



Oversight and Governance

Chief Executive's Department
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CITY COUNCIL

Monday 16 September 2024
2.00 pm
Council House, Plymouth

Members:

Councillor Tuohy, Lord Mayor, Chair

Councillor Murphy, Deputy Lord Mayor, Vice Chair

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cuddihee, Dann, Darcy, Dingle, Evans OBE, Finn, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Loveridge, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, Simpson, M.Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Ms Watkin and Wood.

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

You can watch any of our webcast meetings on [YouTube](#). For further information on attending Council meetings and how to engage in the democratic process please follow this link - [Get Involved](#)

Tracey Lee
Chief Executive

City Council

Agenda

1. Apologies

To receive apologies for absence submitted by councillors.

2. Minutes

(Pages 1 - 40)

To approve and sign the minutes of the meetings held on 29 January 2024, 8 March 2024, 18 March 2024, 17 May 2024 and the two meetings held on 24 June 2024, as a correct record.

3. Declarations of Interest:

4. Appointments to Committees, Outside Bodies etc

The Monitoring Officer will submit a schedule of vacancies on committees, outside bodies etc and of changes notified to us.

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. Provisional Capital and Revenue Outturn Report 2023/24 (Pages 41 - 56)

8. Treasury Management Annual Report 2023/24 (Pages 57 - 84)

9. Capital Monitoring report Q1 (Pages 85 - 92)

10. Electoral Review Update 2024

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| 11. Polling Districts, Place and Stations Review | (Pages 93 - 136) |
| 12. Constitutional Update | (Pages 137 - 158) |
| 13. Audit and Governance Chair's Report | (Pages 159 - 162) |
| 14. Scrutiny Annual Report | (Pages 163 - 182) |
| 15. Independent Remuneration Panel | (Pages 183 - 198) |

16. Motions on notice

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

17. 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 29 January 2024

PRESENT:

Councillor Shayer, in the Chair.
Councillor Ms Watkin, Vice Chair.

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

Apologies for absence: Councillors Dr Cree, Finn, Lowry and Stoneman

The meeting started at 2.00 pm and finished at 5.41 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.

60. Minutes

The minutes of the meetings held on 20 November 2023 were agreed as a correct record.

61. Declarations of Interest

The following declarations of interest were made by Councillors in accordance with the code of conduct -

Name	Item Number	Reason	Interest
Councillor Hendy	16.b	Family member worked for private foster agency.	Pecuniary
Councillor Coker	10	Licence Holder	Pecuniary
Councillor Harrison	9	Family member possessed a licence.	Pecuniary
Councillor Patel	10	Licence Holder	Pecuniary
Councillor Mahony	8 and 16c	Not Specified	Pecuniary
Councillor Lugger	10	Licence Holder	Pecuniary

62. Council Proportionality January 2024

The Council agreed to note the changes to proportionality for January 2024.

63. **Questions by the Public**

The following question was submitted by Roy Hamilton:	
<p>Question: When will the Licensing Authority meet with knowledgeable persons and Licensees who understand the economics and infrastructure of the Taxi Trade as promised during the March Scrutiny Committee Meeting and the Full Council Meeting held during November 2022?</p>	<p>Response: I am aware that the former Conservative Leader suggested that scrutiny may be undertaken, I cannot understand why the then Cabinet did not bring it forward for scrutiny, however I do not answer for the former Cabinet.</p> <p>I have been the Cabinet Member responsible for Taxi Licensing since May 2023. I have been keen to see changes to the 2022 policy due to the various economic and operational changes that have arisen since policy implementation in May 2022. Before making a recommendation to Council for change I ensured that a consultation was undertaken on new proposals.</p> <p>I have very much welcomed the engagement and comments we received from drivers, vehicle proprietors and operators as part of that consultation, and look forward to the debate on the item later in today's meeting.</p>
The following question was submitted by George Wheeler:	
<p>Question: The consultation over replacing the toilets at St Budeaux Square ended on 30th November. There were only three questions in the questionnaire. Why has a conclusion not yet been published and when will a decision on replacement be made, please?</p>	<p>Response: The conclusion of the St Budeaux toilets consultation was announced by Cllr Penberthy on 26 January 2024. As announced, the replacement toilets will be installed during the St Budeaux Transport Interchange works.</p>

64. **Announcements**

The Lord Mayor made the following announcements:

- a) One minute's silence was requested and held for the passing of Freeman David Stark, a well-respected local politician with a long history of serving his community over a period of five decades;
- b) A moments silence was called for Holocaust Memorial Day;
- c) Long service awards were presented, and congratulations issued to Councillor Evans OBE (in his 36th year of service) and Councillor Nicholson (in his 29th year).

Councillor Evans OBE (Leader of the Council) made the following announcements:

- d) There had been a large amount of success in the procurement of funding for the city. This included:
 - i. £26m from the National Lottery Horizons National Marine Park submission;
 - ii. £19.9 Million for the City's Levelling Up Round 2 bid;
 - iii. £25m Freeport seed capital Grant;
 - iv. £7.5m for business support from Innovate UK for the UK's Maritime and Marine Launchpad;
 - v. £10.9m for the creative growth programme;
- e) An "investment pipeline" of around £1 billion had been created;
- f) The Plymouth and South Devon Freeport would be securing Sherford Employment land. The Freeport would be funding South Hams to purchase this land from the Housing Consortium and the Council would be looking to work closely with South hams to bring forward various employment schemes;
- g) Langage Green Hydrogen Plant – More than £20m in funding for a green hydrogen hub had been secured by Carlton Power as part of the UK's round one hydrogen allocation round for the Langage Green Hydrogen Plant and it planned to have the plant operational by 2026;
- h) The £26m improvement programme at Millbay Docks part funded by the Freeport had started;
- i) £700,000 of the Shared Prosperity Fund had been dispersed to citizens of the city to support green skills, to encourage pathways to employment and to improve digital inclusion.

Councillor Haydon (Cabinet Member for Community Safety, Libraries, Cemeteries & Crematoria) made the following announcements;

- j) Congratulated Jon Kelly & Mel Walker from the Trading-Standards team, who had won the Outstanding Project Award for the Council's Illicit Tobacco work at the Trading Standards South West awards ceremony.

Councillor Laing (Deputy Leader of the Council & Cabinet Member for Children's Social Care, Culture, Events and Communications) made the following announcements:

- k) Passed on thanks to all contributors of “make Christmas 2023 extra special for care-experienced young people”- a programme supporting young carers in the community over Christmas.

Councillor Aspinall (Cabinet Member for Health and Adult Social Care) made the following announcements:

- l) The incumbent national government had issued a statement on vaping which echoed the current concerns of the Council and she gave her thanks to all members of the Council who had worked towards the current vaping targets.

Change to the order of business

Councillor Evans, seconded by Councillor Rennie, moved to a vote to request item 16.C (Plymouth Airport) be taken as next business, before returning to the scheduled order of proceedings.

For (40)

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

Abstain (10)

Councillors Bingley, Carlyle, Darcy, Lugger, Dr Mahony, Patel, Smith, Tofan, Wakeham and Ms. Watkin.

Against (0)

Absent/Did not vote (3)

Councillors Ricketts, Salmon and Shayer.

65. **Plymouth City Airport**

Councillor Dr Mahony left the room, due to a declaration of interest, at the commencement of this item at 2.30 pm.

This motion was proposed by Councillor Lugger (Leader of the Opposition) and seconded by Councillor Wakeham (Deputy Leader of the Opposition).

After contributions from Councillors Patel and Evans OBE, Councillor Rennie, seconded by Councillor Stevens, moved to the end of debate of this item with a closure vote.

For (31)

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

Abstain (0)

Against (20)

Councillors Mrs Bridgeman, Bingley, Mrs Beer, Carlyle, Darcy, Harrison, Hulme, Mrs. Loveridge, Lugger, McLay, Nicholson, Patel, Partridge, Poyser, Ricketts, Salmon, Smith, Tofan, Wakeham and Ms Watkin.

Absent/Did Not Vote (2)

Councillors Dr Mahony and Shayer.

The Council agreed to:

- I. Recommend to the Leader to instruct officers to immediately serve a 'Notice of Forfeiture' against the leaseholder of Plymouth City Airport.

For (51)

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

Abstain (0)

Against (0)

Absent/Did Not Vote (2)

Councillor Dr Mahony and Shayer.

Councillor Tofan left the meeting at 3 pm.

Councillor Dr Mahony re-joined the meeting at the end of this item at 3.06 pm.

66. **Council Tax Base Setting 2024/25 and Council Tax Support Scheme 2024/25**

The motion was introduced by Councillor Penberthy (Cabinet Member for Housing, Cooperative Development and Communities) and seconded by Councillor Evans OBE (Leader of the Council).

The Council agreed to:

- I. The Council Tax Base for 2024/25 of 75,389 equivalent Band D dwellings as set out in the report.

2. The continuation of the current Council Tax Support scheme and Exceptional Hardship Scheme for 2024/25 with the amendments as set out in Paragraph 4.

For (48)

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

Abstain (0)

Against (0)

Absent/Did Not Vote (5)

Councillors Darcy, Dr Mahony, Ricketts, Shayer and Tofan.

67. **Council Tax Discounts and Premiums (To Follow)**

The motion was introduced by Councillor Penberthy (Cabinet Member for Housing, Cooperative Development and Communities) and seconded by Councillor Evans OBE (Leader of the Council).

Following contributions from Councillor Mrs Bridgeman and Penberthy, the Council agreed to:

1. From 1 April 2024 the current 100% premium for dwellings which are unoccupied and substantially unfurnished will be levied after a period of one year;
2. From 1 April 2025 a premium of 100% will be levied on all dwellings which are unoccupied and substantially furnished (second homes).

For (49)

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

Abstain (1)

Councillor Bingley.

Against (0)

Absent/Did Not Vote (3)

Councillor Dr Mahony, Shayer and Tofan.

68. **Proposed amendments to the Hackney Carriage and Private Hire Licensing Policy 2022 in relation to Livery and Topographical Knowledge of Plymouth test**

The motion was introduced by Councillor Haydon (Cabinet Member for Community Safety, Libraries, Cemeteries & Crematoria) and seconded by Councillor Tippetts (Chair of Taxi Licensing Committee).

Following contributions from Councillors Lugger, Moore and Partridge the Council agreed to the proposed amendments to the Taxi Policy to:

1. Remove livery requirements for vehicles;
2. The removal of requirements for the Knowledge of Plymouth test for private hire drivers.

For (45)

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

Abstentions (3)

Councillors Loveridge, Salmon and Wakeham.

Against (2)

Councillors Lugger and Ricketts.

Absent/Did Not Vote (3)

Councillor Harrison, Shayer and Tofan.

Councillor Harrison left the room at the conclusion of this item and returned at the commencement of the Stage Two Constitutional Changes item, as per her declaration of interest.

69. **Licensing Act 2003 – Statement of Licensing Policy 2024 - 2029**

Councillors Coker and Lugger left the room at the beginning of this item.

The motion was introduced by Councillor Haydon (Cabinet Member for Community Safety, Libraries, Cemeteries & Crematoria) and seconded by Councillor Rennie (Chair of Licensing Committee).

The Council agreed to:

1. Adopt the Licensing Statement of Policy contained in Appendix A with effect from 31 March 2024.

For (49)

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

Abstain (0)

Against (0)

Absent/Did Not Vote (4)

Councillors Coker, Lugger, Shayer and Tofan.

Councillors Coker and Lugger returned to the room at the end of this item.

70. **Stage Two - Constitutional Changes**

The motion was introduced by Councillor Allen (Chair of Audit and Governance Committee) and seconded by Councillor Stevens.

Following contributions from Councillors Nicholson, McLay, Stevens, Poyser, Krizanac and Allen, the Council agreed to approve-

1. Amended Part E and Petition Scheme/Guidance;
2. Standards Committee terms of reference.

For (43)

Councillors Allen, Aspinall, Bingley, Blight, Briars-Delve, Carlyle, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Gilmour, Goslin, Harrison, Haydon, Hendy, Holloway, Krizanac, Laing, Lugger, Dr Mahony, McNamara, Moore, Murphy, Noble, Patel, Penberthy, Penrose, Raynsford, Reilly, Rennie, Ricketts, Salmon, Smith, Sproston, Stephens, Stevens, Tippetts, Tofan, Tuffin, Tuohy and Wakeham.

Abstain (2)

Councillors Loveridge, Partridge

Against (6)

Councillors Mrs Beer, Nicholson, Mrs Bridgeman, Hulme, Poyser and McLay.

Absent/Did Not Vote (2)

Councillors Shayer and Tofan.

71. **Electoral Cycle Consultation**

The motion was introduced by Councillor Allen (Chair of Audit and Governance Committee) and seconded by Councillor Stevens.

Following contributions from Councillors Luggier, Nicholson, Dr Mahony and Stevens the Council agreed-

1. That a consultation exercise on the Council's electoral cycle is undertaken to run concurrently with Local Government Boundary Commission for England proposals for revised ward names, numbers and boundaries between July and September 2024;
2. Confirms the consultation questions agreed by the Audit and Governance Committee of 20 March 2023.

For (33)

Councillors Allen, Aspinall, Blight, Briars-Delve, Coker, Cresswell, Dann, Dingle, Evans OBE, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, McLay, McNamara, Moore, Murphy, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Rennie, Sproston, Stephens, Stevens, Tippetts, Tuffin and Tuohy.

Abstain (2)

Councillors Mrs Bridgeman and Ricketts.

Against (15)

Councillors Mrs Beer, Bingley, Darcy, Harrison, Hulme, Dr Mahony, Nicholson, Partridge, Patel, Smith, Mrs. Loveridge, Luggier, Salmon, Ms. Watkin and Wakeham.

Absent/Did Not Vote (3)

Councillors Carlyle, Shayer and Tofan.

Councillor Carlyle had temporarily exited the room during this item, returning after the vote.

Councillor Bingley left the meeting at the conclusion of this item.

72. **Appointment of Statutory Officers (Monitoring Officer and s151 Officer)**

The motion was introduced by Councillor Dann (Cabinet Member for Customer Services, Sport, Leisure & HR, and OD) and seconded by Councillor Laing (Deputy Leader of the Council & Cabinet Member for Children's Social Care, Culture, Events and Communications). Tracey Lee (Chief Executive) provided a brief summary of the motion.

Following contributions from Councillors, the Council agreed to-

1. The designation of Elizabeth Bryant, Head of Legal Services as the Monitoring Officer in accordance with section 5 of the Local Government and Housing Act 1989 from the first day of service with the Council.
2. Approve the extension of the designation of David Northey as the Service Director for Finance (Section 151 Officer) to 31 March 2025.

For (49)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Gilmour, Goslin, Haydon, Hendy, Holloway, Hulme, Krizanac, Laing, Mrs. Loveridge, Luggier, Dr Mahony, McLay, McNamara, Moore,

Murphy, Nicholson, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Raynsford, Reilly, Rennie, Ricketts, Salmon, Smith, Sproston, Stephens, Stevens, Tippetts, Tuffin, Tuohy Wakeham and Ms. Watkin.

Abstain (0)

Against (0)

Absent/Did Not Vote (4)

Councillors Bingley, Harrison, Shayer and Tofan.

73. **Pay Policy Statement 2024/25**

The motion was introduced by Councillor Dann (Cabinet Member for Customer Services, Sport, Leisure & HR, and OD) and seconded by Councillor Evans OBE (The Leader of the Council).

Following contributions from Councillors, the Council agreed to-

- I. Approve the Pay Policy Statement for 2024/25.

For (49)

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

Abstain (0)

Against (0)

Absent/Did Not Vote (4)

Councillor Bingley, Gilmour, Shayer and Tofan.

74. **Committee Calendar (To Follow)**

This item was introduced by Councillor Aspinall (Cabinet Member for Health and Adult Social Care) and seconded by Councillor Laing (Deputy Leader of the Council & Cabinet Member for Children's Social Care, Culture, Events and Communications).

The Council agreed to note the indicative dates for meetings to be held in 2024 and 2025.

75. **Motions on notice**

76. **Local Democratic Access**

This motion was proposed by Councillor Raynsford and seconded by Councillor Allen.

The Council agreed to-

- I. Write to the Electoral Commission and the Speakers Committee on the Electoral Commission with copies to the Minister responsible asking that this 21st Century democratic deficit is investigated and that rules are put in place, or legislation amended, to ensure that candidates are able to reach out in local elections in person without incurring postal costs which would be prohibitive for smaller parties and independent candidates and that councils are enabled and supported in attempts to register hard to reach voters.

For (39)

Councillors Allen, Aspinall, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Dingle, Evans OBE, Goslin, Gilmour, Haydon, Hendy, Holloway, Hulme, Krizanac, Laing, Mrs. Loveridge, McLay, McNamara, Moore, Murphy, Nicholson, Noble, Partridge, Penberthy, Poyser, Raynsford, Reilly, Rennie, Ricketts, Sproston, Stephens, Stevens, Tippetts, Tuffin, Tuohy

Abstain (3)

Councillors Dr Mahony, Salmon and Harrison.

Against (7)

Councillors Carlyle, Darcy, Lugger, Patel, Smith, Wakeham, Ms. Watkin

Absent/Did Not Vote (4)

Councillor Bingley, Penrose, Shayer and Tofan.

The meeting was adjourned from 4.05 pm to 4.35 pm.

Councillor Hulme did not return to the meeting following the adjournment.

77. Excess Profits by Private Companies Providing Children's Social Care

Councillor Hendy left the room due to his declarations of interest, returning for the next item.

This motion was introduced by Councillor Jemima Laing (Deputy Leader of the Council & Cabinet Member for Children's Social Care, Culture, Events and Communications) and seconded by Councillor Sally Cresswell (Cabinet Member for Education, Skills and Apprenticeships).

After contributions from Councillors Reilly, Harrison, Smith and Krizanac the Council agreed to-

- I. Write to the Parliamentary Under-Secretary of State (Minister for Children, Families and Wellbeing) David Johnston OBE MP (with a copy to the Chair of the Education Select Committee) to make him aware of the situation and its potential impact on our children and young people in care and on the overall budget impacts on Plymouth City Council.

For (48)

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

Abstain (0)

Against (0)

Absent/Did Not Vote (5)

Councillor Bingley, Hendy, Hulme, Shayer and Tofan.

78. **Unauthorised Encampments**

This motion was introduced by Councillor Nicholson and seconded by Councillor Mrs Beer.

Councillor Penberthy proposed a move to the vote, seconded by Councillor Haydon, which was passed.

For (35)

Councillors Allen, Aspinall, Blight, Briars-Delve, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Goslin, Gilmour, Hendy, Haydon, Holloway, Krizanac, Laing, Luggier, McNamara, Moore, Murphy, Noble, Partridge, Patel, Penberthy, Raynsford, Reilly, Rennie, Sproston, Stephens, Stevens, Tippetts, Tuffin, Tuohy and Wakeham

Abstain (1)

Councillor Smith.

Against (5)

Councillors Mrs Beer, Nicholson, Mrs Bridgeman, Poyser, McLay,

Absent/Did Not Vote (12)

Councillors Bingley, Carlyle, Hulme, Mrs Loveridge, Dr Mahony, Salmon, Ms Watkin, Harrison, Penrose, Shayer, Ricketts and Tofan.

After summation by Councillor Nicholson, the Council agreed to-

1. To request the Cabinet Member for Finance to consider providing a dedicated budget, in the forthcoming 2024/25 Council Budget, to account for costs associated with dealing with unauthorised encampments in Plymouth.
2. To request the Cabinet Member for Housing, Co-operative Development and Community, to review the Council's policy for Unauthorised Encampments, learning from experiences in 2023 and sharing with Members of the City Council in due course, the Council's approach to mitigating the impact of unauthorised encampments in 2024.

For (48)

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

Abstain (0)

Against (0)

Absent/Did Not Vote (5)

Councillor Bingley, Haydon, Hulme, Shayer and Tofan.

Councillor Darcy left the meeting at the conclusion of this item.

79. **In lieu of loos**

This motion was introduced by Councillor McLay and seconded by Councillor Poyser.

Councillor Penberthy proposed an amendment to the motion, seconded by Councillor Stevens.

After contributions speaking to the amendment from Councillors Haydon, Mrs Beer and Smith, the amendment was passed.

For (42)

Councillors Allen, Aspinall, Blight, Briars-Delve, Carlyle, Coker, Cresswell, Dann, Dingle, Evans OBE, Goslin, Gilmour, Harrison, Haydon, Hendy, Holloway, Krizanac, Laing, Luggier, Dr Mahony, McLay, McNamara, Moore, Murphy, Noble, Patel, Penberthy, Penrose, Poyser, Raynsford, Reilly, Rennie, Salmon, Smith, Sproston, Stephens, Stevens, Tippetts, Tuffin, Tuohy, Wakeham and Ms. Watkin.

Abstain (6)

Councillors Mrs Beer, Mrs Bridgeman, Mrs. Loveridge, Nicholson, Partridge and Ricketts.

Against (0)

Absent/Did Not Vote (5)

Councillors Bingley, Darcy, Hulme, Shayer, Tofan.

The Council agreed to the motion-

- I. To request the Cabinet Member for Housing, Co-operative Development and Communities to review the current public toilets strategy within the budget envelope available in order to maximise the impact of our public toilet provision and learn from best practice elsewhere; identify opportunities for additional external investment, both revenue and capital, and partnership opportunities to enhance Plymouth's offer; and to take the results of this review to the appropriate scrutiny panel for consideration within 12 months.

For (44)

Councillors Allen, Aspinall, Blight, Briars-Delve, Mrs Bridgeman, Carlyle, Coker, Cresswell, Dann, Dingle, Evans OBE, Goslin, Gilmour, Harrison, Haydon, Hendy, Holloway, Krizanac, Laing, Luggier, Dr Mahony, McLay, McNamara, Moore, Murphy, Noble, Partridge, Patel, Penberthy, Penrose, Poyser, Raynsford, Reilly, Rennie, Ricketts, Salmon, Smith, Sproston, Stephens, Stevens, Tippetts, Tuffin, Tuohy, Wakeham and Ms. Watkin.

Abstain (4)

Councillors Mrs Beer, Mrs Bridgeman, Mrs Loveridge and Nicholson.

Against (0)

Absent/Did Not Vote (5)

Councillors Bingley, Darcy, Hulme, Shayer and Tofan.

80. **Questions by Councillors**

	From	To	Subject:
1	Cllr Poyser	Cllr Coker	There had been a new 'Bus Shelter contract' signed. Would it be possible to inform the city of the process with a public statement of some form?
			Response: These contracts had been inherited by the current administration. This would be difficult to implement without some form of review against performance targets which would be taking place in the near future.
			Supplementary: Would it be issued as a public statement online?
			Response: It would be shared with members and then decided upon.
2	Cllr Dr Mahony	Cllr Haydon	During the 18 December there were numerous Lighting faults in the town centre, especially New George Street. These were reported on this evening and once again on the 9 January. The lights were still not fixed. Is this satisfactory?
			Response: This would not be deemed acceptable and the administration were looking to find why the faults started.
			Supplementary: Many further lights had failed. Only 12 out of 32 were working in New George Street and Old Town Street. When would they be repaired?
			Response: Councillor Haydon would speak to Councillor Lowry for clarity.
3	Cllr Harrison	Cllr Briars-Delve	There have been issues with grass cutting in the previous season, including slopes causing issues for robot mowers. How long should councillors and residents wait? Does grass that has been cut in January constitute an 'end of season cut'?
			Response: There have been issues. The new season was set to begin in spring.
			Supplementary: Is the end of January acceptable? Areas around Plympton had still not been cut by the date of this meeting. Was there a deadline or timescale?
			Response: It was necessary for a degree of flexibility to be implemented, there was no 'set time'; staffing levels fluctuate. An additional £300,000 had been

	invested into the grass cutting teams which would ameliorate the position of the team.
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Please note that questions, answers, supplementary questions and supplementary answers have been summarised.

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City Council

Friday 8 March 2024

PRESENT:

Councillor Shayer, in the Chair.

Councillor Ms Watkin, Vice Chair.

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

Apologies for absence: Councillors Bingley, Dr Cree, Darcy, Holloway, Smith and Stoneman.

Absent: Councillor Partridge.

The meeting started at 2.00 pm and finished at 4.45 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.

81. Minutes

The minutes of the meetings held on 29 January 2024 were put forward to the next available meeting as amendments were required

82. Declarations of Interest

Name	Item Number	Reason	Interest
Councillor Stevens	6	Employed by Devon & Cornwall Police	Personal
Councillor Sproston	6	Employment with National Neighbourhood Watch, which was connected to Devon and Cornwall Office of the Police & Crime Commissioner.	Personal

Councillor Laing moved a motion to suspend article 4.2 of the rules of debate in relation to agenda item 6, Revenue and Capital Budget and Proposed Council Tax Levels for 2024/25. Councillor Rennie seconded and the motion was agreed by Council.

For (48)

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

Abstain (0)

Against (0)

Absent/Did Not Vote (2)

Councillors Cresswell and Shayer.

83. **Urgent Announcements**

Councillor Shayer (Lord Mayor) made the following announcement:

- a) Thanked the people of Keyham for their patience and assistance during the recent incident concerning an unexploded bomb found in the area and the subsequent evacuation of citizens until its disposal.

84. **Tamar Bridge and Torpoint Ferry - Future Financing and 2024/25 Revenue Budget and Capital Programme**

The report was introduced by Councillor Hendy and seconded by Councillor Coker (Cabinet Member for Strategic Planning and Transport).

Following contributions from Councillors Patel, Evans OBE, Nicholson and Krizanac, the Council agreed to:

1. That, having considered the contents of the report, including the responses from the public consultation, set out in Appendix I to the report, an application for a toll revision based on £3.00 cash and £1.50 TAG, be made 55 days hence to the Secretary of State in accordance with the applicable legislation. Where the application is successful but prior to the toll revision being implemented the Government provide funding to the Tamar Bridge which can be used to offset expenditure, then the proposed toll increase will either not be implemented or will be decreased in line with that funding.
2. Approves the 2024/25 revenue budget and capital programme and the draft 2024-25 Business plan, as set out in the appendices to the TBTF Joint Committee Report of 12 January 2024; and
3. Note the longer-term forecast to 2027/28.

For (33)

Councillors Allen, Aspinall, Blight, Briars-Delve, Coker, Cresswell, Dann, Dingle, Evans OBE, Gilmour, Goslin, Haydon, Hendy, Krizanac, Laing, Lowry, McLay, McNamara, Moore, Murphy, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Rennie, Sproston, Stephens, Stevens, Tippetts, Tuffin and Tuohy.

Against (12)

Councillors Mrs. Beer, Carlyle, Finn, Harrison, Hulme, Mrs. Loveridge, Dr. Mahony, Nicholson, Patel, Ricketts, Tofan and Ms. Watkin.

Abstain (4)

Councillors Mrs. Bridgeman, Luggier, Salmon and Wakeham.

Absent/ did not vote (1)

Councillor Shayer.

85. **Revenue and Capital Budget and Proposed Council Tax Levels for 2024/25**

The item was introduced by Councillor Evans OBE (Leader of the Council) and seconded by Councillor Lowry (Cabinet Member for Finance).

Following contributions from Councillors Luggier, Bridgeman, Nicholson, Laing, Briars-Delve, Haydon, Cresswell, Hendy, Raynsford, Dingle, Stevens, Tippetts, Moore, Stephens, Aspinall, Dann, Mrs. Beer, Dr Mahony, Finn, Reilly, Krizanac, Noble, Hulme, Gilmour, Penberthy, Coker, Wakeham and Lowry the Council agreed:

1. To note that, following the request for a Capitalisation Direction, referred to as Exceptional Financial Support and receipt of an “In Principle” letter from DLUHC, the budget as proposed can be approved;
2. To approve the proposed net revenue budget requirement for 2024/25 of £241.622m;
3. To approve Council Tax levels for 2024/25, including an Adult Social Care Precept as detailed at Appendix 1;
4. To note the specific savings proposals as set out in Appendix 4;
5. To note the Capital Budget of £398.200m for 2023/24 to 2027/28. as detailed in section 3 of the report;
6. To note that the precept to the Council issued by the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly in accordance with Section 40 of the Local Government Finance Act 1992 for each

category of dwellings in the Council's area, has been confirmed;

7. To note that the Devon and Somerset Fire and Rescue Authority precepts have been confirmed for 2024/25;
8. To note the Section 151 Officer's statement on the Budget as set out in this report;
9. To approve the annual Treasury Management Strategy and Capital Financing Strategy 2024/25 (incorporating the authorised limits, operational boundaries and prudential indicators) as detailed in Appendix 11 and 12;
10. To approve a net adjustment of £0.4m to the Minimum Revenue Provision (MRP), as an amendment to the Capital Financing Strategy, and as set out in this report within the Treasury Management Strategy and detailed under the Annual Minimum Revenue Provision Statement section;
11. To approve the use of flexible capital receipts to fund revenue costs for transformation project, as set out in paragraph 4.8;
12. To delegate responsibility for any technical accounting changes which may arise after the Budget to the Section 151 Officer in consultation with the Portfolio Holder for Finance.

For (33)

Councillors Allen, Aspinall, Blight, Briars-Delve, Coker, Cresswell, Dann, Dingle, Evans OBE, Gilmour, Goslin, Haydon, Hendy, Krizanac, Laing, Lowry, McLay, McNamara, Moore, Murphy, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Rennie, Sproston, Stephens, Stevens, Tippetts, Tuffin and Tuohy.

Against (1)

Councillor Hulme.

Abstain (15)

Councillors Mrs. Beer, Mrs. Bridgeman, Carlyle, Finn, Harrison, Mrs. Loveridge, Luggier, Dr. Mahony, Nicholson, Patel, Ricketts, Salmon, Tofan, Wakeham and Ms. Watkin.

Absent/ did not vote (1)

Councillor Shayer.

City Council

Monday 18 March 2024

PRESENT:

Councillor Shayer, in the Chair.

Councillor Ms Watkin, Vice Chair.

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

Apologies for absence: Councillors Bingley, Dr Cree, Darcy, Partridge, Poyser, Reilly and Rennie.

