



Tracey Lee
Chief Executive

Plymouth City Council
Civic Centre
Plymouth PL1 2AA

Please ask for Helen Wright, Democratic
Support Officer
T 01752 304022
E helen.wright@plymouth.gov.uk
www.plymouth.gov.uk/democracy
27 August 2013

COOPERATIVE SCRUTINY BOARD

Wednesday 4 September 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 - 18)

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

- 10 July 2013
- 24 July 2013
- 7 August 2013
- 21 August 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. WORK PROGRAMMES (Pages 19 - 24)

The Cooperative Scrutiny Board will be asked to consider and approve the work programmes for each panel and receive a progress update from each Chair.

6. TRACKING DECISIONS (Pages 25 - 28)

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

7. CABINET MEMBERS

Councillor Vincent, Cabinet Member for Environment and Councillor Coker, Cabinet Member for Transport will provide the Board with an overview of their portfolios.

8. THE BRILLIANT COOPERATIVE COUNCIL SUSTAINABLE THREE YEAR PLAN (Pages 29 - 32)

The Cooperative Scrutiny Board will receive the Brilliant Cooperative Council Sustainable Three Year Plan for consideration, prior to approval by City Council on 16 September 2013.

9. CORPORATE MONITORING REPORT (TO FOLLOW)

The Cooperative Scrutiny Board will be asked to consider the corporate monitoring report for July 2013.

10. BUDGET SCRUTINY RECOMMENDATIONS (SIX MONTHLY REVIEW) (TO FOLLOW)

The Cooperative Scrutiny Board will receive a six month review of the budget scrutiny recommendations.

11. CALL-INS

The Cooperative Scrutiny Board will be advised of any executive decisions that have been called in.

12. URGENT EXECUTIVE DECISIONS

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

13. RECOMMENDATIONS (Pages 33 - 34)

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

14. COOPERATIVE REVIEW(S)

The Cooperative Scrutiny Board will be asked to consider cooperative review(s) (if any).

15. EXEMPT BUSINESS

To consider passing a resolution under Section 100A (4) of the local Government Act, 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in paragraph of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

16. 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.

This page is intentionally left blank

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.

Cooperative Scrutiny Board

Wednesday 24 July 2013

PRESENT:

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

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

Also in attendance: Malcolm Coe (Assistant Director for Finance, efficiencies, Technology and Assets), Clare Judd (Team Leader FETA), Mark Lowry (Cabinet Member for Finance), Councillor Penberthy (Cabinet member for Cooperative and Community Development), Giles Perritt (Head of Policy, Performance and Partnerships), Jo Ryder (Senior Manager FETA) and Helen Wright (Democratic Support officer).

The meeting started at 4.00 pm and finished at 5.00 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.

30. DECLARATION OF INTEREST

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

Name	Reason	Interest
Councillor Mrs Aspinall	Access Plymouth (Member) Devon and Cornwall Refugee Support Council (Member) Plymouth Area Disability Action Network (Member) Pluss Organisation Limited (Member) South Devon and Cornwall Institution for the Blind (Member)	Private
Councillor Casey	Plymouth Citizen's Advice Bureau Trustee Board (Member) Plymouth Social Enterprise Network (Member) Pluss Organisation Limited (Member) Relate (Member)	Private
Councillor P Davey	Mount Batten Sailing and Water Sports Centre (Member)	Private
Councillor Tuffin	Pluss Organisation Ltd (Member) Brock House (Member)	Private

31. **CHAIR'S URGENT BUSINESS**

The Chair raised the issue of undertaking a review of the Council's procedures relating to unauthorised encampments.

The Board agreed that the Your Plymouth Panel undertake a cooperative review into the procedures used by the council when dealing with unauthorised encampments.

The Board further agreed to circulate the draft scrutiny handbook to members of the Board which contained information on how to place items on work programmes and request cooperative reviews.

(In accordance with Section 100(B)(4)(b) of the Local Government Act, 1972, the Chair brought forward the above item for urgent consideration because of the need for a decision from members.)

32. **BUSINESS RATES - DISCRETIONARY RATES RELIEF**

Councillor Lowry (Cabinet Member for Finance), Councillor Penberthy (Cabinet Member for Cooperatives and Community Development) together with the Assistant Director for Finance, Efficiencies, Technology and Assets, the Senior Manager and the Team Leader for Efficiencies, Technology and Assets, presented the business rates – discretionary rates relief report, which highlighted the following key areas –

- the rationale for change;
- the proposed approach for 2013/14 and beyond;
- benchmarking.

