



Oversight and Governance

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PERFORMANCE, FINANCE AND CUSTOMER FOCUS OVERVIEW AND SCRUTINY COMMITTEE

Wednesday 18 March 2020
2.00 pm
Warspite Room, Council House

Members:

Councillor Kelly, Chair

Councillor Winter, Vice Chair

Councillors Derrick, Hendy, Mrs Johnson, Tuffin, Vincent, Ms Watkin and Wigen.

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

This meeting will be webcast and available on-line after the meeting. By entering the Warspite, councillors are consenting to being filmed during the meeting and to the use of the recording for the webcast.

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Tracey Lee

Chief Executive

Performance, Finance and Customer Focus Overview and Scrutiny Committee

1. Apologies

To receive apologies for non-attendance submitted by Councillors.

2. Declarations of Interest

Councillors will be asked to make any declarations of interest in respect of items on the agenda.

3. Minutes (Pages 1 - 10)

To confirm the minutes of the meeting held on 22 January 2020.

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. Mapping of Corporate Plan to Scrutiny Committees (Pages 11 - 14)

6. Policy Briefing (Pages 15 - 20)

7. Electoral Processes (Pages 21 - 40)

8. Communication Review Report (To Follow)

9. Fleet and Garage Services Review (To Follow)

10. Revenue Monitoring – Month Ten (Pages 41 - 54)

11. Work Programme (Pages 55 - 58)

12. Tracking Decisions (Pages 59 - 60)

Performance, Finance and Customer Focus Overview and Scrutiny Committee

Wednesday 22 January 2020

PRESENT:

Councillor Kelly, in the Chair.

Councillor Winter, Vice Chair.

Councillors Mrs Beer, Derrick, Hendy, Mrs Johnson, Mrs Pengelly Tuffin and Vincent.

Apologies for absence: Councillors Ms Watkin (Councillor Mrs Pengelly substituting) and Wiggins (Councillor Beer substituting).

Also in attendance: Councillor Sally Haydon (Cabinet Member for Customer Focus and Community Safety), (Matt Garrett Service Director for Community Connections), Dave Ryland (Community Connections Strategic Manager), Inspector Robin Loveridge (Devon and Cornwall Police), Councillor Chris Penberthy (Cabinet Member for Housing and Co-operative Development), John Hamblin (Shekinah), Melanie Haymes (Finance Business Partner), Holly Golden (Head of Procurement), Councillor Jon Taylor (Cabinet Member for Education, Skills and Transformation), Pete Honeywell (Transformation Architecture Manager), Paul Looby (Head of Financial Reporting and Planning), Andy Ralphs (Strategic Director for Customer and Corporate Services) and Jamie Sheldon (Democratic Advisor).

The meeting started at 2.00 pm and finished at 5.10 pm.

Note: At a future meeting, the Panel 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.

83. Declarations of Interest

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

84. Minutes

The Committee agreed the minutes of the meetings held on 02 October 2019 and 11 November 2019 (Garden waste Call-in).

85. Chair's Urgent Business

The Chair asked the Committee if they were happy to change the order of the agenda and take the Begging and Community Safety Enforcement item, before the Homeless Overview item.

The Committee agreed to change the order of the agenda.

86. Mapping of Corporate Plan to Scrutiny Committees

The Committee noted the Mapping of Corporate Plan to Scrutiny Committees document.

87. Policy briefing

The Performance Finance and Customer Overview and Scrutiny Committee were provided with the latest national picture in respect of policy announcements and legislation.

The Committee noted the report.

88. Begging and Community Safety Enforcement

Councillor Sally Haydon (Cabinet Member for Customer Focus and Community Safety), (Matt Garrett Service Director for Community Connections), Dave Ryland (Community Connections Strategic Manager) and Inspector Robin Loveridge (Devon and Cornwall Police) presented the Begging and Community Safety Enforcement report –

- (a) Provided detail around city wide enforcement under the Anti-Social Behaviour Crime and Policing Act 2014 and gave context as to the actions being undertaken to address begging via enforcement activity.
- (b) Begging and Community Safety Enforcement fell under the remit of Safer Plymouth, our Community Safety Partnership.
- (c) Safer Plymouth had the following statement of intent:
 - Identity – Safer Plymouth delivering safer communities;
 - Purpose – Co-ordination, Quality Assurance, Systems Leadership;
 - Focus – Reducing violence, abuse and exploitation;
 - Aims – Prevention of harm, early intervention, reducing re-offending;
 - Outcomes – Building community resilience, reducing inequalities and improving lives.
- (d) One measure for Safer Plymouth was whether people of Plymouth felt safe during the day and at night which is measured through the City survey.
- (e) The most recent survey from 2018 told us that 90% of people feel safe during the day, with 60% of people feeling safe during the dark. These results were fairly similar to both 2012 and 2014 with only very minor changes. Whilst there would be differences across localities to how people feel this showed that Plymouth was largely seen as a safe place to live.

- (f) Begging was an offence under section 3 of the *Vagrancy Act 1824*, and was a recordable offence. The maximum sentence was a fine at level 3 on the standard scale (currently £1000).
- (g) Between 01 January 2019 and 31 December 2019 in the Plymouth BCU there was 84 recorded incidents / logs of Begging (including all various definitions).
- (h) Plymouth against Retail Crime was established in September 2001 to combat the increasing problems in Plymouth City Centre of retail crime and anti-social behaviour within the City Centre Business Improvement District (BID). PARC have Officers operating in the city centre on a daily basis and were targeted towards addressing matters of concern inclusive of Begging
- (i) Plymouth City Council had a small team that worked closely with the Police and other agencies to deal with Anti-Social Behaviour in its many forms. This would support agencies to address behaviours of concern using a range of powers.
- (j) In 2019 Plymouth City Councils Community Connections team received 533 enquiries relating to Anti-Social Behaviour.

The key areas of questioning from Members related to –

- Understanding the true number of people begging in Plymouth and what their vulnerabilities were;
- How the problem of persistent beggars had been moved from the City Centre to surrounding areas of the city such as Mutley Plain and what further action had been done to prevent them continuing this behaviour in a new location;
- explained that beggars had been using big issue seller spots around the City Centre which was causing issue for the sellers;
- wanted clarification on whether members of the public busking was seen as begging;
- how big of issue begging was in Plymouth and how did we compare with cities of similar population;
- Whether members of the public should be encouraged to report people begging to the police and whether this would help them get the support they need;
- What plans were in place for Mayflower 2020 to combat begging as it would be a bigger opportunity for beggars?

The Committee noted the briefing on city wide enforcement under the Anti-Social Behaviour Crime and Policing Act 2014 and the actions being undertaken to address begging via enforcement activity.

89. **Homeless Overview (including an overview of the Alliance)**

Councillor Chris Penberthy (Cabinet Member for Housing and Co-operative Development), (Matt Garrett Service Director for Community Connections) and John Hamblin (Shekinah) presented the Homeless Overview to the Committee –

- (a) Homelessness could happen for a variety of reasons and often with circumstances out of the control of those involved. It was recognised that in a time of crisis, people were often more vulnerable, and there was a need to ensure the right support was available at the right time to prevent homelessness wherever possible.
- (b) The Homelessness Reduction Act 2017 (HRA), came into effect in April 2018, placing a new duty on local authorities to help prevent the homelessness of families and single people, who were eligible for assistance and threatened with homelessness, regardless of priority need.
- (c) The Act significantly reformed England's homelessness legislation by placing duties on local authorities to intervene at earlier stages to prevent homelessness.
- (d) The HRA has increased the number of people eligible for services. The time taken to deal with cases is longer due to the change in the law (now 112 days from application to decision, previously it was 33 working days.) Both of these factors had increased demand on front line services with the time spent on cases doubled and reduced capacity within the service.
- (e) The number of households approaching the Local Authority for advice around homelessness and being threatened with homelessness had been rising over the last few years. In 2016/17, advice was provided to 1,654 households. This rose to 1,869 households in 2017/18. In 18/19 there was a further increase to 2,514 households.
- (f) Rough Sleeper numbers in Plymouth (the most visible form of homelessness) have risen over the last few years however there was a decrease to 23 in the official count in November 2018 from 26 in November 2017.
- (g) Where it is not possible to prevent or relieve homelessness for eligible households presenting as homeless or at risk of homelessness, Plymouth City Council had a duty to provide emergency temporary accommodation if the household is determined to be in 'priority need'.
- (h) Plymouth City Council (PCC) commissions a broad range of statutory and non-statutory interventions for people who have support needs in relation to

homelessness and may also have support needs around substance misuse, mental health, offending and risk of exploitation.

- (i) Using an Alliance model, the focus was on creating systemic change: changes to culture, funding structures, commissioning and implementing policies that support a new way of working. Furthermore working together to create a contractual environment where suppliers shared responsibility for achieving outcomes and were mutually supportive, making decisions based on the best outcome for the service user.
- (j) A single contract for the provision of support for people with complex needs had been awarded to a partnership of the following organisations in Plymouth, working together in partnership with commissioners as The Plymouth Alliance for Complex Needs (TPA): BCHA, Hamoaze House, Harbour Trust, Livewell South West, Live West, PATH, Shekinah and The Zone.
- (k) An action plan specifically focused on those aged 16/17 was being implemented to reduce the number of young people in temporary accommodation and increase accommodation options to meet the wider needs of homeless young people aged 16- 24years. In order to do this, Plymouth City Council would work with the Plymouth Alliance to review young people's accommodation and broaden the range of accommodation options for all young people.

The key areas of questioning from Members related to –

- What plans had been put in place to deal with the hard to house group and how could they be supported;
- Whether training or support was provided to people when they are out of the hostel system e.g. cooking and life skills;
- Whether the Police would you encourage people to report rough sleeping and what was the process for doing so;
- why people opted for housing advice but had chosen not to complete an initial assessment form and was this because people needed more support filling out the forms;
- the definition for “intentionally homeless” and how support differed for these individuals;
- how many children were in temporary accommodation and bed and breakfast and the impact temporary accommodation could have on children's education.

