

SCRUTINY MANAGEMENT BOARD ACTION LOG 2025-26

Please note that the Action Log is a 'live' document and subject to change at short notice.



Key:	
	Complete
	In Progress
	Not Started
	On Hold

Minute No	Resolution	Date Due & Progress
Minute 4 Chairs Urgent Business 23 July 2025	The Chair agreed to survey Board members to ascertain a preferred meeting start time.	Status: Complete Date Due: 30 August 2025 Officer Responsible: Elliot Wearne-Gould Progress: A survey has been completed, with Board members voting in favour of maintaining current arrangements.
Minute 5 Leader's Forward Plan 23 July 2025	Agreed to endorse that the Chair writes to the Leader and all Cabinet members requesting them to share details of their upcoming decisions for next 12 months, to enable scrutiny to help shape and influence decisions before they were made;	Status: Complete Date Due: 30 August 2025 Officer Responsible: Elliot Wearne-Gould & Jamie Sheldon

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	Agreed to request clarity on the definition of 'significant effect' in the Key Decision threshold.	<p>Progress: Cabinet Members were asked to share details of pertinent upcoming decisions for pre-decision scrutiny. A list of decisions received has been circulated to Board members, and will be updated on a rolling basis.</p> <p>Progress: Significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority. ("Significant Impact" in this respect is determined by the Monitoring Officer). Best practice for Forward Plan will be reviewed as part of the Armada Way Action Plan, which is due to conclude by the end 2025.</p>
<p>Minute 7</p> <p>Work Programme</p> <p>23 July 2025</p>	<p>Agreed to request that the Hybrid Working Strategy item was scheduled for the next SMB meeting subject to readiness (consultation with unions and staff);</p> <p>Agreed to request that an informal work programming session was arranged for SMB members & chairs.</p>	<p>Status: In Progress</p> <p>Date Due: 30 September 2025</p> <p>Officer Responsible: Elliot Wearne-Gould, Chris Squire</p> <p>Progress: The Hybrid Working Strategy item has been provisionally scheduled for 05 November 2025.</p>

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		An informal work programming session with Board members was held on 27 August 2025.
<p>Minute 11</p> <p>Cyber Risk and Response Briefing</p> <p>23 July 2025</p>	<p>Agreed to request that the Cabinet member worked with the Transformational Architecture Manager to review the process for reporting suspicious/threatening emails across the range of staff electronic devices, to ensure they were consistent and effective;</p> <p>Agreed to endorse the approach that Councillor Cyber Security policy, including training and security requirements, was delivered in line with that expected of staff.</p>	<p>Status: Complete</p> <p>Date Due: 30 September 2025</p> <p>Officer Responsible: Pete Honeywell / Cllr Sue Dann</p> <p>Progress: The Transformational Architecture Manager has reviewed the process for reporting suspicious/threatening emails across the range of staff / Cllr electronic devices. Following amendments and testing, it can be confirmed that reporting is now uniform and functional across all devices.</p>
<p>Minute 46</p> <p>Cycling in the City Centre</p> <p>27 March 2025</p>	<p>Agreed that a Select Committee of the Scrutiny Management Board was arranged to explore further the issues of e-bikes, food delivery and cycling in the city centre.</p>	<p>Status: In Progress</p> <p>Date Due: 30 September 2025</p> <p>Officer Responsible: Elliot Wearne-Gould</p> <p>Progress: A Select Committee Proposal will be considered by the Scrutiny Management Board in September 2025.</p>

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<p>Minute 46</p> <p>Cycling in the City Centre</p> <p>27 March 2025</p>	<p>Recommended that the Chair of the Scrutiny Management Board engages with members of the City Centre Company, along with representatives from food outlets, businesses, and delivery riders, to encourage their attendance at a future select committee.</p>	<p>Status: Complete</p> <p>Date Due: 30 August 2025</p> <p>Officer Responsible: Elliot Wearne-Gould</p> <p>Progress: Positive meetings have been undertaken with representatives from the City Centre Company and retail outlets. Three bike training providers in the city have indicated interest in providing bike training, all of whom have Council links including Plymotion. Numerous parties have indicated their intent to attend a select committee to help ensure the safety of food delivery riders and pedestrians. Further conversations are ongoing, and attendees will be discussed during consideration of the Select Committee Proposal.</p>
<p>Minute 46</p> <p>Cycling in the City Centre</p> <p>27 March 2025</p>	<p>Recommended that the Chair of the Scrutiny Management Board, in partnership with the Cabinet Member for Community Safety, lobbies members of Parliament to investigate current progress, and lobby for the introduction of safer measures to facilitate safe cycling in the city centre, particularly relating to food delivery and e-bikes. (This could include new laws; accreditation schemes; licensing schemes; training schemes; and/or ID cards to assist enforcement and compliance with safe practice.</p>	<p>Status: In Progress</p> <p>Date Due: 30 September 2025</p> <p>Officer Responsible: Elliot Wearne-Gould</p> <p>Progress: A letter to Heidi Alexander MP (Secretary of State for Transport) was sent on 18 August 2025. The response has been</p>

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		shared with SMB Members. Cabinet Members will continue to lobby as SMB's conversations progress.
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