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

- (a) with the introduction of the Localism Act 2011 and the Business Rates Retention Scheme, there was a need to review the current policy in relation to the discretionary rates relief and hardship; this review provided an opportunity to ensure that council resources were being made available to a wider range of organisations and also that it was contributing to the right ones;
- (b) funding would be provided for rate relief to organisations that were able to demonstrate that they could provide significant benefit to Plymouth; rate relief funding could be used as part of a package to encourage new investors/business to locate to Plymouth;
- (c) any changes made by the Council would need to give due regard to the Devon-wide Business Rate Retention Pool, as inconsistencies in discretionary relief provided by individual authorities would have a direct impact on the total revenue collectable and apportioned across the pool;

- (d) as a result of the Council adopting a new local Council Tax Support scheme, all Plymouth residents were now having to pay a minimum contribution of 25 per cent towards their Council Tax regardless of their circumstances; it was therefore recommended that all organisations contributed towards the cost of their business rates;
- (e) registered charities and community amateur sports club were eligible for mandatory rate relief.

Following discussions relating to the involvement of scrutiny in this process, the Board agreed to request that a business rate (discretionary rates relief) report is submitted to the annual budget scrutiny process in January 2014.

The Board agreed to endorse the recommendations being presented to Cabinet on 6 August 2013, subject to an amendment to recommendation (1) 'create a 'ring fenced' funding pot to provide *time limited* rate relief to a wider range of business'.

33. **RECOMMENDATIONS**

Further to minute 27(1), the Board received a briefing paper from the Ambitious Plymouth Panel regarding the appointment of statutory and non-statutory representatives.

The Board agreed –

- (1) recommendations 1, 3 and 5 contained within the minutes (Ambitious Plymouth Panel's minute 3 referred);
- (2) recommendation 2 subject to the following amendment 'Democratic Support Officer approached the Lead Officer of the Standing Advisory Council for Religious Education (SACRE) to ask for nominations from *House A* to become co-opted representatives 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) the existing co-opted representatives should be invited to attend the panel meeting in August 2013 pending any revised nominations (there was some uncertainty whether the co-opted representatives would remain the same in the new academic year).

This page is intentionally left blank

Cooperative Scrutiny Board

Wednesday 7 August 2013

PRESENT:

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Ball, Bowie, Bowyer, Casey, Philippa Davey, Sam Leaves, Morris and Tuffin.

Apology for absence: Councillor Murphy.

Also in attendance: Simon Arthurs (Strategic Finance Manager), Kevin Elliston (Interim Deputy Director for Public Health), Alan Knott (Performance and Research Officer), Councillor Lowry (Cabinet Member for Finance), Councillor McDonald (Cabinet Member for Public Health and Adult Social Care), Giles Perritt (Head of Policy, Performance and Partnerships), Helen Wright (Democratic Support Officer).

The meeting started at 4.00 pm and finished at 5.45 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.

35. **DECLARATION OF INTEREST**

In accordance with the code of conduct, Councillor Sam Leaves declared a private interest in minute 42, as she was employed by the Clinical Commissioning Group.

36. **MINUTES**

The Board agreed the minutes of the meeting held 10 July 2012 as a correct record.

37. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

38. **DELEGATED AUTHORITY**

The Board discussed 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.

The Board agreed that in order to expedite the decision-making process outside of the normal business meeting process, approval of work programme related matters are delegated to the Board's Lead Officer in consultation with the Chair and Vice Chair; work programme related matters include but are not limited to –

- Cooperative review(s)
- Cooperative review reports(s)
- Panel recommendations
- Forward Plan of Key Decision item(s)

39. **WORK PROGRAMMES**

The work programme for the Caring Plymouth Panel and the Cooperative Scrutiny Board were submitted for consideration and approval.

The Board agreed the work programme for the Caring Plymouth Panel.

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

- (1) redevelopment of the Civic Centre and future accommodation requirements (to be scrutinised at its meeting on 21 August 2013);
- (2) Devon and Somerset Fire and Rescue Service – Review Corporate Plan 2013/14 - 2014/15 (date to be confirmed in September 2013);
- (3) ICT shared services (date to be confirmed);
- (4) City's MPs meeting (date to be confirmed).

