

Public Document Pack



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30 May 2013

CITY COUNCIL

Monday 10 June 2013

2 pm

Council House (Next to the Civic Centre), Plymouth

Members:

The Lord Mayor, Councillor Mrs Pengelly, Chair

The Deputy Lord Mayor, Councillor Churchill, Vice Chair

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Casey, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Mrs Dolan, Drean, Evans, K Foster, Mrs Foster, Fox, Fry, Gordon, Haydon, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Monahan, Murphy, Mrs Nelder, Nicholson, Mrs Nicholson, Parker, Penberthy, Rennie, Ricketts, Dr. Salter, Singh, John Smith, Peter Smith, Stark, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wiggins, Williams and Wright.

(one vacancy)

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

This meeting will be broadcast live to the internet and will be capable of subsequent repeated viewing. By entering the Council Chamber and during the course of the meeting, councillors are consenting to being filmed and to the use of those recordings for webcasting. Although the public seating areas are not filmed, by entering the meeting room and using the public seating area, the public are consenting to being filmed and to the use of those recordings for webcasting.

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Tracey Lee
Chief Executive

CITY COUNCIL

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for absence submitted by councillors.

2. MINUTES (Pages 1 - 40)

To approve and sign as a correct record the minutes of the meeting held on 22 April and continued on 23 April 2013 and the Annual Meeting of the City Council held on 17 May 2013.

3. DECLARATIONS OF INTEREST (Pages 41 - 42)

Councillors will be asked to make declarations of interest in respect of items on this agenda. A flowchart providing guidance on interests is attached to assist councillors.

4. APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC (Pages 43 - 44)

The Director for Corporate Services will submit a schedule of vacancies on committees, outside bodies etc and of any changes notified to us.

5. ANNOUNCEMENTS

- (a) To receive announcements from the Lord Mayor, Chief Executive, Director for Corporate Services or Assistant Director for Democracy and Governance;
- (b) To receive announcements from the Leader, Cabinet Members or Committee Chairs.

6. QUESTIONS BY THE PUBLIC

To receive questions from and provide answers to the public in relation to matters which are about something the council is responsible for or something that directly affects people in the city, in accordance with Part B, paragraph 11 of the Constitution.

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

7. COMMUNITY ASSET TRANSFER POLICY (Pages 45 - 58)

Cabinet Member: Councillor Penberthy.

The City Council will be asked to consider the Cabinet recommendation and the report of the Director for Place submitted to Cabinet.

Minute 6 (of the Cabinet meeting held on 21 May 2013) refers.

8. FINANCIAL OUTTURN 2012/13 (INCLUDING CAPITAL PROGRAMME UPDATE) (Pages 59 - 88)

Cabinet Member: Councillor Lowry.

The City Council will be asked to consider the Cabinet recommendations and the report of the Corporate Management Team submitted to Cabinet.

Minute 9 (of the Cabinet meeting held on 21 May 2013) refers.

9. LANGAGE EMPLOYMENT UNITS (Pages 89 - 104)

Cabinet Member: Councillor Lowry.

The City Council will be asked to consider the Cabinet recommendation and the report of the Director for Place submitted to Cabinet.

Minute 7a (of the Cabinet meeting held on 21 May 2013) refers.

10. SCRUTINY TERMS OF REFERENCE (Pages 105 - 116)

Chair of the Cooperative Scrutiny Board: Councillor James

The City Council will be asked to consider the Cooperative Scrutiny Board recommendation and proposed updated scrutiny terms of reference.

Minute 4 (of the Cooperative Scrutiny Board meeting held on 29 May 2013) refers.

11. ANNUAL SCRUTINY REPORT 2012/13 (Pages 117 - 134)

Chair of the Cooperative Scrutiny Board: Councillor James.

The City Council will be asked to note the Annual Scrutiny Report 2012/13.

12. MOTIONS ON NOTICE

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

13. QUESTIONS BY COUNCILLORS

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

14. EXEMPT BUSINESS

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

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

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

NIL.

City Council

Monday 22 April 2013

PRESENT:

The Lord Mayor, Councillor Wright, in the Chair.

The Deputy Lord Mayor, Councillor Singh, Vice Chair.

Councillor Mrs Nelder, Vice Chair for part of the meeting.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Casey, Churchill, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Mrs Dolan, Drean, Evans, K Foster, Mrs Foster, Fox, Fry, Gordon, Haydon, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Murphy, Nicholson, Mrs Nicholson, Parker, Penberthy, Mrs Pengelly, Rennie, Ricketts, Dr. Salter, John Smith, Peter Smith, Stark, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler and Williams.

Apologies for absence: Councillors Browne, Monahan and Wiggins.

The meeting started at 2 pm and adjourned at 7.30 pm.

Tuesday 23 April 2013

PRESENT:

The Lord Mayor, Councillor Wright, in the Chair.

The Deputy Lord Mayor, Councillor Singh, Vice Chair.

Councillor Mrs Nelder, Vice Chair for part of the meeting.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Casey, Churchill, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, K Foster, Mrs Foster, Fox, Fry, Gordon, Haydon, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Murphy, Nicholson, Mrs Nicholson, Parker, Penberthy, Mrs Pengelly, Rennie, Ricketts, Dr. Salter, John Smith, Peter Smith, Stark, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wiggins and Williams.

Apologies for absence: Councillors Browne, Mrs Dolan, Drean and Monahan.

The meeting reconvened at 5 pm and finished at 6.55 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.

94.

VICE-CHAIR

The Lord Mayor reported that the Deputy Lord Mayor would join the council later in the meeting as he was a member of the presenting team for the MJ Awards for the Democratic Services category which was taking place via a video conferencing link.

Agreed that Councillor Mrs Nelder is appointed as vice-chair in the absence of the Deputy Lord Mayor.

95. **MINUTES**

Agreed that the minutes of the meeting of council held on 25 February 2013 are confirmed as a correct record.

96. **DECLARATIONS OF INTEREST**

The following declarations of interest were made in accordance with the code of conduct from councillors in relation to items under consideration at this meeting –

Name	Item	Interest	Reason
Councillor Mrs Beer	Minute 109 – Construction Industry Blacklisting	Personal	Member of the General, Municipal, Boilermakers and Allied Trade Union (GMB)
Councillor Churchill	Minute 109: Construction Industry Blacklisting	Personal	Employer in the construction industry
Councillor McDonald	Minute 100: Urban Enterprise - New Enterprise Units at Millfields Trust	Personal	Lifetime vice president of the trust
Councillor Penberthy	Minute 100: Urban Enterprise - New Enterprise Units at Millfields Trust	Personal	Council appointee as a director on Millfields Trust and the trust's appointed chair of the Inspired Charity
Councillor Tuffin	Minute 100: Urban Enterprise- New Enterprise Units at Millfields Trust	Personal	Council appointee as a director on Millfields Trust

With regard to minute 107 (Under-Occupancy Bedroom Tax), the Assistant Director for Democracy and Governance advised councillors that the general dispensation for councillors would apply where councillors were in receipt of benefit.

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

The report of the Director for Corporate Services was submitted on current vacancies on committees and the council noted that various bodies had ceased.

Agreed that the following appointments are made –

	Committee / Outside Body	Membership	Appointments
(a)	Plymouth Fairness Commission (new body)	Two councillors: Cabinet Member for Cooperatives and Community Development and one councillor from the opposition party	Councillor Penberthy Councillor Dr Salter
(b)	Municipal Charities of Plymouth	Four representatives: one vacancy from resignation of Mr Fred Brimacombe	Pauline Bunkin

98. ANNOUNCEMENTS

The Lord Mayor advised the council that Councillor Mrs Nelder was recently shortlisted for a Local Government Information Unit Councillor Award in recognition of her 25 years' service as a councillor with Plymouth City Council. On behalf of the council, he congratulated her on the achievement of the shortlisting and her outstanding 25 years' service with the council.

Councillor Evans (Council Leader) referred to –

- (a) the Devon and Somerset Fire and Rescue Service Fire Plan: the council was advised of the contents of a letter that he had written to the chair of the service confirming that the council was opposing the plans relating to Plymouth on the basis that the proposals did not acknowledge or address the issues raised by councillors. The letter was available to councillors on request and could be viewed on the council's website;
- (b) Mayflower 2020: councillors were advised that Plymouth was seeking to be the official host city in the UK for the Mayflower 2020 celebrations and that he had written to the Prime Minister and the Leader of the Labour Party asking them to support the plans, including attendance by the President of the United States.

The Plymouth Chamber of Commerce was leading a delegation from the city (including the Deputy Leader) to Massachusetts in May 2013 to strengthen the relationship with colleagues there and discuss working together towards Mayflower 2020;

- (c) Regional pay: the council was reminded that last year, this council unanimously opposed the introduction of regional pay by the NHS in Plymouth and he was pleased to advise councillors that the report by South West Pay, Terms and Conditions Consortium did not include any proposals to implement regional pay.

The council would continue to seek reassurances that proposals on regional pay were not introduced again and to be vigilant about any further proposals that threatened employees, the economy or public services;

- (d) the City of Culture Bid: the city was encouraged to show its support in the final weeks before the submission of the bid for UK City of Culture 2017. Whilst the bid had already achieved significant support, further support was sought. Details of the twitter and facebook names and a link to the Department for Culture, Media and Sport's facebook page were on the council's website at www.plymouth.gov.uk/cityofculture

Submissions could also be made to the Herald and consultation events would be held leading up to the shortlisting in June. The dates and details would be publicised in advance.

99. **QUESTIONS BY THE PUBLIC**

Seven questions had been received from members of the public in relation to matters which in the opinion of the Lord Mayor, were relevant to the business of the meeting, in accordance with paragraph 10 of the Constitution.

Mr Aldred (Q8), Mr Taylor- Wickenden (Q10), Dr Alldridge (Q11) and Mr Willcox (Q12) attended the meeting and the Cabinet Members responded as set out below.

In the absence of the questioners for Q9, Q13 and Q14 below, written responses would be sent to Mr Moore, Mr Davey and Mr Fidler as set out below.

Question No	Question By	Cabinet Member	Subject
Q8/12-13	Mr R Aldred	Councillors Lowry (Cabinet Member for Finance) and Penberthy (Cabinet Member for Cooperatives and Community Development)	Cuts in Housing Benefit
This labour council have said that they are opposed to the spare room subsidy or bedroom tax, and I would like to know what steps they will be taking to ensure that housing associations do not evict those who are unable to afford the 14-25 per cent cut in Housing Benefit?			
Response:			
The council has taken a very proactive stance on mitigating the negative impact of the coalition Governments welfare reform changes. It is actively working to limit this, and examples of partnership initiatives to prevent evictions that result from loss of benefit due to under-occupation are:			

- Identifying individual households affected and targeting support:** The council's Revenues and Benefits Department have identified every household that will receive reduced levels of Housing Benefit, and have shared this information with housing associations. At a recent partnership meeting, housing association partners assured the local authority that they are proactively contacting each and every affected tenant to offer support. In addition visiting officers from the local authority and the Department for Works and Pensions will combine to offer specialist affordability/employment related support to households in social housing who are experiencing high levels of loss (due to the combined impact of being subject to the benefit cap)
- Pre-court eviction prevention panel:** A new initiative about to be piloted with tenants of Devon and Cornwall Homes (DCH) with support provided by Shelter. The aim of the panel is to ensure that tenants engage with support after they have been issued with a notice seeking possession. The next step would normally be court proceedings, but support to develop a personal action plan (delivered alongside a realistic view about future housing options) proactively seeks to prevent eviction. Support will include development of an arrears repayment plan; money management skills; help to address debt issues; income maximisation work and other support required on an individual basis.
- Support to access Discretionary Housing Payments:** Our partnership forum is specifically working with housing associations to develop access to this limited funding pot for tenants who simply cannot afford the additional amount and would otherwise fall into rent arrears. Priorities will include affected social tenants where: properties have been substantially adapted around tenant's disability needs; where a medical condition, behavioural issues or disability mean that it is unsuitable for members of a household to share a room where they would otherwise be expected to; foster carers between placements of children; tenants who are pregnant and for whom the under-occupation issue is therefore short term.
- Ensuring that tenancies are affordable, and that tenants can manage their money:** The Housing Options Service have commissioned an additional service from the main Advice Plymouth contract, with the aim of proactively offering a welfare rights/housing affordability check and money management advice to every customer that attends the Housing Options Service asking for advice. In addition Big Lottery funding in the city will enable new young tenants of social housing to receive financial capability advice and support. Both of these services seek to ensure that new tenants in social housing are better prepared for their tenancies, and are able to manage their money (and rent payments) much better, avoiding the potential for eviction action to be taken.

- Giving priority within the social housing register for affected tenants who wish to downsize:** Current social housing tenants have been awarded additional priority within the Devon Home Choice housing register since September 2012. Their ability to apply for a smaller property from within band 'B' significantly increases their chances of bidding successfully for a more affordable property.
- Increase accessibility of private rented sector:** For tenants in receipt of full housing benefit, a move to an appropriately sized private rented property may be the quickest way to secure an affordable property of a decent standard in an area of their choice. Tenants are often reluctant to move from social housing to houses with the permitted number of bedrooms in the private rented sector, even when this would be more affordable to them. However, the expansion of Easy Let Scheme (that matches private rented properties with appropriate properties) enables Housing Options staff to offer this as a realistic option.
- Work within Housing Associations to encourage tenants to exchange properties:** Housing associations report that applications for mutual exchanges have noticeably increased this year, and they continue to encourage their tenants to access the Home-swapper scheme. Recently the Devon Home Choice on-line system has been updated to take a more proactive approach to enabling people to easily access information about mutual exchange properties that are being advertised.
- **Housing Delivery:** In addition to this proactive approach to prevent evictions, Plymouth City Council is responsible for working with housing associations to secure funding and provide land assets to build new affordable housing and has offered ten new housing sites recently which are planned to deliver 616 new homes of which 43 per cent are new affordable homes. The council also works proactively with the Plymouth Housing Development Partnership of housing association partners and developers to enable the delivery of new development opportunities and to influence the tenure and mix of new homes so that there are increased opportunities for downsizing (i.e. including a higher proportion of smaller one and two bed units). Our regeneration activities further improve the number and mix of new homes, helping to rebalance housing markets in some of our priority neighbourhoods.

The council will determine our policy on the 'bedroom tax' later this afternoon. I hope that you are able to stay and listen to the debate and observe the decision being made.

Question No	Question By	Cabinet Member	Subject
Q9/12-13	Mr D Moore	Councillor Lowry (Cabinet Member for Finance)	Cuts to Council Tax Benefits
<p>What are the council's total financial reserves and could you use some of these to offset cuts to Council Tax Benefits?</p> <p>Response:</p> <p>Total reserve balances are forecast at £31.3m at the end of March 2013, of which £20m are earmarked against future known expenditure and will at some point be spent. This leaves a modest working reserve of 5 per cent or £11m and would be used up within four years if we were to make up the government's cut in Council Tax Benefit to individuals, thereby leaving the council potentially bankrupt.</p> <p>As a council, we have been very aware of the impact of the cuts to funding for Council Tax Benefits and have made our views clear to the government. So whilst we as a council would like to fully fund the reductions, we are faced with the fact that we are unable to do so.</p> <p>As you will understand, this council will need to make tough choices as we face the reality of ensuring we balance the needs of the people of Plymouth and maintain essential services whilst accepting the reality of central government cuts to our core funding. Over the four year period to 2015/16 Plymouth City Council will see anticipated funding reductions of over 35 per cent.</p> <p>However, the Council Tax Support Scheme we have introduced aims to minimise the impact on individuals as far as possible, and to help further support the most vulnerable residents, we have created an Exceptional Hardship Fund.</p>			

Question No	Question By	Cabinet Member	Subject
Q10 /12-13	Mr S Taylor-Wickenden	Councillor Lowry (Cabinet Member for Finance)	Cuts to Council Tax Benefit
<p>How do you think we can afford to make up for the 25 per cent Council Tax Benefit cut and pay for the 14-25 per cent 'bedroom tax' or spare room subsidy when my benefit has only gone up by 1 per cent, a dismal 54p?</p> <p>Response:</p> <p>Plymouth has worked hard to minimise the impact of the governments' cuts to funding and has implemented a Council Tax Support Scheme which aims to achieve this and have introduced an Exceptional Hardship Fund to support the most vulnerable residents. We are currently preparing to lobby the government in relation the 'bedroom tax' over which the council has no direct discretion.</p>			

We are working with our social landlords to find ways to support tenants and a Discretionary Housing Fund has been set aside to help residents move to suitable accommodation. However we recognise that this funding will only help around 17 per cent of those affected.

Knowing your household budget is going to be really important and staff and agencies are working together to help residents work out what they can afford and options available to them.

Question No	Question By	Cabinet Member	Subject
Q11 /12-13	Dr L Alldridge	Councillor Lowry (Cabinet Member for Finance), Councillor Penberthy (Cabinet Member for Cooperatives and Community Development) and Councillor Williams (Cabinet Member for Children and Young People)	Impact of cuts on Child Poverty
<p>How will these cuts affect child poverty in Plymouth? How will you keep your promise to reduce child poverty in the town?</p>			
<p>Response:</p> <p>How will these cuts affect child poverty in Plymouth?</p> <p><u>The National Context</u> Attempts to tackle child poverty across the country are taking place within an environment of public spending cuts, the level of which has only been seen once since the World War II period.</p> <p>Families with children are shouldering a disproportionate burden as a result of the government's austerity cuts.</p> <p>As a result of the changes being introduced between January 2011 and April 2014, households with children are set to lose more than pensioner households and working-age households without children.</p> <p>This disparity is largely driven by a package of benefit and tax credit reforms which are disproportionately affecting our poorest households (e.g. non-working lone parents), households with three or more children, households with children under five years and households living in private rented accommodation.</p>			

Our poorest families face a future of disproportionately lower incomes, increased pressure to take work or increase their hours, continuing stigmatisation of dependency, and families being blamed for their poverty rather than the nature and structures of society being examined.

The Local Context

Plymouth has high levels of deprivation with a number of neighbourhoods among some of the most deprived in the country. Plymouth is just above the bottom 20 per cent of local authorities for levels of deprivation and is most deprived in the domains of income and employment scale.

One in five Plymouth children are living in poverty with one Local Super Output Area alone having 57.6 per cent of children in poverty. Plymouth families earning less than £251 per week are classed as living in poverty. This equates to 11,560 children, of which 10,190 are aged under 16.

Overall, changes to the benefits and tax credits system is estimated to impact 20 per cent of the city's population, disproportionately affecting some of our most vulnerable families.

Austerity cuts at a national level are also impacting local government. We are being forced to take financial sums out of our spend while endeavouring to ensure that this doesn't affect our most vulnerable households.

While at a local level we are working hard to reduce our child poverty levels, it appears that current government policy is making this difficult for us to achieve.

How will you keep your promise to reduce child poverty in the town?

Child Poverty in Plymouth is being taken seriously.

Plymouth City Council expects to publish its three year Child Poverty Strategy and Action Plan at the end of May 2013. This strategy will present how Plymouth aims to tackle the causes and impact of child poverty, while also acknowledging the limits and challenges presented by the current economic and social environment. The breadth of work already being undertaken to tackle child poverty across the city is also reflected in the strategy.

This work has been overseen by a Child Poverty Cross Party Working Group which also oversaw development of the Child Poverty Needs Assessment. All documents can be accessed at via the dedicated child poverty page on the Plymouth City Council website.

