

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD
30 NOVEMBER 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 Agreed the Budget and Corporate Plan Scrutiny Report 2011. | 26/01/11 | Cabinet | Response received at OSMB on 23 March 2011 and update provided to meeting on 21 September 2011. 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. | | Ian Gallin and Adam Broome | As and when proposals for shared services are at an appropriate point in discussions O&SMB will be advised. | |
| 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. | | Ian Gallin and Adam Broome in consultation with CMB | There are now no national performance benchmarking tools available to assess comparative performance. The Local Government Group is developing a prototype tool which will be available to all councils towards the end of 2011/12. This year the council will be able to compare cost and performance using CIPFA's VFM tool, which provides annual data, and this will be used for the budget challenge. Comparisons are now more likely to be based on the unitary rather than family group, as this will be more challenging. | |

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| 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. | | Adam Broome | Quarterly reports tabled showing work strand green. Cashiers closed on 31 March 2011 as planned, with presentations and communications with members and officers taking place throughout the closure. | |
| R.2.5 | 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. | | Adam Broome | Progress has been reported quarterly – with regular up-dates on new procurement initiatives through the Support Services Scrutiny Panel. | |
| 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. | | Anthony Payne | The original timeframe for this piece of work was by June 2011. In the current national climate of capital funding to local authorities being subject to significant change and uncertainty over funding levels beyond the current year the work is ongoing at present. In the meantime changes to the capital programme continue to be reported via Cabinet and Council enabling scrutiny of any decisions. These changes are carefully prioritised against the Council's scarce resources. The revised timeframe for the work to be completed is by December 2011. | |
| 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. | | | Cabinet have been asked to advise when it would be considered appropriate. Response awaited. | |

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| R2.8 | That a proposal for a small grants scheme for community and voluntary groups is developed and implemented jointly with Plymouth 2020 | | Ian Gallin | Funding for this has been agreed from Performance Reward Grant (£3k pa 2011-14) and the Third Sector Consortium, which has agreed to administer the scheme, is seeking matching funding. | |
| 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. | | Ian Gallin | Funding has been secured from PRG and partners and the contracts renewed for 2011/12. | |
| 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. | | CMT | Senior management review still being considered by the Chief Executive and considerations around capacity will be part of the work. | |
| 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. | | SMT | Statistical data referred to where appropriate in the short narrative that accompanies, for example, the performance scorecard. | |
| 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. | | SMT | Implemented – Guidance on completing committee reports now reflects this requirement. | |
| 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. | | Ian Gallin | P2020 Executive currently considering future development of the constituent Theme Groups and Boards and the role they play in relation to the wider community, given the requirements of new legislation e.g. Health and Wellbeing Board | |

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| 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 | | | | |
| 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 | | CMT | This will be reported in the second quarterly 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'. | | Carole Burgoyne | <p>Recycling targets have been reviewed and benchmarked with similar authorities. The performance targets selected are realistic but challenging and exceed national targets for the re-use, recycling and composting of household waste. The 2010 /11 recycling performance was the highest the authority recorded for this indicator, providing a demanding baseline upon which future more challenging targets could be set. The performance targets are 33% for 2011/12; 34% for 2012/13; 36% for 2013/14.</p> <p>On 13 Sept Cabinet will consider a report that includes pilot extension of garden waste to Nov 2011; an expansion of garden waste collection to 19,000 households in 2012; a pilot for glass recycling in 2012; and soft pilot testing for a replacement for the Material Recycling Facility</p> | |

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| 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. | | Adam Broome, Carole Burgoyne and Ian Gallin | Discussions ongoing and will be brought forward as appropriate | |
| R4.3 | That a review of all grants relating to the Community services that are not continuing, with succession arrangements, is published. | | | This will be reported in the second quarterly report. | |
| 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. | | Peter Aley | The Guild has agreed to work with the council to produce this Plan, but the deadline needs to be later in the year. In the meantime, information promoting Community Payback has been circulated to Neighbourhood Liaison Officers. | |
| R4.6 | Plymouth takes a lead role in establishing a Crime Panel in line with legislative proposals. | | Carole Burgoyne | Plymouth City Council has reached agreement with other authorities in Devon & Cornwall that it will lead this work and is in discussion with stakeholders about development of the Panel. | |
| R4.7 | That targets for the Personalisation agenda be set in line with 'family group' authorities rather than regional comparators. | | Carole Burgoyne | There is now just on national target, which is 60% by April 2012 and 100% by April 2013. We are on track to meet this target and compare favourably with our family group. | |

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| 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. | | Carole Burgoyne | We secured money from the DH for 2010/11, 2011/12 and 2012/13 to support us with winter pressures, post discharge support from hospital and for re-ablement. We undertook to brief Health, Overview and Scrutiny in their June meeting and we were asked to return with a more comprehensive account of the spend on 14th September 2011. The monies for this year and next need to be spent on services that benefit both Health and Social Care and we have a number of jointly agreed priorities with health partners around which we are developing business cases which will then be implemented. | |
| 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. | | Carole Burgoyne | This item contains a number of small scale savings in different areas. Most are on target , and we are examining the others and where appropriate considering other areas to ensure that the required level of savings are achieved | |

