within the service.
- The panel has responded to consultation by the Centre for Public Scrutiny on draft scrutiny guidance on the involvement in the scrutiny of health commissioning and particularly to focus on health inequalities.
- A non-executive Board member from Plymouth Hospitals NHS Trust has been reconfirmed as a co-opted member to the Panel.
- The Panel received a report on infection control and have agreed to receive further yearly updates.

- Recommendations have been provided by partner agencies concerning 'Quality Accounts' documents provided by NHS Plymouth Hospitals Trust and NHS Plymouth Mental Health Services. The panel looks forward to working with NHS Plymouth and the PHNT to implement its recommendations.
- The panel has engaged with Community Services and has launched a Task and Finish group to consider three major service changes regarding the modernisation of older people's services, the fairer charging policy in adult social care and the reconfiguration of short break services for people with a learning disability.

4. On the Horizon

4.1 The panel has a programme of events / visits planned over the coming months which include –

- Visit to the Memory Clinic
- Joint visit to the Heartswell Centre with representatives from the Local Involvement Network (LINK)

4.2 Over the next year, the panel will receive reports on –

- The consultation responses received regarding the service changes proposed for the Greenfields Unit, a specialised unit accessed by people with learning disabilities.
- The new Health White Paper concerning proposals for a major reconfiguration of Health Services and changes to governance processes, including changes to the statutory functions to the health scrutiny function.
- The Dementia Strategy
- The Plymouth Hospitals NHS Trust Infection Control Update
- NHS Plymouth, Plymouth Hospitals Trust and Plymouth City Council Joint Finance and Performance Monitoring, including Local Area Agreement Performance Monitoring.

4.3 A Project Initiation Document (PID) has been approved to undertake a task and finish group on the modernisation of adult social care which will include, amongst other things–

- Reviewing the proposals regarding the modernisation of older peoples services, the fairer charging policy in adult social care and the reconfiguration of short break services for people with a learning disability.
- Members of the task and finish group will attend consultation events and visit facilities which will be effected by the proposals.
- Toward the end of the consultation period on the proposals members of the task and finish group will review the proposals in light of consultation responses received and will provide recommendations to the Overview and Scrutiny Management Board and Cabinet.

- 4.4 The Health and Adult Social Care Overview and Scrutiny Panel looks forward to a challenging year which will focus on the Health White Paper (July 2010), the public health white paper (due to be published in late 2010) and the white paper on social care reform (due to be published in 2011). The panel will consider these strategic issues alongside service changes proposed by adult social care and continue to monitor the performance of services for the people of Plymouth.

5. Recommendation

That the progress of the Health and Adult Social Care Overview and Scrutiny panel is noted by the Overview and Scrutiny Management Board.

Health and Adult Social Care Overview and Scrutiny Panel
Terms of Reference

1. To scrutinise matters relating to health and public health and to hear the views of local residents, with a view to improving health services, reducing health inequalities and improving the health of local residents.
2. To respond to consultations by local health trusts and by the Department of Health.
3. To consider whether changes proposed by local health trusts amount to a substantial variation or development and, if so, to take appropriate action including appointing members to any joint committee where the proposals cover more than one local authority's area, including undertaking all the statutory functions in accordance with Section 244, of the National Health Act 2006, regulations and guidance under that section.
4. To assist the council in the management of its contractual arrangements relating to LINKs under section 221 (1) of the Local Government and public involvement in health act and statutory instrument 2008 No. 528.
5. To scrutinise the impact of the Council's own services and of key partnerships on the health of its population.

In performing the above duties the Panel will scrutinise:-

- Arrangements made by local NHS bodies to secure hospital and community health services for the residents of Plymouth;
- The provision of family health services, personal medical services, personal dental services, pharmacy and NHS ophthalmic services;
- the public health arrangements in the area, e.g. arrangements by NHS bodies for the surveillance of, and response to, outbreaks of communicable disease or the provision of specialist health promotion services;
- the planning of health services by NHS bodies, including plans made in co-operation with local authorities, setting out a strategy for improving both the health of the local population, and the provision of health care to that population;
- The arrangements made by NHS bodies for consulting and involving patients and the public under the duty placed on them by Section 11 of the Health & Social Care Act 2001;
- Any matter referred to the Committee by a patients' forum under the NHS Reform And Health Care Professions Act 2001;
- Social care services and other related services delivered by the authority.

Policy Areas

- Adult Social Care
- Partner Organisations NHS Plymouth, NHS Plymouth Hospitals Trust, South West Ambulance Service, LINK, Strategic Health Authority and the Department of Health.

Cabinet Members

- Adult Health and Social Care

Directorate

- Public Health
- Community Services

Corporate Improvement Priorities (CIPs)

- Independent Living (CIP 3)
- Reducing Inequalities (CIP 4)

LSP Link

- Healthy theme group.

Membership

The Chair of the Panel shall serve on the Overview and Scrutiny Management Board. The Health and Adult Social Care Overview and Scrutiny Panel will be chaired by a Member of the majority political group with the vice-chair from the opposition political group. The panel can consider inviting non-voting co-opted members to join the panel, subject to the approval of management board. All Members of the panel will adhere to the general rules of overview and scrutiny.

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CITY OF PLYMOUTH

Subject: Support Services Overview and Scrutiny Panel Quarterly Report
Committee: Support Services Overview and Scrutiny Panel
Date: 2 August 2010
CMT Member: Adam Broome (Director for Corporate Support)
Ian Gallin (Assistant Chief Executive)
Author: Paul Chapman (Support Services Overview and Scrutiny Panel
Lead Officer)
Contact: paul.chapman@plymouth.gov.uk
Ref: SS-OSPQtr1-SRA
Part: Part I

Executive Summary:

This report sets out a review of the Support Services Overview and Scrutiny Panel for the first quarter of 2010/11.

