



#coopscrutiny

**Democratic Support**

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Published 10 November 2015

## CO-OPERATIVE SCRUTINY BOARD

Wednesday 18 November 2015  
4.00 pm  
Council House, Plymouth

**Members:**

Councillor James, Chair

Councillor Mrs Aspinall, Vice Chair

Councillors Mrs Beer, Bowie, Mrs Bowyer, Jordan, Murphy, Ricketts, Sparling (substitute for Councillor Sam Davey), Storer and Kate Taylor.

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

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**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. MINUTES (Pages 1 - 10)**

The Co-operative Scrutiny Board will be asked to agree the minutes of the meeting held on 21 October 2015.

#### **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 11 - 18)**

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.

#### **5.1 Decisions Taken Under Delegated Authority (Pages 19 - 20)**

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.

#### **6. TRACKING DECISIONS (Pages 21 - 28)**

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

#### **7. FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS (Pages 29 - 30)**

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

**8. CAPITAL AND REVENUE MONITORING REPORT 2014/15 (Pages 31 - 44)  
QUARTER 2**

The Co-operative Scrutiny Board will consider the Capital and Revenue Monitoring report 2014/15 Quarter 2.

**9. CORPORATE PLAN PERFORMANCE MONITORING (Pages 45 - 50)  
QUARTER 2**

The Co-operative Scrutiny Board will consider the Corporate Plan Performance Monitoring quarter 2.

**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 51 - 52)**

The Co-operative Scrutiny Board will be advised of an executive decision that had been deemed urgent with the agreement of the Chair.

**12. RECOMMENDATIONS**

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

**13. CO-OPERATIVE REVIEW(S)**

The Co-operative Scrutiny Board will be asked to consider co-operative review(s) (if any).

**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

**Wednesday 21 October 2015**

### **PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Mrs Beer, Bowie, Mrs Bowyer, Sam Davey, Jordan, Murphy, Ricketts and Storer.

Apology for absence: Councillor Kate Taylor.

Also in attendance: Marion Fanthorpe (Interim Assistant Director for HR and OD), Andrew Hardingham (Assistant Director for Finance), Ross Jago (Lead Officer) Chris Randall (Head of Finance Operators), Councillor Smith (Deputy Leader), Jane Stephenson (Head of HR) and Helen Wright (Democratic Support Officer)

The meeting started at 4.00 pm and finished at 5.50 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.*

#### 47. **DECLARATION OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct in relation to items under consideration at this meeting.

#### 48. **MINUTES**

The Board agreed that the minutes of the meeting held on 23 September 2015 are confirmed as a correct record.

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

There were no items of Chair's urgent business.

#### 50. **WORK PROGRAMMES**

The Lead Officer (Ross Jago) advised that following some issues that had arisen at the Panel meetings relating to the scrutiny of the Corporate Plan (key actions) it would be advantageous to hold a separate meeting with the Chairs and Vice Chairs of the Panels to address some of the issues and to provide support and guidance.

The Democratic Support Officer (Helen Wright) reported that she had been unsuccessful in arranging a meeting with the City's MPs. The Lead Officer (Ross Jago) stated that it was important for the Board to have a clear theme to explore

with the MPs, as the meeting needed to be structured in a way that was useful to both sides.

The Board agreed –

- (1) its work programme together with the Caring Plymouth Panel's work programme;
- (2) to hold a meeting with both the Chairs and Vice Chairs of the Panels to provide support and advice on scrutinising the key actions arising from the Corporate Plan;
- (3) that arrangements are made to meet with the City's MPs.

### 51. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY**

There were no decisions taken under delegated authority.

### 52. **TRACKING DECISIONS**

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

The Vice Chair sought clarification as to whether a response had been received relating to the provision of information on the Beechwood Campus (minute 11 refers). The Democratic Support Officer (Helen Wright) advised that this information had been emailed direct to Councillor Murphy.

The Board agreed that the information relating to the Beechwood Campus and the percentage of bad debt attributed to customers (ie Council Tax) that had been written off will be circulated to all members of the Board.

### 53. **FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS**

The Board considered the key executive decisions contained within the Forward Plan which were due to be discussed by Cabinet between November 2015 and February 2016. Two new items had been included in the plan, as follows –

- collaboration agreement with Hannick Homes to deliver a housing development on land between Woolwell and Roborough;
- 2016/17 revenue and capital budget and council tax.

The Board noted the new inclusions on the Forward Plan.

### 54. **CORPORATE MONITORING REPORT (AUGUST)**

The Head of Finance Operations (Chris Randall) presented the corporate monitoring report for August 2015 which highlighted the following key areas –

- (a) the estimated revenue overspend at the end of the year was £2.140m as at August 2015;
- (b) the figure of £131m represented the net People Directorate budget plus the gross Public Health Commissioning budget (which was financed by a ring fenced Department of Health grant);
- (c) the estimated forecast overspend within the Plymouth Integrated Fund was £0.904m; under the Section 75 risk share agreement with NEW Devon CCG, the forecast outturn indicated a potential transfer of £0.85m of funds from the CCG to Plymouth City Council.

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

- (d) there were several elements that related to the forecast overspend of £0.180m within Transformation and Change which included the delay in implementing the Customer Services service review, the recovery of legal expenses and the delay in the reviews of business support, HR and Finance;
- (e) the take-up of the enhanced voluntary release scheme within the customer services area had been significant with 68 members of staff expressing an interest and being accepted; however, the take-up of the scheme within HR had not been that significant;
- (f) within each service area a panel, including the Section 151 Officer, would be set up to consider the expressions of interest received from members of staff wishing to take up the offer of the enhanced voluntary release scheme;
- (g) the identified overspend within Transformation and Change was not attributed to the merge of the CCO and POD programmes;
- (h) the latest monitoring figures showed an improvement in the forecast overspend within Democratic Support;
- (i) it should be noted that some of the forecast deficits related to an under achievement of savings rather than an overspend.

The Chair advised the Board that the Panels were able to invite Cabinet Members and Directors to attend meetings in order to scrutinise the budget and performance.

The Lead Officer (Ross Jago) advised that if specific areas of concern were identified, Cabinet Members and Directors could be invited to attend Board meetings.

The Co-operative Scrutiny Board agreed to receive a score card for the Transformation Programme.

The Chair thanked the Head of Finance Operations (Chris Randall) for attending the meeting.

### 55. **ABSENCE REPORT (COUNCIL AND SCHOOLS)**

The Deputy Leader, the Interim Assistant Director for HR and OD and the Head of HR presented the absence report (council and schools) which highlighted the following key areas –

- (a) the report reviewed the rolling year to date sickness absence across the authority (including schools) by comparing sickness absence against targets and labour market data (where available);
- (b) the Council was responsible for a total of 40 schools (either Community or Voluntary Controlled Schools);
- (c) the total number of days lost in schools was 14,307.30 (rolling year to date) which equated to an average of 7.71 lost days per full time equivalent (FTE) (3.27%);
- (d) the total number of days lost across the authority was 18,372.33 (rolling year to date) which equated to an average of 7.55 lost days per (FTE) (3.20%);
- (e) corporate sickness remained under target; sickness had decreased by half a day per employee, as compared to an average of 8.05 per (FTE) in August 2015;
- (f) the Council's target was an average of 8.49 days (FTE), compared to the public sector average of 8.7 days lost; the private sector average hours lost to sickness was 1.8% (although it was unclear whether this percentage was for short term absence only which was normally the figure reported within the private sector);
- (g) the top six reasons for short term absence across the authority (including schools) were -
  - cold/flu
  - musculoskeletal
  - stress/depression and psychological;
  - stomach/gastric;
  - respiratory;
  - ear nose and throat;
- (h) there were a range of approaches used to manage sickness absence which included -
  - the implementation of a Workplace Wellbeing Charter;
  - an Employee Assistance Programme;



- access to Occupational Health services.

The Board sought further information relating to –

- (i) the take-up of the flu jab by employees in previous years;
- (j) the cost of absence to the authority in terms of both money and productivity.

The Board requested that future absence reports included a breakdown of sickness information by directorate and department.

