

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	
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), attached to this schedule).	11.6.09	Chair of Commission		2.7.09	
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)

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
37 (5)	With regard to Health & Wellbeing OSP minute 87 resolutions (1), it be agreed that the Democratic and Member Support Manager be requested to set up presentations for all Members and LSP theme groups. (A presentation on – <ul style="list-style-type: none"> • how the Care Quality Commission would operate • what the change of inspectorate would mean for the service • how the changes would feed into the Comprehensive Area Agreement) 	2.7.09	DMS Manager		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	Members noted at Mgement Board 2.9.09 that they were still waiting for this.
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		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	Web link emailed to Management Board Members and included in intranet's Members' Room contacts. Completed.	2.9.09	
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	Included on agenda for 7.10.09. Completed.	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	Included on agenda for 7.10.09. Completed.	2.9.09	
6b (4)	Budget and performance monitoring to be added to Panels' work programmes	5.8.09	Democratic Support Staff	Added to work programmes. Completed.	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	The Health panel had received reports on adaptations on two separate occasions, plus a written response from Julia Penfound. They are aware that there was a budget underspend which has been tackled, in part, by the appointment of an additional Technical Officer to assist in undertaking assessment inspections (part of the reason for the delay in spending the money). The panel resolved to continue to monitor budget and performance and has scheduled an update to its November meeting. Completed.	7.10.09	
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	On Children & Young People's OSP work programme.	7.10.09	
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	On Customers & Communities OSP agenda for 28 September meeting. Completed.	28.9.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
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	Referred to Anti-social behaviour team, Development & Regeneration, by Director for Community Services. Completed.	28.9.09	
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. Timescales delayed to enable consultation with all Area Committees. New target dates are - Task & Finish Group meetings Nov Management Board Dec Cabinet Jan Council Feb.	7.10.09	
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/ Head of Policy, Performance & Partnerships/ Lead Officers	Included in all work programmes. Delay to first quarterly report as dependent on Lead Officer appointments. All Panels meeting in September requested to approve delegated authority in respect of approving first quarter scrutiny reports to lead officers in consultation with Chair & Vice-Chair, in order to meet agenda deadline of 26.10.09.	4.11.09	
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	To be provided asap.	2.12.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
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	Douglas Fletcher has accepted invitation, due to attend meeting of 7 October. Completed.	2.9.09	
10a (3)	Regarding Health & Wellbeing OSP's minute 5, Protocol for establishment of joint Health OSC be approved	5.8.09	Democratic Support Staff		12.10.09 (Council)	
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	Cabinet decision deferred	15.9.09 20.10.09 (Cabinet)	
15 (2) Minutes	It be agreed that the Chair and Councillor Wildy arrange to meet with the Director for Public Health before the next Management Board meeting on 7 October 2009.	2.9.09	Chair and Cllr Wildy	Informal meeting arranged for 27 October, earliest date all available. Completed.	4.11.09	
19c Work Programmes: New items from Forward Plan 1.9.09–31.12.09	The Customers & Communities OSP include an item regarding the DRCP Succession Plan on their next business meeting agenda.	2.9.09	Democratic Support Staff	Not included on C & C OSP agenda for 28.9.09 as plan not yet written.	7.10.09	
19d (1) PIDs / Task & Finish Groups	PID regarding 'improving young people's sexual health and wellbeing Plymouth's joint commissioning strategy 2009-12 and accompanying implementation plan' be approved subject to changing the title of scrutiny topic to 'a focus on reducing teenage conception rates in the city'.	2.9.09	Democratic Support Staff	Title changed, on C & YP OSP work programme. Completed.		
19d (2)	The PID regarding 'monitoring of Plymouth CityBus Ltd Shareholding project' (a) be approved; (b) the following members be appointed to the joint t & f group and contacted (to meet on 1.10.09 for Phase 1 and 2 Nov for Phase 2) – <ul style="list-style-type: none"> • Cllr Coker (Vice-Chair of G & P OSP, in the Chair for task & finish group) • Cllr James (Chair of SS OSP, Vice Chair of task & finish group) • Cllr Lowry • Cllr Mrs Nelder or Cllr Wheeler • Cllr Reynolds • Cllr Roberts 	2.9.09	Democratic Support Staff	Dates of meetings agreed as 1 October and 29 October due to Member availability. Members as list except Cllr. Ball (not Cllr Reynolds), Cllr. Wheeler. Completed.	4.11.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
22 (2) Recs from Panels: monitor actions against recs made to Cabinet / Council	A breakdown of scrutiny budget spend by Panels be provided to the Management Board.	2.9.09	DMS Manager / Head of Policy, Performance & Partnerships		7.10.09	
22 (3)	The Support Services OSP be requested to review the Council's provision of scrutiny resources.	2.9.09	Democratic Support Staff	Added to SS OSP work programme Completed.		

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 11 June 2009 (2009/10)

7. FORWARD PLAN 1 JUNE TO 30 SEPTEMBER 2009

New items from the Forward Plan 1 June to 30 September 2009 were submitted for Members' consideration with a view to identifying items for scrutiny.

Members commented that –

- (i) the timing of the Cabinet Member decision was not clear in respect of FP 9 09/10, 'Plymstock School – Tented Sports Hall';
- (ii) the wording of the 'nature of the decision' in respect of FP 4 09/09, 'to award the contract for the build of Plymouth Hospital School' was not clear;
- (iii) with regard to FP 1 09/10, 'contract for the provision of food and catering products contract(s) for schools, residential homes and community meals', the decision maker should include Councillor Dr Salter as well as Councillor Monahan;

- (iv) Ward Members should also be included in the 'persons to be consulted with' list;
- (v) Concern was expressed that a number of decisions were due to have decisions in July but it had not been specified when in July;
- (vi) there should be a link in the forward plan to the relevant Capital Programme project reference so that there was an audit trail.

Resolved that –

- (1) the Chair of Commission take up issues referred to above with Cabinet Members;
- (2) Cabinet and the Corporate Management Team 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.

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.