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30 July 2013

COOPERATIVE SCRUTINY BOARD

Wednesday 7 August 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 - 4)

The Cooperative Scrutiny Board will be asked to agree the minutes of the meeting held on 10 July 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. DELEGATED AUTHORITY

To consider delegating authority to the Board's Lead Officer, in consultation with the Chair and Vice Chair, in order to expedite the decision making procedure outside of the normal meeting process, approval of work programme related matters (including but not limited to the following) –

- Cooperative Review(s)
- Cooperative Review Report(s)
- Panel recommendations
- Forward Plan items

6. WORK PROGRAMMES (Pages 5 - 8)

To consider and approve work programmes for each of the panels, to include a progress update from each of the Chairs.

7. TRACKING DECISIONS (Pages 9 - 12)

The Cooperative Scrutiny Board will monitor the progress of previous decisions.

8. 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.

9. CABINET MEMBER

Councillor McDonald, Cabinet Member for Public Health and Adult Social Care will provide the Board with an overview of her portfolio.

10. FINANCE - CAPITAL AND REVENUE MONITORING (Pages 13 - 26)

To consider the finance – capital and revenue monitoring report for June 2013.

11. 2012/13 PERFORMANCE UPDATE (TO FOLLOW)

To consider the 2012/13 performance update.

12. CALL-INS

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

13. URGENT EXECUTIVE DECISIONS

Members will be advised of executive decisions that have been deemed urgent with the agreement of the Chair of the Cooperative Scrutiny Board (if any).

14. RECOMMENDATIONS (Pages 27 - 28)

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

15. COOPERATIVE REVIEWS (Pages 29 - 32)

The Board will be asked to consider the following cooperative reviews –

- Narrowing the gap in schools submitted by the Ambitious Plymouth Panel
- Health Accountability Forum submitted by the Caring Plymouth Panel

16. 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.

Cooperative Scrutiny Board

Wednesday 10 July 2013

PRESENT:

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Ball, Mrs Bowyer, Casey, Philippa Davey, Sam Leaves, Murphy and Tuffin.

Apologies for absence: Councillors Bowie and Bowyer.

Also in attendance: Giles Perritt (Head of Policy, Performance and Partnerships), Chris Randall (Strategic Finance Manager) and Helen Wright (Democratic Support Officer).

The meeting started at 4.00 pm and finished at 5.25 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

18. **DECLARATION OF INTEREST**

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

19. **MINUTES**

The Board agreed the minutes of the meetings held on 29 May 2013 and 19 June 2013.

20. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

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

The Board considered the appointment of co-opted representatives for the forthcoming municipal year and agreed to appoint co-opted representatives for specific items on the work programme and for cooperative reviews.

22. **CORPORATE MONITORING REPORT**

The Strategic Finance Manager presented the corporate monitoring report (including HR information) for May 2013, which highlighted the following main areas –

- revenue monitoring position;
- key issues and corrective actions (if required);
- delivery plans;
- revenues and benefits (collection rates);
- capital position;
- HR information (including sickness and workforce head count).

In response to questions raised, it was reported that –

- (a) whilst the forecast overspend of £1.8m was of concern, measures had been put in place to ensure that forecasts were accurate and corrective action was being taken in the areas of overspend, or areas were being identified where expenditure could be reduced;
- (b) the pay award 2013/14 negotiations were being conducted at a national level (as part of the Chancellor's announcement of a public sector pay award of one per cent); however it was noted that information in the public domain would not comprise any negotiations being undertaken;
- (c) information relating to the methodology of how sickness thresholds were determined would be circulated to Members in due course;
- (d) it was difficult to quantify the actual savings that would be achieved by the one day reduction in overall sickness levels; although productivity would be affected by staff sickness, in most cases, additional staff were not appointed to cover sickness.

The Chair thanked the Strategic Finance Manager for attending the meeting.

23. **WORK PROGRAMMES**

The work programme of the Cooperative Scrutiny Board, Ambitious Plymouth, Caring Plymouth, Working Plymouth and Your Plymouth panels were submitted for consideration and approval.

The Board agreed the work programmes for the -

- (1) Ambitious Plymouth panel;
- (2) Caring Plymouth panel subject to the inclusion of the Health Accountability Forum;
- (3) Working Plymouth panel subject to the Chair liaising with the lead officer relating to the necessity of including monitoring items on the programme;
- (4) Your Plymouth panel;

The Board further agreed its work programme subject to the inclusion of the following –

- (5) contract award for the redevelopment of the Civic Centre and business rates – discretionary rates relief (to be considered at its meeting scheduled for 24 July 2013);
- (6) relocation of staff and services from the Civic Centre;
- (7) review of Devon and Somerset Fire and Rescue draft plan 2013/14 and 2014/15;
- (8) Cabinet Member attendance at Board meetings;
- (9) City's MPs attendance at Board meetings.

24. **CALL-INS**

There were no call-ins to consider.

25. **URGENT EXECUTIVE DECISIONS**

There were no urgent executive decisions to consider.

