

# Public Document Pack



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2 July 2013

## **COOPERATIVE SCRUTINY BOARD**

Wednesday 10 July 2013  
4.00 pm  
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. APOLOGIES**

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

#### **2. DECLARATION OF INTEREST**

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

#### **3. MINUTES**

**(Pages 1 - 10)**

The Cooperative Scrutiny Board will be asked to agree the minutes of the meetings held on –

- 29 May 2013;
- 19 June 2013.

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

To consider the appointment of co-opted representatives.

#### **6. CORPORATE MONITORING REPORT (TO FOLLOW)**

To consider the corporate monitoring report for May 2013.

#### **7. WORK PROGRAMMES**

**(Pages 11 - 20)**

To consider and approve the work programmes for each of the panels including the Board and to receive a progress update from each of the Chairs.

#### **8. CALL-INS**

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

## **9. 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.

## **10. FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS (TO FOLLOW)**

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

## **11. RECOMMENDATIONS (Pages 21 - 24)**

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

## **12. COOPERATIVE REVIEW(S)**

To consider cooperative review(s).

## **13. 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 the likely disclosure of exempt information as defined in paragraph 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 Board is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL.

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## **Cooperative Scrutiny Board**

**Wednesday 29 May 2013**

### **PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Ball, Bowie, Bowyer, Casey, Darcy (substitute for Councillor Sam Leaves), Philippa Davey, Murphy and Tuffin.

Apologies for absence: Councillor Sam Leaves

Also in attendance: Councillor Tudor Evans (The Leader), Tracey Lee (Chief Executive), Gemma Pearce (Democratic Support Team Leader), Giles Perritt (Head of Policy, Performance and Partnerships) and Helen Rickman (Democratic Support Officer).

The meeting started at 4.00 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.*

#### **1. CHAIR AND VICE CHAIR**

The Board noted the appointment of the Councillor James as Chair and Councillor Mrs Aspinall as Vice-Chair at the Annual General Meeting on 17 May 2013.

#### **2. DECLARATION OF INTEREST**

There were no declarations of interest made by members in respect of items under consideration at this meeting.

#### **3. MINUTES**

The Board agreed that the minutes of the meeting held on 8 May 2013 are a correct record.

#### **CHAIRS URGENT BUSINESS**

#### **4. Scrutiny Terms of Reference**

The Scrutiny Lead Officer highlighted the publication of the report on a recent Ofsted review of a large Metropolitan Borough Council which found some services to be unsatisfactory. Part of the criticism by Ofsted was that responsibility for scrutiny of Children's Services was split between too many scrutiny panels resulting in a lack of clear responsibility. The Board felt that action should be taken with regard to the terms of reference in light of this information.

The Board also felt that in light of the increased workload for the Ambitious Plymouth Panel and the cross cutting nature of the business, Human Resources and ICT should be moved from Ambitious Plymouth to the Board's terms of reference.

The Board felt that given the Customer Transformation programme, Customer Services should feature in a panel's terms of reference in its own right.

The Board noted that later in the meeting a new corporate plan had been drafted and that subject to the approval of the final version at Council the 'corporate plan priorities' section of the terms of reference for all panels should be updated to reflect any new priorities approved.

Agreed to recommend to council to –

- (1) move Human Resources and ICT to the terms of reference for the Co-operative Scrutiny Board;
- (2) evidence a link between 'Working Plymouth' and 'Ambitious Plymouth' with respect to 'apprenticeships';
- (3) move Children's social care, adoption and fostering, early intervention and prevention, corporate parenting and the leadership and delivery of all services for children and young people out of the terms of reference for 'Caring Plymouth' and into the terms of reference for 'Ambitious Plymouth';
- (4) to amend the wording of the terms of reference for Caring Plymouth from 'Adult and Children's Health and Social Care' to Adult and Children's Health' to reflect (3) above;
- (5) add 'customer services' to the terms of reference for 'Your Plymouth';
- (6) update the 'corporate plan priorities' section of all terms of reference as and when the draft corporate plan is approved by City Council.

