

Public Document Pack



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20 May 2013

COOPERATIVE SCRUTINY BOARD

Wednesday 29 May 2013
4pm
Council House, Plymouth (next to the Civic Centre)

Members:

Councillor James, Chair
Councillor Mrs Aspinall, Vice Chair
Councillors Ball, Bowie, Bowyer, Casey, Philippa Davey, Sam Leaves, Murphy and Tuffin.

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

Tracey Lee
Chief Executive

COOPERATIVE SCRUTINY BOARD

AGENDA

PART I – PUBLIC MEETING

1. CHAIR AND VICE CHAIR

To note the appointment at the Annual General Meeting on 17 May 2013 of Councillor James as Chair and Councillor Mrs Aspinall as Vice Chair.

2. APOLOGIES

To receive apologies for non-attendance submitted by Cooperative Scrutiny Board Members.

3. DECLARATION OF INTEREST

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

4. MINUTES

(Pages 1 - 6)

The Cooperative Scrutiny Board will be asked to agree the minutes of the Overview and Scrutiny Management Board meeting held on 8 May 2013.

5. CHAIR'S URGENT BUSINESS

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

6. CHAIR'S INTRODUCTION

The Chair of the Cooperative Scrutiny Board will welcome members and give an introduction to Overview and Scrutiny going forward.

7. CALL-INS

(Pages 7 - 14)

To receive a report detailing the response to scrutiny on the call in of the decision entitled 'revised household waste recycling centre opening hours and waste acceptance criteria'.

8. URGENT EXECUTIVE DECISIONS

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

9. FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS

To receive new items from the Forward Plan of Key Decisions and Private Business with a view to identifying items for scrutiny.

10. ANNUAL SCRUTINY CONFERENCE

To discuss the format of the Annual Scrutiny Conference which will take place on 3 June 2013.

11. DRAFT SCRUTINY TEMPLATES (Pages 15 - 24)

To receive the draft templates for the new scrutiny process.

12. DRAFT SCRUTINY HANDBOOK (TO FOLLOW)

To receive the draft handbook for the new scrutiny process.

13. CORPORATE PLAN 2014 - 2017 (TO FOLLOW)

To receive the draft Corporate Plan 2014 – 17 for consultation.

PRIVATE 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.

(Members of the public to note that, if agreed, you will be asked to leave the meeting).

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Overview and Scrutiny Management Board

Wednesday 8 May 2013

PRESENT:

Councillor Mrs Aspinall, in the Chair.

Councillor Tuffin, Vice Chair.

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

Apologies for absence: Councillors Monahan and Wiggins.

Also in attendance: Councillor Coker (Cabinet Member for Transport), Ross Jago (Democratic Support Officer), Giles Perritt (Policy, Performance and Partnerships) and Helen Wright (Democratic Support Officer).

The meeting started at 5.00 pm and finished at 6.30 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.

151. **DECLARATIONS OF INTEREST**

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

152. **MINUTES**

The Board agreed that the minutes of the meeting held on 5 April 2013, 10 April 2013, 16 April 2013 and 17 April 2013 are confirmed as a correct record.

153. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

154. **TRACKING DECISIONS**

The Board considered the schedule of decisions made and noted the latest position.

155. **WORK PROGRAMMES**

The work programme of the Overview and Scrutiny Management Board, Children and Young People OSP, Growth and Prosperity OSP, Health and Adult Social Care and Support Services OSP were submitted for consideration and approval.

The Board agreed –

- (1) the work programmes, as submitted;
- (2) that the following items are included within the work programme of the new Working Plymouth panel –
 - Local Economic Partnerships – Heart of the South West;
 - Youth unemployment update;
 - Plan for Jobs;
 - Digital exclusion (connectivity; broadband);
 - Plymouth Hospitals NHS Trust commitment to supporting economic growth agenda;
 - evaluation of East End transport scheme;
 - evaluation of Outland Road transport scheme;
- (3) that the following items are included within the work programme of the new Caring Plymouth panel –
 - CAMHS;
 - sickness levels in Social Care;
- (4) that the following items are included within the work programme of the new Ambitious Plymouth panel –
 - ICT;
 - sickness levels;
 - IT shared services;
- (5) that the following items are included within the work programme of the new Cooperative Scrutiny Board –
 - Devon and Somerset Fire and Rescue Service Plan 2013-14 to 2014-15;
 - National Non Domestic Rates (NNDR);
 - discretionary rate relief.

156. **CALL-INS**

There were no calls-ins to consider.

157. **URGENT EXECUTIVE DECISIONS**

There were no urgent executive decisions to consider.

158. **FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS**

The Board noted the update provided on the executive key decisions as follows –

- (a) the following key decisions would be considered at the Cabinet meeting scheduled for 21 May 2013 –

- role of the city council acting as guarantor to the Ocean Studios;
- hackney carriage quantity limit policy;
- contract award for local bus services;
- Langage employment units;
- Child Poverty Strategy 2013-16;
- improving quality and outcomes, increasing choice and control-recommendations following consultation.