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

The Board considered the following executive key decisions in the Forward Plan which were scheduled to be discussed at the Cabinet meeting on 6 August 2013 –

- Plymouth Strategic Alcohol Plan 2013-18;
- contract award for the redevelopment of the Civic Centre;
- relocation of staff and services from the Civic Centre;
- business rates: discretionary rates relief;
- role of the city council acting as guarantor to the Ocean Studios;
- improving quality and outcomes, increase choice and control recommendations following consultation;
- contract award for local bus services;
- contract award for domestic abuse victim support, recovery and prevention services;
- contract award for domiciliary care services;
- restructure of two city centre head leases.

The Board agreed to scrutinise the contract award for the redevelopment of the Civic Centre and the business rates discretionary rates relief at its meeting scheduled for 24 July 2013 and to monitor the relocation of staff and services from the Civic Centre (these items to be included on its work programme).

27. **RECOMMENDATIONS**

The Board endorsed and agreed the following recommendations –

(1) with regard to Ambitious Plymouth panel –

- the appointment of co-opted representatives is deferred until the next meeting of the Board (scheduled for 24 July 2013) in order to seek clarification regarding the appointment of statutory and non-statutory co-opted representatives on the panel;
- the work programme;

(2) with regard to the Working Plymouth panel –

- see minute 28 below;
- the work programme subject to the removal of the Outland Road – road closure (evaluation of work).

28. **COOPERATIVE REVIEW**

The Board considered the request for a cooperative review on the Park and Ride bus service submitted by the Working Plymouth panel.

The Board agreed the cooperative review for the Park and Ride bus service.

29. **EXEMPT BUSINESS**

There were no items of exempt business.

CARING 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 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			
	Disabled Parking at Derriford Hospital			
	Dementia Strategy Review			
14.11.13	Unused Prescription Drugs			

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

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.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
07.08.13	Finance – Capital and Revenue Monitoring (June)	To identify areas of concern (if any).		David Northey, Head of Finance
	FY 2012/13 Performance Position	To identify areas of concern (if any).		Peter Honeywell, Transformation Programmes Manager
	Cabinet Member	Provide an overview of their portfolio.		
04.09.13	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
	Cabinet Members	Provide an overview of their portfolio.		
16.10.13	Corporate Monitoring including Finance/HR (August)	To identify areas of concern (if any).		David Northey, Head of Finance
	Cabinet Member	Provide an overview of their portfolio.		
27.11.13	Performance Position	To identify areas of concern (if any).		Peter Honeywell, Transformation Programmes Manager
	Cabinet Member	Provide an overview of their portfolio.		
18.12.13	Corporate Monitoring including Finance/HR (October)	To identify areas of concern (if any).		David Northey, Head of Finance
	Cabinet Member	Provide an overview of their portfolio.		
08.01.14	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

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
13.01.14	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
15.01.14	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
19.02.14	Corporate Monitoring including Finance/HR (December)	To identify areas of concern (if any).		David Northey, Head of Finance
26.03.14	Corporate Monitoring including Finance/HR (January)	To identify areas of concern (if any).		David Northey, Head of Finance
16.04.14	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
Issues Identified for Scrutiny (no date agreed)				
	Contract award for the redevelopment of the Civic Centre			
	Relocation of staff and services from the Civic Centre			
	Review of the Devon and Somerset Fire and Rescue Service Draft Plan 2013/14 and 2014/15			
	City's MPs			