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

- (k) managers were fully trained on sickness absence monitoring and were clear on what was expected; each case should be reviewed compassionately whilst balancing that against the need to deliver a service; HR advisers were able to offer both guidance and support during this process;
- (l) the Staffroom pages on the intranet provided staff with information relating to policies, procedures and health initiatives; line managers were able to provide this information to staff who did not have access to the website;
- (n) long term sick employees would be referred to the occupational health service; a copy of their role profile and the reason for their absences would also be provided; advice would be sought on whether the employee would be able to return to their role;
- (m) trade union representatives were fully engaged in supporting staff (who were trade union members) through the capability process;
- (o) reasonable adjustments would be made to support individuals with a disability to work for the Council;
- (p) Occupational Health are able to provide additional information, to that provided by a GP, as they can examine the impact the medical condition has on the employees ability to carry out the role in which they are employed.

The Chair thanked the Deputy Leader (Councillor Smith) and officers (Marion Fanthorpe and Jane Stephenson) for attending the meeting.

### 56. **CORPORATE PLAN - KEY ACTIONS**

The Assistant Director for Finance (Andrew Hardingham) gave a presentation on the Corporate Plan, key actions which highlighted the following key areas -

- (a) Key Action K06 – a Council that used resources wisely -
- the Council's funding streams included the revenue support grant, business rates, specific grants, council tax and income from non-domestic rates;
  - from 2015/16 the revenue support grant would reduce from £44.55m to £15.15m in 2018/19 which represented a reduction of 66%;
  - the current new homes bonus scheme only guaranteed funding for a six year period; the fund would start to taper out from 2017/18;
  - the Council's gross expenditure for 2015/16 was £525m which consisted of the dedicated schools fund which was passported to schools (£108m), housing benefit payments to claimant (£101m); the remaining budget of £328m needed to provide services such as adult social care, education. Public health and children's social care;
- (b) Key Action K07 – maximising grant funding opportunities -
- in 2015/16 grant funding contributed 15% of the Council's gross revenue budget and 60% of the Capital Programme;
  - since 1995, the Council had been successful in winning 1367 grants and had been awarded £102,882,672;
  - the Council currently subscribed to GRANTfinder a search engine that collated potential funding opportunities from both the public and private sectors;
  - the development of an accurate record of external funding available and received by the Council would ensure a co-ordinated and strategic approach to communications with funding bodies and the ability to lobby appropriately for other funding schemes to ensure Plymouth gained its fair share;
  - the way forward included the development of appropriate tools (developing a grants management framework, refine the grants register and develop an approval process), improved co-ordination and maximising limited capacity.

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

- (c) the Medium Term Financial Strategy was being revised and refreshed as part of the budget process and would be available shortly;

- (d) the impact of the Government's announcement that local government would be able to retain 100% of the business rates, at the same time phasing out the core grant, by the end of this Parliament, was not known at this stage (not all of the changes had been worked through).

The Board sought information relating to the new homes bonus scheme –

- (e) the number of planning applications that had been granted but no development(s) had commenced;
- (f) whether a further market recovery initiative would be undertaken to incentivise developers to building developments that had already received planning approval.

The Board agreed -

- (1) that the Your Plymouth Panel include on its work programme an item on external funding;
- (2) to include on its work programme the External Funding Strategy and the Medium Term Financial Strategy.

The Chair thanked the Assistant Director for Finance (Andrew Hardingham) for attending the meeting.

### 57. **BUDGET SCRUTINY 2016**

The Board's Lead Officer (Ross Jago) submitted a report on Budget Scrutiny 2016 which highlighted the following key areas –

- (a) the key purpose of overview and scrutiny was to hold the Cabinet to account and to ensure that the authority was working towards and delivering services in line with its agreed corporate priorities; a significant element of that function was the scrutiny of the budget which was undertaken by the Board;
- (b) whilst considering the options for budget scrutiny in 2016; the Board needed to be mindful of the predicted level of reduction in the revenue support grant based on information released to date by the Government and the Chancellor's request for central government departments to model two scenarios of 25% and 40% of savings within their resource budgets by 2019-20 in real terms;
- (c) it was important for members to be mindful of their fiduciary duty to look after the best interests of local tax payers in the management of the Council's resources which required a robust overview and scrutiny role in the budget process, in particular members would be expected to consider -

- affordability;
  - prioritisation;
  - value for money;
  - budget processes
- (d) four options for conducting the budget scrutiny process had been proposed which included -
- option 1 – three days to undertake a wide ranging review;
  - option 2 – two days to undertake a similar review as used in 2014/15;
  - option 3 – scrutiny task group;
  - option 4 – member challenge group.

Members of the Board considered that in order to conduct a meaningful and robust scrutiny of the budget, it was crucial to allocate sufficient time to this process.

The Board agreed to undertake a three day review to scrutinise the budget.

58. **CALL-INS**

There were no call-ins to consider.

59. **URGENT EXECUTIVE DECISIONS**

The Chair reported to the Board that he had signed one urgent decision which approved a loan to support the construction of a community owned solar array at Ernesettle from the Council at a commercial rate.

The decision –

- (a) had been deemed to be urgent, as following the publication of the notice of the Council's Forward Plan, the decision could not be taken until the expiry of the statutory 28 day notice period;
- (b) was required before the statutory 28 day notice period, as Plymouth Energy Community Renewables Ltd (PECR) needed to be in a position to sign contracts for the construction of the solar array during the first week of November 2015 and to delay the decision would significantly escalate risks of the project not being completed before April 2016.

The project needed to be completed at the latest by 1 April 2016, as the Government was proposing to implement cuts to the Renewable Obligation (RO) subsidy which underpinned the business case. Projects completed in advance of this date would be entitled to a 'grandfather' subsidy for 20 years. The Council had been asked for a bridging loan to allow PECR the time to complete the project and further time to raise the longer term package of debt and shared equity.

Due to the anticipated cuts, the project would not be viable after March 2016, therefore this was the last opportunity to provide a community owned solar array on such a scale in the City.

60. **RECOMMENDATIONS**

The Board considered and agreed the recommendation from the Caring Plymouth Panel relating to (minute 17) the drafting of a PID to undertake a review of the maternity services at Derriford Hospital.

61. **CO-OPERATIVE REVIEW(S)**

There were no Co-operative Scrutiny Reviews to consider.

62. **EXEMPT BUSINESS**

There were no items of exempt business.

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# CO-OPERATIVE SCRUTINY BOARD

Draft Work Programme 2015 - 2016



**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
<b>17.06.2015</b>	Informal Meeting	Review of previous year's outcomes Future requirements		Ross Jago (Lead Officer)
<b>29.07.2015</b>	Annual Scrutiny Report 2014/15	To comply with the Constitution		Ross Jago (Lead Officer)
	Overview of Budget Position	To identify areas of concern (if any)		Andrew Hardingham Assistant Director for Finance
<b>19.08.2015</b>	Corporate Plan Performance Monitoring Quarter I	To identify areas of concern (if any)		Peter Honeywell (Transformation Programmes Manager)
	Corporate Finance Monitoring Quarter I	To identify areas of concern (if any)		Andrew Hardingham (Assistant Director for Finance)
	NEW Devon CCG Western Locality and Plymouth Integrated Fund Quarter I Finance Report	To identify areas of concern (if any)		Andrew Hardingham (Assistant Director for Finance)
	Scrutiny Absence Report	To identify areas of concern (if any)		Marion Fanthorpe (Interim Assistant Director for HR and OD)
<b>9 September 2015</b>	Strengthening the Overview and Scrutiny Function – Open Space Event (What's the Point of Scrutiny)	Review to be undertaken to identify where changes to the scrutiny function may enhance the process of open, transparent and democratic decision making.		Ross Jago (Lead Officer)
<b>23.09.2015</b>	Transformation Programme	To identify areas of concern (if any)		Les Allen (Head of Portfolio Office)

