

Cabinet

Tuesday 8 February 2011

PRESENT:

Councillor Mrs Pengelly, in the Chair.

Councillor Fry, Vice Chair.

Councillors Bowyer, Brookshaw, Jordan, Michael Leaves, Sam Leaves, Monahan, Mrs Watkins and Wigens.

Also in attendance: Councillor James (Chair of the Overview and Scrutiny Management Board), Anthony Payne (Acting Chief Executive and Director for Development and Regeneration), Adam Broome (Director for Corporate Support), Carole Burgoyne (Director for Community Services), Bronwen Lacey (Director of Services for Children and Young People), Tim Howes (Assistant Director for Democracy and Governance), David Draffan (Assistant Director for Economic Development) and David Northey (Head of Finance).

Apology for absence: Barry Keel (Chief Executive).

The meeting started at 2.00 pm and finished at 3.15 pm.

Note: At a future meeting, the Cabinet will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

103. **DECLARATIONS OF INTEREST**

There were no declarations of interest in accordance with the code of conduct from councillors in relation to items under consideration at this meeting.

104. **MINUTES**

Agreed that the minutes of the meeting held on 18 January 2011 are confirmed as a correct record.

105. **QUESTIONS FROM THE PUBLIC**

There were no questions from the public for this meeting.

106. **CHAIR'S URGENT BUSINESS**

There was no Chair's urgent business.

107. **OVERVIEW AND SCRUTINY MANAGEMENT BOARD SCRUTINY REPORT - SECOND QUARTER**

The written report of the Assistant Chief Executive to the Overview and Scrutiny Management Board, on their quarterly scrutiny report was submitted, reviewing the

performance of the Overview and Scrutiny Management Board for the second quarter of 2010/11, incorporating the meetings of 22 September, 6 October, 27 October and 24 November, 2010.

The Chair welcomed Councillor James (Chair of the Overview and Scrutiny Management Board) to the meeting. Councillor James presented the report and he updated the Cabinet on the progress made and highlighted some of the work undertaken.

He indicated that –

- (a) the work of the Overview and Scrutiny Management Board had been dominated by the budget and corporate plan scrutiny;
- (b) he was confident that the scrutiny work programme added value to the decisions taken;
- (c) this was the first quarterly report in a new format, which better demonstrated the achievements and forthcoming work of the Overview and Scrutiny Management Board;
- (d) detailed some of the work undertaken by the overview and scrutiny panels –
 - the Customer and Communities Overview and Scrutiny Panel had heard about the disturbances at Plymouth Argyle;
 - the Children and Young People Overview and Scrutiny Panel had established a task and finish group to look at young carers and the scrutiny report would be submitted to Cabinet for consideration, shortly;
 - the Overview and Scrutiny Management Board had considered a call for action;
 - the Growth and Prosperity Overview and Scrutiny Panel had reviewed community events and road closures;
 - the Health and Wellbeing Overview and Scrutiny Panel had submitted a response to a petition about women's health care.

108. **BUDGET AND CORPORATE PLAN SCRUTINY REPORT 2011** (Pages 1 - 12)

The report of the Overview and Scrutiny Management Board on the Budget and Corporate Plan Scrutiny 2011 was submitted together with minute 95 of the Overview and Scrutiny Management Board.

Councillor James (Chair of the Overview and Scrutiny Management Board) presented the report and advised Cabinet Members that -

- (a) the Overview and Scrutiny Management Board had met with the Council's partners on the Local Strategic Partnership Board, prior to the meetings of the Board in January 2011;
- (b) it was acknowledged by the Management Board and the strategic partners that there was a need to focus on a smaller number of priorities;
- (c) the performance targets should reflect the City Council's aim for excellence;
- (d) there was an acknowledgement of the need for a balanced budget;
- (e) the Management Board were concerned at the loss of partnership funding.

In conclusion, Councillor James thanked Cabinet and the Corporate Management Team for their contributions and also thanked the Democratic Support Team for their support during this scrutiny review.

