



#coopscrutiny

**Democratic Support**

Plymouth City Council  
Ballard House  
West Hoe Road  
Plymouth PL1 3BJ

Please ask for Helen Wright, Democratic Support Officer  
T 01752 304022  
E [helen.wright@plymouth.gov.uk](mailto:helen.wright@plymouth.gov.uk)  
[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)  
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## CO-OPERATIVE SCRUTINY BOARD

Wednesday 17 February 2016

4pm

Council House, Plymouth

**Members:**

Councillor James, Chair

Councillor Mrs Aspinall, Vice Chair

Councillors Mrs Beer, Bowie, Mrs Bowyer, Jordan, Murphy, Parker-Delaz-Ajete (substitute for Councillor Sam Davey), Ricketts, 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 - 16)**

The Co-operative Scrutiny Board will be asked to agree the minutes of the meetings held on –

- 18 November 2015
- 23 December 2015
- 6, 11 and 13 January 2016

#### 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 17 - 30)**

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 31 - 34)**

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 35 - 38)**

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

**7. FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS (Pages 39 - 40)**

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

**8. REVENUE MONITORING REPORT 2015/16 - QUARTER THREE (Pages 41 - 52)**

The Co-operative Scrutiny Board will consider the revenue monitoring report 2015/16 – Quarter Three.

**9. SICKNESS ABSENCE REPORT AS AT DECEMBER 2015 (Pages 53 - 56)**

The Co-operative Scrutiny Board will consider the sickness absence report (as at December 2015).

**10. CORPORATE PLAN UPDATE**

The Chair of each Panel will be asked to provide an update on the key performance indicators included within the Corporate Plan that their Panel considered.

**11. ICT STRATEGY (TO FOLLOW)**

The Co-operative Scrutiny Board will consider the ICT Strategy.

**12. CALL-INS**

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

**13. URGENT EXECUTIVE DECISIONS (Pages 57 - 60)**

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

**14. RECOMMENDATIONS (Pages 61 - 66)**

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

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

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

## **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 18 November 2015**

### **PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Mrs Beer, Bowie, Mrs Bowyer, Jordan, Murphy, Ricketts, Sparling, Storer and Kate Taylor.

Apology for absence: Councillor Sam Davey.

Also in attendance: Peter Honeywell (Transformation Programmes Manager), Ross Jago (Lead Officer), Councillor Lowry (Cabinet Member for Finance), Chris Randall (Head of Finance Operations) and Helen Wright (Democratic Support Officer).

The meeting started at 4.00 pm and finished at 5.15 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.*

### 63. **DECLARATION OF INTEREST**

In accordance with the code of conduct, Councillor Mrs Aspinall declared a person interest as she was a governor at Salisbury Road Primary School.

### 64. **MINUTES**

The Board agreed that the minutes of the meeting held on 21 October 2015 are confirmed as a correct record.

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

There were no items of Chair's urgent business.

### 66. **WORK PROGRAMMES**

The Board considered and agreed the following work programmes –

- (1) Ambitious Plymouth Panel;
- (2) Working Plymouth Panel;
- (3) Your Plymouth Panel;
- (4) Co-operative Scrutiny Board.

The Board also agreed to hold a budget scrutiny training workshop on Tuesday 15 December 2015 at 4pm – 6pm.

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

The Board was advised that the Lead Officer in consultation with the Chair and Vice Chair had 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.

### 68. **TRACKING DECISIONS**

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

### 69. **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 March 2016. Three new items had been included in the plan, as follows -

- Council Tax Base Setting 2016/17
- A 'Fair Price for Care' for Older Persons' Residential and Nursing Homes;
- A 'Fair Price for Care' for Residential and Nursing Homes for Adults under 65 Years of Age.

The retender of the Education Home to School Transport Contracts was already included on the Ambitious Plymouth Panel's work programme for March 2016, although the date of the decision contained in the Forward Plan was July 2015 – November 2015. The Chair of the Ambitious Plymouth Panel undertook to liaise with the lead officer to confirm the date of the decision.

### 70. **CAPITAL AND REVENUE MONITORING REPORT 2015/16 QUARTER 2**

The Cabinet Member for Finance (Councillor Lowry), the Head of Finance Operations (Chris Randall) and the lead accountant (Hannah West) presented the Capital and Revenue Monitoring Report 2014/15 Quarter 2 report which outlined the finance monitoring position for the Council as at the end of June 2015.

The estimated revenue overspend was £2.265m. The overall forecast net spend equated to £195,274m against a budget of £193.009m which was a variance of 1.2%. This needed 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.

The main area of questioning from Members relating to the following –

- (a) did the authority have comparable numbers of staff to other unitary local authorities (it was difficult to assess the level of staffing within other local authorities due to the demographics and service models used for the delivery of services);
- (b) would there be further reductions in staffing numbers (with the continuing reduction in the Revenue Support Grant it was inevitable that there would be further reductions in staffing numbers; services would also need to be delivered in different ways);
- (c) what was the definition of under achievement of savings and an overspend (an overspend related to spending more money than was budgeted for and under achievement related to savings not be made as quickly as anticipated);
- (d) would there be an increase in employing temporary staff (it was anticipated that there would be a small increase in the use of temporary staff whilst services were allowed to bed down);
- (e) the monitoring mechanism in place to ensure that the Early Voluntary Release Scheme need not leave a skills shortage (a robust process was in place which was effectively managed by HR).

The Chair took this opportunity, on behalf of the Board, to thank Chris Randall for his help and support and wished him well for the future.

### 71. **CORPORATE PLAN PERFORMANCE MONITORING QUARTER 2**

The Transformation Programmes Manager (Peter Honeywell) presented the Corporate Plan Performance Monitoring Quarter 2 2015/16 report which provided a summarised evaluation and assessment of the overall progress towards maintaining the Council's ambitions as a brilliant cooperative council using key actions, milestones and performance indicators.

The report included the following –

- performance monitoring;
- focussed reporting for the Board;
- allocated key actions and performance indicators;
- key action summary.

The main area of questioning from Members relating to the following –

- (a) there were no action plans where key actions were rated as 'green' as these were on target to achieve the outcome;
- (b) key actions and performance indicators marked as amber had either missed the target by 15% (or less) or the milestone had been substantially completed.

The Board agreed to recommend that the directional arrows are reinstated within the report for ease of reference.

The Chair thanked Peter Honeywell for attending the meeting.

### 72. **CALL-INS**

There were no call-ins to consider.

### 73. **URGENT EXECUTIVE DECISIONS**

The Chair advised the Board that he had signed one urgent decision for the replacement of Salisbury Road Primary School's roof. The roof replacement project needed to be undertaken to avoid incurring further additional costs due to deterioration and dilapidation and to avoid legal action.

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. This would be funded from the unsupported borrowing;
- to authorise the tender for the works to replace the roof;
- to delegated the decision to award the contract to the portfolio holder for Children, Young People and Public Health.

The Board noted the decision.

### 74. **RECOMMENDATIONS**

The Board was asked to consider the recommendations submitted by the Your Plymouth Panel and the Working Plymouth Panel.

The Board agreed –

- (1) the recommendations put forward by the Your Plymouth Panel;
- (2) that in consultation with the Lead Officer, Chair and Vice Chair the Working Plymouth Panel's recommendations relating to the History Centre (meeting held on 14 October 2015) are considered under delegated authority.

### 75. **CO-OPERATIVE REVIEW(S)**

There were no Co-operative Scrutiny Reviews to consider.

### 76. **EXEMPT BUSINESS**

There were not items of exempt business.



## Co-operative Scrutiny Board

Wednesday 23 December 2015

### PRESENT:

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

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

Apologies for absence: Councillors Bowie, Murphy and Ricketts.

Also in attendance: Councillor Ball, Philippa Davey (Cabinet Member for Safer and Stronger Communities), Councillor Evans (Leader of the Council), Phil Heseltine (Head of Transport, Infrastructure and Investment), Robin Pearce (Smarter Choices Manager), Councillor Ricketts, Jim Woffenden (Transport Planning Officer) and Helen Wright (Democratic Support Officer).

The meeting started at 4pm and finished at 5.20pm.

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### 77. **DECLARATIONS OF INTEREST**

In accordance with the code of conduct Councillor Ricketts declared a private interest, as he was a resident in the area and rented out a property.

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

There were no items of Chair's urgent business.

### 79. **CALL-IN: THE CITY OF PLYMOUTH (TRAFFIC REGULATION ORDERS) (AMENDMENT No. 2014.1636344 - CENTRAL PARK AVENUE) ORDER 2014 & THE CITY OF PLYMOUTH (MOVING TRAFFIC REGULATION ORDERS) (AMENDMENT No. 2014.1636344 - SUTHERLAND ROAD, RESTORMEL ROAD) ORDER 2014**

The Co-operative Scrutiny Board considered the call-in of the Cabinet Member's decision relating to the City of Plymouth (Traffic Regulation Orders) (Amendment No. 2014.1636344 – Central Park Avenue) Order 2015 and the City of Plymouth (Moving Traffic Regulation Orders) (Amendment No. 2014.1636344 – Sutherland Road, Restormel Road) Order 2014.