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
7 October 2015	Strengthening the Overview and Scrutiny Function – Training Rights and Responsibilities and the 21 <sup>st</sup> Century Councillor and Scrutiny Support Arrangements	Review to be undertaken to identify where changes to the scrutiny function may enhance the process of open, transparent and democratic decision making.		Ross Jago (Lead Officer)
21.10.2015	Corporate Monitoring (August 2015)	To identify areas of concerns (if any)		Andrew Hardingham (Assistant Director for Finance)
	Budget Scrutiny 2016/17	To agree the format of this process		Ross Jago (Lead Officer)
	Corporate Performance Monitoring (K06, K07, K40 and K41)	To identify areas of concerns (if any)		Andrew Hardingham/Giles Perritt
18.11.2015	Corporate Finance Monitoring Quarter 2	To identify areas of concerns (if any)		Andrew Hardingham (Assistant Director for Finance)
	Corporate Plan Performance Monitoring Quarter 2	To identify areas of concerns (if any)		Peter Honeywell (Transformation Programmes Manager)
02.12.2015	Plymouth Integrated Fund Risk Register	To identify areas of concerns (if any)	To monitor the risks of the Plymouth Integrated Fund	Andrew Hardingham (Assistant Director for Finance)
06.01.2016	<b>Budget Scrutiny (Day One)</b>	Draft budget 2016/17 and Indicative budgets 2017/18 and 2018/19 with wide impact assessment, EIA, Child Poverty		Ross Jago (Lead Officer)
11.01.2016	<b>Budget Scrutiny (Day Two)</b>	Draft budget 2016/17 and Indicative budgets 2017/18 and 2018/19 with wide impact assessment, EIA, Child Poverty	Pre-decision scrutiny	Ross Jago (Lead Officer)
13.01.2016	<b>Budget Scrutiny (Day Three)</b>	Draft budget 2016/17 and Indicative budgets 2017/18 and 2018/19 with wide impact assessment, EIA, Child Poverty	Pre-decision scrutiny	Ross Jago (Lead Officer)
17.02.2016	Scrutiny Absence Report	To identify areas of concerns (if any)		Dawn Auger ( Assistant Director for HR and OD)



Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
	Strengthening the Overview and Scrutiny Function – Co-operative Review Report	To approve the Co-operative Review report.	Review to be undertaken to identify where changes to the scrutiny function may enhance the process of open, transparent and democratic decision making	Ross Jago (Lead Officer)
23.03.2016	Transformation Programme – Costs and Benefits	To identify areas of concerns (if any)		Les Allen (Head of Transformation Programme)/Andrew Hardingham (Assistant Director for Finance)
	Transformation Programme – Progress of the POD Merge	To identify areas of concerns (if any)		Les Allen (Head of Transformation Programme)
<b>Issues Identified for Scrutiny (no date agreed)</b>				
	City MPs	Provide an overview of current issues and areas of joint working		Helen Wright, Democratic Support Officer

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# AMBITIOUS PLYMOUTH

## DRAFT

Work Programme 2015 - 2016



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 Lynn Young, Democratic Support Officer, on 01752 304163.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
6.7.15	SEND framework 2015-2018			Jo Siney
	Children's Social Care Improvement Plan			Alison Botham
7.9.15	Work of Sports Development Unit			Louise Kelley/Pete Aley
	Changes resulting from Adoption Bill			Anne Osborne
19.10.15	Education Paper with Plymouth Learning Partnership			John Searson/David Maddison
	Corporate Performance Report – K14, K15 K19, K45, K27a/b	To monitor progress against KPIs falling within the panel's terms of reference.	Referral from Co-operative Scrutiny Board.	Judith Harwood/Alison Botham
7.12.15	Corporate Performance Report – K14, K15 K19, K45, K27a/b	To monitor progress against KPIs falling within the panel's terms of reference.	Referral from Co-operative Scrutiny Board.	Judith Harwood/Alison Botham
	Children's Social Care Improvement Plan			Alison Botham
	Department Budgets pre Budget Scrutiny			Judith Harwood/Alison Botham
1.2.16	Work of Plymouth School Sports Partnership			
	Validated results SATS/GCSE's			John Searson
	SEND framework 2015-2018 – 6 Monthly update			Jo Siney
7.3.16	School Transport Contract Award			Jayne Gorton
	Update on the changes resulting from Adoption Bill			Alison Botham/Anne Osborne
<b>NEW – items not yet allocated a date</b>				
Review of early years childcare provision				
<b>Scrutiny review proposals</b>			<b>Description</b>	
'Be-wise to Child Sexual Exploitation'			New PID re-submitted to Co-operative Scrutiny Board and	

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**WORKING PLYMOUTH****DRAFT**

Work Programme 2015 - 2016



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

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Helen Rickman, Democratic Support Officer, on 01752 398444

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
8 July 2015	Individual Street Parking Issues	To provide advice on how councillors can best address individual street based resident parking issues linked to the CPZ recommendations made by the task and finish group last year and the development of the Plan for Parking.	Member Advice	Mike Artherton
	Highways Partnership / Living Streets	To provide councillors with information on how councillor requests are costed and programmed.	Member Advice	Adrian Trim
14 Oct 2015	History Centre	To review plans and design of the Exhibition Centre – possible follow up with a review.	Member Advice	David Draffan
	Corporate Plan Monitoring	David Draffan to present a 20 minute presentation on the LES and milestones coming up.		David Draffan
	Local Enterprise Partnerships	For Members to consider the role of the Local Enterprise Partnership (including the successes or otherwise, the impact on Plymouth businesses and whether any action by the Council is required to improve effectiveness and comparison to other LEPs in particular Cornwall and Isles of Scilly).	As advised by the Cooperative Scrutiny Board – 29.7.15 meeting.	David Draffan
	Planning and Building Control	How the services work together.	Member request	This item was deferred due to officer illness.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
9 Dec 2015	Managing space on the highway	Review of policies responding to requests for residents disabled parking bays/ drop kerbs		
	City Centre vs District Parking Charges	To see a rationale for parking charges.		
	Employment:	To review 1000 club, apprenticeships and helping women back to work.	Member Advice	
	Inward Investment			
	Planning and Building Control	How the services work together	Member request – deferred from the last meeting.	
16 March 2016	Mayflower 400	To review planning, funding, projects and timescales		
	Controlled Parking Zones	Update on roll out of new procedures		
	Tamar Joint Committee			
	Waste Services	To be provided with a general update.	Member Advice	

Scrutiny Review Proposals	Description
Living Streets (PID submitted)	To review the 'Living Streets' pilot scheme and to propose appropriate changes to improve the current process and procedures.

Items for scrutiny not yet allocated a date:
S106 (to be dealt with outside the meeting)
Derriford Transport Infrastructure (to be included via cross party Plymouth Plan Working Group)

# Co-operative Scrutiny Board

Decisions Taken Under Delegated Authority



The Lead Officer (Ross Jago) in consultation with the Chair and Vice Chair approved under delegated authority that the Working Plymouth Panel hold an additional meeting on Thursday 24 November 2015 in order to consider the key actions arising from the Corporate Plan.



# Co-operative Scrutiny Board

Tracking Decisions – October/November 2015



	<b>Resolution</b>	<b>Target date, Officer responsible and Progress</b>	
19.08.2015 Work Programme Minute 20	<p>The Board <u>agreed</u> its work programme subject to the inclusion of the Transformation Programme information being included on the agenda for the September 2015 meeting.<b>(Completed)</b></p> <p>The Lead Officer advised that arrangements to hold a meeting with the City's MPs would be followed up.</p>	Date:	August 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	<p>The Transformation Programme information had been added to the Board's work programme.</p> <p>Work to arrange a meeting with the City's MPs was being undertaken. (Please refer to minute 50 below).</p>

23.09.2015  Transformation Programme  Minute 40	The Board <u>agreed</u> –  1. to receive – <ul style="list-style-type: none"> <li>• an update report on the progress of the merged People, Organisational and Development (POD) programme at its meeting in March 2016;</li> <li>• a progress report on the former Co-operative Centre of Operations (CCO) projects following a re-focus, to a future meeting;</li> <li>• a report on Delt Services (detailing the delivery of its existing customers’ requirements and the progress made in growing the business);</li> <li>• information on the costs, benefits and milestones of the transformation programme at a future meeting;</li> </ul> 2. to invite the newly appointed Assistant Director for HR and OD to a future meeting of the Board, in order to scrutinise the HR policies/strategies (in particular flexible working arrangements).	Date:	September 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	The relevant officers have been advised. Information on when the items will be scrutinised is awaited.

