

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	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	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	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	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	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	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, Cabinet had not yet considered this, report possibly next Management Board meeting. Management Board received update on 7.10.09 that LSP Board wished to consult those affected and had deferred the item, to be considered before December.	14.7.09 2.12.09	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	Management Board received update on 7.10.09 that the presentation for all Members and LSP theme groups on the Care Quality Commission would be delayed until the outcome of the recent Adult Social Care inspection was known.	5.8.09 2.12.09	

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	O & S Management closed this item on 7.10.09 (see minute 31). Completed.	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	See minute 31 (2). Completed.	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	See O & S Management Board minute no. 31). Completed.		
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	See minute Commission minute no. 37 (5) above. Completed.	5.8.09	

Resolutions of Overview and Scrutiny Management Board 2009/10

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	On Children & Young People's OSP work programme. Completed.	7.10.09	
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. To be considered by Customers & Communities OSP on 2 and 5.11.09, report to Management Board 2.12.09. Completed.	7.10.09 2.12.09	
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. Lead officer role definition required, deferred to November Panel dates.	4.11.09 2.12.09	
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. O & S Management closed this item on 7.10.09 (see minute 31). Completed.	2.12.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
10a (3)	Regarding Health & Wellbeing OSP's minute 5, Protocol for establishment of joint Health OSC be approved	5.8.09	Democratic Support Staff	Approved by Council. Completed.	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 Cabinet agreed recommendation on 20.10.09. Completed.	15.9.09 20.10.09 (Cabinet)	
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	See minute 31 (viii). Completed.	7.10.09	
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	Reported to Management Board on 7.10.09. Completed.	7.10.09	
29a (2) bi-monthly finance and performance report	All high level budgetary risks be referred to Panels for monitoring, including – <ul style="list-style-type: none"> Children's Services: 'looked after children'; Development and Regeneration: income levels in respect of rentals, planning applications, building control and car parking 	7.10.09	Democratic Support Staff		2.12.09	
29a (3)	Discussions regarding the report format/content be held by Members at a future time	7.10.09	Board Members			
29b (1) timetable of key dates re drafting of 2010/11 budget and Corporate Plan, together with a table of consultation events	Support Services OSP be requested to develop proposals for achieving public engagement consultation on the proposed budget, at the earliest opportunity.	7.10.09	Democratic Support Staff	On Support Services OSP agenda for 21.10.09.	4.11.09	
29b (2)	The Head of Policy, Performance and Partnerships be requested to consider how to ensure that Members are properly informed about external inspection findings in order to properly enable the setting of CIPs.	7.10.09	Head of Policy, Performance & Partnerships	Advice required in time for O & S Panel meetings to be held in November.	2.12.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
31 (1) Tracking resolutions	Commission minutes 135 and 146 (08/09), 7 (1) (09/10), R & P OSP minute 112 (3) & (8) (08/09) and Management Board minute 7a be now considered completed.	7.10.09	Democratic Support Staff	Completed.		
31 (2)	Regarding R & P OSP minute 112 (4) (08/09), the Head of Policy, Performance & Partnerships be requested to discuss the proposed restructure of policy and performance personnel within the Services for Children and Young People's department with the Chair of the Children & Young People's OSP.	7.10.09	Head of Policy, Performance & Partnerships	By next meeting of the Children & Young People OSP.	19.11.09	
32c new items from the Forward Plan 1.10.09-31.1.10 with a view to identifying items for scrutiny	The Children & Young People's OSP be requested to consider the Forward Plan item no. FP 31 09/10, 'Building Schools for the Future – Governance'.	7.10.09	Democratic Support Staff		19.11.09	
33b To agree further meetings / discussions with the LSP Theme Groups	Meetings for the Chairs of Theme Groups and scrutiny panels be arranged for the following dates, 8.30 commencement time – <ul style="list-style-type: none"> • 4 November 2009 • 20 January 2010 • 31 March 2010 	7.10.09	Democratic Support Staff			
34 (2) to receive and consider recs from Panels for Management Board, Cabinet or Council	With regard to (xi), first bullet point (see minute 34), the Head of Policy, Performance and Partnerships be requested to provide a report on 'Councillor Call for Action' and report to the next meeting of the Customers & Communities OSP the date by which this will be available	7.10.09	Head of Policy, Performance & Partnerships	Next Customers & Communities OSP business meeting to be held on 23 November	23.11.09	

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.