

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD
23 MARCH 2011**

TRACKING DECISIONS

Grey = Completed

OVERVIEW AND SCRUTINY MANAGEMENT BOARD 2010/11 DECISIONS

| Minute number | Decision | Date agreed | Action by | Progress | Target date |
|---------------|---|-------------|--------------------------------------|---|-------------|
| 86 R2.9 | Budget 2010/2011 <u>Recommended</u> - that, in the interests of openness and transparency, governance arrangements for the allocation of 'spend to save' resources, including the role of scrutiny panels are prepared and published. | 15/02/10 | Cabinet | In the absence of a satisfactory response the Board's Lead Officer, Giles Perritt is take a pro-active approach in following this recommendation through to a satisfactory conclusion. Superseded by 2011/12 budget scrutiny – see Minute 95 (R2.6) below). | |
| 53 | Urgent Executive Decisions - 'Final sign-off of Devonport Regeneration Company Partnership (DRCP) Succession Strategy' <u>Agreed</u> that post-decision scrutiny on the matter would take place. | 27/10/10 | | Lead Officer to clarify purpose of post-decision scrutiny with Councillor Wildy. Date for consideration to be determined. | |
| 59 | Joint Performance and Finance Report <u>Agreed</u> – (1) to request that the Children and Young People Overview and Scrutiny Panel look into the performance issues around Special Educational Needs Statements and the current review of the Schools' Transport Policy at their meeting on 6 January 2011; (2) that the Cabinet Member for Community Services (Street Scene, Waste and Sustainability) is reminded of the benefits of publicising recycling services over the Christmas period; (3) to request that the Chief Executive provide an e-mailed response to Members of the Board advising them about what core services would be impacted on as a result of the loss of external funding to some previously recurring grants. | 24/11/10 | CYPOSP CYPOSP CEX/DfCS | Both items considered by the Children and Young People's OSP on 6 January 2011. Recommendation conveyed to Cabinet Member. Information provided during budget scrutiny process. | |
| 60 | Medium Term Financial Strategy <u>Agreed</u> that a full report on the Transformational Change Programme is provided at a meeting of the Overview and Scrutiny Management Board in early 2011. | 24/11/10 | | This issue is already being considered by the Support Services Overview and Scrutiny Panel. | |

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| (1) (2) | <u>Recommended</u> that – the Cabinet Member for Finance, Property, People and Governance review the insurance General Fund reserve provision for future years; the updated Medium Term Financial Strategy for the period 2010-14 is adopted by the City Council. | 24/11/10 | Council | Councillor Bowyer was in attendance at the meeting when this recommendation was made. Noted by City Council on 6 December 2010. | |
| 64 (1) (2) | Councillor Call for Action <u>Agreed</u> that – the comments from the Cabinet report of 16 November, 2010 be noted; the Cabinet Member for Community Services (Safer and Stronger and Leisure, Culture and Sport) be advised that the Neighbourhood Profiles should be a central element for consideration in all decision-making including funding allocations. | 24/11/10 | Cabinet Member | Recommendation e-mailed to Councillor Brookshaw on 7 February 2011. This recommendation has since been reinforced through budget scrutiny. | |
| 66 (1) (2) | Forward Plan <u>Agreed</u> that – the Children and Young People Overview and Scrutiny Panel's work programme be amended to reflect that the Children and Young People's Plan 2011-2014 would be scrutinised by the panel at their meeting on 24 February, 2011; with regard to the Cost and Volume Fostering Framework, the Children and Young People Overview and Scrutiny Panel be provided with a written update to a future meeting. | 24/11/10 | CYPOSP CYPOSP | Included on work programme for consideration on 24 February 2011. Scheduled for consideration on | |
| 67 (1) (2) (3) (4) | Recommendations <u>Agreed</u> – that with regard to Audit Committee minute 50 15/11/10, the Support Services Overview and Scrutiny Panel monitor and review the revenues and Benefits Service and add this to its work programme; that with regard to Audit Committee minute 53 15/11/10, the Overview and Scrutiny Management Board monitor the Citybus Review and the Joint Strategic Needs Assessment and add this to its work programme; that with regard to Audit Committee minute 55 15/11/10, the Support Services Overview and Scrutiny Panel consider the ICT related problems within the Devon Audit Partnership and add this to its work programme; to approve the appointment of the nominated co-opted member to the Children and Young People Overview and Scrutiny Panel (minute 47 11/11/10 refers); | 24/11/10 | SSOSP OSMB SSOSP CYPOSP | Added to work programme. Added to work programme. Added to work programme. Co-optee confirmed and attended first meeting on 6 January 2011. | |