21.10.2015  Work Programme  Minute 50	The Board <u>agreed</u> –  1. its work programme together with the Caring Plymouth Panel’s work programme; 2. to hold a meeting with both Chairs and Vice Chairs of the Panels to provide support and advice on scrutinising the key actions arising from the Corporate Plan; 3. that arrangements are made to meet with the City’s MPs	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	With regard to recommendation 1, the relevant DSO has been advised; With regard to recommendation 2, a meeting had been held to address the concerns; With regard to recommendation 3, arrangements were being made to meet with the City’s MPs.

21.10.2015  Tracking Decisions  Minute 52	The Board <u>agreed</u> that the information relating to the Beechwood Campus and the information on the percentage of bad debt attributed to customers (ie Council Tax) that had been written off would be circulated to all Board members.	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	The information has been circulated to all Board Members via email.  <b>Completed</b>

21.10.2015  Corporate Monitoring Report (August)  Minute 54	The Board <u>agreed</u> to receive a 'score card' for the Transformation Programme.	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	Officers have been asked for this information. Awaiting a response.

21.10.2015  Absence Report (Council and Schools)  Minute 55	<p>The Board sought further information relating to –</p> <ol style="list-style-type: none"> <li>1. the take up of the flu jab by employees in previous years;</li> <li>2. the cost of absence to the authority in terms of both money and productivity.</li> </ol> <p>The Board requested that future absence reports included a breakdown of sickness information by directorate and department.</p>	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	Officers have been asked for this information. Awaiting a response.

21.10.2015 Corporate Plan – Key Actions Minute 56	<p>The Board sought information relating to the new homes bonus scheme –</p> <ol style="list-style-type: none"> <li>a. the number of planning applications that had been granted but no development(s) had commenced;</li> <li>b. whether a further market recovery initiative would be undertaken to incentivise developers to building developments that had already received planning approval.</li> </ol> <p>The Board <u>agreed</u> –</p> <ol style="list-style-type: none"> <li>1. that the Your Plymouth Panel include on its work programme an item on external funding;</li> <li>2. to include on its work programme the External Funding Strategy and the Medium Term Financial Strategy.</li> </ol>	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	<p>Information has been sought from officers relating to points (a) and (b). Information was awaited.</p> <p>With regard to recommendation 1, the relevant DSO had been advised.</p> <p>With regard to recommendation 2, the External Funding Strategy and the Medium Term Financial Strategy would be considered as part of the budget scrutiny process.</p> <p><b>Completed</b></p>

21.10.2015 Budget Scrutiny Minute 57	<p>The Board <u>agreed</u> to undertake a three day review to scrutinise the budget.</p>	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	<p>Arrangements have been made for day one of scrutiny to take place on 6 January 2016.</p> <p><b>Completed</b></p>

21.10.2015  Recommendations  Minute 60	The Board considered and <u>agreed</u> the recommendation from the Caring Plymouth Panel relating to (minute 17) the drafting of a PID to undertaken a review of the maternity services at Derriford Hospital.	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	The relevant DSO had been advised.  <b>Completed</b>

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**CO-OPERATIVE SCRUTINY BOARD**

**Cabinet and Executive Decisions Forward Plan of Key Decisions  
and Private Business**

**December 2015 to March 2016**



**LIST OF KEY DECISIONS AND PRIVATE BUSINESS**

<b>Reference</b>	<b>Title</b>	<b>Decision Maker and Date of Decision</b>
I059756	REVIEW AND PRIORITISATION OF THE CAPITAL PROGRAMME	Councillor Evans (Leader) Between 8 December 2015 and 31 March 2016
I066039	RETENDER OF EDUCATION HOME TO SCHOOL TRANSPORT CONTRACTS	Councillor McDonald (Cabinet Member for Children, Young People and Public Health) Between 13 July 2015 and 30 November 2015
I068467	COLLABORATION AGREEMENT WITH HANNICK HOMES TO DELIVER A HOUSING DEVELOPMENT ON LAND BETWEEN WOOLWELL AND ROBOROUGH	Councillor Lowry (Cabinet Member for Finance) Between 10 November 2015 and 11 January 2016
I068470	2016/17 REVENUE AND CAPITAL BUDGET AND COUNCIL TAX	Cabinet (on the recommendation of Councillor Lowry) 8 December 2015
I068866	COUNCIL TAX BASE SETTING 2016/17	Cabinet (on the recommendation of Councillor Lowry) 12 January 2016
I068868	A 'FAIR PRICE FOR CARE' FOR OLDER PERSONS' RESIDENTIAL AND NURSING HOMES	Cabinet (on the recommendation of Councillor Tuffin) 16 February 2016
I068869	A 'FAIR PRICE FOR CARE' FOR RESIDENTIAL AND NURSING HOMES FOR ADULTS UNDER 65 YEARS OF AGE	Cabinet (on the recommendation of Councillor Tuffin) 16 February 2016

**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Capital & Revenue Monitoring Report 2015/16 – Quarter2
<b>Committee:</b>	Cabinet
<b>Date:</b>	10 November 2015
<b>Cabinet Member:</b>	Councillor Lowry
<b>CMT Member:</b>	CMT
<b>Author:</b>	Chris Randall – Head of Finance Operations
<b>Contact details</b>	Tel: 01752 304599 email: <a href="mailto:chris.randall@plymouth.gov.uk">chris.randall@plymouth.gov.uk</a>
<b>Ref:</b>	
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Purpose of the report:**

This report outlines the finance monitoring position of the Council as at the end of June 2015.

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

The estimated revenue overspend is £2.265m. The overall forecast net spend equates to £195.274m against a budget of £193.009m, which is a variance of 1.2%. This needs to be read within the context of needing to deliver £21m of savings in 2015/16 on the back of balancing the 2014/15 revenue budget where £16m of net revenue reductions were successfully delivered.

Additional management solutions and escalated action to deliver further savings from the council's transformation programme will be brought to the table over the coming months in order to address the in year forecasted overspend.

**Table 1: End of year revenue forecast**

	Budget £m	Forecast Outturn £m	Variance £m
<b>Total General Fund Budget</b>	<b>193.009</b>	<b>195.274</b>	<b>2.265</b>

The latest approved capital programme funding envelope covering 2014/15 to 2017/18 stood at £237.406m which was approved at Full Council on 23 February 2015. The report details new schemes approved within the capital programme envelope under delegated powers and proposed increases to the capital funding envelope of £104m, which net of taking off the expenditure incurred in 2014/15 of £54m results in a proposed envelope of £287m for 2015 – 2020.

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

This quarterly report is fundamentally linked to delivering the priorities within the Council's Corporate Plan. Allocating limited resources to key priorities will maximise the benefits to the residents of Plymouth.

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

Robust and accurate financial monitoring underpins the Council's Medium Term Financial Plan. The Council's Medium Term Financial Forecast is updated regularly based on on-going monitoring information, both on a local and national context.

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

The reducing revenue and capital resources across the public sector has been identified as a key risk within our Strategic Risk register. The ability to deliver spending plans is paramount to ensuring the Council can achieve its objectives to be a Pioneering, Growing, Caring and Confident City.

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### **Equality and Diversity**

Has an Equality Impact Assessment been undertaken? No

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**Recommendations and Reasons for recommended action:**

That Cabinet:-

1. Note the current revenue monitoring position and action plans in place to reduce/mitigate shortfalls;
2. Approve the non-delegated revenue budget virements (shown in Table 4);
3. Recommend to Council that the Capital Programme 2015 -2020 is increased to £287m (as shown in table 5)
4. Note the new schemes added to the Capital Programme totaling £1.063m (shown in Table 6);

**Alternative options considered and rejected:**

None – our Financial Regulations require us to produce regular monitoring of our finance resources.