The Committee noted the briefing on recent changes in homelessness legislation with the introduction of the Homelessness Reduction Act (HRA), the Council's duties in respect of this and the impact of this on service delivery in the City; the levels of homelessness in the City; and the current work and initiatives to prevent and relieve homelessness, including some of the work of The Plymouth Alliance.

90. **Transfer of Procurement Services**

Councillor Chris Penberthy (Cabinet Member for Housing and Co-operative Development), Holly Golden (Head of Procurement) and Melanie Haymes (Finance Business Partner) presented the Transfer of Procurement Services to the Committee –

- (a) Plymouth City Council's Procurement Service, which was a key support service within the Finance Department. This team was responsible for leading and providing professional support from low value transactional purchases up to multi million pound strategic projects across a diverse range of goods, services and works, covering 4 main category areas- Construction, Professional Services, Facilities Management and Environment and Transport.
- (b) The Cooperative Commissioning team were out of scope for this proposal. The Cooperative Commissioning team operated was part of the People Directorate and undertook all activity within Plymouth City Council (PCC) to contribute to the outcomes defined in four commissioning strategies that cover; Wellbeing, Children and Young People, Community and Enhanced and Specialised Care.
- (c) The Procurement Service was responsible for ensuring PCC's procurement and contracting activity was conducted in accordance with its own Contract Standing Orders, Procurement Regulations and Legislation in a fair, transparent and compliant manner and delivered best value for the Council.
- (d) In 2018/19, the Procurement Service and Cooperative Commissioning team oversaw the procurement of over £226.4 million of goods, services or works.
- (e) The total value of awarded contracts in 2018/19 totalled £128.4 million
- (f) Following a detailed option analysis undertaken in September 2017, the conclusion was reached that existing back office services would provide more value to PCC and Plymouth through them being delivered via a public sector shared service provider. The outcome of this analysis was that Delt Shared Services Ltd (Delt) was recommended as the best option.
- (g) The Payroll and Pensions service was transferred in early 2018, followed by Print and Document Services in the autumn of 2018. The Procurement Service was now recommended for transfer to Delt from 1 April 2020.
- (h) The Procurement Service had previously experienced severe difficulty in recruiting and retaining staff. There was a national shortage of procurement professionals and this was an especially challenging situation in the South West. The private sector had the flexibility to pay higher salaries and could offer more innovative and generous remuneration packages.

The key areas of questioning from Members related to –

- Why PCC had recruited staff and occurred the recruitment expenses if the plan was to transfer staff to Delt Shared Services Ltd;

- What were the risks for the staff transferring across as part of this proposal?
- Whether all vacant posts within the staffing structure were now filled, what the FTE of the department was and what was the Head Count;
- Why there was a large difference in the Employee costs in 2018/19 compared to 2019/20;
- Concerns were raised about not having a gain share arrangement or having details presented before the Committee;
- Whether PCC would have any involvement in recruiting staff if the procurement team transferred over to Delt Shared Services Ltd.

Councillor Kelly proposed an amendment seconded by Councillor Beer to amend the recommendation to read “The Performance, Finance and Customer Focus Overview and Scrutiny Committee are asked to recommend Cabinet enter negotiations with Delt Shared Services Ltd” and the Gain share arrangement to be finalised and made public before the deal was signed off in its entirety.

For – Councillors Kelly, Johnson, Pengelly and Beer.

Against – Councillors Winter, Hendy, Derrick, Tuffin and Vincent.

The amendment was not passed but Councillors Kelly, Johnson, Pengelly and Beer wanted it noted that they wished to have a firm split in the gain share arrangements.

The Performance, Finance and Customer Focus Overview and Scrutiny Committee were asked to recommend to Cabinet –

- The Procurement Service transferred to Delt, with staff transferring under TUPE arrangements with effect from 1 April 2020.
- All Procurement Service work is channelled through Delt allowing for greater efficiencies and growth through a central hub and the potential for greater retention and stability in the workforce through a broader range of procurement categories
- A Gain share arrangement is put in place whereby both PCC and Delt are motivated to drive down the cost of spend through a share in savings generated. The finer details of the gain share arrangement are to be worked up in partnership with Delt. Finalised
- The client function to remain within PCC Finance department with KPI's to be agreed in partnership with Delt.

For – Councillors Winter, Hendy, Derrick, Tuffin and Vincent.

Against – Councillors Kelly, Johnson, Pengelly and Beer.

91. TWWW Programme Update - To follow

Councillor Jon Taylor (Cabinet Member for Education, Skills and Transformation) and Pete Honeywell (Transformation Architecture Manager) presented The Way We Work Programme Update –

- (a) Described the rationale and approach to digital services that the Council was taking as part of The Way We Work Programme. Previous updates to the panel had explained how digital was part of the programme without fully explaining why it was so important.
- (b) Provided a description of the new Assisted Customer Service Support scheme which protected customers who might otherwise be in danger of digital and even social isolation.
- (c) Taking a customer focused approach to the digitisation of more of our services will achieve the following benefits:
 - Benchmarks shown that whilst face to face interactions cost between £10.53 and £14.00 and calls cost between £3.39 and £5 per call, digital transactions cost between £0.08 and £0.17 per interaction. In 2012 Government Digital Services (GDS) estimated the annual savings to central government were in the region of £1.7bn to £1.8bn per year;
 - Access to services 24/7;
 - Status updates on progress to complete a service request;
 - Ability to see and manage multiple requests at the same time.

The key areas of questioning from Members related to –

- The possibility of using text messages to remind residents when bins needed to be collected;
- Concerns were raised that not all residents had access to the technology required and would isolate them from services.

The Committee noted the report and considered the data and analysis in the report as background for future recommendations arising from The Way We Work programme.

92. Revenue Monitoring - Month Eight

Paul Looby (Head of Financial Reporting and Planning) presented the Revenue Monitoring - Month Eight report to the Committee –

- (a) This report outlined the finance monitoring position of the Council at the end of November 2019.
- (b) The primary purpose of this report was to detail how the Council is delivering against its financial measures using its revenue resources.
- (c) The projected revenue overspend is £2.699m against a revenue budget of £185.483m.
- (d) The Children Young People and Families Service were reporting a net budget pressure of £2.342m at Month 8.
- (e) Street Scene & Waste services were reporting an adverse variation. This can be attributed to the RTS fire and closure of the facility for 9 weeks, increased costs linked to health and safety, increased maintenance costs of an aging fleet and overall pressures to deliver clean and tidy streets.
- (f) Strategic Planning and Infrastructure budget position showed a net £86k positive variation to budget. This was a positive change since last month's budget monitoring report of £69k.

The key areas of questioning from Members related to –

- What Financial information would be provided to the budget scrutiny meeting?
- Concerns were raised regarding the ongoing use of reserves.

The Committee noted the month eight monitoring position.

93. **Work Programme**

The Committee noted the work programme and agreed to -

1. Add the Communication Review Plan to 18 March 2020 meeting;
2. Add the Policy plan on rogue landlords to the Work Programme for the next Municipal year.

94. **Tracking Decisions**

The Committee noted the progress against actions since the last meeting.

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MAPPING OF CORPORATE PLAN TO SCRUTINY COMMITTEES



Overview and Scrutiny Committee	Current Areas of Responsibility	Map to Corporate Plan Priorities <i>(some appear across more than one committee)</i>
Brexit, Infrastructure and Legislative Change	<p>Relevant policies in the Plymouth Plan</p> <p>Response to Central Government's Policy Making</p> <p>Capital Programme</p> <p>Strategic Procurement</p> <p>Corporate Property</p> <p>Development planning</p> <p>Strategic Highways</p> <p>Economic Development</p> <p>Heart of the South West Productivity Plan</p> <p>Strategic Transport policies and strategies</p> <p>Cultural Infrastructure</p> <p>Climate change and sustainability</p> <p>Reviewing impact of Brexit on the city</p> <p>Proposing measures that Government should take to provide stability for the council and partners in light of Brexit</p> <p>Exploring powers could be devolved from the EU directly to local authorities</p> <p>Hear call-ins relevant to the role of the committee</p>	<ul style="list-style-type: none"> • An efficient transport network • A broad range of homes • Economic growth that benefits as many people as possible • Quality jobs and valuable skills • A vibrant cultural offer • A green and sustainable city that cares about the environment • A strong voice for Plymouth regionally and nationally • A welcoming city
Performance, Finance and Customer Focus	<p>Relevant policies in the Plymouth Plan</p> <p>Corporate Performance Monitoring</p> <p>Financial Performance Monitoring</p> <p>Annual Budget Setting Process</p> <p>Medium Term Financial Strategy</p>	<ul style="list-style-type: none"> • A clean and tidy city • People feel safe in Plymouth • A welcoming city • Listening to our customers and communities • Motivated, skilled and engaged staff

Overview and Scrutiny Committee	Current Areas of Responsibility	Map to Corporate Plan Priorities <i>(some appear across more than one committee)</i>
	Revenues and benefits Homelessness Communications Human resources Audit and Risk Transformation Bereavement Services and Register Office Community Safety Customer Services Street scene and Waste Parking Hear call-ins relevant to the role of the committee	<ul style="list-style-type: none"> • Spending money wisely • Providing quality public services
Education and Children's Social Care	Relevant policies in the Plymouth Plan Early Years Services Schools, colleges and other educational settings Child Poverty Special Education Needs, behaviour and attendance, narrowing the gap in outcomes Safeguarding Children Cared for children Youth offending Adoption and Fostering Corporate Parenting Hear call-ins relevant to the role of the committee	<ul style="list-style-type: none"> • Improved schools where pupils achieve better outcomes • Keep children, young people and adults protected • Focus on prevention and early intervention
Health and Adult Social Care	Relevant policies in the Plymouth Plan Integrated Commissioning	<ul style="list-style-type: none"> • Keep children, young people and adults protected • Focus on prevention and early intervention • Reduced health inequalities

Overview and Scrutiny Committee	Current Areas of Responsibility	Map to Corporate Plan Priorities <i>(some appear across more than one committee)</i>
	<p>Hospital and community health services</p> <p>Dental services, pharmacy and NHS ophthalmic services;</p> <p>Public health services</p> <p>Adult Social Care Services</p> <p>Adult Safeguarding Services</p> <p>Hear call-ins relevant to the role of the committee</p>	<ul style="list-style-type: none"> • A welcoming city

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Performance, Finance and Customer Focus Overview and Scrutiny Committee



Date of meeting:	18 March 2020
Title of Report:	PFC Policy Brief
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Andy Ralphs (Strategic Director of Customer and Corporate Services)
Author:	Alan Knott - Policy Advisor
Contact Email:	Alan.knott@Plymouth.gov.uk
Your Reference:	PFC AK 18032020
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

To provide Performance Finance and Customer Overview and Scrutiny Committee with the latest national picture in respect of policy announcements and legislation.

