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BEST ACHIEVING
COUNCIL OF THE YEAR



Barry Keel
Chief Executive

Plymouth City Council
Civic Centre
Plymouth PL1 2AA

www.plymouth.gov.uk/democracy

Date: 15 July 2011

Please ask for: Nicola Kirby, Senior Democratic Support Officer (Cabinet)
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CITY COUNCIL

Date: Monday 25 July 2011

Time: 2.00 pm

Venue: COUNCIL HOUSE, PLYMOUTH (next to the Civic Centre)

Members:

Councillor Brookshaw, Chair

Councillor Delbridge, Vice Chair

Councillors Mrs Aspinall, Ball, Mrs Beer, Berrow, Bowie, Bowyer, Mrs Bowyer, Mrs Bragg, Browne, Casey, Churchill, Coker, Davey, Mrs Dolan, Drean, Evans, K Foster, Mrs Foster, Fry, Gordon, Haydon, James, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lock, Lowry, Dr. Mahony, McDonald, Monahan, Murphy, Mrs Nelder, Nicholson, Mrs Nicholson, Penberthy, Mrs Pengelly, Rennie, Reynolds, Ricketts, Dr. Salter, Singh, John Smith, Peter Smith, Stark, Stevens, Thompson, Tuffin, Tuohy, Vincent, Wheeler, Wiggins, Wildy, Williams and Wright.

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.

Please note that unless the chair of the meeting agrees, mobile phones should be switched off and speech, video and photographic equipment should not be used in meetings.

Barry Keel
Chief Executive

CITY COUNCIL

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non attendance submitted by councillors.

2. DECLARATIONS OF INTEREST

Councillors 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 meeting held on 20 June 2011.

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.

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Corporate Support Department, Plymouth City Council, Civic Centre, Plymouth, PL1 2AA, or email to democraticsupport@plymouth.gov.uk. Any questions must be received at least five clear working days before the date of the meeting.

6. TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING, IF ANY:

TO DETERMINE RECOMMENDATIONS FROM CABINET

7. CAPITAL INVESTMENT: PAYROLL ENTERPRISE PLATFORM (Pages 15 - 20)

To consider the recommendation in Cabinet minute no. 22

Cabinet Member: Councillor Bowyer

CMT Lead Officer: Director for Corporate Support

8. MODERNISATION AND REFURBISHMENT OF WESTERN APPROACH CAR PARK (Pages 21 - 26)

To consider the recommendation in Cabinet minute no. 25

Cabinet Member: Councillor Wiggins

CMT Lead Officer: Director for Development and Regeneration

9. MOTIONS ON NOTICE (Pages 27 - 34)

To consider motions from councillors in accordance with paragraph 13 of the Constitution:

- Council priority for value for communities
- Child poverty
- Private sector housing pressures
- Resisting cuts to Plymouth police

TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS TO THE MEETING, OR MATTERS TAKEN AS A MATTER OF URGENCY

10. REVISED CITY COUNCIL CONSTITUTION (Pages 35 - 36)

To consider deferring the new council constitution as set out in the report of the Monitoring Officer.

CMT Lead Officer: Monitoring Officer

11. APPOINTMENTS TO OUTSIDE BODIES (Pages 37 - 38)

To consider appointments to outside bodies indicated in the written report and any additional proposals received.

CMT Lead Officer: Assistant Director for Democracy and Governance.

QUESTIONS BY MEMBERS

12. GENERAL QUESTIONS

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

the Constitution;

13. FORWARD PLAN

(Pages 39 - 56)

The Leader will introduce the Forward Plan.

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

14. 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 I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Panel 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 20 June 2011

PRESENT:

The Lord Mayor, in the Chair.

Deputy Lord Mayor, Vice Chair.

Councillors Mrs Aspinall, Mrs Beer, Berrow, Bowie, Bowyer, Mrs Bowyer, Browne, Casey, Churchill, Coker, Davey, Mrs Dolan, Drean, Evans, K Foster, Mrs Foster, Fry, Haydon, Jordan, Michael Leaves, Sam Leaves, Lock, Lowry, McDonald, Monahan, Murphy, Nicholson, Mrs Nicholson, Penberthy, Mrs Pengelly, Reynolds, Ricketts, Dr. Salter, Singh, John Smith, Peter Smith, Stark, Stevens, Thompson, Tuffin, Tuohy, Vincent, Wheeler, Wiggins, Wildy, Williams and Wright.

Apologies for absence: Councillors Ball, Mrs Bragg, Gordon, James, Martin Leaves, Dr. Mahony, Mrs Nelder and Rennie

The meeting started at 2.00 pm and finished at 6.45 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.

7. DECLARATIONS OF INTEREST

In accordance with the Code of Conduct, the following declarations of interest were made in relation to items at this meeting –

Name	Item	Interest	Reason
Councillor Mrs Bowyer	Minute 18. Care of vulnerable adults motion on notice no 2 (11/12)	Personal	Manager of a care home
Councillor Michael Leaves	Minute 18. Care of vulnerable adults motion on notice no 2 (11/12)	Personal and Prejudicial	Owner of residential care home that accepts residents from Plymouth City Council
Councillor Haydon	Minute 19. Traffic Management Motion on Notice No 3 (11/12)	Personal	Employee of Wales and West Utilities
Councillor Penberthy	Minute 24. and 27 Transfer of SWRDA Property Assets	Personal	Resident of the Royal William Yard and member of residents' association

Councillor Foster	Mrs	Minute 17. Incapacity Benefit Motion on Notice No 1 (11/12)	Personal	Family member receives incapacity benefit
Councillor Churchill		Minute 17. Incapacity Benefit Motion on Notice No 1 (11/12)	Personal	Family member receives incapacity benefit

8. **MINUTES**

Agreed that the minutes of the meeting held on 11 April 2011 and the Annual Meeting of the Council held on 20 May 2011, are confirmed as a correct record.

ANNOUNCEMENTS

9. **Inspiring Volunteering Awards**

Councillor Michael Leaves reported that members of the east zone refuse crew were recently awarded a Good Deed Award at the Inspiring Volunteer Awards.

Driver Nick Symons and collectors Colin Taylor, Kevin Mitchell and Russell Weeks had clubbed together to buy a toy for young Oliver Brown, who is almost completely deaf. The crew had also visited Oliver every Thursday and had learnt sign language to communicate with him.

The Lord Mayor would write, on behalf of the council, to congratulate the crew.

10. **New Councillors**

The Lord Mayor welcomed Councillors Casey, Churchill, Davey, Penberthy, Singh, John Smith and Tuffin to their first meeting of the City Council.

11. **Queen's Birthday Honours List**

The Lord Mayor congratulated the Plymouth people named in the Queen's Birthday Honours –

- Olympic weightlifting athlete Michaela Breeze who received an MBE for services to sport
- Ian Northam, a project worker for trade union GMB's Southern Region who received an MBE. He has helped workers improve their skills and opportunities in the job market
- Marcelle Speller who received an OBE for services to the voluntary sector
- Jane Guy who received an OBE for services to the community in Plymouth
- Plymouth College's David Compton who received an MBE for services to young people through the Duke of Edinburgh Award Scheme and in The Gambia
- Julian Parnall, a higher executive officer at the Child Support Agency who received an MBE

12. **Order of Agenda Items**

To facilitate good management of the meeting the Lord Mayor proposed that items 7 (Transfer of SWRDA Property Assets) and 8 (Acquisition of Derriford Business Park) were moved to the end of the public part of the meeting as there were confidential items relating to these matters.

