

Scrutiny and LSP Theme Group Inter working Protocols

Definitions

Plymouth City Council Scrutiny function, this describes the roles and operation of meetings covering the Overview and Scrutiny Management Board and thematic scrutiny panels. This function has a statutory obligation to cover within its scope the work of the Local Strategic Partnership.

Additionally, external assessment (such as the new assessment regime for the city and it's partners – Comprehensive Area Assessment) of the work of statutory bodies within the city is enforcing closer alignment and accountability through to Scrutiny. For clarity the current thematic panels are as follows:

- Children and Young People
- Customers and Communities
- Health and Adult Social Care
- Support Services
- Growth and Prosperity

Plymouth Local Strategic Partnership Theme Groups, these are the 4 forums in which the partners within the LSP come together to direct and co-ordinate actions to deliver the outcomes described in the Sustainable Community Strategy. For clarity the current theme groups are as follows:

- Healthy
- Wealthy
- Safe and Strong
- Wise

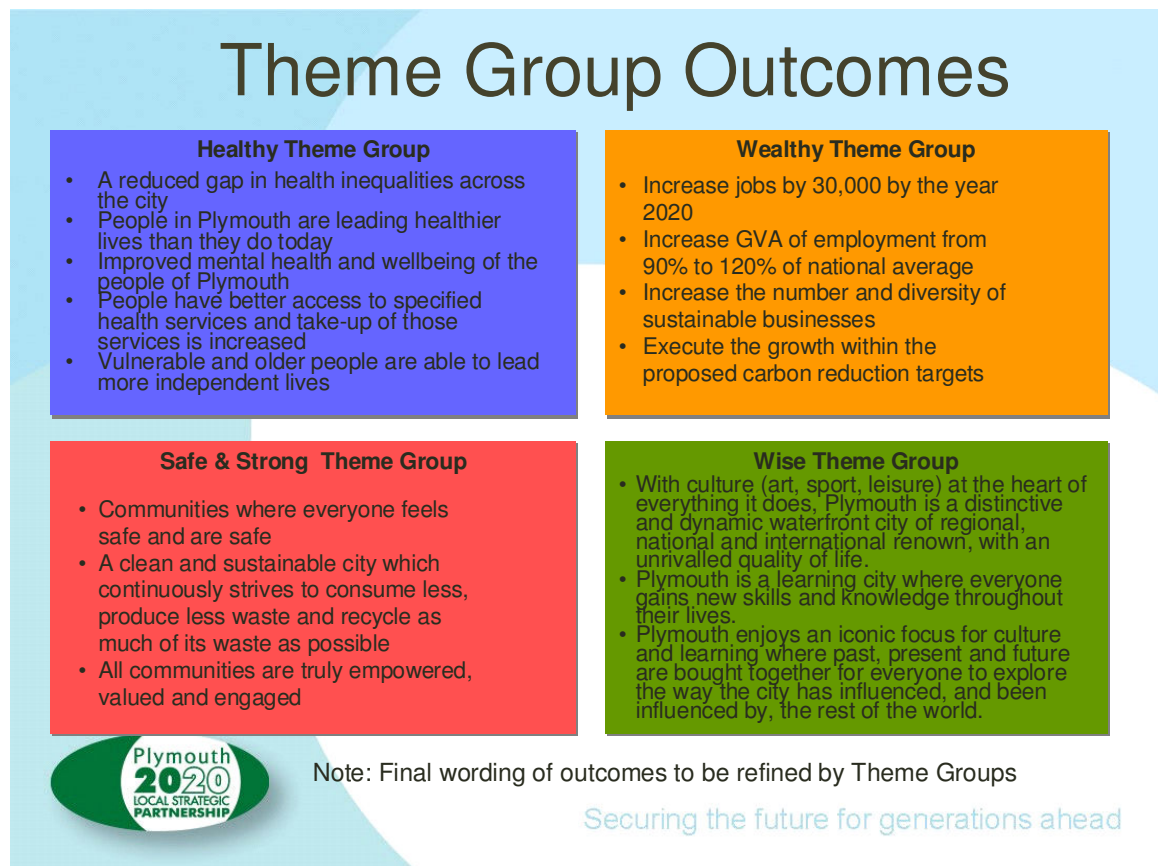
Purpose:

This paper describes the relationships and interfaces between the Plymouth City Council Scrutiny (hereafter described as scrutiny) function and the Plymouth Local Strategic Partnership Theme Groups (hereafter called LSP theme groups). The paper has been prepared as both functions have recently been restructured and re-focused. The Scrutiny responsibilities now include a statutory obligation to oversee the work of the LSP. The paper includes: a model and description of how and where the groups work together; a description of the working relationships between the LSP theme group co-ordinators and the lead officers supporting the scrutiny panels and the governance principles for both types of function.

The paper provides a starting point for the respective functions to work effectively together. It is not intended to provide a detailed guide for every circumstance or interaction.

Working together : Aligned work programmes

The alignment of the two types of function starts with an understanding of the work programmes for each. The theme groups are currently laying out their work programme in the form of plans and revisions to their governance structures. The diagram below illustrates the outcomes that have been defined by the Theme Groups as their contribution to the overall 2020 vision. These outcomes represent high level requirements on their plans.



Recommendation 1: Overview and Scrutiny Panels review the delivery plans proposed by the theme groups

Recommendation 2 Overview and Scrutiny Panels use the delivery plans to provide a framework for the scrutiny of the LSP theme groups.

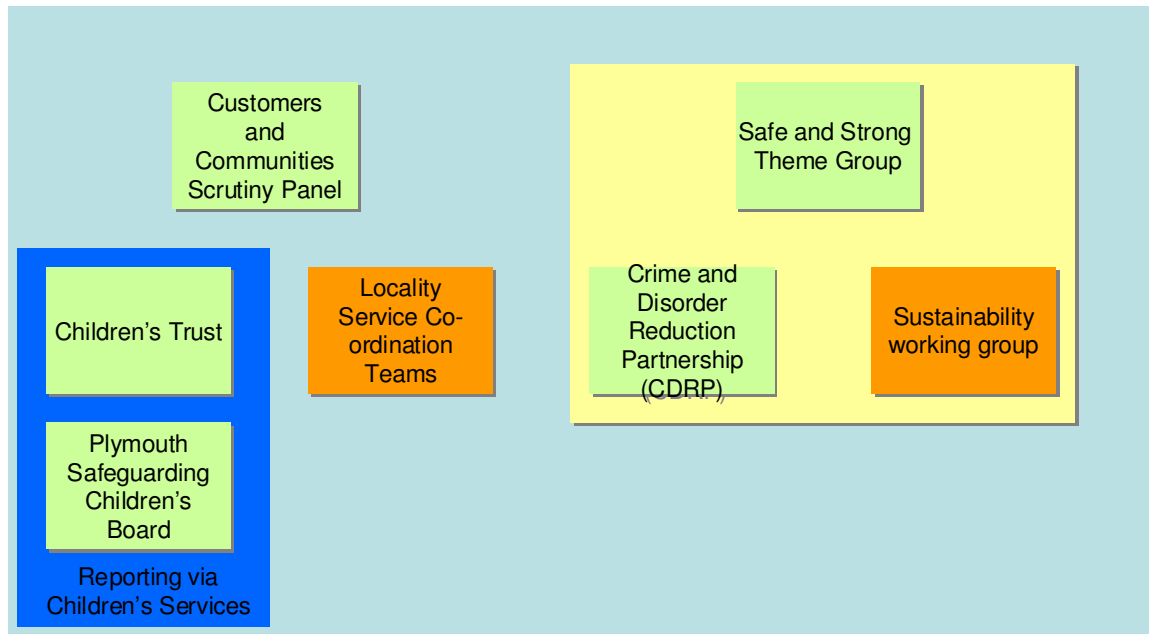
Scrutiny work programmes are based on:

- The Council Forward Plan
- Priorities within the Corporate Plan and Sustainable Communities Strategy
- Inspection reports
- Key strategies within the Council's budget and policy framework
- Items are also selected during the year based on key policy or performance issues that arise during the year.