The meeting started at 2.00 pm and finished at 5.30 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.

86. 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	Item Number	Reason	Interest
Councillor Stevens	8b (Keyham Unexploded Bomb)	Employment with Devon and Cornwall Police.	Personal
Councillor Penberthy	6 (Net Zero Action Plan 2024-2027)	Member of Plymouth Energy Community Board (PEC)	Pecuniary

87. Appointments to Committees, Outside Bodies etc

The Council agreed to note the report.

88. Questions from Members of the Public

The following question was submitted by Jan Millar

Question: Armada Way costs have escalated to £36.8m funded by Council borrowing. What are the implications of the interest payments on this loan	Response: The current Capital Programme includes a funding allocation and Cabinet agreed any increased overall funding allocation required for
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<p>over the period of the loan, on the revenue budget and how has this been evaluated and scrutinised in the budget setting exercise?</p>	<p>the Armada Way scheme will need to be constrained within the levels of the current financial envelope as set out in the MTFP through the re-profiling of the approved Capital Programme. Officers are in the process of considering the capital programme to see what adjustments will be needed to accommodate any increase in cost for the Armada Way scheme.</p>
<p>The following question was submitted by Kevin Allaway</p>	
<p>Question: Parklands Children's home, was run by DCC from 1968 until closure in the mid 80's. In 1998 a transfer of Social Care responsibility meant PCC became the responsible body. National Archives for Parklands have not been updated since 1971. Who is currently responsible for depositing updated records for this establishment?</p>	<p>Response: Following Plymouth City Council becoming a unitary authority the individual files of Plymouth children who had been in care, but whose cases were by this time closed, remained the responsibility of Devon County Council. The files of those children remaining in care, or otherwise still open to Children's Social Care at the time Plymouth became a unitary authority are retained by Plymouth City Council, in line with our document retention policy.</p> <p>There is no obligation to deposit information of this nature with the National Archives.</p>
<p>The following question was submitted by Christopher Oram</p>	
<p>Question: Drainage works on the corner of Allern and Linton Roads, Tamerton commissioned by PCC. The work has taken so long that vegetation is growing out of the offending collapsed drain. When it floods and freezes, this road is dangerous for our residents. Will the member meet with me to discuss?</p>	<p>Response: The roads referenced in the question are not part of the responsibility of the City Council. I will of course meet with Councillor Oram to discuss the matter.</p>

89. **Announcements**

Councillor Shayer (Lord Mayor of Plymouth) made the following announcements:

- a) Made Councillors aware of, and opportunity for donations to, the charity “Jeremiah’s Journey”, which played a vital role in supporting children, young people and their families during challenging and emotional times when a loved one passed away or faced a terminal illness;

- b) The 2024 citywide “Enough” campaign, created by the Trevi charity had been initiated. This initiative aimed to combat gender-based violence and raise awareness about the urgent need to end violence against women and girls;
- c) The Youth Parliament election results evening had transpired on Wednesday 13 March 2024. The Lord Mayor passed on congratulations to all successful candidates.

Councillor Evans OBE (Leader of the Council) made the following announcements, providing elucidation on the actions of the Council during the previous year:

- d) There was concern from the administration of the instability of both national and local government during 2022/23;
- e) The current administration was working to deliver on key priorities including employment, affordable housing, community safety, the availability of NHS dentists, supporting the elderly, looking after children at risk of harm, roads maintenance and improvement of bus services;
- f) The Council was committed to assisting those in need during the cost-of-living crisis and a Cost-of-Living Action Plan had been created and implemented within the preceding year;
- g) Investment in the City had been ensured after securing the following funding;
 - I. £1.3 million funding for a programme of works at Millbay docks;
 - II. nearly £20 million to regenerate the city by accelerating the Freeport, National Marine Park and Net Zero vision;
 - III. £11.6 million funding boost from the National Lottery Heritage Fund to deliver the UK’s first National Marine Park;
 - IV. £50 million for the Civic Centre residential redevelopment;
 - V. £25 million for Brickfields for a sports led regeneration;
 - VI. £80 million for the Brunel Plaza regeneration scheme;
- h) New employment opportunities at Oceansgate, Langage, Sherford, Derriford and the City Centre continued to be fostered;
- i) The Council continued to prioritise the regeneration of the City Centre with a new commitment to delivery on housing working with Homes England.

Councillor Aspinall (Cabinet Member for Health and Adult Social Care) made the following announcements:

- j) The Celebrating Excellence in Care Awards would take place on Saturday 23 March 2024. These awards would celebrate the very best staff working within the adult social care sector of the city;
 - l. The variety of awards considered were in the categories of: 'Innovation in Partnerships and Engagement', 'Care Worker of the Year', 'Excellence in Dimension care', 'Volunteer of the Year' Rising Star Award' and also 'Service User Stories';
- k) A showcase of careers in Health and Social Care would take place on 19 April 2024 at the Duke of Cornwall Hotel for people looking to change careers and who would like further information about working within the caring profession;

Councillor Laing (Deputy Leader of the Council and Cabinet Member for Children's Social Care, Culture, Events and Communications) provided the following update and announcements;

- l) The 'Planet Ocean' exhibition, exploring pivotal moments in Plymouth's past and present relationship with the sea had commenced at The Box and the Councillor urged people to attend;
- m) Congratulated The Box which celebrated its 250,000th visitor ahead of schedule;
- n) Ofsted published its findings from the ILACS inspection undertaken in January 2024 and found significant improvements had been made since the previous visit in 2022. Staff within Plymouth Children's Services department were thanked for their hard work in instigating these improvements;
- o) The report found that improvements were necessary in some areas, which included: the response to concerns for children out of office hours, the effectiveness of some aspects of joint working across the council and with partner agencies, the quality and availability of accommodation for children and young people as well as the timeliness of health assessments for children in care;

Councillor Briars-Delve (Cabinet Member for Environment and Climate Change) provided the following update regarding 'Cleaner Streets' priorities:

- p) Several new street sweepers had been purchased and were in operation, providing the capacity to clean up to 150 miles of streets per day;
- q) Neighbourhood cleaning teams had been established to increase structure for staff and to provide familiarity with the areas in which they operated in;
- r) A new "barrow-operative" round had been established;

- s) Rounds had been reworked in parts of the city and these would be expanded to Estover, Maidstone, Leigham, St Budeaux and North Prospect;
- t) Policies to tackle fly-tipping had been strengthened, for example ensuring Officers clean lanes they are called to in addition to clearing specific items;
- u) Fly-tipping hotspots had been identified and additional CCTV was being installed to aid enforcement.

Councillor Cresswell (Cabinet Member for Education, Skills and Apprenticeships) provided the following updates:

- v) Following a successful application to the apprenticeship provider and assessment register, the Local Authority would commence delivering apprenticeships throughout the adult education provider Encore Southwest;
- w) The initial focus would be on youth work, early years, special educational needs and disabilities (SEND) and to serve our internal training requirements working alongside colleges and training providers;
- x) 60 internship placements had been achieved, up four placements in the last month and 51 placements in the last year;
- y) The aspiration would be to raise this to 100 places across the city;
- z) There was great support and interest from employers for the scheme;
- aa) The first Supported Internship celebration event was held on the 8th of March;
- bb) The City's first personalised careers and education guide 'Green Horizons', which articulated the green pathways in the City personalised with local training, businesses and jobs, would be released in the coming weeks.

Councillor Dann (Cabinet Member for Customer Services, Sport, Leisure & HR, and OD) presented an update regarding the Cost of Living Plan as well as Sports and Leisure within the City:

- cc) The 'Online Cost of Living Hub' had been visited by more than 29,000 people since 23 August 2023;
 - I. Around half of the 29,000 users had accessed information regarding the Household Support Fund (13,957 users), a fund which supported families during the Cost of Living Crisis- particularly those who were entitled to free school meals during the school holidays and families in crisis through Children's Services, Homelessness and the Community Connections departments;
 - II. The Fund had had enough funds to last approximately six months;

III. Communication was an essential element of the plan and was accessible online and was being advertised locally;

IV. Advice regarding “free things to do” was heavily accessed.

dd) The “Active to Thrive conference” was to take place at the Leisure Centre on the 22 March 2024 to support citizens to become more active physically and to support elite sportspeople achieve their aims.

Councillor Penberthy (Cabinet Member for Housing, Cooperative Development and Communities) provided the following updates:

ee) Provided an outline of the roles and responsibilities of, and thanked for their hard work and commitment, the Community Connections team and the Disabled Facilities Grant team. The teams had cooperated to close 204 cases during the elapsed period of the year;

ff) The new Resettlement Support Service Contract had been awarded;

gg) This was comprised of five separate local bodies in partnership, including the Odil’s Learning Foundation, Plymouth and Devon Racial Equality Council, Devon and Cornwall Refugee Support, Plymouth Access To Housing (PATH) and Students and Refugees Together (START).

(Councillor Tofan left the meeting at the conclusion of this item)

90. **Net Zero Action Plan 2024-2027**

The report was introduced by Councillor Briars-Delve (Cabinet Member for Environment and Climate Change) and seconded by Councillor Stoneman.

After contributions from Councillors McLay, Penrose, Lugger, Evans OBE, Harrison, Penberthy, Dann, and Nicholson the Council agreed to:

I. Support and endorse the Plymouth City Council Net Zero Action Plan 2024-2027.

For (45)

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

Against (0)

Abstain (1)

Councillor Ricketts.

Absent/Did Not Vote (4)

Councillors Haydon, Shayer, Tofan and Tuohy.

91. **Lord Mayoralty 2024/25**

The item was introduced by Councillor Evans OBE (Leader of the Council) and seconded by Councillor Lugger (Leader of the Opposition).

After contributions from Councillors Nicholson and Tuohy, the Council agreed to:

- I. Acknowledge the recommendation of Councillor Tuohy to the Lord Mayoralty nomination programme 2024/25.

For (49)

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

Against (0)

Abstain (0)

Absent/Did Not Vote (1)

Councillor Tofan.

(The meeting was adjourned from 3.30 pm to 4.00 pm)

92. **Motion on Notice - Parental Leave**

(Councillor Tofan returned to the meeting during this item)

The motion was introduced by Councillor Dann (Cabinet Member for Customer Services, Sport, Leisure & HR, and OD) and seconded by Councillor Stevens.

After discussion and contributions from Councillors Carlyle, Smith, Stoneman, McLay and Holloway the Council agreed:

1. To set up a cross-party review of the recommended parental leave policy drafted by the Local Government Association Labour Women's Taskforce to give all Councillors an entitlement to parental leave after giving birth or adopting.
2. To adopt a Parental Leave Policy for Councillors on completion of the cross-party review.

For (46)

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

Against (0)

Abstain (2)

Councillors Finn and Ms. Watkin.

Absent/Did Not Vote (2)

Councillors Hulme and Shayer.

93. **Motion on Notice - Keyham Unexploded Bomb - Motion of Thanks**

The item was introduced by Councillor Stevens and seconded by Councillor Sproston.

After contributions from Councillors Nicholson, Mrs. Beer, Haydon, Laing, Coker and Krizanac the Council agreed to:

- I. Express its deep and sincere gratitude to all those who assisted in the operation following the discovery of an unexploded Second World War bomb in Keyham in February 2024.

For (46)

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

Against (0)

Abstain (0)

Absent/Did Not Vote (4)

Councillors Finn, Hulme, Shayer and Tofan.

94. **Questions by Councillors**

#	From	To	Subject
I	Cllr Tippetts	Cllr Briars-Delve	There had been issues regarding the placement of bins after collection on footpaths and streets around the Mutley area. What could be done to rectify this issue?
	Response: Streets Services and the Environmental Protection Team would look to trial a pilot in the area relating to encourage people to return bins to the rightful place.		

	Supplementary: Would it be possible to be updated when CCTV is put in place?		
	Response: Yes		
2	Cllr Tuffin	Cllr Penberthy	How will the Council ensure the Disabled Facilities Grant is provided with compliance and value-for-money in mind?
	Response: A “Dynamic Purchasing System” had been put in place as part of “INSIC”, which operated amongst 30 other local authorities. Appropriately trained staff had been put in place to complete insured work and competitive bidding processes have been employed. Technology-enabled care was being implemented to support people at the right time within the right setting.		
	Supplementary: Were you satisfied that the budget provided for the scheme was adequate to fulfil the promise of the service?		
	Response: This has been an area where funding has been provided externally from the Council. The budget at the time of this Council is around £3 million but that has been growing. I would welcome any additional funding.		
3	Cllr Raynsford	Cllr Lowry	Had a date for the commencement of works in the establishment of a Diagnostic Centre on Colin Campbell Court been decided yet?
	Response: Much of the area around Colin Campbell Court had been purchased by the Council, allowing for a firmer date to be offered. Planning Permission was expected to be granted in March, enabling works in April and the project should commence in July 2024. The expected completion date was September 2025.		
4	Cllr Watkin	Cllr Penberthy	What work was to be carried out at Jenny Cliff to reinstate the footpath?
	Response: Fencing along the footpath and steps had already been installed. Metal channels to direct water spillage from the stairs was to start within two to three weeks. Signage to indicate the uneven surface and that the stairs were to be accessed at users own risk would be installed subsequently. The intention of the works would be to prevent further erosion to the cliffs.		
	Supplementary: Would this be a long-term solution to the unsafety of the area or a ‘patch-up’ job?		
	Response: Erosion is constant and at some point the area would be unsafe. The works had been designed to maintain access for as long as possible.		
5	Cllr Nicholson	Cllr Tuffin	An item for the work programme of the Growth and Infrastructure Overview and Scrutiny Committee regarding the limited resources on Highways maintenance and the quality of repairs had been submitted many months before. Would it be possible to be informed of where it was placed within the work programme?
	Response: An answer would be provided via email as quickly as one could be obtained.		
6	Cllr Mahony	Cllr Coker	There had been an unsightly trailer, with various detritus and waste within it, placed in a lane in

			Peverell since October 2023. A notice dated October attached to the trailer stated it should have been removed in November 2023. When followed up, the team responded “there had been a delay in the removal due to a review of legal processes”. Could an answer be provided as to the removal of this trailer?
			Response: No “review of legal processes” was currently known to the Councillor and this would be investigated. The removal of the trailer would be reviewed as soon as possible.
7	Cllr Ricketts	Cllr Coker	There had been an ongoing issue for some time with a broken gate on Central Park Avenue. Were any timelines available for the mending of the gate?
			Response: The land in question was not Highways Maintained at Public Expense (HMPE) land, although Highways were looking into the issue. This would require further Ward Councillor cooperation to continue to force closure on the issue.
			Supplementary: Could something be done to render the area more safe?
			Response: Council Officers would conduct a further audit of the site.
8	Cllr Harrison	Cllr Cresswell	Who would the courses at the Civic Centre Skills Hub be aimed at and when was it planned to be opened?
			Response: The Hub would offer skills from level 2 to apprenticeship, as well as working with the college to aim at young people with SEND. Skills required within the green and blue economies would also be prioritised. The Hub was scheduled to be opened for September 2026.
9	Cllr Carlyle	Cllr Briars-Delve	Had Plymouth ever implemented ‘Section 46a’ of the Environmental Protection Act in order to address the misplacement of bins on the public Highway?
			Response: The piece of legislation referred to is cumbersome and would require large quantities of officer capacity to implement citywide and therefore would not be viable. Other innovations and experiments had been and would continue to be investigated.
			Supplementary: Could a fine or heavier deterrent be considered?
			Response: A pilot scheme taking place within certain Wards would investigate possibilities of more persuasive tactics, especially in terms of repeat offenders. Education would also be an important tool.
10	Cllr McNamara	Cllr Laing	Can you detail how Efford Youth Centre will benefit from the Youth Investment Fund?
			Response: The £2.3 million pound fund is to be used to renovate three separate youth centres across Plymouth, including Honicknowle Youth Centre, Frederick Street Youth Centre and Efford Youth and Community Centre. This would provide a complete overhaul and modern appearance, a new internal layout and a top-to-bottom refresh of equipment and resources. This is to be referred to as the FRESH project. The Council additionally committed £600,000 to address legacy repairs and maintenance of the sites to build new roofs for Efford and Honicknowle Youth centres. Due to the location, and flat roofs of those locations, the centres had been

	awarded £1 million for 'Environmentally Sustainable Solutions' including solar panels at each site. Finally, the Efford Centre had been awarded funding from the Football Foundation to modernize the Outdoor Sports Area with new fencing, lighting and play surface.		
11	Cllr Salmon	Cllr Briars-Delve	According to the Council's Carbon-Emission charts, all sectors besides vehicle fleets had declined in carbon emission production. When would figures for new electric vehicle emissions be released?
	Response: Data received in reports is staggered and data would be released when received.		
	Supplementary: Would any money already received for sustainable transport being used for hydrogen power?		
	Response: The green hydrogen plant at Langage would take a while to construct and the type of energy is in its infancy. This would be continued to be looked into over the next few years, however proven sustainable energy usage derived from electric power would make a difference within weeks rather than years.		
12	Cllr Raynsford	Cllr Penberthy	What action would take place to encourage and improve the quality of the private renter sector within the City?
	Response: Expedite outcomes for landlords who failed to provide suitable accommodation, effectively to enforce further. A new range of free training courses had been offered to willing participants. A citywide taskforce to consider an approach to cold and damp homes had been created as well as working within an entire section of the 'Plan for Homes' to combat this. New resources would be brought in to deal with medium and high-rise building and a review conducted over the next 12 months of all policy areas to ensure enforcement and licensing obligations and fines at correct levels were being attained. More housing improvement officers would be recruited.		
	Supplementary: Were figures on enforcement that had been carried out in the City available?		
	Response: Enforcement necessitated being carried out within strict statutory guidelines. Three civil penalty notices were issued which required a large amount of effort to achieve. £16,000 of fines were issued. 70 formal notices had been reacted to. 537 dwellings were improved out of 1016 inspected. 127 'category-one' hazards had been removed. The management of 77 HMOs had been contacted and 25 issues had been referred to the planning department.		
13	Cllr Mahony	Cllr Dann	Would it be possible that replies from Councillor's Casework indicated their authorship?
	Response: It is important for casework to remain within the Business Support team and for Officers not to be bombarded with work which is untracked. This ensures Council Officers complete tasks and these tasks are quantified and identified across the Council.		
14	Cllr Watkin	Cllr Lowry	What were the costs associated with the recent evacuation and clean-up of the unexploded bomb within Keyham?

	Response: Cost would be paid under a form of government insurance policy at a certain threshold which would shift the cost to national government.		
	Supplementary: Would it be covered in the budget?		
	Response: Cost would be, for the most part, covered by a contingency put aside for these things.		
15	Cllr Harrison	Cllr Coker	Would it be possible for certain bus routes to be reviewed modified, in tandem with Plymouth City Bus and other operators, to assist connections for isolated residents across the community?
	Response: Isolation worries myself greatly. The previous administration removed £800,000 from the budget. Bus services increased this year, not cut. I would be happy to discuss this matter with anyone; resident or member.		
16	Cllr Carlyle	Cllr Coker	There had been an issue with Stagecoach not running to the correct stops anymore due to an issue with the quality of roads (Ashford Road, through to Mutley). Would this be investigated?
	Response: There had been two roads causing problems with the re-introduction of the particular bus route. Happy to speak with anyone.		
17	Cllr Wakeham	Cllr Briars-Delve	Was there a plan to approach the use of glyphosates in the city?
	Response: The administration was committed to striking a balance between pesticide-free approaches to weed removal including the use of flame. However these were considered ten times more costly and had a heavier carbon impact.		

The meeting ending with thanks and best wishes from the Lord Mayor in reference to departing Councillors and with a thank you in turn from the Leader of the Council to the Lord Mayor for their persistence throughout the year.

City Council

Friday 17 May 2024

PRESENT:

Mr Shayer, in the Chair.

Councillor Ms Watkin, Vice Chair.

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Freeman, Gilmour, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, M.Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Tuohy and Wood.

Apologies for absence: Councillors Cuddihee, Finn, Goslin, Loveridge and Simpson.

The meeting started at 9.45 am and finished at 11.23 am.

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.

1. **To Elect the Lord Mayor and Deputy Lord Mayor for the Period up to the Next Annual Meeting**

Council agreed to elect Councillor Tina Tuohy as Lord Mayor of the City for the 2024/25 municipal year. This was proposed by Councillor Tudor Evans and seconded by Councillor Andy Lugger.

For (51)

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Freeman, Gilmour, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, M.Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Watkin and Wood.

Against (0)

Absent/Did Not Vote (1)

Councillor Tuohy.

Council agreed to elect Councillor Pauline Murphy as Deputy Lord Mayor of the City for the 2024/25 municipal year. This was proposed by Councillor Tina Tuohy and seconded by Councillor Andy Lugger.

For (50)

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Freeman, Gilmour, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, M.Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Tuohy and Wood.

Against (0)

Abstain (0)

Absent/Did Not Vote (2)
Councillors Murphy and Tuohy.

2. **To appoint the Lord Mayor's Chaplain**

The Lord Mayor announced the appointment of Father Appollos Mejuru as the Lord Mayor's Chaplain.

3. **Presentation of Drake's Sword**

Warrant Officer Steve Harvey RN presented Drake's Sword to the Lord Mayor on behalf of the Royal Navy to symbolise the key links between the Royal Navy and the City of Plymouth.

4. **Vote of thanks to the Retiring Lord Mayor and Deputy Lord Mayor**

Council accorded to Councillor Mark Shayer the sincere thanks of the Citizens of Plymouth for the invaluable services he had rendered to the City as Lord Mayor since May 2023, and for the able manner in which he had presided over the deliberations of the Council during that period.

The Council also expressed its indebtedness to Councillor Kathy Watkin for her diligent and efficient discharge of the duties of Deputy Lord Mayor.

The motion was proposed by Councillor Andy Lugger and seconded by Councillor Bill Stevens.

For (51)

Councillors Allen, Allison, Aspinall, Bannerman, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Freeman, Gilmour, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P. Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, M. Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Tuohy, Watkin and Wood.

Against (0)

Abstain (1)
Councillor Mrs Beer.

Absent/Did Not Vote (0)

5. **To note the Leader of the City Council**

Council agreed to note the continuation of Councillor Tudor Evans OBE for the 2024/25 municipal year as Leader of the Council

6. **To note the Membership of the Cabinet**

The Council agreed to note the report which advised that the Cabinet would comprise of the following members:

- Councillor Jemima Laing – Deputy Leader and Cabinet Member for Children’s Social Care, Culture and Communications.
- Councillor Mary Aspinall – Cabinet Member for Health and Adult Social Care.
- Councillor Sally Haydon – Cabinet Member for Community Safety, Libraries, Events, Cemeteries & Crematoria.
- Councillor Chris Penberthy – Cabinet Member for Housing, Cooperative Development and Communities.
- Councillor Sally Cresswell – Cabinet Member for Education, Skills and Apprenticeships.
- Councillor Mark Lowry – Cabinet Member for Finance.
- Councillor Mark Coker – Cabinet Member for Strategic Planning and Transport.
- Councillor Tom Briars-Delve – Cabinet Member for Environment and Climate Change.
- Councillor Sue Dann – Cabinet Member for Customer Services, Sport, Leisure, Human Resources and Organisational Development.

7. **To agree changes to Part D of the Constitution (Scrutiny Arrangements)**

The Council agreed to amend the constitution in reference to:

- I. the changes to Article 7 and Part D of the Constitution in relation to the terms of reference for the Overview and Scrutiny Function.

The motion was proposed by Councillor Tina Tuohy and seconded by Councillor Neil Hendy.

For (51)

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Freeman, Gilmour, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, M.Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Tuohy and Wood.

Against (0)

Abstain (0)

Absent/Did Not Vote (1)
Councillor Tuohy.

8. **To agree committees and their members and appoint Chairs and Vice Chairs**

Council agreed to approve the appointments to committees, including the Chairs and Vice-Chairs as set out in the report.

The motion was proposed by Councillor Tina Tuohy and seconded by Councillor Neil Hendy.

For (51)

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Freeman, Gilmour, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, M.Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Tuohy and Wood.

Against (0)

Abstain (1)
Councillor Ricketts.

Absent/Did Not Vote (0)

9. **To nominate or appoint representatives to outside bodies**

Council agreed to approve the nominations to outside bodies as set out in the report.

The motion was proposed by Councillor Tina Tuohy and seconded by Councillor Neil Hendy.

For (51)

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Dann, Darcy, Dingle, Evans OBE, Freeman, Gilmour, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, M.Smith, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan, Tuohy and Wood.

Against (0)

Abstain (1)
Councillor Ricketts

Absent/Did Not Vote (0)

City Council

Monday 24 June 2024

PRESENT:

Councillor Tuohy, in the Chair.

Councillor Murphy, Vice Chair.

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Coker, Cresswell, Cuddihee, Darcy, Dingle, Evans OBE, Finn, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Loveridge, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, Simpson, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan and Ms Watkin.

Apologies for absence: Councillors Mrs Bridgeman, Dann, M.Smith and Wood.

The meeting started at 2.00 pm and finished at 2.40 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**

No declarations of interest were made.

11. **Appointment of Honorary Aldermen**

Councillor Evans OBE introduced the nomination of Mark Shayer, Ian Tuffin and Eddie Rennie to receive the title of Honorary Alderman status. The motion was seconded by Councillor Andy Lugger.

Commiserations were passed on due to the recent deaths of Eddie Rennie and Johnny Morris.

Councillors Aspinall, Penberthy, P. Nicholson and Stevens contributed in recognition of the late Eddie Rennie, as well as offering congratulations for the nomination of the status of Honorary Alderman to both Mark Shayer and Ian Tuffin.

Council agreed that, in pursuance of its powers under Section 249(1) of the Local Government Act 1972, the Council confer on Mark Shayer, Ian Tuffin and Eddie Rennie the title of 'Honorary Alderman' in recognition of services to the Council during the period when they were elected members.

For (51)

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Coker, Cresswell, Cuddihee, Darcy, Dingle, Evans OBE, Finn, Freeman, Gilmour, Goslin, Haydon,

Hendy, Holloway, Krizanac, Laing, Lawson, Loveridge, Lowry, Luggar, McCarty, McLay, McNamara, Moore, Morton, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, Simpson, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan and Ms Watkin.

Against (0)

Abstain (1)
Councillor Mrs Beer.

Did not vote (1)
Councillor Tuohy.

City Council

Monday 24 June 2024

PRESENT:

Councillor Tuohy, in the Chair.

Councillor Murphy, Vice Chair.

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Coker, Cresswell, Cuddihee, Darcy, Dingle, Evans OBE, Finn, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Loveridge, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, Simpson, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan and Ms Watkin.

Apologies for absence: Councillors Mrs Bridgeman, Dann, M.Smith and Wood.

The meeting started at 2.40 pm and finished at 3.10 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.

12. **Declarations of Interest**

There were no declarations of interest.

13. **Council Electoral Review**

A motion was introduced by Councillor Tuohy (Lord Mayor) and seconded by Councillor Murphy (Deputy Lord Mayor) to suspend the Rules of Procedure under Part B 8.9 of the Constitution. The Council agreed this motion.

For (52)

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Coker, Cresswell, Cuddihee, Darcy, Dingle, Evans OBE, Finn, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Loveridge, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, P.Nicholson, S.Nicholson, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Ricketts, Simpson, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan and Ms Watkin.

Against (0)

Abstain (0)

Did not vote (1)

Councillor Tuohy.

The report was introduced by Tracey Lee (Chief Executive).

The motion was introduced by Councillor Evans OBE (Leader of the Council) and was seconded by Councillor Lugger (Leader of the Opposition).

After contributions from Councillors Poyser and P. Nicholson, the Council agreed to:

- i. Acknowledge that it is not possible to run the electoral cycle consultation and Boundary Commission Ward consultation concurrently, therefore the BC should be informed of the electoral cycle consultation timetable accordingly so that they can propose their own revised timetable for their consultation processes;
- ii. Approve the Council Size Submission for the Boundary Commission prior to submission on the 25 June, but with an addendum to follow once the outcome of the electoral cycle is known;
- iii. Delegate to the Audit and Governance Committee the review and finalisation of the consultation process and task officers with progressing the consultation exercise within an agreed timeframe.

For (45)

Councillors Allen, Allison, Aspinall, Bannerman, Blight, Briars-Delve, Coker, Cresswell, Cuddihee, Dingle, Evans OBE, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Lugger, McCarty, McLay, McNamara, Moore, Morton, Murphy, Ney, Noble, Penberthy, Penrose, Poyser, Raynsford, Reilly, Simpson, R.Smith, Sproston, Steel, Stephens, Stevens, Taylor, Tippetts, Tofan and Ms Watkin.

Against (3)

Councillors Mrs Beer, P. Nicholson and S. Nicholson.

Abstain (4)

Councillors Darcy, Finn, Mrs Loveridge and Ricketts.

Did not vote (1)

Councillor Tuohy.

Date of meeting:	16 September 2024
Title of Report:	Provisional Capital and Revenue Outturn Report 2023/24
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	David Northey, (Section 151 Officer)
Author:	David Northey, (Section 151 Officer) Helen Slater, Lead Accountancy Manager
Contact Email:	David.northey@plymouth.gov.uk
Your Reference:	DJN/Fin2024Outturn
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report outlines the Provisional Outturn position of the Council for the year ending 31 March 2024.

Full details of the Provisional Outturn position for each directorate is set out in the body of the report.

An Executive Summary setting out the key areas is included in Section A.

The figures remain provisional at this stage and will be confirmed once the external audit is complete.

Recommendations and Reasons

Cabinet is recommended to:

1. Note the Provisional Revenue Outturn position for the year to 31 March 2024 and
2. Note the Provisional Capital Outturn position for that year including the Capital Financing Requirement of £91.361m

It is a statutory requirement to provide an outturn report and is provisional as it is subject to external audit.

3. Recommend the Report to Full Council 24th June 2024

Alternative options considered and rejected

None – our Financial Regulations require us to produce regular monitoring of our finance resources including a revenue and capital outturn position which culminates in the production of the 2023/24 annual statement of accounts.