**Published work / information:**

2015/16 Budget Reports [Delivering the Co-operative Vision within a 4 year budget](#)

**Background papers:**

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

**Sign off:**

Fin	CDR/ CorpsF FC1516 001 29.10.15	Leg	lt/242 87	Mon Off	dvs/24287 29.10.15	HR		Assets		IT		Strat Proc	
Originating SMT Member: Andrew Hardingham, AD for Finance													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

Table 2 : Revenue Monitoring Position

Directorate	2015/16 Council Approved Budget	2015/16 Budget Virements	2015/16 Latest Budget	Forecast Outturn	Forecast Year End Variation	Movement from previous month
	£m	£m	£m	£m	£m	£m
Executive Office	3.840	0.027	3.867	4.015	0.148	(0.078)
Corporate Items	14.010	(6.094)	7.916	8.201	0.285	0.015
Transformation and Change	26.682	6.608	33.290	34.182	0.892	(0.037)
People Directorate	121.400	1.719	123.119	123.551	0.432	0.051
Public Health	0.194	0.822	1.016	1.016	0.000	0.000
Place Directorate	26.883	(3.082)	23.801	24.309	0.508	0.175
<b>TOTAL</b>	<b>193.009</b>	<b>0.000</b>	<b>193.009</b>	<b>195.274</b>	<b>2.265</b>	<b>0.126</b>

Plymouth Integrated Fund	Section 75 indicative position	2015/16 Latest Budget	Forecast Outturn	Forecast Year End Overspend / (Underspend)
	£m	£m	£m	£m
New Devon CCG – Plymouth locality	331.000	347.381	348.145	0.764
Plymouth City Council	*131.000	135.913	136.353	0.440
<b>TOTAL</b>	<b>462.000</b>	<b>483.294</b>	<b>484.498</b>	<b>1.204</b>

\* This represents the net People Directorate budget plus the gross Public Health Commissioning budget (which is financed by a ring fenced Department of Health Grant)

Under the s75 risk share agreement with NEW Devon CCG, the forecast outturn indicates a potential transfer of £0.046m from the CCG to PCC

**Table 3: Key Issues and Corrective Actions**

<b>Issue</b>	<b>Variation £M</b>	<b>Management Corrective Action</b>
<p><b>EXECUTIVE OFFICE</b></p> <p>Democratic support cost pressures. £0.225m relates to a stretch target for efficiencies in this area</p>	0.148	Officers continue to review options including staffing and resource levels through vacancy management which are reducing the pressure
<p><b>CORPORATE ITEMS</b></p> <p>The cross cutting savings target linked to a strategic asset review of £0.3m has only identified savings of £0.015m linked to a review of income received from recharging utility costs</p>	0.285	Project managers within the transformation programme are reviewing other potential areas for savings alongside producing a strategic asset strategy framework, although it is unlikely that further savings will be identified this year
<p><b>TRANSFORMATION and CHANGE – Finance</b></p> <p>There is a forecast underspend on staffing budgets and previously reported cost issues related to maintenance have now been capitalised</p>	(0.170)	
<p><b>TRANSFORMATION and CHANGE – Legal</b></p> <p>The forecast income is lower than previous years and employee turnover assumptions have not been as high as budgeted</p>	0.120	Plans being reviewed to see what opportunities can be achieved to reduce this shortfall in year
<p><b>TRANSFORMATION and CHANGE – Customer Services</b></p> <p>There is a shortfall in achieving the transformation saving target of £1.2m due to delays in implementing the service review</p>	0.343	The service are reviewing all current vacancies to assist in managing the shortfall, and the service review will deliver the full year saving in future years following the take-up of the enhanced voluntary release scheme
<p><b>TRANSFORMATION and CHANGE – Human Resources &amp; OD</b></p> <p>There is a forecast underspend on staffing costs which is partly offset by reduced income from HR advisory services</p>	(0.126)	

<p><b>TRANSFORMATION and CHANGE – CCO programme and Departmental</b></p> <p>The CCO programme has a target of £1.5m to achieve in 15/16.</p> <ul style="list-style-type: none"> <li>- Reviews of business support, HR and Finance service provision were delayed and are now estimated to only achieve £0.160m of the £0.8m target in this financial year. There is also a shortfall savings target of expanding IT services to new customers of £0.3m. The overall in year shortfall against the CCO programme is forecast to be £1.140m.</li> </ul> <p>Financial reconciliations of DELT have highlighted a funding shortfall of c£1.0m</p>	0.725	<p>Management are reviewing staffing expenditure to ensure that all opportunities are maximised, including enhanced voluntary release schemes currently being run in the HR and Finance Departments. It is anticipated that service reviews in these areas whilst delayed in year will deliver the full estimated value of the 15/16 target reductions once implemented on an ongoing basis</p> <p>Officers have reviewed insurance provisions and reserves and at this stage anticipate the potential for an in year reduction of up to £1m which will offset delays in achieving the CCO target in year.</p> <p>Corporate management team have allowed that £0.795m of the corporate contingency be used to offset pressures relating to the IT service provision, and that these issues will be addressed as part of setting the 2016/17 budget. Officers are reviewing options with DELT, including ensuring that project income is maximised</p>
<p><b>PEOPLE – Children Young People and Families</b></p> <p>The Children Young People and Families Service is reporting a budget pressure of £0.671m</p> <p>As part of the transformation project for 2015/16, the CYP&amp;F was expected to make savings of over £1.5m (in order to contribute to the £8.045m Directorate target).</p>	0.671	



<p>There are risks that will require close monitoring and management during the year:</p> <ul style="list-style-type: none"> <li>- Starting point in April of 88 Independent Foster Care (IFA's) placements with budget for only 68 achieving savings from interim and transformation wrap-around placements.</li> <li>- Lack of availability of the right in-house foster care placements creating overuse of IFA's.</li> <li>- High number of placements in Welfare Secure, there are currently 2 in situ.</li> <li>-</li> <li>- Unexpected court ordered spend on Parent &amp; Child Assessment placements.</li> </ul> <p>The overall number of children in care at the end of September has increased by 3 to now stand at 389.</p> <p>The number of children placed with independent fostering agencies has increased by 4 to 88 which is above the budgeted target of 68. Residential placements have increased by 1 to 21 against a budget of 26 with a significant number being high cost due to the complex nature of these children's needs. In particular 3 young people with complex needs are in high cost placements currently at a higher cost than welfare secure. The number of young people placed in 'welfare' secure placements remains the same, with 2 young people currently in situ. The In-House Foster Care placements have increased by 1 to 197 placements against a budget of 209, with 2 in 'Other Local Authority' Foster Care. There is currently 3 In House Parent &amp; Child Assessment Placements, 4 court ordered Independent foster care placement and 4 high cost Residential placements. The number of young people 16+ placed in supported living has remained at 24 against a budget of 22 where young people have stepped down from secure or residential care. However, this has had an adverse affect on the average placement cost although this should improve as their level of support is stepped down.</p>		<p>Against the target of £1.5m, £0.605m has been saved to date through the first phase of wraparound, phase two will be implemented but there will be a real challenge in achieving the full saving in the face of increased pressures. However, a further £0.485m saving to year end is projected of which £0.200m is one off.</p>
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<p>There is changing behaviour in court in relation to both Parent &amp; Child Residential and Independent Foster Care (IFA's) assessment placements. This is under review and to some extent is led by guardian recommendations. The service are not able to address individual guardian recommendations whilst proceedings are live and this represents a significant challenge in managing spend on these placements.</p> <p>The service has received 450 referrals in September 2015 which was 15.1% more than September 2014 (530). The YTD figure for referrals is 2725 compared to 2695 for the same period in 14/15. This is an increase of 1.0%.</p>		<p>The current commissioning arrangements for Supported Accommodation are being reviewed in order to provide more capacity at a reasonable price.</p> <p>Ten new In House Foster carers are anticipated coming on line between now and the end of the financial year in order to increase placement sufficiency and reduce costs.</p>
<p><b>PEOPLE – Strategic Co-operative Commissioning</b></p> <p>The Strategic Co-operative Commissioning (SCC) service is reporting to come in (£0.231m) under budget. The overall variation is mainly in the following areas:</p> <ul style="list-style-type: none"> <li>- Leisure Management – mainly due to a saving on utilities, there is expected to be a saving of (£0.091m) against budget this year.</li> <li>- Salaries and related costs – an adverse variation of £0.259m is being forecast, mainly around the In-House provision which is being closely monitored.</li> <li>- Non Residential Income – currently there is a favourable variation of (£0.414m) which has arisen due to the change in the Fairer Charging policy and the Direct Payment income that is being collected as a result.</li> <li>- Day Care costs – there is currently an adverse variation on day care of £0.281m which is due to both increased costs and usage of the service, along with a movement of clients from a block contract.</li> <li>- PCH Contract – an assumption has been made of a saving against the full year contract of (£0.200m)</li> </ul> <p>As part of the transformation project for 2015/16, the SCC budget will need to make savings of over £5m (in order to contribute to</p>	<p>(0.231)</p>	<p>So far, SCC has achieved in the region of £2.4m of savings around reduced client numbers in residential and nursing, reviews of high cost packages and contract savings, however there are £1.3m of delivery plans for 2015/16 that are currently showing as RAG rated red or amber, ie reviews to care packages, and further use of ECH housing instead</p>

