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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 30 September 2011

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

Date: Monday 10 October 2011

Time: 2pm

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

Members:

The Lord Mayor, Councillor Brookshaw, Chair

The Deputy Lord Mayor, 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 - 20)

To approve and sign as a correct record the minutes of the meeting held on 25 July 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.

TO DETERMINE RECOMMENDATIONS FROM CABINET AND OVERVIEW AND SCRUTINY MANAGEMENT BOARD

6. Capital Programme approvals

(Pages 21 - 28)

Cabinet Member: Councillor Bowyer

The Director for Corporate Support will submit a report on proposals recommended by Cabinet for capital programme approval.

Minutes 35a, 38 and 40 (of the Cabinet meeting held on 23 August 2011) and minutes 53, 54 and 59 (of the Cabinet meeting held on 13 September 2011) refer.

7. Revocation and Replacement of Bylaw to Provide Possibility of Allowing Cycling in Parks and Recreation Grounds, where stated (Pages 29 - 38)

Cabinet Members: Councillors Wigen and Michael Leaves

The recommendation contained in Cabinet minute 41, together with the written report of the Director for Development and Regeneration will be submitted on a proposal to revoke and replace the bylaws which apply to the parks in Schedules 1 and 2 in Annex 1 to the written report, with an amended version whose wording opens up the possibility of permitting safe and considerate cycling.

8. Recommendations (if any) from the Cabinet meeting on 10 October 2011

The Council may be asked to consider any recommendations from a special meeting of Cabinet which has been convened on 10 October 2011 on –

- Plymouth Argyle Football Club;
- Children and Young People Basic Need Programme.

Cabinet Members: Leader and Councillor Sam Leaves

CMT Lead Officers: Director for Development and Regeneration and Director of Services for Children and Young People

9. Localities and Neighbourhood Working Review (Pages 39 - 66)

Cabinet Member: Councillor Jordan

The recommendation contained in Cabinet minute 50a together with the written report of the Director for Community Services will be submitted on proposals, including to discontinue Locality Teams, to delegate responsibility for ensuring that neighbourhood level interaction takes place with key health agencies and to revise the boundaries of the neighbourhoods.

10. Overview and Scrutiny Annual Report 2010/11 (Pages 67 - 76)

Councillor James, Chair of the Overview and Scrutiny Management Board, will present the Overview and Scrutiny Annual Report 2010/11.

MOTIONS ON NOTICE

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

11. Planning Application 11/00750/FUL - Motion on Notice 11 (11/12) (Pages 77 - 78)

To consider a motion proposed by Councillor Stevens and seconded by Councillor Wildy.

12. Further motions on notice (if any)

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

13. Statutory Review of Polling Districts, Places and Stations (Pages 79 - 90)

The Assistant Director for Democracy and Governance will submit a written report seeking approval of the Plymouth City Council Polling Arrangements Schedule 2011, following a review, in accordance with the Electoral Administration Act 2006, of polling districts and polling places in consultation with interested parties including Members and the general public.

14. Revised Constitution (Pages 91 - 94)

The Assistant Director for Democracy and Governance will submit a report on the progress of the review of the City Council Constitution.

15. Appointments to Committees, Outside Bodies etc (Pages 95 - 96)

The Director for Corporate Support will submit a schedule of vacancies on committees, outside bodies etc and of changes to committees that have been made.

QUESTIONS BY MEMBERS

16. 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;

17. Forward Plan (Pages 97 - 116)

The Leader will introduce the Forward Plan.

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

18. JOINT PERFORMANCE AND FINANCE REPORT - DEPARTMENTAL DELIVERY PLANS AND BUDGETS (Pages 117 - 132)

Extracts from the Joint Performance and Finance Report considered by Cabinet on 23 August 2011 are submitted for information, on –

- Delivery plans;
- Budgets.

19. 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 of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 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 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.

20. SENIOR MANAGEMENT RESTRUCTURE (EI) (Pages 133 - 138)

The Chief Executive will submit for approval, a written report on his proposals for a senior management restructure.

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City Council

Monday 25 July 2011

PRESENT:

The Lord Mayor, Councillor Brookshaw, in the Chair.

The Deputy Lord Mayor, 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.

The meeting started at 2.00 pm and finished at 9.30 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.

29. 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 Beer	Minute 45: Motion on Notice: Resisting cuts to Plymouth police	Personal and prejudicial	Employed by the Police
Councillor Bowyer	Minute 44: Motion on Notice: Private sector housing pressures	Personal	He is a private landlord
Councillor Mrs Bowyer	Minute 44: Motion on Notice: Private sector housing pressures	Personal	She is a private landlord
Councillor Brookshaw	Minute 45: Motion on Notice: Resisting cuts to Plymouth police	Personal	Son is employed by the police
Councillor Churchill	Minute 44: Motion on Notice: Private sector housing pressures	Personal	He is a private landlord

Councillor Delbridge	Minute 44: Motion on Notice: Private sector housing pressures	Personal	Son is employed by the police
Councillor Michael Leaves	Minute 44: Motion on Notice: Private sector housing pressures	Personal	He is a private landlord
Councillor Lowry	Minute 44: Motion on Notice: Private sector housing pressures	Personal	He is a private landlord
Councillor Mrs Pengelly	Minute 45: Motion on Notice: Resisting cuts to Plymouth police	Personal	Member of the Devon and Cornwall Police Authority
Councillor Ricketts	Minute 44: Motion on Notice: Private sector housing pressures	Personal	He is a landlord
Councillor John Smith	Motions on Notice: Minute 44: Private sector housing pressures and Minute 47: Children's transport to school	Personal	He is a landlord of houses in multiple occupation and hackney carriage driver
Councillor Stark	Minute 44: Motion on Notice: Private sector housing pressures	Personal	He is a landlord
Councillor Stevens	Minute 45: Motion on Notice: Resisting cuts to Plymouth police	Personal and Prejudicial	Employed by the police
Councillor Vincent	Minute 47: Children's transport to school	Personal and Prejudicial	Employed by Plymouth Citybus
Councillor Wiggins	Minute 44: Motion on Notice: Private sector housing pressures	Personal	He is a private sector landlord

30. **MINUTES**

With reference to minute 20 (Council's Constitution), clarification was sought on the lawfulness of the minutes of the last meeting, arising from the advice of the Assistant Director of Democracy and Governance that the Council could be operating illegally, if a revised Constitution was not adopted. Clarification was also sought on whether the proceedings of this Council meeting were lawful.

The Assistant Director for Democracy and Governance confirmed that the proceedings of the Council meetings were lawful, as any statutory provision superceded the Constitution.

Following discussion, an amendment was moved by Councillor Wildy and seconded by Councillor Evans, that minute 20 is amended by the addition of the following statement -

'The Monitoring Officer reported to the City Council that unless a new Constitution was adopted, the Council would be operating illegally.'

Following a vote, the amendment was carried.

A vote was then taken on approval of the minutes, as amended.

Agreed that the minutes of the meeting held on 20 June 2011, as amended, are confirmed as a correct record.

ANNOUNCEMENTS

31. The Late Corporal Mark Anthony Palin of the 1st Battalion, The Rifles

The Lord Mayor reported that he had two sad announcements to make.

He advised councillors of the recent death of Corporal Mark Anthony Palin of the 1st Battalion, the Rifles, during his deployment to Afghanistan. He was killed by an improvised explosive device while guiding a patrol in Helmand province. Corporal Palin was born in Plymouth and was married with one son, with a baby on the way. The Lord Mayor expressed that the Council's thoughts were with his family and that he had already sent a card of condolence.

The Council stood in silence, for one minute, as a mark of respect.

32. Bombings and shootings in Norway

The Lord Mayor referred to the appalling events that took place in Norway on 22 July 2011. Approximately 93 people were known to have died with several still missing. The Council agreed to join with him in sending their most sincere commiserations to the people of Norway. The Lord Mayor indicated that he would contact the Royal Norwegian Honorary Consulate to pass on their condolences.

The Council stood in silence, for one minute, as a mark of respect.

33. Plymouth Argyle Football Club

The Leader referred to the speculation on the future of Plymouth Argyle Football Club and the process for administration. She stated that any future development proposals would need to sit within the plans for Central Park. If the proposed solution fell away, she would do all that she could to save the club. However, she wished the preferred bidder every success and stated that she did not wish to undermine that process in any way.

34. **Local Authority Building Control Awards**

Councillor Fry (Cabinet Member for Planning, Strategic Housing and Economic Development) reported that the building control service had recently had several projects short listed in the prestigious Local Authority Building Control (LABC) built in quality awards.

At the award ceremony last month, amongst the six projects that made the final shortlist, the Devonport Park Pavilion was rewarded with a highly commended in the 'Best Community Building' category and the Millbay Phoenix Quay development won outright the category of 'Best Large Housing Development' in the South West of England.

Plymouth City would now be represented at the national LABC award finals in London later this year in the hope that the Millbay development could win the overall national title.

Councillor Fry congratulated Peter Ford (Head of Development Management) and John Flatman (Area Building Control Surveyor) on the team's achievements.

35. **2011 Urban Transport Design Award for the West End development**

Councillor Fry (Cabinet Member for Planning, Strategic Housing and Economic Development) reported that a major regeneration scheme, which had brought a brand new look to Plymouth's West End, had scooped a prestigious national design award.

The £3.2 million project to transform roads, pavements and landscaping in the West End had won the 2011 Urban Transport Design Award. The project was brought forward by Plymouth City Centre Company, through Plymouth's Business Improvement District (BID) initiative, and funded by Plymouth City Council.

The aim was to make the area more attractive for residents and shoppers, boost business and support the West End's 200 Independent Quarter traders based in and around the Plymouth Market.

Councillor Fry congratulated Patrick Knight (City Centre BID Manager) on the success.

36. **West Hoe Park - Green Flag**

Councillor Michael Leaves (Cabinet Member for Community Services (Street Scene, Waste and Sustainability)) advised councillors that West Hoe park had been awarded a green flag, which recognised well managed parks and open spaces for all to enjoy.

37. **National Armed Forces Day**

Councillor Jordan (Cabinet Member for Community Services (Safer and Stronger Communities and Leisure, Sport and Culture)) reported that the city had been successful in its bid to host the national armed forces day on 30 June 2012 and that it would be the city's opportunity to show its support for the armed forces.

38. **QUESTIONS BY THE PUBLIC**

One question was submitted in accordance with paragraph 10 of the Constitution, as set out below.

Mr Sharpe attended the meeting to put his question and the response was given by Councillor Thompson, the Chair of the Customer and Communities Overview and Scrutiny Panel.

Question No	Question By	Chair of the Customer and Communities Overview and Scrutiny Panel	Subject
3 (11/12)	Mr F Sharpe	Councillor Thompson	Plymstock Swimming Pool Petition
<p>A petition asking Plymouth City Council please consult residents of Plymstock on a swimming pool site has been stopped going before a scrutiny panel as it is reported to already have too much work. Plymstock residents deserve better treatment. Please honour the Council pledge and put this petition before scrutiny.</p>			
<p>Response: The Council's Petition Scheme allows for a petition to be considered at an Overview and Scrutiny Panel meeting if it contains at least 2,500 signatures.</p> <p>Your petition contained 203 signatures and was sent to the Director of Community Services for a response. You received a response which included information about the Plymouth Sports Facility Strategy.</p> <p>You then asked for the petition to be put before the appropriate Scrutiny Panel. Despite this option being outside of the Petition Scheme (because your petition did not contain at least 2,500 signatures), the previous Chair of the Panel considered the request. However, it was decided that, given the Panel's already high workload, the petition would not be considered by the Panel.</p> <p>As you feel that we have not dealt with your petition properly, the next step of the Council's process is that the petition organiser has the right to ask the relevant Scrutiny Panel to review the Council's response. This will happen at the next meeting of the Customers and Communities Overview and Scrutiny Panel. You will be invited to give a short explanation about why the Council's response is not felt to be adequate.</p> <p>A Democratic Support Officer will contact you to make the necessary arrangements.</p>			

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

There were no items of business outstanding.

ITEMS REFERRED FROM CABINET

40. **Capital Investment: Payroll Enterprise Platform**

Councillor Bowyer (Cabinet Member for Finance, Property and People) moved a proposal for the addition to the capital programme of £1.9 million over 2011/12 and 2012/13 for the implementation of the Payroll Enterprise Platform project (Cabinet minute 22 refers). The proposal was seconded by Councillor Mrs Beer.

During the debate, it was moved by Councillor Lowry and accepted by Councillor Bowyer, that the proposal should be the subject of post decision scrutiny.

Agreed that the capital programme is amended, as requested, for the implementation of the Payroll Enterprise Platform project.

41. **Modernisation and Refurbishment of Western Approach Car Park**

Councillor Wiggins (Cabinet Member for Transport) moved a proposal for a £350k 'invest to save' capital scheme to modernise and refurbish the Western Approach car park. (Cabinet minute 25 refers).

The proposal was seconded by Councillor Lock.

During the debate, concerns were raised with regard to the public safety of walkways and the cleanliness of the external curved glass, and Councillor Wiggins undertook to raise the issues with officers. Clarification was also sought on the capital commitment.

Agreed that approval is given to the capital scheme, as requested, for the modernisation and refurbishment of the Western Approach car park.

MOTIONS ON NOTICE

42. **Council Priority for Value for Communities**

Councillor Davey moved the following notice on motion for approval –

'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.'

The motion was seconded by Councillor Coker.

Councillor Davey indicated that she wished to amend her motion on notice and following advice from the Assistant Director for Democracy and Governance, Councillor Williams moved, and Councillor Mrs Aspinall seconded, an amendment to add words so that the motion read –

‘.....Cabinet Member for Transport to bring a report to the relevant scrutiny panel.....’

During the debate on the amendment, the issues raised included –

- that there had been extensive discussion with Amey and that all councillors had received a presentation from them;
- the process for moving the amendment and the lack of an opportunity for Councillor Davey to make her speech on the motion;
- that Councillor Davey was happy with the amendment;
- that a debate was wanted on the state of the road network.

Following a vote, the amendment put to the vote and declared lost.

The Council then debated the original motion and the issues raised included –

- the scrutiny review that had been undertaken on highway maintenance;
- the lack of co-ordination on highways works, with some streets dug up several times in short periods;
- the contractual obligations in relation to public safety and customer satisfaction, for example with regard to road signs;
- the ongoing issues across wards.

During the debate, Councillor Mrs Pengelly expressed her concern at the behaviour of some councillors during the meeting.

The Assistant Director for Democracy and Governance advised councillors to raise issues about the process, outside of the meeting.

The motion was put to the vote and declared lost.

43. **Child Poverty**

Councillor Penberthy moved the following notice on motion for approval –

‘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 six wards are below 10%, in two 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.'

The motion was seconded by Councillor Tuffin.

During the debate the following issues were raised –

- child poverty had an effect on education standards;
- child poverty would reduce skills available to employers and this would affect economic growth;
- child poverty was the single greatest threat to the wellbeing of families;
- children living in poverty were more likely to suffer poor physical health and mental problems;
- cross party working was essential to tackling child poverty.

The motion was put to the vote and Agreed.

44. **Private Sector Housing Pressures**

Councillor Evans proposed the following motion –

'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.'

The motion was seconded by Councillor Williams.

During the debate the issues raised included that –

- government were reducing the amount of money to Private Sector Housing development;
- 11,000 people were on the waiting list for social housing in Plymouth;
- it was considered that a lack of suitable accommodation would put pressures on the local community;
- the Council were currently working with partner agencies such as Citizens Advice Bureau, Shelter, other supporting housing providers and private landlords to understand the impact of this policy;
- limited resources in the private sector housing could result in limited action being taken against bad landlords.

Following the debate, a request was received from ten councillors for a recorded vote, and there voted –

For the motion (23)

Councillors Mrs Aspinall, Bowie, Casey, Coker, Davey, Evans, Gordon, Haydon, McDonald, Murphy, Mrs Nelder, Penberthy, Rennie, Singh, Peter Smith, Stevens, Tuffin, Tuohy, Vincent, Wheeler, Wildy, Williams and Wright.

Against the motion (25)

Councillors Ball, Mrs Beer, Berrow, Bragg, Browne, Delbridge, Mrs Dolan, Drean, Foster, Mrs Foster, Fry, James, Jordan, Martin Leaves, Sam Leaves, Lock, Dr Mahony, Monahan, Nicholson, Mrs Nicholson, Mrs Pengelly, Reynolds, Dr Salter, Stark and Thompson.

Abstentions (1)

The Lord Mayor.

The following Members were absent (8)

Councillors Bowyer, Mrs Bowyer, Churchill, Michael Leaves, Lowry, Ricketts, John Smith and Wigans.

The motion was put to the vote and declared lost.

(Councillors Bowyer, Mrs Bowyer, Churchill, Michael Leaves, Lowry, John Smith and Wigans declared a personal interest in this item and left the room)

45. **Resisting Cuts to Plymouth Police**

Councillor Evans proposed the following motion –

‘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.’

The motion was seconded by Councillor Williams.

Councillor Bowyer moved and Councillor Jordan seconded an amendment to the second paragraph so that it read –

‘We note, but do not agree with 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.’

The amendment was put to the vote and agreed.

The motion, as amended, was put to the vote, and Agreed.

46. **Localisation of Business Rates**

Councillor Evans proposed the following motion –

‘LOCALISATION OF BUSINESS RATES

Council notes the intention of the Government to give Council the power over the setting of NNDR and to retain the proceeds.

Council notes that the figures obtained in the House of Commons would mean that Plymouth would lose £12 million under this process every year as a minimum.

The Council requests our MPs to vote against the localisation of business rates unless a pool system is retained to ensure that ‘NNDR rich’ areas do not gain at the expense of ‘NNDR poor’ areas like Plymouth. We say ‘no localisation without equalisation’.

The motion was seconded by Councillor Williams.

Councillor Lowry moved, and Councillor Wildy seconded, an amendment that –

‘Council notes the intention of the Government to give Council the power over the setting of NNDR and to retain the proceeds.

Council notes that the figures obtained in the House of Commons would mean that Plymouth would lose £12 million under this process every year as a minimum.

The Council requests *that the consultation response be brought to the Overview and Scrutiny Board for consideration before September 2011.*’

The amendment was put to the vote and declared lost.

The motion was subsequently put to the vote and declared lost.

During the debate on this item, Councillor Ball proposed and Councillor Fry seconded that Paragraph 9.1 of the Council Procedure Rules in the Constitution (Adjournment of Council) is suspended, to enable the Council to finish the business on the agenda.

This was put to the vote and was carried.

47. **Children's Transport to School**

Councillor Wildy proposed the following motion –

‘CHILDREN’S TRANSPORT TO SCHOOL

Council believes the decision by the private bus company Citybus to scrap all child and student fares prior to 9.30 am will cause hardship to many Plymouth families.

Council notes that the Portfolio holder and Cabinet have agreed that all non-statutory school transport will cease from September 2011.

Council requests the Portfolio Holder to review the decision in the light of the Citybus decision; recent changes to school organisation; the impact this may have on parental choice and delivery of Council priorities.’

The motion was seconded by Councillor Williams.

During the debate the following issues were raised –

- families were experiencing a rise in bills by approximately £350 per year;
- the concessionary bus fares scheme was to be withdrawn from 31 July 2011;
- families were able to purchase the reduced rate via the internet and local shops;
- the green pass would still be available until the next municipal year;
- the Cabinet Member for Children and Young People intended to review the decision relating to school transport.

Councillor Ball proposed and Councillor Mrs Dolan seconded that this motion was put to the vote. This proposal was put to the vote and Agreed.

Following summing up by Councillor Wildy, the motion was put to the vote and Agreed.

48. **Tree Husbandry**

Councillor Vincent proposed the following motion –

‘TREE HUSBANDRY

Council notes the alarming rise in casework calls from Plymouth residents about the state of trees across Plymouth.

These trees are often not receiving regular planned maintenance; some are dead and need removing. Others are the result of accidental damage, vandalism and weather related. Some are growing out of control not having received planned maintenance like pruning or lopping. They are often described as having caused damage to houses or high sided vehicles.

Members have been told that the waiting list for trees to be attended to can be as long as FOUR YEARS.

Council believes that this waiting time is unacceptable, as well as the risk to public health, it poses a potential to leave the Council open to claims for damages against people and property. It is also damaging to the environment, as infected trees can go unnoticed and untreated and so can pass on diseases to healthy trees.

Council requests that the portfolio holder brings forward a plan for change in tree maintenance, via Cabinet before the next meeting of the City Council.’

The motion was seconded by Councillor Murphy.

During the debate the following issues were raised –

- there was no defined waiting list for cutting down trees;
- health and safety issues needed to be considered;
- the routine management of trees and the removal of dangerous trees needed to be kept separate;
- in 2008 an extra £100,000 was added to the budget for tree husbandry issues.

Councillor Bowyer moved that the motion was now put to the vote. The proposal was seconded and following a vote, the proposal was carried.