Recommendations and Reasons

For Scrutiny to consider the information provided in regard to their role and future agenda items.

Alternative options considered and rejected

N/A

Relevance to the Corporate Plan and/or the Plymouth Plan

Delivery of the Corporate Plan and Plymouth Plan needs to take account of emerging policy and the legislative picture.

Implications for the Medium Term Financial Plan and Resource Implications:

N/A

Carbon Footprint (Environmental) Implications:

N/A

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

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

N/A

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	PFC Policy Brief							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: Andy Ralphs (Director of Strategic Director of Customer).											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 4 th March 2020											
Cabinet Member approval: Councillor Mark Lowry (Cabinet Member for Finance) Date approved: 4 th March 2020											



POLICY BRIEF - LIGHT

Briefing – March 2020

**Government policy, legislative announcements and news**Headlines

- [£1.5 billion to deliver Government commitment for 50 million more general practice appointments](#)
 - The Government and NHS England have committed at least an additional £1.5 billion in total for general practice over the next four years for additional staff, a key step towards delivering 50 million more appointments in general practice by 2024.
- [Government announces that Veterans will be guaranteed interviews for government jobs](#)
 - Guaranteed interviews for veterans will start from spring this year with pilots in the Ministry of Justice, the Ministry of Defence, the Cabinet Office and the Home Office, including UK Border Force,
- [Boost to successful government rough sleeping programme](#)
 - £112 million funding for councils to help get people off the streets and into accommodation.
- [Government sets out new measures to end rough sleeping](#)
 - Confirmation of an extra £236 million to help get rough sleepers off the street.
- [Full Universal Credit rollout delayed until 2024](#)
 - Universal Credit was initially expected to be rolled out in 2017. This deadline was then revised to December 2023 and has now been extended to 2024.
- [Strict new measures to protect vulnerable children in care](#)
 - Ban on under-16s being placed in unregulated accommodation, consultation proposes
- [Guide to national funding formula](#)
 - How the schools national funding formula (NFF) is used to calculate core funding allocations to mainstream, state-funded schools in England.

Date of publication	Performance, Finance and Customer Focus Overview and Scrutiny Committee	 GOV
13 January	Armed Forces Covenant - Have your say in our new consultation: help us shape a great new Local Grants programme! Closes 6 March 2020	Open consultation
28 January	Ministry of Housing, Communities & Local Government Boost to successful government rough sleeping programme	Announcement
6 February	Cabinet Office Government delivers on promise to veterans announcing guaranteed interviews for government jobs	Announcement
17 February	Ministry of Housing, Communities & Local Government Housing Secretary confirms new support for survivors of domestic violence	Announcement
25 February	Ministry of Housing, Communities & Local Government Government confirms multi-billion pound spending increase for councils	Announcement
27 February	Ministry of Housing, Communities & Local Government Prime Minister sets out new measures to end rough sleeping	Announcement
Date of publication	Education and Children's Social Care Overview and Scrutiny Committee	 GOV
5 February	Department for Education Multi-million pound support package to boost the FE workforce £24 million package will strengthen the FE workforce and help to level up skills and opportunities up and down the country.	Announcement
7 February	Department for Education T Level providers to benefit from £110 million boost	Announcement
7 February	Department for Transport Every child in England to be offered cycle training	Announcement
12 February	Department for Education Strict new measures to protect vulnerable children in care Ban on under-16s being placed in unregulated accommodation, consultation proposes	Announcement
12 February	Department for Education Unregulated provision for children in care and care leavers Consultation closes 8 April 2020	Open Consultation
13 February	Department for Education Plans to remove funding for courses with low student numbers	Announcement

14 February	Department for Education Further crackdown on illegal schools	Announcement
21 February	Department for Education Early years apps approved to help families kick start learning at home	Announcement
25 February	Department for Education New push to improve outcomes for vulnerable children	Announcement
25 February	Department for Education Keeping children safe in education: proposed revisions 2020 Closes 21 April	Open Consultation
27 February	Department for Education Teachers' pension grant: supplementary fund	Policy paper
27 February	Department for Education Multi-million-pound fund to boost standards across the FE sector	Announcement
27 February	Department for Education Guide to national funding formula	Funding
28 February	Department for Education Experts to help tackle poor behaviour in schools	Announcement
Date of publication	Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee	
14 January	Marine Management Organisation Have your say on Marine Planning in England Closes April 2020	Open consultation
29 January	Ministry of Housing, Communities & Local Government A coastal concordat for England	Guidance
29 January	Natural England New £2.5 million project launched to restore fragile marine habitats	Funding
29 January	Ministry of Housing, Communities & Local Government Housing Secretary: beautiful homes should become 'norm'	Announcement
30 January	Department for Environment, Food & Rural Affairs Environment Bill sets out vision for a greener future	Announcement
6 February	Department for Transport Britain's first all-electric bus town to pave the way for green communities of the future	Expression of interest
8 February	Department for Environment, Food & Rural Affairs Thousands of trees to be planted in England's towns and cities	Announcement
10 February	Department for International Trade Freeports consultation Closes 20 April 2020 Press release	Open consultation
10 February	Department for Transport Major boost for bus services as PM outlines new vision for local transport	Announcement
Date of publication	Health and Adult Social Care Overview and Scrutiny Committee	
19 January	Department of Health and Social Care Paramedic students will get £5,000 support payment each year	Announcement
6 February	Department of Health and Social Care £1.5 billion to deliver Government commitment for 50 million more general practice appointments	Announcement
13 February	Department of Health and Social Care New bill gives hospitals power to develop personalised treatment	Announcement
23 February	Department of Health and Social Care New pharmacy referral service to help patients avoid hospital readmission	Announcement
3 March	Ministry of Justice Enhanced Domestic Abuse Bill introduced to Parliament	Announcement



Parliamentary Legislation

- [Devolution in England Bill \[HL\] 2019-20](#)
- [Environment Bill 2019-20](#)
- [Local Authorities \(Transport Powers\) Bill \[HL\] 2019-20](#)
- [Rented Homes Bill \[HL\] 2019-20](#)
- [Local Government \(Governance\) Bill 2019-20](#)
- [Local Authorities \(Borrowing and Investment\) Bill 2019-20](#)
- [Local Authorities \(Removal of Council Tax Restrictions\) Bill 2019-20](#)



Parliamentary Calls for Evidence [\(Link\)](#)

Committee	Topic
Economic Affairs Committee	The economics of Universal Credit inquiry
Electoral Registration and Administration Act 2013 Committee	Key issues and challenges arising from the 2019 UK General Election in relation to electoral registration
Public Bill Committee	Environment Bill



Consultation Outcomes

Department	Consultation Response	Outcome
Regulator of Social Housing	Consultation on a new Rent Standard from 2020	Decision statement
Department for Environment, Food & Rural Affairs	Single use plastic: banning the distribution and/or sale of plastic straws, stirrers and plastic-stemmed cotton buds in England	Summary of consultation responses and government's response.
Department for Education	Implementing mandatory minimum per pupil funding levels	Summary of consultation responses and government's response.
Department for Business, Energy & Industrial Strategy	National Living Wage and National Minimum Wage: government response to the Low Pay Commission's Autumn 2019 recommendations	Government accepts commission's recommendations
Ministry of Defence	Strategy for our veterans: UK government consultation paper	Summary of the responses received Summary of what UK Government already does to support veterans Government's plans in response to the consultation
Department for Education	Extending the academies risk protection arrangement to LA schools	Summary of the responses received, along with the government's response outlining the next steps.
Ministry of Housing, Communities & Local Government	Provisional local government finance settlement 2020 to 2021: consultation	Summary of responses received to the consultation on the provisional local government finance settlement.

Plymouth City Council – Open Consultations

PCC LIVE Consultations	Closes	Link to Parliamentary or Government consultation	Department
PCC Draft Equalities Objectives 2020-24	4 March		

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Performance, Finance and Customer Focus Overview and Scrutiny Committee



Date of meeting:	18 March 2020
Title of Report:	Electoral Processes
Lead Member:	Councillor Peter Smith
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Laura Hill
Contact Email:	Laura.hill@plymouth.gov.uk
Your Reference:	PFCLH18032020
Key Decision:	Not applicable
Confidentiality:	Official

Purpose of Report

An update from Election Services has been requested for discussion at Performance, Finance and Customer Focus Overview and Scrutiny Committee.

The first part of this report provides:

1. An update for the panel on Plymouth City Council's current electoral registration process in light of a recent Select Committee review.
2. An update on the implementation of the recommendations from the 2018 Polling Districts, Places and Stations Review.
3. Electoral Services key performance indicators

Performance, Finance and Customer Focus Overview and Scrutiny Committee also requested information on the advantages and disadvantages of the 'Election in thirds' election cycle compared to 'Whole council elections'. The second part of this report provides:

3. An exploration of the advantages and disadvantages to the 'Election by thirds' electoral cycle compared to 'Whole council elections'
4. Election cycle benchmarking against comparable other relevant local authorities
5. The financial implications of the 'Election by thirds' electoral cycle compared to the 'Whole council elections' cycle.