40. **TRACKING DECISIONS**

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

41. **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 3 September 2013

–

- redevelopment of the Civic Centre and future accommodation requirements;
- Home Park football stadium and Higher Home Park;
- ICT shared services;
- The History Centre Project;
- contract award for domiciliary care services;
- future procurement of low level support for older people.

As agreed in minute 39 above.

42. **CABINET MEMBER**

The Chair welcomed the Cabinet Member for Public Health and Adult Social Care together with Kevin Elliston (Interim Deputy Director of Public Health) who provided a brief overview of the current areas of work being undertaken, which included –

- the continuation of the transformation programme for the adult social care service;
- budget pressures relating to the exceptionally high demand for adult social care services due to the demographics of the city;
- the day opportunity framework (26 suppliers offering 200 different activities, such as one to one enabling, training courses, employment support, etc);
- as part of the modernisation of older people's services , seven extra care facilities had been provided;
- improving quality in dementia care within the city's residential care homes;
- with the formal transfer of key public health responsibilities to Plymouth City Council in April 2013 this would contribute significantly to reducing health inequalities;
- reducing health inequalities which included closing the gap in life expectancy, child poverty and reducing the premature mortality rates in men; this would be achieved in line with the development and delivery of the Health and Wellbeing Strategy as part of the overall Plymouth Plan;
- the level one mandatory responsibilities for public health included sexual health services commissioning, health protection and emergency response, public health advice to the NHS and the National Child Measurement Programme;
- low level responsibilities included alcohol misuse, healthy weight and physical activity and mental health.

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

- (a) a child obesity initiative had been introduced whereby reception and year six children would be weighed and measured; this information would be shared with Plymouth Community Health Care; (however this was a growing concern nationally);

- (b) a number of new delivery plans had been agreed by Cabinet in August 2013 which would help manage the financial pressures for 2013/14 and beyond;
- (c) work was currently being undertaken to investigate innovative ways of providing care;
- (d) eye health was now part of Public health's Outcomes Framework; sight testing of children was however not a commissioned service from the local authority;
- (e) the Care Quality Commission had the powers of closure of premises, whilst Plymouth City Council, as the safeguarding authority, did not have these powers.

The Chair thanked the Cabinet Member for Public Health and Adult Social Care and the Deputy Director of Public Health for attending.

43. **FINANCE - CAPITAL AND REVENUE MONITORING**

Councillor Lowry (Cabinet Member for Finance) and Simon Arthurs (Strategic Finance Manager) presented the finance, capital and revenue monitoring report, which highlighted the following key areas –

- (a) the report was the first quarterly monitoring report for 2013/14 and outlined the finance monitoring position of the council as at the end of June 2013;
- (b) the estimated revenue overspend was £1.892m in this quarter; the current estimated position showed an overspend of £1.319m in the People Directorate and £0.573m in the Place Directorate;
- (c) the overspend equated to a net spend of £214.452m against a budget of £212.560m which was a variance of 0.9 per cent; officers and members were working on actions to deliver a balanced outturn;
- (d) the latest capital programme for 2013/14 to 2015/16 was £122.6760m which had been approved at Cabinet on 21 May 2013 (£129.477m including Tamar Bridge and Torpoint Ferry);
- (e) following the approval of new schemes, re-profiling, variations and the inclusion of future years' government grants, the forecast capital programme for 2013/14 to 2016/17 would be £159.903m;
- (f) there continued to be improvement in the average number of sick days (per full time equivalent);
- (g) compared to the same period last year, there were 293 fewer members of staff employed by the council.

In response to questions raised, it was reported that –

- (h) it was anticipated that the 'working balance' would not be required to fund the overspend; (although the 'working balance' needed to be held at a sensible level);
- (i) information would be provided on whether the figure of £6.807 included within the capital programme for the Tamar Bridge and Torpoint Ferry was the total amount or whether this was Plymouth's proportion of the funding;
- (j) concerns were raised relating to the Council Tax Support Scheme; there was evidence that people were going into debt in order to pay council tax; council tax was a priority debt and as such recovery action would be taken for non-payment; (the council would apply to the Magistrates' Court for a summons to be issued (at a cost of £60); an administrative fee would also be applied;
- (k) concerns had also been raised relating to the Housing Benefit Spare Room Subsidy; currently there were insufficient one bed properties to meet demand; discussions were being held with developers but it was not economically advantageous for them to provide this type of property;
- (l) clarification would be provided relating to the total number of full time equivalent (FTE) sick days.

