

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD
27 JULY 2011**

TRACKING DECISIONS

Grey = Completed

OVERVIEW AND SCRUTINY MANAGEMENT BOARD 2010/11 DECISIONS

Minute number	Decision	Date agreed	Action by	Progress	Target date
95	Budget and Corporate Plan Scrutiny 2011 <u>Agreed</u> the Budget and Corporate Plan Scrutiny Report 2011.	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.	
4	Appointment of Co-opted Representatives <u>Agreed</u> that – (1) Doug Fletcher be re-confirmed as a co-opted representative for the Municipal Year 2011/12; (2) an invitation be extended to Viv Gillespie at City College to become a co-opted representative.	29/06/11		Viv Gillespie was pleased to accept the invitation. However, she will be unable to attend the next meeting.	
7	Terms of Reference <u>Agreed</u> that the Board's terms of reference, particularly its aims and objectives, would be revisited as part of the Constitutional review that was currently under way.	29/06/11		The inaccuracies highlighted at the last meeting have been noted. Members have also had the opportunity to attend four consultation workshops on the new Constitution.	
8	Leader and Chief Executive <u>Agreed</u> that the Assistant Chief Executive would arrange production of a brief plain English guide to help Members keep up to date with Government Policy changes and current consultations.	29/06/11		Verbal update to be provided	
9	Joint Finance and Performance Report – Position as at 31 March 2011 <u>Agreed</u> that - (1) when the budget is amended to read “Latest Approved Budget”, the date at which approval was obtained is added, additionally a further column is added stating the original approved budget; (2) details of the high risk areas for each directorate are included in future reports; (3) Panels should continue to receive their respective performance score cards; (4) information relating to the allocation of the schools' budget is circulated to Board Members via e-mail;	29/06/11		R (1) and (2) - These recommendations were accepted at the meeting and future reports will be amended to reflect the requests R(3) – Democratic Support Officers advised to ensure performance score cards are included on future agendas. R(4) and (5) - Information yet to be received and circulated.	

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(5)	information relating to the Council's performance in respect of Council Tax collection is circulated to Board Members via e-mail.				
10	Medium Term Financial Strategy 2011-2015 <u>Agreed</u> that areas of risk identified in the Risk Register and related to the Medium Term Financial Strategy are appended to future reports.	29/06/11		This recommendation has been taken on board and future reports will contain areas of risk which have been identified in the Risk Register.	
11	Annual Scrutiny Report <u>Agreed</u> that the draft report is circulated to all of the scrutiny panels for comment with a view to submission to City Council in September.	29/06/11		Democratic Support Officers have been advised that this item needs to be included on scrutiny panel agendas for the next cycle of meetings.	
12	Urgent Executive Decisions <u>Agreed</u> that clarification would be sought on the costs to the Council in staging the America's Cup World Series event and the response circulated to Board Members via e-mail.	29/06/11		Information yet to be received and circulated.	
15	Work Programmes <u>Agreed</u> the work programmes as submitted, subject to -	29/06/11		R(1)-(3) - Work programmes amended as necessary. R(4) – This recommendation was not supported by Cabinet when it considered the Young Carers Task and Finish Group report. Cabinet is of the view that the DVD on Young Carers and Hidden Harm "... should be shown to a wider audience e.g. at a special event with young carers and representatives, Children and Young People OSP and Health and Adult Social Care OSP ..."	
(1)	Plymouth's Enterprise Zone Bid being added to the Growth and Prosperity work programme, depending on the outcome;				
(2)	the Supporting People item being removed from the Overview and Scrutiny Management Board work programme and added to that of Customers and Communities;				
(3)	the Procure to Pay item being removed from the Support Services work programme;				
(4)	further endorsement by the Management Board is given to the showing of the DVD during the City Council tea break.				