The Co-operative Scrutiny Board hear that –

(a) Councillors Ricketts, Mrs Pengelly and Ball had called the decision in for the following reasons -

- the decision maker failed to consider alternative course of action; the action should be no action;
- the decision taker failed to take into account relevant factors;
- the call-in was in relation to the no-turn sign into Restormel Road on Sutherland Road; the cost estimates for the works on Restormel Road and Maple Grove for the cost of footway widening, dropped kerbs, related resurfacing and tactiles and so on was approximately £73,000; the cost of the necessary resurfacing works in this area was expected to be approximately £23,000;

this no-turn would cause gridlock on the Houndiscombe Road/North Road East traffic lights; the junction was already gridlocked at the various points in the day and this would only make it worse. The extra university outlets on the campus had caused extra pressure on the road junction; people could also use the back road of Sutherland Road and Restormel Road and this would create many traffic/safety issues;

this proposal needed to be removed from the decision.

(b) Councillors Ricketts and Ball considered that –

- the cost of the scheme on the council tax payers of Plymouth (approximately £100,000);
- the proposed no left turn into Restormel Road would cause gridlock in the area;
- the additional outlets on the university campus had created further pressure on the highway network in this vicinity;
- the scheme had been approved based on the results of the survey (1500 leaflets had been distributed with only 110 responses being received);
- the creation of a one-way system for Restormel Road would not make it safer for pedestrians or cyclists to use;
- a similar scheme had been sought on a narrow/restricted road in the Compton Ward but this had been refused by the highways authority which was considered to be a contradiction in policy;

- members of the public were not comfortable with the removal of parking spaces (six in total) and instead considered that the money could be spent on resurfacing roads and clearing drains.
- (c) the Leader of the Council (Tudor Evans), the Cabinet Member for Safer and Stronger Communities (Philippa Davey) Phil Heseltine (Head of Transport, Infrastructure and Investment), Robin Pearce (Smarter Choices Manager) and Jim Woffenden (Transport Planning Officer) responded with the following main points -
- the proposed scheme to improve walking and cycling in this area had been funded through two successful bids to the Department of Transport which had secured £885,000 from central government; the Council provided match funding in the sum of £559,000;
  - the proposed scheme included improvements for the safety of both pedestrians and cyclists being put at risk (there had been a recent incident whereby a vehicle had mounted the kerb which was putting the safety of pedestrians at risk);
  - a robust consultation process had been undertaken (statutory and extensive additional non-statutory consultation had taken place which had included the delivery of 1500 leaflets to households in the area);
  - if the scheme was not implemented the monies would have to be paid back to central government;
  - the increase in outlets on the university campus had reduced the number of car parking spaces on the site; it was not anticipated that there would be an increase in traffic in this area;
  - the decision related to the implementation of the scheme and not why the scheme was needed.

The main points arising from the Board debating the call-in included –

- (d) Councillor Ricketts confirmed that he had received the consultation information and had responded accordingly; he also confirmed that residents had also received the information but was not in a position to say whether they had read it;
- (e) Councillor Ricketts had circulated a leaflet (that he had drafted) and from his recollection had fed any responses he had received into the formal consultation process;

- (f) if the scheme was not implemented the funding would need to be paid back to central government; the monies could not be used for other highways works;
- (g) the scheme had been approved by design specialists and was considered to be safe for both pedestrians and cyclists;
- (h) officers were confident that the consultation process had captured the views of residents;
- (i) the majority of objections had been received from residents who did not live in the immediate vicinity.

The Board agreed to confirm that the decision should be implemented.

80. **EXEMPT BUSINESS**

There were no items of exempt business.

## **Co-operative Scrutiny Board**

**Wednesday 6 January 2016**

**PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

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

Also in attendance: Lesa Annear (Strategic Director for Transformation and Change), Carole Burgoyne (Strategic Director for People), Jerry Clough (CCG), Councillor Philippa Davey (Cabinet Member for Safer and Stronger Communities), Ross Jago (Lead Scrutiny Officer), Sarah Lees (Consultant in Public Health), Councillor Lowry (Cabinet Member for Finance), Andrew Hardingham (Assistant Director for Finance), Craig McArdle Assistant Director for Strategic Co-operative Commissioning), Councillor McDonald (Cabinet Member for Children and Young People), Andy Netherton (Service Manager), Rob Nelder (Consultant Public Health Intelligence), David Northey (Head of Corporate Strategy), Councillor Penberthy (Cabinet Member for Co-operatives and Housing), Councillor Tuffin (Cabinet Member for Health and Adult Social Care), Helen Wright (Democratic Support Officer).

The meeting started at 10am and finished at 4.30 pm.

**Monday 11 January 2016**

**PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

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

Also in attendance: Les Allen (Head of Transformation Programme), Lesa Annear (Strategic Director for Transformation and Change), Dawn Auger (Assistant Director for HR and OD), Faye Batchelor-Hambleton (Assistant Director for Customer Services), Alison Botham (Assistant Director for Children, Young People and Families), Carole Burgoyne (Strategic Director for People), Nikki Clark (Lead Accountant), Councillor Philippa Davey (Cabinet Member for Safer and Stronger Communities), Matt Garratt (Head of Housing Services), Jayne Gorton (Head of Access and Planning), Andrew Hardingham (Assistant Director for Finance), Judith Harwood (Assistant Director for Learning and Communities), Ross Jago (Lead Scrutiny Accountant), Councillor McDonald (Cabinet Member for Children and Young People), Anne Osborne (Head of Service for Children and Young People), Councillor Penberthy (Cabinet Member for Co-operatives and Housing), Fiona Phelps (CCG), Dave Sheppard (Assistant Director and Head of Legal Services), Jo Siney (Head of Special Educational Needs and Disability), Councillor Smith (Deputy Leader), Councillor Jon Taylor (Cabinet Member for Transformation and Customer Services) and Helen Wright (Democratic Support Officer).

The meeting started at 9am and finished at 4.30 pm

### **Wednesday 13 January 2016**

#### **PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

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

Apology for absence: Councillor Sam Davey.

Also present at the meeting: Paul Barnard (Assistant Director for Strategic Planning and Infrastructure), Councillor Coker (Cabinet Member for Strategic Transport and Planning), Simon Dale Ross (Interim Assistant Director for Street Services), David Draffan (Assistant Director for Economic Development), Jago (Lead Scrutiny Officer), Tracey Lee (Chief Executive), Richard Longford (Head of Communications), Anthony Payne (Strategic Director for Place), Councillor Penberthy (Cabinet Member for Co-operatives and Housing), Giles Perritt (Assistant Chief Executive), Candice Sainsbury (Senior Policy, Performance and Partnerships Adviser), Councillor Smith (Deputy Leader), Judith Shore (Democratic and Member Services Manager), Councillor Vincent (Cabinet Member for Streetscene), Adrian Vinken (Plymouth Theatre Royal) and Helen Wright (Democratic Support Officer).

The meeting started at 9am and finished at 4.30 pm

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81. **DECLARATION OF INTEREST**

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

<b>Name</b>	<b>Minute Number</b>	<b>Reason</b>	<b>Interest</b>
Councillor Kate Taylor	83	Employed by BCHA Close relative in receipt of a care package	Private
Councillor Jordan	83	Director of charitable organisations Director of Routeways Parents in receipt of care packages Governor of Chaddlewood Primary School Governor of Plymouth Federation of Nurseries Trustee of Chaddlewood Nursery Chair of Bob Tails	Private
Councillor Mrs Beer	83	Son is employed by Princesses Yachts Employed by Devon and Cornwall Police	Private
Councillor Mrs Bowyer	83	Father is in receipt of a care package	Private
Councillor Rickets	83	Father is in receipt of a care package	Private
Councillor Mrs Aspinall	83	Chair of Governors at Primary School Governor of Special School Co-opted Member of Plymouth Association of Governors (PAG) Daughter is employed by Plymouth Community Homes	Private
Councillor Bowie	83	Governor of Mount Tamarside School	Private

82. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

83. **SCRUTINY OF THE INDICATIVE 2016/17 REVENUE BUDGET PLUS TWO YEAR INDICATIVE FINANCIAL FORECAST AND 2016/17 TO 2019/20 CAPITAL PROGRAMME**

Members of the Co-operative Scrutiny Board, during the three days of scrutinising the indicative 2016/17 revenue budget and the capital programme, explored with Cabinet Members and partners (New Devon CCG and the Chief Executive of the Theatre Royal) their views on the challenging economic climate, reduced resources and rising demand for services, the ability of the Council to continue to deliver sustainable services and the continuing changes within the public sector.

