

## CITY OF PLYMOUTH

**Subject:** Support Services Overview and Scrutiny Panel Quarterly Report  
**Committee:** Support Services Overview and Scrutiny Panel  
**Date:** 27 October 2009  
**CMT Member:** Adam Broome (Director for Corporate Support)  
Ian Gallin (Assistant Chief Executive)  
**Author:** Simon Arthurs (Support Services Overview and Scrutiny Panel  
Lead Officer)  
**Contact:** simon.arthurs@plymouth.gov.uk  
**Ref:** SS-OSPQtr2-SRA  
**Part:** Part I

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### **Executive Summary:**

This report sets out a review of the Support Services Overview and Scrutiny Panel for the second quarter of 2009/10.

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### **Corporate Plan 2009-2012:**

The Support Services Overview and Scrutiny Panel provides strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP2 - Informing and involving residents
  - CIP13 - Supporting Council staff to perform better
  - CIP14 - Providing better value for money
  - The strategic and operational activities of the Chief Executives and Corporate Support Departments
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### **Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land**

None

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### **Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.**

None

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### **Recommendations & Reasons for recommended action:**

That the report is noted

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### **Alternative options considered and reasons for recommended action:**

N/A

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### **Background papers:**

Support Services Overview and Scrutiny minutes and forward plan

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**Sign off:** N/A

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### Support Services Overview and Scrutiny Panel Quarterly Report

#### 1. Introduction

- 1.1 This report sets out a review of the Support Services Overview and Scrutiny Panel for the second quarter of 2009/10, incorporating the meetings of 6 August and 1 October 2009 respectively.

#### 2. Scope of the Overview and Scrutiny Panel

- 2.1 The Support Services Overview and Scrutiny Panel is primarily concerned with the strategic scrutiny of the following Corporate Improvement Priorities and key areas:
- o CIP2 - Informing and involving residents
  - o CIP13 - Supporting Council staff to perform better
  - o CIP14 - Providing better value for money
  - o The strategic and operational activities of the Chief Executives and Corporate Support Departments
- 2.2 The detailed terms of reference for the panel are contained in Appendix 1.
- 2.3 The panel consists of the following members and officers

Title	Name	Attendances (2 meetings)
Councillor (Chair)	D.James	2
Councillor (Vice Chair)	M.Lowry	2
Councillor	P.Berrow	1
Councillor	S.Dann	1
Councillor	S.Leaves	1
Councillor	J.Lock	1
Councillor	D.Stark	2
Councillor	B.Stevens	2
Councillor	J.Thompson	2
Lead Officer	Simon Arthurs	2
Democratic Support	Gemma Pearce	2

- 2.4 The Panel, through effective strategic and operational scrutiny, supports the following cabinet members and CMT officers

Title	Name
Cabinet Member (Finance, Property, People and Governance)	Ian Bowyer
Cabinet Member (Customer Services, Performance and Partnerships)	Steven Ricketts
Director for Corporate Support	Adam Broome
Assistant Chief Executive	Ian Gallin

- 2.5 The panel has a budget of £2,000 to support the scrutiny work.

### **3. Key achievements to date**

3.1 The panel has now met on two occasions. Meetings have been well structured, managed efficiently and well attended by panel members. A positive contribution has been made to support an effective strategic and operational overview, in particular the following achievements have already been made:

- The panel received the terms of reference for the Audit Committee and the Overview and Scrutiny Management Board in order to have a clear and focused understanding of its own remit.
- The Chair has extended an open invitation for any panel member to attend pre-meeting planning sessions in order to improve transparency and include all panel members in proactive scrutiny.
- The panel has approved a work programme focusing on the CIP's and progress of key strategies, including the people, accommodation and IT strategies.
- The panel is also managing and resolving it's tracking resolutions promptly.
- The panel has recommended that feedback from the Overview and Scrutiny Management Board is a standing item on its own agenda, enabling the panel to ensure it operates effectively and maintains a good working relationship with the Overview and Scrutiny Management Board and other Overview and Scrutiny panels.
- The panel has been quick to understand the scope, remit and key performance measures of the three CIP's that it is responsible for scrutinising. Lead Officers and Cabinet Members from each of the three CIP's have already met the panel, presented the CIP's and been subject to scrutiny, thus laying the foundation for ongoing review and scrutiny of progress against milestones and key performance measures.
- The panel has met with the Director for Corporate Support and discussed the vision for the Council and how the Corporate Support function will help to deliver this.
- The panel has scrutinised and recommended the People Strategy to the Cabinet for approval.

### **4. On the Horizon**

4.1 Having received an overview of the CIP's and scrutinised the People Strategy the panel has set out the following objectives in the workplan:

- To review the findings of the Place survey, as part of the ongoing scrutiny of CIP2 (informing and involving residents)
- To receive an update on the respective Accommodation and ICT strategies
- To review resources to support scrutiny (as referred by the Overview and Scrutiny Management Board)

- Monitoring of the CityBus Ltd Shareholding project (jointly with the Growth and Prosperity Overview and Scrutiny Panel)

## **5. Recommendation**

5.1 That the progress of the Support Services Overview and Scrutiny panel is noted by the Overview and Scrutiny Management Board

Simon Arthurs  
Lead Officer Support Services Overview and Scrutiny Panel  
27 October 2009

## **Support Services Overview and Scrutiny Panel**

### **Terms of Reference**

- To review new and existing policies and consider how they may be improved and developed;
- To monitor the budget and performance of the Cabinet Member, Department and partners to ensure that the priorities for the area are being delivered upon;
- To monitor performance against the relevant Corporate Improvement Priorities;
- To review Policies within the Budget and Policy Framework;
- To consider Equality Impact Assessments against new and existing policies;
- To investigate local issues to find out how the council and its partners can improve to meet the needs of local people;
- To make recommendations about service delivery to the Cabinet (via the Board)
- To review and scrutinise the performance of partner organisations
- To set up Ad-Hoc Working Groups as and when required;
- To produce quarterly progress reports to go to the management board

### Policy Areas

- Business Transformation
- Finance
- ICT
- Human Resources and Organisational Development
- Democracy and Governance
- Assistant Chief Executive
- Policy and Performance
- Communications

### Cabinet Members

- Finance, Property, People and Governance
- Customer Services, Performance and Partnerships

### Directorate

- Chief Executive's
- Corporate Support

### Corporate Improvement Priorities (CIPs)

- Involving residents (CIP 2)
- Staff performance (CIP 13)
- Value for money (CIP 14)

### LSP Link

- LSP Support

### Membership

The Chair of the Panel shall serve on the Overview and Scrutiny Management Board. The Support Services Overview and Scrutiny Panel will be chaired by a Member of the majority political group with the vice-chair from the opposition political group. All Members of the panel will adhere to the general rules of Overview and Scrutiny.