159. **CABINET MEMBER**

The Chair welcomed the Cabinet Member for Transport who provided a brief overview of the current areas of work being undertaken, which included –

- bus lane enforcement scheme;
- highway maintenance;
- reinstatement of school buses;
- young person's travel summit;
- roll out of the LED lights;
- rail connectivity;
- cycling and walking paths successful funding bid;
- subsidised bus routes and through ticketing.

In response to questions raised, it was reported that –

- (a) it was anticipated that by the middle of May 2013 Amey would have completed the evaluation and priority matrix for road repairs (repairs would be prioritised in accordance with the condition of the road); councillors would be informed of road closures via email;
- (b) the income received from the enforcement of the bus lanes would be ring-fenced to undertake further road repairs;
- (c) work was currently being undertaken to investigate ways of reducing the impact of the school run within communities;
- (d) the additional funding for highway maintenance of £2m per year over the next 10 years would make a difference but this would not solve the problem; the poor condition of roads was a national problem and not unique to Plymouth;
- (e) the cost of removing the Plymouth City Council logo from the Citybus fleet would be cost prohibitive (some routes were also subsidised by the Council).

The Chair thanked the Cabinet Member for Transport for attending the meeting.

160. **CORPORATE MONITORING REPORT**

There were no issues raised.

161. **OVERVIEW AND SCRUTINY ANNUAL REPORT 2012/13**

The Chair presented the Overview and Scrutiny Annual Report 2012-13 and took the opportunity to thank everyone involved for their contributions.

The Board agreed the Overview and Scrutiny Annual Report 2012-13 subject to the following amendments –

- (1) (Children and Young People's OSP under early intervention) - the word 'were' is included in the sentence to read as follows 'were in place for safeguarding of children, for example the report only mentioned once the use of mobile phones';
- (2) (Health and Adult Social Care OSP under looking forward to next year) – Health and Wellbeing Board is replaced with Health Watch, the sentence to read as follows 'including the Health Watch will champion the early intervention agenda'.

162. **RECOMMENDATIONS**

The Board endorsed and agreed the recommendation with regard to the Growth and Prosperity OSP, to formally consult with all councillors when the Plymouth Plan together with the preferred options are published in autumn 2013.

163. **PROJECT INITIATION DOCUMENTS (PIDS)**

There were no project initiation documents (PIDS) to consider.

164. **TASK AND FINISH UPDATES/REPORTS**

Councillor Mrs Aspinall, the Chair of the Strategic Alcohol Plan Task and Finish group, together with Ross Jago (Democratic Support Officer) presented the report, which outlined the following –

- the evening and night time economy;
- Government legislation and advice;
- relevant national statistics and information;
- conclusion;
- recommendations.

Councillor Mrs Aspinall took the opportunity to thank all those involved for their support during the task and finish group meetings.

The Board agreed to recommend the task and finish group report on the Strategic Alcohol Plan to Cabinet for its approval, subject to the following amendment 'recommendation 2 one of Europe's finest, most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

165. **EXEMPT BUSINESS**

There were no items of exempt business.

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**RESPONSE TO COOPERATIVE SCRUTINY
BOARD ON CALL-IN OF EXECUTIVE
DECISION REF E7 12/13 - REVISED HOUSEHOLD
WASTE RECYCLING CENTRE OPENING HOURS AND
WASTE ACCEPTANCE CRITERIA**



BACKGROUND

The Overview and Scrutiny Management Board considered a call-in of the above Executive decision on the 16 April 2013 and following its review agreed that the decision be referred back to the decision maker (Councillor Vincent – Cabinet Member for Environment) to undertake -

- (1) a consultation exercise;
- (2) a review of the operational hours of the household waste recycling centres and detailed information is provided to support any proposed changes in operational hours;
- (3) a review is undertaken on the administration of the proposed inclusion of trailers in the household waste recycling centre permit scheme, with particular attention paid to how the scheme would operate for houses in multiple occupation.

RESPONSE TO O&S MANAGEMENT BOARD

The Overview and Scrutiny Management Board is thanked for its review and comments which the decision maker has subsequently considered. In light of the need to implement changes, not least to provide operational efficiency savings, the decision maker has decided to implement the decision but has taken the Board's specific referral recommendations into consideration as follows:

1. Following further review, a formal consultation exercise is not considered appropriate at this stage as it will not inform the decision which is being made on the basis of improving cost effectiveness by reducing opening hours and reducing illegal or uncharged for use of the HWRCs by traders and residents outside of Plymouth.

The revised opening hours have considered factual usage and survey data in their determination and waste acceptance criteria changes are made in light of known trade waste abuse, and operating policies and changes implemented by neighbouring authorities. However as with many changes, it is proposed to review the impacts of the decision between 6 to 12 months post implementation which would include surveys of users and the wider public, and analysing the impact of the decisions on waste disposal, recycling and fly-tipping trends.

2. Following Overview and Scrutiny recommendations, a further review of current operational hours and resident usage has been undertaken and more detailed usage information has been produced in graphical form to support the proposed changes to opening hours. This more detailed information is attached as Appendix A to this report and supports the premise presented in the original decision report, its referenced background report and at Overview and Scrutiny Board, that the proposed changes to operational hours will have very little impact on the majority of Plymouth residents and legitimate customers.