### 5. **Scrutiny of the NHS**

Board Members raised concerns regarding the most recent serious incident at Derriford Hospital where a man had been administered medication which had allegedly led to his death.

The Chair highlighted the importance of rigorously scrutinising issues of safety and quality at Plymouth Hospitals NHS Trust, a duty which had been reaffirmed in the report of the Francis Inquiry (2013), and referred this issue to the Caring Plymouth panel.

Agreed that the Caring Plymouth panel, who have responsibility for the scrutiny of the NHS services, receive the full support of the Co-operative Scrutiny Board to scrutinise all issues of safety and quality across NHS funded services being delivered within the City of Plymouth.

6. **CHAIR'S INTRODUCTION**

The Chair welcomed Board Members to the first meeting of the Cooperative Scrutiny Board. He congratulated Members on their appointment as Chairs and Vice Chairs and members of the Board and highlighted the challenges ahead.

7. **CALL-INS**

The Board received a response to the call-in of the executive decision (ref E7 12/13) – Revised Household Waste Recycling Centre opening hours and waste acceptance criteria.

Agreed to request that the impact of the changes is reviewed in six months' time and the results of that assessment be brought back to the Board.

8. **URGENT EXECUTIVE DECISIONS**

There were no urgent executive decisions to consider.

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

There was no forward plan of key decisions and private business to consider.

10. **ANNUAL SCRUTINY CONFERENCE**

The Lead Scrutiny Officer briefed the Board on the Annual Scrutiny Conference which would be taking place on 3 June 2013 and highlighted to members that it would be an opportunity to shape the initial work programme for each of the panels.

11. **DRAFT SCRUTINY TEMPLATES**

Gemma Pearce, Democratic Support Team Leader, provided the Board with an update on the draft scrutiny templates.

The Board was informed that –

- (a) the previous project initiation document (PID) had been reduced from six pages to one page in order to make it more succinct and easy to understand;
- (b) in order to make the process less bureaucratic, any Member was now able to submit a PID to the Board and this was not required to go through a panel first;
- (c) the project plan document contained elements of the previous PID document however the first meeting of the review should be dedicated to populating this document;
- (d) the number of panel meetings for the majority of panels had been reduced therefore more in-depth reviews could be resourced by Democratic Support;

- (e) the tracking resolutions document contained the same standard information but looked slightly different;
- (f) the work programme had been developed to help panels to organise their workload as the limit of four meetings for the majority of panels would require meetings to have a more strategic approach; it was designed to aid Members to question why specific agenda items were there and how they would scrutinise their work.

The Board noted the update.

12. **DRAFT SCRUTINY HANDBOOK**

Gemma Pearce, Democratic Support Team Leader, provided the Board with an update on the Draft Scrutiny Handbook.

Members were informed that the handbook was still being drafted and comments and questions should be provided to Democratic Support.

In response to questions raised it was reported that –

- (a) the handbook was aimed at members, officers, co-opted representatives, review witnesses and members of the public;
- (b) the seating plan was included in the handbook in order to provide a visual aid for people attending their first scrutiny meeting;
- (c) panels were encouraged to find relevant offsite venues for scrutiny meetings to encourage community engagement;
- (d) task and finish groups were now called co-operative reviews and could range from a one hour meeting to a collection of meetings covering several months.

The Vice Chair, Councillor Mrs Aspinall, informed Members that as members of the Cooperative Scrutiny Board they were required to chair at least one scrutiny review throughout the municipal year; membership was not limited to panel members.

The Board adjourned at 5.25pm at the completion of this item for 10 minutes in order to allow time for the Leader and the Chief Executive to arrive for the following agenda item.

13. **CORPORATE PLAN 2014 - 2017**

The Leader, Councillor Tudor Evans and the Chief Executive, Tracey Lee, provided the Board with an overview of the Corporate Plan 2014-2017.