The Chair responded and also thanked the Democratic Support Team for their support. She welcomed the comprehensive response from the Overview and Scrutiny Management Board and thanked them for their work.

On behalf of Cabinet, she broadly welcomed the recommendations and indicated that -

- (f) Cabinet were happy to involve scrutiny in supporting the policy and performance process where scrutiny was adding value;
- (g) the existing and proposed Equality Impact Assessments on the budget and its implementation were proportionate and beyond statutory requirements and Cabinet did not want to commit to further impact assessments as proposed.

Cabinet's response to the Budget and Corporate Plan 2011 scrutiny recommendations was submitted.

Agreed the responses, as submitted and appended to these minutes, as the Cabinet's formal response to the recommendations of the Overview and Scrutiny Management Board.

109. **BUDGET AND CORPORATE PLAN**

The Director for Corporate Support submitted a written report comprising the following documents -

- Corporate Plan 2011 – 14;
- Corporate Asset Management Plan 2011 – 15;
- 2011/12 Revenue and Capital Budget (update to the Indicative Budget approved on 14 December 2010 (minute 83 refers)).

The Chair introduced the Corporate Plan 2011 – 14 which set out the Council's strategic direction for 2011 – 14 and beyond and commended the plan to the Cabinet, for referral to the City Council for approval. She reported that –

- (a) the plan focused on the vision for the city and for the Council, the four shared priorities of the Council and its partners and a range of supporting outcome measures;
- (b) the plan summarised the Council's financial position and its drive to make efficiencies at a time of reduced public expenditure;
- (c) the importance of transformational change to improve services with fewer resources was a theme throughout;
- (d) the plan also highlighted the public budget consultation, partnership input and overview and scrutiny focus.

Councillor Bowyer (Cabinet Member for Finance, Property, People and Governance) reported –

- (e) on the updated Corporate Asset Management Plan for which the timetable had been revised to the end of 2015, due to the effect of the current economic downturn. This would be reviewed during the next twelve months;
- (f) that work was underway to produce a business plan for the accommodation strategy;
- (g) that the plan included the Council community asset transfer strategy which would respond to the new government agenda on devolving more control to communities and also supported elements of the council's budgetary delivery plans. It also showed how the Council was taking forward carbon management;
- (h) that information on the management of assets was detailed in the report, including the provision of a new corporate property database, the ongoing maintenance strategy, statutory compliance, corporate property forum and new developments around the Single Point Of Contact for Corporate Support and Corporate Buyer function;

- (i) that the schools estate was a significant part of the Council's portfolio and referred to primary schools where there was a basic need issue, requiring a temporary increase of the use of temporary classrooms;
- (j) that the 2011/12 Revenue and Capital Budget updated the funding allocations in the Medium Term Financial Strategy presented to the City Council on 6 December 2010, and detailed both the revenue allocations as a result of the December 2010 Local Government Settlement announcements, and updated the capital programme following funding allocations. As a result of the settlement there was a need to revisit the original budget assumptions;
- (k) whilst the report outlined a balanced budget in the context of resources available, more detailed work would continue during February and any refinement to the budget proposals would be reported to the City Council on 28 February 2011;
- (l) approval was sought for increases to various discretionary fees and charges proposed as part of the budget considerations;
- (m) that the report provided an update on how the Council had allocated its revenue and capital resources across departments and priority areas for 2011/12 to improve outcomes for local people and was fully linked and underpinned the Council's Corporate Plan 2011-14;
- (n) for the Capital Programme, there had been significant reductions in funding areas linked to all government departments, and there was much uncertainty over funding streams post 2011/12. The Council was still planning a significant capital investment and this would increase in years 2012/13 – 2014/15 as more funding streams become available. The revised Medium Term Capital Programme was submitted for approval;
- (o) the Treasury Management Strategy for 2011/12 was subject to scrutiny by the Audit Committee on 21 January 2011. Following the revisions to the capital programme, there was a need to revise the prudential indicators as outlined in the report.

