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Date: Monday, 15 February 2016

Overview and Scrutiny  
Town Hall  
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Torquay  
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Dear Member

**OVERVIEW AND SCRUTINY BOARD - WEDNESDAY, 17 FEBRUARY 2016**

I am now able to enclose, for consideration at the Overview and Scrutiny Board to be held on Wednesday, 17 February 2016, the following reports that were unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>	<b>Page</b>
2.	<b>Minutes</b>	(Pages 101 - 105)
8.	<b>Future Operation of the Overview and Scrutiny Function</b>	(Page 106)

Yours sincerely

Kate Spencer  
Overview and Scrutiny Lead



## Minutes of the Overview and Scrutiny Board

27 January 2016

-: Present :-

Councillor Lewis (Chairman)

Councillors Barnby, Bent, Bye, Darling (S), Stockman, Stocks, Tolchard and Tyerman

(Also in attendance: The Mayor and Councillors Amil, Brooks, Cunningham, Ellery, Excell, Morey, Parrott and Thomas (D))

### 43. Minutes

The minutes of the meetings of the Board held on 16 December 2015 and 6 January 2016 were confirmed as a correct record and signed by the Chairman.

### 44. Children's Services Improvement Plan

The Board considered the Torbay Children's Services Improvement Plan 2015/2016 which brought together the improvement work across Torbay Children's Services. The Plan explicitly recognised the outcome of the recent Ofsted Inspection but also took into account other factors.

**Resolved:** that the Improvement Plan be noted and that an update on the progress against the Plan be presented to the Board by no later than May 2016.

### 45. Revenue Budget Monitoring 2015/2016 - Quarter 3

The Board noted the Revenue Budget Monitoring Report for Quarter 3 of the 2015/2016 Financial Year which set out that the revenue budget was currently projected to be £2.7 million overspent at year end primarily as a result of expenditure in both Children's and Adult Social Care, offset by savings in other services.

### 46. Revenue Budget 2016/2017

The Board concluded its Review of Priorities and Resources during which it had received information from the Mayor and his Executive Leads on the rationale for the Mayor's proposed budget including his proposals for service change, income generation and savings.

At the meeting, the Board received a paper from the Director of Children's Services which explained how the budget for Children's Services would be managed in 2016/2017 to ensure that the service delivery costs remained within

the proposed financial envelope of £29.0 million. The Executive Lead for Children's Services also attended the meeting to give his assurance about the level of budget which was proposed to be set.

The Board was also provided with updates on the proposals in relation to tourism marketing, harbours, car parking and street wardens.

**Resolved:** (i) that the following recommendations be made to the Mayor in relation to his proposed Revenue Budget for 2016/2017:

1. That the Council become more commercially driven and that it should market itself and its facilities more effectively.
2. That the Board is confident that the proposed budget for Children's Services for 2016/2017 is adequate and appreciates that the Director of Children's Services and the Assistant Director – Children's Safeguarding concur that it is adequate. However, the Board still need to see the detail of how it will be achieved and that there is pace of change to ensure that a balanced budget is delivered. The Board will require an update on the financial position when it considers the progress report on the Improvement Plan and will continue to hold the Executive Lead for Children's Services and the Director of Children's Services to account in this regard.
3. That robust monitoring of the Integrated Care Organisation be established (by 1 April 2016 at the latest) to ensure councillors can satisfy themselves that performance and budget targets are being met.
4. That, within the next six months, the Torbay Community Development Trust be invited to a future Councillor Conversation to share its outcomes to date and how it aims to become self-sustaining.
5. That the Council's enforcement regime, as a whole, be reviewed (over the coming year) to ensure that scarce resources are used to best effect and that possible reputational damage is minimised.
6. That four street wardens be retained with funding being returned to the base budget.
7. That the proposal in relation to highways be not implemented and that consideration be given to alternative options for ensuring the long term maintenance of the highway.
8. That, over the course of the coming year, a review of all of the Council's assets (including highways) be brought forward to consider how we best use, utilise and maintain them.
9. That the proposal in relation to the Torbay Coast and Countryside Trust be not implemented.