With regard to–

- (a) recommendation 1 – the Board queried whether adequate work had been undertaken in identifying external funding sources for both revenue and capital which were available to the Council and whether a statement listing the levels of funding could be incorporated into the corporate finance monitoring reports;
- (b) recommendation 2 – the Board considered that with the enormous amount of knowledge and expertise that had been gained through the development of the Plymouth Plan this should be commercialised in order to provide a consultancy offer to other local authorities;
- (c) recommendation 3 – whilst the Board heard that targeted services were being integrated (complete care plans which looked at the services that would be required from birth to the end of life); it considered that further work was required in order to ensure the greatest impact for the most vulnerable children and young people, including those on the edge of care;
- (d) recommendation 4 – the Board heard that any reduction in the police budget which resulted in the number of police officers and police community support officers being cut would have an adverse effect on people feeling safe in their communities; work would need to be re-prioritised to ensure that people felt safe;
- (e) recommendation 5 –the Board raised concerns at the lack of integration regarding the number of ‘community hubs’ relating in particular to health and social care, children’s services and changes to policing;
- (f) recommendation 6 – the Board raised concerns at the results of the 2015 staff survey; in mitigation it heard that the survey had been conducted during a major period of change and whilst several services had been subject to service reviews; the Board considered that the acceleration of the development of a strategic four year Workforce and Organisational Development Plan would set out clear objectives for the development of staff ensuring that staff had the right skills, capabilities and expertise;



- (g) recommendation 7 – the Board queried the lack of consistent communications across all wards (particularly in relation to ‘have your say’ meetings); whilst it was recognised that a ‘one size’ model was not suitable for all wards, the lack of a consistent approach affected how councillors were able to effectively engage with residents;
- (h) recommendation 8 – the Board heard that in order to generate income, the Council needed to be more focused on commercial projects (projects had commenced such as the maintenance of Amey’s fleet); the establishment of a central commercial team would help to drive through this change within the organisation; the Board considered that through the Commercialisation Framework the whole Council needed to develop an entrepreneurial approach and set a commercial ethos throughout the organisation;
- (i) recommendation 9 – the Board raised concerns regarding the current level of empty homes within the City and the need to make funding available in order to accelerate the process of bringing these homes back into use and further increase of the New Homes Bonus;
- (j) recommendation 10 – the Board heard that £6.5m would be cut from the adult social care budget for 216/17; the 2% precept which could be levied for adult social care would raise £1.8m; although this was a Council decision the Cabinet Member for Finance was minded to consider this option for the Council;
- (k) recommendation 11 – the Board heard that the setting up of Delt Shared Services Ltd had been challenging and there were valuable lessons to be learnt for future ventures; it was recognised, that at present, the Council’s capability around commercialisation was weak;
- (l) recommendation 12 – the Board heard of the importance of the Council remaining engaged with the Success Regime, as this framed on-going work on budgets, recovery and finance;
- (m) recommendation 13; the Board heard that there was a new requirement to produce a five year Sustainability and Transformation Plan to achieve financial balance in the health system, whilst focusing on changing the way it provided high quality care for patients; (this would make seven day services a reality for patients and also meet the ambitious of the NHS Five Year Forward View);
- (n) recommendation 14 – the Board heard that work had commenced on a communications and engagement strategy with the aim of it being a corporate strategy owned by the organisation as a whole and not merely used as a communications tool.

The Board agreed to submit the following recommendations to Cabinet –

- (1) to quantify, in an appendix to the budget report, the levels of external funding both capital and revenue, currently being utilised by the City Council with an accompanying statement outlining how further resources are being sought;
- (2) that the Place Directorate consider how experience in the development of the Plymouth Plan can be commercialised to provide a consultancy offer to other local authorities;
- (3) that work continues to further integrate targeted services, to ensure the greatest impact for the most vulnerable children and young people, including those on the edge of care;
- (4) that the Police and local authority work together to deliver an integrated approach to neighbourhood and community safety services;
- (5) that a time limited working group including cabinet and scrutiny members is established to consider the opportunities that the One Public Estate programme offers to develop a rational approach to community hubs and avoid a duplicated and fragmented range of initiatives;
- (6) to accelerate the development of the Workforce Plan, with particular regard to succession planning and to bring a report to scrutiny at a future meeting, to include an update on the actions undertaken with regard to the 2015 staff survey;
- (7) that the Chief Executive unit, develop a dedicated approach to communication with councillors;
- (8) to disaggregate the commercialisation project and targets across the Council Directorates and use the available framework to develop an entrepreneurial approach and commercial ethos within Directorates of the Council;
- (9) to consider further provision within the capital programme to bring empty homes back into use;
- (10) that the 2% adult social care levy is applied to council tax bills; the levy should be highlighted on council tax bills with enclosed information on how the money is spent; a report should be provided to scrutiny on the use of the levy at an appropriate future meeting.

The Board further agreed –

- (11) to undertake a review of the DELT and commercialisation transformation projects and present a ‘lessons learned’ report to scrutiny;
- (12) to receive regular updates on progress of the Success Regime to ensure that it is aligned with local objectives and priorities at the same time as bringing they system back to financial stability;
- (13) that overview and scrutiny should receive updates on pooled budget and commissioning plans for 2016/17 when they are finalised and the Sustainability and Transformation Plan as required in the planning guidance for 2016/17 is produced;
- 14 that the new communications and engagement framework is scrutinised ahead of a formal decision.

The Chair, on behalf of the Board extended a vote of thanks to all those who had contributed to this process.

*Note: the scrutiny of the indicative 2016/17 revenue budget plus two year indicative financial forecast and 2016/17 to 2019/20 capital programme was conducted over three days with the meetings being webcast –*

<http://council.webcast.vualto.com/plymouth-city-council/home?EventId=13182>

<http://council.webcast.vualto.com/plymouth-city-council/home/?EventId=13779>

<http://council.webcast.vualto.com/plymouth-city-council/home?EventId=13789>

## 84. **EXEMPT BUSINESS**

There were no items of exempt business.

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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			
	SEND framework 2015-2018 – 6 Monthly update			Jo Siney
7.3.16	School Transport Contract Award			Julie Roantree
	Update on the changes resulting from Adoption Bill			Anne Osborne
	Validated results SATS/GCSE's			David Bowles
<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 approved. First meeting scheduled for 11 September 2015.		

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**CARING PLYMOUTH**

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 Amelia Boulter, Democratic Support Officer, on 01752 304570.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
2 July 2015	Plymouth NHS Hospital Trust Performance Report			Kevin Baber/Lee Budge
	Success Regime			Jerry Clough/Kelechi Nnoaham
3 Sept 2015	Tour of PCH			
	CAMHS	Update		Steve Waite
	Delayed Transfer of Care			Steve Waite
	Integrated Commissioning Strategies	To feed into the consultation and review performance measures.		Craig McArdle/NEW Devon CCG
	Integration – transfer of staff and the pooled budget	Performance review of last 6 months		Steve Waite/Craig McArdle
15 Oct 2015	Corporate Performance Report - K21, K46, K47 - K23, K48, K31, K49, K50	Co-operative Scrutiny Board Recommendation		Kelechi Nnoaham
	NEW Devon CCG Finance Report (Section One)	Co-operative Scrutiny Board Recommendation		Ben Chilcott
	Maternity Services Review	To feed into NHS England's consultation reviewing Maternity Services.		Ross Jago
10 Dec 2015	Thrive Plymouth			Kelechi Nnoaham
	Corporate Performance Report - K23, K48, K31, K49, K50			Craig McArdle
	Fairer Charging			Craig McArdle

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
	Volume / Cost / Review of Social Care Packages			Craig McArdle
	CQC Report and Action Plan / Performance Review			PHNT
	Diagnostic Waiting Times			PHNT
21 Jan 2016	Safeguarding Adults Board			Andy Bickley, Jane Elliot Tonic and Julian Moulard
	A 'Fair Price for Care' for Older Persons' Residential and Nursing Homes and A 'Fair Price for Care' for Residential and Nursing Homes for Adults under 65 years of age			Craig McArdle
	Dental Provision			Rob Nelder, Andrew Harris and Robert Witton
	Success Regime			Judith Dean, Jerry Clough and Carole Burgoyne
17 March 2016	Health and Social Care Integration			Graham Wilkin

Scrutiny Review Proposals	Description
Maternity Services	



**WORKING PLYMOUTH****DRAFT**

Work Programme 2015 - 2016



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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	

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
9 Dec 2015	Employment:	To review 1000 club, apprenticeships and helping women back to work. (to be discussed as separate agenda items)	Member Advice	David Draffan/ Amanda Ratsey/ Ed Coley
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	
	Living Streets	Progress report following submission to Cabinet		

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)
Managing space on the highway (review of policies responding to requests for residents disabled parking bays/ drop kerbs) (Initially scheduled for December meeting)
City Centre vs District Parking Charges (to see a rationale for parking charges) (Initially scheduled for December meeting)
Inward Investment (Initially scheduled for December meeting)
Planning and Building Control (How the services work together – member request) (Initially scheduled for December meeting)

# YOUR PLYMOUTH

Draft Work Programme 2015/16



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

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Katey Johns, Democratic Support Officer, on 01752 307815.

