

# Public Document Pack



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[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)

Date: 17 July 2012

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## **OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

**Date:** Wednesday 25 July 2012

**Time:** 4pm

**Venue:** Council House, Plymouth (next to the Civic Centre)

**Members:**

Councillor Mrs Aspinall, Chair.

Councillor Tuffin, Vice Chair.

Councillors Bowie, Bowyer, Casey, Philippa Davey, James, Monahan, Murphy, Mrs Nelder, Nicolson, and Wigans.

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

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

**Bob Coomber**  
Interim Chief Executive

# OVERVIEW AND SCRUTINY MANAGEMENT BOARD

## AGENDA

### PART I – PUBLIC MEETING

#### 1. APOLOGIES

To receive apologies for non-attendance submitted by Overview and Scrutiny Management Board Members.

#### 2. DECLARATIONS OF INTEREST

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

#### 3. MINUTES (Pages 1 - 6)

The Management Board will be asked to agree the minutes of the meeting held on 13 June 2012.

#### 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. TRACKING DECISIONS (Pages 7 - 8)

The Overview and Scrutiny Management Board will monitor progress on previous decisions.

#### 6. CALL-INS

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

#### 7. URGENT EXECUTIVE DECISIONS

Members will receive a schedule of executive decisions that have been deemed urgent with the agreement of the Chair of the Overview and Scrutiny Management Board.

#### 8. FORWARD PLAN (Pages 9 - 16)

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

#### 9. RECOMMENDATIONS (Pages 17 - 20)

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

**10. WELFARE REFORM (Pages 21 - 28)**

To receive and consider a report and presentation on welfare reform.

**11. TERMS OF REFERENCE (Pages 29 - 40)**

To receive and consider the terms of reference for each of the Panels.

**12. CO-OPTED REPRESENTATIVES**

To consider the nominations put forward by Panels for Co-opted representatives and put forward nominations for the Management Board.

**13. WORK PROGRAMMES:**

13a. To consider and approve work programmes for each of the Panels, to include a progress update from each of the Chairs **(Pages 41 - 54)**

13.b To consider and approve Project Initiation Documents **(TO FOLLOW)**

**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 I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

**PART II (PRIVATE MEETING)**

**AGENDA**

**MEMBERS OF THE PUBLIC TO NOTE**

that under the law, the Panel 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 13 June 2012

### PRESENT:

Councillor Mrs Aspinall, in the Chair.

Councillor Tuffin, Vice Chair.

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

Also in attendance: Bob Coomber (Interim Chief Executive), Councillor Evans (Leader of the Council), Giles Perritt (Head of Policy, Performance and Partnerships) and Helen Wright (Democratic Support Officer).

The meeting started at 4pm and finished at 5.40pm

*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.*

### 1. WELCOME

The Chair welcomed new and old Members to the first meeting of the Overview and Scrutiny Management Board.

### 2. CHAIR AND VICE CHAIR

Members noted the appointment of Councillor Mrs Aspinall as Chair for the municipal year 2012/13.

The Management Board agreed to appoint Councillor Tuffin as Vice Chair for the municipal year 2012/13.

### 3. DECLARATIONS OF INTEREST

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

### 4. MINUTES

Agreed that the minutes of the meeting held on 28 March 2012 are confirmed as a correct record.

### 5. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

6. **LEADER AND INTERIM CHIEF EXECUTIVE**

The Chair welcomed the Leader and the Interim Chief Executive, who were in attendance to report on Council and City issues. The report highlighted the Council's new objectives, which included the following –

- (a) a commitment to become a co-operative council which would put people in control of their own communities and services; staff would also have a stronger stake in how services were improved;
- (b) the co-operative approach would be applied across council services which would look at what amenities and local services could be best run by local people and how they might do this; a community economic development trust for the north of the city would be set up together with a co-operative energy supply company or mutual;
- (c) there were a number of themed commitments (the top five promises were) -
  - a new plan for jobs, to get young people back to work;
  - keep the roads and pavements clean and in good repair;
  - encourage more homes to be available to rent or buy;
  - a new deal for older people's care;
  - campaigning to bring down crime and keep Plymouth safe;
- (d) a commitment to open government and greater public involvement which was fundamental to the co-operative council approach; progress in delivering the programme would be communicated to the media, customers and staff;
- (e) a continued commitment to the vision for Plymouth to be 'one of Europe's finest, most vibrant waterfront cities where an outstanding quality of life can be enjoyed by everyone';
- (f) the adoption of a cooperative council approach would result in openness, working together and putting the trust in the people that the council served.

The following responses were provided to questions raised by Board Members –

- (g) the airport was closed in December 2011 because it was financially unviable for Sutton Harbour Holdings to continue to operate it; the council was not in a position to be able to subsidise the airport nor was it in a position to operate an airport;

following the decision of Sutton Harbour Holdings to auction items of equipment and assets from the airport, the council had requested that the auction cease and a meeting would be arranged to discuss the way forward;

the council firmly believed that all key airport assets should be retained by Sutton Harbour Holdings to avoid jeopardising any potential for re-opening the facility;

a copy of the business plan outlining the proposals to reopen the airport and provide scheduled air services had been provided by the action group 'Viable Plymouth Ltd';

- (h) work was being undertaken to obtain the contractual detail of the agreement that had been signed for the incinerator; this was an extremely complex legal agreement and a clear understanding was required in order to ascertain what the Council had been committed to;
- (i) although the Police and Crime Panel composition had yet to be agreed by all of the local authorities involved, it was proposed that Plymouth had two seats (the Panel membership would be made up of 20 members which was the maximum number permitted under the legislation).

