

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
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. To be considered at additional meeting in January. See O & S Management Board minute 58 (a) (1) 09/10. Considered by Customers & Communities OSP 13.1.10, recommendations to Cabinet 9.2.10. Completed.	2.12.09	

2009/2010

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
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 of Overview and Scrutiny Management Board 2009/10

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
29a (3)	Discussions regarding the report format/content be held by Members at a future time	7.10.09	Board Members			
29b (2)	The Head of Performance, Policy & 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	
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	To be considered at Children & Young People OSP March meeting.	19.11.09 25.3.10	
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 & 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. Due to be considered at Customers & Communities on 25.1.09.	23.11.09	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
43 (c) New items from the Forward Plan for 1.11.09-28.2.10 with a view to identifying items for scrutiny	The Chair of Growth & Prosperity OSP discuss with the Deputy Leader and Cabinet Member for Planning Strategic Housing & Economic Development the reason why the G & P OSP had not been included in the list of persons to be consulted with in respect of LDF: Annual Review of Planning Obligations and Affordable Housing Supplementary Planning Document.	4.11.09	Cllr Viney		2.12.09	
46 (a) (2)	With regard to Customers & Communities OSP minute 19 'update on tackling anti-social behaviour strategy including the Councillor Call for Action' the Ass. Director for Safer Communities, who was also the lead officer for the Panel, be requested to liaise with the Acting Chief Supt, Devon & Cornwall Constabulary, with a view to achieving the resources needed for – (a) research on national indicators 17 and 21; (b) mapping of intergenerational work within the city and further resources to enhance its deliver.	4.11.09	Peter Aley		23.11.09	
46 (a) (4)	With regard to Safer & Stronger OSP minute 5, 'terms of reference', resolution (1), the Head of Policy, Performance & Partnerships be requested to meet with the Panel Chairs and Lead Officers to identify (i) specific CIPs relevant to individual Panels and (ii) which cross-cutting CIPs were relevant to Panel(s), in time to meet deadlines for the November City Council agenda dispatch.	4.11.09	Head of Policy, Performance & Partnerships/ Democratic Support Staff	All Panel Chairs and Lead Officers consulted. Further consideration by Management Board required before amended terms of reference submitted to City Council.	6.1.10	
50 CUB Budget scrutiny arrangements	The Head of Policy, Performance & Partnerships be requested to investigate the possibility of reciprocal budget scrutiny arrangements with a similar Local Authority.	2.12.09	Head of Policy, Performance & Partnerships	IDeA officer peer to attend 3 February a.m. workshop for budget scrutiny, and possibly another planning meeting which is intended to be arranged for 9 February.	6.1.10	
53 (a) (1) Work Programmes – to receive new items from the Forward Plan for 1.12.09-31.3.10	'Contract award for the supply of temporary staff' FP 39 be considered by Support Services OSP at their next meeting.	2.12.09	Democratic Support staff		21.1.10	
53 (a) (2)	'Information, advice and guidance service for young people' FP 40 be added to the work programme of Children & Young People's OSP.	2.12.09	Democratic Support staff	On Children & Young People's OSP agenda for 28.1.10. Completed.	28.1.10	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
53 (b) To agree PIDs/ Task & Finish Groups	The Area Committee's minute in respect of driving speeds at the Hoe be forwarded to the Growth & Prosperity OSP for consideration and, if it was agreed to take the matter further, a PID should be drawn up by the Panel in conjunction with the Chair and Vice Chair of the Area Committee.	2.12.09	Democratic Support staff		25.1.10	
55 (b) (1) To receive information regarding LAA Performance	The Customers & Communities OSP invite the Chair of the Safe & Strong Theme Group to its next meeting with a view to setting up a joint task and finish group in respect of NI 192 'recycling levels'.	2.12.09	Democratic Support staff		25.1.10	
55 (b) (2)	The following items be included on the agenda for the Theme Group and Scrutiny Chairs' meeting on 20.1.10 – <ul style="list-style-type: none"> LAA targets; Protocols. 	2.12.09	Head of Policy, Performance & Partnerships/ Democratic Support staff	Chairs' meeting for 20.1.10 cancelled. Completed.	11.1.10	
57 (a) quarterly reports from each Panel and Management Board	The Head of Performance, Policy & Partnerships prepare a covering report and that this, together with all the quarterly reports, be forwarded to all O & S Management Board Members for feedback which required to be returned to him by Christmas to meet deadlines for the Cabinet meeting in January 2010.	2.12.09	Head of Policy, Performance & Partnerships/ Members	Report submitted to Cabinet 19.1.10. Completed.	24.12.09	
58 (a) (1) Recs from Panels	Regarding Customers & Communities OSP minute 37, rec (3), 'Life Centre and Related Leisure Projects – update and to agree future scrutiny arrangements', authority to approve the Panel's recs in respect of the Life Centre be delegated to the Head of Policy, Performance & Partnerships in consultation with the Chair of the O & S Management Board	2.12.09	Democratic Support staff	Customers & Communities to have extra meeting in January. To meet deadlines for Cabinet.. Completed.	19.1.10	
58 (a) (2)	Regarding Customers & Communities OSP minute 39, 'CIPs', the Head of Policy, Performance & Partnerships be requested to take forward the issue of finance and performance reporting to Panels with the Panel Lead Officers.	2.12.09	Head of Policy, Performance & Partnerships		6.1.10	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Comments
63 Leader & Chief Executive	<p>The following documents be circulated to Members of the Board:</p> <ul style="list-style-type: none"> (a) Copy of new Corporate Management Team diagram (b) CAA report (c) Life Centre programme (d) Care Quality Commission Annual Performance Assessment (Adult Social Care Services) 	6.1.10	Democratic Support Staff		3.2.10	
67 (b) (1) Performance Monitoring: Monitor performance against the Scrutiny Improvement Plan / development of protocols	<p>The following recommendations included in the action plan be agreed –</p> <ul style="list-style-type: none"> (i) O & S Panels review the delivery plans proposed by Theme Groups; (ii) O & S Panels use the delivery plans to provide a framework for the scrutiny of LSP theme groups; (iii) O & S Panels use the diagrams within the protocols to ensure that the right parties are held to account; (iv) scrutiny chairs and theme group chairs will set up quarterly one to one working sessions to align agendas going forward and discuss experience from the last quarter's work; (v) scrutiny lead officers and theme group co-ordinators will set up monthly one to one working sessions to maintain forward plan alignment; (vi) opportunities for joint training will be identified by Senior Democratic Support Officer (Scrutiny) and the LSP Manager, these roles to also be responsible for inviting the relevant parties to the training; (vii) scrutiny chair and theme group chair will reconsider the alignment of Children's Services O & Panel within the Wise Theme Group. 	6.1.10	Peter Honeywell			
67 (b) (2)	O & S Panel Chairs and Theme Group Chairs will continue to work closely together and take an overview role in the development of theme group delivery plans.	6.1.10	Peter Honeywell / Democratic Support Staff			
69 (a) (1) Recs from Panels: recs from Panels for O & S Management Board, Cabinet or Council	To approve the recommendation from the Children and Young People's OSP for a joint task and finish group with Customers & Communities OSP to consider facilities for disabled people in the city, with input from the Adult Health & Social Care OSP.	6.1.10	Democratic Support Staff	PID to be prepared.		

