



#plymcouncil



Oversight and Governance

Chief Executive's Department
Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Ross Jago
T 01752 304469
E Ross Jago, Senior Panel and
Partnerships Adviser
www.plymouth.gov.uk/democracy
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CITY COUNCIL

Friday 18 May 2018
10.30 am
Guildhall, Plymouth

Members:

Councillor Sam Davey, Chair

Councillor Mavin, Vice Chair

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Mrs Bridgeman, Buchan, Carson, Churchill, Coker, Cook, Corvid, Dann, Darcy, Philippa Davey, Deacon, Derrick, Downie, Drear, Evans, Fletcher, K Foster, Goslin, Hendy, James, Johnson, Jordan, Kelly, Michael Leaves, Sam Leaves, Loveridge, Lowry, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Singh, Smith, Smith, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wigen and Winter.

Members are invited to attend the above meeting to consider the items of business overleaf.

This meeting will be webcast and available on-line after the meeting. By entering the Council Chamber, councillors are consenting to being filmed during the meeting and to the use of the recording for the webcast.

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For further information on attending Council meetings and how to engage in the democratic process please follow this link - <http://www.plymouth.gov.uk/accesstomeetings>

Tracey Lee

Chief Executive

City Council

- 6. To Note the Membership of the Cabinet (Pages 1 - 18)**
- 7. To Agree Committees and their Members and Appoint Chairs and Vice Chairs (Pages 19 - 72)**
- 8. To Nominate or Appoint Representatives to Outside Bodies (Pages 73 - 78)**

MEMBERSHIP OF CABINET



Following the appointment of Councillor Evans OBE as Council Leader, the Council is asked to note that he has appointed the following Cabinet Members -

Portfolios	Cabinet Members
Deputy Leader	Councillor Peter Smith
Children and Young People	Councillor Sue McDonald
Customer Focus and Community Safety	Councillor Sally Bowie
Education, Skills and Transformation	Councillor Jon Taylor
Environment and Street scene	Councillor Sue Dann
Finance	Councillor Mark Lowry
Health and Adult Social Care	Councillor Ian Tuffin
Housing and Co-operative Development	Councillor Chris Penberthy
Strategic Planning and Infrastructure	Councillor Mark Coker

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LEADER'S SCHEME OF DELEGATION FOR EXECUTIVE FUNCTIONS



I. BACKGROUND

- 1.1 On 6 December 2010, the Council adopted a new style of executive arrangements with effect from the Annual Meeting on 20 May 2011, choosing to have a Leader and Cabinet model. Under this arrangement all executive functions are vested in the Leader who can then delegate functions as seen fit. This document sets out the delegation of those functions but excludes any decisions that are contrary to the policy framework or budget which must be taken by council.
- 1.2 The Leader is responsible for:
- appointing members of the Cabinet;
 - delegating executive responsibilities to the Cabinet;
 - delegating executive responsibilities to committees carrying out executive functions;
 - delegating executive responsibilities to individual Cabinet members;
 - allocating executive responsibilities to officers;
 - allocating executive responsibilities when no-one has responsibility for them.
- 1.3 The Leader can at any time take back responsibilities delegated to committees of the Cabinet, an individual Cabinet member or officer, or decide to delegate them on certain conditions. (ie The Leader can choose to exercise any powers in the Scheme of Delegation).
- 1.4 The Leader can also decide to delegate further responsibilities to committees of the Cabinet, individual Cabinet members or to an officer.
- 1.5 Executive responsibilities are carried out on behalf of the council and in the council's name.

2. DELEGATIONS TO CABINET

- 2.1 The Leader's delegations to Cabinet and Cabinet members exclude the responsibilities set out in sections 5 (Devon Audit Partnership), 6 (Mount Edgumbe Joint Committee), 7 (South West Devon Waste Partnership), 8 (Regulation of consumer credit or hire businesses) and 9 (delegation by Cabinet).
- 2.2 The Leader has decided that some executive decisions must be agreed by the Cabinet (set out in section 2.3). These decisions will be taken collectively by all Cabinet members, unless the Cabinet takes a specific decision to delegate that decision to a Cabinet member, committee or officer.
- 2.3 The decisions that must be agreed by the Cabinet are:

Key decisions

- take decisions that would result in the council spending or saving or raising/reducing annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award);
- take decisions that would have a significant impact on communities living or working in two or more wards.

Policy decisions and strategy

- recommend the policy framework and budget to council;
- appoint representatives to outside organisations whose work relates to executive functions;
- agree policies and strategies that will have a significant impact on two or more wards.

Finance and contract decisions

- recommend the budget to council;
- recommend any changes to the net revenue budget to council;
- recommend the Treasury Management Strategy to council;
- set the Council Tax base;
- recommend the Prudential and Treasury indicators to council;
- recommend the medium term financial strategy to council;
- recommend transfers between revenue cost centres to council;
- recommend the Corporate Asset Management Plan to council;
- recommend the Capital Programme to council (except where Council has delegated responsibility to the Leader (see appendix 2));
- take decisions in accordance with the capital and revenue delegation tables in Financial Regulations (appendix 2)
- approve the outline business case or give authorisation to tender for contracts with an estimated value of £2,000,000 or more;
- award contracts with a total cost of £2,000,000 or more.

Property (including land) decisions

- acquire freeholds or leaseholds with a consideration or premium or capitalised rental exceeding a value of £500,000, unless the acquisition of any leasehold interest by the Council is as a consequence of a disposal by statutory transfer order imposed by legislation;
- dispose of leases for a term of more than 125 years – unless they are leases at Mount Edgumbe country park and house;
- acquire or dispose of leases at Mount Edgumbe country park for a term of more than 10 years;
- dispose of property or leases for less than best consideration that can reasonably be achieved, of an amount that exceeds £500,000, unless the disposal is by statutory transfer imposed by legislation;
- make compulsory purchase orders.

Decisions about services

- change eligibility for services if this will have a significant impact on two or more wards;
- designate conservation areas;
- agree local plans about civil contingencies;
- set up external partnerships, shared service arrangements and transfer services to third parties;
- choose preferred routes or options for principal routes and major transportation proposals following public consultation;
- approve the draft school organisation plan;
- make changes to the school admissions arrangements;
- take decisions to consult on or pursue the amalgamation or closure of schools or to open new schools;
- the Cabinets of Plymouth City Council and Cornwall Council have joint responsibility under Sections 6, 7, 8 and 9 of the Countryside Act 1968 and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 for the strategic management and control of the Mount Edgcumbe house and country park including the power to acquire and sell land.

3. AREAS OF RESPONSIBILITY OF INDIVIDUAL CABINET MEMBERS

- 3.1 The Leader has decided that some decisions must be agreed by the individual Cabinet member who has responsibility for that function unless the Cabinet member takes a specific decision to delegate that decision to a committee or officer.
- 3.2 The individual members of Cabinet will have responsibility for the functions that are set out below.

Leader of the Council

- 3.3 The Leader will act as chair of Cabinet meetings and may act on behalf of, or instead of, any other Cabinet members. Is responsible for and may take decisions about:
- The overview of the Council and its resources
 - The Corporate Plan
 - Corporate policy development
 - One Plymouth
 - HM Dockyard and defence issues
 - Plymouth's fishing industries
 - Economy and Enterprise
 - Regional and local economic strategy (including regional transport links)
 - Strategic and commercial projects
 - Capital programme where delegated

Deputy Leader of the Council

3.4 The Deputy Leader will deputise for the Leader as appropriate in the absence of the Leader and may nominate any Cabinet member to deputise for the Leader in the absence of the Leader and Deputy Leader. The Deputy Leader is responsible for and may take decisions about:

- Human resources, organisational development and Trade Union liaison
- Member development
- Democracy and governance
- Legal and elections
- Leisure management contract
- Library service
- Mayflower 400 celebrations
- Events, culture, heritage and museums (including Mount Edgumbe)
- Waterfront Partnership
- Sports Development

Cabinet Member for Finance

3.5 The Cabinet member with responsibility for finance is responsible for and may take decisions about:

- Revenue budget
- Corporate property / land and facilities management
- Performance management
- City Centre Company
- Strategic Housing
- Capital programme monitoring and oversight
- Revenues and municipal enterprise
- Fees and Charges

Cabinet Member for Children and Young People

3.6 The Cabinet member with responsibility for children and young people is responsible for and may take decisions about:

- Children's social care
- Child Sexual Exploitation
- Children's Public Health
- Adoption and fostering
- Corporate parenting
- Early intervention and prevention for families
- Youth Offending Service
- Children's mental health

- Children's dental health

*S19 Children Act 2004 Lead Member (Cabinet Member Children and Young People is designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004)

Cabinet Member for Health and Adult Social Care

3.7 The Cabinet member with responsibility for health and adult social care is responsible for and may take decisions about:

- Health and Adult Social Care
 - Older people's services
 - Mental health services
 - Physical disability services
 - Drug and alcohol services
 - Learning disability services
- Dementia friendly city
- Health and social care integrated commissioning
- Health and wellbeing
- Other healthcare matters

Cabinet Member for Housing and Co-operative Development

3.8 The Cabinet member with responsibility for Housing and Co-operative Development is responsible for and may take decisions about:

- Co-operative support and development (including use of council assets)
- Cities of Service including Veterans
- Empty Homes
- Unauthorised encampments
- Homelessness
- Private sector housing, grants and improvements
- Housing enabling role with respect to registered social landlords
- Welfare and Benefits policy
- Fairness Commission
- Tackling Child Poverty
- Devonport Towers campaign
- Strategic Housing Projects
- Strategic procurement

Cabinet Member for Environment and Street Scene

3.9 The Cabinet member with responsibility for environment and street scene is responsible for and may take decisions about:

- Waste management, recycling and street cleaning
- Green Infrastructure
- Plastic Free Plymouth
- Climate change and sustainability
- Energy Policy
- Highways Maintenance
- Environmental enforcement
- Marine National Park Campaign

Cabinet Member for Strategic Planning and Infrastructure

3.10 The Cabinet member with responsibility for Strategic Planning and Infrastructure is responsible for and may take decisions about:

- Plymouth and South West Devon Joint Local Plan
- Transport policies and strategies
- Sustainable transport including cycling and walking
- Strategic Highways
- Parking and marine services
- Tamar Bridge and Torpoint Ferry

Cabinet Member for Customer Focus and Community Safety

3.11 The Cabinet member with responsibility for Customer Focus and Community Safety is responsible for and may take decisions about

- Civil Protection and Resilience
- Public Protection
- Crime and Anti-Social Behaviour
- Customer Services
- Community Engagement
- Miscellaneous Licensing
- Safer Plymouth Community Safety Partnership
- Licencing – Hackney Carriages etc.