The Board was informed that –



- (a) the plan was specifically a document about delivery and not just aspirations and would help to shape the council and ensure it was fit for purpose during a changing financial climate;
- (b) the plan was a succinct document that would be supported by other plans and documents and would collectively set out what services needed to be provided and how this would happen;
- (c) it was vital that there was a clear connection between the vision, outcomes, actions and service plans;

In response to questions raised it was reported that –

- (d) the aim of the Corporate Plan was to specify the type of authority that Plymouth wanted to be and how it would achieve its goals and aspirations. Specifics regarding resources would be detailed in the Medium Term Financial Plan;
- (e) the Corporate Plan was a business plan which would be closely monitored; it was important that the correct measures were in place to improve performance;
- (f) it was recognised that engagement with the local community was important to achieving best outcomes for the city however it was considered that scrutiny would take an active part in this;
- (g) the role of partners was equally important in allowing the Council to meet its objectives; engagement with the Local Strategic Partnership, One Plymouth and other local organisations and groups would have a great influence in the direction of the city and would help to ensure that the best possible service was delivered;
- (h) Members of the senior management team had been tasked with visiting teams across the council to ensure staff were engaged with the Corporate Plan and understood the values;
- (i) the Council's role within the Local Economic Partnership was crucial in supporting the aspirations of local communities; it was important to advertise that 'Plymouth is open for business';
- (j) Officers were confident that tasks and objectives set were achievable; Plymouth was in a strong position as it was below the national average for unemployment, visitor numbers were increasing and the delivery of homes and jobs would be contained within the Local Economic Strategy;

The Board unanimously agreed -

- (l) the Co-operative Scrutiny Board's future role in scrutinising the Council's decision making and performance in the context of the strategic direction as set out in the Corporate Plan;

- (2) to provide a democratic conduit for the voice of citizens and to provide assurance that the voice of citizens is heard within service design, strategic and financial planning;
- (3) to understand the values and the objectives as set out in the Corporate Plan and take them into account in their own roles when challenging decision making and assuring performance;
- (4) to identify and agree how the Co-operative Scrutiny Board will deploy co-operative review groups to scrutinise the delivery of the plan;
- (5) to agree the Co-operative Scrutiny Board's approach to scrutinising a 3 year budget rather than the previous one year cycle as part of the annual budget scrutiny process.

## **Cooperative Scrutiny Board**

**Wednesday 19 June 2013**

### **PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Ball, Bowie, Bowyer, Philippa Davey, Sam Leaves, Murphy, Singh (substitute for Councillor Casey) and Tuffin.

Apologies for absence: Councillor Casey.

Also in attendance: Peter Ford (Head of Development Management), Ian Gillhespy (Valuation Surveyor), Councillor Nicholson, Giles Perritt (Head of Policy, Performance and Partnerships), Julie Rundle (Senior Lawyer) Councillor Vincent (Cabinet Member for Environment) and Helen Wright (Democratic Support Officer).

The meeting started at 10.00 am and finished at 11.55 am.

*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.*

### 14. **DECLARATION OF INTEREST**

In accordance with the code of conduct, the following declarations of interest were made –

<b>Name</b>	<b>Reason</b>	<b>Interest</b>
Councillor James	Ward Councillor	Personal
Councillor Sam Leaves	Ward Councillor	Personal

### 15. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

### 16. **CALL-IN: LAND REAR OF 29 - 37 LUCAS LANE, PLYMPTON, PLYMOUTH, PURCHASE NOTICE SECTION 137 TOWN AND COUNTRY PLANNING ACT 1990**

The Cooperative Scrutiny Board considered the call-in of the Cabinet decision; land rear of 29 – 37 Lucas Lane, Plympton, Plymouth – Purchase Notice Section 137 Town and Country Planning Act, 1990.