Question No	Question By	Cabinet Member	Subject
Q12 /12-13	Mr C Willcox	Councillor Lowry (Cabinet Member for Finance)	Council tax enforcement
<p>Can the council assure tenants that they will not be issuing liability orders for non- payment of council tax if they genuinely cannot afford to pay for the 25 per cent cut in Council Tax Benefit and will they be hiring bailiffs to evict people if they accrue debts?</p>			
<p>Response: We worked hard to limit the impact of the Council Tax Benefit cuts and, following public consultation, implemented a new Council Tax Support Scheme from 1 April 2013. We wrote to everyone who is affected before the changes were implemented.</p> <p>Our overriding aim is to work with customers to help them pay. Various payment options are available and payment plans can be agreed with us. However, if the instalments or payment plan that is agreed with the council is not maintained then appropriate further recovery action will be taken. This could include issuing a liability order for non-payment of council tax. This will allow us to arrange an attachment to benefits rather than referring to our bailiff where possible.</p> <p>Our 'Money Advice.....' booklet includes details of the recent changes and offers help and advice for people on low incomes.</p>			

Question No	Question By	Cabinet Member	Subject
Q13 /12-13	Mr R Davey	Councillor Lowry (Cabinet Member for Finance) and Penberthy (Cabinet Member for Cooperatives and Community Development)	Impact of welfare reforms on rent arrears and repossessions
<p>In Torfaen, trial-version welfare reforms (including the 'bedroom tax' and direct payment of housing benefit) increased rent arrears sevenfold. What impact do you expect these reforms to have on the spread and severity of rent arrears in Plymouth, and on the cost to housing associations of pursuing arrears and repossessions?</p>			

Response:

The council is aware that the demonstration projects have seen rent arrears increase as a consequence of both 'bedroom tax' and Universal Credit. For that reason the council believes that it is possible that this will happen in Plymouth. We are unable to forecast the level of any potential rise. Instead the council is concentrating on trying to mitigate the changes and to support registered social landlords to minimise the impact.

Examples of partnership initiatives to prevent evictions that result from loss of benefit due to under-occupation are:

Identifying individual households affected and targeting support:

The council's Revenues and Benefits Department have identified every household that will receive reduced levels of Housing Benefit, and have shared this information with housing associations. At a recent partnership meeting, housing association partner's assured the local authority that they are proactively contacting each and every affected tenant to offer support. In addition visiting officers from the local authority and the Department for Works and Pensions will combine to offer specialist affordability/employment related support to households in social housing who are experiencing high levels of loss (due to the combined impact of being subject to the benefit cap)

- Pre-court eviction prevention panel:** A new initiative about to be piloted with tenants of Devon and Cornwall Homes (DCH) with support provided by Shelter. The aim of the panel is to ensure that tenants engage with support after they have been issued with a notice seeking possession. The next step would normally be court proceedings, but support to develop a personal action plan (delivered alongside a realistic view about future housing options) proactively seeks to prevent eviction. Support will include development of an arrears repayment plan; money management skills; help to address debt issues; income maximisation work and other support required on an individual basis.

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The council will determine our policy on the 'bedroom tax' later this afternoon. I hope that you are able to stay and listen to the debate and observe the decision being made.

Question No	Question By	Cabinet Member	Subject
Q14 /12-13	Mr G Fidler	Councillor Lowry (Cabinet Member for Finance)	Cuts to Council Tax Benefit

Due to the cuts to the Council Tax Benefit, how much extra council tax will people affected in Plymouth have to pay? Please provide examples.

Response:

The new Council Tax Reduction Scheme will reduce the amount of support people of working age receive to help pay their council tax bill. From April that amount of support has been reduced to a maximum of 75 per cent. This means all working age claimants who qualify for Council Tax Support will have to pay at least 25 per cent of the yearly council tax charge.

The majority of Plymouth council tax payers are in Band A and Band B properties and these are the indicative amounts of council tax a household will be expected to pay, based on two adults in the household or a single person, with a single person discount from April 2013.

Band A full annual charge is £1005.24. Paying at least 25 per cent of this annual charge will mean a minimum annual charge of £251.31, resulting in a minimum weekly payment of £4.83 based on 2 adults in the household. If a single person discount of 25 per cent applies this will reduce the minimum weekly payment to £3.62.

Band B full annual charge is £1172.79. Paying at least 25 per cent of this annual charge will mean a minimum annual charge of £293.20, resulting in a minimum weekly payment of £5.64 based on two adults in the household. If a single person discount of 25 per cent applies this will reduce the minimum weekly payment to £4.23.

Further restrictions have been brought in for those working age customers who are in a Band F property or above. The maximum amount of Council Tax Support will be 75 per cent of the annual charge for a Band E property, this is £1382.20. As a minimum, customers in a Band F property or above will have to pay the difference between the £1382.20 and their full annual charge.

The table below indicates the amount of council tax a household will be expected to pay based on two adults in the household and a single person (SPD) from April 2013.

Council Tax for 2013-2014					
Band	Full Annual Charge £	75% Annual maximum Support £	25% Annual charge to pay £	Minimum weekly payment £	Minimum weekly payment with 25% SPD £
Band A + DPR	838.26	628.26	209.56	4.03	3.02
A	1005.24	753.93	251.31	4.83	3.62
B	1172.79	879.60	293.20	5.64	4.23
C	1340.32	1005.24	335.08	6.44	4.83
D	1507.86	1130.90	376.96	7.25	5.44
E	1842.93	1382.20	460.73	8.86	6.65
		Restrict to Band E - annual maximum support £			
F	2178.02	1382.20	795.82	15.30	11.48
G	2513.10	1382.20	1130.90	21.75	16.31
H	3015.72	1382.20	1633.52	31.41	23.56

RECOMMENDATIONS FROM CABINET

100. **Urban Enterprise - New Enterprise Units at Millfields Trust**

Councillor Evans (Council Leader) presented the Cabinet recommendations for approval and Councillor Peter Smith (Deputy Leader) seconded the proposals (Cabinet minute 155 referred).

Agreed –

- (1) subject to a favourable outcome to both the European Regional Development Fund and Growing Places Fund applications, that the council acts as guarantor for Millfields Trust for repayment of the balance of the Trust's loan from the Local Enterprise Partnership outstanding to a maximum of £2.1m in accordance with an agreed Heads of Terms between Plymouth City Council and the Millfields Trust which mitigates the potential financial impact upon the council;
- (2) to delegate approval of the Heads of Terms to the Director for Place.

(Councillors McDonald, Penberthy and Tuffin declared personal interests in the above item.)

101. **Development Plan - Adoption of Development Guidelines Supplementary Planning Document First Review**

Councillor Vincent (Cabinet Member for Environment) presented the Cabinet recommendations for approval and Councillor Mrs Nelder seconded the proposals (Cabinet minute 165a referred).

Councillor Ball moved and Councillor Nicholson seconded an amendment as follows which in their opinion, would provide greater powers for the Planning Committee in dealing with houses in multiple occupation (HMO) –

‘Recommendation (1) be formally adopted subject to the following amendments –

- to add the following additional words in paragraph 2.5.20 ‘All new applications will be accompanied with a suitable Management Plan.’
- to add the following additional words in paragraph 2.7 ‘Has a suitable Management Plan submitted.’
- in line five of paragraph 2.5.15 delete the first word ‘resisted’ and replace with the word ‘refused’
- add at the end of paragraph 2.5.15 ‘Any change of use from family home to a HMO in streets or areas that have no HMOs will be resisted.’

In response to a point of order by Councillor Evans (Council Leader), Councillor Nicholson indicated that he was not a landlord. Where councillors were landlords of property, the Assistant Director for Democracy and Governance advised councillors should have considered the agenda and declared interests as appropriate.

The Assistant Director for Democracy and Governance reported that if the council changed the Cabinet recommendations, that decision would be an in principle decision and that the Leader would have an opportunity to object to it.

Following a request for an adjournment by Councillor Evans to take advice from planning officers, the Lord Mayor adjourned the council meeting.

Following the adjournment and in the absence of the advice from planning officers, it was agreed to defer the item to after the refreshment break.

(See also minute 106 below).

102. **Adoption of Community Infrastructure Levy Charging Schedule**

Councillor Vincent (Cabinet Member for Environment) presented the Cabinet recommendations for approval and Councillor Evans (Council Leader) seconded the proposals (Cabinet minute 166a referred).

Agreed that –

- (1) the Community Infrastructure Levy Charging Schedule is adopted as set out in Appendix 1 to the written report, and to set the date for the Charging Schedule to take effect as 1 June 2013;
- (2) the Community Infrastructure Levy Instalments Policy is adopted as set out in Appendix 2 to the written report.

At the conclusion of the above item, the Deputy Lord Mayor joined the council meeting in his capacity as vice-chair.

RECOMMENDATION FROM THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD

103. **Restructure of Overview and Scrutiny**

Councillor Mrs Aspinall (Chair of the Overview and Scrutiny Management Board) presented the written report of the Lead Scrutiny Officer and moved the recommendations in the report, as amended, for approval. The amendments related to the responsibilities of the panels in relation to social enterprise support and child poverty.

Minute 136 of the Overview and Scrutiny Management Board was also presented and Councillor Mrs Aspinall thanked the scrutiny members for their work.

Councillor Tuffin seconded the proposal.

Councillor James moved, and Councillor Bowyer seconded, an amendment as follows –

‘To amend the proposal by the deletion of recommendations (1) to (3) and substitute the words –

‘That the decision is deferred pending a review of the need for overview and scrutiny panels.’

During the debate on the amendment, issues raised included –

- (a) the need for value for money from the proposals;
- (b) that the proposals should be more radical;

- (c) that the existing panels were not cost effective and savings would be achieved if they were abolished;
- (d) that the strength of scrutiny was in the work of task and finish groups;
- (e) that there had not been effective consultation with the opposition group and that cross party working was required in the development of the proposals;
- (f) that the proposal to offer the chair of the Cooperative Scrutiny Board to the opposition group would lead to a disparity of the special responsibility allowance with that for the Leader of the Opposition;
- (g) that a review should be consolidated with the review of the constitution which would be undertaken in less than 12 months' time;
- (h) that there was no reference to members' allowances in the written report;
- (i) that the proposals would add value to the scrutiny process and strengthened the ability of councillors and the public to hold Cabinet to account;
- (j) that the panels gave new councillors an opportunity to learn more about the work of the local authority.

Following a request from ten councillors for a recorded vote, there voted –

For the amendment (22)

Councillors Ball, Mrs Beer, Bowyer, Mrs Bowyer, Churchill, Darcy, Drean, Foster, Mrs Foster, Fry, James, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Dr Mahony, Nicholson, Mrs Nicholson, Mrs Pengelly, Ricketts, Dr Salter and Stark.

Against the amendment (31)

Councillors Mrs Aspinall, Bowie, Casey, Coker, Damarell, P. Davey, S Davey, Mrs Dolan, Evans, Fox, Gordon, Haydon, Jarvis, Lowry, McDonald, Murphy, Mrs Nelder, Parker, Penberthy, Rennie, Singh (Deputy Lord Mayor), J. Smith, P. Smith, Stevens, J. Taylor, K. Taylor, Tuffin, Tuohy, Vincent, Wheeler and Williams.

Abstentions (1)

The Lord Mayor

The following members were absent (3)

Councillors Browne, Monahan and Wiggins.

The amendment was not agreed.

Councillor Mrs Aspinall summed up on the main motion indicating that following discussions last year, neither political group had agreed to abolish the scrutiny panels. She was also disappointed at the number of councillors participating in task and finish groups. With regard to special responsibility allowances, councillors were advised that the Independent Remuneration Panel was responsible for reviewing members' allowances and would make recommendations to the City Council at the appropriate time.

Agreed that -

- (1) a new scrutiny structure is approved (as detailed in the report to the City Council);
- (2) the new terms of reference for the Cooperative Scrutiny Board and each of the panels are approved subject to the following amendments and incorporated into the constitution -
 - (a) social enterprise support is moved from the responsibilities of the Your Plymouth Panel to the Working Plymouth Panel;
 - (b) child poverty is added to the responsibilities of the Cooperative Scrutiny Board;
- (3) statutory health scrutiny functions (other than referral of matters to the Secretary of State for Health) are delegated to the Caring Plymouth Panel.

RECOMMENDATION FROM THE LORD MAYOR'S SELECTION COMMITTEE

104. **Lord Mayoralty 2013/14**

Councillor Evans (Chair of the Lord Mayor's Selection Committee) presented the recommendation of the Lord Mayor's Selection Committee (Lord Mayor's Selection Committee minute 3 refers).

The proposal was seconded by Councillor Fry.

Agreed to recommend to the City Council's Annual General Meeting, the appointment of Councillor Mrs Pengelly as Lord Mayor for the ensuing year.

Following the decision, Councillor Mrs Pengelly thanked Councillors Fry and Evans for their kind words and everyone who had sent her good wishes. She also thanked the council for their support.

MOTION ON NOTICE

105. A Reliable Railway Link for Plymouth

Councillor Dr Salter moved and Councillor Drean seconded the following motion -

'A Reliable Railway Link for Plymouth

This council considers it scandalous that the only mainline railway connection to the fifteenth largest city in the country, as well as to the entire County of Cornwall, continues to rest upon a bank of pebbles which wash away when it rains too much. A 21st century city cannot prosper when it relies upon 19th century infrastructure. We therefore call upon the government to replace mere discussion with urgent practical action, and spend just a tiny fraction of the £30 billion being proposed for the Midlands' HS2 scheme to install in the very near future at Cowley Bridge outside Exeter, and any similarly vulnerable sites on the route to Plymouth, a concrete viaduct or other robust technical solution.'

Councillor Dr Salter indicated that although the city's leaders had written to the government seeking further commitment for funding, he felt that Plymouth needed to be more assertive in expressing their views.

Councillor Evans (Council Leader) moved and Councillor Coker seconded an amendment as follows –

'This Council considers it scandalous that the only mainline railway connection to the fifteenth largest city in the country, as well as to the entire County of Cornwall, continues to rest upon a bank of pebbles which wash away when it rains too much. A 21st century city cannot prosper when it relies upon 19th century infrastructure. We therefore call upon the Government to replace mere discussion with urgent practical action, and *to immediately allocate the money required* ~~spend just a tiny fraction of the £30 billion being proposed for the Midlands' HS2~~ scheme to install in the very near future at Cowley Bridge outside Exeter, and any similarly vulnerable sites on the route to Plymouth, a concrete viaduct or other robust technical solution.'

During the debate, issues raised included -

- (a) action already undertaken by the city's leaders, including meetings with the Prime Minister, to highlight the continuing impact of the current situation on the economy of the south west;
- (b) the original motion would not achieve immediate action as the budget for the Midlands' HS2 scheme had yet to be determined;

- (c) a multi agency approach was required on behalf of Plymouth and the sub region with a view to achieving a commitment by the government to improve transport links;
- (d) members of the Management Board had met with Alison Seabeck MP and they had been advised that there was technical work required with regard to Cowley Bridge and a solution had yet to be determined.

Councillor Dr Salter welcomed the amendment.

Councillor Evans in summing up stressed the urgency of the situation and the need to convey to the government what the south west did and what Plymouth did for the south west. He was due to meet the minister and his position would be strengthened with a united council, united Devon and united south west.

Following a vote, the amendment was agreed.

Following summing up by Councillor Dr Salter on the main motion, as amended, it was agreed to call upon the Government to replace mere discussion with urgent practical action, and to immediately allocate the money required to install in the very near future at Cowley Bridge outside Exeter, and any similarly vulnerable sites on the route to Plymouth, a concrete viaduct or other robust technical solution.

RECOMMENDATION FROM CABINET

106. Development Plan: Adoption of Development Guidelines Supplementary Planning Document: First Review

Further to minute 101 above, the debate continued on the following amendment to the proposal –

‘Recommendation (1) be formally adopted subject to the following amendments –

- to add the following additional words in paragraph 2.5.20 ‘All new applications will be accompanied with a suitable Management Plan.’ (page 79 refers)
- to add the following additional words in paragraph 2.7 ‘Has a suitable Management Plan submitted.’ (page 83 refers)
- in line five of paragraph 2.5.15 delete the first word ‘resisted’ and replace with the word ‘refused’ (page 78 refers)
- add at the end of paragraph 2.5.15 ‘Any change of use from family home to a HMO in streets or areas that have no HMOs will be resisted’. (page 78 refers)’

During the debate, issues raised included –

- (a) that no opposition councillor had made a response during the consultation process;
- (b) the advice of the planning officers that, at this stage, there should only be minor alterations and no new issues should be raised. The third and fourth amendments proposed significant changes to the policy;
- (c) in relation to the first and second amendments, the impact would be considered as part of a planning application and any issues arising could be addressed by planning conditions;
- (d) in relation to the third amendment, it was considered that ‘refused’ limited flexibility. There was also a risk of costs at appeal if councillors’ ability to make a balanced judgement was removed;
- (e) in relation to the fourth amendment, the proposal was contrary to the authority’s responsibility to ensure the provision of a mix of housing accommodation. It would limit officers’ ability to make balanced judgement and would be effectively a blanket ban, which would lead to a significant risk of costs at appeal. If agreed, it was likely that the document would need to go out to consultation again. If supported, there would be an opportunity to raise it as part of the approval process for the Plymouth Plan;
- (f) the need to protect family homes;
- (g) that the amendment sought to limit the supply of houses in multiple occupation;

Councillor Ball in summing up indicated that he was seeking to protect tenants and neighbours through a management plan which would address such issues as behaviour, waste bins and alarms.

Following a vote, the amendment was not agreed.

The debate continued on the main motion and differing views were expressed on the impact of houses in multiple occupation in the community.

During the debate, Councillor Nicholson moved that the vote was taken. The motion was not seconded.

Agreed to –

- (1) formally adopt the Development Guidelines Supplementary Planning Document: First Review (Appendix I to the written report);

- (2) delegate authority to the Assistant Director for Planning Services to approve the final publication version of the Supplementary Planning Document.

MOTION ON NOTICE

107. **Under-Occupancy 'Bedroom Tax'**

Councillor Penberthy (Cabinet Member for Cooperatives and Community Development) moved and Councillor Kate Taylor seconded the following motion. During the presentation of the motion, it was moved, seconded and agreed that Councillor Penberthy was given an extension of time to present the motion.

'Under – Occupancy 'Bedroom Tax'

- The under-occupancy reductions 'bedroom tax' came into effect on 1 April 2013. The reductions stipulate a 14 per cent reduction for those homes deemed to have one bedroom more than they need and 25 per cent reduction for those homes deemed to have two more bedrooms than they need.
- It will affect anyone of working age (below 61 ½) deemed to be under-occupying a social housing home. This equates to 2000 homes across Plymouth with the average reduction being £10 per week for one additional bedroom and £20 per week for two.
- Those couples who need an extra bedroom because of one of them having a medical condition or disability are not exempt and will be subject to a reduction.
- Non-resident parents who have their children to stay at weekends in the holidays for instance are not exempt and will be subject to a reduction.
- Families who offer regular respite support to other family members are not exempt and will be subject to a reduction.
- People living in homes which have been substantially adapted at taxpayers' expense to meet their need are not exempt and will be subject to a reduction.
- This council is committed to supporting all residents both children and adults, including those with disabilities and medical needs.
- The Discretionary Payments Fund that the government has made available is estimated to cover less than 17 per cent of those affected by the 'bedroom tax'.
- The government's own Equality Impact Assessment estimates that two-thirds of households affected will have a member with a disability.