<b>Date of meeting</b>	<b>Agenda item</b>	<b>Purpose of the agenda item</b>	<b>Reason for consideration</b>	<b>Responsible Officer</b>
<b>13 July</b>	Unauthorised Encampments Update	To update members on progress following the review undertaken in 2013	Increasing UE occurrences and community interest	Matt Garrett
	Customer Services Transformation Programme	Update on progress with Project delivery		Ross Johnston / Pete Honeywell
<b>12 Oct</b>	Safer Plymouth Partnership Update : Crime Figures	To monitor City's crime trends and Community Safety Partnership performance	The panel has a statutory role in scrutiny of the Community Safety Partnership	Sarah Hopkins
	Corporate Performance Monitoring (K01 / K02 / K29)	To monitor progress against KPI's falling within the Panel's terms of reference	Referred from Co-operative Scrutiny Board	Faye Batchelor-Hambleton & Craig McArdle
	Emergency Welfare Scheme Update	To monitor and review following its introduction in April 2013	Monitoring outcome of Social Fund Replacement task and finish review	Faye Batchelor-Hambleton
<b>14 Dec</b>	Corporate Performance Monitoring (K22 / K24 / K25 / K52)	To monitor progress against KPI's falling within the Panel's terms of reference	Referred from Co-operative Scrutiny Board	Matt Garrett, Darin Halifax & Judith Harwood

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
	Enforcement <i>Moved to March 2016 meeting</i>	To review current practice and performance	No review has been undertaken for some time	Robin Carton
	Problem Debt	To review outcome of recommendations arising from co-operative review undertaken in 2014	To monitor progress of scrutiny recommendations	Laura Griffiths
14 Mar	Corporate Performance Monitoring (K26 / K43)	To monitor progress against KPI's falling within the Panel's terms of reference	Referred from Co-operative Scrutiny Board	Alison Botham, Andrew Hardingham/ Paul Barnard
	Safer Plymouth Partnership Update : Crime Figures	To monitor City's crime trends and Community Safety Partnership performance	The panel has a statutory role in scrutiny of the Community Safety Partnership	TBC
	Enforcement	To review current practice and performance	No review has been undertaken for some time	Andy Netherton
	Portfolio Updates and Priority Review	To hear from Cabinet Members what has been achieved against their portfolio priorities for 2015/16 and what their priorities are going into 2016/2017	To help inform the 2016/17 work programme.	Cabinet Members / Directors
	External Funding	Performance monitoring - A key action in the Corporate Plan is to maximise opportunities to secure external funding	Referred by the Co-operative Scrutiny Board as this action is currently flagged as 'red'	Andrew Hardingham
<b>Cooperative Reviews</b>		<b>Consideration</b>	<b>Description</b>	<b>Progress</b>
The Summer Budget and Implications for Plymouth Residents		Priority	I	On 8 July, Chancellor George Osborne delivered the first Conservative Budget since 1996. Two dates have so far been confirmed – 19 October and 13 November 2015.

		<p>The review will focus on the elements considered to impact most keenly on the residents of Plymouth.</p> <ul style="list-style-type: none"><li>• Working age benefits</li><li>• Benefits cap</li><li>• Free childcare entitlement</li><li>• The youth obligation</li><li>• Social housing (right to buy, pay to stay, rental rates)</li><li>• National living wage</li></ul>	
Sex Crimes on Campus	PID to be drafted and submitted to Co-operative Scrutiny Board		

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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
<b>7 October 2015</b>	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)
<b>21.10.2015</b>	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
<b>18.11.2015</b>	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)
<b>02.12.2015</b>	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)
<b>15.12.2015</b>	Budget Scrutiny Training	Provide training for members on the indicative budgets for 2017/18 and 2018/19 with wide impact assessments, EIA and Child Poverty.		David Northey Head of Corporate Strategy
<b>06.01.2016</b>	<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)
<b>11.01.2016</b>	<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)
<b>13.01.2016</b>	<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)



Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
17.02.2016	Scrutiny Absence Report	To identify areas of concerns (if any)		Dawn Aunger ( Assistant Director for HR and OD)
	ICT Strategy	To identify areas of concerns (if any)		Les Allen (Head of Transformation Programme)
09.03.2016	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)
	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)
	EU Referendum Review	This will facilitate a ‘wash-up’ session for the review		Ross Jago (Lead Officer)
<b>Issues Identified for Scrutiny</b>				
19.02.2016	City MPs	Provide an overview of current issues and areas of joint working		Helen Wright, Democratic Support Officer
24.02.2016/ 02.03.2016	EU Referendum Review	The review follows a motion on notice which was agreed at the City Council meeting on 23 November 2015		Ross Jago (Lead Officer)

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**CO-OPERATIVE SCRUTINY BOARD**

**DECISIONS TAKEN UNDER DELEGATED AUTHORITY  
FEBRUARY 2016**



The Lead Officer, in consultation with the Chair and Vice Chair approved the Request for a Co-operative Review for the EU Referendum which the Co-operative Scrutiny Board would undertake.

# REQUEST FOR A COOPERATIVE REVIEW



Please submit this document to Democratic Support once complete.

The request will be submitted to the Co-operative Scrutiny Board for consideration against the approval criteria and you will be notified of its success. If the Board approve the request for a Co-operative Review on the subject matter below then a project plan will be completed and you may be asked for further information.

<p><b>What is the name of the review?</b></p>	<p><b>EU Referendum Task Group</b></p>
<p><b>Please provide a brief outline of the subject and scope of the review?</b></p>	<p>This review request follows a motion on notice moved and agreed at the meeting of the City Council on the 23 November 2015. The motion noted that -</p> <ul style="list-style-type: none"> <li>● That the United Kingdom had been a member of the European Union since 1973, and that the Council recognised that the UK’s continued membership of the EU is now in question and will be subject to a national referendum.</li> <li>● That the Council believed that the people of Plymouth have a right to take part in the forthcoming referendum.</li> <li>● That the Council further believed that it has a responsibility to ensure that local residents have the facts regarding the socio-economic impact that the UKs membership of the EU has on Plymouth before the referendum takes place.</li> </ul>
<p><b>Please outline the reasons as to why you believe a review needs to take place?</b></p>	<p>The main reasons of the review are:</p> <ul style="list-style-type: none"> <li>● This is the result of a motion at council. The scrutiny function has a duty, under the constitution, to implement the wishes of full council.</li> <li>● The EU referendum is likely to be of significant interest to the general public.</li> </ul>
<p><b>What will the review attempt to achieve?</b></p>	<p>The Co-operative Scrutiny Board will establish a cross party EU Co-operative Review which will seek to include representatives from all parties.</p> <p>The review will invite evidence from -</p> <ul style="list-style-type: none"> <li>● Local business leaders and the Local Enterprise Partnership</li> </ul>

	<ul style="list-style-type: none"> <li>● Trade Unions</li> <li>● Local Education Establishments</li> <li>● Devon and Cornwall Police</li> <li>● Representatives of the NHS</li> <li>● Agricultural Representatives</li> <li>● Charities</li> <li>● District and Parish Councils</li> <li>● Other Partner Agencies</li> </ul> <p>A comprehensive review report will be provided to full council before the referendum vote.</p>
<b>Who will benefit from the review?</b>	The beneficiaries will be the Plymouth citizens for whom the review will establish and identify the social, economic and cultural benefits and disadvantages that the UK's membership of the EU has on Plymouth.
<b>How long do you think the review might take?</b>	The review is anticipated to be undertaken over three public meetings and will report before the EU referendum, date yet to be confirmed.
<b>When do you think the review should commence and why?</b>	The review will commence in February 2016.
<b>When do you think the review should be completed by and why?</b>	The review is anticipated to be completed in March 2016. This will allow adequate time for the panel to complete the review and consider all the relevant and required evidence and witness statements and ensure that any recommendations are prepared in sufficient time to be presented at the next available Cabinet meeting.
<b>Review requested by?</b>	Full Council

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:	

# Co-operative Scrutiny Board

Tracking Decisions – February 2016



	<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</p> <p>The Lead Officer advised that arrangements to hold a meeting with the City's MPs would be followed up.</p> <p><b>Completed</b></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>The MPs meeting has been arranged for 19 February 2016.</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.  An update on the progress of merge of POD (will include info of CCO) will be considered at 9 March 2016 meeting.  Information on the costs, benefits and milestones of the transformation programme will be considered at 9 March 2016 meeting.  The Assistant Director for HR and OD will be invited to attend a future meeting of the Board.

21.10.2015  Work Programme  Minute 50	The Board <u>agreed</u> –  1. that arrangements are made to meet with the City’s MPs.  <b>Completed</b>	Date:	October 2015
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	A meeting with the City’s MPs has been arranged for 19 February 2016.

21.10.2015  Corporate Monitoring Report (August)  Minute 54	The Board <u>agreed</u> to receive a ‘score card’ for the Transformation Programme.  <b>Completed</b>	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	The Board sought further information relating to –  1. the take up of the flu jab by employees in previous years 2. 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.  <b>Completed</b>	Date:	February 2016
		Officer:	Helen Wright (Democratic Support Officer)
		Progress:	Information on the uptake of the flu jab by employees has been provided.  Information regarding the cost of absence to the authority in terms of both money and productivity will be included in the report submitted to the Board in February 2016.