Councillor Vincent summed up and a request was received from ten councillors for a recorded vote, and there voted –

For the motion (24)

Councillors Mrs Aspinall, Casey, Coker, Davey, Evans, Gordon, Haydon, Lowry, McDonald, Murphy, Mrs Nelder, Penberthy, Rennie, Singh, John Smith, Peter Smith, Stevens, Tuffin, Tuohy, Vincent, Wheeler, Wildy, Williams and Wright.

Against the motion (30)

Councillors Ball, Mrs Beer, Berrow, Bowyer, Mrs Bowyer, Bragg, Browne, Churchill, Delbridge, Mrs Dolan, Foster, Mrs Foster, Fry, James, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lock, Dr Mahony, Monahan, Nicholson, Mrs Nicholson, Mrs Pengelly, Reynolds, Ricketts, Dr Salter, Stark, Thompson and Wigens.

Abstentions (1)

The Lord Mayor.

The following Members were absent (2)

Councillors Bowie and Drean.

The motion was declared lost.

49. **REVISED CITY COUNCIL CONSTITUTION**

Tim Howes, Assistant Director for Democracy and Governance, presented the revised constitution report to councillors.

Following a challenge on the legality of decisions taken throughout the meeting, the Assistant Director for Democracy and Governance advised that the current constitution did not reflect the current legislative changes but that the law always took precedence.

Councillor Evans asked that that advice on this matter to be provided to him the following day, in writing.

Agreed that the Council defer consideration of a new constitution to allow the time for more detailed consideration by a working group of five Councillors with three from the Conservative Group and two from the Labour Group to work with the Monitoring Officer on the further development of the constitution. The outcome of that working group will then form part of the recommendations to Council in October 2011.

50. **APPOINTMENTS TO OUTSIDE BODIES**

The written report of the Assistant Director for Democracy and Governance was submitted.

Following the discussion on the appointments to the MVV Umwelt Incinerator Liaison Committee, Councillor Bowyer requested a transcript of that item.

Agreed that –

(1) the following appointments were approved -

	Organisation	No. of Councillors	Term of Office	Previous Appointments /Nominations	Appointments /Nominations
1.	South West Councils	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	Cllr Bowyer
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	-	Cllr Bowyer
3.	Board of SWERCOT's (Trading Standards Partnership in the South West) (notification since publication of the agenda)	One councillor	Continuing membership until such time as the Member resigns or is replaced by Council	Cllr Ball (resigned)	Cllr Jordan
4.	Working Group on the Constitution (subject to approval of the recommendation in the officer's report referred to in item 10 on the agenda)	Five councillors (three Conservative and two Labour councillors)	Continuing membership until such time as the Member resigns or is replaced by Council	-	Councillors Bowyer, Lowry, Nicholson, Stark and Stevens

(2) the following changes of Committee membership, notified to the Monitoring Officer since the publication of the Council agenda, are noted -

	Committee	Change of Membership
5.	Customer and Communities Overview and Scrutiny Panel	Councillor Mrs Beer has replaced Councillor Browne
6.	Health and Adult Social Care Overview and Scrutiny Panel	Councillor Browne has replaced Councillor Mrs Beer

(The Labour Group recorded that it was their belief that the vote on the MVV item was unconstitutional.)

QUESTIONS BY MEMBERS

51. 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 Williams	Councillor Michael Leaves	Lewisham Council had put forward a new phone application which allowed people to report graffiti, fly tipping, etc at a touch of the button, taking a photo, giving the GPS location and cutting down response times. Would he take this on board?
	Councillor Mike Leaves confirmed he was unaware of this scheme and would look into it		
2	Councillor Rennie	Councillor Jordan	<p>The Local Government Association website had a proposal regarding removing the necessity of enhanced security checks for taxi drivers other than for social services or educational use. Was this view supported?</p> <p>He further stated that the Licensing Committee (Hackney Carriage) found the CRB disclosure checks useful when making decisions on licences and asked Councillor Jordan to do everything in his power to instruct officers to make representations that Plymouth would not support the requirement and to confirm that the Council required CRB checks to continue for all drivers and new applications.</p>

	<p>Councillor Jordan responded that taxi drivers needed to have the advanced CRB checks to safeguard residents; that he considered most taxi drivers would probably agree with him and that it was important to give confidence to the public.</p> <p>He further confirmed that he was happy to instruct officers and confirm the Council's position.</p>		
3	Councillor Wildy	Councillor Fry	<p>At the vision site at Devonport, there was an area with plans for development. This large site was attracting litter – no-one was taking responsibility as it was not adopted land. Did he agree that the site should be considered for a primary school at Devonport?</p> <p>She further asked Councillor Fry to confirm his views on the feasibility of having a new school for Devonport, as promised.</p>
	<p>Councillor Fry referred Councillor Wildy to the Devonport Development Plan which would show what was envisaged for that area.</p> <p>He further responded that educational matters were not his remit and stated that there was a process to be followed if the Council wanted to vary the development plan.</p>		
4	Councillor Lowry	Councillor Bowyer	<p>Council minute 15 'Medium Term Financial Plan' specified that Members would be kept informed at each full meeting of the Council on progress made in delivering departmental delivery plans – Councillor Bowyer was asked to meet his commitment in future and issue this to all Members, tomorrow, if possible.</p>
	<p>Councillor Bowyer responded that he committed to providing an extract from the quarterly monitoring report as a means of providing a report to Council. As a quarterly monitoring report had not yet been published this information was not provided to Council. He also confirmed that there would be intermittent intervals where there would be no updated information to report.</p>		

5	Councillor McDonald	Councillor Michael Leaves	Previously Councillor McDonald had raised that the pier at West Hoe had not been included in the capital programme. She was told that options papers were awaited. How long would the people of West Hoe have to wait for the papers? She further asked for the timetable.
Councillor Michael Leaves responded that he was committed to West Hoe pier however the Council had not been allocated a grant from Defra and were reviewing the capital programme. He further agreed to bring back to the next Council, an update on West Hoe pier.			
6	Councillor Coker	Councillor Wiggins	To confirm whether all routine planned maintenance to drains and gullies has been stopped? He further referred to a walk around in Devonport, with officers, when he was told about the condition of drains in Devonport because officers had been informed by a watchman from Amey that all routine maintenance had ceased six weeks ago to concentrate on potholes. Clarification, in a written response, was requested.
Councillor Wiggins was unable to confirm this issue. He welcomed the attention drawn to operation upgrade and confirmed that money had not been diverted from drain maintenance to the pothole budget. He undertook to provide a written update.			

52. **Forward Plan**

The Leader introduced the Forward Plan.

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

	From	To	Subject
I.	Councillor McDonald	Councillor Michael Leaves	Sex Establishment Licensing Policy – regarding consultation with local residents.
Councillor Michael Leaves responded that officers were looking at the scrutiny recommendations and would come back to Councillor McDonald.			

2.	Councillor Evans	Councillor Bowyer	Civic Centre Options – when will the paperwork that will form the basis of the decision be issued?
	Councillor Bowyer responded that in accordance with the usual arrangements, the papers would be issued with five days notice of the meeting.		
3.	Councillor Evans	The Leader	Civic Centre Options – when will the paperwork that will form the basis of the decision be issued?
	Councillor Mrs Pengelly responded that they would be published five working days before the meeting.		
4.	Councillor Evans	The Leader	Civic Centre Options – when would representations need to be received?
	Councillor Mrs Pengelly responded that the Cabinet meeting would be held on 23 August. To assist she would defer representations to be received from '3 August' to 'five working days before 23 August'.		
5.	Councillor Penberthy	Councillor Fry	Visitor Plan – how could councillors engage in the consultation process?
	Councillor Fry responded that there would be a time schedule. He could not recall seeing the final business plan for Destination Plymouth. It would become a public document when it was published for Cabinet. If a councillor finds that things are not being done in the prescribed manner, to let him know and he would ensure that things were done correctly.		
6.	Councillor Evans	Councillor Fry	Article 4 – Houses in Multiple Occupation – had the consultation, specifically via pamphlets and workshops, been held?
	Councillor Fry responded that the document would be considered by Cabinet on 23 August. If it was agreed, pamphlets and workshops would be arranged.		
7.	Councillor Mrs Aspinnall	The Leader	Visitor Plan – when would the draft report be made available to councillors for comment?

	<p>Councillor Mrs Pengelly assured the Council that the draft report for the Visitor Plan would be submitted to a scrutiny panel. As soon as it is ready, it would be sent to all members for comments.</p>
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PLYMOUTH CITY COUNCIL

Subject: Capital Programme approvals
Committee: City Council
Date: 10 October 2011
Cabinet Member: Councillor Bowyer
CMT Member: Director for Corporate Support
Author: Nicola Kirby, Senior Democratic Support Officer (Cabinet)
Contact: E mail: nicola.kirby@plymouth.gov.uk
Tel: 01752 304867

Ref:

Key Decision: No

Part: I

Executive Summary:

This report sets out the proposals recommended by Cabinet on 23 August and 13 September 2011, for capital programme approval.

The capital programme for the year has been increased since the budget was agreed at Council in March, by approved new expenditure on a replacement payroll system (£1.99m) and improvements to Western Approach car park (£0.35m). With the further schemes and re-profiling recommended in this report, the projected capital spend for 2011/12 is now £103.475m, and £28.664m for 2012/13 which demonstrates continued investment and growth in line with the Council's corporate priorities.

Corporate Plan 2011 – 2014:

This report is linked to delivering the priorities set out in the Council's corporate plan. Targeting the Council's resources in a planned manner in order to align expenditure with key priorities will maximise the benefits to residents and businesses in Plymouth.

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

With the further schemes and re-profiling recommended, the projected capital spend is now £103.475m for 2011/12 and £28.664m for 2012/13.

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

The public sector is facing reduced revenue and capital resources which has been identified as a key risk within the Council's Strategic Risk register.

Recommendations & Reasons for recommended action:

The City Council is recommended –

- (1) to approve the new capital schemes for investment as detailed below, amounting to £3.351m additional capital spend for 2011/12 –

	£000	£000	£000	£000	Schemes
	11/12	12/13	13/14	14/15	
(1)	2,135	-	-	-	Purchase of replacement refuse vehicles
(2)	140	-	-	-	Aiming High for Disabled Children
(3)	50	700	-	-	Capitalised maintenance works to West Hoe Pier
(4)	160	398	-	-	Saltram Countryside Park - Phase I
(5)	100	176	1,029	1,542	Plymouth Connect Local Sustainable Transport schemes
(6)	89	-	-	-	Royal Parade Pedestrian Crossing
(7)	65	-	-	-	Honicknowle Multi Use Games Area and Plan Hub
(8)	50	-	-	-	Neswick Street (Stonehouse) Play Area
(9)	13	-	-	-	Radford Quarry
(10)	14	-	-	-	Russell Avenue Tennis Courts
(11)	35	-	-	-	Brickfields Athletics Stand
(12)	500	-	-	-	Refurbishment of Armada Way toilets
(13)		3,148			Increased provision for replacement MRF (subject to soft market testing)
	3,351	4,422	1,029	1,542	Total of new Schemes

- (2) that officers report back to Cabinet and the City Council on the current most efficient method of funding the five year capital programme based on existing spending plans

Alternative options considered and reasons for recommended action:

The proposals have been referred by Cabinet for funding. If capital funding is not approved, the schemes will not proceed (unless alternative funding sources become available).

Background papers:

Cabinet reports:

Joint Performance and Finance Report – Cabinet 23 August 2011 – the report may be viewed using the following link -

<http://www.plymouth.gov.uk/mgInternet/mgConvert2PDF.aspx?ID=30517>

Plymouth Connect – Local Sustainable Transport Fund Cabinet 23 August 2011 – the report may be viewed using the following link -

<http://www.plymouth.gov.uk/mgInternet/mgConvert2PDF.aspx?ID=30495>

Royal Parade Crossing Review - Cabinet 23 August 2011 – the report may be viewed using the following link -

<http://www.plymouth.gov.uk/mgInternet/mgConvert2PDF.aspx?ID=30519>

Refurbishment of Armada Way Toilets – Cabinet 13 September 2011 – the report may be viewed using the following link -

<http://www.plymouth.gov.uk/mgInternet/mgConvert2PDF.aspx?ID=30837>

Waste and recycling improvements – Cabinet 13 September 2011 – the report may be viewed using the following link -

<http://www.plymouth.gov.uk/mgInternet/mgConvert2PDF.aspx?ID=30832>

Waste and recycling improvements – Cabinet 13 September 2011 – confidential report (Part 2) by virtue of Categories 3(a) and (d) of paragraph 10.4 of Part 5 of Plymouth City Council's Constitution.

Sign off:

Fin	CDR/CorS1112 011.30.09.11	Leg	DS 12937	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member: Tim Howes											

1.0 New Capital Schemes referred from Cabinet on 23 August 2011

1.1 Cabinet agreed (minute 35a refers) that the City Council is recommended to approve the new capital schemes for investment as detailed in Table 5 (in the written report) amounting to £2.851m additional capital spend for 2011/12 –

	£000	£000	£000	£000	<u>Schemes</u>
	11/12	12/13	13/14	14/15	
(1)	2,135	-	-	-	Purchase of replacement refuse vehicles
(2)	140	-	-	-	Aiming High for Disabled Children
(3)	50	700	-	-	Capitalised maintenance works to West Hoe Pier
(4)	160	398	-	-	Saltram Countryside Park - Phase I
(5)	100	176	1,029	1,542	Plymouth Connect Local Sustainable Transport schemes
(6)	89	-	-	-	Royal Parade Pedestrian Crossing
(7)	65	-	-	-	Honicknowle Multi Use Games Area and Plan Hub
(8)	50	-	-	-	Neswick Street (Stonehouse) Play Area
(9)	13	-	-	-	Radford Quarry
(10)	14	-	-	-	Russell Avenue Tennis Courts
(11)	35	-	-	-	Brickfields Athletics Stand
	2,851	1,274	1,029	1,542	Total of new Schemes for approval in Oct 2011

Further details relating to the individual schemes are set out below.

1.2 (1) Purchase of replacement refuse vehicles

It is proposed to purchase 15 new vehicles at an estimated cost of £2.135m which will replace the need to hire in externally owned vehicles. The revenue savings from this will be available to repay the unsupported borrowing required to purchase the vehicles and are estimated to generate net savings of at least £0.5m (excluding residual vehicle values) in total over 5 years. It will also give the council flexibility over its management and retention of these owned vehicles after the initial assumed useful life of five years.

1.3 (2) Aiming High for Disabled Children

These grant funded projects, which are being finalised, will contribute to the enhancement and improvement of the short break experience of disabled children and young people, at a capital cost of £0.140m.

1.4 (3) Capitalised maintenance works to West Hoe Pier

This proposed project could be undertaken in Spring 2012, after undertaking preparatory works comprising site investigation, design and contract arrangements in advance during the last quarter of the 2011/12 financial year. The capital costs will be £0.050m in 2011/12 and £0.700m in 2012/13.

1.5 (4) Saltram Countryside Park - Phase 1

Phase 1 of Plym Valley works at Saltram will be 100% funded by displaced New Growth Point grant. Phase 1 (£0.558m) works will be used as match funding to support a wider scheme of works in the Plym Valley likely to be in the region of £6.5m and part funded from Heritage Lottery Funding (for which a phase 1 bid is being submitted later in 2011). Phase 1 works will include improvements to entrances at Marsh Mills and the Ride, and new routes in from Plympton St Maurice. Phase 2 works at Saltram will be included in the initial project proposal for £6.5m Plym Valley works.

1.6 (5) Plymouth Connect Local Sustainable Transport schemes (minute 38 of Cabinet on 23 August 2011 refers)

The scheme relates to part of the overall Plymouth Connect Project to provide a strategic cycle network including bringing back into use the Laira Rail Bridge, partly funded by Department for Transport.

Following approval, in March 2011, for the submission of a bid for funding from the Department for Transport's Local Sustainable Transport Fund for the Plymouth Connect Scheme costing £6.359m, the Department of Transport had advised that the Council had been successful in securing the £4.33 million of capital and revenue funding sought from the Local Sustainable Transport Fund between 2011/12 and 2014/15.

The balance of the funding consisted of £0.75m from the Section 106 Agreement for the Morley Park development and an allocation of £1.21m from the Council's Local Transport Plan Capital Programme Integrated Block between 2011/12 and 2014/15.

Plymouth Connect consisted of a package of walking and cycling infrastructure improvements along the Eastern Corridor, linking to the Waterfront and to Devonport and Stonehouse. The design and development work associated with the highway infrastructure improvements and personalised travel planning was programmed to commence from October 2011, with delivery during 2012/13 through to 2014/15.

Cabinet agreed that the Plymouth Transport and Highways develop and deliver the Plymouth Connect scheme on the basis of the outline set out in the officer's written report.

1.7 (6) Royal Parade Pedestrian Crossing (minute 40 of Cabinet on 23 August 2011 refers)

Following a recent court case into a fatal collision between a pedestrian and a heavy goods vehicle in 2010, a review of the Royal Parade pedestrian crossing has been undertaken with the police.

The outcome of the review, supported by the police, is that the crossing itself is working appropriately, but that a series of measures to improve the environment around the crossing, and increase its 'visibility' could be undertaken.

The total cost of the proposals is £0.089m and capital funding will need to be made available for this work to be completed in the current financial year.

Cabinet agreed that the following works were introduced in an incremental, phased manner, to enhance the setting and visibility of the crossing -

- provide a surface contrast to funnel pedestrians to the area between the road studs demarking the crossing. This would be delivered by introducing a buff surface for the length of the zig zags either side of the crossing – highlighting the crossing;
- changing the colour of the poles to aid identification and location for crossing;
- change the tactile paving to burnt red;
- introduce seating or planters on the pavement areas either side of Royal Parade to provide a visual pointer towards the crossing point;
- review the light timings to seek a reduction in the call time and duration of the green man, to make the crossing more appealing to users;
- discuss with the Department for Transport the provision of count down signs to make the crossing more appealing and better inform users.

1.8 (7) Honicknowle Multi Use Games Area and Plan Hub

Provision of a multi use games area at the open green space opposite Stirling House on Plymouth City Council owned land and relocation of the existing play equipment, at a capital cost of £0.065m. Plymouth City Council is to take on accountable body status on behalf of Honicknowle Commnet.

1.9 (8) Neswick Street (Stonehouse) Play Area

Refurbishment of the Plymouth City Council owned Neswick Street Play Park, at a capital cost of £0.050m. Plymouth City Council is to take on accountable body status on behalf of Friends of Wyndham Square.

1.10 (9) Radford Quarry

Improvements to the car park at Oreston Recreation Ground, at a capital cost of £0.013m.

1.11 (10) Russell Avenue Tennis Courts

Improvements and upgrading of existing tennis courts at a capital cost of £0.014m.

1.12 (11) Brickfields Athletics Stand

Urgent work is needed to bring the stand up to the required health and safety standards before the site is passed to Everyone Active to be managed, at a capital cost of £0.035m.

2.0 New Capital Schemes referred from Cabinet on 13 September 2011

2.1 Refurbishment of Armada Way Toilets (minute 54 of Cabinet refers)

A written report was submitted to Cabinet on proposals to refurbish the public toilets in Armada Way, and introduce a 20p charge for use.

The Armada Way toilets are the busiest public toilets in Plymouth, situated in the heart of the retail centre, used by visitors and residents. The additional capital investment of £0.500m will add a further requirement to capital receipts for funding. The proposals will also add an ongoing budget pressure of £0.235m each year and will impact on the approved delivery plans to achieve savings. The proposals will provide for an additional full time employee to support cleaning and maintenance at the toilets.

Cabinet, subject to Council approval of the change to the capital programme, agreed the refurbishment of the Armada Way toilets and the introduction of a charge of 20p for use. A review will take place six months after the introduction of charging for use, to inform a review of the other toilets.

The City Council is recommended to approve the change required to the capital programme.

2.2 Potential upgrade of the existing Materials Recycling Facility

In order to accommodate strategic glass recycling and also refurbish/replace the existing facility there would be a significant additional capital investment required. Cabinet have approved that officers undertake a soft market testing exercise to establish the most appropriate solution and until this is complete an additional provision of £3.148m is proposed for inclusion in the FY 12/13 Capital Programme on top of the existing provision. This will be reviewed once the preferred delivery route is established.

3.0 Funding of the Capital Programme

3.1 The funding of the capital programme is constantly under review by officers as funding streams become more certain and the outcome of grant bids are determined

3.2 It is important that the most efficient use of resources is made and therefore this requires review and flexibility of the use of both borrowing and capital receipts, linked with grant and S106 funding. The exact funding of the capital programme is not determined until the end of the financial year dependent on the level of receipts and grants received during the year and the final capital expenditure

- 3.3 It is recommended that officers report back to Cabinet and the City Council on the current most efficient method of funding the five year capital programme based on existing spending plans.

