



**Oversight and Governance**

Chief Executive's Department  
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## **CITY COUNCIL**

Monday 17 March 2025  
2.00 pm  
Council House, Plymouth

**Members:**

Councillor Tuohy, Chair

Councillor Murphy, Vice Chair

Councillors Allen, Allison, Aspinall, Bannerman, Mrs Beer, Blight, Briars-Delve, Mrs Bridgeman, Coker, Cresswell, Cuddihee, Dann, Darcy, Dingle, Evans OBE, Finn, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Loveridge, Lowry, Luggier, 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 - 4)

To approve and sign the minutes of the meeting held on 24 February 2025 as a correct record.

### 3. Declarations of Interest

### 4. Appointments to Committees, Outside Bodies etc

A schedule of vacancies on committees, outside bodies etc and of changes notified to us will be included in the order paper.

### 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](mailto: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. Net Zero Action Plan

(Pages 5 - 46)

### 8. Gambling Statement of Principles (Gambling Policy)

(Pages 47 - 112)

### 9. Plymouth City Council Local Government Reorganisation Interim Plan

(To Follow)

**10. Lord Mayoralty 2025/2026** (Pages 113 - 116)

**11. Senior Management Structure** (Pages 117 - 134)

**12. Designation of Section 151 Officer** (Pages 135 - 138)

**13. Motions on notice**

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

13.1. End of Life Care (Pages 139 - 140)

**14. Questions by Councillors**

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

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## City Council

**Monday 24 February 2025**

### **PRESENT:**

Councillor Tuohy, in the Chair.

Councillor Murphy, Vice Chair.

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

Apologies for absence: Councillors Briars-Delve, Darcy, Ney and Stevens.

The meeting started at 2.00 pm and finished at 4.35 pm.

*Note: The full discussion can be viewed on the webcast of the City Council meeting at [www.plymouth.gov.uk](http://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.*

66. **Minutes**

The minutes of the meetings held 27 January 2025 were agreed as an accurate record.

67. **Declarations of Interest**

There were no declarations of interest.

A general dispensation was in place in reference to item five, the Proposed Revenue and Capital Budget 2025/26.

At this point, Councillor Tuohy (Lord Mayor) introduced a procedural motion to suspend Appendix I. 5.1, rules of debate, of the constitution, to remove the limit on the length of speeches of the Leader and Leader of the Largest Opposition group in relation to Item five-Proposed Revenue and Capital Budget 2025/26. This was seconded by Councillor Murphy (Deputy Lord Mayor). The motion was agreed.

For (48)

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

Against (0)

Abstain (2)

Councillors Mrs Beer and P. Nicholson.

Absent/ Did Not Vote (3)

Councillors Dann, Lowry and Tuohy.

*(Councillor Dann joined the meeting at the end of this item)*

68. **Urgent Announcements**

Councillor Tuohy (Lord Mayor) made the following urgent announcements:

- a) The day of the meeting marked the third anniversary of the start of the War in the Ukraine. Plymouth had responded quickly during the onset by launching the Homes for Ukraine scheme which welcomed over 200 Ukrainians during 2022 and 70 more in subsequent years. In addition, residents had opened up their homes to refugees and organisations across the City had offered support and access to vital services.

69. **Proposed Revenue and Capital Budget 2025/26**

The item was introduced by Councillor Evans OBE (Leader of the Council) and seconded by Councillor Allen (Chair of Audit and Governance Committee).

Contributions to the debate were received from Councillors Luggier, P. Nicholson, Mrs Beer, Mrs Bridgeman, Laing, Penrose, Stephens, Reilly, Raynsford, Finn, Cresswell, Wood, Poyser, Dann, McCarty, Bannerman, Noble, Coker, Dingle, Aspinall, Penberthy, Haydon, Krizanac and Loveridge.

Councillor Hendy introduced a procedural motion to suspend time limits on the Leader's summation under appendix I, 6.1 of the constitution. This was seconded by Councillor Raynsford. The motion was agreed.

For (43)

Councillors Allen, Allison, Aspinall, Bannerman, Blight, Coker, Cresswell, Cuddihee, Dann, Dingle, Evans OBE, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, Luggier, McCarty, McLay, McNamara, Moore, Murphy, Noble, Penberthy, Penrose, Poyser, Reilly, Simpson, M. Smith, R. Smith, Sproston, Steel, Stephens, Taylor, Tippetts, Tofan, Ms Watkin and Wood.

Abstain (1)

Councillor S. Nicholson.

Against (4)

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

Absent/ Did Not Vote (5)

Councillors Finn, Morton, Raynsford, Ricketts and Tuohy.

Following summation, the Council agreed:

1. To note that the proposed budget had been based on the Letter of Assurance received during February 2024 from MHCLG (DLUHC as was), in reference to the accounting treatment of the Council's pension arrears in 2019/20;
2. To approve the proposed net revenue budget requirement for 2025/26 of £253.418m including the sum of £0.410m from the Working Balance to cover the cost of the referendum for a directly elected Mayor resulting from the receipt of a petition to that effect;
3. To approve Council Tax levels for 2025/26 as detailed at Appendix I;
4. 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, had been confirmed;
5. To note that the Devon and Somerset Fire and Rescue Authority precept had been confirmed for 2025/26;
6. To note the Financial Risks as set out in Appendix 7;
7. To note the section from the Council's Section 151 Officer (Chief Finance Officer) on the robustness of the budget estimates and the adequacy of the level of reserves;
8. To note the Capital budget of £395.864m for 2024/25 to 2028/29;
9. To approve the Capital Financing Strategy 2025/26 as detailed in Appendix 10;
10. To approve the Treasury Management Strategy 2025/26 (incorporating the Non-Treasury Management Strategy and the Minimum Revenue Provision Statement) as detailed in Appendix 11;
11. To approve adjustments to the Minimum Revenue Provision as set out in the Minimum Revenue Provision Statement within Appendix 11;
12. To approve the use of flexible capital receipts as set out in Appendix 8 to a maximum of £2.088;
13. 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;
14. To approve the Medium Term Financial Plan for the period 2025/26 to 2029/30 as set out in Appendix 12;

15. To approve the Tamar Bridge & Torpoint Ferry Joint Committee 2025/26 Revenue Budget and Capital Programme and the 2025/26 draft Business Plan, as referenced in Appendix 15.

For (38)

Councillors Allen, Allison, Aspinall, Bannerman, Blight, Coker, Cresswell, Cuddihee, Dann, Dingle, Evans OBE, Freeman, Gilmour, Goslin, Haydon, Hendy, Holloway, Krizanac, Laing, Lawson, Lowry, McCarty, McNamara, Moore, Morton, Murphy, Noble, Penberthy, Penrose, Raynsford, Reilly, Simpson, M. Smith, Sproston, Steel, Stephens, Taylor and Tippetts.

Against (6)

Councillors Mrs Beer, Mrs Bridgeman, Loveridge, P. Nicholson, S. Nicholson and Ricketts.

Abstain (8)

Councillors Finn, Luggar, McLay, Poyser, R. Smith, Tofan, Ms Watkin and Wood.

Absent/ Did Not Vote (1)

Councillor Tuohy.

*(Councillor Lowry joined the meeting at 3.20pm)*

*(Councillors Ricketts, Raynsford and Morton temporarily exited the meeting between 4.10pm and 4.15pm)*

# City Council



Date of meeting:	17 March 2025
Title of Report:	<b>Net Zero Action Plan 2025-2028</b>
Lead Member:	Councillor Tom Briars-Delve (Cabinet Member for Environment and Climate Change)
Lead Director:	Paul Barnard (Service Director for Strategic Planning and Infrastructure)
Author:	Emmanuelle Marshall
Contact Email:	Emmanuelle.marshall@plymouth.gov.uk
Your Reference:	NZAP 2025/2028
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

The report seeks the support and endorsement of the City Council for its Net Zero Action Plan (NZAP) 2025-2028. The NZAP is the City Council's climate action plan, which covers a three-year period and is rolled forward annually. It identifies actions to tackle the direct greenhouse gas emissions of the Council, with the aim of being a 'net zero' organisation by 2030. It also sets how the Council will use its influence to support the City-wide net zero agenda. This new NZAP includes 40 actions, each of which reflecting our more strategic focus on *transport, buildings and behaviour change*.

## Recommendations and Reasons

1. It is recommended that the City Council support and endorse the Plymouth City Council Net Zero Action Plan 2025-2028  
*Reason: To ensure that the Council continues to play its part in helping Plymouth transition to a net zero city by setting out its commitments to directly reduce its own greenhouse gas emissions and to use its influence to support the city in reducing emissions.*

## Alternative options considered and rejected

1. To not roll forward the NZAP and instead allow the current NZAP to run through until 2027 before reviewing it. However, this has been rejected because organisational responses to the net zero challenge grow over time and it is important that the Council is able to refresh and update its programme.

## Relevance to the Corporate Plan and/or the Plymouth Plan

Policy GRO7 of the Plymouth Plan sets out that: 'The city will pursue the following approaches to deliver significant reductions in carbon emissions in Plymouth, aiming to achieve net-zero by 2030 ...' The NZAP sets out the City Council's commitment to support the implementation of this policy.

## Implications for the Medium Term Financial Plan and Resource Implications:

Many actions in the NZAP can be delivered from existing resources and through adjustments to 'business as usual'. As a three-year plan, not every NZAP action will have full funding in place from day

one, but many do. The inclusion of such actions demonstrates a commitment to explore funding and delivery options over the three-year period of the plan, including grant applications.

### Financial Risks

The NZAP itself does not introduce financial risks. However, there may be some risks associated with specific actions and projects, depending on how these become funded and delivered. These will need to be considered in accordance with the relevant governance arrangements in place at the appropriate time.

### Legal Implications

(Provided by Liz Bryant)

There are no implications arising from the NZAP itself. Any specific aspects of the actions or projects arising from the NZAP will be considered separately to identify relevant legal issues.

### Carbon Footprint (Environmental) Implications:

The driver and focus of NZAP is reducing both the Council's and the city's carbon footprint. A Climate Impact Assessment of the NZAP has been undertaken, which the outcomes of this assessment summarised in appendix C.

Given that the Net Zero Action Plan contains multiple individual initiatives, some of which will need to have their own climate impact assessments at decision-making stage, this assessment appraises the whole of the plan than each of its individual components. As a climate change mitigation plan, the Net Zero Action Plan focuses on initiatives that are intended to drive down the Council's emissions of greenhouse gases, guided by the Carbon Management Hierarchy (CMH). The CMH prioritises actions that avoid emissions in the first place, followed by those that reduce emissions. Lower in the hierarchy are actions to replace high carbon energy sources with low carbon alternatives, and removal is seen as the last resort for any residual emissions.

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

Climate change affects every person and every sector of the community, and climate action is ultimately about creating a healthier, safer, more sustainable environment for everyone. Climate action often brings co-benefits. For example, it can have benefits in relation to the impacts of high inflation and the cost-of-living crisis through supporting people and businesses reduce energy consumption. Additionally, actions that reduce transport-related carbon emissions (and associated particulates) will improve air quality and support healthier lifestyles, bringing about health benefits. However, not everyone has equal ability to take climate action and it is therefore important that the NZAP includes some key principles about how initiatives will be designed and delivered so that no one is left behind.

### 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	Net Zero Action Plan 2025-2028							
B	Equality Impact Assessment							
C	Climate 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

**Sign off:**

Fin	<b>DJN. 24.26 .171</b>	Leg	<b>LS/0 0003 390/ 19/L B/03/ 03/2 025</b>	Mon Off	Click here to enter text.	HR	Click here to enter text.	Asset s	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Paul Barnard											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 28/01/2025											
Cabinet Member approval: [electronic signature (or typed name and statement of 'approved by email/verbally')]											
											
Date approved: 05/03/2025											

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# PLYMOUTH CITY COUNCIL NET ZERO ACTION PLAN 2025-2028



## What is the Net Zero Action Plan?

The Net Zero Action Plan (NZAP) is a three-year delivery plan, setting out the City Council's proposals to reduce its greenhouse gas emissions. It responds to the Net Zero Plymouth challenge set out in the [Climate Connections Plymouth](#) website and explains how the City Council will aim to play its part in delivering the [Plymouth Plan](#)'s policy aim. The NZAP is reviewed each year to ensure it remains in step with new developments in the council's activities. This NZAP covers the period 2025-2028 and supersedes the NZAP 2024-2027. The full list of NZAP actions for 2025-2028 is available in annex I (page 12). We continue to pursue commitments made for the period 2024-2027, but these have been reviewed to account for initiatives that have become part of our usual practices and will no longer be reported (see annex II, page 21) or changes in the scope or timescales of some of our commitments.

## Why do we need an action plan?

On 18 March 2019, at a meeting of the City Council, councillors unanimously voted to declare a Climate Emergency, making a pledge to make Plymouth carbon neutral by 2030. This spirit of collaboration has continued through cross-party working on the climate emergency ever since.

This pledge exceeds the climate objectives of the UK, which are to achieve net zero by 2050, recognising the need for the 2020s to be a decade of urgent and accelerated action.

The City Council alone cannot ensure that Plymouth achieves net zero. For that to happen, every individual and organisation needs to play its part. However, it can do all in its power to make sure that it addresses its own emissions. This is why it is so important for the City Council to put in place its own delivery plan for net zero.

## Where are we now?

The table shows our measured emissions since 2019. These cover what are known as Scope 1 and 2 emissions<sup>1</sup>. The NZAP will aim to accelerate the reduction of these emissions so that the Council is a net zero organisation by 2030 with regards to its scope 1 and 2 emissions.

We have committed to continually improve our understanding of our corporate greenhouse gas (GHG) emissions. As part of this continuous improvement, in 2023, we changed the way we collect data and calculate our GHG emissions. After a review of our data collection and reporting, we asked the Centre for Energy and the Environment at the University of Exeter to complete the reporting for us.

We are now reporting at the end of each financial year, which run from 1st April to 31st March, rather than at the end of calendar years. The information we need to calculate our emissions becomes available to us after we close our accounts. This method simplifies the process of obtaining

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<sup>1</sup> Scopes 1, 2 and 3 – are defined by an internationally accepted methodology for accounting for GHG emissions, the [Greenhouse Gas Protocol](#). Scope 1 emissions relate to the direct burning of fossil fuels by an organisation, for example fuel for transport or gas for heating, Scope 2 emissions relate to emissions from purchased or acquired electricity, steam, heat, and cooling. Scope 3 emissions relate to all other activities where emissions are generated by a third party on behalf of an organisation, for example across our supply chain.

accurate data. We also now include a calculation of our Scope 3 emissions. This new methodology means that our new emissions are not comparable like-for-like with previous emissions reporting.

In Table A below, we present data collected using the previous methodology between 2019 and 2022. Table B presents data collected using the new methodology in 2022/23 and 2023/24.

**Table A - Plymouth City Council GHG Emissions (in tCO<sub>2</sub>e) between 2019 and 2022**

Sector	2019	2020	2021	2022	Change from 2019 baseline
Council buildings	4,051	3,306	3,815	3,198	-21.1%
Vehicles / fleet / transport / equipment	1,545	1,744	1,584	1,691	9.4%
Roads and street furniture, including lighting and traffic lights	2,002	1,807	1,390	1,266	-29.0%
Staff and councillor travel / travel at work	326	218	218	157	-51.8%
<b>Total (Tonnes of CO<sub>2</sub>e)</b>	<b>7,924</b>	<b>7,075</b>	<b>7,007</b>	<b>6,312</b>	<b>-18.1%</b>

**Table B - Plymouth City Council GHG Emissions (in tCO<sub>2</sub>e) by theme between 2022/23 and 2023/24 (all scopes)**

Theme	2022/23	2023/24	Change from 2022/23 baseline
Transport - Employee commuting	802	792	↘ -1.25%
Transport - School transport	548	615	↗ 12.23%
Transport - Business travel	220	202	↘ -8.18%
Transport – Fleet	2,023	2,083	↗ 2.97%
Street signaling	234	250	↗ 6.84%
Street lighting	1,478	1,567	↗ 6.02%
Buildings – Waste	317	248	↘ -21.77%
Buildings - Working from home	558	547	↘ -1.97%
Buildings - Corporate estate	5,301	4,897	↘ -7.62%
<b>Total emissions within the Council's direct control</b>	<b>11,481</b>	<b>11,201</b>	→ -0.02%
Purchased services and works	31,678	32,251	↗ 1.81%
Purchased goods	3,924	3,421	↘ -12.82%
<b>Total emissions including purchasing</b>	<b>47,083</b>	<b>46,873</b>	↘ -0.45%

**Table C - Plymouth City Council GHG Emissions (in tCO<sub>2</sub>e) by scope between 2022/23 and 2023/24**

Scope	2022/2023	2023/2024	Change from 2022/23 baseline	
Scope 1	3,504	3,231	↘	-7.79%
Scope 2	3,566	3,692	↗	3.35%
<b>Total Scope 1 and 2</b>	<b>7,070</b>	<b>6,923</b>	↘	<b>-2.08%</b>
Scope 3	40,017	39,949	→	-0.17%
Offset carbon	0	0	→	0
<b>Total</b>	<b>47,087</b>	<b>46,872</b>	↘	<b>-0.45%</b>

We keep this information under constant review.

Data relating to city wide emissions is available in the <https://climateconnectionsplymouth.co.uk/wp-content/uploads/2023/07/Plymouth-Greenhouse-Gas-Monitoring-Report-2022-Accessible.pdf>

### What have we already delivered from our previous plans?

The City Council acknowledges that achieving net zero, both as an organisation and as a city is a journey. It cannot be achieved overnight. However, since our first action plans in 2019 we have made significant steps on that journey.

The following are examples of actions we have already taken to drive down emissions across our organisation and in the city.

#### Beryl e-bikes

- We expanded the e-bike network to 115 locations and 510 e-bikes across Plymouth.
- Beryl bikes reached 26,000 registered users, who collectively took nearly 200,000 e-bike journeys.
- We gave free access to e-bikes to 112 people through the Beryl-PCC social prescribing offer, with users riding 22 times on average.

#### Electric vehicle charge points

- We have constructed 40 locations for rapid electric charging points station across Plymouth.
- We were awarded £2.4 million of capital funding and £409,000 of revenue funding to roll out electric vehicle charge points for people without off-street parking.
- We launched the Electric Vehicle Infrastructure Strategy for Plymouth.

#### Car Club

- We appointed Co Wheels to run an electric car club in Plymouth.

#### District Heating Network

- We were selected by central government as one of 17 cities in the Advanced Zoning Programme, which has provided us with £800,000 of funding for design, procurement, and grant

application for the first phase of a heat network in the city. Plymouth is one of 6 towns and cities nationally to have made the shortlist to form the first zones, which will channel further resources and opportunities to our city.

### **Decarbonisation of the Council's estate**

- We completed work on air source heat pumps in eight City Council buildings.
- We obtained £108,000 of Salix funding to decarbonise Harewood House.
- We received £21,000 from the Southwest Net Zero Hub to draw together technical and business case to improve energy efficiency of buildings at Mount Edgcombe.

### **Retrofitting homes**

- 60 off-gas homes in Plymouth are being retrofitted with energy efficiency improvements, solar panels, and heat pumps through the government's HUG2 programme which has provided £1.1 million of funding.
- We awarded a contract to Independence CIC to run a Dynamic Purchasing System that will help to steer energy efficiency retrofit work towards local suppliers.
- We completed Phase 1 of the Social Homes Decarbonisation Fund, which retrofitted 82 social homes with Plymouth Community Homes and LiveWest using £967,000 of grant funding.
- We completed Phase 2 of the Social Homes Decarbonisation Fund, retrofitting 125 social homes with LiveWest, using £1.4 million of grant funding.

### **Engagement**

In 2024,

- We involved 2,786 individuals through our programme of net zero events.
- We reached over 31,000 through our social channels, established 1,035 followers (between January and November 2024).
- We launched Climate Mingle, a regular networking event sharing stories from those leading the way across the city.
- We crowned 5 Local Climate Legends celebrating heroes going the extra mile, with films sharing the stories of the winners from business, youth, community, and schools.
- We worked with 40 organisations and community groups across the city to deliver the Big Green Trail collaborating with organisations across the city and involving 754 beryl e-bike rides on the day, with 80 first time riders.
- 111 organisations signed up to the Climate Connections 'Who's Who' directory for organisations to share their net zero commitments and action plans.
- The Plymouth Net Zero Partnership continues to engage with key stakeholders across the city.

The monitoring reports for our previous action plans can be found by following this link:

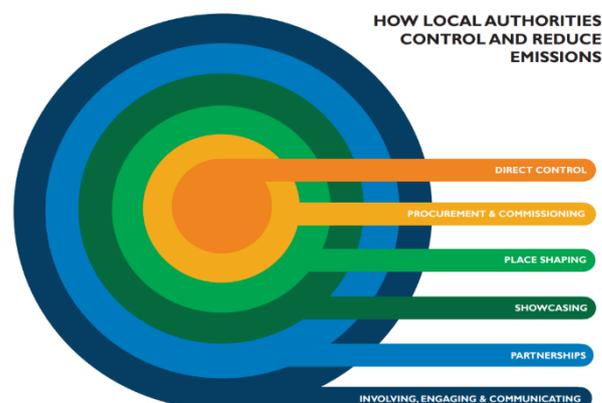
[Previous climate and corporate action plans | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/previous-climate-and-corporate-action-plans)

## What does the NZAP cover?

The NZAP covers two fundamental areas:

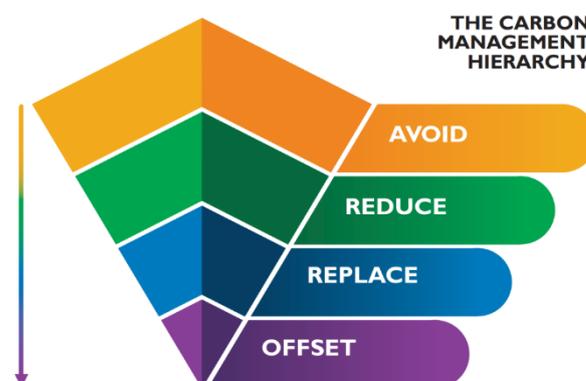
First, it includes action commitments to reduce emissions from the facilities we own and the services we deliver. Our own operations generated 11,201 tonnes CO<sub>2</sub>e in 2023/24, approximately 1% of the city's emissions<sup>2</sup>.

Second, it includes commitments about how we will use our powers to help the city as a whole move towards net zero. According to the Climate Change Committee's '[Local Authorities and the Sixth Carbon Budget](#)', councils influence about 30% of emissions in their locality<sup>3</sup>. Ways in which councils can do this are shown in this diagram:



## What is our overall approach?

The NZAP has been guided by what is known as the Carbon Management Hierarchy (CMH)<sup>4</sup>. This aims to give focus first to actions that avoid emissions in the first place, followed by those that reduce emissions. Lower in the hierarchy are actions to replace high carbon energy sources with low carbon alternatives, and offsetting is seen as the last resort for any residual emissions.



In addition, we are working to make available locally based, high-integrity carbon offsets that remove carbon through natural solutions. This includes the following projects:

- Establishing a delivery mechanism for local offsetting through Ocean City Nature.
- Delivering Plymouth and South Devon Community Forest Woodland Carbon Credits project.
- Delivering the Council's Plan for Trees, which will also improve the city's resilience to the effects of climate change.

<sup>2</sup> Total greenhouse gas emissions in Plymouth in 2022 were estimated at 995 kt CO<sub>2</sub>e, as per the City's greenhouse gas report 2023, available on [climate connections](#).

<sup>3</sup> Matrix Evans, L. (2020) 'Local Authorities and the Sixth Carbon Budget, an independent report for the Climate Change Committee,' p.3. available on the Climate Change Committee [website](#)

<sup>4</sup> Notes on the Carbon Management Hierarchy (CMH).

Actions at the top of the hierarchy are prioritised as they have a more lasting impacts on reducing emissions overall.

Avoid – rethink business strategy to avoid carbon intensive activities.

Reduce – Conduct our business more efficiently.

Replace – Replace high-carbon energy sources with low-carbon energy sources.

Offset – offset those emissions that cannot be eliminated by the above

## What are our key priorities for net zero?

Corporate Priorities	Citywide priorities
Rationalise and decarbonise our fleet of vehicles.	Support walking, cycling and public transport.
Invest in renewables and energy efficiency measures across our corporate estate and infrastructure.	Improve electric vehicle infrastructure. Implement a strategic heat network.
Change our working practices to reduce emissions from business travel, purchasing and service delivery.	Continue to deliver housing retrofit schemes that support households in achieving greater energy efficiency and renewable energy generation.  Engage all residents, organisations and stakeholders in the Net Zero mission.

The [Plymouth Climate Connections website](#) identifies the key priorities for the city. The NZAP aligns the Council's activities with these priorities. Action commitments are grouped under three themes:

- Transport,
- Buildings, heat, and power,
- Behaviour change.

### **Transport**

According to our June 2024 Corporate Emissions Monitoring Report, transport accounted for nearly 33% of the carbon emissions within our direct control in 2023/24.

The decarbonisation of our fleet of small vehicles is already underway. Transitioning our fleet of larger vehicles presents technological, financial, and organizational challenges that require considerable forward planning.

