

## OVERVIEW AND SCRUTINY MANAGEMENT BOARD

### TRACKING RESOLUTIONS

Bold target date = outstanding by more than 2 months

Grey = Completed

### OVERVIEW AND SCRUTINY COMMISSION RESOLUTIONS

2008/09

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
135 Forward Plan 1 March – 30 June 2009	A request for Commission to undertake a review of the Forward Plan and Cabinet Member delegated decision templates, which required to be improved to take into account the Plymouth Compact and relevant Codes of Practice relating to consultation, once adopted, be considered.	19.3.09	DMS Manager		In due course	
138 (2)	With regard to R16, the Children & Young People and Health & Wellbeing OSPs be requested to provide a report on teenage pregnancy and NEET issues to the Resources & Performance OSP	19.3.09	Children & Young People and Health & Wellbeing OSPs / Democratic Support Staff	At Commission on 11 June, the following comments were made: <ul style="list-style-type: none"> <li>• The Chair advised that a Children &amp; Young People and Health &amp; Wellbeing OSP joint task and finish group to consider teenage pregnancies was due to be arranged shortly and it was agreed that there also needed to be one arranged for NEET;</li> <li>• The Chair of Health &amp; Wellbeing OSP advised that she would like to see Plymouth taking a lead in trying to change the term 'Sexual and Relationship Education' to Relationship and Sexual Education' in order to achieve the appropriate emphasis;</li> <li>• See Management Board agenda for 2.9.09 – PID for 'improving young people's sexual health and wellbeing, Plymouth's joint commissioning strategy 2009-12 and accompanying implementation plan';</li> <li>• NEET item on Children &amp; Young People OSP's work programme.</li> </ul> Completed.		

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
146 Forward Plan 1 April – 31 July 09	The Democratic and Member Support Manager would investigate Members' queries raised above (see minute 146, attached to this schedule).	16.4.09	DMS Manager		New municipal year	
153 (1) Deputy Leader and Chief Executive	The outcome of discussions at Cabinet regarding consideration of including a basic commercial operation in the Life Centre project be provided to Commission in due course.	7.5.09	Democratic Support Staff / Chief Executive	Will present after appointment of contractor. 'Life Centre and related projects including outsourcing management' on Customers & Communities OSP work programme for 23.11.09.	2.12.09	

## 2009/2010

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
7 (1) Forward Plan 1 June to 30 September 2009	The Chair of Commission take up issues referred to above with Cabinet Members (see minute 7 (i) – (v)).	11.6.09	Chair of Commission		2.7.09	
7 (2)	Cabinet and the CMT be requested, in future, to tag Forward Plan items involving capital projects to clearly identify which project it was in relation to the capital programme.	11.6.09	Democratic Support Staff / Head of Policy, Performance & Partnerships	To be considered at Cabinet on 11.8.09.  Cabinet response provided to Management Board meeting of 2.9.09.  Completed.	2.7.09	
9 (1) Plymouth Citybus Limited Shareholding	The progress of the project be monitored by the Growth and Prosperity OSP who could consider inviting the Chair and Vice Chair of the Support Services OSP.	11.6.09	Democratic Support Staff	Management Board commented on 5.8.09 that this item should be included in the Growth & Prosperity OSP work programme; the Chair of the O & S Management Board (and Support Services OSP) should be invited to join a Growth & Prosperity OSP task and finish group and a PID should be prepared for the Management Board. See Management Board minute 6b(7). Completed.	6.7.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
10 (1) Proposed Scrutiny Structure and Terms of Reference	Council be requested to refer the following to Cabinet to consider – in respect of resources for dedicated scrutiny support: (a)resources be identified from within the TCP Reserve budget as soon as practicable to fund two dedicated scrutiny support posts, subject to the agreement of suitable role profiles and remuneration, for a period of 12 months, pending the mainstreaming of these resources; (b)funded secondment opportunities, to coincide with (a) above, be created to facilitate the provision of three further scrutiny support posts from the Community Services, Children & Young People Services and Development & Regeneration Depts to complete a dedicated scrutiny support team serving each of the five panels; (c)contributions to the scrutiny support function to be sought from statutory LSP partners.	11.6.09	Democratic Support Staff / Council	Agreed at Council, to be referred to Cabinet (11 August 09).  Cabinet response provided to Management Board meeting of 2.9.09.  Completed.	6.7.09	
33 (1) Governance and Accountability of Local Strategic Partnership	The above comments be referred to Cabinet for consideration (see minute 33(i)-(xiv), attached to this schedule).	2.7.09	Head of Corporate Planning	Management Board received update on 5.8.09 that LSP Executive had considered the draft governance arrangements, and scrutiny arrangements were to be added to that, the Cabinet had not yet considered this and a report should be able to provided to the next Management Board meeting.	14.7.09	Not yet ready (2.9.09)
33 (2)	The Audit Commission guidance be emailed to Members of the new O & S Management Board by the Head of Corporate Planning, bullet point format if possible.	2.7.09	Head of Corporate Planning / Head of Policy, Performance & Partnerships	Management Board were advised that booklets and briefings from the Audit Commission would be circulated to them and that Panel chairs could request guidance on how to take these forward through panels and theme groups. Completed.	5.8.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
37 (1) Minutes of OSPs	In respect of Sustainable OSP minute 5 (i) and (iii), the Customers & Communities OSP be requested to submit work programme requests (PIDs) to the first meeting of the Management Board in respect of – <ul style="list-style-type: none"> <li>Waste Collection</li> <li>The Hoe Foreshore</li> </ul>	2.7.09	Democratic Support Staff / Customers & Communities OSP	To action at Customers & Communities OSP. Hoe Foreshore considered by Sustainable Task and Finish Group on 3 July 2009 – see Management Board agenda item regarding Recommendations from Panels. Waste Collection task and finish group added to Customers & Communities OSP work programme for 29.3.10. Completed.	27.7.09	
37 (5)	With regard to Health & Wellbeing OSP minute 87 resolutions (1) and (2), it be agreed that the Democratic and Member Support Manager be requested to set up presentations for all Members and LSP theme groups.	2.7.09	DMS Manager	In progress	5.8.09	

