

## Co-operative Scrutiny Board

**Wednesday 23 July 2014**

### **PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Mrs Beer, Bowie, Mrs Bowyer (Substitute for Councillor Sam Leaves), Darcy, Philippa Davey, Sam Davey (Substitute for Councillor Kate Taylor), Jordan, Murphy and Jon Taylor.

Apologies for absence: Councillors Sam Leaves and Kate Taylor.

Also in attendance: Malcolm Coe (Head of Finance), Helen Foote (Lead Accountant), Peter Honeywell (Transformation Programme Manager), David Northey (Head of Corporate Strategy), Giles Perritt (Assistant Chief Executive), Loraine Slinn (Senior ICT Trainer), David Trussler (Interim Strategic Director for Transformation and Change), Hannah West (Lead Accountant) and Helen Wright (Democratic Support Officer).

The meeting started at 4.00 pm and finished at 6.20 pm.

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### 16. **DECLARATION OF INTEREST**

In accordance with the code of conduct Councillor Jon Taylor declared a prejudicial interest as he was employed by NEW Devon Clinical Commissioning Group Western Locality.

### 17. **MINUTES**

The Board agreed that the minutes of the meeting held on 25 June 2014 are confirmed as a correct record.

### 18. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

### 19. **WORK PROGRAMMES**

The work programme for the Co-operative Scrutiny Board and the Ambitious Plymouth Panel were submitted for consideration and approval.

The Board was advised that the Transformation Programme items which included –

- Strategic Centre Project business case;
- Commissioning and Procurement business case;
- HR, Finance and Corporate Services Project business case;
- FM and Business Support business case;

were due to be considered by the Board at its meetings scheduled for 13 August and 27 August 2014 (the meeting on 27 August 2014 was a provisional meeting which had been activated). However, these items had now slipped and therefore there would be no need to hold a review meeting on 27 August 2014.

The Commissioning and Procurement business case was due to be submitted to Cabinet at its meeting scheduled for 14 October 2014.

The Board agreed the work programme for the Ambitious Plymouth Panel subject to the reference to 'POD' being referred to in full (People and Organisation Development).

The Board further agreed –

- (1) its work programme ;
- (2) that the meeting scheduled for 27 August 2014, would revert back to a provisional meeting, in order to consider any call-ins that may be received.

## 20. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY**

The Chair reported that the Caring Plymouth Panel had undertaken two meetings to review the Fairer Charging Policy, the Integrated Commissioning and Integrated Delivery elements of the Integrated Health and Wellbeing Transformation Programme.

The recommendations arising from the two meetings had been agreed under delegated authority with the lead officer in consultation with the Chair and Vice Chair.

The Board noted the decisions taken under delegated authority.

## 21. **TRACKING DECISIONS**

The Board considered its schedule of decisions and noted the latest position.

With regard to minute 10, the Chair advised that the information requested by the Board on the movements within the budget had recently been received and would be circulated following this meeting.

## 22. **FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS**

The Board considered the following executive key decisions in the Forward Plan which were scheduled to be discussed at the Cabinet meeting between 20 May 2014 and 14 October 2014 –

- award of building contract for Langage Employment Units and to agree any associated financial increases within the capital programme;
- review and prioritisation of the capital programme;
- the brilliant co-operative street service final business case;
- waste collection reorganisation project final business case;
- special educational needs and disability reform;
- declaration of air quality management area;
- parking IT and PCN processing contract;
- carers' strategy 2014 – 18 and carers' action plan 2014-2015;
- dementia strategy overview Devon and Plymouth and dementia action plan 2014-15;
- commercialisation project business case;
- category management: fleet services project business case;
- new community economic development trust;
- residential and nursing care home fair price for care.

The Board considered that should there be a requirement to scrutinise the residential and nursing care home fair price for care this could be reviewed at the Caring Plymouth Panel in September 2014.

## 23. **SCRUTINY ELEARING**

The Chair advised that for a number of years he had requested that a scrutiny handbook be provided to members who were new to scrutiny, in order to help them better understand its role and the process. He considered that this piece of work had produced a high quality and bespoke elearning course.

Loraine Slinn, Senior ICT Trainer, provided an overview of the new scrutiny elearning course, which had been designed to provide members and officers with a better understanding of how scrutiny worked within the Council.

The Board was advised that –

- (a) the course included information on –
  - introduction – key roles of scrutiny;
  - meeting procedures - pre meeting arrangements;
  - scrutiny work – terms of reference and selecting items;
  - Councillor Call for Action;
  - Co-operative Reviews;
- (b) the course would take approximately 30 minutes to complete and a certificate could be obtained at the end;

- (c) links were also provided to the Corporate Plan, the Council's Constitution and the Council and Democracy web pages for information;
- (d) the course would be rolled out to all members and staff within the next couple of weeks.

A discussion took place with regard to the viability of providing training using this vehicle for other areas of the Council such as planning, licensing and school governors.

The Chair thanked Loraine Slinn, Senior ICT trainer and Helen Wright, Democratic Support Officer for their work on this course.