The Board thanked the Leader and Interim Chief Executive for their attendance.

### 7. **TERMS OF REFERENCE**

Discussion took place on the Management Board's terms of reference with the following issues being highlighted as either being incorrect or no longer relevant –

- membership of the Management Board;
- role of the Management Board;
- meetings of the Management Board.

Agreed that the Management Board's revised terms of reference are submitted to the next appropriate City Council meeting.

### 8. **APPOINTMENT OF CO-OPTED REPRESENTATIVES**

The Management Board considered the appointment of co-opted representatives for the forthcoming municipal year.

Agreed to review the co-opted representatives nominations received from the panels, prior to considering nominations for the Management Board.

### 9. **URGENT KEY DECISION**

The Board noted the key urgent decision regarding the capital investment delivery for University Technical College.

### 10. **FORWARD PLAN**

The Board noted the new additions to the Forward Plan, as follows –

- capital investment delivery for university technical college;
- Plymouth plan;
- Devon framework for bathroom adaptations;
- health, social care, wellbeing and financial inclusion advice and information service – contract award;
- older persons charter;
- public health transition arrangements;
- new cooperative model for energy solutions;
- community infrastructure levy revised draft charging schedule;
- new models for green space management;
- support for families;
- local development framework adoption of shopping centres supplementary planning document;
- local development framework adoption of planning obligations and affordable housing supplementary planning document – second review;
- community covenant;
- Police and crime panel.

11. **RECOMMENDATIONS**

There were no recommendations from panels, Cabinet or Council to consider.

12. **DRAFT WORK PROGRAMME**

The Management Board considered its draft work programme for 2012/13.

Agreed that the following items would be included on the work programme for the forthcoming year –

- charter for older people;
- corporate plan 2012-2015;
- Police and Crime Panel;
- welfare reform;
- library modernisation review;
- youth unemployment (young people with special educational needs and disabilities) task and finish group;
- finance and performance reporting task and finish group.

13. **TASK AND FINISH UPDATE/REPORTS**

The Management Board considered the task and finish group report on youth unemployment and agreed the report.

The Board agreed to undertake a task and finish group to explore how successful young people with special educational needs and disabilities are in gaining employment.



14. **EXEMPT BUSINESS**

There were no items of exempt business.

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**Overview and Scrutiny Management Board 2012/13**  
**25 July 2012**

**TRACKING DECISIONS**

Grey = Completed

<b>Minute number</b>	<b>Decision</b>	<b>Date agreed</b>	<b>Action by</b>	<b>Progress</b>	<b>Target date</b>
Min 7.	The Board <u>agreed</u> to revise its terms of reference to submit them along with the terms of reference for the Panels to the next appropriate city council meeting	25 July 2012	HW	Awaiting the Board's approval of any changes made to the panel's terms of reference at its meeting scheduled for 24 September 2012.	24 September 2012
Min 8.	The Board <u>agreed</u> to review the co-opted representatives nominations received from the panels, prior to considering nominations for the Management Board.	25 July 2012		Awaiting co-opted representatives nominations from panels.	25 July 2012
Min 12.	The Board <u>agreed</u> that the following items would be included on the work programme for the forthcoming year – <ul style="list-style-type: none"> <li>• Charter for Older People</li> <li>• Corporate Plan 2012-2015</li> <li>• Police and Crime Panel</li> <li>• Welfare reform</li> <li>• Library Modernisation Review</li> <li>• Youth unemployment (young people with special educations needs and disabilities) task and finish group</li> <li>• Finance and Performance Reporting task and finish group</li> </ul>	25 July 2012	HW		25 July 2012

Min 13.	The Board <u>agreed</u> to undertake a task and finish group to explore how successful young people with special educational needs and disabilities are in gaining employment.		GP	The Lead Officer to draft the PID to be considered at its meeting scheduled for 25 July 2012.	25 July 2012
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**Forward Plan  
New Items  
August –  
November 2012**



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**THEATRE ROYAL REGENERATION PROJECT**

**First included in plan: August 2012**

**Nature of the decision:**

To restructure the current leasing arrangements and re-profile revenue support grant monies to Theatre Royal Plymouth Ltd (TRP Ltd) in order to enable TRP Ltd to be eligible to apply for grant funding of up to £5 million from Arts Council England to facilitate the proposed capital regeneration project to the Theatre on a cost neutral basis to the Council.

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

**Timing of the decision?** 11 September 2012

**Who will be consulted and how?**

Persons to be consulted with:

Council officers including Democracy and Governance, Strategic Procurement and Finance, Portfolio Holder for Arts and Leisure, Theatre Royal Plymouth Ltd and Arts Council England

Process to be used:

Meetings and written reports

**Information to be considered by the decision makers:**

Written report including business case supporting proposal

**Documents to be considered when the decision is taken**

Written report including business case supporting proposal

**Representations:** In writing by 27 August 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Lowry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: James Watt, Head of Commercial Estates

Email: james.watt@plymouth.gov.uk Tel: 01752 304195

**RESIDENTIAL / NURSING CARE RATES FOR 2012/2013**

**First included in plan: August 2012**

**Nature of the decision:**

Approval of proposed residential / nursing care rates for older people for the year 2012/2013

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

**Timing of the decision?** 14 August 2012

**Who will be consulted and how?**

Persons to be consulted with:

Officers of the City Council including strategic procurement, legal services and finance.