The proposal was seconded by Councillor Mrs Pengelly and the vote was declared carried.

13. **QUESTIONS BY THE PUBLIC**

Two questions were received from the public, in accordance with paragraph 10 of the Constitution and responses were provided by the Cabinet Members as set out below –

Question No	Question By	Cabinet Member	Subject
1 (11/12)	Mr F Sharpe	Councillor Jordan	Plymstock Swimming Pool
As there is no sign of any 106 funding from the proposed Sherford Development now and for the foreseeable future for a Plymstock Swimming Pool please can residents of the two Plymstock wards have an update regarding a site and a Swimming Pool?			
Response: The City Council's position on this remains that a swimming pool to serve the Plymstock area will be provided by the developer as and when the development proceeds on the Sherford site.			

Question No	Question By	Cabinet Member	Subject
2 (11/12)	Mr B Else	Councillor Fry	Planning consent for caravans at The Ride
PCC contravenes planning consent, allowing more than 13 caravans on The Ride. These pitches are designed for 1 caravan. Compliance would mean no overspill of vehicles and materials, no need to provide additional site parking as proposed in 'The Saltram Master Plan'. Will PCC enforce planning consent?			

Response:

Planning permission was granted in 2001 (01/00200) for a Gypsy site at the Ride allowing 13 caravans/mobile homes to be stationed there (additional touring caravans would not be in conflict with this). Unauthorised encampments in the vicinity are dealt with through our normal enforcement procedures, leading to eviction.

Parking next to the Ride, which may occur from time to time (not necessarily connected with the Gypsy site) would not be a planning matter in itself. Within the Saltram Countryside Park Masterplan the 'Ride' is detailed as a key project. This identifies a number of improvements including re-routing the footpath along the edge of the estuary, new and improved car parking opposite the waste site and a new landscaped area that includes natural play features and a small catering facility.

The proposed re-routing of the footpath / road by the Gypsy site and associated landscaping would provide extra space adjacent to the site. We included this in the illustrative design shown within the Masterplan because discussions with a number of parties indicated that extra space would alleviate some of the existing issues. This, as with all the projects, is however subject to a full technical assessment, consents and funding. 96% of respondents to the Masterplan consultation supported the 'Ride' project.

In the absence of the questioners, written responses will be sent to them.

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

There was no outstanding business from the last meeting of the City Council.

ITEMS REFERRED FROM CABINET, OVERVIEW AND SCRUTINY MANAGEMENT BOARD AND OTHER COMMITTEES

15. **Medium Term Financial Strategy 2011 - 2015**

Councillor Bowyer (Cabinet Member for Finance, Property, People and Governance) submitted a report and recommended that council adopted the Updated Medium Term Financial Strategy (MTFS) for the period 2011-15. (Cabinet minute 9, referred).

The motion was seconded by Councillor Monahan.

An amendment was moved and seconded as follows –

'MTFP add after "for adoption." – Members will be kept informed at each full meeting of the council on progress in delivering the departmental delivery plans.'

The motion was accepted by Councillor Bowyer.

The vote was taken on the amendment and declared carried.

The debate continued on the amended motion.

Councillor Lowry moved a further amendment as follows –

‘Calls upon the cabinet to urgently review car parking charges in light reduced parking income, due to the ongoing economic downturn, the significant fall in retail sales in May of 1.4pc and competition from private parking provision in the city centre.’

The amendment was seconded by Councillor Coker.

Councillor Mrs Pengelly proposed a short adjournment. This procedural motion was seconded by Councillor Fry and following a vote the motion was carried.

Following the adjournment, discussion took place on the proposed amendment.

Following summing up from Councillor Lowry, a vote was taken and the amendment was declared lost.

Following summing up from Councillor Bowyer the vote was taken on the amended motion and it was agreed that the updated Medium Term Financial Strategy (MTFS) for the period 2011 – 15 is adopted and members would be kept informed at each full meeting of the council on progress in delivering the departmental delivery plans.

16. **Amendments to the Capital Programme**

Councillor Bowyer (Cabinet Member for Finance, Property, People and Governance) submitted a report and recommended the amendment of the five year capital programme. (Cabinet minute 8, referred).

The motion was seconded by Councillor Mike Leaves.

Following a vote, the motion to amend the five year capital programme was agreed.

MOTIONS ON NOTICE

17. **Incapacity Benefit Motion on Notice No 1 (11/12)**

Councillor Mrs Aspinall moved the following motion on notice for approval –

INCAPACITY BENEFIT

Casework has revealed that Incapacity Benefit claimants are having benefit withdrawn, with immediate effect, by letter, which then invites them for an interview to review their eligibility, often three or four weeks later.

Council is concerned about the effect on claimants and especially on claimants with mental health incapacity. Anecdotal evidence suggests that when these interviews occur, claimants with mental health issues are being asked inappropriate questions.

Council asks the portfolio holder to conduct an immediate study of the scope and nature of this issue, to assess its implications on claimants, the Council and other provider partners and report to the Cabinet within the month.

The motion was seconded by Councillor Evans.

During the debate, the issues raised included –

- that benefit withdrawal could lead to more casework for councilors;
- that the withdrawal of the benefit to claimants may result in an increase in requests for help via advice and information telephone lines or other means;
- there had been a change of emphasis during assessment interviews and it was not appropriate that people dealing with mental health issues were required to answer questions regarding their physical health;
- the level of disruption caused by the withdrawal of benefits could lead to heightened pressure and stress on the elderly and carers.

Councillor Monahan undertook to provide a report to Cabinet outlining the facts and figures in order to assess implication on claimants, the council and other partners.

Following summing up from Councillor Mrs Aspinall, the motion was put to the vote and declared carried.

18. **Care of Vulnerable Adults Motion on Notice No 2 (11/12)**

Councillor McDonald moved the following motion on notice for approval -

CARE OF VULNERABLE ADULTS

Key City Council and Local Strategic Priorities for Plymouth are ‘Reducing Inequalities’ and ‘Value for Communities’.

1. The Council notes the current financial difficulties in parts of the private care sector and recent criticism by ‘The Health Service Journal’ of the effectiveness of the Care Quality Commission, which has led to concern expressed by Government, with the result that guidelines are awaited on the setting up of local Safeguarding Boards for Vulnerable Adults.
2. Council therefore calls, in the meantime, upon the Cabinet Member for Health and Social Care (Councillor Grant Monahan) to take urgent action, via risk assessments, on the residential care sector within the City that care for residents funded by the City Council, so that Council can be reassured that standards of care are satisfactory.

The motion was seconded by Councillor Evans.

During the debate, the issues raised included that –

- the Care Quality Commission inspection regime is not as robust as previous regime of unannounced inspections;

- Plymouth had excellent safeguarding teams for both adults and children;
- the current whistle blowing policies in both private and public care were not adequate;
- it was important not to spread alarm regarding increasing numbers of inspections.