Corporate Plan 2010-2013:

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

- CIP2 - Informing and involving residents
 - CIP13 - Supporting Council staff to perform better
 - CIP14 - Providing better value for money
 - The strategic and operational activities of the Chief Executives and Corporate Support Departments
-

**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:

Support Services Overview and Scrutiny minutes and forward plan

Sign off: N/A

CITY OF PLYMOUTH

Support Services Overview and Scrutiny Panel Quarterly Report

1. Introduction

- 1.1 The first quarterly report sets out a review of the Support Services Overview and Scrutiny Panel for the first quarter of 2010/11, incorporating the meetings of 3 June and 8 July 2010 respectively.

2. Scope of the Overview and Scrutiny Panel

- 2.1.1 The Support Services Overview and Scrutiny Panel is primarily concerned with the strategic scrutiny of the following Corporate Improvement Priorities and key areas:
- CIP2 - Informing and involving residents
 - CIP13 - Supporting Council staff to perform better
 - CIP14 - Providing better value for money
 - The strategic and operational activities of the Chief Executives and Corporate Support Departments
- 2.2 The detailed terms of reference for the panel are at Appendix 1 for ease of reference.
- 2.3 The panel consists of the following members and officers

Title	Name	Attendances (1 Meeting)
Councillor (Chair)	D.James	2
Councillor (Vice Chair)	M.Lowry	2
Councillor	Berrow	2
Councillor	Browne	2
Councillor	Dann	1
Councillor	Murphy	1
Councillor	Lock	1
Councillor	Stark	2
Councillor	Thompson	2
Councillor	Vincent (Substitute for Councillor Murphy)	1
Councillor	Williams (Substitute for Councillor Dann)	1
Lead Officer	Paul Chapman	2
Democratic Support	Ross Johnston	2

- 2.4 The Panel, through effective strategic and operational scrutiny, supports the following cabinet members and CMT officers:

Title	Name
Cabinet Member (Finance, Property, People and Governance)	Ian Bowyer
Cabinet Member (Customer Services)	Glenn Jordan
Cabinet Member (Performance and Transformation)	Sam Leaves
Director for Corporate Support	Adam Broome
Assistant Chief Executive	Ian Gallin

- 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 met on 2 occasions in the first quarter of 2010/11. The meeting's were well structured, managed efficiently and well attended by panel members. A positive contribution has been made to support an effective strategic and operational overview, in particular the following achievements have been made:

- The panel continues to manage and resolve it's tracking resolutions promptly.
- The panel continues to review the scope, remit and key performance measures of the three CIP's that it is responsible for scrutinising through ongoing review and scrutiny of progress against milestones and key performance measures.
- The panel has formally resolved to invite Janet Isaac, Head of Strategic Planning, University of Plymouth to take up the role of Co-opted Representative to start at the next meeting of the panel.
(This was formally agreed by the O&S Management Board at the meeting held on 28 July 2010)
- The panel has received reports on and scrutinised the following work areas:
 - **Update on CIP 14 - Value for Money**
presented by the Sustainability Unit Manager.
 - **Update on Consultation Events**
presented by the Head of Policy Performance and Partnerships.
 - **Corporate Support Overview**
presented by the Director for Corporate Support
 - **Accommodation, People's and ICT Strategies**
presented by the AD for Finance, Assets and Efficiencies, the AD for ICT, the AD for HR and Organisational Development and the Head of Capital and Assets

- The Panel recommended that:
 - The Support Services OSP be formally involved in any consultation on the bills recently announce during the Queens speech relating to policy areas within the Panel's Terms of Reference.
(This was agreed by the O&S Management Board at the meeting held on 30 June 2010 – minute 16)
 - An urgent update on the progress of locality working and the appointment of Neighbourhood Officers be presented to the O&S Management Board.
(It was agreed at the meeting of 28 July 2010 that the O&S Management Board did not require such a report)
- The Panel resolved that:
 - The Panel would receive a VFM quarterly report demonstrating how the VFM ethos was being embedded across the council.
 - Following the Accommodation, People's and ICT strategies being reviewed by Cabinet a comprehensive Managers report on the strategies identifying their risks and how they work together be submitted to a future meeting of the panel.

4. On the Horizon

4.1 Having received an overview of the CIP's, scrutinised the various support plans/strategies and received inputs on the People, Accommodation and ICT Strategies the panel has created a new draft work programme which sets out the following objectives:

- To further scrutinise the links between Accommodation, People's and ICT strategies and how they will work together.
- To receive a report on the Office/Building rationalisation as part of the Accommodation Strategy.
- To receive an update on the Appraisal review as part of the Peoples Strategy.
- To receive an update on the progress of the Corporate Transformation Programme.
- To review and monitor the progress of Member Learning and Development.
- To scrutinise the success rates and work undertaken by Legal Services.
- To review the overall Communications Plans for the Council (Internal and External).
- To scrutinise the Corporate Plan for 2011/12
- To receive further updates on the following policies as part of the Communities and Local Government agenda:
 - Environment Policy 2009/2013
 - Carbon Management Plan 2008/2013
 - Climate Change Action Plan 2009/2011
- To Review the VFM programme.