According to the Plymouth Greenhouse Gas Report 2024, transport accounted for 34% of our city's emissions in 2022. This proportion has increased (from 28% in 2021) as other sectors are decarbonising faster. Tackling city transport emissions will require a shift in the uptake of walking, cycling and public transport, as well as measures to replace petrol combustion vehicles with electric vehicles. The NZAP outlines policies and infrastructure proposals that support members of the public with making this change. Go to [Climate Connections Plymouth](#) website for a summary of the city-wide picture on transport emissions.

Measures set out in the NZAP that have the greatest potential to reduce emissions substantially include:

- Implementing the Electric Vehicle Charging Infrastructure Strategy for the City (T4).
- Implementing the Plymouth Zero Emission Bus Regional Area 2 Fund project in full delivering 50 electric double decker buses and associated charging infrastructure (T5).

### **Buildings, Power, and Heat**

In 2023/24, 60% of our corporate emissions were generated through electricity and gas use in council buildings and to power street furniture, including lighting and traffic lights.

Our actions will focus on the corporate buildings we use to deliver our services and the built infrastructure we maintain. We will take action to increase to its maximum the energy efficiency of our existing and future estate and to shift our energy demand to renewable energy. This also includes actions to minimise fugitive emissions and water consumption; actions to minimise carbon emissions from our repair and maintenance activities and actions to minimise carbon emissions from any new buildings we commission.

In 2022, about 26% of the city's greenhouse gas emissions were attributable to heating, and 17% of the emissions were associated with generating electricity for our buildings. The transition to net zero involves a shift towards renewable energy for heating (heat pumps and heat networks) and rapid large-scale insulation of private and commercial buildings across the city. We will act in support of the decarbonisation of power and heat in the city through our planning functions.

Go to [Climate Connections Plymouth](#) website for a summary of the city-wide picture on buildings, power, and heat emissions.

Measures set out in the NZAP that have the greatest potential to reduce building emissions substantially include:

- Supporting 700 households with energy efficiency and renewable energy measures through the Warm Homes Local Grant (BHP9).
- Commencing the first phase of the £400 million heat network for Plymouth supported by the Government's Advanced Zoning Programme (BHPI0).

### ***Behaviour Change***

Activities to promote positive working practices to minimize emissions associated with our everyday activities. These actions will support reductions in the transport, energy, consumption, and waste sector.

According to the [Sixth Carbon Budget](#), while 41% of emission reduction required to achieve net zero will be purely technological, the remaining 59% will include societal behavioural changes<sup>5</sup>.

### **What are the wider benefits from the Council taking climate action?**

Tackling climate change is compatible with delivering many of the City Council's priorities, whilst also helping deliver savings through being more efficient in our operations and reducing our energy consumption.

The investments have led to income generation from the sale of renewable energy and a reduction in the City Council's energy bills, providing an ongoing an annual benefit to the City Council in the region of £500,000.

Many of the activities detailed in this plan intend to bring about multiple co-benefits, so we do not have to make a choice between the climate and other critical issues such as economic inequality or health and wellbeing. For example, through climate action, we can improve air quality and create places that have a positive impact on our wellbeing. By promoting active travel, we can bring about some positive health benefits. The creation of green jobs provides opportunities for our city's future prosperity. Actions to cut down our energy consumption and adopt renewable energy produced locally will help bring down the cost of keeping our homes warm.

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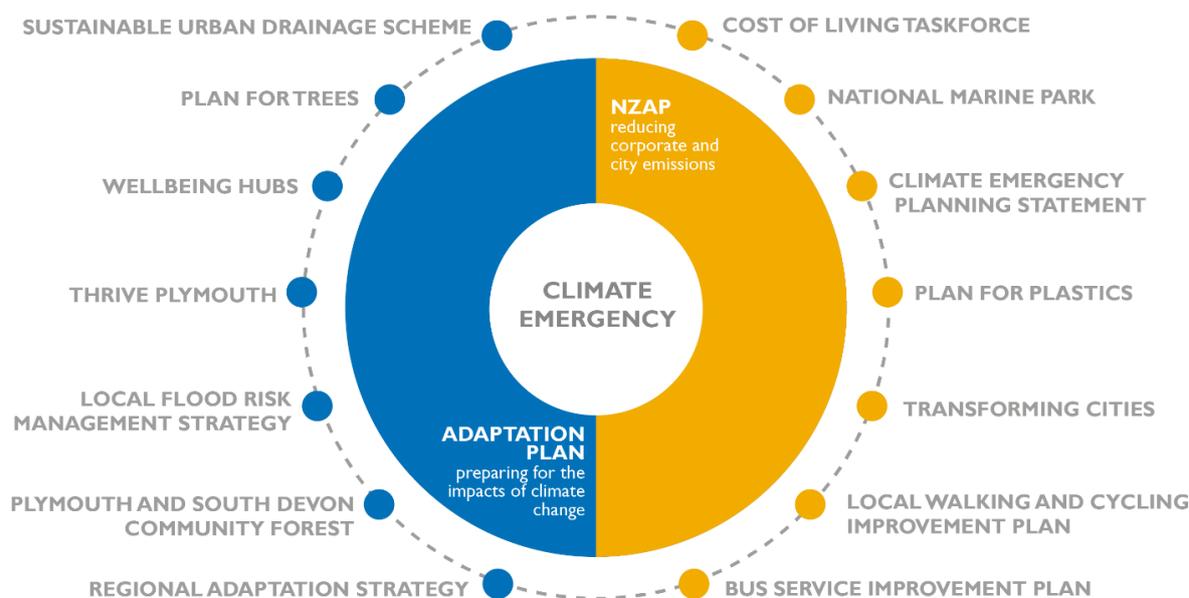
<sup>5</sup> Climate Change Committee (2020) The 6<sup>th</sup> Carbon Budget the UK's Path to Net Zero, Figure B2.2 Role of societal and behavioural changes in the Balanced Net Zero Pathway (2035), p70, available on the climate change committee [website](#)

### What other initiatives and programmes will the NZAP complement?

The focus of the NZAP is on how the Council will reduce carbon emissions. However, the Council is also committed to other initiatives and programmes to deal with the consequences of climate change and to improve health, wellbeing and environmental quality of the city overall. Some examples are given below:

- The Net Zero Action Plan is the council's contribution to the efforts of the [Plymouth Net Zero Partnership](#). It complements the initiatives promoted on the [Climate Connections](#) website.
- Through our [Climate Emergency Planning Statement](#), all new developments must consider the impacts of climate change, and include measures such as delivering at least 10 per cent biodiversity net gain, sustainable drainage, and soil protection.
- Through the [Local Cycling and Walking Infrastructure Plan](#), and supporting programmes, we identify cycling and walking improvements needed to increase levels of active travel.
- Through our [City Change Fund](#), we support local projects that help tackle climate change and deliver a city that is more resilient to its effects.
- Through [Thrive Plymouth](#), we work to improve health and wellbeing and reduce health inequalities, including promoting healthy lifestyles. Associated behavioural changes not only complement the NZAP's aim to reduce emissions (for example, through encouraging active travel such as walking and cycling), but also create a more resilient population to anticipate impacts of climate change.
- Through our [Cost of Living Taskforce](#), we are working with partners across the city to support families and individuals to access support in making their homes more energy efficient, in reducing their use of energy, and in helping to manage finances when they are struggling to pay gas and electricity bills.
- The [Plymouth Sound National Marine Park](#) will encourage greater prosperity and engagement with our marine environment. Building on our current work and existing structures, it will support a new approach to how we value and work in harmony with the natural environment to deliver the greatest benefit for all. Our vision is for a National Marine Park that supports thriving businesses, connected communities and inspired visitors.
- The [Plymouth and South Devon Community Forest](#) is an ambitious project that will see hundreds of new trees planted across the city.
- The [Plymouth and South Devon Freeport](#) is collaborating with partners to deliver Net Zero emissions target significantly ahead of 2050. It will monitor emissions and actively drive Decarbonisation with Freeport landlords and tenants. The Freeport designation and seed capital function as a catalyst in the delivery of a 10MW Green Hydrogen Electrolyser at Langage, a Pedestrian and Cycle Bridge across A38 connecting the 2 tax sites at Langage and Sherford and the Innovation Centre in South Yard. The significant opportunities in Net Zero Innovations with partners and business are key to achieving Net Zero and positioning Plymouth in growth sectors, like the supply and maintenance of Floating Offshore Wind in the Celtic Sea.
- Working in partnership with the Devon, Cornwall and Isles of Scilly Local Resilience Forum, helping deliver the Devon, Cornwall and Isles of Scilly Adaptation Plan [Adaptation Plan – Devon Climate Emergency](#) addressing the impacts of climate change. We will also collaborate with local partners on a more detailed City Adaptation Plan and Climate Change risk assessment to help the Council prepare for and manage the impacts of climate change on the services it provides and on city's wildlife and natural environment.

This connectivity between wider plans and the Council's delivery programmes and plans for responding to the climate emergency is shown diagrammatically below.



*The diagram is illustrative only and is not intended to be comprehensive.*

### **How will we ensure that climate action is fair and leaves no one behind?**

Taking climate action by reducing emissions to zero as rapidly as possible and putting in place plans to mitigate the worst impacts of climate change is the best way to bring about positive outcomes for all, including current and future generations, irrespective of age, race, disability, gender, sexual orientation or religion.

We need commitment from everyone, but we understand that we are not all equally able to act. Our role is also to ensure, whenever we can, that our city's transition to net zero is just and leaves no one behind.

To do so, we will appeal to government to ensure that the necessary resources are distributed to allow all people to make the transition to a more sustainable way of life. For example, we will continue to seek government grants for home energy efficiency that can be redistributed to those most in need. We will be promoting green skills, training and jobs, to ensure there are good employment opportunities for all. We will continue to support transport solutions to widen access to mobility, mindful of the needs of vulnerable groups.

Our engagement activities will follow the principles set out in paragraph 2.1 of the City Council's [Statement of Community Involvement](#), and will promote equality and diversity.

In the delivery of all our actions, we will comply with the requirements of the Equality Act 2010.

### **How will we deliver the NZAP?**

As a three-year delivery plan, not every measure identified in the NZAP is fully funded from day one. Some of the measures proposed are fully or partially funded; for example, because they can be delivered with existing staff resources or have grants or other funding already in place. Others will require further work to explore delivery options and funding opportunities. However, given the scale and urgency of the challenge, it is important that the plan is ambitious whilst also being within the bounds of realism, acknowledging the funding limits as well as the policy differences between the Council's net zero target and that of national government. That is the balance we have sought to meet in putting this plan together.

## Notes to accompany the NZAP.

The **Carbon Management Hierarchy (CMH)** is a prioritisation model in 4 steps (Avoid, Reduce, Replace and Offset). This model gives focus first to actions that avoid emissions in the first place, followed by those that reduce emissions. Lower in the hierarchy are actions to replace high carbon energy sources with low carbon alternatives, and offsetting is seen as the last resort or any residual emissions.

Indicators of **Impact** and **Cost** are presented for each strategic commitment to help guide and prioritize activity. Both are presented in terms of High/Medium or Low.

**Impact** – This is an indicator of the potential impact on emissions from the actions taken in the period. For corporate actions, the context is our known corporate emissions. For citywide influencing actions, the context is the city's emissions.

High impact actions, once completed in full, are likely to make a significant impact on corporate carbon emissions. Low-impact actions may only marginally impact carbon emissions in this period, but may present other advantages, such as facilitating emission reductions elsewhere.

We have further work to do on getting a complete understanding of all our corporate emissions, and this is reflected in the NZAP. This work will enable us to be more specific about our impact measures in future years.

**Cost** - This is an indicator of potential financial outlay (capital or revenue) needed to deliver the action commitment. It is based on assumptions when specific data is not available.

High-cost activities are those that are likely to require significant outlay in relation to other areas of spend, Low-cost activities are expected to be funded with normal service budget.

## Key terminology:

**Net Zero** – An approach to minimise greenhouse gas emissions to as close to zero as possible, and then put in place offsetting measures to cancel out emissions that cannot be avoided.

**Carbon Neutrality** – Carbon neutrality is the same approach, and the phrase is often used interchangeably, but the expression may be misleading as focusing only on carbon, one of four greenhouse gases.

**Scopes 1, 2 and 3** – are defined by an internationally accepted methodology for accounting for greenhouse gas emissions, the [Greenhouse Gas Protocol](#). Scope 1 emissions relate to the direct burning of fossil fuels by an organisation, for example fuel for transport or gas for heating, Scope 2 emissions relate to emissions from purchased or acquired electricity, steam, heat, and cooling. Scope 3 emissions relate to all other activities where emissions are generated by a third party on behalf of an organisation, for example across our supply chain.

**GHG** – Greenhouse gases, including carbon dioxide, methane, nitrous oxide and fluorinated gases.

**Offsetting** – a carbon offset is a financial product serving to compensate for carbon emissions by investing in a project that will reduce future emissions or capture existing CO<sub>2</sub> from the atmosphere.

## References:

- [Plymouth City Council Carbon emissions monitoring report](#), June 2023
- [Plymouth City Council Carbon emissions monitoring report](#), June 2022
- Mitchell, T.A. and Norton, A.D.S. (2023) 'Plymouth Greenhouse Gas Reporting and Monitoring 2023', University of Exeter Centre for Energy and the Environment, July 2023, Available at: [What does this mean for Plymouth? - Climate Connections Plymouth](#)

- Matrix Evans, L. (2020) '[Local Authorities and the Sixth Carbon Budget](#)', an independent report for the Climate Change Committee.
- [Greenhouse Gas Protocol | \(ghgprotocol.org\)](#)

**ANNEX ONE: Net Zero Action Plan 2025-2028**

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
Buildings, Heat and Power	BHP1	Reduction in carbon emissions from our estate by 20% between 2025 and 2028	Improve the thermal performance and energy efficiency of all remaining corporate workspaces and end the use of fossil fuel heating.	Continue the programme of energy audits on council property and create a strategic plan for minimising energy waste.	2025/26	Interim Chief Operating Officer
				Pursue funding opportunities to implement smart controls for heating and deliver fabric-first heat retention measures across our corporate estate.	2025-28	Interim Chief Operating Officer
				Replace gas boilers in city council buildings through, for example, the installation of heat pumps or connection to low carbon heat networks.	2025-28	Interim Chief Operating Officer
				Produce a costed plan for retrofitting the council's estate, prioritising invest-to-save measures.	2025-27	Interim Chief Operating Officer
				Explore the viability of hosting a data centre at the Life Centre swimming pool to reduce gas consumption.	2025-28	Director of Public Health
Buildings, Heat and Power	BHP3	Produce the equivalent of 70% of our 2023	Shift our electricity consumption to renewable energy	Deliver a solar farm at Chelson Meadow.	2025-27	Interim Strategic Director for Growth

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
		electricity needs by 2026 using solar energy		<b>Maximise the opportunities for installing solar panels on more of our own assets and pursue funding opportunities to do so wherever possible.</b>	<b>2025-28</b>	Interim Strategic Director for Growth
				<b>Purchase renewable electricity from the proposed Chelson Meadow solar farm for a proportion of our activities and explore the options to purchase renewable electricity for the remainder.</b>	<b>2026/27</b>	Interim Chief Operating Officer
Buildings, Heat and Power	BHP4	Achieve a 40% reduction in energy consumption for street lighting by 2026 (based on 2021 energy consumption figures)	Reduce the energy consumption needed to operate the public highway	<b>Implement a new system of improved control and management of street lighting where permissible.</b>	<b>2025/26</b>	Interim Strategic Director for Growth
				<b>Continue the programme of replacement of all illuminated traffic island bollards to more economical alternatives.</b>	<b>2025-28</b>	Interim Strategic Director for Growth
Buildings, Heat and Power	BHP6	Policy to guide our corporate construction activity is in place by end of 2025/26	Strive to implement the highest possible standard of sustainability in the development of new council construction projects.	<b>Develop a policy to guide how all corporate construction activity (buildings and infrastructure) is commissioned and delivered.</b>	<b>2025/26</b>	Interim Strategic Director for Growth
				<b>Continue to deliver the Eco-homes Programme and showcase the resulting low carbon housing.</b>	<b>2025-28</b>	Interim Strategic Director for Growth

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
Buildings, Heat and Power	BHP7	Planning policy framework for Net Zero embedded into next local plan by 2027	Provide a policy framework that supports the decarbonisation of land use and buildings across the city.	<b>Ensure that the next local plan responds to the city’s net zero ambition and the need for Plymouth to be a climate resilient city.</b>	2025-28	Interim Strategic Director for Growth
Buildings, Heat and Power	BHP8	Significant progress towards ensuring that all the City Council's commercial properties have an Energy Performance Certificate of C or above by 2026, in support of national target to achieve this outcome by April 2027.	Facilitate a reduction in emissions from our commercial estate	<b>Continue the ongoing review of Energy Performance Certificates across the commercial estate. Begin feasibility work to reach a minimum C rating. Work positively with our commercial tenants to support and where possible facilitate improvements to energy efficiency of buildings, including signposting them to any grant funding opportunities.</b>	2025-28	Interim Strategic Director for Growth

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
Buildings, Heat and Power	BHP9	700 households supported between 2025-2028	Continue to develop and deliver schemes that support households in achieving greater energy efficiency and renewable energy generation, ensuring that poorer communities are not left behind, in partnership with Plymouth Energy Community and other partners.	<b>Support 700 households with energy efficiency and renewable energy measures through the Warm Homes Local Grant.</b>	2025-28	Interim Strategic Director for Growth
Buildings, Heat and Power	BHP10	7,500 MWh/a of heat supplied by new low carbon heat networks in Plymouth by end 2027/28	Support the development of a low carbon energy generation and distribution infrastructure that will meet our future energy needs.	<b>Commence the first phase of the £400 million heat network for Plymouth supported by the Government's Advanced Zoning Programme.</b>	2025-28	Interim Strategic Director for Growth
				<b>Deliver enabling works towards creating heat network clusters at the Guildhall and Civic Centre, supplying the Theatre Royal, Combined Courts and Civic Centre Redevelopment with low carbon heat.</b>	2025-27	Interim Strategic Director for Growth
				<b>Work with our partners in the Devon Climate Emergency to develop a Local Area Energy Plan.</b>	2025-27	Interim Strategic Director for Growth
				<b>Support the delivery of a 10MW Green Hydrogen Generation plant at Langage.</b>	2027/28	Interim Strategic Director for Growth

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
Transport	T1	Work towards a reduction of 7% in our business travel by 2030.	Deliver corporate policies and initiatives that minimise travel and encourage the adoption of active travel and low carbon alternatives.	<b>Continue to deliver schemes to support Council staff and Councillors to minimise travel where possible and to adopt low carbon business travel and travel to work in line with the Go Green Travel Plan.</b>	2025-27	Service Director for Human Resources and Organisational Development
Transport	T3	Replace 30% of our fleet by electric vehicles by end of 2026 (70 out of 220 vehicles), including 100% of our small fleet.	Implement a vehicle decarbonisation programme.	<b>Continue the fleet rationalisation programme and the replacement of our small vans and cars by zero carbon vehicles.</b>	2025-28	Interim Strategic Director for Growth
				<b>Pursue funding opportunities to create charging substations to meet the increasing energy needs of the Council fleet and to deliver trials of zero emission specialist vehicles within the Council fleet.</b>	2025-28	Interim Strategic Director for Growth
				<b>Commission a study on pathways to decarbonise the city council's fleet of large specialist vehicles, with a view to phasing out the purchasing of new diesel vehicles and replacing the rest of the Council fleet with zero emission vehicles in the period between 2027 and 2030.</b>	2025/26	Interim Strategic Director for Growth
Transport	T4	Progress multiple initiatives to incentivise sustainable transport.	Provide local policies and initiatives that facilitate the decarbonisation of the transport system.	<b>Explore options, feasibility, potential role and benefits of emissions-based vehicle charging tariffs in both incentivising sustainable transport choices and in supporting sustainable transport projects.</b>	2025/26	Interim Strategic Director for Growth

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
				<b>Submit an expression of interest for participation in the Department of Transport's e-scooter trial scheme.</b>	<b>2025/26</b>	Interim Strategic Director for Growth
Transport	T5	Contribute towards the achievement of the Enhanced Partnership Bus Service Improvement Plan bus patronage targets (2030 Bus Service Improvement Plan (BSIP) target (23,013,275) and 2034 BSIP target (26,073,937). Achieve a target of 30,000 registered beryl bike users as a proxy for regular cycling in the city. Install public	Contribute to providing public infrastructure needed to meet the city's low carbon transport needs.	<b>Implement the Electric Vehicle Charging Infrastructure Strategy for the City, including establishing charging hubs at key destinations, on-street provision, and considering electric vehicle users in parking policy and infrastructure projects.</b>	<b>2025-28 (as part of a 10-year strategy to 2034)</b>	Interim Strategic Director for Growth
				<b>Deliver the programme of improved cycling and walking routes, and improvement of road crossing points.</b>	<b>2025/26</b>	Interim Strategic Director for Growth
				<b>Work with the car club provider to support the expansion of the pool of electric vehicles available to the public, with the aim of doubling the number of vehicles available between 2025 and 2026.</b>	<b>2025/26</b>	Interim Strategic Director for Growth
				<b>Implement the Plymouth Zero Emission Bus Regional Area 2 Fund project in full delivering 50 electric double decker buses and associated charging infrastructure.</b>	<b>2025/26</b>	Interim Strategic Director for Growth

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
		<p>Electric Vehicle charge points for use in 200 parking bays each year in 2026, 2027 and 2028.</p> <p>Delivery of the final 1.3 miles of improved cycling and walking routes by 2026.</p> <p>10 new or improved road crossing points by 2026.</p>		<p><b>Implement bus corridor improvements, smart signal technology and the reallocation of road space to prioritise buses.</b></p>	<p>2025/28</p>	<p>Interim Strategic Director for Growth</p>
<p>Transport</p>	<p>T6</p>	<p><a href="#">Goals set out in the Plymouth Plan</a></p>	<p>Co-produce decarbonisation plans and initiatives with partners from across the transport system.</p>	<p><b>Work with regional (Peninsula Transport Strategic Transport Board) and national (Department for Transport-backed Coral programme) partners to explore opportunities for the widespread implementation of integrated ticketing systems on buses.</b></p>	<p>2025/28</p>	<p>Interim Strategic Director for Growth</p>

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
Behaviour Change	BC1	Provide a tailored programme of climate change training to 25% of our staff by end of 2026, including offering training to all members and senior managers.	Encourage our staff and members to adopt low carbon behaviours.	<b>Deliver a comprehensive employee engagement programme on climate change, mitigation and adaptation.</b>	2025-28	Interim Strategic Director for Growth
Behaviour Change	BC2	Achieve at least 150 members in the Who's Who section of Climate Connections by end of 2025. Deliver year on year increase in the number of users engaging with the Climate Connections website. Work towards the Plymouth Plan target of 65% recycling rate by	Develop and deliver an inclusive programme of engagement with the community in collaboration with the Plymouth Net Zero Partnership.	<b>Deliver a Plymouth Net Zero engagement plan in collaboration with the Plymouth Net Zero Partnership (PNZP) and facilitate PNZP Engagement working group.</b>	2025/26	Interim Strategic Director for Growth
				<b>Collaborate, as part of the Food Plymouth Partnership and Network, on improving access to low carbon food choices and work towards achieving the Sustainable Food Places Gold award.</b>	2025-27	Director of Public Health
				<b>Recruit recycling officers to engage with communities to maximise opportunities for increasing recycling levels and compliance with the city council's waste collection scheme.</b>	2025-28	Interim Strategic Director for Growth

Theme	Ref.	Goals for the period 2025/28	Strategic Commitment	Actions	Year	Strategic Leader
		2034, with a goal to achieve 53% by 2030.		<b>Deliver a weekly kerbside food waste collection service to Plymouth households in line with Government legislation and guidance.</b>	2026/27	Interim Strategic Director for Growth
				<b>Pursue all funding opportunities to allow the continued provision of the Plymotion behaviour change programme.</b>	2025/26	Interim Strategic Director for Growth
Behaviour Change	BC3	Net Zero action plan identified for top 50 business relationships and supported businesses by 2026 Recommendations from the Green Skills Action Plan are implemented by 2026	Provide support for transition to a future net zero economy driving investment, increasing knowledge, skills and local capacity in the business community.	<b>Deliver the plan for the city's economic transition to a low carbon economy as part of the overall economic development plan, with the Growth Board taking ownership of the agenda, and continue to identify funding to establish further net zero support for the city's businesses.</b>	2025-27	Interim Strategic Director for Growth
				<b>Support the delivery of the UK's first end-to-end commercial waste recycling plant for electric vehicle batteries in Plymouth.</b>	2025/26	Interim Strategic Director for Growth
Behaviour Change	BC4	Net Zero Route Map endorsed by Council and strategic partners by 2027	Support effective city and regional governance and action on the climate emergency.	<b>Develop a citywide Net Zero Route Map with clear milestones, acting as support for the Plymouth Net Zero Partnership.</b>	2025/26	Interim Strategic Director for Growth

## **ANNEX TWO: Climate actions now embedded into usual business practices**

Our annual action plans are allowing us to chart a course to a more sustainable organisational culture. The commitments we made in previous iterations of the Net Zero Action Plan are bearing fruit and our working practices are evolving. The following actions in the Net Zero Action Plan 2024/27 are now embedded within the Council's usual business practices. To improve the legibility of the plan and minimise its administration, we will no longer publish progress reports on these ongoing activities. The last progress report for each of these activities will be issued in February 2025.