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69 (a) (2)	<p>The Growth & Prosperity OSP reconsider their recommendation to better reflect all information received at both panel meetings in which worklessness was considered, and to highlight the Council's role as a city-wide leader on the worklessness agenda.</p> <p>Recommendation submitted was –</p> <p>a) Tackling Worklessness is essential to the City meeting the objectives set out in the Local Economic Strategy, Sustainable Community Strategy, Children & Young People's Plan as well as a range of other targets. Whilst it is recognised that Worklessness impacts in many aspects of the Council and partnership's work e.g. health, learning etc ultimately it demands a lead service area and can best be addressed from a Strategic Economic Development perspective</p> <p>Recommendation: That the Department for Development & Regeneration take on the ownership and leadership of the Worklessness agenda on behalf of the Council and that links across Plymouth City Council are accordingly established to a) ensure the councils role is clearly understood and b) that from an Economic Development perspective that skills development aligns with the economic drivers of the city and key sectors</p>	6.1.10	Democratic Support Staff	<p>Additional recommendations by Growth & Prosperity OSP –</p> <p>b) The present framework with central and local government and the third sector is too complicated. The emerging consensus in national policy, endorsed by Overview & Scrutiny is that operationally Worklessness is best led by the Local Authority, under the strategic direction of the LSP;</p> <p>Recommendation: that Plymouth City Council take on a leadership role</p> <p>c) The Children & Young People OSP will be aware of the Skills and NEETS agenda. The Growth & Prosperity OSP recommends that PCC reviews its Recruitment policies to become an exemplar employing body, by providing greater employment/work opportunities for disengaged groups eg young people, care leavers, young offenders and the longer term unemployed</p> <p>Recommendation: That HR work with Assistant Director Economic Dev and his team to develop a strategy for Plymouth City Council recruitment under the Worklessness agenda and that CMT endorse this.</p>		

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.