



Oversight and Governance

Chief Executive's Department
Plymouth City Council
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CITY COUNCIL

Monday 18 September 2023
2.00 pm
Council House, Plymouth

Members:

Lord Mayor, Chair

Deputy Lord Mayor, Vice Chair

Councillors Allen, Aspinall, Mrs Beer, Bingley, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Finn, Gilmour, Goslin, Harrison, Haydon, Hendy, Holloway, Hulme, Krizanac, Laing, Loveridge, Lowry, Lugger, Dr Mahony, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Raynsford, Reilly, Rennie, Ricketts, Salmon, Smith, Sproston, Stephens, Stevens, Stoneman, Tippetts, Tofan, Tuffin, Tuohy and Wakeham.

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

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Tracey Lee

Chief Executive

City Council

Agenda

1. Apologies

To receive apologies for absence submitted by councillors.

2. Minutes

(Pages 1 - 24)

To approve and sign the minutes of the meetings held on 19 June 2023 as a correct record.

3. Declarations of Interest:

4. Appointments to committees, outside bodies and Council Proportionality **(Pages 25 - 30)**

The Assistant Chief Executive will submit a report concerning changes to the political proportionality of the Council.

5. Questions by the Public

To receive questions from and provide answers to the public in relation to matters which are about something the council is responsible for or something that directly affects people in the city, in accordance with Part B, paragraph 11 of the Constitution.

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, or email to democraticsupport@plymouth.gov.uk. Any questions must be received at least five complete working days before the meeting.

6. Announcements

(a) To receive announcements from the Lord Mayor, Chief Executive, Service Director for Finance or Head of Legal Services;

(b) To receive announcements from the Leader, Cabinet Members or Committee Chairs.

7. Medium Term Financial Strategy 2023/24 - 2027/28

(To Follow)

8. Capital Monitoring Report:

(Pages 31 - 34)

9. Treasury Management Annual Report 2022/23:

(Pages 35 - 50)

- 10. Recommendations from Audit and Governance Committee on Stage One Constitutional changes (To Follow)**
- 11. Updated Pay Policy Statement: (Pages 51 - 62)**
- 12. Councillor Allowance Scheme - Recommendations from the Independent Remuneration Panel: (Pages 63 - 78)**
- 13. Motions on notice**

To consider motions from councillors in accordance with Part B, paragraph 14 of the Constitution.

14. Questions by Councillors

Questions to the Leader, Cabinet Members and Committee Chairs covering aspects for their areas of responsibility or concern by councillors in accordance with Part B, paragraph 12 of the constitution.

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City Council

Monday 19 June 2023

PRESENT:

Councillor Shayer, in the Chair.

Councillor Ms Watkin, Vice Chair.

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Gilmour, Goslin, Harrison, Haydon, Hendy, Holloway, Hulme, Laing, Loveridge, Lowry, Luggar, Dr Mahony, McLay, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Reilly, Rennie, Ricketts, Salmon, Smith, Stephens, Stevens, Stoneman, Tippetts, Tofan, Tuffin, Tuohy and Wakeham.

Apologies for absence: Councillors Bingley, Mrs Bridgeman, Finn and Sproston.

The meeting started at 1.30 pm and finished at 2.07 pm.

Note: The full discussion can be viewed on the webcast of the City Council meeting at www.plymouth.gov.uk. At a future meeting, the Council will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

10. **Declarations of Interest**

There were no declarations of interest made by councillors in accordance with the code of conduct.

At this point of the meeting, the Lord Mayor held a minutes silence in memory of Mrs Vivien Pengelly who had passed away.

11. **Appointment of Honorary Aldermen / Alderwomen**

Councillor Hulme joined the meeting at 1.43 pm.

Councillor Evans OBE introduced the nomination of Mr Jonathan Drean, Mrs Lynda Bowyer and Mr George Wheeler to receive the title of Honorary Alderman status and for Mrs Vivien Pengelly to receive the title of Honorary Alderwoman post humorously. The motion was seconded by Councillor Andy Luggar.

Following contributions from Councillors Mahony, Hulme and Stoneman the Council agreed unanimously that, in pursuance of its powers under Section 249(1) of the Local Government Act 1972, the Council conferred on Mr Jonathan Drean, Mrs Lynda Bowyer, Mr George Wheeler and Mrs Vivien Pengelly, the title of Honorary Alderman/Alderwoman in recognition of their eminent services to the Council of the said City during the period when they were a Members of the Council.

Councillor Tofan joined the meeting at 1.55 pm

The Lord Mayor, on behalf of Council, offered his congratulations to Mr Jonathan Drean, Mr George Wheeler, who accepted their medals and scrolls and gave short speeches.

The Lord Mayor, on behalf of Council, offered his congratulations to Mrs Lynda Bowyer, who was unable to attend the meeting, and to the family of Mrs Vivien Pengelly.

12. **Freedom of the City**

Councillor Partridge joined the meeting at 2.05 pm

Councillor Tudor Evans OBE introduced the nomination to confer honorary Freedom of the City to The Federation Of Plymouth And District Ex-Services Associations. This was seconded by Councillor Andy Luggier.

The Council resolved, in pursuance of its powers under Section 249(5) of the Local Government Act 1972, that, in appreciation of the splendid traditions of The Federation Of Plymouth And District Ex-Services Associations and as an expression of the admiration of the Citizens of Plymouth for their great and glorious achievements in the Service of this Country and of their long and historic association with the City, the Council did confer upon the services the Honorary Freedom of the City of Plymouth. (Section 249 of the Local Government Act 1972 provides that the foregoing honour may be conferred by resolution of the Council passed by not less than two thirds of the members voting thereon at the meeting specially convened for the purpose).

The Lord Mayor offered his congratulations to Basil Downing-Waite, who accepted the honour on behalf of the Federation.

City Council

Monday 19 June 2023

PRESENT:

Councillor Shayer, in the Chair.

Councillor Ms Watkin, Vice Chair.

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Gilmour, Goslin, Harrison, Haydon, Hendy, Holloway, Hulme, Laing, Loveridge, Lowry, Lugger, Dr Mahony, McLay, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Reilly, Rennie, Ricketts, Salmon, Smith, Stephens, Stevens, Stoneman, Tippetts, Tofan, Tuffin, Tuohy and Wakeham.

Apologies for absence: Councillors Bingley, Finn and Sproston.

The meeting started at 2.11 pm and finished at 7.30 pm.

Note: The full discussion can be viewed on the webcast of the City Council meeting at www.plymouth.gov.uk. At a future meeting, the Council will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

13. Minutes

The Council agreed that the minutes of the extraordinary meetings held on 27 March 2023 and 19 May 2023, the ordinary meeting of the 27 March 2023 and the Annual General Meeting of the 19 May 2023 as a correct record, providing that the word 'unanimously' was removed from minute 86, of the Annual General Meeting of Council on 19 May 2023.

14. Declarations of Interest

The following declarations of interest were made by councillors in accordance with the code of conduct in respect of items under consideration at the meeting -

Name	Minute Number	Reason	Interest
Cllr Evans OBE	10e	Family Member was employed by Livewell SouthWest	Private
Cllr Poyser	10e	Family Member was employed by Livewell SouthWest	Pecuniary
Cllr Mrs Bridgeman	10e	Family Member was employed by Livewell SouthWest	Private
Cllr Nicholson	10e	Family Member was employed by Livewell SouthWest	Private

15. **Appointments to Committees, Outside Bodies etc**

Council agreed to approve the proportionality and appointments to committees as set out in this report.

For (51)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Gilmour, Goslin, Harrison, Haydon, Hendy, Holloway, Hulme, Laing, Lowry, Mrs Loveridge, Luggar, Dr Mahony, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Reilly, Rennie, Ricketts, Salmon, Smith, Stephens, Stevens, Stoneman, Tippetts, Tofan, Tuffin, Tuohy, Wakeham and Ms Watkin.

Against (0)

Abstain (0)

Absent/Did Not Vote (1)
Councillor Shayer.

16. **Questions by the Public**

There were 10 questions submitted by members of the public.

The following question was submitted by Grace Strickland –	
<p>Question: The shortage of SEN places has caused a huge gap in provision, when will the council and public be informed of the outlined planned investment to pay for the extra places required?</p>	<p>Answer: The majority of our children with EHCPs are educated in mainstream schools, forming approximately 2.5% of the mainstream school population.</p> <p>Our maintained special schools are full and we have a plan for short term expansion and a strategy for medium and long term expansion of special places. These need to go alongside the approaches used by the council, schools and MATs to ensure mainstream schools are, and continue to be as inclusive as possible of children with SEND.</p> <p>In the short term, the council is using government grant to expand Cann Bridge School. Funding is being used to provide modular classrooms for an additional 16 children from January 2024.</p>

	<p>We expect and need to have the specific plans agreed by the end of 2023. We will be working with our special schools and our MATs to take this forward.</p>
<p>The following question was submitted by Mr Batkin –</p>	
<p>Question: As the proposal to implement additional restricted parking in Zone GG requires the agreement of all Ward Councillors for them to be signed off I would ask the Cabinet Member if the lack of response from Cllrs Allen and Gosling is reasonable and consequently what can be done about it?</p>	<p>Answer: Officers have been involved in dialogue with a Ward Member concerning a request for proposed changes to some unrestricted parking within this area, however no proposals have been discussed concerning additional restricted parking under a Controlled Parking Zone (CPZ). It is correct that any changes within a ward does require the consensus of all Ward Members.</p> <p>In light of your question I will ask officers engage with all Ward Members in respect to thoughts on considering any changes to restricted parking in accordance with the Councils CPZ policy.</p>
<p>The following question was submitted by Ryan Aldred –</p>	
<p>Question: I know of 6 incidences of voter suppression in the May local elections thanks to new voter ID laws. Will you, as Leader of the Council, write to the Secretary of State for Levelling Up, Housing and Communities to demand this disenfranchising, undemocratic law be overturned?</p>	<p>Answer: The Council agreed in March to undertake a review of the impact of voter ID and report to the September Audit and Governance Committee and following that review will make further representations.</p> <p>I have also raised this issue at the Local Government Association and will continue to do so over the course of the next few months, particularly as a further raft of needless changes in relation to absent voting, overseas electors and EU citizens’ voting and candidacy rights are expected to come into force in advance of the May 2024 polls.</p> <p>The Voter Authority Certificate has</p>

	<p>been a disaster and I believe that there are still people staying away rather than being turned away, due to lack of ID or not applying for a VAC. I will continue to make know my opposition to these changes through all avenues available to me.</p>
<p>The following question was submitted by George Wheeler –</p>	
<p>Question: The two bus shelters (in-bound) at St Budeaux Square were removed last June (2022) to allow major works to start in August 2022. That work has still not started. When will it start and if that is not imminent, will you consider providing temporary shelters until then, please?</p>	<p>Answer: Construction of the transport improvements at St. Budeaux, including installation of the shelters, is scheduled to commence from September 2023.</p> <p>PCC does not own any of its bus shelters and neither does it have any temporary shelters. It is also not possible to source a temporary shelter in the intervening time period.</p>
<p>The following question was submitted by Fiona Smart –</p>	
<p>Question: Bristol has run its 10-day Festival of Nature for 20 years. Exactly why, in view of rapidly worsening climate chaos and biodiversity decline, is Plymouth failing to organise a similar huge 10-day citywide festival to educate and motivate its citizens and voluntary groups who desperately want an opportunity to help?</p>	<p>Answer: Thank you for your question. I agree that we should be learning from good practice nationally and I share you passion for empowering the general public to help tackle the climate and ecological emergencies.</p> <p>I'm pleased to confirm that Plymouth has already been exploring the Festival of Nature concept at as part of the Green Minds partnership project we have led. This has involved running a Festival of Nature from Poole Farm involving a wide range of community organisations who have an interest in promoting nature to people in the city. We recently ran a public Green Minds conference in early June which I was pleased to open - a celebration of Nature Based Solutions and an opportunity for workshops and discussions about best practice.</p>

	<p>Over the past 5 years, we have also supported the national Love Parks Week every July, supporting local organisations to deliver events in natural spaces.</p>
<p>The following question was submitted by Jonathan Smart –</p>	
<p>Question: Newly planted trees needed many litres of water each week for three years after planting otherwise they die and public money is wasted. Precisely what are the arrangements to ensure that all trees planted by PCC receive sufficient water for these critical years and especially during prolonged dry spells?</p>	<p>Answer: Thanks for your question. I appreciate your concern for newly planted trees.</p> <p>Plymouth City Council have a schedule for watering new trees that we are responsible for planting and caring for. This schedule runs from April through to October and involves teams of staff with bowsers delivering 60 litres of water a fortnight throughout this period regardless of dry or wet spells. We do not tend to pause watering as the rainfall throughout the summer months is still not sufficient for recommended levels and as we know dry periods are increasing in longevity and frequency as a result of climate change.</p> <p>Before undertaking a tree planting programme we ensure that there are suitable funding streams available to cover this establishment period as a minimum for all maintenance and establishment costs and a contingency for potential replacements. We have utilised the Urban Tree Challenge Fund and most recently the Trees for Climate Fund programme delivered through the newly established Plymouth and South Devon Community Forest.</p> <p>We monitor the success of newly planted trees to ensure that we pick up replacements as necessary in the following planting seasons. We also work pro-actively with our</p>

	<p>maintenance teams to build knowledge and improve our processes. For example, this year we are utilising collecting water from Moorcroft Quarry to fill bowsers and water newly planted trees in the east of the city.</p>
<p>The following question was submitted by John Stone–</p>	
<p>Question: I would like to know when the litter namely the ribbons from the city centre is to be removed from the safety fences? It should never have been left there so long acting as a focal point for protesters.</p>	<p>Answer: Thank you for your question and thank you for your concerns regarding the state of Armada Way which we inherited from the previous Conservative Administration.</p> <p>The Leader has already taken decisive action in relation to withdrawing the previous decision by Councillor Bingley that is the subject of judicial review proceedings. Action has also been taken to tidy up the site and get this stalled project moving as businesses and local residents want us to get on with the project.</p> <p>In relation to the ribbons on the safety fencing, I can advise that some of these will be removed as part of the works that were undertaken on Friday 16 June 2023 to re-align the fencing. We have been working to open up Armada Way ahead of the main summer season and forthcoming events.</p>
<p>The following question was submitted by Melanie Le Bars –</p>	
<p>Question: The Council's targets for carbon emissions reductions are below levels they needed to hit in 2023. Have Councillors undertaken Carbon Literacy Training before, applied learning and how does your pledge to reduce carbon emissions through action, as the course implored, offset carbon sequestration lost from felled mature trees?</p>	<p>Answer: Thank you for your question. Reducing emissions across Plymouth is a top priority for me. The City Council has a Net Zero Action Plan (NZAP), which was unanimously adopted by the City Council on 27 March 2023. This sets out how positive actions are proposed to be taken to continue to drive the City Council towards becoming a net zero organisation</p>

