

CITY OF PLYMOUTH

Subject: Support Services Overview and Scrutiny Panel Quarterly Report
Committee: Support Services Overview and Scrutiny Panel
Date: 9 March 2010
CMT Member: Adam Broome (Director for Corporate Support)
Ian Gallin (Assistant Chief Executive)
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Lead Officer)
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Ref: SS-OSPQtr3-SRA
Part: Part I

Executive Summary:

This report sets out a review of the Support Services Overview and Scrutiny Panel for the period 12 December 2009 – 9 March 2010.

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

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

None

Recommendations & Reasons for recommended action:

That the report is noted

Alternative options considered and reasons for recommended action:

N/A

Background papers:

Support Services Overview and Scrutiny minutes and forward plan

Sign off: To be Noted

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Support Services Overview and Scrutiny Panel Quarterly Report

1. Introduction

- 1.1 This second quarterly report sets out a review of the Support Services Overview and Scrutiny Panel for the period 12th December 2009 to 9th March 2010.

2. Scope of the Overview and Scrutiny Panel

- 2.1.1 The Support Services Overview and Scrutiny Panel is primarily concerned with the 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
- 2.2 The detailed terms of reference for the panel are at Appendix 1 for ease of reference.
- 2.3 The panel consists of the following members and officers

Title	Name	Attendances (1 Meeting)
Councillor (Chair)	D.James	1
Councillor (Vice Chair)	M.Lowry	1
Councillor	P.Berrow	1
Councillor	S.Dann	1
Councillor	S.Leaves	1
Councillor	J.Lock	1
Councillor	D.Stark	0
Councillor	B.Stevens	1
Councillor	J.Thompson	1
Councillor	T Browne (Substitute for Councillor Stark)	1
Lead Officer	Paul Chapman	1
Democratic Support	Ross Jago	1

- 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 1 occasion since the last quarterly report. The meeting was 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 been made:

- The panel continues to manage and resolve it's tracking resolutions promptly.
- The panel continues to review the scope, remit and key performance measures of the three CIP's that it is responsible for scrutinising through ongoing review and scrutiny of progress against milestones and key performance measures.
- The panel has received reports on and scrutinised the following work areas:
 - The contract award process – presented by the Product Portfolio Manager.
 - Value for Money – Sustainability presented by the Sustainability Unit Manager.
 - Staff Survey presented by the Assistant Director for HR and OD.
 - LSP back office function – presented by the LSP Manager.
 - A briefing paper on the internal communication plan.
- The Panel resolved that:
 - Both the Internal and External Communications plans are placed on the work programme for further scrutiny.
 - The ICT, People and Accommodation strategies needed further scrutiny to ensure they were complementary to each other.
- Each of the following officers were introduced to the panel and gave an overview of their background and future work programmes:
 - Assistant Director for Democracy and Governance.
 - Assistant Director for Human Resources and Organisational Development.
 - Head of Finance.
 - Head of Value for Money and Efficiency.

4. On the Horizon

4.1 Having received an overview of the CIP's, scrutinised the various support plans/strategies and received inputs on the People, Accommodation and ICT Strategies the panel has set out the following objectives in the workplan:

- To review resources to support scrutiny (as referred by the Overview and Scrutiny Management Board).
- To review Members' Induction process.
- To receive a further update on the appraisal process.
- To further scrutinise the links between Accommodation, ICT and people strategy and how they will work together.
- A review of the overall Communications Plans for the Council (Internal and External).
- Review of the VFM programme.

5. Recommendation

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

Paul Chapman
Lead Officer Support Services Overview and Scrutiny Panel
9 March 2010

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.