COOPERATIVE SCRUTINY BOARD

Tracking Decisions and Recommendations
2013 - 2014



Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
		Date:	Officer responsible and Progress
10.07.13 Co-opted Representatives Minute 21	The Board <u>agreed</u> to appoint co-opted representatives for specific items on the work programme and for cooperative reviews.	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)
		Progress	Noted.
10.07.13 Corporate Monitoring Minute 22	The Strategic Finance Manager undertook to provide information on how sickness thresholds were determined to Board Members.	Date:	July 2013 - Completed
		Officer:	Chris Randall (SFM)/Helen Wright (DSO)
		Progress	An email was circulated on 26 July 2013 detailing this information.
10.07.13 Work Programme Minute 23	The Board <u>agreed</u> the work programmes for the - 1. Ambitious Plymouth panel; 2. Caring Plymouth panel subject to the inclusion of the Health Accountability Forum; 3. Working Plymouth panel subject to the Chair liaising with the lead officer relating to the necessity of including monitoring on the programme; 4. Your Plymouth panel;	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)
		Progress	All information has been fed back to the panels.
10.07.13 Work Programme	The Board further <u>agreed</u> its work programme subject to the inclusion of the following –	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
Minute 23	<p>5. contract award for the redevelopment of the Civic Centre and business rates (discretionary rates relief) to be considered at its meeting scheduled for 24 July 2013;</p> <p>6. relocation of staff and services from the Civic Centre;</p> <p>7. review of Devon and Somerset Fire and Rescue draft plan 2013/14 and 2014/15;</p> <p>8. Cabinet Member attendance at Board meetings;</p> <p>9. City's MPs attendance at Board meetings.</p>	Progress	The Board's work programme has been updated accordingly.
<p>10.07.13</p> <p>Forward Plan of Key Decisions and Private Business</p> <p>Minute 26</p>	The Board <u>agreed</u> to scrutinise the contract award for the redevelopment of the Civic Centre and the business rates (discretionary rates relief) at its meeting scheduled for 24 July 2013 and to monitor the relocation of staff and services from the Civic Centre.	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)
		Progress	The business rates (discretionary rates relief) was considered at the Board meeting held on 24 July 2013. However, the contract award for the redevelopment of the Civic Centre had been deferred.
10.07.13	The Board endorsed and <u>agreed</u> the following recommendations –	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
Recommendations Minute 27	<p>1. with regard to Ambitious Plymouth panel –</p> <p>the appointment of co-opted representatives is deferred until the next meeting of the Board (scheduled for 24 July 2013) in order to seek clarification regarding the appointment of statutory and non-statutory representatives on the panel;</p> <p>2. with regard to Working Plymouth panel –</p> <p>the work programme subject to the removal of the Outland Road – road closure (evaluation of work) item.</p>	Progress:	<p>All the information has been fed back to panels.</p> <p>The recommendation for the appointment of co-opted representatives on the Ambitious Plymouth panel was included on the Board's agenda for 24 July 2013.</p>
10.07.13 Cooperative Review Minute 28	The board <u>agreed</u> the cooperative review for the Park and ride bus service to be undertaken by the Working Plymouth panel.	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)
		Progress:	Fed back to Working Plymouth panel.
24.07.13 Chair's Urgent Business Minute 31(1)	The board <u>agreed</u> that Your Plymouth panel undertake a cooperative review into the gypsy and traveller site at Horsham playing field.	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)
		Progress:	Fed back to Your Plymouth panel.
Minute 31(2)	The Board <u>agreed</u> to re-circulate the draft scrutiny handbook containing information of how to place items on work programmes and request cooperative reviews.	Date:	July 2013 – Completed
		Officer:	Helen Wright (DSO)
		Progress:	Email circulated with information on 26 July 2013.

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
24.07.13 Business Rates – Discretionary Rates Relief Minute 32	The board <u>agreed</u> the recommendations being made to Cabinet on 6 August 2013 subject to a slight amendments to recommendation (1) to include – ‘create a ring-fenced’ funding pot to provide <i>time limited</i> rate relief to a wider range of business.	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)
		Progress:	The Board’s recommendation has been reflected in the report being submitted to Cabinet on 6 August 2013.
24.07.13 Recommendations Minute 33	The Board <u>agreed</u> – 1. recommendations 1, 3 and 5 contained within the minutes; 2. recommendation 2 subject to the following amendment ‘the Democratic Support Officer approach the Lead officer for the Standing Advisory Council for Religious Education (SACRE) to ask for nominations from <i>House A</i> to become a co-opted representative onto the Ambitious Plymouth panel; 3. recommendation 4 subject to Alderman Pauline Purnell being co-opted onto cooperative reviews as and when required and not the panel; 4. recommendation 5 subject to the existing co-opted representatives for the Youth Parliament being invited to attend the panel meeting in August 2013 pending any revised nominates received in the new academic year.	Date:	July 2013 - Completed
		Officer:	Helen Wright (DSO)
		Progress:	Information was fed back to the Ambitious Plymouth panel.

Grey = Completed item.

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

COOPERATIVE SCRUTINY BOARD

Finance – Capital and Revenue Monitoring Report



This report is the first quarterly monitoring report for 2013/14 and outlines the finance monitoring position of the Council as at the end of June 2013.

The primary purpose of this report is to detail show how the Council is delivering against its financial measures using its capital and revenue resources, and to approve relevant budget variations and virements, and the approval of new schemes to the capital programme.

The estimated revenue overspend is £1.892m in this quarter. The current estimated position shows an overspend of £1.319m in the People Directorate and an overspend of £0.573m in the Place Directorate. This equates to a net spend of £214.452m against a budget of £212.560m, which is a variance of 0.9%, although officers and members are working on actions to deliver a balanced outturn.

The latest capital programme covering 2013/14 to 2015/16 stood at £122.670m which was approved at Cabinet on 21 May 2013 (£129.477m including Tamar Bridge and Torpoint Ferry). Following the approval of new schemes identified in this report, re-profiling and variations, and the inclusion of future years' government grants the forecast capital programme for 2013/14 to 2016/17 will be £159.903m.

JUNE FINANCE MONITORING

Cabinet 6th August 2013

Revenue Monitoring Position

Directorate	2013/14 Council Approved Budget	2013/14 Budget Virements	2013/14 Latest Approved Budget	Forecast Outturn	Forecast Year End Overspend / (Underspend)
	£m	£m	£m	£m	£m
People	129.749	0.253	130.002	131.321	1.319
Place	41.908	0.182	42.090	42.663	0.573
Corporate Services	29.883	0.082	29.965	29.965	0
Chief Executives' Office	1.991	0.002	1.993	1.993	0
Corporate Items	9.029	(0.519)	8.510	8.510	0
TOTAL	212.560	0.000	212.560	214.452	1.892

Key Issues and Corrective Actions (if required)