Following summing up from Councillor McDonald, the motion was put to the vote and declared carried.

(Councillor Michael Leaves having declared a prejudicial interest, withdrew from the chamber for the above item.)

(Councillor Mrs Bowyer declared a personal interest in the above item.)

19. **Traffic Management Motion on Notice no 3 (11/12)**

Councillor McDonald moved the following motion on notice for approval –

TRAFFIC MANAGEMENT

1. Council notes the traffic muddle within the Barbican and surrounding roads in the city as a result of necessary work to gas pipelines.
2. Council calls upon the portfolio holder for transport to reaffirm the overarching role of the Council, as Highway Authority, in reducing traffic muddle.

The motion was seconded by Councillor Evans.

During the debate, the issues raised included that –

- there had been an increase in the levels of disruption in the city due to work taking place on the highway;
- there should be better consultation and compensation from utility companies to those affected;
- the transport department had not been called to account by their portfolio holder for the level of disruption caused to motorists across the city;
- there were serious issues for the local economy and it would have been more helpful to have an in depth discussion at scrutiny where the issues were currently on the Growth and Prosperity Overview and Scrutiny Panel's work programme;
- signage in Plymouth needed to be decluttered and corrected;
- there was, in reality, very little the department could do regarding the timings of the works, utility companies were robustly challenged but it was important keep working with those companies to deliver works with minimal disruption.

The motion was put to the vote and declared lost.

20. **COUNCIL'S CONSTITUTION**

The monitoring officer submitted a report on the adoption of the new council constitution.

Councillor Mrs Pengelly proposed that the item was deferred to the next full meeting of the City Council. The motion was seconded by Councillor Lowry and following the vote it was agreed that the adoption of a new constitution is deferred to the next ordinary meeting of the city council.

21. **APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC**

The City Council noted the following changes of Committee membership, which had been notified to the Monitoring Officer -

	Committee	Change of Membership
1.	Licensing Committee (Miscellaneous)	Councillor McDonald has replaced Councillor Murphy
2.	Overview and Scrutiny Management Board	Councillor Reynolds has replaced Councillor Lock as a substitute member
3.	Support Services Overview and Scrutiny Panel	Councillor Stevens has replaced Councillor Tuffin
4.	Mount Edgumbe Joint Committee	Councillors Wendy Foster and Browne have been appointed. Second Conservative substitute member is Councillor Lynda Bowyer
5.	SACRE	Councillor Mrs Aspinall has replaced Councillor Tuohy

A schedule of the nominations to outside bodies deferred from the annual general meeting was submitted. Following a vote on each appointment the following appointments were made.

	Organisation	No. of Councillors	Term of Office	Appointments /Nominations 2010	Appointments /Nominations 2011
1.	Devonport Community Lands Trust	One councillor	Continuing membership until such time as the Member resigns or is replaced by Council	Cllr Mrs Dolan	Cllr Mrs Dolan
2.	Estover/Leigham/Mainstone Management Committee	One councillor	Annual appointment	Cllr Delbridge	Cllr Delbridge
3.	Plymouth Foyer	One representative	Continuing membership	One vacancy	Tam McPherson

			until such time as the Member resigns or is replaced by Council		
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The appointment to South West Councils was deferred to the next meeting.

22. 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 -

	From	To	Subject
1	Councillor Wildy	Councillor Sam Leaves	Would you undertake to provide a report to the Children and Young People Overview and Scrutiny Panel regarding how many children with disabilities have been affected by recent and future changes to the benefits system?
	Councillor Sam Leaves undertook to provide the required report to the Children and Young People Overview and Scrutiny Panel. Councillor Sam Leaves also undertook to review how public sector budget cuts were affecting frontline children's services.		
2	Councillor Coker	Councillor Wiggins	A private bus company has not been issuing tickets on their routes. How does this affect the council? How are the number of route users verified and what are the implications for concessionary fares?
	Councillor Wiggins could think of no reason why tickets had not been issued. Councillor Wiggins undertook to provide a written response to Councillor Coker.		
3	Councillor John Smith	Councillor Wiggins	The number 57 service provided by Target Travel is about to be removed, what provision is there with regard to elderly people and the suitability of buses and bus routes?
	Councillor Wiggins would not review the entire systems but would investigate the issues around the number 57 service and provide Councillor John Smith with a written reply.		
4	Councillor Stevens	Councillor Lock	Some of the technical drawings on the planning application for the incinerator

			at north yard are in German. Will he undertake that the written information is comprehensible and consultation dates are available on the website?
	Councillor Lock undertook to ensure that planning documents were available in English.		
5	Councillor Evans	Councillor Mrs. Pengelly	Would the Leader not agree with me that now is the time to offer the Plymouth Argyle FC administrator hardship rate relief?
	Councillor Mrs. Pengelly confirmed that rate relief had been provided for the period 4 March 2011 – 6 August 2011 and will remain in discussion with the club's administrator.		
6	Councillor Davey	Councillor Sam Leaves	What are you doing about the fabric of the Ford Primary School building?
	Councillor Sam Leaves has made it a top priority to visit the school and meet the headmaster to review the situation. An invitation would also be extended to ward councillors.		
7	Councillor Wheeler	Councillor Lock	Will the correction of planning documents relating to the incinerator take place after the consultation period has closed?
	Councillor Lock had spoken to the case officer and agreed an extension to the consultation period.		
8	Councillor Evans	Councillor Wiggins	There are many instances of large street signage in a perilous state, there is currently an example of this in Union Street where a sign is bound together with nylon rope. What has he done to satisfy himself they are not a hazard? How long has the temporary fix been in place? How long should have it taken to make the sign properly safe?
	Councillor Wiggins undertook to look at the sign on Union Street and write to Councillor Evans with the policy on repairs of this nature.		
9	Councillor Coker	Councillor Mrs Pengelly	Constituents are unable to get through to the council's call centre often waiting over 20 minutes. This has resulted in high mobile telephone bills and in some cases court summons have been issued as people cannot get through, does the Leader agree we need to get our act together?
	Councillor Mrs Pengelly was horrified to hear about the problems and asked		

	Councillor Coker to provide more details so she could investigate personally.		
10	Councillor McDonald	Councillor Mike Leaves	The pier at west hoe has not been included in the capital programme, brick work is now falling into the water, could repairs be undertaken as a matter of urgency?
	Councillor Mike Leaves was currently waiting on an options paper for the pier but at present did not have a timetable for any work to be undertaken.		
11	Councillor Vincent	Councillor Wiggins	There is a drain within my ward that needs to be cleared. It has been recorded several times yet no work has taken place.
	Councillor Wiggins was disappointed that there had not been a response and guaranteed Councillor Vincent would receive a response from the department before the next council meeting.		
12	Councillor Evans	Councillor Mrs Pengelly	It is the policy of the current government to charge women who wish to access the child support agency does the leader agree with her party's policy?
	The Leader was not aware of the policy or reports that Councillor Evans was referring to but she would email the Prime Minister and share his reply with him.		

23. FORWARD PLAN

The Leader introduced the Forward Plan.