The Board agreed to –

- (1) undertake a cooperative review to look at the Council Tax Support Scheme (Attachment of Earnings) and to also look at Housing Benefit Spare Room Subsidy;
- (2) delegate authority to the Lead Officer, in consultation with the Chair and Vice Chair to scope the cooperative review.

44. **2012/13 PERFORMANCE UPDATE**

Councillor Lowry (Cabinet Member for Finance) together with Alan Knott (Performance and Research Officer) presented the update on the 2012/13 corporate performance, which highlighted the following key areas –

- (a) the council continued to improve services despite the reduction in revenue;
- (b) corporate performance compared between 2011/12 and 2012/13 –
 - 31 indicators had improved;
 - 12 indicators had worsened;
 - 2 indicators had remained the same;

- 70 indicators were not comparable at this time.

Councillor Lowry advised that the performance monitoring report, in the future, would focus on the 16 outcomes, monitoring key actions and associated key performance indicators.

In answer to a question raised by the Board, it was reported that information was currently being received from Public Health and work was being undertaken to set targets for the current year and the next three years.

The Chair thanked the Cabinet Member for Finance and the Performance and Research Officer for attending the meeting.

45. **CALL-INS**

There were no call-ins to consider.

46. **URGENT EXECUTIVE DECISIONS**

There were no urgent executive decisions to consider.

47. **RECOMMENDATIONS**

The Board endorsed and agreed the recommendations of the Caring Plymouth Panel –

- work programme;
- cooperative review;
- the one off sessions relating to cover the relationship between the Health and Wellbeing Board, NEW Devon Clinical Commissioning Group and local area teams (looking at roles and responsibilities).

48. **COOPERATIVE REVIEWS**

The Board endorsed and agreed the following cooperative reviews –

- (1) narrowing the gap in schools (Ambitious Plymouth Panel);
- (2) Health Accountability Forum (Caring Plymouth Panel);
- (3) review procedures used by the Council when dealing with unauthorised encampments (Your Plymouth Panel);
- (4) customer services (website and interactive transactions) (Your Plymouth Panel);
- (5) neighbourhood working (Your Plymouth Panel).

49. **EXEMPT BUSINESS**

There were no items of exempt business.

This page is intentionally left blank

Cooperative Scrutiny Board

Wednesday 21 August 2013

PRESENT:

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Ball, Bowie, Bowyer, Casey, Darcy, Philippa Davey, Murphy and Tuffin.

Apology for absence: Councillor Sam Leaves.

Also in attendance: Malcolm Coe (Assistant Director for Finance, Efficiencies, Technology and Assets), Alwyn Thomas (Civic Centre Project Director) and Helen Wright (Democratic Support Officer).

The meeting started at 4.00 pm and finished at 5.00 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.

50. **DECLARATION OF INTEREST**

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

51. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

52. **EXEMPT BUSINESS**

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

53. **REDEVELOPMENT OF CIVIC CENTRE AND FUTURE ACCOMMODATION REQUIREMENTS (E3)**

The Civic Centre Project Director presented the report on the redevelopment of the Civic Centre and future accommodation requirements which was followed by a question and answer session.

The Board wished its disappointment to be noted that the information had been released prior to pre decision scrutiny taking place.

Agreed –

- (1) to endorse the recommendations as detailed in the report submitted to the Board;
- (2) to recommend that an update is provided to the Board in three months' time encompassing further information on the decant arrangements, details of the implementation funding and how customer interface will be managed in the future.