Relevance to the Corporate Plan and/or the Plymouth Plan

We are co-operative

As a cooperative local authority we work to serve our residents and put the interests of the city and its communities at the heart of what we do. It is thus important that our electoral processes meet the needs of our residents.

We are democratic

Plymouth City Council prides itself in involving residents in its decision making processes. A resident's ability to exercise their vote through our election processes is key to ensuring that this is a reality.

Corporate and Plymouth Plan

It is important to be mindful that changes to the electoral processes could impact on both the Corporate Plan and the Plymouth Plan.

1. Plymouth City Council Electoral Registration Update

On 13 January 2020 the Plymouth City Council Select Committee met to discuss the registration issues that were identified during preparations for the UK Parliamentary General Election in December 2019. These related to data that had been imported into the Council's electoral registration system and which presented risks to the integrity of the register. A significant amount of work was undertaken to ensure that erroneous entries were identified and corrected in accordance with electoral law and that this was done in a transparent and timely manner, with the result that the register was robust and accurate when the final interim notice of alteration was published on 6 December 2019.

In response to the issues identified, Tracey Lee, Plymouth's Electoral Registration Officer (ERO) commissioned an independent internal review of the various data sets to:

- ascertain where the issues were
- make sure issues were rectified
- ensure any affected customers were notified and where required informed of any actions they would need to take ensure lessons were learned and recommendations made to ensure the integrity of the register for future elections

As part of this review the Chair of Scrutiny Management Board, Cllr Mary Aspinall reviewed the issues, actions and lessons learned through a cross – party select committee.

On 30 January 2020, the select committee agreed with the Recommendations from the Plymouth City Council Review of Progress in the Registration and Election Service. The Select Committee suggested that the following recommendations should be implemented to reduce the risk of future compromise to the electoral register. The table below shows the Select Committee recommendations along with an update on the progress of implementing these recommendations.

	Recommendation	Response
1	Thanks staff from across the Council for their efforts in bringing about the urgent resolution of the issues that were identified.	Complete
2	Recognises the important role the Chief Executive as the Electoral Registration Officer has played in the Council's recovery journey and that the Committee continues to support her in this role.	Noted
3	Provide the capability to report on whether a record within the Xpress elections management system has or hasn't recorded an Individual Electoral Registration (IER) against it through filter or look up	This request was specified and sent to Xpress in December 2019. There have been a number of discussions with developers at Xpress since that date, and it this reporting functionality is in place and being tested. Because this change is not yet fully in place, we have designed and carried out data

	Recommendation	Response
	capability. This is to avoid needing to manually check records on the system.	validation tests for the 2020 Local and Police and Crime Commissioner elections register that do not rely on this capability.
4	To ensure that all methods of data load for the Register provide consistent validation required to assure data integrity.	There have been no data loads into the register since January 2019. A full data validation and assurance exercise has been carried out by the independent data management team (described under separate cover) to ensure the continuing robustness and integrity of the register.
5	Confirm that all data assets have owners and that the owners have the necessary skills and experience to meet the responsibilities of their role.	Data asset ownership accountability has been applied, and the training plan has been updated for signoff at the March 2020 Strategic Election Board. It will detail the requirements for data owners.
6	Establish a small team of data management specialists, from existing resources, who can be called upon by the rest of the organisation in the event of a data management challenge or to explore opportunities held in the data owned and managed by the Council. This team will be responsible for assisting the organisation to realise the goal of “turning our data to intelligence”.	A data management team has been established and has delivered the data validation requirements for the March 2020 register. It will continue to undertake compliance and verification checks in accordance with the integrity plan. Proposals for development of this function more broadly across the council’s data estate are being developed.
7	Feedback to Xpress on the issues raised in the reports to the Select Committee which would assist in developing their software. Also to ensure that they are working on solutions that will support any changes to the registration process as a result from leaving the EU.	The papers for consideration by the Select Committee were shared with Xpress prior to publication, and conversations have taken place to understand any further learning that Xpress will apply to processes as a result of our findings. We are playing an active role in user groups in responding to potential functionality changes that will come about as a result of changing legislation regarding both EU exit and canvass reform.
8	Seek urgent clarification from the Government on how Local Authorities are going to deal with changes required as a result from leaving the EU.	Both the Association of Electoral Agents and ourselves are actively monitoring the Cabinet Office response to EU negotiations and their potential impact on future voting rights for EU citizens. There are no new implications for the Local and Police and Crime Commissioner elections in May 2020.
9	To schedule an audit report on the Electoral Register following the May 2020 Local Elections, and to provide a progress update on the recommendations to Scrutiny Management Board by the end of July 2020.	We will produce a draft scoping document for the post-election audit report on the Electoral Register for the 19 March Strategic Elections Board.

2. Polling District and Polling Places Review Update

The Polling District and Polling Places Review for Plymouth City was agreed by Council on 16 September 2019.

The review considered any representations from local residents and stakeholders in the city, including any issues regarding access to premises or facilities for persons with disabilities. The review also

considered the impact of the next four years' worth of planned residential developments on existing electoral arrangements. The key determining factor in the makeup of polling districts was the availability of suitable polling places.

The number of potential polling stations across the city is limited with few viable alternatives to existing locations.

Review Criteria

Polling Districts and Polling Stations was assessed for their suitability in relation to:

- Criteria set out in the Electoral Administration Act 2006 Section 18B
- Schedule A1 of the 1983 Representation of the People Act

In addition to this, Plymouth City Council identified desirable criteria for assessing polling stations and defining Polling District Boundaries that meet priorities identified locally.

Criteria for assessing polling stations

Mandatory Criteria

- A venue accessible for all
- A venue within 1 mile safe walking distance
- No more than 2,000 polling station electors (on 2020 electorate numbers) at a venue, unless the venue is capable of being a dual polling station (2 polling stations within one building)
- Polling station graded at least satisfactory for access and amenities at inspection
- Polling station is within the ward

Desirable Criteria

(The need of the electorate for each specific district will inform whether the following criteria apply)

- Minimise the use of mobile polling stations
- Whenever possible, minimise the use of schools
- A venue compliant with the Disability Discrimination Act
- If possible, no less than 1,000 polling station electors registered to vote at each polling station as this delivers poor value for money, unless significant growth is anticipated to take place within a 5 year period
- Polling station
- Polling station graded good or excellent for access and amenities at inspection is within the polling district

Criteria for defining Polling District Boundaries

Mandatory Criteria

- No more than 2,000 polling station electors (on 2020 electorate numbers) to minimise future queues at polling stations
- A choice of suitable polling station exists within the polling district
- Increase the number of polling districts in wards where the average electorate per ward is likely to exceed 2,000 polling station electors per station. For example, for an electorate of 11,000 people in a ward, there should be 6 polling districts, not 5

Desirable Criteria

(the varying characteristics and context of each district will be taken into account when applying the following criteria)

- A voter will not walk past a polling station for another polling district to get to their polling station
- Boundaries are set such that usable polling stations exist towards the centre of the polling district rather than towards the edges, taking into account geographical obstacles that may hinder access (i.e. double carriageway, stream or steep hill)

- Both sides of a street will be in the same polling district, unless existing natural and man-made physical barriers dividing a ward make this impractical to voters.

Schools used as polling stations

There are statutory provisions that mandate the Returning Officer to make sure that all polling station provision complies with legal requirements and guidance from the Electoral Commission.

Statute relating to use of schools is set out below:

Section 20 of The Local Elections (Principal Areas) (England and Wales) Rules 2006 **Use of schools and public rooms**

20.—(1) *The returning officer may use, free of charge, for the purpose of taking the poll or counting the votes—*

(a) *a room in a school maintained or assisted by a local education authority or a school in respect of which grants are made out of moneys provided by Parliament to the person or body of persons responsible for the management of the school;*

(b) *a room the expense of maintaining which is payable out of any rate.*

(2) *The returning officer must make good any damage done to, and defray any expense incurred by the persons having control over, any such room as mentioned above by reason of its being used for the purpose of taking the poll or counting the votes.*

Electoral Commission guidance:

“Schools that are publicly funded, including academies and free schools, can be used as polling stations free of charge, and the legislation allows you to require a room in such schools for use as a polling station. The RO is also entitled to use, free of charge, any local authority funded room as a polling station but will need to pay for any lighting, heating, etc., costs incurred when using such rooms as polling stations.

Plymouth City Council will not be using four (4) schools as polling stations on 7 May elections. Twenty Three (23) schools, however, will still be used (19% of total number of polling stations).

Plymouth City Council is committed to working with all schools to minimise disruption where schools are used as polling stations and is keen to work with schools in order to enable, where possible, for schools to remain open. The decision on whether to remain open or close the school is taken independently by the head teacher of each school.

Special arrangements have been made with Goosewell Primary Academy, St Edwards Church of England Primary and Montpelier Primary to minimise disruptions and for the schools to remain open.

The table below shows the number of polling stations in other authorities and, the number of schools which are used as polling stations in each area.¹

Local Authority	Number of polling places	Number of schools used as polling stations	Percentage of schools used as polling stations
Plymouth City Council	117	23	19.6%
Southampton	95	12	12.6%
Portsmouth	80	15	18.8%

¹ For a full list showing which London boroughs use schools as polling stations please refer to Appendix D.

Bristol City Council	178	25	14%
Slough	45	8	17.8%
Nottingham	129	9	6.9%
London Borough of Lewisham	100	42	42%
Hull	122	13	10.7%
London Borough of Lambeth	95	48	50.5%

Mobile Polling stations

The 2018/2019 Polling District and Polling Places Review investigated opportunities to remove mobile polling stations wherever circumstances allow because of ongoing concerns due to the inherent characteristics of mobile units, such as narrow entrance and limited internal area. The number of mobile polling stations used was reduced from 12 to 8.

