



Democratic Support

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#coopscrutiny

CO-OPERATIVE SCRUTINY BOARD

Wednesday 22 October 2014
4.00 pm
Council House (Next to the Civic Centre)

Members:

Councillor James, Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Mrs Beer, Bowie, Mrs Bowyer (Substitute for Councillor Darcy), Philippa Davey, Jordan, Sam Leaves, Murphy, Parker and Kate Taylor.

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

Tracey Lee

Chief Executive

CO-OPERATIVE SCRUTINY BOARD

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

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

2. DECLARATION OF INTEREST

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

3. CHAIR'S URGENT BUSINESS

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

4. WORK PROGRAMMES (Pages 1 - 4)

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

4a. DECISIONS TAKEN UNDER DELEGATED AUTHORITY

The Board will receive notification of the decisions taken under delegated authority with the Board's Lead Officer in consultation with the Chair and Vice Chair.

5. TRACKING DECISIONS (Pages 5 - 8)

The Co-operative Scrutiny Board will monitor the progress of its previous decisions.

6. FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS (Pages 9 - 10)

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

7. CORPORATE MONITORING REPORT (Pages 11 - 18)

The Co-operative Scrutiny Board will receive the Corporate Monitoring Report for August 2014.

8. REVISED TERMS OF REFERENCE FOR OVERVIEW AND SCRUTINY (Pages 19 - 28)

The Co-operative Scrutiny Board will consider proposals to revise the terms of reference for the Panels.

9. FUTURE ARRANGEMENTS FOR BUDGET SCRUTINY (TO FOLLOW)

The Co-operative Scrutiny Board will consider the proposals for the future arrangements for Budget Scrutiny.

10. CALL-INS

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

11. URGENT EXECUTIVE DECISIONS (Pages 29 - 30)

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

12. RECOMMENDATIONS

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

13. CO-OPERATIVE REVIEW(S) (TO FOLLOW) (Pages 31 - 34)

The Co-operative Scrutiny Board will be asked to consider the joint co-operative review on Integrated Health and Wellbeing Transformation Programme submitted by the Caring Plymouth Panel and Ambitious Plymouth Panel.

The Co-operative Scrutiny Board will consider the Public Funerals Co-operative Review report submitted by the Your Plymouth Panel (To Follow).

14. EXEMPT BUSINESS

To consider passing a resolution under Section 100A (4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it/they involve 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.

CO-OPERATIVE SCRUTINY BOARD

Draft Work Programme 2014 - 2015



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 Co-operative 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
25.06.2014	Financial Outturn 2013/14 Including Capital Programme Update	To identify areas of concern (if any).		David Northey, Head of Corporate Strategy
23.07.2014	Corporate Monitoring (Finance and HR) May/June 2014	To identify areas of concern (if any).		David Northey, Head of Corporate Strategy
	Review of Corporate Plan	To identify areas of concern (if any).		Giles Perritt, Assistant Chief Executive
	Scrutiny ELearning		To provide training for Members (and officers)	Lorraine Slinn, Senior ICT Trainer
	Costs and Benefits Monitoring Information for Transformation	To identify areas of concern (if any)		Malcolm Coe, Head of Finance
13.08.2014	Plymouth Plan	Pre decision scrutiny		Paul Barnard, Assistant Director for Strategic Planning and Infrastructure
	Co-operative Centre of Operations: Method and Approach (CCO) (Transformation)	The Board will receive an overview of this Transformation Programme		Ken Blunt, Co-operative Centre of Operations Manager
24.09.2014	Capital and Revenue Monitoring 2014/15	To identify areas of concern (if any)		David Northey, Head of Corporate Strategy
	Child Poverty	The Board will receive a 12 month progress update		Candice Sainsbury, Senior Policy, Performance and Partnership Advisor
	Annual Scrutiny Report	To meet statutory requirement		Giles Perritt, Assistant Chief Executive
	Transformation Assurance Report			Giles Perritt, Assistant Chief Executive