Cabinet Member for Education, Skills and Transformation

3.12 The Cabinet member with responsibility for Education, Skills and Transformation is responsible for and may take decisions about

Executive leadership and oversight of the Council's transformation activities.

Designs for the future purpose, functions, shape and size of the organisation

IT and digital services

Post – 16 Education and Training

Schools

Early Years

Adult Education

Higher and Further Education

Skills and Employability

Plymouth Education Board

*For clarity this portfolio does not include the statutory duties of the lead member for children's services.

4. DELEGATIONS TO CABINET MEMBERS

These are the functions delegated to Cabinet members by the Leader (see 3.1)

Policy decisions and strategy

- setting or changing policy that does not have a significant impact on two or more wards.

Finance and contract decisions

- take decisions in accordance with the capital and revenue delegation tables in Financial Regulations (appendix 2)
- take decisions which will result in the council spending or saving or raising/reducing annual income by more than £100,000 but not more than £500,000 unless the decision is to award a contract;
- approving the outline business case and/or giving authorisation to tender for contracts with an estimated value of £500,000 or more but less than £2,000,000;
- award contracts with an estimated value of £500,000 or more but less than £2,000,000;
- award contracts for personal social services with an estimated value in excess of £250,000 per year
- set or change rents, fees, charges and concessions that would result in the council spending or saving or raising/reducing annual income by more than £100,000 up to £500,000 (or up to £2,000,000 if a contract award);
- agree a draft budget for consultation;

- decide applications for mandatory rate relief and discretionary non-domestic rate relief outside the approved scheme;
- agree significant variations to the scheme for financing schools;
- decide whether to recommend that Cabinet approves variations to the business plan for Mount Edgcumbe country park that require extra spending and propose the means of meeting any additional costs to council;
- decide whether to agree variations to the Mount Edgcumbe country park business plan that do not require extra spending;
- decide whether to recommend that council approves variations to the business plan for the Tamar Bridge and Torpoint Ferry that require extra spending and propose the means of meeting any additional costs to council;
- decide whether to agree variations to the business plan for the Tamar Bridge and Torpoint Ferry that do not require extra spending.

Property and land decisions

- acquiring freeholds or leaseholds with a consideration or premium or capitalised rental exceeding a value of £200,000 but less than £500,000, unless the acquisition of any leasehold interest by the Council is as a consequence of a disposal by statutory transfer order imposed by legislation;
- disposing of property or leases for less than best consideration that can reasonably be achieved, where that amount exceeds £200,000 but is less than £500,000, unless the disposal is by statutory transfer imposed by legislation. i.e. for between £200,000 and £500,000 less than the best offer

Decisions about services

- change the designation of schools;
- set school term dates;
- designate dispersal orders;
- approve service reductions and developments including closure, relocations or change of name which have a significant impact locally;
- name or rename roads and streets on principal routes or in the city centre;
- renumber properties when less than two thirds of the residents agree;
- change eligibility criteria for services unless it will have a significant impact on two or more wards.

5. RESPONSIBILITIES OF THE DEVON AUDIT PARTNERSHIP JOINT COMMITTEE

5.1 The Devon Audit Partnership Joint Committee is a joint committee of three constituent councils (Plymouth City Council, Devon County Council and Torbay Council and the Office of the Police and Crime Commissioner for Devon and Cornwall. The Joint Committee will carry out the following responsibilities on behalf of Plymouth City Council:

- Receive and consider reports from the management board, the head of the internal audit partnership, external audit and the host council;

- Approve the annual accounts of the partnership;
- Approve the budget in respect of the audit partnership functions;
- Approve the annual work programme in respect of the audit partnership functions;
- Approve the appointment and dismissal or removal of the head of the internal audit partnership;
- Approve changes to the partnership client base, trading agreements, charging policies and other necessary matters pertaining to the future operations of the partnership;
- Resolving any disputes that are still unresolved after reference to the management board.

6. RESPONSIBILITIES OF THE MOUNT EDGCUMBE JOINT COMMITTEE

6.1 The Mount Edgumbe Joint Committee is a joint committee of Plymouth City Council and Cornwall Council. It has delegated authority from each of the constituent councils (Plymouth City Council and Cornwall Council) to:

- propose an annual business plan to both Cabinets;
- monitor performance of the undertaking against the business plan and recommend variations to the business plan to the Cabinet members;
- monitor performance of the undertaking to ensure value for money is achieved;
- ensure the management of the country park and estate accords with proper financial and legal practice appropriate to local authorities;
- ensure proper audit and risk management procedures are in place
- carry out an appropriate inspection of the house and country park on an annual basis;
- undertake appropriate consultation with key stakeholders.

Following consultation with the Director for Environment, Planning and Economy of Cornwall Council, the Strategic Director for Place in Plymouth has delegated authority to carry out all other responsibilities in relation to Mount Edgumbe.

7. RESPONSIBILITIES FOR THE SOUTH WEST DEVON WASTE PARTNERSHIP

7.1 The South West Devon Waste Partnership comprises Plymouth City Council, Devon County Council and Torbay Council. It has formed a joint committee that is responsible for all executive functions and powers of each authority as may be necessary, calculated to facilitate, incidental or conducive to the discharge of the joint procurement of, and the subsequent operation and management of, facilities for the treatment and disposal of residual waste in pursuance of the waste disposal functions of the three authorities arising under Section 51 of the Environmental Protection Act 1990.

The South West Devon Waste Partnership has delegated authority from each of the partners to:

- take any decision where the Lead Officer of any of the appointing authorities has notified the Chair to the Waste Project Executive in writing of that authority's formal objection to the proposed decision of the Chair of the Waste Private

Finance Initiative (PFI) project executive in accordance with clause 8.2.7 of Schedule C of the Joint Working Agreement;

- agree all evaluation criteria relating to the project;
- select the preferred bidder.

The Chief Executive of Plymouth City Council in her capacity as chair of the Waste PFI project executive deals with all other executive functions relating to the partnership.

8. DELEGATION TO THE EXECUTIVE OF BIRMINGHAM CITY COUNCIL

Birmingham City Council has been granted funding by central government to set up a national task force to deal with illegal money lending. In view of this the Leader has delegated the following responsibilities to Birmingham City Council:

- 8.1 power to discharge the functions of enforcement of part 3 of the Consumer Credit Act 1974 and
- 8.2 power to prosecute any matters associated with or discovered during an investigation by that council's illegal money lending team; such delegation to be exercised in accordance with a protocol to be agreed by both executives.

The Director of Public Health of Plymouth City Council is given delegated authority to negotiate the terms of any such protocol and execute it on behalf of Plymouth City Council.

9. DELEGATION BY CABINET

Cabinet can authorise a Cabinet member, committee or an officer to carry out its delegated responsibilities on its behalf.

10. DELEGATION BY CABINET MEMBERS

A Cabinet member can authorise a committee or an officer to carry out his or her delegated responsibilities on his or her behalf.

11. DELEGATION BY COMMITTEES

Committees can authorise a sub-committee or an officer to carry out their delegated responsibilities on their behalf.

12. DELEGATION TO OFFICERS

- 12.1 All executive responsibilities except the ones in sections 2, 3, 4, 5, 6, 7 and 8 are delegated to the officers in the corporate and senior management structure (see appendix 1). Note the capital and revenue delegation tables (appendix 2).

An officer can only carry out a responsibility if:

- they (or an officer who reports to them) have budgetary or management responsibility for it and
- the constitution or the law does not require it to be carried out by someone else.

Officers' use of delegated powers

12.2 Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision, or refer the matter to the relevant committee.

Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).

13. INTERPRETING THE RULES ON DELEGATION

13.1 When the Leader has delegated a responsibility in this scheme of delegation, so is the authority to do anything necessary to carry it out (unless it was forbidden when the responsibility was delegated).

13.2 Examples of this are the authority to sign all necessary documents, determine applications, authorise payments, authorise prosecutions, implement national agreements, issue and serve statutory and other notices, authorise entry to land in pursuance of statutory powers, and take default action under relevant legislation if:

- a) the constitution or the law does not require the action to be taken by someone else; and
- b) the decision maker has had regard to any advice from the Chief Finance Officer and the Monitoring Officer.

14. APPOINTMENT OF PROPER OFFICERS

All members of the senior management structure may appoint officers to act as proper officers for the purposes of any Act of Parliament or Statutory Instrument if:

- a) The member of the corporate management team or senior management team or one of their staff has budgetary or management responsibility for that function; and
- b) the officer appointed is qualified to carry out the functions of a proper officer; and
- c) the constitution or the law does not require it to be carried out by someone else.

15. LEGAL ACTION

15.1 The Head of Legal Services can take any legal action necessary to carry out the council's decisions or protect its interests e.g. starting defending, withdrawing, or setting any claims or legal proceedings.