CITY COUNCIL

10 October 2011



CABINET MINUTE 41 – 23 AUGUST 2011

REVOCATION AND REPLACEMENT OF BYLAW TO PROVIDE POSSIBILITY OF ALLOWING CYCLING IN PARKS AND RECREATION GROUNDS WHERE STATED

Agreed that the City Council is Recommended to revoke and replace the bylaws which apply to the parks in Schedules 1 and 2 in Annex 1 to the written report, with an amended version whose wording opens up the possibility of permitting safe and considerate cycling where it is deemed appropriate following consultation with the relevant Council departments, Ward members and user groups.

The wording for both bylaws will be slightly amended to read as follows –

"Providing that the Council indicates that cycling is permitted where indicated in the park by means of a notice, surface markings, direction sign for cycles or "cycling permitted" sign, then this bylaw shall not be deemed to prohibit the riding of cycles in a manner which is judged not to endanger or cause a nuisance to other park users."

Note:

The full report in connection with this minute is available on the website

www.plymouth.gov.uk/democracy

or by contacting Democratic Support on 01752 304867

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PLYMOUTH CITY COUNCIL

Subject:	Revocation and Replacement of Bylaw to Provide the Possibility of Allowing Cycling in Parks and Recreation Grounds Where Stated
Committee:	Cabinet
Date:	23 August 2011
Cabinet Member:	Councillor Wiggins and Councillor Michael Leaves
CMT Member:	Director for Development and Regeneration
Author:	Jim Woffenden, Senior Transport Planner, Transport and Highways
Contact:	Email: jim.woffenden@plymouth.gov.uk Tel: 01752 307712
Ref:	Park Bylaws
Key Decision:	No
Part:	I

Executive Summary:

The recently adopted Third Local Transport Plan has a strong focus on enabling people to take up more physically active travel as part of a healthier lifestyle. Opening up cycling routes through parks, particularly targeted at less confident cyclists and children, is also echoed by Plymouth's Green Infrastructure Delivery Plan (GI Plan).

This report seeks approval to revoke the two existing bylaws and replace them with versions which are consistent with respect to cycling through parks and recreation grounds (parks).

At present there are two different sets of bylaws which apply to most of Plymouth's parks, (see Annex 1, schedules 1 & 2). The first bylaw (schedule 1) permits cycling only if the Council installs "conspicuous notices" to that effect. The second bylaw (schedule 2) will only permit cycling if it is part of an agreement between the Council and an individual or a club. This second bylaw currently prevents the Council from designating cycle routes through certain parks, which limits the Council's ability to unlock the potential to improve accessibility across the city by way of cycling, a low cost, sustainable mode of travel. There does not appear to be any rationale to explain the different wording applying to the two schedules with regard to cycling.

It is proposed that both bylaws are amended to open up the possibility of allowing cycling in certain parks whilst reducing or removing the need for excessive signage; and increase powers that are available to tackle inconsiderate cycling. The decision to revoke and replace the existing bylaws will not in itself affect the legality of cycling in the parks, but it will make it possible for the Council to permit cycling in certain parks if deemed appropriate after risk assessment and consultation with relevant Council departments, Ward Members and park user groups. In such locations, signs or notices would be installed or amended to indicate that cycling is permitted.

Corporate Plan 2011 – 2014:

The Third Local Transport Plan (LTP3) is one of the Council's key strategies for delivering its Corporate Aims, as identified in the Corporate Plan. In particular LTP3 is a companion strategy to both the Local Development Framework and Local Economic Strategy. It will help to build

Plymouth's future by articulating the transport strategy which directly supports the Sustainable Community Strategy.

The five LTP3 objectives are set out in Annex 2. The option to allow cycling through parks, where appropriate, works towards each of those objectives as well as the specific LTP3 measure: "development of green spaces for walking and cycling for transport and leisure". It would also help achieve one of the ten stated benefits of Plymouth's GI plan which is "to have residents and workers regularly utilising green spaces and sustainable transport routes for walking [and] cycling".

The relevant elements of the shared corporate vision and shared priorities are set out below:

Healthy place to live and work; Reduce Inequalities

The health benefits of more people cycling more often are clearly documented. By providing a healthy and relatively low cost method of transport there is a real opportunity to close the life expectancy gap which exists between the wealthiest and poorest segments of Plymouth's population.

A Wealthy City Which Shares and Creates Prosperity; Deliver Growth

The value for money demonstrated in cycling and walking schemes of around 20:1, demonstrates how they may assist the City to a wealthier future; this level of value for money compares well against all other transport schemes. Increased exercise through regular cycling has been shown to reduce absenteeism and improve workplace productivity.

A wise city that is a place for learning, achievement and leisure; Raise Aspirations

As the University and College population has expanded, the proportion of students that have to travel further to their place of study has increased. Through the introduction of viable cycling and walking routes between accommodation and campus, this group are more likely to perceive a higher quality of life from their experience of studying in Plymouth, contributing towards greater graduate retention in the City. Cycling to school has also been shown to improve children's concentration, potentially raising attainment levels.

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

There are no implications for the Medium Term Financial Plan and no resource implications arising directly from this paper. Consultation, scheme design and risk assessments undertaken for individual cycling schemes will be included within the capital budget allocated for each scheme as they arise. External funding is likely to be available to support such schemes.

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

All schemes would be subject to assessment and consultation prior to permission to cycle in an area being granted. The decision to rationalise the bylaw has no other direct implications. However, the decision will open up the possibility of achieving the benefits described below.

Many of the parks, covered by the existing bylaw, are used already by members of the public who cycle through them. Through the formalisation of the routes through certain parks there is the opportunity to reduce friction and increase natural surveillance, preventing anti-social behaviour, by the increased number of people passing through the space. Furthermore, as these routes are off highway, they are likely to be significantly safer than any of the alternative routes, so improving safety for children and new cyclists.

This decision will make it possible for the council to provide new cycling opportunities giving healthy and affordable transport for the less wealthy. This would have a positive impact on equality of opportunity.

The decision to amend these bylaws is included in the Local Transport Plan delivery programme which has been subject to an Equalities Impact Assessment (EIA):

http://www.Plymouth.gov.uk/draft_ltp_eia.pdf

The EIA concluded that there were no adverse impacts and no actions to monitor.

Recommendations & Reasons for recommended action:

It is recommended to Full Council that the bylaws which apply to the parks in Schedules 1 and 2 in Annex 1 be revoked and replaced with an amended version whose wording opens up the possibility of permitting safe and considerate cycling where it is deemed appropriate following consultation with the relevant Council departments, Ward members and user groups.

The wording for both bylaws will be slightly amended to read as follows:

"Providing that the council indicates that cycling is permitted where indicated in the park by means of a notice, surface markings, direction sign for cycles or "cycling permitted" sign, then this bylaw shall not be deemed to prohibit the riding of cycles in a manner which is judged not to endanger or cause a nuisance to other park users."

This wording improves the clarity of the bylaws; reduces or removes the need for excessive signs and markings in the park; and increases the power of park wardens, police constables and police constable support officers to stop dangerous or inconsiderate cycling.

The making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or private Bills is a function of Full Council (reference 4.2 (l) of Plymouth City Council's Constitution) following a recommendation from Cabinet.

Once approved by the City Council a bylaw will be prepared, sealed and advertised. A copy of the bylaw is then held on deposit at the Council offices for at least 28 days for members of the public to view and make any formal objections. Following the deposit period and the consideration of any objections the bylaw is submitted to the Secretary of State for Communities and Local Government for confirmation. The Secretary of State fixes the date on which the bylaw comes into effect. If a change to a bylaw is controversial the Secretary of State may order a public inquiry be held but this is a rare occurrence.

Making the two bylaws consistent in this regard will make it possible for the Council to deliver low cost / high benefit cycling schemes routed through the parks in Schedule 2 if deemed appropriate after consultation and risk assessment. Signs, notices or markings would then be installed or amended to indicate that cycling is permitted.

Alternative options considered and reasons for recommended action:

The alternative of leaving the bylaw unchanged was considered. This would require signs telling cyclists to dismount irrespective of whether there were any reasonable grounds to require them to do so. This would discourage organisations who fund improvements in cycling, walking and access for the mobility impaired, such as Sustrans, from investing in Plymouth. This would significantly reduce the amount of external funding being invested in the City for such schemes.

Background papers:

Third Local Transport Plan 2011-26
Green Infrastructure Delivery Plan
Bylaws Relating to Parks and Recreation Grounds

Sign off:

Fin	Dev F11 120 019	Leg	1217 7	HR		Corp Prop	CJT/ 075/ 2806 11	IT		Strat Proc	
Originating SMT Member Clive Perkin. Assistant Director of Development and Regeneration											

Annex I: The Schedules of parks and recreation grounds associated with each bylaw

Listed below are the parks and recreation grounds associated with each set of bylaws. The majority of the City's high profile parks are already in Schedule I.

Schedule I: cycling is permitted only if the council displays signs indicating that this is the case.

The Hoe and land adjacent on the southern side of Hoe Road
The Governor's Meadow and land adjacent to the Royal Citadel
The West Hoe Recreation Ground
Devonport Park
Central Park
Freedom Park
Beaumont Park
Tothill Recreation Ground
Laira Recreation Ground
Ham Estate

Schedule 2: cycling by the general public cannot be permitted

Thorn Park
Mutley Park
Hartley Recreation Ground
Drake's Place Recreation Ground
Victoria Park
Eastern King's Recreation Ground
Western King's Recreation Ground
Alexandra Park
Rocky Hill Recreation Ground
North Down Recreation Ground
Cumberland Gardens
Mount Wise
Mount Pleasant
Weston Mill Recreation Ground
St Levan Road Recreation Ground
St Budeaux Green
Swilly Recreation Ground [now known as North Prospect Recreation Ground]
The Brickfields
Manadon Woods
Cookworthy Road Recreation Ground

Annex 2: Plymouth's Local Transport objectives as set out in the Third Local Transport Plan

1. Link communities together

- Improve access to community amenities, leisure opportunities and our high quality natural environment by increasing the availability of attractive walking, cycling and bus routes and enabling the right mix of land use
- Enable easy access to growth and regeneration areas by walking, cycling and public transport
- Improve the design of residential streets to reduce the fear of crime and antisocial behaviour as well as the dominance of the car
- Reduce severance of communities by transport networks and the impact of poor air quality and noise on communities.

2. High quality transport standards for a vibrant city

- Make best use of our existing transport networks; manage congestion and improve journey reliability
- Maintain, and where necessary improve the condition and increase the flexibility of our transport network such that it is more adaptable to climate change, severe weather events and incidents
- Work in partnership with public transport operators to improve service levels, quality provision and reliability
- Improve the quality of public car parks such that they meet the higher standards set by private parking companies
- Set clear priorities for routes to and from main areas / facilities to balance competing demands for highway space across the network.

3. Make walking, cycling and public transport the desirable choice

- Provide more opportunities and encourage increased uptake of travel by active modes, walking and cycling, to promote healthy lifestyles
- Improve the quality, extent, availability of information and physical access of our bus, rail, walking and cycling networks so that they are easy to use
- Increase integration of transport modes to improve the end to end journey experience so providing an attractive range of travel choices for more people

4. Maximise the transport contribution to Plymouth's carbon reduction target (60% reduction by 2020)

- Increase awareness of ways to reduce personal carbon footprint by walking, cycling and taking the bus
- Reduce energy consumption from non-renewable sources used by our infrastructure and operations
- When building or renewing infrastructure or equipment consider the lifecycle carbon footprint; reuse and recycle where possible

- Encourage use of more efficient and alternative fuelled vehicles by providing infrastructure and information.

5. Use transport to drive the local economy

- Support the delivery of the Local Development Framework and Local Economic Strategy by connecting growth and regeneration areas by all modes with communities and transport networks
- Work within the development management process to deliver small and large scale improvements in transport networks to enable connectivity
- Develop improved transport networks to open up long term opportunities for growth
- Encourage sustainable tourism
- Improve connections with transport networks which connect Plymouth to the rest of the country
- Improve access to wider road, rail, air and sea networks
- Improve gateways to these networks, prioritising Plymouth railway station and Plymouth's bus and coach station.

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CITY COUNCIL

10 October 2011



CABINET MINUTE 50a – 13 SEPTEMBER 2011

LOCALITIES AND NEIGHBOURHOOD WORKING REVIEW - RECOMMENDATIONS TO THE CITY COUNCIL

Further to minute 50 above,

Agreed that the City Council is Recommended to –

- (1) discontinue Locality Teams, set up as part of Locality and Neighbourhood Working arrangements in February 2010 and rescind the lead ward councillor decision. A member of the Council's Senior Management Team (SMT) should be nominated for each ward within the city, with designated duties with respect to support for ward councillors and neighbourhood working, subject to the SMT Members' role being to support and guide Neighbourhood Liaison Officers and not overlap their role (R2);
- (2) commend revised arrangements to Plymouth 2020 partnership and, subject to agreement, to publicise to and brief relevant stakeholders from all agencies and residents (R6);
- (3) subject to Health and Wellbeing Board arrangements being confirmed, the Shadow Health and Wellbeing Board takes responsibility for ensuring that neighbourhood level interaction takes place with key health agencies (R9);
- (4) plans are put in place to adopt the proposed boundary changes set out in the overview report (Appendix A and Figure 1 in the officer's report refers) (R10);
- (5) the Constitution is updated to reflect revised member and officer accountability arrangements for neighbourhoods and wards (R13).

Note:

The full report in connection with this minute is available on the website

www.plymouth.gov.uk/democracy

or by contacting Democratic Support on 01752 304867

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CITY OF PLYMOUTH

Subject: Localities and Neighbourhood Working Review
Committee: Cabinet

Date: 13 September 2011
Cabinet Member: Councillor Jordan
CMT Member: Director for Community Services
Author: Nick McMahon, Localities Officer
Contact: Tel: 01752 304335
e-mail:nick.mcmahon@plymouth.gov.uk

Ref: NJM

Key Decision: No

Part: 1

Executive Summary:

The introduction of a Locality Working model was agreed by Council on 1st February 2010, and introduced in June 2010. The Council agreed to review Locality working, one year on from its introduction.

The Overview & Scrutiny Management Board set up a Task and Finish Group to carry out this review. The Group met in July 2011 and its findings are set out in a report. These findings were considered by the Management Board on 27 July 2011.

This report makes recommendations to Cabinet arising from the review.

Corporate Plan 2011 – 2014:

Locality working helps to meet City and Council priorities, in particular:
Raising Aspiration – promoting Plymouth and encouraging people to aim higher and take pride; *Reducing inequalities* – taking targeted actions to reduce inequality gaps; *Value for Communities* – working together to maximise resources to benefit communities, achieving efficiency through transforming our service delivery and support arrangements, and our support to customers.
Performance on responding to issues raised at neighbourhood meetings is a level 2 performance indicator.

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

Recommendations in this report can be met from within existing budgets.

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

An Equalities Impact Assessment for Locality working is being updated.

Recommendations & Reasons for recommended action:

That recommendations 1, 3, 4, 5, 7, 8, 11, 12, 14 and 15 of the Overview & Scrutiny Management Board on Localities and Neighbourhood Working are agreed subject to the comments in section 3 of this report.

That recommendations 2, 6,9,10 and 13 of the Overview & Scrutiny Management Board on Localities and Neighbourhood Working, subject to the comments in section 3 of this report, are recommended to full council.

Reasons: the recommendations review the evidence available to the Management Board and are considered a sensible way forward.

Alternative options considered and reasons for recommended action:

Not to respond to the conclusions of the Overview & Scrutiny Management Board would ignore the evidence identified by the review, fail to learn from the process and be a missed opportunity to deliver improvements.

Background papers:

Overview & Scrutiny Management Board Task and Finish Group Report, July 2011: 'Localities and Neighbourhood Working Review'

Report to Cabinet, 19 January 2010: 'Locality Working'

Sign off:

Fin	CoS F SC1 112 002	Leg	TH0 021	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member: Peter Aley, Assistant Director, Safer Communities											

Localities and Neighbourhood Working Review

Report by Director for Community Services to Cabinet, 13 September 2011

1.0 Introduction

- 1.1 The introduction of a Locality Working model was agreed by Council on 1st February 2010, and introduced in June 2010. The Council agreed to review Locality working, one year on from its introduction.
- 1.2 The Overview & Scrutiny Management Board set up a Task and Finish Group to carry out this review. The Director of Community Services provided an overview report with information to assist the Group. The Group met in July 2011 and its findings are set out in a report. These findings were considered by the Overview & Scrutiny Management Board on 27 July 2011.
- 1.3 The purpose of this report is to make recommendations to Cabinet arising from the review.

2.0 Findings

- 2.1 The review by the Overview & Scrutiny Management Board concluded that:
 - The Council and its partners' vision for the city is best served by a development of the Localities and Neighbourhood Working arrangements currently in place, but focussing on Neighbourhood working.
 - Locality Teams should be discontinued, and the role of supporting Neighbourhood Liaison Officers (NLOs) and ward councillors be replaced by a Council Senior Management Team (SMT) member, one for each Ward.
 - Best practice protocols are needed to share experience of successful Neighbourhood engagement, communication methods, meeting processes, and dealing with 'repeat' issues.
 - NLO roles should be reviewed to ensure the right staff are appointed to match the demands of the role, and we should also ensure that officers receive the necessary management and office support.
 - Health and community organisations should be better engaged in the process.
 - Neighbourhood boundaries should be realigned to fit within wards, and these new boundaries used for data and information collection and analysis purposes in future.
 - These revised arrangements should be shared with partners through Plymouth 2020.
 - The Constitution should be updated to reflect accountability arrangements.
 - A further review should be carried out in July 2012, to include cost information.

3.0 Response to Recommendations

- 3.1 The recommended responses to the Overview & Scrutiny Management Board's recommendations are outlined below.

Task and Finish Group Recommendation (R)1 *Locality and Neighbourhood Working should be renamed Neighbourhood Working*

Accept (work undertaken by Strategic Housing in priority neighbourhoods to continue to be known as 'Neighbourhood Management').

R2 *Locality Teams as set up as part of Locality and Neighbourhood Working arrangements in February 2010 should be discontinued. A member of the Council's Senior Management Team (SMT) should be nominated for each Ward within the city, with designated duties with respect to support for Ward Councillors and Neighbourhood Working. The Lead Ward Councillor decision should be rescinded*

Accept, subject to SMT Members' role being to support and guide NLOs and not overlap their role.

R3 *Best practice protocols regarding neighbourhood meeting arrangements should be produced and shared amongst Neighbourhood Liaison Officers and newly designated SMT members with a view to promoting, implementing and monitoring consistent high quality arrangements*

Accept, and this to include flexibility over meetings to allow joint Neighbourhood meetings up to ward level (only) if agreed locally

R4 *The role and identity of members should be included in publicity regarding neighbourhood meetings*

Accept

R5 *Neighbourhood Liaison Officer (NLO) roles should be reviewed to ensure that skill sets of individuals match the demands of the job. Specific training needs analysis should be carried out to ensure training and development is available where needed. Line managers of NLOs should include the role within the NLO's personal objectives, and seek feedback from Members at appraisal. NLO's and their line managers should ensure that the role is integral to, rather than in addition to their work programme, and that adequate support is available to assist them in the role.*

Accept

R6 *Revised arrangements should be commended to Plymouth 2020 partnership and, subject to agreement be publicised and briefed to relevant stakeholders from all agencies and to residents.*

Accept

R7 Analysis of repeat issues in Neighbourhoods, and of complaints should be undertaken to ensure that the necessary learning is taking place. This practice should be included in best practice protocols for Neighbourhood Working

Accept

R8 A review is undertaken by the Customers and Communities Overview and Scrutiny Panel and a report submitted to the Overview and Scrutiny Management Board with respect to the role of community infrastructure and community anchor organisations in supporting Neighbourhood working

Accept, and combine with R12

R9 The Shadow Health and Wellbeing Board takes responsibility for ensuring that Neighbourhood level interaction takes place with key health agencies

Accept, subject to Health and Wellbeing Board arrangements being confirmed.

R10 Plans are put in place to adopt the proposed boundary changes set out in the overview report (see Appendix A and Figure I attached to this report).

Accept

R11 Neighbourhood Profiles are reviewed and updated in line with the findings and recommendations of this review

Accept

R12 A review is undertaken of communication methods around Neighbourhood working, with recommendations back to the Customers and Communities Overview and Scrutiny Panel

Accept, and combine with R8

R13 The Constitution be updated to reflect revised member and officer accountability arrangements for Neighbourhoods and Wards

Accept

R14 A review of these arrangements is carried out as a Task and Finish Group in July 2012.

Accept, however it is suggested the review is held later to allow a full 12 months of implementation under the new arrangements.

The Management Board also requested that in order to better inform the next review, the cost in officer time attributed to localities working between now and then should be recorded.