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
22.10.2014	Corporate Monitoring Report (August)	To identify areas of concern (if any).		Chris Randall, Head of Finance Operations
	Terms of Reference	To better align the Panel's areas of responsibility.		Ross Jago, Performance and Research Officer
	Future Arrangements for Budget Scrutiny	To agree future arrangements to Budget Scrutiny		Ross Jago, Performance and Research Officer
19.11.2014	Corporate Monitoring Report (Finance and HR)	To identify areas of concern (if any)		Chris Randall, Head of Finance Operations
	Corporate Plan Performance Monitoring Report	To identify areas of concern (if any)		Peter Honeywell, Transformation Programme Manager
	Co-operative Centre of Operations: Method and Approach (CCO) (Transformation)	Pre decision Scrutiny		Ken Blunt, Co-operative Centre of Operations Manager
	Plymouth Plan	Pre Decision Scrutiny		Richard Grant, Local Planning Team Leader
17.12.2014				
07.01.2015	Budget Scrutiny (Day One)	The Board's recommendations will form part of the consultation process.	Pre decision scrutiny	Giles Perritt, Assistant Chief Executive
12.01.2015	Budget Scrutiny (Day Two)	The Board's recommendations will form part of the consultation process.	Pre decision scrutiny	Giles Perritt, Assistant Chief Executive
14.01.2015	Budget Scrutiny (Day Three)	The Board's recommendations will form part of the consultation process.	Pre-decision scrutiny	Giles Perritt, Assistant Chief Executive
21.01.2015				
18.02.2015				
11.03.2015				
15.04.2015				
Issues Identified for Scrutiny (no date agreed)				
	Flood Protection	Identified as a recommendation (15) from Budget Scrutiny.		Anthony Payne, Strategic Director for Development
	Review of Staff Engagement and Negotiation	Identified as a recommendation (17) from Budget Scrutiny.		Chris Squires, Assistant Director for HR and Organisational Development
	City MPs	Provide an overview of current issues and areas of joint working.		Helen Wright, Democratic Support Officer

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
	Leader and Chief Executive	Provide an overview of the council's priorities and progress		Helen Wright, Democratic Support Officer
	Assurance of Transformation Portfolio	Monitor		Giles Perritt, Assistant Chief Executive

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Co-operative Scrutiny Board

Tracking Decisions – October 2014



	Resolution	Target date, Officer responsible and Progress	
		Date:	Officer responsible and Progress
23.07.2014 Corporate Monitoring Report Minute 9	The Board <u>agreed</u> to invite the Leader, the Chief Executive and Councillor Lowry to its meeting scheduled for 24 September 2014.	Date:	July 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	The Chief Executive and Councillor Lowry attended the Board meeting held on 24 September 2014. Completed
24.09.2014 Work Programme Minute 49	The Board <u>agreed</u> its work programme and the work programmes for – Ambitious Plymouth Panel Caring Plymouth Panel Your Plymouth Panel The Board further <u>agreed</u> that – 1. Collaborative Enforcement is included on the Working Plymouth Panel's work programme; 2. progress updates relating to the GAME Transformation Programme will be scrutinised by the Working Plymouth Panel. (As these items are included within the Your Plymouth Panel's terms of reference, the Panel will receive the updates by email).	Date:	September 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	The information has been feedback to the relevant DSOs. Completed

	Resolution	Target date, Officer responsible and Progress	
24.09.2014 Forward Plan of Key Decisions and Private Business Minute 52	The Board <u>agreed</u> that the Caring Plymouth Panel include Implementing the Care Act 2014 on its work programme.	Date:	September 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	Information feedback to the appropriate DSO. Completed
24.09.2014 Child Poverty Strategy Annual Update Minute 53	<p>The Board <u>agreed</u> –</p> <ol style="list-style-type: none"> 1. that scrutiny members participate in community walkabouts, facilitated by Father Sam Philpott and other child poverty champions to better understand the lived experience of children and young people living in poverty across the city; 2. to undertake a co-operative review, as part of the budget scrutiny process, to analysis the impact of the budget setting decisions 2015/16 – 2018/19 on the efforts to address child poverty in the city; <p>The Board <u>recommends</u> to City Council that it agrees to identify child poverty champions in order to further ensure Plymouth City Council and its partners are actively meeting their statutory duties around child poverty and that champions will be provided with support and information to undertaken this role.</p>	Date:	September 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	<p>Arrangements are being put in place to facilitate scrutiny members to participate in community walkabouts with Father Sam Philpott and other child poverty champions.</p> <p>The analysis of the impact of the budget setting decision 2015/16 – 2018/19 on the efforts to address child poverty in the City will be included in the future arrangements for Budget Scrutiny in January 2015.</p> <p>The Board’s recommendation to City Council relating to the identification of child poverty champions will be included on the City Council’s agenda.</p>
24.09.2014 Independent Assurance of Transformation	The Board <u>agreed</u> that –	Date:	September 2014
		Officer:	Helen Wright, Democratic Support Officer