### **BUILDINGS, HEAT AND POWER**

- BHP1 C. Continue a programme of estate rationalisation based on energy efficiency and sustainability.
- BHP2 A. Pursue funding opportunities to implement electricity-saving measures across our corporate estate.
- BHP5 A. Continue to work with our suppliers to implement a new methodology to account for and reduce emissions from highways maintenance.
- BHP5 B. Continue to trial more economical road surfacing processes for road maintenance and pothole repairs.
- BHP9 B. Work with specialist Disabled Facilities Grant contractors to reduce the carbon impact of adaptations.
- BHP9 C. Build a greater understanding of the condition of city's housing stock and its energy performance, so that targeted interventions can be identified and coordinated.
- BHP10 B. Work with National Grid on increasing the capacity of the energy grid to shift to an economy that will be more reliant on electricity generation.

### **TRANSPORT**

- T1 D. Ensure contracts for health and care providers include a transport reduction clause where relevant for procuring services across Plymouth.
- T6 B. Continue to engage with the Peninsula Transport shadow Sub-national Transport Body to ensure alignment with the regional transport strategy and the tools available, regionally, to support the decarbonisation of transport.

### **BEHAVIOUR CHANGE**

- BC2 D. Deliver behavioural change programmes and energy advice services for individuals, communities and businesses in partnership with PEC.
- BC2 E. Keep the Climate Connections website up-to-date and well managed, as its custodian for the city, and deliver the next phase of improvements, to drive citywide contributions to net zero.

- BC2 F. Continue to grow the network of Climate Ambassadors, community-based volunteers promoting the net zero agenda at a local level.
- BC2 G. Work with the National Marine Park to raise awareness and explain the role of blue carbon in supporting the city's journey to net zero, including the development of the blue green economy.
- BC2 I. CATERED to pilot new approaches to promoting sustainable food choices.
- BC2 J. Use provider forums and newsletter to engage with the domiciliary care and adult social care sector on Net Zero, to share good practice and invite contribution from providers to Climate Connection's Net Zero organisation pages.
- BC2 K. Utilise family and wellbeing hubs to promote Net Zero, reaching out to our clients with energy efficiency help and advice (in partnership with PEC).
- BC2 L. Encourage all schools in Plymouth to seek eco-school accreditation, or to participate in the Let's Go Zero Campaign.
- BC2 M. Promote Climate Ambassador schemes in schools and work towards organising a celebratory event to recognise good practice.
- BC2 N. Engage young people on Climate Change through the Youth Parliament and other forms of youth engagement, and the appointment of a voluntary youth advisor.
- BC2 P. Create a 'cities of service' approach to engaging with residents to create a 'social movement' of people who participate in practical activities to reduce emissions.
- BC2 R. Develop a programme with the taxi trade to support the transition to Electric Vehicles including investigation of alternative funding mechanisms and collaborating on funding bids.
- BC2 U. Continue to organise an annual engagement event on environmental issues with the library service.
- BC3 D. Continue to identify funding to establish further net zero support for the City's businesses.
- BC3 H. Provide energy efficiency advice to private landlords.

## **CONSUMPTION AND WASTE**

- CWI B. Roll out the contract management toolkit to support the Council's contract managers in monitoring the effectiveness of our contracts in terms of carbon emissions commitments made by contractors.
- CWI C. Roll out improvements to the Council's procurement approach so that it fully aligns with the Council's Net Zero ambition and embed a contract award weighing for climate change.
- CWI D. Engage with the Council's family of companies to support their plans for Net Zero.

- CW1 E. Source recycled and refurbished equipment for our corporate operations needs where possible.
- CW2 A. Continue to encourage waste minimisation, reuse, and recycling at all our premises, ensuring all waste streams are separated to maximise recycling opportunities.
- CW3 E. Identify funding to support communities to increase the number of operating repair and reuse initiatives.

## **GOVERNANCE AND DELIVERY**

- GD1 C. Collect performance data relating to the Council's greenhouse gas emissions and report annually through the Climate Connections website and on our corporate website.
- GD1 D. Continue to provide strategic leadership of the climate emergency through the Council's Climate Emergency Board, which maintains a strategic focus on the commitment to be a net zero organisation by 2030 through meeting at least 3 times a year.
- GD2 B. Deliver the Climate Emergency Investment Fund to accelerate investment in corporate carbon reduction projects and climate emergency initiatives, to secure external grant funding and to reduce corporate energy costs.
- GD2 C. Keep under active review all opportunities for external funding to support the Council's and City's net zero aspirations, including for example grants and developer contributions.
- GD2 E. Continue to seek financial and in-kind contributions from partners and other external funding sources to enable the Plymouth Net Zero Partnership to deliver effective strategic leadership of the Plymouth's net zero emissions.
- GD 2 F. Review our treasury practices, principles, and schedules to determine what criteria to apply to our own investment, developing our Environmental, Social and Governance section to reflect our ambition to achieve Net Zero.
- GD4 C. Use natural infrastructure and the 'healthy streets' process proactively to deliver climate-friendly projects, resilient spaces, healthy places and capture carbon.
- GD5 A. Support the effective operation and growth of the Plymouth Net Zero Partnership in its city leadership role for the City's net zero agenda.
- GD5 B. Work with regional partners on the Devon Carbon Plan and the Devon, Cornwall, and Isles of Scilly Adaptation Plan.
- GD6 A. Keep under review national policy and legislation relating to net zero, including identifying opportunities for influencing the Government through relevant public affairs activity as and when appropriate.

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# Net Zero Action Plan 2025-2028

## Project details

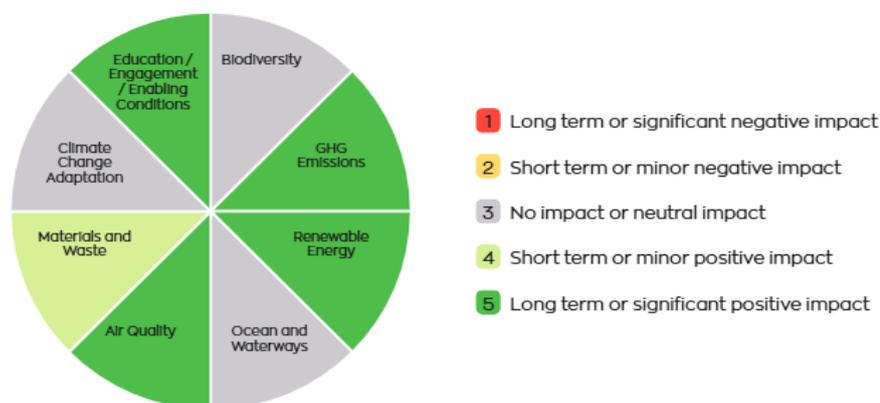
### Assessment author

Emmanuelle Marshall

### Project summary

The Net Zero Action Plan is the city council climate change mitigation action plan. It covers a three year period and is rolled forward annually. It identifies actions to tackle the direct greenhouse gas emissions of the Council, with the aim of being a 'net zero' organisation by 2030. It also sets how the Council will use its influence to support the city-wide net zero agenda.

## Summary of assessment



Given that the Net Zero Action Plan contains multiple individual initiatives, some of which will need to have their own climate impact assessments at decision-making stage, this assessment appraises the plan as a whole rather than its individual components.

As a climate change mitigation plan, the Net Zero Action Plan focuses on initiatives that are intended to drive down the Council's emissions of greenhouse gases, and contribute to the decarbonisation of the city, in respect of transport, buildings and energy, and behaviour change.

On this basis, the plan scores 5 for its positive and long lasting impact on GHG emissions, renewable energy supply, air quality and supporting education, engagement and enabling conditions. Neutral scores are selected for climate change adaptation, oceans and waterways, waste reduction, and biodiversity. These categories fall outside the remit of this plan, but are unlikely to be adversely impacted by its implementation.

## Assessment scores



## Biodiversity

### Score

(3) No impact or neutral impact

### Score justification

Biodiversity enhancement is not the primary aim of the NZAP as this work is undertaken elsewhere in the Council. With a priority of climate mitigation (avoiding and reducing emissions), the NZAP focuses on ensuring that carbon remains sequestered in existing biodiversity and green spaces. The NZAP is not anticipated to have a negative effect on biodiversity.

## GHG Emissions

### Score

(5) Long lasting or extensive positive impact

### Score justification

Reducing emissions of greenhouse gases within the Council and across the city is the primary goal of the Net Zero Action Plan. It will do so by tackling the causes of emissions. It focuses on key emission sources: buildings and power (BHP 1-10), transport (T1 to T6) and behaviours (BC1-4). The plan is a programme of transformation of how the Council's services are delivered and where the Council can leverage influence in the city to reduce emissions as much as possible and as fast as possible. Work is continually underway to gain a more precise understanding of the carbon impacts of Council initiatives as well as identifying new and emerging opportunities for emissions avoidance and reduction.

## Renewable Energy

### Score

(5) Long lasting or extensive positive impact

### Score justification

The plan is anticipated to increase the provision of renewable energy in Plymouth (BHP10). Notably, it includes two significant projects: the development of a solar farm at Chelson Meadow (BHP3) and the development of a strategic heat network programme (BHP10). The NZAP also encourages other actors in the city to support the development of renewable energy even further. In particular, the Council is committed to working with the wider region on the development of a Local Area Energy Plan (BHP10).

## Ocean and Waterways

### Score

(3) No impact or neutral impact

### Score justification

The Net Zero Action Plan is not anticipated to have impacts on water quality or aquatic habitats. The Net Zero Action Plan is supportive of, and coherent with initiatives to improve the marine environment.

## Air Quality



**Score**

(5) Long lasting or extensive positive impact

**Score justification**

The aims of reducing greenhouse gas emissions and improving air quality are distinct but highly compatible. By encouraging the adoption of active travel, public transport, and electric vehicles, the NZAP will have the co-benefit of driving down not only greenhouse gases, but also the emissions of air pollutants. Several initiatives in the plan (T4 and T5) encourage walking and cycling and the adoption of public transport or car clubs. Where the use of private vehicle cannot be avoided, the plan encourages the adoption of Electric Vehicles by encouraging the development of the necessary charging infrastructure (T5a and T5c).

**Materials and Waste**

**Score**

Short term or limited positive impact

**Score justification**

This Net Zero Action Plan is anticipated to have limited positive impacts on material use and waste. As part of our approach to Behaviour Change (BC2), we will pursue two strategic waste initiatives: the delivery of a food waste collection service (BC2D) and engagement with the community on recycling (BC2C).

**Climate Change Adaptation**

**Score**

(3) No impact or neutral impact

**Score justification**

The Net Zero Action Plan focuses primarily on initiatives that are intended to drive down the Council's emissions of greenhouse gases. its main purpose is to act as a climate change mitigation plan. There are significant adaptation projects in progress outside of the scope of the NZAP and the Council is committed to the development of a corporate adaptation plan.

**Education / Engagement / Enabling Conditions**

**Score**

(5) Long lasting or extensive positive impact

**Score justification**

The NZAP considers behaviour change as a key pillar of mitigation action (section BC). It includes corporate engagement activities designed to support colleagues with reducing emissions from the Council's business operations (BC1). It also includes commitments to engage more effectively with the community (BC2 and BC3) in a way that is consistent with principles of climate justice and the Council's duty in respect of equality and diversity.

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# EQUALITY IMPACT ASSESSMENT – NET ZERO ACTION PLAN 2025-2028

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> The person completing the EIA template.	Emmanuelle Marshall	<b>Department and service:</b>	Strategic Planning and Infrastructure, Spatial Planning and Sustainable Development	<b>Date of assessment:</b>	07/01/2025
<b>Lead Officer:</b> Head of Service, Service Director, or Strategic Director.	Paul Barnard	<b>Signature:</b>		<b>Approval date:</b>	23.1.25
<b>Overview:</b>	<p>This Equality Impact Assessment (EIA) is a strategic assessment of the Council’s Net Zero Action Plan 2025-2028. Given that the Net Zero Action Plan contains multiple individual initiatives, some of which will need to have their own EIAs at decision-making stage, the purpose of this document is to appraise the plan rather than its individual components. This EIA will be reviewed on an annual basis to ensure it remains up to date.</p> <p>The Net Zero Action Plan (NZAP) is a three-year delivery plan, setting out the City Council’s proposals to reduce greenhouse gas emissions to achieve the Plymouth Plan’s policy aim for Plymouth to achieve net zero by 2030. First, it includes strategic commitments to reduce emissions from the facilities we own and the services we deliver. Second, it makes commitments as to how we will use our influence to help the city as a whole move towards net zero.</p>				
<b>Decision required:</b>	Support and endorse the Plymouth City Council Net Zero Action Plan 2025-2028				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	✓
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	✓

<p>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)</p>	<p><b>Yes</b></p>	<p>✓</p>	<p><b>No</b></p>	
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	<p>The NZAP is not anticipated to have adverse impacts on service users, communities, residents or staff. However, it is worthwhile to conduct this equality impact assessment due to the strategic nature of the document and its ambition. The NZAP contains multiple initiatives which will each be the object of individual Equality Impact Assessments (EIA) when they reach the decision-making stage.</p>			

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<p><b>Protected characteristics (Equality Act, 2010)</b></p>	<p><b>Evidence and information (e.g. data and consultation feedback)</b></p>	<p><b>Adverse impact</b></p>	<p><b>Mitigation activities</b></p>	<p><b>Timescale and responsible department</b></p>
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<p><b>Age</b></p>	<p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>	<p>Actions in the plan are not anticipated to affect our service delivery, or to have adverse impacts on staff, residents or service users on the grounds of age.</p> <p>As climate change becomes a reality, it will bring in major challenges in the future which may negatively affect the younger generation. The Net Zero Action Plan is a means to mitigate these anticipated negative impacts.</p>	<p>Any impacts on people from different age groups which cannot be foreseen at this stage will be picked up by EIAs conducted when individual proposals reach decision-making stage.</p>	<p>EIAs will be completed as proposals develop and are brought forward. This is where appropriate mitigations and timeframes will be identified for our activities.</p>
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<p><b>Care experienced individuals</b> (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>Actions to reduce emissions are not intended to reduce or negatively impact services provided to individuals with experience of care.</p>	<p>Any impacts on care-experienced individuals which cannot be foreseen at this stage will be included in EIAs conducted when individual proposals reach decision-making stage.</p>	<p>EIAs will be completed as proposals develop and are brought forward. This is where appropriate mitigations and timeframes will be identified for our activities.</p>
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<p><b>Disability</b></p>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem. 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>Actions to reduce emissions are not foreseen to reduce services provided to users and residents with disabilities. Some of the activities proposed in the NZAP will promote active travel and public transport, which may present challenges for residents and service users with disabilities, for example those with mobility or sight impairment, whose needs will be considered on a project-by-project basis.</p>	<p>This is mitigated by the design and delivery of individual projects, which will be subject to EIA as and when proposals reach decision-making stage.</p>	<p>Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote fair access.</p>
<p><b>Gender reassignment</b></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>Actions in the plan are not anticipated to impact service delivery for trans and non-binary individuals, nor are they anticipated to have adverse impacts on trans and non-binary staff, residents or service users.</p>	<p>Any impacts on trans on non-binary people which cannot be foreseen at this stage will be picked up by EIAs conducted when individual proposals reach decision-making stage.</p>	<p>Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote inclusion.</p>
<p><b>Marriage and civil partnership</b></p>	<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. 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>	<p>Actions in the plan are not anticipated to have adverse impacts on staff, residents and service users on the grounds of their marital status.</p>	<p>Any impacts on people on the grounds of their marital status which cannot be foreseen at this stage will be addressed when individual proposals reach decision-making stage.</p>	<p>Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote inclusion.</p>

<b>Pregnancy and maternity</b>	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.	Actions in the plan are not anticipated to affect services provided to mothers and pregnant women, nor are expected to have adverse impacts on mothers and pregnant women.	Any impacts on mothers and pregnant women which cannot be foreseen at this stage will be addressed when individual proposals reach decision-making stage.	Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote inclusion.
<b>Race</b>	<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>	Actions in the plan are not anticipated to have adverse impacts on staff, residents or service users on grounds of ethnicity.	Any impacts on people from different ethnic groups which cannot be foreseen at this stage will be addressed by EIAs conducted when individual proposals reach decision-making stage.	Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote inclusion.
<b>Religion or belief</b>	<p>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).</p> <p>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).</p>	Actions in the plan are not anticipated to have adverse impacts on staff, residents or service users on religious grounds.	Any impacts on the ground of religious beliefs which cannot be foreseen at this stage will be addressed when individual proposals reach decision-making stage.	Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote inclusion.

<b>Sex</b>	51 per cent of our population are women and 49 per cent are men (2021 Census).	Actions in the plan are not anticipated to have adverse impacts on staff, residents or service users on gender grounds.	Any impacts on different gender groups which cannot be foreseen at this stage will be addressed when individual proposals reach decision-making stage.	Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote inclusion.
<b>Sexual orientation</b>	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).	Actions in the plan are not anticipated to have adverse impacts on staff, residents or service users on grounds of sexual orientation.	Any impacts on the ground of sexual orientation which cannot be foreseen at this stage will be addressed when individual proposals reach decision-making stage.	Individual EIAs will identify appropriate mitigations and timeframes, and reasonable adjustments made to promote inclusion.

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

<b>Human Rights</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
	<p>As far as can reasonably be foreseen, the proposals in the Net Zero Action Plan are respectful of the fundamental rights and freedoms that everyone in the UK is entitled to, as laid out in the Human Rights Act. Due to its strategic nature, it is not possible at this stage to assess all the implications of each individual actions.</p> <p>Our role is to ensure, whenever we can, that our city's transition to net zero is just and leaves no one behind.</p>	<p>Our engagement activities will follow the principles set out in paragraph 2.1 of the City Council's Statement of Community Involvement, and will promote equality and diversity. These conversations will help us continually improve our climate action plans to ensure they continue to be inclusive.</p> <p>The delivery of the actions of the NZAP will comply with the requirements of the Equality Act 2010. When they reach the decision-</p>	<p>2025-2028 – Climate Emergency Board</p>

		making stage, the individual initiatives proposed in this plan that require an Equality Impact Assessment will be assessed individually.	
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**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<p><b>Work together in partnership to:</b></p> <ul style="list-style-type: none"> <li>▪ <b>promote equality, diversity and inclusion</b></li> <li>▪ <b>facilitate community cohesion</b></li> <li>▪ <b>support people with different backgrounds and lived experiences to get on well together</b></li> </ul>	<p>Plymouth City Council is committed to celebrate the diversity of the city and to promote community cohesion. This commitment is outside the boundaries of the Net Zero Action Plan, but the delivery of the NZAP will be done in accordance with this principle.</p> <p>The NZAP is not intended to have adverse impacts on this agenda. The Council’s climate action is driven by the need to bring about positive outcomes for all, including current and future generations, irrespective of age, race, disability, gender, sexual orientation or religion.</p>	<p>All relevant activities listed in the NZAP will be subject to specific EIAs.</p>	<p>EIAs will be conducted for relevant projects as and when these projects reach decision-making stage within the period 2025-2028.</p>
<p><b>Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.</b></p>	<p>Plymouth City Council will give special consideration to those with care experience. This commitment is outside the boundaries of the Net Zero Action Plan, but the delivery of the NZAP will be done in accordance with this principle.</p> <p>The NZAP is not intended to have adverse impacts on this agenda.</p>	<p>All relevant activities listed in the NZAP will be subject to specific EIAs.</p>	<p>EIAs will be conducted for relevant projects as and when these projects reach decision-making stage within the period 2025-2028.</p>
<p><b>Build and develop a diverse workforce that represents the community and citizens it serves.</b></p>	<p>Plymouth City Council is committed to promoting equality and the fair treatment of its workforce. This is outside of the</p>	<p>All relevant activities listed in the NZAP will be subject to specific EIAs.</p>	<p>EIAs will be conducted for relevant projects as and when these projects reach decision-</p>

	scope of the Net Zero Action Plan, but the delivery of the Net Zero Action Plan will be consistent with this principle.		making stage within the period 2025-2028.
<b>Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.</b>	The Council is committed to reducing and tackling hate crime. This is outside the scope of the Net Zero Action Plan, but the delivery of the Net Zero Action Plan will be consistent with this principle.	All relevant activities listed in the NZAP will be subject to specific EIAs.	EIAs will be conducted for relevant projects as and when these projects reach decision-making stage within the period 2025-2028.

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# City Council



Date of meeting:	17 March 2025
Title of Report:	<b>Gambling Statement of Principles (Gambling Policy)</b>
Lead Member:	Councillor Sally Haydon (Cabinet Member for Community Safety, Libraries, Events, Cemeteries & Crematoria)
Lead Strategic Director:	Professor Steve Maddern (Director of Public Health)
Author:	Katharine O'Connor
Contact Email:	Katharine.O'Connor@plymouth.gov.uk
Your Reference:	KOC/GA2025
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

The report provides details of the three-year review of the City Council's Gambling Act Statement of Licensing Policy and contains an updated policy. The Statement of Licensing Policy is specified within the Council's Policy Framework, therefore, Full Council is required to consider and formally adopt the revised policy.

The Gambling Act 2005 (the Act) creates the regulatory system that governs the provision of all gambling in Great Britain, other than for the National Lottery and spread betting. The regulation of gambling aims to promote the following licensing objectives:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime
- Ensuring that gambling is conducted in a fair and open way, and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Plymouth City Council is designated as a licensing authority for the purposes of the Gambling Act 2005 and is responsible for granting premises licenses within its area. The Gambling Commission regulate the operators of gambling activities and how gambling is undertaken.

The Licensing Team delayed review of the policy in anticipation of imminent updated Guidance for Local Authorities by the Gambling Commission which is likely to require significant changes to the Statement of Licensing Policy. However, the Gambling Commission recently confirmed that the statutory guidance is still being considered and would not be available for the timeframe needed for our current policy review. Therefore, the attached policy has been reviewed in line with current guidance. As there was a comprehensive review of the policy in 2022, the only changes at this time are to amend the dates of the policy and to update the contact details of the responsible authorities.

The approach taken by the Licensing Authority, in anticipation of the amended statutory guidance, has been approved by the Gambling Commission and mirrors that of other local authorities at this time. Although the Policy is dated January 2025, the existing policy remains enforceable until the Council adopts the updated Statement of Principles contained in Appendix B on March 17 2025. A further

comprehensive review will be undertaken on release of updated Gambling Commission guidance, expected before the expiry of the attached proposed policy.

### **Recommendations and Reasons**

#### **I. Your Recommendation**

That Council considers this report and agrees to adopt the proposed Gambling Act Statement of Principles contained in Appendix B.

*Reason: If the Policy is not approved the Council is unable to process any applications until a new policy statement has been formally approved.*

### **Alternative options considered and rejected**

No alternative options are available. To comply with statutory requirements the Policy must be considered and adopted by City Council.

### **Relevance to the Corporate Plan and/or the Plymouth Plan**

This is a statutory policy required to allow the Council to determine applications made under the Gambling Act 2005. The policy supports the themes of Economic Growth, Local Community and Health & Wellbeing

### **Implications for the Medium Term Financial Plan and Resource Implications:**

None. The Gambling (Premises Licence) Fees (England and Wales) Regulations 2007 sets out the standards to be followed in the setting of gambling fees and charges. The regulations do not set a specific fee that the authority must charge but set a maximum that cannot be exceeded.

The Council Constitution Scheme of Delegation has delegated responsibility for setting fees to the Licensing Committee, who have determined that its fees should be set at the maximum level to secure full cost recovery in carrying out its regulatory functions as specified in the Act.

### **Financial Risks**

None. Fees for this process are recovered by the gambling fees and charges as stated above.

### **Legal Implications**

(Provided by Ian Wills )

The review of the Statement of Licensing Policy ensures the Council is complying with the review period specified at S349 Gambling Act 2005

### **Carbon Footprint (Environmental) Implications:**

All documentation is available online, printing and posting is avoided wherever possible.

### **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.*

Section 17 of the Crime and Disorder Act 1998 puts a statutory duty on every Local Authority to exercise its various functions with due regard to the need to do all that it reasonably can do to prevent crime and disorder in its area. The Equalities Impact Assessment concluded that the new Statement of Licensing Principles (Gambling Policy) would promote equality. It is a statutory requirement that no persons under the age of eighteen shall be permitted entry to age-restricted licensed premises for the purposes of gambling, although there is no upper limit. There are no restrictions that apply to any of the other protected characteristics i.e. disability, gender, race and sexual orientation. Problem gambling can cause significant social and health problems, irrespective of socioeconomic status. The adverse impacts on family members, including children, are also clear (34% of callers to Gamcare reported gambling affected the family, friend or partner). Problem gambling can exacerbate child poverty. Parents

who have a gambling problem may adversely affect their children’s well-being; they are less likely to parent well; they will have less money to spend to meet their family’s needs; and they may be less able to work.

Local data identifying the number of persons who are at risk of or those that experience problem gambling is not easily obtainable. National surveys are undertaken periodically by NatCen which show that 3.9% of adults are classified as “at risk” using the Problem Gambling Severity Index (PGSI).

Problem gambling was more prevalent among people who had participated in a number of gambling activities in the past year. Prevalence was 11.9% for those who participated in seven or more activities compared to 0.3% of these who had taken part in just one gambling activity in the past year.