The Cooperative Scrutiny Board heard that –

(a) Councillors Mrs Beer, Darcy and Nicholson had called the decision in for the following reasons –

- no consultation had taken place with the Cabinet Member for Children and Young People who had responsibility for Boringdon Primary School and other schools in the city; consultation should have taken place regarding the impact of this decision; the procurement of the land would benefit both the School and the wider community and also resolve this issue for the landowner;
- there was no indication that the Director for People, who had responsibility for education had been consulted;
- since the publication of the decision, Councillor Nicholson had consulted with the Head Teacher of Boringdon Primary School who confirmed that no consultation with the School had taken place; following further discussions with the school it had transpired that direct contact had been made by the council with the Business Manager at the School; however, during these discussions the Business Manager had not fully understood this part of the planning process;
- Boringdon Primary School was in support of the land being secured for educational purposes;

(b) Councillor Vincent (Cabinet Member for Environment) Peter Ford (Head of Development Management), Ian Gillhespy (Valuation Surveyor) and Julie Rundle (Senior Lawyer) responded that -

- at this stage of the process, no consultation had taken place with either the Cabinet Member for Children and Young People or the Director for People, as the council was only required to either accept or reject the Purchase Notice; (the Notice had been served on the council by the landowner under section 137 of the Town and Country Planning Act 1990);

(a Purchase Notice was a mechanism whereby any landowner who believed their land had become incapable of reasonably beneficial use by virtue of a planning decision might seek to have the land acquired by the local planning authority and be paid compensation for the value of the land);

the council was normally required to respond within three months of receiving a Purchase Notice (which had been received on 13 December 2012); however the council had been in contact with the landowner to explain the process and that it would take longer than three months to provide its response;

- the key point of the decision was whether the council should accept or reject the Purchase Notice; if the council accepted, or the Secretary of State directed the council to accept the Notice, then it would have to purchase the land; (there were no monies allocated within the council's approved capital programme for the purchase of the land); (due to the statutory obligation, the council would have to purchase the land regardless of its condition);

if the council rejected the Notice, the matter would be referred to the Secretary of State;

- consultation in the form of telephone conversations had taken place with the Business Manager of Boringdon Primary School; during these discussions the process had been clarified and it had been the Valuation Surveyor's clear understanding that the Business Manager would liaise with the Head Teacher regarding this matter;
- at this stage of the process, the council was not attempting to demonstrate suitable alternative uses for the site but that the council's decision to reject the Purchase Notice was based on a beneficial use as private amenity land.

In response to questions raised by the Board members, it was reported that –

- (c) the Purchase Notice would apply regardless of the condition of the land;
- (d) should the council accept the Purchase Notice or the Secretary of State direct the council to purchase the land, this would not set a precedent for other pieces of land within the City that may have a Purchase Notice served on them, as each case would be taken on its own merits;
- (e) consultation had taken place, in the form of telephone conversations with the Business Manager of Boringdon Primary School (who was also the Clerk to the School's Governors); this matter had not been referred to the School Governors;
- (f) the council was required to serve a Response Notice within three months of receiving the Purchase Notice; as this was a rarely used piece of legislation the process had taken longer (an indication of the council's decision had been submitted to the landowner's solicitor within the three month statutory timescale); further delays could result in the Secretary of State directing the council to accept the Purchase Notice;

- (g) if the council accepted the Purchase Notice and proposed any alternative use of the land a planning application would need to be submitted and considered on its merits; (previously this piece of land had not been deemed appropriate for residential development); the Planning Committee would not be required to take into account that a Purchase Notice had been accepted on this land;
- (h) if the council accepted the Purchase Notice then it would be accepting there was no beneficial use to the landowner for this land;
- (i) following the call-in of the decision, a meeting had been held with the Cabinet Member for Children and Young People; there were no monies allocated within the council's approved capital programme for the purchase of the land;
- (j) the Cabinet Member for Environment confirmed that the decision had been made based on the four values of the Brilliant Co-operative Council;
- (k) it may be possible that the minutes from this meeting would be submitted to the Secretary of State by the landowner;
- (l) the Cabinet Member for Environment, confirmed that at this stage of the process there had been no requirement to consult with the Cabinet Member for Children and Young People and the Director for People (who had responsibility for education), as the key point of the decision was whether the council accepted or rejected the Purchase Notice;
- (m) if the decision had been to accept the Purchase Notice then the Cabinet Member for Finance and the Cabinet Member for any council service, to make future use of the land, would have been consulted due to the commitment being made by the council.