Process to be used:

Recommendations / report

**Information to be considered by the decision makers:**

The recommendation to implement a new schedule of rates for residential / nursing care (for the year 2012/13)

**Documents to be considered when the decision is taken**

Care Home Fee Review 2012/13

**Representations:** In writing by 30 July 2012 to -

1. Carole Burgoyne, Director for People
2. Councillor McDonald (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Debbie Butcher, Head of Strategic Commissioning  
Email: [debbie.butcher@plymouth.gov.uk](mailto:debbie.butcher@plymouth.gov.uk) Tel: 01752 307452



**MENTAL HEALTH SUPPORTED ACCOMMODATION SERVICE**

**First included in plan: August 2012**

**Nature of the decision:**

The contract award for 'Mental Health Supported Accommodation Service'

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

**Timing of the decision?** 11 September 2012

**Who will be consulted and how?**

Persons to be consulted with:

Officers of the City Council including strategic procurement, legal services and finance.

Process to be used:

Contract award report

**Information to be considered by the decision makers:**

The recommendation to award a contract for Mental Health Supported Accommodation to the most economically advantageous tender

**Documents to be considered when the decision is taken**

Contract Award Report (Part 2 - private and confidential)

**Representations:** In writing by 24 August 2012 to -

1. Carole Burgoyne, Director for People
2. Councillor McDonald (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Katy Shorten, Commissioning Officer

Email: [katy.shorten@plymouth.gov.uk](mailto:katy.shorten@plymouth.gov.uk) Tel: 01752 307078

**POLICY FRAMEWORK: THREE YEAR REVIEW OF THE STATEMENT OF PRINCIPLES FOR THE GAMBLING ACT 2005**

**First included in plan: August 2012**

**Nature of the decision:**

Three year review of the Statement of Principles for the Gambling Act 2005

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

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

**Timing of the decision?** 3 December 2012

**Who will be consulted and how?**

Persons to be consulted with:

- Cabinet on 13 November 2012
- Citizen's Advice Bureau
- Crime and Disorder Reduction Partnership
- Devon and Cornwall Constabulary
- Plymouth City Council Social Services / Education Department
- Devon and Somerset Fire and Rescue Service
- Environmental Health
- Gamblers Anonymous
- Gambling Commission
- Gamcare
- Local business representatives
- Local faith group representatives
- Local residents and their representatives
- Mencap
- NSPCC
- Primary Care Trust
- Representatives of existing licence holders
- Voluntary and community organisations working with children & young people
- Overview and Scrutiny Management Board

Process to be used:

- Information on the changes provided in writing to the listed stakeholders
- Press release
- Web site

**Information to be considered by the decision makers:**

Report containing:

Background to the legal framework

The draft new Statement of Principles,

Summary of the consultation responses (Public and Overview and Scrutiny Management Board)

**Documents to be considered when the decision is taken**

Written report and associated background documents

**Representations:** In writing by 21 September 2012 to -

1. Anthony Payne, Director for Place
2. Councillor Vincent (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Andy Netherton, Manager of Safety, Health and Licensing Unit

Email: [andy.netherton@plymouth.gov.uk](mailto:andy.netherton@plymouth.gov.uk) Tel: 01752 304742

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**Overview and Scrutiny Management Board – 25 July 2012**

**Recommendations**

<b>Date/min number</b>	<b>Resolution / Recommendation</b>	<b>Explanation</b>
<b>Customers and Communities Overview and Scrutiny Panel</b>		
Minute 6 20/06/12	<p><b>Work Programme</b>  <u>Agreed</u> that the panel’s work programme for 2012/13 is recommended to the Overview and Scrutiny Management Board for approval as follows –</p> <ul style="list-style-type: none"> <li>• Library Modernisation - Task and Finish</li> <li>• Welfare Reform - Task and Finish</li> <li>• Social Fund replacement - Task and Finish</li> <li>• Compact/Voluntary Sector - Task and Finish</li> <li>• Life Centre/Leisure Management Contract - regular updates</li> <li>• ICT/Customer Services Improvement - regular updates</li> <li>• Police Crime Panels/Commissioner - regular updates</li> </ul> <p>In addition, the panel would expect to receive performance reports on its sphere of influence to enable them to react accordingly should performance cause concern.</p>	Overview of service priorities
Minute 7 20/06/12	<p><b>Appointment of Co-opted Representatives</b>            Agreed that persons with the relevant knowledge and expertise would be invited prior to commencement of task and finish groups and co-opted as and when appropriate.</p>	Appointment of Co-opted Representatives

Date/min number	Resolution / Recommendation	Explanation
<b>Children and Young People's Overview and Scrutiny Panel</b>		
Minute 3 14/06/12	<p><b>Appointment of Co-opted Representatives</b> Agreed that -</p> <ol style="list-style-type: none"> <li>1. Alderman Pauline Purnell and Matthew Currie are confirmed as co-opted representatives for the next 12 months;</li> <li>2. to continue to explore faith representation on the panel and contact to be made with John Mannix, Piety Group and Pete Aley, Head of Safer Communities to source suitable representation onto the panel;</li> <li>3. parent governor elections to be progressed;</li> <li>4. further co-opted representatives to be appointed on an ad-hoc basis if required.</li> </ol>	Appointment of Co-opted Representatives
Minute 6 14/06/12	<p><b>Terms of Reference</b> The Children and Young People Overview and Scrutiny Panel terms of reference were agreed subject to the following changes -</p> <ul style="list-style-type: none"> <li>• more emphasis to be given on Equality Impact Assessment;</li> <li>• to ascertain whether the LSP Wise Theme Group still meet;</li> <li>• membership to be changed following the recent change in administration.</li> </ul>	
Minute 9 14/06/12	<p><b>Work Programme</b> The panel noted the draft work programme for 2012/13 and agreed to recommend to the Overview and Scrutiny Management Board the following items for inclusion:</p> <ul style="list-style-type: none"> <li>• University Technical College (UTC) be kept under regular review;</li> <li>• Monitoring of sickness levels and vacancies in social care;</li> <li>• Early Years Interventions;</li> <li>• Child Poverty.</li> </ul>	