A clear process exists for designating polling places and polling stations in order to ensure electors are not impeded in casting their votes. It is not possible to rotate the designation of polling stations between different venues at each election. Doing so would undermine the consistency of the electoral process and be likely to confuse electors and potentially prevent them from voting. In turn, this would give rise to complaints and would also present a risk of legal challenges to election results. In the case of a legal challenge being upheld, the election would need to be rerun in its entirety. For these reasons it is of the utmost importance that polling station provision complies with legal requirements and guidance from the Electoral Commission.

3. Electoral Services Measurements

As requested by Performance, Finance and Customer Focus Overview and Scrutiny Committee the next section of this paper addresses the issue of key performance indicators (KPIs) for Electoral Services. It is important to note that the figures included below are not targets or performance measurements, but are included to inform discussion.

In November 2013, The Electoral Commission (EC) set out its performance standards for Returning Officers in Great Britain which can be found in the appendices. Members may want to note that The Electoral Commission recommends performance standards rather than KPIs.

Plymouth City Council 2 May 2019 Local Elections	
Description	Number
Electorate	188,080
Number of attainers	2,294
Number of proxy voters	357
Number of postal voters	33,122
EU Voters	5,611

General Election 12 December 19	
Description	Number
Electorate	192,920
Attainers	1,690
Number of proxy voters	1,228
Number of postal voters	34,144

percentage of postal votes returned	70.1%
-------------------------------------	-------

Annual 2019 canvass of households activity response rate: 87%	45.51% replied by post	35.98% replied by completing the online form	7.68% replied by phone	6.34% replied by text
Number of properties 123,114				
Number of households confirmed through secondary checks on Council Tax on an annual basis	6,853 5.6%			

4. Election by ‘thirds’ and ‘Whole cycle elections’

Legislative change introduced under the Local Government and Public Involvement in Health Act 2007 (s.33 (3) (b)) as amended by the Localism Act 2011 provided Local Authorities with the option of changing their electoral cycle. The original act aimed to increase turnout and engagement. Under this legislation Plymouth City Council can, if it wishes, move from its current ‘Election by thirds’ style of elections to ‘Whole council elections’ at a specific date which it chooses.

The Electoral Commission, the independent body which oversees elections recommended in its ‘The cycle of local government elections’ (2004) that local authorities ‘in England should hold Whole council elections, with all councillors elected simultaneously, once every four years’.² The Electoral Commission recommends a move back to whole council elections every 4 years in order to provide “stronger local democracy”, “greater clarity” for the electorate and to encourage “greater understanding” of elections.

Plymouth City Council has 57 Councillors. Under the current election cycle a third of councillors are elected every year over a four year cycle (with no elections in the fourth year); this election cycle is known as ‘Election by thirds’.

Plymouth City Council is one of the 17 out of 55 Unitary Authorities in England which uses the ‘Elections by thirds model’ in England. The remaining 38 hold ‘whole council elections’ every fourth year. No Unitary authority holds elections every two years.

In 2016 Bristol City Council and Warrington moved to ‘Whole Council Elections’. Arguments made in support of shifting to ‘Whole Council’ election cycles include; cost benefits and to support business decision making. The “advantages” and “disadvantages” set out below have been taken from a desk review of the above reports.

² The Electoral Commission (2004) The Cycle of local government elections in England, Report and Recommendations P4. (Online), Available at: https://www.electoralcommission.org.uk/sites/default/files/electoral_commission_pdf_file/cycleoflocalelectfinal_11595-9056_ENS_W_.pdf

‘Election by thirds’

‘Election by thirds’ is where councillors are elected every year over a four year cycle (with no elections in the fourth year).

“Advantages”	“Disadvantages”
<ul style="list-style-type: none"> • Frequent opportunities for residents to participate in democracy and influence how the council should be run • Councillors may be more receptive to the needs of residents • The composition of the council is more likely to reflect current political opinions 	<ul style="list-style-type: none"> • Potential voter fatigue and confusion • Officer time and cost • Reduced time period for electorate to see the longer term impact of policy changes

‘Whole Council’ elections

Whole council elections is where an entire council is elected during one election typically every four years.

“Advantages”	“Disadvantages”
<ul style="list-style-type: none"> • There could be potential savings, possibly in excess of £1.1million over 10 years. Note this is difficult to calculate based on the experience over the last five years • Limits the time the council would spend in purdah • Likely reduction in the burden and disruption on the buildings used for elections 	<ul style="list-style-type: none"> • Perceived reduction in opportunity for residents to participate in democracy • Increased risk of losing a high number of experienced councillors during one election • Increase in by-elections from councillors resigning

5.Election Cycle turnout implications

At the last local election in 2019 there election turnout averaged at 33.69 percent across Plymouth. It is estimated that in 2003 Plymouth City Council shifted from ‘Whole Cycle elections’ to its current system of ‘Elections by thirds’.

The below table shows the local election turn out for Plymouth City Council for last two years under the previous ‘Whole council elections’ model. The table also shows the election turnout for the previous two years of elections under the current ‘Election by thirds’ election cycle.

Date of election	Turnout	Plymouth City Council Local Election cycle
May 2003	31.9%	'Whole Council Elections'
June 2004	35.9% ³	'Whole Council Elections'
May 2018	35.07%	'Election by thirds'
May 2019	33.69%	'Election by thirds'

6.Election Cycle Financial Implications

Note: If the following estimates had been made in 2015, they would have proved to be inaccurate given the number of elections which have took place in this period.

Table A and Table B provides estimated costs under 'Whole council' election cycle and 'Election by thirds' election cycle. It should be noted that the costs in these tables are estimated based on assumptions made during the calculations. Actual costs and savings may vary depending on the number of by-elections, general elections and, Police and Crime Commissioner Elections. The current costs of elections under the current model of 'Elections by thirds' can be found in Appendix C.

The table below shows the estimated 10 year costs for the current 'Election by thirds' election cycle and, the cost of the 'Whole council election' cycle were the council to shift to this cycle of elections. To continue with 'Election by third cycles' over a ten year period would cost an estimated £2.54 million. Were the Council to move to 'Whole cycle elections' by 2022 it is estimated that this would cost £1.44 million across a 10 year period saving save £1.1 million over a 10 year period.

Table A		
Best case Decision implemented in 2020.	Most likely (upon which the MTFs is based) Decision Implemented in 2022	Worst case No Change
Over 10 Year Cycle Total Saving: £1.7M (no loss of head count)	Over 10 Year Cycle Total Saving: £1.11M (no loss of head count)	Over 10 Years Cycle Total Saving (starting in 2020): £0

Year	Current Scheduled Election/s	Council continues to follow 'Election by third' cycles	Council moves to 'Whole council elections' by 2020	Council moves to 'Whole council elections' by 2022
2020	PCC + Local	£280K	£280K	£280K
2021	Fallow Year	£0	£0	£0
2022	Parliamentary + Local	£280K	£0	£280K
2023	Local	£380K	£0	£0
2024	Local + PCC	£280K	£280K	£0

³ The local election in 2004 saw a significant increase in turn out. It is important to note that the local election corresponded with a general election, any increases in voter turnout must be partly attributed to this.

2025	Fallow Year	£0	£0	£0
2026	Local	£380K	£0	£440K
2027	Parliamentary + Local	£280K	£0	£0
2028	PCC + Local	£280K	£280K	£0
2029	Fallow	£0	£0	£0
2030	Local	£380K	£0	£440K
TOTAL		£2.54M	£840K	£1.44M
Total Savings		£0	£1.7M	£1.1M

It is important to note that were the council to move to 'Whole Council elections' individual elections will cost marginally more than elections by thirds. Additional costs will include: printing costs as ballot papers are likely to be longer; postal vote opening costs; costs at the count (no change for time spent on verification but longer time in sorting and counting of votes) to include additional counting assistants, count supervisors etc. The estimated revenue cost of running an all-out election is £440K.

For full details of the current costs of elections under 'Elections by thirds' for Plymouth City Council between 2009/10 – 2019/20 refer to appendix C.

Recommendations and Reasons

That the panel consider the information in this report as background information to inform future discussions about electoral cycles for Plymouth City Council. It is recommended that were the suggestions in this report attractive to members of the panel that they consider commissioning further work including an equality impact assessment to fully understand the policy, practical and financial implications that a change of electoral cycle may have on Plymouth City Council.

Alternative options considered and rejected

This section of the report is not applicable as the information being provided is background information. The report is not advocating that the panel make a decision, but rather they gather insight from the report to inform discussions.

Carbon Footprint (Environmental) Implications:

It is important to note that although moving to a four yearly cycle of elections would reduce the frequency of such elections and so reducing the frequency of printing, when election papers are printed they may be significantly longer due to the increase in the number of councillors on the ballot paper.

Plymouth City Council has recently declared a Climate Emergency, all departments are required to be mindful of the environmental implications of their actions and decisions. Environmental considerations can be taken into account throughout the election cycle in the following areas:

Travel: In the lead up to the election promotional materials could encourage members of the public to walk to polling stations where possible instead of driving. Members of staff who are working at polling stations during the elections could be encouraged to car share and use public transport where possible rather than drive.

Standard signage which is used at every election could be laminated to weather proof it and allow it to be used again.

Waste: Due to the confidential nature of items such as polling cards and electoral registers it is not possible to recycle all election waste.

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

A move to 4-yearly elections may increase the number of by-elections; however the frequency of these would be unpredictable.

As a decision is not being recommended at this point there are no potential risks. Were a decision to be taken a full equalities impact assessment would be required.