	Resolution	Target date, Officer responsible and Progress	
Portfolio Minute 54	<p>in the report to the appropriate panels for inclusion in the work programme;</p> <p>2. It monitors the overarching recommendations including the step down plan and engagement plan;</p> <p>3. It monitors the delivery against the planned improvements.</p>	Progress:	<p>This item has been included on the Board's work programme.</p> <p>Completed</p>
24.09.2014 Capital and Revenue Monitoring Report 2014/15 Minute 55	<p>An undertaking was given to the Board that the Prevention and Intervention Strategy would be provided to the Caring Plymouth Panel.</p> <p>A further undertaking was given that once the review of all high cost placements had been completed it would be brought back to the Board.</p>	Date:	October 2014
		Officer:	Malcolm Coe, Assistant Director for Finance
		Progress:	Officers have been requested to provide this information.
24.09.2014 Annual Report Minute 56	The Board <u>agreed</u> its Annual Scrutiny Report (subject to amending the membership page).	Date:	September 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	<p>The amended Annual Scrutiny Report has been included on the City Council agenda for 24 November 2014.</p> <p>Completed</p>
24.09.2014 Recommendation Minute 59	The Board <u>agreed</u> that a joint co-operative review is undertaken by the Caring Plymouth Panel and the Ambitious Plymouth Panel in early November 2014 to consider the final business case for Integrated Health and Wellbeing prior to its submission to Cabinet on 11 November 2014.	Date:	September 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	<p>Information has been feedback to the relevant DSO to action.</p> <p>Completed</p>

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Co-operative Scrutiny Board

Forward Plan of Key Decisions and Private Business



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LIST OF KEY DECISIONS AND PRIVATE BUSINESS

Reference	Title	Decision Maker and Date of Decision
I059756	REVIEW AND PRIORITISATION OF THE CAPITAL PROGRAMME	Council Leader Between 11 November 2014 and 28 February 2015
I063227	CUSTOMER SERVICE STRATEGY 2014 - 2017	Cabinet (on the recommendation of Councillor Peter Smith) 11 November 2014
I062770	FUTURE DELIVERY OF HIGHWAYS SERVICES	Cabinet (on the recommendation of Councillor Coker) Between 21 October 2014 and 11 November 2014
I062981	PLYMOUTH ADULT AND COMMUNITY LEARNING SERVICE (PACLS) - BUSINESS CASE	Cabinet (on the recommendation of Councillor McDonald) 11 November 2014
I062741	TRANSITION SUPPORT FOR YOUNG PEOPLE INTO EDUCATION, EMPLOYMENT AND TRAINING - TENDER OF CONTRACT	Cabinet (on the recommendation of Councillor McDonald) 11 November 2014
I062982	CO-OPERATIVE CHILDREN AND YOUNG PEOPLE'S SERVICES - UPDATED BUSINESS CASE	Cabinet (on the recommendation of Councillor McDonald) 11 November 2014
I062729	CONTRACT AWARD FOR COMMUNITY SERVICE EQUIPMENT	Cabinet (on the recommendation of Councillor Tuffin) 11 November 2014
I062978	COMMUNITY DOMICILIARY CARE SERVICES CONTRACT AWARD	Cabinet (on the recommendation of Councillor Tuffin) 11 November 2014
I062979	INTEGRATED COMMISSIONING - KEY DECISIONS AND NEXT STEPS	Cabinet (on the recommendation of Councillor Tuffin) 11 November 2014
I062980	INTEGRATED COMMUNITY HEALTH AND SOCIAL CARE DELIVERY - KEY DECISIONS AND NEXT STEPS	Cabinet (on the recommendation of Councillor Tuffin) 11 November 2014
I063228	PRIMARY BASIC NEED - AWARDING OF CONTRACTS	Cabinet (on the recommendation of Councillor McDonald) 11 November 2014
I062993	CONTRACT AWARD FOR THE PROCUREMENT OF ADVOCACY SERVICES	Cabinet (on the recommendation of Councillor Tuffin) 11 November 2014
I061853	RESIDENTIAL AND NURSING CARE HOME FAIR PRICE FOR CARE	Cabinet (on the recommendation of Councillor Tuffin) 9 December 2014
I062730	IMPLEMENTING THE CARE ACT 2014	Cabinet (on the recommendation of Councillor Tuffin) 9 December 2014
I062772	COLLABORATIVE ENFORCEMENT, SHARED PROBLEMS, SHARED SOLUTIONS	Cabinet (on the recommendation of Councillor Penberthy) 13 January 2015