15.2 All officers in the senior management structure (see appendix 1) may start, defend or withdraw any claims or legal proceedings or authorise officers to appear on behalf of the council in court and take default action under relevant legislation if:

- the action taken is about a function that they or an officer who reports to them has budgetary or management responsibility for; and
- the constitution or the law does not require the action to be taken by someone else; and
- they have had regard to any advice from the Head of Legal Services

Signing of documents

15.3 The Head of Legal Services can sign any document necessary to carry out the council's decisions or protect its interests including certificates given under the Local Government (Contracts) Act 1997.

15.4 All officers in the senior management structure (see appendix 1) may sign documents on behalf of the council or authorise officers that they manage to sign documents on behalf of the council if:

- the document is about a function that they or an officer who reports to them has budgetary or management responsibility for; and
- the constitution or the law does not require the document to be signed out by someone else; and
- they have had regard to any advice from the Chief Finance Officer and Monitoring Officer.

Common seal of the council

15.5 The common seal of the council will be kept by the Head of Legal Services. It will be attested by the Head of Legal Services or an officer nominated by him/her.

The council will keep a book recording when the common seal is used. The book will be signed by the officer who attests the seal.

16. RESPONSIBILITIES NOT COVERED BY THIS SCHEME

If an executive responsibility does not have to be carried out by the Cabinet, an individual Cabinet member or a committee and no one has budgetary and management responsibility for it, the Leader will arrange for it to be carried out by the Cabinet, a committee or an officer.

APPENDIX I

Chief Executive's Department

Chief Executive

Assistant Chief Executive

People Directorate

Strategic Director for People

Director for Children's Services

Service Director for Integrated Commissioning

Service Director for Community Connections

Children's Services

Director for Children's Services

Service Director for Education, Participation and Skills

Service Director for Children, Young People and Families

Place Directorate

Strategic Director for Place

Service Director for Strategic Planning and Infrastructure

Service Director for Economic Development

Service Director for Street Services

Office of the Director of Public Health

Director of Public Health

Transformation and Change Directorate

Strategic Director Customer and Corporate

Service Director for Customer Services and Service Centre

Service Director for Finance

Service Director for Human Resources and Organisational Development

Head of Legal Services (and Monitoring Officer)

APPENDIX 2**Capital and Revenue Delegation**

The Leader has delegated authority in relation to the capital programme as follows -

1. The Leader, in consultation with the Cabinet Member for Finance, may add or remove a scheme or alter the allowed budget of a scheme in the capital programme and determine the priority of all schemes, provided that the total value of the capital programme as agreed by Council is not exceeded;
2. any changes made by the Leader will be supported by a sound business case;
3. any addition and/or amendments made to capital schemes under delegated authority will be reported in the Council financial monitoring report and quarterly to full Council;
4. the relevant sections of the constitution are amended accordingly.

New Capital Schemes and Capital Programme Transfers (Virement)

Should be approved in accordance with the following rules:

New Schemes/Transfers	Who can approve it?
Up to £200,000	Responsible Finance Officer in consultation with the relevant Cabinet member(s)
Above £200,000	Leader in consultation with the relevant Cabinet member(s) (following consultation with the City Council Investment Board)

Revenue Finance Delegation Tables

The rules for moving money between revenue cost centres (virement) are:

Amount to be moved	Who can approve it?
Up to £20,000	Service Head (Team Plymouth)
Up to £50,000	Assistant Director
Up to £100,000	Director (with notification to Responsible Finance Officer)
Up to £500,000	Cabinet Member
Over £500,000	Cabinet if it is within the budget, if not council makes the decision on the recommendation of the Cabinet

Writing off debt

The rules for writing off debt are set out below:

Value of Debt	Who can approve it?
Up to £40	Nominated recovery officers
Up to £200	Nominated recovery officers (Grade E and above)
Up to £1,000	Nominated Officers (Grade H and above)
Up to £10,000	Heads of Service and other nominated officers of the Assistant Director for Finance
Up to £10,000	School principal and/or governors (schools debt)
Up to £100,000	Responsible Finance Officer
Between £100,000 and £200,000	Cabinet Member
All debt over £200,000 unless covered by below exception	Cabinet
Unlimited in the case of bankruptcy or liquidation/CVA/death/no assets/no trace	Responsible Finance Officer or other senior finance officer nominated by him.

Purchase Cards

Purchase Card Limits	Maximum transaction limit (£)	Maximum Authorised Card limit (£)
Director	2,000	10,000
Assistant Director	1,000	5,000
Service Head (Team Plymouth)	1,000	5,000
Head Teacher	1,000	10,000
Stores Purchase Officer	10,000	100,000
Departmental Nominated Purchase Officer	10,000	10,000
Emergency Planning Officer	20,000	100,000
Senior Officer from Finance Department (for emergency response purposes)	20,000	100,000

Approval in excess of these limits may be given by the Assistant Director for Finance in exceptional cases, for example, Lodge Cards.

Level	Purchase Order Authorisation Limits
Directors	Above £200,000
Assistant Directors	£100,000 to £200,000
Heads of Service (Team Plymouth)	£10,000 to £100,000
4th Tier Officers and below: Grades H to I	Up to £25,000
4th Tier Officers and below: Grades F to G	£0 to £2000

Cash Transactions

The maximum amount of cash that can be taken in one payment transaction is £9,000.

Stock write off limits

Stock write off limits are the same as debt write off limits.

PLYMOUTH CITY COUNCIL

Subject: Amendments to the Council's Committee Structure
Committee: Council
Date: 18 May 2018
CMT Member: Tracey Lee, Chief Executive
Author: Ross Jago, Senior Panel and Partnership Advisor
Contact details: Ross.jago@plymouth.gov.uk
Ref: N/A
Key Decision: No
Part: I

Purpose of the report:

Following a change to the political balance of the City Council, officers have been tasked to provide an amended Committee Structure for approval by Council. Changes are detailed in appendix one and two with nominations at appendix three to this report.

Constitutional amendments as appended to this report will give effect to a -

- new scrutiny structure, consisting of four committees;
- changes to the role of Audit Committee to include responsibilities for governance and constitutional review.

Political Groups have been advised of the proposed changes and have provided nominations.

The initial meetings will be held on the following dates –

Brexit, Infrastructure and Legislative Change	Wednesday 6 June 2018 (Time to be confirmed by Chair)
Health and Adult Social Care	Wednesday 13 June 2018 (Time to be confirmed by Chair)
Education and Children's Social Care	Wednesday 20 June 2018 (Time to be confirmed by Chair)
Performance Finance and Customer Focus	Wednesday 27 June 2018 (Time to be confirmed by Chair)

Subject to approval by Council of these proposed changes, the Independent Remuneration Panel (IRP) will need to meet to consider these changes in relation to Special Responsibility Allowances (SRAs). It is intended that the Panel would report their recommendations to the 25 June Council meeting.

The Panel is convened under the Local Authorities (Members' Allowances) England Regulations 2003 (SI 1021) and subsequent amendments to the regulations (SI 2003/1022 and SI 2003/1692 ['the Regulations']).

The IRP needs to appoint one further member to be quorate for this review. Given timescales, a member of Exeter City Council's IRP – Bryony Houlden, Chief Executive of South West Councils – has been approached to temporarily sit on Plymouth's Panel for a period of one year. Ms Houlden has agreed to the appointment subject to Council's approval. The other members of the Panel are as previously approved by Council – Mr Alan Wooderson and Mr Duncan Currall. Ms Houlden is an expert in the local government sector and has a deep understanding and experience of member remuneration issues and benchmarking.

To mitigate any future risk to the quorum of the IRP, it is proposed that a maximum of six members be appointed and a minimum of three selected from that pool for each review.

Corporate Plan:

Effective scrutiny impacts upon all aspects of the Corporate Plan by providing a process for challenge to decision making and the development of policy.

The new scrutiny structure will provide a review function to enable Members to assess the impact of Central Government policies affecting the City, demonstrate a check and balance to executive power within the City Council and reflect the values of the organisation as set out in the corporate plan.

The inclusion of governance and constitutional review with the terms of reference to the Audit Committee will ensure that discussions on amendments to the constitution will take place through an open and transparent process as governed by the Local Government Act 1972.

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land:

Structural changes to scrutiny may be implemented at an increased cost overall, subject to a review of Special Responsibility Allowance by the Independent Remuneration Panel. Any such increase in costs will be offset by savings identified within the Medium Term Financial Strategy.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

An increase in the resources available to the scrutiny function is likely to increase the capacity of the Council to add value to the above functions.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? Yes (attached)

Recommendations and Reasons for recommended action:

That Council –

- I. approves the changes to Article 7 and Part D of the Constitution in relation to the terms of reference for the Overview and Scrutiny Function as set out at Appendix I

2. approves the changes to Part E of the Constitution in relation to the Terms of Reference for the Audit and Governance Committee as set out at Appendix 2
3. delegates consequential amendments to the constitution to the Monitoring Officer
4. agrees the appointments as set out at Appendix 3
5. in relation to the Independent Remuneration Panel, approves a maximum Panel size of six members, from which a minimum of three would be selected for each Review.
6. delegates to the Audit and Governance Committee the appointment of additional Independent Remuneration Panel members.

Alternative options considered and rejected:

Retaining the status quo would not reflect the administration’s commitment to enhanced overview and scrutiny arrangements.

Published work / information:

N/A

Sign off:

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Originating SMT Member – Tracey Lee, Chief Executive													

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Article 7 – Overview and Scrutiny Committees

7.1 Appointment of the Overview and Scrutiny Committees

The Council will appoint a number of [Overview and Scrutiny Committees](#) to discharge the functions conferred by Section 21 of the Local Government Act 2000, Health and Social Care Act 2012, National Health Service Act 2006, the Police and Justice Act 2006 and any subsequent regulations.