Issue	Variation £m	Direction of Travel	Management Corrective Action
<p>PEOPLE – Joint Commissioning & Adult Social Care. Unexpected pressures, including, winter pressure spike, delay in the recruitment of staff and the current review of care home fees</p>	1.100	Same	<ul style="list-style-type: none"> Review legacy clients – following transformation all new clients are part of new operating model, next phase it to review all legacy cases (existing long term cases), Social Workers are being recruited to cover staff vacancies and will target this area of work. Management of health/social care clients (CHC/117 Forensic). Work underway to review high cost packages. Management action at front door. Prioritised and deployed dedicated professional staff to manage demand at point of contact to ensure need is met within statutory duties. ICE and Urgent Care Transformation. Health and Social Care Transformation across reablement will be rolled out from September 2013 and will aim to reduce care home admission.
<p>PEOPLE – Education, Learning and Family Support. Inflation on the Council's contribution to the Education PFI contract. Demand for transport has increased at a time when the extended Right to Free Travel grant has been removed.</p>	0.219	Worsening	<ul style="list-style-type: none"> Budgets reduced in line with savings achieved in the previous year and control of all non-essential expenditure Officers will review other expenditure areas to identify offsetting savings PFI inflation will be considered when the MTFP is reviewed

<p>PLACE – Economic Development. 300k - Downward pressure on commercial rents on lease renewals and rent reviews together with rent free incentives required in order to attract tenants and increased void periods. City Centre ground lease income is reducing due to increase in vacant city centre retail units and falling rents on the geared head leases at rent reviews and lease renewals. (20k) – Review of income opportunities from tourist information centres.</p>	<p>0.280</p>	<p>Same</p>	<ul style="list-style-type: none"> • Management are aware of pressures and looking at ways of maximising income and reducing costs. • Continue to maximise income across all of the Commercial Estate.
<p>PLACE – Transport & Infrastructure. Concessionary Fares reduced costs in line with usage trends (50K) Eastern Corridor/Major Projects (150K) reduced expenditure on scheme planning Street lighting energy costs 450K pressure. Revised forecast for income projections from bus lane enforcement (200K) Highway expenditure is also very high and if maintained will lead to significant pressures, currently being reviewed along with the capital programme for Transport.</p>	<p>0.050</p>	<p>Improving</p>	<ul style="list-style-type: none"> • Current pressures are being offset by savings achieved elsewhere in the Division and continue to be monitored closely for further savings. • Overall inflation on street lighting energy costs at this stage has been calculated at £0.450m. There is a corporate contingency of £0.300m for energy increases, which needs to be used following verification of energy increases across the whole Council.

<p>PLACE Environmental Services. Mercury Abatement 70k cost</p> <p>Recyclable Commodity Income pressure 130k.</p> <p>Efficiency savings from 12/13 delivery plans not achieved 293k</p> <p>Staff rationalisation in addition to delivery plan target (100k)</p> <p>Reduced maintenance costs of plant & equipment (50k)</p> <p>Increased income from Cemeteries and Crematoriums (40k)</p>			<ul style="list-style-type: none"> Recyclate Commodity Prices are hitting a low period due to market conditions, officers will continue to seek alternative markets where possible, markets will fluctuate during the year, therefore changing variance reported. Management action underway as shown by savings identified to reduce the pressures identified to date.
<p>PLACE – Planning & Directorate Business Support. Savings identified over a range of budget lines and vacancy savings.</p>	<p>(0.060)</p> <p>Improving</p>		<ul style="list-style-type: none"> Budget managers to continue to review budgets for potential savings.
<p>Total Major Variances</p>		<p>1.892</p>	

Delivery Plans

For quarter 1 monitoring red and amber related delivery plans have not been reflected in the overall monitoring result.

Directorate	Service	Red £m	Amber £m	Green £m	Total £m
People	Adult Health & Social Care	1.481	0.375	3.949	5.805
	Children's Social Care	0.217	0.284	0.682	1.183
	Education, Learning & Social Care	0.030	0.628	0.816	1.474
	Homes & Communities – Safer Communities			0.336	0.336
	People Management & Support			0.040	0.040
	Programme Director		0.059		0.059
Place	Transport & Infrastructure		0.350	0.100	0.450
	Planning			0.103	0.103
	Environmental Services		0.100	0.610	0.710
	Economic Development			0.174	0.174
	Place Directorate			0.280	0.280
Corporate Services	Customer Services	0.050		0.390	0.440
	Finance, Assets, Technology & Efficiencies	0.870	0.350	0.340	1.560
	Human Resources & Organisational Development		0.185		0.185
	Democracy & Governance		0.070		0.070
Executive Office				0.295	0.295
Corporate Items			0.550	2.150	4.420
Total 2013/14 Delivery Plans		4.543	3.415	9.626	17.584

Virements over £100,000 for Cabinet to approve

Directorate	Contributions to Insurance Fund	Plymouth Plan	Grants CFWD's Distribution	Total Virements
	£m	£m	£m	£m
People	(0.049)		0.377	0.328
Place	(0.212)	0.350		0.138
Corporate Services	(0.041)			(0.041)
Chief Executives' Office	(0.004)			(0.004)
Corporate Items	0.306	(0.350)	(0.377)	(0.421)
TOTAL	0.000	0.000	0.000	0.000

Virements shown in the revenue monitoring position, although still netting to zero, include all virements and are the cumulative impact of both adjustments which individually are less than £0.100m and therefore do not require cabinet approval, and those over £0.100m that require approval

Virements over £0.100m requiring approval are as follows;

- Contribution to Insurance Fund – Distribution of department's share of insurance costs to reflect the approved 2013/14 budget delivery plan.
- Plymouth Plan – For information only, virement approved by Cllr Lowry. To establish budget to fund one-off piece of work in respect of Plymouth Plan, including extensive research costs and contingency.
- Grant Carry Forwards – Distribution of grant and pooled budgets carry forwards approved by Council during 2012/13 outturn to fund on-going projects/schemes.

