

# Public Document Pack



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## **CITY COUNCIL**

**DATE: MONDAY 1 FEBRUARY 2010**  
**TIME: 2.00 PM**  
**PLACE: COUNCIL HOUSE, PLYMOUTH (NEXT TO THE CIVIC CENTRE)**

### **Members –**

The Lord Mayor, Councillor K Foster, Chair  
Deputy Lord Mayor Councillor Drean, Vice Chair  
Councillors Mrs Aspinall, Ball, Mrs Beer, Berrow, Bowie, Bowyer, Mrs Bowyer, Mrs Bragg, Brookshaw, Browne, Coker, Dann, Delbridge, Mrs Dolan, Evans, M Foster, Mrs Foster, Fox, Fry, Gordon, James, Jordan, Kerswell, King, Martin Leaves, Michael Leaves, Sam Leaves, Lock, Lowry, Dr. Mahony, McDonald, Miller MBE, Monahan, Mrs Nelder, Nicholson, Mrs Nicholson, Mrs Pengelly, Purnell, Rennie, Reynolds, Ricketts, Roberts, Dr. Salter, Smith, Stark, Mrs Stephens, Stevens, Thompson, Tuohy, Vincent, Viney, Mrs Watkins, Wheeler, Wiggins and Wildy

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

***Members and Officers are requested to sign the attendance list at the meeting.***

**BARRY KEEL**  
**CHIEF EXECUTIVE**

# CITY COUNCIL

## AGENDA

### PART I – PUBLIC MEETING

**1. APOLOGIES**

To receive apologies for non attendance submitted by Members.

**2. DECLARATIONS OF INTEREST**

Members will be asked to make declarations of interest in respect of items on this agenda.

**3. MINUTES**

**(Pages 1 - 14)**

To approve and sign as a correct record the minutes of the meetings held on 12 October (as amended) and 30 November 2009.

**4. ANNOUNCEMENTS**

- (a) To receive announcements from the Lord Mayor or the Chief Executive;
- (b) To receive announcements from the Leader, Cabinet Members or Committee Chairs.

**5. QUESTIONS BY THE PUBLIC**

To receive questions from and provide answers to the public in relation to matters which, in the opinion of the Lord Mayor, are relevant to the business of the meeting in accordance with paragraph 10 of the Constitution.

**6. MEMBERS' ALLOWANCE SCHEME**

**(Pages 15 - 34)**

Members will consider the report of the Director for Corporate Support on the Members' Allowance Scheme and Paul Woods, Chair of the Independent Remuneration Panel will present the report of the Independent Remuneration Panel.

**7. TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING, IF ANY**

There is no business from the last meeting.

**TO DETERMINE RECOMMENDATIONS ON ITEMS FROM CABINET, OVERVIEW  
AND SCRUTINY MANAGEMENT BOARD OR OTHER COMMITTEES**

**8. Council Tax Base Setting (Pages 35 - 36)**

Cabinet minute 100 refers.

Cabinet Member: Councillor Bowyer  
CMT Lead Officer: Director for Corporate Support

**9. Locality Working (Pages 37 - 38)**

Cabinet minute 113 refers.

Cabinet Member: Councillor Brookshaw  
CMT Lead Officer: Director for Community Services

**10. Tamar Bridge and Torpoint Ferry Joint Committee:  
Revenue Estimates and Capital Programme (Pages 39 - 40)**

Tamar Bridge and Torpoint Ferry Joint Committee minute 24 refers.

Joint Chair: Councillor Ball  
CMT Lead Officer: Director for Development and Regeneration

**11. Mount Edgcumbe Joint Committee - Budget Monitoring  
2009/10 (Pages 41 - 42)**

Mount Edgcumbe Joint Committee minute 18 refers.

Joint Chair: Councillor Reynolds  
CMT Lead Officer: Director for Community Services

**MOTIONS ON NOTICE**

**12. No 7 09/10: Police Community Support Officers (Pages 43 - 44)**

To consider a motion from Members in accordance with paragraph 13 of the Constitution.

**13. Further Motions on Notice, if any.**

To consider motions from Members in accordance with paragraph 13 of the Constitution.

- 14. TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS TO THE MEETING, OR MATTERS TAKEN AS A MATTER OF URGENCY BY THE PERSON PRESIDING INCLUDING CONSIDERATION OF PROPOSALS FROM THE CABINET IN RELATION TO THE COUNCIL'S BUDGET AND POLICY FRAMEWORK AND REPORTS OF THE SCRUTINY COMMITTEES FOR DEBATE:**

### **QUESTIONS BY MEMBERS**

**15. General Questions**

Questions to the Leader, Cabinet Members and Committee Chairs covering aspects for their areas of responsibility or concern by Members in accordance with paragraph 12 of the Constitution;

**16. Forward Plan (Pages 45 - 72)**

The Leader will introduce the Forward Plan as now submitted.

Members may ask questions specific to the Forward Plan of the Leader/Cabinet Members.

**17. EXEMPT BUSINESS**

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

### **PART II – PRIVATE MEETING**

**MEMBERS OF THE PUBLIC TO NOTE**

That, under the law, the City Council is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL

## City Council

Monday 12 October 2009

### PRESENT:

Councillor K Foster, in the Chair.

Councillor Drean, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Berrow, Bowie, Bowyer, Mrs Bowyer, Mrs Bragg, Brookshaw, Coker, Dann, Delbridge, Mrs Dolan, Evans, M Foster, Mrs Foster, Fry, Gordon, James, Jordan, Kerswell, King, Michael Leaves, Lowry, Dr. Mahony, McDonald, Miller MBE, Monahan, Mrs Nelder, Mrs Nicholson, Nicholson, Mrs Pengelly, Purnell, Rennie, Reynolds, Ricketts, Roberts, Dr. Salter, Smith, Stark, Mrs Stephens, Stevens, Thompson, Tuohy, Vincent, Viney, Mrs Watkins, Wheeler, Wiggins and Wildy.

Apologies for absence: Councillors Browne, Fox, Martin Leaves, Sam Leaves and Lock.

The meeting started at 2.00 pm and finished at 4.05 pm.

*Note: 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.*

### 37. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members in accordance with the Code of Conduct.

### 38. MINUTES

The minutes of the meeting held on 3 August 2009 were signed as a correct record.

### ANNOUNCEMENTS

#### 39. The Lord Mayor

(i) Alderman Eileen Evans

The Lord Mayor referred to the death, on 25 June 2009, of Alderman Eileen Evans who was the Lord Mayor of Plymouth in 1998-99 and became an Honorary Alderman of Devon County Council in 1998 and Honorary Alderman of Plymouth City Council in 2000.

Councillors stood in silence as a mark of respect.

(ii) Councillor Tuohy

The Lord Mayor welcomed newly elected Councillor Tuohy to this, her first, City Council meeting.

(iii) Britain in Bloom and Allotment Awards

The Lord Mayor presented awards for the following:

- National: Britain in Bloom silver gilt award and award for Darwin themed local routes;
- Regional: South West in Bloom gold award and award for Darwin themed local routes;
- Neighbourhood: East End Community Group for allotments on Embankment Road.

(iv) Customer Service Excellence Award

The Lord Mayor announced that the Council's front line customer service team won a national award last week. The award highlighted Plymouth City Council as a leader in customer excellence to other authorities and public bodies who were present and it was hoped that this would soon be shared on the Cabinet Office website as best practice for others to use.

40. **Chief Executive**

Appointments to committees, outside bodies, etc.

Resolved that the following appointments were approved –

|     | <b>Committee</b>   | <b>Change of membership</b>                  |
|-----|--------------------|--|
| (1) | Audit Committee    | Councillor Tuohy to replace Councillor Wildy |
| (2) | Planning Committee | Councillor Tuohy to replace Councillor Wildy |

41. **Leader**

(i) Business Improvement District (BID)

The city had received an award at a British BIDS Standards Board Award ceremony held last month in recognition of the successful way Plymouth's BID had been run since it was implemented four years ago.

(ii) Funding Offer from Sport England

Plymouth City Council had received a funding offer of nearly £2m from Sport England for the Life Centre project. The Leader extended thanks to all involved in securing the bid.

42. **QUESTIONS BY THE PUBLIC**

In accordance with paragraph 10 of the constitution, the following question was submitted by a member of the public –

| <b>Question No.</b>  | <b>Question By</b> | <b>Cabinet Member</b> | <b>Subject</b> |
|--|--------------------|-----------------------|----------------|
| 11 09/10   | Mr F Sharpe        | Councillor Bowyer     | Downham School |
| Please could it be disclosed when the announcement is expected to be made that the Downham School site Plymstock is surplus to Plymouth City Council's future requirements?  |                    |                       |                |
| <b>Response:</b>   |                    |                       |                |
| Downham School is due to be relocated to the Estover One School Pathfinder Campus in September 2012 if all goes well with the build at the campus. This will mean that the earliest that the Downham site would be declared surplus to requirements would be September 2012 but this does depend on the build coming in on schedule. |                    |                       |                |

Resolved that in the absence of the questioner, a written response be sent to him.

43. **LOCAL DEMOCRACY WEEK : PRESENTATION BY THE YOUTH PARLIAMENT**

The Leader welcomed members of the Youth Parliament to the Council meeting and invited them to give a presentation to Members on their role and aspirations for the future.

City Council and Youth Parliament members' questions, suggestions and responses included –

- the Youth Parliament would welcome the opportunity to be consulted on 'Locality working' and would be happy to give feedback to the Council;
- the Youth Parliament cabinet appointees were not elected but were drawn from those who had demonstrated their interest in the Youth Parliament;

- regarding how City Council members could help, the Youth Parliament would welcome more aims and tasks to fulfil, more promotional opportunities and visits by City Council members to their meetings;
- City Council members reiterated their invitation to Youth Parliament members to attend Cabinet meetings;
- City Council members suggested that it would be a good idea if their contact details could be disseminated to Youth Parliament members.

Resolved that thanks be extended to the Youth Parliament members for their attendance and presentation.

44. **TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING**

There were no items of business outstanding for this meeting.

Councillor McDonald raised a query regarding the accuracy of a written response she had received in respect of the placement of vulnerable people in unlicensed houses in multiple occupation.

Councillor Brookshaw responded and read part of the written response to Members.

Councillor Brookshaw subsequently responded to a statement by Councillor Evans.

The Lord Mayor advised that this did not fall within the scope of the agenda item and Councillor Brookshaw agreed to speak further with Councillor McDonald outside of the meeting.

**ITEMS REFERRED FROM CABINET AND OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

45. **Protocol for establishment of Joint Health Overview and Scrutiny Committee**

Councillor James submitted resolution (3) of Overview and Scrutiny Management Board minute 10 (a) for approval. The proposal was seconded by Councillor Mrs Watkins.

Resolved that Overview and Scrutiny Management Board minute 10, resolution (3) was approved as follows –

approval and adoption of the 'Protocol for establishment of joint Health Overview and Scrutiny Committee' be confirmed.

46. **Housing Stock Transfer**

Councillor Brookshaw submitted the recommendations contained in the report for approval and the proposals were seconded by Councillor Fry.

Resolved that the recommendations be approved as follows –

- (1) it be agreed to proceed with the transfer of the Council's housing stock to Plymouth Community Homes subject to the Council's final approval of the Valuation Agreement, the terms of the disposal contract and to the Council obtaining all necessary consent;
- (2) the decision to transfer the housing stock be deferred and an Extraordinary General Meeting of the Council be called and held on 26 October at 5pm to determine the transfer proposals.