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| (5) | that the Children and Young People Overview and Scrutiny Panel be linked to the new Children and Young People Trust Theme Group (minute 53 11/11/10 refers); | 24/11/10 | CYPOSP | Links already established. | |
| (6) | to include the recommended items on the Children and Young People Overview and Scrutiny Panel's Work Programme (minute 57 11/11/10 refers). | | CYPOSP | Added to work programme. | |
| 68 | <p>Work Programmes</p> <p>(a) To consider and approve work programmes for each of the panels, to include a progress update from each of the Chairs <u>Agreed</u> that all Members of the Board be e-mailed the recommendations from the Highways Maintenance Task and Finish Group report and that authority be delegated to the Lead Officer in consultation with the Chair of the Overview and Scrutiny Management Board to review the report.</p> <p>(b) To receive an update from the non-chair Member Working Group <u>Agreed that –</u></p> <p>(1) recommendation one be communicated to all producers of reports and documents by Democratic Support Officers and Scrutiny Lead Officers;</p> <p>(2) recommendation two be adopted and further recommended to Cabinet;</p> <p>(3) recommendation three be communicated to all officers attending scrutiny by Democratic Support Officers and Scrutiny Lead Officers;</p> <p>(4) recommendation five be acknowledged and the function adopted by all scrutiny chairs;</p> <p>(5) recommendation six be acknowledged by all scrutiny chairs;</p> <p>(6) recommendation seven be amended to read "Panel Members should be encouraged from each panel to attend the relevant partnership and theme group meetings as observers";</p> | 24/11/10 | | | |
| | | | DSO | E-mailed to Members of OSMB on 15 December 2010. | |
| | | | DSOs | Communicated to all DSOs for onward dissemination to report authors. | |
| | | | DSOs | DSOs to liaise with Cabinet Officer and take responsibility for providing feedback to Panels on recommendations. | |
| | | | DSOs / Lead Officers | Communicated to all DSOs for onward dissemination to officers attending scrutiny. | |
| | | | Panel Chairs | Recommendation drawn to attention of Panels. | |
| | | | Panel Chairs | Recommendation drawn to attention of Panels. | |
| | | | Panel Chairs | Recommendation drawn to attention of Panels. | |
| (7) | with regard to recommendation seven, the Head of Policy, Performance and Partnerships would seek to arrange discussions between scrutiny Chairs and LSP Theme Group Chairs to foster better links; | | OSMB Lead Officer | Lead Officer to provide update. | |

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| (8) | with regard to recommendation eight, the Chairs of the Scrutiny Panels who sit on the Overview and Scrutiny Management Board would form the membership of the Task and Finish Group to undertake a review about how the scrutiny function can better engage with the media; the Task and Finish Group would be held after January 2011; | | Panel Chairs | Task and Finish Group to take place on 15 March 2011. | |
| (10) | prior to the Task and Finish Group commencing, the Head of Policy, Performance and Partnerships would seek to find out how many scrutiny led press releases had gone out over the past year. | 24/11/10 | OSMB Lead Officer | Lead Officer to provide update. | |
| 72 | Call-In: Transfer of Freehold for Nomony Children's Centre <u>Agreed</u> that – (1) the decision be referred back to the Cabinet Member for reconsideration. (2) <u>Recommended</u> that – during consultation with ward members, consideration also be given to ways of disposing this asset to the community. | 22/12/10 | Cabinet Member for Children & Young People | Decision remains unchanged. However, Cabinet Member has since met with ward members. | |
| 76 | Call-In: To agree to the Disposal of Land at Rocky Park Road <u>Agreed</u> that – (1) the original decision be implemented; (2) <u>Recommended</u> that – careful consideration of residents' needs be taken into account when implementing this decision. | 05/01/11 | Cabinet Member for Finance, Property, People & Governance | | |
| 84 | Scrutiny of the Budget and Corporate Plan <u>Agreed</u> that the report and recommendations appended to these minutes be approved and forwarded to Cabinet for consideration. | 12&17/01/11 | | Report also considered by OSMB on 26 January – see minute 95 below. | |
| 89 | Chair's Urgent Business Devon and Somerset Fire and Rescue Service <u>Agreed</u> that – (1) the matter would be considered by Members of the Overview and Scrutiny Management Board, subject to their availability; (2) one of the provisional dates would be used commencing at 1 pm instead of 2 pm, to allow for consideration of a call-in should one arise. | 26/01/11 | OSMB | Provisional meeting on 23 February 2011 activated commencing at 1 pm. | |
| 92 | Urgent Executive Decisions <u>Agreed</u> that a copy of the consultation response relating to 'A Fairer Future for Social Housing Consultation' be circulated to Members of the Board. | 26/01/11 | DSO | Copy circulated to Board Members via e-mail on 27 January 2011. | |