More simplistically put, by asking between 15 and 52 users in summer and between 4 and 30 users in winter per day (evening or morning) to adjust their visiting times at Chelson

Meadow, an operational saving of £179,000 can be made per year. The number of users affected by proposed changes at Weston Mill are fewer and it should be noted that the proposed revised hours include two late night openings at Chelson Meadow per week along with weekend opening which will cater for working families and other users who cannot access the HWRCs during conventional working hours.

3. A permit scheme along with its administration is already well established for vans and the decision maker considers that the inclusion of trailers within this scheme is necessary and appropriate to control illegal trade waste and wider abuse of the HWRCs. The operation of the scheme will follow similar principles to the successful van permit scheme and hence issuing 12 permits per year to any individual registered address is considered appropriate.

In recognition of the Scrutiny Board's concerns, the permit application form will be designed to enquire whether the application is from a multiple occupancy dwelling and hence further requests for permits from multiple occupancy dwellings can therefore be catered for on an individual basis. It should be noted that trailers (and vans) delivering only garden waste only to the HWRCs will still require a permit, but this will not count as one of the 6 or 12 allowed visits on the permit.

Appendix A – detailed analysis of household waste recycling centres’ site usage

Overview

The household waste recycling centres (HWRCs) at Chelson Meadow and Weston Mill record all visits to the sites using an Automatic Number Plate Recognition system (ANPR). This system confirms that on average the Chelson Meadow HWRC receives over 20,000 visits per month and Weston Mill receives over 12,000 visits per month. However when analysing the pattern of usage it is apparent that the sites are used much less frequently at the start and end of the current operational day.

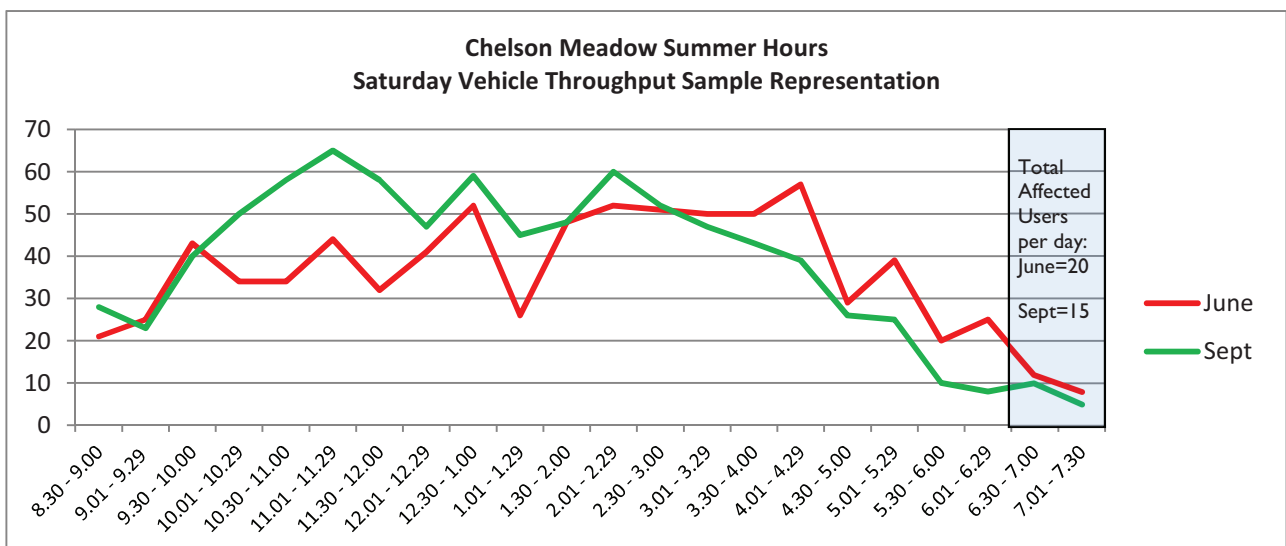
Using historic data from the ANPR system it is possible to estimate the likely number of users that will need to adjust their visit times to accommodate the proposed revised summer and winter hours. The graphs presented below have analysed a typical weekday (Wednesday) and Saturday in both summer and winter to estimate the number of users who would have to adjust their visit times to accommodate the revised opening hours. It should be noted that the Council operates its shorter Winter hours between November and February (4 months), and Summer hours between March and October (8 months) each year.

When considering the number of users affected by opening hour changes, it should be recognised that the population of Plymouth is over 255,000 and hence in saying that on average 50 users will be affected by a change each day, this actually equates to less than 0.02% of Plymouth’s population ie 50 out of 255,000.