Virements over £0.100m, contained within Directorates, therefore net nil effect on the above table are as follows;

- The disaggregation of the 16+ service which provided support for care leavers over the age of 16. The restructure has devolved the budget 3 ways; to children in care, homes and communities (youth service) and homes and communities (accommodation service), £0.709m
- Centralisation of Strategy Budgets within the Place Directorate, £0.125m

Revenues & Benefits

Collection Rates

Council Tax

Target	June 13	26.53%	£26.998m
Actual	June 13	25.93%	£25.360m
2012/13	June 13	26.53%	£24.850m

The Council Tax collection rate is 25.93%, compared to 26.53% last year. This is mainly due to the impact of the new Council Tax Support Scheme, (CTS), and the introduction of 12 monthly instalments compared with the previous arrangements of ten.

Collection for CTS cases was 21.80% which is ahead of our assumed collection rate of 12.00% however the collection rate for the new technical reform cases is 17.83%, which is lower than anticipated of 18.00%.

We have continued to proactively call customers and this information is being evaluated to assess the benefit to the collection rate and our customers.

National Non Domestic Rates

Target	June 13	36.31%	£32.998m
Actual	June 13	35.38%	£32.156m
2012/13	May 12	36.11%	£32.163m

NNDR collection is 35.38% - just below the target of 36.31% and last year's figure of 36.11%.

The award of discretionary rate relief is affecting collection on some accounts as ratepayers are withholding payment until a decision has been made. Decisions about the award will be made at Cabinet on 6th August which we anticipate should result in an increase in the collection rate.

Like Council Tax we are beginning to profile those businesses going onto 12 monthly instalments so that we can begin to determine the impact on monthly profiled targets.

We continue to remain confident that our recovery processes will improve collection in year.

Capital Position**Spend to date**

People	Place	Corporate Services	Total
£m	£m	£m	£m
8.070	0.845	0.599	9.514

Revised medium term programme 2013/14 – 2016/17 is £159.903m, and is forecast to be financed as follows

Capital Receipts	Unsupported Borrowing	Tamar Bridge & Torpoint Ferry Borrowing	Grants	Contributions	SI06/ Tariff/ RIF	Revenue / Funds	Total Funding
£m	£m	£m	£m	£m	£m	£m	£m
21.313	30.952	7.446	90.732	2.140	2.272	5.049	159.903

The capital position has been updated to reflect a number of items including:

New schemes requiring approval for Marjons Link Road £1.5m and Vehicle and Plant Replacement phase IV £1.8m,

The Council commitment to road maintenance - £6m of the £20m commitment has been added over the current medium term 2013/14 – 2016/17 (the initial £2m has already been included in 2013/14 in the report to Cabinet on 21 May 2013)

Initial estimates on central government block grant funding for 2015/16 and 2016/17 of £19.3 m. These relate to funding associated with Transport, Schools, Disabled Facilities and Adult Social Care. They will be refined in the light of the recent government funding announcement in June as government departments indicate how national allocations will be reallocated to individual local authorities.

Capital Receipts

Year	Capital Receipts b/fw	Received year to date	RAG Rated Forecasted Receipts	Total Receipts Received / Expected	Capital Receipts required	Cumulative (Shortfall) / Surplus
	£m	£m	£m	£m	£m	£m
2013/14	0	0.177	6.694	6.694	4.653	1.841
2014/15	1.841	N/A	6.197	8.038	9.160	(1.122)
2015/16	(1.122)	N/A	6.406	5.284	5.500	(0.216)
2016/17	(0.216)	N/A	2.026	1.810	2.000	(0.190)
Total					21.313	(0.190)

Additional Information

Human Resources and Organisation Development data;