Date/min number	Resolution / Recommendation	Explanation
<b>Health and Adult Social Care</b>		
Minute 4 21/06/12	<p><b>Appointment of Co-opted Representatives</b> Following a brief debate on the appointment of co-opted representatives the panel agreed –</p> <p>(1) to reappoint Sue Kelley of Plymouth Local Involvement Network as a co-opted representative to the panel for the municipal year 2012 – 13.</p>	
Minute 11 21/06/12	<p><b>Work Programme</b> The panel agreed to remove the Older Persons Charter from the work programme and add -</p> <p>(1) the Hospital discharge process;</p> <p>(2) an update on Child and Adolescent Mental Health Services.</p>	
<b>Support Services</b>		
Minute 13 02/07/12	<p><b>Work Programme</b> <u>Agreed</u> that the panel's work programme for 2012-13 is recommended to the Overview and Scrutiny Management Board for approval as follows –</p> <ul style="list-style-type: none"> <li>• Shared Services – Task and Finish;</li> <li>• ICT – Task and Finish;</li> <li>• Accommodation – Task and Finish;</li> <li>• HR Workforce – update (see minute 8 above);</li> <li>• Community Engagement – update;</li> <li>• Revenues and Benefits Service – update (as part of performance monitoring report);</li> <li>• Carbon Management – update.</li> </ul>	

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**PLYMOUTH CITY COUNCIL**

**Subject:** Welfare reform  
**Committee:** Overview and Scrutiny Management Board  
**Date:** 25 July 2012  
**Cabinet Member:** Councillors Penberthy and Lowry  
**CMT Member:** Carol Burgoyne (Director for People)  
**Author:** Jo Hambly, Financial and Social Inclusion Officer  
**Contact:** Tel: 01752 304321  
e-mail: jo.hambly@plymouth.gov.uk  
**Ref:**  
**Key Decision:** No  
**Part:** I

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**Purpose of the report:**

To raise awareness of current and future welfare reforms and how they impact on our customers, staff and services. Also to begin to consider our response(s) to the potential financial implications in the future.

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**Corporate Plan 2012-2015:**

This work has an impact on 3 key areas of the Corporate Plan, specifically:

- Reducing inequality: welfare reforms are likely to impact on child poverty, reducing the gap between already vulnerable families, economic inactivity, narrowing the gap in crime between neighbourhoods
- Delivering growth: the welfare reforms are likely to have an impact on the quality of homes, jobs and local infrastructure
- Providing value for communities: welfare reforms may mean we need to review our approach to maximising resources while still achieving efficiencies

<http://www.plymouth.gov.uk/corporateplan.htm>

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

See attached report

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**Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:**

- Child Poverty – risks to the achievement of our child poverty targets
- Community Safety – potential for increased criminal and anti social behaviour
- Risk Management – Welfare Reform has been identified as one of our strategic risks

- Equality, Diversity and Community Cohesion – possible risks to our targets for narrowing the gap in deprivation and advancing equality of opportunity.

**Recommendations and Reasons for recommended action:**

None – this report is for information

**Alternative options considered and reasons for recommended action:**

Not applicable

**Background papers:**

EIA's are planned for key policy and service changes as the welfare reform agenda develops. IFS report 'Tax and benefit reforms due in 2012-13, and the outlook for household incomes', sourced at <http://www.ifs.org.uk/bns/bn126.pdf>

**Sign off:**

Fin		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member: Stuart Palmer											
Have you consulted the Cabinet Member(s) named on the report? Yes											

## 1. Background and Introduction

1.1 The Welfare Reform Act received Royal Assent in March 2012. It introduces fundamental changes to the way welfare assistance is provided. This has followed other changes including the introduction of Employment Support Allowance; changes to Tax Credits and the Local Housing Allowance. The Government says these reforms are motivated by an aspiration for people to become socially mobile and to get back to work to stave off poverty in a sustainable way. In addition it will cut the welfare budget. There has been significant opposition to the changes with concerns that they will simply push some of the poorest people in society in further deprivation.

1.2 The Institute for Fiscal Studies has presented an analysis of the reduction in household income linked to income changes and tax reforms. They say that “the largest average losses...from the modeled tax and benefit reforms to be introduced in 2012–13 are among those in the bottom half of the income distribution. The lowest-income fifth of households will lose about 1.5% of their net income from these reforms, on average.”<sup>1</sup> Work in anticipation of welfare reform in Plymouth indicates that this is a significant risk which is likely to have a negative impact on the achievement of our citywide priorities - raising aspiration, reducing inequality, value for communities and growth - by increasing vulnerability and placing increased demands on already stretched services.

1.3 This comes at a time when the rising cost of living is already having an impact on income across the socio-economic spectrum with many people facing redundancy or finding their work hours reduced. The Institute for Fiscal Studies (IFS) estimates the average household will be £200 a year worse off in 2012/13 as a result of tax rises and benefit cuts.<sup>2</sup>

1.4 This report overviews some of the planned changes to welfare benefits and other associated proposals. It is a high level analysis of the impact for people in Plymouth and the initial financial implications for PCC.