7.2 Proceedings of the Overview and Scrutiny Committees

The Overview and Scrutiny Committees will conduct their proceedings in accordance with the [Overview and Scrutiny Procedures](#) in Part D of the Constitution.

PLYMOUTH CITY COUNCIL CONSTITUTION

PART D

OVERVIEW AND SCRUTINY FUNCTIONS & PROCEDURES

OVERVIEW AND SCRUTINY FUNCTIONS

1. AIMS OF THE OVERVIEW AND SCRUTINY PROCESS

The aims of the Overview and Scrutiny process are to-

- add value to Council business and decision-making;
- hold the Cabinet to account;
- monitor the budget and performance of services;
- assist the Council in the development of policy and review the effectiveness of the implementation of Council policy;
- review relevant central government policy development and legislation to assess the impact on the City and make recommendations to Cabinet.

2. ROLE OF OVERVIEW AND SCRUTINY COMMITTEES

The relevant scrutiny committee will:

- hear call-ins, Councillor's call for action and petitions;
- approve time limited select committees for issues within its remit;
- monitor performance against the relevant corporate priorities;
- receive finance and performance reports;
- agree recommendations to Cabinet, Council and partner organisations;
- agree appointments of co-opted representatives;
- monitor the forward plan;
- help Council and the Cabinet to develop policy by studying issues in detail through time limited Select Committees;
- review new and developing legislation to assess its impact on the city;
- consider and introduce schemes to involve the public in developing policy;
- work with national, regional and local organisations to promote the interest of local people.

3. COMMITTEE ROLES

3.1 Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee

Responsibility for

- Relevant policies in the Plymouth Plan
- Response to Central Government's Policy Making
- Capital Programme
- Strategic Procurement
- Corporate Property

- Development planning
- Strategic Highways
- Economic Development
- Heart of the South West Productivity Plan
- Strategic Transport policies and strategies
- Cultural Infrastructure
- Climate change and sustainability
- Reviewing impact of Brexit on the city
- Proposing measures that Government should take to provide stability for the council and partners in light of Brexit
- Exploring powers could be devolved from the EU directly to local authorities
- Hear call-ins relevant to the role of the committee

Partnership links

- Growth Board
- Joint Committee for Heart of the South West
- Heart of the South West Local Enterprise Partnership

Membership - All members of the Committee will adhere to the general rules of Overview and Scrutiny. There are nine members of the Committee including the Chair and Vice Chair.

Chair – The Chair will be from the group in administration.

Vice Chair – The Vice Chair will be from the opposition group.

Urgent Decisions – Urgent decisions will be reviewed by the Chair with relevant responsibilities

3.2 Performance, Finance and Customer Focus Overview and Scrutiny Committee

Responsibility for -

- Relevant policies in the Plymouth Plan
- Corporate Performance Monitoring
- Financial Performance Monitoring
- Annual Budget Setting Process
- Medium Term Financial Strategy
- Revenues and benefits
- Communications
- Homelessness
- Human resources
- Audit and Risk
- Transformation
- Bereavement Services and Register Office
- Community Safety
- Customer Services

- Street scene and Waste
- Parking
- Hear call-ins relevant to the role of the committee

Partnership links

- Health and Wellbeing Board
- Safer Plymouth
- Police and Crime Panel

Membership - All members of the Committee will adhere to the general rules of Overview and Scrutiny. There are nine members of the Committee including the Chair and Vice Chair.

Chair – The Chair will be from the opposition group.

Vice Chair – The Vice Chair will be from the group in administration.

Urgent Decisions – Urgent decisions will be reviewed by the Chair with relevant responsibilities

3.3 Education and Children’s Social Care Overview and Scrutiny Committee

Responsibility for-

- Relevant policies in the Plymouth Plan
- Early Years Services
- Schools, colleges and other educational settings
- Child Poverty
- Special Education Needs, behaviour and attendance, narrowing the gap in outcomes
- Safeguarding Children
- Cared for children
- Youth offending
- Adoption and Fostering
- Corporate Parenting
- Hear call-ins relevant to the role of the committee

Partnership Links

- Plymouth Safeguarding Children’s Board
- Plymouth Education Board
- Health and Wellbeing Board
- Regional Adoption Agency
- Children’s Partnership

Membership - All members of the Committee will adhere to the general rules of Overview and Scrutiny. There are nine members of the Committee including the Chair and Vice Chair.

Chair – The Chair will be from the opposition group.

Vice Chair – The Vice Chair will be from the group in administration.

Urgent Decisions – Urgent decisions will be reviewed by the Chair with relevant responsibilities

3.4 Health and Adult Social Care Overview and Scrutiny Committee

Responsibility for -

- Relevant policies in the Plymouth Plan
- Integrated Commissioning
- Hospital and community health services
- dental services, pharmacy and NHS ophthalmic services;
- public health services
- Adult Social Care Services
- Adult Safeguarding Services
- Hear call-ins relevant to the role of the committee

Statutory Role with regard to undertaking all the statutory functions in accordance with Section 244, of the National Health Act 2006, (as amended by Health and Social Care Act 2012) regulations and guidance under that section.

Partnership Links

- Health and Wellbeing Board
- Plymouth Safeguarding Adults Board
- Integrated Commissioning Board

Membership - All members of the Committee will adhere to the general rules of Overview and Scrutiny. There are 9 members of the Committee including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

Chair – The Chair will be from the group in administration.

Vice Chair – The Vice Chair will be from the opposition group.

Urgent Decisions – Urgent decisions will be reviewed by the Chair with relevant responsibilities

OVERVIEW AND SCRUTINY PROCEDURES

4. CONFLICTS OF INTEREST

Unless they have a dispensation, members of the Overview and Scrutiny Committees cannot scrutinise decisions they were involved in taking and must leave the room when these decisions are scrutinised. Before they leave they can make representations and answer questions or give evidence if other members of the public would also have this right.

5. PROCEDURE WHEN A COUNCILLOR RESIGNS FROM A COMMITTEE

A Councillor can resign from a Committee by writing to the Monitoring Officer.
A replacement member will be confirmed at the next Council meeting.

6. PROCEDURE WHEN A COMMITTEE MEMBER STOPS BEING A COUNCILLOR

If a Committee member stops being a Councillor, a replacement member will be confirmed at the next full Council meeting.

7. CO-OPTED MEMBERS OF OVERVIEW AND SCRUTINY COMMITTEES

7.1 Non-voting co-opted members can serve on an Overview and Scrutiny Committees or for a specific policy review.

7.2 Co-opted members cannot vote unless they have the legal right to do so.

7.3 The Overview and Scrutiny Committee that deals with education matters will appoint four (statutory) co-opted members (two parent governor representatives and two church representatives). One of the church representatives will be nominated by the Diocesan Board of Education for the Church of England diocese and the other will be nominated by the Bishop of the Roman Catholic diocese within the area.

8. OVERVIEW AND SCRUTINY COMMITTEE MEETINGS

8.1 The annual calendar for Overview and Scrutiny Committee meetings is set by Council. If Overview and Scrutiny Committees need to have extra meetings, they set the dates themselves.

8.2 The Chair is responsible for the start times of committees in consultation with the Monitoring Officer.

8.3 The Monitoring Officer or the Overview and Scrutiny Committee Chair can decide to call a special meeting.

8.4 If a Committee has no business at one of its fixed meetings, the Monitoring Officer can cancel it after consulting the chair.

9. SUBSTITUTES, QUORUM AND TRAINING

9.1 Members of the Committees can send other Councillors (who must belong to the same political group) as substitutes. Substitutes have the powers of an ordinary member of the committee.

9.2 Substitutions must be for a whole meeting. A member cannot take over from their substitute or hand over to them part way through a meeting.

9.3 If a member wants to send a substitute, they must inform the Monitoring Officer before the meeting.

9.4 Substitutes cannot appoint substitutes of their own.

9.5 If a Councillor is a member of a Select Committee Review, once the group has started its work, no substitution is allowed.

9.6 The quorum for a meeting is three members

10. CHAIRS AND VICE-CHAIRS OF OVERVIEW AND SCRUTINY COMMITTEES

10.1 Election of chair and vice-chair

Chairs and vice-chairs are appointed at the annual meeting of Council.

10.2 Resignation of chair or vice-chair

If a Councillor wants to resign as chair or vice-chair, they must write to the Monitoring Officer. A new chair or vice-chair will be confirmed at the Committee's next ordinary meeting.

11. PROGRAMME OF WORK

The Overview and Scrutiny Committees set their own programmes of work. The Committees must also review anything they are asked to review by Council.

12. CALL IN

Items called in will be heard at a meeting of the relevant committee within 10 working days of the end of the call in period relating to that item.

13. AGENDA

13.1 Councillors' rights

Any Councillor may place any local government matter (other than excluded matters – see below) which is relevant to the functions of the Committee or board on the agenda of a meeting. The Councillor will be invited to attend the meeting at which the item is to be considered and to explain the reasons for the request.

13.2 Considering matters

When considering a local government matter referred by a Councillor, the Committee will decide whether to:

- (a) review or scrutinise a decision taken by the cabinet or cabinet member;

- (b) make a report or recommendation to the Council or cabinet on how cabinet carries out its functions;
- (c) review or scrutinise a decision taken by a Council body other than the cabinet or a cabinet member;
- (d) make a report or recommendation to the Council or the cabinet on how a Council body other than the cabinet carries out its functions;
- (e) make a report or recommendation to the Council or the cabinet on matters which affect the city or the inhabitants of the city;
- (f) take no action.

13.3 The Committee will then report back to the Councillor who raised the local government matter about the decision and the reasons for the decision.

13.4 Excluded matters

The following matters cannot be considered by an Overview and Scrutiny Committee:

- any matter relating to a planning decision;
- any matter relating to a licensing decision;
- any matter relating to an individual or body if s/he/they have, by law, a right to a review or right of appeal ;
- any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a Committee or board meeting .
- The Monitoring Officer in consultation with the Scrutiny Officer and Chair (or Vice-Chair in the chair's absence) of the relevant Committee will determine whether a matter is an excluded matter.