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	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	John Miller - Head of Youth Services and Stuart Palmer - Assistant Director for Homes and Communities
	Dyslexia	To review service provision and support for children and young people with dyslexia.	Performance and provision	Linda Dawes - Leadership Adviser (SEN & VG)
	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	Alison Botham - Assistant Director for Children's Social Care.
	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	John Searson - Principal Leadership Adviser (Schools & Settings)/Heather Ogburn -Senior Leadership Adviser (RA & NTG)
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
	School Transport Provision Review	To review changes proposed by Citybus on school transport provision across the city.	Provision	Julie Roantree - Principal Transport & Allowances 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.	Judith Harwood Assistant Director – Education, Learning and Family Support
	Early Years Development Review	To review the issues involved in nursery places and the allocation of school places.	Performance and Provision	Jo Hall Senior Adviser – Early Years & Childcare
	Adult Education Service Review	To review the Plymouth Adult and Community Learning Service (PACLS).	Performance and Provision	Carol Henwood Principal Leadership Adviser (Neighbourhoods & IL)
	School Transport Provision Review	To review changes implemented by Citybus on school transport provision across the city.	Provision	Julie Roantree - Principal Transport & Allowances Officer
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	Julie Roantree - Principal Transport & Allowances Officer
	Children and Young People's Plan	To review the current Plan prior to the Plan being updated in 2014; this review would see a 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)	Judith Harwood Assistant Director – Education, Learning and Family Support
	Missing, Intervention and Support Team	To review the service and delivery of the 'Be-Wise to Child Sexual Exploitation' training programme six months after the Missing Young Person's Team presentation on 12.08.2013.	Service Review	John Miller - Head of Youth Services and Stuart Palmer - Assistant Director for Homes and Communities
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.	John Miller - Head of Youth Services and Stuart Palmer - Assistant Director for Homes and Communities

COOPERATIVE SCRUTINY BOARD

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 Wright, Democratic Support Officer, on 01752 304022.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
07.08.2013	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.	To identify areas of concern (if any)	Cabinet Member for Public Health and Adult Social Care
21.08.2013	Redevelopment of Civic Centre and future accommodation requirements	Board to consider the proposals before approval by Cabinet on 3 September 2013.	Pre-decision scrutiny	Alwyn Thomas, Project Director for Civic Centre
04.09.2013	Cooperative Council Sustainable Three Year 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.	To monitor progress	Giles Perritt, Head of Policy, Performance and Partnerships
	Cabinet Members	Provide an overview of their portfolio.	To identify areas of concern (if any)	Councillor Vincent Councillor Coker
September 2013	Review of the Devon and Somerset Fire and Rescue Service Draft Plan 2013/14 and 2014/15			Giles Perritt, Head of Policy, Performance and Partnerships
16.10.2013	Corporate Monitoring including Finance/HR (August)	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
	Cabinet Member	Provide an overview of their portfolio.	To identify areas of concern (if any)	Deputy Leader
27.11.13	Corporate Plan Monitoring	To identify areas of concern (if any).		Peter Honeywell, Transformation Programmes Manager
	Update on redevelopment of Civic Centre and future accommodation requirements	Encompass further information on the decant arrangements, details of the implementation funding and how customer interface will be managed.		Alwyn Thomas, Civic Centre Project Director
	Cabinet Member	Provide an overview of their portfolio.	To identify areas of concern (if any)	Cabinet Member for Finance
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.	To identify areas of concern (if any)	Cabinet Member for Cooperatives and Community Development
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
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
	Budget Scrutiny Recommendations (Twelve Month Review)	To review the progress of the Board's recommendations.		Giles Perritt, Head of Policy, Performance and Partnerships
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

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
	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)				
	City's MPs	To receive an update on the current work of Parliament in particular any issues affecting the City.		Helen Wright, Democratic Support Officer
	ICT Shared Services	Board to consider this issue prior to Cabinet decision.	Pre-decision scrutiny	Malcolm Coe, Assistant Director for Finance, Efficiencies, Technology and Assets
	Council Tax Attachment of Earning and Housing Benefit Spare Room Subsidy	Board to undertake a Cooperative Review to look at the attachment of earnings when people are going into to debt to pay council tax and to look at the issue of lack of one bedroom properties within the city thus preventing people wishing to move into this type of property.	Cooperative Review	Giles Perritt, Head of Policy, Performance and Partnerships

This page is intentionally left blank

COOPERATIVE SCRUTINY BOARD

Tracking Decisions and Recommendations
2013 - 2014



Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
24.07.2013 Business Rates – Discretionary Rates Relief Minute 32	The Board <u>agreed</u> to request that a business rate (discretionary rates relief) report is submitted to the annual budget scrutiny process.	Date:	January 2014
		Officer:	Giles Perritt/Helen Wright
		Progress:	Officers have been informed that the report will be required for the budget scrutiny process.
07.08.2013 Delegated Authority Minute 38	The Board <u>agreed</u> that in order to expedite the decision making process outside of the normal business meeting process, approval of work programme related matters are delegated to the Board's Lead Officer in consultation with the Chair and Vice Chair; work programme related matters include but are not limited to – <ul style="list-style-type: none"> • Cooperative review(s) • Cooperative review reports(s) • Panel recommendations • Forward Plan and Key Decisions 	Date:	August 2013
		Officer:	Helen Wright
		Progress:	Officers have been informed that work programme related matters can be delegated. Complete