47. **MOTIONS ON NOTICE**

There were no motions on notice.

48. **ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS TO THE MEETING OR MATTERS TAKEN AS A MATTER OF URGENCY**

There were no items of business.

Councillor Evans raised concerns regarding a letter that had come to his attention warning that some gas boilers' heating equipment supplied to public bodies contained gaskets that might fail. The Chief Executive advised that such issues should be raised direct with him and agreed to enquire further into the matter.

**QUESTIONS BY MEMBERS**

49. **General Questions**

In accordance with paragraph 12 of the Constitution, the following questions were asked of the Leader, Cabinet Members and Committee Chairs covering aspects of their areas of responsibility –

|    | <b>From</b>           | <b>To</b>               | <b>Subject</b>  |
|----|-----------------------|-------------------------|---|
| 1  | Councillor Smith      | Councillor Fry          | Tennis courts at West Hoe Park  |
| 2  | Councillor Smith      | Councillor Fry          | Covenant at West Hoe Park   |
| 3  | Councillor Stevens    | Councillor Pengelly     | Localities working and consultation with Members on boundaries  |
| 4  | Councillor Wheeler    | Councillor Wiggins      | Proposed St Budeaux controlled parking.   |
| 5  | Councillor Purnell    | Councillor Monahan      | Submission of update on Little Ted Nursery and publicity regarding new procedures to Plymouth Safeguarding Children Board, Corporate Parenting Group and Children & Young People's OSP. |
| 6  | Councillor Kerswell   | Councillor Wiggins      | Parking permit review and deadline for conclusion.  |
| 7  | Councillor Wheeler    | Councillor Mrs Pengelly | Localities and recent meeting in the NW locality to which some of the affected ward members had been invited and some had not.  |
| 8  | Councillor Stevens    | Councillor Bowyer       | CityBus valuation process and bids involving Mr John Preece.  |
| 9  | Councillor Evans      | Councillor Bowyer       | Herald report on CityBus and declaration of interest issue.   |
| 10 | Councillor Wildy      | Councillor Bowyer       | Councillor Bowyer's changed ability to comment on CityBus and how the decision on accepted bids was known.  |
| 11 | Councillor Mrs Nelder | Councillor Jordan       | Future of Tothill Library   |
| 12 | Councillor Stevens    | Councillor Bowyer       | Method by which CityBus information regarding Mr John Preece's bid reached Councillor Bowyer  |

50. **Forward Plan**

Following the introduction of the Forward Plan by the Leader, questions were asked of the Leader and Cabinet Members as follows –

|   | <b>From</b>      | <b>To</b>      | <b>Subject</b>   |
|---|------------------|----------------|--|
| 1 | Councillor Wildy | Councillor Fry | Reason for inclusion of the Devonport Regeneration Community Partnership succession plan in the Forward Plan and unavailability of document. |



|   | <b>From</b>             | <b>To</b>                                      | <b>Subject</b>  |
|---|-------------------------|--|---|
| 2 | Councillor Lowry        | Councillor Bowyer                              | The Life Centre project and consultation with the Overview & Scrutiny Management Board / Customers & Communities Overview & Scrutiny Panel.                       |
| 3 | Councillor Stevens      | Councillor Mrs Pengelly                        | Plymouth CityBus Shareholding Limited and probity of process in respect of declarations of interest.  |
| 4 | Councillor Purnell      | Councillor Jordan                              | PCC's Aquatic Strategy and the need for inclusion on consultee list of the Children & Young People's Overview & Scrutiny Panel and the Corporate Parenting Group. |
| 5 | Councillor Evans        | Councillor Mrs Pengelly                        | Plymouth CityBus Shareholding Limited and, if proved to be against probity rules, consequences to Cabinet Member of reporting to the Herald.                      |
| 6 | Councillor Wheeler      | Councillor Mrs Pengelly / Councillor Brookshaw | Locality Working and consulting elected Members on boundaries.  |
| 7 | Councillor Mrs Aspinall | Councillor Jordan / Councillor Monahan         | PCC's Aquatics Strategy / Building Schools for the Future Governance and consultation deadline for schools.   |
| 8 | Councillor Wheeler      | Councillor Mrs Pengelly                        | Locality Working and confirmation regarding consulting elected members on boundaries.   |

51. **EXEMPT BUSINESS**

There were no items of exempt business.

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# City Council

Monday 30 November 2009

## PRESENT:

Councillor K Foster, in the Chair.

Councillor Drean, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Berrow, Bowie, Bowyer, Mrs Bowyer, Mrs Bragg, Brookshaw, Browne, Coker, Dann, Delbridge, Mrs Dolan, Evans, M Foster, Mrs Foster, Fox, Fry, Gordon, James, Jordan, Kerswell, Martin Leaves, Michael Leaves, Sam Leaves, Lock, Lowry, McDonald, Miller MBE, Monahan, Mrs Pengelly, Purnell, Rennie, Reynolds, Ricketts, Roberts, Dr. Salter, Smith, Stark, Mrs Stephens, Stevens, Thompson, Tuohy, Vincent, Viney, Mrs Watkins, Wheeler, Wigans and Wildy.

Apologies for absence: Councillors Dr. Mahony, Mrs Nelder, Nicholson and Mrs Nicholson

The meeting started at 2.00 pm and finished at 7.00 pm.

*Note: 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.*

## 62. DECLARATIONS OF INTEREST

The following declarations of interest were made by Members in accordance with the Code of Conduct in relation to Minute 67, Plymouth CityBus Limited Shareholding, Minute 68 Plymouth Children and Young People's Plan 2008-2011 (Refresh 2009), and Minute 70, Business Improvement District (BID) Veto, under consideration at this meeting –

| Name                       | Declaration              | Reason   |
|----------------------------|--------------------------|--|
| Councillor Mrs Dolan       | Personal and prejudicial | Director of Plymouth CityBus Limited   |
| Councillor Drean           | Personal and prejudicial | Director of Plymouth CityBus Limited   |
| Councillor M Foster        | Personal and prejudicial | Director of Plymouth CityBus Limited   |
| Councillor Jordan          | Personal                 | Director of Routeways  |
| Councillor Martin Leaves   | Personal and prejudicial | Relative employed by Plymouth CityBus  |
| Councillor Mike Leaves     | Personal and prejudicial | Relative employed by Plymouth CityBus  |
| Councillor Samantha Leaves | Personal and prejudicial | Relative employed by Plymouth CityBus and she holds a Private Hire Taxi Operator's licence |
| Councillor Mrs Pengelly    | Personal and prejudicial | Director of the City Centre Company  |
| Councillor Stark           | Personal and prejudicial | Director of Plymouth CityBus Limited   |
| Councillor Vincent         | Personal and prejudicial | Employee of Plymouth CityBus   |
| Councillor Viney           | Personal and prejudicial | Director and Chair of the Board of Plymouth CityBus Limited                                |

## 63. MINUTES

The minutes of the meetings held on 26 October 2009, 23 November 2009 (12.00pm) and 23 November 2009 (2.30pm) were signed as a correct record.

Resolved that the minutes of the meeting held on 12 October 2009 be submitted to the next meeting further to a members query as to the accuracy of the minutes.

64. **ANNOUNCEMENTS**

The Leader thanked everyone involved in the Housing Stock Transfer process and confirmed that the process was signed off on 20 November 2009. Members of the Project Board were also thanked for their hard work regarding the CityBus Limited Shareholding project.

Councillor Monahan confirmed the successful bid for 'Building Schools for the Future'.

65. **QUESTIONS BY THE PUBLIC**

There were no questions from the public for this meeting.

66. **TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING, IF ANY**

There were no items of business outstanding for this meeting.

**TO DETERMINE RECOMMENDATIONS ON ITEMS ON CABINET, OVERVIEW AND SCRUTINY MANAGEMENT BOARD OR OTHER COMMITTEES**

67. **PLYMOUTH CITYBUS LIMITED SHAREHOLDING**

Councillor Mrs Pengelly submitted the recommendations of Cabinet minute 92 for approval and the proposal was seconded by Councillor Fry.

An amendment was subsequently moved by Councillor Coker and seconded by Councillor Wheeler as set out below –

“Sale procedure of CityBus noting that -

(i) as pointed out in the report to Council (paragraph 20, Corporate Plan 2009-2012, Legal Implications), Section 75 (2) of the Transport Act 1985 states that any authority owning shares in a public transport company has the power to dispose of shares in such manner as they think fit

and

(ii) the procedure adopted involved expenditure of some £900,000 upon consultants and predictably invited competitive action which can only have reduced the receipt to the council

the Council resolves to submit the process followed to scrutiny to learn lessons and to dispel any exaggerated estimates of the cost to the Council of following this procedure.”

Following a request by 10 Members for a recorded vote on the amendment, there voted –

*For the motion (17)*

Councillors Mrs Aspinall, Bowie, Coker, Dann, Evans, Gordon, Kerswell, Lowry, McDonald, Miller, Purnell, Rennie, Smith, Stevens, Tuohy, Wheeler and Wildy.

*Against the motion (25)*

Councillors Ball, Mrs Beer, Berrow, Bowyer, Mrs Bowyer, Mrs Bragg, Brookshaw, Browne, Delbridge, Mrs Foster, Fox, Fry, James, Jordan, Lock, Monahan, Mrs Pengelly, Reynolds, Ricketts, Roberts, Dr Salter, Mrs Stephens, Thompson, Mrs Watkins and Wiggins.

*Abstentions (0)*

*Not Voting (1)*

The Lord Mayor.

The Lord Mayor declared the amendment lost.

A further amendment was subsequently moved by Councillor Wheeler and seconded by Councillor Smith as set out below –

“Pension liability -

The Council regrets the proposal to treat the pension contribution as a capital receipt, with the repayments to be made over a period of time from revenue income but with no identified income stream to cover them.

This treatment represents un-prudential borrowing, using the contribution for current spending purposes but requiring future Councils to meet the payments for a large number of years from current budgets.

The Council resolves that an escrow account be set up to cover anticipated Local Government pension scheme costs for an appropriate period of time. The account is to hold an appropriate sum from the capital receipt to cover the transferred deficit and a best guess of actuarial increases. The account is only to be used to make payments in respect of these costs.”

Following a request by 10 Members for a recorded vote on the amendment, there voted –

*For the motion (17)*

Councillors Mrs Aspinall, Bowie, Coker, Dann, Evans, Gordon, Kerswell, Lowry, McDonald, Miller, Purnell, Rennie, Smith, Stevens, Tuohy, Wheeler and Wildy.

*Against the motion (25)*

Councillors Ball, Mrs Beer, Berrow, Bowyer, Mrs Bowyer, Mrs Bragg, Brookshaw, Browne, Delbridge, Mrs Foster, Fox, Fry, James, Jordan, Lock, Monahan, Mrs Pengelly, Reynolds, Ricketts, Roberts, Dr Salter, Mrs Stephens, Thompson, Mrs Watkins and Wigens.

*Abstentions (0)*

*Not Voting (1)*

The Lord Mayor.

The Lord Mayor declared the amendment lost.

