

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD**  
**22 SEPTEMBER 2010**

**TRACKING DECISIONS**

Bold target date = outstanding by more than 2 months

Grey = Completed

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD 2010/11 DECISIONS**

Minute number	Decision	Date agreed	Action by	Progress	Target date	Comments
9	<b>Medium Term Financial Strategy</b> (1) <u>Agreed</u> that a report explaining the annual expenditure of £1m on insurance compensation be submitted to a future meeting of the Overview and Scrutiny Management Board; (2) full details of the Lime House Scheme be referred to the Customers and Communities OSP for consideration.	30/06/10	OSMB  CCOSP	Added to work programme for consideration on 27/10/10.  Referred to Customers and Communities OSP for inclusion in its work programme.	27/10/10	
19	<b>Minutes</b> (1) <u>Agreed</u> that Regarding minute 2 Councillor Wildy's interest be amended from Personal to Prejudicial; (2) Minute 17 (c) be amended to reflect that Councillor Williams proposed a task and finish group in respect of the criteria for trips outside the local authority area for Member and Officer development.	28/07/10	DSO	Amendments reflected in minutes of meeting held on 28/07/10.		
20	<b>Proposed Legislative Changes</b> (1) <u>Agreed</u> that the Chair and Vice Chair of the Scrutiny Management Board together with key stakeholders, plan a series of workshops to develop revised scrutiny and governance proposals to address the changing legislative and partnership agenda; (2) Councillor Williams would be included as the Labour representative in the planning of the workshops.	28/07/10		The workshop event will be held on 10 November 2010. A number of planning sessions will be held in the run-up to the event – dates yet to be confirmed.	10/11/10	
21	<b>Tracking Decisions</b> (1) <u>Agreed</u> that the Children and Young People Overview and Scrutiny Panel add Children's Locality working to their work programme and report back to the Management board on any outcomes; (2) the new quarterly Finance and Performance report would be circulated to members of the Management Board as soon as it was available;	28/07/10	CYPOSP  DSO	Referred to Children and Young People OSP for inclusion in its work programme.  Report circulated to Board Members via e-mail on 18/08/10.		

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(3)	the interim external audit report recently presented at audit committee would be provided to members of the management board;	28/07/10	DSO	Report circulated to Board Members via e-mail on 18/08/10.		
(4)	with regard to 91 (2) a Project Initiation Document (PID) is prepared by the Customer and Communities Overview and Scrutiny Panel and that authority to approve the PID delegated to the lead officer in consultation with the Chair.		Councillor Ball / Pete Aley	The Chair of Customers and Communities OSP has met with his Lead Officer to discuss preparation of the PID with a view to commencing a Task and Finish Group in September.		
23	<b>Annual Scrutiny Report</b> (1) <u>Agreed</u> that Panel Chairs contribute to the Annual Scrutiny report throughout the year by highlighting successful areas of work to their lead officer; (2) section 3.2 would be developed to highlight how scrutiny involvement in the preparation of the Corporate Plan was a good example of the scrutiny process at its best; (3) section 3.3 would be reworded to better reflect member development achievements; (4) a list of Task and Finish groups which had taken place during the period that the report covers would be included in the report.	28/07/10	Chairs  Giles Perritt  Giles Perritt  Giles Perritt			
24	<b>Terms of Reference</b> (1) <u>Agreed</u> to add the following sentence 'The Overview and Scrutiny Management Board has co-opted representatives whose tasks and duties will be determined by the Chair on a case by case basis; (2) to rename the section headed 'training' to 'Development and Training' and to amend the sentence to specify that development and training would be provided 'where appropriate'; (3) to add the following under Development and Training <ul style="list-style-type: none"> <li>Budget and Finance</li> <li>Corporate Plan</li> <li>Partnership working</li> </ul> (4) that the Scrutiny Terms of Reference are recommended to Council for approval.	28/07/10	DSO	Amendments to Terms of Reference made as agreed and submitted to City Council for approval on 02/08/10 where they were approved without further amendment.		