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
07.08.2013 Work Programmes Minute 39	<p>The Board <u>agreed</u> the work programme for the Caring Plymouth Panel.</p> <p>The Board <u>agreed</u> its work programme subject to the inclusion of the following –</p> <ul style="list-style-type: none"> • Redevelopment of the Civic Centre and future accommodation requirements (to be scrutinised at its meeting on 21 August 2013) • Devon and Somerset Fire and Rescue Service – Review Corporate Plan 2013/14 to 2014/15 (date to be confirmed in September 2013) • ICT shared services (date to be confirmed) • City's MPs meeting (date to be confirmed) 	Date:	August 2013
		Officer:	Helen Wright
		Progress:	<p>Information has been fed back to the panel.</p> <p>The Board's work programme has been amended to include these items.</p> <p>Complete</p>
07.08.2013 Forward Plan of Key Decisions and Private Business Minute 41	<p>The Board <u>agreed</u> to scrutinise the redevelopment of the Civic Centre and future accommodation requirements at its meeting scheduled for 21 August 2013 and to monitor ICT shared services (these items to be included on its work programme).</p>	Date:	August 2013
		Officer:	Helen Wright
		Progress:	<p>The Board considered the redevelopment of the Civic Centre and future accommodation requirements at its meeting held on 21 August 2013.</p> <p>ICT shared services has been included on its work programme.</p> <p>Complete</p>

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
07.08.2013 Finance – Capital and Revenue Monitoring Minute 43	The Board <u>agreed</u> to – 1. Undertake a cooperative review to look at the Council Tax Support Scheme (Attachment of Earnings) and to also look at Housing Benefit Spare Room Subsidy. 2. Delegate authority to the Lead Officer, in consultation with the Chair and Vice Chair to scope the cooperative review. Information would be provided on whether the figure of £6.807 included within the capital programme for the Tamar Bridge and Torpoint Ferry was the total amount or whether this was Plymouth's proportion of the funding. Clarification would be provided relating to the total number of FTE sick days.	Date:	October 2013
		Officer:	Giles Perritt/Simon Arthurs/Helen Wright
		Progress:	Work is progressing to scope the cooperative review. Information has been requested relating to proportion of funding for the Tamar Bridge and Torpoint Ferry and clarification sought relating to the total number of FTE sick days.
07.08.2013 Recommendations Minute 47	The Board <u>agreed</u> the following recommendations – <ul style="list-style-type: none"> the work programme; cooperative review the one off session relating to cover the relationship between the Health and Wellbeing Board, NEW Devon Clinical Commissioning Group and local area teams (looking at roles and responsibilities). 	Date:	August 2013
		Officer:	Helen Wright
		Progress:	Fed back to the Caring Plymouth panel. Complete

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
07.08.2013 Cooperative Reviews Minute 48	The Board endorsed and <u>agreed</u> the following cooperative reviews – <ul style="list-style-type: none"> • narrowing the gap in schools (Ambitious Plymouth panel) • Health Accountability Forum (Caring Plymouth panel) • Review procedures used by the Council when dealing with unauthorised encampments (Your Plymouth panel) • Customer services (website and interactive transactions) (Your Plymouth panel) • Neighbourhood working (Your Plymouth panel) 	Date:	August 2013
		Officer:	Helen Wright
		Progress:	This information has been fed back to panels. Complete
21.08.2013 Redevelopment of the Civic Centre and future accommodation requirements Minute 53	The Board <u>agreed</u> to – <ul style="list-style-type: none"> • Endorse the recommendations as detailed in the report submitted to the Board • Recommend that an update is provided to the Board in three months' times encompassing further information on the decant arrangements, details of the implementation funding and how customer interface will be managed in the future 	Date:	August 2013/November 2013
		Officer:	Helen Wright
		Progress:	The Board's recommendations have been submitted to Cabinet for its consideration at the meeting scheduled for 3 September 2013. An update has been requested for the Board's November meeting relating to the decant arrangements, implementation funding and how customer interface will be managed in the future.

Grey = Completed item.