Sign off:

Fin	CH.24.2 5.008	Leg	LS/000 03390/ 9/LB/6/ 9/24	Mon Off	LS/00 0033 90/9/ LB/6/ 9/24	HR		Assets		Strat roc	
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Originating Senior Leadership Team member: David Northey (Service Director for Finance)

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

Date agreed: 08/07/2024

Cabinet Member approval: Cabinet Member for Finance

Date approved: 08/07/2024

Plymouth City Council

Finance Monitoring – 2023/24

Provisional Outturn for year to 31 March 2024

SECTION A: EXECUTIVE SUMMARY PROVISIONAL REVENUE FINANCE OUTTURN

The primary purpose of this report is to detail how the Council has delivered against its financial measures using its capital and revenue resources, to approve relevant budget variations and virements, and report new schemes approved in the Capital Programme.

Table 1: End of year revenue forecast

	Net Budget £m	Outturn £m	Variance £m
Total General Fund Budget	218.440	218.440	0.000

As shown in Table 1, the Council has balanced its budget reporting a breakeven position. The overall net spend matches the net budget of £218.440m.

Within this overall balanced position the following headline financial issues are reported:

- A nil variance on a gross expenditure budget of £560m. This is a significant achievement during a year with continuing cost and demand pressures on services, particularly within Children's Services.
- The 2023/24 budget included ambitious savings targets totalling £23.435m, which were not all achieved in full.
- The drawdown of £1.953m of usable reserves throughout the year and the use of £9.307m of Corporate resourcing adjustments.
- Drawdown from the Working Balance of £8.7m has **not** been required.

The Provisional Capital Outturn for 2023/24 is £91.361m. This is within the approved Capital Budget of £398.200m for 2023-2028 reported to Full Council on 8th March 2024. Please see Table 3 in Section C of this report.

The Outturn position remains 'Provisional' pending audit review.

SECTION B: PROVISIONAL REVENUE FINANCE OUTTURN

1. Introduction

- 1.1 This Outturn Report is the final report in the monitoring cycle for the financial year 2023/24 and reviews the Council's financial performance for the year ended 31 March 2024. The year was again affected by factors outside the Council's control, including inflationary increases, a cost of living crisis and a significant increase to National Living Wage. The Council also needed to respond to growing cost and demand pressures within Services, and meet savings plans built in to the 2023/24 budget.
- 1.2 From an early forecast pressure of £8.140m in the first monitoring report in May 2023, we have achieved a balanced position. This takes account of additional costs and unachieved savings targets totalling £25.106m and drawdown from usable reserves of £1.953m.
- 1.3 Negotiations at national level for pay in Local Government in 2023/24 reached agreement in November 2023. We were required to top up the 4% provision set aside in the Budget, resulting in an additional cost of £1.190m.
- 1.4 Cost and demand pressures continue to impact Council Services. The Children's Services Directorate ended the year with additional net costs of £11.629m, which related to specialist residential placements for vulnerable children and SEND School Transport. Community Connections, within the People Directorate, reported additional pressures this year of £2.298m directly relating to provision of emergency accommodation for homeless families. Adults Social Care had pressures on care package budgets of £6.430m offset by short term grant funding. Social Care, Homelessness and SEND Transport are all consistently appearing as pressures areas in Council budgets across the countr
- 1.5 All departments across the Council continue to manage their staffing costs and manage the vacancies within the service. Directorates have vacancy savings target built in to their budgets.
- 1.6 The outturn also includes additional costs of £0.105m incurred as part of Operation Foster; the Keyham WW2 Bomb emergency. This spend was below the threshold amount required by the Government's Bellwin Scheme for financial support so was an additional cost to the Council and has been accounted for in this outturn.
- 1.7 The Capital Programme has an impact on the revenue budget, in terms of the borrowing costs for projects. Following a full review, the planned programme was delayed and spend reprofiled to ensure grant funding was drawn down prior to any borrowing requirement. In 2023/24 we recorded a net saving of £1m against the Treasury Management budget due to investment income received being higher than interest incurred. In 2024/25 we will be exposed to the full impact of interest rate increases on our borrowing.
- 1.8 The Provisional Revenue Outturn figures will now feed into the Council's formal Statement of Accounts, which will include the Balance Sheet position. The Council's Section 151 Officer must publish the draft Statement of Accounts by 31 May 2024, or give an explanation to the public of any delay.

2. Revenue Finance Outturn 2023/24

- 2.1 Council approved a gross revenue budget of £560.189m with a net revenue budget of £218.440m for 2023/24 at its meeting in February 2023. Table 2 below provides a summary of the Council's overall revenue expenditure and compares the Provisional Outturn with the approved net budget.

Table 2 End of Year Revenue Outturn by Directorate.

Directorate	Net Budget	Provisional Outturn	Over / (Under) Spend	Status
	£m	£m	£m	
Executive Office	6.403	6.739	0.336	Over
Customer and Corporate Services *	51.070	53.682	2.611	Over
Children's Directorate	63.493	75.123	11.629	Over
People Directorate	96.345	99.517	3.172	Over
Office for the Director of Public Health	2.829	2.802	(0.027)	Under
Place Directorate	29.617	28.875	(0.742)	Under
Corporate Items	(31.318)	(48.298)	(16.979)	Under
TOTAL	218.440	218.440	0.000	Even

*The Customer and Corporate Services Directorate includes the Council's Treasury Management activities which are subject to a separate outturn report considered by Audit and Governance Committee.

- 2.2 The Executive Office, Customer and Corporate Directorate, Children's Directorate and People Directorate recorded overspends against budget; the remainder coming in under budget. Expenditure on Corporate Items shows a large underspend mainly due to resourcing adjustments and release of available reserves. These are set out in Appendix 1.
- 2.3 The balanced position to the net budget as shown above in Table 2 needs to be considered in the context of a budget that included £23.435m of additional in-year savings. More than 40% of these savings were targeted to the major demand-led areas, namely the Children's Directorate with a target of £4.575m to achieve, and the People Directorate had targets of £5.780m.

3. Position by Directorate

Executive Office

- 3.1 The Executive Office, which includes Policy, Communications, the Legal department, the Electoral team, Procurement, Civil Protection and Member Support, ended the financial year with an overspend of £0.336m on a budget of £6.403m. The main budgetary pressures were unachieved efficiencies within Performance and Communications, 3 additional by-elections in Electoral Services and additional special responsibility allowances within Member Support.

Customer and Corporate Services

- 3.2 With a budget of £51.070m, the Directorate finished the financial year £2.611m over budget. This reflects a mix of variations across the departments.

- 3.3 ICT reported pressures of £1.578m due to unachieved legacy and in year savings. The Treasury Management budget within Finance achieved additional savings of £1.044m through increased interest received and reduced brokerage costs. Customer Services reported a pressure of £0.297m again relating to unachieved savings targets.
- 3.4 Facilities Management (FM) budgets in aggregate show an overall pressure of £1.542m. This includes pressures of £1.264m on Repairs and Maintenance budgets, and £0.695m additional costs associated with the vacated Windsor House and Midland House.

Children's Directorate

- 3.5 The Children's Directorate reported an adverse outturn position of £11.629m against the £63.493m budget. Within the Directorate, Children, Young People and Families (CYPF) recorded a £8.893m overspend, and the Education, Participation and Skills (EPS) department had an overspend of £2.737m.
- 3.6 Within CYPF pressures were experienced due to continued high numbers of packages in Residential, Supported Living & Bespoke settings, with an increased number of placements costing between £12k – £25k per week plus Supported Living placements in situ averaging 15 more than the previous financial year. Children in Care and associated costs accounted for all of the pressure reported. Due to increased volumes of placements the Service were unable to achieve savings targets that were associated with reductions in numbers of Looked After Children.
- 3.7 Within EPS, SEND Home to School transport saw additional costs of £1.827m, reflecting inflationary pressures on transport costs and an increasing number of high cost routes, as high needs students are placed outside of the City.
- 3.8 Three of PCC's maintained schools ended the year with a deficit, and are under licensed deficit agreements or receiving support from the Schools Finance team where applicable.
- 3.9 The provisional outturn for the Dedicated Schools Grant is an overspend of approximately £5m, which when added to the brought forward surplus from 2022/23 leaves a deficit balance of £4m. This will be moved to a DSG Adjustment Account to be treated separately from PCC's other balances under permitted accounting directions. The deficit relates to increasing costs for independent sector provision for high needs pupils.

People Directorate

- 3.10 The People Directorate is reporting an overall overspend of £3.172m, of which £2.298m is within Community Connections and relates to continued pressures for emergency nightly paid accommodation to meet the increasing homelessness demand,
- 3.11 Within Adult Social Care, the budget for Care Packages had a pressure of £6.430m, this was offset by additional short term grant funding received, vacancy savings and released funding from reserves and provisions. The final outturn figure was £0.874m.

Office of the Director of Public Health (ODPH)

- 3.12 The office of the Director of Public Health is reporting an underspend of £0.027m. The Public Health Grant is ringfenced, and not included in the outturn position of the Council. Departments included within the ODPH Directorate include the Public Protection Service; Trading Standards;

Environmental Health; Registration, Bereavement and Leisure Management. Bereavement experienced additional Service Borrowing pressures, this was offset by savings within other areas from increased income for services and grant maximisation.

Place Directorate

- 3.13 The Place Directorate's outturn position is an annual underspend of £0.742m. £5.9m of the £7.3m 2023-24 savings targets have been delivered resulting in a £1.4m shortfall. This shortfall includes route optimisation delays, lower received adjudication sums and lack of clarity on funding support linked to the Environment Act. Management actions to compensate for pressures have included non-essential spend limitation where possible, savings through the re-negotiation of commercial contracts e.g. waste contracts, better commercial lease renewals, income maximisation and careful management of risks.

Corporate Items

- 3.14 Corporate Items is showing a favourable variation of £16.979m, despite covering additional costs for the following:
- An additional pressure of £1.190m due to the pay award announced in November 2023, which was an average increase of over 5% compared to the budgeted 4% estimate.
 - There were also additional costs of £0.105m relating to Operation Foster (Keyham Bomb Incident) which were required to be met Corporately. These fell short of the Bellwin scheme threshold for Government financial support, which in 2023/24 for Plymouth was £0.437m
 - The Council also incurred a HSE Fine of £0.200m, for failures associated with exposure to hard arm vibration whilst carrying out grass cutting and arboriculture work. This fine has been included in this outturn.
- 3.15 The favourable position was achieved through £8.116m savings made within Corporate and contingency budgets. Additionally, £7.159m additional resource adjustments from Non-Domestic Rates and the Devon Business Rates pooling gain, and £2.148m from Council Tax. £0.890m was released to Corporate budgets and £1.063m to Directorate budgets from usable reserves not required (total £1.953m). There is a breakdown of the resourcing adjustments and reserves released in Appendix I.

Recommendation

That Cabinet:-

- I. Note the Provisional Revenue Outturn position for the year to 31 March 2024.

SECTION C: CAPITAL FINANCE REORT FOR THE CAPITAL PROGRAMME PROVISIONAL OUTTURN 2023/24

4.0 Capital Programme outturn 2023/24

The Capital Programme expenditure for 2023/24 is £91.361m. This is an increase of £4.708m (5%) from 2022/23 outturn at £86.653m. This is shown by Directorate in Table I below and

within the approved five year Capital Programme of £398.200m for 2023/24 – 2027/28 reported to Full Council on 8 March 2024.

Table 1 – Capital Spend - Outturn 2023/24

Capital budget 2023/24	Directorate	Latest Forecast December 2023	Approval	Repro-filing	Variation & virement	2023/24 Capital Spend
£m		£m	£m	£m	£m	£m
173.823	Place	87.578	1.385	(24.091)	(0.426)	64.446
8.008	People	8.764	0.662	(0.815)	(1.111)	7.500
0.382	Children's Services	3.540	0.326	(0.213)	(0.013)	3.640
7.672	Customer & Corporate Services	4.718	1.028	(0.568)	(0.064)	5.114
10.682	Office for Director of Public Health	11.580	0.033	(1.009)	0.057	10.661
200.567	TOTAL	116.180	3.434	(26.696)	(1.557)	91.361

(Brackets) denote underspend

4.1 The 2023/24 programme outturn expenditure totals **£91.361m**. During 2023/24 a further analysis using historical monthly actual figures to overall outturn for years 2018 – 2023 had projected an outturn forecast closer to £90m at quarter 3 based on current year actual spend with a 10% contingency threshold. This form of forecasting will continue to be used to planning external borrowing as has demonstrated to be accurate.

4.2 The Capital Programme changed during the year as the phasing of schemes was reviewed, approvals for additional schemes and resourcing were agreed. As part of the original five year Capital Programme set in February 2023 for £363.957m, this included £200.567m forecast for 2023/24 based on 31 December 2022 projections.

4.3 Throughout the year the Capital Programme has continued to experience the ongoing challenges through high inflation and increasing borrowing costs. This has resulted with targeted review and reprofiling of projects being financed by corporate and service borrowing. Forecasts were updated following a further successful change request submitted to Department of Transport for Transforming Cities Funding Tranche 2 being granted allowing an extension of spending plans into 2024/25.

5.0 Capital Financing 2023/24

The table below shows the final financing of the 2023/24 Capital Programme.

Table 2 – Financing of 2023/24 Capital Programme

Method of financing	Total £m	Funding %
- Capital receipts	3.924	4%

- Grants (e.g. gov't, HLF, LEP, Environment Agency)	41.268	45%
- Contributions, S106 & CIL (neighbourhood element)	0.855	1%
- Borrowing:		
- Corporately funded (Corporate revenue budget)	25.158	28%
- Service borrowing (Service held revenue budget funded)	20.156	22%
CAPITAL PROGRAMME FINANCING 2022/23	91.361	

Grants: The Council has been successful in obtaining grants from government agencies and other sources to help fund £41.268m/45% of the Capital Programme in 2023/24.

Corporate Borrowing: Over recent years there has been a large increase in corporate borrowing to help fund capital projects. The cost of interest and loan repayments MRP (Minimum Revenue Provision) is directly charged to the revenue budget through Treasury Management with costs borne through future council tax collection. Additional budget will be required to fund the future interest and loan repayments and this will be reviewed each year as part of the capital and the revenue plans in the MTFP.

Service Borrowing: Service departments that pay for their capital project to make changes to their service will pay for the cost of borrowing from savings made from the improved services. The cost of borrowing is based on the amount of the loan, the interest rate and the life of the individual assets. The interest cost is calculated using interest rates provided by the Treasury Management Team and is based on the term of the borrowing. The interest rates remain fixed for the full term of the borrowing so that the service knows the full cost of borrowing, with any additional costs being picked up corporately.

Revised Capital Programme 2023 – 2028

- 6.0 Tables 3 and 4 below present the latest approved programme and a breakdown of the movement in programme since last reported on 8 March 2024.

Table 3 - The revised Capital Programme for the period 2023 – 2028:

Directorate	2023/24 Actual	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast	Total Programme
	£m	£m	£m	£m	£m	£m
Place	64.444	155.370	84.459	42.075	11.629	357.977
People	7.500	26.532	9.830	0.220	0.000	44.082
Children's Services	3.640	0.546	0.130	0.000	0.000	4.316
Customer & Corporate Services	5.116	5.287	1.545	0.710	0.280	12.938
Office for the Director of Public Health	10.661	6.167	0.105	0.000	0.000	16.933
TOTAL	91.361	193.902	96.069	43.005	11.909	436.246

Table 4 The Capital budget consists of the following elements:

Description	£m
Capital Programme as at 31 December 2023 for 5 year period 2023 - 2028	398.200
New Approvals – January to March see Appendix 2 for breakdown	42.345
Variations – January to March 2024	(4.198)
Re-Profiling into future years outside 5 year programme	(0.101)
Capital Programme as at 31 March 2024	436.246

Proportion of Financing Costs to Net Revenue Stream

- 7.0 Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP (Minimum Revenue Provision) are charged to revenue. This net annual charge less investment income is known as financing costs; this is compared to the net revenue stream and presented as a percentage in table below. The 2023/24 percentage matches the previous year's.

	2022/23 actual £m	2023/24 actual £m
Financing costs (£m)	34.384	38.590
Proportion of Net Revenue	17.4%	17.8%

- 7.1 It is now a requirement of the CIPFA Prudential Code that this percentage is reported on a quarterly basis. The Prudential Code sets out the method of calculation, which is 17.8% of net revenue to service our borrowing for 2023/24.

- 7.2 Excluding the amount of borrowing charges associated with Service Borrowing, including the Property Regeneration Fund, which is borrowing to create income, the ratio is still high, with an actual for 2023/24 of 9.77%,. This compares to 5.6% in 2019/20 and reflects the higher cost of borrowing.

	2019/20	2022/23	2023/24
Finance % excluding Service Borrowing	5.57%	9.23%	9.77%

Treasury Management Borrowing

- 8.0 External borrowing taken out by the Council increased by £97m to a total £649.5m, this is reflecting in an increasing proportion of financing costs. The table below shows a breakdown across external borrowing sources with average rates. The main source of increased borrowing has been through the Public Works Loan Board (PWLB) in latter period of financial year.

	2022/23 £m	2023/24 £m	Current Av. Rate
Short Term	75.0	85.0	1.58%
PWLB	395.5	482.5	3.32%
LOBO	64.0	64.0	4.34%
Long Term	18.0	18.0	4.37%
TOTAL	552.5	649.5	3.23%

Recommendation

That Cabinet:-

- Note the Capital Outturn Report including the Capital Financing Requirement of £91.361m.

Appendix I.

Use of available (un-earmarked) reserves and resource adjustments

Item	£m
Resourcing adjustments	
Additional Business Rates (NDR) Additional income not included in the budget due to timing of NNDR1 return, including additional s31 grant income and increased Transitional Protections	(4.955)
Devon Business Rates Pool Gain Always budget low @ £250k as unknown until end of the financial year. If possible, try to hold balance of any surplus for capital financing. Released additional £1.5m for Mth 5 (Aug) when 1 st estimate agreed with advisors; balance released upon completion of 2 nd estimate in March (Mth 12)	(2.204)
Additional Council Tax Prior year over collection – not confirmed ahead of budget setting	(2.148)
Total resourcing adjustments	(9.307)
Usable reserves not required – released to Corporate budget	
Pension Deficit Reserve	(0.029)
Land Charges Reserve	(0.097)
Redundancy Reserve	(0.059)
Insurance Reserve	(0.361)
Investment Fund	(0.344)
Usable reserves not required – released to Directorate budgets	
Economic Development Bad Debt	(0.343)
Integrated Finance Provision	(0.500)
ASC Bad Debt Provision	(0.120)
Community Connections Bad Debt Provision	(0.100)
Total usable reserves released	(1.953)

Appendix 2. Breakdown of new capital approvals

Service / Directorate	Governance	New Approvals	5 Year Programme Approvals
			£m
SPI	Executive Decision	Eastern Corridor SCN Colesdown Hill Underbridge	0.850
SPI	Executive Decision	Plym Stonehouse & Durnford St Tidal flood alleviation	0.100
SPI	Executive Decision	National Cycle Network Barrier Removal	0.020
SPI	Executive Decision	Asbestos Claims by PCH	1.154
SPI	Executive Decision	Woolwell to The George (Widening & Park & Ride)	3.161
SS	Executive Decision	Highways Capital Allocation	8.207
ED	Executive Decision	National Marine Park	10.198
ED	Executive Decision	Brickfields - Relocation of Hockey Pitch	0.202
ED	Executive Decision	Plymouth and South Devon Freeport Holland/Sandy Road	0.250
ED	Executive Decision	Plymouth and South Devon Freeport Sherford Business Park	1.200
ED	Executive Decision	Mayflower 400 - Waterfront Event Infrastructure	0.016
ED	Executive Decision	Future High Streets Fund - Civic Centre	6.050
ED	Executive Decision	UKSPF: City College Plymouth	0.040
ED	Executive Decision	UKSPF: Real Ideas Organisation	0.050
ED	Executive Decision	UKSPF: PCC & YMCA Plymouth	0.050
ED	Executive Decision	Plymouth & South Devon Freeport Langage Spine Road Design	2.459
CPE	Executive Decision	PATH: Temporary Accommodation	1.500
CPE	Executive Decision	PATH: Single People Accommodation	0.700
CPE	Executive Decision	Young Devon: Single People Accommodation	0.297
CPE	Executive Decision	Efford Youth & Community Centre	0.116
CPE	Executive Decision	Honicknowle Youth & Community Centre	0.084
CPE	Executive Decision	Frederick Street Centre	0.399
CS	Executive Decision	Sir John Hunt - Devolved Capital	0.018
CCO	Executive Decision	Downham House Improvements	0.057
CCO	Executive Decision	Woodland Fort Community Centre Fire alarm	0.022
CCO	Executive Decision	Southway Library, Southway Drive Roof repairs	0.021
CCO	Executive Decision	Rees Centre Replacement Doors	0.013
CCO	Executive Decision	Elliot Terrace Improvements	0.038
CCO	Executive Decision	Chelson Meadows Replacement Doors	0.017
CCO	Executive Decision	Tinside Pool Pump Replacement	0.036
CCO	Executive Decision	Repairs to Plymouth Guildhall	0.018
CCO	Executive Decision	Chelson Meadow - Welfare Facilities making good area for 4 new	0.006
CCO	Executive Decision	Accommodation Strategy	0.009
CCO	Executive Decision	Tothill Bowls Club	0.034
CCO	Executive Decision	Prince Rock Exhaust Extract	0.008
CCO	Executive Decision	Salt Barn Prince Rock Roof Replacement	0.026
CCO	Executive Decision	Repairs to Plymouth Guildhall	0.292
PH	Executive Decision	Brickfields - Relocation of Hockey Pitch	0.716
		Total Capital Approvals	38.434

Service / Directorate	Governance	New Approvals	5 Year Programme Approvals
			£m
SPI	\$151	Automated Traffic Counters	0.050
SPI	\$151	Plymouth Major Road Network	0.009
SPI	\$151	Lipson Vale Phase 1 Trefusis Pk Flood Defence	0.030
SS	\$151	Street Furniture Replacements	0.000
SS	\$151	Ply & S.Devon Community Forest	0.050
SS	\$151	Grass Cutting Equipment	0.019
SS	\$151	Replacement of Hire Vehicles	0.049
SS	\$151	Kramer Telehandler	0.053
SS	\$151	HGV Ramp at Prince Rock	0.119
SS	\$151	Central Park Improvements	0.037
ED	\$151	National Marine Park - New Horizons	0.093
ED	\$151	Mount Edgcombe Orangery Toilets	0.002
ED	\$151	National Marine Park	0.001
CPE	\$151	Douglass House Site Development	0.162
CPE	\$151	Disabled Facilities (incl Care & Repair works)	2.450
CS	\$151	Ham Drive - Garden Enhancement	0.011
CS	\$151	Mill Ford - Kitchen Ceiling Asbestos	0.001
CS	\$151	Longcause - Fire Alarm System	0.021
CS	\$151	Lipson Vale - Playground	0.056
CS	\$151	Ham Drive - Devolved Capital	0.001
CS	\$151	Longcause - ICT Projects	0.028
CS	\$151	Eggbuckland Vale Toilet Adaptions	0.038
CS	\$151	Cann Bridge - Hydrotherapy Pool	0.004
CS	\$151	Sir John Hunt CC - Fencing and Security	0.027
CS	\$151	Mill Ford	0.101
CS	\$151	Cann Bridge (Downham) - Modular Units Fit Out	0.047
CCO	\$151	Midland House Staff and Services Relocation to Ballard House	0.065
CCO	\$151	Devil's Point Tidal Pool	0.020
CCO	\$151	Accom Strat Phase 2 Windsor House Vacation	0.179
CCO	\$151	Chelson Meadow – Pedestrian Access	0.016
CCO	\$151	IA Solutions	0.083
CCO	\$151	Jack Leslie Way	0.089
		Total Capital Approvals	3.911

Glossary	
CPE	People
CS	Childrens Services
SPI	Strategic Planning & Infrastructure
SS	Street Services
ED	Economic Development
PH	Public Health
CCO	Customer & Corporate Services

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City Council



Date of meeting:	16 September 2024
Title of Report:	Annual report on Treasury Management activities for 2023/24
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	David Northey (Service Director for Finance)
Author:	Wendy Eldridge
Contact Email:	Wendy.eldridge@plymouth.gov.uk
Your Reference:	TM 2023/24 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 2023/24 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 2023/24;
- 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 2023/24;

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 from temporary borrowing with other local authorities.

Recommendations and Reasons

- I. To approve the Treasury Management Annual Report 2023/24

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

Alternative options considered and rejected

- I. None – The Council are required to report on the treasury management activities for the year.

Relevance to the Corporate Plan and/or the Plymouth Plan

Treasury Management Strategy 2023/24 report to Council 27 February 2023									

Sign off:

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Originating Senior Leadership Team member: David Northey

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

Date agreed: 11/07/2024

LS/00003609/9/LB/12/07/24

Cabinet Member approval: *[Email sent Cllr Lowry]*

Date approved: 12/07/2024

Annual Report on Treasury Management Activities for 2023/24

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. This report includes the requirement in the 2021 Code, mandatory from 1st April 2023, of reporting of the treasury management prudential indicators.
3. The Authority's treasury management strategy for 2023/24 was approved at a meeting on 27 February 2023. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

Treasury Management Position

4. On 31st March 2024, the Authority had net borrowing of £656m 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

	31/03/23 Actual £m	2023/24 Movement £m	31/03/24 Actual £m
General Fund CFR	879	(13)	866
Less: Other debt liabilities *	(109)	5	(104)
Borrowing CFR	770	(8)	762
Less: Usable reserves	(110)	3	(107)
Less: Working capital	(101)	(102)	1
Net borrowing	559	97	656

* 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 £904m. The Authority pursued its strategy of keeping borrowing and investments below their underlying levels (sometimes known as internal borrowing) 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.
7. Interest rates have seen substantial rises over the last two years, although these rises have now begun to plateau. Gilt yields fell in late 2023, reaching April 2023 lows in December 2023 before rebounding to an extent in the first three months of 2024. Gilt yields have remained volatile, seeing upward pressure from perceived sticker inflation at times and downward pressure from falling inflation and a struggling economy at other times.
8. At 31 March 2024, the Council held £656m of loans, an increase of £97m on 31/03/2023 as part of its strategy for funding previous years' capital programmes.

The treasury management position at 31st March 2024 and the change during the year is shown in table 2 and table 3 below.

Table 2: Borrowing Activity

	Balance on 01/04/2023 £m	Movement £m	Balance on 31/03/2024 £m	Avg Rate %
Public Works Loan Board	396	87	483	3.32
Banks - LOBOs	64	0	64	4.34
Other Loans	24	0	24	4.37
Short Term Borrowing	75	10	85	1.58
TOTAL BORROWING	559	97	656	3.23
Other Long Term Liabilities	119	(6)	113	-
TOTAL EXTERNAL DEBT	678	91	769	-
Less Total Investments (see table 3)	(86)	7	(79)	5.33
Net Borrowing	592	98	690	

9. Short term borrowing includes £85m 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 4.96% over period to 31 March 2024 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 2024 this amounted to £113m. 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 2024 the Council held £79m of cash and investments (see table 3) which was a decrease of £7m as at 31 March 2024.

Table 3: Investment Activity in 2023/24

Investments	Balance on 01/04/2023 £m	Movement £m	Balance on 31/03/2024 £m	Avg Rate/Yield (%)
Short term Investments (Banks and call accounts)	3	(2)	1	2.00
Money Market Funds	28	(5)	23	5.23
Other Pooled Funds	55	-	55	5.45
TOTAL INVESTMENTS	86	(7)	79	5.33

15. Investment activity for pooled funds is at notional cost. Within the statement of accounts, they are reported at fair value for 31 March 2024 totalling £52.282m (2022/23 £52.933m), this reflects the decline in fair value for a property fund. The strategy for holding these funds is for the return achieved, with regular review of the capital value of the investment to original cost. The externally managed Pooled Funds (bond, equity, multi-asset and property) with the CCLA, Schroder and Fidelity have generated a total return for the year of £3.128m (2022/23 £2.886m). Investment income has been used to support treasury management 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 regularly review its investment in these funds together with advice from its Treasury Management advisors.

Treasury Management Outturn 2023/24

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 £1.044m 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 2023/24 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.

Table 4. Treasury Management Outturn Position 2023/24

	2023/24 Budget	2023/24 Outturn	Year End Variance
	£m	£m	£m
Interest Payable	16.600		
LOBO and other long term loans		3.369	
PWLB (Public Works Loan Board)		10.991	
Temporary loans		1.477	
Other Interest and charges		1.796	
Recharge to Departments for Unsupported Borrowing (in accordance with business cases)	(17.207)	(17.348)	
Total Interest Payable	(0.607)	0.285	0.892
Interest Receivable	(3.311)		
Pool Funds		(3.128)	
Money Market Fund		(1.589)	
Other Interest		(0.262)	
Total Interest Receivable	(3.311)	(4.979)	(1.668)
Other Payments	0.374	0.334	
Debt Management	0.500	0.136	
Transfer to Reserves - Miel	1.928	1.928	
Amortised Premiums	0.500	0.544	
Total Other Charges	3.302	2.942	(0.360)
Minimum Revenue Provision	17.940	18.032	0.092
TOTAL	17.324	16.280	(1.044)

(Brackets show a favourable variation)

19. Provision continued to be made in 2023/24 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 2023/24 was based on the forecast 2022/23 capital programme outturn at the end of December 2022.
23. 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.
24. 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.
25. 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 2023/24 Treasury Management activities

26. UK inflation continued to decline from the 8.7% rate seen at the start of 2023/24. By the last quarter of the financial year headline consumer price inflation (CPI) had fallen to 3.4% in February, but was still above the Bank of England's 2% target at the end of the period. The core measure of CPI, i.e. excluding food and energy, also slowed in February to 4.5% from 5.1% in January, a rate that had stubbornly persisted for three consecutive months.
27. The UK economy entered a technical recession in the second half of 2023, as growth rates of -0.1% and -0.3% respectively were recorded for Q3 and Q4. Over the 2023 calendar year GDP growth only expanded by 0.1% compared to 2022. Of the recent monthly data, the Office for National Statistics reported a rebound in activity with economy expanding 0.2% in January 2024. While the economy may somewhat recover in Q1 2024, the data suggests that prior increases in interest rates and higher price levels are depressing growth, which will continue to bear down on inflation throughout 2024.
28. Labour market data provided a mixed message for policymakers. Employment and vacancies declined, and unemployment rose to 4.3% (3mth/year) in July 2023. The same month saw the highest annual growth rate of 8.5% for total pay (i.e. including bonuses) and 7.8% for regular pay growth (i.e. excluding bonuses). Thereafter, unemployment began to decline, falling to 3.9% (3mth/year) in January and pay growth also edged lower to 5.6% for total pay and 6.1% for regular pay, but remained above the Bank of England's forecast.