5. Recommendation

5.1 That the progress of the Support Services Overview and Scrutiny panel is noted by the Overview and Scrutiny Management Board.

Paul Chapman
Lead Officer Support Services Overview and Scrutiny Panel
2 August 2010

Support Services 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

- Business Transformation
- Finance
- ICT
- Human Resources and Organisational Development
- Democracy and Governance
- Assistant Chief Executive
- Policy and Performance
- Communications

Cabinet Members

- Finance, Property, People and Governance
- Customer Services
- Performance and Transformation

Directorate

- Chief Executive's
- Corporate Support

Corporate Improvement Priorities (CIPs)

- Involving residents (CIP 2)
- Staff performance (CIP 13)
- Value for money (CIP 14)

LSP Link

- LSP Support

Membership

The Chair of the Panel shall serve on the Overview and Scrutiny Management Board. The Support Services 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.

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CITY OF PLYMOUTH

Subject: Children and Young People Overview and Scrutiny Panel Quarterly Report

Committee: Children and Young People Overview and Scrutiny Panel

Date: 9 September 2010

CMT Member: Bronwen Lacey, Director of Services for Children and Young People

Author: Claire Cordory-Oatway, Head of Performance & Quality Services for Children and Young People

Contact: claire.cordory@plymouth.gov.uk

Part: Part I

Executive Summary:

This report sets out a review of the Children and Young People Overview and Scrutiny Panel for the first quarter of 2010/11.

Corporate Plan 2010-2013:

The Children and Young People Overview and Scrutiny Panel provides strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP7 - Keeping children safe
 - CIP8 - Improving skills and educational achievement
 - CIP9 - Developing high quality places to learn in
 - CIP 13 - Helping staff to perform better
 - CIP 14 - Proving better value for money
-

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:

Children and Young People Overview and Scrutiny minutes and forward plan

Sign off: N/A

CITY OF PLYMOUTH

Children and Young People Overview and Scrutiny Panel Quarterly Report

1. Introduction

- 1.1 This report sets out a review of the Children and Young People Overview and Scrutiny Panel for the first quarter of 2010/11 incorporating the meetings of 17 June and 15 July 2010 respectively.

2. Scope of the Overview and Scrutiny Panel

- 2.1 The Children and Young People Overview and Scrutiny Panel is primarily concerned with the strategic scrutiny of the following Corporate Improvement Priorities and key areas:
- CIP7 - Keeping children safe
 - CIP 8 - Improving skills and educational achievement
 - CIP 9 - Developing high quality places to learn in
- 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)	Wildy	2
Councillor (Vice Chair)	Stephens	1
Councillor	Delbridge	2
Councillor	Foster	2
Councillor	Haydon	2
Councillor	Nicholson	1
Councillor	Roberts	2
Councillor	Stark	2
Councillor	Tuohy	2
Statutory Co-opted rep	Vacant Post	-
Statutory Co-opted rep	Vacant Post	-
Statutory Co-opted rep	K Willis	2
Statutory Co-opted rep	M Gee (long term sick)	-
Co-opted rep	A Kearnes	-
Co-opted rep	Vacant Post	-
Co-opted rep	Vacant Post	-
Lead Officer	Claire Cordory-Oatway	1
Democratic Support	Amelia Boulter	2

- 2.4 The Panel, through effective strategic and operational scrutiny, supports the following cabinet member and CMT officer

Title	Name
Cabinet Member (Children and Young People)	Mrs Joan Watkins
Director of Services for Children and Young People	Bronwen Lacey

- 2.5 The panel has a budget of £2,000 to support the scrutiny work.
- 2.8 The panel has requested practical training in respect of finance and to attend a children services workshop.

3. Key achievements to date

The panel has now met on two occasions. Meetings have been well structured, managed efficiently and well attended by panel members. A positive contribution has been made to support an effective strategic and operational overview; in particular, the following achievements have already been made:

3.1 Co-opted representatives

The panel requested a report looking at ways the CYP OSP can engage with young people.

3.2 Visit to schools

The panel visited Riverside School and met students and staff and the scrutiny meeting took place at Lipson Community College followed by a comprehensive tour of the school.

3.3 A focus on reducing teenage conception rates in the city report.

The report went to the Overview and Scrutiny Management Board on 28 July 2010. It was report that –

- (i) the report to be commended to Cabinet;
- (ii) the Cabinet Member for Children Services to champion the report at Cabinet;
- (iii) an addendum to the report be prepared for submission to Cabinet containing background information;
- (iv) a vote of thanks be extended to all participating members, officers and witnesses;
- (v) the press be notified when the report is presented to Cabinet and press release issued;
- (vi) accurate and timely relevant statistics regarding conceptions in the city are provided by health agencies and the Chief Executive of the Primary Care Trust or their representative to be invited to a future meeting of the Overview and Scrutiny Management Board to discuss data sharing between agencies.

4. On the Horizon

The panel has set out the following topic areas on the work programme for the remainder of 2010/11:

Overview:

- School Transport
- Reviewing the Ofsted Announced Inspection Action Plan
- Employment for young people (not in education, employment or training)
- Common Assessment Framework
- CAMHS Strategy
- Review of initiatives to prevent and manage obesity in young people
- Regular updates from Corporate Parenting Group, Local Safeguarding Children's Board, Children's Trust and LSP Wise Theme Group

In addition, a task and finish group to be set up looking at young carers within the city. The task and finish group will examine how young carers in Plymouth are identified and the need to provide support and services. The group will produce a report with recommendations.