Accept

4.0 Conclusions

- 4.1 The recommendations in this report provide a positive way forward for Neighbourhood Working in Plymouth, consistent with the Government's Localism agenda.
- 4.2 The review's findings endorse the principles of working at neighbourhood level both to engage communities and to encourage joint working between services and communities to tackle issues. As expected, with the benefit of experience, some changes to the current model are proposed. These include changes to some Neighbourhood boundaries to fit with Ward boundaries, discontinuation of Locality Teams, and a strengthened role for the Council's Senior Management Team. This together with further work on communications and the role of the community and voluntary sectors in the process, can enhance the evolution of Neighbourhood Working in Plymouth.

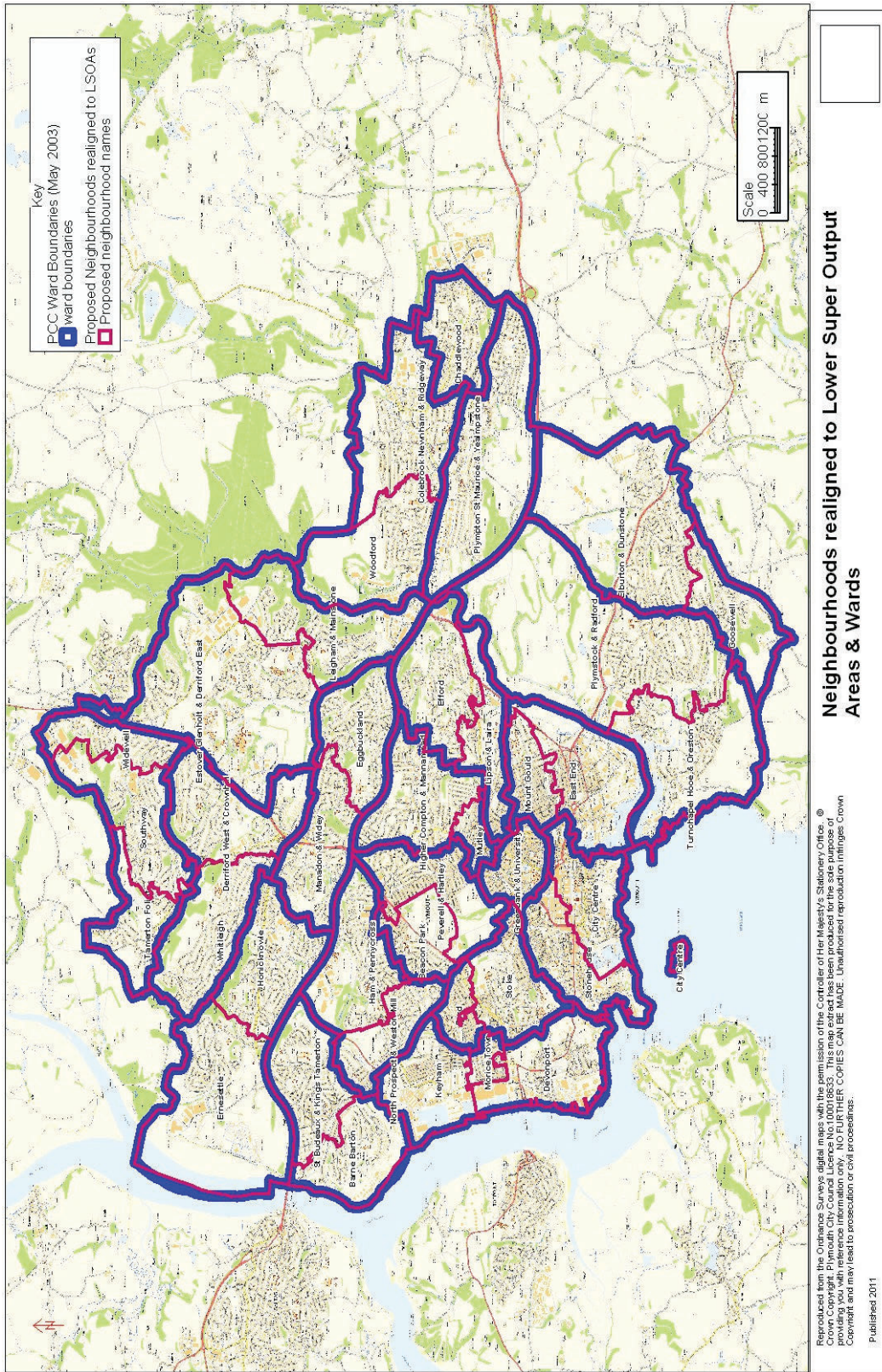
Appendix A: Realigned Neighbourhood boundaries to fit within Wards and Lower Super Output Areas

WARD	EXISTING NEIGHBOURHOODS	NEW OR AMENDED NEIGHBOURHOODS (IN BOLD), THOSE PRINCIPALLY UNCHANGED IN LIGHT PRINT
Budshead	Crownhill (*with Eggbuckland) Derriford (*with Moor View) Manadon (*with Eggbuckland) Whitleigh	1. Derriford West & Crownhill 2. Whitleigh
Compton	Efford (*with Efford & Lipson) Hartley & Mannamead (*with Peverell) Higher Compton Mutley & Greenbank (*with Compton, Drake and Sutton & Mount Gould)	1. Higher Compton & Mannamead 2. Mutley
Devonport	Devonport Keyham Morice Town Stoke (*with Stoke)	1. Devonport 2. Keyham 3. Morice Town
Drake	Mutley & Greenbank (*with Compton, Efford & Lipson and Sutton & Mount Gould)	1. Greenbank and University
Efford & Lipson	Efford (*with Compton) Lipson & Laira Mutley & Greenbank (*with Compton, Drake and Sutton & Mount Gould)	1. Efford 2. Lipson & Laira
Eggbuckland	Crownhill (*with Budshead) Eggbuckland Manadon (*with Budshead)	1. Eggbuckland 2. Manadon & Widey
Ham	Beacon Park & Pennycross (*with Peverell) Ham North Prospect Kings Tamerton & Weston Mill (*with St Budeaux)	1. Ham and Pennycross 2. North Prospect and Weston Mill
Honicknowle	Ernesettle Honicknowle	1. Ernesettle 2. Honicknowle
Moor View	Derriford (*with Budshead) Estover Glenholt Leigham & Mainstone	1. Estover, Glenholt & Derriford East 2. Leigham & Mainstone
Peverell	Beacon Park & Pennycross (*with Ham) Hartley & Mannamead (*with Compton) Peverell	1. Beacon Park 2. Peverell & Hartley

WARD	EXISTING NEIGHBOURHOODS	NEW OR AMENDED NEIGHBOURHOODS (IN BOLD), THOSE PRINCIPALLY UNCHANGED IN LIGHT PRINT
Plympton Chaddlewood	Chaddlewood (* with Plympton St Mary) Plympton St Maurice (* with Plympton Erle and Plympton St Mary) Yealmpstone (* with Plympton Erle)	1. Chaddlewood
Plympton Erle	Plympton St Maurice (* with Plympton Chaddlewood and Plympton St Mary) Yealmpstone (* with Plympton Chaddlewood)	1. St Maurice and Yealmpstone
Plympton St Mary	Colebrook & Newnham Chaddlewood (*with Plympton Chaddlewood) Plympton St Maurice (* with Plympton Chaddlewood and Plympton Erle) Woodford	1. Colebrook, Newnham & Ridgeway 2. Woodford
Plymstock Dunstone	Elburton & Dunstone Goosewell Plymstock (*with Plymstock Radford)	1. Elburton & Dunstone 2. Goosewell
Plymstock Radford	Plymstock (*with Plymstock Dunstone) Turnchapel, Hooe & Oreston	1. Plymstock 2. Turnchapel, Hooe & Oreston
Southway	Southway Tamerton Foliot Widewell	1. Southway 2. Tamerton Foliot 3. Widewell
St Budeaux	Barne Barton King's Tamerton & Weston Mill (*with Ham) St Budeaux	1. Barne Barton 2. St Budeaux & King's Tamerton
St Peter & The Waterfront	City Centre Stonehouse	1. City Centre 2. Stonehouse
Stoke	Ford Stoke (*with Devonport)	1. Ford 2. Stoke
Sutton & Mount Gould	East End Mount Gould Mutley & Greenbank (*with Compton, Drake and Efford & Lipson)	1. Mount Gould 2. East End

* Neighbourhoods currently covered by more than one ward

Figure 1: Proposed Re-aligned Neighbourhoods



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**Overview and Scrutiny
Management Board**

**Task and Finish Group
Localities and Neighbourhood
Working**

July 2011



**Localities and Neighbourhood Working Review
July 2011**

Plymouth City Council

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I. Foreword

- I.1 Every Council faces challenges in finding ways to enable residents to influence and challenge the way that all services are delivered, and to enable Councillors to make the most of their role in understanding and championing the issues that matter most to their communities. Plymouth is no exception. Despite the progress that we have made over the years and the clear commitment of both political parties to getting it right, our citizens are telling us that there is still more to do.
- I.2 Back in 2009, the Overview and Scrutiny Management Board took part in a significant review of what we then called Locality Working. It is worth restating what our original objectives were, as they remain as important now as they were then. They were to:
- Enable residents to influence and challenge service delivery
 - Make services provided by different agencies and Council departments more 'joined up'
 - Improve Councillor involvement
 - Reduce inequalities between communities
 - Focus money and staff more effectively
 - Improve the sharing and use of information
 - Monitor service provision more effectively
 - Meet agreed local and national targets
- I.3 As a result of our recommendations, the Council decided to replace its eight Area Committees in February 2010, introducing new arrangements based on engagement with communities in 43 Neighbourhoods, with multi-agency teams operating in six Localities. At the time, we promised to review the new arrangements after a year to check whether our original objectives were being met.
- I.4 During the last year, the Council and its partners have renewed the city's vision, to be one of Europe's finest, most vibrant waterfront cities, where an outstanding quality of life is enjoyed by everyone. It has focused its over-riding priorities to four – promoting growth, raising aspiration, tackling inequality and providing value for communities. To deliver against these priorities it is now even more important that our objectives for neighbourhood working are fulfilled. In addition, following the change of government, the Localities Bill, which is likely to become law at the end of 2011, will give more power and influence to communities at neighbourhood level; we will therefore have to be sure that our neighbourhood arrangements are robust enough to deliver these new responsibilities when they are given to us.
- I.5 This report sets out our findings following the review, and makes recommendations that we hope will further improve the Council and its partners' approach to understanding and responding to the needs of our communities across the city.
- I.6 The findings and recommendations of this report represent the shared views of the Task and Finish group.

- I.7 I would like to extend my thanks to members of the Task and Finish group for their commitment in conducting this scrutiny review, and to the officers who supported us. I would also like to thank Pete Aley, the Council's Assistant Director for Safer Communities and Nick McMahon, our Localities Officer, for their continued commitment and support to us in this work.

- I.8 Finally, my thanks go to the witnesses who took time to attend and contribute to the review, representing the views of Council officers, Members, partner agencies and, most importantly, our communities.

2. Scrutiny Approach

2.1 Given the wide scope of this review, the Scrutiny Management Board decided in March 2011 that the membership of the Task and Finish Group should be drawn from its own members rather than that of an individual scrutiny panel. The Task and Finish Group comprised the following members:

Cllr David James (Chair)
Cllr Sue McDonald
Cllr David Stark
Cllr Jack Thompson
Cllr Nicky Wildy

2.2 The Project Initiation Document for the review specified evaluation criteria agreed by the Customers and Communities Overview and Scrutiny Panel against which the original objectives set out in the Forward above could be considered, and set out suggested issues where recommendations could be made, all of which have been included in the recommendations contained within this report.

2.3 A full list of the written evidence considered by the Panel is appended to this report, and included:

- The original Localities Working scrutiny review report from November 2009
- A detailed report to the Task and Finish Group in the name of the Cllr Glen Jordan, Cabinet Member with responsibility for Localities. The report gave an overview of progress against original objectives, a summary of performance against the specified evaluation criteria, and the results of surveys into the views of Councillors and Staff.
- The report drew a number of conclusions for consideration by the Task and Finish Group, all of which have been addressed in the recommendations of this report.
- A number of other documents were available to the Task and Finish Group, and were used during the sessions to aid questioning of the witnesses and in debate. These included summaries of all neighbourhood meetings that had taken place, directories of locality and neighbourhood personnel, maps with existing and proposed boundaries and survey base data.

2.4 The Task and Finish Group met over two days, on 11 and 12 July 2011. During these sessions, 17 witnesses attended, from most stakeholder groups from the statutory and community sectors and members of the public, presenting their perspective on the impact of the revised locality arrangements, and responding to questions asked by Members.

2.5 Finally, the Task and Finish Group considered and debated the issues raised by the evidence submitted and the contributions of the witnesses. The findings and recommendations of this report represent the outcome of that debate.

3. Summary of findings

3.1 Neighbourhood Working

- 3.1.1 There was a consensus among members of the Task and Finish Group that development of the arrangements that have been in place since 2010, with a focus on neighbourhood working, would better serve the Council and its partners' vision for the city than a return to previous, Area Committee arrangements.
- 3.1.2 Survey results submitted as evidence showed that an overwhelming majority of the public and of Council staff surveyed, and a significant majority of Councillors and Police staff were satisfied or very satisfied with neighbourhood meetings, albeit from a relatively small sample of opinion.
- 3.1.3 All witnesses suggested areas where work at neighbourhood level could be improved, and the outcome of these suggestions has informed the recommendations of this report. However no witnesses, even those who had major concerns about the way that their neighbourhood and locality arrangements were being delivered requested a return to Area Committee arrangements.

RI	Locality and Neighbourhood Working should be renamed Neighbourhood Working
----	--

3.2 Locality Teams

- 3.2.1 Members felt that the role originally envisaged for 'virtual' multi-agency Locality teams in dealing with issues that could not be resolved at neighbourhood level could be achieved more effectively in different ways. Locality based arrangements for service delivery however, such as those for children and young people's services and health should continue to develop.
- 3.2.2 Evidence submitted suggested that there is a lack of clarity and transparency about the membership, accountability and activities of Locality Teams. Neighbourhood Liaison Officers described difficulties in communicating with them, and in getting issues resolved when they were raised. It also seemed clear that far fewer issues had been raised by neighbourhoods for resolution at Locality level than had been envisaged.

- 3.2.3 Locality Managers themselves did not feel that Locality Teams had made a significant contribution to identifying and resolving complex, multi-agency issues. Members heard that issues that had been dealt with through Locality Teams, such as the Public Place Order in Mutley and Greenbank, and promotion of the 'Peer Assist' stop smoking campaign in schools could probably have been implemented through other means. The benefits described of senior manager support for the delivery of solutions to problems raised at neighbourhood level, and the informal learning opportunities for managers could be delivered through the proposal to allocate an officer from the Council's senior management team to each Ward to support Councillors in their neighbourhoods.
- 3.2.4 The Task and Finish Group felt that it is important to differentiate, however between 'virtual' Locality Teams put in place as part of the Localities and Neighbourhood working arrangements, and the place-based multi-agency service delivery teams based on localities being implemented by Children and Young People's Services and health agencies, Adult Social Care and others, which are aiming to deliver more localised and better aligned services.

R2	Locality Teams as set up as part of Locality and Neighbourhood Working arrangements in February 2010 should be discontinued. A member of the Council's Senior Management Team (SMT) should be nominated for each Ward within the city, with designated duties with respect to support for Ward Councillors and Neighbourhood Working. The Lead Ward Councillor decision role should be rescinded
----	--

3.3 Neighbourhood Meetings

- 3.3.1 The Task and Finish group concluded that if the characteristics of the most successful neighbourhood meeting arrangements were replicated more consistently across the city, the neighbourhood working model could deliver better against the original objectives set.
- 3.3.2 A large number of examples of good practice were given by witnesses of effective ways of advertising, promoting and chairing neighbourhood meetings which maximised attendance and effectively identified local priorities, and promoted community confidence in statutory agencies' effectiveness in responding to them. Unfortunately, other examples were given of neighbourhood meetings where this was not the case. The Task and Finish Group felt that more should be done in promoting good practise, and ensuring that it was applied consistently across all neighbourhoods.

R3	Best practice protocols regarding neighbourhood meeting arrangements should be produced and shared amongst Neighbourhood Liaison Officers and newly designated SMT members with a view to promoting, implementing and monitoring consistent high quality arrangements
----	---

3.4 Support for Councillors

- 3.4.1 Members felt that greater recognition is needed of the pivotal role that Councillors play in supporting and championing the neighbourhood agenda. This should be reflected in the support arrangements available to them in undertaking their community advocate role in neighbourhoods.
- 3.4.2 The suggestion that members of the Council's senior management team should be formally allocated the responsibility for support of Councillors in each Ward in the city in their Neighbourhood work was supported. It was also suggested that Councillor should feature on publicity associated with Neighbourhood meetings.

R4	The role and identity of members should be included in publicity regarding neighbourhood meetings
----	---

3.5 Neighbourhood Liaison Officers

- 3.5.1 Members felt that significant attention needs to be given to ensuring that all Neighbourhood Liaison Officers are able to perform as well as the best do currently
- 3.5.2 The Task and Finish Group heard evidence of some extremely effective Neighbourhood Liaison Officers (NLO), who had supported Councillors, ensured meetings met with objectives and had played an active role in problem solving. There were, however, other examples given where this was not the case, and the resulting negative impact on the neighbourhood meeting was significant. Features of effective NLOs appeared to include the right professional background, access to appropriate support arrangements within their teams, and the appropriate priority being given to the role within their overall work responsibilities. Members did not feel that the 'voluntary' description given to the role does justice to its significant contribution to effective neighbourhood working.

R5	Neighbourhood Liaison Officer (NLO) roles should be reviewed to ensure that skill sets of individuals match the demands of the job. Specific training needs analysis should be carried out to ensure training and development is available where needed. Line managers of NLOs should include the role within the NLO's personal objectives, and seek feedback from Members at appraisal. NLOs and their line managers should ensure that the role is integral to, rather than in addition to their work programme, and that adequate support is available to assist them in the role.
----	--

3.6 Stakeholder understanding of Neighbourhood Working arrangements

- 3.6.1 Members observed that more work needs to be done to ensure that there is a broad understanding by all stakeholders of the structure, support and leadership arrangements for neighbourhood working.

- 3.6.2 It was notable that few of the witnesses, and not all of the members of the Task and Finish Group had a clear understanding of the structure, leadership and accountabilities within the Locality and Neighbourhood working arrangements. A clear need was identified to address this issue following the review.

R6	Revised arrangements should be commended to Plymouth 2020 partnership and, subject to agreement be publicised and briefed to relevant stakeholders from all agencies and to residents.
----	--

3.7 Police support for Neighbourhood Working

- 3.7.1 The continuing commitment of the Police to neighbourhood working was commended by members, but it was agreed that both the Council and Police have more to do in fully aligning the two agencies' approach to neighbourhood working.

- 3.7.2 The police received a high degree of positive feedback on their contribution to effective neighbourhood working, and Members felt that it was useful that Police principles for effective neighbourhood working were reiterated:

- Promoting community access to services
- Promoting community influence over services
- Supporting joint interventions
- Ensuring accountability

- 3.7.3 The issue of improving learning from repeat problems experienced in neighbourhoods was raised, as was the importance of joint working not just at neighbourhood meetings, but outside them.

- 3.7.4 During police evidence, an example was given of Neighbourhoods containing large institutions, such as Derriford Hospital, which were not represented at the meetings.

R7	Analysis of 'repeat issues' in Neighbourhoods, and of complaints should be undertaken to ensure that the necessary learning is taking place. This practice should be included in best practice protocols for Neighbourhood Working
----	--

3.8 Community and Voluntary Sector support for Neighbourhood Working

- 3.8.1 The community and voluntary sector was recognised as having a major role to play in supporting neighbourhood working, but Members felt there is more to do in clarifying how 'community anchor' organisations work alongside elected Members in supporting neighbourhood working

- 3.8.2 There was some evidence submitted that the sharing of issues, priorities and intelligence between community organisations and neighbourhood staff could be improved.

R8	A review is undertaken by the Customers and Communities Overview and Scrutiny Panel and a report submitted to the Overview and Scrutiny Management Board with respect to the role of community infrastructure and community anchor organisations in supporting neighbourhood working
----	--

3.9 Health agencies and Neighbourhood Working

- 3.9.1 Members recognised that, with major legislative changes affecting health agencies, further work is needed to identify how health agencies, including providers, commissioners and public health professionals operate at neighbourhood level
- 3.9.2 As Health legislation is implemented, the links between new and existing health agencies and neighbourhoods need to be identified and included in engagement structures where appropriate.

R9	The Shadow Health and Wellbeing Board takes responsibility for ensuring that neighbourhood level interaction takes place with key health agencies
----	---

3.10 Proposed Neighbourhood boundary Changes

- 3.10.1 The Task and Finish Group heard that concerns had been raised that Locality and Neighbourhood boundaries are not co-terminous with Ward boundaries, making Councillor involvement difficult. Some minor anomalies had been addressed to better fit in with Ward boundaries, but a broader proposal was set out in the Overview Report, reducing the number of Neighbourhoods from 43 to 39. The proposed arrangements would make all neighbourhoods co-terminous with Wards. Members were told that informal discussions suggested that such changes would be supported by Ward Councillors and the Police, Health agencies and data analysts have indicated that they are willing to work with or adjust to these boundaries.
- 3.10.2 It is acknowledged that there is a resource implication in updating profiles to reflect revised boundaries.