**CO-OPERATIVE SCRUTINY BOARD**

**FORWARD PLAN - 8 MARCH TO 30 APRIL 2016**

- 1. KEY DECISIONS**
- 2. PRIVATE BUSINESS AT CABINET MEETINGS**
- 3. POLICY FRAMEWORK ITEMS**



**PLYMOUTH**  
CITY COUNCIL

**LIST OF KEY DECISIONS AND PRIVATE BUSINESS**

<b>Reference</b>	<b>Title</b>	<b>Decision Maker and Date of Decision</b>
1059756	Review and prioritisation of the Capital Programme	Councillor Evans (Leader) between 8 March and 30 April 2016
1070126	Community Asset Transfer of sites in Ernesettle, to the Four Greens Community Trust	Cabinet (on the recommendation of Councillor Penberthy) on 8 March 2016
1070130	Property acquisition – strategic waterfront site and Equity Partnering Agreement with the Homes & Communities Agency	Councillor Evans (Leader) between 8 March and 31 March 2016
1070132	Property acquisitions – strategic city centre site and Equity Partnering Agreement with the Homes & Communities Agency	Councillor Evans (Leader) between 8 March and 31 March 2016
1070129	Property acquisition – strategic city site and Equity Partnering Agreement with the Homes & Communities Agency	Councillor Evans (Leader) between 8 March and 31 March 2016

## PLYMOUTH CITY COUNCIL

<b>Subject:</b>	Revenue Monitoring Report 2015/16 – Quarter3
<b>Committee:</b>	Cabinet
<b>Date:</b>	16 February 2016
<b>Cabinet Member:</b>	Councillor Lowry
<b>CMT Member:</b>	Lesa Annear
<b>Author:</b>	Hannah West – Lead Accountant
<b>Contact details</b>	Tel: 01752 305171 email: <a href="mailto:hannah.west@plymouth.gov.uk">hannah.west@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 December 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.

The estimated revenue overspend is £1.348m. The overall forecast net spend equates to £194.357m against a budget of £193.009m, which is a variance of 0.7%. 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>194.357</b>	<b>1.348</b>

The latest approved capital budget covering 2015/16 to 2019/20 stood at £282m which was agreed at Cabinet on 8<sup>th</sup> December 2015..

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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:-

- I. Note the current revenue monitoring position and action plans in place to reduce/mitigate shortfalls;

**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	akh1516.66	Leg	DVS24893	Mo n Off		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	0.055	3.895	3.966	0.071	(0.014)
Corporate Items	14.010	(6.139)	7.871	6.158	(1.713)	(0.000)
Transformation and Change	26.682	6.536	33.218	35.149	1.931	(0.036)
People Directorate	121.400	1.780	123.180	123.676	0.496	(0.019)
Public Health	0.194	0.813	1.007	0.917	(0.090)	(0.090)
Place Directorate	26.883	(3.045)	23.838	24.491	0.653	(0.089)
<b>SUB-TOTAL</b>	<b>193.009</b>	<b>0.000</b>	<b>193.009</b>	<b>194.357</b>	<b>1.348</b>	<b>(0.248)</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	348.228	349.258	1.030
Plymouth City Council	*131.000	136.118	136.524	0.406
<b>TOTAL</b>	<b>462.000</b>	<b>484.346</b>	<b>485.782</b>	<b>1.436</b>

The financial position above for the Plymouth Integrated Fund is at November 2015, Plymouth City Council position as at December 2015.

\*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 PCC to NEW Devon CCG.



Table 3: Key Issues and Corrective Actions

Issue	Variation £M	Management Corrective Action
<p><b>EXECUTIVE OFFICE</b></p> <p>Democracy and Governance support cost pressures. £0.225m relates to a stretch target for efficiencies in this area.</p>	0.071	<p>An EVRS scheme in this area ended mid-November and the forecasted financial impact is reflected. Other opportunities are still being sought to reduce the shortfall in year.</p>
<p><b>CORPORATE ITEMS – Cross cutting savings</b></p> <p>The cross cutting savings target linked to a strategic asset review of £0.285m has only identified savings of £0.015m linked to a review of income received from recharging utility costs.</p> <p>The Terms &amp; Conditions savings target of £0.200m is forecast to achieve £0.183m from the purchase of additional leave scheme, resulting in a shortfall of £0.017m.</p>	(1.713)	<p>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> <p>The 2<sup>nd</sup> offering of the purchase of annual leave scheme was completed in October, therefore it is unlikely that the £0.017m variance will be closed via this means, however officers will continue to review budgets within Corporate Items to achieve savings.</p> <p>Officers have reviewed insurance provisions and reserves and, at this stage, anticipate the potential for an in year reduction of up to £1.000m which will be available if required to offset any budget pressures across the Council. There is also a general contingency budget of £1.000m which is also available to meet any one off issues / pressure.</p>
<p><b>TRANSFORMATION and CHANGE – Finance</b></p> <p>There is a forecast underspend on staffing budgets.</p>	(0.190)	<p>An EVRS scheme in this area ended late-November and the forecasted financial impact is reflected. Other opportunities are still being sought to continue to improve the position.</p>

<p><b>TRANSFORMATION and CHANGE – Legal</b></p> <p>The forecast income remains lower than previous years and employee turnover assumptions have not been as high as budgeted.</p>	0.017	Some additional income has been generated. Other opportunities are still being sought to reduce the shortfall in year.
<p><b>TRANSFORMATION and CHANGE – Customer Services</b></p> <p>The £1.200m Transformation savings target has been achieved in-year through a Service Review, vacancy management, and the improved collection process resulting in £0.338m being collected in relation to previous years outstanding debt on Council Tax.</p>	0.000	The completed service review will deliver the full year savings target of £1.200m in future years on an ongoing basis.
<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>	(0.241)	The improvement is due to continued staff vacancies and completion of the EVRS scheme.
<p><b>TRANSFORMATION and CHANGE – POD programme and Departmental</b></p> <p>The POD programme has a target of £1.5m to achieve in 15/16. Despite delays, HR and Finance have continued to put in efforts to meet this target and are now estimated to achieve £0.233m of the £0.800m target in this financial year. There continues to be a shortfall on the savings target set relating to Delt expanding IT services to new customers of £0.300m.</p> <p>The overall in year shortfall against the POD programme is currently £1.067m. There are more than £0.200m of previous savings targets which were achieved in 14/15 through one off activities or underspends.</p> <p>There is a forecast underspend on Transformation costs of £0.055m.</p>	1.325	Management are continuing to review staffing expenditure to ensure that all opportunities are maximised. EVRS has now been run in HR&OD and coming to an end in Finance.

<p><b>TRANSFORMATION and CHANGE – ICT Commissioned Service</b></p> <p>Financial reconciliations of DELT have highlighted a funding shortfall of c£1.000m related to:</p> <ul style="list-style-type: none"> <li>• £0.400m insufficient costs budgeted for on-going provision of ICT service.</li> <li>• £0.100m resulting from the decant of the civic centre, Delt now needs to fund accommodation costs.</li> <li>• £0.300m increased use of staff on business as usual IT activity rather than project work compared to budget forecast.</li> <li>• £0.200m estimated additional costs above the business case relating to back office costs of DELT.</li> </ul>	1.020	<p>Officers are continuing to review options with DELT, including ensuring that project income is maximised, and where possible back office services are provided by the Council.</p>
<p><b>PEOPLE – Children Young People and Families</b></p> <p>The Children Young People and Families Service are reporting a budget pressure of £0.671m no change in the month.</p> <p>As part of the transformation project for 2015/16, the CYP&amp;F was expected to make savings of over £1.500m (in order to contribute to the £8.045m Directorate target).</p> <p>There are risks that continue to require close monitoring and management during the year:</p> <ul style="list-style-type: none"> <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, with 4 placements in year of which there is currently 2 in situ. Rigorous work continues to maintain this position but it is not always possible to predict.</li> </ul>	0.671	<p>£0.654m has been saved to date through the first phase of wraparound and creative solutions, phase two will be implemented but there will be a real challenge in achieving the full saving in the face of increased pressures.</p> <p>One off Families with a Future (FWAF) rewards of £0.200m are on target to be achieved and we have managed to secure an additional £0.200m contribution from NEW Devon CCG (CAMHS transformation monies) in order to help offset the additional costs for five looked after children in mental health crisis.</p> <p>The current commissioning arrangements for Supported Accommodation are being reviewed in order to provide more capacity at a reasonable price. CSC / Commissioners / DCH Block Provider proactively working together to review individual Lot 4 placements for step down, and all referrals to prevent use of Lot 4. Senior Managers have now commented</p>