Chelson Meadow

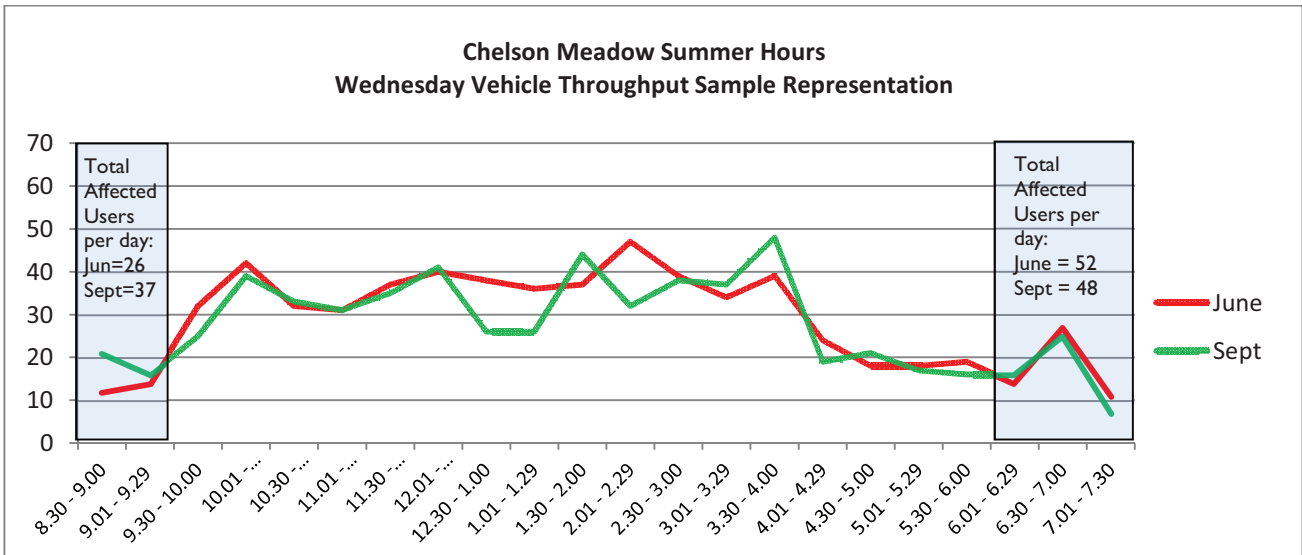
Typical Saturday user profile for Chelson Meadow in June and September

Operationally, summer is the busiest time of the year and summer opening hours are operated for 8 months. Saturday is generally the busiest day of the week with over 800 visits per day. The proposed revised summer opening hours will impact at the end of the day with 1 hour earlier closing at 6.30pm. This analysis shows that on average only 17 users per day would need to adjust their visit times.



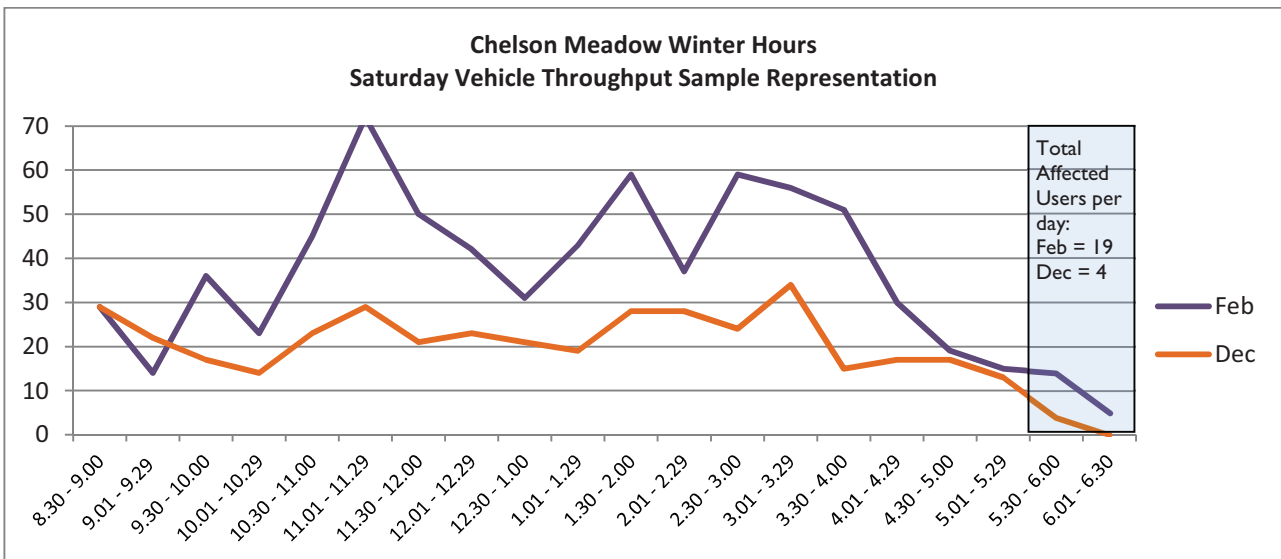
Typical Weekday user profile for Chelson Meadow in June and September

Wednesday is a typical weekday with around 600 visits per day. The proposed revised summer opening hours will mean that the site will open 1 hour later in the morning which will require on average 31 users per weekday to adjust their visit times. In the evening the site will close one and half hours earlier which require on average 50 users per day (Tues – Fri) to adjust their visit times noting that Monday which will be a late night opening.