R10	Plans are put in place to adopt the proposed boundary changes set out in the overview report.
-----	---

3.11 Neighbourhood Profiles

- 3.11.1 Members felt that neighbourhood profiles have proved beneficial in providing relevant data to inform priority setting and decision making, but need to be kept up to date, and to include qualitative information about people's views as well as quantitative data about performance and conditions. They should also be adjusted to reflect proposed boundary changes, and the format should be consistent.

R11	Neighbourhood Profiles are reviewed, updated and made consistent in line with the findings and recommendations of this review
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3.12 Communication Methods

3.12.1 A review of methods of communicating with the public about meetings, and of seeking and responding to the views of people who don't normally attend meetings is needed.

3.12.2 Several examples of good practise were given during evidence, but a lack of consistency in good practise was evidence. Several witnesses also raised the potential of use of electronic social media to communicate more widely.

R12	A review is undertaken of communication methods around neighbourhood working, with recommendations back to the Customers and Communities Overview and Scrutiny Panel
-----	--

3.13 Constitutional Arrangements

3.13.1 The Council's constitution should reflect the formal role of neighbourhood working in our democratic arrangements

3.13.2 Given the importance of neighbourhoods in demonstrating the Council's accountability to neighbourhoods, the member and officer accountability arrangements should be formalised in the Constitution.

R13	The Constitution be updated to reflect revised member and officer accountability arrangements for Neighbourhoods and Wards
-----	--

3.14 Review

3.14.1 The revised arrangements that we have proposed should be the subject of continuing review.

3.14.2 Given the proposed revisions in approach, and the fact that new localism legislation is likely to be law within the next year, another formal review should take place in July 2012.

R14	A review of these arrangements is carried out as a Task and Finish Group in July 2012
R15	The cost of localities working, including officer time, be recorded.

4. Recommendations

- R1** Locality and Neighbourhood Working should be renamed Neighbourhood Working
- R2** Locality Teams as set up as part of Locality and Neighbourhood Working arrangements in February 2010 should be discontinued. A member of the Council's Senior Management Team (SMT) should be nominated for each Ward within the city, with designated duties with respect to support for Ward Councillors and Neighbourhood Working. The Lead Ward Councillor decision should be rescinded
- R3** Best practice protocols regarding neighbourhood meeting arrangements should be produced and shared amongst Neighbourhood Liaison Officers and newly designated SMT members with a view to promoting, implementing and monitoring consistent high quality arrangements
- R4** The role and identity of members should be included in publicity regarding neighbourhood meetings
- R5** Neighbourhood Liaison Officer (NLO) roles should be reviewed to ensure that skill sets of individuals match the demands of the job. Specific training needs analysis should be carried out to ensure training and development is available where needed. Line managers of NLOs should include the role within the NLO's personal objectives, and seek feedback from Members at appraisal. NLO's and their line managers should ensure that the role is integral to, rather than in addition to their work programme, and that adequate support is available to assist them in the role.
- R6** Revised arrangements should be commended to Plymouth 2020 partnership and, subject to agreement be publicised and briefed to relevant stakeholders from all agencies and to residents.
- R7** Analysis of repeat issues in Neighbourhoods, and of complaints should be undertaken to ensure that the necessary learning is taking place. This practice should be included in best practice protocols for Neighbourhood Working
- R8** A review is undertaken by the Customers and Communities Overview and Scrutiny Panel and a report submitted to the Overview and Scrutiny Management Board with respect to the role of community infrastructure and community anchor organisations in supporting neighbourhood working
- R9** The Shadow Health and Wellbeing Board takes responsibility for ensuring that neighbourhood level interaction takes place with key health agencies
- R10** Plans are put in place to adopt the proposed boundary changes set out in the overview report.
- R11** Neighbourhood Profiles are reviewed and updated in line with the findings and recommendations of this review
- R12** A review is undertaken of communication methods around neighbourhood working, with recommendations back to the Customers and Communities Overview and Scrutiny Panel
- R13** The Constitution be updated to reflect revised member and officer accountability arrangements for Neighbourhoods and Wards
- R14** A review of these arrangements is carried out as a Task and Finish Group in July 2012
- R15** The cost of localities working, including officer time, be recorded.

AI Schedule of Witnesses**Localities and Neighbourhood Working****Task and Finish Group – Witness Schedule****11 and 12 July 2011****Monday 11 July 2011**

<u>Time</u>	<u>Witness</u>
2.30 pm	Cllr Jordan, Cabinet Member
2.50 pm	Mark Rich, Neighbourhood Liaison Officer (Mutley/Greenbank)
3.10 pm	Jo Atkey, Neighbourhood Liaison Officer (Southway)
3.40 pm	Ruth Walls, Third Sector Consortium
4.00 pm	Dave Brown, Devonport Neighbourhood Board Chair
4.20 pm	Nigel Pluckrose, NHS Plymouth

Tuesday 12 July 2011

<u>Time</u>	<u>Witness</u>
9.30 am	Gill Peel, Neighbourhood Liaison Officer (Morice Town)
9.50 am	John Emery, Plymstock Resident
10.10 am	Phil Mitchell, Locality Manager (North West)
10.30 am	Pat Patel, Tamarview Community Centre
1.30 pm	Chief Superintendent Andy Bickley
1.50 pm	PCSO Sarah Wilkins (Derriford Neighbourhood Team)

<u>Time</u>	<u>Witness</u>
2.10 pm	JP Sanders, Locality Manager (South East)
2.30 pm	Russ Moody, Stop Smoking Service Manager, and Dan Preece, Public Protection
3.15 pm	Claire Oatway, Children's Services / Local Strategic Partnership and Maggie Carter, Children's Services
3.40 pm	Peter Flukes, Wolseley Trust
4.00 pm	Sarah Hopkins, Neighbourhood Liaison Officer (Ford), and Paul Squire, Ford Resident

A2 Background Papers and Written evidence

Project Initiation Document

2009 Locality Working Task & Finish Report

Localities and Neighbourhood Working Overview Report

List of Witnesses

Morice Town Newsletter

Morice Town Progress Report - 20.06.2011

Witness Submission - Debbie Burton

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**Overview and Scrutiny
Management Board**

Annual Report

June 2011



Annual Overview and Scrutiny Report 2010-11

Plymouth City Council

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Reducing Inequalities	8
Providing value for communities	9

Foreword

Our Constitution summarises the purpose of the Council's scrutiny function as follows:

- To add value to Council business and decision-making.
- To hold the Cabinet to account.
- To monitor the budget and performance of services.
- To assist the Council in the development of policy and review the effectiveness of the implementation of Council policy.
- Work to outcomes, which can be measured and have a positive impact on the community.

The last year has presented a number of challenges to the Council's five scrutiny panels and the Scrutiny Management Board in delivering against their objectives. There has been a change of government, bringing with it a number of significant pieces of new legislation affecting both local government and our strategic partners in the city. A period of financial restraint has meant that difficult decisions have had to be made about resourcing priorities. The regulatory regime has also changed, so that external oversight of the way that the Council works has reduced.

We feel that the Members and officers engaged in the scrutiny function have risen to these challenges well. In October 2010, the Council reaffirmed its vision, to become one of Europe's finest, most vibrant waterfront cities, where an outstanding quality of life is enjoyed by everyone. We also adopted four priorities for the city, which we share with all our key partners:

- **Deliver growth:** Develop Plymouth as a thriving growth centre by creating the conditions for investment in quality new homes, jobs and infrastructure
- **Raise aspirations:** Promote Plymouth and encourage people to aim higher and take pride in the city
- **Reduce inequality:** Narrow the inequality gap, particularly in health, between communities
- **Provide value for communities:** Work together to maximise resources to benefit customers and make internal efficiencies

This report summarises the achievements of the panels and the management board against these priorities over the last year.

We want to take this opportunity to thank those who have contributed to the achievements that we have made this year. The Chairs and Vice-Chairs of the overview and scrutiny panels, with their Lead and Democratic support officers have delivered a large and varied scrutiny programme over the last year. We know that, behind the published results of their work, many hours of discussion, research and debate have taken place. The members of the panels have had to balance their contribution to the scrutiny process with their other commitments as Councillors, and their high attendance rate, as well as the quality of the work of their panels is testament to their success at this. As the first anniversary of the death of Cllr David Viney approaches, we

would like to add our tribute to the many that have been made to his long and distinguished service to the Council in many roles, but specifically in this case to scrutiny, where his experience, wit and verve added much to our work. A number of Co-opted members have given freely of their time and expertise to support the panels and we would especially like to extend our thanks to them. All members of the Cabinet have been before scrutiny and we thank them for their attendance, which has not always been comfortable for them! Finally, our thanks go to the large number of officers, both senior and junior from the Council and its partners who have attended panels as witnesses and contributors and without whom our work would not be possible.



Councillor James, Chair



Councillor Ball, Vice-Chair 2010-11

Plymouth City Council Scrutiny Arrangements 2010-11

Overview and Scrutiny Management Board

Chair: Cllr James

Vice-Chair: Cllr Ball

Cllr Browne, Cllr McDonald (part), Cllr Nicholson, Cllr Ricketts
Cllr Stevens, Cllr Thompson, Cllr Wildy and Cllr Williams (part),
Co-optees: Doug Fletcher and Jake Paget.

Overview and Scrutiny Panels

Children and Young People

Chair: Cllr Wildy

Vice-Chair: Cllr Stephens

Cllr Delbridge

Cllr Foster

Cllr Haydon

Cllr Mrs Nicholson

Cllr Roberts

Cllr Stark

Cllr Tuohy

Co-optees:

Kevin Willis

Pauline Purnell (part)

Jenny Evans (part)

Kerry Whittlesea (part)

Growth and Prosperity

Chair: Cllr Nicholson

Vice-Chair: Cllr Nelder

Cllr Roberts

Cllr K Foster

Cllr Martin Leaves

Cllr Stephens

Cllr Berron

Cllr Wright

Cllr Wheeler

Customers and Communities

Chair: Cllr Ball

Vice-Chair: Cllrs Coker
(part) and McDonald
(part)

Cllr Mrs Nicholson

Cllr Smith

Cllr Mrs Beer

Cllr Mrs Bragg

Cllr Martin Leaves

Cllr Vincent

Cllr Delbridge

Co-optees:

Chaz Singh

Dr Anita Jellings

Health and Adult Social Care

Chair: Cllr Ricketts

Vice-Chair: Cllrs
McDonald (part) and
Coker (part)

Cllr Bowie

Cllr Delbridge

Cllr Gordon

Cllr Mahony

Cllr Mrs Nicholson

Cllr Dr. Salter

Cllr Viney

Co-optees:

Chris Boote

Margaret Schwarz

Support Services

Chair: Cllr James

Vice-Chair: Cllr Lowry

Cllr Berron

Cllr Browne

Cllr Dann

Cllr Murphy

Cllr Stark

Cllr Lock

Cllr Thompson

Co-optee:

Janet Isaac

Deliver growth: Develop Plymouth as a thriving growth centre by creating the conditions for investment in quality new homes, jobs and infrastructure

The Growth and Prosperity Overview and Scrutiny Panel has taken the lead in support of this priority, although the work of other panels, and the Management Board has supported this priority. Over the past year, the panel has focused on Growth and Regeneration challenges in delivering the Local Economic Strategy, the Local Transport Plan and developing a fit for purpose strategic housing service. The panel has worked closely with the Wealthy Theme Group as it has become the Growth Board for Plymouth, and has delivered the following specific work items:

- Hoe and Foreshore Maintenance, ensuring that measures were taken to reduce the health and safety risk assessment for this key part of the city reduced from 'red' to 'amber'.
- [The Port of Plymouth study](#), supporting the development of a 'port master plan' to deliver a major step change in the use and planning for this vital city asset
- [Private Sector Housing peer challenge](#), supporting the implementation of the improvement plan completed following the review
- Review of the delivery of the commitments made to tenants of [Plymouth Community Homes](#)
- The development of [a policy for road closure for community events](#), including an annual list of events for which the council will provide the temporary traffic regulation orders free of charge
- Ensuring that [public consultation arrangements for the 'Local Transport Plan 3'](#) are robust and inclusive
- Ensuring the delivery of development schemes funded through ['Section 106'](#) monies due to the Council
- Improvements to the Council's approach to [Highways Maintenance arrangements](#), ensuring better targeting of resources and a more proactive approach to the type of repairs carried out, and recommendations for stronger emphasis on this area of activity in budget setting.

Raise aspirations: Promote Plymouth and encourage people to aim higher and take pride in the city

This priority is supported across the scrutiny function.

- Input into the [Place Management Strategy](#), aiming to create 7500 jobs in the tourism sector in the city over the next 15 years, and support for the new city branding Positively Plymouth, developing and delivering a new, coherent Visitor Strategy for the city
- Focused on the lessons to be learned from the policing and stewardship of major football matches at Home Park to safeguard the city's reputation for effective management of major sporting events
- Review of the [Licensing Act 2003 Statement of Licensing Policy](#), including the Cumulative Impact Policy, supporting effective management of licensed premises to ensure the city's Night-time Economy is in keeping with the overall vision for the city
- Recommended the production and adoption of a [Volunteering Plan](#) for the city, and ensured the continued provision of resources to fund the Volunteer Centre and for infrastructure support to community and voluntary groups
- Championed the establishment of a '[small grants scheme](#)' for community and voluntary groups, funded from partnership resources
- Heard from a range of media professionals about ways in which the Council could better promote its scrutiny activities through more effective use of a range of [media channels](#)
- Championed school attainment, with focus this year of Primary School educational outcomes

Reduce inequality: Narrow the inequality gap, particularly in health, between communities

- Raising the profile of the issue of [Teenage Conception](#) within the city, ensuring better understanding of the issues, more focus on achieving reductions in rates and improved championing and resourcing arrangements
- Renewing focus on the role of [Young Carers](#) in the city, and delivering improvements in identification and support arrangements
- Highlighting the issues facing [young, unaccompanied Asylum Seekers in Plymouth](#)
- Focus on the findings of [Ofsted inspections into children's social care](#), and overview of the implementation of planned improvements
- [Reviewed the strategic plans of NHS Plymouth agencies](#), ensuring a greater focus on the city's shared priorities amongst partner health organisations
- Input into the creation of the new [Plymouth Provider Servicers health delivery organisation](#), with particular input into its governance and community benefit arrangements
- Providing a platform for users of [specialist gynaecological cancer services](#) to voice their concerns about a possible move of services from the city
- A review of consultation arrangements concerned with substantial changes to [residential care arrangements in the city](#)
- Responses to government [consultation on the Health and Social Care White paper](#), resulting in changes in the proposed legislation around the role of scrutiny panels

Provide value for communities: Work together to maximise resources to benefit customers and make internal efficiencies

- Supported a more integrated approach to the [Council's Accommodation, People's and ICT strategies](#), ensuring that rationalisation of the way that staff occupy buildings is supported by the appropriate technology, training and people management arrangements
- [A review of the Council's appraisal system](#), ensuring best practise is better reflected and delivery rates improved
- Oversight of the Council's ['Invest to Save' proposals](#), recommending improved governance arrangements, and improved alignment with city priorities
- Championed the use of Value for Money benchmarking with other authorities to ensure the Council is aware of its progress relative to others
- [Highlighted the need for greater emphasis on 'shared service' arrangements](#) with other Local Authorities and agencies to achieve greater efficiencies in the provision of 'back office' functions
- [Delivered high quality scrutiny of the Council's budget](#) and corporate plan, resulting in a number of recommendations to the Council, the vast majority of which were accepted
- [Provided for Partner scrutiny of the Council's budget](#), with feedback from Health, Police and Community and Voluntary Sector colleagues taken into account in budget recommendations
- Championed the first 'on-line' budget consultation exercise across the city, so that the public's views could be considered during scrutiny of the budget

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CITY COUNCIL

10 October 2011



MOTION ON NOTICE NO 11 (11/12)

Planning Application 11/00750/FUL

Plymouth City Council notes that planning application 11/00750/FUL is scheduled to be considered by the Planning Committee on 22 December 2011, just three days before Christmas Day. We recognise that this is among the most controversial planning applications in Plymouth for many years, with hundreds of Plymothians wanting to witness the decision. Three days before Christmas Day is wholly unsuitable for Plymothians, especially those with young families, to have to attend a Planning Committee meeting.

We note the confusion surrounding the decision to choose 22 December. Our Constitution states that the Chair of the relevant Committee shall decide, but the Chair of the Planning Committee states "The decision was not made by me. It was put to me by Paul Barnard, the Council's head of planning".

We further note that every four weeks the Chair of the Planning Committee states he is "keen to receive feedback" on the workings of the Planning Committee and that this feed back is "invaluable".

We therefore urge the Chair of the Planning Committee to consult with all Planning Committee members to find an alternative date which would show a willingness to allow as many Plymothians as possible to observe this important decision.

Proposed by Councillor Stevens

Seconded by Councillor Wildy

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PLYMOUTH CITY COUNCIL

Subject: Statutory Review of Polling Districts and Polling Places
Committee: City Council
Date: 10 October 2011
Cabinet Member: N/A
CMT Member: Assistant Director for Democracy and Governance
Author: Nigel Spilsbury, Electoral Services Manager
Contact: Tel: 01752 304861
e-mail: nigel.spilsbury@plymouth.gov.uk
Ref: E3/Review/2011
Key Decision: No
Part: I

Executive Summary:

In accordance with the Electoral Administration Act 2006 a full review of polling districts and polling places has been undertaken in consultation with a wide circle of interested parties including Members and the general public.

Following the review, this report seeks approval of the Plymouth City Council Polling Arrangements Schedule 2011, a copy of which is annexed to this report.

Corporate Plan 2011-2014:

No specific implications

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

There are no additional implications arising from this report.

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

None

Recommendations & Reasons for recommended action:

That:- The Plymouth City Council Polling Arrangements Schedule 2011 (copy at Appendix A) is implemented with effect from 1 December 2011.

Reasons for recommendations:

- a) Provide voting arrangements for the electors of Plymouth;
- b) Comply with the statutory requirements of the Electoral Administration Act 2006

Alternative options considered and reasons for recommended action:

N/A

Background papers:

None

Sign off:

Fin	CorS 1112 010	Leg	LT I2691/ TH0022	HR		Corp Prop		IT		Strat Proc	
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Originating SMT Member: Tim Howes

1.0 Introduction and Background

- 1.1 Under the Representation of the People Act 1983, the City Council has a duty to divide the local authority area into polling districts and to designate a polling place for each district. The City Council must also keep these arrangements under review.
- 1.2 Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the way that reviews must be undertaken. The most important change was that the City Council must conduct a full review of its polling districts and polling places and to formally approve a 'final polling scheme' every four years or when a material changes to polling areas is proposed.
- 1.3 This report seeks approval of the Plymouth City Council Polling Arrangements Schedule 2011, which is annexed to this report. The Schedule, once approved, will be published on the City Council's website.

2.0 Review Definitions

Polling District – A polling district is a geographical sub-division of an electoral area (constituency or ward).

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

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

Only the full Council meeting can decide polling district boundaries or polling place areas. It is the Returning Officer's role to select the polling stations.

3.0 Review Approach

- 3.1 In undertaking this review the following rules are required by law and must be observed: -
- The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances;
 - The Council must seek to ensure that so far as is reasonable and practicable every polling station is accessible to electors who are disabled.

Other guidelines used in this review are that: -

- Ideally the polling station should be situated within its own polling district;
- No polling place or station should be shared by two wards, unless no other buildings are available;
- Where practicable 'natural' features should be used as the boundaries, e.g. main roads, rivers, railways etc;
- Schools should be avoided unless it is the only appropriate location
- Where practicable the use of mobile units should be avoided
- Changes should be kept to a minimum and alterations sought only where necessary

- 3.2 The Review was divided into two parts: Part 1: Election Review 2011 and Part 2: Formal Review of Polling Districts and Polling Places.

Part 1

At the 2011 elections Polling Station Inspectors and Polling Staff completed ‘Polling Station Review and Assessment’ forms.

Following the election comment was invited from Elected Representatives, Political Parties, Candidates and Election Agents and staff at all levels of the process. This included inviting comments regarding polling district boundaries and polling stations. The closing date for comment was 10 June 2011.