10. That a review of all of the museums in Torbay be undertaken within the next six months.
  11. That a review of how to make a significant reduction in the budget for recreation and landscape be undertaken and that a coherent plan for involving the community in providing the service be implemented as a matter of urgency.
  12. That further consideration be given to reduce the number of libraries in Torbay in the next six months.
  13. That a representative of the Overview and Scrutiny Board attend the newly established monitoring meetings with the Riviera International Conference Centre.
  14. That the Comprehensive Spending Review Reserve be replenished to ensure that the costs of exit packages can be met moving forward.
  15. That the redesign of Beach Services should happen at pace to maximise the income to the Council from these assets.
- (ii) that the following recommendations be made to the Council:
1. That the Policy Framework be amended to include that the Council maintains a face-to-face customer service presence in Torquay, Paignton and Brixham for at least part of the week.
  2. That the Policy Framework be amended to include that the Council will maintain libraries in Torquay, Paignton and Brixham.
- (iii) that the Overview and Scrutiny Lead, in consultation with the Chairman, be authorised to finalise the narrative of the report based on the discussions at the meetings of the Priorities and Resources Review Panel; and
- (iv) that the Report of the Board be published and circulated to all members of the Council.

**(Note 1:** Prior to consideration of the item in Minute 46, Councillor Tyerman declared a non-pecuniary interest as a Trustee of the Torbay Coast and Countryside Trust.)

**(Note 2:** During consideration of that part of the item in Minute 46 which related to tourism marketing, the Mayor declared an interest and withdrew from the meeting.)

#### **47. Capital Investment Plan Monitoring 2015/2016 Quarter 3**

The Board considered the Capital Plan update for Quarter 3 of 2015/2016 which included the draft Capital Strategy for 2016/2017, the Capital Plan 2016/2017 – 2019/2020 and the Corporate Asset Management Plan 2015-2019. It was noted

that the Council's four year Capital Plan is updated each quarter throughout the year. This report set out a number of recommendations that the Mayor was proposing to make to the Council.

**Resolved:** (i) that the following recommendations be made to the Mayor in relation to his proposed Capital Plan Budget (including the Capital Strategy and the Corporate Asset Management Plan):

1. That, in relation to the proposed Investment Fund, the allocation of the Fund, if the criteria is met, be agreed by the Executive Director – Operations and Finance in consultation with the Chief Finance Officer and the Mayor, Group Leaders and Overview and Scrutiny Co-ordinator and that any investment over £1 million would require the agreement of Council.
2. That, in relation to the prudential borrowing of £3 million for essential capital repairs, the allocation of the budget be agreed by the Executive Head – Business Services in consultation with the Chief Finance Officer and the Mayor, Group Leaders and Overview and Scrutiny Co-ordinator.
3. That the proposal to allocate the Disabled Facilities Grant reserve to support capital “invest to save” initiatives in children’s and adults social care be not implemented at this time and that evidence be provided to the Overview and Scrutiny Board that the current level of funding for Disabled Facilities Grants is adequate and that the reserve is not required.
4. That the allocation of £0.350 million for improvements to The Strand in Torquay should not be supported unless there is no strain on the revenue budget and that the scheme should be prioritised alongside other schemes for similar improvement across Torbay; and

(ii) that the following recommendations be made to the Council:

1. That the Capital Plan 2016/2017 – 2019/2020 Supporting Information be included within the Council's Budget and Policy Framework as part of the Capital Plan.
2. That the Executive Director – Operations and Finance and Chief Finance Officer (or their nominees) work with the Mayor, Group Leaders and Overview and Scrutiny Co-ordinator to prioritise current potential capital projects (with the aim that the prioritised list is available when the next Capital Plan Monitoring Report is presented).
3. That the revised Corporate Asset Management Plan 2015 – 2019 should come into effect on the day that it is approved by the Council.

**48. Review of Reserves 2016/2017**

The Board considered the Review of the Council's Reserves for 2016/2017. The report set out a number of recommendations that the Mayor was proposing to make to the Council.

**Resolved:** that the following recommendations be made to the Mayor in relation to his proposed Review of Reserves:

That, in relation to the proposed "Invest for Income" reserve, the allocation of the reserve be agreed by the Executive Director – Operations and Finance in consultation with the Chief Finance Officer and the Mayor, Group Leaders and Overview and Scrutiny Co-ordinator.

**49. Corporate Plan Delivery Plans 2015-2019**

Consideration of this item was deferred until the next meeting of the Board.