A further amendment was subsequently moved by Councillor Evans and seconded by Councillor Wildy as set out below –

“This council notes –

That the details of the deal to sell the Council’s shareholding in CityBus, contained in the part 2 report published on Friday 20 November 2009 has not been scrutinised by any O&S panel, nor the management board;

That the details of the deal were presented to the council’s cabinet immediately before the commencement of the meeting, allowing little opportunity to consider or evaluate alternatives to the proposals in the document;

That there has been no evidence produced to justify why 100% of the shares should be sold at this time;

That there has been no discussion in the paper of the current position of land and shares in the market, nor any speculation as their future worth;

That the evaluation of the depot at £3m represents poor value for the taxpayer on an asset that was valued between £15-20m;

That this valuation, of the depot site, has been deliberately concealed from councillors during this exercise, and that the paper it was contained in has been omitted from any list of background papers;

That the deal will result in an adverse revenue position for the council of at least £475,000 a year for the foreseeable future, without the effect of any fare rises on the concessionary fares budget that the new owners may wish to impose;

That although the part 2 report pointed to awards the new owners had won, there was no mention of the court cases that had been brought against them for service failure and poor performance;

That the Council's auditor has not stated that this deal achieves Best Value for the Council;

In the light of these reservations, the decision is delayed by one month to allow proper scrutiny of the deal and to establish if it represents Best Value for the taxpayer."

Following a request by 10 Members for a recorded vote on the amendment, there voted –

*For the motion (17)*

Councillors Mrs Aspinall, Bowie, Coker, Dann, Evans, Gordon, Kerswell, Lowry, McDonald, Miller, Purnell, Rennie, Smith, Stevens, Tuohy, Wheeler and Wildy.

*Against the motion (25)*

Councillors Ball, Mrs Beer, Berrow, Bowyer, Mrs Bowyer, Mrs Bragg, Brookshaw, Browne, Delbridge, Mrs Foster, Fox, Fry, James, Jordan, Lock, Monahan, Mrs Pengelly, Reynolds, Ricketts, Roberts, Dr Salter, Mrs Stephens, Thompson, Mrs Watkins and Wiggins.

*Abstentions (0)*

*Not Voting (1)*

The Lord Mayor.

The Lord Mayor declared the amendment lost.

Following a request by 10 Members for a recorded vote on the substantive motion, there voted –

*For the motion (24)*

Councillors Ball, Mrs Beer, Bowyer, Mrs Bowyer, Mrs Bragg, Brookshaw, Browne, Delbridge, Mrs Foster, Fox, Fry, James, Jordan, Lock, Monahan, Mrs Pengelly, Reynolds, Ricketts, Roberts, Dr Salter, Mrs Stephens, Thompson, Mrs Watkins and Wiggins.

*Against the motion (17)*

Councillors Mrs Aspinall, Bowie, Coker, Dann, Evans, Gordon, Kerswell, Lowry, McDonald, Miller, Purnell, Rennie, Smith, Stevens, Tuohy, Wheeler and Wildy.

*Abstentions (0)*

*Not Voting (1)*

The Lord Mayor.

The Lord Mayor declared the substantive motion carried and it was Resolved that the recommendations were approved as follows –

The Council –

- 1a) approves the sale of 100% of the shares in Plymouth CityBus Limited held by Plymouth City Council and Barry Keel on Trust for the Council to Go-Ahead Holdings Ltd on the terms set out in the Conditional Sale and Purchase Agreement (the SPA) entered into between (1) the Council and (2) the Preferred Bidder (the recommended terms of sale) subject to the satisfaction of the condition in the SPA;
- 1b) authorises the Director for Corporate Support (or any other officer authorised by him) to make any drafting or other amendments required to the recommended terms of sale to address any issues arising prior to completion, provided that such amendments do not affect the core terms of sale and provided that such amendments are made following consultation with the Project Board;
- 1c) authorises the Director for Corporate Support (or any other officer authorised by him) to take all necessary steps for and on behalf of the Council that may be required in the SPA or in any of the documents referred to in the SPA or relate to the wider transaction contemplated by the SPA which shall include the documents listed in the Annex to this part I and part II report (transaction documents);
- 1d) authorises the Head of Legal Services (or any other officer authorised by him) to agree and execute all documents required to effect the sale;
- 1e) authorises the Director for Corporate Support (or any other officer authorised by him) to act as Authorised officer for the purposes of Article 7 of the Articles of Association of Plymouth CityBus Limited;
- 1f) instructs all Council-nominated Non Executive Directors of Plymouth CityBus Limited to resign at the next meeting of the Board of Plymouth CityBus Limited or at such time as required by the Director for Corporate Support and instructs Barry Keel to transfer the share held by him in Trust for the Council as directed by the Director of Corporate Support.

(Councillors Viney, Stark, Drean, Mrs Dolan, Michael leaves, Sam Leaves, Martin Leaves, M Foster and Vincent left the meeting during the consideration of the above item.)

68. **PLYMOUTH'S CHILDREN AND YOUNG PEOPLE'S PLAN 2008 - 2011 (REFRESH 2009)**

Councillor Monahan submitted the recommendation in Cabinet minute 85 for approval. The proposal was seconded by Councillor Fry.

Resolved that the Cabinet minute 85 is approved as follows –

the 2009 refresh of the Children and Young People's Plan is endorsed.

69. **GAMBLING ACT 2005 - 3 YEAR REVIEW OF THE STATEMENT OF PRINCIPLES**

Councillor Brookshaw submitted the recommendation in Cabinet minute 87 for approval. The proposal was seconded by Councillor Jordan.

Resolved that the recommendation in Cabinet minute 87 is approved as follows –

approval and adoption of the Gambling Act Statement of Licensing Policy contained in Appendix B (of the report) is confirmed and Officers are authorised to take the necessary steps to publish the new Policy, to be implemented on 31 January 2010.

70. **BUSINESS IMPROVEMENT DISTRICT (BID) VETO**

Councillor James submitted the recommendation (3) of the Overview and Scrutiny Management Board minute 46 for approval. The proposal was seconded by Councillor Viney.

Resolved that with regard to Growth and Prosperity Overview and Scrutiny Panel minute 25, 'Business Improvement District (BID) Veto' the resolution is agreed to be amended as follows –

'in view of the excellent results achieved by the BID to date, the City Council be recommended not to exercise the power of veto with regard to the renewed BID.'

71. **AMENDMENT TO OVERVIEW AND SCRUTINY PANELS' TERMS OF REFERENCE**

Councillor James submitted resolution (4) of the Overview and Scrutiny Management Board minute 46 for approval. The proposal was seconded by Councillor Mrs Watkins.

Resolved that it is agreed that with regard to Safer and Stronger Overview and Scrutiny Panel minute 5, 'terms of reference', resolution (2), which required that the Overview and Scrutiny Panels' terms of reference are amended to read:

'to monitor the budget and performance of the Cabinet Members, Department(s) and partners to oversee delivery of the priorities of the area and with regard to better value for money'.

72. **MOTIONS ON NOTICE**

There were no motions on notice.

73. **TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS TO THE MEETING, OR MATTERS TAKEN AS A MATTER OF URGENCY BY THE PERSON PRESIDING INCLUDING CONSIDERATION OF PROPOSALS FROM THE CABINET IN RELATION TO THE COUNCIL'S BUDGET AND POLICY FRAMEWORK AND REPORTS OF THE SCRUTINY COMMITTEES FOR DEBATE**

There were no items to consider.

74. **General Questions**

In accordance with paragraph 12 of the Constitution, the following questions were asked of the Leader, Cabinet Members and Committee Chairs covering aspects of their areas of responsibility –

|   | <b><i>From</i></b> | <b><i>To</i></b>     | <b><i>Subject</i></b>  |
|---|--------------------|----------------------|--|
| 1 | Councillor Gordon  | Councillor Pengelly  | Retention and maintenance of the sports pitches at the former Civil Service Club       |
| 2 | Councillor Bowie   | Councillor Monahan   | Restatement of the Early Intervention development of Integrated services in St Budeaux |
| 3 | Councillor Rennie  | Councillor Brookshaw | Appointment of an evening and night time economy manager                               |



|   |                     |                     |  |
|---|---------------------|---------------------|--|
| 4 | Councillor McDonald | Councillor Slater   | Availability of funding within the Disabled Facilities Grant   |
| 5 | Councillor Evans    | Councillor Jordan   | Discretion for hardship (Civil Service Club)   |
| 6 | Councillor Wheeler  | Councillor Monahan  | Progress with the reinstatement of the Early Years (under 5s) services in Barn Barton                        |
| 7 | Councillor Stevens  | Councillor Pengelly | Vetting procedure for determining how many Democratic Support staff were trusted to administer Part II items |

75. **Forward Plan**

Following the introduction of the Forward Plan by the Leaders, questions were asked of the Leader and Cabinet Members as follows –

|   | <b>From</b>         | <b>To</b>         | <b>Subject</b>  |
|---|---------------------|-------------------|---|
| 1 | Councillor Aspinall | Councillor Jordan | PCC's Aquatic Strategy inclusion on consultee list of Health partners   |
| 2 | Councillor Wildy    | Councillor Jordan | PCC's Facilities and Sports Strategy assurance that the document had been changed in line with the recommendations from the Customers and Communities OSP |

76. **Thank You**

The Lord Mayor wished to thank the Head of Legal Services for his support to City Council as this would be his last meeting.

77. **EXEMPT BUSINESS**

There were no items of exempt.

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**CITY OF PLYMOUTH**

**Subject:** Members' Allowance Scheme  
**Committee:** Council  
**Date:** 1 February 2010  
**CMT Member:** Director for Corporate Support  
**Author:** Judith Shore, Democratic and Member Support Manager  
**Contact:** Tel: (01752) 304494  
e-mail: judith.shore@plymouth.gov.uk

**Ref:**  
**Part:** 1

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**Executive Summary**

Following a resolution of Council on 6 July 2009, the Independent Remuneration Panel was asked to consider the responsibilities of the members of the Overview and Scrutiny Management Board members and make recommendations for any additional special responsibility allowance. The Democratic and Member Support Manager asked the Panel to consider whether any Special Responsibility Allowance should be backdated to 6 July 2009. The Panel was also asked to consider a number of miscellaneous issues that had arisen since the previous review of allowances. (Appendix B)

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**Corporate Plan 2009-2012**

None directly arising.

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

The annual additional cost of the proposals are £22,262 in 2010/11, which will need to be contained within the current revenue budget for Democracy and Governance. These costs will be subject to national pay award increases. (Appendix A).

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**Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.**

None directly arising.

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**Recommendations & Reasons for recommended action**

Members are asked to consider the recommendations contained within the report of the Independent Remuneration Panel (See summary of recommendations in Appendix B) . Statutory Instrument 2003 No. 1021 states that the council must have regard to the recommendations of the Independent Remuneration Panel when determining the Members' Allowance Scheme.

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**Alternative options considered and reasons for recommended action**

No alternative option is appropriate. On 6 July 2009, full council asked the Independent Remuneration Panel to review the existing scheme of members' allowances for members of the Overview and Scrutiny Management Board.

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**Background papers**

Statutory Instrument No. 1021 – The Local Authorities (Members' Allowances) (England) Regulations 2003, the Statutory Guidance on Members' Allowances for local authorities in England and the report of the Independent Remuneration Panel.