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| 94 | <p>Recommendations Customers & Communities OSP – Minute 58 – Allotment Service Overview <u>Agreed</u> to refer to Cabinet as follows -</p> | | | | |
| (1) | that the panel support all efforts being made to find additional land for allotment plots and recommend all channels are explored including direct discussions with public and private land owners e.g. the National Trust; | 26/01/11 | Cabinet | Recommendations referred to Cabinet for consideration on 8 March 2011. | |
| (2) | that officers establish the funding available in the medium term to contribute towards the allotment service from capital receipts and Section 106 monies; | | | | |
| (3) | that rents are reviewed on an annual basis but any rent increase should not be such to disadvantage enterprise and other groups using the allotments (for example schools, community groups, groups with special needs, those on low incomes and also making good use of the neighbourhood profiles); | | | | |
| (4) | that a review of the plot sizes is undertaken; Customers & Communities OSP – Minute 59 – Review of Policing and Safety following Plymouth Argyle Football Match against Exeter City | | | | |
| (5) | that Ward Councillors should be consulted by the Safety Advisory Group | | | | |
| (6) | that a review of the traffic management at the park and ride car park is undertaken on Plymouth Argyle match days and consideration is given to a proposal to open the bottom end of the car park on match days to relieve congestion. | | | | |
| 95 | <p>Budget and Corporate Plan Scrutiny 2011 <u>Agreed</u> the Budget and Corporate Plan Scrutiny Report 2011.</p> | 26/01/11 | | Recommendations set out below considered by Cabinet on 8 February 2011. Response to be considered by Overview and Scrutiny Management Board on 23 March 2011. | |
| R1.1 | that the Director for Public Health, as a joint appointment, should contribute to the budget and corporate plan scrutiny process in future years | | | | |
| R2.1 | 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. | | | | |
| | | | OSMB | | |
| | | | Cabinet | As above. | |

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| R2.2 | 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. | | Cabinet | As above. | |
| R2.3 | 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. | 26/01/11 | Cabinet | As above. | |
| R2.4 | 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. | | | As above. | |
| R2.5 | 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. | | | As above. | |
| R2.6 | 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 . | | | As above. | |
| R2.7 | 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. | | | As above. | |
| R2.8 | That a proposal for a small grants scheme for community and voluntary groups is developed and implemented jointly with Plymouth 2020 | | | As above. | |
| R2.9 | 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. | | | As above. | |
| R2.10 | 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. | | | As above. | |

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| R2.11 | 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. | 26/01/11 | CMT | As above. | | |
| R2.12 | 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. | | CMT | As above. | | |
| R2.13 | 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. | | LSP | As above. | | |
| R3.1 | That impact assessments with regard to delivery plan proposals be prepared, as (2.2) above, in respect of: <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 | | Cabinet | As above. | | |
| R3.2 | 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 above. | |
| R3.3 | That a review of all grants relating to the provision of children's services that are not continuing, with succession arrangements, is published | | | | As above. | |
| R4.1 | 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'. | | | | As above. | |
| R4.2 | 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. | | | | As above. | |
| R4.3 | That a review of all grants relating to the Community services that are not continuing, with succession arrangements, is published. | | | | As above. | |