AUGUST FINANCE MONITORING – AUGUST 2014

Revenue Monitoring Position

Directorate	2014/15 Council Approved Budget	2014/15 Budget Virements	2014/15 Latest Budget	2014/15 Forecast Outturn	Forecast Year End Overspend / (Underspend)	Movement in Month
	£m	£m	£m	£m	£m	£m
Executive Office	3.697	0.143	3.840	4.040	0.200	0.000
Corporate Items	11.008	4.763	15.771	15.075	(0.696)	(0.460)
Transformation and Change Directorate	31.335	(1.322)	30.013	30.013	0.000	(0.280)
People Directorate	122.746	(0.863)	121.883	126.345	4.462	0.743
Public Health	0.184	0.010	0.194	0.194	0.000	0.000
Place Directorate	35.710	(2.731)	32.979	32.980	0.001	(0.661)
TOTAL	204.680	0.000	204.680	208.647	3.967	(0.658)

Key Issues and Corrective Actions (if required)

Issue	Variation £M	Direction of Travel	Management Corrective Action
<p>PLACE - Economic Development - Rents - The economic climate is resulting in lower rental income. A range of ongoing and one off actions have been taken to mitigate and contain this pressure. In addition, the current market position exposes the Council to a reduction in income on geared head leases, which are outside the Council's control. £100k adverse</p> <p>Strategic Projects Development is showing a favourable variation of (£65K) due to vacancies and additional fee income net of additional professional fee costs.</p>	0.039	Improving	<p>An ongoing review of expenditure and options to increase income will continue in order to meet budget by year end</p> <p>A survey of the estate is in progress to identify the priorities for maintaining the stock and meeting contractual obligations to protect the level of rental income.</p>
<p>PLACE – Street Services</p> <p>Waste Disposal and Collection - Following a review of budgets, the Energy from Waste (EfW) plant delay has caused a timing delay in the receipt of PFI credits. This will be addressed with a one off transfer from corporate reserves of £0.500m. In addition, the Materials Recycling Facility (MRF) procurement has increased costs which has been offset with savings on the Street Lighting procurement. Where management action plans are not being achieved these have been replaced which new action plans.</p> <p>Eg; Some Car Parking Action Plans are now being deferred in 2014/15 resulting in a pressure of</p>	0.139	Declining	<p>A further and ongoing review of expenditure and options to increase income will continue in order to meet budget by year end</p> <p>MRF Recyclates Market and EfW tonnages continue to be monitored monthly to track any movement</p> <p>Agency spend continues to be reduced. But until front line structures are reviewed, agency staff need to be employed to maintain services. The best example of this is the drop of use when the Waste Collection Rezoning takes place.</p>