Performance:

- Performance review, including budget
- Complaints and compliments (annual report)

Strategic Policy Documents:

- Youth Justice Plan
- Children and Young People's Plan

5. Recommendation

- 5.1 That the progress of the Children and Young People Overview and Scrutiny panel is noted by the Overview and Scrutiny Management Board

Claire Cordory-Oatway
Lead Officer Children and Young People Overview and Scrutiny Panel
20 August 2010

Children and Young People Overview and Scrutiny Panel
Terms of Reference

1. To scrutinise matters relating to children and young people and to hear the views of children and young people, with a view to improving services, reducing inequalities and improving outcomes for children and young people.
2. To respond to consultations from the Department of Education and other relevant bodies.
3. To scrutinise Council services and those of key partners in respect of children and young people.

In relation to the above, the panel will be responsible for -

- on-going monitoring and evaluation of plans for children and young people;
- reviewing all policies relating to children and young people and to consider how these may be improved and developed;
- monitoring the budget and performance of the Cabinet Member, Department and partners to ensure that priorities for the area are being delivered upon;
- reviewing relevant policies with the budget and policy framework;
- considering Equality Impact Assessments against new and existing policies and plans;
- investigating local issues with a view to making recommendations on how the council and its partners can improve services for children and young people;
- making recommendations about service delivery to the Cabinet (via Overview and Scrutiny Management Board);
- reviewing and scrutinising the performance of relevant partner organisations currently –
 - Children's Trust
 - Local Safeguarding Children's Board
 - LSP Wise Theme Group
 - Corporate Parenting Group
- setting up ad hoc working groups as and when required;
- producing quarterly progress reports to the Overview and Scrutiny Management Board;
- undertaking such tasks as may be delegated to the panel by the Overview and Scrutiny Management Board;

Policy Areas

- Children and Young People's Plan
- Youth Justice Plan

Cabinet Members

- Children and Young People

Directorate

- Services for Children and Young People

Corporate Improvement Priorities (CIPs)

- Keeping Children Safe (CIP 7)
- Improving Skills and Educational Attainment (CIP 8)
- Developing High Quality Places to Learn In (CIP 9)

Membership

The Chair of the panel shall serve on the Overview and Scrutiny Management Board. The Children and Young People Overview and Scrutiny Panel will be chaired by a member of the opposition political group with the vice-chair from the majority political group. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 9 members of the panel including the Chair and the vice-chair. The vice-chair is from the opposite political group to the Chair.

Subject: Growth & Prosperity Overview and Scrutiny Panel Quarterly Report
Committee: Growth & Prosperity Overview and Scrutiny Panel
Date: 13 September 2010
CMT Member: Anthony Payne (Director for Development & Regeneration)
Author: Gill Peele (Growth & Prosperity Overview and Scrutiny Panel Lead Officer)
Contact: gill.peele@plymouth.gov.uk
Ref: GP-OSP1st qtr report 2010.11
Part: Part I

Executive Summary:

This report sets out a review of the Growth & Prosperity Overview and Scrutiny Panel for the period March 2010 to July 2010

Corporate Plan 2010-2013:

The Growth & Prosperity Overview and Scrutiny Panel provide strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP5 - Providing better and more affordable housing
 - CIP11 - Improving access to the city
 - CIP12 - Delivering Sustainable Growth
 - The strategic and operational activities of the Department for Development & Regeneration
-

**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:

Growth & Prosperity Overview and Scrutiny minutes and forward plan

Sign off: N/A

CITY OF PLYMOUTH**Growth & Prosperity Overview and Scrutiny Panel Report****March 2010 – July 2010****1. Introduction**

1.1 This report describes the work of the Growth & Prosperity Overview and Scrutiny Panel during the period March 2010 – July 2010. This includes the following meetings;

- a) Monday 22nd March 2010
- b) Monday 14th June 2010
- c) Monday 12th July 2010

2. Scope of the Overview and Scrutiny Panel

2.1 The Growth & Prosperity Overview and Scrutiny Panel are primarily concerned with the strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP5 - Providing better and more affordable housing
- CIP11 - Improving access to the city
- CIP12 - Delivering Sustainable Growth
- The strategic and operational activities of the Department for Development & Regeneration

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

2.3 As this report covers meetings held during two municipal years, the tables below show the membership and attendance of the panel separately.

March 2010	Name	Attendance
Councillor (Chair)	D.Viney	1
Councillor (Vice Chair)	M.Coker	1
Councillor	R.Ball	1
Councillor	M.King	0
Councillor	Martin Leaves	0
Councillor	D.Reynolds	1
Councillor	B. Roberts	1
Councillor	Mrs J.Nelder	0
Councillor	G.Wheeler	1
Councillor (substitute)	N.Wildy	1
Councillor (substitute)	Mrs P Nicholson	1
Lead Officer	G.Peele	1
Democratic Support	H.Rickman	1

June / July 2010	Name	Attendance (2 meetings)
Councillor (Chair)	P.Nicholson	2
Councillor (Vice Chair)	Mrs J.Nelder	2
Councillor	B. Roberts	2
Councillor	K. Foster	2
Councillor (substitute)	Beer	1
Councillor (substitute)	Browne	1
Councillor	Martin Leaves	1
Councillor	Mrs S.Stephens	1
Councillor	P. Berrow	2
Councillor	M. Wright	2
Councillor	G. Wheeler	2
Lead Officer	G.Peele	2
Democratic Support	H.Rickman	2

Task and Finish Groups did not meet during the period of this report.