14. SPEAKING ON AGENDA ITEMS

Any member of the public and any Councillor who is not a member of the Committee can speak on an agenda item if the Chair agrees. The Chair will decide how long they can speak for (unless the meeting is for call-in).

15. POLICY REVIEW AND DEVELOPMENT

15.1 The overview and scrutiny Committees' role in developing the policy framework and budget is set out in paragraph 1.

15.2 In areas that are not covered by the policy framework and budget, the Overview and Scrutiny Committees can suggest policies for the cabinet or a cabinet member to develop.

15.3 The Overview and Scrutiny Committees can hold inquiries and consider future policy. This may involve appointing advisors, inviting witnesses, making site visits, holding public meetings, commissioning research or doing anything else which is necessary.

16. SELECT COMMITTEE REVIEWS

Overview and Scrutiny Committees may appoint time limited Select Committee Reviews to undertake pieces of scrutiny work as required and will be time specific.

17. REQUESTS FOR REVIEWS FROM FULL COUNCIL

The Overview and Scrutiny Committees must review anything full Council asks them to review as soon as they can make space in their programme of work.

18. REQUESTS FOR REVIEWS FROM THE CABINET

The Overview and Scrutiny Committees can (but do not have to) review items the Cabinet or a Cabinet Member asks them to review.

19. REPORTS ON OVERVIEW AND SCRUTINY REVIEWS

19.1 SELECT COMMITTEES

The Overview and Scrutiny Committees may appoint Select Committees to undertake pieces of scrutiny work as required and will be time specific. The Chair of and members of Select Committee can be any member not excluded from scrutiny. Select Committees will be subject to rules of proportionality.

19.2. Committee/Select Committee Review report

At the end of each policy review, the Overview and Scrutiny Committee / Select Committee Review will send the report to the Cabinet or a Cabinet Member (if it is about executive responsibilities) or to Council (if it is about Council responsibilities) or to another organisation, as appropriate.

19.3. Minority report

For each policy review, there can be a minority report giving any dissenting views. The Cabinet, Cabinet Member or Full Council will consider the minority report at the same time as the Committee/ review report.

19.4. Which report is the Committee report and which is the minority one?

Each Overview and Scrutiny Committee / Select Committee Review member can vote for one report but no more than one. The report with the most votes will be the Overview and Scrutiny Committee / Select Committee Review report.

19.5 Timing

If an Overview and Scrutiny Committee decides to send a report to the Cabinet, a cabinet member or Council:

- the Cabinet must, where practicable, consider it at its next ordinary meeting if it is about executive responsibilities;
- Council must, where practicable, consider it at its next ordinary meeting if it is about Council responsibilities.

20. ARRANGEMENTS FOR CABINET TO COMMENT ON REPORTS TO FULL COUNCIL

When the Overview and Scrutiny Committee sends a report to full Council, the Monitoring Officer will send a copy to the Cabinet/Cabinet Member. Council must consider the Cabinet or cabinet member's comments on anything that affects the policy framework and budget.

21. OVERVIEW AND SCRUTINY MEMBERS' RIGHTS TO SEE DOCUMENTS

Overview and Scrutiny members' rights to see documents are set out in the [Access to Information Rules \(see Part F\)](#).

22. DUTY OF CABINET MEMBERS AND OFFICERS TO ATTEND OVERVIEW AND SCRUTINY MEETINGS

22.1 Duty to attend

Overview and scrutiny meetings can require members of the Cabinet and senior officers to attend and answer questions about:

- their performance
- decisions they were involved in
- the extent to which they have followed the policy framework and budget

22.2 Procedure for attending

The Lead Scrutiny Officer will inform the Councillor or officer that they are required to attend, what it is about and whether they need to produce a report or provide papers.

22.3 Timing

The Councillor or officer must be given reasonable time to compile information.

23 WHIPPING

Political groups should not pressure their members over how they speak or vote at Overview and Scrutiny meetings.

24 ORDER OF BUSINESS AT OVERVIEW AND SCRUTINY COMMITTEES

The overview and scrutiny committee will consider:

- declarations of interest
- minutes
- anything that has been called in
- any Cabinet/Cabinet member's responses to the committee's reports
- anything else on the agenda

This procedure can be suspended if at least half of all the voting members are present and there is a simple majority in favour. It can only be suspended until the end of a meeting.

25 WITNESSES AT OVERVIEW AND SCRUTINY MEETINGS

25.1 Witnesses should be treated with politeness and respect.

25.2 Witnesses will only be required to attend Scrutiny meetings where the law requires their attendance.

26 ITEMS AFFECTING MORE THAN ONE OVERVIEW AND SCRUTINY COMMITTEE

If an item affects more than one Overview and Scrutiny Committee, the Chairs and Vice Chairs of the Committees will consider the creation of a Joint Select Committee to review it.

22 MINUTES

At the first meeting when the minutes are available, the chair will move that the minutes are correct and sign them. The committees will not discuss anything arising from the minutes.

23 GAPS IN THESE PROCEDURES

If there is a gap in these procedures, the Chair will decide what to do.

**AUDIT AND GOVERNANCE COMMITTEE
TERMS OF REFERENCE**

2018-2019

**I. FUNCTIONS**

The Audit and Governance Committee is responsible for the functions set out in Section 2 below. The Council's Internal Audit functions are carried out by the Devon Audit Partnership; External Audit is carried out by the Council's appointed External Auditor.

MATTERS SPECIFICALLY DELEGATED TO THE AUDIT AND GOVERNANCE COMMITTEE**2. RESPONSIBILITIES OF THE AUDIT AND GOVERNANCE COMMITTEE****2.1 External Audit Functions of Audit and Governance Committee**

- (a) To consider the appointment of the Council's external auditor, as far as the rules permit.
- (b) To discuss with the external auditor the nature and scope of audit coverage, including Value for Money (VFM) and Best Value Work and to agree level of fees chargeable.
- (c) To review external audit reports and annual audit letters, together with management response and make recommendations to the Cabinet.
- (d) To respond to any other concerns of the external auditors.

2.2 Internal Audit Functions of the Audit and Governance Committee

- (a) To monitor the progress and performance of Internal Audit.
- (b) To review and approve the Internal Audit annual programme.
- (c) To consider significant findings of Internal Audit reviews and investigations together with management responses and monitor implementation of agreed recommendations.
- (d) To advise Council on the Internal Audit function, resourcing and standing within the authority.
- (e) To ensure co-ordination between internal and external auditors.

- (f) To consider the Chief Auditor's annual report, and comment annually on the adequacy and effectiveness of internal control systems within the Council.

2.3 Risk Management Functions of the Audit and Governance Committee

- (a) To approve, support and monitor the implementation and ongoing processes for identifying and managing key risks of the authority.
- (b) To review and advise the Cabinet and Council on the content of the corporate governance report in the annual report, and to approve the statement of accounts.
- (c) To monitor the Council's compliance with its own published standards and controls and recommend any necessary changes to Financial Regulations and Standing Orders Contracts.
- (d) To keep under review corporate policies such as Anti-fraud Strategy.

2.4 Corporate Governance Functions of the Audit and Governance Committee

- (a) To advise Council on the promotion, maintenance and review of Code of Corporate Governance for the City Council.

2.5 Constitutional Functions of the Audit and Governance Committee

- (a) To monitor, review and advise the Council on the efficiency of the Council's constitution.
- (b) To make recommendations to the Council on ways that the constitution or any procedures or protocols relating to it could be amended in order to achieve the constitutions' purpose set out in Article One.

2.6 Councillor Development Functions of the Audit and Governance Committee

- (a) To support and deliver a councillor-led, strategic approach to member development.
- (b) To monitor, advise on and promote councillor learning and development activities.
- (c) To ensure that these activities are in line with the objectives and values of the Council's corporate plan.
- (d) To consult with political groups (or individual members where they do not form part of a group) to ensure that appropriate learning and development opportunities are in place for all members.

- (e) Evaluate the investment in councillor learning and development to assess achievement and improve future effectiveness.

2.7 Civic Functions of Audit and Governance Committee

- (a) To advise on civic matters.

2.8 Other Functions of Audit and Governance Committee

- (a) To undertake any other work as directed by full Council.

3 MATTERS DELEGATED TO OFFICERS

The Service Director for Finance is authorised to carry out all other non-executive functions in respect of audit in accordance with the officer scheme of delegation of functions.

The Monitoring Officer is authorised to carry out all other non-executive functions in respect of the council's constitution in accordance with the officer scheme of delegation of functions and the constitution.

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COMMITTEE APPOINTMENTS

Annual General Meeting 18 May 2018



	Lab	Con	Total
Committee	Seats	Seats	
Planning	7	6	13
Taxi Licensing	4	3	7
Licensing	8	7	15
Chief Officer Appointments Panel	4	3	7
Chief Officer Appeals Panel	4	3	7
Chief Officer Disciplinary Panels	3	4	7
Audit	3	2	5
Tamar Bridge and Torpoint Ferry	3	2	5
Devon and Cornwall Police and Crime Panel	2	0	2
Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee (OSC)	5	4	9
Performance, Finance and Customer Focus OSC	5	4	9
Education and Children's Social Care OSC	5	4	9
Health and Adult Social Care OSC	5	4	9
Totals	58	46	104

(See overleaf for proportionality calculations)

Other Committees

Devon Audit Partnership (not proportional)	2	0	2
Joint Health Scrutiny (not proportional)	2	1	3
Health and Wellbeing Board (not proportional)	2	1	3
Mount Edgcumbe Joint Committee (proportional by convention)	4	3	7

Note:

The Devon Audit Partnership, the Joint Health Scrutiny Committee and the Health and Wellbeing Board do not fall under the statutory rules and have not, therefore, been included in the political balance calculations.