- Many independent analysts are predicting that households will move into the private rented sector, costing more, and that care needs for many disabled people will increase, again costing more. Rents for private housing invariably costs more than social housing and are less likely to be adapted for disability needs.
- There is not an excess supply of small properties available for households to move into in Plymouth.

Council therefore believes:

- (a) that the 'bedroom tax' will unfairly hit many people including families with disabled children or adults, families who share the care of their children, families who offer respite care to other family members;
- (b) this policy may well end up costing the public purse more;
- (c) that disabled people (both adults and children) deserve respect and not to be penalised for their medical needs;
- (d) that the council values the role of non-resident parents and believe they should be encouraged to play as full a part in the lives of their children as possible;
- (e) that council values and appreciates the role of families who offer respite care – and not only because it saves the taxpayer billions of pounds.
- (f) that housing associations will have difficulty in keeping arrears down, damaging services for all tenants.

Council therefore resolves to:

- (1) ask the Chief Executive to write to the Secretary of State outlining our concerns and urgently requesting that the 'bedroom tax' is scrapped;
- (2) ask the Cabinet Member for Cooperatives and Community Development to write to Plymouth MPs outlining our concerns and asking that they lobby for their affected constituents and push for the 'bedroom tax' to be scrapped;
- (3) offer support and encouragement to the Plymouth Social Landlord's Group as they proactively support their tenants.'

During the debate, issues raised (in addition to those stated in the motion) included that -

- (g) the term 'bedroom tax' was incorrect and should be 'taxpayer subsidy for a spare room';

- (h) the aim was to make better use of social housing;
- (i) exemptions applied for disabled persons and pensioners;
- (j) the policy only applied to those in receipt of housing benefit.

Following a remark by Councillor Sam Leaves and a point of order by Councillor Evans (Council Leader), the Lord Mayor advised councillors that if they had concerns with regard to the remark, a complaint could be made to the Assistant Director for Democracy and Governance following the meeting.

Following a request from ten councillors for a recorded vote, there voted –

For the motion (30)

Councillors Mrs Aspinall, Bowie, Casey, Coker, Damarell, P. Davey, S Davey, Evans, Fox, Gordon, Haydon, Jarvis, Lowry, McDonald, Murphy, Mrs Nelder, Parker, Penberthy, Rennie, Singh (Deputy Lord Mayor), J. Smith, P. Smith, Stevens, J. Taylor, K. Taylor, Tuffin, Tuohy, Vincent, Wheeler and Williams.

Against the motion (20)

Councillors Ball, Mrs Beer, Bowyer, Mrs Bowyer, Churchill, Darcy, Foster, Mrs Foster, Fry, James, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Dr Mahony, Nicholson, Mrs Nicholson, Mrs Pengelly, Dr Salter and Stark.

Abstentions (1)

The Lord Mayor

The following members were absent (6)

Councillors Browne, Mrs Dolan, Drean, Monahan, Ricketts and Wigans.

The motion was agreed as follows -

- (1) to ask the Chief Executive to write to the Secretary of State outlining our concerns and urgently requesting that the 'bedroom tax' is scrapped;
- (2) to ask the Cabinet Member for Cooperatives and Community Development to write to Plymouth MPs outlining our concerns and asking that they lobby for their affected constituents and push for the 'bedroom tax' to be scrapped;
- (3) to offer support and encouragement to the Plymouth Social Landlord's Group as they proactively support their tenants.

108. **ADJOURNMENT OF THE MEETING**

In accordance with Council Procedure Rule 10.1, the meeting adjourned at 7.30pm.

Councillor Evans moved, Councillor Rennie seconded and it was agreed that the meeting reconvenes at 5pm tomorrow (23 April 2013).

109. **RECONVENED MEETING: VICE CHAIR**

Agreed that Councillor Mrs Nelder is appointed as vice-chair in the absence of the Deputy Lord Mayor.

MOTIONS ON NOTICE

110. **National Minimum Wage**

Councillor Evans moved and Councillor Tuffin seconded the following motion -

'National Minimum Wage

Council notes:

A review from the government (BIS) has suggested that the Low Pay Commission (LPC) should formally consider its impact on 'employment and the economy' before recommending future increases in the national minimum wage (NMW). The review explicitly recommends that new terms for the commission should incorporate 'the understood and accepted goal to raise the wages of the lowest paid without damaging employment or the economy'.

Council also notes: the recent abolition of the Agricultural Wages Board.

Council further notes:

- the National Minimum Wage Act 1998 created the first minimum wage across the United Kingdom. The NMW took effect on 1 April 1999 and is traditionally announced in March each year by the LPC, after negotiations with employers, unions and the government;
- the NMW currently stand at £6.19 per hour for workers aged 21 years and older, £4.98 per hour for workers aged 18 to 20;
- according to the Low Pay Commission (2012), the adult rate of the NMW has increased by nearly 69 per cent since its introduction. That is faster than both average earnings and prices. Since October 2006, however, the increases in the minimum wage have broadly been in line with average earnings, though below inflation;

- based on a wealth of economic research, the Low Pay Commission conclude that the lowest paid have received higher than average pay rises, there has not been a rise in wage inflation and, on balance, there has been little or no significant adverse impact of the minimum wage on employment. They quote: 'The NMW was introduced 12 years ago and, at about the same time, wage inequality at the bottom of the earnings distribution started to fall, having risen over the preceding 20 years';
- according to research for the LSE (2012), areas with the lowest wages prior to the introduction of the minimum wage experienced the greatest falls in inequality over the period from 1998 to 2010. In addition, the fall in wage inequality has been more pronounced in younger age groups. These findings have resonance for Plymouth – a generally low wage economy with a relatively large younger (aged 18-24) population;
- while no specific data for the impact of the NMW on Plymouth exist, trends in the city's earnings over the last decade point to an improvement in relative position. Between 2000 and 2010, average weekly workplace wages in the city increased from £360 to £422 per week¹. This meant that average wages relative to the SW average increased from 97% to 101 per cent (1 per cent above) and from 86 per cent to 89 per cent relative to the national average. On a resident basis, the relative gaps also closed – 92 per cent to 93 per cent (vs. SW) and 83 per cent to 85 per cent (vs. UK);
- the value of the NMW in real terms has fallen to 2004 levels under the coalition.

Council believes that any freeze or reduction in the real value of the NMW may:

- (a) reverse the positive trends seen in the labour market since its inception;
- (b) reduce incentives to work at a time where welfare reform is attempting to resolve this very issue. If remuneration for work diminishes, this could make the option of living off benefits a rational choice for individuals;
- (c) reduce consumer spending power at a time when demand is weak, real incomes constrained, and expectations over future prospects uncertain. In theory, those individuals at the lower end of the earnings spectrum tend to have a greater marginal propensity to spend to meet basic demands;
- (d) have an adverse impact upon the socio-economic wellbeing of

¹ Oxford Economics (2012) based on Annual Survey of Hours and Earnings (ASHE), ONS

households and families, for example, by increasing pressures on personal debt;

- (e) have an adverse impact on the apprenticeship programme – employers may make an active decision that lower paid part-time posts are more attractive than full-time apprenticeship post. This could have a disproportionate impact on younger people.

Council believes: that protection for the lowest paid workers is under threat.

Council therefore resolves to:

- (1) ask the Chief Executive to write to the Secretary of State outlining our concerns over changes to the remit of the Low Pay Commission and emphasising the value and importance of the NMW to the local economy.
- (2) ask the Chief Executive to write to Plymouth MPs outlining these concerns and asking that they lobby for their affected constituents, emphasising the value and importance of the NMW to Plymouth's economy.'

In moving the motion, Councillor Evans indicated that there had been further real time cuts since the publication of the motion.

During the debate, issues raised (in addition to those stated in the motion) included that -

- (f) a minimum wage could lead to improved employment matters;
- (g) when a minimum wage was first introduced, it was believed that it would damage business and lead to unemployment. In fact, it lifted millions of people out of poverty;
- (h) if the minimum wage was raised, it would raise the cost to business, leading to inflation which in turn would lead to people getting poorer.

Following a vote, the motion was agreed, as follows -

- (1) to ask the Chief Executive to write to the Secretary of State outlining the council's concerns over changes to the remit of the Low Pay Commission and emphasising the value and importance of the NMW to the local economy.
- (2) to ask the Chief Executive to write to Plymouth MPs outlining these concerns and asking that they lobby for their affected constituents, emphasising the value and importance of the NMW to Plymouth's economy.

111. **Construction Industry Blacklisting**

Councillor Evans moved and Councillor Peter Smith seconded the motion as follows –

‘CONSTRUCTION INDUSTRY BLACKLISTING

A number of construction companies have been challenged about supporting the existence of and subscribing to unlawful construction industry ‘blacklists’, which detail covertly gathered information on construction trade unionism, militant tendencies, poor timekeeping, trouble making, etc. Blacklisting is an unacceptable practice and cannot be condoned. The GMB union is leading a national campaign aimed at forcing those who have been involved in blacklisting to apologise to those who have been affected by it.

It is understood that the construction industry blacklist was collated by the Consulting Association (a private consultancy) and was then provided at a cost to construction companies as they sought to recruit/avoid new workers. The Information Commissioner has investigated and taken action against the Consulting Association for this practice. Furthermore, the Information Commissioner has taken enforcement action against a number of construction companies based on the evidence recovered from the Consulting Association.

Owing to the concentration of construction activity in and around large cities, many of those alleged to have been discriminated against live in the country’s major cities, and this practice may have disadvantaged residents of Plymouth.

Given the potential impact on residents of the Plymouth area, this council –

- (a) deplores the use of unlawful blacklisting;
- (b) supports the GMB campaign;
- (c) agrees to amend the council’s tender documentation for construction projects, which will request bidders to confirm that they do not subscribe to the use of unlawful construction industry ‘blacklists’ and exclude tenderers who use such blacklists, and further, will terminate the contract where the contractor is subsequently found to have used such blacklists;
- (d) will encourage its partners to take similar measures with regard to their suppliers.’

In moving the motion, Councillor Evans indicated that he was supporting local people and employment. He was aware of issues with some companies and a list of those companies would be provided to the procurement team for them to scrutinise.

During the debate, issues raised included that -

- (e) that the procurement team had already adopted the policy;
- (f) that if the practice was unlawful, it should be reported to the police and the council would not have a contract with the company concerned.

The Assistant Director for Democracy and Governance confirmed that the council always followed procurement law.

Following a request from ten councillors for a recorded vote, there voted –

For the motion (26)

Councillors Bowie, Casey, Coker, Damarell, P. Davey, S Davey, Evans, Fox, Gordon, Haydon, Jarvis, Lowry, McDonald, Murphy, Mrs Nelder, Parker, Penberthy, Rennie, J. Smith, P. Smith, Stevens, J. Taylor, Tuffin, Tuohy, Vincent and Wheeler.

Against the motion (0)

Abstentions (23)

Councillors Ball, Mrs Beer, Bowyer, Mrs Bowyer, Churchill, Darcy, Foster, Mrs Foster, Fry, James, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Dr Mahony, Nicholson, Mrs Nicholson, Mrs Pengelly, Ricketts, Dr Salter, Stark, Wiggins and the Lord Mayor.

The following members were absent (8)

Councillors Mrs Aspinall, Browne, Mrs Dolan, Drean, Monahan, Singh (Deputy Lord Mayor, Kate Taylor and Williams.

The motion was agreed and given the potential impact on residents of the Plymouth area, this council –

- (1) deplores the use of unlawful blacklisting;
- (2) supports the GMB campaign;
- (3) agrees to amend the councils tender documentation for construction projects, which will request bidders to confirm that they do not subscribe to the use of unlawful construction industry 'blacklists' and exclude tenderers who use such blacklists, and further, will terminate the contract where the contractor is subsequently found to have used such blacklists;
- (4) will encourage its partners to take similar measures with regard to their suppliers.

112. **REVISED COUNCILLORS' CODE OF CONDUCT**

The Assistant Director for Democracy and Governance presented a written report on a revised Councillors' Code of Conduct.

Councillor Peter Smith (Deputy Leader) moved and Councillor Stevens seconded the recommendations in the written report. The council was advised that the Constitutional Review Group had been consulted on the proposals and that there had been discussion with the political group whips.

Agreed to –

- (1) adopt the revised code of conduct;
- (2) amend the council's constitution accordingly.

113. **ESTABLISHMENT OF HEALTH AND WELLBEING BOARD**

The Assistant Director for Democracy and Governance presented a written report on the establishment of a Health and Wellbeing Board.

Councillor McDonald (Cabinet Member for Public Health and Adult Social Care) moved and Councillor Penberthy (Cabinet Member for Cooperatives and Community Development) seconded the recommendations in the written report. The council was advised that the proposals had been developed with partners.

Agreed -

- (1) the establishment of the Health and Wellbeing Board from May 2013;
- (2) the core membership of the board;
- (3) that political proportionality is not applied to the board;
- (4) the terms of reference (attached to the written report).

114. **REVIEW OF THE COUNCIL'S CONSTITUTION**

The Assistant Director for Democracy and Governance presented a written report on a review of the council's constitution.

Councillor Peter Smith (Deputy Leader) moved and Councillor Stevens seconded the recommendations in the written report. The council was advised that the Constitutional Review Group had been consulted on the proposals

Agreed to –

- (1) undertake a 'root and branch' review of the constitution to be managed through the Constitution Review Group;

- (2) structure the review around:
 - (a) agreeing and setting the principles of how the constitution should be formed;
 - (b) creating a written constitution to reflect those principles and put them into practice;
- (3) utilise external assistance in undertaking the review as described in the report.

115. **PROGRAMME OF ORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES 2013/2014**

The Assistant Director for Democracy and Governance introduced the draft programme of ordinary meetings of the council and committees for 2013/14. The council was advised that the European elections were likely to move to 22 May 2014 and the government was expected to move local elections to the same date.

Councillor Peter Smith (Deputy Leader) moved and Councillor Evans (Council Leader) seconded the draft programme of ordinary meetings of the council and committees 2013/14 for approval.

Councillor Peter Smith confirmed that meetings of the City Council would be held at 2pm and he undertook to review the final cycle of meetings if revised arrangements were announced and bring proposed dates back to the City Council.

Agreed the programme of ordinary meetings of the council and committees 2013/14 as submitted.

116. **REPORT OF THE LEADER ON URGENT CABINET AND KEY DECISIONS**

Councillor Evans presented a written report on urgent Cabinet and key decisions in accordance with the constitution (paragraphs 3.5 of the Cabinet Procedure Rules and 18.3 of the Access to Information Rules referred) relating to –

- the co-location with health at Windsor House;
- the transfer of the freehold of Devonport Market Hall Building.

The report was noted subject to the correction of the decision relating to the co-location with health at Windsor House to replace 'Client' with 'Clinical' in the second line of the decision.

117. **QUESTIONS BY COUNCILLORS**

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 Bowyer	Councillor Coker	Would he mount a positive campaign to address an increasing problem from inconsiderate parking of parents on school runs? He was concerned that there would be a serious injury.
	Councillor Coker responded that the safer journey to schools' programme was reviewed annually and that there was not a huge budget for it. He would work with the Cabinet Member for Children and Young People to bring forward and incorporate it in this year's review.		
2	Councillor Sam Leaves	Councillor Coker	What type of risk assessment had been undertaken to minimise injury to runners in the half marathon from potholes in the roads.
	Councillor Coker responded that the organisers of the half marathon, in conjunction with the highways department, had a duty to undertake risk assessments. He had been assured that they had been done and if she emailed him, she would be welcome to see them.		
3	Councillor Michael Leaves	Councillor Vincent	Would he reconsider and withdraw his decision following the call in on the revised household waste recycling centre opening hours and waste acceptance criteria?
	Councillor Vincent responded that he was reviewing the decision with officers, in the light of the comments made by scrutiny and at present the outcome had not yet been determined.		
4	Councillor Tuffin	Councillor Evans	Could he advise council on the good OFSTED report for Pilgrim Primary School in the St Peter and the Waterfront Ward please?
	Councillor Evans responded (in the absence of the portfolio holder for children and young people), that the school had 172 pupils and would shortly receive investment of £2.4m. Outstanding grades had been achieved across all areas with the highest marks in all categories.		
5	Councillor Foster	Councillor Peter Smith	Why was the council engaging consultants to look at sickness levels? What was the cost?

	<p>Councillor Peter Smith responded that the issues needed to be addressed and that improvements were being seen. The consultant would undertake a comprehensive review.</p> <p>A written response would be provided on the cost.</p>		
6	Councillor Jordan	Councillor Lowry	What was the total cost for the new signs around the city?
	<p>Councillor Lowry responded that his role was not to be responsible for every element of expenditure.</p>		
7	Councillor Parker	Councillor Penberthy	What have you done to support the council's commitment to keep people in their homes? What impact was there on homeless people last year?
	<p>Councillor Penberthy responded that 371 disability facilities grants had been completed. Applications had been dealt with in an average of four months which exceeded the target of nine months and contained within the existing budget which had assumed fewer applications.</p> <p>Families had been provided with support to keep them in their own homes who otherwise would have been homeless.</p> <p>Bed and breakfast accommodation had been controlled through house let. Everyone who had been through the reception had been helped. Duties could now be discharged through the private sector although some landlords were reluctant to give one year tenancies and to take on housing benefit claimants.</p>		
8	Councillor Nicholson	Councillor Lowry	Had he consulted upon and approved the billing of charities and voluntary organisations for 100% on non-domestic rates? What was the impact on the poorest and the charities? Why did he not demonstrate cooperative working?
	<p>Councillor Lowry responded that he had not consulted upon or approved the changes to non-domestic rates.</p> <p>Every individual had received 10 to 12 months' written notice in advance of the change requiring payment of non-domestic rates. The Localism Act required the local authority to reassess everyone's rates. If charities had concerns about their ability to pay, the council could offer short term relief pending consideration of an application for discretionary relief. He apologised for any hardship arising from these actions.</p>		
9	Councillor Martin Leaves	Councillor Evans	Which development proposal was he supporting at Higher Home Park?