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

COOPERATIVE SCRUTINY BOARD

The Brilliant Cooperative Council Sustainable Three Year Plan



Purpose of the report:

This report identifies some of the key financial challenges that the Council faces over the coming three years, proposes a revised approach to financial planning over the medium term, and seeks support for a Council-wide transformation programme based on Co-operative Values to substantially reduce the operating costs of the Council and ensure the maximum possible investment in achieving Corporate Plan objectives.

Funding for local government has been significantly affected by the Coalition Government's plans to reduce the national deficit. Since 2009/10, there have been a number of changes to the Local Government funding regime that have resulted in an overall reduction in income to the Council from central government of £9.5m per year. The Council has already reduced expenditure in this period by c£30m, through efficiency savings and service reductions.

In July 2013, the Department for Communities and Local Government published the detail of its funding intentions for 2014-15 and 2015-6 with a 'real terms' cut of 10% in overall funding for local government. It is now clear that £1bn has, in addition, been set aside from the settlement for allocation to some Councils, but not to others. Therefore underlying the headline 10% real terms cut in funding lies a 15% real terms reduction in the basic allocation affecting all authorities including Plymouth.

Sir Merrick Cockell, the Chair of the Local Government Association has said: "This cut will stretch essential services to breaking point in many areas. While positive steps have been taken to target NHS funding at social care, the fact remains that some councils will simply not have enough money to meet all their statutory responsibilities. Services such as culture and leisure facilities, school support, road maintenance and growth related programmes will bear the brunt of these cuts".

Responsibility for the funding of Council Tax benefit has been transferred to local authorities with effect from the current financial year, but prior to the transfer of this responsibility, a 10% top slice of resources was taken by the government. This, coupled with other anticipated impacts from Welfare Reform is anticipated to add further pressure of around £1.5m annually to Council budgets.

Reductions in Revenue Support Grant and the localisation of Council Tax benefit and Business Rate receipts have resulted in a significant transfer of financial risk from central to local government.

In contrast to the forecast reduction in resources, the demand for key Council services is increasing. For example, the growth in the proportion of older people requiring social care is putting pressure on both local authorities and health services nationally. Current forecasts anticipate a 2% increase on social care expenditure year on year in Plymouth, equating to annual financial pressures of £4.5m.

There are a number of financial impacts on the Council identified as being the result of the broader economic climate. These include reduced income from commercial rents and inflationary increases in contracted services and utility costs.

Taken together, the above factors will contribute to an estimated funding gap for the Council over the next three years of circa £65m. To put this into context, this equates to the entire annual net expenditure on environmental services and economic development, covering refuse collection and disposal, all street services and the Council's support for businesses and employment. The value of these savings equates to almost five times the entire annual revenue budget of Exeter City Council.

The respected economic 'think tank', the Institute for Fiscal Studies, (IFS), has stated that: "The UK faces the longest, deepest, sustained period of cuts to public services spending at least since World War II..."

The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:

In July 2013, the Council adopted a new Corporate Plan, to be a Brilliant Co-operative Council. The plan contains ambitious objectives around the themes of Pioneering, Growing, Caring and Confident Plymouth. Each objective identifies outcomes by which the delivery of the objectives will be measured. Commitments are made to promoting economic growth, improving Council services, health and social care outcomes and the reputation of the city. The plan also identifies Co-operative values which will inform the way that the Council goes about its business.

Given the financial climate described above in which the Council will have to operate over the life of the Corporate Plan, a substantially revised approach to financial planning and delivering financial efficiencies will be needed. The Council has sought advice from Ernst and Young concerning the robustness of its financial estimates for future years and the nature and scale of changes that it will have to make to its structure and delivery arrangements to meet its financial challenges and deliver the Corporate Plan.

The proposed Transformation Programme will deliver a fundamental change in the way that the Council goes about its business, delivering significant savings in four key areas:

- Economic growth initiatives that will provide financial dividends for the Council, a more commercial approach to the way that we run our services, and smarter procurement and commissioning.
- Customer-led service redesign, transforming the way the Council interacts with customers to meet their demands and preferences.
- Creating an integrated approach to health, wellbeing and social care commissioning, working co-operatively across all local communities and partners.
- Smarter, evidence based decision-making for the Council using co-operative principles, and support services delivering against our new organisational requirements.