The Devon and Cornwall Police and Crime Panel is required to meet the “balanced appointment objective” Schedule 6, Police Reform and Social Responsibility Act 2011 as a result of being a multi-authority panel, therefore two Labour seats have been allocated in order to meet this objective.

CALCULATION OF POLITICAL BALANCE ON COMMITTEES 2016/17

Party	Members	% representation	Committee Seats (proportional)	Allocated seats
Labour	31	54.39%	56.56	58
Conservative	26	45.61%	47.43	46
Totals	57	100%	104	104

So far as is reasonably practicable, political proportionality has been achieved.

The principles of the allocation of seats to political groups:

Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations: the City Council has a duty to review the representation of different political groups at its Annual Meeting in respect of bodies to which the section applies. Section 15 provides that, in performing this duty, the council has a duty to make only such determinations as give effect so far as reasonably practicable to the following principles:

- (a) that not all the seats on committees are allocated to the same political group;
- (b) that the majority of the seats on each committee are allocated to a particular political group if the number of persons belonging to that group are a majority of the authority's membership;
- (c) subject to (a) and (b), that the number of seats on committees which are allocated to each group bears the same proportion to the total of all the seats on committees of the council as is borne by the number of members of that group to the membership of the authority, and
- (d) Subject to (a) to (c) above, that the number of seats on each committee which are allocated to each political group bears the same proportion to the number of all the seats on that committee as is borne by the number of members of that group to the membership of the authority.

The application of those principles is set out below.

Principle (a) – The seats will be allocated amongst the Labour and Conservative groups.

Principle (b) – The majority of seats will be allocated to the Labour group.

Principle (c) The allocation of seats on all committees is based on the group's percentage of total Council membership is as set out above.

Principle (d) Subject to (a) to (c), each group has the same proportion of seats on each committee as it holds on the Council as a whole.

Regulatory Committee

Planning Committee

13 councillors (proportional)

Seven Labour, six Conservative

Councillor Bill Stevens

Chair

Councillor Tina Tuohy

Vice-Chair

Councillor Margaret Corvid

Councillor Gareth Derrick

Councillor Jonny Morris

Councillor Kevin Neil

Councillor Darren Winter

Councillor Patrick Nicholson

Councillor Mrs Vivien Pengelly

Councillor Mrs Andrea Johnson

Councillor Mrs Andrea Loveridge

Councillor Rebecca Smith

Councillor Nick Kelly

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed planning training

Regulatory Committee

Taxi Licensing Committee

Seven councillors (proportional)

Four Labour and three Conservative councillors

Councillor Chris Mavin

Chair

Councillor Chaz Singh

Vice Chair

Councillor Pam Buchan

Councillor Eddie Rennie

Councillor Mrs Maddi Bridgeman

Councillor Glenn Jordan

Councillor Mrs Vivien Pengelly

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed licensing training.

Regulatory Committee

Licensing Committee

set up by statute

15 councillors (proportional)

Eight Labour, seven Conservative

Councillor Eddie Rennie

Chair

Councillor Lorraine Parker Delaz Ajete

Vice-Chair

Councillor Margaret Corvid

Councillor Neil Hendy

Councillor Jonny Morris

Councillor Kevin Neil

Councillor Chaz Singh

Councillor Darren Winter

Councillor Dr John Mahony

Councillor David Fletcher

Councillor Rebecca Smith

Councillor Ken Foster

Councillor Heath Cook

Councillor Mark Deacon

Councillor Dave Downie

Councillors may act provided that they have undergone the Council's prescribed licensing training. No other councillors may substitute

Regulatory Committee

Chief Officer Appointments Panel

Seven councillors (proportional)

Four Labour and three Conservative councillors

Councillor Mrs Aspinall

Chair

Councillor Tudor Evans OBE

Councillor Lowry

Councillor Peter Smith

Councillor Ian Bowyer

Councillor Mrs Terri Beer

Councillor Mrs Vivien Pengelly

The panel will include the relevant Cabinet Member for the appointment.

Cabinet Members must not be in the majority on the panel.

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed personnel training

Chief Officer Disciplinary Panel

Seven councillors (proportional / Conservative Majority to maintain proportionality across committee)

Three Labour and four Conservative councillors

Councillor Patrick Nicholson

Chair

Councillor Mark Lowry

Councillor Sue McDonald

Councillor Peter Smith

Councillor Nigel Churchill

Councillor Sam Leaves

Councillor Richard Ball

The panel will include the relevant Cabinet Member.

Cabinet Members must not be in the majority on the panel.

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed personnel training

Chief Officer Appeals Panel

Seven councillors (proportional)

Four Labour and three Conservative councillors

Councillor Philippa Davey (Chair)
Councillor Chris Mavin
Councillor Pauline Murphy
Councillor Chris Penberthy
Councillor Dr John Mahony
Councillor Mike Leaves
Councillor Dave Downie

The members of the panel that made the original decision cannot sit on the Appeals Panel.

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed personnel training.

Overview and Scrutiny

Performance, Finance and Customer Focus Overview and Scrutiny Committee

Nine councillors (Proportional)

Five Labour, four Conservative

Councillor Richard Ball

Chair

Councillor Darren Winter

Vice Chair

Councillor Gareth Derrick

Councillor Chaz Singh

Councillor Kate Taylor

Councillor Brian Vincent

Councillor Rebecca Smith

Councillor Nick Kelly

Councillor Ian Darcy

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Health and Adult Social Care Overview and Scrutiny Committee

Nine councillors (proportional)

Five Labour, four Conservative councillors

Councillor Mrs Mary Aspinall	Chair
Councillor Mrs Lynda Bowyer	Vice Chair
Councillor Margaret Corvid	
Councillor Neil Hendy	
Councillor Kevin Neil	
Councillor Lorraine Parker Delaz Ajete	
Councillor David James	
Councillor Dr John Mahony	
Councillor Mrs Andrea Loveridge	

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Education and Children's' Social Care Overview and Scrutiny Committee

Nine councillors (proportional)

Five Labour, four Conservative councillors

Councillor	Mrs Terri Beer	Chair
Councillor	Pauline Murphy	Vice Chair
Councillor	Philippa Davey	
Councillor	Jeremy Goslin	
Councillor	Tina Tuohy	
Councillor	Darren Winter	
Councillor	Rebecca Smith	
Councillor	Mrs Andrea Johnson	
Councillor	Mrs Sam Leaves	

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Brexit, Infrastructure and Legislative Change

Nine councillors (proportional)

Five Labour, four Conservative councillors

Councillor	Jonny Morris	Chair
Councillor	David Fletcher	Vice Chair
Councillor	Pam Buchan	
Councillor	Chris Mavin	
Councillor	Bill Stevens	
Councillor	George Wheeler	
Councillor	Heath Cook	
Councillor	Nigel Churchill	
Councillor	Tony Carson	

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Joint Health Scrutiny Committee

Up to three members of the Health and Adult Social Care Overview and Scrutiny Committee

(not required to be proportional) statutory rules apply

Councillor Mrs Aspinall

Councillor Buchan

Councillor Goslin

Council Committee

Health and Wellbeing Board

Statutory Committee of the Council

Three councillors (not required to be proportional)

Councillor Ian Tuffin

Chair

Councillor Sue McDonald

Councillor Mrs Lynda Bowyer

Two Labour and one Conservative councillor

The Leader to appoint the Chair (expectation in guidance that the Leader will Chair the Board)

- Director of Public Health (Statutory)
- Strategic Director for People (Statutory)
- Director of Children's Services (Statutory)
- Healthwatch Representative (Statutory)
- Clinical Commissioning Group Representative (Statutory)

Council Committee

Audit and Governance Committee

set up by statute

Five councillors (proportional) + three independent co-opted members

Three Labour and two Conservative councillors

Councillor Kate Taylor

Chair

Councillor Stevens

Councillor Peter Smith

Councillor Vivien Pengelly

Councillor Dr John Mahony

Mr Ian Stewart

Mr Richard Clark

Independent (Vacancy)

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed training

Council Committee

Independent Remuneration Panel

set up by statute

Four Independent Members

Duncan Currall

Alan Wooderson

Bryony Houlden

Vacancy

Vacancy

Vacancy

Joint Committee

Tamar Bridge and Torpoint Ferry Joint Committee

Set up by statute

To report to Cabinet or Council as appropriate

Five councillors (proportional)

Three Labour, two Conservative

Councillor George Wheeler

Joint Chair

Councillor Mark Coker

Councillor Pam Buchan

Councillor Patrick Nicholson

Councillor Jonathan Drea

Substitutes

Councillor Morris

Councillor Mrs Andrea Johnson

Joint Committee

Devon and Cornwall Police and Crime Panel

Set up by statute

Two Labour councillors (proportional)

Councillor Gareth Derrick

Councillor Sally Bowie

Any councillor may act as a substitute member

Two Labour Councillors in order to meet the “balanced appointment objective” Schedule 6, Police Reform and Social Responsibility Act 2011 as a result of being a multi-authority panel.