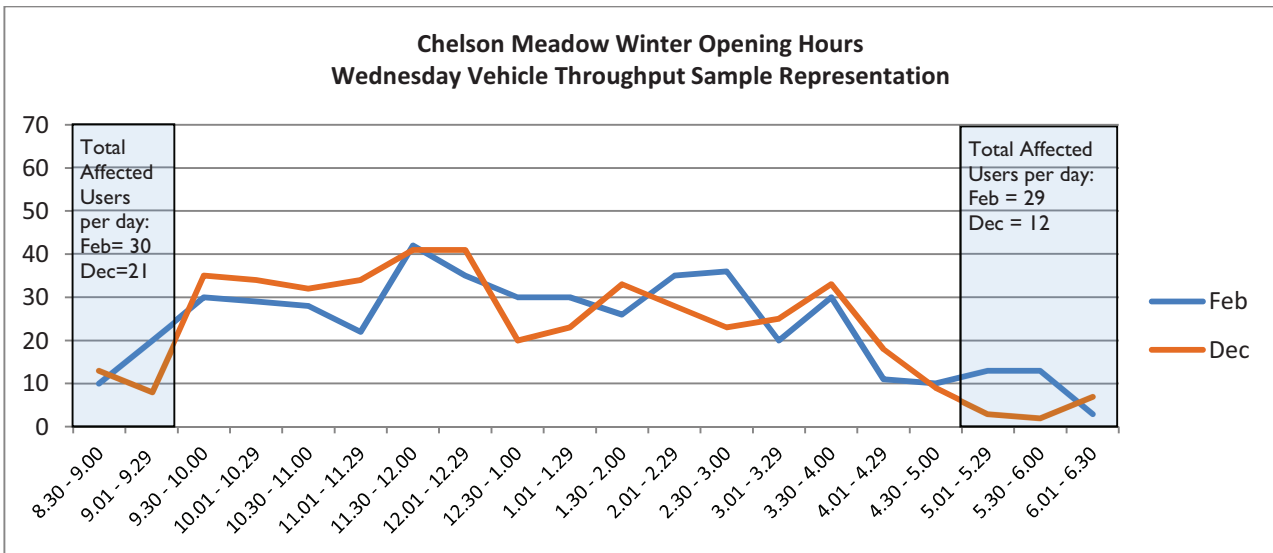
Typical Saturday user profile for Chelson Meadow in February and December

The operational winter months (4 months per year) are quieter albeit Saturdays remains the busiest day of the week with typically around 700 visits in February and 400 visits in December. The proposed revised winter opening hours on a Saturday will only impact on the site’s opening hours at the end of the day with a one hour earlier closing at 5.30pm. Analysis shows that on average this will require 4 users per day to adjust their hours in December and 12 users per day to adjust their hours in February. It should also be noted that it is not uncommon in December and January to have days that receive no visits between the hours of 5.30pm and 6.30pm.



Typical Weekday user profile for Chelson Meadow in February and December

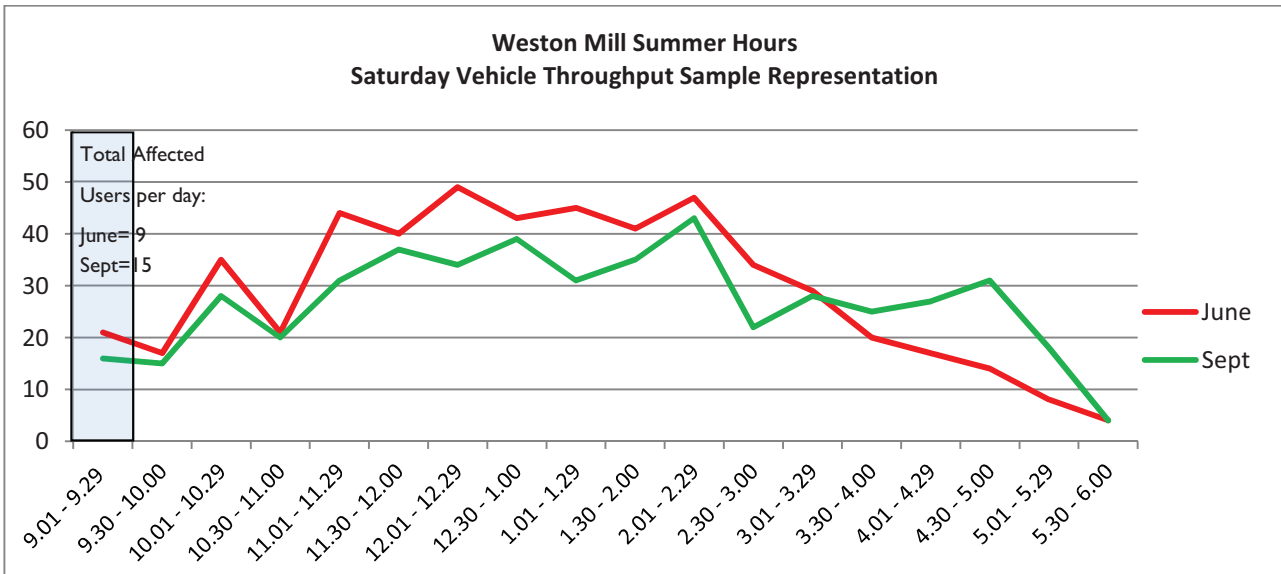
Weekdays in winter often receive around 500 visits per day in February and up to 500 visits per day in December. The proposed revised winter opening hours on a typical weekday such as Wednesday will mean that the site will open one hour later in the mornings which would require on average 25 users per weekday to adjust their visit times. In addition the site will close one and half hours earlier at 5pm which will require on average 20 users per day (Tues – Fri) to adjust their visit times noting that later opening provision is being made on a Monday each week.