Questions were asked of the Leader and Cabinet Members as follows –

	From	To	Subject
1.	Councillor Wildy	Councillor Fry	Community Infrastructure Levy – A definition of the term.
2.	Councillor Evans	Councillor Fry	Community Infrastructure Levy – Were councillors consultees? Requested that each Councillor should be given a full brief.

ITEMS REFERRED FROM CABINET

24. Transfer of SWRDA Property Assets

Councillor Fry (Cabinet member for Planning, Strategic Housing and Economic Development) submitted a report on the transfer of SWRDA property assets (Cabinet minute 6 of 7 June 2011 refers) and moved that the City Council amend the capital programme as required.

The motion was seconded by Councillor Stark.

Following a vote being taken, the council agreed to amend the capital programme as required.

(see minute 27 below)

25. Acquisition of Derriford Business Park

Councillor Fry (Cabinet member for Planning, Strategic Housing and Economic Development) submitted a report on the acquisition of Derriford Business Park) report and moved that City Council make the necessary amendments to the capital programme to allow the acquisition of Derriford Business Park.

The motion was seconded by Councillor Thompson.

Councillor Lowry proposed an amendment. The monitoring officer advised the council that debate on the amendment may lead to disclosure of exempt information and suggested that the council consider the amendment in Part II.

(see minute 28 below)

26. EXEMPT BUSINESS

Agreed that under Section 100A(4) of the Local Government Act 1972 the press and public are excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

ITEMS REFERRED FROM CABINET

27. Transfer of SWRDA Property Assets

The City Council received a written report from the Director for Development and Regeneration which provided confidential background in relation to the item referred to in minute 24 above.

28. Acquisition of Derriford Business Park

With reference to minute 25 above,

Councillor Lowry moved the following amendment –

‘Add recommendation 3.

A detailed funding profile be produced to 2026 and be presented at the earliest opportunity to the cabinet including the demands on the capital programme.’

The amendment was seconded by Councillor Evans.

Councillor Fry (Cabinet member for Planning, Strategic Housing and Economic Development) accepted the amended motion.

During the debate it was suggested by Councillor Evans that Councillor Fry write to the Chancellor to request that the treasury forgo the value added tax and stamp duty on the transfer. Councillor Fry suggested that the Leader make the request.

Following Councillor Lowry’s summing up, the amendment was put to the vote and declared carried.

There was no further debate on the amended motion and following a vote, the amended motion to make the necessary amendments to the capital programme and that a detailed funding profile be produced to 2026 and be presented at the earliest opportunity to the cabinet including the demands on the capital programme was declared carried.

(see minute 25 above)

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CITY COUNCIL

25 JULY 2011

Cabinet Minute 22

Capital investment: Payroll Enterprise Platform

Councillor Bowyer (Cabinet Member for Finance, Property and People) introduced the report and requests capital approval to upgrade the existing system and consolidate all business applications into one single application.

Agreed that Cabinet recommend to Full Council to approve the addition to the capital programme of £1.9 million over 2011/12 and 2012/13 for the implementation of this project.

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PLYMOUTH CITY COUNCIL

Subject: Capital Investment: Payroll Enterprise Platform
Committee: Cabinet
Date: 12 July 2011
Cabinet Member: Cllr. Ian Bowyer
CMT Member: Director for Corporate Support
Author: Mark Grimley, Assistant Director
Contact: Mark Grimley, Assistant Director
Ref:
Key Decision: No
Part: PART I

Executive Summary:

This paper sets out a request for Capital Approval of £1.9 million to transfer human resources and payroll information to a single enterprise suite. The anticipated costs are set out in a Part II paper as these are commercially sensitive.

The existing system requires a server and software upgrade and a review has been conducted looking at the on-going projected costs and immediate investment needed to maintain the existing system and develop further capabilities.

A full tender for licensing and services is required under procurement legislation.

Contract awards will be under delegated decisions from the Cabinet Member.

Corporate Plan 2011 – 2014:

This project contributes to the following city priorities:

Value for communities: reducing overheads and costs of the workforce and combining systems into the enterprise solution for Information Communications & Technology at a lower on-going cost.

Reducing Inequalities: providing a better, tactical solution than we have to ensure better community representation and opportunities for local employment and in-house development of higher skilled jobs.

Within the Corporate Plan this contributes to a single platform for information management for employee data and reducing the overall operational costs of service delivery.

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

£1.9million capital investment to fund hardware infrastructure, year one licencing, design and support (services) cost and backfill for Plymouth City Council implementation team. There is some provision within the existing ICT capital programme for replacement of existing hardware of £0.2m, the

remainder would be funded from unsupported borrowing with an annual revenue cost to Corporate Support of up to £0.4m per annum dependent on borrowing rates etc.

Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

No direct implications.

Recommendations & Reasons for recommended action:

Recommend to Cabinet that:

- Full Council is recommended to approve the addition to the capital programme of £1.9million over 2011/12 and 2012/13 for the implementation of this project.

Alternative options considered and reasons for recommended action:

Consideration was given to continuing on the current platform, including software and hardware upgrades. This option is cost prohibitive and a competitive tender to market for a lower cost solution would offer better value for money. Due to the timescales to replace the system alternative methods of delivery (outsourcing, part-sourcing and shared services) increased the level of risk to the project delivery to a level that was unacceptable due to the increase in relationships between the Council, suppliers and third parties.

Background papers:

None

Sign off:

Fin	djn111 2.003	Leg	12161 /AT	HR		Corp Prop		IT		Strat Proc	JK/SP U/251/ 0711
Originating SMT Member: Mark Grimley, Assistant Director Human Resources & Organisational Development											

1.0 CONTEXT

- 1.1 In 2004, the Council transferred payroll and human resources information systems to a single integrated product (SAP). This paper sets out a request to establish a capital programme for a replacement to the existing system.
- 1.2 The existing system requires a hardware and software upgrade equivalent to a new implementation of the system. Additional licencing requirements will also increase the costs of the upgrade and on-going licence fees. This comes at a time when the number of employees on the platform is decreasing due to the transfer of school payrolls (Academies) to alternative providers and the transfer of staff to Plymouth Community Homes. This makes the existing system less efficient and lower value for money over the lifetime of the system following upgrade.
- 1.3 Consideration has been given to the functionality and capacity of the existing system and market testing suggests that better value for money can be achieved through approaching the market for alternative solutions that better integrate into the ICT architecture of the Council, including established desktop products used across the Council.
- 1.4 The provision of payroll is a business-essential system. Around £12 million of transactions is conducted to payroll our workforce each month, interface with HM Revenue and Customs and the Council's financial systems.
- 1.5 Consideration has been given to alternative models of operation, including the upgrade of the existing system, outsourcing some of part of the operations, and shared services. Given the timescales to replace the system before the year-end upgrade is required, each of these options would either be cost prohibitive or introduce an unacceptable level of risk to the project.