#### Resolutions b/f from Resources & Performance OSP

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
112 (3)	A breakdown of a structure of resources for scrutiny be provided.	13.5.09	Head of Policy, Performance and Partnerships		6.7.09	
112 (4)	A diagram of existing policy and performance personnel within the Children's Services directorate be provided.	13.5.09	Head of Policy, Performance and Partnerships		6.7.09	
112 (6)	Cross-cutting CIPs and themes, e.g. CIP 4, be identified for each panel and measures be put in place for Panels to monitor these as part of their work programme.	13.5.09	DMS Manager		11.6.09	
112 (8)	The scrutiny budget to be made open and transparent.	13.5.09	DMS Manager			
6 (09/10) CAA arrangements for Plymouth	A workshop/seminar on the subject of CAA be arranged for all Members.	10.6.09	Head of Policy, Performance & Partnerships/ DMS Manager	Tracking forwarded to Management Board	5.8.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
9 Joint Finance and Performance Report	A schedule of sources from where the agreed transfers of £8.6m had come from be provided to the Panel Members.	10.6.09	Arthur Simons, Deputy Head of Finance	Response to be provided to Management Board	5.8.09	

#### Resolutions of Overview and Scrutiny Management Board 2009/10

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
4 Tracking Resolutions Schedule	A web link to the Audit Commission governance guidance be emailed to the Management Board Members and a set of the booklets and briefings be placed in the Members' library.	5.8.09	Head of Policy, Performance & Partnerships		2.9.09	
6a Work programmes: To agree how to effectively prepare for future meetings	Planning meetings for all Management Board Members be held shortly after meeting agendas were published.	5.8.09	Democratic Support Staff	Electronic invitations to attend planning meetings sent to all Management Board meetings.  Completed.		
6b (1) To consider and approve work programmes for the Management Board and each of the Panels	The format of the work programmes be standardised	5.8.09	Democratic Support Staff	Completed.		
6b (2)	The timetable of key dates for the cycle of drafting the budget and Corporate Plan be submitted to the Management Board.	5.8.09	Head of Policy, Performance & Partnerships		2.9.09	
6b (3)	A table of consultation events with public and partners in respect of the budget 2010/11 be submitted to the Management Board.	5.8.09	Head of Policy, Performance & Partnerships		2.9.09	
6b (4)	Budget and performance monitoring to be added to Panels' work programmes	5.8.09	Democratic Support Staff		7.10.09	
6b (5)	The Health and Adult Social Care OSP be requested to consider the budget for adaptations, identify what the backlog was and report back to the Management Board.	5.8.09	Democratic Support Staff		7.10.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
6b (6)	The Children & Young People's OSP be requested to consider children's adaptations at a business meeting and report back to the Management Board.	5.8.09	Democratic Support Staff		7.10.09	
6b (7)	The monitoring of the Plymouth CityBus Limited Shareholding project be added to the work programme of Growth & Prosperity OSP.	5.8.09	Democratic Support Staff	PID to be submitted to Management Board meeting. Completed.	2.9.09	
6b (8)	The Leader and the Chief Executive be invited to attend Management Board meetings on a quarterly basis.	5.8.09	Democratic Support Staff	Dates included on Management Board's work programme. Completed.		
6c (1) To consider and approve additions to work programmes	The Customers & Communities OSP consider anti-social behaviour at their September meeting referring to this particular problem in Compton Vale as an illustration of the Anti-Social Strategy as a whole.	5.8.09	Democratic Support Staff		28.9.09	