Weston Mill

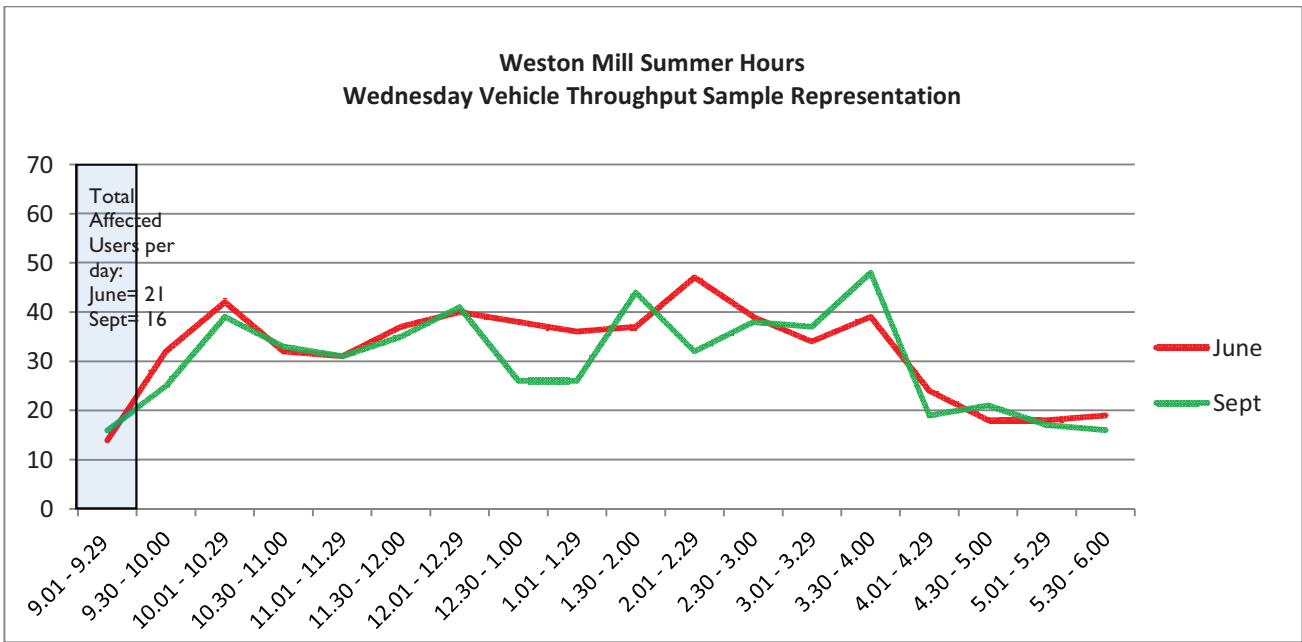
Typical Saturday user profile for Weston Mill in June and September

Operationally, summer is the busiest time of the year and summer opening hours are operated for 8 months. Saturday is still the busiest day of the week with over 500 visits per day. The proposed revised summer opening hours will impact at the start of the day only with the site opening 0.5 hours later at 9:30am. This analysis shows that on average only 12 users per day would need to adjust their visit times.



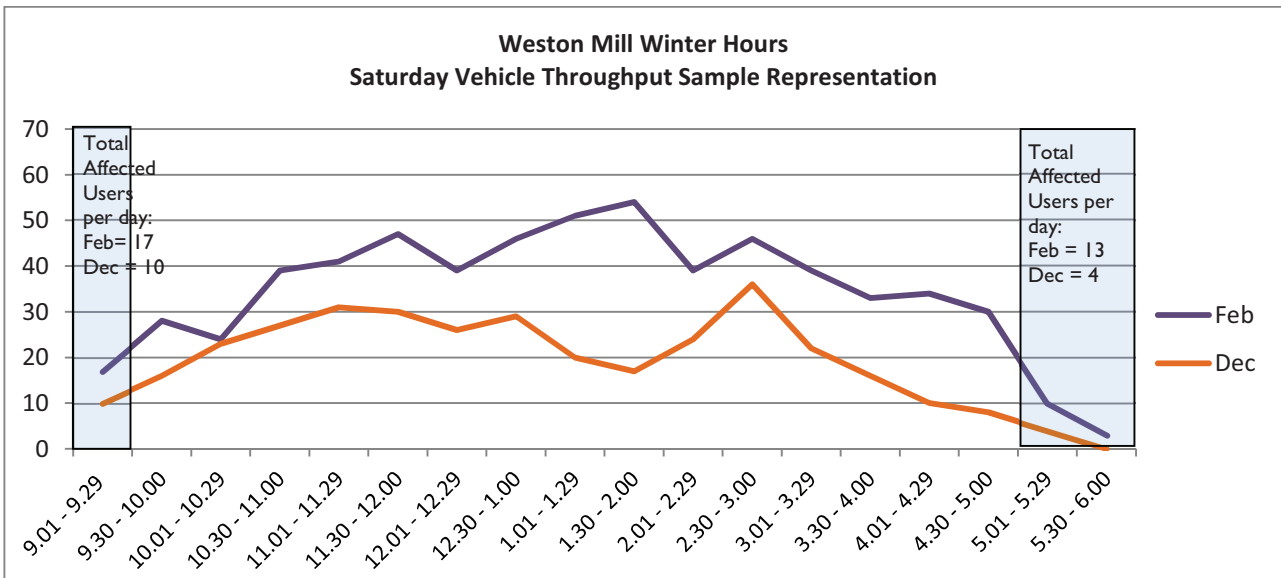
Typical Weekday user profile for Weston Mill in June and September