<p>£395k. This will be offset by maximising (£160k) highways capital grants in order to reduce revenue expenditure.</p> <p>Street Cleansing & Grounds have identified savings of £110k through a range of actions the main being the reduction in agency spend</p> <p>Staff previously charged to revenue and now working on capital projects will also create a part year saving in 2014/15</p> <p>The Car Parking back office procurement will realise a part year saving in the region of £20k in 2014/15</p>			<p>Analysis of the work completed by EDGE is being actioned to determine which additional savings can be implemented in the current financial year</p>
<p>PLACE - Strategic Planning and Infrastructure</p> <p>Estimated part year effect of the restructure of £15k and a range of staff savings together with increased public transport income of £89k is more than covering pressures within Building regulations (ICT costs and Fee Income), CIL income shortfall of £31k</p>	(0.084)	Improving	<p>A further and ongoing review of expenditure and options to increase income will continue in order to meet budget by year end Expectation of increased planning income compared to budgeted level of activity which is too early to calculate at this stage</p>
<p>PLACE - Business Support</p> <p>Advertising costs of £15k for the vacant Assistant Director for Street Services have been offset against overachieving management actions and other staff variations in Business Support.</p>	(0.034)	Improving	<p>Continue to review expenditure to identify if this position can be improved further</p>
<p>PLACE - Management & Support</p>	(0.060)	Improving	

<p>GAME</p> <p><u>Commercialisation</u> Whilst the Trade Waste Service will generate a surplus based on normal operational assumptions the stretch target within GAME commercialisation is proving to be unrealistic given the current market conditions Commercialisation activities are now starting to be generated ahead of the key strategic work and the bringing together of the workstreams for further development but it is unlikely to achieve the overall target in the current year.</p> <p>OTHER INCOME</p> <p>The Directorate has significant income streams as a whole, and are always looking to ensure that these are maximised for the benefit of the Community and the Council.</p>			<p>Work is ongoing across all GAME work streams to mitigate the reduced income associated with the commercialisation work stream. The Strategic Business Case for Commercialisation contains several key workstreams which will be implemented on a prioritised basis to generate further income streams. The overall position on commercialisation v target of £700k is expected to be in the region of £400k (£300k EFW Hedge Settlement and £100k Landfill Gas Contract) with every endeavour to maximise as much income as possible.</p> <p>Management are reviewing a number of further potential additional income options across the Directorate including:</p> <ul style="list-style-type: none"> • Planning – re-introduction of a CIL charge across the City Centre, and continuing to proactively chase any unpaid section 106 agreements • Economic Development – re-examine existing income models around profit share splits
<p>TRANSFORMATION & CHANGE – Legal Trend increase in Child placement court fees £70k partly offset by new income streams</p>	0.000	Improving	Managers have reviewed budgets and have identified further income generation opportunities to offset this pressure
<p>TRANSFORMATION & CHANGE – Departmental Management Potential pressure due to shortfall on planned efficiency</p>	0.200	Same	Some planned efficiency savings have not been

savings.	(0.200)	Improving	<p>realised fully</p> <p>Further areas for savings that have been identified include:</p> <ul style="list-style-type: none"> • Integrated Assurance and Compliance Unit • Transfer of functions into transaction centre • Review of business requirements for elements of support services
<p>PEOPLE – Children’s Social Care</p> <p>Pressure with Children & Young People’s placement numbers and costs. Significant increase in placements during the summer, young people placed in Independent foster care has increased by 12 to 69 against target budget of 60. Residential placements have increased by 2 to 30 against a target budget of 18 with a significant number of these placements being high cost due to the complex nature of these children’s needs.</p>	2.367	Declining	<p>The annual round of ‘Star Chambers’ together with all external placements being reviewed and challenged. People DMT saving target (£200k) from negotiate with providers on commissioned contracts and maximisation of health and education funding against secure welfare placements</p> <p>There are a number of initiatives either implemented or in the process of being implemented as part of a containment plan to address the increasing numbers of children in care including:</p> <ul style="list-style-type: none"> • Completed reconfiguration of the Childrens Social Care family support service to create an intensive family support team focusing on children on the cusp, at risk of coming into care, as well as working to return children home from care where possible