The policy seeks to allow licensed premises the legitimate opportunity to undertake licensed gambling activities providing that they are lawful and within their licensing requirements, in particular in respect to the protection of young persons and other vulnerable persons.

**Appendices**

*\*Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Briefing report title	x						
B	Proposed Gambling Statement of Principles (Gambling Policy) 2025 – 2028	x						
C	Equalities Impact Assessment (if applicable)	x						
D	Climate Impact Assessment (if applicable)							

**Background papers:**

*\*Add rows as required to box below*

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

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

**Sign off:**

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Originating Senior Leadership Team member: Katharine O'Connor											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 05/03/2025											
Cabinet Member approval:  Date approved: 07/03/2025											

## Briefing Report

### 1.0 Background

- 1.1 The Gambling Act 2005 (the Act) contains the regulatory system that governs the provision of all gambling in Great Britain, other than for the National Lottery.
- 1.2 Plymouth City Council is designated as a 'licensing authority' for the purposes of the Gambling Act 2005 and is therefore responsible for granting premises licenses within its administrative district in respect of:
- Casino premises;
  - Bingo premises;
  - Betting premises, including tracks;
  - Adult Gaming Centres;
  - Family Entertainment Centres.
- 1.3 The Gambling Commission regulates gaming and certain lotteries. They are responsible for issuing new operating licences under the Act to organisations and individuals who are providing facilities for gambling and personal licences to certain categories of people working in the gambling industry. In general the Gambling Commission regulate the operation of the gambling activities, whilst the Licensing Authority regulates the environment in which the gambling activity takes place, such as consideration of premises licences.
- 1.4 The Gambling (Premises Licence) Fees (England and Wales) Regulations 2007 sets out the standards to be followed in the setting of gambling fees and charges. The regulations do not set a specific fee that the authority must charge but set a maximum that cannot be exceeded. The Council Constitution Scheme of Delegation has delegated responsibility for setting fees to the Licensing Committee, who has determined that fees should be set at the maximum level to secure full cost recovery in carrying out its regulatory functions as specified by the Act.
- 1.5 The report provides details of the 3 year review of the City Councils Gambling Act Statement of Licensing Policy and contains a draft policy to commence from 2025. The Statement of Licensing Policy is specified within the Council's Policy Framework, therefore, Full Council is required to consider and formally adopt the revised policy.

- 1.6 The Gambling Policy (Statement of Principles) was updated in detail in 2022 and therefore only minor changes are required.

## 2.0 Statement of Licensing Policy

- 2.1 The Council is required to publish a Gambling Statement of Principles (Gambling Policy) regarding the exercise of their functions in a manner which is consistent with three licensing objectives. The licensing objectives are:
1. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime
  2. Ensuring that gambling is conducted in a fair and open way, and
  3. Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Council's existing Statement of Principles is dated 30 January 2022 therefore the revised policy is urgently required in order for the Council to continue to be able to administer this legislative function. The current policy remains enforceable until this review is approved.

- 2.2 The Council's revised policy is divided into three parts.

Part A sets out a **statement of principles** of how the Council, as the licensing authority, will discharge its functions, its policy on the exchange of information and the better regulation principles that will be applied;

Part B sets out the **general principles of how the Council will consider applications**, its relationship with other agencies and the relevance of licensing conditions;

Part C sets out **how the Council will issue gaming machine permits**.

- 2.3 Most people who gamble do so safely most of the time. But gambling can be harmful for some. Excessive play due to inexperience or binge gambling, periods of loss of control and more serious gambling addiction. The harm suffered is not restricted to the gambler, but also felt by families, friends, communities and employers.

Inequalities and the protection of children and vulnerable persons is a priority for the City. Parents who have a gambling problem may adversely affect their children's well-being; they are less likely to parent well; they will have less money to spend to meet their family's needs; and they may be less able to work.

- 2.4 The policy includes reference to the Local Area Gambling Profiles which were published in April 2020. The local area profile has been produced with our Public Health colleagues and is an assessment of the key characteristics of Plymouth in the context of gambling related harm. The information obtained for the assessment helps to provide a better understanding of the types of people that are at risk of being vulnerable to gambling related harm, where they are located and any current or emerging problems that may increase that risk. The profiles can be used by gambling operators to assess local risks to the licensing objectives, posed by the provision of gambling facilities at each of their premises and to have policies, procedures and control measures in place to mitigate the risks. The profiles will also assist gambling operators in undertaking and preparing their local premises risk assessment, and will be reviewed further at the next comprehensive update.

### 3.0 Consultation

3.1 The Council is required to consult with stakeholders affected by the administration of its functions under the Act. As there were no significant changes to the Policy, a short consultation is being undertaken between 5 March 2025 and 14 March 2025. A public notice was published in the Council House. The link to the policy is here:

<https://www.plymouth.gov.uk/gambling-policy-review-2025>

The following interested parties were written to:

- Devon and Cornwall Constabulary
- Plymouth City Council
  - Public Health
  - Environmental Health
  - Planning
  - Child Protection
- Devon & Somerset Fire and Rescue Service
- Gambling Commission
- Existing licence-holders
- Child Protection
- Maritime & Coastguard Agency
- H M Revenue & Customs

3.2 If there are any objections or responses which require changes to the attached policy, the report will be withdrawn from March 2025 Full Council and considered at a future date.

# **STATEMENT OF LICENSING POLICY**

Gambling Act 2005



<b>Table of Contents</b>	<b>Page</b>
<b>Part A - Statement of Principles</b>	
1. Introduction	4
2. Licensing Objectives	5
3. The Geographical Area	5
4. Statement of Principles	6
5. Fees	8
6. Relationship with Other Legislation	8
7. Responsible Authorities	8
8. Interested Parties	9
9. Exchange of Information	9
10. Enforcement	10
11. Licensing Authority Functions	11
12. The Licensing Process	11
13: Gambling Prevalence and Social Responsibility	12
14. Test Purchasing	13
<b>Part B - Premises Licences - Consideration of Applications</b>	
1. General Principles	14
2. Adult Gaming Centres	23
3. (Licensed) Family Entertainment Centres	24
4. Casinos	25
5. Bingo Premises	25
6. Betting Premises	26
7. Tracks	26
8. Applications and Plans	28
9. Travelling Fairs	29
10. Provisional Statements	29
11. Reviews	30
12. Local Area Gambling Risk Assessments	31
13. Local Area Profiles (LAP)	36
<b>Part C - Permits/Temporary &amp; Occasional Use Notices</b>	
1. Unlicensed Family Entertainment Centre (Gaming Machine Permits)	37
2. (Alcohol) Licensed Premises (Gaming Machine Permits)	40
3. Prize Gaming Permits	41
4. Club Gaming & Club Machine Permits	42
5. Temporary Use Notices	43
6. Small Society Lotteries	44
7. Occasional Use Notices	44

8. Vessels	44
<b>Appendix A – Responsible Authorities Contacts</b>	46
<b>Appendix B – Child Exploitation and Trafficking of Children and Young People</b>	48
<b>Appendix C – Pool of Conditions</b>	49
<b>Glossary</b>	51

## PART A – STATEMENT OF PRINCIPLES

### I Introduction

- I.1 The Gambling Commission was set up under the Gambling Act 2005 (The Act) to regulate gambling in Great Britain in partnership with licensing authorities. The Commission is an independent non-departmental public body sponsored by the Department for Digital, Culture, Media and Sport (DCMS) whose work is funded by fees set by DCMS and paid by the organisations and individuals whom the Commission licenses.

The Commission issues operating licences for gambling operators and, through effective regulation and public engagement, ensures that crime is kept out of gambling, that gambling is fair and open, and that children and the vulnerable are protected. The Commission works closely with other regulators, including licensing authorities, and with bodies such as police and HM Revenue and Customs to regulate the gambling industry. (Gambling Commission: Who are and what we do; April 2011) The Commission has issued guidance in accordance with Section 25 of the 2005 Act about the manner in which licensing authorities exercise their licensing functions under the Act and, in particular, the principles to be applied.

The Commission will also issue Codes of Practice under Section 24 about the way in which facilities for gambling is provided, which may also include provisions about the advertising of gambling facilities.

The Gambling Commission can be contacted at:

Gambling Commission,  
Victoria Square House,  
Victoria Square,  
BIRMINGHAM,  
B2 4BP

<https://beta.gamblingcommission.gov.uk/>

Online contact form: <https://beta.gamblingcommission.gov.uk/contact-us>

Email: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

- I.2 Plymouth City Council (the Council) is designated as a Licensing Authority' for the purposes of the Gambling Act 2005 and is therefore responsible for granting premises licenses within its district in respect of;

- Casino premises;
- Bingo premises;
- Betting premises, including tracks;
- Adult Gaming Centres;
- Family Entertainment Centres.

The Act requires the Council to prepare and publish a Statement of Licensing Policy (Statement of Principles) that sets out the policies that the Council will generally apply to promote the Licensing Objectives when making decisions on applications made under the Act.

The policy will come into effect on the date of adoption by the Council and will be reviewed as necessary, and at least every three years from the date of adoption.

## 2 The Licensing Objectives

- 2.1 The Council has a duty under the Gambling Act 2005 (to carry out its licensing functions in a manner, which is consistent with three licensing objectives. The relevant licensing objectives are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime
  - Ensuring that gambling is conducted in a fair and open way, and
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 2.2 In discharging its responsibilities under the Act and in making decisions in relation to premises licences and temporary use notices (S.153), this Licensing Authority will aim to permit the use of premises for gambling in so far as it thinks that its use will be:
- In accordance with any relevant code of practice issued by the Gambling Commission,
  - In accordance with any relevant guidance issued by the Gambling Commission,
  - Reasonably consistent with the licensing objectives,
  - In accordance with this Licensing Authorities Statement of Licensing Policy
- 2.3 The Council particularly notes the Gambling Commission's latest Guidance to Licensing Authorities (from now on referred to as the Gambling Commission's Guidance)
- "Licensing authorities should be aware that other considerations such as moral or ethical objections to gambling are not a valid reason to reject applications for premises licences. In deciding to reject an application, a licensing authority should rely on reasons that demonstrate that the licensing objectives are not being, or are unlikely to be, met, and such objections do not relate to the licensing objectives. An authority's decision cannot be based on dislike of gambling, or a general notion that it is undesirable to allow gambling premises in an area (with the exception of the casino resolution powers)" (Part 5, Section 5.34).
- 2.4 Each case will be considered on its merits.
- 2.5 In deciding whether or not to grant a licence, this Licensing Authority does not have regard to the expected demand for the facilities that are the subject of the application.

## 3 The Geographical Area

- 3.1 Plymouth is one of the largest cities on the south coast and the 15<sup>th</sup> largest city in England with a population of approximately 262,700, an economic output of £5.2 billion, providing 108,000 jobs and with a further 100,000 people in its travel to work area (2016).
- 3.2 Plymouth is 'Britain's Ocean City', its connections to the sea go back to the sailing of the Mayflower in 1620 and now include western Europe's largest naval base, a thriving commercial and ferry port, a significant fishing industry, and one of the most significant global concentrations of marine research and production.
- The City is located in an area of outstanding beauty, with the Dartmoor National Park to the north, the natural harbour of Plymouth Sound to the south and the rivers Plym and Tamar on either side (Please refer to Figure 1). Plymouth's rich history and maritime heritage, combines the advantages of city living with the benefits of having the diverse countryside and coastline of Devon and Cornwall on its doorstep.
- 3.3 It is likely that over the next twenty years it is reasonable to expect that the population of Plymouth could rise to between 300,000 - 350,000 due to urban expansion (Mackay Vision 2003).

- 3.4 The Council recognises that the provision of entertainment is a major contributor to the economy of the City, attracting tourists and visitors, making for a vibrant City, which in turn continues to be a major employer. Commercial occupiers of premises have a legitimate expectation of an environment that is attractive and sustainable for their businesses.
- 3.5 The Licensing Authority has developed local area profiles which contain neighbourhood based data. The local area profiles will help to develop our Statement of Gambling Policy and set out our expectations of operators of gambling premises. The profiles will be maintained separately from this statement to enable the profiles to be updated when required. The Council's current local area gambling profiles can be seen in the Council's website [www.plymouth.gov.uk/licensingandpermits/gamblinglicencesandpermits/gamblingpolicy](http://www.plymouth.gov.uk/licensingandpermits/gamblinglicencesandpermits/gamblingpolicy).

**Figure 1: The Plymouth City Council boundary**



#### **4 Statement of Principles**

- 4.1 Licensing authorities are required by the Act to publish a statement of the principles which they propose to apply when exercising their functions. This statement must be published at least every three years (or alternate time period as may be imposed by statutory provision). The statement must also be reviewed from "time to time" and any amended parts re-consulted upon. The statement must be then re-published.

This Statement of Principles is written to conform to the provisions of the Act and its associated regulations. The Gambling Commission's Guidance issued under S.25 of the Act by the Gambling Commission outlines the way that this Licensing Authority will deal with applications for a range of premises licences, permits and enforcement of the Act.

- 4.2 This Statement or Principles is effective from the 31 January 2025 for a three-year period (or alternate time period as may be imposed by statutory provision) after which time it will be the

subject of a further public consultation. The Statement of Principles may also be reviewed from time to time where there are significant changes in government guidance at which point an appropriate public consultation will be undertaken prior to any amendments being re-published.

The Council's current Statement of Principles can be seen in the Council's website [www.plymouth.gov.uk/licensingandpermits/gamblinglicencesandpermits/gamblingpolicy](http://www.plymouth.gov.uk/licensingandpermits/gamblinglicencesandpermits/gamblingpolicy)

Should you have comments regarding this Statement of Principles please email the Head of Food, Safety & Misc Licensing at [licensing@plymouth.gov.uk](mailto:licensing@plymouth.gov.uk) or by post to Licensing Department, Ballard House, Plymouth, PL1 3BJ.

It should be noted that this Statement of Principles will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

### **Review Procedures**

- 4.3 The Act requires that the following parties are consulted by licensing authorities:
- The Chief Officer of Police;
  - One or more persons who appear to the Authority to represent the interests of persons carrying on gambling businesses in the Authority's area;
  - One or more persons who appear to the Authority to represent the interests of persons who are likely to be affected by the exercise of the Authority's functions under the Act.
- 4.4 The Council will also consult relevant organisations and interested parties who it considers have a relevant legal or professional interest to comment, and consider any other contribution from any other person, business or organisation that it considers as relevant.

### **Organisations and Interested Parties**

The Council may consult the following organisations /persons as part of any public consultation;

- Citizen's Advice Bureau
- Community Safety Partnership
- Devon and Cornwall Constabulary
- Plymouth City Council Adult Social Care
- Plymouth City Council Children's Social Care
- Plymouth City Council Planning Services
- Office of Director of Public Health
- Plymouth City Council Environmental Health Service
- Gamblers Anonymous
- Gamcare
- Gambling Commission
- Local Chambers of Commerce and Federation of Small Businesses
- Local faith groups
- Local residents groups
- NSPCC
- Existing licence-holders
- Voluntary & Community organisations working with children & young people
- Ward Councillors
- Team Plymouth Managers

- 4.5 Proper weight will be given to the views of all those who have been consulted prior to the date of implementation of the Statement of Principles.
- 4.6 In producing the published Statement of Principles, this Licensing Authority declares that it has had regard to the licensing objectives of the Act, the Gambling Commission's Guidance and any responses from those consulted on the statement.

## **5 Fees**

- 5.1 The Gambling (Premises Licence) Fees (England and Wales) Regulations 2007 sets out the standards to be followed in the setting of gambling fees and charges. The regulations do not set a specific fee that the authority must charge but set a maximum that cannot be exceeded. The Council Constitution Scheme of Delegation has delegated responsibility for setting fees to the Licensing Committee.

- 5.2 The Council takes the matter of non-payment of annual licence fees seriously and in accordance with Section 193 of the Gambling Act 2005 where an operator fails to pay, without reasonable excuse, the annual fee shall revoke the premises licence.

When dealing with public money the Council has a duty to secure prompt payment as any delay in settling debt can undermine the effective operation of services within the city. Prompt payment of bills will avoid possible imposition of late payment charges.

The same principles will apply to permits and the Council will exercise its powers under Schedule 13 paragraph 17 of the Gambling Act and cancel the permit.

Each case will be treated on its own merits and consideration may be given to mitigating circumstances.

## **6. Relationship with Other Legislation**

- 6.1 The Council will seek to avoid any duplication with other statutory or regulatory systems where possible, including planning. This Authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it.
- 6.2 The grant of a licence does not imply the approval of other legislative requirements.

Applicants for Premises Licences for Casinos, Bingo Halls, Adult or Family Entertainment Centres (licensed or unlicensed) or Permits are advised to speak to the Planning Services of this Council before making a formal application.

Email: - [planningconsents@plymouth.gov.uk](mailto:planningconsents@plymouth.gov.uk)

## **7 Responsible Authorities**

- 7.1 Responsible authorities are those public bodies, as specified by the Act, which must be notified of applications for premises licences. Such bodies are entitled to make representations in relation to applications. All representations made by responsible authorities are relevant if they relate to the licensing objectives. The responsible authorities are detailed in Appendix A.
- 7.2 The Council is required by regulation to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- The need for the body to be responsible for an area covering the whole of the Licensing Authority's area; and

- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

In accordance with the Gambling Commission's Guidance this Authority designates the Children Young People and Family Service, Plymouth City Council, Midland House, Notte Street, Plymouth, PL1 2EJ for this purpose.

## **8 Interested Parties**

- 8.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. An Interested Party is defined in the Act as;

“For the purposes of this part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the applications is made, the person -

- Lives sufficiently close to the premises to be likely to be affected by the authorised activities
- Has business interests that might be affected by the authorised activities, or
- Represents persons who satisfy paragraph (a) or (b)” (S.158)

- 8.2 The Council is required by regulations to state the principles it will apply in exercising its powers under the Act to determine whether a person is an interested party. The principles that will apply are that;

- Each case will be decided upon its merits.
- Will not apply a rigid rule to its decision-making.
- Will consider considerations provided in the Gambling Commission's Guidance.

Examples include interested parties who may be democratically elected councillors or MPs; people living close to the premises; the nature and scope of business interests that could be affected; and people who may represent those in the above categories.

Other than these we will expect written evidence that a person/body (e.g. an advocate/relative) 'represents' a person who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

- 8.3 The Council will also consider the Gambling Commission's Guidance that 'business interests' should be given the widest possible interpretation and include, for example partnerships, charities, faith groups and medical practices.

## **9 Exchange of Information**

- 9.1 The Council is required to include in their Statement of Principles the procedure to be applied in exercising the functions under S.29 and 30 of the Act in respect to the exchange of information with the Gambling Commission. The functions under S.350 of the Act with the respect to the exchange of information with persons and bodies are listed in Schedule 6 to the Act.

- 9.2 The Council will apply the provisions of the Gambling Act 2005 in its exchange of information, which includes the provision that the General Data Protection Regulation 2018 will not be contravened and any Guidance issued by the Gambling Commission or the Secretary of State under the powers provided in the Act.

- 9.3 The Council will work closely with the Gambling Commission, Devon and Cornwall Police and with Responsible Authorities where there is a need to exchange information on specific premises. Should any protocols be established in respect to the exchange of information with other bodies then they will be made available.
- 9.4 The privacy of those making representations will be respected, but it may be necessary for the identity of those making representations to be passed on to Responsible Authorities and the Gambling Commission for the purpose of determining licensing applications or in any subsequent appeal that may be made.
- 9.5 This Licensing Authority will maintain a Licensing Register of all premises licences and permits issued and this will be available on the Council's web site at [www.plymouth.gov.uk/licensingandpermits/alcoholandentertainment/licensingregister](http://www.plymouth.gov.uk/licensingandpermits/alcoholandentertainment/licensingregister)

## 10 Enforcement

- 10.1 Licensing Authorities are required by regulation under the Act to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under S.346 of the Act to institute criminal proceedings in respect of the offences specified.
- 10.2 The main enforcement and compliance role for the licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions which it authorises.
- 10.3 The Council will undertake routine inspections using the premises assessment templates available at [www.gamblingcommission.gov.uk/for-licensing-authorities/Licensing-authority-toolkit/Premises-assessments/Premises-assessments-templates.aspx](http://www.gamblingcommission.gov.uk/for-licensing-authorities/Licensing-authority-toolkit/Premises-assessments/Premises-assessments-templates.aspx)
- 10.4 During proactive or pre-planned compliance visits the Licensing Enforcement Officers will review documentation including:
- Site Plan to ensure this reflects the actual layout of the premises
  - Local area risk assessments
  - Training policies and training undertaken by staff
  - Records of refusals to serve or admit on age grounds
  - The premise's approach to managing self-exclusion, how the premises fulfils the requirement to participate in multi-operator schemes and the numbers of people currently self-excluded
  - The involvement or impact of any work in local gambling schemes such as Betwatch
  - That appropriate signage and information is in place.
- 10.4 The Council's compliance and enforcement functions will be guided by the Gambling Commission's Guidance, Regulators Compliance Code, Better Regulation principles, Primary Authority partnerships schemes and the Public Protection Service Enforcement Policy in that the following guiding principles are applied;
- **Proportionality** - regulators should only intervene when necessary: Remedies should be appropriate to the risk posed, and costs identified and minimised;
  - **Accountability** - regulators must be able to justify decisions, and be subject to public scrutiny;
  - **Fairness and Consistency** - rules and standards must be joined up and implemented fairly;
  - **Openness and Transparency** - regulators should be open, and keep regulations simple and user friendly; and

- **Targeted Enforcement** - regulation should be focused on the problem, and minimise side effects.
- 10.5 In line with the Gambling Commission's Guidance the Council will endeavour to avoid duplication with other regulatory regimes so far as reasonably possible.
- 10.6 The Council will apply in principle of risk-based inspection based on;
- The Licensing Objectives
  - [Relevant Codes of Practice](#)
  - [Gambling Commission's Guidance](#), in particular Part 36 on Compliance and Enforcement
  - [Public Protection Service Enforcement Policy](#)
  - The Current Statement of Licensing Policy ([Statement of Principles](#))
- 10.7 The Council's enforcement and compliance role in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions, which it authorises having regard to the Gambling Commission's guidance Part 36.

## 11 Licensing Authority Functions

- 11.1 Licensing Authorities have a duty under the Act to;
- Issue premises licences where gambling activities are to take place
  - Issue Provisional Statements where gambling activities are to take place
  - Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities by issuing Club Gaming Permits and/or Club Machine Permits
  - Issue Club Machine Permits to Commercial Clubs
  - Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
  - Receive notifications from premises licensed under the Licensing Act 2003 for the use of up to two gaming machines on the premises
  - Grant Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines on the premises
  - Register small society lotteries below prescribed thresholds
  - Issue Prize Gaming Permits
  - Receive and Endorse Temporary Use Notices
  - Receive Occasional Use Notices
  - Provide information to the Gambling Commission
  - Maintain registers of the permits and licences that are issued

Local licensing authorities are not involved in licensing remote gambling, which is regulated by the Gambling Commission via operating licences. The National Lottery is regulated by the National Lottery Commission and Online (Remote) Gambling is dealt with by the Gambling Commission.

## 12 The Licensing Process

- 12.1 A Licensing Committee, a Licensing Sub-Committee, or officers acting under delegated authority may carry out the powers of the Licensing Authority under the Act.
- 12.2 Many of the licensing procedures are largely administrative in nature. In the interests of efficiency, non-contentious procedures are delegated to licensing officers.
- 12.3 The Council will ensure that all Licensing Officers and Members of the Licensing Committee receive adequate training to enable them to undertake their role under the Act.
- 12.4 Where admissible and relevant representations are received in relation to an application for a premises licence, or in relation to the review of a premises licence, a Licensing Sub-Committee is delegated to hear the matter.

## 13.0 Gambling Prevalence and Social Responsibility

- 13.1 Harmful gambling is defined as any type of repetitive gambling that disrupts or damages a person, family or recreational pursuits. It can have many and varied impact, including on an individual's physical and mental health, relationships, housing and finances and affect a wide range of people, such as families, colleagues and wider local communities (for example where problem gambling is associated with crime or homelessness) and society as a whole (in terms of the costs that may be created by problem gambling). (Page 4 of '[Tackling Gambling Related Harm: A Whole Council Approach](#)').
- 13.2 Evidence suggests that certain groups are more vulnerable to problem gambling including children and young people, people with mental health issues, certain minority ethnic groups, the unemployed, homeless people, those with low intellectual functioning, people with financially constrained circumstances and those living in deprived areas. Harms may include financial hardship, relationship breakdown, domestic violence, mental health problems and suicidal thoughts ([Tackling Gambling Related Harm: A Whole Council Approach](#)).
- 13.3. A recent investigation published by the Citizens Advice reported research suggesting that for every problem gambler there are on average between 6 to 10 additional people who are directly affected by it.
- 13.4 Gambling Operators must comply with the Gambling Commission's licensing conditions and code of practice (LCCP). The social responsibility code requires gambling operators to have and put into effect policies and procedures to promote socially responsible gambling and these should reduce the risk of and seek to identify problem gambling.
- 13.5 The requirements on gambling premises under the social responsibility code are based upon key areas:
  - **Provision of information on gambling responsibly** – for example, the availability of time or monetary limits for players and information on where to get help and advice about gambling.
  - **Customer interaction** – licensees are required to have policies and procedures in place governing customer interaction where there are concerns that a customer is displaying signs of problem gambling. These will include staff training and the types of behaviour that may trigger an intervention or where staff may consider refusing services to customers.
  - **Layout of the premises** - operators must ensure that the layout of a gambling premises supports the effective supervision of the premises.
  - **Self-exclusion** – licensees must have procedures for self-exclusion that ensure that individuals who wish to self-exclude from gambling are prevented from participating in gambling. In addition to operating their own self-exclusion schemes all licensees must offer

the facility for customers to self-exclude on a multi-operator basis, meaning that an individual who self-excludes from one operator should be able to self-exclude from all operators offering the same type of gambling in the same locality. Trade bodies for different sectors of the gambling industry have led on the development of multi-operator self-exclusion arrangements for each sector.