The work programmes for each panel are found in the minutes of the scrutiny management board which can found [here](#).

The interplay between the activities of Scrutiny and LSP theme groups stems from the alignment of their work programmes. This alignment in turn, will allow for the effective management of the bodies that they both work with to achieve their goals.

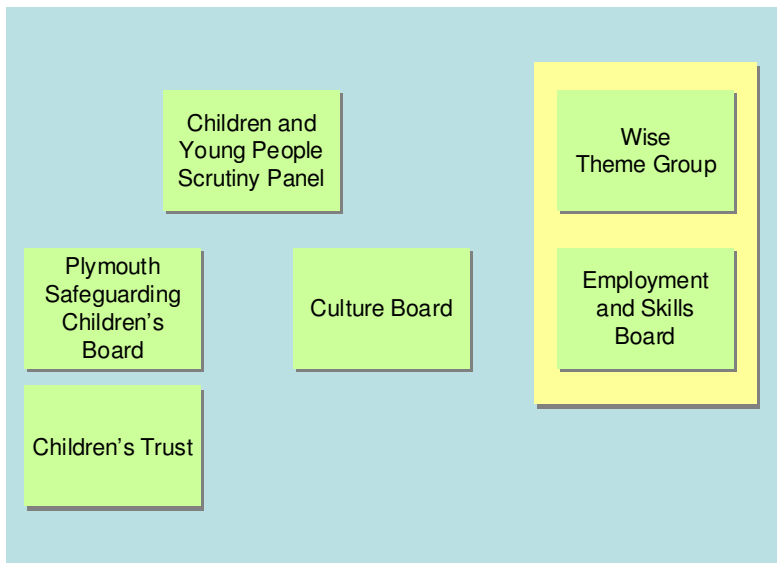
Thematic Programme Alignment Customers and Communities – Safe and Strong



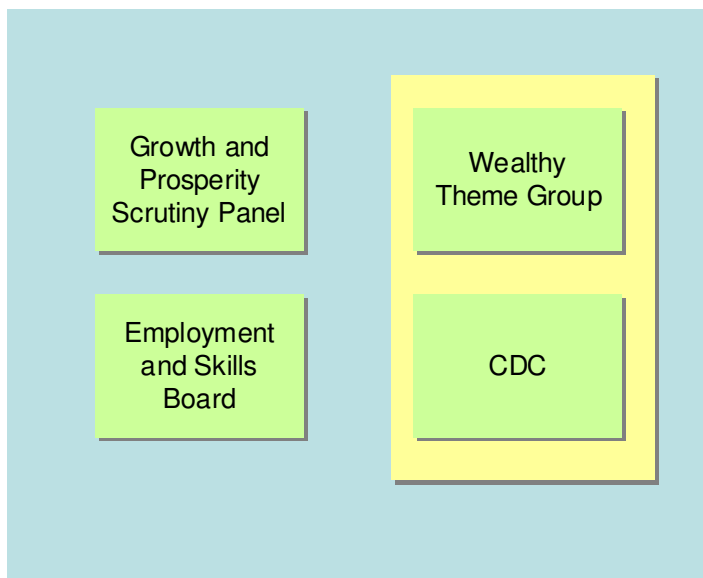
The diagram above illustrates the relationships between the Safe and Strong theme group, the Customers and Communities scrutiny panel and the partnership organizations that contribute to this agenda. The blue box indicates those bodies that are formally overseen by the scrutiny panel. The smaller yellow box shows those bodies that are responsible to the theme group. Note: it is expected that overview of the activities within the yellow box would be achieved through overview of the theme group, thereby removing a requirement on some delivery bodies to maintain a direct relationship with scrutiny panels. The colour coding shows green for established bodies and amber for bodies that are in the process of being established.