The Board agreed to confirm that the decision should be implemented

17. **EXEMPT BUSINESS**

There were no items of exempt business.

# AMBITIOUS PLYMOUTH

Work Programme 2013 - 2014



**PLYMOUTH**  
CITY COUNCIL

**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	Youth Services Restructure Review	To review the Youth Service following the service restructure and identify any areas that may require a co-operative review.	Post-decision scrutiny and service review.	John Miller, Head of Youth Services and Stuart Palmer, Assistant Director for Homes and Communities
12.08.2013	Missing Persons' Team	To receive a presentation from this new service to understand the remit and work of the team and to establish whether any further scrutiny work is required, with a particular focus on the partnership arrangements between the Youth Service, Police and Social Care Services.	New Service Review and Partnership arrangements	
	Dyslexia	To review service provision and support for children and young people with dyslexia.	Performance and provision	
	Children's Social Care Review	To undertake a thorough review of the Children's Social Care Service to establish the adequacy of service arrangements.	Performance and Provision – Service review	
	Narrowing the Gap in schools	To establish the challenges facing schools in tackling child poverty – the potential cooperative review would seek to encompass issues such as free school meals, the effects of welfare reforms on school children, child poverty and the ever increasing financial burden placed on parents from school proms.	Cooperative Review preparation	
23.09.2013	City of Culture Bid	To review the reasons why Plymouth was not selected as one of the final four cities in the City of Culture bid and learn where the city can improve for future bid submissions.	Future Learning and improving Plymouth's cultural offer	
	Library and Museum provision	To review the provision of and use of the city's libraries and museums, particularly with a focus on future City of Culture bids.	Performance and Provision	

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
11.11.2013	Skills and Apprenticeships Review	To review the city's opportunities with regard to skills and apprenticeships, with a particular focus on children with special educational needs; this review could develop into a co-operative review.	Performance and provision – potential cooperative review.	
	Early Years Development Review	To review the issues involved in nursery places and the allocation of school places.	Performance and Provision	
	Adult Education Service Review	To review the Plymouth Adult and Community Learning Service (PACLS).	Performance and Provision	
03.02.2014	School Transport Provision Review	To review the school transport offer provided by Plymouth City Council with a focus on ensuring that there is a promotion of safer journeys to school.	Performance and Provision	
	Children and Young People's Plan	To review the current Plan prior to the Plan being updated in 2014; this review would see an holistic approach taken to reviewing the plan but the panel's main focus would be on early intervention and prevention and adoption and fostering.	Cooperative Review Preparation (Pre decision scrutiny)	
03.03.2014	Youth Services Restructure Review	to review the Youth Services in early 2014 following the implementation of services and new work initiatives after the completion of the Youth Service Restructure and results of the Youth Service's Review Survey.	Post-decision scrutiny and service review.	



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## CARING PLYMOUTH



### Work Programme 2013 - 2014

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For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Amelia Boulter, Democratic Support Officer, on 01752 304570.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
04.07.13	Urgent Care - accident and emergency improvement plan - NHS111 commissioning	To look at the plans in place for dealing with emergencies	Public Interest	Jerry Clough (Director of Western Locality) (speak to Amanda Nash)
	Public Health	Plans for next 12 – 18 months	New Council Service	Debbie Stark – Interim Joint Director of Public Health Carole Burgoyne – Director for Place
	Healthwatch	What are their plans for the first 12 months of operation?	New Council contract	Vicky Shipway – Chief Executive for Colebrook Society Ltd Craig McArdle – Head of Strategic Commissioning, Adult Social Care
26.09.13	Social Care Budgets			
	Health & Well Being Strategy			
14.11.13				