	<p>Councillor Evans responded that he had not seen all the proposals and that the decision would be for the Planning Committee.</p> <p>He had not been asked to sell Cottage Field nor would he, as it was outside the manifesto pledge to keep Central Park as green land.</p>		
10	Councillor Sam Leaves	Councillor Coker	<p>What was the problem causing the delay in issuing bus passes for the elderly?</p>
	<p>A written response would be provided.</p>		
11	Councillor Martin Leaves	Councillor Coker	<p>Would you agree with the residents of Beacon Park that the diversion around Outland Road was a shambles?</p>
	<p>Councillor Coker responded that he would not agree.</p>		
12	Councillor Dr Mahony	Councillor Coker	<p>With regard to road improvements at Ford Park Road, Devonport and Stoke, there were narrowing carriageways, lost parking and generally deteriorating road surfaces, was this the best way to proceed rather than repairing the roads?</p> <p>Could speed humps be removed as they were breaking up and the need was questionable in the light of potholes?</p>
	<p>Councillor Coker responded that the Ford Park Scheme came from 2012/13 safer journeys for schools' programme and residents were notified by letter. The schemes in Devonport were part of regeneration proposals developed over a number of years. He was aware of concerns at the loss of parking and he was in the process of making mitigation. Parking in new developments and 20mph zones needed to be incorporated into planning documents. He had announced the investment in roads and he took all road measures seriously. Road safety schemes were always put there for a reason.</p>		
13	Councillor Jordan	Councillor Peter Smith	<p>Did he not think that some of the money spent on new signage could have been better spent supporting the Plymouth Summer Festival and the Blues and Jazz Festival which were not happening this year?</p>
	<p>Councillor Peter Smith indicated that it was not part of his budget responsibilities. The Waterfront Partnership provided funding for the Blues and Jazz Festival last year.</p>		

14	Cllr Michael Leaves	Cllr Coker	What action was being taken on painting road signs at the junction of Plymstock Road with Radford Park Road?
Councillor Coker responded that it was part of his budget and that he had been advised that Amey had contacted Councillor Leaves. If Councillor Leaves had contacted him earlier, he would have pursued it.			
15	Cllr Wheeler	Cllr Coker	Do you deplore the abolition of school travel plans by the government?
Councillor Coker responded that he did deplore it. The local authority could still ask schools to provide one but that it would be provided on a voluntary basis.			
16	Cllr Jordan	Cllr Peter Smith	Why did the council not follow its own procurement policy for the new signs?
Councillor Peter Smith responded that he was not aware that the policy had not been followed and that a written response would be provided.			
17	Cllr Mrs Pengelly	Cllr Lowry	Who purchased the sign, the council or a partnership?
Councillor Lowry responded that the council had purchased them.			

Please note that questions, answers, supplementary questions and supplementary answers have been summarised.

At the conclusion of question (3) above, the Deputy Lord Mayor joined the council meeting in his capacity as vice-chair.

118. **VOTE OF THANKS**

Councillor Mrs Pengelly (Leader of the Opposition) and Councillor Peter Smith (Deputy Leader) thanked the Lord Mayor for his hard work during the year both as Lord Mayor and for chairing the council meetings. The Lord Mayor responded and thanked councillors for their support.

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ANNUAL MEETING OF THE CITY COUNCIL

Friday 17 May 2013

PRESENT:

The Lord Mayor, Councillor Wright, in the Chair.

The Deputy Lord Mayor, Councillor Singh, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Casey, Churchill (The Deputy Lord Mayor subsequently), Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Mrs Dolan, Drear, Evans, K Foster, Mrs Foster, Fox, Fry, Gordon, Haydon, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Monahan, Murphy, Mrs Nelder, Nicholson, Mrs Nicholson, Parker, Penberthy, Mrs Pengelly (The Lord Mayor subsequently), Rennie, Ricketts, Dr. Salter, John Smith, Peter Smith, Stark, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wigen and Williams.

Apology for absence: Councillor Wheeler.

The meeting started at 10.30 am and finished at 11.40 am.

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.

1. ALDERMAN BROOKSHAW AND MRS BROOKSHAW

The Lord Mayor presented Alderman Brookshaw and Mrs Brookshaw with a gift to commemorate their time in office as Lord Mayor and Lady Mayoress for the 2011-12 civic year.

2. TO ELECT THE LORD MAYOR AND DEPUTY LORD MAYOR FOR THE PERIOD UP TO THE NEXT ANNUAL MEETING

Agreed that Councillor Mrs Pengelly is elected Lord Mayor and Councillor Churchill is elected Deputy Lord Mayor of the city for the ensuing year.

3. VOTE OF THANKS TO THE RETIRING LORD MAYOR AND DEPUTY LORD MAYOR

Agreed that –

- (1) the council accords to Councillor Michael Wright the sincere thanks of the citizens of Plymouth for the invaluable services he has rendered to the city as Lord Mayor since May 2012, and for the able manner in which he has presided over the deliberations of the council during that period;

- (2) the council also expresses its indebtedness to Councillor Chaz Singh for his diligent and efficient discharge of the duties of Deputy Lord Mayor, and to Councillors Mrs Aspinall, Bowie, Murphy and Mrs Nelder as the Lord Mayor's companions, and Mrs Sarah Kaur as the Deputy Lady Mayoress, who have supported them during their year of office.

The Lord Mayor presented the retiring Lord Mayor and the retiring Deputy Lord Mayor with gifts to commemorate their time in office for the 2012-13 civic year.

4. **TO NOTE THE LEADER OF THE CITY COUNCIL**

Councillor Evans continuing position as Leader of the City Council was noted.

5. **TO NOTE THE MEMBERSHIP OF CABINET**

The Council received the report of the Council Leader (Councillor Evans) which advised that there were no changes to Cabinet which would comprise the following Members –

Portfolio	Member
Deputy Leader	Councillor Peter Smith
Public Health and Adult Social Care	Councillor Sue McDonald
Finance	Councillor Mark Lowry
Children and Young People	Councillor Nicky Williams
Environment	Councillor Brian Vincent
Cooperatives and Community Development	Councillor Chris Penberthy
Transport	Councillor Mark Coker

The membership of Cabinet was noted.

There were no changes to the scheme of delegation for executive functions.

6. **TO AGREE COMMITTEES AND THEIR MEMBERS AND APPOINT CHAIRS AND VICE CHAIRS**

A schedule of the nominations to committees, joint committees, panels etc was submitted.

Agreed that –

- (1) approval is given to the appointments to committees, joint committees, panels etc and their chairs and vice chairs for the transaction of the business of the council until the next Annual Meeting as set out in the list circulated;
- (2) Conservative group appointments for one substitute member to the Tamar Bridge and Torpoint Ferry Joint Committee and one substitute member to the Mount Edgcumbe Joint Committee are deferred.

7. **TO NOMINATE OR APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

A schedule of the nominations to outside bodies was submitted.

Agreed that –

- (1) approval is given to the appointments and nominations of councillors and others as representatives on outside bodies as indicated;
- (2) the following vacancies are deferred –
 - Plymouth Arts Centre – one representative;
 - Plymouth Community Homes Board – two representatives.

8. **DECLARATION OF VACANCY - SOUTHWAY WARD**

The report of the Assistant Director for Democracy and Governance was submitted indicating that Councillor Browne ceased to be a member of the council after 30 April 2013 and that the council was required forthwith to declare his office to be vacant.

Agreed that a casual vacancy is declared for a member in the Southway Ward.

9. **DESIGNATION OF THE STATUTORY ROLE OF DIRECTOR OF PUBLIC HEALTH**

The Director for People submitted a report about the Director of Public Health.

Agreed –

- (1) that the council enter into an agreement under section 113 of the Local Government Act 1972 with Torbay Council to designate the Director of Public Health for Torbay Council as the joint Director of Public Health for Torbay and Plymouth City Councils;
- (2) the detailed terms of sharing arrangements with Torbay Council is delegated to the Director for People in consultation with the Cabinet Member for Public Health and Adult Social Care.

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DECLARING INTERESTS – QUESTIONS TO ASK YOURSELF

What matters are being discussed?

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Does the business relate to or is it likely to affect a disclosable pecuniary interest (DPI)? This will include the interests of a spouse or civil partner (and co-habitees):

- any employment, office, trade, profession or vocation that they carry on for profit or gain
- any sponsorship that they receive including contributions to their expenses as a councillor or the councillor’s election expenses from a Trade Union
- any land licence or tenancy they have in Plymouth
- any current contracts leases or tenancies between the Council and them
- any current contracts leases or tenancies between the Council and any organisation with land in Plymouth in they are a partner, a paid Director, or have a relevant interest in its shares and securities
- any organisation which has land or a place of business in Plymouth and in which they have a relevant interest in its shares or its securities

No

Yes

Declare interest and leave (or obtain a dispensation)

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Does the business affect the well-being or financial position of (or relate to the approval, consent, licence or permission) for:

- a member of your family or
- any person with whom you have a close association; or
- any organisation of which you are a member or are involved in its management (whether or not appointed to that body by the council). This would include membership of a secret society and other similar organisations.

Yes No You can speak and vote

Will it confer an advantage or disadvantage on your family, close associate or an organisation where you have a private interest more than it affects other people living or working in the ward?

Yes No Declare the interest and speak and vote

Speak to Monitoring Officer in advance of the meeting to avoid risk of allegations of corruption or bias

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Cabinet members must declare and give brief details about any conflict of interest* relating to the matter to be decided and leave the room when the matter is being considered. Cabinet members may apply to the Monitoring Officer for a dispensation in respect of any conflict of interest.

*A conflict of interest is a situation in which a councillor’s responsibility to act and take decisions impartially, fairly and on merit without bias may conflict with his/her personal interest in the situation or where s/he may profit personally from the decisions that s/he is about to take.

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CITY COUNCIL

10 June 2013

**APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC**

Report of the Director for Corporate Services.

The City Council is asked to consider the following appointments (items (a) and (b) were deferred at the City Council's Annual Meeting) –

	Committees and Other Bodies	Membership	Appointments 2013/14
(a)	Plymouth Arts Centre	up to two observers	Cllr Jarvis Cllr Jordan
(b)	Plymouth Community Homes Board	Two vacancies arising from resignations of former Councillor Browne and Councillor Williams Current representatives are Sue Dann and Jack Thompson	The proposal is to defer appointments at the present time
(c)	Local Government Association General Assembly	up to four representatives Current representative is Cllr Evans (five votes)	One vacancy for the Conservative Group Leader The Labour Group does not wish to submit any further nominations

(a) Plymouth Arts Centre

The council's representative will attend the Council of Management meetings as an observer (determined by service level agreement). As an observer, members can be invited to participate on particular issues and have no voting rights.

In previous years, the council has appointed one representative. Following the nomination of two representatives, the Arts Council has indicated that it would be willing to have two representatives (one from each political group), if the council wished.

(b) Plymouth Community Homes Board

The council's representation is proportional with two representatives nominated by the Labour Group and two from the Conservative Group. In addition to the representatives, the Assistant Director for Homes and Communities is authorised to vote on behalf of the council at the AGM.

(c) Local Government Association: General Assembly

As a Unitary Authority with a population of between 200,001 – 300,000 the council is entitled to five votes and four representatives. The association encourages authorities entitled to three or four representatives to allocate one of those positions to the Minority Group Leaders on the authorities.

CITY COUNCIL

10 JUNE 2013

**CABINET MINUTE 6 OF 21 MAY 2013****COMMUNITY ASSET TRANSFER POLICY:
Recommendation to the City Council**

The Director for Place submitted a report proposing the adoption by the City Council of the newly drafted Community Asset Transfer Policy which would give local people and community groups greater control of their area and community in the future, in accordance with the council's cooperative agenda.

The policy set out the benefits and risks to the council, the local policy context and the impacts on other council strategies, who could and how to apply for a community transfer, the basis of transfer and how the council would assess each application.

Councillor Penberthy (Cabinet Member for Cooperatives and Community Development) presented the proposals and thanked David Draffan (Assistant Director for Economic Development), James Watt (Head of Land and Property) and Paul Palmer (Principal Surveyor (Corporate Estates)) for their work.

Alternative options considered and reasons for the decision –

As set out in the report.

The City Council is Recommended to adopt the newly drafted Community Asset Transfer Policy.

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: Community Asset Transfer Policy
Committee: Cabinet
Date: 21 May 2013
Cabinet Member: Councillor Penberthy
CMT Member: Anthony Payne (Director for Place)
Author: Paul Palmer, Principal Surveyor, Corporate Estates
Contact details: paul.palmer@plymouth.gov.uk; Tel: 01752 307882
Ref: ED/PP/CATP – Cabinet Report
Key Decision: No
Part: I

Purpose of the report:

The report proposes that Cabinet recommends the adoption by Full Council of the newly drafted Community Asset Transfer Policy.

Community asset transfer is fundamentally about giving local people and community groups greater control in the future of their area and their community in line with promoting the Council's Co-operative agenda. If local groups own or manage community buildings and land, such as community centres, rugby pitches, allotments or changing rooms for example, it will help foster a sense of belonging and bring together people from different backgrounds. Community ownership of buildings can also play a part in raising local people's aspirations, in enhancing the local economy, environment and have the capacity to strengthen the community, voluntary and social enterprise sector.

The Policy sets out the benefits and risks to the Council, the local policy context and impacts on other Council Strategies, who can and how to apply for a Community Transfer, the basis of Transfer and how the Council will assess each application.

Corporate Plan 2012 – 2015:

The Community Asset Transfer Policy embeds the aims of the Co-operative Council as specified in the Corporate Plan by creating a strong sense of togetherness by promoting the ownership by the community of Council assets. This includes strengthening the community and voluntary sector, encouraging greater community engagement and acting as a catalyst for social, environmental and economic regeneration.

DELIVERING GROWTH

Enhance and promote local economic activity at a local level.

Enabling the 'up-scaling' of activities that promote social – economic wellbeing within community and /or the City.

The Policy gives the ability to lever in additional resources, which would be unavailable to the Council acting independently.

RAISING ASPIRATIONS

Stimulates the involvement of local people in shaping and regenerating their communities.

Support the creation of community leaders, social capital and inspire others to improve their community.

Stimulate the involvement of local people in shaping and regenerating their communities.

REDUCING INEQUALITIES

The term 'community asset transfer' relates primarily to long-leasehold arrangements at potentially less than best financial consideration to voluntary, community organisations and social enterprises (VCOSE's).

For the purpose of the Community Asset Transfer Policy, 'local communities' can be:

- Communities of geography.
- Communities of identity, or
- Communities of shared interest.

This will include VCOSE's that enable communities and individuals to access advice and services, health and equality, community cohesion and financial inclusion including child poverty.

PROVIDE VALUE FOR COMMUNITIES

Community asset transfer will become integrated within Council practice, as an option for dealing with under-utilised or surplus property assets. It will also fulfil an enabling role in relation to delivering a 'Co-operative Council' by providing a policy document that supports the Community and Voluntary Sector, as well as Social Enterprises, in seeking and attracting funding and financial support.

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

Each application for a community asset transfer in terms of finance, human, IT and Land will be considered on a case by case basis and in the widest possible context. The potential transfer of assets at below market value will clearly have an opportunity cost to the Council. This will be assessed on a case by cases basis in accordance with the policy.

The cost of dealing with each application for community transfer is unknown as this will depend on the complexity of each application. It is expected the identified Lead Service will have additional pressure in terms of cost in dealing with each application. This will include staff costs, costs of consultation and representation and providing appropriate support in the application process.

Additional costs - Land & Property Team / Corporate Property - providing site plans, legal documentation, historical running costs, condition surveys, maintenance plans etc.

Additional costs - Legal Services - preparing legal documentation, undertaking searches.

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

The Community Asset Transfer Policy does have the potential to have a considerable beneficial impact to VCOSE's by providing a clear, transparent and uniformed approach which to follow when considering a transfer.

The operation of the Policy will have regard to the desired outcomes of other relevant Council strategies. In addition, all proposals for transfer must make an explicit contribution and impact to the needs of the city as expressed by at least the following:

- Corporate Plan;
- Local Development Framework (Plymouth Plan);

- Wider CVS policy;
- Corporate Asset Management Plan;
- Child Poverty Strategy;
- Capital Strategy;
- Public Sector Equality Duty (PSED);
- Housing Plan;
- Local Transport Plan;
- Any other Policy of relevance to a particular proposal and /or emerging Policy (Strategic Property Review & Strategy).

The Policy will provide an effective and integrated framework for addressing and responding to issues such as community safety, community cohesion, child poverty and equalities and diversity.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? Yes, see attached.

Recommendations and Reasons for recommended action:

Cabinet to recommend the adoption by Full Council of the newly drafted Community Asset Transfer Policy.

Reason: The Policy provides a clear and transparent framework for all Voluntary, Community Organisations and Social Enterprises to follow and demonstrates the Council’s commitment to asset transfer as a means of enhancing the local environment and strengthening community cohesion.

Alternative options considered and rejected:

The Council continues to consider applications for asset transfer on a ad-hoc and individual basis. This results in a uneven response where each application is assessed without any scoring mechanism and at the discretion of an individual officer.

Published work / information:

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Equality Impact Assessment	*									

Sign off:

Fin	Mc12 13.08	Leg	1730 9/AC/ 16/4/ 13	Mon Off	TH 01 11	HR		Land & Prop	JW00 014/1 8/04/1 3	IT		Strat Proc	CJT /117 /070 513
Originating SMT Member – David Draffan													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1.0 Introduction

- 1.1 In May 2012, the new Labour administration of the City Council, launched a manifesto which emphasised the role Council's assets can play in delivering their agenda within a Co-operative framework. As a Co-operative Council a key aim was to improve the social and economic wellbeing of communities through the adoption of a Community Asset Transfer Policy.
- 1.2 In the summer of 2012 the Land and Property Team were instructed to draft a Community Asset Transfer Policy, taking into account best practice from other authorities and seeking advice from Localities / Asset Transfer Unit. The Community Asset Transfer Policy is set out below from Section 2 onwards, including the appendices.

2.0 The Policy

Plymouth City Council believes community asset transfer is fundamentally about giving local people and community groups greater control in the future of their area and their community in line with promoting the Council's co-operative agenda. If local groups own or manage community buildings and land, such as community centres, rugby pitches, allotments or changing rooms for example, it will help foster a sense of belonging and bring together people from different backgrounds. Community ownership of buildings can also play a part in raising local people's aspirations, in enhancing the local economy, environment and have the capacity to strengthen the community, voluntary and social enterprise sector.

2.1 Purpose of the Policy

The Policy describes the Council's approach to Community Asset Transfer.

The term 'community asset transfer' relates primarily to long-leasehold or freehold arrangements at potentially less than best financial consideration to voluntary, community organisations and social enterprises (VCOSE's).

For the purposes of this policy, 'local communities' may be:

- Communities of geography.
- Communities of identity, or
- Communities of shared interest.

The Council views community asset transfer positively for the following reasons:

2.2 Benefits to the local community:

- Devolving power to neighbourhoods or locally based VCOSE's with an interest in the neighbourhood, in an effort to enable citizen involvement and community action.
- Act as a catalyst for social, environmental and economic regeneration (including the development of community enterprise).
- Stimulate the involvement of local people in shaping and regenerating their communities.
- Catalyst for local volunteering and increasing community cohesion and integration.
- Support the creation of community leaders, social capital and inspire others to improve their community.
- Enhance and promote local economic activity at a local level.

2.3 Benefits to the VCOSE's:

- Potential to create stronger, more sustainable VCOSE's, providing financial security, recognition, and management capacity.
- Ability to lever in additional resources, which would be unavailable to the Council acting independently.
- Enabling the 'up-scaling' of activities that promote social – economic wellbeing within community and /or the City.

2.4 Benefits to the Council and other public service providers:

- Working in partnership with VCOSE's can help the Council to achieve its outcomes set out in its Corporate Plan.
- Contribute towards efficiency savings and drive the diversification of public services in an era of austerity.
- Help to rationalise the Council portfolio and facilitate more effective and efficient use of its asset base.
- A stimulus for partnership working between VCOSE's and the Council and improving the provision and accountability of services within communities.

2.4.1 The Council recognises the multiple benefits of Community Asset Transfer and will be proactive in using asset transfer as one of the tools at its disposal. The Council, therefore, aims to create a transparent, positive and proactive framework to enable asset transfer from the Council (and its partners) to VCOSE's to happen and be successful in the long term.