Using the same style of diagram each of the other thematic areas are pictured below:

Thematic Programme Alignment
Children and Young People - Wise

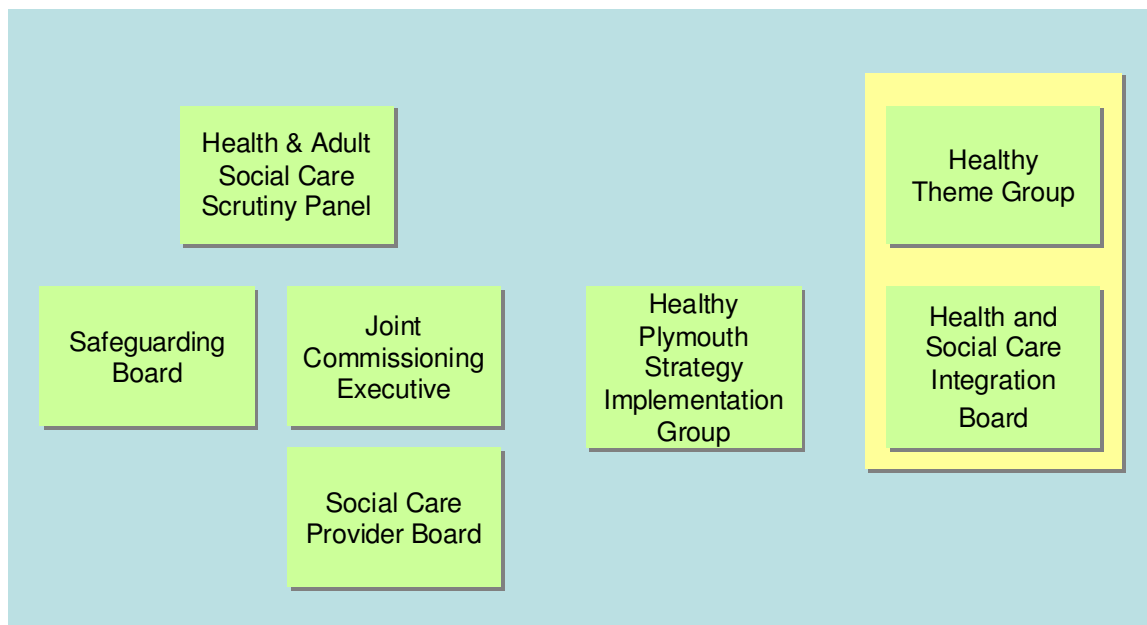


Thematic Programme Alignment
Growth and Prosperity - Wealthy



Note: The responsibility that the Wealthy Theme Group have to the sustainability agenda will be scrutinized by the Support Services Scrutiny Panel.

Thematic Programme Alignment Health and Adult Social Care - Healthy



Recommendation 3: Overview and Scrutiny Panels use the diagrams within the protocols to ensure that the right parties are held to account.

Working together : key relationships

Good working relationships will need to be maintained between the chair of each scrutiny panel and the chair of the respective theme groups. The table below sets out the parties with these roles:

Scrutiny Panel/Chair	Theme Group/Chair
Health and Adult Social Care/Councillor Joan Watkins	Healthy/John Richards CEX Plymouth NHS
Growth and Prosperity/Councillor David Viney	Wealthy/Douglas Fletcher Chair of Plymouth Chamber of Commerce
Children and Young People/Councillor Pauline Parnell	Wise/Michael Totterdell Dean of Education University of Plymouth
Customers and Communities/Counillor Andy Fox	Safe and Strong/Andy Bickley Plymouth BCU Commander (Devon and Cornwall Police)
Support Services/Councillor David James	N/A

Each scrutiny panel now has a lead officer assigned to help it manage its work programme and business. Each theme group has a co-ordinator assigned to help it manage its work programme and business. The relationship between these two roles within each thematic grouping is vital to avoid overlaps and gaps being created between scrutiny and theme groups.