## 2. Changes and impact

2.1 Many areas of welfare reform have been identified as having an impact on our customers and services. The full range of implications are wide spread and varied. This report therefore focuses on five reforms as key examples of the change and impact, namely:-

- Localisation of Council Tax Benefit
- Replacement of the Social Fund
- Housing Benefit/Local Housing Allowance reforms
- The Benefit Cap
- Universal Credit.

### 2.2 Council Tax Benefit

2.2.1 In April 2013 National Council Tax Benefit (CTB) will be abolished and funding will be localised. The CTB budget will be transferred to Local Authorities to deliver a Council Tax Scheme with a funding cut in the region of 10%. In Plymouth we spent £22.6 million on CTB in 2011/12 and the indicative reduction in our fixed grant for 2013/14 is £2.6 million. Pensioners are a protected group within the new localised schemes; in Plymouth this means that 43% of people in receipt of CTB will receive no changes to the amount of benefit they receive. Unless we choose to fund the gap locally, the impact of government cuts will fall on 16,500 working age claimants in Plymouth through a reduction in Council Tax Scheme support they receive.

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<sup>1</sup> IFS report ‘Tax and benefit reforms due in 2012-13, and the outlook for household incomes – sourced at <http://www.ifs.org.uk/bns/bn126.pdf>

<sup>2</sup> <http://www.ifs.org.uk/publications/5451>

2.2.2 Until decisions are made on type of scheme we will deliver locally and it is designed the full impact of any changes is not known.

## 2.3 Social Fund replacement

2.3.1 In April 2013 funds previously administered by the Department for Work and Pensions under the national Social Fund, for Crisis Loans (e.g. for white goods or due to loss of money) and Community Care Grants (e.g. costs of moving from care to the community) will transfer to Local Authorities (LA). LA's can use this fund as they see fit to deliver welfare assistance to the most vulnerable. This money is not ring-fenced and there is no duty placed on LA's to deliver any specific type of service. Funding will be transferred at the level spent by the DWP in 2005/6 which was £750,000. This is £350,000 less than spend on the scheme to local people in Plymouth in 2010/11.

2.3.2 As we are required to design our own local scheme the precise impact of any changes will not be known until decisions are made on what we will design and deliver. In 2010/11 12,840 Crisis Loans and Community Care Grants were awarded to Plymouth residents pay to support them in crisis situations. If we run our scheme on reduced funding or do not effectively target need the impact may include:

- More households with no electricity/food
- Increased pressure on Adult/Children's Social Care and homelessness services
- Increased demands for support from other discretionary pots (Discretionary Housing Payments, Section 17 etc)
- Not achieving our child poverty targets.

## 2.4 Housing Benefit

2.4.1 Since April 2011 there have been a series of changes to Housing Benefit and Local Housing Allowance (HB). These are continuing and will be staggered over the next 3-5 years. From 2012 the rate of HB we pay to customers will be reduced. This is because the calculation that works out the amount of benefit is changing. Approximately 6371 Plymouth residents will be affected, each losing an average of £12 per week, depending on property size. For a family living in a 3 bedroom house this will mean a reduction of up to £24 a week.

2.4.2 In January 2012 the shared accommodation rate, currently reserved for those under 25, was extended to all aged under 35. This means that 580 people in Plymouth aged 25-35 who have been living in alone have received a reduction in their HB. Some of these are likely to opt to move to shared accommodation due to the cost implications of the rent shortfall. It is uncertain whether there is capacity within current shared housing, the majority of which is dedicated to the more lucrative student market. There are potential implications for homelessness and potential pressure on families as some 25-35 year olds move in with their parents.

2.4.3 In April 2013 a HB cap will be implemented which means we will no longer provide HB for 5 bedroom houses. At present 39 families are claiming the 5 bedroom rate. Due to the cap they will each lose over £100 per week in HB from next year. Additionally there will be a 'bedroom tax' introduced meaning that tenants who are of working age, living in social housing will have their HB limited to so it only covers the size of the property they are assessed to need. Any additional bedrooms will result in a penalty being applied to HB payments at a rate of £15 per week for one "spare" room and £25 per week for two "spare" rooms. Pensioners (over 61 years) and disabled tenants/partners who require non-residential overnight care will be exempt.

2.4.4 Changes to HB rates are likely to have a larger impact on some claimants than others. There is the potential for a weekly loss of up to £92.30 or a 34% reduction in their benefit income for large families. The implications of these changes are that people will have less money to pay their rent and

are likely to build up debt to landlords, increasing the risk of homelessness. There is likely to be increased pressure on social housing providers from ex-private sector tenants and increases in the number of people who do not pay other debts e.g. Council Tax.

### 2.5 The Benefit Cap

2.5.1 A Benefit Cap will be introduced in April 2013 meaning no household can receive more in benefits than an average working family (currently rated at £350 per week for a single person and £500 for a couple). Any excess will be taken back through HB payments. The cap will apply to the combined income from benefits such as Jobseekers Allowance, HB and CTB. Some households will be exempt including those in receipt of disability benefits, those with limited work capability, working families and newly unemployed people (if deemed this is due to no fault of their own). HB is due to move to the Department of Work and Pensions (DWP) in 2013 but as this migration is likely to last for 5-6 years PCC will be implementing the cap in the interim.