29. Having begun the financial year at 4.25%, the Bank of England's Monetary Policy Committee (MPC) increased Bank Rate to 5.25% in August 2023 with a 3-way split in the Committee's voting as the UK economy appeared resilient in the face of the dual headwinds of higher inflation and interest rates. Bank Rate was maintained at 5.25% through to March 2024. The vote at the March was 8-1 in favour of maintaining rates at this level, with the single dissenter preferring to cut rates immediately by 0.25%. Although financial markets shifted their interest rate expectations downwards with expectations of a cut in June, the MPC's focus remained on assessing how long interest rates would need to be restrictive to control inflation over the medium term.
30. Following this MPC meeting, Arlingclose, the authority's treasury adviser, maintained its central view that 5.25% remains the peak in Bank Rate and that interest rates will most likely start to be cut later in 2024. The risks in the short-term are deemed to be to the downside as a rate cut may come sooner than expected, but then more broadly balanced over the medium term.
31. Financial markets: Sentiment in financial markets remained uncertain and bond yields continued to be volatile over the year. During the first half of the year, yields rose as interest rates continued to be pushed up in response to rising inflation. From October they started declining again before falling sharply in December as falling inflation and dovish central bank attitudes caused financial markets to expect cuts in interest rates in 2024. When it emerged in January that inflation was stickier than expected and the BoE and the Federal Reserve were data dependent and not inclined to cut rates soon, yields rose once again, ending the period some 50+ bps higher than when it started.
32. Credit review: In response to an improving outlook for credit markets, in January 2024 Arlingclose moved away from its previous temporary stance of a 35-day maximum duration and increased its advised recommended maximum unsecured duration limit on all banks on its counterparty list to 100 days.

Other Non-Treasury Holdings and Activity

33. The Council held £209m of direct property investment under its Property Regeneration Fund. These non-treasury investments generated £3.097m of investment income for the Council after taking account of direct costs, representing a net revenue return of 1.48% 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.

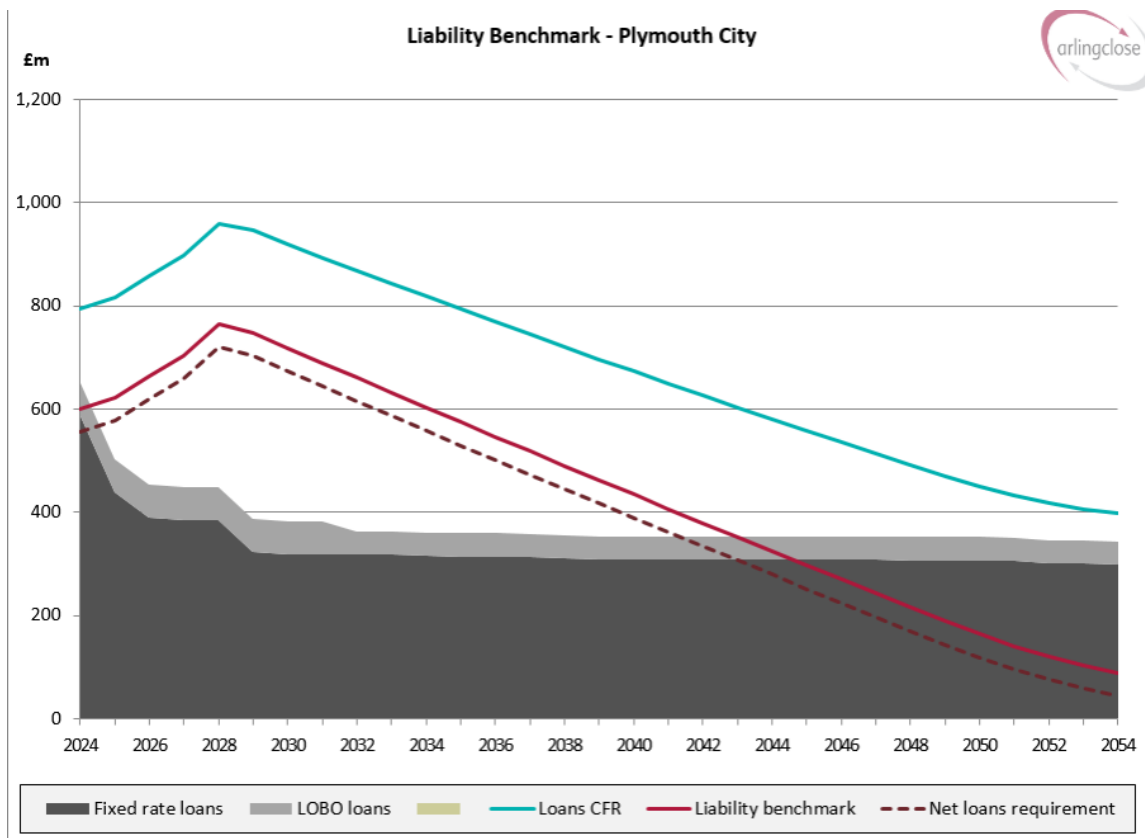
Prudential Indicators 2023/24

As required by the 2021 CIPFA Treasury Management Code, the Authority monitors and measures the following treasury management prudential.

34. **Liability Benchmark:** This new indicator compares the Authority's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.

	31.3.24 Actual £m	31.3.25 Forecast £m	31.3.26 Forecast £m
Loans CFR	795.2	817.2	859.2
Less: Balance sheet resources	(239.5)	(239.5)	(239.5)
Net loans requirement	0.0	105.7	197.6
Plus: Liquidity allowance	45.0	45.0	45.0
Liability benchmark	600.7	622.7	664.7
Existing borrowing	655.6	517.1	467.1

35. Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £655.6m a year, minimum revenue provision on new capital expenditure based on a 25-year asset life and income, expenditure and reserves all increasing by inflation. This is shown in the chart below together with the maturity profile of the Authority’s existing borrowing.



36. Whilst borrowing may be above the liability benchmark, strategies involving borrowing which is significantly above the liability benchmark carry higher risk. Officers will continue review the Arlingclose to reassess the liability benchmark.

37. **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:

	2023/24 Limit	2023/24 Actual	Complied
Upper limit on fixed interest rate exposure	80%	87%	x
Upper limit on variable interest rate exposure	50%	13%	✓

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.

The strategy for borrowing whilst rates are high was to secure short term borrowing through other local authorities to finance £40m PWLB borrowing maturing in 2023/24 and any in year cashflow requirements. The cost of short term borrowing from other local authorities has generally risen with Base Rate over the year. Interest rates peaked at around 7% towards the later part of March 2024 as many authorities required cash at the same time. These rates are fell back to more normal market levels in April 2024. In Q4 2023/24 scenarios between borrowing at higher short term rates compared to the lower 1 year+ PWLB rate were considered with the latter option being taken which has resulted in fixed rate exposure being exceeded again. Details of the PWLB loans being taken is shown in table below, noting that £72m is repayable in 2024/25 which will reduce exposure within the limit providing OLA borrowing is secured.

New PWLB 2023/24 Repayable in	£m	Interest rate %
2024/25	72	5.32 - 5.46
2025/26	40	5.29 - 5.36
2028/29	10	4.80
2029/30	5	4.63
Total	127	5.31

38. 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	31.03.2024 Actual	Complied
Under 12 months	50%	20%	24%	✓
12 months and within 24 months	25%	0%	6%	✓
24 months and within 5 years	25%	0%	10%	✓
5 years and within 10 years	25%	0%	4%	✓
10 years and above	80%	50%	56%	✓

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.

39. **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
Limit on principal invested beyond year	£10m	£10m
Actual	£0m	£0m
Complied	✓	✓

40. **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	✓

41. **Liquidity:** The Council aims to hold sufficient cash in call accounts to cover its daily cashflow requirements. 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. During Q4 2023/24 available cash at affordable interest rates was limited making it more cost effective to draw one year+ monies from PWLB.

Treasury Management Compliance

42. **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.
43. The actual debt levels are monitored against the Operational Boundary and Authorised Limit for External Debt below.

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	31.03.24 Boundary £m	31.03.24 Actual Debt £m	Complied
Borrowing	950	656	✓
Other long-term liabilities	145	113	✓
Total Debt	1095	769	✓

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	31.03.24 Limit £m	31.03.24 Actual Debt £m	Complied
Borrowing	985	656	✓
Other long-term liabilities	145	113	✓
Total Debt	1130	769	✓

Other

44. Statutory override: In April 2023 the Department for Levelling Up, Housing and Communities (DLUHC) published the full outcome of the consultation on the extension of the statutory override on accounting for gains and losses on pooled investment funds. The override has been extended until 31st March 2025, but no other changes have been made; whether the override will be extended beyond this date is unknown but commentary to the consultation outcome suggests it will not. The Authority will discuss with Arlingclose the implications for the investment strategy and what action may need to be taken.
45. In December 2023 DLUHC published two consultations: a “final” consultation on proposed changes to regulations and statutory guidance on MRP closing on 16th February and a “call for views” on capital measures to improve sector stability and efficiency closing on 31st January. Draft regulations and draft statutory guidance are included in the MRP consultation. The proposals remain broadly the same as those in June 2022 – to limit the scope for authorities to (a) make no MRP on parts of the capital financing requirement (CFR) and (b) to use capital receipts in lieu of a revenue charge for MRP.

Investment Training

46. Officers have undergone a range of training provided by CIPFA and Arlingclose which has been delivered mainly online. Arlingclose deliver online weekly 30 minute updates on a range of Treasury management matters and supplementary Treasury Management – Short workshops on key activities.

Outlook for the remainder of 2024/25

47. UK headline consumer price inflation (CPI) continued to decline over the quarter, falling from an annual rate of 3.2% in March to 2.0% in May, in line with the Bank of England's target. The core measure of inflation, however, only declined from 4.2% to 3.5% over the same period, which, together with stubbornly services price inflation at 5.7% in May, helped contribute to the BoE maintaining Bank Rate at 5.25% during the period, a level unchanged since August 2023.
48. Arlingclose, the authority's treasury adviser, maintained its central view that 5.25% is the peak in Bank Rate and that interest rates will most likely be cut later in 2024/25. The risks over the medium term are deemed to be to the upside as while inflation has fallen to target, it is expected to pick up again later in the year and as services price inflation and wage growth are still on the firmer side, the MPC could well delay before delivering the first rate cut.

Recommendations

- I. To approve the Treasury Management Annual Report 2023/24

Date of meeting:	16 September 2024
Title of Report:	Annual report on Treasury Management activities for 2023/24
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	David Northey (Service Director for Finance)
Author:	Wendy Eldridge
Contact Email:	Wendy.eldridge@plymouth.gov.uk
Your Reference:	TM 2023/24 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 2023/24 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 2023/24;
- 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 2023/24;

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 from temporary borrowing with other local authorities.

Recommendations and Reasons

- I. To approve the Treasury Management Annual Report 2023/24

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

Alternative options considered and rejected

- I. None – The Council are required to report on the treasury management activities for the year.

Relevance to the Corporate Plan and/or the Plymouth Plan

Treasury Management Strategy 2023/24 report to Council 27 February 2023									

Sign off:

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Originating Senior Leadership Team member: David Northey

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

Date agreed: 11/07/2024

LS/00003609/9/LB/12/07/24

Cabinet Member approval: *[Email sent Cllr Lowry]*

Date approved: 12/07/2024

Annual Report on Treasury Management Activities for 2023/24

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. This report includes the requirement in the 2021 Code, mandatory from 1st April 2023, of reporting of the treasury management prudential indicators.
3. The Authority's treasury management strategy for 2023/24 was approved at a meeting on 27 February 2023. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

Treasury Management Position

4. On 31st March 2024, the Authority had net borrowing of £656m 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

	31/03/23 Actual £m	2023/24 Movement £m	31/03/24 Actual £m
General Fund CFR	879	(13)	866
Less: Other debt liabilities *	(109)	5	(104)
Borrowing CFR	770	(8)	762
Less: Usable reserves	(110)	3	(107)
Less: Working capital	(101)	(102)	1
Net borrowing	559	97	656

* 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 £904m. The Authority pursued its strategy of keeping borrowing and investments below their underlying levels (sometimes known as internal borrowing) 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.
7. Interest rates have seen substantial rises over the last two years, although these rises have now begun to plateau. Gilt yields fell in late 2023, reaching April 2023 lows in December 2023 before rebounding to an extent in the first three months of 2024. Gilt yields have remained volatile, seeing upward pressure from perceived sticker inflation at times and downward pressure from falling inflation and a struggling economy at other times.
8. At 31 March 2024, the Council held £656m of loans, an increase of £97m on 31/03/2023 as part of its strategy for funding previous years' capital programmes.

The treasury management position at 31st March 2024 and the change during the year is shown in table 2 and table 3 below.

Table 2: Borrowing Activity

	Balance on 01/04/2023 £m	Movement £m	Balance on 31/03/2024 £m	Avg Rate %
Public Works Loan Board	396	87	483	3.32
Banks - LOBOs	64	0	64	4.34
Other Loans	24	0	24	4.37
Short Term Borrowing	75	10	85	1.58
TOTAL BORROWING	559	97	656	3.23
Other Long Term Liabilities	119	(6)	113	-
TOTAL EXTERNAL DEBT	678	91	769	-
Less Total Investments (see table 3)	(86)	7	(79)	5.33
Net Borrowing	592	98	690	

9. Short term borrowing includes £85m 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 4.96% over period to 31 March 2024 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 2024 this amounted to £113m. 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 2024 the Council held £79m of cash and investments (see table 3) which was a decrease of £7m as at 31 March 2024.

Table 3: Investment Activity in 2023/24

Investments	Balance on 01/04/2023 £m	Movement £m	Balance on 31/03/2024 £m	Avg Rate/Yield (%)
Short term Investments (Banks and call accounts)	3	(2)	1	2.00
Money Market Funds	28	(5)	23	5.23
Other Pooled Funds	55	-	55	5.45
TOTAL INVESTMENTS	86	(7)	79	5.33

15. Investment activity for pooled funds is at notional cost. Within the statement of accounts, they are reported at fair value for 31 March 2024 totalling £52.282m (2022/23 £52.933m), this reflects the decline in fair value for a property fund. The strategy for holding these funds is for the return achieved, with regular review of the capital value of the investment to original cost. The externally managed Pooled Funds (bond, equity, multi-asset and property) with the CCLA, Schroder and Fidelity have generated a total return for the year of £3.128m (2022/23 £2.886m). Investment income has been used to support treasury management 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 regularly review its investment in these funds together with advice from its Treasury Management advisors.

Treasury Management Outturn 2023/24

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 £1.044m 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 2023/24 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.

Table 4. Treasury Management Outturn Position 2023/24

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(Brackets show a favourable variation)

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23. 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.
24. 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.
25. 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 2023/24 Treasury Management activities

26. UK inflation continued to decline from the 8.7% rate seen at the start of 2023/24. By the last quarter of the financial year headline consumer price inflation (CPI) had fallen to 3.4% in February, but was still above the Bank of England's 2% target at the end of the period. The core measure of CPI, i.e. excluding food and energy, also slowed in February to 4.5% from 5.1% in January, a rate that had stubbornly persisted for three consecutive months.
27. The UK economy entered a technical recession in the second half of 2023, as growth rates of -0.1% and -0.3% respectively were recorded for Q3 and Q4. Over the 2023 calendar year GDP growth only expanded by 0.1% compared to 2022. Of the recent monthly data, the Office for National Statistics reported a rebound in activity with economy expanding 0.2% in January 2024. While the economy may somewhat recover in Q1 2024, the data suggests that prior increases in interest rates and higher price levels are depressing growth, which will continue to bear down on inflation throughout 2024.
28. Labour market data provided a mixed message for policymakers. Employment and vacancies declined, and unemployment rose to 4.3% (3mth/year) in July 2023. The same month saw the highest annual growth rate of 8.5% for total pay (i.e. including bonuses) and 7.8% for regular pay growth (i.e. excluding bonuses). Thereafter, unemployment began to decline, falling to 3.9% (3mth/year) in January and pay growth also edged lower to 5.6% for total pay and 6.1% for regular pay, but remained above the Bank of England's forecast.

29. Having begun the financial year at 4.25%, the Bank of England's Monetary Policy Committee (MPC) increased Bank Rate to 5.25% in August 2023 with a 3-way split in the Committee's voting as the UK economy appeared resilient in the face of the dual headwinds of higher inflation and interest rates. Bank Rate was maintained at 5.25% through to March 2024. The vote at the March was 8-1 in favour of maintaining rates at this level, with the single dissenter preferring to cut rates immediately by 0.25%. Although financial markets shifted their interest rate expectations downwards with expectations of a cut in June, the MPC's focus remained on assessing how long interest rates would need to be restrictive to control inflation over the medium term.
30. Following this MPC meeting, Arlingclose, the authority's treasury adviser, maintained its central view that 5.25% remains the peak in Bank Rate and that interest rates will most likely start to be cut later in 2024. The risks in the short-term are deemed to be to the downside as a rate cut may come sooner than expected, but then more broadly balanced over the medium term.
31. Financial markets: Sentiment in financial markets remained uncertain and bond yields continued to be volatile over the year. During the first half of the year, yields rose as interest rates continued to be pushed up in response to rising inflation. From October they started declining again before falling sharply in December as falling inflation and dovish central bank attitudes caused financial markets to expect cuts in interest rates in 2024. When it emerged in January that inflation was stickier than expected and the BoE and the Federal Reserve were data dependent and not inclined to cut rates soon, yields rose once again, ending the period some 50+ bps higher than when it started.
32. Credit review: In response to an improving outlook for credit markets, in January 2024 Arlingclose moved away from its previous temporary stance of a 35-day maximum duration and increased its advised recommended maximum unsecured duration limit on all banks on its counterparty list to 100 days.

Other Non-Treasury Holdings and Activity

33. The Council held £209m of direct property investment under its Property Regeneration Fund. These non-treasury investments generated £3.097m of investment income for the Council after taking account of direct costs, representing a net revenue return of 1.48% 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.

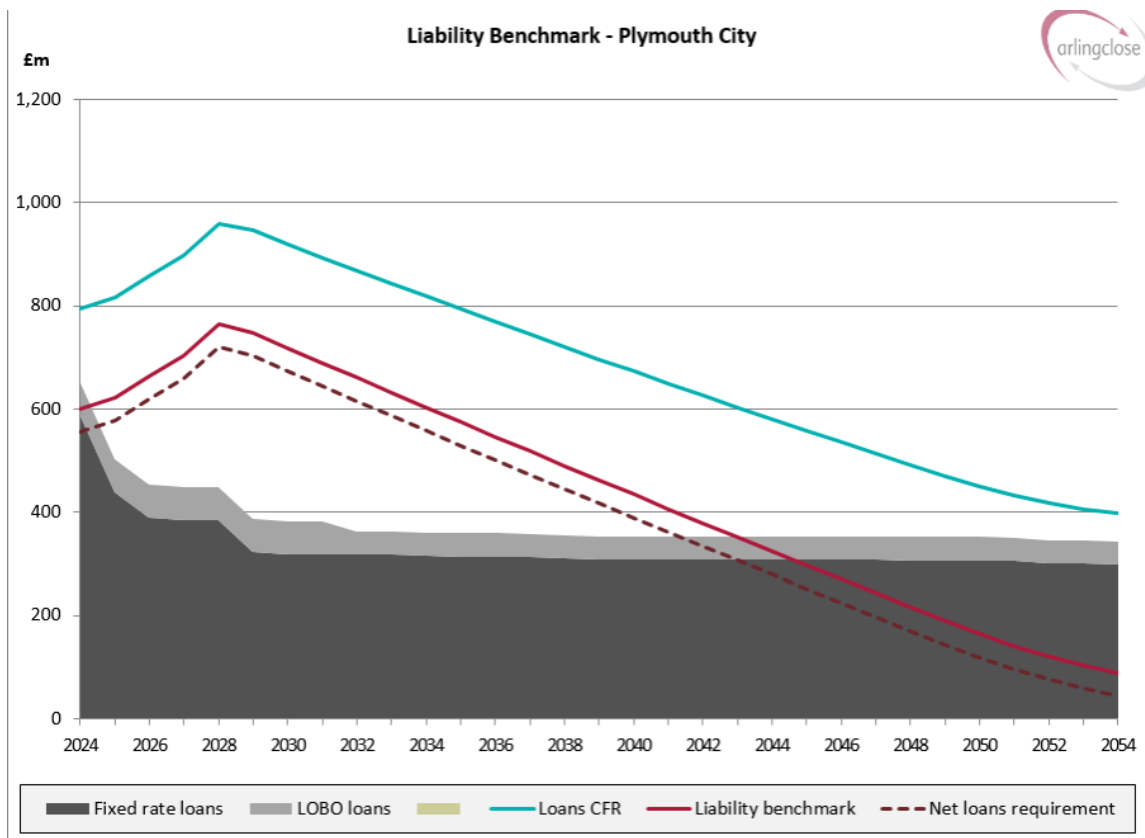
Prudential Indicators 2023/24

As required by the 2021 CIPFA Treasury Management Code, the Authority monitors and measures the following treasury management prudential.

34. **Liability Benchmark:** This new indicator compares the Authority's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.

	31.3.24 Actual £m	31.3.25 Forecast £m	31.3.26 Forecast £m
Loans CFR	795.2	817.2	859.2
Less: Balance sheet resources	(239.5)	(239.5)	(239.5)
Net loans requirement	0.0	105.7	197.6
Plus: Liquidity allowance	45.0	45.0	45.0
Liability benchmark	600.7	622.7	664.7
Existing borrowing	655.6	517.1	467.1

35. Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £655.6m a year, minimum revenue provision on new capital expenditure based on a 25-year asset life and income, expenditure and reserves all increasing by inflation. This is shown in the chart below together with the maturity profile of the Authority’s existing borrowing.



36. Whilst borrowing may be above the liability benchmark, strategies involving borrowing which is significantly above the liability benchmark carry higher risk. Officers will continue review the Arlingclose to reassess the liability benchmark.

37. **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:

	2023/24 Limit	2023/24 Actual	Complied
Upper limit on fixed interest rate exposure	80%	87%	x
Upper limit on variable interest rate exposure	50%	13%	✓

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.

The strategy for borrowing whilst rates are high was to secure short term borrowing through other local authorities to finance £40m PWLB borrowing maturing in 2023/24 and any in year cashflow requirements. The cost of short term borrowing from other local authorities has generally risen with Base Rate over the year. Interest rates peaked at around 7% towards the later part of March 2024 as many authorities required cash at the same time. These rates are fell back to more normal market levels in April 2024. In Q4 2023/24 scenarios between borrowing at higher short term rates compared to the lower 1 year+ PWLB rate were considered with the latter option being taken which has resulted in fixed rate exposure being exceeded again. Details of the PWLB loans being taken is shown in table below, noting that £72m is repayable in 2024/25 which will reduce exposure within the limit providing OLA borrowing is secured.

New PWLB 2023/24 Repayable in	£m	Interest rate %
2024/25	72	5.32 - 5.46
2025/26	40	5.29 - 5.36
2028/29	10	4.80
2029/30	5	4.63
Total	127	5.31

38. 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	31.03.2024 Actual	Complied
Under 12 months	50%	20%	24%	✓
12 months and within 24 months	25%	0%	6%	✓
24 months and within 5 years	25%	0%	10%	✓
5 years and within 10 years	25%	0%	4%	✓
10 years and above	80%	50%	56%	✓

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.

39. **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
Limit on principal invested beyond year	£10m	£10m
Actual	£0m	£0m
Complied	✓	✓

40. **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	✓

41. **Liquidity:** The Council aims to hold sufficient cash in call accounts to cover its daily cashflow requirements. 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. During Q4 2023/24 available cash at affordable interest rates was limited making it more cost effective to draw one year+ monies from PWLB.

Treasury Management Compliance

42. **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.
43. The actual debt levels are monitored against the Operational Boundary and Authorised Limit for External Debt below.

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	31.03.24 Boundary £m	31.03.24 Actual Debt £m	Complied
Borrowing	950	656	✓
Other long-term liabilities	145	113	✓
Total Debt	1095	769	✓

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	31.03.24 Limit £m	31.03.24 Actual Debt £m	Complied
Borrowing	985	656	✓
Other long-term liabilities	145	113	✓
Total Debt	1130	769	✓

Other

44. Statutory override: In April 2023 the Department for Levelling Up, Housing and Communities (DLUHC) published the full outcome of the consultation on the extension of the statutory override on accounting for gains and losses on pooled investment funds. The override has been extended until 31st March 2025, but no other changes have been made; whether the override will be extended beyond this date is unknown but commentary to the consultation outcome suggests it will not. The Authority will discuss with Arlingclose the implications for the investment strategy and what action may need to be taken.
45. In December 2023 DLUHC published two consultations: a “final” consultation on proposed changes to regulations and statutory guidance on MRP closing on 16th February and a “call for views” on capital measures to improve sector stability and efficiency closing on 31st January. Draft regulations and draft statutory guidance are included in the MRP consultation. The proposals remain broadly the same as those in June 2022 – to limit the scope for authorities to (a) make no MRP on parts of the capital financing requirement (CFR) and (b) to use capital receipts in lieu of a revenue charge for MRP.

Investment Training

46. Officers have undergone a range of training provided by CIPFA and Arlingclose which has been delivered mainly online. Arlingclose deliver online weekly 30 minute updates on a range of Treasury management matters and supplementary Treasury Management – Short workshops on key activities.

Outlook for the remainder of 2024/25

47. UK headline consumer price inflation (CPI) continued to decline over the quarter, falling from an annual rate of 3.2% in March to 2.0% in May, in line with the Bank of England's target. The core measure of inflation, however, only declined from 4.2% to 3.5% over the same period, which, together with stubbornly services price inflation at 5.7% in May, helped contribute to the BoE maintaining Bank Rate at 5.25% during the period, a level unchanged since August 2023.
48. Arlingclose, the authority's treasury adviser, maintained its central view that 5.25% is the peak in Bank Rate and that interest rates will most likely be cut later in 2024/25. The risks over the medium term are deemed to be to the upside as while inflation has fallen to target, it is expected to pick up again later in the year and as services price inflation and wage growth are still on the firmer side, the MPC could well delay before delivering the first rate cut.

Recommendations

- I. To approve the Treasury Management Annual Report 2023/24

Date of meeting:	16 th September 2024
Title of Report:	Capital Monitoring Report Q1
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	David Northey, (Service Director for Finance)
Authors:	Wendy Eldridge, 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 2024/25 at Period 3.

Recommendations and Reasons

Cabinet recommends that Full Council:

1. Approves the revision to Capital Budget 2024-2029 to £360.488m as shown in Table I, noting the removal of projects totalling £6.171m from the capital programme *Reason: Cabinet to recommend these amendments to Full Council for approval in line with the Constitution. This ensures full transparency to additions and deletions to the Capital Programme.*
2. Notes Prudential Indicators Q1
 - a. *Reason: controlling the outturn within budget is essential to maintain financial control with full transparency on the Capital Investments.*

Alternative options considered and rejected.

The alternative is to not report to regular Council meetings and defer this report to a later meeting. This was rejected as 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). The Council's MTFP is updated based on on-going monitoring information, both on a local and national context.

Financial Risks:

Financial risks concerning period 3 Capital 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:

Reducing resources across the public sector, and the impact on Capital Projects, has been identified as a key risk within our Strategic Risk register.

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 box.</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.24.2 5.027	Leg	LS/000 03390/ 6//LB/5 /9/24	Mon Off	Click here to enter text.	HR		Assets		Strat roc	
Originating Senior Leadership Team member: David Northey (Service Director for Finance)											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 12/8/2024											
Cabinet Member approval: Cllr Mark Lowry, PFH Finance Date approved: 12/08/2024											

CAPITAL

The capital programme as at 30 June 2024 incorporates the movement from capital outturn position as at 31 March 2024 with the five year capital budget 2024-2029 currently forecast at £360.488m.

Table 1 reflects the change in 5 year programme scope and movement through new approvals and variations.

Capital Programme Movement

Table 1 The Capital Budget consists of the following elements:

Description	£m
Capital Programme as at 31 March 2024 for 5 year period 2023 - 2028	436.246
Change of years within 5 year scope – remove 2023/24	(91.361)
Addition of 2028/29 to 5 year scope	2.062
New Approvals – April to June see table 3 for breakdown	13.748
Variations – April to June 2024	(0.207)
Total Revised Capital Budget for Approval (2024/25 -2028/29)	360.488

A breakdown of the current approved Capital Budget by directorate and by funding is shown in Table 2 below.

Table 2 Capital Programme by Directorate

Directorate	2024/25	2025/26	2026/27	2027/28	2028/29	Total
	£m	£m	£m	£m	£m	£m
Children's Services	0.551	0.114	-	-	-	0.665
People	26.187	10.172	0.220	-	-	36.579
Place - Economic Development	44.470	50.418	32.520	18.005	2.199	147.612
Place - Strategic Planning & Infrastructure	63.692	43.756	15.347	0.897	-	123.692
Place - Street Services	30.248	7.265	0.105	0.044	0.083	37.745
Customer & Corporate Services	4.714	2.118	0.710	0.280	0.101	7.923
Office for Director of Public Health	6.167	0.105	-	-	-	6.272
Total	176.029	113.948	48.902	19.226	2.383	360.488
Finance by:	2024/25	2025/26	2026/27	2027/28	2028/29	Total
	£m	£m	£m	£m	£m	£m
Capital Receipts	3.695	1.864	0.245	0.273	1.7560	7.833
Grant Funding	86.424	41.950	0.197	0.298	0.0810	128.950
Corporate Funded borrowing	39.999	26.067	16.906	0.897	0.5460	84.415
Service dept. supported borrowing	39.153	37.432	28.331	17.726	-	122.642
Developer contributions	4.747	5.821	3.180	0.032	-	13.780
Other Contributions	2.011	0.814	0.043	-	-	2.868
Total	176.029	113.948	48.902	19.226	2.383	360.488

Based on the latest 2024/25 forecast totalling £176.029m, actual spend as at 30 June 2024 was £15.902m which equates to 9.03% of forecast figure of the Capital Programme for 2024/25.