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**Sign off**

|     |                |     |    |    |              |  |    |  |               |  |
|-----|----------------|-----|----|----|--------------|--|----|--|---------------|--|
| Fin | Cesf<br>900003 | Leg | TH | HR | Corp<br>Prop |  | IT |  | Strat<br>Proc |  |
|-----|----------------|-----|----|----|--------------|--|----|--|---------------|--|

**Summary of Financial Implications of the Recommendations of the Independent Remuneration Panel - 1 February 2010**

**APPENDIX A**

| Members Allowances Scheme  | Current SRA's              | Current Scheme<br>£                            | Proposed SRA's        | Proposed Scheme<br>£                           |
|--|----------------------------|--|-----------------------|--|
| <b>Basic Allowance</b><br>All Members (£10,045 x 57)   | 57                         | 572,565  | 57                    | 572,565  |
| <b>Band One</b><br>Leader  | 1                          | 30,132   | 1                     | 30,132   |
| <b>Band Two</b><br>Deputy Leader<br>Cabinet Member (£20,086 x8)<br>Chair of O&S Commission   | 1<br>8<br>1                | 21,202<br>160,688<br>20,086                    | 1<br>8<br>1           | 21,202<br>160,688<br>20,086                    |
| <b>Band Three</b><br>O&S Commission Members (£10,045 x5)<br>Chaire of Planning<br>Chair of Licensing (misc)<br>Chair of Licensing (taxi)<br>Leader of the largest minority party   | 5<br>1<br>1<br>1<br>1      | 50,225<br>10,045<br>10,045<br>10,045<br>10,045 | 5<br>1<br>1<br>1<br>1 | 50,225<br>10,045<br>10,045<br>10,045<br>10,045 |
| <b>Band Four</b><br>Chair of Audit<br>Leader of other minority parties (not paid as only one minority party)<br>Deputy Leader of largest minority party<br>Vice-chair of Planning<br>Lead Members<br>O&S Management Board Members (£5022 x4) | 1<br>1<br>1<br>1<br>1<br>0 | 5,022<br>5,022<br>5,022<br>5,022<br>0          | 1<br>1<br>1<br>1<br>4 | 5,022<br>5,022<br>5,022<br>5,022<br>20,088     |
| <b>Band Five</b><br>Chair of Standards (independent member)  | 1                          | 5,022  | 1                     | 5,022  |
| <b>Total</b>   | <b>82</b>                  | <b>920,188</b>                                 | <b>86</b>             | <b>940,276</b>                                 |
| <b>Increase for estimated pay award in 2010/11 @ 1%</b>  |                            |  |                       | 9,403  |
| <b>Total estimated cost in 2010/11 inclusive of pay award</b>  |                            |  |                       | <b>949,679</b>                                 |
| <b>Current budget for Basic Allowance and Special Responsibility Allowance 2010/11</b>   |                            |  |                       | <b>929,412</b>                                 |
| <b>Additional Pressure on Members Expenses in 2010/11</b>  |                            |  |                       | <b>20,267</b>                                  |
| <b>Note:</b> The part year effect in 2009/10 of the new proposals backdated to July 09 is £15,066  |                            |  |                       | 1,995  |
| Members Notification with the Information Commissioner additional annual pressure (£35 x57)  |                            |  |                       |  |
| <b>Total additional resources required</b>   |                            |  |                       | <b>22,262</b>                                  |



Plymouth City Council

Independent Remuneration Panel

**Report on the review of the  
members' allowance  
scheme**

1 February 2010

**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

1. Independent Remuneration Panel's Task
  2. Panel Composition
  3. Scope of Review
  4. Background Documents
  5. Overview and Scrutiny Management Board
  6. Issues that have arisen since the previous review of Members' Allowances
  7. Recommendations arising from the previous review of Members' Allowances
  8. Future Reviews
- Annex A – Analysis of councillors' questionnaires
- Annex B – Summary of recommendations



**1. INDEPENDENT REMUNERATION PANEL'S TASK**

The Independent Remuneration Panel was asked by the City Council, on 6 July 2009, to review the existing scheme of Members' Allowances for members of the new Overview and Scrutiny Management Board. The Panel will make recommendations for appropriate changes in accordance with statutory requirements and guidance.

**2. PANEL COMPOSITION**

The Independent Remuneration Panel comprises:

|                    |   |
|--------------------|---|
| Paul Woods (chair) | Senior Partner at Wolferstans Solicitors, Director of Plymouth Chamber of Commerce and District Chairman of the Social Security Appeal Tribunal |
| Duncan Currall     | Regional Managing Director - South West Media Group Ltd   |
| Alan Wooderson     | Chair of Devon and Cornwall Probation Area Board and Chair of the Probation Board's Association for England and Wales                           |

Members of the Panel either have had or have some contact with the Council. In the interest of openness and transparency they wish to state those links here.

|                |   |
|----------------|---|
| Paul Woods     | Wolferstans Solicitors have provided and continue to provide some legal services to the Council.  |
| Alan Wooderson | As well as being involved in probation services provided to the people of Plymouth, Alan is also occasionally asked to be involved in the resolution of statutory complaints made against Plymouth City Council.  |
| Duncan Currall | Plymouth City Council advertises on a regular basis in South West Media Group's newspapers; and he has, over the last few years, undertaken work to assist the Council with its Improvement Programme, mentored members of the Council in a business capacity and has regular contact with senior officials and members in his various roles. Duncan is also a member of the Plymouth 2020 Local Strategic Partnership Board and Chair of the Plymouth City Centre Company. Both organisations work closely with Plymouth City Council. |

### 3 SCOPE OF REVIEW

3.1 Following a resolution of the City Council on 6 July 2009 the Panel was asked to -

“Consider the responsibilities of the members of the new Overview and Scrutiny Management Board and report back to full council on any additional special responsibility allowance”.

3.2 The Democratic and Member Support Manager asked the Panel to consider whether any Special Responsibility Allowance recommended for members of the Management Board should be backdated to 6 July 2009, when the new Overview and Scrutiny Management Board came into existence

3.3 In addition, the Democratic and Member Support Manager asked the Panel to consider issues that had arisen since the previous review of allowances as follows:

- whether co-opted members should be able to claim a childcare and dependent carers allowance when on council duties?
- whether attendance at member development and learning events (organised by/approved by the council) should be included within the list of approved duties?

See sections 6.1 and 6.2 of the report.

3.4 A number of matters arising from the previous review (the Independent Remuneration Panel met in 2007/2008 and reported to council in February 2008) were also considered, as follows:

#### 3.4.1 *Chair of Standards Committee*

The recommendation in the February 2008 report was that, ‘the role and responsibilities of the independent chair of the Standards Committee are reviewed after 1 April 2009 in order to assess the appropriate level of allowance for this post. This recommendation is subject to the outcome of legislation subsequent to the Councillors Commission recommendations which argue for a national rate for independent member chairs.’ See section 7.1 of this report.

#### 3.4.2 *Notification under the Data Protection Act*

The recommendation in the February 2008 report was that, ‘further work is undertaken on this matter, within 6 months, to ascertain whether or not councillors should individually register as Data Controllers.’ See section 7.2 of this report.

### 3.4.3 *Information and Communication Technology*

The recommendation in the February 2008 report was that, 'the Council agrees a policy, within 6 months, about the provision of information and communication technology and related support to Members.' See section 7.3 of this report.

### 3.4.4 *Report of the Councillors Commission*

The recommendation in the February 2008 report was that, 'the entire members' allowance scheme is reviewed in detail by the Panel following the introduction of legislation resulting from the recommendations of the Councillors Commission.' See section 7.4 of this report.

### 3.4.5 *Composition of the Independent Remuneration Panel*

The recommendation contained within the February 2008 report of the Independent Remuneration Panel was that, 'the Council should appoint a fourth member to the Independent Remuneration Panel (in addition to the current three members).' See section 7.5 of this report.

## 4 **BACKGROUND DOCUMENTS**

In order to formulate their recommendations the Panel considered -

- the new Overview and Scrutiny function and Management Board structure
- the report of the Councillors Commission
- the Government's response to the Councillors Commission
- Statutory Instrument 2003 No. 1021. The Local Authorities (Members' Allowances) (England) Regulations 2003
- Data Protection Good Practice Note: Advice for the elected and prospective members of local authorities (Information Commissioners Office)
- questionnaires submitted by Members of the Overview and Scrutiny Management Board (Annex A)
- the report of the Independent Remuneration Panel, February 2008
- interviews with members of the Overview and Scrutiny Management Board
- interviews with council officers

## 5 **OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

### 5.1 **Composition and responsibilities**

There are currently ten members of the Overview and Scrutiny Management Board consisting of -

- chairs of each of the five scrutiny panels
- two members from each of the main political groups
- one co-opted representative

The overview and scrutiny function is managed by the Overview and Scrutiny Management Board which came into existence following recommendations put to full council in July 2009. The terms of reference are as follows:

- To oversee workloads, including approval of work programmes, allocate work (based on request from Panels and from the Forward Plan) and the approval of Task and Finish Groups and to monitor the performance of Panels and Chairs
- To manage relationships between Panels, Cabinet Members, Theme Groups / Chairs and Partners and to produce relevant Protocols
- To monitor performance against Inspection Action Plans, including Access to Services and Equality Standards, and to monitor performance of partner organisations through LAA targets and priorities
- To monitor Call-ins, Councillor Call for Action and Petitions and to allocate work accordingly (Call-ins to be considered by a minimum of three Members to include the Chair of the Board and the Chair of the relevant Panel)
- To receive bi-monthly Finance and Performance Reports, including CIP monitoring and performance of Area Committees, and to carry out the Annual Budget Scrutiny
- To agree recommendations to Cabinet / Council / LSP Board and to monitor progress, including presentation of a quarterly report to the Cabinet
- To agree appointments of co-optees to Panels and to approve an annual scrutiny training programme
- Responsible for publicity and communications

The Overview and Scrutiny Management Board is scheduled to meet around ten times a year. There are also a number of provisional dates which are activated if executive decisions are called in.

## 5.2 **Special Responsibility Allowance**

The February 2008 report recommended a special responsibility allowance for members of the Overview and Scrutiny Commission which consisted of the five scrutiny panel chairs and one vice chair. At that time, the Panel concentrated on the responsibilities of the scrutiny panel chair members and, in retrospect, could usefully have considered the role of the vice-chair member separately from the chair members. The Panel then recommended that members of the Commission receive a Band Three allowance.

For the purposes of this review, the role of the Management Board member was considered separately to that of the Overview and Scrutiny Panel chair. It was considered that sufficient attention had been paid to the chair role in the previous review and that the Band Three allowance remained applicable to that role.

In reviewing background information as well as undertaking interviews with councillors and officers, it became clear to the Panel that the role of the Overview and Scrutiny Management Board member had changed significantly to that of membership of the Overview and Scrutiny Commission (the predecessor of the Management Board).

As a member of the Overview and Scrutiny Management Board, councillors take on significant additional duties. The role requires members to become familiar with a wide range of issues they would not normally be exposed to as a 'back bencher'. The Panel heard that councillors who sit on the Management Board are required to have an over-arching view of the work of the scrutiny function and certain areas may well be outside of their personal expertise/interest. They also need to engage in extensive background research to allow them to fulfill their role effectively.

Board members are asked to attend every meeting of the Overview and Scrutiny Management Board, including meetings for call-ins of executive decisions, as well as attend agenda planning meetings. Members are also required to attend a variety of scrutiny training events.

Board members now take part in the scrutiny of bi-monthly performance and budgetary reports along with other high level, sometimes controversial, issues such as the sale of Plymouth Citybus. The Panel found that the work of the Management Board is enhanced by the additional capacity, different viewpoints and knowledge of the non-chair members. The additional capacity these members bring appears to enhance the scrutiny function, which also extends to the scrutiny of other organizations and the Local Strategic Partnership (LSP).

Agreeing the appointment of co-opted members to all of the scrutiny panels as well as approving an annual scrutiny training programme is now amongst the duties of the Management Board and the Board also has a responsibility for increasing publicity and raising awareness about the scrutiny function.