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| R5.0 | Details are provided of the transport options for savings currently being considered in the budget delivery plan. | | Anthony Payne | To date £230K of the total £300k savings have been identified. This includes: £130K from concessionary fares (new reimbursement rate introduced but savings subject to overall demand on concessionary travel); £50K from Access Plymouth (achieved through new working practices); £30K projected from mooring fees; £20K from new rates for S.278/S.38 highway works. Work is ongoing to identify the remaining £70k savings. | |
| R5.1 | Following ministerial feedback, the revised Local Economic Partnership for Plymouth be reviewed by the Growth and Prosperity overview and scrutiny panel | | Anthony Payne | A report will be taken to the Plymouth Growth Board on 3 Oct 2011. A report on growth, which includes the LEP and its delivery arm in Plymouth, the Growth Board, is going to September's Growth and Prosperity Panel. | |
| 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. | | Anthony Payne | A study of the city's economy will be published in Sep/Oct 2011 and when trends are analysed it will become possible to explore/agree targets | |
| 20 (1) | Tracking Decisions <u>Agreed</u> that – 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; | 27/07/11 | OSMB | To be raised under discussions on progress against Budget Scrutiny recommendations at the Board's meeting on 21 September 2011 | |

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| (2) | Cabinet be recommended to arrange provision of monthly budget updates to the Overview and Scrutiny Management Board; | | Cabinet | Recommendation considered by Cabinet on 13 September 2011 who agreed that the OSMB would continue to receive the full quarterly Performance and Finance Monitoring Reports and extracts from the report will be submitted to City Council meetings. | |
| 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 | | Recommendations considered by Cabinet on 13 September and City Council on 10 October 2011. An extract from the minutes of that meeting containing the response to the Board's recommendations is attached as an appendix to this tracking schedule. | |

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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) | the Shadow Health and Wellbeing Board takes responsibility for ensuring that neighbourhood level interaction takes place with key health agencies; | 27/07/11 | | | |
| (10) | plans are put in place to adopt the proposed boundary changes set out in the overview report; | | | | |
| (11) | Neighbourhood Profiles are reviewed and updated in line with the findings and recommendations of this review; | | | | |
| (12) | a review is undertaken of communication methods around neighbourhood working, with recommendations back to the Customers and Communities Overview and Scrutiny Panel; | | | | |
| (13) | the Constitution be updated to reflect revised member and officer accountability arrangements for Neighbourhoods and Wards; | | | | |
| (14) | a review of these arrangements is carried out as a Task and Finish Group in July 2012. | | | | |
| 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> | | | <p>Recommendations considered by Cabinet on 13 September 2011 who responded that –</p> <p>they support the need for Member briefings and seminars on new legislation and will instruct officers to take this work forward jointly between OSMB and relevant Portfolio Holders starting with a Member seminar of the Localism Bill.</p> | |

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| <p>(4)</p> <p>(5)</p> <p>(6)</p> | <p><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;</p> <p>the adoption of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982;</p> <p>the content of the draft Sex Establishment Licensing Policy with the inclusion of the following –</p> <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. | 27/07/11 | | <p>the OSMB recommendation on school academy transfers is noted and that Cabinet requests a financial report, outlining the risks of schools not buying into council services, as part of the budget report;</p> <p>the OSMB is advised that the officer report on the Sex Establishment Licensing Policy document, to be considered by Cabinet on 15 November 2011, will address the recommendations of the scrutiny panel.</p> | |
| 34 | <p>Future of Civic Centre</p> <p><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</p> <p><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 | Referred to Growth and Prosperity OSP and included in work programme. | |

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| 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 | Written responses have been obtained and are attached as an annex to this tracking resolutions schedule. | |
| 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 | PID drafted and to be considered at OMSB meeting on 30 November 2011. | |
| 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 | Raised at meeting on 21 September 2011 with Leader and Chief Executive who reported that Cabinet often had to make decisions quickly. It was however acknowledged that the authority could do better in terms of pre-decision scrutiny. | |
| 41 | <p>Appointment of Vice-Chair <u>Agreed</u> that Councillor Lock, having been proposed by Councillor Mrs. Bowyer and seconded by Councillor Browne, is appointed Vice-Chair for the purpose of this meeting.</p> | 21/09/11 | | Councillor Lock took the Vice-Chair for the meeting. | |
| 45 | <p>Leader and Chief Executive <u>Agreed</u> that responses be provided in writing to Members of the Board in respect of –</p> <p>(1) the economic gain to the City from the America's Cup, including a breakdown of what it actually costs the City to host the event;</p> | 21/09/11 | | Written responses have been obtained and are attached as an annex to this tracking resolutions schedule. | |