Councillor Bowyer commended the Corporate Asset Management Plan and revenue and capital budget to the Cabinet, for referral to the City Council for approval

In response to questions from Cabinet Members, Cabinet was advised that –

- (p) the delivery plans for adult social care were on target and alternative options were in place in the event of slippage;

- (q) whilst proposing savings on children's services, a needs analysis had been undertaken at the outset of the process, locality by locality, and focus had been maintained on the impact of proposals on vulnerable families. The service was proposing to do things differently rather than reduce services and the early intervention grant would be targeted at vulnerable groups;
- (r) a significant amount of funding had been released to the health authority for social care and the officers were in discussion to secure an agreement on how that money would be allocated between the authorities. The agreement for 2010/11 would be brought to Cabinet shortly and officers were in discussion on the funding for 2011/12 and 2012/13;
- (s) although capital funding for transport schemes had been cut, the city was still aiming to deliver the growth agenda. The city was one of the few to have seen significant investment in improvements to the infrastructure and, with partners, a bid was being prepared for local sustainable transport funding;
- (t) every effort had been made to ensure that safeguarding had not been compromised during the budget process; Councillor Mrs Watkins having recently spent time with social workers, expressed her thanks to them for their commitment to their work;
- (u) there had been a significant investment into libraries, for example at Torbridge High School and St Aubyn's. A review was looking at modernisation, opening hours, usage and staffing levels across the management. Officers were also in discussion with other authorities in the peninsula to consider improving technology and distribution of services across the city. There were no proposals to close libraries next year. The Chair expressed her thanks to Councillor Brookshaw (Cabinet Member for Community Services (Safer and Stronger Communities and Leisure Culture and Sport) and Carole Burgoyne. The officers undertook to consider whether St Aubyn's could be submitted for an Abercrombie award;
- (v) excellent progress had been made at the Life Centre and the works were currently on target. Final tenders had been received for the leisure management contract and the preferred bidder would be announced in March 2011;
- (w) the Plymouth Translate Service in the Safer Communities Department would be self funding and the City Council was in discussion with the health authority for funding, as the biggest user of the service;

- (x) the reduction of grant funding in the safer communities area, would impact on domestic abuse and sexual assault services. Investment was being sought from partners and officers were looking at the most efficient use of grants and ways of filling the gap in funding. The proposals included a reduction in the back office;
- (y) although bulky waste collection charges were being increased, fees had not been raised for three years and those on benefits would receive the service free of charge;
- (z) no front line services were affected by these proposals;
- (aa) the transfer of performance and policy staff was being managed by Assistant Chief Executive, across all departments and officers and Members were confident that the changes would deliver savings and improve the service;
- (bb) comments about the proposals targeting vulnerable people were rejected and fairness in the budget proposals, could be demonstrated. A risk based approach had been adopted and proposals had been considered under equality impact assessments and the impact of decisions would be kept under review.

The Chair indicated that the proposals would mean that the City Council would be recommended to freeze the Council tax for the coming year.

Agreed that –

- (1) **Corporate Plan 2011-14**
the Corporate Plan is Recommended to the City Council for adoption, subject to minor amendments and editorial design changes being delegated to the Chief Executive and the relevant portfolio holder;
- (2) **Corporate Asset Management Plan 2011-15**
the Corporate Asset Management Plan is Recommended to the City Council for adoption, subject to minor amendments and editorial design changes being delegated to the Director for Corporate Support and the relevant portfolio holder;

2011/12 Revenue and Capital Budget Report

- (3) the proposed net revenue budget requirement of £208.237m for 2011/12 and five year Capital Programme (2010/11 – 2014/15) of £192.635m is Recommended to the City Council on 28 February 2011, subject to any final amendments;

- (4) increases to fees and charges as outlined in Appendix C to the report, are Recommended to the City Council for approval;
- (5) the revised Prudential Indicators outlined in Appendix E to the report are Recommended to the City Council for approval.

110. **JOINT PERFORMANCE AND FINANCE REPORT - THIRD QUARTER**

The Corporate Management Team submitted a written report outlining the performance and monitoring position of the City Council as at the end of the third quarter.

