

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD
21 SEPTEMBER 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 received at OSMB on 23 March 2011. Next progress update due September 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		OSMB	Recommendation Agreed.	
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>			<p>Agreed. Item added to Overview and Scrutiny Management Board work programme. Date for consideration to be identified.</p>	
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.	26/01/11		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.		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 	26/01/11	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 	26/01/11		As 2.2 above	
R4.5	<p>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.</p>		Cabinet	Agreed	
R4.6	<p>Plymouth takes a lead role in establishing a Crime Panel in line with legislative proposals.</p>			Agreed	
R4.7	<p>That targets for the Personalisation agenda be set in line with 'family group' authorities rather than regional comparators.</p>			Agreed	
R4.8	<p>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.</p>			Agreed	
R4.9	<p>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.</p>			Agreed	
R5.0	<p>Details are provided of the transport options for savings currently being considered in the budget delivery plan.</p>			Agreed as individual options are developed	
R5.1	<p>Following ministerial feedback, the revised Local Economic Partnership for Plymouth be reviewed by the Growth and Prosperity overview and scrutiny panel</p>			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.	26/01/11		Agreed.	
9	<p>Joint Finance and Performance Report – Position as at 31 March 2011</p> <p><u>Agreed</u> that -</p> <p>(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;</p> <p>(2) details of the high risk areas for each directorate are included in future reports;</p> <p>(3) Panels should continue to receive their respective performance score cards;</p> <p>(4) information relating to the allocation of the schools’ budget is circulated to Board Members via e-mail;</p> <p>(5) information relating to the Council’s performance in respect of Council Tax collection is circulated to Board Members via e-mail.</p>	29/06/11		<p>R (1) and (2) - These recommendations were accepted at the meeting and future reports will be amended to reflect the requests</p> <p>R(3) – Democratic Support Officers advised to ensure performance score cards are included on future agendas.</p> <p>R(4) and R(5) – information circulated via e-mail on 15 August 2011.</p>	
12	<p>Urgent Executive Decisions</p> <p><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.</p>	29/06/11		Information circulated via e-mail on 15 August 2011.	
18	<p>Minutes</p> <p><u>Agreed</u> the minutes of the meeting held on 29 June 2011, subject to an amendment to reflect the fact that Councillor Dreaan had been in attendance as a substitute for Councillor Mrs. Bowyer.</p>	27/07/11		Correction recorded in minutes of meeting held on 27 July 2011.	

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20	<p>Tracking Decisions <u>Agreed</u> that –</p> <p>(1) the concerns highlighted regarding the lack of Equality Impact Assessments and failure to set target dates against the budget scrutiny recommendations be raised at the Board’s next meeting in September;</p> <p>(2) Cabinet be recommended to arrange provision of monthly budget updates to the Overview and Scrutiny Management Board;</p> <p>(3) responses be sought as a matter of urgency to the requests for information on –</p> <ul style="list-style-type: none"> • schools’ budget allocation • council tax collection performance comparators • America’s Cup costs 	27/07/11		<p>To be raised under discussions on progress against Budget Scrutiny recommendations at the Board’s meeting on 21 September 2011</p> <p>Recommendation considered by Cabinet on 13 September 2011.</p> <p>Information circulated via e-mail on 15 August 2011.</p>	
23	<p>Task and Finish Group Updates/Reports Localities and Neighbourhood Working Review <u>Agreed</u> to recommend to Cabinet all of the following recommendations, subject to the inclusion of Councillor Lowry’s proposal to cost the amount of officer time spent on localities working –</p> <p>(1) Locality and Neighbourhood Working should be renamed Neighbourhood Working;</p> <p>(2) Locality Teams as set up as part of Locality and Neighbourhood Working arrangements in February 2010 should be discontinued. A member of the Council’s Senior Management Team (SMT) should be nominated for each Ward within the city, with designated duties with respect to support for Ward Councillors and Neighbourhood Working. The Lead Ward Councillor decision should be rescinded;</p>	27/07/11		<p>Recommendations to be considered by Cabinet on 13 September and then be considered by City Council on 10 October 2011</p>	

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(3)	best practice protocols regarding neighbourhood meeting arrangements should be produced and shared amongst Neighbourhood Liaison Officers and newly designated SMT members with a view to promoting, implementing and monitoring consistent high quality arrangements;	27/07/11			
(4)	the role and identity of members should be included in publicity regarding neighbourhood meetings;				
(5)	Neighbourhood Liaison Officer (NLO) roles should be reviewed to ensure that skill sets of individuals match the demands of the job. Specific training needs analysis should be carried out to ensure training and development is available where needed. Line managers of NLOs should include the role within the NLO's personal objectives, and seek feedback from Members at appraisal. NLO's and their line managers should ensure that the role is integral to, rather than in addition to their work programme, and that adequate support is available to assist them in the role;				
(6)	revised arrangements should be commended to Plymouth 2020 partnership and, subject to agreement be publicised and briefed to relevant stakeholders from all agencies and to residents;				
(7)	analysis of repeat issues in Neighbourhoods, and of complaints should be undertaken to ensure that the necessary learning is taking place. This practice should be included in best practice protocols for Neighbourhood Working;				
(8)	a review is undertaken by the Customers and Communities Overview and Scrutiny Panel and a report submitted to the Overview and Scrutiny Management Board with respect to the role of community infrastructure and community anchor organisations in supporting neighbourhood working;				