<ul style="list-style-type: none"> <li>• Unexpected court ordered spend on Parent &amp; Child Assessment placements.</li> <li>• There are still a small number of individual packages of care at considerably higher cost due to the needs of the young person.</li> <li>• There are currently 91 Independent Foster Care (IFA's) placements with budget for only 68 .</li> </ul> <p>The overall number of children in care at the end of December decreased by 2 to 393. The number of children placed with independent fostering agencies has increased by 2 to 91 which are above the budgeted target of 68. Residential placements have reduced by 2 to 23 against a target of 26 budgeted placements with a significant number of these placements being high cost due to the complex nature of these children's needs.</p> <p>In particular 5 young people with complex needs have been placed in high cost placements this financial year these placements were at a higher cost than welfare secure. The number of young people placed in 'welfare' secure placements has increased by 1 with 2 young people currently in situ.</p> <p>The In-House Foster Care placements have reduced by 1 to 184 placements against a target budget of 209 placements, with 3 placements in 'Other Local Authority' Foster Care. There are currently 2 In House Parent &amp; Child Assessment Placement, 7 court ordered Independent foster care placement and 2 high cost Residential placement. The number of young people 16+ placed in supported living has increased by 1 to 20 against a target budget of 22.</p>		<p>on the draft commissioning plan which will be finalised in February 2016.</p> <p>A paper has been approved by Cabinet agreeing to the proposal for contract award for five residential children's homes beds in and close to the city for Plymouth children and young people in care with a reputable children's home provider. This will ensure that there are sufficient resources available for our most vulnerable young people and potentially reduce the spend on costly out of area packages of care. Contract and service specification now agreed. two solo placements in the city contracted for exclusive use for Plymouth CYP, three further units in development. Property identified. Expected "live" date April or May depending on Ofsted registration.</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 – Management and Support</b></p> <p>Savings identified from Directors contributions to other bodies.</p>	<p>(0.006)</p>	

## PEOPLE – Strategic Co-operative Commissioning

The Strategic Co-operative Commissioning (SCC) service is reporting to come in (£0.251m) under budget at the end of month 9, a saving of (£0.020m) from the month 8 position. The overall variation is mainly in the following areas:

- Leisure Management – mainly due to a saving on utilities, there is expected to be a saving of (£0.091m) against budget this year.
  - Fairer Charging Income – there is a favourable variation of (£0.453m) on Community based contributions, mainly due to the change in the Fairer Charging policy and the Direct Payment income that is being collected as a result.
  - Care Packages – there is currently an adverse variation of £0.327m overall on care packages which are mainly around the increased costs of Supported Living. There has been an increase in clients from CCRT in Residential and Nursing, although this has partly been offset by additional client contributions.

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 the £8.045m Directorate target) with the activities and actions that will drive delivery forming part of the transformation programme. So far, SCC has achieved in the region of £4.5m of savings around reduced client numbers in residential and nursing, reviews of high cost packages and contract savings, however there are £0.5m of delivery plans for 2015/16 that are currently showing as RAG rated amber, ie reviews to care packages, and further use of ECH housing instead of higher cost placements, that are still to be achieved and, if necessary, alternative plans being put in place to achieve the savings.

(0.251)

So far, SCC has achieved in the region of £4.500m of savings around reduced client numbers in residential and nursing, reviews of high cost packages and contract savings, however there are £0.5m of delivery plans for 2015/16 that are currently showing as RAG rated amber, ie reviews to care packages, and further use of Extra Care Housing instead of higher cost placements, that are still being achieved and, if necessary, alternative plans being put in place to make the savings.

<p>Two areas that have been closely monitored 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>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>	0.000	
<p><b>PEOPLE – Learning &amp; Communities</b></p> <p>Learning and Communities is reporting a pressure of £0.082m due to the Home to School transport taxi and minibus contract costs which have been retendered with effect from 1<sup>st</sup> January 2016. The retendering exercise resulted in a full year effect increase in cost totalling £0.327m.</p> <p>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>	0.082	<p>To date one off savings totalling £0.308m have been identified against savings targets.</p>

<p><b>PUBLIC HEALTH –</b></p> <p>The public health ring-fenced grant was identified as one of the areas targeted for in year budget cuts and the reduction for 2015/16 has now been confirmed as £0.919m for Plymouth City Council.</p>	(0.090)	<p>Now that the cut has been quantified, the management team are putting plans in place for reducing expenditure. This includes managing vacancy levels and reviewing contract activity levels across Public Health commissioned contracts.</p> <p>The variability in Bereavement Services income and the current management actions in the Public Protection Service are being closely monitored with potential impacts on service capacity being managed. Savings are forecast at approx. £0.090m following staff leaving through EVRS.</p>
<p><b>PLACE - Strategic Planning and Infrastructure</b></p> <p>SP&amp;I are projecting an estimated outturn variation of (£0.289m). 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.</p> <p>This has more than countered cost pressures within other parts of the SPI budget.</p>	(0.289)	<p>Income and expenditure is routinely reviewed each cycle to control spend and maximise income.</p>
<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 council's 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>	0.000	<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 - GAME</b></p> <p>The Commercialisation Work stream is making a significant contribution of £1.000m towards the transformation.</p> <p>A combination of some of the commercialisation projects, passenger and staff travel benefits will not be achieved in the current year.</p>	0.942	<p>Organisation wide commercialisation opportunities will continue to be explored and accelerated to address the current projected shortfall.</p> <p>Decisions to defer some commercial income streams will be revisited in the current year. The Place budget is continuously being reviewed to stop or re-profiling expenditure to help mitigate the GAME pressures.</p>
<p><b>PLACE - Street Services</b></p> <p>Street Services is currently planning to deliver within budget through careful cost control and by seeking opportunities to improve the way it operates. As a key frontline service there are some demand risks in delivering services within the available budget.</p> <p>Waste Services; One-off savings continue at the Energy from Waste plant during the extended commencement period: these will offset pressures elsewhere within Street Services.</p> <p>Highways Parking &amp; Marine Services, and Street Cleansing &amp; Grounds outturns are expected to meet budgets.</p>	0.000	<p>We are currently modelling new opportunities to reduce costs to ensure key services can be delivered within existing budget whilst also planning ahead for longer term service delivery as available resources are reduced. We will also continue to explore opportunities to maximise income and productivity.</p> <p>Car park trading income losses are being addressed as part of budget setting in 2016/17. This will impact on the Highways account.</p>
<b>TOTAL</b>	<b>1.348</b>	

### Virements

Cabinet are required to approve all non delegated revenue budget virements over £0.1m. However, there are no non delegated revenue budget virements over £0.1m for quarter 3.



# SICKNESS ABSENCE AS AT DECEMBER 2015 FOR SCRUTINY BOARD



**Subject:** Sickness Absence Report (Council Wide)  
**Committee:** Scrutiny  
**Date:** 17 February 2016  
**Cabinet Member:** Councillor Peter Smith  
**CMT Member:** Lesa Annear (Strategic Director for Transformation & Change)  
**Author:** Toni Grimshaw (Human Resources Adviser)  
**Contact:** Toni Grimshaw (Human Resource Adviser)  
 Tel: 01752 306111  
 Email: Toni.grimshaw@plymouth.gov.uk

**Ref:**  
**Key Decision:** No  
**Part:** N/A

## 1. Purpose

The Co-operative Scrutiny Board has requested a quarterly update on sickness absence across Plymouth City Council. This report will review rolling year to date sickness absence, reasons for absence and a summary of approaches to managing sickness absence levels across Plymouth City Council. In this report data has been further broken down to review sickness absence by directorate (see appendix one) as requested by the Scrutiny Board in October 2015.

## 2. Update since January 2015 (Rolling Year)

The tables below provide information on sickness absence days lost council wide. See appendix one for directorate sickness absence data.

**Table one: Council wide sickness absence against target as of December 2015.**

**Council Wide Sickness Dashboard (Excludes Schools)**

December 2015

Directorate	Total Number of Days Lost (Rolling Year)				Comparison of Average Days Lost to Directorate Target (Rolling Year)			
	Number of FTE Employees	Total Work Days Available (FTE) (Based on calculation, not an exact figure)	Total FTE Days Lost to Sickness	Percentage of Days Lost	Average Days Lost Per FTE (Rolling Year)	Average Days Lost per FTE (Month)	Directorate Target	Comparison of Average to Directorate Target (Rolling Year)
Executive Office	60.11	14,186.79	369.48	2.60%	6.05	0.75	7	-0.95 ●
Office of the Director of Public Health	85.79	20,246.83	492.20	2.43%	5.74	0.93	7	-1.26 ●
People	925.21	218,349.82	6,922.18	3.17%	7.48	0.68	9.45	-1.97 ●
Place	611.00	144,196.64	4,469.96	3.10%	7.32	0.62	8.5	-1.18 ●
Transformation & Change	662.93	156,451.35	4,616.85	2.95%	6.96	0.67	7	-0.04 ●
<b>Council Wide</b>	<b>2,345.05</b>	<b>553,431.43</b>	<b>16,870.67</b>	<b>3.05%</b>	<b>7.19</b>	<b>0.67</b>	<b>8.49</b>	<b>-1.30 ●</b>

**Performance Update**

**Corporate**

Corporate sickness continues to trend downwards and remains under the target as a result of positive interventions taken to manage and reduce sickness absence. The average FTE days lost was **7.19** in December, the lowest in the 12 month (RYTD) period.