2.5 Challenges & Risk:

There are also a number of risks which may arise from a Community Asset Transfer. Not least the recognition that 'asset value' in some instances needs to be carefully assessed in financial terms before any decision can be made. To this end all requests for Community Asset Transfer will be considered in the widest possible context. A non-exhaustive list of examples is set out below and a risk assessment will form part of the overall assessment of each application to be weighed against:

- Loss of Capital Receipt and Value.
- Loss of assets which could have a wider strategic benefit / use in the longer term.
- Capacity of VCOSE to deliver promised services / outcomes.
- Potential for ongoing Council liability.
- Potential for community liability over their capacity to manage.
- Lack of value for money.
- Potential unfair advantage for one group over another.
- Governance issues without clear accountability and locally constituted management groups.
- Potential for negative impact on community cohesion.

3.0 Local Policy Context and Links to Other Council Strategies

3.1 The operation of the Policy will need to have regard to the desired outcomes of other relevant Council strategies. In addition, all proposals for transfer must make an explicit contribution and impact to the needs of the city as expressed by at least the following:

- Corporate Plan;
- Local Development Framework (Plymouth Plan);
- Wider CVS policy;

- Corporate Asset Management Plan;
- Child Poverty Strategy;
- Capital Strategy;
- Public Sector Equality Duty (PSED);
- Housing Plan;
- Local Transport Plan;
- Any other Policy of relevance to a particular proposal and /or emerging Policy (Strategic Property Review & Strategy).

4.0 Principles Underpinning the Asset Transfer Policy

4.1 The Community Asset Transfer Policy will be underpinned by the following principles:

4.2 Commitment to a thriving Community & Voluntary Sector

- In implementing its asset transfer strategy, the council recognises that, with appropriate support, community led solutions can sometimes achieve better outcomes than central initiatives.
- Use asset transfer as a catalyst to greater community empowerment and inspire others to create locally responsive solutions to community needs.
- Use asset transfer as a means of enabling VCOSE's to become sustainable on a long term basis.
- Community asset transfer will require a long term partnership commitment on the part of the Council and the VCOSE. This is the best way of minimising the risk of failure.
- The Council recognises the advantage of flexible lease terms to enable VCOSE's to adapt and achieve long term sustainability.
- Measurable and accountable benefits to local people in the City.
- The Council expects that with support, VCOSE's benefitting from this Policy will be guided by the Council's approach to building an inclusive and cohesive community where tangible efforts are made to encourage openness, conversation and understanding between groups and wider city community.

4.3 Pro-active and strategic asset management intent

- Community asset transfer will become integrated within Council practice, as an option for dealing with under-utilised or surplus property assets.
- The creation of Council/VCOSE Joint Ventures will be proactively explored as a mechanism to encourage community ownership particularly under a co-operative model.
- The Council will seek to extend its approach to community asset transfer and positively promote it to other public bodies and service providers.

4.4 Clarity and transparency in decision-making

- A single gateway approach is taken, providing a clear point of contact for VCOSE's with Community Asset Transfer enquiries (see appendix I).
- The Council will raise awareness through appropriate publicity, with partners, to encourage VCOSE's to consider taking on an asset.
- VCOSE's will not be required to undertake a detailed feasibility work until an 'in principle' decision has been taken by the Council.

5.0 Who Can Apply

5.1 Interest will be welcome from VCOSE's which may be area based around communities of geography, identity or shared interest. Ideally, all applicants should meet the following criteria:

- They must be community led, demonstrating wider community support for the community asset transfer and clearly defined objectives which would be enhanced and delivered through the addition of the asset in question.
- Their primary purpose must be non-commercial or with profits invested back into local communities or the city.
- Must have a clear vision of the activities they wish to deliver and resulting positive measurable impacts in the city.
- Be able to demonstrate good governance by operating through open and accountable processes, with fully constituted governing boards following clear Terms of Reference.
- Meet statutory requirements and demonstrate an inclusive approach in its policies and practices including a commitment to promoting community cohesion and integration.
- Have the skills to effectively deliver services and manage the asset to be transferred.
- Demonstrate evidence the asset will be run without the need for supplementary Council revenue subsidies. A sustainable operating model for revenue requirements will be needed.
- Have detailed proposals for the use and maintenance of the asset.
- Demonstrate how asset transfer will support the aims and priorities of the Council's co-operative approach, for all our communities.

6.0 How to Apply & How We Will Assess

- 6.1 VCOSE's should in the first instant submit an expression of interest letter / outline business case to the Council for an in principle decision on the proposed Transfer. The expected content of the expression of interest letter / outline business case is set out in Appendix I (see below).
- 6.2 If successful at this initial stage the Council will then request a further detailed and more robust business case to enable the Council to make an informed decision whether to agree to the proposed Transfer. The expected content of the detailed business case is also set out in Appendix I.
- 6.3 If after submitting an initial Expression of Interest letter the Council deems the application to be unsuccessful, the Council will inform the applicant of its decision and reasons within 3 months.

7.0 Basis of Transfer

- 7.1 The basis of transfer will be as set out below:

- VCOSE's will need to be incorporated, constituted for social benefit, and within their legal structure, to demonstrate an 'asset lock' provision to ensure that the asset is retained for community benefit. If an 'asset lock' provision is not possible a detailed explanation of Memorandum and Articles of Associations should be provided. It is standard practice for the Council to place a restriction on use.
- The Council will offer legal agreements which will enable VCOSE's to manage and develop the property as an asset ensuring the use of the building as a community asset is retained by the applicant.
- The Council will generally pursue leasehold arrangements with the term being set after carefully considering the needs of the VCOSE, the condition of the asset and the requirements of potential funders or lenders. As a guide:
A lease for a minimum of 10 years.
A lease of up to 35 years - a lease longer than 35 years may be appropriate if a business case demonstrates special circumstances or requirements from funders / lenders.

Freehold. The freehold transfer will only be considered in exceptional circumstances, any transfer proposal will need to make a strong case that freehold is a necessity for success and provide reassurance that community benefit will be maintained in the long term.

- VCOSE's will be expected to produce a statement of community benefit on an annual basis. The benefits to be realised shall be agreed in advance and incorporated into a Service Level Agreement with the Council.

- When there are a number of interested parties in an asset the Council will aim to encourage collaboration. When this is not possible and as a last resort a competitive process will be used to decide the organisation which will become the Council's preferred partner in the transfer process.

8.0 Procedures for Assessing Asset Transfer Proposals

8.1 Key stages and indicative timescales

In considering the potential for asset transfer the Council will follow the process set out in Appendix 2. Key milestones in this process are set out with indicative timescales.

9.0 Community Right to Challenge & Community Asset List

9.1 The Localism Act 2011 created the Community Right to Challenge, which gives community and voluntary sector organisations the right to challenge the Council by putting forward an 'expression of interest' in running their services. The Localism Act 2011 also requires local authorities to maintain a list of assets of community value which have been nominated by the local community. There is clearly a 'cross-over' between both these initiatives and the Community Asset Transfer Policy. Whether delivering a service or managing / owning an asset of community value the Act does not give an automatic right to the organisation expressing an interest, nor is it guaranteed the organisation will be successful in any procurement exercise.

9.2 The Council has agreed it will receive expressions of interest in relation to any service under the Community Right to Challenge process in the months of February and August of each year. The Council has the right to reject expressions of interest received outside these time periods. Further information can be found on the Council's website. Expressions of interest for Community Right to Challenge should be sent to the Council's Monitoring Officer, Democracy and Governance, Plymouth City Council, Civic Centre, Plymouth PL1 2AA.

9.3 Community groups wishing to add an asset to the list of assets of community value can do so at any time. Further information can be found on the Council's website. Expressions of interest for Community Asset List should be sent to the Council's Monitoring Officer, Democracy and Governance, Plymouth City Council, Civic Centre, Plymouth PL1 2AA.

9.4 If a community group wish to add a Council owned asset to the Community Asset List then in the first instant they should contact the Head of Land & Property, Economic Development, Plymouth City Council, Civic Centre, Plymouth PL1 2AA who will log the request.

9.5 The Community Right to Challenge & Community Asset List processes are separate from the Community Asset Transfer Policy process where each request will be considered at any time following the procedures set out below in the appendices.

APPENDICES

Appendix I

As part of the single gateway approach all Community Asset Transfer requests should be sent in the first instant to the Head of Land & Property, Economic Development, Plymouth City Council, Civic Centre, Plymouth PL1 2AA who will log the request, and will co-ordinate the process.

Expected Content of Expression of Interest Letter / Outline Business Case

Provide details about your organisation (Who you are, how long have you existed, current involvement in the community).

Identify the building / land proposed to be transferred.

Identify the anticipated benefits to the Council, the community based group and the wider community.

Identify the VCOSE's plans for the building.

Identify any local support for the proposal.

Identify the length of transfer requested - leasehold and lease length.

Expected Content of Detailed Business Case

The business case is the single most important document to inform the decision about whether to proceed with the Transfer. All business plans must contain the following:

Summary - Who you are, what you want to do, how you intend to do it.

About your organisation - Track record, current plans, partnerships and people, governance, legal structure.

Summary of the project - Project Objectives and expected outcomes, proposed programme for delivery, proposed impact/benefits of the project to the local economy, proposals for management and operation of the asset (staff, volunteers).

Market Need – what local needs will the project be responding to (who will be the beneficiaries)? How many will benefit within a year (e.g. community groups, local people)?

Supply – who else is delivering similar activities in the same area? Is this potential for collaboration or competition and how will you respond to this?

Demand – who will purchase the services/products that you provide?

Pricing – what is the rationale for pricing (for services, renting space etc.)?

Sustainability – how the performance of the asset will contribute to sustainability through its life cycle.

Equality, Diversity & Community Cohesion – evidence the project will meet all the relevant requirements of the Equality Act 2010 and assist Plymouth City Council in promoting community cohesion.

Promotion - marketing strategy? (Online, direct to customer etc.) And who will you target? Who will do it (in-house or external)?

Resources/ Financial projections - Cash flow for first year, should include budget (3-5 years), should include examination of profit and loss and capital expenditure (if capital is required to redevelop the building sources secured or identified should be stated). The long term financial sustainability of the proposal should be clearly demonstrated. Explaining rationale for projections and assumptions should be made. This should also include assumptions about timings and level of commitment for both income and expenditure.

Risk assessment/management/mitigation - Identification of the different risks and a description of the implications of those risks occurring. Risks should be evaluated in two ways – the likelihood that the risk item will occur and the level of impact if the risk item does occur. A description of what the

organisations strategy will be to prevent the risk items from occurring, or coping with them if they do, should also be provided

- The organisation will also be expected to submit copies of governing documents, any evidence of external advice provided, expressions of support from partners/customers, copies of accounts (where available).

Appendix 2

PROCEDURES FOR ASSESSING ASSET TRANSFER PROPOSALS

Key stages and indicative timescales

In considering the potential for asset transfer the Council will follow the process set out below.

As part of the single gateway approach all transfer requests should be sent to the Head of Land & Property, Economic Development, Plymouth City Council, Civic Centre, Plymouth PL1 2AA who will log the request, and will co-ordinate the process. The Assistant Director for Homes and Communities will liaise with the voluntary and community sector on all applications received to ensure a widest possible consultation. The Cabinet Member for Cooperatives and Community Development will retain an overall responsibility for executive guidance to ensure a strategic decision is taken in particular where there is a potential for multiple community asset transfers.

The timeline set out below is purely indicative and will vary dependent upon the complexity of each application. It is also envisaged some of the points below will run concurrently with the process becoming more proficient as each application is considered.

1. Request – 3 Months*

Submit a request for a transfer by completing an initial Expression of Interest (EOI) letter/ outline business case (see appendix 1).

Provide details about the organisation, identifying the building proposed to be transferred, identifying the VCOSE's plans for the building and identifying any local support for the proposal.

The request will be referred to the LAND & PROPERTY TEAM for an endorsement for the transfer to be taken to the next stage.

The LAND & PROPERTY TEAM will issue notification of Asset Transfer Request to Cabinet Members, appropriate Ward Councillors, Director's and Assistant Directors for comment and notification of interest in the asset.

Each Directorate shall respond to the notification and identify any action required by the community group applying for the community asset transfer.

If an application is deemed unsuccessful after the EOI letter stage the Council will inform the applicant of its decision and reasons.

2. Lead Service – 2 Months*

The Lead Service would be the Council service with most appropriate links to the organisation requesting an asset.

The role of the Lead Service is to co-ordinate the Council's response to the request for an asset transfer and produces a report to Cabinet for an 'in-principle' decision. The Lead Service will be supported in this process by the LAND & PROPERTY TEAM. If there is no one lead service then agreement must be made by the appropriate Director on who will lead, with Land and Property in support.

The Lead Service will need to verify the credentials of the VCOSE's and to ensure that other VCOSE's operating in the area are aware, consulted and have been able to make representation.

3. Initial Report to Cabinet – 2 Months*

The report will detail relevant information, which Councillors will need to make an informed decision.

This will include information on the organisation, the asset (value, repair, condition/suitability, use) and the community benefits potential of an asset transfer (e.g. efficiency savings for the Council).

4. In Principle Decision – 1 Month*

The Council's decision will be 'in principle'. This will represent a decision to proceed by exploring the feasibility of the transfer as a VCO/Council partnership.

This will be subject to a detailed business plan and an associated business development process which will determine potential level of market discount, length and condition of lease, etc.

5. Detailed Development Stage – 4-8 Months*

Undertake detailed work to a viable business plan (see appendix 1).

The Council will provide information required to make the application process as straight forward as possible (e.g. site plans, legal docs, historical running costs, conditions survey, maintenance plan, etc.).

During this time the parties will reach in principle agreements around heads of terms, levels of discount and the provision for a Service Level Agreement.

6. Report to Cabinet – 2 Months*

Final report recommending transfer and outlining the terms and conditions. If an application is deemed unsuccessful at the Cabinet stage the Council will inform the applicant of its decision and reasons.

7. Transfer – 1 Month*

Transfer may be immediate. However there may be significant advantages to a phased handover – especially if the Council will be running it as an operational asset prior to the VCOSE's taking possession.

8. Ongoing Partnership and Support – 10 Years +

It is recognised that a pre-requisite of transfer success is an ongoing partnership between the Council and the VCOSE's. This may take the form of technical support and advice. It may also a commitment to ongoing dialogue, which will last far beyond the transfer event itself.

* Time scales approximate, depending upon complexity of each case.

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CITY COUNCIL

10 JUNE 2013

**CABINET MINUTE 9 OF 21 MAY 2013****FINANCIAL OUTTURN 2012/13 (INCLUDING CAPITAL PROGRAMME UPDATE)**

The Corporate Management Team submitted the final financial monitoring, or outturn, report for 2012/13 as at 31 March 2013.

The report indicated that, subject to approval of the recommendations, -

- (a) the revenue position for the year was a net spend of £204.270m;
- (b) the decisions would feed into the council's Annual Statement of Accounts which was subject to external audit;
- (c) the net working balance was £10,797m as at 31 March 2013;
- (d) the capital outturn position was £46.504m.

David Northey (Head of Finance) attended the meeting for this item.

Councillor Lowry (Cabinet Member for Finance) presented the report and indicated that councillors would need to focus their attention on the Joint Commissioning and Adult Social Care area in the coming year. He also reported that he had instructed officers to present monthly financial monitoring reports to replace the current quarterly reporting arrangements.

Cabinet Members thanked Adam Broome (Director for Corporate Services) and the Finance Team for their work during the year.

Alternative options considered and reasons for the decision –

As set out in the report.

The City Council is Recommended to agree –

- (1) that the provisional outturn position as at 31 March 2013 is noted;
- (2) the additional transfers to reserves reflected in the outturn figures -
 - transfer to Plymouth Life Centre Dowry for 2012/13; £0.150m
 - transfer to Pensions Reserve; £0.150m
 - transfer to General Reserve for community economic development trust development; £0.050m

- (3) that the adjusted revenue deficit for the year of £0.504m is noted and approval is given to the deficit being met by a transfer from the General Fund Working Balance;
- (4) the following net nil transfers between reserves and provisions:
- creation of a Transformational Change Reserve £0.250m
 - transfer to Plymouth Life Centre Dowry (2013/14) £0.150m
 - transfer to Pension Reserve; £0.600m
 - net reduction to Insurance Provision and Reserves £(0.394)m
 - reduce VAT repayment reserve £(0.185)m
 - reduce Icelandic Bank legal reserve £(0.164)m
 - reduce Housing Rents provision £(0.171)m
 - reduce general commuted maintenance reserve £(0.086)m
- (5) that the capital financing requirement of £46.504m is noted and approval is given to the borrowing requirement of £4.806m for 2012/13;
- (6) the additional use of capital receipts totalling £0.840m and increasing the revenue Investment Fund Reserve by the same amount;
- (7) that the re-profiling changes to the capital programme identified during the outturn process subsequent to council approval in February 2013 are noted and approval is given to the latest revised forecasts totalling £122.670m for 2013/14 – 2015/16 which also include new approvals since February 2013 as set out in Table 5 in the report.

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

CITY OF PLYMOUTH

Subject: Financial Outturn 2012/13 (including Capital Programme update)

Committee: Cabinet

Date: 21 May 2013

Cabinet Member: Councillor Lowry

CMT Member: CMT

Author: Chris Randall, Strategic Finance Manager

Contact: Tel: 01752 304599
email: chris.randall@plymouth.gov.uk

Ref:

Key Decision: No

Part: I

Purpose of Report:

This report is the final monitoring, or outturn, report for 2012/13 and details the financial monitoring position of the Council as at the end of March 2013.

The Revenue position for the year, assuming the transfers to and from reserves as proposed in the report are approved, is a net spend of £204.270m.

As is normal practice, this report proposes a number of adjustments to the financial accounts following the financial health review always undertaken by the Section 151 Officer at the end of the year. Decisions made as part of this report will feed into the Council's annual Statement of Accounts which is subject to external audit.

Following approval there will be a requirement for a transfer from the Working Balance, leaving a net working balance of £10.797m at 31 March 2013.

The final Capital outturn position for 2012/13 is £46.504m.

Corporate Plan 2012-2015:

This quarterly report is fundamentally linked to delivering the priorities within the Council's Corporate Plan. Allocating limited resources to key priorities will maximise the benefits to the residents of Plymouth.

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

The Medium Term Financial Forecast will now be updated to take account of the outturn position as detailed in this report.

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

In considering the budget variations for the year, Directors will identify any potential risks to delivering the budget in future years. These will be monitored as part of the corporate reporting process.

Recommendations & Reasons for recommended action:

That Cabinet:-

1. note the provisional outturn position as at 31 March 2013
2. approve the additional transfers to reserves reflected in the outturn figures:
 - Transfer to Plymouth Life Centre Dowry for 2012/13 £ 0.150m
 - Transfer to Pensions Reserve £ 0.150m
 - Transfer to general reserve for CEDT development £ 0.050m
3. note the adjusted revenue deficit for the year of £0.504m and approve that this be met by a transfer from the General Fund Working Balance
4. approve the following net nil transfers between reserves and provisions:
 - Creation of a Transformational Change Reserve £ 0.250m
 - Transfer to the Plymouth Life Centre Dowry (2013/14) £ 0.150m
 - Transfer to the Pension Reserve £ 0.600m
 - Net reduction in Insurance Provision & Reserves £ (0.394)m
 - Reduce VAT repayment reserve £(0.185)m
 - Reduce Icelandic Bank legal reserve £(0.164)m
 - Reduce Housing Rents provision £(0.171)m
 - Reduce general commuted maintenance reserve £(0.086)m
5. note the capital financing requirement of £46.504m and approve the borrowing requirement of £4.806m for 2012/13.
6. Cabinet approve the additional use of capital receipts totaling £0.840m and increasing the revenue Investment Fund Reserve by the same amount.
7. note the re-profiling changes to the capital programme identified during the outturn process subsequent to Council approval in February, and approve the latest revised forecasts totalling £122.670m for 2013/14 – 2015/16 which also include new approvals since February.