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| (2) | visits to the Life Centre being restricted to parties only accompanied by the Cabinet member for Finance, Property and People. | 21/09/11 | | | |
| 46 | <p>Update on Budget Scrutiny Recommendations See also minute number 95 above. <u>Agreed</u> that responses be provided in writing to Members of the Board in respect of –</p> <p>(1) a list of shared service projects currently being considered;</p> <p>(2) the situation in Plymouth regarding the new homes bonus;</p> <p>(3) progress on the Local Enterprise Partnership (LEP).</p> | 21/09/11 | | Written responses have been obtained and are attached as an annex to this tracking resolutions schedule. | |
| 47 | <p>Tracking Decisions <u>Agreed</u> that –</p> <p>(1) the tracking decisions schedule is updated to reflect progress on budget scrutiny recommendations, as reported under minute 46;</p> <p>(2) a written response is sought from Cabinet on when it would be appropriate to prepare draft proposals for years three, four and five of the capital programme as part of the ongoing budget setting process;</p> <p>(3) a written response is sought to the question raised in relation to the writing up of monthly tonnage rates at the tip, together with an explanation as to why this is no longer happening;</p> <p>(4) Cabinet's response to the Board's recommendations, including the Localities and Neighbourhood Working Review is circulated to Board Members and incorporated into the tracking schedule.</p> | 21/09/11 | | <p>See minutes 95 and 46 above.</p> <p>Written responses have been obtained and are attached as an annex to this tracking resolutions schedule.</p> <p>See minute 23 above and attached annex.</p> | |
| 49 | <p>Annual Scrutiny Report <u>Agreed</u> –</p> <p>(1) that a more fitting tribute to Councillor Viney is included;</p> <p>(2) subject to (1) above, that the Annual Scrutiny Report is submitted to the next meeting of City Council.</p> | | | Report updated and submitted to City Council on 10 October 2011. | |

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| 50 | <p>Task and Finish Group Updates/Reports <u>Agreed</u> that approval of the Growth and Prosperity Task and Finish Group Winter Maintenance report be delegated to the Scrutiny Lead Officer in consultation with the Chair of the Overview and Scrutiny Management Board, Councillor James, and Councillor Mrs. Aspinall.</p> | 21/09/11 | | Report approved and submitted to Cabinet on 18 October 2011. A copy of the report also submitted to OSMB on 30 November 2011 for information. | |
| 51 | <p>Recommendations The Board endorsed and <u>agreed</u> the following recommendations – <u>Customers and Communities OSP</u> Appeal against Council's response to a Petition (1) The Council's response to the petition was satisfactory; Work Programme (2) the revenue and benefits service item is removed from the Customers and Communities Panel's work programme and any issues concerning benefits make-up are considered within the universal credit and/or financial inclusion service items on the programme; (3) a task and finish group on social media; <u>Children and Young People OSP</u> Tracking Resolutions (4) the panel look at Child Poverty at its November meeting; Priorities and Challenges for Children's Services (5) the Child Poverty Multi-agency Delivery Plan prepared as a result of the motion accepted at City Council on 25 July 2011 is reviewed by the Children and Young People's OSP at its meeting on 10 November, prior to its approval by Cabinet. The review will ensure that targets, actions and milestones within the plan are SMART, appropriately resourced and prioritised.</p> | 21/09/11 | | Board's approval of these recommendations has been fed back to the relevant panels. | |

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| (1) (2) | <p>Project Initiation Documents <u>Agreed</u> – the Project Initiation Documents in respect of –</p> <ul style="list-style-type: none"> • Children’s Emotional Wellbeing and Mental Health • Safeguarding Vulnerable Adults (as amended) <p>(2) that approval of the Apprenticeships Project Initiation Document be delegated to the Scrutiny Lead Officer in consultation with the Chair and Vice-Chair of the Overview and Scrutiny Management Board.</p> | 21/09/11 | | Approval of the PIDS fed back to the relevant panels. Children’s Emotional Wellbeing and Mental Health Task and Finish has now been completed. | |
| 53 (1) (2) (3) (4) | <p>Work Programme <u>Agreed</u> that –</p> <p>(1) the De-recognition of Unison is added to the work programme of the Overview and Scrutiny Management Board;</p> <p>(2) consideration is given to using a provisional meeting to look at the next Joint Finance and Performance Monitoring Report;</p> <p>(3) approval of the Customers and Communities Overview and Scrutiny Panel’s Project Initiation Document on Social Media is delegated to the Scrutiny Lead Officer and the Chair and Vice-Chair of the Overview and Scrutiny Management Board;</p> <p>(4) the Growth and Prosperity Overview and Scrutiny Panel undertake a task and finish group on the 5-week programme of works to the Tamar Bridge.</p> | 21/09/11 | | All approvals/recommendations fed back to the relevant Panels. | |