- FTE numbers
- FTE head count
- Sickness

WORK FORCE: FULL TIME EQUIVALENTS													Change in rolling 12 months				
Jun-13	2010/11	2011/12	2012/13	Change 2012/13	Jul 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	June 2-13	Change in rolling 12 months
	3718.70	3671.60	3063.00	-608.60	3252.60	3270.60	3249.50	3239.60	3235.10	3212.40	3193.90	3163.70	3063.00	3111.00	3077.21	3028.70	(223.90)
Executive Office																	
Corporate Communications	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	0.00
Management & Support (Chief Executive)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2.00)
Policy, Performance and Partnerships	23.90	23.90	23.90	23.90	23.90	23.90	23.90	23.90	23.90	23.90	23.90	22.90	21.90	21.90	21.04	22.00	(1.90)
Total	37.90	35.90	35.90	35.90	37.90	35.90	35.90	35.90	35.90	35.90	35.90	34.90	33.90	33.90	33.04	34.00	(3.90)
Corporate Services																	
Customer Services	140.70	139.60	144.10	142.20	144.10	142.20	144.10	142.20	144.10	170.10	169.10	169.60	161.20	166.10	162.26	157.60	16.90
Democracy and Governance	88.10	88.10	88.50	87.90	89.50	87.60	89.20	87.20	86.50	87.60	89.20	87.20	86.50	87.50	88.74	90.30	2.20
Finance, Efficiencies, Technology & Asst	511.30	514.70	513.10	510.80	510.00	481.90	482.70	478.50	467.50	481.90	482.70	478.50	467.50	463.20	462.53	446.40	(64.90)
Human Resources and Organisational Dev	101.80	102.80	100.40	86.90	86.90	86.90	86.90	84.70	83.30	83.30	85.90	84.70	83.30	83.30	79.76	79.90	(21.90)
Management and Support	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Total	843.90	847.20	848.10	829.80	832.50	828.50	828.80	819.30	800.50	828.80	828.80	819.30	800.50	802.10	796.30	776.20	(67.70)
People																	
Childrens Social Care	330.60	333.60	333.50	339.40	339.80	338.10	329.10	310.40	310.20	310.40	329.10	310.40	310.20	305.20	288.89	279.20	(51.40)
Education, Learning & Families	575.30	584.30	567.60	563.60	564.70	553.70	544.20	539.30	539.60	553.70	544.20	539.30	539.60	542.00	513.40	506.90	(68.40)
Homes & Communities	224.10	228.10	226.30	226.60	225.50	224.50	225.00	240.50	239.40	224.50	225.00	240.50	239.40	244.40	250.61	247.70	23.60
Joint Commissioning & Adult-Social Care	441.20	440.50	439.00	446.00	443.80	439.20	433.90	416.40	344.00	439.20	433.90	416.40	344.00	386.10	376.88	373.90	(67.30)
Lifelong Learning																	0.00
Programmes Director	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	6.00	6.00	3.00
Public Health															11.93	11.90	11.90
Management and Support	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Total	1575.20	1590.50	1570.40	1579.60	1577.80	1559.60	1536.20	1510.70	1437.20	1559.60	1536.20	1510.70	1437.20	1481.70	1448.71	1426.60	(148.60)
Place																	
Business Team (Dev & Reg)	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	6.71	6.80	(0.90)
Economic Development	99.90	105.80	103.80	106.00	105.80	104.80	102.30	105.30	105.30	104.80	102.30	105.30	105.30	105.30	105.88	106.00	6.10
Environmental Services	486.80	485.80	487.80	484.80	479.20	478.40	475.20	470.70	467.10	478.40	475.20	470.70	467.10	464.10	471.89	467.90	(18.90)
Planning Services	74.40	73.90	72.90	71.00	71.80	72.00	72.50	77.50	77.50	72.00	72.50	77.50	77.50	79.50	79.40	78.40	4.00
Strategic Housing																	
Transport & Infrastructure	123.80	119.90	119.90	120.70	120.50	121.70	131.30	133.60	129.70	133.60	131.30	133.60	129.70	133.60	133.28	130.80	7.00
Waste PFI	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Management and Support	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00
Total	795.60	797.10	795.10	793.20	788.00	787.50	792.00	797.80	790.30	787.50	792.00	797.80	790.30	792.20	798.16	790.90	(4.70)