To support the delivery and implementation of Transformation Programme we will develop two 'enabling programmes' focussed on:

- Better use of the Council's physical and technical infrastructure and assets to better serve the needs of the organisation now, and into the future;
- Ensuring that Members and staff are engaged and supported through the transformation programme, and that they have the necessary skills to deliver.

The Transformation programme will help us to 'grow' ourselves out of the financial challenges that we face whilst focussing on, and improving, the customer experience and maximising opportunities from partnership working across the city. We already have an excellent track record across these areas such as generating income through building additional homes and attracting more businesses into the city. This needs to be expanded and developed in a structured and sustainable programme.

The Transformation programme alone will not enable us to close the £65m gap. Alongside this we will need to take proactive action to manage down the cost drivers and escalating pressures that we face, and comprehensively review all services delivered by the Council, both statutory and discretionary, followed by proposals for changes in the level, cost and nature of provision. The terms of reference for the review will be bound by the Co-operative Values of the Council, and will focus on contributing as far as possible to the delivery of the Corporate Plan objectives.

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

Councils throughout the country have had to enact drastic action in order to balance budgets. There are no easy solutions.

Over the last three years, Plymouth City Council has successfully managed net revenue savings of circa £30m through a number of delivery programmes. The scale of future financial challenges however is such that the Council will require upfront investment in capacity and support to enable it to bring about the fundamental changes described above in the coming years.

Revised financial planning arrangements will result in a longer term approach to addressing the funding available to the Council, planning for a balanced indicative budget in each of the coming three years.

The Transformation programme, as a whole, is a fundamental strand which will enable us to develop a three year sustainable financial plan to deliver the Council's co-operative vision. However, there will be a need to incur up front set up costs to structure, plan and provide capacity to deliver long term financial and service benefits. Earmarked reserves and balances will be reviewed in order to top up the existing Transformation Programme reserve in 2013/14 which will be used to 'smooth' the cashflow differences of costs vs savings between specific financial years. As a guide, it is estimated that the net benefit, (accounting for associated spend), from the Transformation Programme will deliver more than 50% of the Council's entire forecasted three year funding gap.

To supplement internal funding, officers are investigating opportunities for draw down of national funding streams that have been specifically set up to support transformation, such as resources available for Health and Social Care Integration.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

Implications with respect to the above areas relating to the response to individual recommendations will be explored in detail as related proposals are brought forward.

Equality and Diversity

An Equality Impact Assessment has not been undertaken as part of the preparation of this report, but assessments will be necessary as part of the implementation of its recommendations.

Recommendations and Reasons for recommended action:

That Council adopt a longer term approach to addressing the reduction in funding available to the Council, planning for a balanced indicative budget in each of the coming three years.

That Council support the implementation of a Council-wide transformation programme, based on Co-operative Values, to substantially reduce the operating costs of the Council and ensure the maximum possible investment in achieving our objectives.

That Cabinet review earmarked reserves and balances to ensure that the Transformation Programme reserve is adequate to cover cashflow requirements for the period of 2013/14 to 2016/17 (managing the overall costs incurred and savings achieved across each financial year)

Alternative options considered and rejected:

A one year financial planning horizon will not support the long term decision making required to deliver the objectives of the Corporate Plan.

The Council's financial stability will be put at risk unless a transformative approach is taken to revising its delivery arrangements in the coming years.

Attempting to implement the Transformation Programme without additional support and capacity will seriously prejudice the Council's ability to deliver it effectively

Published work / information:

[LGA local government finance briefing for Leaders, Lead Members and Chief Executives 31 July 2013](#)

[Local Government Chronicle 27 June 2013](#)

[Spending Round 2013](#)

Background papers:

Title	Part I	Part II	Exemption Paragraph Number						
Ernst and Young Interim Report to Plymouth City Council July 2013		x							

COOPERATIVE SCRUTINY BOARD

Recommendations – 4 September 2013



Date/min number	Resolution / Recommendation	Response
Ambitious Plymouth Panel		
12.08.2013 Minute 15	Missing Young People's Team Review <u>Recommend</u> that the MIST team present the 'Be-Wise to Sexual Exploitation' programme to the Youth Cabinet to receive feedback on the programme's content from young people prior to delivering any sessions in schools.	
12.08.2013 Minute 19	Work Programme An update on the MIST team and the delivery of the 'Be-Wise to Sexual Exploitation' programme is provided to the panel in February 2014.	

This page is intentionally left blank