In addition, the Management Board is developing relationships with the Local Strategic Partnership's Board and Theme Groups partly due to the developing statutory requirements for scrutiny of outside agencies and partners and partly to better coordinate the work of the LSP and scrutiny in order to avoid duplication and add better value to the work of the council.

The Panel believes that the role of Overview and Scrutiny Management Board

members should be recognised within the authority and it is clear, through the evidence submitted, that these members have a higher level of responsibility and give up more of their time to meetings and research than their 'backbench' colleagues. The additional workload and responsibilities that Management Board members assume should be recognised within the current scheme of allowances.

***The Panel recommends that –***

- (1) the special responsibility allowance for the members of the Overview and Scrutiny Management Board is Band 4 (currently £5,072.64) increased annually by the adjustment method recommended in the 2008 report.***
- (2) it is noted that the special responsibility allowance for each chair of the Overview and Scrutiny Panel remains at Band 3 (currently £10,145.28)***

\*\* The Panel notes the current arrangements, which are that Members can only claim one Special Responsibility Allowance.

### **5.3 Allowance for co-opted member of the Management Board**

The Panel considered the position of the co-opted member of the Management Board and considered it to be an important role which brings an independent voice and external expertise to the Board. The co-opted member is asked to attend formal business meetings and there is also an open invitation to attend agenda planning meetings, although attendance is not required. The co-opted member is asked to read agendas and associated reports before attending meetings.

The Panel understands that the co-opted member does not have any further commitment to the council other than meeting attendance, although the number of meetings that this post holder is expected to attend is greater than the average co-opted member. The Panel sees no reason to change the current arrangements at this time but believes that a review of the commitment required by this co-opted member should be undertaken within a period of twelve months from the consideration of this report by full council.

***The Panel recommends that a review of the role of the co-opted member of the Overview and Scrutiny Management Board is undertaken, in within a period of twelve months from the consideration of this report by full council, in order to assess whether an allowance would be appropriate.***

### **5.4 Backdating of Allowance**

All members of the Overview and Scrutiny Management Board have been

performing their new role since 6 July 2009 and members' allowances have previously been retrospectively awarded. The Panel considered that the new allowance should be implemented from the date on which the new duties commenced.

***The Panel recommends that the special responsibility allowance relating to members of the Overview and Scrutiny Management Board is backdated to 6 July 2009.***

## **6 ISSUES THAT HAVE ARISEN SINCE THE PREVIOUS REVIEW OF MEMBERS' ALLOWANCES**

### **6.1 Childcare and dependent carer's allowance for co-opted members**

In its previous review, the Panel strongly believed that individuals should not be discouraged from standing as a councillor because they are responsible for children, elderly relatives or people with disabilities.

Co-opted members' time, knowledge and expertise are essential to the work of the council and the Panel considered that the principle that those members of the public performing a civic duty should not be left "out of pocket" for doing so should be extended to co-opted members.

The Panel suggests that, in line with councillors' expenses, the maximum period of the entitlement should be the duration of the approved duty plus reasonable travelling time. The allowance should not be payable to a member of the claimant's own household.

***The Panel recommends that co-opted members are entitled to claim childcare and dependent carer's allowances (against receipts) when they are on approved council business.***

### **6.2 Attendance at member development and learning events**

In its previous report, the Panel noted that the regulations state that a members' allowance scheme may pay travelling/subsistence/dependent carer's allowances as are incurred in:

- attending a committee, sub-committee or outside body meeting
- attendance at any other authorised meeting (provided that it is a meeting to which Members of at least two political groups have been invited)
- attendance at a meeting of any association of authorities of which the authority is a member
- attendance at any Cabinet meeting
- performance of any duty connected with the opening of tenders
- performance of any duty requiring the authority to inspect or authorise the inspection of any premises

- performance of any duty in connection with arrangements for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996
- the carrying out of any other duty approved by the authority for the purpose of or in connection with the discharge of the functions of the authority or any of its committees or sub-committees

The Panel recognises that councillors must have the appropriate knowledge and skills to undertake their roles effectively and must feel able to engage in learning and development opportunities provided by the City Council and outside bodies. Council accepted the Panel's previous recommendation that, 'the existing travelling and subsistence arrangements continue i.e. that Members are entitled to claim such allowances necessarily met in carrying out their official duties as councillors outside of the city boundary (in line with the officers' scheme).'

For the purposes of clarity, the Panel considers that attendance by Members at development and learning events is included in the list of approved duties.

***The Panel recommends that attendance at Member learning and development events is included in the list of approved duties.***

## **7 RECOMMENDATIONS ARISING FROM THE PREVIOUS REVIEW**

### **7.1 Independent chair of Standards Committee**

The previous report recommended that, 'the role and responsibilities of the independent chair of the Standards Committee are reviewed after 1 April 2009 in order to assess the appropriate level of allowance for this post. This recommendation is subject to the outcome of legislation subsequent to the Councillors Commission recommendations which argue for a national rate for independent member chairs.'

The Panel noted that very little progress had been made with any of the recommendations made by the Councillors Commission. They also noted that there had been a delay, nationally, in the implementation of the relevant legislation and that the role of the independent chair of the Standards Committee was still developing.

***The Panel recommends that the level of allowance appropriate for the independent chair of the Standards Committee is reviewed in summer 2010.***

### **7.2 Notification under the Data Protection Act (1998)**

In its previous report, the Panel recommended that further work was undertaken, within 6 months, to ascertain whether or not councillors should individually



register as data controllers.

The Data Protection Act regulates the holding and processing of personal information that relates to living individuals and which is held on computer or, in some cases, on paper.

Organisations or individuals that process information covered by the Act may need to notify the Information Commissioner about their processing. A description of the processing activities is placed on a public register of notifications. These organisations or individuals must also comply with eight data protection principles which together form a framework for the proper handling of personal information. Individuals whose personal information is processed have rights under the Act, for example, to a copy of the information that is held about them.

When elected members represent residents of their ward, they are likely to have to notify in their own right if, for example, they use personal information to timetable surgery appointments or take forward complaints made by local residents.

The Panel considers that most, if not all, councillors are likely to fall into the above category and that good practice would be for all councillors to notify the Information Commissioner.

The Panel suggests that the city council undertakes the notification process, on behalf of each councillor, to the Information Commissioner. This arrangement is likely to streamline the operation and ensure that each councillor receives appropriate advice on the matter. The Panel notes that the current registration cost is £35 per individual.

***The Panel recommends that –***

- (1) the city council undertakes the notification process relating to the Data Protection Act 1998, on behalf of each councillor, to the Information Commissioner***
- (2) for the purposes of clarity, information about Members' notification with the Information Commissioner is included within the Members' Allowances Scheme.***

### **7.3 Information and Communication Technology**

The previous report recommended that the Council agreed a policy, within 6 months, about the provision of information and communication technology and related support to Members.

The following are the Information Technology options available to each Member:

‘Each member is entitled to either a laptop or a BlackBerry. If a BlackBerry is selected, the Council will pay the monthly contract and the cost of calls. The BlackBerry may only be used for council business. If a laptop is selected, the Council will supply a printer and will pay the costs of broadband to the Member’s home address.’

For the purposes of clarity, it is suggested that the above information is included within the Members’ Allowances Scheme.

The Panel notes that Members’ IT provision is currently under review.

***The Panel –***

***(1) notes the Members’ IT options above***

***(2) recommends that, for the purposes of clarity, the information is included within the Members’ Allowances Scheme.***

#### **7.4 Report of the Councillors Commission**

In its previous report, the Panel recommended that the entire members’ allowance scheme was reviewed in detail by the Panel following the introduction of legislation resulting from the recommendations of the Councillors Commission.

The report of the Councillors Commission was published in December 2007. The report contained 61 recommendations to the Government which the Commission believed would encourage able, qualified and representative people to seek election as a councillor.

In its previous review, the Panel took particular note of the following recommendations -

- A national framework of guiding principles for members’ allowances schemes should be developed. There should be a national minimum basic allowance for each type and size of authority.
- The basic allowance should be suspended or partly returned where councillors are “measurably failing to fulfill their role description”.
- The role of a councillor must be compatible with full time employment.

The Government responded to the Councillors Commission in July 2008 and stated that it was looking forward to working with the Local Government Association, the IDeA and the Leadership Centre in order to take forward some of the recommendations. It is understood that little progress has since been made.

## 7.5 **Composition of the Independent Remuneration Panel**

The Panel believes a fourth member is required to try and ensure that the Panel is representative of the wider community and that there is sufficient capacity to convene when required to do so by the council.

***The Panel recommends that the process for recruiting a fourth member of the Panel begins following the consideration of this report at the City Council meeting on 1 February 2010.***

## 8 **FUTURE REVIEWS**

In order to review the allowances for the independent chair of the Standards Committee and the co-opted member of the Overview and Scrutiny Management Board, as per the recommendations above, the Panel seeks to convene again as identified previously in this report. The Panel could also review any other issues that may have arisen since the consideration of this report.

***The Panel recommends that it convenes at the appropriate times (as identified in this report) in order to review the allowances of the independent chair of the Standards Committee and the co-opted member of the Overview and Scrutiny Management Board, as well as any other miscellaneous issues as required.***

**Analysis of questionnaires**

The Panel sent a questionnaire to each member of the Overview and Scrutiny Panel. Eight members returned the questionnaire. The Panel collated the information about the amount of time councillors thought they spent in their role as a member of the Overview and Scrutiny Management Board:

All Members

Average: 27.3 Hours per month

Scrutiny Panel Chair Members of Overview and Scrutiny Management Board

Average: 19.7 Hours per month

Non-Chair Members of Overview and Scrutiny Management Board

Average: 34.9 Hours per month

Councillors commented that accurately attributing with any precision how much time they averaged on Overview and Scrutiny Management Board business over a day, a week or a month had not been easy. Councillors considered that the Panel should also take into account their work on task and finish groups, the possibility of call-ins and the activation of provisional meeting dates.

Although the Panel gave weight to the questionnaires, other background information and, more specifically, the interviews with councillors helped the Panel to form its recommendations.

## SUMMARY OF THE PANEL'S RECOMMENDATIONS

The Panel recommends that –

- 5.2.1**        *the special responsibility allowance for the members of the Overview and Scrutiny Management Board is Band 4 (currently £5,072.64) increased annually by the adjustment method recommended in the 2008 report.*
- 5.2.2**        *it is noted that the special responsibility allowance for each chair of the Overview and Scrutiny Panel remains at Band 3 (currently £10,145.28)*
- 5.3**            *a review of the role of the co-opted member of the Overview and Scrutiny Management Board is undertaken, within a period of twelve months from the consideration of this report by full council, in order to assess whether an allowance would be appropriate.*
- 5.4**            *the special responsibility allowance relating to members of the Overview and Scrutiny Management Board is backdated to 6 July 2009.*
- 6.1**            *co-opted members are entitled to claim childcare and dependent carer's allowances (against receipts) when they are on approved council business.*
- 6.2**            *attendance at Member learning and development events is included in the list of approved duties.*
- 7.1**            *the level of allowance appropriate for the independent chair of the Standards Committee is reviewed in summer 2010.*
- 7.2.1**        *the city council undertakes the notification process relating to the Data Protection Act 1998, on behalf of each councillor, to the Information Commissioner; and*
- 7.2.2**        *for the purposes of clarity, information about Members' notification with the Information Commissioner is included within the Members' Allowances Scheme.*
- 7.3.1**        *the Members' IT options in section 7.3 of the report are noted*

**7.3.2** *for the purposes of clarity, the IT information is included within the Members' Allowances Scheme.*

**7.5** *the process for recruiting a fourth member of the Panel begins following the consideration of this report at the City Council meeting on 1 February 2010.*

**8** *The Panel recommends that it convenes at the appropriate times (as identified in this report) in order to review the allowances of the independent chair of the Standards Committee and the co-opted member of the Overview and Scrutiny Management Board, as well as any other miscellaneous issues as required.*

## PLYMOUTH CITY COUNCIL

1 FEBRUARY 2010

Cabinet Minute 100  
of the meeting held on 15  
December 2009

## COUNCIL TAX BASE SETTING

The report of the Director for Corporate Support was submitted.