Finance officers continue to work with Project Officers reviewing forecasts to ensure any necessary reprofiling is reported.

Of the 5-year programme, £84.415m is forecast to be funded from corporate borrowing which equates to 23.42% of programme. Work is ongoing to update the capital pipeline which will identify further corporate borrowing requirements. The affordability of the capital programme and future funding assumptions is under review.

Table 3 Capital new approvals Q1 including funding

Service / Directorate	Governance	New Approvals	5 Year Programme Approvals	Financed By
			£m	
ED	Exec Dec*	Plymouth and South Devon Freeport Langage Core Infrastructure	0.925	RF Grant
SPI	Exec Dec*	Zero Emission Bus Regional Areas	12.281	Cont/S106/RF Grant
SPI	S151	Weston Mill Flood Defence	0.068	RF Grant
ED	S151	Plymouth Health and Wellbeing Hub at Colin Campbell Court	0.175	Cont
ED	S151	Mount Edgcombe Orangerie Toilets	0.007	RF SB
SPI	S151	Civic Centre District Energy - Phase 2	0.050	RF Grant
SPI	S151	Woolwell to The George (Widening & Park & Ride)	0.207	URF Grant
SPI	S151	Armada Way	0.035	RF Grant
Total Capital Approvals			13.748	

*Executive Decision (Published)

Glossary	
SPI	Strategic Planning & Infrastructure
ED	Economic Development

Glossary	
RF	Ring Fenced
URF	Unring Fenced
Cont	Contribution
S106	Section 106 monies
SB	Service Borrowing

Capital Programme 2024/25 monitoring

The opening budget for 2024/25 was £193.902m, against this £24.878m has been reprofiled into future years to reflect latest project plans.

This includes the following projects:

- Chelson Meadow Solar Farm (£4.700m)
- Plymouth Railway Station (£5.757m)
- Property Regeneration Fund (£6.699m)
- Plymouth & S. Devon Community Forest (£3.147m)
- National Marine Park (£0.673m)

Together with new approvals programmed for 2024/25 and variations produces a latest forecast for 2024/25 totalling £176.029m.

As part of quarterly monitoring the following projects were identified for removal from the capital programme as the source of financing was no longer eligible. The governance to add these projects to the capital programme was through the executive decision process therefore formal approval to remove these projects is required by way of a recommendation from cabinet to full council.

Table 4 2024/25 project removal

Project Name	Amount £m	Funding	Comments
Home Upgrade Grant Phase 1	0.064	DESNZ grant	Deadline for spending grant expired, grant has been returned to funder
Green Homes (LAD3)	0.411	The Local Authority Delivery grant, phase 3 (LAD3)	Deadline for spending grant expired, grant has been returned to funder
Social Housing Decarb Funding Wave 2.1	5.606	BEIS grant	PCH unable to meet grant terms and conditions therefore returning grant.
Social Housing Decarb Funding	0.010	BEIS grant	Deadline for spending grant expired, grant monies returned to funder
Home Energy	0.080	S106 EfW	S106 reallocated to other projects to meet deadline for spend
TOTAL to be removed	6.171		

Table 5 below includes a breakdown by directorate of actual cash spend as at 30 June 2024 shown as a value and percentage against latest forecast, overall 9.03%. This low figure reflects outstanding accruals processed in 2023/24 accounts which are yet to be matched off with actual invoice payments. Comparable percentage for 2023 was 13.78%.

Table 5 2024/25 Programme including actual spend and % spent compared to latest forecast

Directorate	Latest Forecast 2024/25	Actual Spend as at 30 June 2024	Spend as a % of Latest Forecast
	£m	£m	%
Children's Services	0.551	0.082	14.92%
People	26.187	1.089	2.66%
Place – Economic Development	44.470	5.618	14.46%
Place – Strategic Planning & Infrastructure	63.692	3.869	12.63%
Place – Street Services	30.248	2.674	6.07%
Customer & Corporate Services	4.714	0.682	8.84%
Office for Director of Public Health	6.167	1.888	30.61%
Total	176.029	15.902	9.03%

Profiling of the capital programme will continue to review robustness of forecasts to spend as project officers assess the inflationary impact to schemes and challenges to meet grant funding conditions.

A detailed monitoring project forecast has been issued to Service Directors highlighting projects with grant risk, specifically within Children's services £16m grant funding has been awarded by Department for Education with an element at risk of clawback unless specific devolved funds received in 2020/21 is spent.

Progression of grant funding with government departments has been impacted by general election restrictions. Risk is held with National Marine Park project awaiting approval for LUF grant.

Short term borrowing with other local authorities is currently being secured at 4.95% to 5.15% and current one year PWLB at 5.23%.

The borrowing impact to future revenue budgets to fund capital programme remains high, with additional revenue resources being required circa £5m based on projected slippage to current approved capital programme. This is based on bank of England borrowing rate reductions indicated by Treasury Management advisors starting in September 2024 with a levelled Bank of England rate of 3% by 2026.

Prudential Indicators Q1 2024/25

The Authority measures and manages its capital expenditure, borrowing and commercial and service investments with references to the following indicators.

It is now a requirement of the CIPFA Prudential Code that these are reported on a quarterly basis.

Capital Financing Requirement: The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP / loans fund repayments and capital receipts used to replace debt.

The actual CFR is calculated on an annual basis.

	2023/24 actual £m	2024/25 forecast* £m	2025/26 budget £m	2026/27 budget £m
General Fund services	866.405	903.196	932.195	958.201

* Arlingclose have been commissioned to review impact for accounting for a change in the accounting for leases.

Gross Debt and the Capital Financing Requirement: Statutory guidance is that debt should remain below the capital financing requirement, except in the short term. The Authority has complied and expects to continue to comply with this requirement in the medium term as is shown below.

	2023/24 actual £m	2024/25 forecast* £m	2025/26 budget £m	2026/27 budget £m	Debt at 30.6.2024 £m
Debt (incl. PFI & leases)	739.506	799.432	878.196	931.823	739.506
Capital Financing Requirement	866.405	903.196	932.195	958.201	

Debt and the Authorised Limit and Operational Boundary: The Authority is legally obliged to set an affordable borrowing limit (also termed the Authorised Limit for external debt) each year. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

	Maximum debt Q1 2024/25 £m	Debt at 30.6.24 £m	2024/25 Authorised Limit £m	2024/25 Operational Boundary £m	Complied? Yes/No
Borrowing	649.532	649.532	900.000	800.000	Yes
PFI and Finance Leases	89.974	88.900	269.000	269.000	Yes
Total debt	739.506	738.432	1169.000	1069.000	

Since the operational boundary is a management tool for in-year monitoring it is not significant if the boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Provision for £100m has been included in authorised limit and operational boundary in 2024/25 for a CFR increase arising from a change in the accounting for leases

Proportion of Financing Costs to Net Revenue Stream: Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP / loans fund repayments are charged to revenue.

The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

	2023/24 actual £m	2024/25 forecast* £m	2025/26 budget £m	2026/27 budget £m
Financing costs (£m)	38.590	45.877	52.212	53.931
Proportion of net revenue stream	17.75%	19.39%	21.33%	21.35%

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City Council



Date of meeting:	16 September 2024
Title of Report:	Polling Districts, Places and Stations Review 2023
Lead Member:	Councillor Tudor Evans OBE (Leader)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Glenda Favor-Ankersen
Contact Email:	Glenda.favor-ankersen@plymouth.gov.uk
Your Reference:	PDPPR 2024 I
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

The attached report presents final recommendations for the Polling Districts, Polling Places and Polling Stations Review 2023/2024.

Local authorities must comply must comply with legislation about location and accessibility of polling districts and polling places. The mandatory review process is set out in the Representation of People Act 1983, and includes a public consultation. We are required to review every five years, and this review must be completed by January 2025.

In compliance with the legislation, the current review of polling places and polling districts began in October 2023, and initial recommendations report was published for consultation on Monday, 6 November 2023. The consultation phase of the Polling District and Polling Station Review ended on Monday, 18 December 2023 and included views from elected members, local residents and stakeholders in the city, including any issues regarding access to premises or facilities for persons with disabilities.

Draft proposed recommended changes to polling stations was submitted to and noted by Audit & Governance committee on 12 March 2024.

Recommendations and Reasons

- I. To note the proposed recommended changes to polling stations as set out in the Polling Districts, Places and Stations Review 2023 Recommendations Report, for the reasons set out in that report.

Alternative options considered and rejected

- I. The review is mandatory, and the recommendations are based on consultation against a range of criteria

Relevance to the Corporate Plan and/or the Plymouth Plan

The Corporate Plan commits the Council to engaging with and listening to our residents, businesses, and communities. The Council's values include a commitment to Plymouth being a place where people

can have their say about what is important to them, and where they are empowered to make change happen. The recommendations of this report seek to deliver these commitments in respect of a key element of the Council's democratic arrangements

Implications for the Medium Term Financial Plan and Resource Implications:

N/A

Financial Risks

N/A

Carbon Footprint (Environmental) Implications:

The changes of polling districts boundaries are not expected to have environmental implications. Polling stations are located, as much as possible, centrally within each polling district to minimise the need for travel.

The use of mobile polling stations is also kept to a minimum (need only basis). This is expected to improve the environmental impact of each election. Mobile polling stations are powered by diesel generators which emit carbon dioxide, but also cause other environmental issues, such as noise pollution. The installation and recovery of mobile polling stations also involves deployment of large delivery vehicles and their associated environmental impact. Conversely, permanent polling stations are not expected to generate additional pollution.

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.*

The risk register for this review is available as background paper to this report. The decision to use mobile polling stations on a "need only" basis is expected to have a positive impact in respect to accessibility, health and safety.

Although most mobile polling stations are suitably equipped to enable access for all voters (ramps and handrails for disabled access) there is still ongoing concerns due to the inherent characteristics of mobile units, such as their narrow/elevated entrance and limited internal area. Minimum use of mobile units would therefore improve our ability to meet our duties under the Equalities Act 2010.

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	Polling Districts, Places and Stations Review 2023 Recommendations Report							
B	Equalities Impact Assessment							

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)						
	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.						
	1	2	3	4	5	6	7
IA Briefing Note PDPPR 2023							
IB Business Case PDPPR 2023							
IC PDPPR 2023 Risk Register							
ID Polling District Review Methodology							

Sign off:

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Originating Senior Leadership Team member: Glenda Favor-Ankersen											
Please confirm the Strategic Director(s) has agreed the report? Choose											
Date agreed: Date.											
Cabinet Member approval: Councillor Tudor Evans 'approved by email'											
Date approved: 06/09/2024											

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POLLING DISTRICTS, PLACES AND STATIONS REVIEW 2023



RECOMMENDATIONS REPORT

INTRODUCTION

Local Authorities are required to review their polling districts and polling places for UK parliamentary constituencies at least every five years. Local Authorities must also comply with a number of legislative requirements regarding the location and accessibility of Polling Districts and Polling Places. The mandatory review process comprises a number of specified steps set out in Schedule A1 of the Representation of the People Act 1983, which include a public consultation.

This review of polling places and polling districts began in October 2023. An initial recommendations report was published for consultation on Monday 6 November 2023 on our website, social media channels and shared with our key stakeholders. The consultation phase of the Polling District Places and Polling Station Review ended on Monday 18 December 2023.

The review invited representations from local residents and stakeholders in the city, including any issues regarding access to premises or facilities for persons with disabilities.

During the 6 weeks consultation period, the polling district consultation page on our website was the subject of 159 unique visits from members of the public. In total, 13 residents provided extended comments on our recommendations. All comments were published on our website.

It is the Returning Officer's role to select the polling stations. Full Council will make decisions on any proposed changes to polling districts or polling places. The final scheme for polling arrangements will be adopted by the Chief Executive in accordance with the Council's constitution.

The recommendations of the 2023 Polling District and Polling Places Review (PDPPR) will be implemented at the 2026 Local City Elections and will be part of the supporting documents that will inform the review of local ward boundaries which the Local Government Commission of England (LGBCE) began this year.

The final recommendations of the LGBCE review, once approved by Parliament, will automatically initiate a new PDPPR to be undertaken. This newly initiated PDPPR will use the new ward boundaries and changes will be implemented at the 2027 all-out Council elections.

Scope of the review

Plymouth is divided into 111 polling districts each associated with one of 109 polling stations (two of those polling stations are double). Polling districts, geographic subdivisions of each ward, as well as polling stations for each of those districts are within the scope of this review. The review is considering the continued suitability of the existing arrangements and, when necessary, will make proposals for:

- The creation or removal of districts,
- "Change" or "no change" to the boundaries between districts,
- "Change" or "no change" to the referencing of those districts,
- "Change" or "no change" to the polling stations within those districts.

Not in scope

City ward boundaries and parliamentary constituency boundaries are not in scope of this review. The legislation requires that ward boundaries are reviewed by the Boundary Commission, not by Local Authorities themselves. We do not have a mandate to suggest alterations to the boundaries between the wards.

The review will not be able to consider comments regarding local authority boundaries, neighbouring parliamentary constituencies, the names of local authorities or other electoral areas within or bordering Plymouth City.

Glossary of terms

Polling District - A polling district is a geographical sub-division of an electoral area.

Polling Place - A polling place is the area in which the Returning Officer selects the polling station. In Plymouth, polling places represent the same area as the polling district to allow a greater degree of flexibility in deciding where a polling station should be located.

Polling Station - The polling station is the room or building where the poll takes place.

Accessing information

The report presents information for each ward of the city. These are presented in alphabetical order and are listed in a contents table on page 3.

In order to illustrate those recommendations for each ward, maps of the existing arrangements as well as maps of our proposed arrangements are available on our polling station page:

[Polling districts and polling places review 2023 | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/polling-districts-and-polling-places-review-2023)

In the polling district information tables provided for each ward, the word “Electorate” refers to the total number of registered voters in the district, as of February 2024.

In the polling station information tables provided for each ward, the expression “Polling Station Electorate” refers to the total number of registered voters in the district who have opted to attend a polling station to vote, as of August 2023. This figure excludes electors from the district who may have opted to vote by other means. This figure informs us of the maximum number of electors who may attend the polling station on polling day.

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BUDSHEAD WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate ¹	Recommendations
EA	Mobile Unit at Canterbury Drive	1,410	No change
EB	St. Peters RC Primary School	1,443	No change
EC	Bethany Evangelical Church	1,200	No change
ED	Salvation Army Community Hall	1,340	No change
EE	Sea Cadet Building	802	No change
EF	Manadon Masonic Hall	1,071	No change
EG	Derriford United Reformed Church Hall	1,030	No change
EH	Derriford United Reformed Church Hall	1,665	No change

Existing Polling Stations

Polling Station	Polling district	Polling station electorate ²	Disabled access	Recommendations
Mobile Unit at Canterbury Drive	EA	1,131	Yes ³	No change
St. Peters RC Primary School	EB	1,231	Yes – ramped and doorbell	No change
Bethany Evangelical Church	EC	1,044	Yes	No change
Salvation Army Community Hall	ED	1,088	Yes	No change
Sea Cadet Building	EE	635	Yes	No change
Manadon Masonic Hall	EF	936	Yes - ramped	No change
Derriford United Reformed Church Hall	EG	815	Yes	No change
Derriford United Reformed Church Hall	EH	1,342	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

³ Although mobile polling stations are suitably equipped to enable access for all voters (ramps and handrails for disabled access) there are still ongoing concerns due to inherent characteristics of mobile units, such as their narrow entrance and limited internal area.

Recommendations**Mobile Unit at Canterbury Drive in district EA – No change**

Although mobile polling stations are suitably equipped to enable access for all voters (ramps and handrails for disabled access) there are still ongoing concerns due to inherent characteristics of mobile units, such as their narrow entrance and limited internal area. The review investigated opportunities to remove mobile polling stations whenever circumstances allow. However, this must be balanced against the necessity to provide accessible and convenient polling stations that meet the specific needs of each ward. This mobile polling station serves a substantial number of electors in a part of the ward where no alternatives could be identified. No suitable alternatives were put forward during the consultation.

This review therefore recommends no change to this polling station.

St Peters RC Primary School in district EB – No change

A comment was received in relation to this location requesting that the school is removed as a polling station. No suitable alternatives were put forward during the consultation, and no other alternatives could be identified.

No changes of polling districts or polling stations are proposed in this ward.

COMPTON WARD**Existing Polling Districts**

Polling district	Polling station	Electorate ¹	Recommendations
LA	Mobile Unit at Kneele Gardens	790	No change
LB	Hill Lane Tennis Club	1,816	No change
LC	Compton Methodist Church Hall	2,764	No change
LD	Emmanuel Parish Hall	1,964	No change
LE	Mutley Baptist Church - Main Foyer	2,145	No change

Existing Polling Stations

Polling district	Polling station	Polling station electorate ²	Disabled access	Recommendations
LA	Mobile Unit at Kneele Gardens	679	Yes ³	No change
LB	Hill Lane Tennis Club	1,477	Yes - ramped	No change
LC	Compton Methodist Church Hall	2,248	Yes	No change
LD	Emmanuel Parish Hall	1,572	Yes	No change
LE	Mutley Baptist Church - Main Foyer	1,866	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

³ Although mobile polling stations are suitably equipped to enable access for all voters (ramps and handrails for disabled access) there are still ongoing concerns due to inherent characteristics of mobile units, such as their narrow entrance and limited internal area.

Recommendations**Mobile Unit at Kneele Gardens in district LA – No change.**

Residents around Kneele Gardens currently have access to a mobile polling station. The review investigated opportunities to remove mobile polling stations whenever circumstances allow. However, this must be balanced against the necessity to provide accessible and convenient polling stations that meet the specific needs of each district. This mobile polling station serves a substantial number of electors in a part of the ward where no alternatives could be identified. No suitable alternatives were put forward during the consultation.

This review therefore recommends no change to this polling station.

No changes of polling districts or polling stations are proposed in this ward.

DEVONPORT WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate¹	Recommendations
AA	Marlborough Primary Academy	2,134	No change
AB	Salvation Army Hall	2,516	No change
AC	Keyham Green Places Centre	2,372	No change
AD	St Thomas Church	1,589	No change
AE	Mount Wise Neighbourhood Centre	2,852	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate²	Disabled access	Recommendations
AA	Marlborough Primary Academy	1,863	Yes	No change
AB	Salvation Army Hall	2,228	Yes	No change
AC	Keyham Green Places Centre	2,057	Yes	No change
AD	Keyham Methodist Community Centre	1,412	Yes	No change
AE	Mount Wise Neighbourhood Centre	2,488	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling districts or polling stations are proposed in this ward.

DRAKE WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate ¹	Recommendations
MA	The Heritage Centre	1,768	No change
MB	Sherwell Church Hall	1,275	No change
MC	Charles-with-St Matthias Church	1,129	No change
MD	Onward House Community Centre	2,215	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate ²	Disabled access	Recommendations
MA	The Heritage Centre	1,537	Yes	No change
MB	Sherwell Church Hall	1,190	Yes	No change
MC	Charles-with-St Matthias Church	1,010	Yes	No change
MD	Onward House Community Centre	2,031	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations**The Heritage Centre in district MA – No change**

A comment was received in respect of the streets in this district that Glen Park Avenue, Restormal Road, Sutherland Road, Gordon Terrace and Napier Terrace should move back into district MB to match the geographical setting of the area.

This comment will be considered as part of the Local Government Ward Boundary review.

This review therefore recommends no change to this polling station.

Onward House in district MD – No change

A proposal was received for the polling station location to be moved back to Mount Street Primary School because it is easier to find, is better known and is a shorter distance to walk to for most residents.

However, it has always been the Returning Officer's and Council's policy to not use schools or educational settings if there is a suitable alternative location.

This review therefore recommends no changes in this ward.

EFFORD AND LIPSON WARD**Existing Polling Districts**

Polling district	Polling station	Electorate¹	Recommendations
PA	Mobile Unit at Kensington Road	1,536	No change
PB	Foundation Block - Lipson Vale Primary School	1,316	No change
PC	Laira Green Primary School	1,377	No change
PD	Mobile Unit at the corner of Pike Road and Old Laira Road	1,507	No change
PE	Church of Our Lady of Mount Carmel	691	No change
PF	Mobile Unit adjacent to Humber Close	858	No change
PG	St. Pauls Church Community Hall	2,776	No change

Existing Polling Stations

Polling district	Polling station	Polling station electorate²	Disabled access	Recommendations
PA	Mobile Unit at Kensington Road	1,418	Yes ³	No change
PB	Foundation Block - Lipson Vale Primary School	1,142	Yes - ramped	No change
PC	Laira Green Primary School	1,191	No - doorbell	No change
PD	Mobile Unit at the corner of Pike Road and Old Laira Road	1,242	Yes ³	No change
PE	Church of Our Lady of Mount Carmel	579	Yes	No change
PF	Mobile Unit adjacent to Humber Close	687	Yes ³	No change
PG	St. Pauls Church Community Hall	2,406	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

³ Although mobile polling stations are suitably equipped to enable access for all voters (ramps and handrails for disabled access) there are still ongoing concerns due to inherent characteristics of mobile units, such as their narrow entrance and limited internal area.

Recommendations**Foundation Block – Lipson Vale Primary School in district PB**

A comment was received during the consultation around accessibility at Lipson Vale Primary School. This comment has been noted and access at this polling station will be reviewed by our safety officer.

Mobile Unit at Kensington Road in district PA – No change**Mobile Unit at Pike Road in district PD – No change****Mobile Unit near Humber Close PF – No change**

The review investigated opportunities to remove mobile polling stations whenever circumstances allow. However, this must be balanced against the necessity to provide accessible and convenient

polling stations that meet the specific needs of each ward. These mobile polling stations serve a substantial number of electors in the ward where no alternatives could be identified. No suitable alternatives were put forward during the consultation.

No changes of polling districts or polling stations are proposed in this ward.

EGGBUCKLAND WARD**Existing Polling Districts**

Polling district	Polling station	Electorate ¹	Recommendations
HA	Manadon Sports and Community Hub	2,172	No change
HB	Crownhill Methodist Church	840	No change
HC	Courtlands School	1,638	Change
HD	The Village Hall	1,427	No change
HE	Russell's Boxing Gym	2,241	Change
HF	Fort Austin	1,776	No change

Existing Polling Stations

Polling district	Polling station	Polling station electorate ²	Disabled access	Recommendations
HA	Manadon Sports and Community Hub	1,744	Yes	No change
HB	Crownhill Methodist Church	685	Yes	No change
HC	Courtlands School	1,226	Yes	Change
HD	The Village Hall	1,130	Yes	No change
HE	Russell's Boxing Gym	1,781	Yes	Change
HF	Fort Austin	1,467	Yes - ramped	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

No changes of polling districts are proposed in this ward.

A general comment was received during the consultation period in respect of schools being used as polling stations due to inconveniences it can cause to parents having to arrange childcare. No alternative locations were suggested during the consultation.

Russell's Boxing Gym in district HE – change recommended

Since the 2023 local elections, two segregated buildings at the Crownlands Children's Centre site have demolished as these were deemed unsafe.

One comment was received advising that schools are likely to be resistant to closures, if the boxing gym has sufficient amenities than it would be a suitable alternative.

Russell's Boxing Gym on Delamere Road was visited by officers who determined that it would be a suitable alternative polling station for future elections.

Courtlands School in district HC – change recommended.

Since completion of the consultation period. Correspondence was received requesting that we seek an alternative polling station for this district as Courtlands School, which is a special educational needs school cannot remain open for students on polling day.

Following investigation the music block at Eggbuckland Community College was identified as a suitable alternative polling station location and it is proposed that this location is used for elections in May 2024.

This review therefore recommends a change of polling station from Courtlands School to The Music Block at Eggbuckland Community College, and that Russell's Boxing Gym replaces Crownlands Children's Centre.

Summary of proposed new Polling Stations

New Polling district	New Polling Station	Address	Estimated Electorate¹	Estimated Polling station electorate²
HA	Manadon Sports and Community Hub	121 St Peters Road, PL5 3FD	2,172	1,744
HB	Crownhill Methodist Church	Crownhill Road, PL6 5AG	840	685
HC	The Music Block – Eggbuckland Community College	Westcott Close, Eggbuckland, Plymouth. PL6 5YB	1,638	1,226
HD	The Village Hall	Miles Mitchell Ave, PL6 5LY	1,427	1,130
HE	Russell's Boxing Gym	Delamere Road, PL6 5XF	2,241	1,781
HF	Fort Austin	Fort Austin Ave, PL6 5TQ	1,776	1,467

HAM WARD**Existing Polling Districts**

Polling district reference	Polling Station	Electorate¹	Proposed changes
BA	St. Philips C of E Church Hall	1,536	No change
BB	Weston Mill Oak Villa Social Club	898	No change
BC	The Beacon, North Prospect Library	3,688	No change
BD	Morice Baptist Church	1,556	No change
BE	St. Pancras Church	3,134	No change

Existing Polling Stations

Polling district reference	Polling Station	Polling station electorate²	Disabled access	Proposed changes
BA	St. Philip's C of E Church Hall	1,300	Yes	No change
BB	Weston Mill Oak Villa Social Club	744	Yes	No change
BC	The Beacon, North Prospect Library	3,147	Yes	No change
BD	Morice Baptist Church	1,316	Yes	No change
BE	St. Pancras Church	2,534	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling districts or polling stations are proposed in this ward.

HONICKNOWLE WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate ¹	Recommendations
DA	St Francis of Assisi Church	1,348	No change
DB	Honicknowle Youth & Community Centre	1,421	No change
DC	Mobile Unit at Chaucer Way	1,627	No change
DD	Manadon Sports and Community Hub	1,280	No change
DE	Ernesettle Community School	1,461	No change
DF	St. Aidan's Church Hall	1,772	No change
DG	Knowle Primary School	1,614	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate ²	Disabled Access	Recommendations
DA	St Francis of Assisi Church	1,151	Yes	No change
DB	Honicknowle Youth & Community Centre	1,216	Yes	No change
DC	Mobile Unit at Chaucer Way	1,378	Yes ³	No change
DD	Manadon Sports and Community Hub	1,076	Yes ³	No change
DE	Ernesettle Community School	1,242	Yes	No change
DF	St. Aidan's Church Hall	1,498	Yes - ramped	No change
DG	Knowle Primary School	1,378	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

³ Although mobile polling stations are suitably equipped to enable access for all voters (ramps and handrails for disabled access) there are still ongoing concerns due to inherent characteristics of mobile units, such as their narrow entrance and limited internal area.

Recommendations**Mobile unit at Chaucer Way in district DC – no change**

The review investigated opportunities to remove mobile polling stations whenever circumstances allow. However, this must be balanced against the necessity to provide accessible and convenient polling stations that meet the specific needs of each ward. This mobile polling station serves a substantial number of electors in a part of the ward where no alternatives could be identified. No suitable alternatives were put forward during the consultation.

This review therefore recommends no changes in this ward.

MOOR VIEW WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate¹	Recommendations
GA	Leigham Community Hall	2,182	No change
GB	Mainstone Sports & Social Club	1,173	No change
GC	Elm Community Centre	1,838	No change
GD	Thornbury Primary School	2,213	No change
GE	St. Anne's Church Hall - Glenholt	1,909	No change
GF	Future Inn	952	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate²	Disabled access	Recommendations
GA	Leigham Community Hall	1,804	Yes	No change
GB	Mainstone Sports & Social Club	925	Yes	No change
GC	Elm Community Centre	1,415	Yes	No change
GD	Thornbury Primary School	1,815	Yes - ramped	No change
GE	St. Anne's Church Hall - Glenholt	1,421	Yes	No change
GF	Future Inn	799	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling districts or polling stations are proposed in this ward.

PEVERELL WARD**Existing Polling Districts**

Polling district	Polling stations	Electorate¹	Recommendations
KA	St. Gabriel The Archangel Church	2,485	No change
KB	St. Edward's Church Hall	2,362	No change
KC	St Bartholomew's Church	1,655	No change
KD	Holy Family Catholic Church	2,464	No change
KE	Training Room - Consort House Nursing Home	1,410	Change

Existing Polling Stations

Polling district	Polling stations	Polling station electorate²	Disabled access	Recommendations
KA	St. Gabriel The Archangel Church	2,130	Yes	No change
KB	St. Edward's Church Hall	2,022	Yes - ramped	No change
KC	St Bartholomew's Church	1,305	Yes	No change
KD	Holy Family Catholic Church	2,068	Yes	No change
KE	Training Room - Consort House Nursing Home	1,133	Yes	Change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations**St. Gabriel the Archangel Church in polling district KA – no change**

A comment was received suggesting that this location is moved and situated closer to Peverell corner to either Hope Baptist Church or Peverell Library.

St Edward's Church Hall in polling district KB – no change

A comment was received during the consultation period advising that St Edward's Church is becoming an aged building in need of an upgrade, and that better signage for the ramp is required.

This feedback will be taken on board for the elections planned for May 2024.

Training Room, Consort House Nursing Home in polling district KE – change recommended

Following the Local Elections in May 2023 notification was received advising that Trinity United Reformed Church is closing and can no longer be used as a polling station for future elections.

Before consultation, Consort House Nursing Home was identified and agreed as a suitable alternative polling station location

A comment was received confirming that the proposal to move from Trinity United Reform Church to Consort Nursing Care Home makes sense geographically.

This review therefore recommends a change of polling station from Trinity United Reform church to The Training Room at Consort House Nursing Home.