Scrutiny Panel/Lead Officer	Theme Group/Coordinator
Health and Adult Social Care/Christina Smale	Healthy/Neil Boot Plymouth NHS
Growth and Prosperity/Gill Peele	Wealthy/David Draffan PCC
Children and Young People/Richenda Broad	Wise/Colin Moore PCC
Customers and Communities/Peter Aley	Safe and Strong/Sandra Oxtan Plymouth BCU (Devon and Cornwall Police)
Support Services/Simon Arthurs	Sustainability (within Wealthy) Jackie Young PCC

Recommendation 4: Scrutiny chairs and theme group chairs set up quarterly one to one working sessions to align agendas going forward and discuss experience from the last quarters work

Recommendation 5: Scrutiny lead officers and theme group coordinators set up monthly one to one working sessions to maintain forward plan alignment

Recommendation 6: Opportunities for joint training will be identified by Senior Democratic Support Officer (Scrutiny) and the LSP Manager, these roles will also be responsible for inviting the relevant parties to the training. Note the Member development programme for Scrutiny is being developed at time of writing this document.

Recommendation 7: Scrutiny Panel chair and theme group chairs will continue to work closely together and take an overview role in the development of theme group delivery plans.

Working together: Governance Principles

The role of Scrutiny is described within the Council's democratic processes and the constitution. The Council is the accountable body for the LSP and scrutiny has an obligation under statute to oversee the working of key partners and the delivery of the LSP vision.

In summary its role is to:

- To add value to Council and partners business and decision-making.
- To hold the Cabinet and Executive to account.
- To monitor the budget and performance of services.
- To assist the Council in the development of policy and review the effectiveness of the implementation of Council policy.
- Work to outcomes, which can be measured and have a positive impact on the community.
- To improve the quality of the scrutiny process.

- To exercise effective scrutiny.

The role of theme groups within the LSP are to support the LSP Executive and Board in the delivery of the LSP vision for Plymouth. A set of proposed governance principles were discussed at LSP Exec in November and will be used to flesh out the membership of theme groups going forward, these are:

- Each theme group will be responsible for the direction and co-ordination of actions to ensure the delivery of the outcomes that make up the group's contribution to the 2020 vision. This responsibility would include the ownership of LAA targets on behalf of the LSP.
- Each theme group will only oversee the delivery of outcomes that span more than one member. Outcomes that are the sole responsibility of an individual partner will be managed by that partner, with the theme group taking responsibility for holding the partner to account where necessary.
- Each theme group will be responsible for involving community representatives to ensure that the requirements of the groups they are serving are understood and met as effectively as possible.

Action Plan

Recommendation	Priority	Scrutiny /Theme Group comment	Officer responsible	Implemented by:
1. Overview and Scrutiny Panels review the delivery plans proposed by the theme groups	High			
2. Overview and Scrutiny Panels use the delivery plans to provide a framework for the scrutiny of the LSP theme groups	Medium			
3. Overview and Scrutiny Panels use the diagrams within the protocols to ensure that the right parties are held to account	Medium			
4. Scrutiny chairs and theme group chairs set up quarterly one to one working sessions to align agendas going forward and discuss experience from the last quarters work	Medium			
5. Scrutiny lead officers and theme group coordinators set up monthly one to one working sessions to maintain forward plan alignment	High			
6. Opportunities for joint training will be identified by Senior Democratic Support Officer (Scrutiny) and the LSP Manager, these roles will also be	High			

responsible for inviting the relevant parties to the training.				
7. Scrutiny Panel chair and theme group chairs will continue to work closely together and take an overview role in the development of theme group delivery plans	High			