**Resolved** that Cabinet make a recommendation to Full Council to approve the Council Tax Base for Tax Setting for 2010/11 as 76,899 Band D equivalents, which is the tax base after allowing for an estimated collection rate of 98.5%.

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*Note:*

*The full report in connection with this minute is available on the website  
[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)  
or by contacting Democratic Support on 01752 304867*

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**PLYMOUTH CITY COUNCIL****1 FEBRUARY 2010****Cabinet Minute 113                      LOCALITY WORKING  
of the meeting held on 19  
January 2010**

The report of the Director for Community Services was submitted.

Having regard to minute 112 above relating to the scrutiny recommendations of the Joint Task and Finish Group,

Resolved that –

- (1) the introduction of locality working is supported according to the model proposed, in particular:
  - by appointing a lead councillor for each neighbourhood with responsibility for raising community priorities relevant to Locality working and agreeing solutions with Locality Service Coordination Teams (LSCT). The work of the LSCTs being guided by these priorities plus any strategic priority identified by the LSP Executive;
  - wherever possible, the lead ward councillor for each Neighbourhood to be allocated by agreement amongst the party with the majority amongst those councillors with wards which cover the Neighbourhood. Where necessary, Party Leaders and Independent councillors to be involved to reach agreement on the allocation of ward councillors to the relevant Neighbourhood lead role. Arrangements to be reviewed annually;
  - the establishment of six Locality Service Coordination Teams (LSCTs), with representation from key services covering: Community Safety, Children & Young People, Health & Adult Social Care, and Street Services; with additional services represented where locally required;
  - each Team having a Locality Lead, a senior person to be appointed from the Local Strategic Partnership (LSP) partner organisations, who would have this responsibility in addition to their current role;
  - the work of the LSCTs to focus on prioritised more complex problem areas or issues that require a joined-up response (i.e. that cannot be sorted direct by individual services);

- replace Area Committees with strengthened neighbourhood engagement, including enhanced PACT (Partners and Communities Together) initiatives, web-based consultation, liaison with neighbourhood organisations, Third Sector involvement (voluntary, community and charitable organisations), questionnaires and surveys, and other appropriate neighbourhood based methods;
  - to support Localities working, information should be available covering local issues, feedback from consultation and community engagement, and data on city-wide priorities, all disaggregated at Neighbourhood and Locality levels in a way that can inform decision-making and service responses;
- (2) **Recommends to Council that Area Committees are discontinued, with effect from 1 June 2010, and that consequential changes to the Constitution are made to reflect this; Area Committees to be replaced with strengthened community engagement mechanisms at Neighbourhood level as outlined in the Locality working model; Area Committee functions to be delivered direct by the Portfolio holder in consultation with ward members.**
- (3) agrees to delegate to the Director for Community Services, in consultation with the LSP, the conclusion of details of locality working including terms of reference for the LSCTs and the development of PACTs, role profiles and working arrangements;
- (4) agrees to keep Locality Working under constant review and to requests a Scrutiny Task and Finish Group be established 12 months after implementation to formally review progress.

The Leader thanked the scrutiny Joint Task and Finish Group for all their hard work concerning locality working.

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*Note:*

*The full report in connection with this minute is available on the website [www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy) or by contacting Democratic Support on 01752 304867*

## PLYMOUTH CITY COUNCIL

1 FEBRUARY 2010

**Tamar Bridge and Torpoint Ferry Joint Committee**     **REVENUE ESTIMATES AND CAPITAL PROGRAMME**  
**Minute 24 of the meeting**  
**held on 11 December 2009**

TBTF/24     The Joint Treasurer (Cornwall) presented the written report setting out the proposed revenue budget and capital programme for 2010/11, together with indicative figures for the subsequent two years. He explained that the proposed budgets were based on a key assumption regarding income and should the revised tolls not be approved, alternative proposals would be submitted to a future meeting.

The General Manager gave further information regarding the three new items in the capital programme and drew particular attention to the proposed bridge offices and car park re-development scheduled for 2012/2013 for which it was proposed to prepare a business case for the next meeting. He clarified that at this stage, members were being asked to give provisional approval to this scheme pending consideration of the business case. It was unanimously

**RESOLVED: To recommend to the constituent authorities that:**

- (i) **the proposed revenue budget for 2010/2011 as set out in Appendix 1 of the report be approved.**
- (ii) **the proposed capital programme as set out in Appendix 2 of the report, be approved, including provisional approval of the bridge office development subject to a satisfactory business case.**
- (iii) **the longer term revenue forecast to 2012/2013 be noted.**

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*Note:*

*The full report in connection with this minute is available on the website  
[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)  
or by contacting Democratic Support on 01752 304867*

## PLYMOUTH CITY COUNCIL

1 FEBRUARY 2010

**Mount Edgcumbe Joint Committee Minute 18 of the meeting held on 4 December 2009**      **BUDGET MONITORING 2009 - 10**

The Director for Community Services submitted a report on the Revenue and Capital Monitoring 2009/10, which outlined the following issues –

- (i) summarised the –
  - 2009/10 revenue monitoring
  - 2009/10 capital monitoring
- (ii) there was an uncommitted reserve balance of £36,409 which was currently being held.

The following responses were provided to questions raised by the Joint Committee –

- (iii) the cost of the re-branding exercise had not formed part of the core budget;
- (iv) Plymouth City Council had made provision for the ongoing cost of Job Evaluation in its budget for 2010/11; the constitution was clear that support for the House and Park had to be equal from both constituent authorities;
- (v) the implication of funding not being secured from both constituent authorities would result in a review of the operation including looking at efficiency savings; although it was anticipated that the commercial side of the operation would be profitable;
- (vi) the Heritage Project had been opened this year with a 'soft launch'; the major launch of the Park would take place in 2010/11.

Resolved that –

- (1) the report is noted;
- (2) **each constituent authority considers additional financial support of £100,000 (per authority) to address the 2009/10 revenue shortfall, with any balance remaining at outturn to be met from the Joint Committee's reserves.**

Cont'd.....

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*Note:*

*The full report in connection with this minute is available on the website  
[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)  
or by contacting Democratic Support on 01752 304867*

**PLYMOUTH CITY COUNCIL**

**1 FEBRUARY 2010**

**MOTION ON NOTICE No 7 09/10**

**Police Community Support Officers**

Plymouth City Council opposes any measure which would reduce, or threaten to reduce the number of Police Community Support Officers in Plymouth.

**Proposed by Councillor Mrs Aspinall**

**Seconded by Councillor Evans**

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## THE FOUR MONTH FORWARD PLAN

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1 February 2010 to 31 May 2010

**Date of Publication:** 14 January 2010

Contact Officer: Nicola Kirby  
Senior Democratic Support Officer  
(Cabinet)

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

Telephone: 01752 304867

Fax No: 01752 304819

**The Forward Plan is published monthly**

**PLYMOUTH CITY COUNCIL  
FORWARD PLAN OF KEY DECISIONS**

**What is the Forward Plan?**

Section 14 of the Access to Information Procedure Rules requires the Cabinet to prepare a Forward Plan to cover a period of four months. The Forward Plan should contain **key decisions** that the Cabinet believe are to be taken within this period. It describes who is the decision maker, the period in which the decision will be taken, those whom the decision taker proposes to consult, the steps any individual may take who wishes to make representations to the decision maker and a list of background papers considered by the decision taker in respect of the key decision.

**What is a Key Decision?**

A **key decision** is –

- (a) Any decision in relation to an Executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

- (b) Any decision that is likely to have a significant impact on two or more wards within the Council.

The threshold for significant expenditure / savings is £2 million for the award of contracts and £500,000 for all other matters.

The Cabinet cannot consider key decisions if they have not been included within the Forward Plan unless they fall within the two exceptions set out at paragraph 15 & 16 of the Access to Information Procedure Rules, namely:

**PARAGRAPH 15. GENERAL EXCEPTION**

If a matter which is likely to be a key decision has not been included in the forward plan, then subject to Rule 16 (special urgency), the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;
- (b) the monitoring officer has informed the Chair of a relevant Scrutiny Panel, or if there is no such person, each member of that panel in writing, by notice, of the matter to which the decision is to be made;
- (c) the Monitoring Officer has made copies of that notice available to the public at the offices of the Council; and
- (d) at least 5 working days have elapsed since the Monitoring Officer complied with (a) and (b).

Where such a decision is taken by a committee, it must be taken in public.

**PARAGRAPH 16. SPECIAL URGENCY**

If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chair of the body making the decision, obtains the agreement of the Chair of the Overview and Scrutiny Management Board that the taking of the decision cannot be reasonably deferred. If there is no Chair of the Overview and Scrutiny Management Board, in his/her absence the Vice Chair will suffice, or in both their absences, any other Member of the Board.

The Forward Plan does not need to refer to exempt information and confidential information cannot be included.

**What is the Budget and Policy Framework?**

This is a reference to the Council's policy framework and is made up of a series of Statutory Plans and Strategies listed as below:

|  |   |
|--|---|
| Corporate Plan   | All Our Futures   |
| Children and Young People's Plan                         | Capital Strategy and Asset Management Plan  |
| Licensing Authority Policy Statement – Gambling Act 2005 | Housing Strategy  |
| Local Development Framework (Documents)                  | Investment in Children (comprising Strategy for Change and Building Schools for the Future) |
| Local Transport Plan                                     | Plymouth Economic Strategy  |
| Sustainable Community Strategy                           | Waste Management Strategy   |
| Youth Justice Plan                                       |   |

**What does the Forward Plan tell me?**

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to, and how
- what documents can you ask for, and when
- who you can contact for further information

### Who takes Key Decisions?

Under the Council's Constitution most key decisions are taken at public meetings of either the City Council or the Cabinet and these bodies are presently scheduled to meet on the following dates:

|   | February   | March    | April    | May              |
|---|------------|----------|----------|------------------|
| City Council<br>Council House<br>(2 pm) | 1 February | 1 March  | 26 April | 21 May           |
| Cabinet<br>Council House<br>(2.pm)      | 9 February | 16 March | 6 April  | To be determined |

### Who can I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Members of the City Council, the Leader/Executive Members and the Chief Executive/ Executive Directors.

### How do I make contact?

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring the City Council and staff will be able to assist you: Telephone 01752 668000

### How do I get copies of agenda papers?

The agenda papers for City Council and Cabinet meetings are usually available five working days before the meeting and can be accessed on the Council's website: [www.plymouth.gov.uk/modgov](http://www.plymouth.gov.uk/modgov).