- 2.4 The Panel, through effective strategic and operational scrutiny, supports the following cabinet members and CMT officers

Title	Name
Cabinet Member (Planning, Strategic Housing & Economic Development)	Ted Fry
Cabinet Member (Transport)	Kevin Wiggins
Director for Development & Regeneration	Anthony Payne

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

3. Key achievements during this period

3.1 March 2010

- Growth & Regeneration for the city

This meeting focussed on understanding the priorities for the Development & Regeneration Department and what is needed to turn strategic planning of the Growth agenda for the city into the delivery of the vision. The new Director of Development & Regeneration gave a presentation on how the department has been restructured to help drive forward and support the delivery of growth & regeneration, and provided information on the previous years inward investment and successes. The panel considered and supported proposals for new governance arrangements, which are needed to achieve more efficient and effective coordination with partners both across the city and sub region. However the panel recommended that criteria be set for effective measurement of success and that an update and progress report against each programme Board is provided at a future meeting in the 2010/2011 work programme.

- Accessibility Planning

The panel scrutinised progress with the implementation of Accessibility Action Plans for Derriford Hospital and Young People. Although the panel were please that the Derriford

AAP has been adopted it expressed concern that work in support of the young people AAP had not progressed as far. It was agreed that a further review of Accessibility Planning take place in the new municipal year.

. 3.2. June / July 2010

- Hoe Foreshore Maintenance

A task and finish group had been actively meeting on site visits during the municipal year 2009/2010 to review the health & safety improvement works being carried out on the Hoe foreshore. As it was not possible to arrange a final meeting with the task and finish panel members during Mach 20210, the panel arranged for officers to present a final report and risk assessment to evidence that improvements carried out have reduced the health & safety risk rating to amber from red, as required by the Audit Committee.

- Growth & Regeneration for the city

Due to the changes in the panel membership, the first meeting of the new municipal year the panel focussed again on the Growth & Regeneration priorities and the key challenges namely; to deliver the Local Economic Strategy, Local Transport Plan 3 and to develop a fit for purpose Strategic Housing service to improve the quality of private sector housing and to increase the supply and mix of housing and regeneration of key neighbourhoods. This briefing provided a firm base from which the panel were able to plan their work programme effectively.

- Economic growth

The Chair of LSP Wealthy theme group attended and discussed the planned new approach for the Wealthy theme group to become private sector led and delivery focussed, and that meetings would be based around the delivery of the five Local Economic Strategy themes; Skills, Business, centres, Participation and Leadership. It was agreed that minutes of WTG meetings be circulated and that the work programme will include an update on the themed action plans in the autumn. The panel will then consider any specific area of work or theme that they feel requires closer scrutiny.

- Port of Plymouth Study

The panel requested that officers provide an update on the Port of Plymouth Study, which was to provide an evidence base for a port master plan, the Local Development Framework, Core Strategy review, the Local Economic Strategy review and the Local Transport Plan 3 .The members were keen to know how far this study had got. The panel considered the SWOT analysis and the possible next steps with an appreciation that targeted diversification or major step change / reuse of waterfront land are preferred by stakeholders. An update report was requested during the year.

- Private Sector Housing : Peer Challenge

This was the first of the service reviews provided by Strategic Housing and was centred on the Improvement Plan completed following an Idea peer challenge review. The panel requested that the officers report back on progress against the Improvement Plan and plans for 2011/2012 later in the work programme.

- Plymouth Community Homes

The panel hosted an all member event to receive a progress report on Plymouth Community Homes, as part of the agreement at transfer. The panel were satisfied at this stage post transfer but look forward to hosting and receiving a further update report in November 2010. The panel will be particularly interested in the Government funding commitments and how Plymouth Community Homes plan to improve opportunities for resident involvement and scrutiny.

- Task and Finish groups

Task and Finish groups have been established for reviews of Highways Maintenance and Events Management & Road Closure Charging Policy. Meetings will take place from August onwards.

4. On the Horizon

- 4.1 The work programme has been agreed in principle but the actual content needs to be flexible depending upon the impact of future announcements on Government funding. The panel will continue to maintain an oversight of progress on long term growth targets/projects, but are specifically interested in maximising revenue opportunities and the emerging role of the new Economic Development service. The panel receive a briefing note from officers at each meeting explaining the impact of the Government policies and will be wishing to understand how the Local Enterprise Partnerships will set alongside the proposed new governance arrangements for the Growth & Regeneration agenda.

5. Recommendation

- 5.1 That the progress of the Growth & Prosperity Overview and Scrutiny panel is noted by the Overview and Scrutiny Management Board

Gill Peele

Lead Officer Growth & Prosperity Overview and Scrutiny Panel

23rd Aug 2010

Growth & Prosperity Overview and Scrutiny Panel

Terms of Reference

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

Cabinet Members

- Transport
- Safer and Stronger Communities (until Housing Stock Transfer)
- Planning, Strategic Housing and Economic Development
- Customers Services (Street Scene, Waste and Sustainability) formally Street Scene, Waste and Sustainability

Directorate

- Development and Regeneration
- Planning
- Transport
- Strategic Housing
- Economic Development
- Sustainability and Climate Change

Corporate Improvement Priorities (CIPs)

- Better Homes (CIP 5)
- Waste and Recycling (CIP 10) (This is first part only, i.e. long term waste disposal solution)
- Transport (CIP 11)
- Sustainable Growth (CIP 12)

LSP Link

- Wealthy Theme Group

CITY OF PLYMOUTH

Subject: Overview & Scrutiny Management Board Quarterly Scrutiny Report
Committee: Overview & Scrutiny Management Board
Date: 22 September 2010
CMT Member: Ian Gallin (Assistant Chief Executive)
Author: Giles Perritt, Head of Policy, Performance and Partnerships
Contact: giles.perritt@plymouth.gov.uk
Ref:
Part: Part I

Executive Summary:

This report sets out a review of the performance of the Overview and Scrutiny Management Board for the period April to July 2010

Corporate Plan 2009-2012:

The Overview and Scrutiny Management Board provides management of strategic scrutiny of all Corporate Improvement Priorities and is the lead scrutiny body for the Corporate Plan. The Management Board has scrutinised the Plymouth Report and made recommendations with respect to revised priorities for the Council and City during the period of this report.