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| R4.4 | 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 above. | |
| R4.5 | 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. | 26/01/11 | Cabinet | As above. | |
| R4.6 | Plymouth takes a lead role in establishing a Crime Panel in line with legislative proposals. | | | As above. | |
| R4.7 | That targets for the Personalisation agenda be set in line with 'family group' authorities rather than regional comparators. | | | As above. | |
| R4.8 | 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. | | | As above. | |
| R4.9 | 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. | | | As above. | |
| R5.1 | Details are provided of the transport options for savings currently being considered in the budget delivery plan. | | | As above. | |
| R5.2 | Following ministerial feedback, the revised Local Economic Partnership for Plymouth be reviewed by the Growth and Prosperity overview and scrutiny panel | | | As above. | |
| R5.3 | 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 above. | |
| R5.4 | 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. | | | As above. | |
| 96 | Quarterly Scrutiny Reports Agreed that future reports should be consistent in terms of how Member attendance was reported, the Growth and Prosperity reporting format being the preferred option. | 26/01/11 | | Format requirements fed back to Democratic Support Officers following last meeting. DSO's to raise with their respective Lead Officers. | |

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| 97 | <p>Work Programmes To consider and approve work programmes for each of the Panels, to include a progress update from each of the Chairs <u>Agreed that –</u></p> <p>(1) a date for consideration of the School Building/Capital Programme be identified by the Children and Young People’s Panel as soon as possible;</p> <p>(2) Data Sharing between Agencies be removed from the work programme of the Management Board and added to that of Support Services;</p> <p>(3) should members have questions relating to items on panel work programmes, they be raised with the respective Chairs direct;</p> <p>(4) written responses to the questions raised during scrutiny of the budget be sought as a matter of urgency.</p> | 26/01/11 | <p>CYPOSP</p> <p>SSOSP</p> <p>OSMB Members</p> | <p>Date for consideration yet to be identified.</p> <p>Added to work programme – date for consideration yet to be identified.</p> <p>All responses now circulated to panel members.</p> | |
| | <p>(b) To consider and approve Project Initiation Documents <u>Agreed</u> the PID for Transforming Community Services.</p> | 26/01/11 | HASCOSP | Task and Finish Group to take place on 25 February 2011. | |
| | <p>(c) To receive Task and Finish Group updates/Reports <u>Agreed</u> that the Young Carers in Plymouth report be forwarded to Cabinet for consideration, subject to the following –</p> <p>(1) Inclusion of an additional recommendation to the effect that – “the Council uses its links through the Local Strategic Partnership to seek comments on the report from other agencies, such as the family court, probation, Children’s Trust, etc;”</p> <p>(2) amendment of recommendation 11 to the effect that – progress be reviewed after six months by the Children and Young People’s Scrutiny Panel.</p> | 26/01/11 | CYPOSP / Cabinet | Alterations to recommendations taken on board. Task and Finish Group report to be considered by Cabinet on 8 March 2011. | |
| 23/02/11 101 | <p>Devon & Somerset Fire & Rescue Authority – Draft Corporate Plan 2011/12 to 2013/14 <u>Recommended</u> that –</p> <p>(1) Reference to Local Area Agreements should be removed from the Draft Corporate Plan as these had been abolished;</p> <p>(2) Councils should give consideration to appointments to the Fire Authority, as an outside body, being for a period of four years;</p> <p>(3) Consideration be given by the DSFRA to including Independent Members on the Fire Authority’s Board;</p> <p>(4) further information in relation to targets, whether performance indicators were being met, and how the service was performing compared to other fire authorities be made available to the Board;</p> | 23/02/11 | <p>DSFRA</p> <p>Cabinet</p> <p>DSFRA</p> <p>DSFRA</p> | | |

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| 102 | Approval of South West Devon Waste Partnership – Final Business Case for the Procurement of Waste Treatment Services <u>Agreed</u> that the original decision be implemented. | | Cabinet | Decision implemented. Urgent Executive Decision to be considered by OSMB on 23 March 2011. | |