

Cabinet

Tuesday 13 September 2011

PRESENT:

Councillor Mrs Pengelly, in the Chair.

Councillor Fry, Vice Chair.

Councillors Ball, Bowyer, Jordan, Michael Leaves, Sam Leaves, Monahan, Ricketts and Wigans.

Also in attendance: Barry Keel (Chief Executive), Adam Broome (Director for Corporate Support), Carole Burgoyne (Director for Community Services), Bronwen Lacey (Director of Services for Children and Young People), Anthony Payne (Director for Development and Regeneration), Ian Gallin (Assistant Chief Executive), Mark Grimley (Assistant Director for Human Resources and Organisational Development), Peter Aley (Assistant Director for Safer Communities), Jayne Donovan (Assistant Director for Environmental Services), Peter Honeywell (Transformational Change Programme Manager), Clive Perkin (Assistant Director for Transport) and William Woyka (Chief Executive, Routeways) .

The meeting started at 4.00 pm and finished at 4.30 pm.

Note: At a future meeting, the Cabinet 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.

46. **DECLARATIONS OF INTEREST**

There were no declarations of interest in accordance with the code of conduct from councillors in relation to items under consideration at this meeting.

47. **MINUTES**

Agreed that the minutes of the meeting held on 23 August 2011 are confirmed as a correct record.

48. **QUESTIONS FROM THE PUBLIC**

There were no questions from the public for this meeting.

49. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

SCRUTINY REPORTS

50. Localities and Neighbourhood Working Review

The Director for Community Services submitted a written report on the recommendations of the Overview and Scrutiny Management Board Task and Finish Group, and recommended acceptance of the proposals subject to the comments contained in the written report.

Councillor Jordan (Cabinet Member for Community Services (Safer and Stronger Communities and Leisure, Culture and Sport) presented the proposals which had been drawn up in consultation with partners.

Councillor James (Chair of the Overview and Scrutiny Management Board and the Task and Finish Group) presented the scrutiny report on localities and neighbourhood working review, which had been approved by the Overview and Scrutiny Management Board.

Agreed that –

- (1) subject to work undertaken by Strategic Housing Services in priority neighbourhoods being continued to be known as ‘neighbourhood management’, locality and neighbourhood working is renamed ‘neighbourhood working’ (Task and Finish Group Recommendation (R1);
- (2) best practice protocols regarding neighbourhood meeting arrangements are produced and shared amongst Neighbourhood Liaison Officers (NLO) and newly designated Senior Management Team members, with a view to promoting, implementing and monitoring consistent high quality arrangements. This would include flexibility over meetings to allow joint neighbourhood meetings up to ward level (only) if agreed locally (R3);
- (3) the role and identity of members are included in publicity regarding neighbourhood meetings (R4);
- (4) NLO roles are reviewed to ensure that skill sets of individuals match the demands of the job and specific training needs analysis is carried out to ensure training and development is available where needed. Line managers of NLOs will include the role within the NLO’s personal objectives, and will seek feedback from councillors at appraisal. NLO’s and their line managers will ensure that the role is integral to, rather than in addition to their work programme, and that adequate support is available to assist them in the role (R5);
- (5) analysis of repeat issues in neighbourhoods, and of complaints is undertaken to ensure that the necessary learning is taking place. This practice will be included in best practice protocols for neighbourhood working (R7);

- (6) a review is undertaken by the Customers and Communities Overview and Scrutiny Panel and a report submitted to the Overview and Scrutiny Management Board with respect to the role of community infrastructure and community anchor organisations in supporting neighbourhood working and combine with decision (8) below (R8);
- (7) neighbourhood profiles are reviewed and updated in line with the findings and recommendations of this review (R11);
- (8) a review is undertaken of communication methods around neighbourhood working, with recommendations back to the Customers and Communities Overview and Scrutiny Panel and combine with decision (6) above (R12);
- (9) with regard to R14 that a review of these arrangements is carried out as a Task and Finish Group in July 2012, it is suggested to the Overview and Scrutiny Management Board that the review is held later to allow a full 12 months of implementation under the new arrangements;
- (10) the Management Board's request that in order to better inform the next review, the cost in officer time attributed to localities working between now and then should be recorded, is accepted.