	<p>by 2030. We are measuring how we are doing as an organisation and good progress is being made, but we acknowledge that there is much more that needs to be done.</p> <p>As you mentioned, part of that is Carbon Literacy Training. I, and a number of the Labour Cabinet have already completed Carbon Literacy training. We continue to roll this out to more councillors and officers to ensure that net zero is being prioritised by every department.</p>
<p>The following question was submitted by Elizabeth Bailey –</p>	
<p>Question: Given the catastrophic decision to fell healthy mature trees in Armada Way, making Plymouth infamous nationally and beyond, will the new Labour-led council implement a Charter for Plymouth’s trees, bearing in mind the previous complete lack of regard to Plymouth’s Plan for Trees?</p>	<p>Answer: The Plan for Trees was developed under Labour in 2019 and set out a strategy for the many thousands of trees in Plymouth. The principles agreed, after much consultation remain relevant:</p> <ul style="list-style-type: none"> · Promote · Protect · Care · Enhance <p>The PFT policy also provided the catalyst for a reinvigorated tree-planting programme and our new Community Forest that has resulted in the Council planting and caring for 14,137 new trees. This policy remains largely fit for purpose and will drive towards meeting the ambition of providing trees in parts of the city most at need.</p> <p>However, I can only agree that the previous administration showed disdain for the Armada Way trees and perhaps paid scant regard for our Plan for Trees. We are now reviewing a number of policies</p>

	<p>related to green and growing to see what lessons can be learned. We are especially focussed on ensuring that all of our policies and activities take account of the Climate and Nature Emergencies.</p> <p>This does not mean that on occasion we will not have to remove some trees. There is a need to manage our woodlands, particularly with the ongoing challenges around trees that are suffering from ash die-back and those that are towards the end of their life and represent a hazard.</p>
<p>The following question was submitted by Marie Thacker –</p>	
<p>Question: When will the council get on with the Armada way project considering the FOI showing monies spent from delays caused by the Judicial Review process?</p>	<p>Answer: Thank you for your question.</p> <p>We have said that we consider the judicial review is academic and we need to get on with delivering a new scheme - taking in to account and seeking to accommodate the remaining trees.</p> <p>I will be providing a full update to all councillors under the next item on the agenda demonstrating progress since we took control of the council less than a month ago. This will demonstrate that we have taken back control of this project.</p> <p>I am however pleased to be able to announce that the I and senior Cabinet Members will be reviewing the options for the redesign for Armada Way tomorrow with a view to going out to consultation on them and then moving forward to ensure we have an implementable scheme following this.</p>

17. **Announcements**

The Lord Mayor made the following announcements to Members –

- a) Announced with sadness the passing of Alderman Ted Fry, who was a Councillor for Compton Ward from 1992 to 2018, including as Deputy Lord Mayor in the 1995/96 municipal year, had passed away on 29 May 2023. The Lord Mayor added that he was highly regarded by Councillors and Officers, he would be greatly missed and that, on behalf of the Council, he sent his heartfelt condolences to his family. A minutes silence was then held in his memory;
- b) The Plymouth and South Devon Joint Local Plan had won an awarded for the innovative use of digital technology in the 'My Place, My Views' consultation at the Planning Awards 2023;
- c) Platinum Parkway, also known as the Forder Valley Link Road, was named the transformation project of the year in the 2023 Chartered Institute of Highways Transportation South West Regional Awards; Sarah McVeigh accepted the award on behalf of the Strategic Transport Team;
- d) Plymouth City Council had worked with RIO and The National Trust on an innovative Plymouth Apprenticeship Scheme, which received recognition at the National Kickstart Awards for protog diversity and inclusion; Chris Avent accepted the reward on behalf of the Plymouth National Grid Apprenticeship Scheme.

The Leader gave the following announcements:

- e) In relation to the Armada Way project:
 - i. The Leader had overturned the original decision in May 2023 and the original scheme would not be implemented;
 - ii. The administration has listened to businesses and stakeholders views and concerns and had installed several temporary benches, pushed back fencing to make access to shops better and had created a pathway through close to Oggy Oggy Pasty Shop;
 - iii. His Cabinet were working with officers on proposals for a new scheme, that would incorporate previous feedback and would consider the existing trees and biodiversity and would include more seating and larger plays for play and enjoyment;
 - iv. The Council would work with independent external engagement specialists to ensure the people of Plymouth had the opportunity to express their views;
 - v. The legal injunctions and nesting birds were making it difficult for the clean up to take place, but tree stumps would be removed within two weeks, which would allow some fencing to be pushed back further;
 - vi. The claimant had been asked to withdraw their legal action the week before, which they agreed to with conditions, which in the opinion of the Council

were above and beyond what the court would request itself and despite the Council's efforts to be reasonable and flexible, an agreement could not be reached and so the court has been asked directly to consider the application to withdraw the JR and injunction;

- f) A £25m investment had been secured for Colin Campbell Court;
- g) The Leader had signed an executive decision to approve a £19m investment in the next phase of the Derriford District Centre from the Property Regeneration Fund and Devon Contractors would be starting work imminently to provide a heart for the North of the City and the Council would derive long term income from the investment;
- h) PWC Good Growth Report had ranked Plymouth's economy at 5th highest in the UK for Good Growth with particularly strong performances in income distribution, work-life balance and transport, as well as ranking Plymouth 1st for most improved city with the highest overall change in the Good Growth score from 2022-2023;
- i) The NMP's (National Marine Park) capital projects had been funded by the Heritage Lottery and were being submitted to planning, with the projects focusing on what people had told the Council they wanted to see;
- j) The Leader was pleased to have attended his first Freeport Meeting and expressed his excitement that the Freeport would be used to incentivise more green and marine-based companies to be in Plymouth and the Leader had brought up the need to push for improvements to the National Grid across the peninsula which would be key to decarbonisation.

Councillor Jemima Laing (Deputy Leader and Cabinet Member for Children's Social Care, Culture, Events and Communications) gave the following announcements:

- k) The first four family hubs had opened in Plymouth in a new approach which aimed to give families and their children the very best start in life;
- l) The Box had reached its 500,000th visitor;
- m) The Box's Summer Programme – 'Summer of Colour and Light' had been announced and would be opened on 24 June 2023 by the President of the Royal Academy, Rebecca Salter, and would include the following three shows:
 - i. Reframing Reynolds: A Celebration - The 300th anniversary of Joshua Reynolds, who founded the Royal Academy, and the only national show celebrating the anniversary;
 - ii. Rana Begum: Dappled Light – a 21st century Royal Academician; iii. Solomon Hart: The Execution of Lady Jane Grey - The story of Solomon Hart, which would include a picture that had been lost in the archives for 100 years by the most important 19th century Jewish artist, who was also a Royal Academician;

- n) The LGA Culture, Tourism and Sport Board would be making their first visit to Plymouth on 21 June 2023, hosted at Market Hall, TR2 and The Box to hear more about Plymouth's cultural journey;
- o) It was Armed Forces week, a flag raising had taken place that morning, the Rehabilitation Triathlon would be taking place on 22 June 2023 at Plymouth Hoe, and Armed Forces Day would be celebrated on Plymouth Hoe on 24 June 2023 in association with Babcock with lots of interactive activities and a fly past by the red arrows.

Councillor Sally Haydon (Cabinet Member for Community Safety, Libraries, Cemeteries & Crematoria) provided the following update:

- p) Plymouth City Council had been granted just over £11,000 from the University of Plymouth Safer Streets from a Home Office bid to make changes to the environment to make it safer including:
 - i. Taxi marshals at North Hill Taxi Rank from 2am-6am on Saturday and Sunday mornings from 15 July 2023 to 24 September 2023;
 - ii. Improve the reformed beach on the Hoe as it had often been a hotspot for anti-social behaviour;
 - iii. Safer Community consultation equipment.

Councillor Tom Briars-Delve (Cabinet Member for Environment and Climate Change) provided the following update:

- q) Plymouth City Council had committed support to UK 100 which was a network of the most ambitious local authorities in the UK on Net Zero and so Plymouth City Council's progress against pledges would be actively monitored.

18. **Corporate Plan 2023-26**

Councillor Tudor Evans OBE introduced the report on the Corporate Plan 2023-26, which was seconded by Councillor Jemima Laing.

Council agreed that:

- I. The revised Corporate Plan 2023-26 was adopted as part of the Council's policy framework.

For (49)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Gilmour, Goslin, Harrison, Haydon, Hendy, Holloway, Hulme, Laing, Lowry, Mrs Loveridge, Lugger, Dr Mahony, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Reilly, Rennie, Salmon, Smith, Stephens, Stevens, Stoneman, Tippetts, Tuffin, Tuohy, Wakeham and Ms Watkin.

Against (0)

Abstain (1)
Councillor Ricketts.

Absent/Did Not Vote (2)
Councillors Shayer and Tofan.

19. **Provisional Capital and Revenue Outturn Report 2022/23**

Councillor Mark Lowry (Cabinet Member for Finance introduced the report its recommendations. This was seconded by Councillor Ian Darcy.

Following contributions from Councillors Lugger and Nicholson, Council agreed to:

1. Note the Provisional Revenue Outturn position for the year to 31 March 2023;
2. Note the Provisional Capital Programme Outturn position for that year including the Capital Financing Requirement of £86.653m.

20. **Designation of Statutory Chief Officers**

Council agreed to:

1. Approve the designation of the Acting Head of Legal Services as the Monitoring Officer in accordance with section 5 of the Local Government and Housing Act 1989 from the last day of service of the current post holder. This would be until a permanent Head of Legal Services was recruited;
2. Approve the extension of the appointment of David Northey as the Interim Service Director for Finance (S151 Officer) from 30 September 2023 to 31 March 2024.

For (51)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Gilmour, Goslin, Harrison, Haydon, Hendy, Holloway, Hulme, Laing, Lowry, Mrs Loveridge, Lugger, Dr Mahony, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Reilly, Rennie, Ricketts, Salmon, Smith, Stephens, Stevens, Stoneman, Tippetts, Tofan, Tuffin, Tuohy, Wakeham and Ms Watkin.

Against (0)

Abstain (0)

Absent/Did Not Vote (1)

Councillor Shayer.

21. **Motions on Notice**

(i) **Armada Way**

Councillor Andy Luggar introduced the motion on Armada Way, which was seconded by Councillor Bill Wakeham.

Following a contribution from Councillor Carlyle, Councillor Poyser proposed an amendment to the motion.

The meeting was adjourned for members to consider the amendment from 3.30 pm to 3.45pm.

The amendment was proposed by Councillor Ian Poyser and seconded by Councillor Lauren McLay and read (edits in *italics*):

This Council considers the current decision to stop the Armada Way project unacceptable to shoppers, local businesses and potential city centre investors.

Council recognises the need to re-commence this essential project expeditiously in order to revive and renew this part of the city centre (such works to include improved service media and a sustainable urban drainage system).

However, this Council also notes that due to bird nesting season restrictions, full works cannot begin. As such, this window of time should be used to refocus the project and address historic concerns with the development.

Ask the Leader of the Council and Cabinet Member for Strategic Planning and Infrastructure to:-

1. Bring forward a plan (whether it be implementation of the current Armada Way Project or a comparable alternative) and set a firm timeframe for implementation of the plan;
2. *Consult with independent experts such as the Woodland Trust, Devon Wildlife Trust and The Plymouth Tree Partnership during the redesign phase;*
3. *If required, modify the sustainable urban drainage scheme to retain the existing healthy trees and plant tree species that maximise tree canopy and shading;*
4. Publish on the Council website an assurance that new surface water drainage infrastructure will be installed, as a matter of urgency, to prevent raw sewage going into the sea;
5. Provide a firm timeframe in respect of point 4 above.

Following a contribution from Councillor Evans OBE, the Council agreed to accept the amendment.

For (38)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Dr Cree, Cresswell, Dann, Dingle, Evans OBE, Gilmour, Goslin, Haydon, Hendy, Holloway, Hulme, Laing, Lowry, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Penberthy, Penrose, Poyser, Reilly, Rennie,

Ricketts, Stephens, Stevens, Tippetts, Tuffin and Tuohy.

Against (0)

Abstain (13)

Councillors Carlyle, Darcy, Harrison, Mrs Loveridge, Luggier, Dr Mahony, Patel, Salmon, Smith, Stoneman, Tofan, Wakeham, Ms Watkin.

Absent/Did Not Vote (1)

Councillor Shayer.

Following further contributions from Councillors Nicholson, Hulme, Evans OBE, Briars-Delve, Council voted and the motion was not passed.

For (13)

Councillors Carlyle, Darcy, Harrison, Mrs Loveridge, Luggier, Dr Mahony, Patel, Salmon, Smith, Stoneman, Tofan, Wakeham, Ms Watkin.

Against (36)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Dr Cree, Cresswell, Dann, Dingle, Evans OBE, Gilmour, Goslin, Haydon, Hendy, Holloway, Hulme, Laing, Lowry, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Penberthy, Penrose, Poyser, Reilly, Rennie, Stephens, Stevens, Tippetts, Tuffin and Tuohy.

Abstain (2)

Councillors Partridge and Ricketts.

Absent/Did Not Vote (1)

Councillor Shayer.

The meeting was adjourned from 4.15 pm to 4.50pm for a break.

Councillor Gilmour did not return to the meeting following the break.

(ii) Fixing Plymouth's Roads

Councillor James Stoneman introduced the motion on Fixing Plymouth's Roads, which was seconded by Councillor Andy Luggier.

The meeting was adjourned from 4.50 pm to 5.06 pm to consider the amendment.

Councillor Patrick Nicholson proposed an amendment, which was seconded by Councillor Mrs Terri Beer. The amendment was to include an additional resolution that the Growth and Infrastructure Overview and Scrutiny Committee be requested to review the effectiveness of the current procedures for maintaining the City's roads and pavements and provide a report to the Cabinet and Members of the City Council.

Following contributions from Councillors Smith, Coker and Stoneman, Council agreed to amend the motion.

For (50)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Goslin, Harrison, Haydon, Hendy, Holloway, Hulme, Laing, Lowry, Mrs Loveridge, Lugger, Dr Mahony, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Reilly, Rennie, Ricketts, Salmon, Smith, Stephens, Stevens, Stoneman, Tippetts, Tofan, Tuffin, Tuohy, Wakeham and Ms Watkin.

Against (0)

Abstain (0)

Absent/Did Not Vote (2)

Councillors Gilmour and Shayer.

Following further contributions from Councillors Evans OBE, Coker, Poyser, Mahony, Nicholson, Lowry and Stoneman, the motion was not passed.

For (16)

Councillors Carlyle, Darcy, Harrison, Mrs Loveridge, Lugger, Dr Mahony, Nicholson, Partridge Patel, Ricketts, Salmon, Smith, Stoneman, Tofan, Wakeham and Ms Watkin.