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Local government election timetable in England, Ministry of Housing, Communities and Local Government, 2018							
B	Plymouth City Council Election Costs 2009/10 - 2019/ 20							
C	Plymouth City Council Election Costs							
D	Anonymised use of schools as polling stations in London							
E	Unitary Authority Benchmarking							
F	Plymouth City Council local elections turnout; 1997 – 2019							
G	Performance Standards for Returning Officers in Great Britain, November 2013							
H	List of schools to be used in May 2020 Elections							
I	Performance standards for returning Offices in Great Britain, November 2003, The Electoral Commission							

Background papers:

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
	1	2	3	4	5	6	7
MTFS Proposals/ Policy Decisions, Electoral Services – Proposal to Move to Whole Council Elections, Giles Perritt, 2018							
The Cycle of local government elections in England. Report and Recommendations, The Electoral Commission, 2004							
Plymouth City Council Select Committee Review, Electoral Registration - Supplement Pack, Thursday 30 January 2020							
Electoral Registration Select Committee, Recommendation Response Update February, 2020							
Bristol City Council Full Council (Extraordinary meeting) 5 March 2013, Liam Nevin, Head of Legal and Democratic Services							

Sign off:

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Originating Senior Leadership Team member: Giles Perritt, Assistant Chief Executive											
Please confirm the Strategic Director(s) has agreed the report? Date agreed: 09.03.2020 verbal approval from Giles Perritt, Assistant Chief Executive											
Cabinet Member approval: <i>Approved gained via email from Cllr Pete Smith</i> Date approved: 09.03.2020											

Appendix A: Local government election timetable in England**Source:** Ministry of Housing, Communities and Local Government; 3 April 2019**Whole Council elections**

These 30 unitary authorities hold **whole council elections** in 2019, 2023, and every 4th year.

1. Bath and North East Somerset
2. Bedford
3. Blackpool
4. Bournemouth, Christchurch and Poole
5. Bracknell Forest
6. Brighton and Hove
7. Central Bedfordshire
8. Cheshire East
9. Cheshire West and Chester
10. Darlington
11. Dorset (elections in 2019, 2024, 2029 and then every 4 years)
12. East Riding of Yorkshire
13. Herefordshire
14. Leicester
15. Luton
16. Medway
17. Middlesbrough
18. North Lincolnshire
19. North Somerset
20. Nottingham
21. Redcar and Cleveland
22. Rutland
23. South Gloucestershire
24. Stockton-on-Tees
25. StokeTor
26. Telford and The Wrekin
27. Torbay
28. West Berkshire
29. Windsor and Maidenhead
30. York

These 6 unitary authorities hold **whole council elections** in 2017, 2021 and every 4th year.

1. Cornwall
2. County Durham
3. Isle of Wight
4. Northumberland
5. Shropshire
6. Wiltshire

These 2 unitary authorities hold **whole council elections** in 2016, 2020 and every 4th year.

1. Bristol
2. Warrington

These 17 unitary authorities **elect by thirds** in 2018, 2019, 2020, 2022 and so on. Elections are held every year except the county council year.

1. Blackburn with Darwen
2. Derby
3. Halton
4. Hartlepool
5. Hull
6. Milton Keynes

7. North East Lincolnshire
8. Peterborough
9. Plymouth
10. Portsmouth
11. Reading
12. Slough
13. Southampton
14. Southend
15. Swindon
16. Thurrock
17. Wokingham

These 7 district councils elect by halves in 2018, 2020, 2022, and every alternate year.

1. Adur
2. Cheltenham
3. Fareham
4. Gosport
5. Hastings
6. Nuneaton
7. Bedworth
8. Oxford

Appendix B: Plymouth City Council Election Costs 2009/10 - 2019/20

Row Labels	Income or Expenditure or Capital or BS Code	2009/10 PI-13 Actual £	2010/11 PI-13 Actual £	2011/12 PI-13 Actual £	2012/13 PI-13 Actual £	2013/14 PI-13 Actual £	2014/15 PI-13 Actual £	2015/16 PI-13 Actual £	2016/17 PI-13 Actual £	2017/18 PI-13 Actual £	2018/19 PI-13 Actual £	2019/20 PI-13 Actual £
City Elections	Expenditure	157,116.02	354,120.06	185,869.56	290,912.20	37,216.30	372,091.64	485,499.01	239,116.16	57,094.74	441,347.56	348,837.64
	Income	0.00	(47,873.19)	(62,801.44)	0.00	0.00	(171,380.00)	(192,039.84)	(6,126.82)	0.00	0.00	0.00
City Elections Total		157,116.02	306,246.87	123,068.12	290,912.20	37,216.30	200,711.64	293,459.17	232,989.34	57,094.74	441,347.56	348,837.64
European Elections	Expenditure	200,612.53	38,945.48	(9,582.12)	0.00	0.00	0.00	0.00	0.00	12,179.00	0.00	403,174.08
	Income	(200,612.53)	(38,945.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(257,657.00)
European Elections Total		0.00	0.00	(9,582.12)	0.00	0.00	0.00	0.00	0.00	12,179.00	0.00	145,517.08
Parliamentary Elections	Expenditure	10,766.16	121,739.57	0.00	0.00	0.00	0.00	0.00	0.00	526,797.42	220.00	471,997.93
	Income	(10,766.16)	(121,739.57)	0.00	0.00	0.00	0.00	0.00	0.00	(565,728.35)	0.00	(295,156.00)
Parliamentary Elections Total		0.00	(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	(38,930.93)	220.00	176,841.93
Police Commissioner Elections	Expenditure	0.00	0.00	0.00	295,129.30	0.00	0.00	0.00	188,888.37	12,234.00	0.00	0.00
	Income	0.00	0.00	0.00	(294,930.99)	(39,834.13)	0.00	0.00	(201,783.00)	0.00	0.00	0.00
Police Commissioner Elections Total		0.00	0.00	0.00	198.31	(39,834.13)	0.00	0.00	(12,894.63)	12,234.00	0.00	0.00
Referendum	Expenditure	0.00	0.00	206,141.92	0.00	0.00	0.00	0.00	337,312.51	35,978.00	0.00	0.00
	Income	0.00	0.00	(202,558.70)	0.00	0.00	0.00	0.00	(317,138.55)	0.00	0.00	0.00
Referendum Total		0.00	0.00	3,583.22	0.00	0.00	0.00	0.00	20,173.96	35,978.00	0.00	0.00
Grand Total		157,116.02	306,246.87	117,069.22	291,110.51	-2,617.83	200,711.64	293,459.17	240,268.67	78,554.81	441,567.56	671,196.65

Appendix C: Plymouth City Council Election Costs

- If a stand – along local election is delivered, Plymouth City Council is responsible for 100 percent of the costs.
- If a national ‘stand-alone’ election (e.g. a Referendum, Police and Crime Commissioner or Parliamentary elections) are delivered, the Cabinet Office reimburses 100 per cent of the cost.
- If a ‘double/combined’ election is delivered (i.e. a local election together with a Parliamentary or Police and Crime Commissioner Elections), the Council is reimbursed approximately 50 per cent of the total cost.
- If a ‘triple combined’ election is delivered (i.e. a local election together with a Parliamentary and Police and Crime Commissioner Elections), the Council is reimbursed approximately 66 per cent of the total cost.
- All reimbursement is subject to a detailed claims process, maximum recoverable amounts set in individual statutory instruments ahead of each election, with the potential of some costs being disallowed. As a result recovery is usually less than the full or apportioned cost of holding the relevant election.

Appendix D: Use of schools as polling stations across London

The table below shows the percentage of polling places in London boroughs which are used as polling stations.

Borough	Polling Places	Number of Polling Places that are Schools	Percentage of Polling Places that are Schools
1	83	1	1.20%
2	60	4	6.67%
3	53	7	13.21%
4	51	11	21.57%
5	35	15	42.86%
6	55	15	27.27%
7	69	19	27.54%
8	135	20	14.81%
9	58	21	36.21%
10	83	22	26.51%
11	81	25	30.86%
12	106	28	26.42%
13	70	31	44.29%
14	110	35	31.82%
15	148	35	23.65%
16	103	37	35.92%

17	80	39	48.75%
18	75	39	52.00%
19	101	40	39.60%
20	92	42	45.65%
21	100	49	49.00%

Appendix E: Unitary Authority Benchmarking

The table below shows the Local Election turnout for Bristol City Council under the 'Elections by thirds' cycle and, 'Whole Council Elections'.

Local Authority	Date of Election	Electoral Cycle	Turn out
Bristol City Council	Local Elections 2011	'Elections by thirds'	39.5%
Bristol City Council	Local Elections 2016	'Whole council elections'	44.76%

Local Authority	Date of Election	Electoral Cycle	Turn out
Winchester City Council	Local Elections 2018	'Elections by thirds'	44.5%
Winchester City Council	Local Elections 2017	'Elections by thirds'	45.3%

Local Authority	Date of Election	Electoral Cycle	Turn out
Southampton City Council	Local Elections 2019	'Elections by thirds'	30.7%
Southampton City Council	Local Elections 2017	'Elections by thirds'	32.7%

Local Authority	Date of Election	Electoral Cycle	Turn out
Nottingham City Council	Local Elections 2015	'Whole Council Elections'	57.1%
Nottingham City Council	Local Elections 2019	'Whole Council Elections'	29%

Local Authority	Date of Election	Electoral Cycle	Turn out
Luton Borough Council	Local Elections 2015	'Whole Council Elections'	29.37%
Luton Borough Council	Local Elections 2019	'Whole Council Elections'	60.97%

Appendix F: Plymouth City Council elections turnout; 2003 – 2019

The table below shows the Local Election turnout for Plymouth City Council.

Election Year	Plymouth turnout - % of overall turnout
2003	31.9
2004	35.9
2005	no value given
2006	34.8
2007	37.2
2008	33.4
2009	no value given
2010	62 ⁴
2011	39.3
2012	32.9
2013	no value given
2014	37.2
2015	64.6 ⁵
2016	33.1
2017	no value given
2018	35.07
2019	33.69

⁴ There was a General Election on Thursday 6 May 2010 which is likely to have increased turn out.

⁵ There was a General Election on Thursday 7 May 2015 which is likely to have increased turn out.