50a Localities and Neighbourhood Working Review - recommendations to the City Council

Further to minute 50 above,

Agreed that the City Council is Recommended to –

- (1) discontinue Locality Teams, set up as part of Locality and Neighbourhood Working arrangements in February 2010 and rescind the lead ward councillor decision. A member of the Council's Senior Management Team (SMT) should be nominated for each ward within the city, with designated duties with respect to support for ward councillors and neighbourhood working, subject to the SMT Members' role being to support and guide Neighbourhood Liaison Officers and not overlap their role (R2);
- (2) commend revised arrangements to Plymouth 2020 partnership and, subject to agreement, to publicise to and brief relevant stakeholders from all agencies and residents (R6);
- (3) subject to Health and Wellbeing Board arrangements being confirmed, the Shadow Health and Wellbeing Board takes responsibility for ensuring that neighbourhood level interaction takes place with key health agencies (R9);

- (4) plans are put in place to adopt the proposed boundary changes set out in the overview report (Appendix A and Figure 1 in the officer's report refers) (R10);
- (5) the Constitution is updated to reflect revised member and officer accountability arrangements for neighbourhoods and wards (R13).

51. **Unaccompanied Asylum Seeking Children and Young People in Care**

The Director of Services for Children and Young People submitted a written report on the recommendations of the Children and Young People Overview and Scrutiny Panel, through the Task and Finish Group, and recommended acceptance of the proposals. An action plan was also submitted to take forward the recommendations.

Councillor Sam Leaves (Cabinet Member for Children and Young People) introduced the proposals and thanked the Task and Finish Group for their work.

Councillor Wildy (Chair of the Children and Young People Overview and Scrutiny Panel Task and Finish Group) referred to the scrutiny report on unaccompanied asylum seeking children and young people in care, which had been approved by the Overview and Scrutiny Management Board, and made reference, in particular, to recommendation 6 in the Cabinet report. She advised Cabinet Members that, on rereading the recommendation, she felt that it could be misinterpreted if it was taken out of context and that it was necessary to read the text in the scrutiny report. She commended the action plan to Cabinet Members and looked forward to regular updates to the Corporate Parenting Group. She also thanked Councillor Sam Leaves for her support.

The Chair also thanked Councillors James and Wildy and the members of the task and finish groups for their work and recommendations.

Agreed that –

- (1) a protocol is established for facilitating the participation of groups of young people and adults, in member-led meetings, to aid communication, eg more use should be made of the corporate parenting leaflet;
- (2) Plymouth City Council more widely disseminates the existing policy and procedure to all sections of the children's workforce and store these documents in a way that facilitates ready access;
- (3) a review is conducted of the range of services for unaccompanied asylum seeking children, including services provided by Youth Services, those funded by the Social Inclusion Unit and any services provided by partners;

- (4) the Director of Services for Children and Young People establishes closer working arrangements between children's social care and other elements of the children's workforce that work with unaccompanied asylum seeking children, to meet the needs of unaccompanied asylum seeking children;
- (5) the Director of Services for Children and Young People improves training and understanding of unaccompanied asylum seeking children and asylum seekers and refugees' issues for staff working with these groups;
- (6) the Director of Services for Children and Young People clarifies and makes explicit professional boundaries between individual workers and unaccompanied asylum seeking children, to be monitored through supervision;
- (7) a report is prepared on how professionals across the Children and Young People's Trust work together to support the health and wellbeing of unaccompanied asylum seeking children, including where there are concerns;
- (8) the Corporate Parenting Group regularly monitors outcomes for unaccompanied asylum seeking children;
- (9) the action plan is implemented and that the Corporate Parenting Group receives regular reports on this area of work.

52.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD RECOMMENDATIONS OF 27 JULY 2011

A report was submitted on five recommendations made by the Overview and Scrutiny Management Board on 27 June 2011 and the officers' proposals in response to the recommendations on -

- monthly budget updates;
- the localism agenda;
- school academy transfers;
- the Sex Establishment Licensing Policy; and
- localities and neighbourhood working.