Alternative options considered and reasons for recommended action:

None

Published work / information:

None

Background papers:

None

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	

Sign off:

Fin	mc13 14.01	Leg	1747 8/DV S.	Mon Off	TH01 10	HR	MGI 213/0 05- 002	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member (s). Malcolm Coe													
Has the Cabinet Member(s) agreed the content of the report? Yes / No													

**Plymouth City Council
Finance Monitoring – 2012/13
Quarter 4 Outturn at 31 March 2013**

I. Introduction

- I.1 This report reviews the Council's financial performance for the year ended 31 March 2013 and is written in the context of the Medium Term Financial Strategy (MTFS).
- I.2 The Budget report 2012/13 (Appendix A budget robustness) outlined a number of financial risks that the Council potentially faces over the short to medium term. It is therefore appropriate that as part of reporting the final position for 2012/13 further consideration is now given to future levels of the Working Balance and reserves and, as is normal practice at this time of year, the Director for Corporate Services is recommending a number of adjustments to provisions and reserves within the report.
- I.3 The outturn figures will now feed into the Council's formal Statement of Accounts, which will include the balance sheet position. Under the Accounts and Audit Regulations 2011 the Director for Corporate Services, as the Council's Section 151 Officer, is required to formally approve the accounts by 30 June 2013. The external auditor is required to audit the accounts by 30 September – the statutory deadline for their publication; the Audit Committee will be formally asked to approve the final accounts for the year following completion of the audit.
- I.4 This report contains the following sections and Appendices:-

Section A Finance

- Revenue
- Capital

Section B Human Resources

Appendices

Appendix A	Outturn Variances (Net spend) against budget by Department
Appendix B	Trading Accounts Outturn 2012/13
Appendix C	Movement in Reserves 2012/13
Appendix D	Movement in Provisions 2012/13
Appendix E	Human Resources and Organisational Development data

SECTION A FINANCE

2. General Fund Revenue Budget

2.1 Council approved a net revenue budget of £203.766m for 2012/13 at its meeting on 27 February 2012. Table I below provides a summary of the Council's overall revenue expenditure and compares the draft outturn with the latest approved budget.

2.2 The trading accounts are all within the Place Directorates and a summary is provided at Appendix B.

2.3 Table I End of year revenue outturn by Directorate

Department	Latest Approved Budget £000	Actual 2012/13 £000	Variance prior to adjustments £000	Corporate Health and other adjustments proposed £000	Adjusted Outturn for year £000	Variation to budget post proposed adj. £000
Executive Office	2,449	2,311	(138)	0	2,311	(138)
Corporate Items	2,789	(292)	(3,081)	150	(142)	(2,931)
Corporate Services	31,499	31,205	(294)	0	31,205	(294)
People	123,639	126,671	3,032	150	126,821	3,182
Place	43,390	44,025	635	50	44,075	685
Total	203,766	203,920	154	350	204,270	504

2.4 The monitoring report received by Cabinet on 12 February 2013 forecast a revenue outturn position of £1.4m overspend, however officers were tasked with continuing to take actions to reduce the overspend. Revenue spend has reduced by £1.350m over the last three months of the financial year which reduced the end of year overspend to £0.154m and enabled transfers to reserves of £0.350m to meet specific spending demands.

2.5 The main overspend was Joint Commissioning and Adult Social Care, with a final outturn position of £4.6m overspend. Management action to contain the overspend included measures around sign off of spend at the front door and a review of high cost packages.

2.6 The People Directorate's overall overspending has reduced in the quarter by £0.4m, mostly due to increased grant and other income in the Education, Learning and Family Support Department.

- 2.7 Other management actions to reduce the overspend included the introduction of a time-limited Voluntary Release Scheme (VRS) which produced savings of £0.250m; Carbon Reduction Cost savings £0.2m; all departments undertook a full review of their discretionary spend and delayed expenditure wherever possible.
- 2.8 Corporate contingencies that were being held against the achievement of savings plans have been released monthly as figures have become certain, and has resulted in an increased underspend on Corporate Items of over £1.0m.

3 2012/13 Financial Health Review

- 3.1 As part of consideration of the outturn position, and before officially 'closing the accounts', it is necessary to review the Council's overall financial health position, looking not only at the outturn position for the year, but reviewing the adequacy of reserves and provisions in the light of pressures identified over the short to medium term. Decisions made feed into the Council's statutory Statement of Accounts which is subject to external audit.
- 3.2 As an integral part of the financial health review the Director for Corporate Services and Corporate Management Team (CMT) are recommending the following transfers to reserves, which amount to £0.350m:

- a. Transfer to Plymouth Life Centre Dowry £0.150m

The approved budget for 2012/13 does not include any allocated resource towards the cost of future repairs to the new Plymouth Life Centre. We need to ensure we put aside monies each year to avoid facing the requirement to fund large sums of money in the future, as the building matures and repairs are needed (this is also a funding condition of Sport England).

- b. Transfer to Pensions Reserve £0.150m

The Council's contribution rate has been maintained at the rate in place before the last triennial review. Any annual shortfalls are required to be met by the Council and this totalled £0.735m in 12/13. It is proposed to top-up the balance from this outturn adjustment and a review of reserves and provisions to allow for potential payments in 13/14 ahead of the next actuarial review.

- c. Transfer to general reserves to fund CEDT development work £0.050m

The Council has made a commitment to looking at developing a new Community Economic Development Trust in the north of the city led by the Place Directorate. This initial expenditure is now planned during 2013/14.

Reserves and Provisions at 31 March 2013**3.3 Working Balance**

Approval of the actions outlined above would leave a Working Balance at 31 March 2013 of £10.797m. Transfers to and from the Working Balance during the year were as follows:

	£000
Working Balance at 1 April 2012	11,301
Less : revised outturn position 2012/13	504
Working Balance at 31 March 13	10,797

A working balance of £10.797m equates to approximately 5.1% of the net revenue budget for 2013/14 and remains in line with the approved Medium Term Financial Strategy (MTFS) which is to maintain a Working Balance of at least 5%.

3.4 Earmarked Reserves and Provisions

3.4.1 In addition to the Working Balance, the Council maintains a number of reserves which may be required for statutory purposes or set up voluntarily to earmark resources for future spending plans. Assuming the corporate health adjustments outlined above are approved, the Council's earmarked reserves will stand at £24.271m at 31 March 2013. This includes schools balances and reserves of £6.428m. At this point the details of the Tamar Bridge and Torpoint Ferry accounts have not been received from Cornwall Council who prepare the accounts and so any balances relating to this activity cannot be updated.

3.4.2 These figures are subject to change as the final statement of accounts is produced over the next month but any changes should be minimal. Appendix C shows the provisional movement in the reserves over the year, together with the main purpose of the reserve.

3.4.3 Schools Balances

At the end of the year there was a total of £6.428m (£4.449m March 2012) unspent monies against schools' delegated budgets and other reserves. The main reasons why schools hold balances are: anticipation of future budget pressures usually arising from pupil number variations; to fund specific projects such as building works and IT; and to provide for the balance of Government grants paid during the financial year (April–March) which cover expenditure occurring across the academic year (September – August).

3.4.4 The Council has a number of budget provisions set up to meet known liabilities. Provisions are compulsory and required to comply with accounting standards. The balance on the provisions at year end together with movement in the year is outlined in Appendix D.

3.4.5 Officers have undertaken a review of provisions and reserves to assess their adequacy to meet known or estimated commitments. As a result of this the following net nil transfers between reserves and provisions are suggested:

- £0.250m is transferred to a transformational change reserve
- A further £0.150m, covering the 2013/14 year, is transferred to the Life Centre Dowry for future maintenance
- £0.600m is transferred to the Pension Reserve
- Reduction in VAT repayment reserve of £0.185m leaving £0.060m to meet potential VAT assessments
- Reduction in Icelandic Bank legal reserve of £0.164m leaving £0.400m to meet potential joint legal costs
- Net reduction in Insurance Provisions and Reserves of £0.394m following year end outstanding claims analysis
- Housing rents provision is reduced by £0.171m
- General commuted maintenance reserve is reduced by £0.086m

Recommendations:

1. Cabinet note the provisional Outturn Position for the year.
2. Cabinet note the additional transfers to and from provisions and reserves reflected in the outturn figures as required in accordance with statutory provisions:
 - Transfer to Plymouth Life Centre Dowry £ 0.150m
 - Transfer to Redundancy Reserve £ 0.150m
 - Transfer to General Reserve for CEDT work £ 0.050m
3. Cabinet note the adjusted deficit for the year of £0.504m and approve that that this be met by a transfer from the General Fund Working Balance.
4. Cabinet approve the following net nil transfers between reserves and provisions:
 - Creation of a transformational change reserve £ 0.250m
 - A further transfer to the Plymouth Life Centre Dowry £ 0.150m
 - Transfer to the Pension Reserve £ 0.600m
 - Net reduction in Insurance Provision & Reserves £ (0.394)m
 - Reduce VAT repayment reserve £ (0.185)m
 - Reduce Icelandic Bank legal reserve £ (0.164)m
 - Reduce Housing Rents provision £ (0.171)m
 - Reduce general commuted maintenance reserve £ (0.086)m

4. Capital Programme

- 4.1 The final outturn position for 2012/13 is £46.504m which is shown by Directorate in the table below

Table 3 – Capital Outturn 2012/13

Directorates	Movement in Period			2011/12 Outturn
	Budget Report Feb 13	Reprofiling	Variations	
	£000	£000	£000	
People	33,628	(2,406)	115	31,337
Place	10,980	(1,932)	(104)	8,944
Corporate Services	7,738	(1,785)	271	6,223
Total	52,346	563	281	46,504

Capital Financing

- 4.2 Table 4 below shows the final financing position:

Table 4 – Financing of 2012/13 Capital Programme

Method of Financing	£'000
Supported Borrowing	107
Unsupported Borrowing	4,699
Total Borrowing	4,806
Capital Receipts	6,874
Grants	31,975
Contributions	1,171
Section 106 / RIF	705
Direct Revenue Financing	973
Sub-Total Other Financing	41,698
Total Capital Financing	46,504

- 4.3 The Council has created an investment fund of £20.0m funded from a mixture of capital and revenue resources. As part of reviewing the financing of the overall 2012/13 capital programme officers have identified an opportunity to increase the funding from capital receipts in 2012/13 (which were originally due to fund the Investment Fund in future years) rather than planned revenue reserves. This if approved will increase the revenue financing portion available within the £20m Investment Fund, thereby increasing the flexibility of the Fund to support more revenue initiatives if required.

Recommendations:

5. Cabinet note the capital financing requirement of £46.504m and approve the borrowing requirement of £4.806m for 2012/13.
6. Cabinet approve the additional use of capital receipts totalling £0.840m and increasing the revenue investment fund reserve by the same amount.

Capital Medium Term Forecast

- 4.4 The capital programme approved at February Council was £115.909m for the period 2013/14 – 2015/16. The closure of accounts process has identified further changes due to re-profiling and other variations, and there are also a number of new schemes for approval.

Table 5 – Changes to Capital Medium Term Forecast & New Approvals

	Feb'13 Budget £000	New Schemes £000	Re-profiling £000	Variations £000	Revised Medium Term forecast £000
2013/14	64,016	762	6,379	(55)	71,102
2014/15	35,159	202	(185)	(292)	34,884
2015/16	16,734	0	(50)	0	16,684
Total	115,909	964	6,144	(347)	122,670

New Schemes for approval	2013/14 £000	2014/15 £000	Total £000
Additional DfT grant for carriageway resurfacing	383	202	585
Flood defence works at Arnold Point funded by Environment Agency flood defence grant	337	0	337
Explorers Park at Lancaster Gardens funded by S106 and ringfenced contribution	42	0	42
Total	762	202	964

Recommendations:

7. Cabinet approve the new schemes and the revised capital programme for 2013/14 – 2015/16 totalling £122.670m.

SECTION B HUMAN RESOURCES**5. Human Resources Key Messages**

- 5.1 At the end of March 2013, there were 3838 employees (3063.0 FTE) compared to 4155 employees (3248.5 FTE) in March 2012. This is a reduction of 317 employees (185.5 FTE).
- 5.2 Corporately, a threshold of 5% of the total wage bill has been set, to monitor the use of agency staff. The % fluctuates during the year, but based on the total actual salary spend for 2012/13, 6% was spent on agency staff.
- 5.3 Sickness absence continues with a downward trend and departmental targets have been introduced during 2012/13. The sickness outturn for 2012/13 is 9.23 days per FTE (excluding schools) compared to 9.78 days per FTE for 2011/12 and 12.92 days per FTE in 2010/2011.
- 5.4 During 2012/13 (April 2012-March 2013), 48 people have been made redundant and left the Authority.
- 5.5 A total of 97 joined the redeployment register between 1 April 2012 and 31 March 2013 for the following reasons:-

End of apprenticeship	1
Capability	1
Ill Health	12
Redundancy	78
Other (e.g. disciplinary outcome, end of particular temp contracts)	5
Total	97

- 5.6 26 people were redeployed during 2012/2013.
- 5.7 An additional 11 people are classed as 'no longer at risk', but were provided alternative employment by some other means i.e. funding extended / slotted in to other roles.
- 5.8 A 'time limited' voluntary release scheme operated during part of 2012/13, and 101 choose to leave the authority.
- 5.9 Detailed information on staff numbers and sickness absence by Directorate and Department is contained in Appendix E.

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OUTTURN VARIANCES BY DEPARTMENT

APPENDIX A

DEPARTMENTS	Latest				Outturn Variation £'000
	Approved Final	Actual Outturn £'000	Health Adj £'000	Outturn £'000	
	Budget £'000				
Executive Office					
Chief Executives Office	1,785	1,697	0	1,697	(88)
Departmental Management	664	614	0	614	(50)
Total Executive Office	2,449	2,311	0	2,311	(138)
Corporate Items					
Capital Financing	9,086	9,160	0	9,160	74
Major Projects	0	10	0	10	10
Other Corporate Items	(6,297)	(9,462)	150	(9,312)	(3,015)
Total Corporate Items	2,789	(292)	150	(142)	(2,931)
Corporate Services					
Finance, Effic, Tech & Assets	17,511	17,567	0	17,567	56
Democracy & Governance	5,133	5,163	0	5,163	30
Customer Services	5,366	5,179	0	5,179	(187)
Human Resources & OD	3,199	3,012	0	3,012	(187)
Departmental Management	290	284	0	284	(6)
Total Corporate Services	31,499	31,205	0	31,205	(294)
People Directorate					
Childrens Social Care	26,928	27,112	0	27,112	184
Jt Comm & Adult Social Care	67,750	72,311	0	72,311	4,561
Education, Learning & Family Support	15,736	14,684	0	14,684	(1,052)
Homes & Communities	9,455	8,388	0	8,388	(1,067)
Programmes Director projects	3,428	3,839	150	3,989	561
Management and Support	342	337	0	337	(5)
Total People Directorate	123,639	126,671	150	126,821	3,182
Place Directorate					
Economic Development	1,722	1,739	50	1,789	67
Transport & Infrastructure	14,438	14,672	0	14,672	234
Planning	1,777	1,657	0	1,657	(120)
Environmental Services	25,313	25,850	0	25,850	537
Strategic Waste Programme	299	180	0	180	(119)
Business Support	(589)	(615)	0	(615)	(26)
Management and Support	430	542	0	542	112
Total Place Directorate	43,390	44,025	50	44,075	685
Total General Fund budget	203,766	203,920	350	204,270	504

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TRADING ACCOUNT OUTTURN 2012/13

Activity	Trading Estimates (Adjusted)	Outturn	Variation	Comments
	£'000	£'000	£'000	
City Market	91	0	(91)	Borrowing charges less than original budget due to expenditure funded direct from reserve in 2012/13. Other savings on in year operational costs.
Off/On Street Parking	(1,908)	(2,022)	(114)	Increased net income from bus lane enforcement and reduced staffing costs
Street Trading	(6)	0	6	This includes a transfer of £38k to the City Centre Company and Waterfront Partnerhip
Taxi Trade	(98)	(98)	0	
Total Trading	(1,921)	(2,120)	(199)	

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High Level Summary group	Balance as at 31/3/2012 £000	Transfers to Reserves 12/13 £000	Transfers from Reserves 12/13 £000	Balance as at 31/03/2013 £000	
Trading Account & other statutory reserves	(432)	(2,724)	2,888	(268)	
Education/schools Earmarked reserves	(5,722)	(5,221)	4,515	(6,428)	
Commuted maintenance	(975)	(98)	723	(350)	
Earmarked General Reserves	(17,476)	(6,257)	8,135	(15,598)	
Other Ring fenced Reserves	(1,308)	(367)	667	(1,008)	
Other Reserves	(525)	(181)	87	(619)	
Working balance	(11,301)	0	504	(10,797)	
Total	(37,739)	(14,848)	17,519	(35,068)	

Summary group	Balance as at 31/3/2012 £000	Transfers to Reserves 12/13 £000	Transfers from Reserves 12/13 £000	Balance as at 31/03/2013 £000	Purpose of Reserve
Trading Account & other statutory reserves					
Off Street Parking	(100)	(404)	504	0	Represents Accumulated trading position
On Street Parking	0	(2,222)	2,222	0	Represents Accumulated trading position
City Market	(32)	0	32	0	Represents Accumulated trading position
Taxis	(132)	(98)	0	(230)	Represents Accumulated trading position
Street Trading	(89)	0	80	(9)	Represents Accumulated trading position
Land Charges Development Fund	(79)	0	50	(29)	To fund improvements in the LLC service
Education/schools Earmarked reserves					
Education Carry Forwards	(65)	0	51	(14)	Schools ringfenced resources mainly from grants
School Budget Share	(4,449)	(5,010)	4,449	(5,010)	Previously shown as a separate reserve. Represents schools balances under delgated budgets
PFI reserves	(1,185)	(207)	15	(1,377)	PFI credits towards the schools PFI contract at Wood View are received in equal instalments over the course of the contract. This reserve enables the matching of the credits to actual expenditure incurred
Beechwood Campus Drs Surgery Reserve	(23)	(4)	0	(27)	