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
13.02.14				
06.03.14				
03.04.14				

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## WORKING 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 Helen Rickman, Democratic Support Officer, on 01752 398444.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
03.07.2013	Briefing by Director for Place on key challenges and issues	To help inform work programme and Cooperative review discussion		Anthony Payne
	Evaluation of East End scheme	Post implementation report	Post scrutiny follow up	Juli Wileman
23.09.2013	Market recovery scheme	Outturn report	Follow up	Paul Barnard
	Affordable Housing	Plymouth Building programme	Housing Growth; Corporate Plan priority	Nick Carter
	Youth Unemployment	Monitoring report	Post scrutiny follow up	Chris Grace
	Plan for Jobs	Monitoring report	Post scrutiny follow up	Chris Grace
	Plymouth Community Homes review	Clive Turner, Chief Executive to attend.		Stuart Palmer
11.11.2013	Commercial Asset Strategy review	Briefing report to review maximisation of council estate		James Watt
	Connectivity/SW Peninsula Plan/Confident Plymouth	Monitoring briefing report		Clive Perkin/David Draffan
	Get Plymouth Building	Monitoring briefing report	Corporate Plan priority	Paul Barnard
03.03.2014	Youth Unemployment	Monitoring report	Post scrutiny follow up	Chris Grace
	Plan for Jobs	Monitoring report	Post scrutiny follow up	Chris Grace
	Inward investment	Monitoring report	Post scrutiny follow up	Amanda Ratsey
	Subsidised bus routes	Review of implementation of scrutiny recommendations	Post scrutiny follow up	Phil Heseltine

Scrutiny Review Proposals	Description
Park and Ride Bus Service	A review of current operating model with due regard to legal and financial framework, costs and income, carpark maintenance costs and comparison

	with operating models elsewhere. Put forward by Chair/ Vice Chair. To be started in July
Plymouth Plan – Strategic Framework for the City’s Vision	<p>To include reference to the review of the Local Economic Strategy and the Local Transport Plan) and consultation with Partners</p> <p>Subject to panel discussion. This review would be on-going throughout the year to receive and review evidence based studies and consultation feedback. There will be opportunities for several small panels</p>
On Street Parking Review (including fringe On Street Parking Review (incl fringe carparks) carparks)	
Britain’s Ocean City; Water Quality and Water Management; put forward by officers; awaiting outline scope	

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## YOUR 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 Katey Johns, Democratic Support Officer, on 01752 307815.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
08.07.2013	Customer Services	To get an overview of where we are in terms of customer service provision to help identify the focus of the task and finish scrutiny review(s)	To help prioritise focus of task and finish reviews	Andrew Stephens
	Housing Plan : Homelessness	To get an overview of where we are in terms of delivering affordable housing	This is a key element within the Corporate plan	Matt Garrett
	Cabinet Member for Cooperatives and Community Development	To inform panel of portfolio responsibilities and to identify possible areas which could benefit from pre/post decision scrutiny	To help develop panel's work programme	Councillor Penberthy
30.09.2013	Emergency Welfare Support (Social Fund)	To look at budget delivery and customer satisfaction	Monitoring outcome of Social Fund Replacement task and finish review	Caroline Camm / Ann Thorpe
	Cabinet Member for Environment	To inform panel of portfolio responsibilities and to identify possible areas which could benefit from pre/post decision scrutiny	To help develop panel's work programme	Councillor Vincent
	Miscellaneous Licensing (Review of Hours)	To consider whether the matter should be scrutinised	Consultation	Andy Netherton
04.11.2013	Plymouth Community Safety Partnership (Crime Stats)	To receive an annual update on crime stats for the City	Statutory Function	Sarah Hopkins
10.03.2014				