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

The Management Board has scrutinised the revenue and capital budgets, and Corporate Improvement Priorities relating to the above during the period of this report.

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

As above

Recommendations & Reasons for recommended action:

That the report is noted

Alternative options considered and reasons for recommended action:

N/A

Background papers:

Overview and Scrutiny Management Board minutes, reports and work programme relating to meetings of 30 June and 28 July 2010.

CITY OF PLYMOUTH

Overview & Scrutiny Management Board Quarterly Report**1. Introduction**

- 1.1 This report sets out a review of the Overview and Scrutiny Management Board for the second quarter of 2010, incorporating the meetings of 30 June and 28 July 2010.

2. Scope of the Overview and Scrutiny Management Board

- 2.1 The membership of the Overview and Scrutiny Management Board changed following the Council meeting of 21 May 2010, reflecting changes in the membership of Overview and Scrutiny Panels. Cllr David James retained the Chair, and Douglas Fletcher was re-confirmed as a co-opted member.
- 2.2 The detailed terms of reference for the O & S Management Board are contained within the Council's Constitution. Principal revisions to the Terms of Reference of the Board, which were agreed at the meeting of 28 July and confirmed at the Council meeting of 2 August included greater clarity about the role of members of the panel who do not chair scrutiny panels.
- 2.3 The O & S Management Board consists of the following members and officers

Title	Name	Attendance (2 meetings)
Councillor (Chair)	D.James	2
Councillor (Vice Chair)	Ball	2
Councillor	Browne	2
Councillor	Patrick Nicholson	2
Councillor	Ricketts	2
Councillor	Stevens	2
Councillor	Thompson	2
Councillor	Wildy	2
Councillor	Williams	2
Co-opted representative	D Fletcher	2
Lead Officer	Giles Perritt	2
Democratic Support	Katey Johns	1 (of 1)

- 2.4 The Panel, through its strategic management of the Council's scrutiny function, including monitoring of finance and performance, focuses on the role of the following Cabinet Members and CMT officers:

Title	Name
Cabinet Member (Finance, Property, People and Governance)	Cllr. Ian Bowyer
Cabinet Member (Performance and Transformation)	Cllr. Sam Leaves
Director for Corporate Support	Adam Broome
Chief Executive	Barry Keel
Leader of the Council	Cllr Mrs Pengelly

3. Key achievements during the last quarter

The last quarterly report for the board set the following targets for the Board:

3.1 Ensuring that the recommendations from the Management Board of 15 and 17 February are implemented effectively

The Board has delegated responsibility for tracking progress against recommendations from the Board to the appropriate panels. A report giving a progress update against all the recommendations will be presented by the Chief Executive and Deputy Leader at the September meeting of the Board, following a recommendation made at the meeting of 30 June.

3.2 Ensuring appropriate arrangements are in place to ensure the continuity of the scrutiny function following local elections in May 2010

Cllr David James retained the role of Chair into the new municipal year. Cllrs Wildy and Thompson and Douglas Fletcher continued to serve from last year's membership, which has provided continuity for the panel. Effective handover arrangements were in place for new chairs.

3.3 Outstanding actions regarding press coverage and Comprehensive Area Assessment overview and scrutiny activity are taken forward

Press briefings prior to panel meetings have been developed, and there continues to be coverage of higher profile scrutiny business, particularly around the work of the Health and Social Care panel.

Following the election, the government announced the abolition of the Comprehensive Area Assessment (CAA) regime. The panel considered the Plymouth Report at its meeting of 28 July, which contained a summary of the key judgements from the CAA report of December 2009. Responses to these will be incorporated into the revised Corporate Plan for consideration by the Board in January 2011.

3.6 In addition to the above, the Overview and Scrutiny Management Board made a series of recommendations to Cabinet regarding corporate and city priorities following its consideration of the Plymouth Report on 28 July. At its meeting of 14 September, the Cabinet broadly endorsed the recommendations made by the Board.

4. On the Horizon

- Ensuring that scrutiny and partnership governance arrangements reflect the changing local, regional and national policy agenda of the new government
- Ensuring that appropriate arrangements are in place to ensure effective engagement over the revised Corporate Plan and budget setting arrangements
- That the performance management framework continues to develop to reflect national policy changes

5. Recommendation

5.1 That the progress of the Overview and Scrutiny Management Board be noted.

Giles Perrit, Head of Policy, Performance and Partnerships
Lead Officer Overview and Scrutiny Management Board
September 2010

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OVERVIEW AND SCRUTINY MANAGEMENT BOARD