Summary group	Balance as at 31/3/2012 £000	Transfers to Reserves 12/13 £000	Transfers from Reserves 12/13 £000	Balance as at 31/03/2013 £000	Purpose of Reserve
Commuted Maintenance	(975)	(98)	723	(350)	Revenue contribution from developers /section 106 agreements to provide for future maintenance over a period of years
Earmarked General Reserves					
Vat Repayment	(340)	0	279	(61)	
Accommodation Reserve	(1,374)	0	824	(550)	To meet costs of repairs to Office Accommodatio and the wider accommodation strategy.
Planning LDF Reserve	(62)	0	62	0	The reserve relates to the reprofiling of the LDF timetable and specifically to the costs of the Derriford & Seaton Area Action Plan Public Examination
Insurance and Risk Management Reserves	(1,184)	(502)	69	(1,617)	To meet any unforeseen/increased costs of insurance claims or works to minimise insurance risk.
Budget Carry Forwards	(1,221)	0	525	(696)	
JE contingency	(52)	0	0	(52)	to fund costs around appeals
Pensions Fund	(1,088)	(750)	735	(1,103)	Following the triennial pensions review the council's contribution rate has been held at current levels for the next three years. However, this is on the understanding that contributions into the fund remain at least at 10/11 levels. Any shortfall will need to be met either annually or at the end of the three year period
Redundancies	(2,625)	0	903	(1,722)	To meet potential costs of redundancies, including strain payments to the pension fund
Urban Enterprise Fund	(357)	(460)	115	(702)	Match funding to ensure that Plymouth gains access to the European funding available to the region to support Urban Enterprise
CIP	(48)	0	48	0	
Capital Reserve	(975)	(665)	975	(665)	To be used to support the capital programme and potential shortfall in capital receipts
Job Evaluation/Equal Pay	(700)	0	0	(700)	
Invest to Save Reserve	(1,300)	(135)	1,300	(135)	To be used to support/pump prime invest to save initiatives to deliver budget savings over the meduim term.
Recovery costs - Icelandic Banks	(564)	0	164	(400)	Reserve curently meeting the ongoing legal costs and borrowing costs
Grants carryforward	(1,192)	(1,226)	1,192	(1,226)	This reserve reflects unspent balances on ringfenced grant income at the year end
Waste Reserve	(1,600)	0	800	(800)	Reserve set up to proactively provide and manage the future budget shortfall due to increasing landfill tax liability pending the new energy from waste plant becoming operational.
Stock transfer residual liabilities	(1,005)	0	0	(1,005)	
Life Centre Dowry	(150)	(300)	0	(450)	Reserve for future maintenance in line with grant funding conditions
Mortgage Rescue Scheme Reserve	(144)	(79)	144	(79)	Part of the wider homelessness prevention strategies, this reserve holds government funding received in relation to the Preventing Repossessions Fund and the balance of funding for the Mortgage Rescue Fund

Summary group	Balance as at 31/3/2012 £000	Transfers to Reserves 12/13 £000	Transfers from Reserves 12/13 £000	Balance as at 31/03/2013 £000	Purpose of Reserve
Tamar Bridge & torpoint Ferry	(1,495)	0	0	(1,495)	Plymouth's 50% share of the operations ringfenced reserves
Plan for Jobs	0	(500)	0	(500)	Revenue support to Plan for Jobs scheme
Investment Fund	0	(1,340)	0	(1,340)	Revenue reserve relating to Investment Fund
CEDT reserve	0	(50)	0	(50)	Reserve to support developing a new Community Economic Development Trust in the City
Transformational Change Reserve	0	(250)	0	(250)	
Other Ringfenced Reserves					
DRCP	(241)	(217)	305	(153)	
Tamar house - Commercial rents sinking fund	(287)	(130)	141	(276)	
Plymouth CDC Legacy Reserve	(246)	(20)	177	(89)	Reserve set up to continue the activities previously provided by the Company including branding of the city as part of Positively Plymouth. The reserve includes funds provided by RDA and HCA.
A386 Park & Ride Leased Spaces	(534)	0	44	(490)	Upfront payment from PCT for leased spaces at George Park & Ride site. Released to revenue annually in lieu of rental income.
Other Reserves	(525)	(181)	87	(619)	Various
Sub Total Earmarked Reserves	(26,438)	(14,848)	17,015	(24,271)	
Working Balance	(11,301)	0	504	(10,797)	General Balance available to meet unforeseen expenditure
Total Reserves	(37,739)	(14,848)	17,519	(35,068)	

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Movement in Provisions 2012/13

Provision	Balance at 31/3/12	Provisions made in year	Provisions used in year	Balance at 31/3/13
Insurance Fund	(6,386)	(968)	951	(6,403)
Redundancy Provision	(107)	0	107	0
CiTc Information Fine Provision	(60)	0	60	0
Liability for Utilities	0	(270)	0	(270)
Other provisions	0	(155)	0	(155)
Backdated Equal pay claims	(3,322)	0	607	(2,715)
Rents Collection Account	(171)	0	171	0
Liability for BMW Landfill Usage	(640)	(274)	640	(274)
Total General Provisions	(10,686)	(1,667)	2,536	(9,817)
Total Provisions For Bad Debts	(11,365)	(663)	823	(11,205)

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WORKFORCE: HEADCOUNT (NUMBER OF EMPLOYEES)

	Mar-10	Mar-11	Mar-12	Apr-12	May-12	Jun-12	July-12	Aug-12	Sept-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Change 12/13
Council Wide	4751	4713	4155	4158	4156	4157	4155	4160	4130	4093	4083	4040	4025	3993	3838	317
Executive Office																
Corporate Communications			12	12	12	12	12	12	12	12	12	12	12	12	12	0
Management & Support (Chief Executive)			3	3	3	2	2	0	0	0	0	0	0	0	0	(3)
Policy, Performance and Partnerships			23	24	25	25	26	26	26	26	26	26	26	25	24	0
Total			38	39	40	39	40	38	38	38	38	38	38	37	36	(3)
Corporate Services																
Customer Services			210	207	206	205	197	195	200	198	199	229	228	229	216	9
Democracy and Governance			101	101	103	103	104	103	103	102	104	102	103	101	100	(1)
Finance, Efficiencies, Technology & Asst			690	689	691	686	688	696	702	688	684	645	651	642	632	(57)
Human Resources and Organisational Dev			122	121	115	112	112	113	111	96	96	96	95	93	91	(30)
Management and Support			3	3	3	2	2	2	2	2	2	2	2	2	2	(1)
Total			1126	1121	1118	1108	1103	1109	1118	1086	1085	1074	1079	1067	1041	(80)
People																
Childrens Social Care			354	354	368	374	362	364	364	370	370	368	359	339	338	(16)
Education, Learning & Families			670	678	931	898	938	926	897	884	883	863	853	852	841	163
Homes & Communities			183	183	256	272	269	274	271	271	270	268	268	285	283	100
Joint Commissioning & Adult Social Care			627	617	604	595	582	583	578	581	578	572	566	542	437	(180)
Lifelong Learning			253	253	Moved to Education, Learning and Families & CSC											(253)
Programmes Director			5	5	5	4	3	3	3	3	3	3	3	3	3	(2)
Management and Support			1	1	1	1	1	1	1	1	1	1	1	1	1	0
Total			2092	2090	2165	2144	2155	2151	2114	2110	2105	2075	2050	2022	1903	(187)
Place																
Business Team (Dev & Reg)			10	9	9	9	9	9	9	9	9	9	9	9	9	0
Economic Development			118	118	117	116	112	118	116	118	119	118	116	119	119	1
Environmental Services			485	500	496	498	496	495	497	495	489	488	483	478	474	(26)
Planning Services			87	83	82	81	81	80	79	77	79	79	80	86	86	3
Strategic Housing			72	71	Moved to Homes and Communities											(71)
Transport & Infrastructure			123	123	126	159	156	156	156	156	155	155	166	171	166	43
Waste PFI			2	2	2	2	2	2	1	1	1	1	1	1	1	(1)
Management and Support			1	1	1	1	1	2	2	2	2	2	2	2	2	1
Total			898	907	833	866	857	862	860	858	854	852	857	866	857	(50)

WORK FORCE: FULL TIME EQUIVALENTS

	Mar-10	Mar-11	Mar-12	Apr-12	May-12	Jun-12	July-12	Aug-12	Sept-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Change 12/13
Council Wide	3718.70	3671.60	3248.50	3250.10	3246.60	3251.40	3252.60	3270.60	3249.50	3239.60	3235.10	3212.40	3193.90	3163.70	3063.00	-187.10
Executive Office																
Corporate Communications			12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	0.00
Management & Support (Chief Executive)			3.00	3.00	3.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3.00)
Policy, Performance and Partnerships			21.80	22.80	23.50	23.50	23.90	23.90	23.90	23.90	23.90	23.90	23.90	22.90	21.90	(0.90)
Total			36.80	37.80	38.50	37.50	37.90	35.90	35.90	35.90	35.90	35.90	35.90	34.90	33.90	(3.90)
Corporate Services																
Customer Services			147.60	145.80	146.80	145.40	140.70	139.60	144.10	142.20	144.10	170.10	169.10	169.60	161.20	15.40
Democracy and Governance			86.40	86.10	87.10	87.30	88.10	88.10	88.50	87.90	89.50	87.60	89.20	87.20	86.50	0.40
Finance, Efficiencies, Technology & Asst			512.90	512.60	513.90	508.20	511.30	514.70	513.10	510.80	510.00	481.90	482.70	478.50	467.50	(45.10)
Human Resources and Organisational Dev			109.40	108.50	104.30	101.80	101.80	102.80	100.40	86.90	86.90	86.90	85.90	84.70	83.30	(25.20)
Management and Support			3.00	3.00	3.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	(1.00)
Total			859.30	856.00	855.10	844.70	843.90	847.20	848.10	829.80	832.50	828.50	828.80	819.30	800.50	(55.50)
People																
Childrens Social Care			321.60	321.60	332.50	338.10	330.60	333.60	333.50	339.40	339.80	338.10	329.10	310.40	310.20	(11.40)
Education, Learning & Families			361.10	365.00	548.40	547.00	575.30	584.30	567.60	563.60	564.70	553.70	544.20	539.30	539.60	174.60
Homes & Communities			146.70	147.50	213.30	225.60	224.10	228.10	226.30	226.60	225.50	224.50	225.00	240.50	239.40	91.90
Joint Commissioning & Adult Social Care			479.30	470.80	461.00	453.30	441.20	440.50	439.00	446.00	443.80	439.20	433.90	416.40	344.00	(126.80)
Lifelong Learning			185.30	184.60	Moved to ELF and CSC											(185.30)
Programmes Director			4.00	4.00	4.00	3.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	(1.00)
Management and Support			0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total			1498.00	1493.50	1560.20	1568.50	1575.20	1590.50	1570.40	1579.60	1577.80	1559.60	1536.20	1510.70	1437.20	(56.30)
Place																
Business Team (Dev & Reg)			9.10	8.10	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	7.70	(0.40)
Economic Development			105.20	105.00	104.40	103.40	99.90	105.80	103.80	106.00	105.80	104.80	102.30	105.30	105.30	0.30
Environmental Services			475.40	489.60	485.30	487.70	486.80	485.80	487.80	484.80	479.20	478.40	475.20	470.70	467.10	(22.50)
Planning Services			79.40	75.90	75.60	74.60	74.40	73.90	72.90	71.00	71.80	72.00	72.50	77.50	77.50	1.60
Strategic Housing			66.60	65.60	Moved to Homes and Communities											65.60
Transport & Infrastructure			114.70	114.70	116.80	124.20	123.80	119.90	119.90	120.70	120.50	121.70	131.30	133.60	129.70	15.00
Waste PFI			2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	(1.00)
Management and Support			1.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00
Total			853.40	861.90	792.80	800.60	795.60	797.10	795.10	793.20	788.00	787.50	792.00	797.80	790.30	(71.60)

AVERAGE NUMBER OF DAYS SICK PER FULL TIME EQUIVALENT (FTE)

					Apr-12	May-12	Jun-12	July-12	Aug-12	Sept-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13
Corporate Services																
Democracy and Governance					11.43	11.67	12.44	12.62	12.25	12.36	11.82	10.95	10.81	8.93	9.35	9.04
Finance, Efficiencies, Technology & Asst					8.65	8.86	8.52	8.86	9.13	9.43	9.87	9.99	9.92	10.23	9.63	9.26
Human Resources and Organisational Dev					7.43	7.59	5.41	5.34	5.54	5.99	6.56	7.77	8.76	9.59	9.09	9.11
Customer Services					7.42	7.34	5.89	6.16	6.69	6.82	6.97	6.99	7.11	6.90	6.47	6.40
Management & Support (Corp Services)					10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECTORATE TOTAL					8.57	8.70	8.06	8.35	8.59	8.87	9.17	9.32	9.31	9.33	8.88	8.63
Executive Office																
Policy, Performance and Partnerships					5.96	5.78	5.59	4.89	5.51	5.60	5.22	6.73	10.82	12.95	9.98	8.11
Corporate Communications					3.83	3.79	6.04	7.71	8.38	5.33	5.33	5.25	5.25	5.33	5.17	5.58
Management & Support (Chief Executives)					1.17	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXECUTIVE OFFICE TOTAL					4.88	4.79	5.49	5.58	6.47	5.51	5.12	6.06	8.72	10.13	7.99	7.01
People																
Joint Commissioning & Adult Social Care					13.96	14.10	14.17	13.76	14.04	14.23	14.44	15.11	15.11	14.74	13.69	13.23
Homes & Communities					9.76	9.51	9.05	8.90	8.44	8.35	8.03	7.63	7.85	8.02	8.16	8.42
Childrens Social Care					10.32	10.27	10.45	10.85	10.93	11.33	11.54	11.89	11.67	11.70	10.86	10.23
Education, Learning & Families					8.54	7.58	7.22	7.38	7.40	7.50	7.91	8.21	8.86	9.15	9.06	8.68
Programmes Director					2.00	2.00	2.29	1.33	3.67	3.67	3.67	3.67	2.33	2.33	3.33	3.33
DIRECTORATE TOTAL (excluding Schools)					10.31	10.37	10.19	10.13	10.15	10.32	10.53	10.83	11.07	11.07	10.55	10.18
Place																
Planning Services					3.23	3.38	3.44	3.01	3.29	3.50	4.18	3.35	4.96	3.86	4.79	3.45
Business Team (Dev & Reg)					1.11	1.16	1.16	1.16	1.16	1.16	1.42	1.03	3.49	6.33	8.91	13.54
Environmental Services					11.77	11.51	11.39	11.26	11.31	10.97	10.31	10.32	10.15	10.24	9.84	9.58
Economic Development					7.09	7.46	7.65	7.15	7.38	6.97	4.41	4.45	4.80	5.10	5.45	5.78
Strategic Housing					11.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transport & Infrastructure					9.61	10.29	9.78	8.08	7.58	7.77	9.45	10.47	9.46	9.12	7.84	7.15
DIRECTORATE TOTAL					9.99	9.87	9.77	9.34	9.34	9.16	8.72	8.81	8.59	8.69	8.33	8.18
COUNCIL TOTAL (excluding Schools)					9.70	9.73	9.46	9.40	9.49	9.59	9.65	9.88	9.96	10.01	9.52	9.23

DISCIPLINARY BY DEPARTMENT & CATEGORY

				Apr-12	May-12	Jun-12	July-12	Aug-12	Sept-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Total
Childrens Social Care					1	1	1		4				1	1	1	10
Attendance/Absence									1							1
Capability Sickness and Disability					1	1	1		2				1	1	1	8
Misuse of council resources									1							1
Customer Services				2	1	1					1			1		6
Attendance/Absence Other				2	1	1					1					5
Unprofessional Conduct														1		1
Democracy and Governance				1		1				1				1		4
Attendance/Absence Other						1				1				1		3
Confidentiality				1												1
Economic Development									1							1
Unprofessional Conduct									1							1
Education, Learning & Families					2		3			3	4		1	3	2	18
Attendance/Absence							2			1	2				2	7
Capability Sickness and Disability													1	1		2
Capability/Qualification							1									1
Conduct Relating to Children														1		1
Fraud/Theft/Financial										1						1
Misuse of council resources														1		1
Unprofessional Conduct					2					1	2					5
Environmental Services				1	1	3	1	3	6	7	5	1	7	11	6	52
Attendance/Absence								2	3	7	2	1	4	10		29
Capability Sickness and Disability				1									1			2
Fraud/Theft/Financial									2				1		6	9
Health and Safety							1		1		1					3
SOSR														1		1
Unprofessional Conduct					1	3		1			2		1			8
Finance, Efficiencies, Technology & Asst					2	2		1		2	2	2	7	3	3	24
Attendance/Absence					1										2	3
Capability Sickness and Disability										1	2	2	7	1	1	14
Capability/Qualification														1		1
Conduct Relating to Children						1										1

DISCIPLINARY BY DEPARTMENT & CATEGORY (CONTINUED)

				Apr-12	May-12	Jun-12	July-12	Aug-12	Sept-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Total
Health and Safety					1											1
Performance Management								1								1
Performance Management Other														1		1
Unprofessional Conduct						1				1						2
Homes & Communities				1			1						1	2		5
Capability Sickness and Disability													1			1
Fraud/Theft/Financial				1												1
Unprofessional Conduct							1							2		3
Human Resources and Organisational Dev					1	1								2		4
Attendance/Absence														1		1
Attendance/Absence Other						1								1		2
Capability Sickness and Disability					1											1
Joint Commissioning & Adult Social Care				2		2	4	1	2	5	10	5	13	2	1	47
Attendance/Absence				1		1	1	1	2	5	10	5	11	1		38
Capability Sickness and Disability													2	1	1	4
Conduct Relating to Vulnerable Adults						1	3									4
Unprofessional Conduct				1												1
Lifelong Learning														1		1
Unprofessional Conduct														1		1
Planning Services											1					1
Misuse of council resources Other											1					1
Transport & Infrastructure					1		1	2			1					5
Attendance/Absence								1								1
Attendance/Absence Other					1		1	1			1					4
Grand Total				7	9	11	11	7	13	18	24	8	30	27	13	178

GRIEVANCE BY DEPARTMENT & CATEGORY

				Apr-12	May-12	Jun-12	July-12	Aug-12	Sept-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Total
Childrens Social Care					2		1		1			1	2			7
Bullying and Harassment									1							1
Bullying and Harassment Other													1			1
Duty of Care													1			1
Pay and Conditions					1											1
Policy and Procedure					1		1									2
Working Relationships												1				1
Customer Services					1						1					2
Pay and Conditions											1					1
Working Relationships					1											1
Education, Learning & Families						1										1
Bullying and Harassment Other						1										1
Environmental Services											1		1	5		7
Bullying and Harassment														1		1
Bullying and Harassment Disability											1					1
Duty of Care Other													1			1
Working Relationships														4		4
Finance, Efficiencies, Technology & Asst				1		1	1									3
Bullying and Harassment Disability				1												1
Bullying and Harassment Race						1										1
Policy and Procedure							1									1
Human Resources and Organisational Dev												1				1
Bullying and Harassment												1				1
Joint Commissioning & Adult Social Care				2						1	1	2				6
Bullying and Harassment										1						1
Bullying and Harassment Other												1				1
Bullying and Harassment Trade Union											1	1				2
Unprofessional Conduct				2												2
Learner & Family Support													1			1
Working Relationships													1			1
Grand Total				3	3	2	2	0	1	1	3	4	4	5	0	28

CITY COUNCIL

10 JUNE 2013



CABINET MINUTE 7A OF 21 MAY 2013

LANGAGE EMPLOYMENT UNITS

The Director for Place submitted a report on a proposed scheme to provide 2,787 square metres of industrial workspace at Langage at an estimated cost of £2.5m.

The direct development commercial employment scheme would comprise high quality, sustainable accommodation for small and medium sized businesses on council owned land at Langage Science Park, Plympton, and up to 80 full time jobs would be created or supported.

A detailed demand and supply report had concluded that there was a shortage of high quality, modern employment space facilities, which the private sector had been unable to provide.