Part 2

Part 2 was the formal part of the review and comments were invited from a wide a circle of interested organisations and individuals. This included:

- The Returning Officer
- Plymouth Age Concern
- Plymouth Area Disability Action Network
- Plymouth and District Disabled Fellowship
- The Hearing and Sight Centre
- Elected Representatives
- Candidates and Election Agents
- Polling staff
- Customers through internet and notice

Timetable for the Part 2 Review: -

Notice giving start of review:	25 July 2011
Publication of Returning Officer’s proposal:	27 July 2011
Consultation period:	25 July – 19 August 2011
Report to CMT:	6 September 2011
Report to Council:	10 October 2011
Publication of Report	17 October 2011
Arrangements to come into force on:	1 December 2011

4.0 Comments received and alterations proposed in relation to Polling Districts, Polling Places and Polling Stations

4.1 During Part 1 of the review a number of comments were received: -

- General questions in relation to altering ward boundaries;
- For the internal transfer of voters from one polling district to a new polling district in the St Peter and the Waterfront ward

During Part 2 of the review the only comment received was also in relation to ward boundaries.

The questions on ward boundaries are not within the scope of this review and would be subject to review by the Local Government Boundary Commission.

At the closing date of the review no firm proposals have been made in relation to alterations in the St Peter and the Waterfront ward.

However, due to changing circumstances it will be necessary to alter one polling station: to use Beechwood Primary School for Polling District FD, replacing the Southway Training Centre (premises to be vacated soon). This is a proposal from the Electoral Service.

- 4.2 It should be noted that polling stations are always subject to circumstances changing at short notice e.g. new building works at a school or community centre or a church hall closing down. If this happens and time permits the Returning Officer will always consult before making any necessary alterations.

5.0 The City of Plymouth Polling Arrangements Schedule 2011

- 5.1 The Plymouth City Council Polling Arrangements Schedule 2011 is attached at Appendix A.
- 5.2 This schedule represents the position with regard to polling districts, polling places and polling stations as at the date of this Council meeting.

6.0 Recommendations

- 6.1 That: -

The Plymouth City Council Polling Arrangements Schedule 2011 (copy at Appendix A) is implemented with effect from 1 December 2011.

Reasons for recommendations:

1. Provide voting arrangements for the electors of Plymouth;
2. Comply with the statutory requirements of the Electoral Administration Act 2006

Appendix A

**Plymouth City Council
Polling Arrangements Schedule 2011
(Polling Districts, Polling Places and
Polling Stations)**

1. Plymouth City Council has carried out a review of Polling Arrangements in accordance with section 16 of the Electoral Administration Act 2006. In discharge of its functions under sections 18 and 31 of the Representation of the People Act 1983 the City Council gives public NOTICE of revised Polling Districts, Polling Places and Polling Stations within the Plymouth City Council area.
2. The new arrangements will come into force on the 1 December 2011, dividing the city into 121 polling districts each bearing distinguishing polling district letters. Maps can be viewed in the Electoral Services Offices indicating the extent of the polling district boundary and the designated polling place area.

Parliamentary Constituency: Plymouth, Moor View
European Parliamentary Constituency: South West Region

Polling Station Number	Polling Station	Polling District	Ward
1	St.Philips Church Hall, Bridwell Road	BA	Ham
2	Weston Mill Oak Villa, Ferndale Road	BB	Ham
3	Halcyon Methodist Church Hall, Dingle Road	BC	Ham
4	Mobile at Tewkesbury Close, Lower Ham	BD	Ham
5	North Prospect Branch Library, Greatlands Place	BE	Ham
6	Morice Baptist Church, Ham Drive	BF	Ham
7	Pennycross Primary School, Arden Grove	BG	Ham
8	Mobile at Polzeath Gardens, Pennycross	BH	Ham
9	Tamar View Community & Resource Centre	CA	St Budeaux
10	The Barn, Kit Hill Crescent	CAB	St Budeaux
11	St Budeaux Baptist Church Hall, Fletemoor Road	CB	St Budeaux
12	St Boniface Church Hall, Percy Street	CC	St Budeaux
13	Plaistow Hill Infants School, Roman Way	CD	St Budeaux
14	Kings Tamerton Community Centre, Newton Avenue	CE	St Budeaux
15	St Pauls Church Hall, Off Pemros Road	CF	St Budeaux
16	West Park Library, Crownhill Road	DA	Honicknowle
17	Honicknowle Youth & Community Centre, Honicknowle Green	DB	Honicknowle
18	Mobile at Chaucer Way (located in car park area, after Masefield Gardens)	DC	Honicknowle
19	Mobile at Sedley Way/Ruskin Crescent	DD	Honicknowle
20	Ernesettle Community School, Biggin Hill	DE	Honicknowle
21	St Aidan's Church Hall, Ernesettle Green	DF	Honicknowle
22	Knowle Primary School, Ringmore Way	DG	Honicknowle
23	Mobile Budshead Road/Canterbury Drive	EA	Budshead
24	St Peters RC Primary School, Brentford Avenue	EB	Budshead
25	Bethany Evangelical Church, Budshead Road	EC	Budshead
26	The Salvation Army Community Hall, Lancaster Gardens	ED	Budshead
27	St John's Ambulance Training Centre, Crownhill Fort Rd	EE	Budshead
28	Crownhill Methodist Church Hall, Morshead Road	EF	Budshead
29	Mobile at Thirlmere Gardens, Looseleigh	EG	Budshead
30	Derriford United Reform Church Hall, Powisland Drive	EH	Budshead
31	Mary Dean's CE Primary School, Tamerton Foliot	FA	Southway
32	Hilltop Community Centre, Cunningham Road	FAB	Southway
33	Mobile Polling Station at Lower Dunnet Road	FB	Southway
34	Southway Youth & Community Centre, Hendwell Close	FC	Southway
35	Beechwood Primary School, Rockfield Avenue	FD	Southway
36	Widewell Primary School, Lulworth Drive	FE	Southway
37	Church of the Holy Spirit, Clittaford Road	FF	Southway
38	Mobile Unit at Hessary Drive, Belliver	FG	Southway

Parliamentary Constituency: Plymouth, Moor View
European Parliamentary Constituency: South West Region

Polling Station Number	Polling Station	Polling District	Ward
39	Leigham Community Hall, Bampton Road	GA	Moor View
40	Mainstone Community Centre, Off Pattinson Drive	GB	Moor View
41	Elm Community Centre, Leypark Drive	GC	Moor View
42	Thornbury Primary School, Miller Way	GD	Moor View
43	St Anne's Hall, Glenholt Road	GE	Moor View
44	Manadon Vale Primary School, St Peters Road	HA	Eggbuckland
45	Brake Farm Community Resource Centre, St. Peters Rd	HB	Eggbuckland
46	Courtlands Special School, Widey Lane	HC	Eggbuckland
47	The Village Hall, Miles Mitchell Avenue	HD	Eggbuckland
48	Austin Farm Primary School, Delamere Road	HE	Eggbuckland
49	St Edwards Primary School, Fort Austin Avenue	HF	Eggbuckland

Parliamentary Constituency: Plymouth, Sutton and Devonport
European Parliamentary Constituency: South West Region

Polling Station Number	Polling Station	Polling District	Ward
50	Marlborough Primary School, Morice Square	AA	Devonport
51	Salvation Army Hall, Balfour Terrace	AB	Devonport
52	Keyham Green Places Community Centre, Renown St.	AC	Devonport
53	Keyham Methodist Church, Admiralty Street	AD	Devonport
54	Mount Wise Neighbourhood Centre, Clowance St	AE	Devonport
55	Stuart Road Primary School, Palmerston Street	JA	Stoke
56	Stoke Damerel Primary School, South Hill	JB	Stoke
57	Stoke Methodist Church, Belmont Place	JC	Stoke
58	Pilgrim Church Hall, St Levan Road	JD	Stoke
59	St Mark's Church, Cambridge Road	JE	Stoke
60	Peverell Methodist Church Hall, Westbourne Rd	KA	Peverell
61	St Edwards Church Hall, Home Park Avenue	KB	Peverell
62	Montpelier Infants School, Parker Road	KC	Peverell
63	Pennycross Methodist Church Hall, Pridham Lane	KD	Peverell
64	Trinity United Reformed Church Hall, Tor Lane	KE	Peverell
65	Mobile at Kneele Gardens, Hartley	LA	Compton
66	Compton CE Primary School, Higher Compton	LB	Compton
67	Compton Methodist Church Hall, Egguckland Road	LC	Compton
68	Emmanuel Parish Hall, Compton Avenue	LD	Compton
69	Swarthmore Centre, Mutley Plain	LE	Compton
70	Mobile at Royal Eye Infirmary, Dale Road	MA	Drake
71	Sherwell United Reformed Church Hall, North Hill	MB	Drake
72	Charles-w-St Matthias Church, Clifton Place/Bedford Park	MC	Drake
73	Mount Street Primary School, Mount Street, Greenbank	MD	Drake
74	St Judes Church Hall, Beaumont Road	NA	St Peter and the Waterfront
75	The Burgess Hall, Unitarian Church, Princess Street	NB	St Peter and the Waterfront
76	St Andrew CE Primary School, Citadel Road	NC	St Peter and the Waterfront
77	St Paul's Church, Durnford Street	ND	St Peter and the Waterfront
78	High Street Primary School	NE	St Peter and the Waterfront
79	Howesons in St Peters Church (south entrance), Wyndham Square	NF	St Peter and the Waterfront
80	Frederick Street Centre	NG	St Peter and the Waterfront
81	Pilgrim Primary School, Oxford Street	NH	St Peter and the Waterfront

Parliamentary Constituency: Plymouth, Sutton and Devonport
European Parliamentary Constituency: South West Region

Polling Station Number	Polling Station	Polling District	Ward
82	Mount Gould Methodist Church Hall, Faringdon Road	OA	Sutton and Mount Gould
83	Salisbury Road Primary School	OB	Sutton and Mount Gould
84	Salisbury Road Baptist Church Hall	OC	Sutton and Mount Gould
85	Tothill Community Centre, Knighton Road	OD	Sutton and Mount Gould
86	Table Tennis League HQ, Desborough Lane	OE	Sutton and Mount Gould
87	Prince Rock Primary School, Embankment Road	OF	Sutton and Mount Gould
88	Tresillian Street Centre (Former Cattedown Church)	OG	Sutton and Mount Gould
89	The Acorn Project Building, Artillery Place	OH	Sutton and Mount Gould
90	Mobile at Kensington Road/Southern Terrace	PA	Efford and Lipson
91	Lipson Vale Primary School, Bernice Terrace	PB	Efford and Lipson
92	Laira Green Primary School, Brockley Road	PC	Efford and Lipson
93	Laira Library, Old Laira Road	PD	Efford and Lipson
94	Church of our lady of Mount Carmel, Stott Close	PE	Efford and Lipson
95	Mobile adjacent to Humber Close, Off Deer Park Drive	PF	Efford and Lipson
96	St Pauls Community Church, Efford Lane	PG	Efford and Lipson
97	Efford Youth Centre, Blandford Road	PH	Efford and Lipson

Parliamentary Constituency: South West Devon
European Parliamentary Constituency: South West Region

Polling Station Number	Polling Station	Polling District	Ward
98	Chaddlewood Primary School, Westfield	QA	Plympton Chaddlewood
99	Glen Park Primary School, Glen Road	QB	Plympton Chaddlewood
100	Chaddlewood Farm Community Centre, Glen Road	QC	Plympton Chaddlewood
101	Woodford Methodist Community Church, Greenway Avenue	RA	Plympton St Mary
102	St Peters Lutheran Church, Larkham Lane	RB	Plympton St Mary
103	Boringdon Primary School, Courtland Crescent	RC	Plympton St Mary
104	Colebrook Community Centre, Newnham Road	RD	Plympton St Mary
105	Plympton Fire Station, Conference Room, Service Training Centre	RE	Plympton St Mary
106	Mobile at Valley Road, Plympton	SA	Plympton Erle
107	Mobile at Merafield Road, Plympton	SB	Plympton Erle
108	The Rees Youth & Community Centre, Mudge Way	SC	Plympton Erle
109	Longcause Community Special School, Plympton	SD	Plympton Erle
110	Yealmpstone Farm Primary School, Meadowfield Place	SE	Plympton Erle
111	Oreston Primary School, Oreston Road	TA	Plymstock Radford
112	Hooe Baptist Church, Hooe Road – Station 1	TB	Plymstock Radford
112	Hooe Baptist Church, Hooe Road – Station 2	TB	Plymstock Radford
113	Goosewell Primary School (Infants Classroom), Goosewell Road	TC	Plymstock Radford
114	Plymstock Sports Pavilion, Dean Cross Road	TD	Plymstock Radford
115	Pomphlett Methodist Church Hall, Pomphlett Road	TE	Plymstock Radford

Parliamentary Constituency: South West Devon
European Parliamentary Constituency: South West Region

Polling Station Number	Polling Station	Polling District	Ward
116	Mobile at Holmwood Avenue	UA	Plymstock Dunstone
117	The Function Room, Staddiscombe Club	UB	Plymstock Dunstone
118	Goosewell Primary School (Drama Hall), Goosewell Road	UC	Plymstock Dunstone
119	Coombe Dean School, Charnhill Way	UD	Plymstock Dunstone
120	Morley Youth Centre, Broadlands Gardens	UE	Plymstock Dunstone
121	Elburton Primary School, Haye Road South	UF	Plymstock Dunstone

Barry Keel

Chief Executive, Electoral Registration Officer & Returning Officer

Dated: 10 October 2011

Printed and published by:
Electoral Registration Officer & Returning Officer, Plymouth City Council, Civic Centre,
Plymouth PL1 2AA

CITY OF PLYMOUTH

Subject: Revised Constitution
Committee: City Council
Date: 10 October 2011
Cabinet Member:
CMT Member: Monitoring Officer
Author: Timothy Howes, Assistant Director for 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 revised constitution was considered by a Working Group of members on the 20 September 2011. It was agreed that an attempt would be made to rearrange the draft to make it fit under the headings in the current constitution. In addition, the Working Group considered the approach to be taken in respect of a number of material changes to the constitution.

The rearranged draft will be further considered by the Working Group before it is brought back to the City Council. Given the time needed to rearrange the draft, it has not been possible to bring the document to this meeting.

Corporate Plan 2011 – 2014:

There are no direct implications in relation to the corporate plan. However it is vital to ensure that 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. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

There are no direct implications.

Recommendations & Reasons for recommended action:

It is recommended that the City Council note the present position regarding the revised constitution.

Alternative options considered and reasons for recommended action:

The present model of the constitution does not reflect the new 'strong leader' model adopted by the City Council. The current constitution could simply be amended as it stands, but this would not address the need for greater clarity in the layout and text.

Background papers: None.

Sign off:

Fin	MC 111 220 15.	Leg	DS 1295 4.	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member TH											

1.0 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.

The purpose of the constitution is to set out everything anyone who has dealings with the local authority would need to know about how it conducts its business, who takes which decisions and how to work with it.

At the last Council meeting it was agreed 'that the Council defer consideration of a new constitution to allow the time for more detailed consideration by a working group of five Councillors with three from the Conservative Group and two from the Labour Group to work with the Monitoring Officer on the further development of the constitution. The outcome of that working group will then form part of the recommendations to Council in October 2011.'

The revised constitution was considered by a Working Group of members on the 20 September 2011. It was agreed that an attempt would be made to rearrange the draft to make it fit under the headings in the current constitution. In addition, the Working Group considered the approach to be taken in respect of a number of material changes to the constitution.

The rearranged draft will be further considered by the Working Group before it is brought back to the City Council. Given the time needed to rearrange the draft, it has not been possible to bring the document to this meeting.

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CITY COUNCIL

10 October 2011

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

Report of the Director for Corporate Support.

The City Council is asked to consider the following vacancies -

	Committee	Membership	Appointments
1.	Joint Consultative Committee	Three councillors - two Conservative councillor vacancies	

In accordance with minute 84 of the City Council meeting held on 1 February 2011, the City Council is asked to approve the following nomination –

	Panel	Membership	Appointments
2.	Independent Remuneration Panel	Three panel members - Paul Woods, Duncan Currall and Alan Wooderson	Fourth panel member - Sarah Lee - University of Plymouth, Peninsula Medical School

The City Council is asked to note that, the following change of Committee membership has been notified to the Monitoring Officer -

	Committee	Change of Membership
3.	Licensing Committee Hackney Carriage	Councillor Mrs Nicholson has replaced Councillor Mrs Dolan
4.	Children and Young People Overview and Scrutiny Panel	Councillor Mrs Dolan has replaced Councillor Mrs Nicholson

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THE FOUR MONTH FORWARD PLAN

1 October 2011 to 31 January 2012



Date of Publication:

16 September 2011

Contact Officer:

Nicola Kirby

Senior Democratic Support Officer (Cabinet)

Email: 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?

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

Where the date by which a decision must be taken under Regulation 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker, obtains the agreement of the Chair of the Overview and Scrutiny Management Board, that the taking of the decision is urgent and that it cannot reasonably be deferred. If there is no Chair of the Overview and Scrutiny Management Board (or in his/her absence), then the agreement can be obtained from the Lord Mayor, or in both their absences, from the Deputy Lord Mayor.

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:

	October 2011	November 2011	December 2011	January 2012
City Council Council House (2 pm)	10 October	-	5 December	30 January
Cabinet Council House (2pm)	18 October	15 November	13 December	17 January

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
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 October 2011 to 31 January 2012

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

**INFORMATION AND ADVICE SERVICES FRAMEWORK
DATE FIRST INCLUDED IN THE FP: 16 SEPTEMBER 2011**

Nature of the decision:

To agree a framework for information and advice services to guide future provision of these services, and to update the Financial Inclusion Strategy 2009-12, and better align the provision of financial information and advice with other advice-giving services.

Who will make the decision? Cabinet (on the recommendation of Councillors Mrs Pengelly and Monahan)

Timing of the decision? 15 November 2011

Who will be consulted and how?

Persons to be consulted with:

Officers from Adult Social Care, Children's Services, Customer Services, NHS Plymouth, Housing, and Corporate Support
Local service delivery organisations
Customers
Customer and Communities Overview and Scrutiny Panel

Process to be used:

Discussions
Meetings
Customer event

Information to be considered by the decision makers:

'Information and Advice Services Framework' proposal
Financial Inclusion Strategy (2009-12)
Adult Social Care Market Position Statement
recommendations from Customers and Communities Overview and Scrutiny Panel
feedback from consultation.

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 31 October 2011 to -

1. Director for Community Services
2. Councillor Mrs Pengelly (Leader)
3. Councillor Monahan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jo Hambly, Financial and Social Inclusion Officer
E mail: jo.hambly@plymouth.gov.uk Tel: 01752 304321

**CONTRACT AWARD: SINGLE HOMELESS HOSTEL SUPPORT SERVICE
(BLOCK CONTRACT)
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

To give approval to award one block contract to deliver a single homeless hostel support service for a period of three years with the option to extend year on year for a further three years

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:

Heads of Service for Strategic Housing and Adult Health and Social Care
Directors
Strategic Procurement Manager
Heads of Finance and Legal Services

Process to be used:

Sign off of contract award report including evaluation criteria.

Information to be considered by the decision makers:

Contract award report

Documents to be considered when the decision is taken

Contract award report

Representations: In writing by 3 October 2011 to-

1. Director for Community 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: Claire Hodgkins, Commissioning Manager
E mail: claire.hodgkins@plymouth.gov.uk Tel: 01752 307354

SITE PROPOSAL TO SUPPORT DELIVERY OF NEW AND AFFORDABLE HOUSING
DATE FIRST INCLUDED IN THE PLAN: 16 SEPTEMBER 2011

Nature of the decision:

To agree to the disposal and use of named City Council owned sites (formerly referred to as Local Housing Company allocated sites) to support the delivery of new and affordable housing; disposal to follow a compliant EU procurement process.

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:

Heads of Service for Planning, Economic Development, Finance and Legal Services
Head of Capital and Assets and Product Portfolio Manager – Finance, Assets and Efficiency.

Process to be used:

Internal officers are consulted through internal meetings and membership of Project Team. Capital Delivery Board to consider contract award report.

Information to be considered by the decision makers:

Cabinet Report

Documents to be considered when the decision is taken

Cabinet Report including site packages
Plymouth Growth Fund Cabinet report – 29 March 2011

Representations: In writing by 3 October 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: Nick Carter, Housing Strategy and Development Manager
E mail: nick.carter@plymouth.gov.uk Tel: 01752 307583

**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? 15 November 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
- Growth and Prosperity Overview and Scrutiny Panel

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

Recommendations of the Growth and Prosperity Overview and Scrutiny Panel

Documents to be considered when the decision is taken

As above for decision maker

Representations: In writing by 31 October 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

E mail: patrick.knight@plymouth.gov.uk Tel: 01752 304472

**PLYMOUTH'S LOCAL CARBON FRAMEWORK
DATE FIRST INCLUDED IN 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? 18 October 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 3 October 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

E mail: jackie.young@plymouth.gov.uk Tel: 01752 304220

SERVICES FOR CHILDREN AND YOUNG PEOPLE BASIC NEED PROGRAMME
DATE FIRST INCLUDED IN THE FP:16 SEPTEMBER 2011

Nature of the decision:

To consider proposals, for consultation, on the development of the Wave Two projects to meet an increased number of primary age pupils with effect from September 2012.

