

## TRACKING RESOLUTIONS

### Support Services Overview and Scrutiny Panel

Date/Minute Number	Resolution	Explanation/Minute	Officer	Progress	Target Date
06.08.12 19	that the costs of temporary staff to cover employee sickness is distributed to the panel.		Mark Grimley, Assistant Director of Human Resources and Organisational Development	This recommendation was superseded by 01.10.12 32 (below)	
06.08.12 20	to request that final shared service business cases are presented to the panel for pre-decision scrutiny.		Neville Cannon, Programme Director for ICT Shared Services	Panel updated on 19 November 2012.	
06.08.12 21	request a further update providing information on the take up by academy schools of services provided by the council.		Jayne Gorton and Mark Grimley	Report received at meeting on 19 November 2012	
01.10.12 29	update provided to the panel at the next meeting on the next meeting on the impact of the Localism Act and how this has affected the provision of services across the council		Simon Arthurs	Update provided at meeting on 19 November 2012	
01.10.12 29	update provided to the panel at the next meeting on the impact of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.		Tim Howes	Verbal update to be provided at meeting on 19 November	

01.10.12 30 (1)	the results of the interim staff survey will be submitted to the panel at its next meeting 19 November 2012		Mark Grimley	The staff survey is currently underway and so the results are not yet available. The outcome of the survey will come to the panel on 11 February 2012. Results will be shared with the Chair and Vice Chair at the earliest opportunity.	11.02.12
01.10.12 30 (2)	Dave Saunders would email all panel members an update of work undertaken on enabling a single and central customer services location			Information e-mailed 05/11/2012.	
01.10.12 30 (3)	Malcolm Coe would email all panel members an analysis on the make-up the service structure including numbers of term-time workers, with percentages against the full-time employed service		Malcolm Coe	Information e-mailed 05/11/2012.	
01.10.12 30 (4)	The monthly revenue and benefits update report, submitted to Cabinet would be included on the agenda for all Support Services Overview and Scrutiny panel meetings		Malcolm Coe	Democratic Support will attach the relevant reports to each agenda	
01.10.12 30 (5)	Malcolm Coe, would email all panel members a full analysis on overpayments made by the council, including figures on how much is written off. In addition the figure of 98 per cent collection of the Council Tax to be provided as a monetary figure		Malcolm Coe	Information e-mailed 05/11/2012.	
01.10.12 31 (1)	Alex Hurth, would email all members of panel with a breakdown of the air travel spend of £111k in 2009/10 and the £36k in 2010/11		Alex Hurth	Circulated by e-mail on 09.01.12	

01.10.12 31 (2)	Alex Hurth would email all members of the panel with a report on how the Council aims to work with other organisations, responsible for highways and transport management, to reduce traffic congestion		Alex Hurth	Circulated by e-mail on 09.011.12	
01.10.12 (31 (3)	The Support Services Overview and Scrutiny Panel receive a further update on carbon management following the Cabinet receiving a report on the Council's plans and projects on carbon management and green energy		Alex Hurth		
01.10.12 32	agreed that the information requested would be emailed to all panel members the day following this meeting	The information referred to in the resolution is temporary staff employee sickness update	Mark Grimley	The information was e-mailed to panel members on 02.10.12	
01.10.12 33	agreed that, if possible, the legal advice provided on the listed status of the Council House in 2007 is provided to the panel		Mark Lowry	Legal advice was provided at the time of the Council House listing. This advice given was in relation to a complex dispute between Plymouth City Council and English Heritage and it would not be appropriate to circulate this advice. Plymouth City Council would need permission from the QC to distribute any advice given at the time. If there is a specific issue which the panel would like more information consideration can be given on whether or not it is appropriate to share this information and how best to share it.	
01.10.12 34(3)	School Academy Transfer update is provided at the next meeting		Simon Arthurs	Update provided at meeting on 19 November 2012	

**Grey** = Completed (once completed resolutions have been noted by the panel they will be removed from this document)

**Red** = Urgent – item not considered at last meeting or requires an urgent response