Against (34)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Dr Cree, Cresswell, Dann, Dingle, Evans OBE, Goslin, Haydon, Hendy, Holloway, Hulme, Laing, Lowry, McLay, McNamara, Moore, Murphy, Noble, Penberthy, Penrose, Poyser, Reilly, Rennie, Stephens, Stevens, Tippetts, Tuffin and Tuohy.

Abstain (0)

Absent/Did Not Change (2)

Councillors Gilmour and Shayer.

Councillor Hulme left the meeting after this item.

(iii) Strategic Rail Working Group

The motion on a Strategic Rail Working Group was introduced by Councillor Ian Poyser and seconded by Councillor Lauren McLay.

Following contributions from Councillors Harrison, Evans OBE, Loveridge, Nicholson, Beer, Darcy and Coker, the motion was not passed.

For (17)

Councillors Mrs Beer, Carlyle, Darcy, Harrison, Mrs Loveridge, Lugger, Dr Mahony, McLay, Nicholson, Patel, Poyser, Salmon, Smith, Stoneman, Tofan, Wakeham and Ms Watkin.

Against (29)

Councillors Allen, Aspinall, Blight, Briars-Delve, Coker, Dr Cree, Cresswell, Dann, Dingle, Evans OBE, Goslin, Haydon, Hendy, Holloway, Laing, Lowry, McNamara, Moore, Murphy, Noble, Penberthy, Penrose, Reilly, Rennie, Stephens, Stevens, Tippetts, Tuffin, and Tuohy.

Abstain (3)

Councillors Mrs Bridgeman, Partridge and Ricketts.

Absent/Did Not Vote (3)

Councillors Gilmour, Hulme and Shayer.

(iv) BBC Local Radio

Councillor Jemima Laing introduced the motion on BBC Local Radio, which was seconded by Councillor Dylan Tippetts.

Following contributions from Councillors Carlyle, Bridgeman, McLay and Allen, the motion was passed.

Council agreed to:

- I. Ask the leader of Plymouth City Council Cllr Tudor Evans OBE to write to BBC director general Tim Davie to;
 - a. Express council's serious concerns about the impact of the proposals;
 - b. Request a pause in the process while the BBC carries out further consultation with listeners.

For (48)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Evans OBE, Goslin, Harrison, Haydon, Hendy, Holloway, Laing, Lowry, Mrs Loveridge, Lugger, Dr Mahony, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Reilly, Rennie, Ricketts, Salmon, Stephens, Stevens, Stoneman, Tippetts, Tofan, Tuffin, Tuohy, Wakeham and Ms Watkin.

Against (0)

Abstain (0)

Absent/Did Not Vote (0)

Councillors Gilmour, Hulme, Shayer and Smith.

Councillor Mrs Bridgeman left the meeting after this item.

(v) Livewell Southwest CIC Health Worker Pensions and Pay

Councillors Nicholson, Poyser, Smith and Tippetts had left the Chamber and were absent for the discussion and vote.

Councillor Mary Aspinall introduced the motion on Livewell Southwest CIC Health Work Pensions and Pay, which was seconded by Councillor Sally Haydon.

Following a contribution from Councillor Mahony, Council agreed to:

- I. Ask the Cabinet Member for Health and Social Care to write to the relevant Treasury Ministers to demand reimbursement to the city for the cost of this deal.

For (41)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Carlyle, Coker, Dr Cree, Cresswell, Dann, Darcy, Dingle, Goslin, Harrison, Haydon, Hendy, Holloway, Laing, Lowry, Mrs Loveridge, Lugger, Dr Mahony, McLay, McNamara, Moore, Murphy, Noble, Patel, Penrose, Reilly, Rennie, Ricketts, Salmon, Stephens, Stevens, Stoneman, Tofan, Tuffin, Tuohy, Wakeham and Ms Watkin.

Against (0)

Abstain (0)

Absent/Did Not Vote (11)

Councillors Mrs Bridgeman, Evans OBE, Gilmour, Hulme, Nicholson, Partridge, Penberthy, Poyser, Shayer, Smith and Tippetts.

Councillor Partridge left the meeting after this item.

22. **Urgent Decisions**

Council agreed to note the report.

23. **Questions by Councillors**

	From	To	Subject
1	Cllr Angela Penrose	Cllr Mary Aspinall	Support for unpaid carers
	Response: The previous week had been national carers week and what had been highlighted is that there were a large number of carers in Plymouth and she had wanted to make sure people knew they could go onto Plymouth City Council's website to look at what support was available to them.		
2	Cllr Natalie Harrison	Cllr Mark Coker	Bus Shelter Replacements Delayed
	Response: The issue was occurring in other places across the city and Councillor Coker had asked for a full briefing on the issues and why replacements were taking so long and what could be done.		

	Supplementary: Could Councillor Harrison be updated and could temporary seating be installed.		
	Response: Refer to previous response.		
3	Cllr John Mahony	Cllr Sue Dann	DELT Email Issues
	Response: Not aware of the issue, but if any Councillors had any issues with emails they should contact DELT directly.		
	Supplementary: Could portfolio holder take it forward and report back?		
	Response: Issues could vary from Councillor to Councillor so it would be best to contact DELT direct, who could inform her as portfolio holder of any consistent issues.		
4	Cllr James Stoneman	Cllr Tom Briars-Delve	Commitment to Chelson Solar Farm
	Response: The project was important to Net Zero Action Plan and there were meetings due to take place imminently regarding the work.		
	Supplementary: Would he confirm to share information cross party as it was previously?		
	Response: Happy to arrange a cross party briefing for Shadow Portfolio Holders.		
5	Cllr Patrick Nicholson	Cllr Tom Briars-Delve	Grass Cutting at Junctions in Plympton
	Response: The administration had inherited a complicated arrangement for grass cutting from their predecessors, and the city had experienced bad weather during spring, making grass cutting difficult. In his first portfolio holder briefing, he had asked for grass cutting at junctions to be made a priority and had specifically mentioned Plympton due to issues raised to him from the area.		
	Supplementary: Could a schedule be shared with Councillors to help in responding to residents about grass cutting issues?		
	Response: There was an interactive map online. No specific dates would be given as ground conditions and weather could affect timings.		
6	Cllr Bill Stevens	Cllr Mark Lowry	Increasing Interest Rates and Cost of Borrowing
	Response: It was impacting borrowing costs and was continuing to increase.		
	Supplementary: How would this impact the Council?		
	Response: The Council's Capital Program was predominantly based on the Council's ability to borrow and so the program might have needed a review.		
7	Cllr Mrs Terri Beer	Cllr Tom Briars-Delve	Enforcement of Section 154 – Highways Act 1980 – Overhanging vegetation less than 8ft.

	<p>Response: If there were specific example, encourage Councillors to report issues to Councillor Casework for it to be raised with the relevant teams for review. If a case was not resolved to satisfaction, contact Councillor Briars-Delve with examples for further investigation.</p>		
	Cllr Rebecca Smith	Cllr Tom Briars-Delve	Administrations opinion on residents who had resorted to cutting grass themselves across the city
8	<p>Response: Aware and but some issues had been inherited by the previous administration. If areas in question were on a regular cutting schedules, teams would be visiting imminently to cut.</p> <p>Supplementary: Play parks were on a 7-9 week schedule. Would Cabinet Member consider creating a separate schedule for play parks, as they needed to be cut regularly and low enough for children and in certain parts of the city parks and equipment could not be used because the grass was too high?</p> <p>Response: The schedule had been implemented by the previous administration and was being followed whilst practices were reviewed within the restraints of the grass cutting budget. The Cabinet Member was reviewing options for play parks and would give further information when it was available.</p>		
	Cllr Bill Wakeham	Cllr Tom Briars-Delve	Grass cutting after wildflower planting
9	<p>Response: The cutting schedule had been inherited from the previous administration. If there was an issue with a specific area, like this, recommended to send it to Councillor Casework. The Council manages a hundred of hectares of grassland across the city.</p> <p>Supplementary: Example was given, would like explanation.</p> <p>Response: Referred to previous answer.</p>		
	Cllr Ian Tuffin	Cllr Tudor Evans OBE	Tidal Pool at Firestone Bay Rumours
10	<p>Response: The administration wanted it to remain in use. The previous administration had not included any funding to carry out work to remove, or improve, it in 2023/24. It would be checked and kept safe over the summer season. A business case with maintenance options for the future would be prepared.</p> <p>Supplementary: Would Ward Councillors be involved in next steps?</p> <p>Response: Would be happy to keep Ward Councillors up to date and would make sure the tidal pool was not lost.</p>		
11	Cllr Charlotte	Cllr Mark	Update on bus routes, specifically Route 31

	Holloway	Coker	
	<p>Response: The Cabinet Department had spent a day with the Department of Transport discussing issues with busses in Plymouth, finding out more information on why the Council had been unsuccessful in the first round of Better Bus Funding, and looking at improvements for the second round. He was also going through the feasibility of the 31 Route, and others to ensure parts of the city are not cut off, supported by the Cabinet Member for Finance. Hoped to be able to give a further update in the following weeks.</p>		
12	Cllr Mrs Andrea Loveridge	Cllr Mark Coker	Bus Shelters
	<p>Response: There had been cross party working on the policy. Replacements would be installed where it had been agreed, and if there was a need to re-install bus shelters where they had been taken away, this would be looked into.</p> <p>Supplementary: No further bus shelters would be taken away?</p> <p>Response: All bus shelters went through a process and duplicate or low use shelters would be removed.</p>		
13	Cllr Tess Blight	Cllr Mark Lowry	Community Diagnostics Centre
	<p>Response: The new diagnostics centre in the west end of the City Centre would support local people in an area of deprivation, but would also support residents from across the city. He would be meeting with representatives from the health community to see what could be brought to the north of the city to support residents there.</p> <p>Supplementary: Could Councillors be kept up to date and involved in plans?</p> <p>Response: The Cabinet Member agreed to meet with Councillors to understand issues across the city and update them on progress.</p>		
14	Cllr Dr John Mahony	Cllr Sarah Allen	Councillor Complaints and Code of Conduct
	<p>Response: This would be looked into and an update would be provided.</p>		
15	Cllr David Salmon	Cllr Mark Coker	Bus Shelters
	<p>Response: The Cabinet Member would conduct a review of the situation with officers and provide an update to Councillors.</p>		
16	Cllr James Stoneman	Cllr Chris Penberthy	Unauthorised Encampments
	<p>Response: The Council policy was available on the Council website. He would ask for the link to be sent to all Councillors.</p> <p>Supplementary: Would the Cabinet Member agree that once an unauthorised encampment had visited a site, the site would be secured to try and stop it happening again?</p>		

	Response: There was no budget for this, further info in the policy on targeted hardening.		
17	Cllr Charlotte Carlyle	Cllr Tom Briars-Delve	Reassurance Grass wouldn't be allowed to get so high again in play parks
	Response: With regards to Hartley Vale in particular, the issue had been raised directly to the Cabinet Member by Cllr Tippetts, and policy was not being correctly following in the area and due to an administrative error, the grass cutting had not been done, but it was completed within a week.		
	Supplementary: Had been reported to Councillor Casework twice, but happy it had been sorted. Hope it would not happen again and would be reviewed as there was no a substantial amount of wildflowers in the park.		
	Response: The ratio was determined by the previous administration and Community Grants could be used to plant more wildflowers.		
18	Cllr Bill Wakeham	Cllr Tom Briars-Delve	SUDS Project
	Response: The Cabinet Member had had a briefing on the project with the relevant officers and had asked for the Peverell Ward Councillors to be kept updated because local residents might experience disruption.		
	Supplementary: Could Councillor Wakeham also be kept up to date?		
	Response: Yes.		
19	Cllr Sarah Allen	Cllr Sally Cresswell	Teacher Recruitment Crisis
	Response: Known that 1/3 of teachers were leaving profession within 5 years. Science and Maths recruitment issue nationally. Significant pressure on teachers in terms of demand and pay, made worse since COVID19. Something local authority needs to be mindful of due to the consequences. Support staff were also leaving due to better pay elsewhere.		
	Supplementary: More detail on how this is affecting Plymouth education and early years settings?		
	Response: No detail or data at present but needed to be looked at as it could help mitigate impacts and support recruitment and retention of staff.		
20	Cllr Ian Darcy	Cllr Tom Briars-Delve	Play Parks – Grass and Bins
	Response: Grass Cutting was following the previous administrations grass cutting schedule, whilst under review by the current administration.		
	Supplementary: Residents took rubbish from bins to Chelson Meadow from play parks as the bins had not been emptied. Could play parks be prioritised?		
	Response: The Cabinet Member had asked the Director of Street Services to prioritise play parks and if something had repeatedly been reported to casework, but was not being dealt with, to raise this to him to be looked into		

further.

Councillor Mrs Beer left the meeting at 7.08 pm.

Councillor Nicholson left the meeting at 7.24 pm.

Please note that questions, answers, supplementary questions and supplementary answers have been summarised.

City Council



Date of meeting:	18 September 2023
Title of Report:	City Council Proportionality
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Ross Jago, Head of Governance Performance and Risk
Contact Email:	Ross.jago@plymouth.gov.uk
Your Reference:	AC.2.23/24
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

The purpose of this report is to advise Council of changes to the political proportionality of the Council following by-elections held on the 27 July 2023.

A review of proportionality has not resulted in changes to committee allocations and the Council is asked to note the report.

Recommendations and Reasons

That Council notes changes to political proportionality set out at Appendix A.

Reason: To maintain clarity of the Council's committee structure and membership

Alternative options considered and rejected

None. The Council is required to conduct proportionality reviews under Section 15 of the Local Government and Housing Act 1989.

Relevance to the Corporate Plan and/or the Plymouth Plan

Clarity on appointments to committees ensures that key projects and activities can be progressed in line with the Corporate and Plymouth Plans.

Implications for the Medium Term Financial Plan and Resource Implications:

None arising directly from this report.

Carbon Footprint (Environmental) Implications:

None arising directly from this report.

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

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

None arising directly from this report.

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Political Proportionality (September)							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: Giles Perritt

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 07/09/2023

COMMITTEE APPOINTMENTS AND PROPORTIONALITY SEPTEMBER 2023



I. LEGISLATIVE REQUIREMENTS OF PROPORTIONALITY

- I.1. Section 15 (5) of the Local Government and Housing Act 1989 imposes a duty on Councils to review the representation of different political groups on bodies to which the Council makes appointments. The Act requires that the review should be held at the Annual General Meeting or as soon as practicable after that meeting or when the membership of the Council changes.
- I.2. The Act provides four principles concerning political representation that must be observed when conducting a review. These are:
- that not all the seats on committees are allocated to the same political group;
 - 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;
 - 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
 - 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.
- I.3. The legislation provides that the Council may make alternative arrangements to the 'proportionality' principles only by a unanimous vote, with no member voting against.
- I.4. The Committees and Panels to which the provisions of Section 15 of the Act apply, and the recommended allocation of seats on each, applying the principles of the Act as closely as is reasonably practicable, are shown in Section 2 below. The recommended allocation of seats reflects the four proportionality principles so far as reasonably practicable.