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

Timing of the decision? 18 October 2011

Who will be consulted and how?

Persons to be consulted with:

Schools, governors, officers of the Council, Diocesan bodies

Process to be used:

Mainly using direct meetings

Information to be considered by the decision makers:

Cabinet paper

Documents to be considered when the decision is taken

Investment for Children Cabinet paper approved 11 November 2008

Plymouth City Council Children's Services Strategy for Change Investment for Children

Basic Need Cabinet paper 19 October 2010

Basic Need Cabinet paper 8 March 2011

Community Infrastructure Levy and Plymouth Infrastructure Needs Assessment Cabinet report July 2011

Representations: In writing by 3 October 2011 to -

1. Director of Services for Children and Young People
2. Councillor Sam Leaves (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Gareth Simmons, Project Director for Buildings and the Learning Environments

E mail: gareth.simmons@plymouth.gov.uk Tel: 01752 307161

**CAPITAL INVESTMENT DELIVERY FOR MARINE ACADEMY PLYMOUTH
AND ALL SAINTS ACADEMY PLYMOUTH
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

To consider whether or not to delegate the capital investments received from Government for the Marine Academy Plymouth and All Saints Academy Plymouth

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

Timing of the decision? 18 October 2011

Who will be consulted and how?

Persons to be consulted with:

Heads of Finance, Legal Services and Corporate Property. Sponsors of the academies

Process to be used:

Internal officers are consulted through internal meetings, sponsors are consulted through joint meetings with partnership for schools

Information to be considered by the decision makers:

The Sebastian James review on capital delivery for Education published April 2011

Documents to be considered when the decision is taken

Cabinet Paper, Memorandum of Understanding (MOU) between academies and the authority and a MOU between the authority and the partnership for the schools

Representations: In writing by 3 October 2011 to -

1. Director of Services for Children and Young People
2. Councillor Sam Leaves (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Gareth Simmons, Project Director for Buildings and the Learning Environments

E mail: gareth.simmons@plymouth.gov.uk Tel: 01752 307161

**EVENTS ON THE PUBLIC HIGHWAY POLICY
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

To approve the draft Events on the Public Highway Policy.

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

Timing of the decision? 13 December 2011

Who will be consulted and how?

Persons to be consulted with:

Assistant Director (Culture, Sport and Leisure), City Centre Manager and Democratic and Member Support Manager, all of whom have recently organised road closures for events on the public highway.

Process to be used:

The draft report and associated documents to be circulated to all the above consultees for comment.

Information to be considered by the decision makers:

1. Draft Events on the Public Highway Policy
2. Overview and Scrutiny Management Board Task and Finish Group Scrutiny Review - Review of Community Events and Road Closure Policy October 2010

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 28 November 2011 to -

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

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Ian Ellis, Assistant Network Manager

E mail: ian.ellis@plymouth.gov.uk Tel: 01752 307801

**HOUSING PLAN 2012 - 2017 CONSULTATION DRAFT
DATE FIRST INCLUDED IN THE FORWARD PLAN: 16 SEPTEMBER 2011**

Nature of the decision:

To consider and approve a consultation draft of the emerging Housing Plan 2012 – 2017 which considers four key housing themes as the basis of strategic housing activity that contributes to delivering the shared vision and priorities of the City and Council. Approval of the plan's content, aims and objectives is required before it is taken out to public and wider stakeholder consultation.

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

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

Timing of the decision? 15 November 2011

Who will be consulted and how?

Persons to be consulted with:

The consultation draft of the Housing Plan builds upon the work from the Housing Strategy Conference, workshops and associated multi agency Task and Finish Groups which have agreed a draft set of housing aims and objectives. There has been a wide range of partner agency and key stakeholder involvement in the development of the consultation draft. The next step will be public and wider stakeholder consultation to help further shape our housing plans.

Process to be used:

We will engage with the public and other stakeholders through existing links, groups, and partnerships, and seek consultation opportunities with hard to reach groups. We will make best use of our website to promote a wider awareness of the Housing Plan and opportunities for comment.

Information to be considered by the decision makers:

Housing Plan 2012 - 17 - consultation draft

Documents to be considered when the decision is taken

Housing Plan 2012 – 17 – consultation draft

Representations: In writing by 31 October 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: Nick Carter, Housing Strategy and Development Manager
E mail:nick.carter@plymouth.gov.uk Tel: 01752 307583

**LOCALITIES AND NEIGHBOURHOOD WORKING
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

- To consider adopting proposed Neighbourhood boundary changes
- To consider updating the Constitution to reflect member and officer accountability arrangements for Neighbourhoods and Wards

(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 (Cabinet Member: Councillor Jordan)

Timing of the decision? 10 October 2011

Who will be consulted and how?

Persons to be consulted with:

Key stakeholders, local residents, officers and councillors consulted by Overview and Scrutiny Task and Finish Group re Localities and Neighbourhood 11-12 July 2011
Cabinet on 13 September 2011

Process to be used:

Surveys, questionnaires, meetings, email consultation, written report

Information to be considered by the decision makers:

Overview and Scrutiny Task and Finish Group Localities and Neighbourhood Working Review report dated July 2011 and Overview and Scrutiny Management Board recommendations of 27 July 2011
Cabinet recommendations of 13 September 2011

Documents to be considered when the decision is taken

Written report and any documents to be appended to the report

Representations: In writing by 12 September 2011 to -

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

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Nick McMahon, Localities Officer
E mail: nick.mcmahon@plymouth.gov.uk Tel: 01752 304335

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 (Cabinet Member: Councillor Michael Leaves)

Timing of the decision? 5 December 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 on 15 November 2011

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 31 October 2011 to -

1. Director for Community Services

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: 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 Wigen, 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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Plymouth City Council
Performance and Finance Monitoring – 2011/12
Quarter 1 to 30 June 2011

Subject: Extract - Joint Performance and Finance Report
Committee: Council
Date: 10 October 2011
Cabinet Member: Councillor Bowyer and Councillor Ricketts
CMT Member: Director for Corporate Support
Author: David Northey, Head of Finance

I. Performance summary

Performance indicators used in this report represent Plymouth City Council's contribution to delivering the citywide priorities of Growth, Aspiration, Inequalities and Value for Communities.

The overall performance position does not at this stage report any highly critical issues. Areas of particular interest this quarter are:

- The tonnage of waste generated by households has decreased. This has been contributed to by a series of promotional events. We are on track to achieve the target set for diverting waste from landfill. However, achieving significant progress on recycling targets remains a challenge;
- The number of 16 -18 year old young people who are not in Education, Employment or training, (NEET), is increasing. In response, we are implementing an 'Increasing Participation' Plan, partly funded by the DfE through our involvement in 'Raising the Participation Age' trial work;
- The number of children in independent foster placements is decreasing. However there is a small increase in child residential placements. Overall, the Children Social Care budget is projected to be on balance at this stage;
- Council Tax and NNDR collection rates are encouraging displaying continuing improvement over recent years. However, responding to a significant increase in referral rates, Housing Benefit processing performance is giving cause for concern. A fundamental restructure of the service is currently underway with a clear focus on targeted service improvement by quarter 3 of this financial year.

The performance of the authority cannot be viewed in isolation from what is happening to the global economy, and the knock-on effect to the local Plymouth economy. Consumer confidence is currently at its lowest for the past few years, as banks and stock markets continue to deal with the fall- out from the USA credit rating downgrade. One immediate and obvious impact of the current economic issues could see a further increase in the number of benefit claims. Further strains on local businesses could also result in pressure on rate payments with an impact on our income collection rates.

2. Finance - General Fund Revenue Budget summary

- 2.1 Council approved a net revenue budget of £208.237m for 2011/12 at its meeting on 28 February 2011. At the end of June 2011, a revenue overspend of £1.294m (0.6%) is forecast. Table I below shows the forecast year end position across departments.

Table I- End of year revenue forecasts

	Council Approved net departmental spending plans 28/2/11 £000	Latest Approved Budget	Latest Forecast Outturn £000	Monitoring Variation to 30 June 2011 £000	
GENERAL FUND BUDGETS					
DIRECTOR FOR CHILDREN AND YOUNG PEOPLE	49,383	49,105	49,039	(66)	-0.13%
DIRECTOR FOR COMMUNITY SERVICES	109,180	108,704	109,677	973	0.88%
DIRECTOR OF DEVELOPMENT & REGENERATION	17,073	17,838	18,015	177	0.99%
DIRECTOR FOR CORPORATE SUPPORT	27,400	26,850	27,060	210	0.78%
CHIEF EXECUTIVE	1,508	3,098	3,098	0	0.00%
CORPORATE ITEMS	3,693	2,642	2,642	0	0.00%
Total Net Budget	208,237	208,237	209,531	1,294	0.62%

- 2.2 The more significant variations are summarised below:

2.2.1 Children & Young People:

There are no major variances forecasted at this stage. Despite delays in implementing one of the department's Invest to Save initiatives, a reduction in Independent Foster Care placements and early implementation of future year delivery plans in LifeLong Learning have helped to balance the forecasted out-turn.

2.2.2 Community Services:

Adult Social Care is forecasting an overspend of £0.750m on social care with ongoing pressures within learning disabilities and older peoples mental health. The service wide transformation of adult social care provision is gathering pace and partnership working with health has secured £4m of section 256 funding which will be used to jointly commission improved services for health and social care users.

In Environmental Services, a £0.234m overspend is forecast due to increased transport operating and repair costs, offset by vacancies across the service and the estimated Landfill tax rebate. Action is being taken to maximise income from the sale of recyclables and increasing fees and charges.

2.2.3 Development:

There is an income shortfall in economic development due to increased voids and reduced commercial rent linked to the current economic climate. There is also a forecasted overspend in transport due to cost pressures in the shoreline asset management plan, Bretonside Bus Station and on-going pressures in CCTV staffing budgets.

2.2.4 Corporate Support:

There have been delays in implementing the staff restructure within Democracy and Governance Services. Alternative delivery plans are being actively pursued by the service to compensate for this slippage.

There are still budget pressures related to corporate savings on training and workforce development activities that are unlikely to be met solely from corporate budget or staffing resources.

3. Total Delivery Plan Update

The table in Appendix B summarises the progress against the published, (December 2010), revenue budget delivery plans by department.

3.1 Children & Young People - Delivery Plan Update

Children & Young People have Delivery Plans of £3.790m for 2011/12. The detailed Delivery plan is contained in **Appendix C**

Overall, performance against delivery continues to be strong with the Commissioning & Finance programme board tracking progress on a monthly basis.

In particular, the diversion of Children from Care, being the highest risk, is monitored every month with remedial action being planned as appropriate whilst ensure safeguarding is maintained. Vacant posts are being held across the service attributing to the amber status and once restructures are complete and updated the delivery plans will become green.

3.2 Community Services – Delivery Plan update

Community Services has Budget Delivery Plans of £4.686m for 2011/12. The detailed Delivery Plan is shown as **Appendix C**

There are a number of significant risks emerging in the Community Services Delivery plan where savings and efficiencies are possible but will not materialise until the end of the current or the next financial year.

- The Leisure Management contract has been signed and there will be no savings in the current year. Full year savings will occur from 2012/13;
- The programme of Community Asset transfers are unlikely to delivery savings in the current financial year although alternative options may in part produce some savings;

- Business and Administrative Reviews are currently in the early stages of determining the full scope for savings in 2011/12.

Community Services Management Team will continue to develop and consider alternative actions and delivery plans in order to address any such revenue funding shortfalls.

3.3 Development and Regeneration – Delivery Plan update

£0.640m (net) of delivery plans were set within the 11/12 revenue budget for Development and £0.240m are green (more than 50% achieved). Progress against the delivery plans are shown in detail on Appendix C. Any plans not delivered will be replaced by alternative savings”.

3.4 Corporate Support – Delivery Plan update

Corporate Support Services has direct Delivery Plans totalling 2.360m for 2011/12. The detailed Delivery plan is attached as Appendix C

There has been slippage in some delivery plans. However, overall progress is encouraging with either some plans being bought forward or alternative actions put in place. This is reflected in the end of year forecast for the department which, at this stage, is only showing a marginal overspend of £0.210m.

3.5 Corporate Support – Cross Cutting Delivery Plan update

In addition to the above there are indirect (cross-cutting) Delivery Plans within Corporate Support totalling £3.016m to be achieved through savings across the Council. The plans are being driven by Theme groups comprising of cross departmental representatives led by the officers named below. Examples include:

- Delivering the accommodation strategy
- Driving savings from strategic procurement and
- Negotiating revised terms and conditions across the council
- Delivery of the cross cutting delivery plan on negotiating revised Terms and Conditions for staff remains a risk until the three main Unions have signed the relevant agreement;
- Challenge of improving support services whilst managing down spend and meeting delivery plan savings targets;
- Capacity within the department to support the Council’s change agenda and challenging financial targets
- Ensuring that expertise is retained throughout the service and redundancy costs are minimised
- Accommodation Strategy – risk of not achieving required revenue long term savings through delays in obtaining a long term solution for the future of the Civic Centre.

- Any delay in the implementation of the new Customer Relationship Management system will delay the move of services into the Customer Service team and subsequent cross cutting delivery plan.

3.6. Chief Executive – Delivery Plan update

Chief Executives has a total Delivery Plan of £0.4m for 2011/12.

- The main risk at this stage is within the Printing, publicity and Advertising delivery plan which is currently RED and is awaiting confirmation of savings from other council departments.
- Any delay in the completion of the restructure would reduce the savings achieved in the current year.

5. CAPITAL

- 5.1 The current capital programme for 2011/12 is £99.966m which was approved at Full Council in June 2011. This includes £19.134m within the Children and Young People programme in relation to approved capital works at the two academies. The revised 2011/12 forecast at the end of June is £102.975m which is shown below along with how it will be financed.

Table 4 – Revised Capital Programme for 2011/12 & Financing

Service	Original Budget (Approved April 11)	Latest Approved Budget (Approved June 2011)	New Schemes Approved at July '11 Full Council	New Schemes for Approval at October Council	Variations for Approval at August Cabinet	June 2011 Latest Forecast
		£000	£000	£000	£000	£000
Children & Young People Services	34,067	37,275	0	140	4	37,419
Community Services	24,838	26,932	0	2,362	0	29,294
Corporate Support	9,093	10,274	1,990	0	(1,074)	11,190
Development/Regeneration	21,376	25,485	350	349	(1,112)	25,072
TOTAL	89,374	99,966	2,340	2,851	(2,182)	102,975

Financing	£000
Capital Receipts	19,792
Unsupported Borrowing	26,082
Supported Borrowing	324
Grants, Contributions & S106	54,832
Revenue & Funds	1,945
Total	<u>102,975</u>

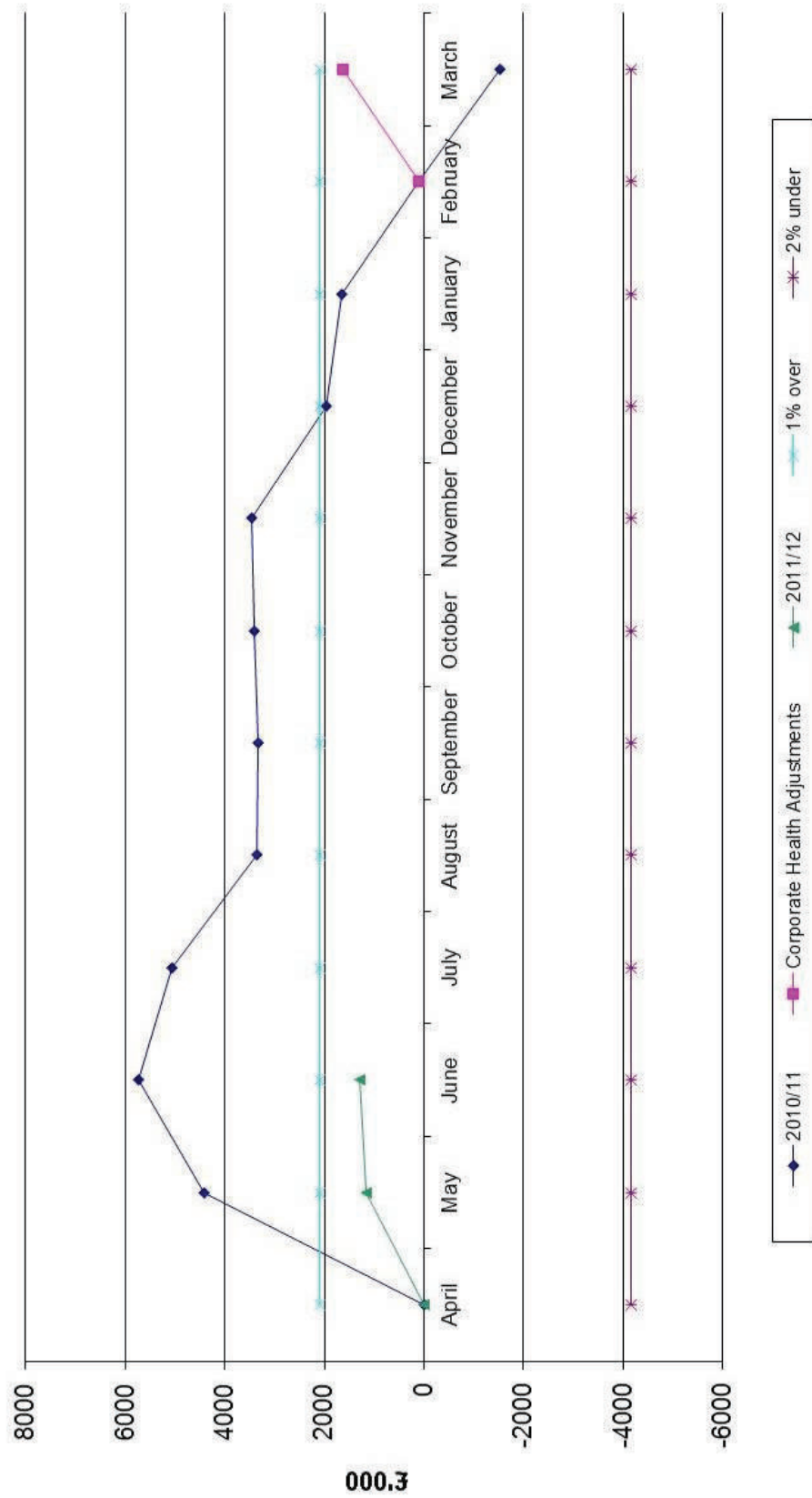
- 5.2 Full Council in July 2011 agreed the addition of two new capital projects into the 2011/12 programme. Firstly, £1.990m for a replacement for our existing SAP payroll system. This will avoid expensive licensing costs and ensure greater conformity and integration with other core council systems thus generating further efficiencies. £0.350m capital investment, funded by Invest to Save, for a 'pay on foot' system at Western Approach car park will modernise the service and generate improved income rates whilst reducing staff costs regarding non-payment enforcement.

Table 7 – Capital Medium Term Forecast

	2011/12 Revised £000	2012/13 Revised £000	2013/14 Revised £000	2014/15 Revised £000	Total £000
Children's Services	37,419	10,123	1,021	0	48,563
Community Services	29,294	2,446	177	337	32,254
Corporate Support	11,190	3,263	500	0	14,953
Development & Regeneration	25,072	9,684	6,523	7,371	48,650
	102,975	25,516	8,221	7,708	144,420

Funding Source	£'000
Capital Receipts	24,128
Unsupported Borrowing	29,307
Supported Borrowing	324
Grants, Contributions & S106	88,716
Revenue & Funds	1,945
Total	<u>144,420</u>

General Fund Monitoring Comparison 2010/11 & 2011/12



Delivery Plan Summary

Department	Total Delivery Plans	Red	Amber	Green
	£000	£000	£000	£000
CHILDREN & YOUNG PEOPLE	3,790	0	1,440	2,350
COMMUNITY SERVICES	4,686	930	1,622	2,134
DEVELOPMENT & REGENERATION	790	250	300	240
CORPORATE SUPPORT	5,376	1,150	3,065	1,161
CHIEF EXECUTIVE	400	100	300	0
CORPORATE ITEMS	600	0	0	600
Total Delivery Plans	15,642	2,430	6,727	6,485
% Total Delivery Plans	100.0%	15.5%	43.0%	41.5%

Overall, progress against this challenging agenda is encouraging, with just fewer than 85% of plans rated as Green or Amber status.

A detailed breakdown, by department can be seen at **Appendix C**.