22 SEPTEMBER, 2010

RECOMMENDATIONS

Date/min number	Resolution / Recommendation	Explanation / Minute	Response
Cabinet			
10/08/10 36	Accommodation Strategy Business Case <u>Agreed that -</u> (7) the report is referred to the Overview and Scrutiny Management Board for consideration and inclusion in their work programme as appropriate.	The Director for Corporate Support submitted a written report. This was an urgent key decision and approval had been given by the Chair of the Overview and Scrutiny Management Board, under Paragraph 16 of the Access to Information Procedure Rules (Special Urgency), that the decision could not reasonably be deferred. To wait until September 2010 for Cabinet approval would have delayed implementation of the strategy and reduced the revenue savings achieved in 2011/12 by approximately £125,000, further increasing budgetary pressures on the Council.	
Customers and Communities			
06/09/10 30	Reporting of Police Authority Meetings <u>Recommended</u> to the Overview and Scrutiny Management Board that the reporting of the Police Authority meetings (Chief Constables' report) is included on the panel's work programme.	A proposal had been put forward for the panel to receive formal feedback from the Police Authority meetings. It was suggested that the new format of the Chief Constable's report which focused on the major relevant strategic issues was submitted to the panel.	

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Customers and Communities Overview and Scrutiny Panel

Work Programme 2010/11

Topics	J	J	A	S	O	N	D	J	F	M	A
Life Centre and Related Projects (including Management Contract) – Updates/Scrutiny		19		6		15		17		14	
Plymouth's Sports Facility Strategy (Update)											
Licensing Act (including Cumulative Impact Policy – Review 2011(<i>Task and Finish Group</i>))					18						
Localities Working (12 Month Review) (<i>Position Statement 3 Months</i>)		19				15				14	
Quarterly Scrutiny Reports (<i>Written Report</i>)				6				17			
Sex Establishment Policy											
Public Confidence in Tackling Crime and Disorder											
Assisted Waste Collection											
Allotments						15					
Plympton Library Replacement – Update (<i>Written Report</i>)		19									
Election Annual Review – Update (<i>Written Report</i>)						15					
Councillor Call for Action Took Kit – Update (<i>Written Report</i>)											
Councillor Call for Action – Anti Social Behaviour in Compton Vale (<i>Task and Finish Group</i>)											
Safe and Strong Theme Group – Update (Minutes)						15		17		14	
Reporting of Police Authority Meetings (Chief Constable Report)*						15					

Topics	J	J	A	S	O	N	D	J	F	M	A
Joint Finance and Performance Monitoring including LAA Performance Monitoring (subject to the Overview and Scrutiny Management Board referring issues to the Panel)											
Monitor CIPs that the Panel is responsible for – CIP 1 (improve customer satisfaction by providing services designed around customer needs) CIP 6 – (to enhance the quality of life of Plymouth residents by widened and improved opportunities to participate in cultural and leisure activities)											

* Awaiting approval by the Overview and Scrutiny Management Board to include this item on the panel's work programme.

Work Programme 20010/11

[illegible]

[illegible]

Health and Adult Social Care Overview and Scrutiny Panel

[illegible]

[illegible]

Children and Young People's Overview and Scrutiny Panel Work Programme 2010/11

Topics		J	J	A	S	O	N	D	J	F	M	A	M
Joint Finance and Performance monitoring including LAA performance monitoring		17			9	7 (P)	11		6	24		14 (P)	
Update on allocation of School Places			15										
Visit to a primary and secondary school			15										
OFSTED Announced Inspection - Action Plan					9								
Common Assessment Framework					9								
Task and Finish Group - Provision and Support for Young Carers													
Employment for Young People (NEETs)													
CAMHS Strategy (written report)									6				
Review of initiatives to prevent and manage obesity in young people									6				
Equalities									6				
Adult and Community Learning													
Performance Review (including budget)	Children Services Locality Working					7 PR	11 LOC						
School Transport					9								

Topics	J	J	A	S	O	N	D	J	F	M	A	M
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School Building/Capital Programme		15										
Youth Justice Plan						11						
Local Democracy Week (Report of last event)						11						
Legislative Changes		15		9		11		6				
Eperform Training												
Quarterly Scrutiny Reports				9								
Update from Children's Trust				9								
Update from Corporate Parenting Group	Recruitment and Retention of Foster Carers			9		11		6	24			
Update from Local Safeguarding Children's Board				9		11		6	24			
Update from relevant LSP Theme Groups				9		11		6	24			
Development Session for panel members					7							



Growth and Prosperity Overview and Scrutiny

Work Programme 2010/11

Work programme	J	J	A	S	O	N	D	J	F	M	A
Growth & Regeneration											
Director briefing on priorities and delivery programmes	14										
Written update on Government Policy changes		12		13	18	8		10		7	4
Review of Sub regional Growth Governance arrangements and Programme Board delivery plans								10			
Local Investment Plan											
Strategic Housing											
Private Sector Housing Peer Review – Improvement Plan		12									
Twice Yearly Plymouth Community Homes – progress report on delivery of transfer promises.(GPOSP host presentation to all members of the council)		12				8					
Economic Development											
LSP Wealthy theme group minutes and updated themed action plans	14			13	18			10		7	
Transport & Highways											
LTP3 (15year Strategy and 3yr Implementation plan)				13							

[illegible]

Work programme	J	J	A	S	O	N	D	J	F	M	A
Commercial Property Asset Management Strategy											
Plymouth City Development Company (referred from Budget Scrutiny Panel)											
Joint Finance and Performance Monitoring including LAA Performance Monitoring (subject to the Overview and Scrutiny Management Board referring issues to the Panel)											
Monitor CIPs that the Panel is responsible for – CIP 5 (Providing better and more affordable housing) CIP 10 (Disposing of waste and increasing recycling) CIP 11 (Improving access across the city) CIP 12 (Delivering sustainable growth)		12 21 12		13		8		10			
Quarterly Scrutiny Reports											
Task and Finish Groups (brought forward)											
Highways Maintenance				tba	tba						
Community Events and Road Closure Policy			26	20							
Driving Speeds on the Hoe (held pending Councillor Call for Action)											
South West Devon Waste Partnership (Joint Scrutiny Review)			16 18								