- 13.6 Any marketing communications for gambling must be socially responsible, with particular regard to the need to protect children, young persons and other vulnerable persons from being harmed or exploited. Licensees are required to comply with the Social Responsibility Code 5 of the Code of Practice.

#### **14.0 Test Purchasing**

- 14.1 The results of any under-age testing that is carried out on the Gambling Premises should be shared with Licensing Officers, Trading Standards Officers or the Police, during inspections/visits and used to review the local area risk assessment (as outlined in the Social Responsibility Code 3.27).

## **PART B - PREMISES LICENCES – CONSIDERATION OF APPLICATIONS**

### **I. General Principles**

#### **Introduction**

- I.1 Premises Licences are subject to the requirements set out in the Act and associated regulations, as well as specific mandatory and default conditions, which are detailed in regulations issued by the Secretary of State. Licensing Authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

I.2

In accordance with section 153 of the Gambling Act 2005, the Council's decision making process shall aim to permit the use of premises for gambling in so far as the authority think it is:

- In accordance with any relevant code of practice or guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives
- In accordance with the Licensing Authority's Statement of Principles.

It is appreciated that in line with the Gambling Commission's Guidance "**moral objections to gambling are not a valid reason to reject applications for premises licences**" (except as regards to any 'no casino resolution' - see section on Casinos below).

The absence of unmet demand is not a criterion for a licensing authority in considering an application for a premises licence under the Gambling Act. Each application must be considered on its merits without regard to demand.

#### **Definition of "Premises"**

- I.3 The Council will have regard to the definition of 'premises' as set out in the Section 152 of the Act to include 'any place'. In addition that the intention of Section 152 is to prevent more than one premises licence applying to any place.

A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. Particular attention will be given to the sub-division of a single building or plot to ensure that mandatory conditions relating to access between premises are observed.

#### **Multiple Licences**

- I.4 The Council will have regard to the Gambling Commission's Guidance that states 'In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider

that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.”

- I.5 The Council will have regard to the clarification of guidance issued by the Gambling Commission in respect to any premises granted multiple licences. These premises may be inspected to reconsider the separation control measures put in place; any material changes noted since the granting of the application and the relevance of all these factors having regard to the promotion of the licensing objectives, in particular to the protection of children and vulnerable persons from being harmed or exploited from gambling.

### **Buildings divided into more than one premises**

- I.6 Part 7, paragraph 7.5 of the Gambling Commissions Guidance states that ‘there is no reason in principle why a single building could not be subject to more than one premises licence; provided they are for different parts of the building, and the different parts of the building can be reasonably regarded as being different premises’. Examples are given of multiple unit premises, such as pleasure parks, tracks or shopping malls. It is also possible for licensed premises to be located next to each other, as long as there are no restrictions regarding direct access between these premises imposed on that category for gambling premises from its mandatory conditions. The Licensing Authority will follow this guidance.

It will be for the Licensing Authority to determine whether premises are genuinely separate, and not artificially created from that which is readily identifiable as a single premises.

Prior to making an application, applicants are encouraged to discuss with the Licensing Authority their premises configuration/layout and intended applications.

- I.7 In considering whether different areas of a building are genuinely separate premises, the Licensing Authority will take into account factors which may include: whether there are separate registrations for business rates in place for the premises, whether the premises are owned or operated by the same person and whether the premises are operated independently of each other.

### **Access to premises**

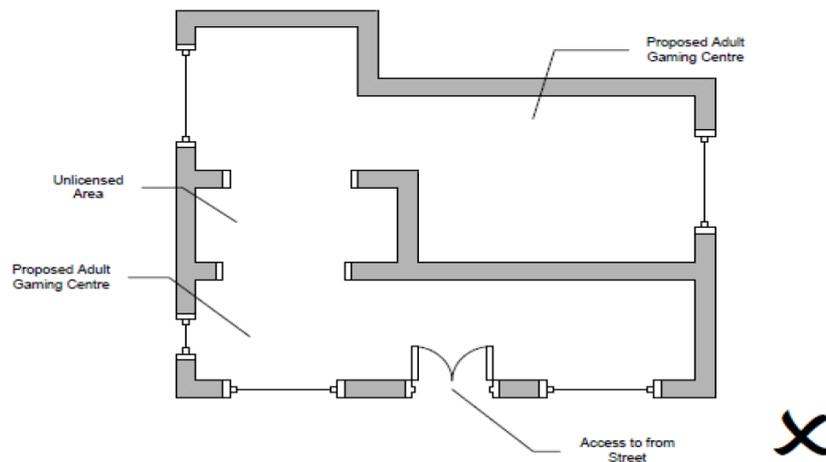
- I.8 The Gambling Act 2005 (Mandatory and Default Conditions) Regulations 2007 restrict access to different types of licensed gambling premises. In considering proposals to divide a building into different premises, the Licensing Authority will have to be satisfied that proposals to divide buildings are compatible with the mandatory conditions which relate to access between premises.
- I.09 The Commission Guidance at paragraph 7.22 states ‘there is no definition of ‘direct access’ in the Act or Regulations, but Licensing authorities may consider that there should be an area separating the premises concerned, for example a street or café, which the public go to for purposes other than gambling, for there to be no direct access.
- I.10 In particular, where premises are not accessed from the street, the Licensing Authority has sought to define the nature of the area which must separate licensed premises and through which the premises are accessed, so as to prevent direct access between premises in order to comply with the provisions of the Act and Regulations.

- I.11 The Licensing Authority does not consider that provisions which prohibit direct access between licensed premises are satisfied where licensed premises are separated by an area created artificially within a building principally for members of the public attending the licensed premises, irrespective of whether this area is unlicensed or provides non-gambling facilities, for example refreshments or ATMs.
- I.12 Where the Licensing Authority is satisfied that a building can be divided into separate premises and properly satisfy the statutory provisions, the Licensing Authority will expect applicants to ensure that:
- Premises are configured so that children are not invited to participate in, have accidental access to, or closely observe gambling to which they are prohibited from taking part. The third licensing objective seeks to protect children from being harmed by gambling. In practice, that means not only preventing them from taking part in gambling but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating
  - Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not **'drift'** into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit
  - There should be tangible and evident separation between premises. Adequate separation may be obtained by means of screening, walls, clear signage, Passive Infra-Red (PIR) alarms etc.
  - Customers should be able to participate in the activity named on the premises licence in accordance with Social Responsibility Code 9 of the Codes of Practice.

This is not an exhaustive list and the Licensing Authority will consider other aspects based on the merits of the application.

- I.13 Applications to place two licensed premises in one premises with an unlicensed area separating them, (see Figure 1) will not meet this Policy because of the artificial nature of the premises, access, and likely use issues which will arise.

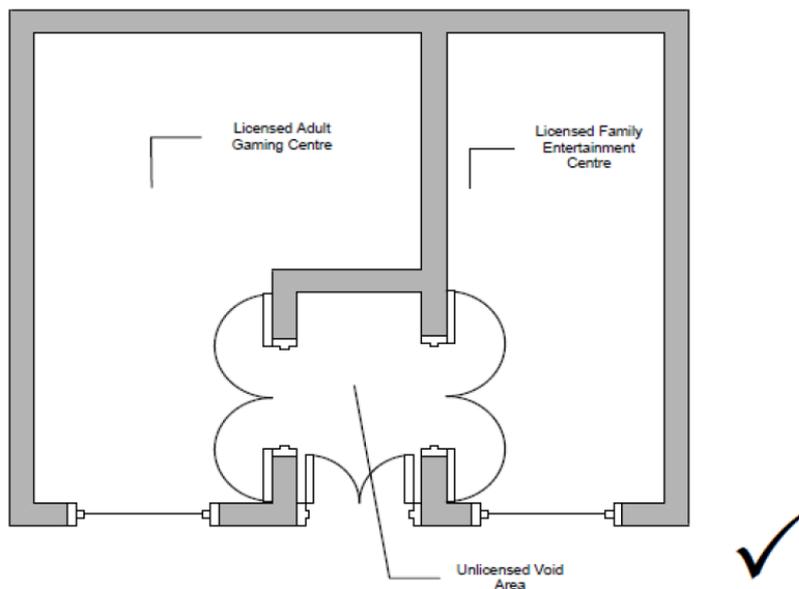
Figure 1



1.14 It is possible to have an unlicensed foyer area which separates one licensed premises from another if the foyer is accessed from the street. See Figure 2. The Licensing Authority would expect as a minimum that the area should be used for non-gaming purposes such as an information point, a coffee shop or similar but must not contain any gambling information or literature promoting gambling activities.

The size of the unlicensed area is a matter for each application but the Licensing Authority will not consider this configuration if the foyer is not of sufficient size to be a useable space.

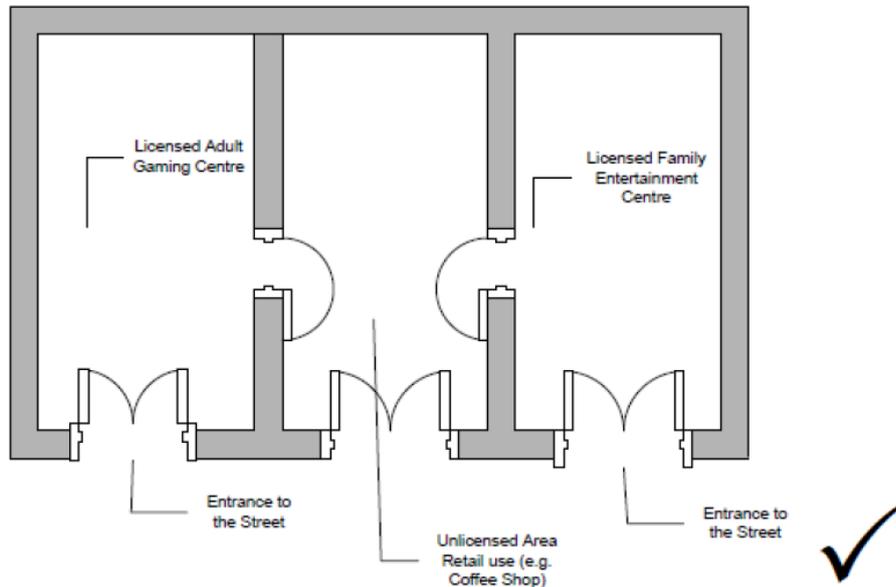
Figure 2



1.15 It may also be acceptable if a premises is separated by another non-licensed premises that has access to both licensed premises from it. An example of this could be in the form of a coffee shop which has a main entrance to the street. The coffee shop may have access to an Adult Gaming Centre on one side and an entrance to a Family Entertainment Centre on the other side, see figure 3. Where a member of the public not using the gambling premises is likely to

use the coffee shop, it may be considered that there is no direct access between the two licensed premises.

Figure 3



- I.16 The provisions of this revised Statement of Principles 2025 comes into force on the 31 January 2025. From this date, any new application for any type of Gambling Premises Licence, will be expected to fully comply with the terms and conditions as set out above. Existing licensed premises may continue to operate under the terms that have been granted by virtue of the licence that they currently hold, provided that the licensing objectives continue to be fully promoted at all times. Any application to vary however, will be subject to the full terms as outlined above.
- I.17 The Council may consider the following questions as relevant factors to in its decision-making, depending on all the circumstances of the case.
- Do the premises have a separate registration for business rates?
  - Is the premises' neighbouring premises owned by the same person or someone else?
  - Can each of the premises be accessed from the street or a public passageway?
  - Can the premises only be accessed from any other gambling premises?
  - Has a risk assessment identified and adequately controlled risks

**The Council will have regard to the Gambling Commission's Guidance on relevant access provisions for each premises type**

**Casinos**

- The principal access entrance to the premises must be from a street
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence

#### Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises or one with a permit (such as an unlicensed family entertainment centre (uFEC)).

#### Betting Shops

- Access must be from a street or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

#### Tracks

- No customer should be able to access the premises directly from:
  - A casino
  - An adult gaming centre

#### Bingo Premises

- No customer must be able to access the premise directly from:
  - A casino
  - An adult gaming centre
  - A betting premises, other than a track

#### Family Entertainment Centre

- No customer must be able to access the premises directly from
  - A casino
  - An adult gaming centre
  - A betting premises, other than a track

Part 7 of the Gambling Commission's Guidance also contains further guidance on this issue, which this authority will also take into account in its decision-making.

### Provisional Statements

- 1.18 The Council will have regard to the Gambling Commission's Guidance that a licence to use premises for gambling should only be issued in relation to premises where the licensing authority can be satisfied that the premises are going to be **ready to be used for gambling** in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

- 1.19 The Council is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence and will have regard to the detailed examples of the circumstances in which such a licence may be granted set out in the Gambling Commission's Guidance.

#### 1.20 **Location**

The Council is aware that demand issues cannot be considered with regard to the "location of premises" but that considerations in terms of the licensing objectives are relevant to its decision-making. Particular attention will be given to the protection of children and vulnerable persons from being harmed or exploited by gambling in addition to issues of crime and disorder.

The Council will have regard to any further guidance as regards areas where gambling premises should not be located and any objections received under the licensing objectives. Although the existence of any policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

In determining whether a premises location is suitable for the grant of a licence regard will be given to the Local Area Profiles and to the following factors:-

- The proximity of the premises to any school, centre or establishment for the education, training or care of young and/or vulnerable persons
- The proximity of the premises to leisure centres used for sporting and similar activities by young and/or vulnerable persons
- The proximity of the premises to any youth club or similar establishment, and
- The proximity of the premises to any community, ecclesiastical, welfare, health or similar establishments used specifically, or to a large extent, by young and /or vulnerable persons
- Proximity to payday loan businesses, pawn shops or other similar premises
- The proximity of any other area or location where young and / or vulnerable persons could congregate

Where gambling premises are located in sensitive areas, e.g. near schools, the Licensing Authority will consider imposing restrictions on advertising gambling facilities on such premises where it is felt relevant and reasonably consistent with the Licensing Objectives.

#### **Relationship with Other Agencies**

- 1.21 The Council is aware of the overlap with planning, building regulations in the granting of a premises licence. In determining applications the Council will take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have to comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account. Those matters should be dealt with under relevant planning control, building and other regulations, and must not form part of the consideration for the premises licence. Section 210 of the Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence

application. Equally, the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

Planning controls may restrict the provision of gambling activities. It is relevant to consider the evidence base for this restriction and consider the reasons for the restrictions

### **Crime and Disorder**

- I.22 The Council is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime or being used to support crime and will pay attention to the proposed location of gambling premises in terms of this licensing objective. Where evidence is submitted that an area has known high levels of organised crime this Authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors.

The Council is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it will be taken into account.

### **Openness**

- I.23 The Council is aware that the Gambling Commission has responsibility for ensuring that gambling is conducted in a fair and open way via operating and personal licences. However, this does not preclude this from being considered during premises inspections. The Licensing Authority will need to consider this objective in detail and may add conditions in situations where an operating licence is not in place, such as in the licensing of tracks.

### **Children and Vulnerable Persons**

- I.24 The Council notes the Gambling Commission's Guidance to protect children and other vulnerable persons from being harmed or exploited by gambling. This objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The Council will therefore consider whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances/machines, segregation of areas etc.

The Council notes the Gambling Commission [Codes of Practice](#) as regards this licensing objective, in relation to specific premises.

The Council recognises that the Gambling Commission does not seek to offer a definition of the term "vulnerable persons" but that "it does for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs".

Where physical barriers are required to separate activities due to differing age restrictions the applicant must provide sufficient information with regards to the height, transparency and materials to be used. The licensing authority will require barriers to be designed and constructed to prevent inadvertent access and viewing of restricted areas. Adequate supervision within these areas must also be maintained.

We expect all operators to have a safeguarding policy in relation to children and vulnerable adults. All staff will be expected to undertake training regarding:

- Vulnerability risk factors

- How to identify safeguarding issues
- How to report and record concerns

Appendix B provides information for licence holders and their employees to help them report, to the relevant authorities, matters of concern that could relate to the safety of children and vulnerable persons, particularly if it relates to child sexual exploitation and trafficking.

### **Licensing Conditions That May Be Imposed**

- 1.25 Under Section 153 of the Gambling Act 2005, the aim is to permit the use of premises for gambling. The 'aim to permit' framework provides wide scope for licensing authorities to impose conditions on a premises licence, reject, review or revoke premises licences, where there is an inherent conflict with the relevant codes of practice, relevant guidance issued by the Commission, the licensing objectives or the licensing authorities own policy statement. Licence conditions are one method by which it is possible to mitigate risks associate with a particular premises Gambling Commission Guidance to Licensing Authorities 1.25 – 1.30).

The Council will consider the imposition of conditions on a case-by-case basis. Any conditions attached to licences will be proportionate and will be:

- Relevant to the need to make the proposed building suitable as a gambling facility
- Directly related to the premises and the type of licence applied for;
- Fairly and reasonably related to the scale and type of premises: and
- Reasonable in all other respects.

The Council will also expect the licence applicant to offer his/her own suggestions as to the ways in which the licensing objectives can be met effectively when making their application e.g. the use of supervisors, appropriate signage for adult only areas etc. Please refer to the suggested pool of conditions in Appendix C.

- 1.26 The Council will consider specific measures, which may be required for buildings, which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-restricted premises in order to pursue the licensing objectives.

The Council will also ensure that where category C or above machines are on offer in premises to which children are admitted that the following measures are considered.

- All such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- Only adults are admitted to the area where these machines are located;
- Access to the area where the machines are located is supervised;
- The area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- At the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

- 1.27 The Council notes that tracks may be subject to more than one premises licence, provided each licence relates to a specified area of the track. In line with the Gambling Commission's Guidance, will consider the impact upon the third licensing objective and the need to ensure

that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

### **Conditions That May Not Be Imposed**

- 1.28 The Council will not attach conditions to premises licences, which;
- Are impossible to comply with as an operating licence condition;
  - Relate to gaming machine categories, numbers, or method of operation;
  - Provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
  - Are in relation to stakes, fees, winning or prizes

### **Door Supervisors**

- 1.29 Where premises attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then the entrances to the premises will be controlled by a door supervisor and attach such conditions as may be appropriate to the premises licence.

## **2. Adult Gaming Centres**

- 2.1 The Council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the premises.

Appropriate licence conditions may cover issues such as:

- Proof of age schemes such as Challenge 25
- CCTV
- Door supervisors
- Location of entry
- Notices / signage
- Physical separation of areas for example by use of screening, walls, clear signage, PIR alarms etc.
- Provision information leaflets helpline numbers for organisations such as GamCare
- Self-barring schemes/Multi-operator self-exclusion schemes (MOSES)
- Specific opening hours
- Supervision of entrances / machine areas

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 2.2 The Council recognises that the design and layout of adult gaming centres will vary. It will have particular regard to the siting of age restricted gaming machines within each individual premises to ensure, so far as is reasonably practicable, that staff prevent the use of these machines by children and young persons. The Council reserves the right to request that gaming machines are re-positioned where circumstances demonstrate that it is appropriate to do so.

Additional factors to be taken into consideration will include to following:

- Visual observation
  - Re-location of the machines
  - Door buzzers
  - Remote cut-off switches
  - Training provision
  - Any other factor considered relevant
- 2.3 The Council will have regard to any relevant additional guidance that may be issued by the Gambling Commission in respect to adult gaming centre applications in any decision-making.
- 2.4 The Council accepts that there must be no direct entry from one adult gaming centre into another and will have regard to any relevant guidance issued by the Gambling Commission in respect to such applications.

### **3. (Licensed) Family Entertainment Centres**

- 3.1 The Council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas that may be present.
- 3.2 The Council will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:
- Proof of age schemes such as Challenge 25
  - CCTV
  - Door supervisors
  - Location of entry
  - Measures / training for staff on how to deal with suspected truant school children on the premises
  - Notices / signage
  - Physical separation of areas for example by use of screening, walls, clear signage, PIR alarms etc.
  - Provision of information leaflets / helpline numbers for organisations such as GamCare
  - Self-barring schemes/Multi-operator self-exclusion schemes (MOSES)
  - Specific opening hours
  - Supervision of entrances / machine areas

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 3.3 The Council recommends applicants consider the adoption of BACTA's voluntary Code of Social Responsibility and Good Practice in respect to Adult Gaming Centres and Family Entertainment Centres. This Code of Practice promotes awareness of social responsibility and acknowledges that proactive specific and appropriate commitment will be given to educating children and young persons, thereby minimising the potential for harm.

## 4 Casinos

### Casino – Local Policy

- 4.1 The Council has not passed a ‘**no casino**’ resolution under Section 166 of the Gaming Act 2005, but is aware that it has the power to do so. Should this Licensing Authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be made by the Full Council. Similarly, a resolution will not affect the ability of the casinos with preserved entitlements from the 1968 Gaming Act from continuing to operate as casinos.
- 4.2 The Council will attach conditions to casino premises licences according to the principles set out in the Gambling Commission’s Guidance, bearing in mind the mandatory conditions listed, and the Licence Conditions and Codes of Practice published by the Gambling Commission.

## 5 Bingo Premises

- 5.1 The Council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas that may be present.
- 5.2 The Council will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:
- Proof of age schemes such as Challenge 25
  - CCTV
  - Door supervisors
  - Location of entry
  - Measures / training for staff on how to deal with suspected truant school children on the premises
  - Notices / signage
  - Physical separation of areas for example by use of screening, walls, clear signage, PIR alarms etc.
  - Provision of information leaflets / helpline numbers for organisations such as Gam Care
  - Self-barring schemes/Multi-operator self-exclusion schemes (MOSES)
  - Opening hours
  - Supervision of entrances / machine areas

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 5.2 The Council notes the Gambling Commission’s Guidance, that it should take steps to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its licensed area and then applies for a new premises licence, or multiple licences, for those excluded areas.
- 5.3 Licensees must also ensure that the function along with the internal and/or external appearance of the premises are such that a customer can reasonably be expected to recognise that it is a premises licensed for the purposes of providing bingo facilities (Gambling Commission Social Responsibility Code Provision 9.1.2).
- 5.4 The Council will consider it an unusual circumstance in which the **splitting of pre-existing premises** into two adjacent premises might be permitted. In these cases this Licensing

Authority will have particular regard to the Gambling Commission Guidance on the 'meaning of premises' and compliance with the social responsibility code 9.

- 5.5 Children and young people are allowed into bingo premises however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

Section 177 of the Act does not prevent the licensee from permitting the installation of cash dispensers (ATMs) on the premises. Such machines may accept credit cards (and debit cards) and the arrangement is subject to a requirement that the licensee has no other commercial connection in relation to gambling (aside from the agreement to site the machines) with the service-provider and does not profit from the arrangement, not make any payment in connection with the machines. This Licensing Authority will also take note of any restrictions and requirements on the Operating Licences for betting premises as regards credit.

## **6 Betting Premises**

- 6.1 The Council recognises that the design and layout of betting premises (or any other premises including tracks) will vary. The Council will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to prevent the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the betting machines an operator wants to offer. The Council reserve the right to request that gaming machines are re-positioned or reduce the number where circumstances demonstrate that it is appropriate to do so. Factors to be taken into consideration will include to following:

- Proof of age schemes such as Challenge 25
- CCTV
- Visual observation
- Re-location of the machines
- Door buzzers
- Remote cut-off switches
- Training provision
- Self-barring schemes/Multi-operator self-exclusion schemes (MOSES)
- Opening hours
- Any other factor considered relevant

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

## **7 Tracks**

- 7.1 The Council is aware that tracks may be subject to more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, the impact on the protection of children and vulnerable persons from being harmed or exploited by gambling; the need to ensure that entrances to each type of premises are distinct; that children are excluded from gambling areas where they are not permitted to enter are considered.
- 7.2 The Council will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they

are still prevented from entering areas where gaming machines (other than category D machines) are provided.

- 7.3 The Council will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:
- Proof of age schemes such as Challenge 25
  - CCTV
  - Location of entry
  - Notices / signage
  - Physical separation of areas for example by use of screening, walls, clear signage, PIR alarms etc.
  - Measures / training for staff on how to deal with suspected truant school children on the premises
  - Provision of information leaflets / helpline numbers for organisations such as GamCare
  - Self-barring schemes/Multi-operator self-exclusion schemes (MOSES)
  - Specific opening hours
  - Supervision of entrances / machine areas

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

### **Gaming Machines**

- 7.4 Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

Applicants are advised to consult the Gambling Commission's Guidance on where gaming machines may be located on tracks and any special considerations that should apply in relation, for example, to supervision of the machines and preventing children from playing them. The Council will also, in line with the Gambling Commission's Guidance, consider the location of gaming machines at tracks.

### **Betting Machines**

- 7.5 The Council will have regard to Part 6 of the Gambling Commission's Guidance, to take account the size of the premises and the ability of staff to prevent the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.