2. OVERALL PROPORTIONALITY 2023/2024 - NUMBER OF SEATS ON COUNCIL

Group	September 2023
Labour Group	33 (57.89%)
Conservative Group	16 (28.07%)
Green Group	2 (3.51%)
Independent Group	2 (3.51%)
Free Independent Group	2 (3.51%)
Unaligned Independents	2 (3.51%)

* There are 57 members on Plymouth City Council. The Local Government and Housing Act 1989, which sets out how seats should be allocated to members on a Council, describes the distribution of seats between the political Groups into which the Council has

divided itself. There is no seat entitlement to members who are not in a Group. The definition of what constitutes a group on a Council is covered in The Local Government (Committees and Political Groups) Regulations 1990 and can be found in the following link <https://www.legislation.gov.uk/uk/si/1990/1553/part/III/made>

A single representative does not constitute a Group which is defined as a number of persons bound together by common interests. As such, a single Member is not entitled to any Committee seats. This is consistent with practice previously employed by the Council in similar circumstances.

2.1. The application of the legislative principles is set out below:

Local Government Act 1989 – Principles	Is this principle met?
a. that not all the seats on committees are allocated to the same political group	Principle Met
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;	Principle Met
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;	Principle met
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.	Principle met as far as reasonably practicable

Labour 33 / Conservative 16 / Green 2 / Independent Group 2 / Free Independent Group 2 Two unaligned Independents - Excluded from Proportionality Calculations											Total Seats
Councillors	33	57.89%	16	28.07%	2	3.51%	2	3.51%	2	3.51%	
Total Seat Allocation as % membership	77	77.00	37	37.33	5	4.67	5	4.67	5	4.67	
Planning Committee	7	7.53	4	3.65	1	0.46	1	0.46		0.46	13
Taxi Licensing Committee	5	4.05	2	1.96		0.25		0.25		0.25	7
Licensing Committee	7	7.53	4	3.65	1	0.46		0.46	1	0.46	13
Chief Officer Appointments Panel	4	4.05	2	1.96		0.25	1	0.25		0.25	7
Chief Officer Disciplinary Panel	4	4.05	2	1.96		0.25		0.25	1	0.25	7
Chief Officer Appeals Panel	4	4.05	2	1.96		0.25		0.25	1	0.25	7
Audit and Governance Committee	3	2.89	2	1.40		0.18		0.18		0.18	5
Tamar Bridge and Torpoint Ferry JC	3	2.89	2	1.40		0.18		0.18		0.18	5
Devon and Somerset Fire Authority	3	2.32	1	1.12		0.14		0.14		0.14	4
Growth and Infrastructure Scrutiny	7	7.53	4	3.65	1	0.46	1	0.46		0.46	13
Performance Scrutiny	7	7.53	4	3.65	1	0.46		0.46	1	0.46	13
Children's Scrutiny	7	7.53	4	3.65	1	0.46	1	0.46		0.46	13
Health & Adult Care Scrutiny	7	7.53	4	3.65		0.46	1	0.46	1	0.46	13
Standards Advisory Board	4	3.47	2	1.68		0.21		0.21		0.21	6
Lord Mayors Selection Committee	5	4.05	2	1.96		0.25		0.25		0.25	7
Seats allocated	77	77.00	41	37	5	4.67	5	4.67	5	4.67	133

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Date of meeting:	18 September 2023
Title of Report:	Capital Monitoring Report June 2023
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	David Northey, (Interim Service Director for Finance)
Author:	Wendy Eldgridge, Lead Accountancy Manager (Capital and Treasury Management)
Contact Email:	David.northey@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report sets out the capital monitoring position of the Council forecast to the end of the financial year 2023/24 at Period 3.

Recommendations and Reasons

That Council approves:

1. The amended Capital Budget 2023-2028 revised to £556.722m as shown in Table I
Reason: Full Council for approval in line with the Constitution.

Alternative options considered and rejected

There are no alternative options – our Financial Regulations require us to produce regular monitoring of our finance resources.

Relevance to the Corporate Plan and/or the Plymouth Plan

The report is fundamentally linked to delivering the priorities within the Council's Corporate Plan. Allocating limited resources to key priorities will maximise the benefits to the residents of Plymouth.

Implications for the Medium Term Financial Plan and Resource Implications:

Robust and accurate financial monitoring underpins the Council's Medium Term Financial Plan (MTFP).

Financial Risks:

Financial risks concerning period 3 reporting are discussed in the body of the report.

Carbon Footprint (Environmental) Implications:

There are no impacts directly arising from this report.

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

The reducing revenue and capital resources across the public sector has been identified as a key risk within our Strategic Risk register. The ability to deliver spending plans within budget is paramount to ensuring the Council can achieve its objectives

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 1 of the Local Government Act 1972 by ticking the relevant</i>						
		1	2	3	4	5	6	7

Background papers:

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

Fin	CH 07.09.2 3 1518.	Leg	LS/02 289/J P/070 923	Mon Off	Click here to enter text.	HR		Assets		Strat roc	
Originating Senior Leadership Team member: David Northey (Interim Service Director for Finance)											
Please confirm the Strategic Director(s) has agreed the report? Yes in conjunction with CMT Date agreed: 31/08/2023											
Cabinet Member approval: Cabinet Member for Finance, after discussion with Cabinet colleagues Date approved: 31/08/2023											

Capital Finance Report Quarter I 2023/24 (June 2023)

The approved capital budget (representing forecast resources) includes the Capital Programme made up of approved projects and future funding assumptions. These assumptions are estimates of capital funding the Council is likely to receive in the future or has received, and is awaiting business case approval to add to the capital programme.

The forecast for five-year capital budget 2023-2028 is £338.052m as at 30 June 2023. Movement from the previous 2022 – 2027 programme reported to Cabinet on 12 June 2023 as part of 2022/23 Capital Outturn as at 31 March 2023 is detailed in Table 1 with main change being the actual years within the 5 year scope.

Table 2 provides a further breakdown of new projects added to capital programme.

Table 1 The Capital budget:

Description	£m
Capital Programme as at 31 March 2023 for 5 year period 2022 - 2027	407.502
Change of years within 5 year scope – remove 2022/23	(86.653)
Addition of 2027/28 to 5 year scope	10.454
Slippage to 2028/29 now outside 5 year scope	(0.092)
New Approvals – April to June 2023 breakdown see table 2	7.461
Variations – April to June 2023	(0.620)
Capital Programme as at 30 June 2023	338.052
Future Funding Assumptions	218.670
Total Revised Capital Budget for Approval (2023/24 -2027/28)	556.722

Table 2 Breakdown of new approvals

Governance	New Approvals Q1	5 Year Programme Approvals
		£
S151	Theatre Royal Car Park - Solar Scheme	199,000.00
S151	Eastern Corridor Strategic Cycle Network (Colesdown Hill)	34,108.00
	Subtotal Strategic Planning & Infrastructure	233,108.00
S151	Derriford Community Park - Phase 1 Biodiversity Improvements	107,844.59
S151	Central Park Improvements	60,000.00
S151	Ply & S.Devon Community Forest	25,000.00
S151	Street Furniture Replacements	150.00
Exec Decision	TCF T2 Signal Optimisation / ITS (citywide) and Traffic Control Centre	738,815.00
Exec Decision	Various annual Highway projects	3,719,000.00
S151	Tennis Improvements - Devonport Hartley and Tothill Park	680.00
	Subtotal Street Services	4,651,489.59
S151	Mount Edgcumbe Mower	9,000.00
Exec Decision	Derriford District Centre	1,036,196.00
	Subtotal Economic Development	1,045,196.00
Exec Decision	Local Authority Housing Fund	1,531,181.00
	Subtotal People	1,531,181.00
	Total Capital Approvals	7,460,974.59

A breakdown of the current approved capital budget by directorate and by funding is shown below in Table 3.

Table 3 Capital Programme by Directorate

Directorate	2023/24	2024/25	2025/26	2026/27	2027/28	Total
	£m	£m	£m	£m	£m	£m
Children's Services	3.426	0.130	0.130	-	-	3.687
People	9.576	5.837	0.241	-	-	15.654
Place - Economic Development	49.449	38.666	18.428	7.126	10.397	124.067
Place - Strategic Planning & Infrastructure	72.935	47.317	0.981	-	0.608	121.841
Place - Street Services	35.595	9.523	1.609	0.023	0.023	46.773
Customer & Corporate Services	6.753	4.101	0.582	-	-	11.436
Office for Director of Public Health	11.923	2.671	-	-	-	14.594
Total	189.657	108.246	21.972	7.149	11.028	338.052
Finance by:	2023/24	2024/25	2025/26	2026/27	2027/28	Total
	£m	£m	£m	£m	£m	£m
Capital Receipts	7.524	1.125	0.811	0.026	0.608	10.094
Grant Funding	74.741	24.158	1.136	0.023	0.023	100.080
Corporate Funded borrowing	51.672	36.902	5.667	0.243	0.043	94.528
Service dept. supported borrowing	50.382	39.855	14.165	6.856	10.336	121.594
Developer contributions	4.599	6.073	0.150	-	0.018	10.840
Other Contributions	0.739	0.133	0.043	-	-	0.916
Total	189.657	108.246	21.972	7.149	11.028	338.052

Table 4 2023/24 Programme including actual spend and % spent compared to latest forecast

Directorate	Latest Forecast 2023/24	Actual Spend as at 30 June 2023	Spend as a % of Latest Forecast
	£m	£m	%
Children's Services	3.426	0.022	0.64%
People	9.576	0.609	6.36%
Place – Economic Development	49.449	1.953	6.79%
Place – Strategic Planning & Infrastructure	72.935	4.394	3.95%
Place – Street Services	35.595	4.059	6.02%
Customer & Corporate Services	6.753	0.458	11.40%
Office for Director of Public Health	11.923	1.088	9.12%
Total	189.657	12.582	6.63%

Finance Officers will continue to challenge spending profiles in preparation for budget setting. With further work planned to incorporate an assessment of inflationary impact to overall capital programme and project officer review planned project delivery across 2023 to 2028.

City Council



Date of meeting:	18 September 2023
Title of Report:	Annual Report on Treasury Management Activities for 2022/23
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	David Northey (Interim Service Director for Finance)
Author:	Wendy Eldridge
Contact Email:	Wendy.eldridge@plymouth.gov.uk
Your Reference:	TM 2022/23 Outturn
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

In order to comply with the Code of Practice for Treasury Management, the Council is required to formally report on its treasury management activities for the year, providing information on the progress and outcomes against the Treasury Management Strategy. This report covers the Treasury Management activities for financial year 2022/23 including the final position on the statutory Prudential Indicators.

This report:

- a) is prepared in accordance with the CIPFA Treasury Management Code and the Prudential Code;
- b) confirms capital financing, borrowing, debt rescheduling and investment transactions for the year 2022/23;
- c) provides an update on the risk inherent in the portfolio and outlines actions taken by the Council during the year to minimise risk;
- d) gives details of the outturn position on Treasury Management transactions in 2022/23;
- e) Details compliance with treasury limits and Prudential Indicators (PIs) and the outlines the final position on the PI's for the year. Noting that compliance to level of fixed rate exposure for borrowing was exceeded to mitigate against interest rate risk to temporary borrowing through other local authorities.

Recommendations and Reasons

1. To approve the Treasury Management Annual Report 2022/23

This is to comply with the CIPFA Code of Practice and discharge our statutory requirement.

Alternative options considered and rejected

None - it is requirement to report to Council on the treasury management activities for the year.

Relevance to the Corporate Plan and/or the Plymouth Plan

Effective financial management is fundamental to the delivery of corporate improvement priorities. Treasury Management activity has a significant impact on the Council's activity both in revenue budget

terms and capital investment and is a key factor in facilitating the delivery against a number of corporate priorities.

Implications for the Medium Term Financial Plan and Resource Implications:

Into the medium and longer term the Council is facing significant pressures due to the national economic situation, which has led to a reduction in resources for local authorities over the Government's latest spending period. Effective Treasury Management will be essential in ensuring the Council's cash flows are used to effectively support the challenges ahead.

Financial Risks

There is an inherent risk to any Treasury Management activity. The Council continues to manage this risk by ensuring all investments are undertaken in accordance with the approved investment strategy, and keeping the counterparty list under constant review.

Carbon Footprint (Environmental) Implications:

In 2022/23 the Council invested £5m into the Public Sector Social Impact Fund to invest in carbon reduction projects.

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

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

[Click here to enter text.](#)

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Briefing report title							
B	Equalities Impact Assessment (if applicable)							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7
Treasury Management Strategy report to Council 28 February 2022							

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Sign off:

Fin	CH 11.07.23 1901	Leg	LS/ 00001075/ AC/11/7/23	Mo n Off	Click here to enter text.	HR	Click here to enter text.	Assets	Click here to enter text.	Strat Proc	Click here to enter text.
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Originating Senior Leadership Team member: David Northey

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 03/07/2023

Cabinet Member approval: Cllr Mark Lowry *approved by email*

Date approved: 11/07/2023

Annual Report on Treasury Management Activities for 2022/23

Introduction

1. Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code). This requires the Council to approve a Treasury Management Strategy before the start of each financial year and, as a minimum, a half-year and annual treasury outturn report. This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.
2. The approval of this report has been delegated to the Governance and Audit Committee to approve.
3. The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 28 February 2022.

Treasury Management Position

4. On 31st March 2023, the Authority had net borrowing of £565m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table I below.

Table I: Balance Sheet Summary

	31/03/22 Actual £m	2022/23 Movement £m	31/03/23 Actual £m
General Fund CFR	833	46	879
Less: Other debt liabilities *	-113	-56	-169
Borrowing CFR	720	-10	710
Less: Usable reserves	-124	9	-115
Less: Working capital	-42	12	-30
Net borrowing	554	11	565

* finance leases, PFI liabilities and transferred debt that form part of the Council's total debt.

5. The Council has increasing CFR due to the capital programme and an increasing borrowing requirement to £879m. The Authority pursued its strategy of keeping borrowing and investments below their underlying levels (sometimes known as internal borrowing) in order to reduce risk and keep interest costs low.

Borrowing and Investment Activity

6. As outlined in the treasury strategy, the Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective. The Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio and, where practicable, to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing
7. The cost of both long and short-term borrowing rose dramatically over the year, with rates at the end of March around 2% - 4% higher than those at the beginning of April. Rate rises have been driven primarily by inflation and the need for central banks to control this by raising interest rates. Particularly dramatic rises were seen in September which saw some PWLB rates increased to 6%. Rates have now fallen from September peaks but remain volatile and well above recent historical norms. The PWLB 10 year maturity certainty rate stood at 4.33% at 31st March 2023, 20 years at 4.70% and 30 years at 4.66%.
8. At 31 March 2023, the Council held £565m of loans, an increase of £11m on 31/03/2022 as part of its strategy for funding previous years' capital programmes.

The treasury management position at 31st March 2023 and the change during the year is shown in table 2 and table 3 below.