6c (2)	The Cabinet Member for Street Scene, Waste and Sustainability and the Director for Community Services be informed of this scrutiny item and asked to employ their best efforts to resolve the particular problems outlined in this 'Councillor call for action' before the meeting on 28 September.	5.8.09	Cabinet Member for Street Scene, Waste & Sustainability and the Director for Community Services		28.9.09	
6c (3)	A letter containing these resolutions be provided to Councillor Ball	5.8.09	Democratic Support Staff	Completed.		
6d (1) To agree PID / Task & Finish Groups	The Localities Working PID be agreed, subject to resolution (2) below, and allocated to the Customers & Communities OSP to host and set dates, inviting Members from other Panels to be included in the task and finish group.	5.8.09	Democratic Support Staff	Added to Customers & Communities OSP work programme.	7.10.09	
6d (2)	The date on which the task and finish group report was to be submitted for approval to Management Board be amended to 7 October 2009.	5.8.09	Democratic Support Staff	PID adjusted. Completed.		
6g Quarterly reports	The quarterly scrutiny reports be added to the work programmes of all Panels, with the first quarterly report to be considered by Panels at their September meetings and submitted to Management Board on 7 October 2009.	5.8.09	Democratic Support Staff	Included in all work programmes. Completed.		

<b>Minute number</b>	<b>Resolution</b>	<b>Date agreed</b>	<b>Action by</b>	<b>Progress</b>	<b>Target date</b>	<b>Comments</b>
7a To receive bi-monthly Finance & Performance Report and to identify issues for further review/ monitoring by Panels	Finance training be provided to all Management Board Members.	5.8.09	Assistant Director of Finance		2.12.09	
9a To agree the appointment of a co-optee to the Management Board	Douglas Fletcher, Chair of the Chamber of Commerce, be invited to be the co-opted representative on the O & S Management Board.	5.8.09	Head of Policy, Performance & Partnerships / Democratic Support Staff		2.9.09	
10a (1) To receive and consider recs from the Panels for Management Board, Cabinet and Council / resolutions referred from Cabinet to Scrutiny	Regarding Cabinet minute 22, Plymouth City Centre Business Improvement District proposals, a review of these proposals with a view to making a recommendation to the City Council regarding exercising its power to veto be added to the Growth & Prosperity OSP's work programme.	5.8.09	Democratic Support Staff	Added to work programme. Completed.		
10a (2)	Regarding Cabinet minute 30, Residential Care: update of modernisation of older people services 2005-2015, a review of the results of consultations be added to the Health & Adult Social Care OSP's work programme.	5.8.09	Democratic Support Staff	Added to work programme. Completed.		
10a (3)	Regarding Health & Wellbeing OSP's minute 5, the Protocol for establishment of joint Health OSC be approved	5.8.09	Democratic Support Staff		12.10.09	
10a (4)	Regarding Safer & Stronger OSP's minute no. 72, Emergency Response Plan, the Panel's recommendation to Cabinet that funding in the sum of £11,000 is allocated over two years for the provision of external training for members of staff be approved and forwarded to Cabinet.	5.8.09	Democratic Support Staff		15.9.09	

## **Overview and Scrutiny Commission 16 April 09 (2008/09)**

### **146. FORWARD PLAN 1 APRIL TO 31 JULY 2009**

New items from the Forward Plan 1 April to 31 July 2009 were submitted for Members' consideration with a view to identifying items for scrutiny.