2.0 DETAIL

- 2.1 The Council's existing SAP platform provides payroll and workforce management services. This was implemented from a traditional paper-based and 'green screen' stand-alone payroll product in 2004/05.
- 2.2 At this stage in the systems' cycle, we have undertaken a review prior to the next major upgrade and planned server replacement programme to consider value for money and system sustainability over the next 5 years, including future development costs.
- 2.3 This review conducted a soft-market testing exercise with a number of alternative systems identifying implementation costs, hardware costs, support and licence fees, need for specialist skills and training and integration within the Council's existing platform and systems.
- 2.4 The conclusion of this review suggested that the overheads of the system would continue to increase on a cost-per-employee basis without any significant savings through increased functionality of the system. Additionally, it has been indicated that the licence cost is likely to increase above the rate of inflation.
- 2.5 The cost of the upgrade, including new servers and business continuity arrangements would also provide a one-off capital cost similar to the market for alternative systems implementation, with additional revenue costs year-on-year for the next five years, making the continued use of SAP less effective in financial and capability terms.
- 2.6 The Council is seeking to consolidate existing core business applications onto a single platform. Again, SAP requirements pre-determine the additional applications that are required for interfaces with the system. This is contrary to the Council's approach to consolidation and reducing

applications, servers and programming language required. It also creates additional cost for external support and expertise as training on additional platforms outside of the system for the provision of intelligence reporting, self-service and programming.

3.0 CURRENT COSTS

- 3.1 The costs of the platform add to the overheads of managing the workforce through business process systems and is measured by CIPFA benchmarking. Over the past 3 years, the service has reduced costs through staffing reductions (natural turnover) although this has now reached a deminimus limit. With a reducing employee base and reduced external traded accounts, the current system is now increasing the percentage overheads for administering the workforce. Based on a cost-per-employee basis, the cost of the system is likely to be around 20 per cent more expensive per employee by year 3.
- 3.2 The current costs of the platform add significant overheads to the service, this creates an uncompetitive position for the Council when providing services to schools and Academies when compared to the market.

4.0 FUTURE DEVELOPMENT

4.1 The Council is seeking to implement the most efficient system for managing the workforce, delivering payroll and improving the timeliness of workforce reporting whilst reducing the overall cost of workforce administration. This includes:

- (a) Online forms and automated transactions
- (b) Real-time reporting and performance dashboard for managers
- (c) Prompted actions and triggers for managers to know what action to take and when
- (d) Automated absence and attendance management
- (e) Electronic calculations of entitlements and pay
- (f) Online booking and development management
- (g) Policy compliance monitoring
- (h) Case management (disciplinary and grievances)
- (i) Electronic personnel filing
- (j) Improved, tailored communications
- (k) Electronic payslips.

4.2 Through implementing this system and modules, the Council can further develop a new business model for attracting income streams for our partners and explore shared services across the city and other local authorities.

CITY COUNCIL

25 JULY 2011

Cabinet Minute 25

Modernisation and refurbishment of Western Approach car park

Councillor Wogens (Cabinet Member for Transport) introduced the report which seeks approval for £350k 'invest to save' capital scheme to modernise and refurbish the Western Approach car park.

Agreed that Cabinet recommend this capital scheme to Full Council on 25 July 2011.

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PLYMOUTH CITY COUNCIL

Subject: Modernisation & refurbishment of Western Approach car park
Committee: Cabinet
Date: 12 July 2011
Cabinet Member: Councillor Wiggins
CMT Member: Director of Development and Regeneration
Author: Mike Artherton, Parking & CCTV Manager, Plymouth Transport and Highways
Contact: Tel: 01752 305582
e-mail: mike.artherton@plymouth.gov.uk
Ref: WACPPOF
Key Decision: No
Part: I

Executive Summary:

This report seeks cabinet approval for a £350k 'invest to save' capital scheme to modernisation and refurbish Western Approach multi-story car park.

Corporate Plan 2011-2014

These proposals support the delivery of the Council's Priorities, in particular "Delivering Growth" (Ensure land, property and transport infrastructure is in place to support growth and that jobs and wealth targets are met).

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

This £350,000 scheme is to be funded as a capital 'invest to save' initiative, with the annual project cost being charged to the car park trading account. It is estimated that the scheme will generate net savings and surplus income to cover this amount.

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

No further implications. An EIA has been carried out in respect to the modernisation and improvement works proposed at the car park.

Recommendations & Reasons for recommended action:

It is recommended that Cabinet recommend this capital scheme for approval to Council on 25 July 2011.

Alternative options considered and reasons for recommended action:

No alternative options considered. Not approving this scheme would not support the delivery of the Council's priorities, in particular "Delivering Growth", would not support the economic wellbeing of the city centre, particularly the West End, and would not support shoppers, retailers and provide customers with a high quality and value choice to private sector competition.

Background papers:

Briefing report

Sign off:

Fin	SG/ Dev FII 120 011. 15.0 6.11	Leg	JTR	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member: Clive Perkin											

1. INTRODUCTION

- 1.1. This report seeks Cabinet approval for a £398k capital 'invest to save' scheme at Western Approach car park.

2. BACKGROUND

- 2.1. Plymouth City Council's parking service has been through a period of significant change and modernisation. These changes have seen the introduction of new systems and technology to improve the service, drive efficiency and further improve the customer experience. Since 2008/9 a total investment of £911k has been made in modernising and improving our car parks and the customer experience. These improvements have included: -
 - 2.1.1. A £641k modernisation and improvement of the Theatre Royal car park including the introduction of a pay on foot payment system (widely regarded as the customers most preferred system of payment), dedicated floor for parents and toddler parking, brand new customer lift, new CCTV system, new customer signage and improved decoration throughout and the Council's first permanently staffed car park with a team of customer service staff available to assist customers.
 - 2.1.2. A £120k modernisation and improvement of the Regent Street car park including the introduction of a pay on foot system, improved CCTV, new customer signage and improved decoration throughout.
 - 2.1.3. A £150k investment in new state of the art payment machines for the pay and display car parks. The new, easier to use machines, expand the number of car parks which accept debit, credit and/or contactless payments and negate the need to have change to hand.
 - 2.1.4. Mobile phone payment for parking was introduced in July 2010 making payment for parking even more convenient. This system enables customers to make payment for parking easily and conveniently over a mobile phone and was launched across all pay and display car parks. This system negates the inconvenience of the customer to cut their trip short to return to the car park to 'top up' their time, or to call an end to their trip or, in some cases, simply run the risk of a parking ticket.

3. CURRENT POSITION

- 3.1. On 20 May 2011 the Capital Delivery Board approved a £398k 'invest to save' scheme to deliver a range of modernisation and improvement works at Western Approach car park.

4. PROPOSAL

- 4.1. The proposed refurbishment scheme is centred around improving customer experience through a range of modernisation and improvement works which include: -
 - 4.1.1. Introduction of a pay on foot payment system, as used at both Theatre Royal and Regent Street car parks, which only charges customers for the their period of stay, at the end of their visit, and provides a greater range of payment methods.
 - 4.1.2. A new customer services office will be built, similar to the 'Customer Services Lodge' within the Theatre Royal car park, raising customer service and experience.