Task and Finish Proposals	Consideration Priority	Description
Compact (Relationship with Voluntary Sector)	1	This is a carry-over from the work of the Customers and Communities OSP however the PID is no longer relevant. The panel will hear from the Cabinet Member for Cooperatives and Community Development about proposals for new working arrangements with the community and voluntary sector at its meeting on 8 July 2013
Recycling Rates	4	Panel to hear from the Cabinet Member for Environment at its meeting on 30 September prior to any PID being drafted
Neighbourhood / Locality Working	2	The panel to review Neighbourhood / Locality Working
Customer Services (focus on website and interactive transactions)	3	The panel will hear from the Assistant Director for Customer Services on progress with the transformation programme at its meeting on 8 July, prior to preparing the PID and scoping documents for this review
Access to Buildings / Services (Annual Review)	5	Panel to look at barriers (including physical and language)
Advice / Revenues and Benefits Performance	6	Panel to look at performance and complaints

**COOPERATIVE SCRUTINY BOARD**

Work Programme 2013 - 2014


**PLYMOUTH**  
CITY COUNCIL

**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 Helen Wright, Democratic Support Officer, on 01752 304022.

<b>Date of meeting</b>	<b>Agenda item</b>	<b>Purpose of the agenda item</b>	<b>Reason for consideration</b>	<b>Responsible Officer</b>
<b>10.07.13</b>	Corporate Monitoring Including Finance/HR (May)	To identify areas of concern (if any).		David Northey, Head of Finance
<b>07.08.13</b>	Joint Finance and Performance, Capital and Revenue Monitoring	To identify areas of concern (if any).		David Northey, Head of Finance
<b>04.09.13</b>	Medium Term Financial Plan	Board to consider the Plan before approval by City Council	Pre-decision scrutiny	David Northey, Head of Finance
	Corporate Monitoring including Finance/HR (July)	To identify areas of concern (if any).		David Northey, Head of Finance
	Budget Scrutiny Recommendations (Six Months)	To review the progress of the Board's recommendations		Giles Perritt, Head of Policy, Performance and Partnerships
<b>16.10.13</b>	Corporate Monitoring including Finance/HR (August)	To identify areas of concern (if any).		David Northey, Head of Finance
<b>27.11.13</b>	Joint Finance and Performance, Capital and Revenue Monitoring	To identify areas of concern (if any).		David Northey, Head of Finance
<b>18.12.13</b>	Corporate Monitoring including Finance/HR (October)	To identify areas of concern (if any).		David Northey, Head of Finance
<b>08.01.14</b>	Budget Scrutiny (Day One)	The Board's recommendations will form part of the consultation process	Pre decision scrutiny	Giles Perritt, Head of Policy, Performance and Partnerships
<b>13.01.14</b>	Budget Scrutiny (Day Two)	The Board's recommendations will form part of the consultation process	Pre decision scrutiny	Giles Perritt, Head of Policy, Performance and Partnerships
<b>15.01.14</b>	Budget Scrutiny (Day Three)	The Board's recommendations will form part of the consultation process	Pre decision scrutiny	Giles Perritt, Head of Policy, Performance and Partnerships
<b>19.02.14</b>	Corporate Monitoring including Finance/HR (December)	To identify areas of concern (if any)		David Northey, Head of Finance

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
<b>26.03.14</b>	Corporate Monitoring including Finance/HR (January)	To identify areas of concern (if any)		David Northey, Head of Finance
<b>16.04.14</b>	Annual Scrutiny Report	The Board to agree its Annual Scrutiny Report.	To meet the constitutional requirement.	Giles Perritt, Head Policy, Performance and Partnership
	Corporate Monitoring including Finance/HR (February)	To identify areas of concern (if any)		David Northey, Head of Finance
	Child Poverty	The Board will receive a 12 month progress update		Candice Sainsbury, Senior Policy, Performance and Partnership Advisor