Councillor James (Chair of the Overview and Scrutiny Management Board) indicated that monthly budget updates were requested because, by the time scrutiny received the quarterly updates, the information was three months in arrears.

Agreed that –

- (1) the Overview and Scrutiny Management Board (OSMB) continues to receive the full quarterly Performance and Finance Monitoring Reports and extracts from the report will be submitted to City Council meetings;

- (2) Cabinet supports the need for Member briefings and seminars on new legislation and will instruct officers to take this work forward jointly between OSMB and relevant Portfolio Holders starting with a Member seminar on the Localism Bill;
- (3) the OSMB recommendation on school academy transfers is noted and Cabinet requests a financial report, outlining the risks of schools not buying into council services, as part of the budget report;
- (4) the OSMB is advised that the officer report on the Sex Establishment Licensing Policy document, to be considered by Cabinet on 15 November 2011, will address the recommendations of the scrutiny panel.

53. **WASTE AND RECYCLING IMPROVEMENTS**

The Assistant Chief Executive submitted a written report on proposals to improve the recycling and waste collection performance for the Council, including proposals -

- (a) to collect glass within the existing green bins for all customers in the city, in order to ensure that the Council met its obligations to Defra for the PFI credits supporting the Energy from Waste Plant;
- (b) for the introduction of a pilot glass recycling scheme for one of the existing collection rounds prior to rolling it out across the city;
- (c) for changes to the garden waste collection service to help to raise the recycling rates further and ensure consistent coverage across the city;
- (d) for changes to the way vehicles supporting the service were paid for, to reduce overall costs and maintain service reliability;
- (e) to review the depots used by the Council across the City once the Energy from Waste planning decision was made;
- (f) to establish a programme to deliver the changes, overseen by an Executive Group (with Member representation).

Cabinet Members were also advised that further reports would be submitted on the expenditure and other resource implications associated with the strategic Materials Recycling Facility replacement project, vehicles and depots.

Councillor Michael Leaves (Cabinet Member for Community Services (Street Scene, Waste and Sustainability)) congratulated the officers on the progress achieved to date and commended the proposals to Cabinet.

The Chair also drew the attention of Cabinet Members to the confidential report referred to in minute 59 below.

Agreed that –

- (1) the plans to deliver a kerb side glass recycling service across the city by April 2014 are endorsed, subject to a further report and Council approval of the change to the capital programme;
- (2) it is noted that officers will conduct a soft market testing for the options around a replacement Materials Recycling Facility;
- (3) the plans to deliver a pilot operation for kerb side glass collection by September 2012, are approved;
- (4) approval is given to the plans to extend garden waste collection on a trial basis for November 2011 and to extend the service coverage for the remaining 19,500 properties in the city, by April 2012, that have gardens;
- (5) approval is given to the Environmental Services Programme Governance Terms of Reference (Appendix 3) and delegation of authority as set out at Appendix 3 paragraph 4.3 to the officer who is the Chair of the Executive Group to allow the programme to progress at the required pace, in order to meet the timetable outlined in the report;
- (6) it is noted that the Executive Group for the programme will commission and deliver a communication plan for customers and media to support the implementation of these changes.

54. **REFURBISHMENT OF ARMADA WAY TOILETS**

The Director for Community Services and Assistant Chief Executive submitted a written report on proposals to refurbish the public toilets in Armada Way, and introduce a 20p charge for use.

The report indicated that -

- (a) the Armada Way toilets were the busiest public toilets in Plymouth, situated in the heart of the retail centre, used by visitors and residents;
- (b) the additional capital investment of £500k would add a further requirement to capital receipts for funding;
- (c) the proposals would add an ongoing budget pressure of £235k each year and would impact on the approved delivery plans to achieve savings;
- (d) the proposals would provide for an additional full time employee to support cleaning and maintenance at the toilets.

Councillor Michael Leaves (Cabinet Member for Community Services (Street Scene, Waste and Sustainability)) presented the proposals and indicated that it was important to start investing in improvements to toilets.