Councillor Bowyer (Cabinet Member for Finance, Property, People and Governance) presented the report in so far as finance was concerned, and highlighted –

- the need for a balanced budget at year end;
- the latest revenue position;
- the red risks on the delivery plans;
- the latest position on the capital programme and proposals for the inclusion of two additional schemes;
- the latest position on treasury management;
- that following a tax inspection, some issues had been drawn to the attention of the Council relating to staff allowances;
- proposed virements;
- that the Council now had clarity around grants and the settlement.

Councillor Sam Leaves (Cabinet Member for Performance and Transformation) presented the report in so far as performance monitoring was concerned and reported on the current position within each department.

The Chair thanked all the finance officers and Directors for their work on the budget and welcomed the early consideration this year. She also thanked all the Cabinet Members for their work.

Agreed –

- (1) that the Directors address the remaining shortfall in 2010/11;
- (2) that the latest 2010/11 capital forecast of £77.457m is noted and the City Council is Recommended to approve that the following new schemes (included in the latest forecast) are added to the programme for 2010/11 -
 - (a) Jennycliff Café environmental works £0.050m;
 - (b) Market electrical refurbishment (majority to follow in 11/12) £0.025m;

- (3) the reinstatement of the Weston Mill cemetery reserve, by a transfer back from the revenue invest to save reserve, totaling £0.071m, to meet the costs of essential improvement works in 2010/11;
- (4) the budget virements as follows -
 - reallocation of development budget savings across service heads - £466,000;
 - separation of Chief Executive departmental management from Policy and Performance Unit for reporting purposes - £512,000;
 - transfer of budget for Community Support Grant scheme from corporate items to Corporate Support - £100,000

111. **CHILDREN AND YOUNG PEOPLE PLAN 2011 -2014 - DRAFT DOCUMENT FOR CONSULTATION**

The Director of Services for Children and Young People submitted a written report on the discussion document for the Plymouth Children and Young People Plan 2011 – 2014 which focused on how the City Council, partners and agencies will work together to deliver the priorities specifically in relation to children, young people and families.

The report -

- (a) outlined the key successes that the Children and Young People's Trust partners had achieved through working together;
- (b) indicated that the Children and Young People's Trust remained a local priority for the City and the Council and the proposed plan would be a key delivery plan to achieve the City's four priorities;
- (c) advised that a detailed assessment of children and young people's needs was completed in September 2010 and the views of children and families in the City had been incorporated into the discussion document;
- (d) detailed the priorities agreed by the Plymouth Children and Young People's Trust Board on 10 December 2010;
- (e) indicated that, under each priority, detailed delivery plans would be developed, laying out the commissioning intentions across agencies. Consultation on and development of the delivery plans would take place during the first quarter of 2011;

- (f) informed Members that the final Children and Young People Plan 2011-2014 would include the associated delivery plans and would be completed by April 2011.

Cabinet Members were assured that many schools would be involved in the consultation process.

Agreed –

- (1) that whilst it is no longer a statutory requirement for local areas to have a Children's Trust, the Children and Young People's Plan is Recommended to the City Council for inclusion under Local Choice Plans and Strategies in the current review of the Constitution;
- (2) the priorities for the Plymouth Children and Young People's Plan 2011-2014, to enable consultation to take place during February and March 2011;
- (3) that consultation will be undertaken with relevant stakeholders across the City, including other 2020 theme groups, the private sector, key partner agencies including PCC, NHS Plymouth, Devon and Cornwall Police and the Voluntary and Community Sector, as well as with children, young people and families.