Balancing the budget : Areas for savings, efficiency gains or increase income	Delivery Plan Savings		Progress Update	
	2011/12	Budget		Revised
	£000	Risk		R/A/G
1 Transport: Cease concessionary transport, review Special School routes and develop a more flexible approach for Special Educational Needs Transport from Sept '11	280	A	Transport Policy changes re cessation of Concessionary fares on track for implementation from Sept 2011. However, these changes will only produce a part year saving. Further alternative options are being explored to bridge shortfall.	A
2 Locality Restructure	100	A	Already achieved - secondment ceased. Post remain vacant pending wider locality review.	A
3 Disability Service Restructure	70	A	On track - deletion of posts and use of grant	G
4 Review staffing requirements in the light of changes to statutory Special Educational Needs policies	0	A	Restructure of SEN Services planned as part of department restructure	A
LEARNER & FAMILY SUPPORT TOTAL:	450			
5 Equalities and Diversity reconfiguration	0	G	No action required for 2011/12. However, the service will be subject to a number of other DP's and a restructure that are being dealt with at DMT level	
6 Reduce Primary Advisory support	0	G		
7 Early Years - reduction in staffing	0	G		
LIFELONG LEARNING TOTAL:	0			
8 Recommissioning of placements years 0-24 in line with 'Diversion of Children From Care' PLAN	400	R	Cost and volume contract re-negotiated. In-house fostering recruitment assessments continuing. £0.260m market rate savings and £6k savings on existing frameworks. Performance scorecard developed to track Diversion of Children from Care strategy and this is reviewed each month so remedial action can be implemented as early as possible.	A
9 Staff reductions - Impact of reducing services	0	R	Supernumery posts (over establishment) now deleted and agency staff reduced. Permanent front-line staff recruitment under offer. Structures will contract in future years as the number of children in care is reduced whilst safeguarding is maintained	A
10 Secure Budget - Trends show that there has been a reduction in court ordered placements (£150k) Transport (£30k)	180	A	No secure placements used. However, the Home Office transfer of financial responsibility for young offenders remanded to the local authority may have an impact	A
11 Youth Offending Service - reduce PCC Contribution by 10%	50	G	Achieved realigning service - integrating preventative service with youth service	G
12 Review and reduce financial support and non statutory payments made to Care Leavers and review B&B	130	G	Achieved WEF 1/4/2011	G
13 Integration of various child care services - restructuring to deliver efficiencies	0	A	Intensive support service diverting children from care	A
CHILDREN SOCIAL CARE TOTAL:	760			

Children & Young People Budget Delivery Plans June '11

APPENDIX C

Savings delivered to Children & Young People by other budget delivery groups:

14	Performance and Intelligence: rationalise performance management, completion of government returns and data analysis across the council. 1/3rd of total planned savings applied to Children & Young People at this early stage of development	100	G	Informal staff consultation completed and restructuring is currently in progress	A
15	Administration & Business Support Review: Rationalise Business Support & Administration across the council. Includes savings generated from Care First project	220	A	Agreement to hold vacant posts pending formal restructure. Staff being surveyed.	A
16	Printing, Publicity and Advertising: challenge the current demand across the council and rationalise future publicity & advertising activity. Notional saving for department based on total council spend.	100	A	Budget reductions agreed and savings identified against cost centres. Actual spend to be closely monitored to determine level of savings achievable	A
17	Reduction in Senior Management: consistent with other departmental plan, objective of reducing senior management by 20%	50	G	Vacant posts identified for initial discussion and following Union consultation these have now been deleted	G
18	School Catering: Charge Schools for packed lunch catering arrangement* (Blue Collar Group)	60	A	Following confirmation of school lunch grant for 2011-12, work in progress to identify details and impact for affected schools	A
19	Area Based Grant reduction	350		EIG focus is shifting to prevention. EIG commitments reviewed and a programme of contract award is in place.	G
20	Early Intervention Grant reduction	1,700		Children's plan approved so now the remaining EIG can be targeted against priorities. Tendering and SLA's will be the next steps. Planned savings blocks on the EIG will target £2.005m savings which will contribute towards the ABG target DP20 above.	G
SAVINGS FROM OTHER DELIVERY GROUPS:		2,580			

TOTAL OF ALL DELIVERY PLANS: CHILDREN & YOUNG PEOPLE	3,790
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RAG RATING RULES
Green = clear plans in place / capacity to deliver identified / more than 50% of financial savings have already been realised
Amber = clear plans in place / capacity to deliver identified / clear milestones and project management arrangements identified / evidence of significant progress against these milestones
Red = no clear project plan / no milestones in place to evidence achievability of required revenue savings for 2011/12 and / or no clear capacity identified in order to implement the delivery plan.

Balancing the budget : Areas for savings, efficiency gains or increase income		Delivery Plan savings		Progress Update	Revised R/A/G
		2011/12	Budget		
		£000	Risk		
1	Domiciliary Care Services: remodel in house provision	342	A	Reablement business case developed. Risk re health and social care money to delivery	A
2	Supported Living: remodelling of services and standardisation of unit rates	262	A	Delivered or on track	G
3	Care Management Services: reviewing of high cost packages and alternative service provision	200	A	Delivered	G
4	Day Care: remodelling of services and standardisation of unit rates	164	G	Delivered or on track	G
5	Enabling and Floating Support: remodelling of services and standardisation of unit rates	463	A	Delivered or on track	G
6	Residential Care - Under 65: remodelling of services and standardisation of unit rates	570	A	On track	A
7	Workforce re-modelling: linked to CareFirst 6 and Charteris Business Process Re-design	320	A	On track. Risks to delivery around CareFirst 6 training and HR capacity	A
ADULT SOCIAL CARE TOTAL:		2,321			
8	Events, grants and other funds initiatives	140	A	The delivery plans continue to be worked through to achieve the required savings	A
9	Reduction in revenue support grants - Theatre Royal & Pavilions	120	A	On target saving realised. Pavilions site market test will provide greater clarity on way forward for achieving future year savings.	G
10	Library Service: modernisation of service.	370	R	Library service review is continuing. £380k savings on track through staff restructure along with other actions within the service.	G
11	Museum: restructure	50	G	Savings realised through restructure.	G
12	Transfer of assets: transfer of assets / facilities to local community ownership.	0	R	Not due to commence until 2012/13, but research underway	G
CULTURE, SPORTS & LEISURE TOTAL:		680			

Community Services Delivery Plans June '11

APPENDIX C

Community Services - Savings delivered through other Budget Delivery Groups:

13	Performance and Intelligence: rationalise performance management, completion of government returns and data analysis across the council. 1/3rd of total planned savings applied to Community Services at this early stage of development	100	R	Community Services Staff included in ringfence. Restructure currently in progress	A
14	Administration & Business Support Review: Rationalise Business Support & Administration across the council.		R	Community Services engaged in project proposals but no firm savings yet identified.	R
15	Printing, Publicity and Advertising: challenge the current demand across the council and rationalise future publicity & advertising activity. Notional saving for department based on total council spend.	100	A	Community Services engaged in project proposals but no firm savings yet identified.	R
16	Equalities: Transforming Translate Plymouth to self financing model and other reshaping of the service to reflect national changes, local priorities & deliver efficiency savings.	70	G	Post deleted and self financing model established. NHS have signed a short term SLA and negotiations over Longer Term SLA are looking positive.	G
17	Bulky waste: Increase bulky waste collection charge	15	G	The charges were increased on the 1st April 2011.	G
18	Management of Toilets: Transfer some public toilets from PCC to be maintained by others	200	A	Independent research into footfall is underway and a range of options will shortly be presented to Cabinet Planning	R
19	Playgrounds: Transfer some playgrounds to local community ownership	50	A	Dialogue with the community sector is underway and play spaces are being surveyed	R
20	Bowling Greens: Transfer some bowling greens to clubs / local community ownership	160	A	Plan to increase fees from April 2012 (Fee structure to be agreed), meetings with Bowling Clubs has taken place to discuss future options for alternative delivery models.	R
21	Cemeteries & Crematoria: increase fees above the rate of inflation	300	A	Charges were increased on 1st April 2011	G
22	Rationalisation of Environmental Services Structure	120	A	Completed. Posts removed from establishment by 1 April 2011	G
23	City water features: to be delivered by others	70	G	Annual maintenance was not undertaken however, a long term solution is still needed as water features are incurring cleaning costs	R
24	Reduction in Senior Management: consistent with other departmental plan, objective of reducing senior management by 20%	50	G	A range of options are currently being considered	A
25	Leisure Management Contract	250		The Leisure Management contract has now been awarded and will commence in February 2012 so there will be no savings in the current year. Full year savings will occur from 2012/13.	R
26	Review specialist placement spend	200		On track	A
SAVINGS FROM OTHER DELIVERY GROUP TOTAL:		1,685			
TOTAL OF PLANS FOR COMMUNITY SERVICES:		4,686			

RAG RATING RULES

Green = clear plans in place / capacity to deliver identified / more than 25% of financial savings have already been realised

Amber = clear plans in place / capacity to deliver identified / clear milestones and project management arrangements identified / evidence of significant progress against these milestones

Red = no clear project plan / no milestones in place to evidence achievability of required revenue savings for 2011/12 and / or no clear capacity identified in order to implement the delivery plan.

Development & Regeneration Delivery Plans June '11 Appendix C

Balancing the budget : Areas for savings, efficiency gains or increase income		Delivery Plan Savings			June '11
		2011/12	Budget	Progress Update	2011/12 Revised
		£000	Risk		R/A/G
1	Family Intervention and Anti Social Behaviour: Review and rationalise the service to account for a total loss in Revenue Grant £682k	210	A	Savings to alleviate pressure achieved through reducing the service to fit the resources available in 2011/12, continuing to seek external funding, negotiating income from Registered Social Landlords £200k and EIG Grant £400k (£268k reduction from 2009/10). No sustainable solution identified for 2012/13 onwards.	G
2	Package of Transport Options: considering options for increased income and/or revised service provision. For example, subsidised bus fares, shop mobility, car park charges etc.	300	Risk	Savings identified to date: £130k from new concessionary fare repayment mechanism; £50k from Access Plymouth; £30k from Boat Moorings; £20k from income on S278/38 works. Shortfall in savings plans of £70k still being reviewed	A
3	Loss of Grant Funding: New Growth Points revenue grant removed (£1.02m). Replacement grant funding still requires further clarification	(1,020)	A	Already reduced expenditure/staffing to take account of lost grant as far as possible without adversely affecting growth agenda	G
4	Create a Growth Fund: creating a 'ring fenced' revenue growth fund from potential new revenue streams which are currently out to consultation and will become live from April 2011.	550	A	New Homes Bonus announced and ring-fenced through growth fund	G
	NEW Additional income to be achieved through new growth related revenue streams e.g. New Homes Bonus	300	A	New Homes Bonus announced and ring-fenced through growth fund	G
5	Economic Development: removal of remaining contribution to City Development Company.	200	G	Closure of the CDC delivered ongoing £200k saving, however, a CDC Legacy Fund working with the HCA and RDA has been created to support economic development activity	G
	NEW Additional income to be achieved through Fees and Charges	100	Risk	Department reviewing all fees and charges over and above those already built into the base budget and taking into account the difficult economic climate	R
DEVELOPMENT DIRECT PLANS TOTAL:		640			

Savings delivered to Development by other budget delivery groups:

6	Administration & Business Support Review: Rationalise Business Support & Administration across the council.	0	A	Department has already taken action to further reduce admin support in base budget of £66k.	A
7	Printing, Publicity and Advertising: challenge the current demand across the council and rationalise future publicity & advertising activity. Notional saving for department based on total council spend.	100	A	Department has already taken action to reduce service base budgets in these areas by £67k. Additional savings will be required to achieve this target and when identified during the year it is anticipated that the RAG rating will become green	R
8	Reduction in Senior Management: consistent with other departmental plan, objective of reducing senior management by 20%	0	G	Awaiting wider Corporate proposal but no impact on 2011/12	G
9	NEW Reduction in Senior Management: Accelerate implementation of senior management restructure	50	A	Awaiting wider Corporate proposal. Assumed to be effective from September 2011.	R
SAVINGS FROM OTHER DELIVERY GROUPS:		150			

TOTAL OF ALL DELIVERY PLANS FOR DEVELOPMENT:	790
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RAG RATING RULES

Green = clear plans in place / capacity to deliver identified / more than 50% of financial savings have already been realised

Amber = clear plans in place / capacity to deliver identified / clear milestones and project management arrangements identified / evidence of significant progress against these milestones

Red = no clear project plan / no milestones in place to evidence achievability of required revenue savings for 2011/12 and / or no clear capacity identified in order to implement the delivery plan.

Corporate Support Services Delivery Plans June '11 Appendix C

Balancing the budget : Areas for savings, efficiency gains or increase income		Delivery Plan savings		Progress Update	2011/12
		2011/12	Budget		Revised
		£000	Risk		R/I/G
1	Finance: further refinement of the staff structure	100	G	Modification to the structure concerning Finance Management Team restructure were presented to Unions in July '11 and formal consultation is currently in progress	A
2	Corporate Property: Management restructure and efficiency savings on Facilities Management	100	G	Consultation with the Unions completed in February 2011. 3 Posts were removed in June 2011 and the £100k 2011/12 savings have started to be realised.	G
3	Cashiers: Revise and refine the council's approach to cash collection	100	A	Cashiers closed. Combined with plans 4, 5 & 7. We are now midway through the restructure process and new structure will have full implementation from 1 November 11, with full savings coming on stream once staff have been through redeployment process.	G
4	Debt Management: better co-ordination of existing processes. Challenge the effective use of legal services / balifs etc	100	G	Cashiers closed. Combined with plans 4, 5 & 7. We are now midway through the restructure process and new structure will have full implementation from 1 November 11, with full savings coming on stream once staff have been through redeployment process.	A
5	Income Generation: increase selling of support services externally and explore the potential for advertising on corporate assets	50	A	Cashiers closed. Combined with plans 4, 5 & 7. We are now midway through the restructure process and new structure will have full implementation from 1 November 11, with full savings coming on stream once staff have been through redeployment process.	A
6	Audit Fee: Negotiate a reduction in external and internal audit scope and associated fees	50	G	Revised fee negotiated. Financial savings have been delivered. No FTE impact.	G
24*	Benefits Subsidy: Improvements to Housing Benefits subsidy claim to maximise income from benefit overpayments.	300	G	Joint work between finance and revs & bens has reduced our financial liability to DWP in respect of 2008/09 and 2009/10 claims. Improved processes to maximise HB subsidy claim. This financial saving is achievable based on current monitoring information.	G
7	Customer Services & Revenues & Benefits: integration of services, including Single Point of Contact & increased use of the Council website	300	A	Cashiers closed. Combined with plans 4, 5 & 7. We are now midway through the restructure process and new structure will have full implementation from 1 November 11, with full savings coming on stream once staff have been through redeployment process.	A
8	Human Resources: staff restructure (relies on e-transactions, shared services & investment). To include a review of Trade Union Facilities	50	G	5.2 FTE reduction July 2011 further savings to be achieved through SharePoint and a new payroll database	G
9	Training & Development: review the provision of training throughout the department / council	350	G	Saving target includes ICT training team (£250k). No clear plans in place for this delivery plan to date	R
10	Democratic Services: reduce the level of Civic engagements and restructure the democratic support service	200	A	2 posts advertised and filled and Admin Support reorganised which allows deletion of 2 vacant posts. Consultation to begin on deletion of posts - additional pressures through delay in approving new Constitution and Scrutiny structure after June '11	A
11	Legal Services: Restructure the service and reduce support in non-critical areas	230	A	Discussion with finance over rationalisation of debt underway but delays have adversely impacted on elements of budget savings. Legal Services are therefore revisiting its delivery plan to find alternative delivery methods.	A
12	Registration Service: challenge the structure and increase fees and charges	80	G	New fees and charges introduced, time lag due to advance bookings. Nationality checking being introduced as additional income stream.	G
13	ICT Support: Reduce support provided to departments and minimise duplication across the council (will need some ICT investment)	150	A	Requirements across the Council being gathered and alternative arrangements being analysed for some support services.	R
14	ICT direct costs: Reduce licence costs, lease costs, phone rentals, licences etc	100	G	Reduction in MS enterprise agreement being finalised to deliver required saving. Also currently tendering a Wan contract for the Council that is expected yield savings and improve connectivity across the Council. Around £30k of savings identified to date.	A
15	Data Quality Project. Reduction in duplication across different systems	50	A	Awaiting investment in dynamics and data matching software to be agreed. The savings from this investment will accrue across other departments from operational savings.	R
16	Senior Management: Reduce Senior management structure/ costs by 20%	0	G		G
16a*	Senior Management: Accelerate implementation of Sen Man restructure	50	A	Plans have been formulated and the full report is anticipated to be published for Sept '11	A
CORPORATE SUPPORT DIRECT TOTALS:		2,360			

Corporate Support Services Delivery Plans June '11 Appendix C

Publicly Cross-Cutting: Savings delivered on behalf of, or reliant on, other departments

2011/12

17	Procurement: Procure To Pay / Buyer roll out. Driving efficiencies out of external purchasing	850	A	Buyers now in place for Corporate Support, Community Services, Children's and Development - processes revised and updated. Beginning to realise financial savings. Savings vs target will be closely monitored throughout the year.	A
17a	Corporate Support: Procurement *	381	R	Added target as part of the 2011/12 final budget setting process in February 2011. Proposed contingency of £400k from 2010/11 end of year adjustments.	A
18	Customer Contact Centre: bring in services from other departments into contact centre. Improve service & reduce costs	100	A	Social Care complaints now successfully moved and finalising plan to move car park telephone queries progressing well. Implementation of Microsoft Dynamics CRM critical to moving other services - progress dependent on installation of latest version of Dynamics which is behind schedule.	A
19	Employee Terms & Conditions: review and revise Terms and Conditions across the whole council *	700	A	Initial Union ballot rejected by 2 out of 3 of the Unions. Re-ballot in June 2011 led to 3/3 acceptance. At time of publishing, all of the unions have yet to sign the agreement. £700k savings target at risk due to delay in decision.	R
20	Workforce Management: remove duplication with staff based within departments	70	G	Staff still within departments - next step requires moving resources into one co-ordinated organisational team	R
21	Print and Document Services (PADS) - consider options for future service delivery and/or increase productivity	0	R	Intending to undertake options appraisal back end of 2011/12. No financial or staff savings planned for next financial year	G
22	Accommodation Strategy Phase 1	715	A	Vacated several satellite offices generating £350k under phase 1 from actions to date. Risk of not achieving £750k in 2011/12 due to delay in selling the Civic. Bringing forward Phase 2 asset disposals to mitigate this risk.	A
	Phase 2 (additional)	150	A		A
23	Business Support: restructure across the Council - anticipated savings attributable to Corporate Support	50	G	This plan is aimed at saving significant sums of money across all departments through a comprehensive restructure of Business Support. No tangible plans in place as to how this will be achieved - hence assessed as 'Red'	R
CORPORATE SUPPORT INDIRECT TOTAL:		3,016			

TOTAL DELIVERY PLANS CORPORATE SUPPORT:	5,376
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RAG RATING RULES

Green = clear plans in place / capacity to deliver identified / more than 50% of financial savings have already been realised

Amber = clear plans in place / capacity to deliver identified / clear milestones and project management arrangements identified / evidence of significant progress against these milestones

Red = no clear project plan / no milestones in place to evidence achievability of required revenue savings for 2011/12 and / or no clear capacity identified in order to implement the delivery plan.

Chief Executive Delivery Plans June '11 Appendix C

	Delivery Plan savings		Progress Update	Revised
	2011/12	Budget		
	£000	Risk	R/A/G	
Balancing the budget : Areas for savings, efficiency gains or increase income				
1 Performance and Intelligence: rationalise performance management, completion of government returns and data analysis across the council. 1/3rd of total planned savings applied to Chief Executives at this early stage of development	100	G	Formal consultation due to end 23 May 2011. Implementation expected to commence over the next few weeks. Budgets relating to posts in scope now need to be transferred from departments to CE.	A
CHIEF EXECUTIVE DIRECT PLANS TOTAL:	100			

Savings delivered on behalf of, or reliant on, other departments

2 Consultation: Better joined up / rationalised small team of dedicated consultation staff. Look at duplication between departments and ensure consultation activity is relevant and required	100	G	Forms part of the P&P restructure above. Currently out to formal consultation	A
3 Corporate Subscriptions: challenging the need for subscriptions to professional organisations. Joining up subscriptions and/or removing non essential spend.	100	G	Departments requested to submit business plans. These indicate a substantial saving compared to previous years could be achieved in 11/12, exceeding budget targets but some departments are yet to respond. These savings will not be directly cashable. Final position will not be known until year end but will be monitored during the year.	A
4 Printing, Publicity and Advertising: challenge the current demand across the council and rationalise future publicity & advertising activity. Notional saving for department based on reducing 25% of total council spend.	100	A	Agreement needs to be reached on how savings are removed from departments. Savings are being driven out by the new process for approving publications but this will not deliver the corporate savings of £400k. To be raised/discussed at SMT	R
CHIEF EXECUTIVE INDIRECT PLANS TOTAL:	300			

TOTAL OF ALL DELIVERY PLANS FOR CHIEF EXECUTIVES:	400
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