Summary of proposed new Polling Stations

New Polling district	New Polling Station	Address	Estimated Electorate¹	Estimated Polling station electorate²
KA	St. Gabriel The Archangel Church	Peverell Terrace, PL3 4JJ	2,485	2,130
KB	St. Edward's Church Hall	Home Park Ave, PL3 4PG	2,362	2,022
KC	St Bartholomew's Church	Outland Road, PL2 3BZ	1,655	1,305
KD	Holy Family Catholic Church	Beacon Park Road PL2 3JR	2,464	2,068
KE	Training Room - Consort House Nursing Home	Consort Close, Torr Lane, PL3 5TX	1,410	1,133

PLYMPTON CHADDLEWOOD WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate¹	Recommendations
QA	Chaddlewood Primary School	1,504	No change
QB	Buddies Bungalow, Glen Park Primary School	2,188	No change
QC	Chaddlewood Farm Community Centre	2,444	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate²	Disabled access	Recommendations
QA	Chaddlewood Primary School	1,250	Yes	No change
QB	Buddies Bungalow, Glen Park Primary School	1,808	Yes	No change
QC	Chaddlewood Farm Community Centre	2,065	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

One general comment was received during the consultation period for Chaddlewood Ward agreeing that there were no recommendations and that there were no concerns regarding the polling stations in this ward.

No changes of polling districts or polling stations are proposed in this ward.

PLYMPTON ERLE WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate¹	Recommendations
SA	St. Mary's Church Hall	2,558	No change
SB	Rees Youth & Community Centre	852	No change
SC	Plympton St Maurice Church Hall	1,580	No change
SD	Yealmpstone Farm Primary School	1,959	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate²	Disabled access	Recommendations
SA	St. Mary's Church Hall	2,189	Yes	No change
SB	Rees Youth & Community Centre	701	Yes	No change
SC	Plympton St Maurice Church Hall	1,305	Yes	No change
SD	Yealmpstone Farm Primary School	1,632	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling districts or polling stations are proposed in this ward.

PLYMPTON ST MARY WARD**Existing Polling Districts**

Polling district	Polling place	Electorate ¹	Recommendations
RA	Woodford Methodist Church	2,173	No change
RB	St. Peters Lutheran Church	1,361	No change
RC	Meeting Room, Lady of Lourdes Catholic Church	2,678	No change
RD	Colebrook Community Centre	1,879	No change
RE	Plympton Fire Station	2,065	No change

Existing Polling Stations

Polling district	Polling place	Polling station electorate ²	Disabled access	Recommendations
RA	Woodford Methodist Church	1,797	Yes	No change
RB	St. Peters Lutheran Church	1,144	Yes	No change
RC	Meeting Room, Lady of Lourdes Catholic Church	2,159	Yes - ramped	No change
RD	Colebrook Community Centre	1,589	Yes	No change
RE	Plympton Fire Station	1,700	Yes - ramped	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

A general comment was received during the consultation in relation to this ward advising that they were happy with what has been presented.

No changes of polling districts or polling stations are proposed in this ward.

PLYMSTOCK DUNSTONE WARD**Existing Polling Districts**

Polling district	Polling station	Electorate¹	Recommendations
UA	Staddiscombe Club Function Room	2,724	No change
UB	Plymstock Bowling Club	1,909	No change
UC	Elburton Methodist Church	2,220	No change
UD	Fairway Furniture	1,600	No change
UE	St. Matthews Church	1,709	No change

Existing Polling Stations

Polling district	Polling station	Polling station electorate²	Disabled access	Recommendations
UA	Staddiscombe Club Function Room	2,351	Yes -ramped	No change
UB	Plymstock Bowling Club	1,442	Yes	No change
UC	Elburton Methodist Church	1,721	Yes	No change
UD	Fairway Furniture	1,233	Yes	No change
UE	St. Matthews Church	1,418	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations**Fairway Furniture in polling district UD – no change**

A comment was received during the consultation advising of lack of privacy in this polling station. This comment will be taken on board for the elections planned for May 2026.

No changes of polling districts or polling stations are proposed in this ward.

PLYMSTOCK RADFORD WARD**Existing Polling Districts**

Polling district reference	Polling place	Electorate ¹	Recommendations
TA	Oreston Methodist Church	1,744	No change
TB	Hooe Baptist Church	2,844	No change
TC	The Beckly Centre	1,892	No change
TD	Plymstock Sports Pavilion	2,224	No change
TE	Pomphlett Methodist Church Hall	2,655	Change

Existing Polling Stations

Polling district reference	Polling place	Polling station electorate ²	Disabled access	Recommendations
TA	Oreston Methodist Church	1,448	Yes	No change
TB	Hooe Baptist Church	2,282	Yes	No change
TC	Goosewell Primary School	1,476	Yes - ramped	No change
TD	Plymstock Sports Pavilion	1,789	Yes - ramped	No change
TE	Pomphlett Methodist Church Hall	2,325	Yes	Change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations**Pomphlett Methodist Church Hall in polling district TE – change recommended**

Since completion of the consultation period the Electoral Services team have been advised that Pomphlett Methodist Church was closing and will not be available for the elections in May 2024. Following investigation, The Blue Peter Inn was identified as a suitable alternative location. After further consultation, The Blue Peter Inn was confirmed as a suitable venue for Polling District TE for May 2024 and 2026 elections.

This review therefore recommends a change of polling station from Pomphlett Methodist Church to The Blue Peter Inn.

Summary of proposed new Polling Stations

New Polling district	New Polling Station	Address	Estimated Electorate ¹	Estimated Polling station electorate ²
TA	Oreston Methodist Church	Plymstock Road, PL9 7LL	1,744	1,448
TB	Hooe Baptist Church	Hooe Road, PL9 9RS	2,844	2,282
TC	The Beckly Centre	Mayers Way, PL9 9DF	1,892	1,476
TD	Plymstock Sports Pavilion	Dean Cross Road, PL9 7AZ	2,224	1,789
TE	The Blue Peter Inn	Pomphlett Road, PL9 7BN	2,655	2,325

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

SOUTHWAY WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate ¹	Recommendations
FA	The Seven Stars	1,683	No change
FB	Mobile Unit at Dunnet Road	1,408	No change
FC	Southway Youth Centre	1,302	No change
FD	Beechwood Primary School	1,389	No change
FE	Widewell Primary School	2,183	No change
FF	Church of the Holy Spirit	1,482	No change
FG	Mobile Unit at Staple Close ³	811	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate ²	Disabled access	Recommendations
FA	The Seven Stars	1,342	Yes	No change
FB	Mobile Unit at Dunnet Road	1,115	Yes ³	No change
FC	Southway Youth Centre	1,128	Yes	No change
FD	Beechwood Primary School	1,125	Yes	No change
FE	Widewell Primary School	1,734	Yes - ramped	No change
FF	Church of the Holy Spirit	1,237	Yes	No change
FG	Mobile Unit at Staple Close	684	Yes ³	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

³ Although mobile polling stations are suitably equipped to enable access for all voters (ramps and handrails for disabled access) there are still ongoing concerns due to inherent characteristics of mobile units, such as their narrow entrance and limited internal area.

Recommendations**Mobile Unit at Dunnet Road in district FB – no change**

The review investigates opportunities to remove mobile polling stations whenever circumstances allow. This mobile polling station serves a substantial number of electors, who are located in a residential part of the ward where no suitable alternative polling station could be identified. No suitable alternatives were put forward during the consultation.

Therefore no changes of polling districts or polling stations are proposed in this ward.

ST BUDEAUX WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate ¹	Recommendations
CA	Tamar View Community Resource Centre	1,627	No change
CB	The Barn, Kit Hill Crescent	1,630	No change
CC	St. Boniface Church Hall	1,970	No change
CD	Plaistow Hill Infant and Nursery School	853	No change
CE	Kings Tamerton Community Centre	1,989	No change
CF	St. Pauls Church Hall - St Budeaux	1,579	No change

Existing Polling Stations

Polling district	Polling Station	Polling Station Electorate ²	Disabled Access	Recommendations
CA	Tamar View Community Resource Centre	1,463	Yes - Ramped	No change
CB	The Barn, Kit Hill Crescent	1,333	Yes	No change
CC	St. Boniface Church Hall	1,666	Yes	No change
CD	Plaistow Hill Infant and Nursery School	683	Yes	No change
CE	Kings Tamerton Community Centre	1,620	Yes - ramped	No change
CF	St. Pauls Church Hall - St Budeaux	1,249	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling districts or polling stations are proposed in this ward.

ST PETER AND THE WATERFRONT WARD**Existing Polling districts**

Polling district	Polling Station	Electorate¹	Recommendations
NA	Plymouth Methodist Central Hall	1,232	No change
NB	The Burgess Hall	2,811	No change
NC	Millbay Army Reserve	1,947	No change
ND	St. Paul's Church Hall	1,014	No change
NE	Millfields Trust HQ Business Centre	1,933	No change
NF	Cloisters in St. Peters Church	2,233	No change
NG	Pilgrim Primary School	1,600	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate²	Disabled access	Recommendations
NA	Plymouth Methodist Central Hall	1,121	Yes	No change
NB	The Burgess Hall	2,436	Yes	No change
NC	Millbay Army Reserve	1,578	Yes - ramped	No change
ND	St. Paul's Church Hall	866	Yes	No change
NE	Millfields Trust HQ Business Centre	1,678	Yes	No change
NF	Cloisters in St. Peters Church	2,000	Yes	No change
NG	Pilgrim Primary School	1,424	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling districts or polling stations are proposed in this ward.

STOKE WARD**Existing Polling Districts**

Polling district	Polling station	Electorate¹	Recommendations
JA	Redeemer Church	2,763	No change
JB	Stoke Damerel Centre	1,866	No change
JC	Stoke Methodist Church	1,542	No change
JD	Pilgrim United Reformed Church	2,832	No change
JE	St. Marks Church	1,265	No change

Existing Polling Stations

Polling district	Polling station	Polling Station Electorate²	Disabled Access	Recommendations
JA	Redeemer Church	2,366	Yes	No change
JB	Stoke Damerel Centre	1,580	Yes	No change
JC	Stoke Methodist Church	1,341	Yes	No change
JD	Pilgrim United Reformed Church	2,444	Yes	No change
JE	St. Marks Church	1,114	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling district or polling stations are proposed in this ward.

SUTTON AND MOUNT GOULD WARD**Existing Polling Districts**

Polling district	Polling Station	Electorate¹	Recommendations
OA	Mount Gould Methodist Church	1,524	No change
OB	St Judes Church Hall	1,639	No change
OC	Salisbury Road Baptist Church Hall	1,510	No change
OD	Tothill Community Centre	1,248	No change
OE	Prince Rock Primary School	2,970	No change
OF	Tresillian Street Centre	1,238	No change

Existing Polling Stations

Polling district	Polling Station	Polling station electorate²	Disabled access	Recommendations
OA	Mount Gould Methodist Church	1,391	Yes	No change
OB	St Judes Church Hall	1,502	Yes	No change
OC	Salisbury Road Baptist Church Hall	1,352	Yes	No change
OD	Tothill Community Centre	1,050	Yes	No change
OE	Prince Rock Primary School	2,629	Yes	No change
OF	Tresillian Street Centre	1,068	Yes	No change

¹ Total number of registered electors in the district.

² Number of registered electors in the district who have opted to vote at a polling station.

Recommendations

No changes of polling districts or polling stations are proposed in this ward.

EQUALITY IMPACT ASSESSMENT – POLLING DISTRICTS, PLACES AND STATIONS REVIEW 2023

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Maddie Halifax	Department and service:	Electoral Services CEX Office	Date of assessment:	September 2024
Lead Officer: Head of Service, Service Director, or Strategic Director.	Glenda Favor-Ankersen	Signature:		Approval date:	
Overview:	<p>There are specific legal duties under equality law on individuals and organisations involved in administering elections to make reasonable adjustments to enable disabled people to exercise their vote. This includes taking steps to ensure that information, for example on how to vote, is available in formats that are accessible to disabled people such as those with visual impairments and people with learning difficulties. Reasonable steps must be taken to ensure premises where voting takes place are accessible to people with reduced mobility. Processes and facilities to exercise voting rights by proxy or by post must also be accessible for disabled people in so far as this is reasonable and consistent with other legislative requirements. In addition, under the Public Sector Equality Duty (PSED), those carrying out public functions must have due regard to the need to advance equality of opportunity for disabled people.</p> <p>Election laws also specify measures for visually impaired voters. All polling stations are required to display a large print copy of the ballot paper, which voters are permitted to take into the voting booth. A companion or member of polling station staff is permitted to read out the list of candidate names. Visually impaired voters can be assisted to the polling booth and ballot box. Each polling station is required to provide a tactile voting device to help visually impaired voters cast their votes.</p> <p>Source: https://www.equalityhumanrights.com/sites/default/files/equality-and-human-rights-law-during-an-election-period.pdf</p> <p>Our aim: Plymouth City Council aims to make voting as accessible to everyone as possible, with a focus on the harder to reach groups of voters with disabilities within the electorate.</p>				

	<p>The introduction of the Elections Bill sees the introduction of Voter ID for elections held from 4 May 2023. There is a further tranche of provisions for elections held from 2 May 2024. The Cabinet Office have completed an EIA for all elements of the Elections Bill. https://publications.parliament.uk/pa/bills/cbill/58-02/0138/2021-07-01/ElectorallIntegrityBillEqualityImpactAssessment.pdf</p> <p>Our objectives:</p> <p>Plymouth City Council have set out the following objectives;</p> <ol style="list-style-type: none"> 1. No barriers to voting for people with a disability 2. Everyone can vote on their own and in secret 3. People with disabilities know about their voting rights, that they can vote and can have support to vote 4. Carers and Support Workers know how to support the people they care for when they vote <p>People running elections understand the needs of people with disabilities and how to make it easy for people with disabilities to register and vote</p>
Decision required:	EIA for Polling Districts, Places and Stations Review 2023

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes	X	No	
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes	X	No	
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.				

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
<p>Age</p>	<p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p>	<p>The way information is accessed may vary between groups of different age. Solely providing information by digital means may prevent some segments of this population from accessing information.</p> <p>For many residents, participating in the polling process is synonymous with attending a polling station. This can be a means of socialising that some residents prefer to postal voting.</p> <p>Old age also brings about physical challenges that are described in the disability paragraph of this report. Those may prevent individuals from accessing polling stations and must be mitigated against.</p>	<p>Access to PDPPR information must be facilitated for all age groups.</p>	<p>November 2023 publishing of the public consultation</p> <p>September 2024 publishing of the review’s outcomes</p> <p>Electoral Services</p>

<p>Care experienced individuals</p> <p>(Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>The review is not anticipated to have any adverse impact on care experienced individuals</p>	<p>N/A</p>	<p>N/A</p>
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<p>Disability</p>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p>	<p>People with disabilities will have important views and helpful suggestions as to the accessibility of Polling Stations which must be captured by the review. The review is anticipated to have a positive impact on those groups.</p> <p>Autism / (ASD):</p> <ul style="list-style-type: none"> • May show no external symptoms • May experience challenges when trying to communicate their needs • Will have different needs to anyone else with Autism <p>Chronic Illness:</p> <ul style="list-style-type: none"> • May show no external symptoms • May have fluctuating symptoms and needs within short periods of time <p>Hearing impairments, hearing loss and deafness:</p> <ul style="list-style-type: none"> • People who are British Sign Language users may not have English as a first language. They may struggle to understand signs, posters and instructions written in English. They may have a lower comprehension of 	<p>For each of the following groups it is recommended that the review calls on views from representative support groups and charities.</p> <ul style="list-style-type: none"> • Communication and engagement campaign to promote the review • Consultation with disabled voters, local charities and organisations to ask what we can do to support elections for everyone; capture experiences of people with disabilities. • Work with disability organisations; to provide information in accessible formats. Visits to PADAN and contribution to newsletter. • Use historical information collected from Presiding Officers detailed any advice / help offered to people with disabilities so we can track how many people have been helped to vote and 	<p>6 November to 18 December 2023: publishing of the review consultation on our website</p> <p>Electoral Services</p> <p>May 2026: implementation of the Review’s recommendations.</p> <p>Electoral Services</p>
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		<p>complicated instructions written in English</p> <p>Intellectual disability:</p> <ul style="list-style-type: none"> • May experience limitations; <ul style="list-style-type: none"> ○ In learning ○ Thinking ○ Solving problems ○ Making sense of the world ○ Developing everyday life skills ○ Communicating with others • May experience challenges when reading of understanding the review process • May not have the confidence to share their views <p>Learning disabilities & difficulties:</p> <ul style="list-style-type: none"> • May experience challenges including; <ul style="list-style-type: none"> ○ Problems with reading ○ Spoken language ○ Writing ○ Reasoning ability ○ Coordination, behaviour, and interactions with others may also be affected. 	<p>note any procedures we could improve.</p> <ul style="list-style-type: none"> • Assess options to improve reach and target people with disabilities through use of social media and third sector networks • Carers networks and support agencies engaged to help tailor and channel messages • Invite third sector partners to polling station visits • Capture experience of staff – able to spot a need/able to help/ resources /space/venue • Capture ways to improve communications from feedback – channels/ messages/use of adapted resources/customer care and help • Update Public Engagement Campaign and refocus targeted messages and channels 	
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		<ul style="list-style-type: none">• May experience challenges when reading of understanding the review process• May not have the confidence to share their views <p>Memory Loss:</p> <ul style="list-style-type: none">• May need support and gentle reminding of opportunity to share their views are part of the review• May need representation from support groups <p>Mental health issues:</p> <ul style="list-style-type: none">• May not understand the importance of their vote and opinions matter• May not have the confidence to share their views• May appear to be angry or aggressive as a result of their confusion, fear or embarrassment• May need support and specific reminding of opportunity to share their views as part of the review <p>Physical disability:</p> <ul style="list-style-type: none">• Difficulty entering and exiting a polling station		
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		<ul style="list-style-type: none"> • Mobility difficulties inside a polling station <p>Speech and Language disorders:</p> <ul style="list-style-type: none"> • May not be able to find or say the words they want to in order to communicate their needs • May experience challenges when trying to communicate their needs • May not have the confidence to share their views <p>Visual impairments, vision loss and blindness:</p> <ul style="list-style-type: none"> • May not be able to read the proposals for change and maps • May experience challenges reading information on our website 		
<p>Gender reassignment</p>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>	<p>The review is not anticipated to have an adverse impact on any of the issues related to gender reassignment</p>	<p>N/A</p>	<p>N/A</p>

Marriage and civil partnership	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>	The review is not anticipated to have an adverse impact on any of the issues related to marriage and civil partnership	N/A	N/A
Pregnancy and maternity	<p>The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.</p>	<p>The review is not anticipated to have an adverse impact on any of the issues related to pregnancy and maternity.</p> <p>Accessibility of polling stations should be the same for families with young children (possibly with pushchairs) as for any other residents.</p>	Where practicable, ensure that our polling stations are push chair friendly	<p>May 2026 implementation of the Review's recommendations.</p> <p>Electoral services.</p>
Race	<p>In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	The review is not anticipated to have an adverse impact on any of the issues related to race	N/A	N/A

Religion or belief	48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census). Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).	Many of the existing polling stations in Plymouth are located in Christian churches or church halls. This may have an impact on residents of other faiths who may not feel welcome or may not want to enter such places.	As much as practicable, ensure that polling stations are located in venues that are secular. Ensure that churches are used only when strictly necessary, and with awareness of the potential impact on the local community.	May 2026 implementation of the Review’s recommendations. Electoral Services
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	The review is not anticipated to have an adverse impact on any of the issues related to sex	N/A	N/A
Sexual orientation	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).	The review is not anticipated to have an adverse impact on any of the issues related to sexual orientation	N/A	N/A

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	The Human Rights Act 1998 conveys the right to participate in free elections and the right not to be discriminated against. The review of Polling District and Polling Stations intends to have positive implications on the exercise of this human right. The actions taken during the review of our polling stations and polling district intend to remove or minimise any barriers	N/A	November 2023 (consultation) until May 2026 (implementation)

	<p>to access for residents, thus preventing disenfranchisement.</p> <p>Equality and human rights law, protection for freedom of expression.</p> <p>The right to freedom of expression does not justify incitement to racial or religious violence or hatred, or other unlawful conduct. The right to freedom of expression cannot be at the expense of the rights and freedoms of others.</p>		
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SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<p>Work together in partnership to:</p> <ul style="list-style-type: none"> ▪ promote equality, diversity and inclusion ▪ facilitate community cohesion ▪ support people with different backgrounds and lived experiences to get on well together 	<p>Electors with disabilities can access the democratic process. This contributes to ensure Plymouth is a welcoming city.</p>		<p>Ongoing</p> <p>Electoral Services</p>
<p>Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.</p>	<p>No adverse implications</p>	<p>No action required</p>	<p>N/A</p>
<p>Build and develop a diverse workforce that represents the community and citizens it serves.</p>	<p>No adverse implications</p>	<p>No action required</p>	<p>N/A</p>
<p>Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to</p>	<p>Promoting the fact that everyone is different and ensuring that the service meets the needs of individuals at a sensitive time.</p>	<p>Ensure that we can consider how best to meet the needs of all communities in the city as part of the service delivery model</p>	<p>Ongoing</p> <p>Electoral Services</p>

ensure Plymouth is a city where everybody feels safe and welcome.			
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City Council



Date of meeting:	16 September 2024
Title of Report:	Stage Three – Constitutional Changes
Lead Member:	Sarah Allen (Chair of Audit and Governance Committee)
Lead Strategic Director:	Liz Bryant, Monitoring Officer, Head of Legal Services
Author:	Ross Jago, Head of Governance Performance and Risk
Contact Email:	Ross.jago@plymouth.gov.uk
Your Reference:	Const3.24/25
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

- 1.1. Under provisions contained within the Local Government Act 2000 (as amended) the Council is required to prepare and maintain a constitution.
- 1.2. The Constitution must contain:
 - The standing orders and rules of procedure of the Council;
 - The Members' Code of Conduct;
 - Such other information as the Secretary of State may direct;
 - Other information (if any) as the Council considers appropriate.
- 1.3. Over the last twelve months members of the Audit and Governance Committee joined with other councillors in a working group to review gaps in procedure and conflicting provisions within the Constitution which had been identified during the course of the 2022/23 municipal year.

2. Stage Three recommendations

- 2.1. Proposed changes are as follows:

Rules of debate

- 2.2. Set an expectation (but not a rule) that amendments to modify motions will be received one working day in advance, members may still move amendments on the day but will require an adjournment.
- 2.3. A section on closure motions, which does not substantively change the Rules of Debate but outlines the process for using them more clearly.

Council Procedure Rules -Part B

- 2.4. A new deadline for motions on notice. This will be seven clear working days in advance of the meeting which will allow officers adequate time to review the motions/check legality etc - before the Monitoring Officer, in consultation with the Lord Mayor, approves motions for inclusion in the agenda.
- 2.5. A time limit for motions of two hours. Any motions not discussed in that session will need to be resubmitted for a future council meeting. When the two-hour limit is reached a proposer of a motion may sum up before council moves to the vote.

Recommendations and Reasons

That Council approves the following changes to the constitution effective from the 17 September 2024-

- a) Amended Part B, council procedure rules as set out in the appendices.
- b) New Rules of Debate as set out in the appendices.

Reason: Changes to the constitution are recommended by Audit and Governance Committee to Full Council to address required changes to improve the efficiency of Council meetings and the clarity of procedure.

Alternative options considered and rejected

None – the review of the constitution is a response to issues identified through the municipal year/ 2022/23

Relevance to the Corporate Plan and/or the Plymouth Plan

Effective decision and good governance impacts upon all aspects of the Corporate Plan. Proposed changes to the constitution will ensure efficient governance processes in support of the Corporate Plan.

Implications for the Medium Term Financial Plan and Resource Implications:

None as a result of this report.

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:

** 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.*

N/A

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	Revised Part B							
B	Revised Rules of Debate							

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:

Fin	N/A	Leg	LS/00 0036 09/7/ LB/11 /07/2 4	Mon Off	LS/00 0036 09/7/ LB/11 /07/2 4	HR	Click here to enter text.	Asset s	Click here to enter text.	Strat Proc	Click here to enter text.
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Originating Senior Leadership Team member: Liz Bryant, Monitoring Officer and Head of Legal Services

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

Date agreed: 12/07/2024

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PLYMOUTH CITY COUNCIL CONSTITUTION

**PART B: RESPONSIBILITY
FOR COUNCIL
FUNCTIONS, THE
COUNCIL AND COUNCIL
PROCEDURES**

1. Responsibility for council functions

- 1.1. The Government has for the most part prescribed which functions the Council is to be responsible for. Where functions are not prescribed as the responsibility of the Council they will be determined by the Leader.
- 1.2. The Council delegates some of its responsibilities to a Committee, a joint committee, or an officer. The Council can take back responsibilities it has delegated to a Committee, a Joint Committee or an Officer, or decide to delegate them on certain conditions.

2. Delegation by committees

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

3. Council functions

Functions that may only be exercised by the council

Procedural Functions

- To adopt and uphold the Constitution of the Council;
- To agree the roles and responsibilities of all non-executive committees and keep them under review and to delegate non-executive functions to officers;
- To elect the Leader of the Council;
- To elect the Lord Mayor and Deputy Lord Mayor of the Council;
- To agree the composition and membership of all non-executive committees unless the function has been delegated by the Council;
- To adopt Standing Orders and Financial Regulations for the Council and to keep them under review;
- To adopt a Code of Conduct for Councillors and any Councillor/Officer Protocols;
- To appoint any individual to any outside bodies not within the remit of the Cabinet and suspend and/or revoke any such appointment;
- To consider any report from the non-executive committees;
- To consider any matters referred to the Council for decision.

Functions relating to the Budget, Policy, the Council and the City

- To agree the Council's revenue and capital budgets;
- To set the Council Tax levels;
- To approve Prudential Indicators for Capital;
- To take decisions about proposals which do not comply with the Policy Framework or Budget, unless they are urgent. The procedure for dealing with Urgent decisions that are outside the Policy Framework and Budget is in Part B .
- To agree the Council's Policy Framework and Budget; (Appendix I(2))
- To keep under review ward boundaries and to decide the Council's response to any proposals by the Local Government Boundary Commission affecting the authority's electoral boundaries;
- Any other matter by law required to be considered or determined by the Council;
- To promote or oppose local, personal or other Bills of Parliament;
- To determine the Council's Scheme for Councillors' Allowances in Appendix I (1) after

- having regard to the Independent Remuneration Panel's report;
- To approve any application to the Secretary of State in respect of any Housing Land Transfer;
 - To appoint the Head of Paid Service (Chief Executive);
 - To receive any report by the Responsible Finance Officer;
 - To receive any report by the Monitoring Officer (Head of Legal Services)
 - To receive any report by the Chief Executive
 - To make, amend, revoke or re-enact any byelaws to apply within the unitary boundaries.
 - To receive any report of the Council's Committees as appropriate.

Functions Relating to Elections and the Name and Status of Areas and Individuals

- To change the name of the city under Section 74 of the Local Government Act 1972.
- To confer the title of Freedom of the City, Honorary Alderman, Honorary Recorder;
- To appoint any electoral registration officer under Section 8(2) of the Representation of the People Act 1983 (c.2)(c);
- To assign officers in relation to requisitions of the registration officer under Section 52(4) of the Representation of the People Act 1983;
- To appoint a returning officer for Local Government elections under Section 35 of the Representation of the People Act 1983;
- To provide assistance at European Parliamentary elections under Paragraph 4(3) and (4) of Schedule 1 to the European Parliamentary Elections Act 1978 (c.10)(d);
- To divide constituencies into polling districts under Section 18 of the Representation of the People Act 1983;
- To divide wards and parliamentary constituencies into polling districts at local government elections under Section 31 of the Representation of the People Act 1983;
- To exercise all powers in respect of holding of elections under Section 39(4) of the Representation of the People Act 1983;
- To pay expenses properly incurred by electoral registration officers under Section 54 of the Representation of the People Act 1983;
- To fill vacancies in the event of insufficient nominations under Section 21 of the Representation of the People Act 1985;
- To declare vacancy in office in certain cases under Section 86 of the Local Government Act 1972;
- To give public notice of a casual vacancy;
- To determine fees and conditions for supply of copies of, or extracts from, elections documents under Rules 48(3) of the Local Elections (Principal Areas) Rules 1986 (S I 1986 (S I 1986/2214) and rule 48(3) of the Local Elections (Parishes and Communities) Rules 1986 (S I 1986/2215);
- To submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000 under Section 10 of the Representation of the People Act 2000 (c.2).

4. Council procedure rules

- 4.1. All Meetings of the Full Council will follow standard Rules of Debate for the conduct of its business in order to facilitate debate in an open but orderly manner.

5. Notice of and summons to meetings

- 5.1. The Monitoring Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days¹ before a meeting, the Monitoring Officer will send a summons (an agenda) to every Councillor of the Council. The agenda will give the date, time and place of each meeting, specify the business to be transacted and will be accompanied by such reports as are available. Where appropriate, Councillors will, in addition/instead, be notified of the summons by email.

6. Time and place of council meetings

- 6.1. Ordinary meetings and the Annual Budget meeting usually start at 2pm. The times of extraordinary meetings are decided by the Monitoring Officer. Meetings are usually held in the Council Chamber in the Council House.
- 6.2. The annual meeting will usually start at 10:30 am at Plymouth Guildhall and will take place within 21 days of the retirement of the outgoing Councillors.

7. Order of business at annual meeting of council

- 7.1. The order of business will be to:
- a) elect the Lord Mayor and the Deputy Lord Mayor
 - b) elect the Leader (or agree the Leader if the Leader has previously been elected for a four-year term)
 - c) note the membership of the Cabinet
 - d) agree committees and their Councillors and appoint Chairs and Vice Chairs
 - e) agree how Council responsibilities will be carried out
 - f) note how Executive responsibilities will be carried out
 - g) nominate or appoint representatives to outside bodies
 - h) adopt the constitution, if required
 - i) deal with any other business on the agenda

8. Order of business at ordinary meeting of council

- 8.1. At ordinary meetings the order of business will be to:
- a) elect the chair (if the Lord Mayor and Deputy are absent)
 - b) receive apologies for absence from Councillors
 - c) approve minutes of the last meeting as a correct record
 - d) receive declarations of interest from Councillors
 - e) make appointments to committees and outside bodies (unless the outside body's function relates to an executive function)
 - f) reply to questions by the public (Not to exceed 10 minutes)
 - g) receive announcements from the Lord Mayor, Head of Paid Service, Responsible Finance

¹ A clear working day is defined as a complete period of 24 hours (excluding weekends and Bank Holidays) not including the day of publication of the agenda or the day/s on which the meeting takes place.