Ref	Recommendation	Responses	By who	By when
1.1	That the Director for Public Health, as a joint appointment, should contribute to the budget and corporate plan scrutiny process in future years	Agree	Carole Burgoyne	October 2011
2.1	Where shared service arrangements with other local authorities are being developed, the Overview and Scrutiny Management Board be given an oversight role. Partners should be involved at the earliest opportunity to ensure a more joined up approach in delivery of shared services.	Agree with Overview and Scrutiny Management Board having a role in scrutinising relevant decisions and proposals for shared service arrangements and provisions	Ian Gallin and Adam Broome.	Ongoing

Ref	Recommendation	Responses	By who	By when
2.2	Where delivery plans will result in a reduction of service to citizens , modelling should be undertaken to assess the impact on individuals, households and communities. This should include both the differential impact on those groups within each neighbourhood and the cumulative impact on those who are affected by more than one change. Account should be taken in undertaking the modelling of income levels.	Detailed Equality Impact Assessments (EIAs) have been undertaken on the budget and a commitment given to undertake further assessments, as required, on the implementation stages of different elements of the plans. Our EIAs already encompass aspects beyond the statutory requirements (eg health inequalities) and extending the process yet further is not considered appropriate or proportionate.	All delivery plan leads	Milestones to be set out in delivery plans
2.3	Value for Money and performance benchmarking information against the Council's 'family group' should form part of the performance management reporting that is submitted to the Overview and Scrutiny Management Board.	Agree	Ian Gallin and Adam Broome jointly in consultation with CMT	March 2011

Ref	Recommendation	Responses	By who	By when
2.4	<p>The Corporate Income Recovery Plan relating to how the Council collects the money owed to it from a variety of sources should be the subject of pre-adoption scrutiny by the Support Services scrutiny panel. Options relating to cash collection as set out in the Corporate Support Services budget delivery plan should be included.</p>	<p>The Council's performance in collecting income will continue to be reported through the quarterly performance and finance monitoring report. Similarly the Council's delivery of all budget delivery plans will be 'traffic-lighted' via the quarterly performance and finance monitoring report. These quarterly reports will enable the Board to scrutinise progress on income collection.</p>	Adam Broome	Ongoing
2.5	<p>That the Overview and Scrutiny Management Board receive a progress report on the Council's new procurement initiatives, namely Procure to Pay, buyer rollout, and 'sell to Plymouth'. The Board will monitor, through the quarterly performance and finance monitoring reports, ongoing work around these projects which equate to £4m savings over the next 3 years.</p>	Agree	Adam Broome	June 2011

Ref	Recommendation	Responses	By who	By when
2.6	That governance and scrutiny arrangements are agreed between the Scrutiny Management Board and the Cabinet and the Corporate Management Team with regard to the prioritisation of the capital programme and the 'invest to save' programme.	A review of capital programme arrangements is to be carried out, focussing firstly on governance arrangements, and secondly on prioritisation of schemes based on reduction of available resources. Involvement of scrutiny will be included within this review.	Anthony Payne	June 2011
2.7	That draft proposals for years 3, 4 & 5 of the capital programme be prepared for this budget and as part of the ongoing budget setting process.	This is not considered appropriate, given the current uncertainty about capital funding arrangements, and the importance of maintaining a realistic, and funded capital programme	CMT	N/A
2.8	That a proposal for a small grants scheme for community and voluntary groups is developed and implemented jointly with Plymouth 2020	Agreed that work will be taken forward on this recommendation. This would need to form part of the discussions with LSP partners with all partners funding contributions being considered.	Ian Gallin	April 2011

Ref	Recommendation	Responses	By who	By when
2.9	That urgent consideration is given to addressing the funding shortfall for the Volunteer Centre and infrastructure support for community and voluntary groups created by the ending of Local Area Agreement Performance Reward Grant.	Subject of LSP Executive discussions 26 January 2011 and the Board on the 10 th February 2011. An update can be provided to Overview and Scrutiny Management Board.	Ian Gallin	March 2011
2.10	In making savings to the cost of senior management , a risk analysis of potential loss of capacity within the Council to deliver its change agenda should be undertaken.	Agree	CMT	TBA
2.11	That Directors and Assistant Directors should ensure that reporting of service provision which affects people (for example adults' and children's social care) should include statistics as both a percentage and in terms of actual numbers of people. Where possible, measures of dispersion – geographic / neighbourhood information should be included.	The requested statistical information will be included in relevant responses where appropriate and proportional. The other issues raised will be addressed through EIA's.	SMT	ongoing