Wednesday is a typical weekday with around 500 visits per day. The proposed revised summer opening hours will mean that the site will open 0.5 hours later in the morning which will require on average 18 users per weekday to adjust their visit times. See overleaf for graph.



Typical Saturday user profile for Weston Mill in February and December

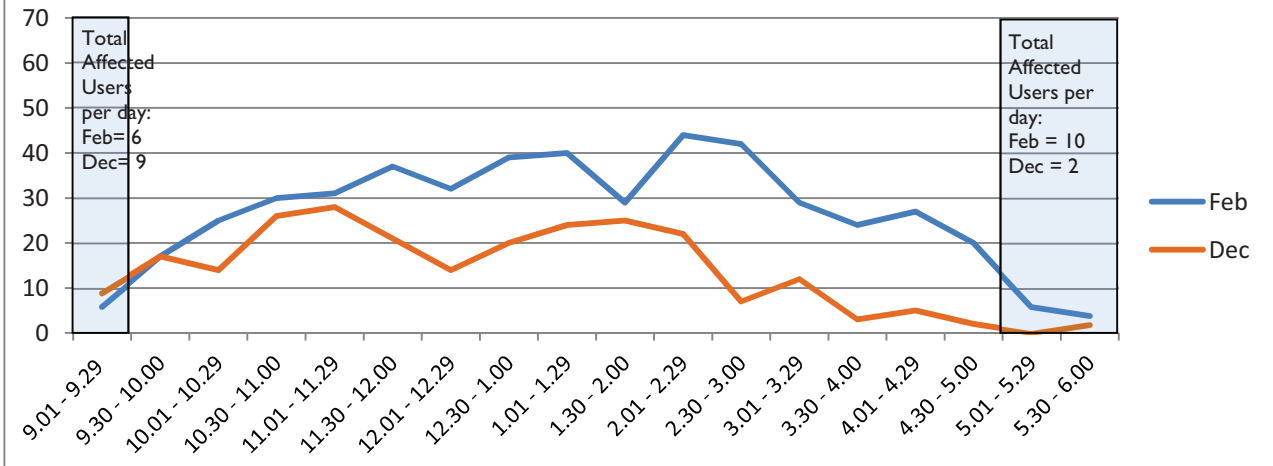
Winter months (4 months per year) are quieter albeit Saturdays remains the busiest day of the week with typically over 600 visits in February and around 400 visits in December. The proposed revised winter opening hours on a Saturday will mean that the site will open 0.5 hours in the morning which would require on average 13 users to adjust their visit times. In addition the site will close one hour earlier at 5pm which will require on average 8 users per day to adjust their visit times.



Typical Weekday user profile for Weston Mill in February and December

Weekdays in winter often receive nearly 500 visits per day in February and up to 300 visits per day in December. The proposed revised winter opening hours on a typical weekday such as Wednesday will mean that the site will open 0.5 hours later in the mornings which would require on average 7 users per weekday to adjust their visit times. In addition the site will close one hour earlier at 5pm which will require on average 6 users per day to adjust their visit times.

Weston Mill Winter Opening Hours
Wednesday Vehicle Throughput Sample Representation



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REQUEST FOR A COOPERATIVE REVIEW



Please submit this document to Democratic Support once complete.

The request will be submitted to the Co-operative Scrutiny Board for consideration against the approval criteria and you will be notified of its success. If the Board approve the request for a Co-operative Review on the subject matter below then a project plan will be completed and you may be asked for further information.

What is the name of the review?	
Please provide a brief outline of the subject and scope of the review?	
Please outline the reasons as to why you believe a review needs to take place?	
What will the review attempt to achieve?	
Who will benefit from the review?	
How long do you think the review might take?	
When do you think the review should commence and why?	
When do you think the review should be completed by and why?	
Review requested by?	