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

### How can I get copies of the Plan?

Copies of the Plan are available for inspection at reasonable hours, free of charge, at the Plymouth City Council offices. The Plan is updated monthly on:

|             |
|-------------|
| <b>2010</b> |
| 11 February |
| 11 March    |
| 8 April     |

Copies are also available on the City Council's website:  
[www.plymouth.gov.uk/modgov](http://www.plymouth.gov.uk/modgov).

### General

If you have any questions or comments about the Plan, we would positively welcome them and would ask that you send them direct to the contact officer named at the start of the Plan. Please also let us know if you have any difficulty in accessing a copy of the Plan or any of the documents referred to therein.

Ian Gallin  
Assistant Chief Executive



## THE FOUR MONTH FORWARD PLAN

**1 February 2010 to 31 May 2010**

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**CORPORATE PLAN (FP 50 09/10)**

**Nature of the decision:**

To approve the Corporate Plan 2010-13

**Who will make the decision?** City Council (Cabinet Member: The Leader)

**Timing of the decision?** 1 March 2010

**Who will be consulted and how?**

Persons to be consulted with:

1. Members of the public and local community representatives
2. Lead officers for related strategies and plans
3. Members of the Council's senior management team
4. Overview & Scrutiny Management Board
5. Cabinet

Process to be used:

1. Area Committees
2. Plymouth City Council's Corporate Strategy Forum
3. Corporate and departmental management team meetings
4. Overview & Scrutiny Management Board meetings on 15 and 17 February 2010
5. Cabinet meeting on 9 February 2010.

**Information to be considered by the decision makers:**

Priorities in the Sustainable Community Strategy

Local Area Agreement targets

Judgements from audits and inspections.

Value for money service profiles

Corporate Area Assessment

Place Survey

Feedback from area committees.

Recommendations from Scrutiny and Cabinet.

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

Medium term financial plan 2010-13

Capital and Asset Management strategy 2010-13

**Representations:** In writing by 25 January 2010 to -

- (1) Jonathan Fry Policy, Performance and Partnerships
- (2) Councillor Mrs Pengelly (Leader)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Fry, Policy and Performance Officer

E mail: jonathan.fry@plymouth.gov.uk Tel: (01752)304144



**GROWTH AGENDA: GOVERNANCE ARRANGEMENTS (FP 24 09/10)**

**Nature of the decision:**

To seek approval for new governance arrangements to manage and progress the growth agenda.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Fry)

**Timing of the decision?** Between 16 March 2010 and 6 April 2010

**Who will be consulted and how?**

Persons to be consulted with:

Local Authorities in the Sub Region  
Government Office South West  
Home and Communities Agency  
Wealthy Theme Group  
Regional Development Agency  
City Development Company

Process to be used:

Direct discussions  
Meetings  
Presentations

**Information to be considered by the decision makers:**

List of current groups and meetings  
Sub National Review of Economic Development and Regeneration (CLG)

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

As above for decision makers

**Representations:** In writing by 1 March 2010 to -

1. Assistant Director of Development and Regeneration (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Paul Barnard, Assistant Director for Development (Planning)

E mail: paul.barnard@plymouth.gov.uk Tel: (01752) 304860

**PLYMOUTH LOCAL INVESTMENT PLAN (FP 42 09/10)**

**Nature of the decision:**

To seek approval for an Investment Plan which progresses delivery of the Growth Agenda.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Fry)

**Timing of the decision?** Between 16 March 2010 and 6 April 2010

**Who will be consulted and how?**

Persons to be consulted with:

Local Authorities in the Sub Region  
Government Office South West  
Home and Communities Agency  
Wealthy Theme Group  
Regional Development Agency  
City Development Company  
Highways Agency  
Natural England  
Environment Agency  
Other local groups, organisations and businesses

Process to be used:

Direct discussions  
Meetings and workshops  
Presentations

**Information to be considered by the decision makers:**

1. Local Development Framework Core Strategy and Area Action Plans
2. Infrastructure schemes
3. Evidence base reports
4. Views / strategies of stakeholders

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 1 March 2010 to -

1. Assistant Director of Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Paul Barnard, Assistant Director for Development (Planning)

E mail: paul.barnard@plymouth.gov.uk Tel: (01752) 304860

**EXTENSION OF THE DESIGNATION OF EFFORD MARSH LOCAL NATURE RESERVES (FP 49 09/10)**

**Nature of the decision:**

To seek approval for the extension of the designation of Efford Marsh Local Nature Reserve

**Who will make the decision?** Cabinet (on the recommendation of Councillor Fry)

**Timing of the decision?** Between 16 March 2010 and 30 June 2010

**Who will be consulted and how?**

Persons to be consulted with:

Natural England

Process to be used:

Direct contact (Note: These proposals are a rationalisation of the boundaries of the currently legally designated reserves to encompass adjacent land that is owned and managed by PCC.)

**Information to be considered by the decision makers:**

Efford Marsh Local Nature Reserve Management Plan

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 1 March 2010 to -

1. Assistant Director of Development (Planning Services)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jeremy Sabel, Nature Conservation Officer  
E mail: [jeremy.sabel@plymouth.gov.uk](mailto:jeremy.sabel@plymouth.gov.uk) Tel: (01752) 304229

**EXTENSION OF THE DESIGNATION OF FORDER VALLEY LOCAL NATURE RESERVES (FP 48 09/10)**

**Nature of the decision:**

To seek approval for the extension of the designation of Forder Valley Local Nature Reserve

**Who will make the decision?** Cabinet (on the recommendation of Councillor Fry)

**Timing of the decision?** Between 16 March 2010 and 30 June 2010

**Who will be consulted and how?**

Persons to be consulted with:

Natural England

Process to be used:

Direct contact (Note: These proposals are a rationalisation of the boundaries of the currently legally designated reserves to encompass adjacent land that is owned and managed by PCC.)

**Information to be considered by the decision makers:**

Forder Valley Local Nature Reserve Management Plan

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 1 March 2010 to -

1. Assistant Director of Development (Planning Services)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jeremy Sabel, Nature Conservation Officer  
E mail: [jeremy.sabel@plymouth.gov.uk](mailto:jeremy.sabel@plymouth.gov.uk) Tel: (01752) 304229

**LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF PLANNING OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT, FIRST REVIEW (FP 43 09/10)**

**Nature of the decision:**

To formally adopt the first review of the Planning Obligations and Affordable Housing Supplementary Planning Document

**Who will make the decision?** City Council (Cabinet Member: Councillor Fry)

**Timing of the decision?** Between 26 April 2010 and 30 July 2010

**Who will be consulted and how?**

Persons to be consulted with:

A full public consultation process was undertaken on the draft Supplementary Planning Document

Process to be used:

Meetings, events, LDF newsletter and Limehouse consultation portal

**Information to be considered by the decision makers:**

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Local Development Framework evidence base reports
4. Adopted Planning Obligations & Affordable Housing Supplementary Planning Document
5. Consultation draft and responses of the Supplementary Planning Document

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 15 March 2010 to -

1. Assistant Director of Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Bell, Head of Development Planning  
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

**LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF CITY CENTRE AND UNIVERSITY AREA ACTION PLAN (FP 47 09/10)**

**Nature of the decision:**

To formally adopt the City Centre & University Area Action Plan

**Who will make the decision?** City Council (Cabinet Member: Councillor Fry)

**Timing of the decision?** Between 26 April 2010 and 30 July 2010

**Who will be consulted and how?**

Persons to be consulted with:

A full public consultation process was undertaken on the AAP, which has also been subject to independent Public Examination

Process to be used:

Meetings, events, LDF newsletter and Limehouse consultation portal

**Information to be considered by the decision makers:**

Report of Public Examination

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 15 March 2010 to -

1. Assistant Director of Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Bell, Head of Development Planning  
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

**LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF DEVELOPMENT GUIDELINES SUPPLEMENTARY PLANNING DOCUMENT (FP 45 09/10)**

**Nature of the decision:**

To formally adopt the Development Guidelines Supplementary Planning Document

**Who will make the decision?** City Council (Cabinet Member: Councillor Fry)

**Timing of the decision?** Between 26 April 2010 and 30 July 2010

**Who will be consulted and how?**

Persons to be consulted with:

A full public consultation process was undertaken on the draft Supplementary Planning Document

Process to be used:

Meetings, events, LDF newsletter and Limehouse consultation portal

**Information to be considered by the decision makers:**

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Local Development Framework evidence base reports
4. Development Guidelines Supplementary Planning Document consultation draft and responses

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

None.

**Representations:** In writing by 15 March 2010 to -

1. Assistant Director of Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Bell, Head of Development Planning  
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

**LOCAL DEVELOPMENT FRAMEWORK: SUBMISSION OF DERRIFORD AND SEATON AREA ACTION PLAN (FP 29 09/10)**

**Nature of the decision:**

To seek approval for the submission of the Derriford and Seaton Area Action Plan to the Secretary of State, including publication of the pre-submission version of the Area Action Plan for the purposes of consultation

**Who will make the decision?** City Council (Cabinet Member: Councillor Fry)

**Timing of the decision?** Between 4 May 2010 and 30 July 2010

**Who will be consulted and how?**

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of Issues & Preferred Options process, which was approved by the Cabinet on 20 January 2009.

Process to be used:

Issues and Preferred Options consultation process involved exhibitions, meetings, briefings, use of newsletter and other publicity material.

**Information to be considered by the decision makers:**

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Consultation responses on Area Action Plan Issues and Preferred Options report
4. Local Development Framework evidence base reports

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 23 April 2010 to -

1. Assistant Director of Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Bell, Head of Development Planning

E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353



**COUNCIL TAX BASE 2010/11 (FP 34 09/10)**

**Nature of the decision:**

To give approval to the Council Tax Base, which will be used as the basis for setting the Council Tax level for 2010/11.

**Who will make the decision?** City Council (Cabinet Member: Councillor Bowyer)

**Timing of the decision?** 1 February 2010

**Who will be consulted and how?**

Persons to be consulted with:

The Council Tax base is calculated as part of a statutory process, based on data relating to the council tax property base. Consultation is not applicable.

**Information to be considered by the decision makers:**

1. The regulations governing the calculation of the tax-base. (Local Authorities (Calculation of Tax-Base) Regulations 1992.
2. The tax-base report.
3. The level of estimated collection rate and the option to vary the discounts given on 2nd homes and empty properties.
4. Recommendation of Cabinet on 15 December 2009

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

As above for information to be considered by decision makers.

**Representations:** In writing by 31 December 2009 to -

1. Assistant Director for Finance, Assets and Efficiencies
2. Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Gary Edwards, Accounts Processing Manager

E mail: gary.edwards@plymouth.gov.uk Tel: (01752) 304404

**APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF ADVERTISING SERVICES (FP 46 09/10)**

**Nature of the decision:**

To approve the appointment of a new supplier for the provision of advertising services. (Contract re-tendered following expiry of existing contract).

**Who will make the decision?** Cabinet (on the recommendation of Councillor Bowyer)

**Timing of the decision?** 9 February 2010

**Who will be consulted and how?**

Persons to be consulted with:

Communications team, Human Resources, Children's Services, plus departments that have a significant spend on public notices or high levels of media requirements.

Process to be used:

Direct consultation and feedback with stakeholders.

**Information to be considered by the decision makers:**

Contract Award Report (to be forwarded following tender process).