- 4.1.3. New lighting and CCTV cameras will be installed on the parking floors and in corridors and walkways. Images will be displayed within the Councils main CCTV Control Centre and within the new customer service office; with monitors placed in such a way to further reassure customers of a safe and secure experience.
- 4.1.4. The internal décor will be thoroughly refurbished with columns with newly painted Parking floors, columns and walkways.
- 4.1.5. New customer focused signage will be installed throughout the car park.
- 4.2. This scheme is expected to be completed during September 2011. This would see the scheme completed in time to support some of this years key events, Christmas shopping and support the general wellbeing of the City Centre; particularly the West End businesses, retailers and shoppers.
- 4.3. The delivery of this scheme will significantly improve the customer experience within Western Approach car park and, through maintaining value parking tariffs, will encourage greater use and give customers a further choice to private sector competition; through the provision of high quality, value, safe and secure parking.
- 4.4. This scheme supports the Councils accommodation strategy, where the creation of new office space will see some staff will relocate to the car park, reducing occupancy within the Civic Centre. The relocation of operational staff to the car park will deliver efficiencies within our decriminalised parking operation.
- 4.5. The scheme will improve customer service and experience through provision of a new, customer friendly, payment system which will accept a greater range of payment options including coins, notes and credit/debit cards. The transfer to a pay on foot payment system will significantly reduce the risk of customers receiving penalty charge notices which may currently be issued to customers whom exceed their purchased stay, or may even not purchase a pay and display tickets, as the car park is barrier controlled and ensures compliance.

5. RECOMMENDATION

- 5.1. It is recommended that Cabinet recommend this capital scheme for approval to Council on 26th July 2011.

6. FINANCIAL IMPLICATIONS

- 6.1. The total cost of this scheme, including all works and the full borrowing costs, is £398k. This scheme will generate savings, through increased turnover and reduced operating costs, of £398k within 4 years (by 31 March 2015). Figure 1 below illustrates the savings generated over the 4 years.

Figure 1 – Payback Period

Year	2011/12	2012/13	2013/14	2014/15	Total
Saving	£69k	£88k	£108k	£133k	£398k

PLYMOUTH CITY COUNCIL

25 JULY 2011

MOTION ON NOTICE No 4 (11/12)

COUNCIL PRIORITY FOR VALUE FOR COMMUNITIES

This Council calls on the Cabinet Member for Transport or relevant scrutiny panel to conduct a review of the contract performance of Amey in relation to its contractual obligations to road maintenance, public safety and customer satisfaction.

Proposed by Councillor Davey

Seconded by Councillor Coker

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PLYMOUTH CITY COUNCIL

25 JULY 2011

MOTION ON NOTICE No 5 (11/12)

CHILD POVERTY

A recent report from End Child Poverty suggests that child poverty levels in Plymouth in mid 2010 stood at 22%, slightly above the national average of 21.3%. Whilst levels of child poverty in 6 wards are below 10%, in 2 wards they exceed 40%.

Council values the well being of the children in our city and acknowledges that living in poverty has an impact on long term health and can limit people's aspirations; for children the experience of living in poverty has a life long, and often negative, impact.

Council requests:

1. The relevant portfolio holder prepares a report for consideration at the September Cabinet meeting identifying what actions are already being taken to address issues of child poverty within the city and what additional work needs to be undertaken to address issues of inequality in child poverty levels between wards.
2. The Cabinet prepare an action plan to address these additional needs and either adopts it or (if required) brings it back to the October council meeting for adoption.

Proposed by Councillor Penberthy

Seconded by Councillor Tuffin

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PLYMOUTH CITY COUNCIL

25 JULY 2011

MOTION ON NOTICE No 6 (11/12)

Private sector housing pressures

Council notes the revised Housing Assistance Policy shows a significantly reduced resource for supporting improvement to private sector housing stock.

This drop, from £2.8 million in 2010/2011 to £4.6 million split over a THREE YEAR period 2011 to 2014 will have a debilitating effect on the local housing for rent market at a time when Plymouth is likely to experience acute housing shortages within the sector. It is estimated by the council that forthcoming changes to housing benefit will result in 800 single persons' accommodation being required in the next financial year.

Council demands this issue be addressed as a priority within the forthcoming housing strategy.

Proposed by Councillor Evans

Seconded by Councillor Williams

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PLYMOUTH CITY COUNCIL

25 JULY 2011

MOTION ON NOTICE No 7 (11/12)

Resisting cuts to Plymouth police

We note the £47 million cuts agreed by Devon and Cornwall Police Authority which could affect up to 1200 posts.

We note the comments of Paul McKeever, Chairman of the Police Federation of England and Wales, that crime increases are “an inevitable consequence” of Conservative/Lib Dem cuts to police budgets.

We therefore call upon Cllr Mrs Pengelly, as our representative on Devon and Cornwall Police Authority, to reaffirm her commitment to:

- Retaining police, PCSO and police staff levels in Plymouth at current levels
- Ensuring Plymouth retains Basic Command Unit status under a Plymouth Chief Superintendent

Proposed by Councillor Evans

Seconded by Councillor Williams

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CITY OF PLYMOUTH

Subject: Revised Constitution
Committee: Council
Date: 25 July 2011
Cabinet Member:
CMT Member: Monitoring Officer
Author: Timothy Howes, Assistant Director Democracy and Governance
Contact: Tel. 01752 305403
e-mail: tim.howes@plymouth.gov.uk
Ref: Review of the Constitution
Key Decision: No
Part: I

Executive Summary:

The Council is asked to defer consideration of a new constitution to allow the time for more detailed consideration by a working group of Councillors. The outcome of that working group will then form part of the recommendations to council in due course.

Corporate Plan 2011 – 2014

There are no direct implications in relation to the corporate plan. However it is vital to ensure that lawful and effective governance arrangements are in place to deliver the corporate plan.

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

There are no direct implications in relation to the Medium Term Financial Plan and Resources.

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

A local authority which is operating executive arrangements must prepare and keep up to date a document (referred to as a constitution) which contains—

- (a) Such information as the Secretary of State may direct,
- (b) A copy of the authority's standing orders for the time being,
- (c) A copy of the authority's code of conduct, and
- (d) Such other information (if any) as the authority consider appropriate.

Recommendations & Reasons for recommended action:

It is recommended that the Council set up a working group of 5 councillors with 3 from the Conservative Group and 2 from the Labour Group to work with the Monitoring Officer on the further development of the Constitution.

The reason for the recommendation is to allow a more detailed discussion and scrutiny of the draft constitution to fully ensure that it meets the needs of Members.

Alternative options considered and reasons for recommended action:

There are a number of proposed changes to the draft constitution which need to be developed prior to a final recommendation coming to Council. It is more appropriate to scrutinise and challenge these matters within a small working group of members rather than in a Council meeting.

Background papers: None.

Sign off: comment must be sought from those whose area of responsibility may be affected by the decision, as follows (insert initials of Finance and Legal reps, and of HR, Corporate Property, IT and Strat. Proc. as appropriate):

Fin		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member TH											

Background

A local authority that is operating executive arrangements must prepare and keep up to date a written constitution that contains such information as the Secretary of State may direct, which includes a copy of the authority's standing orders for the time being, a copy of the authority's code of conduct and such other information as the authority considers appropriate.

A draft Constitution was considered by Council on the 20th June 2011 and was deferred for further consultation. That further consultation was undertaken which raised a number of matters which require more detailed discussion with Councillors, prior to any further report coming to Council.