Received in Democratic Support Section:	Reviewed by the Co-operative Scrutiny Board:
Date: <input type="text"/>	Date: <input type="text"/>
Scrutiny Review Approved/Rejected	
If approved initial Project Plan meeting date:	

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CO-OPERATIVE REVIEW PROJECT PLAN

[INSERT TITLE]



Background	
Chair:	
Lead Officer:	
Democratic Support Officer:	
Membership:	
Relevant Cabinet Member:	
Date review approved by the Co-operative Scrutiny Board:	
Summary of subject to be reviewed:	transfer information from the review request and expand on the information
Reason(s) and rationale for the review:	<p>The reason(s) and rationale for agreeing this review should be at least one of the following:</p> <ul style="list-style-type: none"> • The issue has been identified as an area of concern for the public; • Poor performing service areas (evidence provided from performance indicators and the 'Have your Say' complaints provision); • A high level of user dissatisfaction with a service area; • Public interest on an issue identified in the local media; • A high level of budgetary commitments/overspends to a service area; • A Corporate priority area; • A Central Government priority area; • An issue raised by external auditors; • New government guidance or legislation; • An opportunity to make a positive impact on a service area or community.
Objectives of the review:	Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time-Bound).
What will the review look at?	
Which areas will be excluded from the review?	
What City and Council Priorities does the review relate to:	<p>The review needs to be related to at least one of the four city and council priorities:</p> <ul style="list-style-type: none"> • Deliver Growth

	<ul style="list-style-type: none"> • Raise Aspirations • Reduce Inequality • Provide Value for Communities
Identify links to other Council policies, projects or strategies:	Identify any Council policies, projects or strategies that the review links to (e.g. the Corporate Plan etc.)
Who will benefit from the review:	transfer information from the review request and identify any additional beneficiaries

Methodology	
The method and approach of the review:	<p>What types of enquiry will be used to gather evidence and why. This is likely to be influenced by several factors including the actual topic itself, the need for expert advice/training and how easy it is likely to be to gather relevant evidence and information. Possible approaches to research include:</p> <ul style="list-style-type: none"> • Issuing questionnaires and surveys; • Mystery shopping; • Site visits, job shadowing and observations; • Document analysis; • Interviewing experts; • Interviewing witnesses and service users; • Facilitating public meetings, seminars and drop-in sessions; • Comparisons with other authorities and benchmarking exercises; • Joined up working with other panels, partnerships and neighbourhood forums etc. • Commissioning research activities; • Workshops and focus groups;
Witnesses and experts:	<p>To agree witnesses and experts that might be called to provide evidence. Witnesses could include:</p> <ul style="list-style-type: none"> • Senior Managers/Chief Officers; • Service users; • External partners; • Business representatives; • Voluntary and Community Groups; • Professional experts. • Residents groups
Co-opted representatives:	To identify any potential co-opted representatives to be part of the Co-operative Review group.
Documents and/or reports for analysis e.g. internal/external reports or legislation):	<p>Which documents would assist with the review. Documents can take a variety of forms including (for example):</p> <ul style="list-style-type: none"> • Government guidance or legislation; • Local policies and strategies;

	<ul style="list-style-type: none"> • Performance plans and performance indicators; • Departmental service plans; • Consultation exercise evidence; • Budget data; • Minutes and agendas of previous meetings; • Newspaper articles;
Site visits:	Will any site visits be necessary to observe similar work in other places or to look at the subject of the review
Consultations/Research:	Identify the research that will be required for this review and the method by which this research should be carried out.
Publicity:	How will the review be publicised
Evaluation method	How will the success of the review be monitored?
Resource Requirements:	<p>When considering resource requirements you should include:</p> <ul style="list-style-type: none"> • Costs of venue hire • Costs of site visits • Travel costs • Publicity costs • Approximate officer hours
Barriers and Risks:	Use this space to identify if there are any risks, barriers or obstacles that could threaten the review.

Timetable		
Activity	Timescale / Date(s)	Intended Outcome(s)
Meeting 1:		
Meeting 2:		

Meeting 3:		
Meeting 4:		
Draft report:		
Meeting 5 (approve report):		
Submit report to the Co-operative Scrutiny Board Meeting:		
Submit to Cabinet Meeting:		
Submit to other bodies/organisations:		
Scrutiny Panel to evaluate and track the outcomes of the Co-operative Review:		

AMBITIOUS PLYMOUTH

Tracking Resolutions and Recommendations
2013 - 2014



Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
		Date:	
		Officer:	
		Progress	
		Date:	
		Officer:	
		Progress	
		Date:	
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		Officer:	
		Progress	
		Date:	
		Officer:	
		Progress	

Recommendations sent to the Cooperative Scrutiny Board.

Date, agenda item and minute number	Ambitious Plymouth Recommendation	Corporate Scrutiny Board Response	Date responded

Recommendation/Resolution status

Grey = Completed item.

Red = Urgent – item not considered at last meeting or requires an urgent response.

AMBITIOUS PLYMOUTH

Work Programme 2013 - 2014



Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance and is subject to approval at the Cooperative Scrutiny Board.

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Ross Johnston, Democratic Support Officer, on 01752 307990.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
01.07.2013			Pre-decision scrutiny	
			Post-decision scrutiny	
			Cooperative Review update	
23.09.2013				
11.11.2013				
03.03.2014				

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