Appendix G: Schools to be used for the May 2020 Local Elections

Name
Austin Farm Academy
Beechwood Primary Academy
Boringdon Primary School
Chadlewood Primary School
Compton C of E Primary School
Courtlands Special School Academy
Ernesettle Community School
Glen Park Primary (Buddies Bungalow)
Knowle Primary School
Laira Green Primary School
Lipson Vale Primary School
Marlborough Primary Academy
Mary Dean Primary School
Mount Street Primary School (ME2 Building)
Pilgrim Primary School
Plaistow Hill Infant & Nursery School
Prince Rock Primary School
St. Andrews C of E Primary School
St. Edward's C of E Primary School
St. Peter's RC Primary School
Thornbury Primary School
Widewell Primary School

Appendix H: Performance standards for returning Offices in Great Britain, November 2003, The Electoral Commission, available at:

https://www.electoralcommission.org.uk/sites/default/files/pdf_file/New-performance-standards-for-ROs-November-2013.pdf

Performance, Finance and Customer Focus Overview and Scrutiny Committee



Date of meeting:	18 March 2020
Title of Report:	Revenue Monitoring – Month Ten
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Andrew Hardingham (Service Director for Finance)
Author:	Paul Looby (Head of Financial Planning and Reporting) Hannah West (Finance Business Partner)
Contact Email:	paul.looby@plymouth.gov.uk hannah.west@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report outlines the finance monitoring position of the Council as at the end of January 2020.

The primary purpose of this report is to detail how the Council is delivering against its financial measures using its revenue resources.

As shown in Table I below, the projected revenue overspend is £2.093m against a revenue budget of £185.484m.

Recommendations and Reasons

I. That Scrutiny note the month ten monitoring position.

Alternative options considered and rejected

None considered as it is a statutory requirement to report on the use of the Council's budget funds.

Relevance to the Corporate Plan and/or the Plymouth Plan

This 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

Implications for the Medium Term Financial Plan and Resource Implications:

Robust and accurate financial monitoring underpins the Council's Medium Term Financial Strategy (MTFS). The Council's Medium Term Financial Forecast is updated regularly based on on-going monitoring information, both on a local and national context. Any adverse variations from the annual

budget will place pressure on the MTFS going forward and require additional savings to be generated in future years.

Carbon Footprint (Environmental) Implications:

No impacts directly arising from this report.

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

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

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.

Appendices

**Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Briefing report title							
B	Equalities Impact Assessment (if applicable)							

Background papers:

**Add rows as required to box below*

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

Fin	19.20. 266 DJN	Leg	lt/341 41/2/ 0503	Mon Off	Click here to enter text.	HR	Click here to enter text.	Asset s	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Click here to enter text.											

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 27/02/2020

Cabinet Member approval: *Cllr Mark Lowry approved by email*

Date approved: 04/03/2020

January 2020 FINANCE MONITORING**Table 1: Revenue Monitoring Position**

Directorate	Gross Expenditure	Gross Income	2019/20 Latest Approved Budget	Forecast Outturn	Forecast Year End Variation	Movement from Month 9
	£m	£m	£m	£m	£m	£m
Executive Office	6.450	(0.590)	5.860	6.181	0.321	0.000
Finance	21.889	(5.051)	16.838	17.588	0.750	0.250
Customer and Corporate	96.541	(81.248)	15.293	16.863	1.570	0.210
Children's Directorate	139.546	(92.854)	46.692	48.343	1.651	(0.845)
People Directorate	125.355	(38.389)	86.966	86.066	(0.900)	0.000
Office of the Director of Public Health	18.572	(19.019)	(0.447)	(0.447)	0.000	0.000
Place Directorate	82.148	(57.999)	24.149	24.694	0.545	0.195
Corporate Items	10.516	(20.383)	(9.867)	(11.711)	(1.844)	0.000
TOTAL	501.017	(315.533)	185.484	187.577	2.093	(0.190)

Table 2: Plymouth Integrated Fund

Plymouth Integrated Fund	2019/20 Budget	2019/20 Forecast	Year End Overspend / (Underspend)
	£m	£m	£m
New Devon CCG – Plymouth locality	376.982	379.570	2.388
Plymouth City Council *	254.859	256.501	1.642
TOTAL	631.841	635.871	4.030

The financial position above for the Plymouth Integrated Fund is for the 2019/20 month 8 position, and before any risk share.

*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).

Table 3: Key Issues and Corrective Actions

Issue	Variation £m	Management Corrective Action
<p>EXECUTIVE OFFICE</p> <p>There are pressures held within the Legal budget which are being closely monitored; £0.189m, which is carry forward from 2018/19. £0.100m was to be met from a Service review as indicated in the MTFP and £0.089m is apportioned Transformation legacy savings. In addition to this, there is pressure on income targets not achieved of £0.072m and missed vacancy savings target of £0.088m. Partly offset by salary saving within Chief Executive Office (£0.028m).</p>	0.321	<p>Within the elections budget, management is undertaking all possible actions to maximise logistics efficiencies and generate in-year savings above and beyond what is set out to meet in service pressures covering a 5 year window. The department is using vacancy management to off-set some of the pressure and as a result is carefully managing demand in terms of impact on capacity.</p> <p>Income generation is also being proactively sought with some success</p> <p>All efforts are being made to help offset this current position.</p>

<p>FINANCE</p> <p>The main budget pressures continue to be legacy savings, which are in excess of £0.400m. The target savings of £2.000m for Treasury Management are at risk, and pressures of approximately £0.800m have been identified within Facilities Management due to Asbestos, R&M and unachieved efficiency savings.</p>	0.750	<p>All opportunities are being explored to meet the Treasury Management savings target. This includes working with our Treasury Management Advisors to explore new and innovative opportunities e.g. rescheduling LOBOSs if market conditions are favourable.</p> <p>Further technical adjustments to the method of providing debt repayment should result in the majority of these savings being realised by year-end.</p>
<p>CUSTOMER and CORPORATE – Customer Services</p>	0.848	<p>Budget savings for staff vacancies £0.192m and efficiency savings £0.268m are continuing on being managed through salary savings and other savings. Despite this, pressure is showing within Housing Benefit which remains closely monitored but highly volatile.</p>
<p>CUSTOMER and CORPORATE – Service Centre</p> <p>The budget pressure of £0.600m includes a £0.500m legacy saving.</p>	0.600	<p>CMT previously agreed to the transfer of other transactional services into the Service Centre. Benefits will be quantified in 2019/20. These can only be delivered by working in partnership and with co-operation from all service business areas.</p>
<p>CUSTOMER and CORPORATE – Human Resources & Organisational Development</p>	(0.212)	<p>There is a legacy savings target of £0.050m that has been met in-year as a one off through salary savings.</p>
<p>CUSTOMER and CORPORATE – Departmental</p> <p>The budget includes legacy savings of £0.879m which are being reported as at risk of delivery.</p>	0.483	<p>Plans are continuing to be developed e.g. a review of management overheads across the directorate and other challenging decisions which will need further discussion. Therefore at this stage it is prudent to declare a pressure of £0.483m.</p>

<p>CUSTOMER and CORPORATE – Transformation</p>	<p>(0.149)</p>	<p>£0.149m of savings has been achieved mainly due to vacancies within the salaries budget within the Project Management Team.</p>
<p>CUSTOMER and CORPORATE – ICT Commissioned Service</p> <p>There are a number of budget pressures being reported. Several budgets are lower than required; Unitary Charge £0.720m, PADS £0.066m and Payroll £0.074m. Savings of £0.129m are shown against the financing charges for the way we work. Included in the £0.720m are identified additional savings of £0.184m. The DELT dividend is being forecast at £0.160m which is £0.270m lower than budget</p>	<p>0.000</p>	<p>A financing solution is currently being negotiated to mitigate these pressures as referenced below within Corporate Items.</p>
<p>CHILDREN'S DIRECTORATE</p> <p>The Children's Directorate are reporting a budget pressure of £1.651m at Month 10 a favourable improvement of £0.845m in the month mainly as a result of additional front line vacancy savings, EPS budget review, yearend maximization of grants and savings. The overall reported pressure is due to the following:</p> <p>Unidentified savings plans £1.628m. Overall savings target £6.258m, less plans in place £4.630m.</p> <p>Delivery plans at risk £2.072m</p> <p>The net delivery (savings) plans at risk £2.072m. Following a robust challenge by finance to the services, this is highlighting the risk against the overall delivery plan for the Children's Directorate £4.630.</p>	<p>1.651</p>	<p>The following actions are being taken to try to mitigate the risk in the Children's budget.</p> <ul style="list-style-type: none"> • Fortnightly placement review to ensure step down all placements where appropriate with particular attention to high cost placements. • Review of staying put arrangements and financial remuneration. • Maximize contribution from partners - Health and Education Action Complete required Health tool for all Residential placements. Review elements of contracts to ensure Education element is recharged correctly. • Maximise local residential placements to avoid higher out of area associated costs. • Director & Finance Review all Financial Assumptions, monthly all placements and hot spots and quarterly line by line review

<p>Business As Usual (£0.299m) – Is projecting a favourable position with a further reduction of (£0.205m) in the monthly forecast. The CYPF Service have reduced expenditure wherever possible through the quarterly budget review exercise. The additional saving is as a direct result of increased vacancy savings.</p> <p>Children & Young Peoples Placements £1.730m - The overall pressure can be attributed to increased numbers of looked after children and the additional and extended arrangements of 3 high cost unregistered arrangements for young people with complex needs. All placements continue to be reviewed with a view to step down where appropriate for mitigation.</p>		<ul style="list-style-type: none"> The residential block contract “Caring in Partnership” is being maximized to keep children local at reasonable weekly rates. The contract has enabled 22 placements of Plymouth children and young people in the last year, including bringing children who had been placed out of area back to the city and supporting other children to step down to fostering, into independence or to return home. The block contract continues to offer value for money in comparative weekly fees. The void rate has declined over recent months but this is due to two two-bedded homes needing to be blocked by one child in each home to meet their complex needs. These situations are regularly reviewed with the aim of matching children alongside as soon as possible.
<p>PEOPLE - Strategic Cooperative Commissioning</p> <p>The Strategic Commissioning service is working across the People Federation to reduce costs and improve efficiencies with any resultant savings being offered as offsetting part of the pressure on the Children’s Directorate.</p> <p>ASC client numbers have continued to drop, which is as a direct result of the work undertaken over the last year to deliver improvements in the management of the ASC front door, the implementation of a robust scheme of delegation and the close working arrangement with LWSW through budget containment meetings to address system pressures. This has resulted in a current underspend in expenditure, partly offset by a reduction of client contributions, as would be expected.</p>	<p>0.000</p>	<p>ASC clients numbers have continued to drop, which is mostly as a direct result of the work undertaken over the last year to deliver improvements in the management of the ASC front door, the implementation of a robust scheme of delegation and the close working arrangement with LWSW through budget containment meetings to address system pressures. Due to pressures across the rest of the Council a full review clients sitting in intermediate health placements that are expected to move into ASC placements has been completed this month and we have revised our full year forecast accordingly. However, there is currently significant capacity pressures across the Dom Care market and work continues to explore options to increase capacity to support the urgent care system through the rest of this winter</p>