<p>the £8.045m Directorate target) with the activities and actions that will drive delivery forming part of the transformation programme</p> <p>Two risks that will require close monitoring and management during the year are:</p> <ul style="list-style-type: none"> <li>- DoLS assessments – over the past year there has been a very significant increase in Deprivation of Liberty Safeguard (DoLS) applications. Official data from the Health and Social Care Information Centre (HSCIC) show that there has been a ten-fold increase on previous activity levels. A DOLS action plan has now been developed and is being monitored through the year.</li> <li>- Care Coordination Team clients – there are currently a large number of clients that are waiting for an assessment which could result in the costs being charged to SCC – see monitoring variations above. A working group has been established to ensure reviews are completed in a planned and managed way.</li> </ul>		<p>of higher cost placements, that will need to be reviewed and, if necessary, alternative plans put in place to make the savings.</p> <p>A DOLS action plan has now been developed and will be monitored through the year.</p> <p>A working group has been established to ensure reviews are completed in a planned and managed way.</p>
<p><b>PEOPLE – Housing Services</b></p> <p>The Housing Service is reporting a balanced forecast outturn, containing budget pressures reported in July within existing budgets through an improvement in quarter due to a reduction in monthly demand on emergency accommodation, together with management reviewing future commitments.</p>	-	
<p><b>PEOPLE – Learning &amp; Communities</b></p> <p>Learning and Communities is reporting to come in on budget at the end of month 6. As part of the transformation project for 2015/16 the Learning and Communities budget will need to make savings of £0.600m (in order to contribute to the £8.045m Directorate target) with activities and actions that will drive delivery forming part of the transformation programme.</p>	-	<p>The department is reviewing any potential pressures with the intention of mitigating these with off-setting actions, including employee savings, and maximising grants</p>
<p><b>PUBLIC HEALTH –</b></p> <p>The public health ring-fenced grant has been identified as one of the areas targeted for in year budget cuts as part of the government. Indications are of a circa 7% reduction which</p>	-	<p>The Public Health Management team have fed back on the consultation around the allocation of reductions which closed on</p>

would equate to £0.9m		28 <sup>th</sup> August, and are considering potential options for reducing expenditure once the final details on reductions are released
<p><b>PLACE - Economic Development</b></p> <p>Economic Development is currently forecasting to deliver within budget by year end, although this is not without risk.</p> <p>Economic pressure on commercial rents continues. The return on head leases is outside of the Councils control and far from being a risk has now become an issue to mitigate.</p> <p>The Events programme will deliver within the overall budget for events.</p>	-	<p>The Economic Development Service is endeavouring to identify savings to offset these costs pressures but the ability to generate one off or recurring options continues to reduce year on year as the portfolio is systematically reviewed to maximise opportunities.</p> <p>The Council continues to sponsor and promote major events across the city underwriting from Council budgets. Officers continue to work to seek to manage the budget and ensure a positive economic benefit for the local economy.</p>
<p><b>PLACE - Strategic Planning and Infrastructure</b></p> <p>SP&amp;I are projecting an estimated outturn variation of (£0.154m). It has additional favourable variations in relation to staffing costs, and planning and building control income, with improvements in both of these areas since last month. This has more than countered cost pressures within other parts of the budget.</p>	(0.154)	Income and Expenditure is routinely reviewed each cycle to control spend and maximise income.
<p><b>PLACE - Street Services</b></p> <p>Street Services is currently forecasting a £0.147m overspend due to reduced forecasts around car parking income.</p> <p><u>Waste Services</u> One off savings continue at the Energy from Waste Plant during the extended commissioning period, and these will offset pressures within other areas within Street Services.</p>	0.147	New opportunities to reduce costs are currently being modelled to ensure key services can be delivered within existing budget whilst also planning ahead for longer term service delivery as available resources are reduced. Officers will also continue to explore opportunities to maximise income and

<u>Highways Parking &amp; Marine Service</u> Monitoring of car parking income is showing a reduction which is likely to have an adverse impact on the Parking Trading account contribution to Highways.		productivity.  The impact of any changes to parking income needs to be considered in setting the overall 16/17 budget
<b>PLACE - GAME</b>  The Commercialisation Workstream is making a significant contribution of £1m towards the transformation programme although the integrated transport projects will result with in-year cost pressures in the region of £0.420m.	0.515	Organisation wide commercialisation opportunities will continue to be explored and accelerated to address the current projected shortfall. The favourable position in the core Place budget is contributing to mitigating the Staff and Passenger Transport pressures in the GAME programme.
<b>TOTAL</b>	<b>2.273</b>	

### Virements

Cabinet are required to approve all non delegated revenue budget virements over £0.1m and these are shown in the table below.

### Recommendation

It is recommended that Cabinet approve the non delegated virements which have occurred in the period since the September Cabinet report

**Table 4 Virements detail**

Directorate	Transfer from Transformation Reserve to fund Customer Transformation Programme in respect of Digital Platform implementation	Realignment of democratic support efficiency target between Directorates	Realignment of Corporate Delivery Plans within Corporate Items and Transformation & Change	Total
	£m	£m	£m	£m
Executive Office	0	(225)	0	<b>(225)</b>
Corporate Items	(200)	0	(110)	<b>(310)</b>
Transformation and Change	200	225	110	<b>535</b>
People Directorate	0	0	0	<b>0</b>
Public Health	0	0	0	<b>0</b>
Place Directorate	0	0	0	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Capital Programme 2015/16 – 2017/18**

The Council's approved Capital Budget for 2014 – 2018 represents its overall "affordability envelope" within which a Capital Programme of projects for delivery is agreed, this is currently £237m

Since the approval at Council further work has been undertaken to update income projections and the current estimated funding envelope for the 2015 – 2020 period now stands at £287m. The movement is set out in Table 5 below.

<b>TABLE 5 - Capital Programme Budget Movements</b>	<b>£m</b>
Total 2014 -18 Approved capital budget	<b>237</b>
Removal of 2014/15 outturn	(54)
Addition of 2018/19 income projections	30
Addition of 2019/20 income projections	28
<b><u>OTHER CHANGES:</u></b>	
Addition of ring-fenced Forder Valley Link Rd grant	22
Addition of ring-fenced Dft Challenge Fund grant for capitalised maintenance	8
Net result of the changes in methodology for forecasting the timing of future S106 and Community Infrastructure Levy income.	6
Increase in forecast borrowing requirements for regeneration initiatives	10
<b>Total Revised Capital Budget 2015 -20 for approval</b>	<b>287</b>

**Recommendation**

It is recommended that the Cabinet recommend to Council that the 2015 -2020 capital budget be increased to £287m.