Cabinet Members indicated that the charges for toilets were more expensive in other parts of the country and that this proposal would comply with disability requirements and would be accessible to those with pushchairs, buggies etc.

Agreed that –

- (1) subject to Council approval of the change to the capital programme, approval is given to the refurbishment of the Armada Way toilets and the introduction of a charge of 20p for use;
- (2) a review takes place six months after the introduction of charging for use, to inform a review of the other toilets;
- (3) the City Council is Recommended to approve the change required to the capital programme.

55. **SAFEGUARDING CHILDREN CORPORATE POLICY**

The Director of Services for Children and Young People submitted a written report on the proposed Safeguarding Children Corporate Policy, which combined with the associated procedures, would provide guidance to all elected members and employees who may come across safeguarding concerns within the context of their work for the Council.

Councillor Sam Leaves (Cabinet Member for Children and Young People) indicated that the proposals updated and brought together all the existing policies.

The Director of Services for Children and Young People and her team were congratulated on their work as Cabinet Members were now more confident about safeguarding children than in previous years.

Agreed that the Safeguarding Children Corporate Policy is approved.

56. **CHILD POVERTY ACTION PLAN**

Further to minute 43 of the City Council meeting on 25 July 2011 which gave approval to the motion on notice on child poverty, the Director of Services for Children and Young People submitted a written report on tackling child poverty, together with an action plan prepared by a multi-agency task group that covered activity across the whole Plymouth 2020 partnership.

Councillor Sam Leaves (Cabinet Member for Children and Young People) indicated that Cabinet had approved the Children and Young People Plan which had included actions to address child poverty. She drew attention to the causes and consequences of child poverty and a citywide self assessment event in October in which elected members could participate.

She also thanked Candice Sainsbury (Senior Policy, Performance and Partnership Advisor) and William Woyka (Chief Executive, Routeways) for their work.

Mr Woyka addressed Cabinet Members and emphasised that tackling child poverty was a huge agenda. It was not just one authority's responsibility, it was everyone's responsibility and his attendance at the meeting was an example of Plymouth's broad approach to partnership working.

Agreed that –

- (1) Cabinet's commitment to tackling child poverty is reaffirmed, as outlined within the Children and Young People's Plan 2011 – 14;
- (2) approval is given to the multi agency delivery plan, as submitted, to cover the whole 2020 partnership;
- (3) an annual report is submitted to Cabinet, to monitor progress on tackling child poverty, including the findings from an annual self-assessment engaging all partners across the city.

57. **LOCAL SUSTAINABLE TRANSPORT FUND BID: SMART TICKETING**

The Director for Development and Regeneration submitted a written report on a successful bid to the Department for Transport's Local Sustainable Transport Fund, to aid the transition to smart bus ticketing throughout the south west.

The report indicated that –

- (a) the award was a third party funding arrangement and no further Plymouth City Council funds were required to deliver the Local Sustainable Transport Fund's part of the overall project;
- (b) the delivery body for the bid would be South West Smart Applications Limited, a public private, not-for-profit company, limited by guarantee, established to deliver the Department for Transport vision for smart and integrated ticketing throughout the south west;
- (c) the owners of South West Smart Applications Limited, were the 15 Unitary and County Highway Authorities in the south west, and the 15 major bus operators in the region. The Company has four local authority and four bus operator directors and an Independent Chairman. Andy Sharpe, an employee of Plymouth City Council is currently named as a deputy director.

Councillor Wigens (Cabinet Member for Transport) presented the proposals and indicated that the city was in the forefront of smart ticketing. He also reported that the scheme had been nominated for an award at the National Transport Awards.

Agreed that the grant is accepted and approval is given to proceed with this phase of the smart ticketing project in Plymouth and the region.

58. **EXEMPT BUSINESS**

Agreed that under Section 100(A) (4) of the Local Government Act, 1972, the press and public are excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

59. **WASTE AND RECYCLING IMPROVEMENTS (E3)**

The Assistant Chief Executive submitted a report on confidential details relating to the waste and recycling improvements, referred to in minute 53 above.