

## CITY OF PLYMOUTH

**Subject:** Support Services Overview and Scrutiny Panel Quarterly Report  
**Committee:** Support Services Overview and Scrutiny Panel  
**Date:** 2 August 2010  
**CMT Member:** Adam Broome (Director for Corporate Support)  
Ian Gallin (Assistant Chief Executive)  
**Author:** Paul Chapman (Support Services Overview and Scrutiny Panel  
Lead Officer)  
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**Ref:** SS-OSPQtr1-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 first quarter of 2010/11.

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### **Corporate Plan 2010-2013:**

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 The first quarterly report sets out a review of the Support Services Overview and Scrutiny Panel for the first quarter of 2010/11, incorporating the meetings of 3 June and 8 July 2010 respectively.

#### 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	2
Councillor (Vice Chair)	M.Lowry	2
Councillor	Berrow	2
Councillor	Browne	2
Councillor	Dann	1
Councillor	Murphy	1
Councillor	Lock	1
Councillor	Stark	2
Councillor	Thompson	2
Councillor	Vincent (Substitute for Councillor Murphy)	1
Councillor	Williams (Substitute for Councillor Dann)	1
Lead Officer	Paul Chapman	2
Democratic Support	Ross Johnston	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)	Glenn Jordan
Cabinet Member (Performance and Transformation)	Sam Leaves
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 met on 2 occasions in the first quarter of 2010/11. The meeting's were 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 formally resolved to invite Janet Isaac, Head of Strategic Planning, University of Plymouth to take up the role of Co-opted Representative to start at the next meeting of the panel.  
*(This was formally agreed by the O&S Management Board at the meeting held on 28 July 2010)*
- The panel has received reports on and scrutinised the following work areas:
  - **Update on CIP 14 - Value for Money**  
presented by the Sustainability Unit Manager.
  - **Update on Consultation Events**  
presented by the Head of Policy Performance and Partnerships.
  - **Corporate Support Overview**  
presented by the Director for Corporate Support
  - **Accommodation, People's and ICT Strategies**  
presented by the AD for Finance, Assets and Efficiencies, the AD for ICT, the AD for HR and Organisational Development and the Head of Capital and Assets

- The Panel recommended that:
  - The Support Services OSP be formally involved in any consultation on the bills recently announce during the Queens speech relating to policy areas within the Panel's Terms of Reference.  
*(This was agreed by the O&S Management Board at the meeting held on 30 June 2010 – minute 16)*
  - An urgent update on the progress of locality working and the appointment of Neighbourhood Officers be presented to the O&S Management Board.  
*(It was agreed at the meeting of 28 July 2010 that the O&S Management Board did not require such a report)*
- The Panel resolved that:
  - The Panel would receive a VFM quarterly report demonstrating how the VFM ethos was being embedded across the council.
  - Following the Accommodation, People's and ICT strategies being reviewed by Cabinet a comprehensive Managers report on the strategies identifying their risks and how they work together be submitted to a future meeting of the panel.

#### **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 created a new draft work programme which sets out the following objectives:

- To further scrutinise the links between Accommodation, People's and ICT strategies and how they will work together.
- To receive a report on the Office/Building rationalisation as part of the Accommodation Strategy.
- To receive an update on the Appraisal review as part of the Peoples Strategy.
- To receive an update on the progress of the Corporate Transformation Programme.
- To review and monitor the progress of Member Learning and Development.
- To scrutinise the success rates and work undertaken by Legal Services.
- To review the overall Communications Plans for the Council (Internal and External).
- To scrutinise the Corporate Plan for 2011/12
- To receive further updates on the following policies as part of the Communities and Local Government agenda:
  - Environment Policy 2009/2013
  - Carbon Management Plan 2008/2013
  - Climate Change Action Plan 2009/2011
- To Review 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  
2 August 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 Transformation

### 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.