			<ul style="list-style-type: none"> • Regular review of internal and external placements, including requesting external providers to review costs. Block contracts for suitable providers being considered where appropriate • New emergency placements for 16 year olds have been commissioned <p>A bid to the Department of Education Innovation fund for £3.5m to implement a new multi agency way of meeting the needs of our most complex adolescents in care. An outcome is expected in early October. Whilst this grant will be ringfenced to new activities only, the impact of these activities is anticipated to reduce costs in other areas.</p>
<p>PEOPLE – Co-operative Commissioning & Adult Social Care</p> <p>There has been a significant pressure created by cost and volume changes, and a reduction in income</p> <p>There are also pressures related to the Community Equipment service (CES)</p> <p>The impact of a Supreme Court judgement in relation to Deprivation of Liberty Safeguarding (DoLS) assessments have impacted the service significantly, with resources having to be diverted to meet this statutory requirement</p>	2.570	Same	<p>The department are reviewing and rightsizing packages of care, as well as reviewing the budget for any savings to be made. These include:</p> <ul style="list-style-type: none"> • Reviewing the way resources are allocated through the Resource Allocation System (RAS) to ensure a consistent approach • Review of Service vacancies and management costs • Further review of Commissioning spend • Reviewing the flexibility around the use of the Transformation Efficiency Grant

PEOPLE – Homes & Communities Identification of additional external funding.	(0.475)	Improving	People DMT agreed increase from maximisation of external funding (Families with a Future) and reviewing the commitments against specific reserves
CORPORATE ITEMS - Transformation Currently forecasting an underspend in transformation.	(0.099)	Declining	Forecast continually under review.
CORPORATE ITEMS - Capital Financing Reduction in interest payable on loans	(0.446)	Improving	Re-profiling the borrowing portfolio and seeking greater returns on investments has delivered a surplus against the required £1m revenue savings on Treasury Management in 2014/15. Management will continue to review the borrowing portfolio for further savings opportunities
CORPORATE ITEMS – Business Rates The Council is part of a business rates pool with other Local Authorities in the Devon which is in its second year of operation.	(0.150)	Improving	The current forecasts indicate additional income due to the Council from the pooled arrangement
EXECUTIVE OFFICE Potential pressure due to shortfall on planned efficiency savings.	0.200	Same	Managers to continue to review budgets to identify potential savings to address issues.
TOTAL	3.967		

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PLYMOUTH CITY COUNCIL

Subject:	Revised Terms of Reference for Overview and Scrutiny
Committee:	Co-operative Scrutiny Board
Date:	22 October 2014
Chair:	Councillor David James (Chair of the Co-operative Scrutiny Board)
CMT Member:	Giles Perritt, Assistant Chief Executive
Author:	Ross Jago, Policy Performance and Partnerships
Contact details:	ross.jago@plymouth.gov.uk
Ref:	
Key Decision:	No
Part:	I

Purpose of the report:

This report proposes minor changes to the terms of reference of the Co-operative Scrutiny Board and panels to improve effectiveness. The proposals reflect changes within the local authority and partner organisations which have taken place since the restructure of the scrutiny function in 2013. The revised terms of reference will ensure a clear focus on the transformation programme and the activity which underpins the Council's Corporate Plan. This report details the proposed recommendations for consideration at City Council on 24 November 2014 and includes new terms of reference for each panel.

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

The work of the scrutiny function is fundamentally linked to the delivering the priorities within the Corporate Plan and ensuring that the allocation of limited resources is robust and delivers the maximum benefit to the people of Plymouth.

Scrutiny supports the Council's core values and has a key role within the democratic process ensuring that decisions made on behalf of the people of Plymouth are fair, responsible and made in partnership with other organisations within the city and beyond. The Co-operative Scrutiny Board will continue as a 'critical friend' to the executive and will assist in the delivery of quality outcomes for citizens.

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

There are no financial implications as a result of these changes. Changes to the terms of reference will allow the monitoring of performance and demonstrate to communities that the council is spending public money effectively on the services and issues important to the city.

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

None

Equality and Diversity:

Has an Equality Impact Assessment been undertaken?

No: the overall scope of services included within the panel terms of reference remain the same.

Recommendations and Reasons for recommended action:

The new terms of reference for the panels are approved and incorporated into the constitution.