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Work Programme 2010/11

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Request for Scrutiny Work Programme Item

1	Title of Work Programme Item	Anti – Social Behaviour (ASB) in Compton Vale
2	Responsible Director (s)	Carole Burgoyne, Director for Community Services
3	Responsible Officer	Pete Aley, Assistant Director for Safer Communities
	Tel No.	304321
4	Relevant Cabinet Member(s)	Cllr Peter Brookshaw, Cabinet member for Community Services (Safer Stronger Community & Leisure, Culture & Sport)
5	Aim	To make recommendations to minimise ASB (including object-throwing, fly-tipping and vandalism) in Compton Vale
6	Objectives	<ul style="list-style-type: none"> • Identify outstanding issues with regard to ASB in Compton Vale • Explore potential solutions and their viability • Examine progress and any barriers previously encountered • Make recommendations for solutions and any lessons learned.
7	Benefits	<p>Scrutiny will allow examination of the problems together with barriers encountered and help identify the viability of potential solutions.</p> <p>Lessons learned may also be of use in other areas of Plymouth.</p>

8	Beneficiaries	<ul style="list-style-type: none"> Residents of, and visitors to, Compton Vale Ward Councillors Cabinet Council officers responsible for ASB Relevant Neighbourhood Liaison Officers and Locality Managers Police PCH 		
9	Criteria for Choosing Topics	The Overview and Scrutiny Management Board has identified this issue as outstanding and suitable for a Task and Finish Group.		
10	Scope	The scope is confined to ASB in Compton Vale and any associated lessons which may offer a model to, or have wider benefits for, other areas.		
11	Exclusions	<ul style="list-style-type: none"> ASB in general and at other sites in Plymouth Potential solutions which are likely to be unviable e.g. due to cost. 		
12	Timescales and Interdependences	Milestones	Target Date for Achievement	Responsible Officer
		6 September 2010 Customers and Communities OSP (Confirm Membership) 4 – 15 October 2010 Task and Finish Group 9 November 2010 CMT 30 November 2010 Cabinet Planning 14 December 2010 - Cabinet	December 2010	Sue Warren
	Programme Dates	December 2010		
13	Links to other projects or initiatives / plans	N/A		

14	Relevant Overview and Scrutiny Panel	Customer and Communities OSP Membership TBC
15	Lead Officer for Panel	Sue Warren, Partnership Crime Reduction Officer
16	Reporting arrangements	Customer & Communities OSP 15/11/2010 O&S Management Board 24/11/2010 Cabinet 14/12/2010
13	Resources	ASB, Safer Communities, & Democratic Support staff
14	Budget implications	Staff time
15	Risk analysis	The issue has been outstanding for some time and not raising its profile could mean further delays in resolutions.
16	Project Plan / Actions	Recommendations for action to be prepared by the Task and Finish Group.

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Request for Scrutiny Work Programme Item

1	Title of Work Programme Item	Young Carers in Plymouth
2	Responsible Director (s)	Bronwen Lacey, Director of Services for Children and Young People
3	Responsible Officer Tel No.	Mairead McNeil, Assistant Director
4	Relevant Cabinet Member(s)	Councillor Mrs Watkins, Cabinet Member for Children and Young People
5	Aim	To examine the way young carers in Plymouth are identified and how the need to provide support and services are met.
6	Objectives	<p>To review the relevant part of the Carers Strategy.</p> <p>To ascertain how effective current strategies are in identifying young carers.</p> <p>Review the provision of support and services provided.</p> <p>How effective is multi-agency working in identifying support for young carers in the city.</p> <p>To consider what can be done to improve identification and support for carers.</p>
7	Benefits	To raise awareness of the existence of young carers and their needs. To help to foster multi-agency working.
8	Beneficiaries	<p>Young carers in the city of Plymouth.</p> <p>Families of young carers.</p> <p>Plymouth City Council and its partners.</p>

9	Criteria for Choosing Topics	Item on the Children and Young People Overview and Scrutiny work programme.		
10	Scope	Definition – A young carer or young caregiver is a child or young person (up to the age of 18 or in some programs 25) whose life is affected by looking after someone with a disability or a long-term illness		
11	Exclusions			
12	Programme Dates	Task and finish to take place over 2 days in October 2010.		
	Timescales and Interdependences	Milestones	Target Date for Achievement	Responsible Officer
13	Links to other projects or initiatives / plans	Health and Adult Social Care Overview and Scrutiny Panel Task and Finish Group on Modernisation of Adult Social Care – TBC		
14	Relevant Overview and Scrutiny Panel / Membership if Task and Finish Group	Children and Young People Overview and Scrutiny Panel Health and Adult Social Care Overview and Scrutiny Panel		
15	Lead Officer for Panel	Claire Cordory-Oatway		
16	Reporting arrangements	Children and Young People Overview and Scrutiny Panel Overview and Scrutiny Management Board Cabinet		
13	Resources	Staff time and witnesses		
14	Budget implications	Minimal		
15	Risk analysis	Young carers not receiving support and services.		
16	Project Plan / Actions	Project plan to be prepared by the panel in consultation with relevant partner agencies.		