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision maker

**Representations:** In writing by 25 January 2010 to -

- (1) Assistant Chief Executive
- (2) Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Clive Woodley, Product Portfolio Manager  
E mail: [clive.woodley@plymouth.gov.uk](mailto:clive.woodley@plymouth.gov.uk) Tel: (01752) 305425

**ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY (FP 51 09/10)**

**Nature of the decision:**

To approve the Asset Management Plan 2010 update

**Who will make the decision?** City Council (Cabinet Member: Councillor Bowyer)

**Timing of the decision?** 1 March 2010

**Who will be consulted and how?**

Persons to be consulted with:

1. Members of the Council's senior management team
2. Overview and Scrutiny Management Board
3. Cabinet

Process to be used:

Circulation of written material to and meetings of –

- Directors
- Cabinet meeting on 9 February 2010
- Overview and Scrutiny Management Board on 15 and 17 February 2010

**Information to be considered by the decision makers:**

Asset Management Plan update

Recommendations from Cabinet

Recommendations from the Overview and Scrutiny Management Board

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 25 January 2010 to -

1. Assistant Director of Development (Property & Economic Development)
2. Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Chris Trevitt, Head of Corporate Property

E mail: [chris.trevitt@plymouth.gov.uk](mailto:chris.trevitt@plymouth.gov.uk) Tel: (01752) 307778

**SETTING THE 2010/11 BUDGET AND COUNCIL TAX (FP 52 09/10)**

**Nature of the decision:**

To agree the Council's 2010/11 budget (including Revenue Budget, Treasury Management Strategy and Capital Programme) and Council tax for 2010/11

**Who will make the decision?** City Council (Cabinet Member: Councillor Bowyer)

**Timing of the decision?** 1 March 2010

**Who will be consulted and how?**

Persons to be consulted with:

Businesses  
Partners  
Cabinet  
Scrutiny (Overview and Scrutiny Management Board)

Process to be used:

Written reports and meetings, including Cabinet on 9 February and the Overview and Scrutiny Management Board on 15 and 17 February 2010.

**Information to be considered by the decision makers:**

Report of the Director for Corporate Support  
Outcome of consultation  
Recommendations from Scrutiny (Overview and Scrutiny Management Board)  
Cabinet recommendations

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 25 January 2010 to -  
(1) Assistant Director, Finance, Assets & Efficiencies - Malcolm Coe  
(2) Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:  
For further information contact: Sandra Wilson, Corporate Accountancy and Finance Manager  
E mail: [sandra.wilson@plymouth.gov.uk](mailto:sandra.wilson@plymouth.gov.uk) Tel: (01752) 304942

**CONTRACT AWARD FOR THE SUPPLY OF TEMPORARY STAFF (FP 39)**

**Nature of the decision:**

Contract award for the supply of temporary staff

**Who will make the decision?** Cabinet (on the recommendation of Councillor Bowyer)

**Timing of the decision?** Between 16 March 2010 and 30 June 2010

**Who will be consulted and how?**

Persons to be consulted with:

Head of Procurement  
Assistant Director Human Resources  
Assistant Director Finance  
Head of Legal Services

Process to be used:

Contract award report  
Evaluation criteria

**Information to be considered by the decision makers:**

Contract award report

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

Contract award report

**Representations:** In writing by 1 March 2010 to:

- (1) Malcolm Coe, Assistant Director Finance
- (2) Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Maria Schingen, Product Portfolio Manager  
E mail: maria.schingen@plymouth.gov.uk Tel: (01752) 307969

**LOCALITY WORKING (FP 15 09/10)**

**Nature of the decision:**

To agree a model for service co-ordination within Plymouth's six Localities, and associated community engagement arrangements

**Who will make the decision?** City Council (Cabinet Member: Councillor Brookshaw)

**Timing of the decision?** 1 February 2010

**Who will be consulted and how?**

Persons to be consulted with:

1. Community groups
2. Lead officers for service providers
3. Members of the Council's senior management team
4. Overview and Scrutiny Management Board /Scrutiny Panel
5. Cabinet (19 January to make recommendations)
6. Members
7. Local Strategic Partnership
8. Plymouth City Council's Corporate Strategy Forum

Process to be used:

1. Area Committees
2. Meetings / discussion
3. Written consultation process

**Information to be considered by the decision makers:**

Results from consultation  
Local Strategic Partnership's working group's recommendations on Localities

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

Written report and results from consultation

**Representations:** In writing by 4 January 2010 to -

1. Assistant Director for Safer Communities
2. Councillor Brookshaw (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Peter Aley, Assistant Director for Safer Communities  
E mail: peter.aley@plymouth.gov.uk Tel: (01752) 304321

**PLYMOUTH SPORTS FACILITY STRATEGY (FP 64 08/09)**

**Nature of the decision:**

To adopt the Facilities and Sports Strategy

**Who will make the decision?** Cabinet (on the recommendation of Councillor Jordan)

**Timing of the decision?** 16 March 2010

**Who will be consulted and how?**

Persons to be consulted with:

Members of the public  
Facility operators  
Sports Forum  
Clubs  
Schools  
National Governing Bodies  
User Groups  
Customer and Communities Overview and Scrutiny Panel

Process to be used:

Personal interviews  
Questionnaires  
Research  
Meetings

**Information to be considered by the decision makers:**

Draft Facilities and Sports Strategy

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

Draft Facilities and Sports Strategy

**Representations:** In writing by 1 March 2010 to -

1. James Coulton, Assistant Director for Leisure, Culture and Sport
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Kevin Thomas, Sport and Leisure Manager  
E mail: kevin.thomas@plymouth.gov.uk Tel: (01752) 307511

**PLYMOUTH CITY COUNCIL'S AQUATICS STRATEGY (FP 26 09/10)**

**Nature of the decision:**

To adopt the Aquatics Strategy.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Jordan)

**Timing of the decision?** 16 March 2010

**Who will be consulted and how?**

Persons to be consulted with:

Facility Operators  
Sports Forum  
Clubs  
Schools  
Coaches  
User groups  
Governing bodies

Process to be used:

Personal interviews  
Desk top study/research  
Questionnaires  
Meetings

**Information to be considered by the decision makers:**

Draft Aquatics Strategy

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

Draft Aquatics Strategy

**Representations:** In writing by 1 March 2010 to -

1. James Coulton, Assistant Director for Culture, Leisure and Sport
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Liz Slater, Leisure Projects Officer  
E mail: [liz.slater@plymouth.gov.uk](mailto:liz.slater@plymouth.gov.uk) Tel: (01752) 307129



**INFORMATION, ADVICE AND GUIDANCE SERVICE FOR YOUNG PEOPLE (FP 40)**

**Nature of the decision:**

1. To extend the Peninsula Local Authority Contract for Information, Advice and Guidance delivered Careers South West (formally Connexions) until June 2011.

Value of Extension (Plymouth Contribution): At current value approx £625,000 for April 2011 – June 2010 (subject to negotiations in respect to contract value)

2. To undertake a tender for the Information Advice and Guidance Service for Young People aged 13-19 during 2010 (tender to start after the general election) for a contract starting July 2011.

Proposed contract length: 3 years with an option for 2 year extension.

Contract award (Plymouth Contribution): At current value £2.5million per year (subject to negotiations in respect to contract value)

**Who will make the decision?** Cabinet (on the recommendation of Councillor Monahan)

**Timing of the decision?** 16 March 2010

**Who will be consulted and how?**

Persons to be consulted with:

Peninsula Local Authority Commissioning Group  
Plymouth Integrated Youth Support Service (IYSS) Strategy Group (including Assistant Director For Lifelong Learning and Head of IYSS)  
Chief Executive Careers South West and the Careers South West Management Board  
Schools  
Young People and Parents  
14-19 Curriculum Strategy Group  
Jane Keeley, Acting Head of Strategic Procurement  
Plymouth Legal Dept  
Other Peninsula Local Authorities Procurement and Legal Teams

Process to be used:

Local authorities have a number of statutory duties in relation to the provision of Information, Advice and Guidance which are currently discharged within the contract with Careers South West (formally Connexions Cornwall and Devon)

As there is a general election planned for May or June next year it is proposed that this contract is extended to July 2011 in order to allow for a potential tender process which cannot take place during the period of Purda that the election will entail. Negotiation meetings have been set between the Peninsula Local Authorities and Careers South West to identify any changes to the contract that needed for 2010-2011 in the light of possible budgetary pressures and changes in National Legislation.

As the Lead Commissioner for the Peninsula Commissioning Group, Plymouth have produced papers timetabling to preparation of a business case for future of a Peninsula –wide Information, Advice and Guidance Service for young people in 2011 and beyond. This has been agreed by the Peninsula Commissioning leads and a series of Peninsula meetings has been established to develop this.

In order to develop this business case a needs analysis will be developed, which will include feedback and input from young people, parents and other key stakeholders, including schools.

As the current provider is a Local Authority owned company the business case will include a rationale as to whether a Teckal Exemption could apply.

As a parallel process the Plymouth IYSS strategy group will be reviewing the IYSS Strategy in light of the needs analysis' that have been taken for the Children and Young People's plan. These developments will inform the Peninsula business case with the The Children's Trust Commissioning Team facilitating both developments, working in partnership with the Head of Integrated Youth Support.

**Information to be considered by the decision makers:**

Current Performance

The Peninsula Business Case

The general election and period where a tender exercise will be prohibited. This will push the tendering timetable forward, meaning that to allow for a period of handover in case another provider wins the tender

**Is this a part of the Budget and Policy Framework? Yes**

**Documents to be considered when the decision is taken**

Business case (to be completed February 2010)

Rationale for tender

Tender timetable

**Representations:** In writing by 1 March 2010 to:

- (1) Richenda Broad, Head of Strategic Planning and Children's Trust Business
- (2) Councillor Monahan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Richenda Broad, Head of Strategic Planning and Children's Trust Business

E mail: richenda.broad@plymouth.gov.uk Tel: (01752) 307341

**Municipal Year 2009/10  
Cabinet / Cabinet Members:**

Councillor Mrs Vivien Pengelly, Leader of the Council  
Councillor Ted Fry, Deputy Leader and Planning, Strategic Housing and Economic Growth  
Councillor Ian Bowyer, Finance, Property, People and Governance  
Councillor Peter Brookshaw, Safer and Stronger Communities  
Councillor Glenn Jordan, Leisure, Culture and Sport  
Councillor Michael Leaves, Street Scene, Waste and Sustainability  
Councillor Grant Monahan, Children and Young People  
Councillor Steven Ricketts, Customer Services, Performance and Partnerships  
Councillor Dr David Salter, Adult Health and Social Care  
Councillor Kevin Wiggins, Transport

**Chief Executive and Executive Directors**

Barry Keel, Chief Executive  
Adam Broome, Director for Corporate Support  
Carole Burgoyne, Director for Community Services  
Bronwen Lacey, Director of Services for Children and Young People  
Anthony Payne, Director for Development and Regeneration  
Deb Laphorne, Director for Public Health

***Other Members of the City Council***

The Lord Mayor (Councillor Ken Foster)  
The Deputy Lord Mayor (Councillor Jonathan Drea) and  
Councillors Mrs Aspinall; Ball; Mrs Beer; Berrow; Bowie; Mrs Bowyer; Mrs Bragg; Browne; Coker; Dann; Delbridge; Mrs Dolan; Evans; M Foster; Mrs W Foster; Fox; Gordon; James; Kerswell; King; Lowry; Martin Leaves, Samantha Leaves; Lock; Dr Mahony; McDonald; Miller; Mrs Nelder; P J Nicholson; Mrs P D Nicholson; Purnell; Rennie; Reynolds; Roberts; Smith; Sally Stephens; Stevens; Stark; Thompson; Tuohy; Vincent; Viney; Mrs Watkins; Wheeler and Wildy

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