Alternative options considered and rejected:

To continue to operate under the current terms of reference would mean that issues most important to the Council's improvement would not be scrutinised in the most efficient and effective way.

Published work / information:

Existing terms of reference for scrutiny

http://www.plymouth.gov.uk/council_constitution.pdf

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	

Sign off:

Fin		Leg		Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member Giles Perritt													
Has the Cabinet Member(s) agreed the content of the report? No													

AMBITIOUS PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Vibrant Plymouth
- Young Plymouth
- Working Plymouth

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- The leadership and delivery of all services for children and young people
 - Apprenticeships and the Skills Agenda
 - Children's Social Care
 - Adoption and Fostering
 - Early years Development
 - Education Grants
 - Leisure management and Sports Development
 - Safeguarding Children and Young People
 - Schools and Colleges
 - Youth Services

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

PARTNERSHIP LINKS

- Children's Partnership
- Plymouth Sports Board

TRANSFORMATION LINK

- People and Organisational Development
- Integrated Health and Wellbeing (Children's services element)

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

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CARING PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Caring Plymouth

RESPONSIBILITY FOR

- Health and Wellbeing for Adults and Children in Plymouth
 - Adult and Children's Health
 - Drug and Alcohol Services
 - Integrated Health and Social Care (Commissioning and Delivery)
 - Learning Disability Services
 - Health Services
 - Older people's services
 - Personalisation
 - Physical Disability Services
 - Public Health

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

STATUTORY ROLE

The panel will undertake statutory functions in accordance with Section 244, of the National Health Act 2006, (as amended by Health and Social Care Act 2012) regulations and guidance under that section.

PARTNERSHIP LINKS

- Health and Wellbeing Board
- Children's Partnership (for health matters)

TRANSFORMATION LINK

- Integrated Health and Wellbeing

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

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WORKING PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Working Plymouth
- Living Plymouth
- Open Plymouth
- Safer Plymouth
- Greener Plymouth
- Pride in Plymouth
- Moving Plymouth
- Vibrant Plymouth

RESPONSIBILITY FOR

- The Growth and Economic Development of Plymouth
 - Development planning
 - Green spaces, Culture, Heritage and Events (to include Mayflower 2020)
 - Highways and Car Parking
 - Plymouth and Peninsula City Deal
 - Regional and local economic strategy
 - Social enterprise support
 - Strategic Housing Delivery
 - Sustainable Transport policies and strategies
 - Tamar Bridge and Torpoint Ferry
 - Waste management, recycling and street scene

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

PARTNERSHIP LINKS

- Growth Board
- Heart of the South West Local Enterprise Partnership
- Plymouth and Peninsula City Deal Steering Group

TRANSFORMATION LINK

- Growth and Municipal Enterprise

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

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YOUR PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Greener Plymouth
- Living Plymouth
- Open Plymouth
- Safer Plymouth
- Vibrant Plymouth
- Pride in Plymouth

RESPONSIBILITY FOR

- Safe and sustainable communities in Plymouth
 - Anti-social behaviour
 - Climate change and sustainability
 - Community and neighbourhood development
 - Community cohesion, equalities and fairness
 - Community safety
 - Customer Services
 - Homelessness
 - Housing enabling with respect to registered social landlords
 - Licensing
 - Private sector housing, grants and improvements
 - Public protection service

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

STATUTORY ROLE

The panel will undertake a statutory role in scrutiny of the community safety partnership

PARTNERSHIP LINKS

- Community Safety Partnership
- Devon and Cornwall Police and Crime Panel

TRANSFORMATION LINK

- Customer and Service

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

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Co-operative Scrutiny Board

Urgent Executive Decisions – 22 October 2014



There have been two urgent executive decisions taken since the last Co-operative Scrutiny Board meeting held on 24 September 2014.