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(9) (10) (11) (12) (13) (14)	<p>the Shadow Health and Wellbeing Board takes responsibility for ensuring that neighbourhood level interaction takes place with key health agencies;</p> <p>plans are put in place to adopt the proposed boundary changes set out in the overview report;</p> <p>Neighbourhood Profiles are reviewed and updated in line with the findings and recommendations of this review;</p> <p>a review is undertaken of communication methods around neighbourhood working, with recommendations back to the Customers and Communities Overview and Scrutiny Panel;</p> <p>the Constitution be updated to reflect revised member and officer accountability arrangements for Neighbourhoods and Wards;</p> <p>a review of these arrangements is carried out as a Task and Finish Group in July 2012.</p>	27/07/11			
24	<p>Project Initiation Documents</p> <p>Review of Winter Maintenance Preparation: Gritting Rounds and Salt Bins</p> <p><u>Agreed</u> the PID, subject to inclusion of the following –</p> <ul style="list-style-type: none"> • Grit bin provision for schools • Cost of claims made against the authority as a result of poor winter maintenance planning • Validity of Council’s weather intellect 			Task and Finish Group to take place 15 and 29 September and 13 October	

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25	<p>Forward Plan Items</p> <p><u>Agreed</u> that pre-decision scrutiny of the following Forward Plan items would be undertaken by the Overview and Scrutiny Management Board at its provisional meeting on 10 August 2011 –</p> <ul style="list-style-type: none"> • Article 4 Direction in Respect of Houses in Multiple Occupation; • Civic Centre Options 			Meeting held on 7 September 2011.	
26	<p>Work Programmes</p> <p><u>Agreed</u> the work programmes as submitted, subject to the Overview and Scrutiny Management Board taking the lead in driving localism agenda through the Council and inviting all Members to a Localism Bill Seminar.</p>			Recommendation to be considered by Cabinet on 13 September 2011	
27	<p>Recommendations</p> <p><u>Agreed</u> –</p> <p>(1) that with regard to the Growth and Prosperity Overview and Scrutiny Panel –</p> <ul style="list-style-type: none"> • a task and finish group be set up to review the assessment criteria and location for gritting rounds and grit bins (as part of this the location of grit bins will be brought up to date and include not on HMPE land); • membership of the task and finish group comprise Councillors Berrow, Salter, Murphy, Wright, K Foster, Coker, Nicholson and Williams; • connectivity (road/rail/digital) be included in the work programme; • subsidised bus routes/ ticketing be included in the work programme. 			Task and Finish Group to take place 15 and 29 September and 13 October. Connectivity and Subsidised Bus Routes / Ticketing added to Growth and Prosperity Work Programme.	

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(2)	that with regard to the Support Services Overview and Scrutiny Panel, the request that departmental delivery plans are shared with the relevant scrutiny panels so that value for money in each service area can be monitored to identify where efficiencies have been achieved be approved;			Added to Work Programme	
(3)	that with regard to the Children and Young People Overview and Scrutiny Panel, the following issues be approved for inclusion within its work programme – <ul style="list-style-type: none"> • plans for each of the five themes listed in the LSP Wise Theme Group report to come back to the panel on a regular basis; • receipt of an overview on the different theme groups and how they fit together and contribute to the delivery of the Children and Young People’s Plan 2011 – 14. 				
(4)	<u>Recommended</u> to Cabinet – that Cabinet undertake urgent discussions with Cornwall County Council, Devon County Council and Torbay Council to minimise the difficulties that the exodus of local authority maintained schools to become Academies is causing Plymouth and its neighbouring authorities;	27/07/11		Considered by Cabinet at its meeting on 13 September 2011.	
(5)	the adoption of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982;			To be considered by Cabinet alongside the Sex Establishment Licensing Policy on 13 September 2011.	
(6)	the content of the draft Sex Establishment Licensing Policy with the inclusion of the following – <ul style="list-style-type: none"> • (hours of opening) to include ‘Good Friday’ on a similar basis to Sundays; • (notification) that residents, chairs of school governors, religious establishments, within a specific distance from the proposed sex establishment, as well as the relevant Ward Councillors, are notified of any application by individual letters. 				

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34	<p>Future of Civic Centre <u>Recommended</u> that an all member briefing be held on the future of the civic centre.</p>	07/09/11	Cabinet		
35	<p>Proposed Non-Immediate Article 4 Direction for Houses in Multiple Occupation <u>Agreed</u> that the monitoring and implementation of the Article 4 Direction for Houses in Multiple Occupation be referred to the Growth and Prosperity Overview and Scrutiny Panel for inclusion in its work programme.</p>	07/09/11	Growth and Prosperity OSP		
36	<p>Joint Finance and Performance Report <u>Agreed</u> that written responses be provided to the Overview and Scrutiny Management Board with regard to –</p> <p>(1) what was being done to improve the time taken to process new housing benefit claims;</p> <p>(2) how new schemes in the Capital Programme were being funded;</p> <p>(3) whether more imaginative ways of funding repairs and maintenance to the City's Victorian-style school buildings were being investigated;</p> <p>(4) clarifying the £0.234m forecast overspend in Environmental Services.</p>	07/09/11	Head of Finance		
37	<p>Urgent Decisions <u>Agreed</u> that post-decision scrutiny be undertaken of the De-Recognition of Unison from Local Collective Bargaining Arrangements.</p>	07/09/11	OSBM		
38	<p>Forward Plan Items <u>Agreed</u> that the Board's concerns at the late inclusion of new items in the Forward Plan with short timescales for decision-making be raised with the Leader and Chief Executive at its next meeting on 21 September 2011.</p>	07/09/11	OSMB		