Joint Committee

Heart of the South West Joint Committee

Joint Committee of Councils in the Heart of the South West LEP area

To report to Cabinet or Council as appropriate

One councillor and One Deputy (not proportional)

Councillor Tudor Evans OBE

Councillor Peter Smith (Deputy)

Joint Management Committee of Plymouth City, Devon County and Torbay Councils

Devon Audit Partnership

To report to Cabinet

Two Labour councillors (not proportional)

Councillor Margaret Corvid

Councillor Parker Delaz Ajete

Any Labour councillor may act as a substitute member

Joint Committee of Plymouth City, Devon County and Torbay Cabinets

(to be confirmed by Cabinet at its first meeting of the municipal year)

South West Devon Joint Waste Partnership

**Two Cabinet Members + one observer
(not proportional)**

Councillor Mark Coker

Councillor Sue Dann

Councillor Brian Vincent

Observer

Any Cabinet Member can act as a substitute member

Joint Committee to Cabinet

(to be confirmed by Cabinet at its first meeting of the municipal year)

Mount Edgcumbe Joint Committee

Seven City Councillors (proportional by convention)

Three Conservative and Four Labour councillors

Councillor Brian Vincent

(Joint Chair)

Councillor Margaret Corvid

Councillor Chris Mavin

Councillor Peter Smith

Councillor Mrs Vivien Pengelly

Councillor Dr John Mahony

Councillor Mrs Andrea Johnson

Substitutes

Councillor Eddie Rennie

Councillor Terri Beer

Working Group

To report to Council

Lord Mayor Selection Committee

Six councillors (political equality by convention)

Three Labour and three Conservative councillors

Councillor Mrs Mary Aspinall

Councillor Tudor Evans OBE

Councillor Pauline Murphy

Councillor Richard Ball

Councillor David James

Councillor Mrs Maddi Bridgeman

Any councillor may act as a substitute member

Working Group

Standards Advisory Group

To report to Council

Six councillors (political equality by convention)

Three Labour and three Conservative councillors

Councillor Eddie Rennie

Councillor Lorraine Parker Delaz Ajete

Councillor Neil Hendy

Councillor Vivien Pengelly

Councillor Kevin Wogens

Councillor Dr John Mahony

Any councillor may act as a substitute member

Advisory Group to Cabinet

Corporate Parenting Group

Eight councillors (political equality by convention)

Four Labour and four Conservative councillors

Councillor Sally Bowie

Councillor Sue McDonald

Chair

Councillor Chaz Singh

Councillor Tina Tuohy

Councillor Mrs Terri Beer

Vice Chair

Councillor Rebecca Smith

Councillor Dave Downie

Councillor Tony Carson

Any councillor may act as a substitute member

Advisory Group to Cabinet

Child Poverty Working Group

Six councillors

Three Labour and three Conservative councillors including the Cabinet Member with responsibilities for child poverty

(Political equality by convention)

Councillor Chris Penberthy

Chair

Councillor Sue McDonald

Councillor Sally Bowie

Councillor Mrs Terri Beer

Vice - Chair

Councillor Rebecca Smith

Councillor Dave Downie

Any councillor may act as a substitute member

EQUALITY IMPACT ASSESSMENT



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	<p>Following a change to the political balance of the City Council, officers have been tasked to provide an amended Committee Structure for approval by Council. Changes are detailed in appendix one and two with nominations at appendix three to this report.</p> <p>Constitutional amendments as appended to this report will give effect to a -</p> <ul style="list-style-type: none"> • new scrutiny structure, consisting of four committees; • changes to the role of Audit Committee to include responsibilities for governance and constitutional review.
Author	Ross Jago, Senior Panel and Partnership Advisor
Department and service	Executive Office, Oversight and Governance
Date of assessment	16/05/18

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	<p>The average age in Plymouth (39.0 years) is about the same as the rest of England (39.3 years), but less than the South West (41.6yrs). Of the 16 SW authorities we have the third lowest percentage of older people</p>	<p>Young people are less likely to vote and are often put off by our existing mechanisms for engaging our local communities.</p> <p>Older people may have retired before home computers (PCs) became widely used in the workplace. Some use the extra time available to learn about</p>	<p>The wider use of social media will support the engagement of younger people.</p> <p>Our first stop shop has free internet access and a digital champion's service to support customers.</p>	Lead Scrutiny Officer

	<p>(75), and the fifth highest percentage of children and young people (under 18). Children and young people (CYP) under 18 account for 19.8 per cent of our population within this 17.5 per are under 16.</p>	<p>computer technology and the internet. Others are deterred by their lack of experience.</p>		
<p>Disability</p>	<p>A total of 31,164 people (from 28.5 per cent of households) declared themselves as having a long-term health problem or disability (national figure 25.7 per cent of households), compared with the total number of people with disabilities in UK (11,600,000). 10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability. 1,224 adults registered with a GP in Plymouth have some form of learning disability (2010/11). In consultation responses disabled people have said: With regard to computer access, we need to address people's literacy levels first</p>	<p>Disabled people are significantly less likely to live in households with access to the internet than non-disabled people. Physical access to buildings continues to present a barrier to engagement for people with mobility impairments.</p>	<p>Free internet access is available from a range of council buildings with good physical access, e.g. libraries, and our first stop shop.</p>	<p>Lead Scrutiny Officer</p>

	and ensure that they have the knowledge to keep up with changes in technology.			
Faith/religion or belief	<p>84,326 (32.9%) per cent of the Plymouth population stated they had no religion.</p> <p>Christianity: 148,917 people (58.1 per cent), decreased from 73.6 per cent since 2001.</p> <p>Islam: 2,078 people (0.8 per cent), doubled from 0.4 per cent since 2001.</p> <p>Buddhism: 881 people (0.3 per cent), increased from 0.2 per cent since 2001.</p> <p>Hinduism: 567 people (0.2 per cent) described their religion as Hindu, increased from 0.1 per cent since 2001.</p> <p>Judaism: 168 people (0.1 per cent), decreased from 181 people since 2001.</p> <p>Sikhism: 89 people (less than 0.1 per cent), increased from 56 people since 2001.</p> <p>0.5 per cent of the population had a current religion that was not Christianity, Islam, Buddhism, Hinduism, Judaism or Sikh, such as Paganism or Spiritualism.</p>	No impact anticipated.	N/A	N/A

Gender - including marriage, pregnancy and maternity	<p>Overall 50.6 per cent of our population are women and 49.4 per cent are men: this reflects the national figure of 50.8 per cent women and 49.2 per cent men.</p> <p>There were 3280 births in 2011. Birthrate trends have been on the increase since 2001, but since 2010 the number of births has stabilised. Areas with highest numbers of births include Stonehouse (142), Whiteleigh (137) and Devonport (137).</p> <p>Of those aged 16 and over, 90,765 people (42.9 per cent) are married. 5,190 (2.5 per cent) are separated and still legally married or legally in a same-sex civil partnership.</p>	<p>Childcare demands can present a significant barrier to women with children attending evening meetings.</p>	<p>Consider scheduling meetings at different times so that women with children can attend especially if the subject in hand is one which has particular relevance..</p>	<p>Lead Scrutiny Officer</p>
Gender reassignment	<p>It is estimated that there may be 10,000 transgender people in the UK.</p> <p>There were 26 referrals from Plymouth made to the Newton Abbott clinic, in 2013/14.</p> <p>The average age for presentation for reassignment of male-to-females is 40-49.</p>	<p>No impact anticipated.</p>	<p>N/A</p>	<p>Lead Scrutiny Officer</p>

	<p>For female-to-male the age group is 20-29. Twenty three transgender people belong to Pride in Plymouth.</p>			
<p>Race</p>	<p>92.9 per cent of Plymouth’s population identify themselves as White British. 7.1 per cent identify themselves as Black and Minority Ethnic (BME) with White Other (2.7 per cent), Chinese (0.5 per cent) and Other Asian (0.5 per cent) the most common ethnic groups. Our recorded BME population rose from 3 per cent in 2001 to 6.7 per cent in 2011, and therefore has more than doubled since the 2001 census. Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three. Based on full year data for 2012-13, our Translate Plymouth services recorded that the most requested languages are</p>	<p>Some communities may find it difficult to engage in the scrutiny process if their language needs are not considered.</p>	<p>The use of Plain English will facilitate access for those whose understanding of English is limited and webcasting will be especially helpful for those who can understand spoken English but who can’t read English.</p> <p>Consideration will be given to providing translated material on request, especially where the subject matter is particularly relevant.</p>	<p>Lead Scrutiny Officer</p>

	Polish, British Sign Language (BSL) and Chinese Mandarin.			
Sexual orientation - including civil partnership	There is no precise local data on numbers of Lesbian, Gay and Bi-sexual people in Plymouth, but nationally the government have estimated this to be between 5 - 7 per cent and Stonewall agree with this estimation given in 2005. This would mean that for Plymouth the figure is approximately 12,500 to 17,500 people aged over 16 in Plymouth are LGBTQ.			Lead Scrutiny Officer

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2020.	N/A.	Lead Scrutiny Officer
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	N/A.	Lead Scrutiny Officer
Good relations between different communities (community	Ensuring that all communities are able to enjoy good access to scrutiny functions will help to promote good relations.	Lead Scrutiny Officer

cohesion)		
Human rights Please refer to guidance	Article 10 – Freedom of Expression – In conducting scrutiny reviews we must ensure that we do not curtail the right of individuals to freely state their views without fear of intervention provided that they behave responsibly and respect other people’s rights.	Lead Scrutiny Officer

STAGE 4: PUBLICATION

Responsible Officer GILES PERRITT, ASSISTANT CHIEF EXECUTIVE

Date 16/05/18

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APPOINTMENTS TO OUTSIDE BODIES ETC 2018/19



*Continuing membership until such time as the Councillor/Representative resigns or is replaced by Council

NB: If noted that a representative (a Rep) is required, this does not have to be a councillor. Council may appoint a non-councillor as its representative on these outside bodies.