WORKFORCE: HEADCOUNT (NUMBER OF EMPLOYEES)																				
	Jun-13	Mar-10	Mar-11	Mar-12	Mar-13	Change 2012/13	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Change in rolling 12 months	
Establishment Report (Headcount)		4,751	4,713	4,155	3,838	(249)	4,155	4,160	4,130	4,093	4,083	4,040	4,025	3,993	3,838	3,909	3,924	3,862	(293)	
Executive Office																				0
Corporate Communications							12	12	12	12	12	12	12	12	12	12	12	12	12	0
Management & Support (Chief Executive)						(3)	2	-	-	-	-	-	-	-	-	-	-	-	-	(2)
Policy, Performance and Partnerships						0	26	26	26	26	26	26	26	25	24	24	23	24	24	(2)
Total						(3)	40	38	38	38	38	38	38	37	36	36	35	36	36	(4)
Corporate Services																				
Customer Services						15	197	195	200	198	199	229	228	229	216	222	217	213	213	16
Democracy and Governance						0	104	103	103	102	104	102	103	101	100	101	103	104	104	0
Finance, Efficiencies, Technology & Asst						(66)	688	696	702	688	684	645	651	642	632	623	629	611	611	(77)
Human Resources and Organisational Dev						(30)	112	113	111	96	96	96	95	93	91	91	89	89	89	(23)
Management and Support						(1)	2	2	2	2	2	2	2	2	2	2	2	2	2	0
Total						(82)	1,103	1,109	1,118	1,086	1,085	1,074	1,079	1,067	1,041	1,039	1,040	1,019	1,019	(84)
People																				
Childrens Social Care						(21)	362	364	364	370	370	368	359	339	338	333	330	320	320	(42)
Education, Learning & Families						178	938	926	897	884	883	863	853	852	841	856	852	832	832	(106)
Homes & Communities						105	269	274	271	271	270	268	268	285	283	288	294	291	291	22
Joint Commissioning & Adult Social Care						(123)	582	583	578	581	578	572	566	542	437	494	483	481	481	(101)
Lifelong Learning						(253)														0
Programmes Director						(2)	3	3	3	3	3	3	3	3	3	3	6	6	6	3
Public Health																	13	13	13	13
Management and Support						0	1	1	1	1	1	1	1	1	1	1	1	1	1	0
Total						(115)	2,155	2,151	2,114	2,110	2,105	2,075	2,050	2,022	1,903	1,975	1,979	1,944	1,944	(211)
Place																				
Business Team (Dev & Reg)						0	9	9	9	9	9	9	9	9	9	9	8	8	8	(1)
Economic Development						1	112	118	116	118	119	118	116	119	119	119	119	119	119	7
Environmental Services						(29)	496	495	497	495	489	488	483	478	474	471	481	476	476	(20)
Planning Services						5	81	80	79	77	79	79	80	86	86	88	90	89	89	8
Strategic Housing						(71)														
Transport & Infrastructure						46	156	156	156	156	155	166	166	171	166	169	170	169	169	13
Waste PFI						(2)	2	2	1	1	1	1	1	1	1	Moved to TIE				
Management and Support						1	1	2	2	2	2	2	2	2	2	2	2	1	1	0
Total						(49)	857	862	860	858	854	852	857	866	857	858	869	862	862	5

AVERAGE NUMBER OF DAYS SICK PER FULL TIME EQUIVALENT (FTE)

Jun-13

Directorate	Department	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Target	Threshold	
Corporate Services	Democracy and Governance	12.62	12.25	12.36	11.82	10.95	10.81	8.93	9.35	9.04	8.42	7.14	6.60	9.00	10.50	
	Finance, Efficiencies, Technology & Asst	8.86	9.13	9.43	9.87	9.99	9.92	10.23	9.63	9.26	9.47	9.05	8.94	9.00	10.50	
	Human Resources and Organisational Dev	5.34	5.54	5.99	6.56	7.77	8.76	9.59	9.09	9.11	9.10	8.90	8.84	7.00	9.00	
	Customer Services	6.16	6.69	6.82	6.97	6.99	7.11	6.90	6.47	6.40	6.84	6.56	6.71	7.00	9.00	
	Management & Support (Corp Services)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	7.00	
	DIRECTORATE TOTAL	8.35	8.59	8.87	9.17	9.32	9.31	9.33	8.88	8.88	8.63	8.77	8.29	8.18	8.50	
	Executive Office	Policy, Performance and Partnerships	4.89	5.51	5.60	5.22	6.73	10.82	12.95	9.98	8.11	7.98	8.22	7.17	7.00	8.00
Corporate Communications	7.71	8.38	5.33	5.33	5.25	5.33	5.17	5.58	5.00	5.58	5.00	3.42	3.42	7.00	8.00	
Management & Support (Chief Executives)	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	7.00	
EXECUTIVE OFFICE TOTAL	5.58	6.47	5.51	5.12	6.06	8.72	10.13	7.99	7.99	7.01	6.93	6.84	5.68	7.00		
People	Joint Commissioning & Adult Social Care	13.76	14.04	14.23	14.44	15.11	15.11	14.74	13.69	13.23	13.14	12.38	11.75	11.00	12.00	
	Homes & Communities	8.90	8.44	8.35	8.03	7.63	7.85	8.02	8.16	8.42	7.45	7.18	6.68	7.00	8.00	
	Childrens Social Care	10.85	10.93	11.33	11.54	11.89	11.67	11.70	11.70	10.86	10.23	10.39	10.32	10.46	10.50	
	Education, Learning & Families	7.38	7.40	7.50	7.91	8.21	8.86	9.15	9.06	9.06	8.68	8.88	7.91	7.98	9.00	
	Programmes Director	1.33	3.67	3.67	3.67	3.67	2.33	2.33	3.33	3.33	3.33	1.67	1.67	6.00	7.00	
	DIRECTORATE TOTAL (excluding Schools)	10.13	10.15	10.32	10.53	10.83	11.07	11.07	11.07	10.55	10.18	10.06	9.43	9.14	9.45	
	Place	Planning Services	3.01	3.29	3.50	4.18	3.35	4.96	3.86	4.79	3.45	4.26	4.73	4.74	7.00	9.00
Business Team (Dev & Reg)	1.16	1.16	1.16	1.42	1.03	3.49	6.33	6.33	8.91	13.54	16.02	22.30	22.30	7.00	7.00	
Environmental Services	11.26	11.31	10.97	10.31	10.32	10.15	10.24	9.84	9.84	9.58	9.80	9.77	8.96	9.00	10.00	
Economic Development	7.15	7.38	6.97	4.41	4.45	4.80	5.10	5.10	5.45	5.78	6.12	6.49	4.58	7.00	9.00	
Strategic Housing																
Transport & Infrastructure	8.08	7.58	7.77	9.45	10.47	9.46	9.12	7.84	7.84	7.18	6.86	3.46	7.53	9.00	10.50	
DIRECTORATE TOTAL	9.34	9.34	9.16	8.72	8.81	8.59	8.69	8.33	8.33	8.18	8.32	8.39	7.80	8.50		
COUNCIL TOTAL (excluding Schools)	9.4	9.49	9.59	9.65	9.88	9.96	10.01	9.52	9.52	9.23	9.24	8.83	8.50	8.49		