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26	<b>Recommendations</b> (1) Agreed that the Management Board did not require an update on Support Services minute 19 08/07/10, locality working and the appointment of neighbourhood officers; (2) to approve the appointment of the nominated co-opted member to the Support Services Overview and Scrutiny Panel (minute 8 08/07/10 refers); (3) to approve the appointment of the nominated co-opted member to the Customers and Communities Overview and Scrutiny Panel (minute 8 08/07/10 refers); (4) that with regard to Growth and Prosperity Overview and Scrutiny Panel minute 5 14/06/10, Community Services is removed from the work programme; (5) that with regard to Growth and Prosperity Overview and Scrutiny Panel minute 8 14/06/10, the review of the Hoe foreshore is acknowledged as completed. Board Members commented that the reduction of risk from 'red' to 'amber' and the investment of around £406,000 as a result of the panel's review should be welcomed; (6) that the Growth and Prosperity Overview and Scrutiny Panel is requested to scrutinise homelessness and housing needs issues and add this to its work programme. (Minute 17 (iii) 12/07/10 refers); (7) the Growth and Prosperity Overview and Scrutiny Panel undertake a Task and Finish group to scrutinise the community events and road closure policy (minute 21 12/07/10 refers); (8) the Children and Young People panel prepare a PID for a two day Task and Finish group in October focusing on young carers in the city,(minute 23 (1) 15/07/10 refers); (9) the red risk item of the inability of Carefirst to meet business requirements in terms of changes to service provision' is referred to the Children and Young People Overview and Scrutiny Panel and that the Assistant Chief Executive is asked to brief the panel regarding the issues (Audit Committee 23/07/10 refers).	28/07/10	N/A  SSOSP  CCOSP  GPOSP  GPOSP  GPOSP  GPOSP  CYPOSP  CYPOSP	Co-opted representative to attend first meeting on 02/09/10.  Co-opted representative to attend first meeting on 06/09/10.  Community Services has been removed from the work programme.  Hoe Foreshore Task and Finish Group completed.  Homelessness and Housing Needs Issues added to work programme.  Community Events and Road Closure Task and Finish Group commenced on 26/08/10.  PID to be submitted to CYPOSP on 09/09/10 and OSMB for approval on 22/09/10.  Carefirst added to CYPOSP work programme and scheduled for consideration on 09/09/10.		

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27 (a)	<b>Work Programmes</b> <b>To consider and approve work programmes for each of the Panels, including receipt of a work programme update from each panel Chair</b> (1) Agreed that with regard to the Children's and Young People Overview and Scrutiny Panel's work programme, local democracy week be removed and adult and community learning be added; (2) Scrutiny Resource and Housing Needs be removed from the Support Services Overview and Scrutiny Panel's work programme; (3) Customer and Communities Overview and Scrutiny Panel would add an update from the Safer and Stronger Theme Group to their work programme and invite the Chief Superintendent to attend the panel; (4) the quarterly invitation to the Leader of the Council and Chief Executive be added to the work programme of the Overview and Scrutiny Management Board.	28/07/10	CYPOSP  SSOSP  CCOSP  OSMB DSO	Work programme amended.  Work programme amended.  Safe and Stronger Theme Update added to work programme.  Quarterly invite to Leader and Chief Executive added to work programme.		
(b)	<b>To receive Task and Finish Group Reports</b> (1) Agreed that the Board thanks the members of the task and finish group, officers and witnesses for providing the report; (2) the report and its recommendations are commended to Cabinet; (3) accurate timely relevant statistics regarding conceptions in the city are provided by Health agencies and that the Chief Executive of the Primary Care Trust or his representative is invited to a future meeting of the Board to discuss data sharing between agencies; (4) for future task and finish group reports a list of background reports and written responses is inserted into the final report. (5) the Cabinet Member for Children's Services would champion the report at Cabinet; (6) the press would be notified when the report is presented at Cabinet and a press release issued; (7) an addendum containing the background material is provided when the report is considered at Cabinet.	28/07/10	Cabinet OSMB / PCT  Panel DSOs Councillor Mrs. Watkins CYPOSP Lead Officer CYPOSP Lead Officer	Report scheduled for consideration by Cabinet on 19/10/10. Added to work programme.  Reminder sent to all panel DSOs in e-mail regarding OSMB feedback on 10/08/10.		
(c)	<b>To agree Project Initiation Documents / Task and Finish Groups</b> (1) Agreed to approve the Project Initiation Document on the Modernisation of Adult Social Care; (2) the Project initiation document on a Review of Community Events and Road Closure Policy.	28/07/10	HASCOSP GPOSP	Task and Finish Group meeting held on 24/08/10. Task and Finish Group commenced on 26/08/10.		

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28	<p><b>The State of Plymouth Report</b></p> <p>(1) <u>Agreed</u> that the Scrutiny Management Board welcomes the State of Plymouth report and recommend that Cabinet review the Corporate Improvement Priorities in light of the State of Plymouth Report with emphasis on the following issues:-</p> <ul style="list-style-type: none"> <li>• Supporting the city's growth agenda, including skills development</li> <li>• Addressing health inequalities</li> <li>• Delivering efficiency savings</li> <li>• Providing increased customer focus</li> <li>• Promoting the role of community, voluntary and not-for-profit organisations</li> </ul> <p>(2) that the finished document is provided to Scrutiny Panels in order to inform the scrutiny work programme.</p>	28/07/10	Cabinet	<p>Recommendations to be considered by Cabinet on 14/09/10.</p> <p>Report circulated to all scrutiny panel members on 25/08/10.</p>		