Table 2: Borrowing Activity

	Balance on 01/04/2022 £m	Movement £m	Balance on 31/03/2023 £m	Avg Rate %
Public Works Loan Board	231	165	396	2.73
Banks - LOBOs	65	-1	64	4.34
Other Loans	30	-6	24	4.37
Short Term Borrowing	228	-147	81	0.97
TOTAL BORROWING	554	11	565	2.73
Other Long Term Liabilities	124	-5	119	-
TOTAL EXTERNAL DEBT	678	6	684	-
Less Total Investments (see table 3)	-101	15	-86	3.93
Net Borrowing	577	21	598	

9. Short term borrowing includes £75m the Council borrows from other local authorities at lower rates on 3-12 month terms. The Council holds an Interest Rates Risk (the risk that interest rates may go up).
10. To Hedge against this risk the Council took out an Interest Rate Swap in April 2020 for £75m at a fixed rate of 0.56% for 20 years using the SONIA (Sterling Over Night Index Average). The Sterling Overnight Interest Rate (SONIA) averaged 2.263% over 2022/23 therefore receiving a drawdown from the hedge arrangement.
11. The Council continues to hold £64m of LOBO loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. No banks exercised their option during the year.
12. Although not classified as borrowing, the Council has other capital finance from Private Finance Initiatives and Finance Leases etc. and as at 31st March 2023 this amounted to £119m. PFI and finance leases are other ways of financing capital. However, this is quite often more expensive and is paid over a number of years. The Council's current PFI debt will be repaid by 2040.
13. Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
14. At 31 March 2023 the Council held £86m of cash and investments (see table 3) which was a decrease of £15m on 2021/22.

Table 3: Investment Activity in 2022/23

Investments	Balance on 01/04/2022 £m	Movement £m	Balance on 31/03/2023 £m	Avg Rate/Yield (%)
Short term Investments (Banks and call accounts)	-17	14	-3	1.50
Covered Bonds and Loans	0	0	0	-
Money Market Funds	-23	-5	-28	4.10
Other Pooled Funds	-61	6	-55	5.28
TOTAL INVESTMENTS	-101	15	-86	

15. Investment activity included pooled investments with a value of £55.301m (nominal value £55.000m). The growth in Fair Value reported in 2022/23 has reduced notably with one property

fund investment. However, this still exceeds its amortised cost. In addition to the capital value of investment generally being maintained at investment cost. The externally managed Pooled Funds (bond, equity, multi-asset and property) with the CCLA, Schroder and Fidelity has generated a total return for the year of £2.886m (2021/22 £1.976m). Investment income has been used to support services in year.

16. It should be noted that the capital value of the Council's Pooled Investment will fluctuate dependent on market conditions. Any unrealised capital losses will not have an impact on the revenue budget or General Fund. The capital value would only be realised if the funds were sold. The Pooled investments have no defined maturity date, but are available for withdrawal after a notice period. The Council continues to review regularly its investment in these funds together with advice from its Treasury Management advisors.

Treasury Management Outturn 2022/23

17. The Treasury Management budget is held as a separate budget under the Finance Department within the Council's General Fund. Whilst interest costs are less than the budget there are a number of factors that contribute to the final position. Whilst the Council not only borrows to finance capital expenditure, it also has to maintain a daily net cash surplus position.
18. The Council's Treasury Management Outturn for the year delivered a £0.960m underspend compared to the approved budget, detail is shown in table 4 below. Additional income was received through a significant increase with dividends/interest received from investments. Higher fixed rate interest costs were incurred in 2022/23 as the Council switched part of its borrowing from short term to longer term PWLB borrowing with fixed rates to limit exposure to the risk of higher interest rates.
19. Provision continued to be made in 2022/23 to fund any financial adjustments required to the 2019/20 accounts as a result of the external audit which is still ongoing.
20. Further provision was made following accounting adjustments for rate swap ineffectiveness
21. The Treasury Management Outturn does not include the returns from the Council's investments in the purchasing of its commercial assets, as this is included in the Place revenue outturn and referred to in the Other Non-Treasury Holdings and Activity section below.
22. Minimum Revenue Provision charges are posted the year after expenditure has been incurred or the year when an asset becomes operational (whichever is the latter). The budget for Minimum Revenue Provision (MRP) charges for 2022/23 was based on the forecast 2021/22 capital programme outturn at the end of December 2021. As at 31 March 2022 there was a significant underspend due to the continuing impact from the pandemic both on workforce adhering to Covid working restrictions and supply chain issues from the Ukrainian conflict which slowed the Council's capital programme. This resulted in actual MRP charges being lower than the budget set.

Table 4. Treasury Management Outturn Position 2022/23

	2022/23 Budget	2022/23 Outturn	Year End Variance
	£m	£m	£m
Interest Payable	12.024		
LOBO and other long term loans		3.562	
PWLB (Public Works Loan Board)		8.422	
Temporary loans		0.033	
Other Interest and charges		0.699	
Recharge to Departments for Unsupported Borrowing (in accordance with business cases)	(17.000)	(16122)	
Total Interest Payable	(4.976)	(3.406)	1.570
Interest Receivable	(2.608)		
Pool Funds		(2.886)	
Money Market Fund		(0.787)	
Other Interest		(0.387)	
Total Interest Receivable	(2.608)	(4.060)	(1.452)
Rate Swap – Surplus	0	(1.638)	(1.638)
Other Payments	0.318	0.238	
Debt Management	0.500	0.158	
Transfer to Reserves - Miel	2.008	2.026	
Transfer to Rate Swap Reserve	0	1.638	
Amortised Premiums	0.500	0.544	
Total Other Charges	3.326	4.604	1.278
Minimum Revenue Provision	18.501	17.784	(0.717)
TOTAL	14.243	13.283	(0.960)

23. By the end of March 2023, the rates on the Debt Management Account Deposit Facility (DMADF) deposits ranged between 4.05% and 4.15%. The return on the Council's sterling Low Volatility Net Asset Value (LVNAV) Money Market Funds (MMF) have increased as a result of Bank of England increases. There has been increased use of MMF for investing monies for the short-term when the Council entered into new PWLB long term fixed borrowing arrangements to meet maturing short term borrowing repayments and its cashflow requirements.
24. The costs of borrowing to finance 'invest to save' capital schemes is charged to departments. The figures above include the borrowing implications of decisions to utilise the Property Regeneration Fund, previously known as Asset Investment Fund to acquire assets to earn a revenue return which is accounted for in directorate's budgets.
25. Minimum Revenue Provision (MRP) is a charge to the revenue budget that is made each year for monies to repay the Council's borrowing.

Under regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 SI 2003/146, as amended, local authorities are required to charge to their revenue account, for each financial year, MRP for the cost of their unfinanced capital expenditure.

26. The Council uses the annuity method to calculate its MRP and spreads the cost of the borrowing over the economic life of the assets and this takes into account the time value of money.

External Context affecting 2022/23 Treasury Management activities

27. The war in Ukraine continued to keep global inflation above central bank targets and the UK economic outlook remained relatively weak with the chance of a mild recession. The economic backdrop during the January to March period continued to be characterised by high energy and commodity prices, high inflation, and the associated impact on household budgets and spending.
28. Central Bank rhetoric and actions remained consistent with combatting inflation. The Bank of England, US Federal Reserve, and European Central Bank all increased interest rates over the period, even in the face of potential economic slowdowns in those regions.
29. Starting the financial year at 5.5%, the annual CPI measure of UK inflation rose strongly to hit 10.1% in July and then 11.1% in October. Inflation remained high in subsequent months but appeared to be past the peak, before unexpectedly rising again in February. Annual headline CPI registered 10.4% in February, up from 10.1% in January, with the largest upward contributions coming from food and housing. RPI followed a similar pattern during the year, hitting 14.2% in October. In February RPI measured 13.8%, up from 13.4% in the previous month.
30. The labour market remained tight albeit with some ongoing evidence of potential loosening at the end of the period. The unemployment rate 3mth/year eased from 3.8% April-June to 3.6% in the following quarter, before picking up again to 3.7% between October-December. The most recent information for the period December-February showed an unemployment rate of 3.7%. There was further impact to the capital programme with skills shortages in certain work areas.
31. The Bank of England increased the official Bank Rate to 4.25% during the financial year. From 0.75% in March 2022, the Monetary Policy Committee (MPC) pushed through rises at every subsequent meeting over the period, with recent hikes of 50bps in December and February and then 25bps in March, taking Bank Rate to 4.25%. March's rise was voted by a majority of 7-2, with two MPC members preferring to maintain Bank Rate at 4.0%. The Committee noted that inflationary pressures remain elevated with growth stronger than was expected in the February Monetary Policy Report. The February vote was also 7-2 in favour of a hike, and again with two members preferring to keep Bank Rate on hold.
32. Financial markets: Uncertainty continued to be a key driver of financial market sentiment and bond yields remained relatively volatile due to concerns over elevated inflation and higher interest rates, as well as the likelihood of the UK entering a recession and for how long the Bank of England would continue to tighten monetary policy. Towards the end of the period, fears around the health of the banking system following the collapse of Silicon Valley Bank in the US and purchase of Credit Suisse by UBS caused further volatility.
33. Over the period the 5-year UK benchmark gilt yield rose from 1.41% to peak at 4.70% in September before ending the financial year at 3.36%. Over the same timeframe the 10-year gilt yield rose from 1.61% to peak at 4.51% before falling back to 3.49%, while the 20-year yield rose

from 1.82% to 4.96% and then declined to 3.82%. The Sterling Overnight Rate (SONIA) averaged 2.24% over the period.

34. During the last few months of the reporting period there were only a handful of credit changes by the rating agencies, then in March the collapse of Silicon Valley Bank (SVB) in the US quickly spilled over into worries of a wider banking crisis as Credit Suisse encountered further problems and was bought by UBS.
35. Credit Default Prices had been rising since the start of the period on the back of the invasion of Ukraine, and in the UK rose further in September/October at the time of the then-government's mini budget. After this, CDS prices had been falling, but the fallout from SVB caused a spike on the back of the heightened uncertainty. However, they had moderated somewhat by the end of the period as fears of contagion subsided, but many are still above their pre-March levels reflecting that some uncertainty remains.
36. On the back of this, Arlingclose reduced its recommended maximum duration limit for unsecured deposits for all UK and Non-UK banks/institutions on its counterparty list to 35 days as a precautionary measure. No changes were made to the names on the list.
37. As market volatility is expected to remain a feature, at least in the near term and, as ever, the institutions and durations on the Authority's counterparty list recommended by Arlingclose remains under constant review.
38. Local authorities remain under financial pressure, but Arlingclose continues to take a positive view of the sector, considering its credit strength to be high. Section 114 notices have been issued by only a handful of authorities with specific issues. While Arlingclose's advice for local authorities on its counterparty list remains unchanged, a degree caution is merited with certain authorities.

Revised CIPFA Codes, Updated PWLB Lending Facility Guidance

39. In August 2021 HM Treasury significantly revised guidance for the PWLB lending facility with more detail and 12 examples of permitted and prohibited use of PWLB loans. Authorities that are purchasing or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to refinance existing loans or externalise internal borrowing. Acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, refinancing and treasury management.
40. CIPFA published its revised Prudential Code for Capital Finance and Treasury Management Code on 20th December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments. Plymouth applied the principles of the Prudential Code which took immediate effect.
41. To comply with the Prudential Code, authorities must not borrow to invest primarily for financial return. This Code also states that it is not prudent for local authorities to make investment or spending decision that will increase the CFR unless directly and primarily related to the functions of the authority. Existing commercial investments are not required to be sold; however, authorities with existing commercial investments who expect to need to borrow should review the options for exiting these investments.

42. Borrowing is permitted for cashflow management, interest rate risk management, to refinance current borrowing and to adjust levels of internal borrowing. Borrowing to refinance capital expenditure primarily related to the delivery of a local authority's function but where a financial return is also expected is allowed, provided that financial return is not the primary reason for the expenditure. The changes align the CIPFA Prudential Code with the PWLB lending rules.

Other Non-Treasury Holdings and Activity

43. The Council held £279m of direct property investment under its Property Regeneration Fund. These non-treasury investments generated £3.154m of investment income for the Council after taking account of direct costs, representing a net revenue return of 1.13% after allowing for payment to a void reserve and payment to a lifecycle maintenance reserve. The gross return is higher than the return earned on treasury investments but reflects the additional risks to the Council of holding such investments.

Prudential Indicators 2022/23

44. The Local Government Act 2003 requires the Council to have regard to CIPFA's *Prudential Code for Capital Finance in Local Authorities* (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.
45. This report compares the approved indicators with the outturn position for 2022/23. Actual figures have been taken from or prepared on a basis consistent with, the Council's statement of accounts.

The Council measures and manages its exposures to treasury management risks using the following indicators.

The Section 151 Officer confirms compliance with its Prudential Indicators for 2022/23, which were set in the Treasury Management Strategy 2022/23.

The Following indicators are set and monitored each year:

- Estimates of Capital Expenditure;
- Estimates of Capital Financing Requirement;
- Gross Debt and the Capital Financing Requirement;
- Operation Boundary for External Debt;
- Authorised Limit for External Debt;
- Ratio of Financing Costs to Net Revenue Stream ;
- Incremental Impact of Capital Investment Decisions.

46. Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed will be:

	2022/23 Limit	2022/23 Actual	Complied
Upper limit on fixed interest rate exposure	60%	86%	x
Upper limit on variable interest rate exposure	80%	14%	✓

Fixed rate borrowings are those where the rate of interest is fixed for the whole financial year or more. Instruments that mature during the financial year are classed as variable rate.

Action taken during 2021/22 to review interest rates and mitigate against interest rate risk by transferring short term borrowing to PWLB fixed across 50 years continued in 2022/23 to respond to the rate risk held from short term borrowing (see table 2). A range of PWLB borrowing was taken out during 2022/23 (see table below) to mitigate against the interest rate risk and the refinancing risk whilst still maintaining the £75m required as part of the rate swap arrangement. Short term interest costs for PWLB beyond 1 year * would now have exceeded the short term rates being secured in April 2023 which are still increasing.

2022/23 borrowing	PWLB Repayment date	New date	Borrowing £m	Interest rate %
	24/04/2072 *		75	2.54
	7/11/2023		5	3.88
	4/11/2028 *		50	3.77
	10/11/2023		35	4.21
	Total		165	3.31

47. Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	Upper Limit	Lower Limit	31.03.2022 Actual	Complied
Under 12 months	50%	20%	23%	✓
12 months and within 24 months	25%	0%	0%	✓
24 months and within 5 years	25%	0%	1%	✓
5 years and within 10 years	25%	0%	12%	✓
10 years and above	80%	5%	64%	✓

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

48. Principal Sums Invested for Periods Longer than 365 days: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end were:

	2022/23	2023/24	2024/25
Limit on principal invested beyond year	£10m	£10m	£10m
Actual	£0m	£0m	£0m
Complied	✓	✓	✓

49. Security: The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment.

	Target	Actual	Complied
Portfolio average credit rating	A	AA	✓

50. Liquidity: The Council does not keep large amounts of cash in call accounts so that it reduces the cost of carrying excess cash. To mitigate the liquidity risk of not having cash available to meet unexpected payments the Council has access to borrow additional, same day, cash from other local authorities.

51. Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31.03.2023 Actual £m
General Fund	879
Total CFR	879

The CFR increased by £46m to £879m (2022 £833m) from capital expenditure financed by debt outweighs resources put aside for debt repayment. The increase in CFR shows that the Council is increasing its borrowing to pay for capital expenditure in the city.

52. Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

53.The Council's actual debt at 31 March 2023 was as follows:

	31.03.23 Estimate £m	31.03.23 Actual £m	Difference £m
Borrowing	861	565	-296
PFI liabilities & other Finance leases	225	119	-106
Total Debt	1086	684	-402

The actual debt levels are monitored against the Operational Boundary and Authorised Limit for External Debt below.

54. The operational boundary is based on the Council's estimate of most likely (i.e.prudent, but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	31.03.23 Boundary £m	31.03.23 Actual Debt £m	Complied
Borrowing	900	565	✓
Other long-term liabilities	235	119	✓
Total Debt	1135	684	✓

55.Authorised Limit for External Debt: The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003.

It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	31.03.23 Limit £m	31.03.23 Actual Debt £m	Complied
Borrowing	935	565	✓
Other long-term liabilities	245	119	✓
Total Debt	1180	684	✓

Other

56. IFRS 9: DLUHC launched an 8-week consultation on the future of the IFRS 9 statutory override from 11 August to 7 October 2022. The aim of this consultation was to collect the views of authorities and other stakeholders, and to collect additional information needed to understand the financial risks associated with both continuing the statutory override and allowing reversion to the Code of practice on local authority accounting. Government has now published its [response to the consultation](#) with ministers deciding to **extend the existing IFRS 9 statutory accounting override for a further 2 years until 31 March 2025** as previously confirmed in the note from December 2022
57. CIPFA/LASAAC confirmed in April 2022 that there will be a deferral of the implementation of IFRS 16 Leases to 1 April 2024, however early adoption is permitted for 1 April 2022.

Investment Training

58. Officers have undergone the following training during the year all of which have been online and provided by Arlingclose.

Outlook for the remainder of 2023/24

59. Inflationary pressure persisted in May 2023, with CPI remaining at 8.7% on the year and core CPI rising to 7.1%. Both readings were ahead of forecasts. The core CPI figure is at a 31-year high, which will drive the Monetary Policy Committee (MPC) into a more hawkish discussion. The inflationary pressure combines the energy price pressures felt by other European countries following the invasion of Ukraine, and the labour market shortages as seen in the US. However, in both scenarios the UK seems to have fared worse than its peers. The energy price shock may be fading; however, the tight labour market certainly isn't showing any signs of movement.
60. Arlingclose expects Bank Rate to rise at August 2023 MPC following the 50 basis points increase to 5.0% at June 2023 meeting.
2023/24 Revenue Treasury Management budget provision for borrowing will require prudent monitoring as fixed and temporary borrowing matures in year and further borrowing needs to support the capital programme are required.

Recommendations

- I. To approve the Treasury Management Annual Report 2022/23.

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CITY COUNCIL

Date of meeting:	18 September 2023
Title of report:	Pay Policy Statement 2023-24
Lead Member:	Councillor Sue Dann
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Pamela Moffat (Interim Service Director for HROD)
Contact email:	pamela.moffat@plymouth.gov.uk
Your reference:	
Key decision:	No
Confidentiality:	Part I - Official

Purpose of Report

Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a Pay Policy Statement by 31 March each year, for the following financial year, which is approved by the City Council. The provisions of the Act do not apply to local authority schools. This includes remuneration and policies for the highest paid staff and the lowest paid employees. The 2023/24 Pay Policy Statement was approved by Full Council in January 2023. Approval is now sought on an amended Pay Policy Statement.

The pay and terms and conditions for NJC employees is delegated to the Head of the Paid Service. To address recruitment and retention issues and stabilise the workforce, the NJC pay structure has been expanded at the top of the pay structure and apprenticeship pay has also been assimilated into the NJC structure, rather than having a separate pay structure. Appendix I of the Pay Policy Statement has been updated accordingly.

Plymouth City Council continues to adopt the principles of the Foundation Living Wage, with the lowest paid worker (excluding apprentices) earning £21,029 per FTE (£10.90 per hour) from 1 April 2023. National NJC and JNC for Chief Executives Pay Negotiations for 2023/24 are ongoing and will be backdated to 1 April 2023, once agreed. Currently, the ratio between the lowest paid (£21,029) and highest paid (£167,949) employee will be 1:7.99 from 1 April 2023 (pay award pending), which is a reduction on last year (1:8.56) and a continued reduction from 2012 when the ratio was 1:14.

Approved pay policy statements must be published on the Council's website as soon as reasonably practicable after being approved. The Act also requires that the Council includes its approach to the publication in its pay policy statement, and access to information relating to the remuneration of Chief Officers.

The Pay Policy Statement contains links to the published Draft Statement of Accounts and other remuneration data on the council's website. Once in force the statement must be complied with, although it may be amended by Full Council during the financial year.

The Pay Policy Statement, which is prescribed in terms of content, sets out the Council's policies in respect of remuneration. There are no proposed changes to policies from previous years; the statement is simply a summary of the key provisions as required by the Localism Act.

This report has been discussed with the trade unions and they support the changes to the pay structure.

Recommendations and Reasons

The City Council approves the amended Pay Policy Statement for 2023/24.

The policy sets out the Council's policies in respect of remuneration and is a statutory requirement.

Alternative options considered and rejected

None, this statement is a statutory requirement.

Relevant to the Corporate Plan and/or the Plymouth Plan

The Council's Pay Policy Statement is a statutory requirement, which supports the council's values.

Implications for the Medium Term Financial Plan and Resource Implications

There is a provision in the 23/24 budget for a pay award. Any other additional costs will be met from departmental budgets.

Financial Risks

Total cost of pay awards for 2023/24 as national negotiations are ongoing. The LGPS employer contribution increased to 19% from 1 April 2023.

Carbon Footprint (Environmental) Implications

There are no implications

Other Implications: eg: Health & Safety, Risk Management, Child Poverty

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

None arising directly from this report.

Appendices

Ref	Title of Appendix	Exemption Paragraph Number (if applicable)						
		1	2	3	4	5	6	7
A	Pay Policy Statement 2023/24							

Background papers

* add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based

Title of Appendix	Exemption Paragraph Number (if applicable) If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
	1	2	3	4	5	6	7

Sign off

Fin	DJN.2 3.24.1 05	Leg	LS/02 990/JP /0709 23	Mon Off	LS/02 990/JP /0709 23	HR	AM07 0923	Asset s		Strat Proc	
Originating Senior Leadership Team Member: Tracey Lee (Chief Executive)											
Please confirm the Strategic Director(s) has agreed the report? Date agreed: 8/9/23											
Cabinet Member approval: Cllr Sue Dann Data approved: 8/9/23											

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PAY POLICY STATEMENT 2023/24

HROD



I CONTEXT

- 1.1 Plymouth City Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions and benefits offered to our employees. The Council's pay and grading arrangements are underpinned by the principles of fairness and equality set out in the Equality Act 2010, the Public Sector Equality Duty and associated codes of practice.
- 1.2 The Council's pay arrangements and policies reflect the need to recruit, retain and motivate skilled and committed employees to ensure high levels of performance, balanced with accountability to the public purse. They also recognise the importance of maintaining an approach to pay and reward that supports the high levels of flexibility and adaptability essential to the effective delivery of a diverse range of services in a challenging and rapidly changing environment
- 1.3 The [People Strategy](#) enables our workforce to be adaptable and agile for the challenges of the future - "Our people will feel welcome, aspire to be the best, we will attract and keep the right people and we will be well led".
- 1.4 The Council is required to set out a Pay Policy Statement under sections 38 and 39 of the Localism Act 2011. The Act prescribes the information and format required for the Pay Policy Statement.
- 1.5 The statement must be approved by a resolution of the City Council before it comes into force for the relevant financial year. Amendments may be made by resolution of Full Council during the financial year.
- 1.6 When approved by the Council, this policy statement will come into immediate effect for the 2023/24 financial year and will be subject to review again for 2024/25 in accordance with the relevant legislation prevailing at that time.
- 1.7 The Chief Executive and Chief Officers are employed under the JNCs for Chief Executives, Chief Officers and NHS terms and conditions respectively. In addition, as a broad principle, for the Chief Executive and Chief Officers, the Council adopts the terms and conditions of employment that apply to NJC staff (Green Book) and the local variations as set out in the Plymouth Book.
- 1.8 Under the Council's Standing Orders and Constitution, we have set out a requirement for all posts to be fairly evaluated to determine their salary levels within our agreed structures. All staff must be appointed on merit, through fair, transparent and objective processes.
- 1.9 The Council's Chief Executive, as the Head of Paid Service, is responsible for ensuring the Council meets its duties for appointment on merit, the terms and conditions of employment, compliance with the Council's Standing Orders for the appointment and remuneration of staff and with the requirements set out in the Local Government and Housing Act 1989. The Head of Paid Service (Chief Executive) is accountable to the Council for the discharge of her duties.

- 1.10 For the purposes of this Pay Policy Statement, all references to statutory and non-statutory Chief Officers refers to employees on JNC for Chief Officers and NHS terms and conditions

2 INFORMATION

- 2.1 The Council's Management Structure is set out within the Articles of the Constitution of the Council and this is updated with any changes to statutory posts.
- 2.2 All statutory roles are designated within the Chief Officer structure.
- 2.3 Chief Officer bandings for the Senior Leadership Team are determined using the HAY Job Evaluation criteria
- 2.4 The Council's NJC pay and grading structure is set out at [Appendix One](#).

3 PAY RELATIVITIES WITHIN THE AUTHORITY

- 3.1 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton Report on Fair Pay. A public sector manager cannot earn more than 20 times that of the lowest paid person in the organisation. In addition, the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 3.2 Plymouth City Council continues to adopt the principles of the Foundation Living Wage, with the lowest paid worker (excluding apprentices) earning £21,029 per FTE (£10.90 per hour) from 1 April 2023, an increase of 30 pence per hour from the current lowest pay scale of £10.60 (scp 2). National pay negotiations for 2023/24 are ongoing.
- 3.3 With effect from 1 April 2023, the lowest paid workers are newly defined as those on spinal column point 2 of Grade A (removal of scp 1), which will be the Council's lowest NJC pay grade .
- From 1 April 2023, the remuneration of the lowest paid employee on Grade A (now scp 2) is £20,441 (£10.60 per hour) per FTE with the pay award for 2023 pending. Until the 2023 pay award is known, the council will top up the lowest paid employee by 30 pence per hour with a non-contractual, discretionary top up to £21,029 (£10.90 per hour).
- 3.4 The ratio between the lowest paid (£21,029) and highest paid (£167,949) employee will be 1:7.99 from 1 April 2023 (pay award pending), which is a reduction on last year (1:8.56) and a continued reduction from 2012 when the ratio was 1:14.
- 3.5 The ratio between the median full time equivalent earnings (excluding schools) and the chief executive is 1:5.92 (calculation made at 1 December 2022).
- 3.6 The Council evaluates Chief Officer roles through a defined evaluation method (HAY) to ensure parity and consistency of evaluation within the Council's pay and grading structures.
- 3.7 Senior officer posts outside of the Chief Officer Structure, but earning in excess of £50,000 are published as part of the Council's access to public information within the annual

accounts. The information is contained within the [latest published accounts](#) on the council's website.

4 CHIEF OFFICER PAY

- 4.1 This section sets out the Council's policy in relation to Chief Officer remuneration and benefits as set out in the Localism Act 2011.
- 4.2 Levels and elements of remuneration for each Chief Officer:
- 4.2.1 Each Chief Officer will receive a basic salary as defined by the Council's pay and grading structures commensurate with their levels of responsibility
 - 4.2.2 Each Chief Officer role will be graded using the HAY Job Evaluation methodology (as well as the market) based on the published role profiles and organisational structures.
 - 4.2.3 Each Chief Officer will receive the same local terms and conditions of employment as set out in the Plymouth Book for NJC (Green Book) employees, unless there are different provisions in the JNC for Chief Officers.
- 4.3 Recruitment and remuneration on engagement of Chief Officer.
- 4.3.1 Chief Officers will be remunerated within an evaluated banding for the role on commencement of service.
 - 4.3.2 As required by law, the appointment and remuneration of Strategic Directors, Assistant Chief Executive and Service Directors is determined by Members through the Chief Officer Appointments Panel, except where there is specific delegation otherwise through Council.
- 4.4 Increases and additions to remuneration for each Chief Officer
- 4.4.1 The Council will review each role profile and remuneration of Chief Officers prior to any recruitment or at the creation or substantive change to the existing role.
 - 4.4.2 Increases to pay for Chief Officers on JNC for Chief Officers will occur through the national pay award.
 - 4.4.3 Chief Officers are appointed to a salary within a grade range.
- 4.5 Performance-related pay (PRP) for Chief Officers
- There is no performance-related pay or bonus scheme for Chief Officers. Chief Officers are subject to an annual performance review.
- 4.6 Chief Officer pay on termination of contract or end of office
- 4.6.1 Chief Officers will receive their contractual entitlement for termination payments. These entitlements are the same for NJC staff (Green Book). Where the Council is terminating the contract of employment, pay in lieu of notice (PILON) or paid leave may be granted dependent on the circumstances by the Service Director for HROD
 - 4.6.2 Redundancy pay for Chief Officers is calculated at the statutory minimum.

4.6.3 Chief Officers may only be dismissed for reasons of ill health, redundancy or by the Chief Officer Dismissals Panel.

4.6.4 Any payments will be compliant with legislation.

4.7 Benefits in Kind

Chief Officers do not receive any benefits in kind. Any benefits, gifts or hospitality must be properly authorised and recorded in accordance with the Officer's Code of Conduct.

4.8 Charges, fees and professional registrations

Professional fees and charges will be made on behalf of statutory officers and deputy statutory officers in respect of their requirement to be registered to practice with the relevant body.

4.9 Increases and enhancement to pension entitlement

4.9.1 The Council's Chief Officers are entitled to become members of the Local Government Pension Scheme (LGPS) or NHS Pension Scheme. Payments and entitlements are subject to LGPS Regulations or NHS Pension Scheme.

4.9.2 The Council does not enhance pensions or provide added years to Chief Officers beyond their basic entitlements.

4.9.3 Pension strain costs are borne by the Authority on the redundancy of a Chief Officer in line with all other employees. The Council policy limits the maximum cost of redundancy and pension strain to a maximum of three times the annual salary for payback or complies with legislation at the time. Any situation likely to exceed this amount will be resolved by Full Council or delegated to the Council's Chief Officer Appointments Panel at the point of dismissal depending on the necessary level of approval.