2.5.2 Initial data from DWP indicates that there are 150 families in Plymouth who are going to be subject to the cap. There are 706 children living in these families, 75 of which are currently in social housing. The 150 households claim a total of 621 different benefits, an average of 4 per household. 104 of the 150 families have 4 or more children living in the home and 57 are lone parents. The impact of the cap means that:

- 75 households will lose up to £50 per week
- 27 households will lose between £51 and £100 per week
- 24 households will lose between £101 and £150 per week
- 21 households will lose over £150 per week
- 3 households unknown tenancy therefore unknown amount

2.5.3 Likely impacts of the application of the benefit cap to our services are: an increase in pressure on front line services such as Adult/Children's Social care and homelessness; more demand on information and advice services in the city; a negative impact on child poverty and lower levels of revenue collection/income generation for our services.

### 2.6 Universal Credit (UC)

2.6.1 This is expected to be rolled out in October 2013 and continue until 2017. It abolishes several benefits including: income support, income-based jobseekers allowance, income-based employment and support allowance, housing benefit, council tax benefit, child and working tax credits, crisis loans and community care grants. Other benefits will remain outside of the remit of UC such as contributions based jobseekers allowance/employment and support allowance, child benefit, carer's allowance, bereavement allowance, statutory maternity/paternity/adoption/sick pay, maternity grants, funeral payment and cold weather payments.

2.6.2 There will be new eligibility criteria, sanctions and penalties attached to UC, e.g. to claim the jobseekers element a claimant must evidence they have been job-hunting for 40 hours per week or they could face reductions in benefit under sanctioning powers. A consultation about the regulations for UC and the implications, gaps and issues associated with the proposed move is currently being conducted by the government. At present, there is no clear indication of how UC will link with current 'passport benefits' such as Free School Meals.

2.6.3 It is expected that in the Plymouth area, up to 50,000 existing claims for benefits included in UC will be migrated over 4 years, with 30% of claimants requiring in-depth information and advice to support that process. As further details about UC are released we will be able to undertake a more rigorous impact analysis.

### 2.7 Other changes

2.7.1 In total approximately 20% of Plymouth's population will be affected by the reforms above and other changes to benefits such as:-

- Working Tax Credit(s) for people over 50
- Child benefit
- Disability Living Allowance/Personal Independence Payments
- Incapacity Benefit/Employment and Support Allowance
- Income Support
- Pension Credit

### 3. Loss to the economy in Plymouth

3.1 When assessing the overall loss of benefit income in the city from 2012-13 some assumptions have to be made about where the cuts will fall and which groups of claimants will have benefits restricted. The table below shows that during this time period the amount of benefit income lost to the city is estimated at between £13 and £27million. This calculation does not include changes associated with Universal Credit, Council Tax Scheme, Social Fund replacement, or other factors like increasing levels of sanctions for those claiming out of work benefits. The calculation is based on current levels of benefit claims and does not take into account any potential rise in claimants due to loss of work etc.

Table 1 – Loss of benefit income to the city 2012-13

Welfare change	Numbers Affected	Individual income reduction weekly	Individual income reduction annual	Citywide income reduction annual
Extension of shared room rate	530 x 25-35 year olds	£25.81	£1,342.12	£711,323.60
New calculation (30th percentile)	6000+ claimants	Average £14.75	Average £766.8	£4,600,800.00
Reduction 5 to 4 bed	30 families	£115.38	£5,999.76	£179,992.80
IB to JSA	4255	Average £16.50	Average £858.00	£3,650,790.00
<i>short term low</i>	1418	£3.80	£197.60	£280,196.80
<i>short term high</i>	1418	£17.55	£912.60	£1,294,066.80
<i>long term basic</i>	1419	£28.15	£1,463.80	£2,077,132.20
IB to other/no benefits	3928	unknown	unknown	potentially £3,370,224.00
Universal Credit	unknown	unknown	unknown	unknown
DLA removed	2,600 (20%)	Average £49.95	Average £2,597.40	£6,753,240.00
<i>highest</i>	867	£77.45	£4,027.40	£3,491,755.80
<i>middle</i>	866	£51.85	£2,696.20	£2,334,909.20
<i>lowest</i>	867	£20.55	£1,068.60	£926,476.20
Benefit Cap	149 families	n/a	n/a	£1,411,800.00
<i>lose up to £50</i>	75 families	£50	£3,750	£195,000
<i>lose £50 - £100</i>	27 families	£100	£5,200	£270,400
<i>lose £101 - £150</i>	24 families	£150	£7,800	£405,600
<i>lose over £150</i>	21 families	Est. £200	£10,400	£540,800
Council Tax Scheme	18,957 working age	unknown	unknown	unknown
Social Fund replacement	6880 successful applicants	unknown	unknown	unknown
Totals				£20,678,170.40 *

\* based on averages where applicable. Minimum £13m – Max £27m

## 4. Preparing a PCC response

4.1 A cross departmental officer group has been meeting since November 2011 to identify the impact of welfare reform and is working on responses. For example: an awareness raising programme has been undertaken for Service Managers across the Council and will shortly be rolled out to front line staff; providing advice on welfare changes is included as a requirement in our newly commissioned advice and support service. As proposals are developed for other responses eg replacement for the Social Fund and designing a Council Tax Support Scheme, these will be taken through the democratic process, including Scrutiny.

## 5. Financial Implications

5.1 There are many implications that arise from the changing nature of benefit work Local Authorities are expected to carry out over the coming 3-5 years. Some of these have very clear financial implications, for example the cut in budget for schemes such as the Council Tax and Social Fund replacement. In other areas it is less easy to estimate the costs associated with the rapid change that is occurring, eg the amount of training we need to deliver over a period of 3-5 years to ensure staff have awareness, specialist and technical competence to deliver services.