Officer and Monitoring Officer

- h) receive announcements from the Leader, Cabinet members, committee chairs (not to exceed 30 minutes in total)
- i) receive presentations of and responses to Council Petitions ([see Part G](#))
- j) deal with any unfinished business from the last meeting
- k) respond to recommendations from the Cabinet
- l) respond to recommendations and reports from Overview and Scrutiny Committees/sub-committees
- m) respond to recommendations from other Committees requiring Council approval
- n) respond to reports from the Chief Executive, Responsible Finance Officer or Monitoring Officer
- o) deal with motions on notice
- p) deal with any other agenda items
- q) deal with questions by Councillors to the Leader, Cabinet members and committee chairs about their areas of responsibility (Not to exceed 45 minutes in total).

9. Annual budget meeting

- 9.1. The Annual Budget meeting is usually called each year in February, in advance of statutory deadlines in relation to Council Tax, to consider approval of the Annual Budget for the following year. The only items to be included on the agenda are in relation to the budget which ensures that the full council is able to undertake its functions as described in Article Four.
- 9.2. At the Annual Budget meeting, the order of business will be:
 - a) elect the chair (if the Lord Mayor and Deputy are absent)
 - b) receive apologies for absence from Councillors
 - c) approve minutes of the last meeting as a correct record
 - d) receive declarations of interest from Councillors
 - e) receive urgent announcements from the Lord Mayor, Head of Paid Service, Responsible Finance Officer and Monitoring Officer
 - f) respond to budget recommendations from the Cabinet
 - g) respond to budget recommendations and reports from Overview and Scrutiny Committees/sub-committees
- 9.3. The Lord Mayor or the person presiding at the Council meeting may, with the agreement of the Council, vary the order in which business is considered at the meeting.

10. Extraordinary meetings of council

- 10.1. The following may call an Extraordinary Council Meeting (specifying the issues/terms to be covered at the meeting):
 - the Council by resolution
 - the Leader in consultation with the Leader of the majority opposition party
 - any ten Councillors who have signed a requisition and presented it to the Monitoring Officer
 - the Lord Mayor
 - two Cabinet members in accordance with the Call in Procedures in Part C section
 - the Chief Executive

10.2. Extraordinary meetings will only deal with the business they have been called for.

11. Changing the order of business

11.1. The Monitoring Officer, in consultation with the Lord Mayor, can ask the Council to agree to change the order of business, except for the first item at the annual meeting. Council must give its consent.

12. Chair of meeting

12.1. The person presiding at a meeting of the Council will exercise any power or duty of the Chair. If there is a gap in these procedures, the Lord Mayor, or the person presiding at the meeting, will decide what to do.

13. Quorum

13.1. The quorum is the minimum number of Councillors needed to conduct business at a meeting. For Council meetings this will be a quarter of the total number of Councillors.

13.2. If a quorum is not present at the start of a meeting, the meeting will be put back by 15 minutes. If there is still no quorum, the business will be deferred until a quorate meeting can be arranged. If a meeting becomes inquorate part of the way through, business will stop for five minutes. If there is still no quorum, the business will be deferred until a quorate meeting can be arranged.

14. Duration of meeting

14.1. The Council meeting will end at 7.30pm and the remaining business will be deferred to 6pm on the next day unless the Council decides otherwise.

15. Questions by the public

Asking questions at Council

15.1. The public can ask questions at ordinary meetings of the Council. These can be addressed to the Leader, other Cabinet members or Chairs of committees. Questions must be about something the Council is responsible for or something that directly affects people in the city. The public cannot ask questions at the Annual General Meeting or the Annual Budget Meeting.

Giving notice of questions

15.2. The wording of questions must be given to the Monitoring Officer at least five complete working days² before the meeting. Each question must include the name and address of the person or organisation asking it and the name or position of the Councillor being asked it.

Number of questions

15.3. Members of the public cannot ask more than one question per meeting. Supplementary questions are not allowed.

² A clear working day is defined as a complete period of 24 hours (excluding weekends and Bank Holidays) not including the day of publication of the agenda or the day/s on which the meeting takes place.

Asking the question

- 15.4. If the questioner is unable to be present they may nominate another person to ask their question. Such a nomination should be provided to the Monitoring Officer at least three days in advance of the meeting.
- 15.5. If the person asking the question is not present and has not nominated another person to ask their question then the question will not be heard.
- 15.6. All questions and responses will be included in the order of proceedings (handed out at the Council meeting) and published on the website after the meeting. The Monitoring Officer will have a reply sent to the questioner within 10 working days.

Length of questions

- 15.7. Questions will be no more than 50 words.

Total length of questions

- 15.8. Council will spend no longer than 10 minutes taking questions. If it cannot take all the questions, it will take them in the order that notice was given of them (except that those members of the public who have not already asked a question at previous Council meetings will be heard first) until there is no time left.

Written answers

- 15.9. Written questions and answers will be included in the minutes of the meeting. (If a question is not taken, the Monitoring Officer will have a reply sent, within 10 working days, to the member of the public who would have asked the question.)

Discussion

- 15.10. Councillors can only discuss the public questions or answers in Councillors' question time.

Suitability of questions

- 15.11. The Monitoring Officer can reject a question if:

- it is not about something that the Council is responsible for or which affects the area
- it is defamatory, frivolous, trivial or offensive
- it requires the Council to make public exempt or confidential information

- 15.12. The Monitoring Officer will endeavour to assist members of the public to frame questions to comply with these rules; however, the Monitoring Officer's decision is final. If a question is rejected, reasons must be given.

16. QUESTIONS BY COUNCILLORS

Questions without notice

- 16.1. A Councillor can ask a question without notice (under the appropriate agenda item) to the

Leader or Cabinet members, or committee chairs on any aspect of their area of responsibility.

Timing

- 16.2. Timing of questions will be one minute for a question, two minutes for a response and the same for supplementary questions. The overall time limit for all questions will be 45 minutes.

Response and supplementary questions

- 16.3. An answer may take the form of a direct oral answer; a reference to a publication where the desired information is located; or a written answer circulated later to Councillors, within 10 working days where the reply cannot conveniently be given orally. All written answers will be published at the end of each month.
- 16.4. One supplementary question can be asked without notice. This must be addressed to the same Councillor as the first question and must arise directly from the first question or the reply. No further supplementary questions are allowed.

Rejecting questions

- 16.5. The Monitoring Officer can reject a question if:
- it is not about something that the Council is responsible for or which affects the area
 - it is defamatory, frivolous, trivial or offensive
 - it requires the Council to make public exempt or confidential information ([see Access to Information Rules](#))
- 16.6. The Lord Mayor's decision is final.

17. Presentation of minutes

- 17.1. Council Minutes will be published by Democratic Support as per their publishing protocols.
- 17.2. Items from Cabinet, Overview and Scrutiny Committees/sub-committees and other committees which require approval or confirmation from the Council will be placed on the Council's agenda.

18. Motions on notice

Giving notice of motions

- 18.1. Some motions may be moved without notice. **For all other motions, the full wording must be received by the Monitoring Officer by 1pm on the seventh working day before the date of the meeting, with electronic confirmation from the Councillor moving the motion and the Councillor seconding the motion.**

Withdrawing a motion or moving it at a later meeting

- 18.2. If, before a Council meeting, a Councillor proposing a motion wants to withdraw a motion or move it at a later meeting, they must write to (or email) the Monitoring Officer before

the meeting begins.

Absence of the Proposer

- 18.3. In the event that a proposer is not available to move the motion the seconder of the motion may move the motion and seek a seconder from the floor.
- 18.4. In the event that both the proposer and seconder are not available the Lord Mayor will invite the relevant political group to nominate another councillor to move the motion.

Listing motions on the agenda

- 18.5. Motions will appear on the agenda in the order they were given to the Monitoring Officer. The Lord Mayor or the person presiding at the Council meeting may, with the agreement of the Council, vary the order in which motions are considered at the meeting.

Topic of motions

- 18.6. Motions must be about things that the Council is responsible for or which affect the City (and are not found on the meeting agenda).

Rejecting motions

- 18.7. The Monitoring Officer, can reject a motion if:
- it is not about something for which the Council is responsible or which affects the City;
 - it is potentially defamatory, frivolous, trivial or offensive
 - it requires the Council to make public exempt or confidential information ([see Part F Access to Information Rules](#))
- 18.8. The Monitoring Officer's decision is final.

Time Limit to Motions on Notice

- 18.9. There is a time limit to the motions on notice agenda item of two hours. When the time expires, following an opportunity to sum up by the mover of the motion, the Council will move to the vote. Should a motion not be discussed, the motion may re-submitted for a future meeting through the established process, motions will be heard in the order they are received.

Motions without notice

- 18.10. There is no need to give notice of motions to:
- a. appoint a Chair of the meeting;
 - b. agree or correct the minutes;
 - c. change the order of business;
 - d. refer something somewhere else;
 - e. agree or amend recommendations of the Cabinet and Council Committees or officers;
 - f. to appoint members to a Committee or office created at the meeting;
 - g. amend or change a motion;

- h. go to next business;
- i. move to a vote;
- j. continue the meeting beyond 7:30pm;
- k. suspend a Council procedure;
- l. hold a discussion in private (when allowed under the Access to Information Procedures;
- m. Give Council's agreement when it is required by the Constitution.

19. Voting

Majority vote

- 19.1. Unless the constitution says otherwise, votes will be decided by a simple majority of Councillors in their seats and voting.

Lord Mayor's second or casting vote

- 19.2. If there is the same number of votes for and against, the Lord Mayor will have a second or casting vote.

Method of voting

- 19.3. Votes will be recorded through use of an electronic voting system, if the electronic voting system fails the Lord Mayor will ask for a show of hands.

Voting on appointments

- 19.4. If there are three or more candidates for a position and none has more than half of the votes, the candidate with the fewest votes will be eliminated and a new vote taken. This will continue until one candidate has more than half the votes.

Reports to note

- 19.5. Reports which contain only recommendations "to note" may not require a vote, unless a vote is called for by Councillors.

20. Minutes

Signing the minutes

- 20.1. At the first ordinary meeting when the minutes are available, the Lord Mayor will move that the minutes are correct and sign them. Council will not discuss anything arising from the minutes.

No minutes at Annual or Extraordinary meetings

- 20.2. Minutes are not signed at annual meetings or special meetings. They are signed at the next ordinary meeting instead.

21. RECORD OF ATTENDANCE

- 21.1. A record of attendance at Council meetings is noted on the minutes of the meeting. A

record of attendance for all meetings is kept and accessible on the Council's website.

- 21.2. Councillors will be expected to remain in the meeting for its duration (exceptions being short personal breaks or leaving pursuant to a declaration of interest).

22. Exclusion of public

- 22.1. Members of the public and press may only be excluded either in accordance with the Access to Information Rules of this Constitution ([see Part F](#)) or if they are disrupting the meeting.

23. Councillors' conduct

Standing to speak

- 23.1. When they speak at Council, Councillors must (unless they cannot) stand and address the Lord Mayor. If more than one Councillor stands, the Lord Mayor will ask one of them to speak and the others must sit down. While a Councillor is speaking, other Councillors must sit unless they are making a point of order or personal explanation or point of clarification.

Forms of Address

- 23.2. Councillors will refer to each other during the transaction of business by their respective titles of 'Lord Mayor', 'chair' or 'Councillor' as the case may be.

Chair standing

- 23.3. If the Lord Mayor stands during a debate, any Councillor who is speaking must stop speaking and sit down. The meeting must be silent.

Councillor not to be heard further

- 23.4. If a Councillor keeps on disrupting the meeting by behaving improperly, or offensively and deliberately obstructs business, the Lord Mayor may decide that the Councillor is not heard further

Councillor to leave the meeting

- 23.5. If the Councillor continues to disrupt the meeting, the Lord Mayor may decide that the Councillor leaves the meeting or that the meeting is adjourned.

General disturbance

- 23.6. If there is general disturbance making it impossible for Council to do its business, the Lord Mayor may adjourn the meeting for as long as necessary.

Removal of member of the public

- 23.7. If a member of the public is disrupting the meeting, the Lord Mayor may warn them. If they carry on disrupting the meeting, the Lord Mayor may have them removed and can halt the meeting until they leave.

Clearance of part of meeting room

23.8. If there is a general disturbance in a part of the meeting room open to the public, the Lord Mayor may call for that part of the room to be cleared.

24. Suspension of council procedure rules

24.1. All the Council Procedures in this section can be suspended except those referring to:

- Right to have individual vote recorded
- No minutes at annual or special meetings
- Councillors conduct and
- General disturbance

24.2. Council Rules of Procedure may be suspended by motion on notice or without notice if at least one half of the whole number of Councillors of the Council are present. Suspension can only be for the duration of the meeting.

25. Changes to these procedures

25.1. Any motion to change the procedures in this section must be proposed and seconded. After this, it will not be discussed until the next ordinary meeting of Council.

26. The Framework for Cabinet Decisions

26.1. Council sets the policy framework and budget.

26.2. The Leader, Cabinet. Committees and officers must act within it.

27. Process for developing the budget and policy framework

27.1. A timetable for any proposals affecting the policy framework and budget will be drafted, and will say what consultation there will be. At the end of the consultation, the Cabinet member will submit a report on the draft proposals to cabinet.

27.2. The relevant Cabinet member will draft the initial proposals with the advice of officers and will canvass the views of interested local stakeholders including the Overview and Scrutiny.

27.3. The Cabinet member will submit a report on the draft proposals to Cabinet.

27.4. Any reports to the Cabinet must say what consultation there has been and what the results were. The Cabinet will consider the response to the consultation and draw up firm proposals. The report to Council will reflect any comments made during the consultation and the Cabinet's response.

27.5. The Cabinet's proposals will go to Council as soon as possible.

27.6. The Council may:

- Adopt the report and the proposals contained in it;
- Amend the proposals and adopt them;

- Refer the proposals back to the Cabinet for further consideration; or
- Substitute its own proposals for those of the Cabinet.

- 27.7. If Council accepts the Cabinet's proposals without any changes, the decision will come into force immediately.
- 27.8. If Council changes the Cabinet's proposals, it will be an in principle decision only. The Leader will be given a copy of an in principle decision. The in principle decision will come into force unless the Leader objects in writing to the Monitoring Officer within five clear working days, giving reasons.
- 27.9. If the Leader objects to an in principle decision, Council will meet again within 15 further days of the receipt of the Leader's objection. At the meeting, Council can accept the cabinet's proposals or change them, in the light of the Leader's objection which will be circulated in writing to the Council.
- 27.10. The Council's decision will come into force immediately
- 27.11. The Council must agree and set the level of Council Tax by the statutory deadline.
- 27.12. The decision shall be made public in accordance with the Access to Information Procedure Rules, and shall be implemented immediately.
- 27.13. In approving the Budget and Policy Framework, the Council will also specify the extent of virement within the budget and degree of in-year changes to the policy framework which may be undertaken by the Cabinet, in accordance with virement and in-year adjustments. Any other changes to the Budget and Policy Framework are reserved to the Council

28. Decisions outside the budget or policy framework

- 28.1. The Cabinet, committees of Cabinet, individual members of Cabinet, committees and joint committees and any officers carrying out executive responsibilities can only take decisions if they are-
- in line with the policy framework and budget, or
 - urgent decisions allowed under paragraph 4, or
 - allowed under financial procedure rules, or necessary to obey the law or ministerial directions or government guidance.
- 28.2. Any other decisions which are not in accordance with the policy framework and budget must be recommended to Council.
- 28.3. The Cabinet and any officers carrying out executive responsibilities will seek the Monitoring Officer or Responsible Finance Officer's advice if it is unclear whether proposals are in line with the policy framework or budget

29. Urgent decisions outside the budget or policy framework

- 29.1. The Cabinet, committees of Cabinet, individual members of Cabinet, committees and joint committees or officers carrying out executive responsibilities can take a decision that is outside the policy framework or budget if:

- it is urgent;
- it is not practicable to arrange a Council meeting;
- the Chair of the relevant Overview and Scrutiny Committee and the Monitoring Officer (or designee) agrees that the decision is reasonable and that it is not in the interests of the Council or the public to delay it.

29.2. If the Chair of the relevant Overview and Scrutiny Committee is absent, the Lord Mayor can agree that the decision is urgent and, if both are absent, the Deputy Lord Mayor can give their agreement.

30. Recording Urgent decisions

30.1. The record of the decision must say:

- why it was not practicable to arrange a meeting of Council;
- that the Chair of the relevant Overview and Scrutiny Committee (or Lord Mayor or Deputy Lord Mayor) and the Monitoring Officer (or designee) agreed that the decision was urgent;
- why the decision was considered to be urgent.

31. In-year changes to the budget and policy framework

31.1. The responsibility for agreeing the Budget and Policy Framework lies with the Council, and decisions by the Cabinet, a committee of the Cabinet, an individual member of the Cabinet or officers, committees or joint arrangements discharging executive functions must conform to it.

31.2. No changes to any policy or strategy which make up the policy framework may be made by those bodies or individuals except those changes:

- Which will result in the closure or discontinuance of a service or part of service to meet a budgetary constraint;
- Which are necessary to ensure compliance with the law, ministerial direction or government guidance;
- Which are necessary because the existing policy document is silent on the matter under consideration;
- Which relate to policy affecting schools, where the majority of school governing bodies agree with the proposed change.

31.3. The Call in Procedures deal with Call in of decisions outside the policy framework or budget ([see Part C](#)).

Rules of Debate

The Rules of Debate are designed to facilitate debate during Council in an organised and orderly manner.

1. Respect for Lord Mayor

- 1.1. A Councillor, when speaking, must stand and address the Lord Mayor and direct their speech to the question under discussion.
- 1.2. When the Lord Mayor rises during a debate any member then standing must immediately stop speaking and sit down.
- 1.3. If two or more Councillors rise the Lord Mayor shall call on one to speak.
- 1.4. The Lord Mayor shall decide all questions of order and their ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.

2. Motion or Amendment – Procedure

What is a Motion?

- 2.1. A motion is a proposal at a meeting that certain action is taken or certain views about a subject are expressed by the Council.
- 2.2. The purpose of a motion is to introduce new business. A motion should be in positive language (ie that the Council does something, not that the Council refrains from doing something) to avoid confusion when voting.
 - Motions require a majority vote to be carried.
 - A motion cannot be proposed when another motion is under consideration.
 - Any motion requires a seconder, can be debated and can be amended.

What is an amendment?

- 2.3. The object of an amendment is to modify a motion in such a way as to increase its acceptability to the Council.
- 2.4. An amendment shall not be discussed unless it has been proposed and seconded by Councillors. Councillors wishing to move an amendment give notice immediately when called upon by the Lord Mayor. **There is an expectation that** written copies of **the amendment**, detailing the proposed changes are provided Democratic Support, at least one clear day ahead of the meeting.
- 2.5. **Amendments moved without prior notice may require an adjournment of the meeting for the person presiding and Monitoring Officer to review the**

content of the amendment and if in order to make appropriate arrangements for circulation to Councillors prior to any debate.

Content of Amendment

2.6. An amendment must relate to the motion and either:

- Leave out words;
- Leave out words and insert or add others; or
- Insert or add words.

2.7. Any such amendment must not have the effect of negating the original motion.

Debate on amendments

2.8. If an amendment is carried, the amended motion replaces the original motion. Any further amendments will be to the amended motion.

2.9. If an amendment is not carried, any further amendments will be made to the original motion.

3. Closure Motions

3.1. A closure motion is intended to draw to a close the debate currently on the floor of the Chamber. Such motions may be moved without notice.

3.2. A councillor **who has not already spoken** in the debate may at the conclusion of a speech of another councillor move without comment: -

- that the Council move to the vote on the current debate (after the vote on the closure motion, but before the meeting moves to the vote on the motion or amendment the proposer will be given the opportunity to sum up.)
- that the Council refer the motion to a committee. (If carried the outcome of this motion is that the motion stands referred, the mover of the motion will not have the right of reply before this vote and there are no further votes on the motion.)

4. When a Councillor may speak again on a Motion

4.1. Councillor who has already spoken in a debate cannot speak again except to:

- exercise their right of reply
- make a point of order
- make a point of intervention
- speak on an amendment
- move a further amendment.

5. Length of Speech

5.1. No speech shall exceed five minutes, unless agreed by Council.

6. Right of reply

6.1. A Councillor who moves a motion has a right of reply (and may take up to five minutes) at the end of the debate immediately before the vote, unless the motion has been referred elsewhere.

6.2. If an amendment is moved, the Councillor who moved the amendment has the right to reply at the end of the debate but may not otherwise speak on the amendment.

7. Points of order

7.1. A Councillor can make a point of order at any time and the Lord Mayor will hear a point of order immediately.

7.2. A point of order must be about the law or Council procedures or rules being broken. The Councillor must say which law or procedures or rules are being broken and how.

7.3. The Lord Mayor will consider the Monitoring Officer's advice when deciding on a point of order and the Lord Mayor's decision will be final.

7.4. Any member making a point of order may not speak on the matter under discussion during the point of order.

8. Points of intervention

8.1. A member may ask a brief question in relation to the speaker's statement if the speaker agrees. No other members shall be allowed to speak. The question, if accepted, is not part of the speaker's time. The answer is part of the speaker's time. No supplementary questions are allowed.

9. Motions that can be moved during debate

9.1. When a motion is being debated, no other motions can be moved except for the following procedural motions:

- that the Council move to the vote on the current debate (if the Council is debating an amendment the Council will move to the vote on the amendment);
- that the Council refer the motion to another committee
- to hold a meeting in private (when allowed by the [Access to Information Procedures](#) – see Part F section)

- to suspend standing orders, with the exception of articles of the constitution.
- to limit or extend the debate (ie that the meeting continues beyond 7:30pm)

10. Motion to overturn a previous decision

- 10.1. A motion or amendment to overturn a decision made by a meeting of the Council within the past six months cannot be moved unless the motion on notice is signed by at least ten members.

11. Motion similar to one previously rejected

- 11.1. A motion or amendment similar to one that has been rejected by a meeting of the Council in the past six months cannot be moved unless the motion on notice or amendment is signed by at least ten members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

City Council



Date of meeting:	16 September 2024
Title of Report:	Audit and Governance Chair's Update Report
Lead Member:	Councillor Sarah Allen
Lead Strategic Director:	David Northey, S.151 and Head of Finance.
Author:	Ross Jago, Head of Governance, Performance and Risk
Contact Email:	ross.jago@plymouth.gov.uk
Your Reference:	AG-Coun1
Key Decision:	No
Confidentiality:	Part 1 - Official

Purpose of Report

In line with best practice, the Terms of Reference for the Audit and Governance Committee state that an update on the work of the Committee should be submitted to Cabinet and Council. The Audit and Governance Committee's remit, as defined in the council's constitution, has allowed its members to develop an overview of the whole system of governance and risk within the council.

The Plymouth City Council Audit and Governance Committee is long established and seeks to maintain and improve our governance and risk procedures. The Committee is a key component of the Council's corporate governance arrangements and a major source of assurance of the Council's arrangements for managing risk, maintaining an effective control environment and reporting on internal and external audit functions and financial and non-financial performance.

The benefits to the Council of operating an effective Audit Committee are:

- Maintaining public confidence in the objectivity and fairness of financial and other reporting.
- Reinforcing the importance and independence of internal and external audit and any other similar review processes; for example, reviewing and approving the Annual Statement of Accounts and the Annual Governance Statement.
- Providing a sharp focus on financial reporting both during the year and at year end, leading to increased confidence in the objectivity and fairness of the financial reporting process.
- Assisting the co-ordination of sources of assurance and, in so doing, making management more accountable.
- Providing additional assurance through a process of independent and objective review.
- Raising awareness within the Council of the need for governance, internal control and the implementation of audit recommendations.
- Providing assurance on the adequacy of the Council's risk management arrangements and reducing the risk of illegal or improper acts.

The Committee continues to have a professional and arm's length relationship with Grant Thornton, the Council's external auditors, who attend meetings of the Committee to offer their advice where appropriate.

The Committee undertakes a substantial range of activities and works closely with both internal and external auditors and the Section 151 Officer in achieving our aims and objectives. The work plan for the year was delivered and ensured key issues were considered.

In 2023/24 the Committee has held six meetings on:

- 25 July 2023
- 26 September 2023
- 28 November 2023
- 16 January 2024
- 12 March 2024

The committee has received and considered a substantial number of reports across key areas of the Council's activity.

The Committee has discussed and approved recommendations in relation to –

- External Audit Report
- Internal Audit Charter and Strategy
- Counter Fraud Services Annual Report
- Statement of Accounts
- Report in the Public Interest - Thurrock Report
- Covid Business Grants Assurance
- Health, Safety and Wellbeing Annual Report
- Annual Governance Statement
- Constitutional changes
- Assessment of the Impact of Voter ID on Plymouth residents and elections team
- Polling Districts, Place and Stations Review 2023
- Information Governance and Cyber Response Planning
- Capital Finance Strategy
- Whistleblowing Policy
- Risk and Opportunity Management Strategy

The committee also received regular updates with respect to a pensions transaction and the Capitalisation Direction.

As a result of the work of the Committee –

- The council has received reasonable assurance that system of internal control is operating effectively following consideration given to internal and external auditor's reports
- Changes to the constitution have been considered by the Audit and Governance Committee following a full review by a working group of Audit and Governance Committee members and other councillors. This has resulted in significant revisions to the constitution, including the establishment of a standards Committee, updated petition scheme and amendments to various procedures to bring the council into line with national best practice.
- The Council's treasury management strategy and capital finance strategy were approved for consideration at council.

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)						
	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.						
	1	2	3	4	5	6	7

Sign off:

Fin		Leg		Mon Off	LS/00 0036 09/12 /LB/1 2/07/ 24	HR		Asset s		Strat Proc	
Originating Senior Leadership Team member: David Northey, S.151 and Head of Finance.											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 24/07/2024											
Chair approval: <i>Approved by email</i>											
Date approved: 29/08/2024											

City Council



Date of meeting:	22 March 2022
Title of Report:	Scrutiny Annual Report 2023/2024
Author:	Ross Jago (Head of Performance, Governance and Risk)
Contact Email:	Ross.jago@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report details the work Members have conducted on this municipal year and the challenges faced. Our Constitution summarises the purpose of the Council's scrutiny function as follows:

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

Scrutineers want to take this opportunity to thank those who have contributed to the achievements that we have made this year. We know that behind the published results of our work, many hours of discussion, research and debate have taken place through the scrutiny function.

Recommendations and Reasons

That City Council note the Scrutiny Annual Report 2023/24

Alternative options considered and rejected

None

Relevance to the Corporate Plan and/or the Plymouth Plan

The Scrutiny Committees have considered the themes within the Corporate Plan/Plymouth Plan to ensure that proposals within the budget and business plans are delivered against the council vision.

Implications for the Medium Term Financial Plan and Resource Implications:

None resulting from this report.

Financial Risks

None resulting from this report.

Carbon Footprint (Environmental) Implications:

None resulting 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 resulting 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	Scrutiny Annual Report 2023/2024							

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.

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	1	2	3	4	5	6	7

Sign off:

Fin	N/A	Leg	Click here to enter text.	Mon Off	LS/00 0033 90/10 /LB/0 6/09/ 24	HR		Assets		Strat Proc	
Scrutiny Chair Approval: Councillor John Stephens (Chair of Scrutiny Management Board)											
Date approved: 31/07/2024											

Plymouth City Council

Scrutiny Annual Report



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Key information about Overview and Scrutiny

The operation of overview and scrutiny

1.1. In 2023/24 Scrutiny was undertaken by the

- **Performance, Finance and Customer Focus Overview and Scrutiny Committee** - Chaired by Councillor Ian Darcy.
- **Education and Children’s Social Care Overview and Scrutiny Committee** - Chaired by Councillor Zoe Reilly.
- **Health and Adult Social Care Overview and Scrutiny Committee** - Chaired by Councillor Pauline Murphy.
- **Growth an Infrastructure Overview and Scrutiny Committee** - Chaired by Councillor Richard Bingley.

1.2. Committees met regularly and were able to utilise the system of Select Committees with single item agendas.

1.3. Residents and stakeholders can get involved by:

- Attending public meetings;
- Giving evidence to one of the Panels or Boards; and
- Sending in comments about a review.

Scrutiny’s Role

1.4. The aims of the Overview and Scrutiny process are to -

- Add value to Council business and decision-making;
- Hold the Cabinet to account;
- Monitor the budget and performance of services;
- Assist the Council in the development of policy and review the effectiveness of the implementation of Council policy;
- Review relevant Central Government policy development and legislation to assess
- The impact on the City and make recommendations to Cabinet¹.

Meetings

- Are open to the public to attend.
- Typically last 2-3 hours.
- Meet regularly (during the daytime and evenings).
- Have a formal structure, but are run in an accessible way.
- Papers are published on the [Council’s website](#).