#### 24. **CORPORATE MONITORING REPORT (FINANCE AND HR)**

The Head of Corporate Strategy presented the corporate monitoring report (finance and HR), which highlighted the following key points –

- (a) there was a forecast overspend of £5.859m;
- (b) the main areas of the forecast overspend were –
  - Co-operative Commissioning and Adult Social Care (£3.669m) which was due in part to changes in client numbers, costs since the budget was prepared, a reduction in expected income and increased spend on Community Equipment Service; as part of the budget containment plan work was being undertaken to reduce the spend of the service and a programme of reviewing and right sizing care packages had commenced;
  - Children's Social Care (£1.650m) was attributed to an increase in young people's placements, including an increase in large sibling groups being accommodated and significant increases in residential placements due to the complex nature of these children's needs;
- (c) members were assured that both Cabinet Members and officers were working hard to contain the budget.

In response to questions raised by the Board, it was reported that –

- (d) the delay in implementing the Fairer Charging policy would have implications on the budget; the figures had been adjusted to take account of this delay; new clients would be assessed under the new policy, whilst existing customers would need to be reviewed;

- (e) an undertaking was given to provide benchmarking information relating to other local authorities overspends;
- (f) the decision to cut front line services would be the responsibility of the service provider.

The Board raised concerns at the level of overspend forecast and the lack of action plans to address this situation.

The Board agreed to invite the Leader, the Chief Executive and Councillor Lowry to its meeting scheduled for 24 September 2014.

The Chair thanked David Northey (Head of Corporate Strategy), Helen Foote (Lead Accountant) and Hannah West (Lead Accountant).

## 25. **REVIEW OF CORPORATE PLAN**

The Transformation Programme Manager presented the report on the Corporate Plan Review, which highlighted the following key areas –

- (a) last year had been the first year of the new Corporate Plan which set out Plymouth's vision to become a Brilliant Co-operative Council and included its values, objectives, outcomes and key actions;
- (b) the review of the Corporate Plan had removed any duplicated and completed items, as well as bringing it in line with the commitments considered by Cabinet on 17 June 2014;
- (c) there were 42 key actions, 11 had been removed, eight had been added and 16 had been reworded;
- (d) the revised Corporate Plan would be submitted to Full Council in September 2014 for its approval.

In response to questions raised by the Board, it was reported that –

- (e) quarters one and two would be presented to the Board in November 2014, which would include the target dates;
- (f) the framework for working with our citizens and communities would attempt to address such issues as the 'Have your say' sessions not being representative of all communities and focus largely on reactive responses to customers' experiences, rather than informing local decisions or shaping local facilities and services.

The Chair thanked Peter Honeywell for attending.

26. **COSTS AND BENEFITS MONITORING INFORMATION FOR TRANSFORMATION**

The Interim Strategic Director for Transformation and Change and the Assistant Director for Finance gave a presentation on the costs and benefits of the Transformation Programme, which highlighted the following key areas –

- financial position: the context for Transformation;
- Transformation Programmes;
- Transformation Programme three year detail by programme;
- Transformation: 2014/15 forecasted expenditure/commentary on costs;
- Transformation: 2014/15 forecasted benefits and commentary;
- Transformation: 2015/16 and beyond.

The Board was advised that –

- (a) the overall net benefits of the programme over three years were projected as £39.6m;
- (b) in 2014-15 the projected spend for the programme was £5.192m against a budget of £5.3m;
- (c) the majority of costs for each programme could be attributed to staff costs; however the figures did include training and development costs, ICT investment and other support service costs;
- (d) in 2014/15 the forecast benefits was £6.5m;
- (e) whilst officers were confident that the benefits in 2014-15 would be achieved it would not be without risk.

In response to questions raised by the Board, it was reported that –

- (f) the programmes were currently moving into the implementation and delivery stage and therefore would require additional resources;
- (g) there were 20 members of staff who were currently undergoing project training; the apprentices had already commenced the NVQ4 training in project management; other training including financial modelling was currently being implemented;
- (h) the skills agenda was an important part of the GAME programme in relation to growing the population of the City;
- (i) it was normal for there to be movement of the timing of decisions relating to the programmes due to their size and complexity;

- (j) the majority of staff were employed of flexible terms and conditions in relation to their place of work, therefore staff transferring to different sites would not incur any additional costs;
- (k) longer term solutions were currently being considered (beyond 2018), however the aim was to deliver these solutions through the existing programmes;
- (l) the existing solutions may not deliver all the savings required; however radical solutions were being developed in the larger spend areas, including health and social care, in order to address the long term demands;
- (m) the Medium Term Financial Plan would take account of both the transformation benefits and the overall projected expenditure and income over the next three to five years; it was important not to treat the transformation benefits and the overall financial position of the council separately as the two elements were mutually reliant.

The Chair thanked the officers for attending the meeting.

27. **CALL-INS**

There were no call-ins to consider.

28. **URGENT EXECUTIVE DECISIONS**

The Chair reported that he had signed the urgent delegated decision relating to the tender award for children's centres (cluster one and four).

Following a competitive tendering process which was held in March 2014, Cabinet awarded six contracts for the operation of the children's centres across the city. However, subsequent to this decision the organisation awarded cluster one and four withdrew its offer. Therefore, the contracts were awarded to the second ranked bidder.

The Board noted the decision taken under delegated authority.

29. **RECOMMENDATIONS**

There were no recommendations to consider.

30. **CO-OPERATIVE REVIEWS**

The Board considered and agreed the co-operative reviews relating to the creating a brilliant co-operative street service and waste collection re-organisation project.

31. **EXEMPT BUSINESS**

There were no items of exempt business.