4.10 Other amounts payable

The award of other payments within the Council's pay policies will be agreed with the Chief Officer Appointments Panel and reported in the Statement of Accounts.

4.11 Chief Officer Policies

Policies adopted for application to the NJC staff (Green Book) will apply to Chief Officer with the exception of matters related to non-executive functions of the Council in relation to Chief Officers such as appointment, investigations and disciplinary action, employment appeals and dismissal.

4.12 Terms and conditions

Chief Officer terms and conditions will mirror those for NJC staff (Green Book). No more or less favourable terms or treatment shall be afforded to Chief Officers in respect of terms and conditions of employment.

4.13 Superannuation (Employer's pension contribution)

4.13.1 The rate of superannuation contributions is determined by the Local Government Pension Scheme Regulations or NHS Pension Scheme.

4.13.2 Superannuation payments are made by the employer into the Local Government Pension Scheme (LGPS)/NHS Pension Scheme. The rate of contribution is defined by the LGPS and is applicable to all employees (including chief officers). The latest Local Government Pension Scheme Regulations 2014 were introduced from 1 April 2014. There will be 9 employee contribution bandings between 5.5% and 12.5%. The LGPS employer contribution is 19% from 1 April 2023. The employer contribution for the NHS Pension Scheme is currently 20.6%.

4.14 Returning Officer Fees

The designation and duties of the Returning Officer are independent of the Council. Officers undertaking these duties may claim for the appropriate fees. The Council will designate the officer for these purposes.

5 STAFFING RESOURCES

5.1 The Council uses the following different staffing resources:

- a) Permanent staff on the establishment
- b) Temporary fixed term contracts to fill posts on the establishment
- c) Interims employed through service contracts to fill posts on the establishment
- d) Interims where there is no established post. For example, where temporary specialist skills are needed to undertake a time limited complex projects

6 REMUNERATION OF INTERIM AND TEMPORARY STAFF

When interim staff are required, the costs of these are subject to competitive marketplace processes and are compliant with IR35. HROD officers are involved in all such employment arrangements and are aware of all interim appointments in order to assure quality.

7 CHIEF OFFICER APPOINTMENTS PANEL

7.1 The Chief Officer Appointments Panel has responsibility for the appointment and remuneration of Chief Officers except where there is specific delegation otherwise through Council. The Council will aim to pay for these services at a rate as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions.

7.2 Where the Chief Officer Appointments Panel makes a temporary or interim appointment to an established post, then the appointing person or body will have discretion to settle remuneration in line with current market factors

7.3 For other posts where the Council requires an interim resource, which is not a Chief Officer, which may or may not be on the establishment, the Council will aim to pay for these services at a rate of pay as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions. However, the

appointing person will have discretion to settle salary or fees in line with current market factors. Any such arrangements require authorisation from the Head of Paid Service, the Service Director for HROD, and the Service Director for Finance.

8 CONTRACT FOR SERVICES

- 8.1 Where interim resources are determined to be required for a specific role within the Council that cannot be met through the existing establishment, a procurement process is followed to secure the relevant services. Typically sourcing is carried out through compliant frameworks or tendered in accordance with Contract Standing Orders. Procurement Officers are fully involved in these processes.
- 8.2 Unlike staff employed under contracts of employment, the relevant guidance from the Department for Communities and Local Government does not require such appointments to be approved by Council. However, where such posts are classified as Chief Officers for pay policy purposes, those posts should appear in the Statement of Accounts. To ensure that the Council is open and transparent it is proposed to provide details of any such contract where the daily rate equivalent paid by the Council to the contractor (and excluding procurement costs) exceeds £500 per day for duration of more than three months.

9 PUBLICATION

- 9.1 Upon approval by the Council, this statement will be published on the Council's Website and will also be available in additional formats by request.
- 9.2 Chief Officer remuneration (actual payments) will be reported in the Council's Annual Statement of Accounts.
- 9.3 Payments in respect of the use of interim management services are also available on the council website, where the daily rate equivalent paid by the Council exceeds £500 per day for more than a period of three months. These payments include all agency fees, and exclude VAT.
- 9.4 In addition, for employees where the full time equivalent salary is £50,000 or more, excluding employer superannuation contributions, the Council's Annual Statement of Accounts will include the number of employees in bands of £5,000.
- 9.5 The Annual Statement of Accounts can be found on the Council website [here](#).

APPENDIX ONE**NJC Pay and grading scale 2022/23 (pay award 2023/24 pending)**

GRADE	SCP	Salary	Hourly rate
A	1	£20,258.00	£10.50
	2	£20,441.00	£10.60
B	3	£20,812.00	£10.79
	4	£21,189.00	£10.98
C	5	£21,575.00	£11.18
	6	£21,968.00	£11.39
D	7	£22,369.00	£11.60
	8	£22,777.00	£11.81
	9	£23,194.00	£12.02
	11	£24,054.00	£12.47
	12	£24,496.00	£12.70
E	14	£25,409.00	£13.17
	15	£25,878.00	£13.41
	17	£26,845.00	£13.91
	19	£27,852.00	£14.44
F	20	£28,371.00	£14.71
	22	£29,439.00	£15.26
	23	£30,151.00	£15.63
G	24	£31,099.00	£16.12
	25	£32,020.00	£16.60
	26	£32,909.00	£17.06
H	27	£33,820.00	£17.53
	28	£34,723.00	£18.00
	29	£35,411.00	£18.35
I	30	£36,298.00	£18.81
	31	£37,261.00	£19.31
	32	£38,296.00	£19.85
	33	£39,493.00	£20.47
	34	£40,478.00	£20.98
J	35	£41,496.00	£21.51
	36	£42,503.00	£22.03
	37	£43,516.00	£22.56
	38	£44,539.00	£23.09
	39	£45,495.00	£23.58
	40	£46,549.00	£24.13

GRADE	SCP	Salary	Hourly rate
J	41	£47,573.00	£24.66
	42	£48,587.00	£25.18
	43	£49,590.00	£25.70
	44	£50,591.00	£26.22
	45	£51,607.00	£26.75
	46	£52,628.00	£27.28
K	47	£53,667.00	£27.82
	48	£54,693.00	£28.35
	49	£55,699.00	£28.87
	50	£56,820.00	£29.45
	51	£57,828.00	£29.98
L	52	£58,849.00	£30.50
	53	£59,859.00	£31.03
	54	£60,872.00	£31.55
	55	£61,877.00	£32.07
M	56	£62,895.00	£32.60
	57	£64,235.00	£33.29
	58	£65,603.00	£34.00
	59	£67,000.00	£34.73
	60	£68,427.00	£35.47
	61	£69,884.00	£36.22
N	62	£71,373.00	£36.99
	63	£72,893.00	£37.78
	64	£74,446.00	£38.59
	65	£76,032.00	£39.41
	66	£77,651.00	£40.25

Notes:

1. SCP 10,13,16,18 and 21 are not used by Plymouth City Council as part of the 2019 assimilation process
2. Plymouth City Council adopts the principles of the Real Living Wage. From 1 April 2023 the Real Living Wage is £10.90 per hour.
4. NJC spinal column point (SCP) 1 [one] erased from 1 April 2023 (2022 Pay Award)
4. Hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

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Date of meeting:	18 September 2023
Title of Report:	Independent Remuneration Panel – Recommendations for amendments to the Councillor Allowance Scheme
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Ross Jago (Head of Governance, Performance and Risk)
Contact Email:	Ross.jago@plymouth.gov.uk
Your Reference:	IRP.23.24
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

All Councils are required to establish and maintain an Independent Remuneration Panel (IRP). In line with statutory guidance, the local panel provides independent advice to the Council about its overall remuneration scheme and the amounts payable to elected members.

This report has been compiled and agreed by members of the Panel following meetings and consideration of the relevant issues between July and September 2023. The Head of Governance Performance and Risk attended the meetings to assist the Panel in consideration of these matters.

The Panel was asked to undertake a full review of Councillors' allowances, informed by benchmarking and other relevant information and specifically to consider –

- allowances paid to the Lord Mayor and Deputy Lord Mayor (particularly in reference to costs);
- the list of approved duties and training allowances;
- whether co-optees should receive remuneration;
- levels of payment to Leaders of Minority Groups and any associated thresholds; and
- facilities for Minority Groups and Independent Councillors.

The Panel considered the following as part of the review:

- Comparative evidence of Councillors' Allowances from 14 of the Council's 'family group', (statistical neighbours as defined by Chartered Institute of Public Finance and Accountancy (CIPFA)).
- Evidence from eight 'local/coastal' comparator Councils;
- An anonymised analysis of responses to a questionnaire devised and circulated on behalf of the Panel to all Councillors;
- Interviews with a range of Councillors.

The report outlines the panel's considerations in developing the recommendations detailed below.

Recommendations and Reasons

That Council approve the following amendments to the allowance scheme, that –

1. There are no changes to the Basic Councillors' Allowance and that this will continue to rise in line with staff pay awards. As pay awards currently being negotiated refer to a single consolidated addition to NJC pay points, the Panel recommends that basic allowances should increase in line with the equivalent percentage increase to the mid-point of the pay spine (pay point 22).
2. Excluding payments to Other Minority Group Leaders (recommendation 6 below), there are no changes to the Special Responsibility Allowances (SRAs) which will increase in line with staff pay awards (as above).
3. The travel allowance for Councillors should remain the same as the locally agreed rates payable to Council staff, and that they be changed as and when the staff rates are changed.
4. The list of approved duties is applicable to both Travel and Subsistence Allowance and Dependent Carers Allowances and Councillors undertaking approved duties may claim Travel, Subsistence and Dependent carers allowance unless remuneration and/or expenses are provided by the body to which the approved duty relates.
5. An annual stipend of £1500 is provided to Co-opted Members on Committees convened under the Local Government Act 1972.
6. SRAs for Other Minority Group Leaders (excluding the largest opposition group) will be payable based on the number of members in the group. For groups of less than five members, the Leader of the group will receive an annual SRA of £1000, increasing by £1000 for every five additional Councillors.
7. Facilities (group rooms etc) are offered to all Councillors. Groups with less than 5 members will share facilities with similar sized groups and non-aligned independent Councillors.
8. An expenses fund not exceeding £2000 be established in the Lord Mayor's office to cover necessary out of pocket expenses incurred by the Deputy Lord Mayor in the event that they are in receipt of a SRAs for another role and are therefore unable to claim the Deputy Lord Mayor's allowance. Any claims from the fund will be made on receipt.

Alternative options considered and rejected

None – A full review of the allowance scheme was required to comply with regulation in reference to the index linking of allowances to staff pay awards.

Relevance to the Corporate Plan and/or the Plymouth Plan

None directly arising.

Implications for the Medium Term Financial Plan and Resource Implications:

Based on the current proportionality of the Council and the number of co-optees in post, the annual total cost of the scheme will be £404,913, delivering an annual saving of £14,952 against the current scheme.

The total cost of the scheme is likely to vary each year and is subject to number of co-optees in post and changes to the political composition of the Council.

Financial Risks

None as a result of this report.

Carbon Footprint (Environmental) Implications:

None as a result of this report.

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

Key strategies, procedures and plans relating to health and safety, risk management and child poverty will be updated where necessary to reflect any relevant revisions to the Corporate Plan.

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

None as a result of this report.

Appendices

**Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Independent Remuneration Panel – Recommendations for amendments to the Councillor Allowance Scheme.							

Background papers:

**Add rows as required to box below*

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: Giles Perritt

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 07/09/2023

INDEPENDENT REMUNERATION PANEL – RECOMMENDATIONS FOR AMENDMENTS TO THE COUNCILLOR ALLOWANCE SCHEME



I. INTRODUCTION

The Regulatory Context

- 1.1. The Independent Remuneration Panel (IRP) is convened under the Local Authorities (Councillors' Allowances) England Regulations 2003 (SI 1021) and subsequent amendments to the regulations (SI 2003/1022 and SI 2003/1692 ['the Regulations']).
- 1.2. The Regulations require all local authorities to set up and maintain an advisory IRP to review and provide advice about the allowances to be paid to Councillors. All Councils are required to convene their Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Councillors' Allowances Scheme.

2. Panel

2.1. Plymouth City Council's Independent Remuneration Panel Members are:

Duncan Currall	Retired
Bryony Houlden	Bryony Houlden is Chief Executive of South West Councils.
Jane Hopkinson	Jane Hopkinson is former University Secretary of the University of Plymouth and current Independent Trustee of the University of Plymouth Students' Union

2.2. Members of the Panel may have some contact with the Council. In the interest of openness and transparency their links, where they occur, are stated below:

- **Bryony Houlden** is Chief Executive of South West Councils, a Councillor organisation of the 33 local authorities across the South West including Plymouth City Council.

2.3 The formal Terms of Reference of the Panel are attached as Appendix I.

3. Objective of the Review

3.1. The Panel was asked to undertake a full review of Councillors' allowances, informed by benchmarking and other relevant information and specifically to consider –

- allowances paid to the Lord Mayor and Deputy Lord Mayor (particularly in reference to costs);
- the list of approved duties and training allowances;
- whether co-optees should receive remuneration;

- levels of payment to Leaders of Minority Groups and any associated thresholds; and
- facilities for Minority Groups and Independent Councillors

4. SUMMARY OF RECOMMENDATIONS

4.1. The IRP has undertaken a review of the Plymouth City Council Councillors' Allowances Scheme and makes the following recommendations for amendments.

1	There are no changes to the Basic Councillors' Allowance and that this will continue to rise in line with staff pay awards. As pay awards currently being negotiated refer to a single consolidated addition to NJC pay points, the Panel recommends that basic allowances should increase in line with the equivalent percentage increase to the mid-point of the pay spine (pay point 22).
2	Excluding payments to Other Minority Group Leaders (recommendation 6 below), there are no changes to the Special Responsibility Allowances which will increase in line with staff pay awards (as above).
3	The travel allowance for Councillors should remain the same as the locally agreed rates payable to Council staff, and that they be changed as and when the staff rates are changed.
4	The list of approved duties is applicable to both Travel and Subsistence Allowance and Dependent Carers Allowances and Councillors undertaking approved duties may claim Travel, Subsistence and Dependent carers allowance unless remuneration and/or expenses are provided by the body to which the approved duty relates.
5	An annual stipend of £1500 is provided to Co-opted Members on Committees convened under the Local Government Act 1972.
6	Special Responsibility Allowances for Other Minority Group Leaders (excluding the largest opposition group) will be payable based on the number of members in the group. For groups of fewer than five members, the Leader of the grouping will receive an annual SRA of £1000, increasing by £1000 for every five additional Councillors
7	Facilities (group rooms etc) are offered to all Councillors. Groups with less than 5 members will share facilities with similar sized groups and non-aligned independent Councillors.
8	That an expenses fund not exceeding £2000 be established in the Lord Mayor's office to cover necessary out of pocket expenses incurred by the Deputy Lord Mayor in the event that they are in receipt of a Special Responsibility Allowance for another role and are therefore unable to claim the Deputy Lord Mayor's allowance. Any claims from the fund will be on receipt.