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COOPERATIVE SCRUTINY BOARD

Recommendations from Panels



Date/min number	Resolution / Recommendation	Response
Caring Plymouth		
Minute 10	Work Programme	
	<p>The Panel discussed the work programme for the next year. It was <u>agreed</u> that the following to be included –</p> <p><u>Work Programme</u> Maternity Services Stroke Pathway Unused Prescription Drugs Cancer Waiting Times</p> <p><u>Co-operative Review</u> Health Accountability Forum</p> <p><u>One-off session</u> To cover the relationship between the Health and Wellbeing Board, NEW Devon CCG and Local Area Team. Looking at roles and responsibilities.</p>	

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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?	Narrowing the Gap in schools
Please provide a brief outline of the subject and scope of the review?	There is a national focus on reducing the gap between the attainment of pupils on free school meals (FSM) and their non-free school meals peers. The government's intention is to ensure that those children who began life with some social disadvantage are not disadvantaged further through under-performance in educational terms. The review will expand on this to also specifically focus on the attainment and take up of FSM from Looked After Children (LAC) and children from service families. Additionally the review will address the concerns of the welfare reforms and its impacts on the eligibility of FSM and free school transport. Furthermore, the review will consider the financial burden placed on parents of school aged children from non-school uniform days and Proms.
Please outline the reasons as to why you believe a review needs to take place?	The main reasons of the review are: <ul style="list-style-type: none"> - This is a key Child Poverty area of focus. - It is a national focus and an area of concern for the public. - The impact of welfare reforms on an already potentially disadvantaged group. - The potential impact on the FSM and school transport budgets.
What will the review attempt to achieve?	It will: <ul style="list-style-type: none"> - Make recommendations to schools on the promotion and take up of FSM. - Demonstrate that the panel has reviewed the issues concerned and reviewed the allocation of resources in line with Council priorities.
Who will benefit from the review?	The main beneficiaries will be children and families across the city, particularly those who are the most socially disadvantaged.
How long do you think	The review is anticipated to take four months, and will hold

the review might take?	four separate public meetings.
When do you think the review should commence and why?	<p>The review will commence in September 2013, with a project planning meeting scheduled in August.</p> <p>The reasons for the review starting in September is that this is the earliest time that the review could be commenced to ensure that schools are encouraged, and able, to participate following the end of the Summer Term holiday.</p>
When do you think the review should be completed by and why?	<p>The review is anticipated to be completed in December 2013.</p> <p>This will allow adequate time for the panel to complete the review and consider all the relevant and required evidence and witness statements and ensure that any recommendations have a suitable period of time to be implemented for either the next financial year or start of the 2014-2015 school year.</p>
Review requested by?	Councillor Sally Bowie

Received in Democratic Support Section:	Reviewed by the Co-operative Scrutiny Board:
Date: 26 July 2013	Date:
Scrutiny Review Approved/Rejected	
If approved initial Project Plan meeting date:	12 August 2013

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?	Health Accountability Forum
Please provide a brief outline of the subject and scope of the review?	The forum is an opportunity for Plymouth Hospitals NHS Trust (PHNT) to answer any questions on any concerns and issues raised by members of the public and members of the Caring Plymouth Panel. The forum may lead to more specific items to be explored further in a Co-operative Review.
Please outline the reasons as to why you believe a review needs to take place?	There has been recent press coverage in the local paper on 'never' events and recent inspection report by the Care Quality Commission (CQC) which resulted in a warning notice being issued to the Trust.
What will the review attempt to achieve?	This is an opportunity for the PHNT to share with a wider audience how they will address the issues raised by CQC. The forum will also aim to strengthen good working relationship between the Caring Plymouth Panel and the trust.
Who will benefit from the review?	PHNT and members of the public.
How long do you think the review might take?	2 - 3 hours
When do you think the review should commence and why?	The review should take place in September. This allows sufficient time for a follow up inspection by the CQC and prevents the panel from impeding a regulatory process. By holding the Forum in September the panel will be allowing sufficient time to raise awareness of the forum amongst members of the public and other stakeholders.
When do you think the review should be completed by and why?	The review will be completed in September. This type of event could be run be on a yearly basis and focus on Health and Social Care providers across the City.
Review requested by?	Councillor Mary Aspinall, Chair of Caring Plymouth

Received in Democratic Support Section:

Reviewed by the Co-operative Scrutiny Board:

Date:		Date:	
Scrutiny Review Approved/Rejected			
If approved initial Project Plan meeting date:			