	Organisation	No. of Cllrs/ reps	Term of Office	Appointments 2017/18	Appointments / Nominations 2018/19
1	Academy – All Saints Academy Plymouth – Governor	1 Rep	*	Cllr Storer	Cllr Derrick
2	Academy - Marine Academy Plymouth – Governors	1 Rep	*	Cllr Winter (Officer is Jim Barnicott, Leadership Associate SEND)	Cllr Winter
3	Access Plymouth	2 Cllrs	Fixed terms of office for four years (to be reviewed annually)	Cllr Mrs Aspinall Cllr Drean	Cllr Mrs Aspinall Cllr Drean
4	Ballard Youth Activity Trust	7 Reps	Fixed terms of office for three years (to be reviewed annually)	Cllr Mrs Bowyer Cllr Kelly Cllr Sparling Cllr Sam Davey 3 vacancies	Cllr Mavin Cllr Singh Cllr Wheeler Cllr Corvid Cllr Deacon 2 Vacancies
5	Dartmoor National Park Authority	2 Cllrs and 2 substitutes	*	Cllr Bridgeman Cllr Martin Leaves Cllr S Leaves (sub) Cllr Churchill (sub)	Cllr Vincent Cllr Mrs Aspinall
6	Devon and Severn Inshore Fisheries and Conservation Authority	1 Cllr	*	Cllr Kelly	Cllr Buchan

7	Devon and Somerset Fire and Rescue Authority	4 Cllrs <i>2 Labour and 2 Conservative Proportional</i>	*	Cllr Hendy Cllr Martin Leaves Cllr Riley Cllr Wheeler	Cllr Hendy Cllr Wheeler Cllr Mrs Bowyer Cllr Drean
8	Devon Investment and Pension Fund	1 Cllr and 1 named substitute	*	Cllr Parker-Delaz-Ajete Cllr Lowry (sub)	Cllr Parker-Delaz-Ajete Cllr Lowry (sub)
9	Devonport Community Lands Trust	1 Cllr	*	Cllr Stevens	Cllr Stevens
10	Devonport Community Leisure Limited	1 Cllr	*	Cllr Coker	Cllr Coker
11	Devonport Local Liaison Committee	3 Cllrs	*	Cllr Coker Cllr Vincent Cllr Wheeler	Cllr Coker Cllr Vincent Cllr Wheeler
12	East End Development Trust	2 Cllrs		Cllr Rennie Cllr Dann	Cllr Rennie Cllr Dann
13	Elize Hele and John Lanyon Education Foundations	3 Reps	Fixed term of office for three years (reviewed annually)	Cllr Parker-Delaz-Ajete Cllr Mrs Pengelly Cllr Wheeler	Cllr Parker-Delaz-Ajete Cllr Wheeler Cllr Mrs Pengelly
14	Emma Stirling Bequest Three of the Cllrs to be from the Honicknowle ward	4 Cllrs	Annual Appointment	Cllr Lowry Cllr Riley Cllr Smith Cllr Tuffin	Cllr Lowry Cllr Buchan Cllr P Smith Cllr Tuffin
15	Erle Trust Fund	2 Cllrs	*	Cllr Mrs Beer Cllr Darcy	Cllr Mrs Beer Cllr Darcy
<i>Cllrs to be from the Plymouth Erle ward</i>					
16	Estover / Leigham / Mainstone Management Committee	1 Cllr	Annual Appointment	Cllr Kelly	Cllr Mavin
17	Four Greens Community Trust CIC Board	2 Cllrs	*	Cllr Downie Cllr J Taylor	Cllr J Taylor Cllr Drean
<i>Cllrs must not sit on the Millfields or Wolseley CEDTs</i>					
18	Incinerator Liaison Committee	2 Cllrs	*	Cllr Tuohy Cllr Wheeler	Cllr Tuohy Cllr Wheeler

Cllrs from St Budeaux, Ham or Devonport wards					
19	Local Government Association: General Assembly	1 Cllr	Annual Appointment	Cllr Bowyer	Cllr Evans
The Leader (Exercises 5 votes on behalf of the Council)					
20	Market Forum	3 Cllrs	*	Cllr Fry Cllr Jordan Cllr Lowry	Cllr Penberthy Cllr Lowry Cabinet Member with portfolio
21	Millfields CEDT	2 Cllrs	*	Cllr Jordan Cllr Penberthy	Cllr Neil Cllr Penberthy
One Cllr to be from the St Peter and the Waterfront ward. Cllrs must not sit on the Four Greens or Wolseley CEDTs.					
22	Mount Batten Sailing and Water Sports Centre – Board of Directors	2 Cllrs	Fixed terms of office for 3 years (reviewed annually)	Cllr Jordan Cllr Michael Leaves	Cllr Goslin Cllr Derrick
23	Municipal Charities of Plymouth	3 Reps	Fixed term of office for three years (to be reviewed annually)	Pauline Bunkin (to May 2019) Freeman Jean Nelder (to May 2020) Cllr Penberthy (to May 2018)	Pauline Bunkin (to May 2019) Freeman Jean Nelder (to May 2020) Cllr Corvid (May 2021)
24	North Prospect Community Learning Development Group	1 Cllr	*	Cllr Storer	Cllr Derrick
25	North Yard Community Trust	4 Cllrs	Annual Appointment	Cllr Bowie Cllr Stevens Cllr Tuohy Cllr Wheeler	Cllr Bowie Cllr Coker Cllr Tuohy Cllr Wheeler
Two Cllrs from the St Budeaux ward, one from the Ham ward and one from the Devonport ward					
26	Olford Bequest	2 Reps	Fixed terms of office for five years (reviewed annually)	Cllr Mrs Aspinall Cllr Dr Mahony	Cllr Mrs Aspinall Cllr Dr Mahony
27	Pembroke Street Estate Management Board	1 Cllr	Annual Appointment	Cllr Stevens	Cllr Stevens
Devonport ward Cllr					

28	Plymouth and Devon Racial Equality Council	1 Cllr	*	Cllr Downie	Cllr Bowie
29	Plymouth Area Disability Action Network	1 Rep	*	Cllr Mrs Aspinall	Cllr Mrs Aspinall
30	Plymouth Arts Centre	1 Rep	Annual appointment	Cllr Jordan	Cllr Penberthy
31	Plymouth Centre for Faiths and Cultural Diversity – Board of Trustees	1 Cllr	Annual appointment	Cllr Drean	Cllr Derrick
32	Plymouth Charity Trust	4 Reps	Fixed terms of office for 4 years (reviewed annually)	Cllr Dann Cllr Deacon Mr Andrew Ford Mrs Patricia Nicholson	Cllr Dann Cllr Deacon Mr Andrew Ford Mrs Patricia Nicholson
33	Plymouth Citizens' Advice Bureau Trustee Board	2 Reps	*	Cllr Tuffin Mr David Evans	Cllr Tuffin Mr David Evans
34	Plymouth Community Homes – Board of Directors	2 Reps	3 years (reviewed annual)	Cllr Churchill Cllr Tuohy	Cllr Tuohy Cllr Bridgeman
35	Plymouth Drake Foundation – The Community Charity	2 Cllrs	*	Cllr Drean Cllr Winter	Cllr Winter Cllr Drean
36	Plymouth Energy Community Limited	1 Cllr	*	Cllr Michael Leaves	Cllr Buchan
37	Plymouth Foyer	1 Rep	*	Cllr Mrs Bowyer	Cllr Neil
38	Plymouth Local Access Forum	3 Cllrs	*	Cllr Drean Cllr Foster Cllr Wheeler	Cllr Morris Cllr Vincent Cllr Wheeler
39	Plymouth Senior Citizens' Forum	2 Cllrs	*	Cllr Sparling Cllr Tuffin	Cllr Goslin Cllr Tuffin
40	Plymstock United Charity	2 Reps	fixed terms of office for 4 years (reviewed annually)	Cllr Foster Commander Mansfield	Cllr M Leaves Cllr R Smith

41	Plymouth Waterfront Partnership Advisory Board	3 Cllrs	*	Cllr Dann Cllr McDonald Cllr Penberthy	Cllr Dann Cllr McDonald Cllr Tuffin
Three ward councillors from the St Peter and the Waterfront and Sutton and Mount Gould Wards					
42	Relate Plymouth	1 Rep	fixed terms of office for 4 years (reviewed annually)	Cllr Hendy	Cllr Hendy
43	SACRE Standing Advisory Council for Religious Education	6 Reps	*	Cllr Mrs Aspinall Cllr Drear Cllr Morris Cllr Ball	Cllr Mrs Aspinall Cllr Morris Cllr Mcdonald Cllr Tuohy Cllr Drear Cllr Mrs Johnson
44	South West Councils	1 Cllr	*	Cllr Bowyer	Cllr Evans
45	South West Employer's Panel	1 Cllr	*	Cllr Bowyer	Cllr Peter Smith
46	South West Ports Welfare Committee	1 Rep	*	Alderman Mike Wright	Cllr Mrs Aspinall
47	South West Regional Flood and Coastal Committee	1 Cllr and 1 Deputy (Cllr)	fixed term of office for 4 years (reviewed annually)	Cllr Carson Cllr Ricketts (Deputy)	Cabinet member with portfolio Cllr Buchan (Deputy)
48	Tamar Estuaries Consultative Forum	2 Cllrs	*	Cllr Carson Cllr Churchill	Cllr Wheeler Cllr Winter
49	Tamerton Foliot United Charities	1 Cllr <i>Southway ward Cllr</i>	Fixed Term of office for 4 years (reviewed annually)	Cllr Deacon	Cllr Morris
50	Wessex Reserve Force and Cadet Association	1 Cllr	Annual Appointment	Cllr Mrs Aspinall	Cllr Derrick
51	Wolseley CEDT	2 Cllrs	*	Cllr Dr Mahony Cllr Tuohy	Cllr Tuohy Vacancy
Two councillors who must be from 'within the area of benefit' i.e. the Devonport, Ham, Peverell and Stoke Wards and who must not sit on the Four Greens or Millfields CEDT. One Cllr should represent the political party with a majority membership; and one, the main party of opposition. Should there be Cllrs of only one political party represented in these wards, only one Cllr may be appointed.					

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