5.2 Initial analysis shows that financial implications will include:

- Increased customer demand at the front line as we are delivering new services/benefits
- Increased customer demand for support from those most impacted by changes via services in Social Care, customer care, social work, police services, health services and children's centres
- Budgets being removed from our funding pot in the medium to long term e.g. Housing Benefit administration funds which will cease once the administration moves to DWP
- Supporting more customers who have got into financial difficulty via our financial inclusion advice and information services
- Increased demand on our discretionary pots of funding e.g. Discretionary Housing Payments, Section 17 funding and the new Social Fund replacement
- Income generating services may find they are impacted as customers have less disposable income and have to prioritise their spending
- Potential increases in non-payment to services such as Council Tax and Parking services
- Impact on ICT in updating and potentially creating new systems to support new services
- Communications and consultation with our staff and customers about key changes that affect them.

## 6. Conclusion

6.1 The impact of the welfare reform changes on households and services is far reaching and varied. Whilst some of the impacts are apparent and can be calculated, such as reduction in benefit amounts, others are more difficult to identify and quantify and will take some time to filter through to our front line services. There are very clear financial implications for households with reduced incomes and we are likely to see this reduction reflected in our ability to collect debts and generate income for services and an increase in crisis support services such as homelessness.

6.2 More subtle impacts are likely to show in demand for our front line services in areas such as customer support, adult social care and children's social care. We are already seeing an increasing amount of customers coming to our Housing department seeking advice and information about how they can manage the changes. Our commissioned financial inclusion advice and information services have also seen an increase in the number of people attending, but are also showing that increasing numbers of their visitors are not entitled to any kind of financial support under the benefits system.

We will need to monitor trends closely over the coming year to ensure we are responding to this need and being proactive in preventing escalation of crisis for customers who will then need to access expensive intervention services.



## **Customers and Communities Overview and Scrutiny Panel**

### **Draft 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 Plan 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 bi-annual 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

- Environment
- Deputy Leader
- Co-operatives and Community Development

#### Directorates

- Place
- Corporate Services
- People

#### Corporate Plan Priorities

To be determined

#### 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.

## 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 and Young People’s Trust Board
  - Local Safeguarding Children’s Board
  - 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 Plan Priorities

- **Deliver growth:** Develop Plymouth as a thriving growth centre by creating the conditions for investment in quality new homes, jobs and infrastructure
- **Raise aspirations:** Raise the attainment of our young people and encourage people to aim higher and take pride in the city
- **Reduce inequality:** Reduce the differences in health and economic prospects between communities
- **Provide value for communities:** To make best use of resources to benefit customers

## Membership

The Chair of the panel shall serve on the Overview and Scrutiny Management Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 11 members of the panel including the Chair and the vice-chair. The vice-chair is from the opposite political group to the Chair.

**Growth & Prosperity Overview and Scrutiny Panel**

**Draft 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 City and Council 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
- Leader of the Council
- Finance
- Environment

Directorate

- Place
- People

Corporate Priorities

- Monitor performance against the relevant corporate priorities

Membership

All Members of the panel will adhere to the general rules of Overview and Scrutiny.

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## **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 service commissioners, providers 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, (as amended by Health and Social Care Act 2012) 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;
- Social care services and other related services delivered by the authority.

### **Policy Areas**

- Adult Social Care
- Partner Organisations NHS Plymouth South Hams and West Devon, NHS Plymouth Hospitals Trust, South West Ambulance Service, LINK, NEW Devon Clinical Commissioning Group, Health and Wellbeing Board, Strategic Health Authority and the Department of Health.

- Safeguarding across commissioned providers

### Cabinet Members

- Public Health and Social Care

### Directorate

- Public Health
- People Directorate

### Corporate Priorities

The panel will support the following city priorities through its activities –

#### **Raise aspirations**

Promote Plymouth and encourage people to aim higher and take pride in the city.

#### **Reduce inequalities**

Reduce the inequality gap, particularly in health, between communities.

#### **Provide value for communities**

Work together to maximise resources to benefit customers and make internal efficiencies.

### LSP Link

- (Shadow) Health and Wellbeing Board

### Membership

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



# SUPPORT SERVICES OSP

Terms of reference



The role of the Support Services OSP is:

- 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 bi-annual progress reports to go to the management board.

## Business Areas

### **Corporate Services**

- Finance, Efficiencies, Technology and Assets Department
  - Finance and Accounting
  - ICT Services, including Carefirst and other departmental ICT staff
  - Facilities and Estate Management (Corporate Estate)
  - Property Maintenance
  - Asset Register
  - Sustainability and Carbon Management (for the Council)
  - Value for Money and Efficiencies
  - Procurement
  - Council Tax
  - Revenues and Benefits
  - Finance Transaction Centre
- Democracy and Governance Department
  - Coroner
  - Democratic Support
  - Civic Support and Lord Mayor's Office
  - Electoral Services
  - Legal Services
  - Registration Service
  - Risk and Insurance
- Customer Services Department
  - Customer Services
  - Counter Services

- First Stop and Reception
- Contact Centre
- Customer Services (including co-ordination of Freedom of Information (FOI) requests)
- Corporate Complaints
- Library Services (including the Schools' library service)
- Human Resources and Organisational Development Department
  - Human Resources Operations
  - Payroll and Pensions
  - Health, Safety and Wellbeing
  - Organisational Development
  - Training (including ICT training)
  - Workforce Development Strategy and Coordination (including departmental specific development activities)
  - Recruitment and Talent
  - Organisational Transformation and Review
- ICT Shared Services Programme