5. METHODOLOGY AND APPROACH

5.1. The Panel considered the following as part of the review:

- Comparative evidence of Councillors' Allowances from 14 of the Council's 'family group', (statistical neighbours as defined by Chartered Institute of Public Finance and Accountancy (CIPFA)).

- Evidence from eight 'local/coastal' comparator Councils;
- An anonymised analysis of responses to a questionnaire devised and circulated on behalf of the Panel to all Councillors;
- Interviews with a range of Councillors.

5.2. The CIPFA family group of councils included:

Bournemouth	Portsmouth
Bristol	Swindon
Brighton and Hove	North East Lincolnshire
Medway	Warrington
Southampton	Stoke-on-Trent
Southend-on-Sea	Telford and Wrekin
Derby	York

5.3. The local/coastal comparator group included:

Bristol	Hull
Cornwall	Poole
Devon County	Swansea
Exeter	Torbay

5.4. Twenty seven Councillors responded to the questionnaire, representing 47% of Councillors. The Panel was pleased to note that this was higher than responses received in previous reviews.

5.5. The Panel met virtually on four occasions to receive and distil the evidence. It has undertaken to preserve the confidentiality of responses to the questionnaire and of interviews (evidence from which is non-attributable to individuals). Such evidence is therefore not subject to public examination.

5.6. Thanks are due to all Councillors who responded to the questionnaire and to those who gave up their time to meet with the Panel.

5.7. The following findings and recommendations follow the order of the Panel's Terms of Reference.

6. FINDINGS AND RECOMMENDATIONS

Recommendation 1:

Basic Allowance

- 6.1. The Panel noted that there is no nationally set level of remuneration for the basic allowance for Councillors. It is therefore the responsibility of each Council to establish its own level on recommendation of its Independent Remuneration Panel. The system in operation in Plymouth has been in place for a number of reviews and was used as the baseline for this review.
- 6.2. Responses from Councillors to the Panel's questionnaire reported an average of between 20 and 30 hours spent on Council business, with Councillors suggesting that between 1-20 hours should be unremunerated. This is broadly in line with evidence from a 2022 Local Government Association Census of Councillors where the average time spent on Council business was 22 hours a week.
- 6.3. The additional benchmarking demonstrated the current basic allowance for Plymouth Councillors remains in the second quartile, (just below the average) within its local/coastal comparators and in the second quartile of the CIPFA family group (just below average).
- 6.4. After considering the benchmarking evidence, responses to the questionnaire, and interviews, the Panel concluded that the evidence does not suggest an adjustment to the basic allowance is required. The Panel recognised that budgetary constraints and continued pressure on local authority budgets weigh against a departure from the current provision, save for an index-linked cost of living uplift which has been the established principle for a number of years. As pay awards currently being negotiated refer to a single consolidated addition to NJC pay points, the Panel recommends that basic allowances should increase in line with the equivalent percentage increase to the mid-point of the pay spine (pay point 22).

Recommendation 2

Special Responsibility Allowances (SRA)

- 6.5. The Panel noted 28 individual roles which are in receipt of a SRA. In undertaking the review it focused solely on those areas which it had been asked specifically to consider or which had been identified within the evidence as requiring specific attention.

Leadership of Minority Groups

- 6.6. Since the last review a number of groups comprising two Councillors had formed. The Leader of any Minority Group, irrespective of size, is, under the current scheme, entitled to a SRA of £6,000. The Panel had been asked to review the level of payment and its considerations are detailed in Recommendation 6.

Vice-Chairs of Planning, Licensing Committees and Scrutiny Committees

- 6.7. Some members raised a potential issue of consistency regarding remuneration of the Vice-Chairs of the above committees. The Panel had not received any evidence that the special

responsibilities had significantly changed since they were last reviewed in 2019 and it has not therefore made a recommendation for change at this time.

Recommendation 3:

Travel and Subsistence Scheme

6.8. The Panel noted that Councillors are subject to the same travel and subsistence policy as Council staff, as determined by the 'Plymouth Book', and that the basic allowance includes provision for such expenses. The Panel considered there was no substantive evidence to deviate from this position.

Recommendation 4

Approved Duties

- 6.9. The Panel wished formally to confirm that the list of approved duties within the scheme is applicable to claims for travel and subsistence allowance and for dependent carers' allowance.
- 6.10. However, the Panel is aware that a number of appointments made to outside bodies by the Council, and appointments undertaken by invitation through virtue of being a Councillor may be supported by remuneration and/or payment of expenses from those bodies.
- 6.11. The Panel therefore recommends that Councillors undertaking approved duties should be able to claim travel, subsistence and dependent carers' allowance unless remuneration and/or expenses are provided by the body to which the approved duty relates.

Recommendation 5

Co-opted Members

- 6.12. A co-opted member is not a councillor of the authority but is a member of a committee who has been invited to join to provide specific relevant expertise. The current scheme does not provide an allowance for co-opted members although they may claim travel and subsistence expenses in order that they are not out of pocket as a result of undertaking work on behalf of the Council.
- 6.13. The Panel understands that co-opted members do not normally have any further commitment to the Council other than attending meetings, on average, between four and six times per year. However, the Panel was aware of difficulties in recruitment of co-opted members and considered it appropriate that such members should be offered recompense for the use of their time and skills.
- 6.14. The Panel therefore considers that co-opted members of committees convened under the Local Government Act 1972 should receive an annual payment of £1,500 as remuneration for their time and technical expertise.

Recommendation 6

Payments to Other Minority Group Leaders

- 6.15. Since the last review a number of Minority Groups comprising two councillors had formed. The Leader of a Minority Group of any size is currently entitled to a special responsibility allowance of £5,984.
- 6.16. The Panel considered a significant number of representations about this situation through both interviews and the Councillors' questionnaire. The Panel acknowledges that leading a small group does involve additional responsibilities. It also recognises that an active opposition is a necessary requirement for a functioning democracy, and that small groups can and do contribute effectively.
- 6.17. However, the Panel further recognised that when the allowance for Minority Group Leaders was established, it was not envisaged that groups might be so small. The Panel was not of the opinion that the current level of allowances accurately reflected the increase in responsibility of leading small groups.
- 6.18. Having considered the approach of other local authorities, where payments are set against thresholds relating to the size of groups, the Panel considered a similar approach should be implemented at Plymouth.
- 6.19. The Panel considered that payments should be linked to the size of the group, rather than being paid on a per member basis.
- 6.20. The Panel considers that £1000 is a reasonable level of Special Responsibility Allowance for a Leader of a group of fewer than 5. Such an allowance reflects the additional responsibility of managing group members and other responsibilities such as briefings with officers etc.
- 6.21. It was the view of the Panel that the allowance should rise by £1000 for every 5 additional members of a group.
- 6.22. The Panel wish to include within the scheme that the allowances for other minority leaders are fixed at the start of the municipal year (excluding the year of implementation of the amended scheme), and may not be changed within the year irrespective of movements within the year unless group membership falls below the statutory minimum (2).

Recommendation 7

Facilities

- 6.23. The Panel recognises the need for all councillors to be supported in undertaking their role. It noted the provision of IT to all members and the provision of offices within the Council House to political groups.
- 6.24. The Panel recognised that previous allowance schemes have not formally covered the allocation of office space, and consequently makes the following recommendation to ensure that all elected councillors have the opportunity to use space within the Council House.
- 6.25. The Panel recommends that facilities (group rooms etc) are offered to all Councillors. Groups with membership of less than 5 should share facilities with similar sized groups and non-aligned independent Councillors.

Recommendation 8

Costs of the Deputy Lord Mayor

6.26. Following feedback from councillors both in the questionnaire and through interviews, the Panel recommends that an expenses fund is established in the Lord Mayor's office. The fund will cover necessary out-of-pocket expenses incurred by the Deputy Lord Mayor in the event that they are in receipt of a Special Responsibility Allowance for another role and are therefore unable to claim the Deputy Lord Mayor's allowance. The fund should not exceed £2000.

7. Implementation of an amended Scheme of Allowances

7.1. The Panel recommends that the new scheme of allowances to be agreed by the Council be implemented with effect from 1 October 2023.

Appendix I

Independent Remuneration Panel Terms of Reference

1. Functions

- 1.1. The Panel carries out the Council's responsibilities under the Local Authorities (Members Allowances) Regulation 2003 as amended to convene an Independent Panel to make recommendations to the Council about the level of Members Allowances.

2. Specific Responsibilities

- 2.1. Overall, to recommend the level of allowances to be paid to Members, including special responsibility allowances, pension rights for elected Members and allowances payable to co-opted members.

- 2.2. The Panel will recommend:

- 2.2.1. The amount of basic allowance that should be payable to elected Members;
- 2.2.2. The categories of Members who should receive special responsibility allowances and the amount of such an allowance;
- 2.2.3. The travel and subsistence scheme, the amount of the allowance and how it should be paid;
- 2.2.4. The payment of an allowance for co-opted members and the amount of that allowance;
- 2.2.5. The payment of an allowance in respect of arranging for the care of Members' children and other dependants, the amount of this allowance and the means by which it should be determined;
- 2.2.6. Whether the allowances should be backdated to the beginning of the municipal year;
- 2.2.7. Whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run.

Comparator Information

CIPFA Family Comparators												
Role	Basic	Leader	Deputy	Cabinet	Scrutiny Chairs	Licensing	Taxi Licensing	Planning	Audit	Chair / Mayor	Leader of Opposition	Leader of Minority Opposition
Bristol	15169	£86,439	£28,281	£26,105	£7,174	£150 x2 sessions up to £550 for max 10 sessions	N/A	£7,174	£7,174	N/A	N/A	£14,345
Southampton	13900	£27,800	£13,900	£13,900	£3,475	£6,950	N/A	£6,950	£6,950	N/A	N/A	£4,633
Bournemouth (BCP)	13543	£29,339	£19,559	£19,559	£8,125	Chair - £10,834 Vice Chair - £2,709	N/A	£10,834	£10,834	Chair £10,834 Vice Chair £5,418	N/A	£3,251
Brighton and Hove	13002	£32,505	£19,503	Chairs of Policy Committees £9,752	£4,876	£975	N/A	£975	£4,876	10,168	£11,377	£6,501
Portsmouth	12365	£22,262	N/A	£8,658	£3,092	£4,329	N/A	£4,329	?	£8,658	£7,421	5 or more = £3,710. 2 to 4 = £2,474
Derby	12145	£36,436	£27,327	£18,218	£9,108	£9,109	N/A	£9,109	£6,376	£9,108	N/A	£9,108
Stoke-on-Trent	12000	£36,000	With portfolio = £18,000. Without = £6,000	£12,000	£9,000	£6,000	N/A	£9,000	£6,000	£9,000	N/A	N/A
Plymouth	11,969	£35906	£25264	£23932	£11969	£11969	£11969	£11969	£11969	£16,627	£11969	£5984
Medway	11474	£34,422	£22,948	£17,211	£11,474	Day rate (3 hours) £44.13	N/A	£13,769	£8,032	Mayor - £14,343 Deputy - £6,885	£13,769	£6,885

York	11282	£33,842	£23,689	£20,307	£6,770	£8,461	£8,461	£10,806	£8,461	£3,384	£15,229	£6,770
Telford and Wrekin	10420	£32,660	£20,572	£15,628	£8,652	£10,419	N/A	£10,419	£8,682	?	N/A	£17,874 split equally amongst group leaders
Southend-on-Sea	9963	£34,870	£17,868	£12,453	£7,472	£5,978	N/A	£9,963	£2,491	£14,944	£9,963	£2,491
Swindon	8940	£26,820	£16,539	£13,410	£6,705	£6,705	N/A	£6,705	£6,705	£10,000	If Chair of Scrutiny - £13,410, if not £6,705	£2,235
Warrington	8775	£20,015	£15,012	£10,008	£8,506	£8,506	N/A	?	£8,506	£15,012	£8,506	£8,506
North East Lincolnshire	8383	£22,500	£16,875	£11,250	£5,625	£4,500	N/A	£6,750	Independent - £4,500	£8,000	N/A	10+ members = £2,250

Coastal Comparators												
Role	Basic	Leader	Deputy	Cabinet	Scrutiny Chairs	Licensing	Taxi Licensing	Planning	Audit	Chair / Mayor	Leader of Opposition	Leader of Minority Opposition
Cornwall	£16,377.00	£30,299.88	£22,724.49	£21,105.48	£9,589.81	£4,544.89	N/A	£6,059.87	£6,059.87	£21,105.48	N/A	N/A
Swansea	£17,600	£66,000	£42,900 x 2	£39,600	£26,400	£26,400	N/A	£26,400	£268 Daily Fee	£26,400	£26,400	N/A
Hull	£15,432	£26,764	£20,073	£16,861	£13,382/£6,691	£13,382	N/A	£13,382	£568.11 a year (in place of the daily rate)	N/A	£13,382	N/A
Devon County	£14,025	£35,063	£28,050	£21,038	£10,238 (Vice Chairs £5,119)	N/A	N/A	N/A	£3,506	£11,220	£7013 x 2	£3,506
Plymouth	11,969	£35906	£25264	£23932	£11969	£11969	£11969	£11969	£11969	£16,627	£11969	£5984
Torbay	£9,428	£21,759	£12,075	£11,674	£7,783/£3,891	£3,891	N/A	£7,783	£3,891	£3,891	N/A	£378
Exeter	£6,537	£21,245	N/A	£11,439	£6537 (Deputy's also get £3,268)	£4,902	N/A	£6,537 (Deputy of Planning also gets £3,268)	£3,268	£6,537	The Leader of an Opposition group will receive an allowance based on the size of the political group, ranging from 20 to 60% of the size of the Group	N/A

AMENEDDED MEMBERS' ALLOWANCE SCHEME 2023-2027

Subject to agreement on 2023/24 pay award

Basic Allowance	Value	No. in Receipt
All Councillors	11,969	57
Special Responsibility Allowance Role	Value	No. in Receipt
Leader of the Council	35,906	1
Deputy Leader of the Council	25,264	1
Cabinet Member	23,932	8
Chair of Overview and Scrutiny Committees	11,969	4
Chair of Planning Committee	11,969	1
Vice Chair of Planning Committee	5,984	1
Chair of Licensing Committee	11,969	1
Vice-Chair of Licensing Committee	2,992	1
Chair of Taxi Licensing Committee	11,969	1
Vice-Chair of Taxi Licensing Committee	2,992	1
Chair of Audit and Governance Committee	11,969	1
Chair of Health and Wellbeing Board	5,984	0
Leader of the largest minority party	11,969	1
Leader of other minority parties (less than 5 members)	1,000	3
Deputy Leader of largest minority party	5,984	1
Lord Mayor	16,627	1
Deputy Lord Mayor	5,487	1
Assistant Cabinet Member	2,992	0
Co-opted Members	1,500	1