25 JULY 2011

OUTSIDE BODY APPOINTMENTS

Report of the Director for Corporate Support

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2010/11	Appointments / Nominations 2011/12
1	South West Councils (formerly SW Provincial Council, formerly SWLGA)	Previously two councillors From 2011/12: one councillor	Continuing membership until such time as the Member resigns or is replaced by Council	Cllr Bowyer Cllr Wright (appointed to SW Provincial Council)	Cllr Bowyer Cllr Wright
2	MVV Umwelt Incinerator Liaison Committee	Two councillors (one Conservative and one Labour councillor)	Continuing membership until such time as the Member resigns or is replaced by Council	—	

South West Councils

At the last meeting of council, this item was deferred. (The agenda papers were correct; the order of proceedings contained an error.) The correct information is stated above.

South West Councils was previously known as the South West Provincial Council, which was formerly known as the South West LGA. Previously, 2 or 3 councillors were appointed to these outside bodies. Since the recent reorganisation, South West Councils asks for one councillor to be nominated (they advise that, usually, the Leader represents each council).

MVV Umwelt Local Liaison Committee (LLC)

At the council's AGM, the council nominated three representatives. However, the LLC members have given further consideration to the level of city councillor representation they would like to have on their committee. They now wish to have two councillor representatives on the committee and have expressed a preference to have one member from each political group.

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THE FOUR MONTH FORWARD PLAN

1 August 2011 to 30 November 2011



Date of Publication:

14 July 2011

Contact Officer:

Nicola Kirby

Senior Democratic Support Officer (Cabinet)

Email: nicola.kirby@plymouth.gov.uk

Telephone: 01752 304867

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The Forward Plan is published monthly

PLYMOUTH CITY COUNCIL FORWARD PLAN OF KEY DECISIONS

What is the Forward Plan?

The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 require the Leader to prepare a Forward Plan to cover a period of four months. The Forward Plan contains **key decisions** that the Leader believes are to be taken within this period. It describes the nature of the decision, 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 Regulations, namely:

REGULATION 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 Regulation 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.

REGULATION 16. SPECIAL URGENCY

If by virtue of the date by which a decision must be taken Regulation 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:

	August 2011	September 2011	October 2011	November 2011
City Council Council House (2 pm)	-	-	10 October	-
Cabinet Council House (2pm)	9 August	13 September	18 October	15 November

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.

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:

2011
11 August
15 September
13 October
10 November
8 December
2012
12 January
9 February
15 March
12 April

Copies are also available on the City Council's website: 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.

THE FOUR MONTH FORWARD PLAN

1 August 2011 to 30 November 2011

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* These items appear in the Forward Plan for the first time.

ARTICLE 4 DIRECTION IN RESPECT OF HOUSES IN MULTIPLE OCCUPATION

DATE FIRST INCLUDED IN THE FP: 14 JULY 2011

Nature of the decision:

To consider the merits of proceeding towards the adoption of an Article 4 Direction to achieve greater planning control in relation to HMOs

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of Sustainable Neighbourhoods Development Plan Document and evidence base work on student housing and houses in multiple occupation.

Process to be used:

Workshops and pamphlets

Information to be considered by the decision makers:

1. Sustainable Neighbourhood Development Plan Document pamphlets and consultation responses
2. Plymouth City Council Student Housing in Local Communities, report by Arup, Jan 2011
3. Benchmarking evidence from other councils
4. Replacement Appendix D to Department of the Environment Circular 09/95: General Development Consolidation Order 1995 (9780117531024), Communities, November 2010

Documents to be considered when the decision is taken

As above for decision maker

Representations: In writing by 29 July 2011 to -

1. Assistant Director for 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:

Tom Westrope, Spatial Planning Officer

Email: tom.westrope@plymouth.gov.uk Tel: 01752 307803

LOCAL PLANNING APPLICATION FEE SETTING
DATE FIRST INCLUDED IN THE FP: 14 JULY 2011

Nature of the decision:

To agree a schedule of fees for planning applications submitted within the Plymouth City Council boundary

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

Timing of the decision? 18 October 2011

Who will be consulted and how?

Persons to be consulted with:

Known list of all planning application contacts on the Council database. Wider community of Plymouth

Process to be used:

Regulations have not yet been agreed through Parliament, but there is likely to be the need for a 4 week public consultation period prior to the adoption of the fees. Consultation will take place through the established Plymouth Regeneration Forum, Local Agents Forum, through the Council website and other consultation routes as advised through the Regulations, when published

Information to be considered by the decision makers:

1. Draft Bill that will introduce the new Regulations (not yet published)
2. Costs calculator summary sheets
3. Planning Advisory Service /CIPFA fee setting benchmarking information.

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 3 October 2011 to -

1. Assistant Director For 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:
Peter Ford, Head of Development Management
Email: peter.ford@plymouth.gov.uk Tel: 01752 304352

VISITOR PLAN FOR PLYMOUTH
DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011

Nature of the decision:

To adopt the Visitor Plan for Plymouth

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

Timing of the decision? 13 September 2011

Who will be consulted and how?

Persons to be consulted with:

- Destination Plymouth; Plymouth Waterfront Partnership; Plymouth City Centre Company; Head of Strategic Marketing – Positively Plymouth
- Culture Board
- Economic Development, Leisure, Strategic Planning, Transport
- University of Plymouth; Plymouth Chamber of Commerce; Plymouth Area Business Council
- Transport Operators
- Visit England
- Plymouth Naval Base Visitor Centre Company and Naval Base Commander

Process to be used:

The draft report to be circulated to all the above consultees and presentations on the Visitor Plan will be made to Members of Plymouth City Council and separate presentations to Destination Plymouth, the Culture Board and the Naval Base Visitor Centre Company, at time to be agreed during and at the completion of the programme

Information to be considered by the decision makers:

The Visitor Plan, together with associated Business and Marketing Plans for Destination Plymouth

Documents to be considered when the decision is taken

As above for decision maker

Representations: In writing by 29 August 2011 to -

1. Director for Development and Regeneration
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Patrick Knight, City Centre Project Officer
Email: patrick.knight@plymouth.gov.uk Tel: 01752 304472

PLYMOUTH'S LOCAL CARBON FRAMEWORK
DATE FIRST INCLUDED ON THE FP: 9 JUNE 2011

Nature of the decision:

The Local Carbon Framework is citywide strategic 'plan' that sets out a series of recommendations for future action related to the reduction of the city's carbon footprint, the establishment of low carbon economy and the continuing need to tackle the impacts of climate change. It builds on the city's existing Climate Change Action Plan 2009/2011.

Approval of the Framework's content, including the recommendations, is required before the document is presented to the Board of the Local Strategic Partnership

Who will make the decision? Cabinet (on the recommendation of Councillor Michael Leaves)

Timing of the decision? 13 September 2011

Who will be consulted and how?