On tracks where the potential space for such machines may be considerable, bringing with it significant problems in relation to the proliferation of such machines, the ability of track staff to supervise them if they are scattered around the track and the ability of the track operator to comply with the law and prevent children betting on the machines. The Council will generally consider restricting the number and location of betting machines, in the light of the circumstances of each application for a track betting premises licence.

## 8.0 Applications and Plans

- 8.1 The Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007 state that a plan to accompany an application for a Premises Licence must show:
- the extent of the boundary or perimeter of the premises
  - where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building
  - where the premises forms part of a building, the location of any external or internal walls of the building which are included in the premises
  - where the premises are a vessel or part of a vessel, the location of any external or internal walls of the building which are included in the premises
  - the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which exit leads
- 8.2 If plans change in any material respect during the lifetime of the licence, the applicant will be in breach of their licence and would either need to make a fresh application under s. 159 or to seek an amendment to the licence under s. 187 of the Gambling Act 2005. If the changes are substantial, this may, in the opinion of the Licensing Authority, render the premises different to those to which the licence was granted. In such cases, variation of the licence under s. 187 would not be possible and a new application would be required under s. 159.
- 8.3 The Council will require a full premises licence variation application where premises are intending to use privacy screening and/or booting to any machines. The Council will expect any application proposing the use of customer privacy screens/booths, to clearly identify how these areas can be adequately supervised. A copy of the updated local risk assessment must also be included within the application to evidence that any risks presented have been recognised and mitigated.
- 8.4 The Licensing Authority expects all applicants for Gambling Premises Licences to ensure there is adequate provision for staff to supervise persons using the licensed premises. This is to identify those who have self-excluded, vulnerable persons, under age persons, persons gambling beyond limits they have set for themselves, persons who may be involved in crime, persons who may be prone to anti-social behaviour, persons who are drinking alcohol where this is prohibited and persons who are showing signs of distress in respect of their gambling.
- 8.5 Applicants must take the structure and layout of the premises into account when considering their own policies and procedures. For example, where it is not possible for counter staff to supervise persons using gambling facilities such as gaming machines, the Licensing Authority would expect applicants to volunteer conditions that floor walkers will be used or that counter staff will be able to view all areas of the premises on CCTV provided to the counter area where it can be clearly seen.
- 8.6 Arrangements must be made for how staff will deal with customers who become aggressive and for ejecting patrons who are, for example, self-excluded, vulnerable or under age. This will include staff training and ensuring there are appropriate numbers of staff to deal with problems.
- 8.7 Staff should be in a position to monitor entrances and gaming machines and challenges should be initiated at the earliest opportunity.
- 8.8 Where access to premises is restricted, the Licensing Authority expects applicants to have a Proof of Age Scheme in place such as 'Challenge 25' and to train its staff in recognising acceptable forms of identification. Posters should be displayed stating that the relevant policy is in place and that users may be challenged.
- 8.9 Licence holders should record details of persons who have self-excluded, persons who have been ejected or refused admission, persons who have been barred by the operator and any

instances of crime and disorder that occurs on, or in association with, the licensed premises. Applicants should demonstrate how they will identify self-excluded persons.

- 8.10 The Act requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The information will also be used to plan future premises inspection activity. The plan should be scaled (1:100).

Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.

- 8.11 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.

In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.

- 8.12 The Council appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan.

## **9 Travelling Fairs**

- 9.1 Where category D machines and/or equal chance prize gaming without a permit are available for use at travelling fairs, the Council is responsible for deciding whether the facilities for gambling are no more than an ancillary amusement at the fair.

- 9.2 The Council will also consider whether the applicant falls within the statutory definition of a travelling fair.

It is noted that the 27-day statutory maximum for the land being used as a fair, applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Council will work with its neighbouring Authorities to ensure that land, which crosses our boundaries, is monitored so that the statutory limits are not exceeded.

## **10 Provisional Statements**

- 10.1 Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

- 10.2 S.204 of the Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- Expects to be constructed;
- Expects to be altered; or

- Expects to acquire a right to occupy.
- 10.3 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.
- 10.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.
- 10.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:
- They concern matters which could not have been addressed at the provisional statement stage, or
  - They reflect a change in the applicant's circumstances.
- 10.6 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- Which could not have been raised by objectors at the provisional statement stage;
  - Which in the authority's opinion reflect a change in the operator's circumstances; or
  - Where the premises have not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.
- 10.7 Once an operator has completed a building, the licensing authority will be able to consider a premises licence application for it. Requiring the building to be complete ensures that the authority can inspect it fully, as can other responsible Authorities with inspection rights under Part 15 of the Act. Inspection will allow Authorities to check that gambling facilities comply with all necessary legal requirements, for example, that Category C and D machines in a licensed family entertainment centre are situated so that people under 18 do not have access to the category C machines. The physical location of the machines will be an important part of this, and inspection will allow the authority to check that the layout complies with the operator's proposals and the legal requirements.

## **11 Reviews**

- 11.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities however it is for this Licensing Authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below;
- In accordance with any relevant code of practice issued by the Gambling Commission;
  - In accordance with any relevant guidance issued by the Gambling Commission;
  - Reasonably consistent with the licensing objectives; and
  - In accordance with the Licensing Authority's Statement of Principles.

- 11.2 The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.
- 11.3 The Council can also initiate a review of a particular premises licence or a particular class of premises licence on the basis of any reason, which it thinks is appropriate.
- 11.4 Once a valid application for a review has been received, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, who will publish notice of the application within 7 days of receipt.
- 11.5 The Council must carry out the review as soon as possible after the 28 day period for making representations has passed.
- 11.6 The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are;
- Add, remove or amend a licence condition imposed by the licensing authority;
  - Exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
  - Suspend the premises licence for a period not exceeding three months; and
  - Revoke the premises licence.
- 11.7 In determining what action, if any, should be taken following a review, the Council will have regard to the principles set out in S.153 of the Act, as well as any relevant representations.
- In particular, a review of a premises licence may be initiated on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- Once the review has been completed, the licensing authority will, as soon as possible, notify its decision to:
- The licence holder
  - The applicant for review (if any)
  - The Commission
  - Any person who made representations
  - The chief officer of police or chief constable; and
  - Her Majesty's Commissioners for Revenue and Customs

## 12 Local Area Gambling Risk Assessments

- 12.1 The Gambling Commission's Social Responsibility Code (Licence Conditions and [Codes of Practice](#) (LCCP) 10.1.1) requires operators to consider local risks.
- The Gambling Commission's Social Responsibility Code require licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks.
- 12.2 The local risk assessments are specific to the potential harm that gambling premises can have on one or more of the licensing objectives under the Act. They must be specific to the premises, the area and the local community and must be owned by the premises managers to ensure they are site specific. A local risk assessment of gambling premises should be carried

out through a step-by-step approach. This will involve firstly assessing the local area; identify the relevant risk factors; assess the gambling operation and finally assess the premises design, both internal and external. Once the risk factors have been identified the appropriate control measures to mitigate the risks can be considered. These control measures may either already be in place or will need to be implemented.

- 12.3 The risk based approach provides a better understanding of, and enables a proportionate response, to risk. This approach includes looking at future risks and thinking about risks in a probabilistic way. Risk is not necessarily related to an event that has happened. Risk is related to the probability of an event happening and the likely impact of that event. In this case it is the risk of the impact on the licensing objectives.
- 12.4 The Council has produced the '[Guide to Undertaking Local Gambling Risk Assessments](#)' (April 2020) to assist gambling operators to conduct, assess and complete a premises based gambling risk assessment. Gambling operators who currently operate premises within Plymouth or who are applying for a new licence, or to vary an existing licence should have regard to this guide when completing or revising their premises risk assessments.
- 12.5 It will be the responsibility of the gambling operator to assign an assessor for assessing the local risks for their premises. The person assigned as the assessor must be competent to undertake this role as failure properly to carry out this function could result in a breach of the provisions of the LCCP. The assessor must understand how the premises operate or will operate, its design, and where it is located. The assessor will need to understand the local area and it is highly recommended that licensees use staff or area managers to assist in gaining an understanding of that local area.

In undertaking their risk assessments, licensees should take into account any relevant matters identified in this policy statement and any associated local area profile produced by this Licensing Authority.

- 12.6 It will be the responsibility of the gambling operator to ensure that a local risk assessment is provided, is regularly reviewed or updated having regard to the following circumstances;
- When applying for a new or a variation of a premises licence, including a Temporary Use Notice.
  - To take account of significant changes in local circumstances, including those identified in this policy.
  - When there are significant changes at a licensee's premise that may affect the level of risk or the mitigation of those risks.
  - on request of the Council
- 12.7 The following lists set out some examples of what the Licensing Authority considers to be significant changes in local circumstances:
- The local area is classified or declassified by the Licensing Authority as being an area of heightened risk within its Statement of Licensing Principles.
  - Any substantial building development or conversion of existing premises in the local area which may increase or decrease the number of visitors. For example, where premises are converted to a local supermarket or a new office building is constructed nearby.
  - Any new pay day loan or pawn brokers open in the local area
  - Changes are made to the provision, location and/or timings of public transport in the local area, such as a bus stop which is used by children to attend school is moved to a location in proximity to gambling premises.

- Educational facilities increase in the local area. This may occur as a result of the construction of a new school/college or where a significant change is made to an existing establishment.
- The local area is identified as having elevated crime by the police and/or Licensing Authority.
- Any vulnerable group is identified by the Licensing Authority or venues relating to those vulnerable groups are opened in proximity to gambling premises (e.g. additional homeless hostels or gambling or mental health care/support facilities are opened in the local area).
- A new gambling premises opens in the local area.

12.8 The following lists sets out some examples of what the Licensing Authority considers to be significant changes in licenced premises (some of which may also require a variation to the existing premises licence):

- Any building work or premises refit where gambling facilities are relocated within the premises.
- The premises licence is transferred to a new operator who will operate the premises with its own procedures and policies which are different to those of the previous licensee.
- Any change to the operator's internal policies which as a result requires additional or changes to existing control measures; and/or staff will require retraining on those policy changes.
- The entrance or entrances to the premises are changed,
- New gambling facilities are made available on the premises which were not provided previously, for example, bet in play, handheld gaming devices for customers, Self Service Betting Terminals, or a different category of gaming machine is provided.
- Changes in staffing levels or opening times
- The premises operator makes an application for a licence at that premises to provide an activity under a different regulatory regime, for example, to permit the sale of alcohol or to provide sexual entertainment on the premises.

12.9 A significant change can be temporary and any temporary changes should be considered and adjustments made to the local risk assessment if necessary.

12.10 Operators must establish a regular review regime in respect of their local risk assessments. This should be at least annually and can be carried out alongside other reviews on Health and Safety risk assessments for the premises. This review programme would ensure that, regardless of whether or not any of the trigger events set out above have occurred, these risk assessments are considered at regular intervals and updated if necessary.

12.11 The Social Responsibility Code provision is supplemented by the LCCP: Ordinary Code 10.1.2 and requires licensees to share risk assessments with the Licensing Authority when applying for premises licence or applying for a variation to existing licensed premises or otherwise on request of the Licensing Authority.

12.12 The Local Risk Assessment must be kept on the premises and be available for inspection by the licensing authority. Whilst there are no plans to request that licensed premises share their risk assessments on a periodic basis, where concerns do exist, perhaps prompted by new or

existing risks, the Licensing Authority is likely to request that a licensee share a copy of its risk assessment.

- 12.13 The risk assessment will set out the measures the licensee has put in place to address specific concerns, thereby potentially reducing the occasions on which a premises review and the imposition of licence conditions is required. Licensees may wish to offer voluntary conditions to be attached to any licence.

### **Matters to be included when undertaking a local risk assessment**

#### The local area

- 12.14 Operators will be expected to identify the local risk factors surrounding the premises. The risk factors will differ from location to location so an understanding of the specific characteristics of the local area and the people who live, work or visit that area is important.

To assist in assessing the local area the Council will produce and maintain a Local Area Profile. The local area profile is held on the City Council's website at [www.plymouth.gov.uk/licensingandpermits/gamblinglicencesandpermits/gamblingpolicy](http://www.plymouth.gov.uk/licensingandpermits/gamblinglicencesandpermits/gamblingpolicy) and will be updated from time to time. The Local Area Profile sets out the demographic profile of areas of the City and the specific concerns and risks that have been identified in respect to gambling in those areas.

- 12.15 The list below is a small example of some of the risk factors that may be present in an area where gambling premises are located:

- The types of premises and their operation in the local area surrounding these premises
- The footfall in the local area, for example, does it predominately comprise residents, workers or visitors, is it a family orientated area, popular with children and young people.
- Socio-economic makeup of the area
- Prevalence of dependant or addictive gambling in an area, including information from self-exclusion data
- Transport links and parking facilities.
- Educational facilities.
- Community centres.
- Hospitals, mental health or gambling care providers.
- Homeless or rough sleeper shelters, hostels and support services.
- The ethnicity, age, economic makeup of the local community.
- Significant presence of young children
- Crime rates and types
- Unemployment rates
- Presence of alcohol or drug support facility
- Presence of a pawn broker/pay day loan businesses in the vicinity.
- Presence of other gambling premises in the vicinity.

The gambling operation

- 12.16 In assessing the risk factors associated with a gambling operation the assessor should consider how that gambling operation may affect risk. The assessor as a minimum must consider:
- How the operator conducts its business
  - What gambling products it provides in the premises
  - The facilities to enable gambling within the premises
  - The staffing levels within the premises throughout different times of any day
  - The level and requirement for staff training
  - Whether loyalty or account cards are used or not
  - The policies and procedures it has in place in relation to regulatory requirements of the Act or to comply with the LCCP
  - The security and crime prevention arrangements it has in place
  - How it advertises locally and on the premises
  - The marketing material within the premises
  - The display and provision of information, etc.
  - The opening hours of the premises and the possible interaction of the gambling premises with any surrounding night time economy.
  - Support and early intervention engagement with customers
  - Issues of lone working and staff working with closely with children.

The internal and external design of the premises

- 12.17 The design and layout of the premises is a key consideration as this could have a significant impact on the risk to the licensing objectives. The design, both internal and external should be considered and specific risk factors identified and noted. For example:
- The ability to view all parts of the gambling area and entrances, whether directly or via aids such as mirrors /CCTV
  - The ability for children and young people to look into the premises and see gambling taking place
  - Nature and number of advertising materials present, particularly those viewable externally
  - Position of various gambling activities
  - The means to segregate various gambling activities

Control measures and monitoring

- 12.18 Once the risk factors have been identified, the assessor should seek to identify control measures that would mitigate the identified risks. Some risk factors may require a combination of control measures to adequately mitigate the risk.

Adequate management arrangements must be in place to ensure any control measures are in operation and licensees may wish to record these checks as part of any due diligence defence.

### Completed assessment

- 12.19 The control measures must be implemented on the premises and, if applicable, staff on the premises should be trained in their use or trained on the new policy or procedure.

A copy of the local area risk assessment must be kept on the licensed premises and made available for inspection by Licensing, Trading Standards or the Police. All staff should be made aware of the contents of the local risk assessment, including any additional control measures identified in the assessment.

The Licensing Authority will assess the risks identified and the measures implemented to mitigate those risks. When a completed assessment is provided with a new application or with a variation application, the authority will consider the assessment in the course of determining whether to grant the application or not. Some control measures identified in the assessment may be put forward as conditions to be attached to the licence to address any significant local concerns.

### **13. Local Area Profiles (LAP)**

- 13.1 The authority may produce local area profiles which will be a relevant matter when determining applications or reviewing existing licences.

LAPs will be updated more frequently than the licensing policy to ensure they take account of the latest data and guidance. LAPs will therefore be published separately to this policy.

- 13.2 These LAPs may identify levels of risk from gambling which should be considered as part of any operator risk assessment.

## **PART C - PERMITS/TEMPORARY & OCCASIONAL USE NOTICES**

### **I. Unlicensed Family Entertainment Centres (Gaming Machine Permits)**

I.1 The term ‘**unlicensed family entertainment centre**’ (uFECs) is one defined in the Act and refers to a premises which provides category D gaming machines along with various other amusements, such as computer games and ‘prize every time’ machines. The premises is ‘unlicensed’ in that it does not require a premises licence, but does require a permit to be able to provide its category D gaming machines. It should not be confused with a ‘licensed family entertainment centre’ which does require a premises licence because it contains both category C and D gaming machines.

uFECs will be most commonly located at seaside resorts, in airports and at motorway style service centres, and will cater for families, including unaccompanied children and young persons. Only premises that are wholly or mainly used for making gaming machines available may hold an uFEC gaming machine permit or an FEC premises licence (S238 of the Act). Both a licensed FEC and an uFEC are classified as ‘premises. As a result, it is generally not permissible for such premises to correspond to an entire shopping centre, airport, motorway service station or similar. Typically, the machines would be in a designated, enclosed area.

The Council will only grant an uFEC gaming machine permit where it is satisfied that the premises will be operated as a bonafide uFEC.

In line with the Act, while conditions will not be attached to this type of permit. The Council can refuse an application if not satisfied that issues raised in this Statement of Principles have been addressed in the application.

I.2 Where an establishment does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (S.238 of the Act).

I.3 The Council notes the Gambling Commission’s Guidance which states that ‘An application for a permit may be granted only if the Licensing Authority is satisfied that the premises will be used as an unlicensed Family Entertainment Centre and if the Chief Officer of Police has been consulted on the application...’ and will consider asking the applicant to demonstrate;

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed Family Entertainment Centres;
- That the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and
- That staff are, or will be trained to have a full understanding of the maximum stakes and prizes

I.4 The Council will not attach conditions to this type of permit.

I.5 The Statement of Licensing Policy clarifies the measures it will expect applicants to demonstrate when applying for a permit for an unlicensed family entertainment centre. This will allow this licensing authority to better determine the suitability of the applicant and the premises for a permit.

I.5 Within this process the applicant must be able to demonstrate that:

- They are a fit and proper person to hold the permit
- They have considered and are proposing suitable measures to promote the licensing objectives, and
- They have a legal right to occupy the premises to which the permit is sought.

The measures suggested in this Statement of Licensing Policy will be applied although will consider any alternative measures suggested by the applicant and will substitute measures as appropriate

- I.8 The Council will require the following **supporting documents** to be served with all uFEC gaming machine permit applications:
- Proof of age - a certified copy or sight of an original birth certificate, a photo style driving licence, or passport – all applicants for these permits must be aged 18 or over).
  - Proof that the applicant has the right to occupy the premises - acceptable evidence would be a copy of any lease, a copy of the property's deeds or a similar document.
  - A standard disclosure and barring service check issued within the previous month. This will be used to check that the applicant has no relevant convictions as defined in Schedule 7 of the Act.
  - Evidence that the machines to be provided are or were supplied by a legitimate gambling machine supplier or manufacturer who holds a valid gaming machine technical operating licence issued by the Gambling Commission.
  - Suitable and sufficient gambling local risk assessments where the uFEC is located adjacent to an AGC.
  - Suitable and sufficient safeguarding policy.
  - A plan of the premises for which the permit is sought showing the following items:
    - (i) The boundary of the building with any external or internal walls, entrances and exits to the building and any internal doorways
    - (ii) Where any category D gaming machines are positioned and the particular type of machines to be provided (e.g. slot machines, penny-falls, cranes)
    - (iii) The positioning and types of any other amusement machines on the premises
    - (iv) The location of any fixed or semi-fixed counters, booths or offices on the premises whereby staff monitor the customer floor area
    - (v) The location of any ATM/cash machines or change machines
    - (vi) The location of any fixed or temporary structures such as columns or pillars
    - (vii) The location and height of any stages in the premises; any steps, stairs, elevators, balconies or lifts in the premises
    - (viii) The location of any public toilets in the building

Unless otherwise agreed, the plan should be drawn to a standard scale with a key showing the items mentioned above. The standard scale is 1:100.

- I.9 The Council also encourage premises to sign up to the British Amusement Catering Trade Association (BACTA) Voluntary Code and restrict under 18's from playing Category D Cash Fruit Machines within their venues.
- I.10 Harm in this context is not limited to harm from gambling, but includes wider protection considerations. The council will consider these policies and procedures on their merits but should (depending on the particular permit being applied for) include appropriate measures/training for staff having regard to the following:
- Maintain contact details for any local schools and or the education authority so that any truant children can be reported
  - Employ policies to address problems associated with truant children who may attempt to gain access to the premises and to gamble when they should be at school

- Employ policies to address any problems that may arise when there is an increased likelihood that children may frequent the premises in greater numbers, such as half terms and summer holidays
- Safeguarding policies in place to both protect children and vulnerable adults but also staff training in relation to the identification and onward alerting of safeguarding concerns
- Display posters with the 'Child Line' phone number in discreet locations throughout the premises e.g. toilets, corridors
- Maintain a register of any incidents that arise on and around the premises related to children i.e. children gambling excessively, truant children, children being unruly or young unaccompanied children entering the premises. The register can be used to detect any trends which require action by the management of the premises.
- Take steps to ensure all young children are accompanied by a responsible adult.
- Maintain policies to deal with any young children who enter the premises unaccompanied
- Undertake satisfactory disclosure checks (criminal records checks) for all staff who will be working with children.
- Clear signage that identifies gaming machines and skill machines
- Any prizes displayed must be capable of being won
- Staff training that covers all of the controls in place

NB: Any supporting evidence of the above measures e.g. training manuals or other similar documents/written statements should be attached to the application.

1.11 The Council will expect the applicant to show that there are policies and procedures in place to **protect vulnerable persons**. The Council will assess the submitted policies and procedures on their merits, but (depending on the particular permit being applied for) should include appropriate measures/training for staff relating to the following:

- Display Gamcare helpline stickers on all gaming machines
- Display Gamcare posters in prominent locations on the premises
- Training for staff members which focuses on building an employee's ability to maintain a sense of awareness of how much (e.g. how long) customers are gambling, as part of measures to detect persons who may be vulnerable
- Consider appropriate positioning of ATM and change machines, including the display of Gamcare stickers on any such machines.
- Customer self-exclusion systems (for example where the uFEC is adjacent to an AGC).

NB: Any supporting evidence of the above measures e.g. training manuals or other similar documents/written statements should be attached to the application.

1.12 The applicant should also be mindful of the following possible control measures (depending on the particular permit being applied for) to minimise crime and disorder and the possibility of public nuisance:

- Maintain an effective CCTV system to monitor the interior and exterior of the premises
- Keep the exterior of the premises clean and tidy

- Ensure that external lighting is suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining premises
- Consider the design and layout of the outside of the premises to deter the congregation of children and youths.

NB: Any supporting evidence of the above measures e.g. training manuals or other similar documents/written statements should be attached to the application.

## 2. (Alcohol) Licensed Premises (Gaming Machine Permits)

### Automatic Entitlement: 2 Machines

- 2.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority. The Licensing Authority will consider removing an automatic authorisation in respect of any particular premises if:
- Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
  - Gaming has taken place on the premises that breaches a condition of section 282 of the Act (i.e. the gaming machines have been made available in a way that does not comply with requirements on the location and operation of gaming machines)
  - The premises are mainly used for gaming; or
  - An offence under the Act has been committed on the premises

The Licensing Authority expect businesses to comply with the Gambling Commission Code of Practice for '[Gaming machines in clubs and premises with an alcohol licence](#)'. Staff must be aware of this Code of Practice and how to ensure they can meet the requirements around the location and supervision of machines.

Licensed Premises will also need to refer to the Gambling Commission Code of Practice for '[Equal chance gaming in clubs and premises with an alcohol licence](#)', where they provide bingo, poker, bridge, whist or other equal chance gaming.

### Permit: 3 or More Machines

- 2.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25, codes issued under s24 of the Act, and "other such matters as the Licensing Authority think relevant."

The Council considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the licensing authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff that will monitor that the machines are not being used by those under 18, or suitable Challenge scheme. Notices and signage may also be helpful. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

- 2.3 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine. Please refer to the 'Advice on gaming in clubs and premises with an alcohol licence: Gambling Act 2005 (March 2016)' at [www.gamblingcommission.gov.uk/PDF/Advice-on-gaming-in-pubs-and-alcohol-licensed-premises.pdf](http://www.gamblingcommission.gov.uk/PDF/Advice-on-gaming-in-pubs-and-alcohol-licensed-premises.pdf) and [www.gamblingcommission.gov.uk/pdf/code-of-practice-for-gaming-machines-in-clubs-and-premises-with-an-alcohol-licence.pdf](http://www.gamblingcommission.gov.uk/pdf/code-of-practice-for-gaming-machines-in-clubs-and-premises-with-an-alcohol-licence.pdf)
- 2.4 All gaming machines must be located in a place within the premises so that their use can be adequately supervised, either by staff whose duties include such supervision (including bar or floor staff) or by other means.
- 2.5 A plan must accompany applications indicating where and what type of gambling machines are to be provided. This plan may take the form of an amendment to the plan attached to the Premises Licence issued under the Licensing Act 2003.
- 2.6 Applicants should be aware that only those premises which have a 'bar' (servery) at which alcohol is sold for consumption on the premises will be eligible for a machine in the bar area of the premises. This means that premises such as restaurants, which do not have a bar for serving drinks or can only, sell alcoholic drinks as an ancillary to food will no longer automatically qualify for two machines. Any gaming machines must be obtained from a licensed supplier.