¹ Part D of the [Constitution](#)

Snapshot of scrutiny in 2023/2024

Focusing on the issues which matter

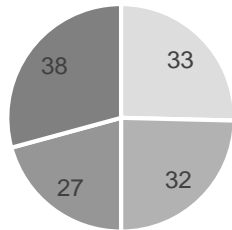
- 2.1. The Performance Finance and Customer Focus Committee have continued to receive regular reports on the Council's revenue and capital budgets, culminating in a select committee review in January. The committee has also regularly reviewed the Corporate Plan Performance Report and Risk Update and as a result of this reviewed risks such as the capacity of senior leadership. The Committee also considered a petition against changes implemented by the previous administration to parking in Plympton and key elements of the Corporate Plan such as the Council's response to homelessness.
- 2.2. The Education and Children's Social Care Committee closely monitored the performance of Children's Services both in terms of outcomes for children and the costs of the service. The committee have been closely involved with the Children's Social Care Improvement Plan, the Local Area SEND Inspection and issues referred to it by Council such as the Council Tax Exemption for Foster Carers.
- 2.3. The Health and Adult Social Care Committee continued to undertake its health scrutiny duty in the context of the NHS in crisis, providing oversight of health services in Plymouth and clinical services across the peninsula. The committee has a wide brief and has considered issues ranging from community defibrillators (Council referral), General Practice and the Future Hospitals Programme.
- 2.4. The Growth and Infrastructure committee has remained focused programmes such as the National Marine Park, Freeport, bus services, the Culture Plan, the Plan for Homes, the Armada Way project and the visitor economy.
- 2.5. A full list of the topics considered by scrutiny are available at appendix I.

Pre-Briefings and Work Planning

- 2.6. Monthly briefings have enabled better member engagement and more focussed debate and key lines of questioning. We are thankful to the Members and Officers that have taken part in briefings on –
 - Equality and Diversity
 - Mayflower Group of GP Practices Procurement
 - Cyber Security
 - Brickfields Project
 - Education in Plymouth
 - Modern Slavery
 - Performance Management Framework

Overview and Scrutiny in Numbers 2023/2024

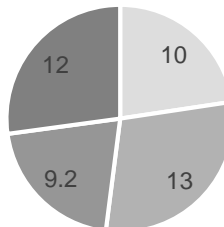
Reports



- Performance, Finance and Customer Focus
- Health and Adult Social Care
- Growth and Infrastructure
- Education and Childrens Social Care

In total 130 reports have been provided to scrutiny from Council Officers and Partners.

Hours



- Performance, Finance and Customer Focus
- Health and Adult Social Care
- Growth and Infrastructure
- Education and Childrens Social Care

Members have spent 44 hours at Scrutiny Business meetings, including call-in, with an additional working week spent in Select Committee reviews.

Snapshot of some Key Achievements 2023/2024

3. Future Hospitals Plymouth Update

- 3.1. The Health and Social Care Committee scrutinised the [new hospital plans for University Hospitals Plymouth](#). Having previously considered plans the Committee was asked by NHS partners to agree that no further public consultation was required to ensure the build could commence within timescales.
- 3.2. The Committee Chair wrote a letter to University Hospitals Trust Plymouth in support of the vital and long overdue development. The letter also identified members concerns about potential disruption with particular regard to car parking and accessibility.
- 3.3. The Committee also identified that whilst buildings are important, their purpose can only be realised when adequately staffed with an appropriately trained, well-supported workforce.

4. Defibrillator Motion on Notice

- 4.1. The Health and Social Care Committee also evaluated health benefits/ costs and practicalities for defibrillator provision. The Committee recommended that the Council support and promote 'Restart a Heart Day'. The Committee also recommended defibrillators be installed at Southway library and St Budeaux Library and are now being installed having secured match funding.

5. End of Life Care

- 5.1. The Health and Social Care Committee also scrutinised the provision of end of life care. These sessions involving a range of healthcare organisations who provided evidence to the Committee. Several areas were identified for improvement, and the committee undertook to further review this issue in the future to evaluate performance against the improvement programme.
- 5.2. The Committee also recommended faster diagnosis times, and greater relative/family involvement in the planning process for care.

6. National Marine Park Update and Horizon Bid Stage 2 Submission

- 6.1. The Growth and Infrastructure Committee reviewed the National Marine Park and the Horizon Bid Stage two submission. The Leader attended the Committee and provided evidence as to the key achievements of the programme so far and details of the stage two bid submission.
- 6.2. Following this session the Committee was able to endorse the approach and supported the submission of the bid in 2023.

7. Plymouth Culture Plan

- 7.1. The Deputy Leader, Cllr Jemima Laing attended the Growth and infrastructure Committee along with James Mackenzie-Blackman CEO and Executive Producer of the Theatre Royal. The Committee heard of the benefits a thriving cultural sector can provide to the city alongside the impact of the pandemic and cost of living crisis on cultural activities.
- 7.2. The Committee noted the reporting and resolved to write the relevant minister to demand more support for the cultural sector in the face of rising costs.

8. Risk Management

- 8.1. In line with recommendations at the Audit and Governance Committee, Scrutiny Committees have maintained a regular overview of keys risks facing the city council at every business meeting.
- 8.2. This has ensured that scrutiny is able to keep under review strategic risks through consideration of the risks and mitigation as part of their ongoing work programme.
- 8.3. This approach has further strengthened our overall risk approach and is progressing the Corporate Peer Challenge recommendation to Promote and embed risk awareness across the organisation and continue to address and report progress against key financial risks and external audit requirements.

Select Committees

Two Select Committees were delivered in the 2022/23 municipal year. These concerned –

- Budget Scrutiny (see section 4.1)
- Water Quality Select Committee

9. Budget Scrutiny

9.1. This Select Committee was undertaken in December 2023, this enabled members of the Committee to bring to the attention of the Cabinet issues for consideration well in advance of the Council's consideration of the budget in February. The Committee received evidence from Cabinet Members and Officers and were provided with detailed budget information

- Draft 2024-25 Budget
- Approved Capital Programme and Capital Programme Pipeline
- Treasury Management Strategy
- Capital Financing Strategy
- Savings update
- Establishment Information

9.2. The Committee considered whether the Cabinet had an effective plan for the implementation of the budget for the 2024/25 financial year, focusing on organisational priorities, and made recommendations to Cabinet as a result.

9.3. The Committee focused on the priority areas for the Council which included Adult Social Care, Childrens Services, Homelessness and the Cost of Living and universal council services in the context of -

- Reductions in Government grant funding without matching reductions and responsibility for related services provision
- Uncertainty to future funding due to the delay in 100% Business Rates Retention.
- Uncertainty about any future Fair Funding Review.
- A continuing range of increasing costs in order to meet the demands on the Council and maintain key services, particularly in Adult Social Care, Children's Social Care and Homelessness. Increased costs of meeting new initiatives.
- General inflation relating to external spend and contracts.

9.4. Following two days of evidence the committee agreed to –

- **Congratulate the Cabinet on**
 - Additional Funding provided in the budget for Grass Cutting;
 - The commitment to a new Living Streets programme;
 - Increased involvement of Ward Councillors in discussion related to Section 106 Monies;
 - Commitment to not implementing Car Park charges where they are not currently in place;
 - The new Bus Service Improvement Plan.
- **Recommend to Cabinet**

- That work is undertaken to assess the impact upon all council budgets of dealing with unauthorised encampments (UE) and consider a centralised budget to deal with costs so that service budgets are not impacted by UE;
- Welcome continuation of current Community Grant Scheme and recommend an increased back to £5,000 per member;
- Re-profile the Capital programme to ensure that the programme is affordable for the revenue budget;
- Recommend an expansion of the housing programme for Care Leavers;
- Recommend that a cross party working group is established to consider contractual arrangements for major projects and the methodology for procurement.
- **Requests of Government**
 - Request a multi-year finance settlement for the Council against demand-led costs;
 - Request appropriate financial uplifts to deal with the Living Wage and inflation;
 - Request a review of Adult Social Care Funding, so that funding is allocated on need/demand rather than the ability of Councils to raise Council Tax;
 - Along-term strategic funding solution for Homelessness;
Welcome an increase in Local Housing Allowance and request that the calculation of the 30th percentile of market value is undertaken in April 2024;
 - Request continuation of the Household Support Fund;
 - Reconsider recently announced changes to immigration rules given the significant impact this is likely to bring to bear on the Social Care workforce;
 - Review home to school transport eligibility and additional options which could mitigate costs to the Local Authority;
 - Highlight that the additional funding for highway maintenance (£366k in 23/24 and 24/25) is insufficient for current requirements.

10. Water Quality Select Committee

10.1. This select committee took place to better understand water quality in Plymouth, the issues faced and the opportunities for improvement, by inviting key stakeholders to present evidence and information to the Committee.

10.2. Across two sessions the Select Committee heard from a range of stakeholders including –

- The Environment Agency
- South West Water
- Tamar Catchment Partnership
- Local Sea Swimming Groups
- National Marine Park
- Youth Representative.

10.3. The Committee unanimously agreed to:

- Accepted the conclusion in the report that the issues and challenges with water quality were complex, would increase with predicted climate change and needed an enhanced and urgent approach to delivery;

- Supported the collaboration set out in the provided Memorandum of Understanding (MoU), for a long term delivery focused relationship of Plymouth City Council with the Environment Agency and South West Water;

- **Recommend to South West Water**
 - That they ensure existing investment identified for drainage infrastructure of the city is delivered in line with the ambition of the MoU where there were no legal constraints;

- **Recommended to the Environment Agency:**
 - That sampling data from Firestone Bay is available to the public at the earliest opportunity;
 - That winter pilots are carried out in the 3 bathing areas to improve water quality data, and make this available to the public;
 - Requested that trading standards to provide Committee Members with information on environmental enforcement in Plymouth.

- **In addition, the Committee recommend to Cabinet that:**
 - Signage was increased and improved at the sea fronts when storm drains discharge;
 - SWW and EA work with PCC officers to increase education across the city on what communities can do to improve water quality;
 - The National Marine Park school engagement programme included education on improving water quality;
 - A Water Ambassador Programme was developed with the National Marine Park;
 - The MoU was more specific on how other stakeholders would be engaged with when improving water quality;
 - Government is lobbied to ensure Plymouth is a pilot for an area of water quality improvement;
 - Facilities/infrastructure for sea swimmers is improved, such as life rings, defibrillators, hot showers and bins, in consultation with local sea swimming groups;
 - Green jobs and growth opportunities in Plymouth for future generations are promoted;
 - Cabinet writes to the relevant minister to ask when schedule 3 to The Flood and Water Management Act 2010 is going to be enacted;
 - Cabinet writes to the relevant minister to ask them to update bathing legislation.

Call-in of decisions

11. There were no call-ins in the 2023/2024 municipal year.

Community involvement

12. The Overview and Scrutiny Boards and Panels engage with a wide selection of groups, organisations and individuals. We welcome the opportunity to hear from members of the public at our meetings and your input is important in understanding the concerns and needs from our communities.

13. The scrutiny committees have welcomed contributions from –

- Healthwatch Devon
- Plymouth Youth Parliament
- Sea Swimming Groups
- Health Partners
- Theatre Royal
- The Environment Agency

How to get involved in overview and scrutiny

- **Attend meetings** – our scrutiny meetings are open to the public and you are welcome to come along and listen to the debate and discussion. *Please note that reports may be considered in private if they contain confidential information.*
- **Ask a question** – if you would like make a representation at a meeting, please email democraticsupport@plymouth.gov.uk least 5 complete days before the meeting so that we can let the Chairman know in advance. It is helpful to know what you would like to raise in order for it to be considered at the appropriate time during the discussions.
- **Request a review** – if there is something you think scrutiny could look at, then let us know [via this online form](#).
- **Consultation and participation** – you could be asked for your views on an issue or be invited to provide specialist knowledge you might have by being a witness in a scrutiny review.

Appendix I

Topic List

- **Performance Finance and Customer Focus**
 - Corporate Plan performance Reports
 - Capital and Revenue outturn and monitoring Reports
 - Senior Staff Recruitment
 - Petition - Plympton District Car Parks
 - Homelessness
 - HR & Organisational Development Priorities & Update

- **Health and Adult Social Care**
 - Quarterly Performance, Finance and Risk Report for H&ASC
 - No Right to Reside performance monitoring
 - Better Care Fund Plan
 - Future Hospitals Plymouth Update
 - Community Diagnostic Centre
 - Defibrillator Motion on Notice
 - Local Government Ombudsman Recommendations
 - Commissioning of Domiciliary Care
 - Winter Preparedness and Planning
 - General Practice
 - Outcomes from the Health System 100 Day Plan
 - Pharmacy
 - Adult Social Care CQC Assurance and self-assessment
 - End of Life Care

- **Education and Children's' Social Care**
 - Children's Social Care Improvement Plan
 - Local Area Partnership SEND Improvement Plan
 - Council Tax Exemption for Plymouth City Council Foster Carers
 - Child Exploitation
 - Educational perspectives on Emotional Health and Wellbeing
 - Domestic Abuse and Children as Survivors
 - Unregistered Placements

- **Growth and Infrastructure**
 - Net Zero Action Plan
 - Plymouth Cultural Strategy / Plan
 - National Marine Park
 - City Centre Regeneration
 - Plymouth and South Devon Freeport Mobilisation
 - Culture Plan
 - Visitor Plan
 - Horizons Fund Activity Plan
 - Net Zero Action Plan

Select Committee

- Budget Scrutiny Select Committee
- Water Quality Select Committee

Key Recommendation Digest

Growth and Infrastructure Overview and Scrutiny Committee Recommendations

13 September 2023

- Write to the relevant minister to ask for more support for organisations in the cultural sector, following significant increases in utility costs.

8 November 2023

- Write a letter to the Naval Base Commander to encourage them to work with the National Museum of the Royal Navy to have a naval heritage centre.
- Agreed to establish a Select Committee by March 2024 focused solely on Water Quality, inviting key stakeholders and user groups to provide evidence for consideration and review.

22 January 2024

In relation to the Armada Way Regeneration Project:

- The City Centre Public Realm Board included cross-party membership;
- The provision of waste bins should be of the combined litter and recycling type;
- Further consideration should be given to the provision of outdoor gym equipment in the play area;
- Further consideration should be given to how to improve community engagement in the project (e.g. community painting event for bird boxes);
- The Cabinet would use best endeavours to ensure that the project was completed on time and within budget;
- Cabinet should give consideration on how to assess overall economic impact of the project and to report back to an appropriate meeting of the Growth and Infrastructure Scrutiny Committee;
- Further consideration should be given to improving the 1:1 replacement ratios for failed translocated trees;
- Consideration of inclusion of braille on the plaques placed under trees.

Water Quality Select Committee Review - 22 February 2024

The Committee unanimously:

- Accepted the conclusion in the report that the issues and challenges with water quality were complex, would increase with predicted climate change and needed an enhanced and urgent approach to delivery;
- Supported the collaboration set out in the MoU, for a long-term delivery focused relationship of Plymouth City Council with the Environment Agency and South West Water;

Recommended to Southwest Water

- That they ensure existing investment identified for drainage infrastructure of the city is delivered in line with the ambition of the MoU where there were no legal constraints;

Recommended to the Environment Agency:

- That they make sampling data from Firestone Bay taken over the winter available to the public at the earliest opportunity.
- That they carry out winter pilots in the 3 bathing areas to improve water quality data, and make this available to the public;

Requested:

- That trading standards to provide Committee Members with information on environmental enforcement in Plymouth.
- In addition, the Committee recommend to Cabinet that:
 - Signage was increased and improved at the sea fronts when storm drains discharge;
 - SWW and EA work with PCC officers to increase education across the city on what communities can do to improve water quality;
 - The National Marine Park school engagement programme included education on improving water quality;
 - A water ambassador programme was developed with the National Marine Park;
 - The MoU was more specific on how other stakeholders would be engaged with when improving water quality;
 - They lobby government for Plymouth be a pilot for an area of water quality improvement;
 - They improve and increase facilities/infrastructure for sea swimmers, such as life rings, defibrillators, hot showers and bins, in consultation with local sea swimming groups;
 - Green jobs and growth opportunities in Plymouth for future generations are promoted;
 - The Cabinet writes to the relevant minister to ask when schedule 3 to The Flood and Water Management Act 2010 is going to be enacted;
 - The Cabinet writes to the relevant minister to ask them to update bathing legislation.

Health and Adult Social Care Overview and Scrutiny Committee Recommendations

27 June 2023

- Recommended that the Chair of H&ASC write a letter of support on behalf of the H&ASC OSC, providing support for the New Hospitals scheme at Derriford;
- Agreed that the project did not require further public consultation in relation to health service provision however, statutory planning consultation would be required;
- Recommended that the Cabinet Member for Health and Adult Social Care commission defibrillators at the locations identified which included the Guildhall;
- Recommended to the Health and Wellbeing Board that –
 - PCC works with partners to promote 'Restart a Heart Day' which takes place on or around 16 October each year;
 - PCC works with partners to promote CPR training;

- All defibrillator owners across Plymouth are encouraged to register their defibrillators on The Circuit - the national defibrillator network;
- All defibrillator owners across Plymouth suitable for public access should consider whether access could be widened to 24/7, if not already;
- PCC promotes schemes to access funding for publicly accessible defibrillators amongst communities;
- PCC works with partners to provide defibrillators at St Budeaux library and Southway library.

26 October 2023

- Recommended that the Cabinet Member for H&ASC review the complaint response letter templates and approach, so that they are more personal and user-friendly, where appropriate;
- Recommended that the Cabinet Member for H&ASC has oversight of the LGO reports/recommendations pertinent to their portfolio;
- Recommended that councillors promote the ICB 'Comms plan', and Choose Well Campaign amongst their wards and residents.

13 December 2023

- Recommend that the Health and Wellbeing Board consider a supplementary statement to the PNA at the next Board meeting in January.

20 February 2024

Recommended that:

- NHS Devon and partners return to a future scrutiny session to bring an update on performance against the End of Life Care improvement Plan. This is to include delivery of the Palliative Care framework, findings of the Estover Pilot Project, and additional information on the below recommendations;
- NHS Devon and Partners take into account, and record peoples preferences for place of death. Collect figures in the hospital and report back into future scrutiny (as per rec 1);
- NHS Devon and partners return at a future time to report on falls prevention measures being undertaken and related performance;
- NHS Devon and partners work to reduce the delay in testing and diagnosis to enable maximum choice for patients spend their remaining time in the way/location that they wish;
- NHS Devon adopt processes to include patients' relatives in the planning and administration of care for their loved ones (where applicable, and consent given). This includes consultation in the development of a TEP;
- The Council, in partnership with City organisations and individuals, seek to promote and recognise St. Luke's communication of "Care in the community" and "the hospice coming to you", rather than the misconception of patients having to be admitted to a hospice.
- The Cabinet Member for Housing, Cooperative Development and Communities (Cllr Penberthy), ensures that the Housing Needs Assessment considers housing standards, and their appropriateness, for individuals with a variety of medical needs (Accessibility and quality).

**Performance, Finance and Customer Focus Overview and Scrutiny Committee
Recommendations**

26 July 2023

- The Cabinet Member for Customer Services, Sport, Leisure and HR & OD would provide a written response to the Committee detailing the reasoning behind the increase in full time equivalent work days lost to staff sickness and what steps were being taken to tackle this issue;
- The Cabinet Member for Community Safety, Libraries, Cemeteries and Cremation would provide a written response to the Committee upon reasoning behind the downward trend of data linked to residents that felt safe during the day in the city;
- The Cabinet Member for Environment and Climate Change would provide a written response to the Committee upon the reasoning behind the substantial decrease in the amount of household waste sent for recycling, reuse or composting; a response would also be provided as to why the Council's recycling rates were well below the median in comparison to other local authorities as well as an update on food composting and the Council's plans.

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

12 September 2023

- Write to MAT's to see how they were working towards the Plymouth Plan in driving towards a consistency across all schools and other area's in regard to SEMH.

7 September 2023

- Recommends to Cabinet that a Council Tax Exemption for foster carers was considered following the conclusion of the consultation on proposed new Support and Retention Offer to Our Foster Carers;
- Faith Groups and Voluntary Sector organisations to be part of the Plymouth Safeguarding Partnership Board;
- Child Exploitation would become a yearly report at the Education and Children's Overview Social Care Overview and Scrutiny Committee.

28 February 2024

- The Education and Children's Social Care Overview and Scrutiny Committee would participate in a Youth Ascends meeting;
- The Committee recommended a Select Committee which would investigate the emotional health and wellbeing of children to examine issues of inclusion, persistent absence, child death, self-harm, SEND and EHCP's issues in the city.

City Council



Date of meeting:	16 September 2024
Title of Report:	Independent Remuneration Panel – Recommendations for amendments to the Councillor Allowance Scheme
Author:	Ross Jago (Head of Governance, Performance and Risk)
Contact Email:	Ross.jago@plymouth.gov.uk
Your Reference:	IRP.24.25
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

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']).

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.

The Panel met in August 2024 and was asked to review elements of the Councillors' allowance scheme, informed by benchmarking and other relevant information and specifically to consider –

- allowances paid to the Chair of the Scrutiny Management Board;
- payments to Vice Chairs of Scrutiny Committees;
- the application of the Local Government Association's model Parental Leave Policy;
- the addition of a provision for members to forgo allowances

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

1. The Chair of the Scrutiny Management Board should receive a Special Responsibility Allowance equal to that of the current Scrutiny Panel Chairs. This allowance will be backdated to May 2024, when the current Chair took on the role.
2. The Panel does not recommend further changes to the Special Responsibility Allowance for Vice Chairs at this time.
3. The Panel is convened to review allowances for scrutiny again in 12 months to gather more information on how the new structure is working.

4. The Panel noted the cross-party approach to the review of the parental leave policy and observed that such a policy is already in place in many councils across the country. The Panel recommends that the council adopts the model scheme.
5. The Panel recommends that a provision to enable Councillors to forgo their allowances is added to the Members' allowance scheme.

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:

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)						
	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.						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: Liz Bryant									
Please confirm the Strategic Director(s) has agreed the report? Yes									
Date agreed: 30/08/2024									

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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 29 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 review three elements of the Councillors' allowance scheme, informed by benchmarking and other relevant information and specifically to consider –

- allowances paid to the Chair of the Scrutiny Management Board;
- payments to Vice Chairs of Scrutiny Committees;
- the application of the Local Government Association's model Parental Leave Policy;
- the addition of a provision for members to forgo allowances.

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	The Chair of the Scrutiny Management Board should receive a Special Responsibility Allowance equal to that of the current Scrutiny Panel Chairs. This allowance will be backdated to May 2024, when the current Chair took on the role.
2	The Panel does not recommend further changes to the Special Responsibility Allowance for Vice Chairs at this time.
3	The Panel is convened to review allowances for scrutiny again in 12 months to gather more information on how the new structure is working.
4	The Panel noted the cross-party approach to the review of the parental leave policy and observed that such a policy is already in place in many councils across the country. The Panel recommends that the council adopts the model scheme.
5	The Panel recommends that a provision to enable Councillors to forgo their allowances is added to the Members' allowance scheme.

5. METHODOLOGY AND APPROACH

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

- Historic iterations of the role of the Chair of the Overview and Scrutiny Management Board, including previous levels of Special Responsibility allowance applied to the role.
- The new Overview and Scrutiny terms of reference in Part D of the constitution.
- Data concerning the number and average duration of committee meetings and instances of when the Vice Chair has taken the Chair.
- CIPFA comparator information for the remuneration of Vice Chairs.
- The Model LGA Parental Leave Policy as discussed by the cross-party group established by Council.

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 Panel met virtually once to receive and distil the evidence.

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

6. FINDINGS AND RECOMMENDATIONS

Recommendation 1:

Chair of the Scrutiny Management Board Special Responsibility Allowance

- 6.1. The Panel observed that there is no nationally prescribed level of remuneration for this role. Consequently, it is the responsibility of each Council to determine the appropriate level, taking into account the recommendations of the Independent Remuneration Panel.
- 6.2. The structure of scrutiny varies among local authorities, with many not having a comparable role within their governance frameworks.
- 6.3. In the previous scrutiny structure, each panel chair was responsible for validating the reasons for urgent decisions. The Panel was informed that, following changes to the scrutiny structure, this responsibility now rests solely with the Chair of the Overview and Scrutiny Management Board.
- 6.4. The Panel acknowledged that the new Chair of the Scrutiny Management Board holds a significant level of responsibility. However, as this is a new role the Panel did not find sufficient evidence that this level of responsibility is equivalent to that of a Cabinet Member. After reviewing the benchmarking evidence, the Panel concluded that, at this time, the evidence supports a Special Responsibility Allowance in line with that of other panel chairs.
- 6.5. Panel members agreed to review the system of allowances related to scrutiny in 12 months, once the new structure has been in operation. Should significant new evidence emerge that impacts the level of Special Responsibility Allowance for this (or other) role, they are willing to convene sooner to reconsider.

Recommendation 2**Vice Chair Special Responsibility Allowances (SRA)**

6.6. The Panel reconsidered the remuneration of the Vice-Chairs of the scrutiny panels. They agreed that there was insufficient evidence to deviate from the established position set in 2019 and reconfirmed in 2023. The Panel concluded that the special responsibilities had not significantly changed, and therefore, no recommendation for change to allowances for these roles has been made at this time.

Recommendation 3:**Parental Leave Policy**

- 6.7. The Panel noted the cross-party work which had been undertaken in respect of the parental leave policy and the full Council agreement that such a policy should be included as part of the Members Allowance Scheme.
- 6.8. The panel noted that similar arrangements existed in many local authorities across the country and were a key part of widening access for those who wish to stand as local councillors.
- 6.9. The panel agreed that the parental leave policy should form part of the Members' Allowance Scheme.

Recommendation 4**Option to forgo allowances**

6.10. The Panel wishes to record their view that the Allowances are in place to recognise the roles and responsibilities that Councillors undertake. There is already an element of 'public service' factored into the Allowances placing an expectation on Councillors that they will give some of their time freely. However, the Panel recognises that Members should have the choice not to claim their allowance, the Panel supports them in wishing to do so recommends that a provision to enable Councillors to forgo their allowances is added to the Members' allowance scheme.

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.

Appendix 2 – Members Allowance Scheme

COUNCILLOR ALLOWANCES

2024-2025

The payment of allowances to elected members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 ("the regulations"). This scheme is effective from 1 April 2024.

This scheme provides guidance in respect of:

- A basic allowance
- Special responsibility allowances
- A dependent carers' allowance
- Travel allowances for duties undertaken within Plymouth City Council area
- Travel and subsistence allowances for duties undertaken outside the Plymouth City Council area; and
- An allowance to co-opted and independent members

Allowance	No. in receipt	£
Basic Allowance	57	£12,752.00
Lord Mayors Allowance	1	£17,715.00
Deputy Lord Mayors Allowance	0	£5,846.00
Leader	1	£38,255.00
Deputy Leader	1	£26,917.00
Cabinet Members	8	£25,497.00
Committee Chairs (Scrutiny x 5, Planning, Audit and Governance and Licensing x 2)	8	£12,752.00
Leader Largest minority Party	1	£12,752.00
Deputy Leader Largest Minority Party	0	£6,376.00
Vice-Chair Planning	1	£6,376.00
Chair of Health and Wellbeing Board	0	£6,376.00
Vice Chair Licensing	1	£3,188.00
Leader of other minority party	2	£1,000
Co-opted Members	1	£1,500

All allowances are subject to annual increase in line with staff pay awards. 2024/25 not yet applied.

TRAVEL ALLOWANCES AND SUBSISTENCE EXPENSES

Car, Motorcycle and Bicycle Allowance Rates are set in lines with those paid to officers of the authority. Existing travel and subsistence arrangements will continue, i.e. that Members are entitled to claim such allowances necessarily met in carrying out their official duties as councillors outside of the city boundary (in line with the officers' scheme).

Travel within Plymouth and peninsula (counties of Devon, Cornwall, Somerset and Dorset)
HMRC RATE:

- 45p per business mile up to 10,000 miles
- 25p per business mile over 10,000 miles

'Out of Peninsula rate':

- 25p per business mile

Low emission car rate (travel within Plymouth and Peninsula)

- Cars with up to 110g/km CO2 emissions, and/or in tax band A or B:
- 50p per business mile up to 10,000 miles 29p per business mile over 10,000 miles

HMRC passenger rate:

- 5p per business mile per passenger Meals and subsistence rates
- Breakfast
- Irregular starter before 6am. This rate does not apply if employee regularly leaves home before 6am. Maximum claim - £5

One meal rate

Where an employee is away from the normal place of work for a period of more than five hours.
Maximum claim - £5

Two meals rate

Where an employee is away from the normal place of work for a period of more than 10 hours.
Maximum claim - £10

Late evening meal

Irregular late finisher - where an employee is away from the normal place of work outside of their normal working hours and after 8pm.
Maximum claim - £10

Only a maximum of three meals can be reimbursed per day. Alcohol cannot be purchased within the allowance.

Overnight stays

Accommodation will be reimbursed for overnight stays where it is impractical for a day-return or where the overnight stay represents better value for money. Reimbursements will be made when presented with a valid VAT receipt.

Bed and breakfast outside of London (M25): Maximum payment - £65

Bed and breakfast within London/M25 boundaries: Maximum payment - £85

DEPENDENT CARERS' ALLOWANCE

Members are entitled to claim for the duration of the approved duty plus reasonable travelling time. The allowance should not be payable to a member of the claimant's own household. See below.

Approved duties and claiming childcare and dependent carers' allowances

If a councillor is responsible for the care of children, elderly relatives or people with disabilities, childcare and dependent carers' allowances may be claimed (against receipts). The maximum period of the entitlement is the duration of the approved duty plus reasonable travelling time. The allowance should not be payable to a member of the claimant's own household.

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.

Approved duties are:

- attending a committee, sub-committee or outside body meeting
- attendance at any other authorised meeting (provided that it is a meeting to which Members of at least two political groups have been invited)
- attendance at a meeting of any association of authorities of which the authority is a member
- attendance at any Cabinet meeting
- performance of any duty connected with the opening of tenders
- performance of any duty requiring the authority to inspect or authorise the inspection of any premises
- performance of any duty in connection with arrangements for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996
- attendance at development and learning events
- the carrying out of any other duty approved by the authority for the purpose of or in connection with the discharge of the functions of the authority or any of its committees or sub-committees

Parental leave policy for Councillors



This policy sets out members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.

Introduction

The objective of the policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

Legal advice has been taken on these policies, and they conform with current requirements.

1. Leave Periods

1.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

1.4 Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

1.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

1.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

1.8 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

1.9 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

1.10 Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

2. Basic Allowance

2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

3. Special Responsibility Allowances

3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

3.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

3.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

3.4 Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

3.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

4. Resigning from Office and Elections

4.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

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