**Table 6 New or increased allocations for Capital Schemes**

<b>Delegated Approvals by S151 Officer</b>	<b>£m</b>	<b>Funding</b>
City Centre Wild Flower Meadows – Urban Buzz	<b>0.015</b>	<b>S106</b>
Lipson Vale – Relocation of Foundation Unit	<b>0.050</b>	<b>S106</b>
Public Conveniences	<b>0.043</b>	<b>Unringfenced resources *</b>
Mayflower Coach Station	<b>0.138</b>	<b>Unringfenced resources</b>
Cremyll Lodge Holiday Let & Shop	<b>0.006</b>	<b>Revenue</b>
<b>Total (S151 Officer)</b>	<b>0.252</b>	
<b>Executive Decisions by Leader (after CCIB approval)</b>	<b>£m</b>	
Heritage Asset Maintenance	<b>0.411</b>	<b>78% Ringfenced Grant 22% Unringfenced</b>
City Centre Shop Fronts	<b>0.400</b>	<b>Unringfenced resources</b>
<b>Total (Leader Approvals)</b>	<b>0.811</b>	
<b>Total Approvals (August &amp; September)</b>	<b>1.063</b>	

- \*The term unringfenced resources refers to a mixed pool of funding including capital receipts, capital grants, borrowing etc with no restrictions (other than funding capital) which can be applied strategically to fund any capital expenditure schemes

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**CO-OPERATIVE SCRUTINY BOARD**

Corporate Plan - Performance Report Q2 2015  
 18 November 2015  
 Chief Executive's Office

**Introduction**

The Corporate Plan was first established in July 2013 as a 4 year plan to drive the city's ambition to become a Brilliant Co-operative Council. The plan sets out the Council's values, objectives and outcomes that will deliver the required changes and is used as a key tool to help prioritise, manage and improve service delivery. The plan provides the framework for:

- the most important things the council does
- what the council wants to achieve
- how and what services are delivered
- the way the council operates

**Performance monitoring**

Key actions and milestones combined with performance indicators help to drive, support, monitor and track our progress. The plan has been refreshed on an annual basis to ensure that it remains relevant and reflective of priorities and achievements over time. The last review was completed in the summer of 2015.

Co-operative Scrutiny Board would usually receive the full Cabinet performance report. However, they have asked not to receive the full report but something more focused.

**Focused report for Cooperative Scrutiny Board**

Following direction from Cooperative Scrutiny members, more focused reports were requested for each of the scrutiny panels and the Cooperative board. This report is the first opportunity to respond to this request which focuses specifically on the areas of greatest interest to Cooperative Board themselves. This style of report will be cascaded out to each of the panels in due course. For Cooperative Scrutiny, this report focusses on 3 outcomes, 5 Key Action and 5 Performance indicators. The table below shows how all the key actions and their associated KPIs have been divided up between the Board and panels. Also attached is a summary of both Key Action and PI progress since the plan was started.

**Allocated Key Actions**

Scrutiny Panel	Key Actions
Co-operative Board	K6, K7, K39, K40, K41
Your	K1, K2, K22, K24, K25, K26, K29, K30, K43, K52
Working	K3, K4, K5, K12, K13, K16, K18, K32, K36, K37, K44
Caring	K21, K23, K31, K46, K47, K48, K49, K50, K51
Ambitious	K14, K15, K19, K45, K27a, K27b

**Summary**

To accompany the focused reports, the Cabinet "report on a page" has also been included. This report is the Quarter 2, 2015/16, Performance monitoring report which provides a summarised evaluation and assessment of overall progress. Using Key Actions (and their milestones) and performance indicators as evidence, the first 6 months of the 2015/16 financial year reports significant successes in service delivery but also identifies some areas of risk. These are described in more detail in the attached "Report on a Page", which was reported to Cabinet on the 10<sup>th</sup> November 2015.

**Co-operative Scrutiny Board**  
**Customised report will focus on:**  
**Key Actions: K6,K7,K39,K40, and K41**  
**Performance Indicators: P5,P6,P24,P33 and P25**

Quarter 2 2015/16

We will be pioneering by designing and delivering better services that are more accountable, flexible and efficient in spite of reducing resources																		
<b>Pioneering</b>	The Council provides and enables brilliant services that strive to exceed customer expectations.				Plymouth's cultural offer provides value to the city.			A Council that uses resources wisely.			Pioneering in reducing the city's carbon footprint and leading in environmental and social responsibility							
<b>Key Actions</b>	K1		K2		K3	K4	K5	K6		K7	K43							
<b>Performance</b>	P1	P2	P26		P3			P5		P6	P7	P8						
<b>Outcome Leads</b>	Faye Batchelor-Hambleton				David Draffan			Andrew Hardingham			A. Hardingham Paul Barnard							
We will make our city a great place to live by creating opportunities for better learning and greater investment, with more jobs and homes.																		
<b>Growing</b>	More decent homes to support the population.				A strong economy creating a range of job opportunities.			A top performing education system from early years to continuous learning opportunities.			Plymouth is an attractive place for investment.							
<b>Key Actions</b>	K44				K12		K13	K14		K15	K16	K18						
<b>Performance</b>	P9				P10		P34	P11	P12	P27		P13						
<b>Outcome Leads</b>	Paul Barnard				David Draffan			Judith Harwood			David Draffan							
We will promote a fairer, more equal city by investing in communities, putting citizens at the heart of decision-making, promoting independence and reducing health and social inequality.																		
<b>Caring</b>	We will prioritise prevention.				We will help people take control of their lives and communities.			Children, young people and adults are safe and confident in their communities.			People are treated with dignity and respect.							
<b>Key Actions</b>	K19	K45	K21	K46	K47	K22	K23	K24	K25	K48	K26	K27 A	K27B	K29	K30	K31	K49	K50
<b>Performance</b>	P14	P15		P28		P16	P29	P30		P18	P19	P31	P32	P20		P21		
<b>Outcome Leads</b>	Kerechi Nnoanam Alison Botham Craig McArdle				Craig McArdle			Alison Botham			Craig McArdle							
We will work towards creating a more confident city, being proud of what we can offer and building on growing our reputation nationally and internationally																		
<b>Confident</b>	Citizens enjoy living and working in Plymouth.				Plymouth's brand is clear, well-known and understood globally.			Government and other agencies have confidence in the Council and partners: Plymouth's voice matters.			Our employees are ambassadors for the city and the Council and proud of the difference we make.							
<b>Key Actions</b>	K32	K51	K52	K36		K37			K39		K40	K41						
<b>Performance</b>	P22				P23			P24		P33	P25							
<b>Outcome Leads</b>	David Draffan				Giles Perritt David Draffan			A. Hardingham Giles Perritt			Marion Fanthorpe							

Not on target or at risk of not achieving outcome  
Outcome is at risk but mitigation in place  
On Target to achieve outcome  
Metric under construction

# Cooperative Scrutiny Board 17 KEY ACTION summary

This summary below sets out individual Key Actions, if they have a recognised action plan and are linked directly to business plans. Progress is monitored by identifying the milestones due for completion each quarter and RAG rated accordingly. Incomplete milestones are automatically carried forward to the next quarter.

							2015/16	
							Q1	Q2
KA	Key Action Description	Action Plan in place?	Link to B/Plan ?	Milestones Q1 2015/16	Milestones Q2 2015/16	RAG direction		
<a href="#">K06</a>	Align the five year Medium Term Financial Plan to the Corporate Plan and deliver the Council's Transformation Programme.	Yes	Yes	1. Final MTFS presented to CMT	1. Prepare MTFS inline with Corporate Plan and Transformation objectives			
<a href="#">K07</a>	Maximise Plymouth's opportunities to secure external funding.	Yes	Yes	1. Final MTFS presented to CMT 2. Complete first draft of External Funding Protocol	1. No Milestones for Completion this month			
K39	Implement City Deal for Plymouth	Yes	Yes	1. Recruit consultancy team to support site separation and remediation works at South Yard.	1. Submit ESF bid for £200k extension to the Personalised Mentors Project by September 25th 2. Announcement of Enterprise Zone for South Yard by Chancellor			
K40	Develop a proactive approach to lobbying Government, working with the LEP and neighbouring authorities.	Yes	Yes	1. Review and revise Plymouth Ask document and interactive version 2. Work with partners to explore any new potential areas for Asks 3. Update the advocacy plan and lobbying tracker 4. Conduct a post-election policy analysis and cross reference with the Plymouth Ask 5. Develop Plymouth's stance in terms of working with the other peninsula authorities	1. Review and revise Plymouth Ask document and interactive version 2. Work with partners to explore any new potential areas for Asks 3. Conduct a post-election policy analysis and cross reference with Plymouth Ask 4. Finalise Plymouth's stance in terms of working with the other peninsula authorities			
<a href="#">K41</a>	Accelerate implementation of the People and Organisational Development Framework.	Yes	Yes	1. Present staff Terms and Conditions paper reviewing TOIL and Flexi-time arrangements to CMT 2. Train circa. 400 managers on new streamlined appraisal system 3. Commence Phase 2 of the performance management system, holding drop-in sessions to better understand what staff would like from the new process and what works well in other organisations 4. Commence pilot for new Career Transition system	1. Decision paper to be presented to CMT on staff Performance Management options 2. Workshops to be carried out with managers reviewing the current TOIL / Flexi schemes 3. Senior managers to participate in the 'Back To The Floor' events			