### **3 Prize Gaming Permits**

- 3.1 The Act states that a licensing authority must prepare a Statement of Licensing Policy that they propose to apply in exercising their functions under this Schedule which 'may, in particular, specify matters that the Licensing Authority proposes to consider in determining the suitability of the applicant for a permit'.
- 3.2 The Council will expect the applicant to set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
- That they understand the limits to stakes and prizes that are set out in Regulations; and
  - That the gaming offered is within the law
  - Clear policies that outline the steps to be taken to protect children from harm
- 3.3 In making its decision on an application for this permit the Council does not need but may have regard to the licensing objectives but must have regard to any Gambling Commission's Guidance (Schedule 14 and Para 8.3).
- 3.4 It should be noted that there are conditions in the Act by which the permit holder must comply, but that the Licensing Authority cannot attach conditions.

The conditions in the Act are:

- The limits on participation fees, as set out in regulations, must be complied with;
- All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- The prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- Participation in the gaming must not entitle the player to take part in any other gambling.

#### 4 Club Gaming and Club Machines Permits

- 4.1 Member's Clubs (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit.

A **Club Gaming Permit** will enable the premises to provide gaming machines (3 machines of categories B3A or B4, C or D), equal chance gaming and games of chance as set out in regulations i.e. pontoon and chemin de fer. This is in addition to the exempt gaming authorised under S.269 of the Act.

Alternatively a member's club (but not commercial clubs) can apply for a **Club Gaming Machine Permit** will enable the premises to provide only gaming machines (3 machines of categories B3A or B4, C or D).

**Commercial clubs** are not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act) which means that they should only apply for a Club Gaming Machine Permit. However they are not able to site category B3A gaming machines offering lottery games in their club.

- 4.2 Gambling Commission Guidance states: 'Members clubs must have at least 25 members and be established and conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulation and these cover bridge and whist clubs, which replicates the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations'.

The Council will take steps to ensure that a club is a bonafide club within the terms set out in the Act and with this in mind reserve the right to request or require sight of evidence that confirms the status of the club. The Council may request evidence any of the follow factors for consideration in its decision-making;

- Evidence of committee members and evidence of their election by club members?
- Minutes of previous meetings (where appropriate)?
- Is the primary activity of the club something other than gaming?
- Are the club's profits retained solely for the benefit of the club's members?
- Are there 25 or more members?
- Are the addresses of club member's genuine domestic addresses and live reasonably locally to the club?
- Do members participate in the activities of the club via the internet?
- Do guest arrangements link each guest to a member?
- Is the 48 hour rule being applied for membership and being granted admission being adhered to (for member clubs)
- Are there annual club accounts available for more than one year?
- How is the club advertised and listed in directories and on the internet?
- Are children permitted in the club?
- Does the club have a constitution and can it provide evidence that the constitution was approved by members of the club?
- Submission of a plan of the premises for which the permit is sought i.e. premises, boundaries, machine position, etc.

- 4.3 The Commission Guidance also notes that licensing authorities may only refuse an application on the grounds that:

- (a) The applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;

- (b) The applicant's premises are used wholly or mainly by children and/or young persons;
- (c) An offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) A permit held by the applicant has been cancelled in the previous ten years; or
- (e) An objection has been lodged by the Commission or by the police.

4.4 There is also a **'fast-track' procedure** available under the Act for premises, which hold a Club Premises Certificate under S.72 Licensing Act 2003 (Schedule 12 paragraph 10) are exempt from the stricter vetting process that applies to applications for Club Gaming and Club Gaming Machine Permits.

As the Gambling Commission's Guidance to licensing authorities states: 'Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police and the grounds upon which an Authority can refuse a permit are reduced' and;

The grounds on which an application under the process may be refused are:

- (a) That the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) That in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) That a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

4.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

4.6 All gaming machines situated on the premises must be located in a place within the premises so that their use can be supervised, either by staff whose duties include such supervision (including bar or floor staff) or by suitable other means.

## 5 Temporary Use Notices

5.1 Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

5.2 The Council will only grant a temporary use notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by temporary use notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Act (Temporary Use Notices Regulations 2007) state that temporary use notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

There are a number of statutory limits as regards temporary use notices. The meaning of 'premises' in Part 8 of the Act is discussed in Part 7 of the Gambling Commission's Guidance. As with 'premises' the definition of 'a set of premises' will be a question of fact, in the particular circumstances of each notice that is given. In the Act 'premises' is defined as including 'any place'.

In considering whether a place falls within the definition of 'a set of premises', the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.

- 5.3 The Council expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance.

## **6 Small Society Lotteries**

- 6.1 Under the Act a lottery is unlawful unless it runs under an operating licence or is an exempt lottery. The Council will register and administer small society lotteries as defined under the Act. Promoting or facilitating a lottery will fall into two categories.

- Licensed lotteries (requiring an operating licence from the Gambling Commission)
- Exempt lotteries (including small society lotteries registered with Plymouth City Council)

Exempt lotteries are lotteries permitted to run without a licence from the Gambling Commission and are defined as:

- Small society lotteries;
- Incidental non-commercial lotteries;
- Private lotteries;
- Private society lottery;
- Work lottery;
- Residents' lottery;
- Customers' lottery.

Advice regarding the definitions of the above exempt lotteries is available from the Gambling Commission guidance and their website:

<https://beta.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities>

## **7 Occasional Use Notices**

- 7.1 The Council has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This Licensing Authority will consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.
- 7.2 The Council will consider any guidance issued by the Gambling Commission or any other statutory agency (please refer to the glossary at the end of this document) regarding non-commercial betting and race nights of how their activities can be regulated within the Act.

## **8 Vessels**

- 8.1 The Council when considering applications for premises licences in respect of vessels will give particular weight to the views of the Maritime and Coastguard Agency in respect of promoting the licensing objectives. Where in the opinion of the Licensing Authority any of the three objectives are undermined, and this cannot be resolved through the imposition of conditions, the application will be refused.
- 8.2 Where a premises licence is sought in connection with a vessel which will be navigated whilst licensable activities take place, the licensing authority will be concerned following the receipt of relevant representations, with the promotion of the licensing objectives on-board the vessel. The licensing authority will not focus on matters relating to safe navigation or

operation of the vessel, the general safety of passengers or emergency provisions, all of which are subject to regulations, which must be met before the vessel is issued with a Passenger Certificate and Safety Management Certificate. It is expected that if the Maritime and Coastguard Agency is satisfied that the vessel complies with Merchant Shipping standards for a passenger ship, the premises will normally be accepted as meeting the public safety objectives. In respect of other public safety aspects, representations made to the licensing authority by the Maritime and Coastguard Agency will be given particular weight.

Disclaimer: The Council wishes to make clear that the Gambling Commission's Guidance to Local Authorities (September 2023) was the most recent information available at the time of writing and can be the subject of change within the period that this statement of principles is in force. This Licensing Authority will therefore have regard to changes in legislation, court judgements and any updated guidance issued by the Gambling Commission where it is appropriate to the application under consideration.

**Appendix A - Responsible Authorities Contacts (non-emergency calls only)****Licensing Authority**

Licensing Office,  
Environmental Health & Licensing  
Plymouth City Council,  
Ballard House  
Plymouth  
PL1 3BJ.

Tel: 01752 304141

Email: [licensing@plymouth.gov.uk](mailto:licensing@plymouth.gov.uk)

**The Gambling Commission**

Victoria Square House,  
Victoria Square,  
Birmingham,  
B2 4BP

Tel: 0121 230 6666

Fax: 0121 230 6720

Email: [licensing@gamblingcommission.gov.uk](mailto:licensing@gamblingcommission.gov.uk)

**H M Revenue & Customs**

Excise Processing Teams  
BX9 IGL  
United Kingdom

Tel: 03000 322 7072 Option 7

Email: [NRUBetting&Gaming@HMRC.gov.uk](mailto:NRUBetting&Gaming@HMRC.gov.uk)

**Child Protection**

Safeguarding Team,  
Children, Young People and Families,  
Plymouth City Council,  
Midland House,  
Notte Street,  
Plymouth,  
PL1 2EJ

Tel: 01752 306340

Email: [Gateway@plymouth.gov.uk](mailto:Gateway@plymouth.gov.uk)

**Devon & Cornwall Police**

Licensing Department,  
Launceston Police Station,  
Moorland Road,  
Launceston,  
Cornwall, PL15 7HY

Tel: 01566 771309

Fax: 01566 771388

Email: [licensing.team@devonandcornwall.pnn.police.uk](mailto:licensing.team@devonandcornwall.pnn.police.uk)

**Devon & Somerset Fire and Rescue Service**

West Devon Headquarters,  
Glen Road,  
Plympton,  
Plymouth, PL7 3XT

Tel: 01752 333600

Fax: 01752 333640

Email: [plymouthfs@dsfire.gov.uk](mailto:plymouthfs@dsfire.gov.uk) [mailto:](#)

**Environmental Health & Licensing**

Plymouth City Council  
Ballard House, Plymouth, PL1 3BJ.

Tel: 01752 304141;

Fax: 01752 226314

E-mail: [public.protection@plymouth.gov.uk](mailto:public.protection@plymouth.gov.uk)

**Planning Authority**

Development Consents Manager  
Plymouth City Council  
Level 2 West Wing, Ballard House  
Plymouth, PL1 3BJ

Tel: 01752 304471

Fax: 01752 305523

Email: [letters.of.representation@plymouth.gov.uk](mailto:letters.of.representation@plymouth.gov.uk)

**Maritime & Coastguard Agency (where applicable)**

Plymouth Marine Office  
New Fish Market

Sutton Harbour

Plymouth. PL4 0LH

Tel: 01752 266211

Fax: 01752 225826

Email: [plymouthmo@mcga.gov.uk](mailto:plymouthmo@mcga.gov.uk)

<mailto:plymouthmo@mcga.gov.uk> **Appendix B: Child Sexual Exploitation and Trafficking of Children and Young People**

Plymouth City Council is helping to tackle child sexual exploitation and trafficking by working together with key partners particularly the Police and Safeguarding Boards.

Through agencies working together and sharing information, we aim to identify and prevent sexual exploitation, disrupt the activities of perpetrators, protect children and young people and prosecute perpetrators of sexual exploitation. Sharing information with the Police and Safeguarding Boards helps to protect young people from harm. Safeguarding children and young people is everyone's business and everyone's responsibility.

Child sexual exploitation is a crime that can affect any child, anytime, anywhere – regardless of their social or ethnic background.

Sexual exploitation of children and young people involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something, e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, etc. as a result of them performing, and/or another or others performing on them, sexual activities. Violence, coercion and intimidation are commonly involved in such exploitative relationships.

Child sexual exploitation involves perpetrators grooming youngsters and using their powers to sexually abuse them. Sexual exploitation of children and young people can take many forms, whether it occurs through a seemingly 'consensual' relationship with an older person, or a young person having sex in return for attention, gifts, alcohol or cigarettes.

### **How gambling premises licence and permit holders and their employees can help tackle child sexual exploitation**

Gambling establishment licence and permit holders and their employees are in a good position to help identify victims of sexual exploitation because, through the operation of certain gambling activities, licence and permit holders and their employees regularly come into contact with children, young and vulnerable people. This means that licence and permit holders and their employees are in an ideal position to help protect young and vulnerable people.

In particular, licence and permit holders and their employees should ask themselves the following questions when they see young and vulnerable people in their gambling premises:

- Do any of your customers appear to be under 18 years old?
- Are they with a much older person and appear to be in a relationship?
- Do you think that they are under the influence of alcohol or drugs?
- Are children/young people being brought regularly to your premises by older people? If so, ask yourself why?

If you have reason to suspect that a child is being abused or at risk of abuse it is your responsibility to report your concerns to and share information with the Police (Tel: 101 or if immediate risk 999) and Plymouth Children's Gateway Service on Tel: 01752 668000 or please email for enquiries and referrals to [gateway@plymouth.gov.uk](mailto:gateway@plymouth.gov.uk).

Alternatively please complete the online form:

Children - [www.plymouth.gov.uk/childrenandfamilies/reportchildabuseorneglect](http://www.plymouth.gov.uk/childrenandfamilies/reportchildabuseorneglect)



**Appendix C – Pool of Conditions**

1. The premises shall be fitted out and operational within 6 months of the issue of the licence.
2. The Licensee shall notify the Licensing Authority when the premises have been fitted out and are ready for operation, so that the Licensing Authority can inspect the premises. Such notification to the Licensing Authority shall be given no less than 10 days prior to the premises opening under the licence.
3. The licensee shall keep written records of all staff authorised to verify the age of customers who have received adequate training on the law using the SWERCOTS training package or similar, with regard to challenging persons to prevent under age gambling. The record should be kept on the licensed premises and made available for inspection by Licensing, Trading Standards or the Police.
4. There shall be a minimum of 2 staff (excluding back room staff) on duty at the premises at all times that is open, whose duties are to include the age verification of persons entering the premises who appear under the age of 25 years.
5. The Licensee shall have a 'Challenge 25' Policy whereby all customers who appear to be under the age of 25 are asked for proof of their age.
6. The Licensee shall prominently display notices advising customers of the Challenge 25 policy.
7. The following identification should only be accepted
  - Proof of age cards bearing the 'PASS' hologram symbol
  - UK Photo Driving Licence
  - Passport
8. The Licensee is to keep a register (Refusals book) to contain details of the date and time, description of underage persons entering the premises and the name of the employee who verified that the person was under age.
9. The Refusals Book is to be kept on the licensed premises and made available for inspection by Licensing, Trading Standards and the Police.
10. A CCTV system shall be maintained in good working order and fully operational covering both internal and external areas when the premises are open to the public.
11. The medium on which CCTV images are recorded will be clearly visible, stored securely and shall be retained for a period of 28 days. Recordings shall be made available for inspection by the Police or Licensing Authority upon request.
12. A copy of the local risk assessment shall be kept on the licensed premises and made available for inspection by Licensing, Trading Standards or the Police. All staff authorised to verify the age of customers should be made aware of the contents of the local risk assessment, including any additional control measures identified in the assessment.
13. Test purchase results shall be shared with Licensing, Trading Standards or the Police.
14. All staff shall wear ID badges or other measures so that customers can easily identify them for assistance, guidance or gambling advice
15. Officers shall expect to be able to interview employees who can confidently define and clearly understand which are 'Gaming Machines' and which are not (e.g. only 'Skill Machines). Employees need to be fully conversant with the Gambling Act 2005 and familiar with their own 'Local Risk Assessment'.
16. Staff training records shall be kept on the licensed premises and made available for inspection by Licensing, Trading Standards or the Police.
17. Staff training shall include various topics including a section on 'truanting youngsters'

18. Social Responsibility Stickers/Notices shall be clearly displayed in a prominent position on all gaming machines at the point of play, to include category stickers/notices and also 'Gamcare' stickers/notices.

19. A book shall be kept at the premises, which is maintained with the following records:

- The name of the door supervisor deployed
- The SIA registration number of the door supervisor deployed
- The time they commenced and finished duty
- All incidents that the door supervisor dealt with

**Glossary**

**An Interested Party** – is a person, in the opinion of the Licensing Authority who:

- a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) Has business interests that might be affected by the authorised activities, or
- c) Represents persons who satisfy paragraph (a) or (b)

**Responsible Authority –**

- (i) The Licensing Authority
- (ii) The Gambling Commissioner
- (iii) The Chief Officer of Devon & Cornwall Constabulary
- (iv) The Devon and Somerset Fire & Rescue Service.
- (v) The local planning authority within the meaning given by the Town and Country Planning act 1990 (c.8) for any area in which the premises are wholly or partly situated
- (vi) The local authority by which statutory functions are exercisable in any area in which the premises are wholly or partly situated in relation to minimising or preventing the risk of pollution of the environment or of harm to human health
- (vi) A body, which is designated in writing for the purpose of this paragraph, by the Licensing Authority for an area in which the premises are wholly or partly situated, as competent to advise the authority about the protection of children from harm:
- (vii) And any other person prescribed by regulations by the Secretary of State.

# EQUALITY IMPACT ASSESSMENT – STATEMENT OF PRINCIPLES (GAMBLING POLICY)

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> The person completing the EIA template.	GRAHAM HOOPER	<b>Department and service:</b>	ODPH, ENVIRONMENTAL HEALTH & LICENSING	<b>Date of assessment:</b>	31/01/2025
<b>Lead Officer:</b> Head of Service, Service Director, or Strategic Director.	KATHARINE O'CONNOR	<b>Signature:</b>	<i>Katharine O'Connor</i>	<b>Approval date:</b>	31/01/2025
<b>Overview:</b>	<p>Review of the Statement of Principles (Gambling Policy)</p> <p>This policy supports the licensing system which regulates the operation of gambling premises i.e. casinos, bingo halls, betting shops and adult gaming centres and provides a framework for decision-making. The policy will provide information to the Council, applicants, residents and other statutory authorities on the issue of premises licences.</p> <p>All applications are considered on their own merits.</p>				
<b>Decision required:</b>	Approval to consult on policy. This is a light touch review pending a comprehensive review on publication of updated statutory guidance from the Gambling Commission.				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	<b>Yes</b>		<b>No</b>	X
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	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)	<b>Yes</b>		<b>No</b>	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	There are no amendments to the existing published policy statement at this time, just a date change			

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<b>Protected characteristics (Equality Act, 2010)</b>	<b>Evidence and information (e.g. data and consultation feedback)</b>	<b>Adverse impact</b>	<b>Mitigation activities</b>	<b>Timescale and responsible department</b>
-------------------------------------------------------	-----------------------------------------------------------------------	-----------------------	------------------------------	---------------------------------------------

<b>Age</b>	<p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
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<p><b>Care experienced individuals</b> (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><b>Disability</b></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><b>Gender reassignment</b></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><b>Marriage and civil partnership</b></p>	<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>			
<p><b>Pregnancy and maternity</b></p>	<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><b>Race</b></p>	<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>			
<p><b>Religion or belief</b></p>	<p>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).</p> <p>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).</p>			
<p><b>Sex</b></p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>			
<p><b>Sexual orientation</b></p>	<p>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).</p>			

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

Human Rights	Implications	Mitigation Actions	Timescale and responsible department

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<p><b>Work together in partnership to:</b></p> <ul style="list-style-type: none"> <li>▪ promote equality, diversity and inclusion</li> <li>▪ facilitate community cohesion</li> <li>▪ support people with different backgrounds and lived experiences to get on well together</li> </ul>			
<p><b>Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.</b></p>			
<p><b>Build and develop a diverse workforce that represents the community and citizens it serves.</b></p>			
<p><b>Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.</b></p>			

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# City Council



Date of meeting:	17 March 2025
Title of Report:	<b>Lord Mayoralty 2025/26</b>
Lead Member:	Councillor Tudor Evans OBE (Leader)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Hannah Chandler-Whiting
Contact Email:	Hannah.Chandler-Whiting@plymouth.gov.uk
Your Reference:	LMS&AC 2025/26
Key Decision:	No
Confidentiality:	Part I - Official

## **Purpose of Report**

The purpose of this report is to propose the Lord Mayor for 2025/26 on recommendation from the Lord Mayor Selection and Advisory Committee, as per Article 5 of the Council's Constitution.

The Lord Mayor Selection and Advisory Committee met on 13 February 2025 and agreed to recommend Councillor Ms Kathy Watkin for the Office of Lord Mayor for 2025/26.

## **Recommendations and Reasons**

- I. The City Council approves the recommendation from the Lord Mayor Selection and Advisory Committee to appoint Councillor Ms Kathy Watkin as Lord Mayor for 2025/26.

## **Alternative options considered and rejected**

- I. None. The Lord Mayor is appointed annually by Council, in accordance with the Council's constitution.

## **Relevance to the Corporate Plan and/or the Plymouth Plan**

The Office of Lord Mayor provides support across all of the Council's areas of work as the Lord Mayor is the First Citizen of Plymouth.

## **Implications for the Medium Term Financial Plan and Resource Implications:**

Remuneration for the roles of Lord Mayor and Deputy Lord Mayor are already built into the budget and form part of the Members' Allowance Scheme.

## **Financial Risks**

Not applicable, as outlined above.

## **Legal Implications**

(Provided by AC)

None.

**Carbon Footprint (Environmental) Implications:**

Subject to their appointment being agreed Councillor Ms Kathy Watkin will, as Lord Mayor, commit to reducing the carbon footprint of the Lord Mayoralty during their period of office.

**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.

**Appendices**

\*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable)						
		If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
		1	2	3	4	5	6	7
A	Minutes of the Lord Mayor Selection and Advisory Committee 13 February 2025							

**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	DJN. 24.25. 163	Leg	LS/00 0013 12/1/ AC/1 7/2/2 5.	Mon Off	N/A	HR	N/A	Assets	N/A	Strat Proc	N/A
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Originating Senior Leadership Team member: Glenda Favor-Ankersen

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

Date agreed: 19/02/2025

Cabinet Member approval:



Date approved: 04/03/2025

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# City Council



Date of meeting:	17 March 2025
Title of Report:	<b>Senior Management Structure</b>
Lead Member:	Councillor Tudor Evans OBE (Leader)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Chris Squire – Service Director HR & Organisational Development
Contact Email:	Chris.squire@plymouth.gov.uk
Your Reference:	N/A
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

The purpose of this report is to:

- a) Recommend the addition of the post of Service Director for Adult Social Care to the senior management structure of Plymouth City Council
- b) Inform Council of the latest management structure for Plymouth City Council

## Recommendations and Reasons

1. To approve the addition of the post of Service Director for Adult Social Care to Plymouth City Council's senior management structure  
*Reason: The post is responsible for the largest budget within the council and as such has considerable influence on health & social care outcomes in the city. The role should therefore be at a strategic level in the organisation.*
2. To note the change in role title, from Head of Legal Services to Service Director for Legal (Monitoring Officer).
3. To note the latest management structure for Plymouth City Council.

## Alternative options considered and rejected

1. Retain the current post of Head of Adult Social Care and Retained Functions

## Relevance to the Corporate Plan and/or the Plymouth Plan

The role is responsible for the development of the council's strategy for adult social care services across the city, working with partner organisations to provide better access to health & care.

## Implications for the Medium-Term Financial Plan and Resource Implications:

The post is a permanent post contained within the Medium-Term Financial Plan and as such is within budget.

## Financial Risks

There are no financial risks associated with this report and changes. The revised structure is fully costed and included in existing budgets.

**Legal Implications**

(Provided by AC)

Not applicable

**Carbon Footprint (Environmental) Implications:**

Not applicable

**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.

Not applicable

**Appendices**

\*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Briefing report Senior Management Structure							
B	Role Profile – Service Director Adult Social							
C	Service Roles & Responsibilities							

**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	DJN. 24.2 5.10 2	Leg & MO	LS/00 0013 12/2/ AC/7/ 3/25	HR	CS.24 .25.03 7	Asset s	n/a	Strat Proc	n/a
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Originating Senior Leadership Team member: Tracey Lee

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

Date agreed: 24/02/2025

Cabinet Member approval: Councillor Tudor Evans OBE, approved verbally

Date approved: 07/03/2025

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# APPENDIX A - SENIOR MANAGEMENT STRUCTURE UPDATE

## 1. PURPOSE OF THE REPORT

This report presents a proposal to Members for the new post of Service Director for Adult Social Care within the Council's senior management team.

The report also presents the latest senior management structure for Plymouth City Council, noting the realignment of functions.

## 2. SERVICE DIRECTOR FOR ADULT SOCIAL CARE

Following the completion of the restructure of the Adults, Health and Communities directorate in April 2024, and the process to appoint the permanent Strategic Director for Adults Health and Communities in August 2024, the final significant change to the structure is the proposal to create the post of Service Director for Adult Social Care. This is a key role within Plymouth City Council, as part of the Council's leadership team ensuring that all statutory functions in relation to Adult Social Care as specified in legislation are discharged through the arrangements in place to safeguard the people of Plymouth, with their needs assessed and appropriate support available. The role profile for this post can be seen in Appendix B. This replaces the existing post of Head of Adult Social Care.

The role of Service Director for Adult Social Care is required to ensure that all statutory functions in relation to Adult Social Care as specified in legislation including the Care Act 2014, Mental Capacity Act 2005 and Health and Social Care Act 2012 are discharged through the arrangements in place to safeguard the people of Plymouth, with their needs assessed and appropriate support available. This will include partnership working with our key adult social care partners.

## 3. SENIOR MANAGEMENT AND FUNCTIONAL CHANGES

The revised service roles and responsibilities at Plymouth City Council and the functions that sit under each strategic director for Plymouth City Council can be seen in Appendix C. This reflects the change in role title from Head of Legal Services to Service Director Legal (Monitoring Officer). This also highlights a number of changes to reporting lines, within the delegated authority of the Head of Paid Service, and is presented to Council for information and context.

On 16 December 2024, the Government published a White Paper (Power and Partnership: Foundations for Growth) setting out their vision for devolution and local government reorganisation, with the aim of shifting power away from Whitehall and simplifying local government structures.

It is important that the work ahead is fully resourced and we also ensure that we have enough capacity to continue delivering our other priority work.

A review of functional alignment for senior managers and provision of capacity to meet the needs for local government reorganisation and devolution has taken place and this is shown in Appendix C.

The Head of Legal Services is a chief officer of the Council, and the title of this post will be changed to Service Director to reflect this

## 4. ALTERNATIVE OPTIONS

The recommendation is in line with the Council's established practices and is offered as the best option in these particular circumstances. It is essential that the role is filled permanently as soon as possible to deliver these statutory duties for the Local Authority and to support the delivery of the Medium-Term Financial Plan.