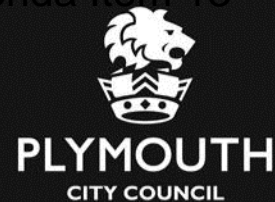
Cabinet Member for Co-operatives, Housing and Community Safety (3 October 2014)

- **Award of Construction Contract for Bay View Caravan Site and Saltram Gateway Works, Plymouth.**

Deputy Leader (3 October 2014)

- **Approval to Complete the Formal Set Up of Delt Shared Services Ltd and Sign an ICT Services Agreement with the New Company.**

REQUEST FOR A CO-OPERATIVE REVIEW CARING / AMBITIOUS PLYMOUTH



What is the name of the review?	Integrated Health and Wellbeing Transformation Programme
<p>Please provide a brief outline of the subject and scope of the review?</p>	<p>The review will take place in four sessions over two days.</p> <p>Session One Integrated Commissioning, Detailed Business Case</p> <p>The panel will review the detailed business case and receive evidence from officers and stakeholders. The session will examine -</p> <ul style="list-style-type: none"> • impact and outcomes of the proposed programme • the costs and benefits of the proposed programme • the link between the detailed business case and the Council's Values. • how the Council will or has engaged with partners, the community and other stakeholders to achieve the transformation objectives <p>Session Two Integrated Community Health And Social Care Delivery, Detailed Business Case</p> <p>The panel will review the detailed business case and receive evidence from officers and stakeholders. The session will examine -</p> <ul style="list-style-type: none"> • impact and outcomes of the proposed programme • the costs and benefits of the proposed programme • the link between the detailed business case and the Council's Values. • how the Council will or has engaged with partners, the community and other stakeholders to achieve the transformation objectives <p>Session Three Children and Young People, Outline Business Case</p> <p>The panel will review the detailed business case and receive evidence from officers and stakeholders. The session will examine -</p> <ul style="list-style-type: none"> • impact and outcomes of the proposed programme

	<ul style="list-style-type: none"> • the costs and benefits of the proposed programme • the link between the detailed business case and the Council's Values. • how the Council will or has engaged with partners, the community and other stakeholders to achieve the transformation objectives <p>Session Four Recommendations</p>
<p>Please outline the reasons as to why you believe a review needs to take place?</p>	<p>The key decisions relating to the programmes potentially have a significant impact on one or more sections of the community. These issues are also considered an issue of concern to the partners and stakeholders.</p> <p>The review satisfies the Co-operative Scrutiny Board and the current administration's request that the Transformation Programmes are subject to pre-decision scrutiny.</p>
<p>What will the review attempt to achieve?</p>	<p>The aims of the review are to –</p> <ul style="list-style-type: none"> • assist the Council's executive in transforming the Council and, thereby, delivering a balanced budget; • hold the executive to account for the quality and impact of specific projects and initiatives within the Transformation Programme; • ensure that the Transformation Programme is delivered in a way that is consistent with the Council's values, particularly the need to reflect the views of residents. <p>Scrutiny will provide an important role in balancing national policy, professional opinion and the voices of local communities. The review will seek to understand the intended and likely outcomes from proposals for patients, service users and carers in Plymouth.</p> <p>In addition the review will address -</p> <ul style="list-style-type: none"> • whether business plans are robust and accompanied by a comprehensive communication and engagement strategy to ensure effective development and implementation; • whether patients and the public been able to influence the development of proposals;

	<ul style="list-style-type: none"> • whether other stakeholders have been able to influence the proposals; • how proposals address health inequalities and the prevention and early intervention agenda; • whether proposals will increase inequalities for any groups in the population; • the wider social and economic determinants of health and social care and the effect on employment of staff; • whether a “whole systems” approach in redesigning services has been taken; • how the reconfigured services will enable health and social care providers to work more closely together.
Who will benefit from the review?	Communities and service users, members of the public, Councillors, Officers and Partners.
How long do you think the review might take?	Four sessions will take place over two days.
When do you think the review should commence and why?	The review should will begin week commencing the 3 rd November 2014 in order to be completed in time for the planned consideration of Cabinet on the 11 th November 2014.
When do you think the review should be completed by and why?	The scrutiny review will close by the 7 th November 2014. This is to ensure that adequate time is allotted to discussion and the preparation of recommendations to be provided to Cabinet in order to assist with decision making.
Review requested by?	This review results from the planned scrutiny of the transformation programme as agreed by the Co-operative Scrutiny Board on the 23 rd April 2014.

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:	

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