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**Cooperative Scrutiny Board**  
**Key Action and PI summary**

**KEY ACTIONS**

Key Action	2013/14					Review	2014/15					Review	2015/16			
	Q1	Q2	Q3	Q4	Q1		Q2	Q3	Q4	Q1	Q2		Q3	Q4		
K6	Yellow	Green	Green	Green	OK	Green	Green	Green	Red	OK	Green	Green				
K7	Red	Green	Red	Green	OK	Green	Green	Green	Red	OK	Green	Green				
K39	Green	Green	Green	Green	OK	Green	Yellow	Green	Green	OK	Green	Green				
K40	Yellow	Green	Red	Green	OK	Green	Green	Green	Green	OK	Red	Green				
K41	Yellow	Green	Green	Green	OK	Red	Red	Green	Green	OK	Green	Green				

**PERFORMANCE INDICATORS**

P5		Red	Green	Green	OK	Green	Green	Green	Green	OK	Green	Green		
P6		Green	Green	Green	OK	Green	Green	Green	Green	OK	Green	Green		
P24				Green	OK	Green	Green	Green	Green	OK	Green	Green		
P33	Grey	Grey	Grey	Grey		Grey	Grey	Grey	Grey	New	Grey	Grey		
P25	Green	Yellow	Green	Green	OK	Green	Green	Yellow	Yellow	OK	Yellow	Yellow		

- Not on target or at risk of not achieving outcome
- Outcome is at risk but mitigation in place
- On Target to achieve outcome
- Metric under construction

Note: The corporate plan is subject to a review each year to ensure Key Actions and performance indicators are fit for purpose



City Vision  
Britain's Ocean City

Corporate Plan Performance monitoring  
A Report on a page

Quarter 2  
2015/16

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Not on target or at risk of not achieving outcome

Outcome is at risk but mitigation in place

On Target to achieve outcome

Metric under construction

This report provides a summarised assessment of progress towards maintaining our ambitions as a brilliant cooperative council using Key Actions and their milestones and performance indicators, as evidence. The first 6 months of the 2015/16 financial year reports significant successes in service delivery but also identifies some areas of risk.

Perhaps the most significant innovation has been the approval (at full council) of the new Plymouth Plan which represents a new city wide strategy incorporating many of our key partners' strategies into one agreed document. Evidencing customer needs through wide ranging consultation the Plymouth Plan represents a 15 year vision focusing on customer expectations and city needs.

**Pioneering** - As a Pioneering council, we have been recognised for our innovation in green energy, Customer Services and Planning work through national awards. Over the last 6 months, we have commenced automation improvements in Revenues & Benefits and scheduled a Street Services service review. To reduce the city's carbon emissions, we have started, with the assistance of Plymouth Energy Community, to install and commission solar PV installations at Plymouth Life Centre and 2 schools. We have also launched a Free Domestic boiler replacement scheme in partnership with British Gas. This month the Visitor Plan has been refreshed and Destination Plymouth Business Plan has been signed off. The American ambassador was in Plymouth to help launch National Mayflower 400 partnership. Proposals to commission the right builder for the history centre will go to Cabinet next month.

**Growing** - As a Growing council, this quarter, we have seen significant progress in Growth Deal 1, the Hot SW LEP received circa £130m (the eighth largest allocation out of all 39 LEPs). Plymouth received approx. £27.5m of this, including £3m for Plymouth Science Park Phase 5 and £5m for a new STEM Centre at City College. Plymouth leads on all 'business' projects on behalf of Hot SW LEP; all of these have undergone a technical appraisal and the majority of funding agreements have now been signed. In Growth Deal 2, Hot SW LEP received the largest allocation out of all the LEPs (circa £65m). Plymouth received £22.5m for Forder Valley Link Road and £1.5m for South Yard and the new Enterprise Zone. The calls for Growth Deal 3 projects is currently underway and 13 applications for business projects have been received. PCC is leading on inward investment on behalf of the HotSW LEP. This includes securing £300k from BIS to fund inward investment and securing £100k to support five marine trade missions from the Britain is Great campaign.

We have also supported bids to the Homes and Communities Agency Continuous Engagement Programme to support future affordable housing schemes, completed residential development at PLUSS Centre (Get Plymouth Building site) and attempted to commence start on site at Nelson Project under Plan for Homes (flagship custom build scheme for service veterans). However, the City Council owned site for the Nelson Project is subject to restrictive covenants. This has caused delays in transferring the site to DCH to progress.

**Caring** - As a Caring council, this quarter, we have agreed a framework and plan for stage 2 of Children Social Care reconfiguration, we have publicised the Thrive Plymouth Year 2 launch to school leadership and have also developed and have in place plans with Plymouth University for the evaluation of Thrive Plymouth. Becoming a dementia friendly city continues to gain momentum as local organisations that have signed up to Dementia Friendly status are being recognised at a special event in October. (Cabinet will receive a report on the 13th). Housing Services have delivered a Homes and Communities Agency funding bid for a transit site at Broadley Park whilst Adult Social Care services (delivered by Plymouth Community Healthcare) have implemented an Integrated Hospital Discharge Team to try and speed up discharge from hospital for patients.

**Confident** - As a Confident council, the Enterprise Zone for South Yard was announced by the Chancellor on his visit to the city last month, an ESF bid for £200k extension to the Personalised Mentors Project was submitted last month, and as part of the key action to 'Develop a programme to improve the quality of private rented housing and take action against rogue landlords' we have explored the viability of a 'virtual' Tenants' forum, reviewed existing policies and procedures including target response/resolution times, and produced clear guidance on service standards to be delivered.

There are no current performance indicator which reports a risk.

**CO-OPERATIVE SCRUTINY BOARD**

**URGENT DECISION**

**6 NOVEMBER 2015**



The Chair signed one urgent decision for the replacement of Salisbury Road Primary School roof.

### **The decision taken was as follows –**

- To approve an additional project allocation within the Capital Programme totalling £623,250 to meet the cost of replacing the roof of Salisbury Road Primary School. This will be funded from unsupported borrowing.
- To authorise the tender for the works to replace Salisbury Road, Primary School roof.
- To delegate the decision to award the contract to the portfolio holder for Children, Young People and Public Health.

### **Reasons for decision –**

The roof replacement project needs to be undertaken to avoid incurring further additional costs due to deterioration and dilapidation, and avoid legal action. The school roof will be made watertight and the school remain open. Students will be able to learn in a dry, safe environment and utilise both playgrounds for sports and leisure. Replacing the roof will ensure safe ingress and egress to and from the school site and ensure the safety of pupils, staff and the general public. The roof replacement project is required as soon as possible, due to having erected scaffolding for access and surveys which incurs an ongoing weekly rental cost of £3,096.00.

### **Alternative options considered and rejected –**

**Temporary roof repairs:** rejected as this would only be a short term solution to making the roof safe and when the roof was replaced it would be at significant higher costs due to increasing construction costs. There would also be a requirement to source further scaffolding at further expense at a later date, ongoing repair issues in the interim, and an ongoing health and safety risk to pupils, staff, parents and general public of sustaining injury.

**Do nothing:** rejected because of the high risk of personal injury or fatality to both staff, public and pupils, the risk of a complete loss of the roof due to severe storm activity, and the school would then have to close until the roof and damage were made good.

### **Financial implications -**

The cost of replacing the roof at Salisbury Road Primary School is estimated at £623,250, to be met from unsupported borrowing. The indicative revenue cost of borrowing repayments is £37,650 per annum, consistent with the Council's Asset Life policy.

This proposal utilises unsupported borrowing as un-ring-fenced capital resources are fully committed within the existing approved programme as at October 2015. The revenue cost of this borrowing may need to be charged to the service revenue budget, unless alternative resources become available by the end of the financial year (in which case the borrowing will not be required). Should borrowing be taken, the associated revenue costs will need to be incorporated within the relevant revenue budget setting cycle. This will ensure that any exposure to risk is mitigated.