Persons to be consulted with:

The Carbon Framework builds on existing consultation and development is led by the city's Climate Change Commission members. Interactive consultation has been undertaken with a wide range of specialists and experts, local communities, the business and academic sectors and individuals since March 2010. In addition, the three commissioned studies will have drawn from interaction with the Marketing Works Behavioural Change Study drawing specifically on focus groups and interviews. Consultees and partners in this project include the Universities of Plymouth and Exeter, the Chamber of Commerce and Industry, Better Together, the Met Office, the Youth Parliament, the Plymouth Marine Sciences Partnership and a wide range of individuals

Process to be used:

Between March 2010 and July 2011 a number of interactive events have been completed. These including the Marketing Works focus groups, public and staff room surveys, promotional events and meetings. In each case the feedback of this partnership led Framework has been fed back in to the information making up the text. The interaction has also been used to clarify the scientific data required to support the evidence for this Framework

Information to be considered by the decision makers:

Surveys, policies and the Local Carbon Framework

Documents to be considered when the decision is taken

Report and supporting appendices - report introducing the Framework document

Representations: In writing to by 26 August 2011 to -

1. Director for Corporate Support
2. Councillor Michael Leaves (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Jackie Young, Sustainable Development Officer
Email: jackie.young@plymouth.gov.uk Tel: 01752 304220

**PLYMOUTH CONNECT LOCAL SUSTAINABLE TRANSPORT FUND
SCHEME**
DATE FIRST INCLUDED IN THE FP: 14 JULY 2011

Nature of the decision:

Approval is sought for Plymouth Transport and Highways to proceed with the development and delivery of the Plymouth Connect scheme

In March 2011 Cabinet gave approval for Plymouth Transport & Highways to submit a bid for funding from the Department for Transport's (DfT) Local Sustainable Transport Fund (LSTF). This bid was submitted on 15 April 2011 and successful schemes are due to be announced by 30 June 2011. Funding will be allocated over four years from 2011 to 2015 and, if successful, Plymouth Connect is expected to start drawing down funding from September 2011

The Plymouth Connect Scheme seeks to link people to jobs, education, healthcare and other essential services across geographical and socio-economic barriers by encouraging greater uptake of sustainable travel such as walking, cycling and public transport. Infrastructure improvements will be supported by 'smarter choices' measures such as Personalised Travel Planning (PTP) within local communities. These aims will be achieved through active partnership with transport providers, health and third sector organisations

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

Plymouth City Council officers and other external advisors such as health organisations and other key partners. There will also be a public consultation regarding the details of the infrastructure proposals

Process to be used:

Internal meetings, workshops and public consultation events

Information to be considered by the decision makers:

Local Sustainable Transport Fund - Funding Application (8 March 2011 Cabinet Report summarising project details, costs and delivery timeframes).

Plymouth Connect LSTF Bid document www.plymouth.gov.uk/lstf

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 29 July 2011 to -

1. Assistant Director for Transport
2. Councillor Wiggins (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Philip Heseltine, Head of Transport Strategy
Email: philip.heseltine@plymouth.gov.uk Tel: 01752 307942

MOUNT EDGCUMBE PROPERTY OPTIONS
DATE FIRST INCLUDED ON THE FP: 14 JULY 2011

Nature of the decision:

Authority to dispose of Picklecombe Cottage, Mount Edgcumbe and ring fence the capital receipt for investment in Mount Edgcumbe

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

Councillors from Plymouth City Council
Councillors from Cornwall Council
Mount Edgcumbe Officers' Working Group

Process to be used:

Direct discussions
Meetings

Information to be considered by the decision makers:

1. Mount Edgcumbe Joint Committee's Report on Property Options
2. Survey Plans
3. Business Forecasts
4. Marketing Proposals

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 29 July 2011 to -

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

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:

Ian Berry, Mount Edgcumbe Manager

Email: ian.berry@plymouth.gov.uk Tel: 01752 822236

CIVIC CENTRE OPTIONS

DATE FIRST INCLUDED IN THE FP: 14 JULY 2011

Nature of the decision:

To consider the options around the resolution of the Civic Centre site

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

1. City Council officers
2. Corporate Management Team

Process to be used:

Meetings and reports

Information to be considered by the decision makers:

Option appraisal following soft marketing exercise

Documents to be considered when the decision is taken

Report detailing the options appraisal

Representations: In writing by 3 August 2011 to -

1. Assistant Director for Corporate Support (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:

Chris Trevitt, Head of Capital and Assets

Email: chris.trevitt@plymouth.gov.uk Tel: 01752 305441

SEX ESTABLISHMENTS LICENSING POLICY
DATE FIRST INCLUDED IN THE FP: 17 MARCH 2011

Nature of the decision:

Adoption of the Local Government (Miscellaneous Provisions) Act 1982 to regulate Sexual Entertainment Venues.

Adoption of the associated policy, scheme of delegation and fee structure.

(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)

Who will make the decision? City Council

Timing of the decision? 10 October 2011

Who will be consulted and how?

Persons to be consulted with:

Environmental Health, Health and Safety Executive, Planning Dept, Child Protection Team, Devon and Cornwall Police, Trading Standards, Devon and Somerset Fire & Rescue Service, Maritime and Coastguard Agency, Primary Care Trust, Community Safety Partnership Team, Devon Licensing Forum

Faith group representatives

All currently licensed businesses

Special interest groups

Councillors

Trade Bodies

Public

Team Plymouth

Customer and Communities Overview and Scrutiny Panel

Cabinet

Process to be used:

Public Protection Service has undertaken a formal written public consultation.

Information to be considered by the decision makers:

Report from the Public Protection Service

Feedback from the public consultation

Draft Policy, scheme of delegation and fee structure

Documents to be considered when the decision is taken

Cabinet reports

Representations: In writing by 12 September 2011 to -
Director for Community Services

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:

Andy Netherton, Unit Manager (Safety, Health and Licensing Unit)

Email: andy.netherton@plymouth.gov.uk Tel: 01752 304742

**Municipal Year 2011/12
Cabinet / Cabinet Members:**

Councillor Mrs Vivien Pengelly, Leader of the Council
Councillor Ted Fry, Deputy Leader and Planning, Strategic Housing and Economic Development
Councillor Richard Ball, Customer Services
Councillor Ian Bowyer, Finance, Property and People
Councillor Glen Jordan, Community Services (Safer and Stronger Communities and Leisure, Culture and Sport)
Councillor Michael Leaves, Community Services (Street Scene, Waste and Sustainability)
Councillor Sam Leaves, Children and Young People
Councillor Grant Monahan, Adult Health and Social Care
Councillor Steven Ricketts, Transformation, Performance and Governance
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

Members of the City Council

The Lord Mayor, Councillor Brookshaw
The Deputy Lord Mayor, Councillor Delbridge, and
Councillors Mrs Aspinall; Mrs Beer; Berrow; Bowie; Mrs Bowyer; Mrs Bragg; Browne; Casey; Churchill; Coker; Davey; Mrs Dolan; Drean, Evans; Foster; Mrs W Foster; Gordon; Haydon; James; Lowry; Martin Leaves; Lock; Dr Mahony; McDonald; Murphy; Mrs Nelder; Nicholson; Mrs Nicholson; Penberthy; Rennie; Reynolds; Dr Salter; Singh; J Smith; P Smith; Stevens; Stark; Thompson; Tuffin; Tuohy; Vincent; Wheeler; Wildy, Williams and Wright

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