### **Executive Office**

- Policy, Performance and Partnerships
  - Executive Office Support
  - Civil Protection
  - Partnerships
  - Policy and Performance
  - Business Planning
  - Information and Intelligence
  - Scrutiny Co-ordination
- Corporate Communications
  - Press and PR
  - Internal and external communications
  - Design and Branding
  - Website

### Cabinet Members

- Leader of the Council
- Deputy Leader of the Council
- Finance

### Directorate

- Executive Office
- Corporate Services

### City and Council Priorities

- Monitor performance against the relevant city and council priorities

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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**Customers and Communities Overview and Scrutiny Panel**

**Work Programme 2012/13**

<b>Work Programme</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>
<b>Task and Finish</b>											
Library Modernisation											
Welfare Reform (possibly joint with Support Services OSP taking lead)											
Social Fund Replacement											
Compact											
<b>Updates</b>											
Plymouth Life Centre / Leisure Management Contract											
ICT/Customer Services Improvement											
Police Crime Panels/Commissioner				<b>12</b>		<b>7</b>					<b>3</b>
Performance Monitoring						<b>7</b>			<b>6</b>		

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Topics	J	J	A	S	O	N	D	J	F	M	A	M
<b>Children's Health</b>												
CAMHS Task and Finish (under regular review)		12		20		1		31		21		
Child Poverty #												
Early Year Interventions #												
<b>Task and Finish Groups</b>												
Youth Service					TBC							
Children and Young People with special educational needs and disabilities succeed in gaining employment #												
<b>Updates</b>												
Policy Updates/Legislative Changes												
Child Poverty Working Group				20		1		31		21		
Update from Children and Young People's Trust Board		12		20		1		31		21		
Update from Corporate Parenting Group		12		20		1		31		21		
Update from Local Safeguarding Children's Board		12		20		1		31		21		
<b>Strategies and Plans</b>												
Children and Young People's Plan (Action Plan)												
Youth Justice Action Plan												
<b>Training and Development</b>												
Development Session for panel members												

**Key:**

<b>New Item = #</b>
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<b>Work programme</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>
<b>City and Council Priorities</b>											
• Delivering Growth											
• Raising Aspiration											
• Reducing Inequalities											
• Value for Communities											
<b>Other Topics</b>											
Joint Finance and Performance Monitoring including LAA Performance Monitoring (subject to the Overview and Scrutiny Management Board referring issues to the Panel)											
Bi-annual Scrutiny Report											
<b>Task and Finish Groups</b>											
Subsidised bus routes/cross ticketing/patronage/accessibility											

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

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**Work Programme 2012/13**

Topics	J	J	A	S	O	N	D	J	F	M	A
<b>Health Integration Programme</b>											
Healthwatch				13							
Health and Wellbeing Board / Joint Strategic Needs Assessment (JSNA) / Joint Health and Wellbeing Strategy (JHWBS)				13							
Public Health Transition (TBC)											
<b>Joint Priorities</b>											
Alcohol Strategy		19									
Dementia Strategy		19									
Safeguarding Vulnerable People (review of recommendations)						22					
<b>NHS Devon Cluster Primary Care Trust</b>											
QIPP Programme											
<b>NEW Devon, Clinical Commissioning Group (Western Locality)</b>											
Authorisation				13							
Commissioning Intentions						22					
<b>Plymouth NHS Hospitals Trust</b>											
Hospital Discharge Process (tbc)											
Foundation Trust Business Case		19									
<b>Plymouth City Council – Adult Social Care</b>											

Topics	J	J	A	S	O	N	D	J	F	M	A
Social Care Transformation Programme						22					
<b>Plymouth Community Healthcare</b>											
Child and Adolescent Mental Health Service											
Recovery Pathways (Mental Health Service)		19									
<b>Forward Plan Items</b>											
Advocacy Provision						22					
<b>Performance Monitoring</b>											
Quality Accounts											11
<b>Referred by Local Involvement Network</b>											
Services for Gypsies and Travellers				13							

Page 51  
**Support Services Overview and Scrutiny Panel**

**Work Programme 2012 - 2013**

Proposed work programme	J	J	A	S	O	N	D	J	F	M	A
<b>Finance, Efficiencies, Technology and Assets</b>											
Shared Services Programme Review			6								
Carbon Management update #											
Civic Centre update (Accommodation Strategy) #											
ICT improvements update #			6								
<b>Customer Services</b>											
Review Revenues and Benefits Service (Follow on from SS OSP T&F Group)					1						
<b>Human Resources and Organisational Development</b>											
School Academy Transfer update			6								
Review other authorities' occupational health services and sickness (referred by Audit Committee on 16.12.11)		2									
Human Resources Workforce Update #											
Sickness Policy Review #			6								
<b>Democracy and Governance</b>											
<b>Corporate Communications</b>											
Social Networking update #											
<b>Policy, Performance and Partnerships</b>											
Community Engagement update #											
<b>Other Issues</b>											
Budget and Performance Report											
<b>City and Council Priorities</b>											

Proposed work programme	J	J	A	S	O	N	D	J	F	M	A
Value for Communities											
<b>Task and Finish Groups</b>											
Value for money ethos											
Shared Services											

**Key:**

**New Item = #**

**Deleted Item = >>**





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