**Table two: RYTD Council wide days lost**

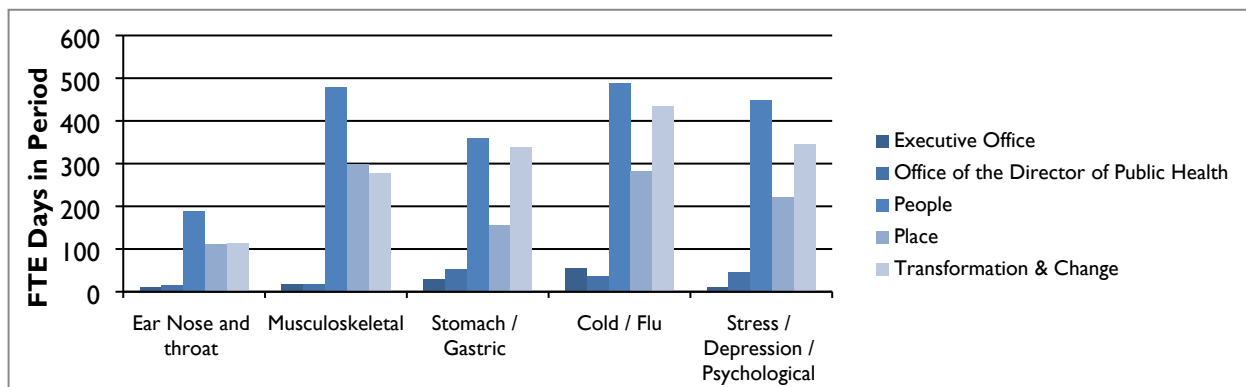
Average Number of Sick Days per FTE												
Directorate	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15
Council Wide	7.82	7.97	8.56	8.01	8.02	8.21	8.05	7.94	7.55	7.51	7.33	7.19

**3. Reasons for Absence**

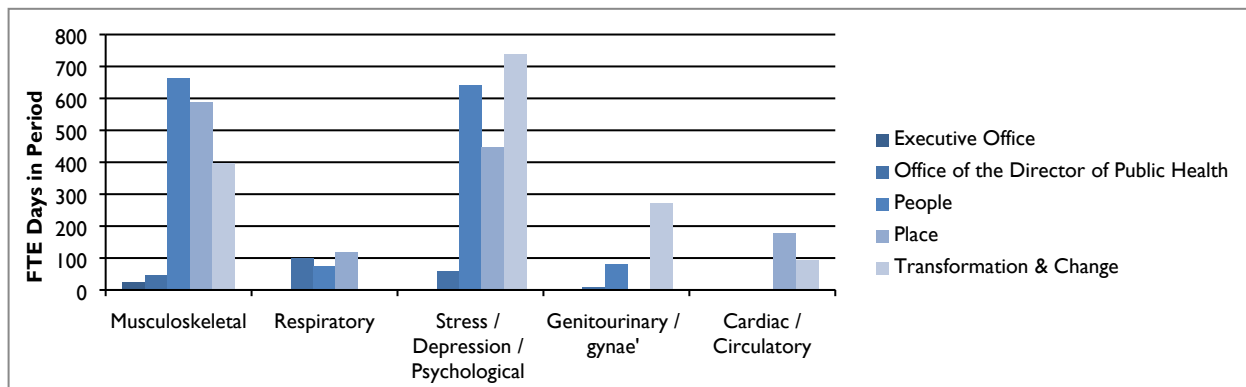
The reasons for absence remain consistent across public and private sectors.

- Minor illnesses contribute to the most common reasons for short term sickness. See table three and four below.
- Musculoskeletal and stress related illness also contributes to short term sickness absence.

**Table three: Most common reasons for short term absences – Council Wide**



**Table four: Most common reasons for long term absences – Council Wide**



#### 4. The cost of sickness absence

The Scrutiny Board has requested data on the cost of sickness absence; currently the Pertemps costs to cover the absence of permanent employees equate to 4% of the total agency spend.

The cost of sickness absence is calculated by taking the direct costs such as sick pay, acting up allowances or Pertemps costs to cover the absence. It is also important to take into account the time taken to manage sickness absences and other indirect costs which are more difficult to quantify including (but not limited to); loss of productivity, impact on service delivery, interrupted workflow and reduced staff morale.

Further work is being done to incorporate the cost of absence into workforce reports.

#### 5. Recent approaches to managing sickness absence

- The HSW team coordinated the annual flu vaccination programme; last November 446 employees had flu vaccinations.
- Departments with higher levels of sickness absence such as Street Services are actively managing sickness absence by: holding fortnightly sickness meetings with line management and HR Advisory support and by making adjustments to working hours and duties to facilitate a speedier return to work.
- Plymouth City Council encourages the use of Occupational Health Services wherever possible, in December there were 31 referrals for musculoskeletal and stress relating illness.
- A separate scrutiny report is to be presented by the HSW team advising the outcome of the recent tendering exercise for a provider of Occupational Health and Employee Assistance with a target implementation date of 1<sup>st</sup> April 2016.
- The Health Safety and Wellbeing team held 'winning ways to mental health' workshops for staff in October to raise awareness of mental health, discuss ways of recognising stress and discuss sources of support and information available for staff. Mindfulness sessions were also held at Plymouth City Library throughout November and offered to staff, at no charge.

**APPENDIX ONE: Sickness Absence Data by Directorate**

Place	Average FTE Days Lost (RYTD)	% Days Lost (RYTD)	Directorate Target	Comparison to Target (RYTD)
Business Team	0.99	0.38%	7.00	7.51
Economic development	4.92	1.89%	7.00	3.58
Strategic Planning & Infrastructure	3.76	1.44%	7.00	4.74
Street Services	9.41	3.60%	9.00	-0.41
<b>Directorate Totals</b>	<b>7.32</b>	<b>2.80%</b>	<b>8.50</b>	<b>1.18</b>

People (exl Schools)	Average FTE Days Lost (RYTD)	% Days Lost (RYTD)	Directorate Target	Comparison to Target (RYTD)
Children, Young people & Families	6.94	2.66%	9.00	2.06
House Services	11.91	4.56%	7.00	-4.91
Learning & Communities	7.08	2.71%	7.00	-0.08
Strategic Coop Commissioning	9.19	3.52%	7.00	-2.19
<b>Directorate Totals</b>	<b>7.48</b>	<b>3.17%</b>	<b>9.45</b>	<b>1.97</b>

Office of Director of Public Health	Average FTE Days Lost (RYTD)	% Days Lost (RYTD)	Directorate Target	Comparison to Target (RYTD)
Civil Protection unit	3.25	1.25%	7.00	3.75
Office of Director of Public Health	3.5	1.34%	7.00	3.50
Public Protection Service	6.58	2.52%	7.00	0.42
<b>Directorate Totals</b>	<b>5.74</b>	<b>2.20%</b>	<b>7.00</b>	<b>1.26</b>

Executive office	Average FTE Days Lost (RYTD)	% Days Lost (RYTD)	Directorate Target	Comparison to Target (RYTD)
Business Support unit	2.02	0.77%	7.00	4.98
Client Capability Team	0		7.00	7.00
Corporate Communication	1.55	0.59%	7.00	5.45
Democratic & Member Support	18	6.90%	7.00	-11.00
Management & Support (Chief Exec)	0		7.00	7.00
Policy, performance & partnerships	7.68	2.94%	7.00	-0.68
<b>Directorate Totals</b>	<b>6.05</b>	<b>2.32%</b>	<b>7.00</b>	<b>0.95</b>

Transformation & Change	Average FTE Days Lost (RYTD)	% Days Lost (RYTD)	Directorate Target	Comparison to Target (RYTD)
Customer Services	7.41	2.84%	7.00	-0.41
Finance	6.28	2.41%	7.00	0.72
HROD	10.86	4.16%	7.00	-3.36
Legal Services	3.06	1.17%	7.00	3.94
Portfolio Transformation	8.28	3.17%	7.00	-1.28
Transformation Programmes Managers	0	0.00%	7.00	7.00
<b>Directorate Totals</b>	<b>6.96</b>	<b>2.67%</b>	<b>7.00</b>	<b>0.04</b>

**CO-OPERATIVE SCRUTINY BOARD**

**URGENT DECISIONS**



The Chair signed one urgent key decisions relating to the City Strategic Site Acquisition.

The purpose of the decision was as follows –

1. To allow the Council to proactively address urban blight and bring forward one of the city's key sites for redevelopment and regeneration;
2. To proactively 'drive' the delivery of additional hotel accommodation in advance of the Mayflower 400 celebrations in 2020;
3. To proactively 'drive' the delivery of new residential apartments within the city;
4. To better control the detailed design process and mix of uses in advance of the submission of a planning application;
5. To increase the New Homes Bonus; Council Tax and Non Domestic Business Rates receipt for the Council;
6. To Create new training and employment opportunities within the city;
7. To de-risk one of the city's key development sites
8. To work with private sector developers to redevelop the site providing a new hotel and residential apartments.