**50. Future Operation of the Overview and Scrutiny Function**

Consideration of this item was deferred until the next meeting of the Board.

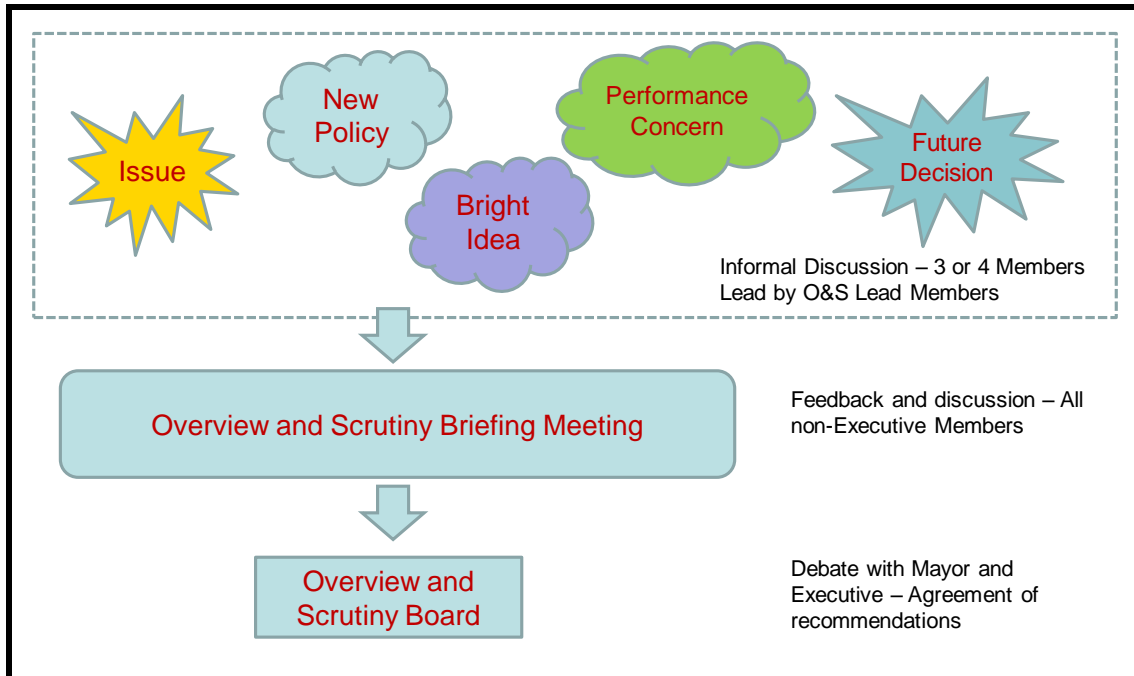
Chairman

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# Agenda Item 8

## Proposed Overview and Scrutiny Mechanism

1. Overview and Scrutiny Co-ordinator, Vice-chairman of the Board and Overview and Scrutiny Leads will meet informally on a regular basis with Executive Director, Directors and Assistant Directors. These meetings will help to identify forthcoming decisions (draft Policy Framework documents and Forward Plan items) and any exceptional performance, risk or financial issues requiring more in-depth consideration.



2. Specific issues (identified from these discussions or from the Forward Plan or requests from the Executive) may be discussed by task-and-finish groups of 3 or 4 members lead by the appropriate Overview and Scrutiny Lead Member.
3. Once a month, a Briefing Meeting will be held for all non-Executive members. This will provide a forum for the work of the task-and-finish groups to be discussed and for all members to give their views on the proposal/issue which is coming forward.
4. The Overview and Scrutiny Board will meet once a month. The Mayor and Executive Leads will be invited to attend these meeting to answer questions on their proposals, decisions and their performance.
5. The Overview and Scrutiny Board will make recommendations to the Executive or Council (or other appropriate body).

### **Recommendation for Overview and Scrutiny Board:**

That the Overview and Scrutiny Co-ordinator, Vice-chairman of the Board and the Overview and Scrutiny Lead Members meet informally on a regular basis with the Executive Director, Directors and Assistant Directors.

That a monthly briefing meeting be held to enable the Overview and Scrutiny Co-ordinator, Vice-chairman of the Board and the Overview and Scrutiny Lead Members to brief all non-Executive members of the Council on forthcoming issues and to enable informal discussions on those issues.