The alternative option to retain the current title of Head of Legal Services was considered, however this was rejected as it presents confusion as to the level and status of the role within the organisational hierarchy.

## **5. FINANCIAL IMPLICATIONS AND RISK**

The role of Service Director Adult Social Care has been evaluated within Chief Officer Band 4 £85,023 to £118,213.

This role is a permanent position with established budget contained within the Medium-Term Financial Plan, and costs arising from this report can be contained within budget. The role replaces the Head of Adult Social Care Post, which will be removed from the establishment if the proposal in this paper is approved. There is no cost attached to the change of role title, from Head of Legal Services to Service Director Legal (Monitoring Officer).

## Appendix B

**SERVICE DIRECTOR ADULT SOCIAL CARE**

<b>Grade and Tier</b>	Chief Officer – Band 4	<b>Reference:</b>	COFXXX
<b>Reports to:</b>	Strategic Director Adults Health & Communities	<b>Job Type:</b>	Strategic Leader

## Adult Social Care

**Role Purpose:**

- Lead and manage the development and implementation of the Councils strategy for adult social care services working alongside the Service Director for Integrated Commissioning, key strategic partners and delegated services.
- Enable Strategic Directors to focus on driving the Council's overall objectives at a city, sub region, regional and national level.
- To ensure that people, resources, and budgets are managed effectively across our commissioned arrangements and that service users/carers receive a high-quality personalised service.
- To communicate the vision of the Council and motivate and influence others to acquire this.
- To provide assurance and governance over the performance and delivery of Adult Social Care and prepare the Local Authority for Care Quality Commission assessment of Adult Social Care and lead delivery of improvement priorities.

**Member of federation consisting of** the Adults Health & Communities, Children's Services and Public Health Directorates encouraging best use of resources, avoiding duplication and silo working and facilitating knowledge transfer across the senior team.

**Statutory and Key Responsibilities/Accountabilities**

- To ensure that all statutory functions in relation to Adult Social Care as specified in legislation including the Care Act 2014, Mental Capacity Act 2005 and Health and Social Care Act 2012 are discharged through the arrangements in place to safeguard the people of Plymouth, with their needs assessed and appropriate support available.
- To lead the range of in-house services to deliver care and support to those who need it.

**Key Responsibilities**

**Corporate and organisational**

- Act as the principal policy and professional advisor on Adult Social Care and provide specific subject matter expertise and advice to Directors, the Chief Executive and Members as required.
- Provide strong, visible leadership and direction through compelling communication of the Council's vision and values to own Department, Federation and wider where necessary.
- Representation and promotion of the Council across the city; regionally and nationally in relation to all matters concerning Adult Social Care and Wellbeing.
- Ensure own department delivers the policies set by elected members, ensuring all staff understand and act on the aims of the organisation, in order to meet the needs of the people of Plymouth.
- Embed climate change actions across the functions of the Adult Social Care team, contributing to core reductions in support of the Council's pledge to become carbon neutral by 2030.
- Respond to requests from elected members, scrutiny panels and service users groups; this may require the chairing of meetings and taking decisions at short notice.

**Performance and Finance**

- Take lead responsibility for the overall management of the Department, ensuring the Council's financial, human resources and other assets are planned, deployed and managed effectively to deliver the priorities.
- Ensure the department provides cost effective and efficient services for customers.
- Embed a positive, innovative culture, which responds effectively and efficiently to deliver an outstanding customer focused service with best-in-class policies and practices which respond continually to the changing internal and external environments.
- Oversee, authorise, verify and take decisions to manage the Adult Social Care budget against demand; prioritising work streams within the Council or with the providers delivering financial management of a service that is sensitive to market conditions.
- Evaluate local and national data and determine performance targets for areas of responsibility.

**Customer and Communities**

- Contribute to the development of programmes of local engagement and communication within the city with stakeholders and local communities designed to promote the work of the Council and own Department and deepen the Council's understanding of those it exists to serve.
- Create an environment and culture that empowers and requires employees to work collaboratively and effectively across the Department, with the Directorate/Federation, organisation and with partners.
- Leads and challenges own direct reports to create continuous improvement and service delivery that is innovative, customer focussed and effective in delivering the Council's agreed outcomes.

**Partnerships and external relationships**

- Develop and engage in mutually beneficial relationships with partners and, where appropriate, integration of service delivery, to successfully deliver expected outcomes and benefits for the City.
- Fulfil a proactive role at local, regional and if appropriate national level in promoting and advocating for the City and its communities to deliver improvements and opportunities for residents and businesses.
- Work across the Council and with partners to put in place strategies for the improvement of outcomes and performance for the community for health and social care, customer services and public perception of the Council through a defined approach to deliver high quality services that meet the needs of the community and clients.
- Promote and develop co-operative partnerships, including effective use and alignment of resources across the city. This includes developing business models to maximise the efficiency of functions across the Directorate and our partners.
- Build operational and strategic links with key external partners such as Health, Police, Probation and the Care Quality Commission

**Governance**

- Ensure the statutory duties of the Department are met in accordance with legislation, guidance and regulatory requirements.
- Ensure effective measures are in place to manage and mitigate risk to protect the liability of the Department (including civil contingencies).

Role Accountabilities	Role Outcomes
<p><b>Corporate and Organisational</b></p> <ul style="list-style-type: none"> <li>• Lead the Adult Social Care and Retained Client teams</li> <li>• Build a consistent approach to leadership styles across the organisation to derive an empowered leadership culture.</li> <li>• Representation and promotion of the Council across the city; regionally and nationally in relation to all matters concerning Adult Social Care and Wellbeing.</li> </ul> <p><b>Performance and Finance</b></p> <ul style="list-style-type: none"> <li>• Management of people, services, resources and budgets (circa £70M) making decisions on structure and efficiency as required. Overseeing the</li> </ul>	<ul style="list-style-type: none"> <li>• Managers are provided with the right level of consistent advice and support and coached to deliver good people management practices.</li> <li>• There is a collaborative approach to managing Trade Union/professional association and other relationships relating to employment matters.</li> <li>• Adult Social Care has a long-term financial strategy and plan (MTFP) which is clear and actively communicated to Corporate Management Team, Members and the wider departmental workforce.</li> </ul>

<p>budget for social care services, ensuring resources are allocated effectively.</p> <ul style="list-style-type: none"> <li>• Leadership of front-line operations ensuring quality, value, performance and direction in line with Governmental, Corporate, and Strategic targets</li> <li>• Monitoring and evaluating the quality and effectiveness of services, making improvements where necessary.</li> <li>• Ensuring that services meet regulatory standards and are compliant with relevant legislation.</li> <li>• Supporting the recruitment, training, and development of staff within the social care sector.</li> </ul> <p><b>Customer and Communities</b></p> <ul style="list-style-type: none"> <li>• Collaborating with service users, families, and other stakeholders to gather feedback and improve services.</li> </ul> <p><b>Partnerships and External Relationships</b></p> <ul style="list-style-type: none"> <li>• Development, support and, in areas leading strategic partnerships within the city, focused on improving the wellbeing of the citizens of Plymouth</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Overseeing PCC in-house Adult Social Care direct provision, ensuring such provision is safe, efficient and effective meeting all CQC regulatory requirements</li> </ul>	<p>The revenue and capital budgets are delivered within agreed tolerances.</p> <ul style="list-style-type: none"> <li>• ASC services make a demonstrable contribution to Plymouth being recognised as a safe place to live because of the services it delivers.</li> </ul>
<p><b>Essential Qualifications and Experience</b></p>	<p><b>Essential Skills and Behaviours</b></p>
<ul style="list-style-type: none"> <li>• Substantial knowledge of national and local Government contexts, strategic frameworks and legislation for the services under the posts direct management</li> <li>• Substantial experience of maintaining high safeguarding standards and practice for Adults and understanding of systems to protect vulnerable groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to be a collaborative system leader across council with focus on culture change and transformational leadership.</li> <li>• Able to effectively manage and motivate a diverse team of employees, enabling them to deliver quality customer services.</li> </ul>

<ul style="list-style-type: none"> <li>• Strong record of the involvement of service users in the design and determination of services within the relevant sectors.</li> <li>• Substantial experience of leading and developing successful partnerships and cross disciplinary/multi-agency working at high level.</li> <li>• Leadership experience in a culture change environment.</li> <li>• Experience of deploying commercial and transformational acumen within medium or large organisations.</li> <li>• Experience of developing strategies and translating them into effective operational plans gained in a multi-disciplinary organisation.</li> <li>• Experience in working effectively and impartially with elected members/senior board/executive members and in supporting democratic decision-making processes.</li> <li>• A broad knowledge of public sector service delivery including direct delivery and commissioning of third-party contracts / SLAs.</li> <li>• Experience of engaging and involving communities to whom statutory or other services are provided.</li> <li>• Proven experience of commissioning/delivering services to achieve quality and value for money for customers.</li> <li>• Understanding of the principles of System Leadership.</li> <li>• Experience of using a range of change management and transformation methodologies to deliver impactful organisational change at pace.</li> <li>• Experience of working and succeeding in complex partnership arrangements.</li> <li>• Experience of leading a multidisciplinary workforce to drive performance and a successful culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to translate complex strategies into what is required to deliver cultural, organisational and technological improvements.</li> <li>• Able to work as part of a high-functioning non-silo'd Directorate Team</li> <li>• Able to translate vision, complex concepts, financial information, principles and practices into clear compelling organisational strategies and plans.</li> <li>• Business planning skills - including analysing demand, priorities, trends and predicting future customer needs.</li> <li>• Commercial acumen to be able to interpret and interrogate complex financial and other information.</li> <li>• Ability to think innovatively to identify income generation opportunities/income streams in own Department in line with Council vision.</li> <li>• Able to understand performance management systems and methods to drive continuous improvement for customers.</li> <li>• Ability to influence, coach and mentor others to improve and build a high-performance culture.</li> <li>• Authentic and effective communication skills.</li> <li>• Ability to challenge in a constructive manner, not afraid to tackle difficult behaviour and situations.</li> <li>• Stakeholder management skills within the public and private sector. Ability to develop and maintain effective dialogue and develop trust with stakeholders including other Service Directors, Directors, CMT, politicians and partners who provide of key public services, to protect and promote the best interests of the city.</li> <li>• Ability to deal with competing interests while maintaining effective</li> </ul>
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<ul style="list-style-type: none"> <li>• Experience of working within and promoting a health and safety and safeguarding culture.</li> <li>• Demonstrable commitment and experience of celebrating and valuing diversity and addressing inequalities.</li> </ul>	<p>working relationships and a productive work environment.</p> <ul style="list-style-type: none"> <li>• Advanced negotiation and influencing skills, with the ability to establish pragmatic solutions and agreed outcomes.</li> <li>• Political awareness and acumen.</li> <li>• Innovative and able to challenge traditional ways of doing things in a positive, constructive way.</li> </ul>
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**APPENDIX C - SERVICE ROLES & RESPONSIBILITIES****YELLOW HIGHLIGHT INDICATES FUNCTION MOVEMENT**

<b>CHIEF EXECUTIVE OFFICE</b>	
<b>Federated with:</b>	<b>CMT cross cutting lead for:</b>
<ul style="list-style-type: none"> <li>• Customer &amp; Corporate Services</li> </ul>	<ul style="list-style-type: none"> <li>• Equalities</li> </ul>
<b>CHIEF EXECUTIVE</b>	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Head of Paid Service</li> <li>• Electoral Returning Officer</li> <li>• Devolution</li> <li>• Local Government Reform</li> </ul>	<ul style="list-style-type: none"> <li>• Policy and Intelligence</li> <li>• Strategic Partnerships</li> <li>• Communications and Marketing</li> <li>• Public Affairs</li> <li>• Executive Support</li> </ul>
<b>PUBLIC HEALTH DIRECTORATE</b>	
<b>Federated with:</b>	<b>CMT cross cutting lead for:</b>
<ul style="list-style-type: none"> <li>• People</li> <li>• Children's Services</li> </ul>	<ul style="list-style-type: none"> <li>• Sport and Physical Activity</li> <li>• Data and Intelligence</li> <li>• Community Empowerment</li> </ul>
<b>DIRECTOR FOR PUBLIC HEALTH</b>	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Public Health</li> <li>• Trading Standards (client)</li> <li>• Cemeteries and Crematoria</li> <li>• Health Inequalities</li> <li>• Sports Development</li> <li>• Plymouth Active Leisure</li> <li>• Environment Protection and Monitoring (excluding contaminated land)</li> <li>• Food Safety and Standards</li> <li>• Licensing, Health and Safety</li> <li>• Registration</li> <li>• Civil Protection</li> <li>• Corporate Performance and Risk *</li> </ul>	

\*Temporary realignment

**ADULTS, HEALTH & COMMUNITIES DIRECTORATE****Federated with:**

- Children's Services
- Public Health

**CMT cross cutting lead for:**

- Neighbourhood Working
- Violence Against Women and Girls
- Voluntary & Community Sector Engagement VCSE

**STRATEGIC DIRECTOR FOR ADULTS, HEALTH & COMMUNITIES****Responsibilities:**

- Service Director for Integrated Commissioning
- Service Director for Community Connections
- Service Director for Adult Social Care

**SERVICE DIRECTOR FOR INTEGRATED COMMISSIONING****Responsibilities:**

- Integrated Commissioning for PCC, Devon ICS and other parties
- Development of the Local Delivery Partnership for Plymouth Strategic Commissioning & Contracting
- In-house provision for respite and learning disability services
- Allocation, monitoring and commissioning of Integrated Fund
- Needs analysis, strategic commissioning intentions, market positions statements and engagement, implementation plans for Children, Adults and Older People
- Procurement of services related to health and social care (all age)

**SERVICE DIRECTOR FOR COMMUNITY CONNECTIONS****Responsibilities:**

- Police and Fire Services day to day relationships
- Housing Improvement
- Asylum Seekers and Refugees
- Homelessness operational delivery
- High rise building safety
- Safer Communities
- Contest
- Community Safety Partnership
- Violence Against Women and Girls
- Gypsy and Travellers

- Universal Youth Work

### SERVICE DIRECTOR FOR ADULT SOCIAL CARE

#### Responsibilities:

- Council strategy for adult social care services
- Assurance and governance for adult social care – inc. CQC assessment lead
- Ensure statutory functions under relevant legislation are discharged across service
- Lead for in-house care services

### CHILDREN'S SERVICES DIRECTORATE

#### Federated with:

- People
- Public Health

#### CMT cross cutting lead for:

- Skills

### DIRECTOR FOR CHILDREN'S SERVICES

#### Responsibilities:

- Service Director for Children, Young People and Families
- Service Director for Education, Participation and Skills
- Direct management for the Children's Services Improvement Lead
- Direct management for the Children and Young Persons Performance and Planning Lead (temporary)

### SERVICE DIRECTOR FOR CHILDREN, YOUNG PEOPLE AND FAMILIES

#### Responsibilities:

- |                                                                                                                                                                                                     |                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Children's safeguarding</li> <li>• 16+ service and transition</li> <li>• Children in Care and Care Leavers</li> <li>• Permanency and placements</li> </ul> | <ul style="list-style-type: none"> <li>• Advice and assessment</li> <li>• Children in the community</li> <li>• Out of Hours service</li> <li>• Family Support/Troubled Families</li> <li>• Targeted Youth Support</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### SERVICE DIRECTOR FOR EDUCATION, PARTICIPATION AND SKILLS

#### Responsibilities

- |                                                                                                                                                                                                                |                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• School Improvement</li> <li>• School Organisation and Admissions</li> <li>• Early Years Team</li> <li>• Governor Services</li> <li>• PACLS</li> <li>• SEND</li> </ul> | <ul style="list-style-type: none"> <li>• School Transport</li> <li>• Education Catering</li> <li>• Alternative Complementary Education</li> <li>• Centre for Young Parents</li> <li>• CHIDS</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |                                                                                                                   |                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Integrated Locality Service</li> <li>• Educational Psychology</li> </ul> | <ul style="list-style-type: none"> <li>• Skills</li> <li>• School Sports Partnership</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

**GROWTH DIRECTORATE**

- CMT cross cutting lead for:**
- Inclusive Growth
  - Climate Change and Sustainability

**STRATEGIC DIRECTOR FOR GROWTH**

- Responsibilities:**
- Service Director for Strategic Planning and Infrastructure
  - Service Director for Economic Development
  - Service Director for Street Services

**SERVICE DIRECTOR FOR STRATEGIC PLANNING AND INFRASTRUCTURE**

- **Responsibilities:**
- Development Management
- Planning
- Building Control
- Joint Local Plan
- Housing Delivery & Empty Homes
- Climate Emergency and Carbon Reduction
- Natural Infrastructure Planning
- Strategic Transport, Infrastructure and Investment Planning
- Capital & Strategic Growth Programme Management
- Strategic Waste & Minerals Planning
- Engineering Design
- Local Flood Authority
- Strategic Projects
- **Cross cutting responsibility: Plymouth Plan**

**SERVICE DIRECTOR FOR ECONOMIC DEVELOPMENT**

**Responsibilities:**

- Inward Investment
- Business Engagement
- Destination Plymouth
- Plymouth Science Park
- Museum, Arts/Culture incl. The Box
- Events and Tourist Information
- Freeport
- Land & Property
- Strategic Development Projects
- Enterprise Zone
- Mount Edgcombe
- Asset Investment Fund/ Asset Management
- National Marine Park

**SERVICE DIRECTOR FOR STREET SERVICES**

**Responsibilities:**

- Plymouth Highways
- Management
- SWH Contract Management
- Fleet & Garage
- Winter Maintenance
- Road Safety (inc. Vision Zero SW)
- Gullies
- Tamar Crossings
- National Marine Park Operations
- Street Lighting
- Parking & Marine
- Street Scene and Waste Services
- Household Recycling Centres
- Green Estate: Parks/Green Space Maintenance
- Trees
- Environmental Planning and Infrastructure projects (exc. Climate/Carbon and Natural Infrastructure Planning)

**CUSTOMER AND CORPORATE SERVICES DIRECTORATE**

**Federated with:**

- Chief Executive Office

**CMT cross cutting lead for:**

- Customer Experience
- Senior Information Risk Owner (SIRO)
- Family of Companies, including;
  - Shareholder responsibility
  - Social Value

**CHIEF OPERATING OFFICER**

**Responsibilities:**

- Service Director for Digital and Customer Experience
- Service Director for Human Resources and Organisational Development

- Service Director for Finance (S151 Officer)
- Service Director for Legal (Monitoring Officer)
- Direct management of Corporate Property and Facilities Management
- Direct management of Elections, Democratic Support, Leader & Cabinet Office, Civic Office

### SERVICE DIRECTOR FOR DIGITAL AND CUSTOMER EXPERIENCE

#### **Responsibilities:**

- Customer Services
- Counter Services
- Contact Centre and Front Doors
- Corporate Complaints
- Library Services (including school libraries)
- Business Change & Transformation
- Digital
- Information Governance & FOI
- Business Support
- Land Charges

### SERVICE DIRECTOR FOR HUMAN RESOURCES AND ORGANISATIONAL DESIGN

#### **Responsibilities:**

- Employee Relations
- Organisational Development
- Health, Safety and Wellbeing
- HR and OD policies and plans
- Recruitment
- Payroll and Pensions

### SERVICE DIRECTOR FOR FINANCE (S151 OFFICER)

#### **Responsibilities:**

- MTFP
- Corporate accounting & insurance
- Senior Information Risk Owner (SIRO)
- Revenues & Benefits
- Treasury Management
- Internal & external audit
- Capital Programme

### SERVICE DIRECTOR FOR LEGAL (MONITORING OFFICER)

- Legal Services
- Procurement (exc. Insurance)
- Councillor Standards (MO Functions)
- Governance (MO Functions)

# City Council



Date of meeting:	17 March 2025
Title of Report:	<b>Appointment of s151 Officer (Service Director Finance)</b>
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Annie Walker
Contact Email:	Annie.walker@plymouth.gov.uk
Your Reference:	<a href="#">Click here to enter text.</a>
Key Decision:	No
Confidentiality:	Part I - Official

**Purpose of Report** This report updates Members on the appointment of the Council's Service Director for Finance following a recruitment process for a permanent appointment and seeks approval for the designation of the statutory role of Section 151 Officer.

At the meeting held on 20 September 2024, the Chief Officer Appointments Panel agreed to appoint Ian Trisk-Grove as the Service Director for Finance. The designation of an officer to act as the Council's Section 151 Officer, is a decision for the City Council.

## Recommendations and Reasons

That Council approves the designation of the Service Director of Finance as the Council's Section 151 Officer with effect from 1 April 2025.

The appointment of a Section 151 Officer is a statutory requirement as outlined within Section 151 of the Local Government Act 1972. The Local Government and Housing Act 1989 also requires that the post holder is a member of one of the Consultative Committee of Accountancy Bodies.

The designation of an officer to act as the Council's Section 151 Officer is a decision for the City Council.

## Alternative options considered and rejected

None, the appointment of a Section 151 Officer is a statutory requirement.

## Relevance to the Corporate Plan and/or the Plymouth Plan

The delivery of the Corporate Plan is underpinned by the delivery of services that are accountable, flexible and efficient despite a reduction in resources.

## Implications for the Medium Term Financial Plan and Resource Implications:

The cost of employing a Service Director for Finance is included in the Council Budget 2025/26 and Medium-Term Financial Plan.

**Financial Risks**

The post is a permanent role with established budget contained within the Medium-Term Financial Plan.

**Carbon Footprint (Environmental) Implications:**

No implications.

**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.*

No implications.

**Appendices**

*\*Add rows as required to box below*

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

**Background papers:**

*\*Add rows as required to box below*

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

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

**Sign off:**

1. Fin	2. DJN.24 .25.181	3. Leg & MO	4. LS/0033 90/20/L B/04/03 /2025	5. HR	6. CS.24. 25.036
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7. Originating Senior Leadership Team member: Tracey Lee

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

Date agreed: 20/02/2025

8. Cabinet Member approval:

A handwritten signature in black ink, appearing to be 'M. W.', written over a horizontal line.

9. Date approved: 07/03/2025

**DESIGNATION OF s151 OFFICER****1. Authority and Responsibilities**

1.1 The appointment of the Section 151 Officer/Responsible Finance Officer is personal to that officer and once appointed by Council, s/he has personal responsibilities to the Council as a whole.

1.2 The Council's Constitution (Part A, Section 10.4) sets out the main duties of the Responsible Finance Officer/Section 151 Officer:

- To make sure decisions are lawful and financially prudent. After consulting with the Head of Paid Service and the Monitoring Officer, the Responsible Finance Officer will report to the Full Council and the Council's external auditor if he/she considers that any proposal, decision or course of action would incur unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency, or if the Council is about to enter an item of account unlawfully.
- To administer financial affairs. The Responsible Finance Officer will have responsibility for the administration of the financial affairs of the Council.
- To contribute to corporate management. The Responsible Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- To provide advice. The Responsible Finance Officer or designee will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and officers in their respective roles.
- Providing financial information. The Responsible Finance Officer or designee will provide financial information to the media, members of the public and the community.
- Restrictions on Post. The Responsible Finance Officer cannot be the Monitoring Officer. The Head of Paid Service and the Responsible Finance Officer can be the same person but the Responsible Finance Officer must be a qualified accountant.

**2. Recruitment Process**

2.1 Following a recruitment process, candidates were interviewed by Members of the Chief Officer Appointment Panel on 20 September 2024 and, following Cabinet Approval, Ian Trisk-Grove was offered the permanent role, subject to a number of pre-employment checks that have now been completed.

**3. Recommendations and Reasons**

3.1 That Ian Trisk-Grove is designated as the Council's Section 151 Officer, from 1<sup>st</sup> April 2025, under section 151 of the Local Government Act 1972.

# MOTION ON NOTICE



**Date of Council Meeting:** 17 March 2025

**Title of Motion: End of Life Care**

We bring this motion to council today to raise awareness of the need to improve palliative care and the journey to End of Life care in Plymouth.

Over recent years we have from personal experience of the End of Life services provided in our community and we fully appreciate that for some residents who are unable to speak up for themselves and their families additional help is needed by the Health and Social Care system in Plymouth.

We would therefore like the council to take positive steps to review and to work with our Partners to address these issues. It is essential for all concerned that palliative to End of Life services are highlighted and appropriate services provided for our Plymouth residents.

Council resolves:

1. To request the Health and Adult Social Care Overview & Scrutiny Panel to continue the good work in reviewing Palliative care and End of Life Care in the City.

Requests the Cabinet Member for Adult Health and Social Care -

2. Encourages Health and Social Care Providers to produce a strategy for Palliative Care and End of Life, which will inform residents and help prepare them to influence the care of themselves and their loved ones in line with their wishes.
3. Promotes education in palliative and end of life care for everyone and to help with providing consistency across the City.
4. Lobbies our three local MPs to seek further funding to ensure fair funding across all of Plymouth and the country.
5. Lobbies Government and NHS Devon:
  - To support hospice care by increasing funding and increase bed capacity back to what the Plymouth's St Luke's Hospice has capacity for which is 20 beds.
  - To relieve pressure from the increase in National Insurance contributions to Hospice Care

**Proposer:** Cllr Terri Beer

**Seconder:** Cllr Sally Nicholson

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