<p>PEOPLE – Community Connections</p> <p>Community Connections is reporting a (£0.900m) favourable variation at month 10, no change from month 9. Additional movement in month has come from further maximisation of grant income. Meanwhile B&B numbers remain lower than those reported during 2018/19, through the use of alternative placements secured in existing contracts. This is being achieved and maximised through partnership working with the Alliance.</p>	(0.900)	
<p>PEOPLE - Management & Support</p>	0.000	
<p>Office of the Director of Public Health</p> <p>The budget for the Office of the Director of Public Health (ODPH) is forecasting to balance to budget at year end, but acknowledging that there is risk within the forecast of savings to make that do not have any plans against them and there is an additional high risk due to the fire at Efford Crematorium at New Year. The financial implications of this are not yet fully understood but we anticipate considerable additional costs; these will be quantified more fully in next month's report. There have also been extra costs which have been incurred, and more are anticipated, due to Brexit.</p> <p>The Public Protection service, funded from RSG and other income streams, are forecasting to spend to budget, however there are reviews of spending across the service during the year to be able to achieve this.</p>	0.000	<p>The departments will be working to cover the current risk to bring it to zero at yearend.</p> <p>There has been a reduction in the Public Health grant received in 2019/20 of £0.405m from the previous year, which is being contained by holding staff vacancies and through reducing the value of contracts held within the department.</p>

<p>The Bereavement Service is forecasting slightly more cremations than were budgeted for at this point in the year, however additional income and less expenditure on other areas means that there is still a small surpluses being forecast which is ring-fenced and cannot be counted towards any favourable variations for the Directorate. However, since the recent incident at Efford Crematorium, this may change the year end projections.</p>		
<p>PLACE - Strategic Planning and Infrastructure (SP&I)</p> <p>The forecast SP&I budget position shows a net £81k positive variation to budget. This is a negative change since last month's budget monitoring report of £23k. There continues to be concern about a significant shortfall in planning application, development enquiry service fees and building control income, which can be attributed to the wider economic uncertainty affecting investment decisions. Furthermore, this month's forecast includes a negative variation in relation to the service now carrying a net £80k cost relating to the National Marine Park. However, this is currently forecast to be more than compensated by an increased vacancy saving forecast (partly related to recruitment difficulties, especially in the transport teams), reduced spend across the service and savings in relation to concessionary fares.'</p>	(0.081)	<p>The SP&I Senior Management Team will continue to monitor the department's vacancy management arrangements, reduced spending and increased income measures. To maintain a balanced position, areas of departmental activity will be stopped for the remaining part of the year if that becomes necessary.</p>
<p>PLACE - Management Support (Director's budget)</p> <p>The opening (£0.451m) efficiency target, plus the (£0.067m) Game Team staff cost pressure has been reduced by a permanent virement of £0.150m to Street Services and a one off ED income generation of £0.345m. There are no</p>	0.345	<p>Overall Place monitoring will continue to seek one off efficiencies by reducing costs and potential income opportunities to reduce this pressure.</p>

specific actions in place to meet this remaining (£0.023m) currently.		
<p>PLACE - Economic Development</p> <p>£1.1m of forecast income generation from Asset Investment Fund acquisitions in excess of target, have enabled £0.7m of spend pressures within Economic Development to be met.</p> <p>Spend pressures include earmarking £0.300m resources to meet a loss arising from the discovery of asbestos at the City Business Park, containing £0.200m unavoidable commercial estate pressures, and delivering on £0.200m pledges.</p>	(0.500)	<p>£0.345m of the one-off ED AIF income has been used to offset part of the overall Place efficiency target.</p> <p>Efforts will continue to be taken to maximise income and reasonably contain costs.</p>
PLACE - GAME	0.000	Nil variance to report

<p>CORPORATE ITEMS</p> <p>Following a review of the Collection Fund at month 8 there is an improved position which has enabled £0.994m to be released from the collection fund to support the revenue budget.</p> <p>Following a review of the provision to support the costs for restructuring services £0.350m has been released to support the revenue budget.</p> <p>Following a review of the Pension deficit solution and impact upon the council's borrowing a further £0.500m has been released to support the revenue budget.</p>	(1.844)	
<p>TOTAL</p>	2.093	

**Performance, Finance and Customer Focus Overview
Scrutiny Committee**

Work Programme 2019-2020



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.

For general enquiries relating to the Council's Scrutiny function, including this Committee's work programme, please contact Jamie Sheldon, Democratic Advisor on 01752 304001.

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
12 June 2019	Corporate Finance Monitoring Report Q4 and Outturn	(5)	To monitor the Council's financial position and Performance and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham/ Andrew Loton
24 July 2019	Monthly Finance Report Month 2	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Procurement Services	(5)	To receive an update on the Procurement Services	Councillor Lowry/Andrew Hardingham
	Customer Experience Programme update	(4)	To receive an update on the Customer Experience Programme	Councillor Haydon/Andy Ralphs/Pete Honeywell
02 October 2019	Street Services	(5)	To receive an update on the Street Services department	Councillor Dann/Katrina Houghton
	Monthly Finance Report Month 5	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Climate Emergency/Carbon Reduction Plan (internal perspective)		To receive an update on available information prior to submission to Full Council in November	Councillor Dann/Andrew Hardingham and Ralph Bint

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
	LGO Annual Review		To receive full analysis of the data, in particular the upheld complaints, will be undertaken against our internal data and will also be benchmarked against other authorities in our family group	Councillor Haydon/Helen Cocks
21 November 2019 (Cancelled due to elections)	Corporate Finance & Performance Monitoring Report Q2 and Outturn 2019/20	(5)	To monitor the Council's financial position and Performance and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham/Andrew Loton
	TWWW Programme Update	(4)	To receive an update on TWWW Programme	Councillor Haydon/Andy Ralphs/Pete Honeywell
	Homeless Overview (including an overview of the Alliance)		To review progress	Councillor Penberthy/Matt Garrett
	Begging and Community Safety Enforcement	(5)	To examine the extent of the issue in the city; how can we better understand the causes of homelessness; how can we raise awareness of what we are doing to tackle this issue	Councillor Penberthy/ Matt Garrett
22 January 2020	Monthly Finance Report Month 8	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Transfer of Procurement Services	(5)	To consider the business case for transfer of services prior to submission to Cabinet	Councillor Penberthy/ Andrew Hardingham
	TWWW Programme Update	(4)	To receive an update on TWWW Programme	Councillor Haydon/Andy Ralphs/Pete Honeywell
	Homeless Overview (including an overview of the Alliance)	(5)	To review progress	Councillor Penberthy/Matt Garrett

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
	Begging and Community Safety Enforcement	(5)	To examine the extent of the issue in the city; how can we better understand the causes of homelessness; how can we raise awareness of what we are doing to tackle this issue	Councillor Penberthy/ Matt Garrett
18 March 2020	Electoral Processes	(5)		Councillor Pete Smith/ Glenda Favor - Ankersen
	Monthly Finance Report Month 10	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Fleet and Garage Services Review	(4)		Council Coker/Adrian Trim
	Communication Review Report	(4)		Giles Perritt
Items to be re - scheduled				
Gypsy Roma and Travellers Unauthorised Camps				
Employee Parking and Travel Plan/1000 spaces				
Blue Badges				
Select Committee Reviews				
To be scheduled				
Joint Select Committee Reviews				

Annex I – Scrutiny Prioritisation Tool

		Yes (=1)	Evidence
Public Interest	Is it an issue of concern to partners, stakeholders and/or the community?		
Ability	Could Scrutiny have an influence?		
Performance	Is this an area of underperformance?		
Extent	Does the topic affect people living, working or studying in more than one electoral ward of Plymouth?		
Replication	Will this be the only opportunity for public scrutiny?		
	Is the topic due planned to be the subject of an Executive Decision?		
	Total:		High/Medium/Low

Priority	Score
High	5-6
Medium	3-4
Low	1-2

Minute	Decisions	Target Date, Officer Responsible and Progress
January 2020 Work Programme	The Committee noted the work programme and agreed to - 1. Add the Communication Review Plan to 18 March 2020 meeting; 2. Add the Policy plan on rogue landlords to the Work Programme for the next Municipal year.	Date: January 2020 Officer: Jamie Sheldon Progress: Complete – items have been added to the Work Programme.
January 2020	The Performance, Finance and Customer Focus Overview and Scrutiny Committee were asked to recommend to Cabinet – <ul style="list-style-type: none"> • The Procurement Service transferred to Delt, with staff transferring under TUPE arrangements with effect from 1 April 2020. • All Procurement Service work is channelled through Delt allowing for greater efficiencies and growth through a central hub and the potential for greater retention and stability in the workforce through a broader range of procurement categories • A Gain share arrangement is put in place whereby both PCC and Delt are motivated to drive down the cost of spend through a share in savings generated. The finer details of the gain share arrangement are to be worked up in partnership with Delt. Finalised • The client function to remain within PCC Finance department with KPI's to be agreed in partnership with Delt. 	Date: January 2020 Officer: Jamie Sheldon/Claire Daniells Progress: Complete – item was submitted to Cabinet 12 February 2020.

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