Ref	Recommendation	Responses	By who	By when
2.12	Cabinet and delegated decision reports include provision to indicate where an Equality Impact Assessment is required, and, if so, this is listed as one of the background papers.	Agree	SMT	From March 2011
2.13	That consideration should be given to ensuring that there is better public understanding of the role of the Plymouth 2020 Partnership and how community views are represented on it.	Agree	Ian Gallin	March 2011

Ref	Recommendation	Responses	By who	By when
3.1	<p>That impact assessments with regard to delivery plan proposals be prepared, as (2.2) above, in respect of:</p> <ul style="list-style-type: none"> • Schools transport • Locality restructure • Disability Service restructure • Changes to Special Educational needs policies • Reduction in contribution to Youth Offending Service • Financial support and non-statutory payments to Care Leavers 	Response as (2.2) above		N/A
3.2	That a prioritised list of capital projects in Children's Services be prepared and published pending clarity from Government about the availability of resources	As 2.7 above		
3.3	That a review of all grants relating to the provision of children's services that are not continuing, with succession arrangements, is published	Implications of grant changes will continue to be reported via the quarterly budget and performance report.	CMT	Ongoing

Ref	Recommendation	Responses	By who	By when
4.1	That the recycling target be reviewed in the light of Plymouth's aspirations for excellence and the benchmarks for similar authorities within the Council's 'family group'.	The recycling target is currently being reviewed.	Carole Burgoyne	March 2011
4.2	That a policy with respect to community transfer of assets in line with the provisions within the Localities and Decentralisation Bill be developed and submitted to the Scrutiny Management Board. Specifically the feasibility of asset transfers referenced within Community Services budget delivery plans should be quantified.	A policy is included in the Councils Asset Management Plan. Business cases will be developed on individual asset transfer for decision and scrutiny as appropriate	Adam Broome, Carole Burgoyne and Ian Gallin	June 2011
4.3	That a review of all grants relating to the Community services that are not continuing, with succession arrangements, is published.	As 3.3 above		

Ref	Recommendation	Responses	By who	By when
4.4	That impact assessments with regard to delivery plan proposals be prepared, as (2.2) above, in respect of: <ul style="list-style-type: none"> • Cemeteries and Crematoria fees • Rationalisation of Environmental Services structure • Changes to library opening hours 	As 2.2 above		N/A
4.5	That a Volunteering Plan for the city is produced, including provision for the increased use of Community Payback resources to undertake work on behalf of the Council and partners to increase efficiency savings.	Agree.	Peter Aley	June 2011
4.6	Plymouth takes a lead role in establishing a Crime Panel in line with legislative proposals.	Agree	Carole Burgoyne	May 2012

Ref	Recommendation	Responses	By who	By when
4.7	That targets for the Personalisation agenda be set in line with 'family group' authorities rather than regional comparators.	Agree	Carole Burgoyne	June 2011
4.8	Proposals for use of the £3.5m health fund , and any other related unallocated resources be brought to the Health and Adult Social Care scrutiny panel.	Agree	Carole Burgoyne	March 2011
4.9	Details are provided of the specific proposals about savings related to events, grants and other initiatives as set out in the Culture, Sports and Leisure budget delivery plan.	Agree	Carole Burgoyne	February 2011
5.0	Details are provided of the transport options for savings currently being considered in the budget delivery plan.	Agree as individual options are developed	Anthony Payne	February 2011 Onwards

Ref	Recommendation	Responses	By who	By when
5.1	Following ministerial feedback, the revised Local Economic Partnership for Plymouth be reviewed by the Growth and Prosperity overview and scrutiny panel	Agree	Anthony Payne	April 2011
5.2	That impact assessments with regard to delivery plan proposals be prepared, as (2.2) above, in respect of: <ul style="list-style-type: none"> • Family Intervention Project • Anti-social behaviour • Transport options 	As (2.2) above		N/A
5.3	That interim targets for job creation between now and 2026, including monitoring and evaluation criteria with regard to sustainability should be put in place to enable more effective monitoring.	Agree	Anthony Payne	June 2011

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