# COOPERATIVE SCRUTINY BOARD

Recommendations



Date/min number	Resolution / Recommendation	Response
<b>AMBITIOUS PLYMOUTH</b>		
01.07.2013 Minute 3	<p><b>APPOINTMENT OF CO-OPTED REPRESENTATIVES</b></p> <p><u>Agreed</u> to recommend to the Cooperative Scrutiny Board that –</p> <ol style="list-style-type: none"> <li>(1) the Democratic Support Officer contact the relevant organisations in an attempt to obtain nominations to fill the vacant statutory co-opted representative positions for faith representatives and parent governors to be co-opted onto the Ambitious Plymouth panel;</li> <li>(2) the Democratic Support Officer approach the Lead Officer of the Standing Advisory Council for Religious Education (SACRE) to ask for nominations from SACRE members to become co-opted representatives onto the Ambitious Plymouth panel;</li> <li>(3) Mrs Edith Bayley, Parent Governor co-opted representative on the Children and Young People’s Overview and Scrutiny Panel, is approached to take up a position as a Parent Governor co-opted representative on the Ambitious Plymouth Panel for the next 12 months;</li> <li>(4) Alderman Pauline Purnell is approached to take up a position as a co-opted representative onto the Ambitious Plymouth Panel for the next 12 months;</li> <li>(5) the UK Youth Parliament are approached to take up two separate positions as co-opted representatives onto the Ambitious Plymouth panel for the next 12 months.</li> </ol>	
01.07.2013 Minute 7	<p><b>WORK PROGRAMME</b></p> <p>The panel discussed the draft work programme 2013 – 2014 and <u>agreed</u> to recommend to the Cooperative Scrutiny Board the following items for inclusion:</p>	

Date/min number	Resolution / Recommendation	Response
	<p>(1) a further Youth Services Review; to review the Youth Services in early 2014 following the implementation of services and new work initiatives after the completion of the Youth Service Restructure and results of the Youth Service's Review Survey;</p> <p>(2) skills and apprenticeships review, with a particular focus on children with special educational needs; this review could develop into a co-operative review;</p> <p>(3) library and museum provision; to review the provision of and use of the city's libraries and museums, particularly with a focus on future City of Culture bids;</p> <p>(4) Early Years Development review; to review the issues involved in nursery places and the allocation of school places;</p> <p>(5) Adult Education Service Review; to review the Plymouth Adult and Community Learning Service (PACLS);</p> <p>(6) City of Culture bids; to review the reasons why Plymouth was not selected as one of the final four cities in the City of Culture bid and learn for future bid submissions;</p> <p>(7) a review of service provision and support for children and young people with dyslexia;</p> <p>(8) a review of school transport provision; to review the school transport offer provided by Plymouth City Council with a focus on ensuring that there is a promotion of safer journeys to school;</p> <p>(9) Children's Social Care review; to undertake a thorough review of the Children's Social Care Service to establish the adequacy of service arrangements;</p> <p>(10) Missing Person's Team; to receive a presentation from this new service to understand the remit and work of the team and to establish whether any further scrutiny work is required, with a particular focus on the partnership arrangements between the Youth Service, Police and Social Care Services.</p> <p>The panel also discussed potential ideas for cooperative reviews; these would be included on the panel's work programme and submitted to the Cooperative Scrutiny Board for approval at the appropriate time.</p>	

<b>Date/min number</b>	<b>Resolution / Recommendation</b>	<b>Response</b>
	<p>The following suggestions were put forward as potential cooperative reviews –</p> <ul style="list-style-type: none"> <li data-bbox="264 349 1257 495">(11) a review of the Children and Young People’s Plan, prior to the Plan being updated in 2014; this review would see an holistic approach taken to reviewing the plan but the panel’s main focus would be on early intervention and prevention and adoption and fostering;</li> <li data-bbox="264 568 1257 714">(12) Narrowing the Gap in schools; this review would encompass issues such as free school meals, the effects of welfare reforms on school children, child poverty and the ever increasing financial burden placed on parents for school proms.</li> </ul>	

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