The Chair signed one urgent decision relating to Homes and Community Agency (HCA) grant for site preparation works at the Former Whiteleigh Community Centre to deliver Starter Homes.

The purpose of the decision was as follows –

To support the Council's agenda of increased and accelerated housing delivery and outputs required to provide more decent homes supporting citizens to live and work in Plymouth. The housing waiting list currently has over 13,000 households in need of affordable homes in Plymouth. The Council aims to deliver 1,000 homes per annum for the next five years. In order to meet this target additional sites must be identified for housing development.

Following the announcement of the HCA Starter Homes Local Authority Funding Programme in October 2015, PCC identified the Former Whiteleigh Community Centre as a site with potential to benefit from this award. This was the only site that met the HCA's eligibility criteria as other PCC sites had been identified in the Council's five year land supply for housing.

PCC successfully bid for £407,825 of grant from the HCA Local Authority Starter Homes Programme to deliver site preparation works to enable delivery of Starter Homes. PCC is the freeholder of the site and there is a 64 year lease to Pemberton Homes.

An Urgent Executive Decision was presented to and signed by Councillor Evans and Councillor James on 23 December 2015. The decision, which was subject to the council receiving written consent from the HCA allowing PCC to transfer the benefit of the grant to Pemberton Homes, was urgent as the deadline for signing the HCA Funding Agreement was the 24 December 2015. However, the HCA advised on the 24 December 2015 that the council could not transfer the grant because of State Aid requirements and the German land decision, thus the decision cannot be implemented. The council has been granted an extension of time until the 15 January 2016 to find a solution to the State Aid problem and sign the HCA Funding Agreement.

The new proposal, which was developed in collaboration with the HCA, involves Pemberton Homes surrendering the existing lease. The council will then appoint Pemberton Homes as its contractor to undertake site preparation works using the exempt contracts procedure, which requires approval from the Head of Service, Head of Strategic Procurement and Head of Legal Services.

The grant can be drawn down by PCC once the contract is in place – this must be no later than the 31 March 2016 in accordance to the HCA Funding Agreement.

The council will grant a new lease to Pemberton Homes on completion of the site preparation works. The new lease will be subject to a premium to reflect the uplift in value as a result of the site clearance works.

The funding will help to deliver c. 27 Starter Homes, which will generate c. £261,385 of New Homes Bonus and c. £21,250 of new council tax revenue per annum.

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# COOPERATIVE SCRUTINY BOARD

DRAFT – Recommendations – Ambitious Panel



Date/min number	Resolution / Recommendation	Response
7 December 2015 Minute 32 Corporate Performance Reports	<u>Agreed</u> that the new indicators P27, P28, P31 and P32 are added to the Ambitious Work Programme for further scrutiny when data becomes available.	
1 February 2016 Minute 40 Plymouth School Sports Partnership	<u>Agreed</u> that when the Community Interest Company has been set up and in operation the Plymouth School Sports Partnership to comeback to Ambitious Plymouth Panel to provide a progress update in the new municipal year.	
1 February 2016 Minute 41 SEND Framework	<u>Agreed</u> that the Ambitious Plymouth Panel is provided with a further progress report on the SEND Framework 2015 – 2018 in the new municipal year.	

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# COOPERATIVE SCRUTINY BOARD

DRAFT – Recommendations – Caring Panel



Date/min number	Resolution / Recommendation	Response
10 December 2015 Minute 32 – Corporate Performance Report	<u>Agreed</u> to recommend to the Board that the Caring Plymouth Panel will in future focus attention on the performance framework within the commissioning strategies given that they support the overall objectives of the Corporate Plan (on a page).	
10 December 2015 Minute 33 – Fairer Charging Policy	<u>Agreed</u> that Caring Plymouth will receive the Fairer Charging Policy following its review in the New Year.	
10 December 2015 Minute 35 – CQC Report and Action Plan/Performance Review	<u>Agree</u> that the Caring Plymouth Panel – 1. To include at a future meeting a discussion with Health England Education (HEE) regarding changes to funding for training. 2. To highlight to national regulators how competing or contrary directives could inhibit further functional integration across our healthcare strategy.	
21 January 2016 Minute 45 Fair Price for Care	<u>Agreed</u> that the Caring Plymouth Panel - 1. to receive a position statement on the number of Annual Reviews outstanding and levels of delay to assessments (via email) 2. To support an increase in the fees Plymouth City Council is paying to care homes to incorporate the rise from the NMW to the NLW starting April 2016 and to include the cost of the auto enrolment for pensions. 3. To support a three year strategy for uplifting fees by percentage of increase in the NLW and changes in the Consumer Price Index (CPI). 4. To support the development of the Plymouth Pricing Tool for adults under 65 in care homes.	
21 January 2016 Minute 46 Dental Provision	<u>Agreed</u> that the Caring Plymouth Panel recommend to the Cabinet Member for Children and Young People and the Cabinet Member for Health and Social Care, that resources are sought either through the Integrated Fund or other partnership means for the provision of a fully co-ordinated supervised tooth brushing scheme and training of the 'dental ambassadors' for each Children's Centre in the City.	

<b>Date/min number</b>	<b>Resolution / Recommendation</b>	<b>Response</b>
21 January 2016 Minute 47 Success Regime	<p>Agreed –</p> <ol style="list-style-type: none"> <li>1. To request that the Caring Plymouth panel’s comments regarding the disparity of health funding between the Western Locality area and that of the Eastern Locality are addressed during the planning phase of the regime, with particular regard to levels of deprivation experienced in Plymouth.</li> <li>2. That a representative of the Success Regime returns following the Planning Phase in the new municipal year.</li> </ol>	
21 January 2016 Minute 48 Safeguarding Adults Board	<p>Agreed –</p> <ol style="list-style-type: none"> <li>1. To commend Andy Bickley, Chair of the Safeguarding Boards, on the work completed since the beginning of his tenure.</li> <li>2. To review the Annual Report of the Adult Safeguarding Board when it becomes available</li> </ol>	
21 January 2016 Minute 49 Work Programme	<p>The Panel noted the work programme and <u>agreed</u> that the following items are included –</p> <ul style="list-style-type: none"> <li>• Next phase the Success Regime;</li> <li>• Review of NHS III.</li> </ul>	

# COOPERATIVE SCRUTINY BOARD

Recommendations from Working Plymouth



Date/min number	Resolution / Recommendation	Response
14 October 2015 Minute 64	<p><b>History Centre Presentation</b></p> <p><u>Agreed</u> to recommend to the Co-operative Scrutiny Board that –</p> <ol style="list-style-type: none"> <li>1. That the panel continue to monitor progress with the History Centre project planning, content design, funding and build and that meetings are arranged to coincide with future key milestones in the project plan;</li> <li>2. that the panel receive information on all consultation to date and the planned consultation timeframe to ensure that Working Plymouth have an ongoing opportunity to feed into the process further;</li> <li>3. that as the project progresses and gathers momentum the panel have a monitoring role to ensure that effective governance arrangements continue to be in place.</li> </ol> <p><u>(at 18 November 2015 Co-operative Scrutiny Board meeting it was agreed that in consultation with the Lead Officer, Chair and Vice Chair the Working Plymouth Panel's recommendations relating to the History Centre (meeting held on 14 October 2015) are considered under delegated authority.)</u></p>	
24 November 2015 Minute 72	<p><b>Corporate Plan Monitoring</b></p> <p>Members agreed to recommend to the Co-operative Scrutiny Board that –</p> <ol style="list-style-type: none"> <li>1. Members of the Working Plymouth Scrutiny Panel undertake a tour of South Yard and other sites across Plymouth including Herder Court and Genesis;</li> <li>2. Economic Development's business newsletter would be provided to Ward Councillors to enable them to update local residents on updates within this sector;</li> <li>3. Officers from Economic Development further investigate the support provided to military personnel leavers to help encourage them and ease the transition back into work;</li> <li>4. Officers from Economic Development would provide Members with links to specific Twitter, Facebook, websites and publications as used to advertise the department's work; Members could then use this information to further promote Plymouth if desired.</li> </ol>	

<b>Date/min number</b>	<b>Resolution / Recommendation</b>	<b>Response</b>
<p>9 December 2015 Minute 77 1000 Club</p>	<p><b>1000 Club</b></p> <p><u>Agreed</u> to recommend to the Cooperative Scrutiny Board that the relevant Officers undertake the following with regards to the 1000 Club:</p> <ol style="list-style-type: none"> <li>1.to take stock and assess where the progress of the 1000 Club scheme;</li> <li>2.check the integrity of the data;</li> <li>3.cleans membership list and keep it alive;</li> <li>4.check if members are receiving emails;</li> <li>5.reach out to SMEs (small and medium term enterprises) and consider who is missing from the list;</li> <li>6.consider its role for the broader group, refocus and think through how it will work best;</li> <li>7.consider implications for its expansion and institutional partners such as Royal British legion, Age UK;</li> </ol>	