

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD
29 JUNE 2011**

TRACKING DECISIONS

Grey = Completed

OVERVIEW AND SCRUTINY MANAGEMENT BOARD 2010/11 DECISIONS

Minute number	Decision	Date agreed	Action by	Progress	Target date
95	<p>Budget and Corporate Plan Scrutiny 2011 <u>Agreed</u> the Budget and Corporate Plan Scrutiny Report 2011.</p>	26/01/11		Response to recommendations received at OSMB on 23 March 2011. Next progress update due September 2011. Recommendation Agreed.	
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		OSMB		
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.		Cabinet	Agree with OSBM having a role in scrutinising relevant decisions and proposals for shared service arrangements and provisions.	
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	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.	

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R2.3	<p>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.</p>	26/01/11	Cabinet	Agreed.	
R2.4	<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>	
R2.5	<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>			Agreed.	
R2.6	<p>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.</p>			<p>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.</p>	

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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.			This is not considered appropriate, given the current uncertainty about capital funding arrangements, and the importance of maintaining a realistic, and funded capital programme	
R2.8	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.	
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.			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.	
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.			Agreed	
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.		CMT	The requested statistical information will be included in relevant responses where appropriate and proportional. The other issues raised will be addressed through EIA's.	
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	Agreed	
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.	26/01/11	LSP	Agreed	

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R3.1	<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 		Cabinet	Response as (2.2) 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 2.7 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			Implications of grant changes will continue to be reported via the quarterly budget and performance report.	
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'.			The recycling target is currently being reviewed.	
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.			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	
R4.3	That a review of all grants relating to the Community services that are not continuing, with succession arrangements, is published.			As 3.3 above	

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R4.4	<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"> • Cemeteries and Crematoria fees • Rationalisation of Environmental Services structure • Changes to library opening hours 			As 2.2 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	Agreed	
R4.6	Plymouth takes a lead role in establishing a Crime Panel in line with legislative proposals.			Agreed	
R4.7	That targets for the Personalisation agenda be set in line with 'family group' authorities rather than regional comparators.			Agreed	
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.			Agreed	
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.			Agreed	
R5.0	Details are provided of the transport options for savings currently being considered in the budget delivery plan.			Agreed as individual options are developed	
R5.1	Following ministerial feedback, the revised Local Economic Partnership for Plymouth be reviewed by the Growth and Prosperity overview and scrutiny panel			Agreed.	
R5.2	<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"> • Family Intervention Project • Anti-social behaviour • Transport options 			As (2.2) above.	

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R5.3	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.			Agreed.	
23/02/11 101	Devon & Somerset Fire & Rescue Authority – Draft Corporate Plan 2011/12 to 2013/14 <u>Recommended</u> that – (1) Reference to Local Area Agreements should be removed from the Draft Corporate Plan as these had been abolished; (2) Councils should give consideration to appointments to the Fire Authority, as an outside body, being for a period of four years; (3) Consideration be given by the DSFRA to including Independent Members on the Fire Authority’s Board; 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;	23/02/11	DSFRA Cabinet DSFRA DSFRA	The Board’s comments have been forwarded to the relevant DSFRA department and a letter of thanks has been received by the Chair, Councillor James.	
23/03/11 111	Chairs Urgent Business Invest to Save Initiatives <u>Agreed</u> that the provisional meeting of the Overview and Scrutiny Management Board scheduled for 6 April 2011 is activated in order to consider ‘invest to save’ initiatives.	23/03/11	OSMB	Meeting took place on 6 April, see minute 126 below.	

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114 (i)	<p>Joint Performance and Finance Report Third Quarter</p> <p>Response to Councillor Wildy's question "Will the budget shortfall affect the department's workload priorities and thus having a knock-on effect in the Council's ability to pursue and follow through on planning enforcement issues" to be shared with all Board Members.</p>	23/03/11	DfD&R	<p>Response from Paul Barnard:</p> <p>No. 2010/2011 was one of our most successful years in planning compliance work in Plymouth. We successfully resolved 684 cases against a Business Plan target of 300, reduced the backlog of cases to 177 from the historical high of 445 in 2007/2008, issued 44 enforcement/stop notices; 6 Planning Contravention Notices, 44 Section 330 notices and undertook 3 legal actions. In addition successful special planning initiatives for Houses in Multiple Occupation and Untidy Land have been successfully pursued during the year. Planning Compliance resources have not been reduced as part of the 2011/2012 Budget Review and therefore it is expected that this excellent performance will continue during the next Business Planning period 2011 - 2014.</p>	
23/03/11 118	<p>Urgent Executive Decisions</p> <p><u>Agreed</u> that the Chair and the Overview and Scrutiny Management Board Lead Officer will look at the wording in the constitution around 'reasons for urgency' in the call-in process and report back with any proposals should an amendment be required.</p>	23/03/11	OSMB Lead Officer		
23/03/11 120	<p>Recommendations</p> <p>Agreed Customer and Communities, Support Services and Children and Young People Recommendations and Project Initiation Requests 14/03/11 68 (1-3)</p>	23/03/11		Minute 121 below also refers	

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23/03/11 122 (1)	<p>To consider and approve Project Initiation Documents</p> <p><u>Agreed</u> the project initiation document on Localities Working, subject to the review being undertaken the Overview and Scrutiny Management Board and the following –</p> <ul style="list-style-type: none"> • The title of the review being changed to ‘Localities and Neighbourhood Working’ • Section 9 of the PID, point 1. change “success” to “progress” • Section 9 of the PID, point 2. include and additional bullet point ‘partnership working’ • Section 10 of the PID, Councillors to be included as witnesses 		OSMB	Task and Finish Group to take place on 11 and 12 July 2011.	
23/03/11 122 (2)	<p>To consider and approve Project Initiation Documents</p> <p><u>Agreed</u> the project initiation document on Impact of the restructure in Revenues and Benefits, Customer Services, Cashiers and Incomes and Creditors.</p>		Support Services Overview and Scrutiny Panel	Added to Support Services work programme. Commencement date to be determined.	
06/04/11 126 (1)	<p>‘Invest to save’ initiatives and financial update</p> <p><u>Agreed</u> that an amended version of the report, taking account of the corrections made to the carefirst total expenditure, is circulated in advance of the city council on 11 April 2011.</p>	06/04/11	DfCS	Amendment circulated prior to City Council.	
06/04/11 126 (2)	<p>‘Invest to save’ initiatives and financial update</p> <p><u>Recommended</u> that the information set out at (d) above is included in all future ‘invest to save’ schemes.</p>	06/04/11	DfCS	Agreed	

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06/04/11 128	<p>Chairs Urgent Business Delivery Plan for Partnership, Governance and Scrutiny Arrangements</p> <p><u>Agreed</u> that the link to the 'Review of Statutory Duties Placed on Local Government' consultation is circulated to Members of the Board by the Democratic Support Officer.</p>	06/04/11	DSO	Link circulated via e-mail on 13 April 2011.	