Members commented that –

- (i) a copy of the Forward Plan was not being placed in the Members' rooms once it was published, as had been resolved;
- (ii) the Forward Plan item in respect of Devon Structural Review: response to revised Boundary Committee draft proposals –
  - had an unachievable deadline date for representations of 23 March;
  - this was a revised document and so it could not be said that any previous response would be unchanged;
  - this would need a debate in Council and Members had been denied the opportunity to make representations ahead of that debate;
  - if there was an explanation for the tight timescales, this should have been added to the Forward Plan item and this issue of providing adequate information should be addressed through the Scrutiny Improvement Plan;
- (iii) regarding the Forward Plan items in respect of Forward Plan items 79 08/09 and 80 08/09, the headings contained duplication;
- (iv) it was not understood why the Forward Plan item on the Local Economic Strategy (FP 82 08/09) was in the Forward Plan if it was simply a progress report on an agreed policy and budget framework strategy;
- (v) it was not understood why the Forward Plan item on Befriending Umbrella Service for Older People – jointly commissioned by Adult Social and Care and Supporting People (FP 78 08/09) had not been the subject of scrutiny by the Health and Wellbeing OSP.

Resolved that the Democratic and Member Support Manager would investigate Members' queries raised above.

## **Overview and Scrutiny Commission 2 July 2009 (2009/10)**

### **33. GOVERNANCE AND ACCOUNTABILITY OF LOCAL STRATEGIC PARTNERSHIP**

The Head of Corporate Planning submitted a report outlining the Council's governance arrangements for the Local Strategic Partnership (LSP), together with the draft Plymouth 2020 LSP 'How we will operate' document.

The Cabinet Member for Customer Services, Performance and Partnerships and the Head of Corporate Planning advised Members that –

- the Council would be judged with partners and it was important to have an effective LSP;
- the Council must hold the LSP to account and the new scrutiny structure was aligned and supporting that aim;
- the project was starting from a reasonable position, with decision making clear, risk management in place and partners keen to continue to improve and to implement the proposals of the LSP Review.

Members raised the following points –



- (i) there were concerns that not all partners were fully committed to the partnership ethos, e.g. the Hospital Trust, and more work was needed to ensure partners were working together;
- (ii) so far, only one meeting between Overview and Scrutiny Panel (OSP) and Theme Group chairs had taken place and more consultation between OSP and LSP was required to agree protocols;
- (iii) partners needed to recognise the democratic legitimacy of the Council's role;
- (iv) OSPs had the powers to scrutinize partners performance and a greater understanding of the potential role of scrutiny and commitment to working constructively was required;
- (v) scrutiny powers in relation to Local Area Agreement (LAA) should be recognised as a tool for performance management;
- (vi) more clarity regarding reviewing what is achieved by the LAA was required, ensuring that there was no duplication between LSP and scrutiny;
- (vii) clear national guidance was required regarding links between overview and scrutiny and partners which added value to the delivery of the LAA;
- (viii) finding new ways to tackling complex problems reflected in the LAA, e.g. teenage pregnancies, was essential;
- (ix) more meetings and sharing of information, e.g. exchanging minutes between OSP and theme groups, was required, but co-options of theme group chairs to OSPs could cause a conflict of interest.

In response, Members were advised that –

- (x) information on the performance of the LAA was included in the bi-monthly finance and performance report;
- (xi) the LSP recognised that commitment to partnership became weaker further down the organisation and was aiming to address this with a recommendation to strengthen communication, by signing up to protocols and by putting in place a performance management framework;
- (xii) the Audit Commission had issued guidance in a national report providing good comparative context and an indication of what they would assess, e.g. governance, sharing resources, shared consultation;
- (xiii) co-options to scrutiny were for the Management Board to approve and relationship issues would be addressed through the Scrutiny Handbook;
- (xiv) a 'breakfast' meeting had been arranged for 16 July 2009 and an agenda would be issued shortly.

Resolved that –

- (1) the above comments be referred to Cabinet for consideration;
- (2) the Audit Commission guidance be emailed to Members of the new Overview and Scrutiny Management Board by the Head of Corporate Planning, in bullet point format if possible.