David Draffan (Assistant Director for Economic Development), James Watt (Head of Land and Property) and Paul Palmer (Principal Surveyor (Corporate Estates)) attended the meeting for this item and Councillor Lowry (Cabinet Member for Finance) presented the proposals.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed, subject to approval of minute 7a below, to –

- (1) approve a tender exercise using a two stage design and build procurement process for the delivery of a £2.5m direct development commercial employment scheme at Langage to provide 2,787 square feet of high quality, sustainable accommodation facilitating or supporting up to 80 full time jobs;
- (2) delegate to the Cabinet Member for Finance the authority to make the key decision to award the building contract following the tender exercise.

Recommendation to the City Council

Further to minute 7 above, the City Council is Recommended to amend the capital programme to include £2.5m for a scheme to provide 2,787 square feet of industrial workspace at Langage.

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: Langage Employment Units
Committee: Cabinet
Date: 21 May 2013
Cabinet Member: Councillor Lowry
CMT Member: Anthony Payne (Director for Place)
Author: James Watt, Head of Land and Property
Contact details Tel: 01752 304195
Email: james.watt@plymouth.gov.uk
Ref: Langage
Key Decision: Yes
Part: I

Purpose of the report:

Plymouth City Council is committed to promoting the growth of the local economy and the creative use of Council land and property assets to support employment. This report provides the exciting opportunity to actively promote the growth agenda and create / support up to 80 FTE jobs. This will be achieved by providing 2,787 sq m of sustainable high quality, speculative employment accommodation for small and medium-sized businesses on Council owned land at Langage Science Park, Plympton, Plymouth. The estimated cost of the project is £2.5 million and the completed and fully let development will also provide the Council with a valuable long term income stream and add to its existing commercial property portfolio.

A detailed demand and supply report has been completed (March 2013) by Jones Lang LaSalle which concluded that Plymouth has a shortage of high quality, modern employment space facilities. The cost value gap of the private sector delivering these much needed employment schemes has led to market failure to provide high quality employment accommodation in Plymouth. Therefore there is strong justification for the public sector to intervene and progress such schemes by direct development.

It is proposed that the development will incorporate sustainable technologies to minimise carbon emissions and running costs, potentially including the following: solar photovoltaic, increased levels of insulation, increased levels of natural daylight and ventilation and highly efficient heating systems.

Approval is now required to authorise the above expenditure and progress the procurement of the Main Contractor. It is proposed that this project be delivered using one of the Framework Contractors (through a mini tender competition) and that it is delivered via a two stage design and build tender process with full contractor design. The framework used will incorporate a local employment scheme to facilitate work placements and apprenticeships.

It is being recommended that Cabinet delegate their key decision to accept the tender to expedite efficient letting of the contract.

Corporate Plan 2012-2015:

Deliver Growth

This project will directly contribute to this priority by providing a supply of high quality business space. It will facilitate job creation through the feasibility/construction phase and importantly through the provision of speculative workspace. Using Government Best Practice (1 job created per 35sq m) it is estimated that 80 full time jobs could be supported as a result of this investment (excluding the temporary construction jobs). These jobs will help contribute to and increase the GVA of the area.

In addition the project will unlock additional serviced development plots (a key target under Level 2) that could be delivered in the future by PCC, sold to owner occupiers or developers.

Raise Aspirations

Currently the site is an undeveloped parcel of land which has been barricaded to prevent unsociable activities taking place. The delivery of new, high quality business space will assist in raising aspirations for existing, surrounding businesses and new businesses occupying the premises. By providing high quality facilities it will help contribute to greater business confidence, give people something to be proud of and embed civic pride.

The opportunity to occupy modern facilities will hopefully lead to more comfortable working environments for employees, which in turn will help raise aspirations and motivation.

Reduce Inequality

The provision of high quality workspace built to modern standards will help reduce inequality by making the premises fully accessible.

Provide Value for Communities

Whilst the development cost of the proposal is estimated to be £2.5m PCC has a proven track record of delivering employment space schemes which provide not only an on-going revenue stream but also an important investment capital asset.

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

It is proposed that the estimated cost of the project of £2.5 million will be funded by the Council's newly created Investment Fund to promote economic growth with the net rental income generated from the completed development to be recycled back into the fund to support future investment opportunities. This will provide more flexibility for the Investment Fund as the rental income will be a future revenue resource rather than capital.

A Government initiative has recently been announced that will enable all new developments (completed after October 2013) to benefit from rates relief for a period of up to 18 months. The introduction of this initiative will remove a significant risk relating to holding costs.

A detailed marketing strategy will be prepared prior to the construction phase and as construction work commences the units will be offered to businesses on open market rental basis. A marketing budget has been included within the costs.

As the units will be newly built, a minimum one year maintenance programme will be incorporated in to the construction contract – this will assist in mitigating against any future on-going revenue expenditure.

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

This project will help address the following issues:

Child poverty – through the provision of additional workspace it will assist business growth, create new job opportunities (including the positive impact on supply chains) and help families back into work and out of poverty.

Community Safety – the development of this site will remove/reduce anti-social behaviour that currently exists on site.

Health and Safety – during the construction phase the site will be under the full control of the Main Contractor who will be bound by the Construction Design Management Regulations.

A number of risks (High, Medium and Low) are associated with developments of this nature and that is entirely normal. An example of some of the key risks include: unfavourable ground conditions, planning consent, increased costs, delays and limited interest in the completed units. A full risk register log has been prepared and will be maintained and updated on a regular basis.

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

The proposed development will be completed in accordance with current Building Regulations and statutory approvals and as such will be fully compliant with the Disability Discrimination Act 1995 provisions on design access requirements and the Equality Act 2010. A full EIA is therefore not considered appropriate for this proposal.

Recommendations and Reasons for recommended action:

Cabinet is asked to –

- (1) recommend the City Council to amend the capital programme to include £2.5m for a scheme to provide 2,787 sq m of industrial workspace at Langage;

Reason: To enable the proposed project to be added to the Council's capital programme.

- (2) approve a tender exercise using a two stage design and build procurement process for the delivery of a £2.5m direct development commercial employment scheme at Langage to provide 2,787 square feet of high quality, sustainable accommodation facilitating or supporting up to 80 full time jobs;

Reason: To ensure suitable risk transfer and timely procurement arrangements.

- (3) delegate to the Cabinet Member for Finance the authority to make the key decision to award the building contract following the tender exercise.

Reason: To expedite efficient letting of the contract.

Alternative options considered and rejected:

Property Options

An analysis of the possible options for the site has been undertaken and given the location of the site, neighbouring uses and planning information it is reasonable to assume that planning consent for B1, B2 & B8 would be forthcoming.

It is highly unlikely that any higher value uses (such as residential, retail or leisure) would be acceptable or appropriate for this site.

Project Options

1) Do Nothing

Whilst this option does not cost anything to deliver it results in the provision of no outputs e.g. jobs or provision of employment space. The site will remain as an asset and will have the on-going management costs associated with it. There will be no benefits associated with this option.

2) Do Maximum

This option would increase the density and scale of the development by constructing additional workspace across a number of plots. Whilst this may be proportionately cheaper to construct due to economies of scale there could be a negative impact on rental and capital values due to a greater supply.

3) Land Sale to 3rd Party

The freehold sale (of the development land) option would result in a potential capital receipt being secured but would fail to satisfy PCC's aspiration to create long term revenue generating projects.

The long leasehold sale proposal would provide a capital receipt and possibly an on-going ground rent payment however the long leasehold option is not attractive to purchasers or indeed the financial lending institutions.

Published work / information:

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Langage Demand & Supply Report: Jones Lang LaSalle 8 th March 2013	Yes									

Sign off:

Fin	CDR/Pi aceF EDC00 2	Leg	17293 /DVS	Mon Off	17293 /DVS	HR		Land & Prop	JW 0013 18/4/1 3	IT		Strat Proc	CJT/I 16/12 0413
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

1) Introduction

- 1.1 This report relates to a Council owned 3.09ha (6.8 acre) development site at Langage Science Park and in particular the option of delivering a new phase of development. The proposal is to deliver a high quality scheme of flexible workspace of circa 2,787sqm (30,000 sq ft).
- 1.2 The completed units will be made available to occupy by way of open market lettings. The residual development land will be available for further phases of direct development or potentially available for freehold/long leasehold disposal to third parties (developers/owner occupiers).
- 1.3 PCC historically has a good track record of proactively delivering commercial workspace through direct development. As a result this has led to the provision of a longstanding and valuable commercial property investment portfolio (comprising employment accommodation for SME businesses in the city and helping improve the GDP). Importantly, these assets also provide a valuable source of long term secure revenue income for the Council.
- 1.4 The proposed expansion (through this proposal) of Langage Science Park will help create and safeguard new job opportunities as well as promoting growth and providing PCC with a long term revenue stream. Using Offpat Guidance on Job Density (A Government Best Practice Note) it is estimated that the proposed 2,787sqm scheme will facilitate and support circa 80 jobs (1 job per 35sqm).

2) Site Location

- 2.1 Langage Science Park is located on Plymouth's eastern boundary close to the A38 Devon Expressway. Whilst owned by PCC it lies within the physical boundaries of South Hams District Council and in the Parish of Sparkwell.
- 2.2 Plymouth is the largest city in the South West peninsula with a population of approximately 255,000 and an estimated retail catchment of 350,000 within a ten mile radius of the City Centre.
- 2.3 The PCC owned development land is located off Beechwood Way within Langage Science Park, which is to the northern side of the of the Langage Industrial Estate. Langage now includes a rich diversity of business space including the traditional distribution and manufacturing occupiers together with call centres, car showrooms and offices.
- 2.4 The development site is strategically located close to the Deep Lane junction off the A38 Devon Expressway, providing swift and easy access to the local, regional and national road network.
- 2.5 The site plan at Annex I identifies the development plot at Langage Science Park.

3) Site Description

- 3.1 The 3.09 hectare (6.8 acre) site is relatively level although there are mounds of spoil which have presumably come from previous phases of development or the infrastructure works.

- 3.2 The site appears to be fully serviced and accessed although the road is blocked off to prevent fly tipping and gypsy/traveller unauthorised encampments. The road is in a relatively poor state and is unlikely to be currently adopted although it appears to have been originally constructed to adoptable standards with street lighting, pavements and cycle ways.
- 3.3 Searches have been undertaken with regards to the availability of utilities/services including water, gas, electricity and BT. These all appear to be present within the boundaries of the site and confirms that they were probably included as part of the road extension project referred to under 'Planning Status' below.
- 3.4 A formal search has also been undertaken looking into the historic uses of the site, potential sources of contamination and environmental risks and this has identified no major issues or concerns.

4) Background

- 4.1 The 3.09 ha site has been in the ownership of PCC for a number of years and in October 1999 planning consent was granted to deliver an extension to the existing Beechwood Way road resulting in the creation and provision of additional employment land for development.
- 4.2 Whilst there is limited information available it is assumed that the road and service infrastructure project commenced shortly after planning consent was approved. The condition of the road certainly indicates that it was built a number of years ago.
- 4.3 In addition to the road infrastructure project PCC also undertook some direct development of high quality commercial premises which are fully let and income producing.
- 4.3 A review of the available information has been undertaken and there does not appear to be any onerous conditions or issues associated with the site.
- 4.5 On two previous occasions (2006 and 2011) negotiations were entered into with 3rd parties for the freehold sale of part of the site (circa 1.38ha). These both failed to complete and consequently the land remains undeveloped.
- 4.6 In December 2012 the site was identified as a priority for direct development and an Initial Project Proposal prepared, submitted and approved. Since this date the project has progressed and further work undertaken including a demand and supply report, development appraisals, environmental checks and utility searches.

5) Planning Status

- 5.1 The site sits within the South Hams District Council boundary and lies within the Langage employment site policy area. The land use is restricted to light industrial, office, high technology, general industrial or warehouse.
- 5.2 Subject to planning, funding and PCC approval the land is ideally placed to provide further phases of B1, B2 and B8 accommodation.

6) Demand and Supply Information

- 6.1 An independent Demand and Supply report completed by Jones Lang Lasalle in March 2013 positively concluded that:

- Langage is in an ideal location with good access to the A38
- The delivery of B1, B2 and B8 employment space is wholly appropriate for this location
- There is limited developer activity across Plymouth and the wider area
- The supply of 2,787sqm in a single phase is appropriate
- There is likely to be good latent demand for high quality employment space

6.2 The above has also been reinforced by the Plymouth Manufacturer's Group (PMG) which, in their 2012 Sites and Premises Survey identified that:

- There has been a lack of supply of high quality employment space of the right size (400sqm - 929sqm) over the past few years. This is constraining SME businesses in the Plymouth travel to work area
- 20% of firms feel that their premises inhibit their growth
- 35% identified not being able to find appropriate premises (size and quality)
- 70% feel that the supply of sites/buildings is inadequate, inappropriately located and/or priced

6.3 This is further supported by the Plymouth Chamber of Commerce who stated the following:

- Not enough modern space available in the market
- Need to provide a supply for latent demand
- New supply will help stimulate the economy
- Need to cater for SME businesses
- Provide property that is attractively priced

6.4 In addition to the above, PCC own a substantial amount of commercial property assets and these are currently in excess of 95% let. This statistic demonstrates a shortage of supply and high demand for the right space.

6.5 Supply:

6.6 The report looked in detail at the existing supply of commercial workspace and identified:

- There is approximately 92,000 sqm of available commercial space within the Plymouth area. This represents less than 5% of the total estimated floorspace that exists in the Plymouth Market or in other words 95% of Plymouths industrial and office space is successfully let or occupied. A large proportion of this stock is older and of a much lower quality than that proposed within this report.
- There are very few, (if any) new build, high quality opportunities available on the market for lease or purchase.

- Private sector development has reduced significantly due to market failure and a widening of the cost value gap.
- There is a lack of high quality, flexible and modern commercial accommodation of the right size (370 sq m – 929 sq m).
- There appears to be a reasonable supply of older, smaller industrial accommodation (up to 370 sq m).

6.8 Demand:

- 6.9 It is difficult if not impossible to predict the demand for new industrial and commercial premises as the market is complex and vulnerable to fluctuations in the wider economy.
- 6.10 Through the findings of the report it can be concluded that a large proportion of the 2012 take up (26,058 sq m) was taken up for manufacturing uses and ranged in size from 140 sq m to 5,580 sq m. This predominantly comprised older, lower quality stock and provides strong evidence to suggest there is a lack of available modern facilities for businesses to occupy – therefore demand should exist for higher quality space.
- 6.11 The PCC Land and Property Team have had discussions with Local Agents and reviewed the market generally. This has identified that whilst the last few years have been challenging there is a requirement for good quality employment space. This is evidenced through the PCC commercial property portfolio being extremely well let.
- 6.12 The delivery of speculative accommodation tends to satisfy a latent demand. This has been proven in the past by developers such as Priority Sites Ltd and the former South West RDA, who were very successful at delivering high quality, speculative schemes and finding occupiers for the completed buildings.

7) **Options Analysis**

7.1 Property Options

- 7.2 An analysis of the possible options for the site has been undertaken and given the location of the site, neighbouring uses and the above planning information it is reasonable to assume that planning consent for B1, B2 & B8 would be forthcoming.
- 7.3 This could also potentially attract interest from trade counters who have traditionally paid a premium to occupy such premises. However, the economic climate has probably narrowed this gap.
- 7.4 It is highly unlikely that any higher value uses (such as residential, retail or leisure) would be acceptable or appropriate for this site.

7.5 Project Options

1) Do Nothing

Whilst this option does not cost anything to deliver it results in the provision of no outputs e.g. jobs or provision of employment space. The site will remain as an asset and will have the on-going management costs associated with it. There will be no benefits associated with this option.

2) Do Maximum

This option would increase the density and scale of the development by constructing additional workspace across a number of plots. Whilst this may be proportionately cheaper to construct due to economies of scale there could be a negative impact on rental and capital values due to a greater supply.

3) PCC Direct Development (preferred option).

Paying due regard to the above it is proposed that the site be used for high quality factory development (to include an appropriate amount of office content), although given its overall size (3.09 ha) it will need to be undertaken on a phased basis.

Considering the success of previous schemes by PCC at Langage, it is proposed that PCC take a proactive approach and progress another phase of commercial development by direct delivery. The provision of further high quality, flexible workspace will help meet a variety of needs from potential end users.

In order to minimise the risk a cautious approach needs to be taken and a sensibly sized project promoted so as to not over supply the market. The Demand and Supply report indicates that provision of flexible workspace is key and that by delivering it in phases of 2,320 – 2,787 sq m (which is sub divided into smaller units) it yields construction cost savings through economies of scale.

In addition an allowance for a void period needs to be factored in and for the purposes of this proposal a 12 month void across the scheme for the first 5 years has been assumed. It is worth noting that for new employment space schemes completed after October 2013 that there is a an 18 month Business Rates Free Period – this will significantly de risk the potential holding costs of the scheme and make it more attractive to deliver.

The direct development option would result in an investment asset over the longer term (20 years plus) and the provision of a revenue income through the leases in the short/medium term (1 – 20 years). There are of course risks associated with delivering a speculative development and these are set out in section 9 below.

Land Sale to 3rd Party

The freehold sale (of the development land) option would result in a potential capital receipt being secured but would fail to satisfy PCC's aspiration to create long term revenue generating projects.

The long leasehold sale proposal would provide a capital receipt and possibly an on-going ground rent payment however the long leasehold option is not considered attractive to purchasers or the financial lending institutions.

8) Development Appraisal

- 8.1 A detailed development appraisal has been completed and used in the preparation of this report.

8.2 Costs and Values

8.3 Assumptions have been made at this pre tender stage as to the likely cost of development. It is anticipated that to deliver a good quality scheme of 2,787 sq m it will cost approximately £775 sq m (£2.16m) plus professional fees and other associated costs (£340,000) equating to £2.5m in total. The value of PCC's land has not been included in this calculation.

8.4 The asset value immediately upon completion has been estimated to be £1.85m which is based on a rental of £59.18 per sq m (£5.50 per sq ft) and a yield of 9%. However, it is unlikely that PCC will wish to immediately dispose of the investment (particularly given the cost value gap of £665,000) instead preferring to retain and benefit from the investment long term.

8.5 It is proposed that the scheme will be funded by the Council's newly created Investment Fund to promote economic growth with the rental income generated from the completed development to be recycled back into the fund to support future investment opportunities.

8.6 Short Term View

8.7 A development appraisal undertaken on a residual basis produces a deficit/cost value gap of £665,000. This is based purely on a build it and sell it on Practical Completion basis. Clearly it is not economical for the private sector to be delivering schemes on this basis but to put it into the context of a cost per job it can be established that if the scheme supports 80 jobs then it will cost £8,313 per job.

8.8 Longer Term View

8.9 A detailed discounted cashflow has been prepared for the scheme showing a Net Present Value (NPV) of £869,113 assuming a 20 year holding period and a notional cost of borrowing at the current 3.9% Local Authority prudential borrowing rate and a discount rate of 4%. Further sensitivity analysis has been undertaken at discount rates of 5% and 6% to reflect higher risks in terms of voids etc, however these still demonstrate that the project can return a positive NPV over a 20 year period.

8.10 It should be noted that an assumed rental increase takes place on each five year term equating to an overall increase of 27% over 15 years. This is not considered to be unreasonable.

8.11 Initially the cost per job for PCC stays the same at £8,313 but by taking a longer term approach of holding the asset it should be possible to secure a valuable income producing asset where the cost per job diminishes and a positive cash position achieved. This can be evidenced through historic phases of direct development by PCC which are owned outright and producing very good annual rental returns.

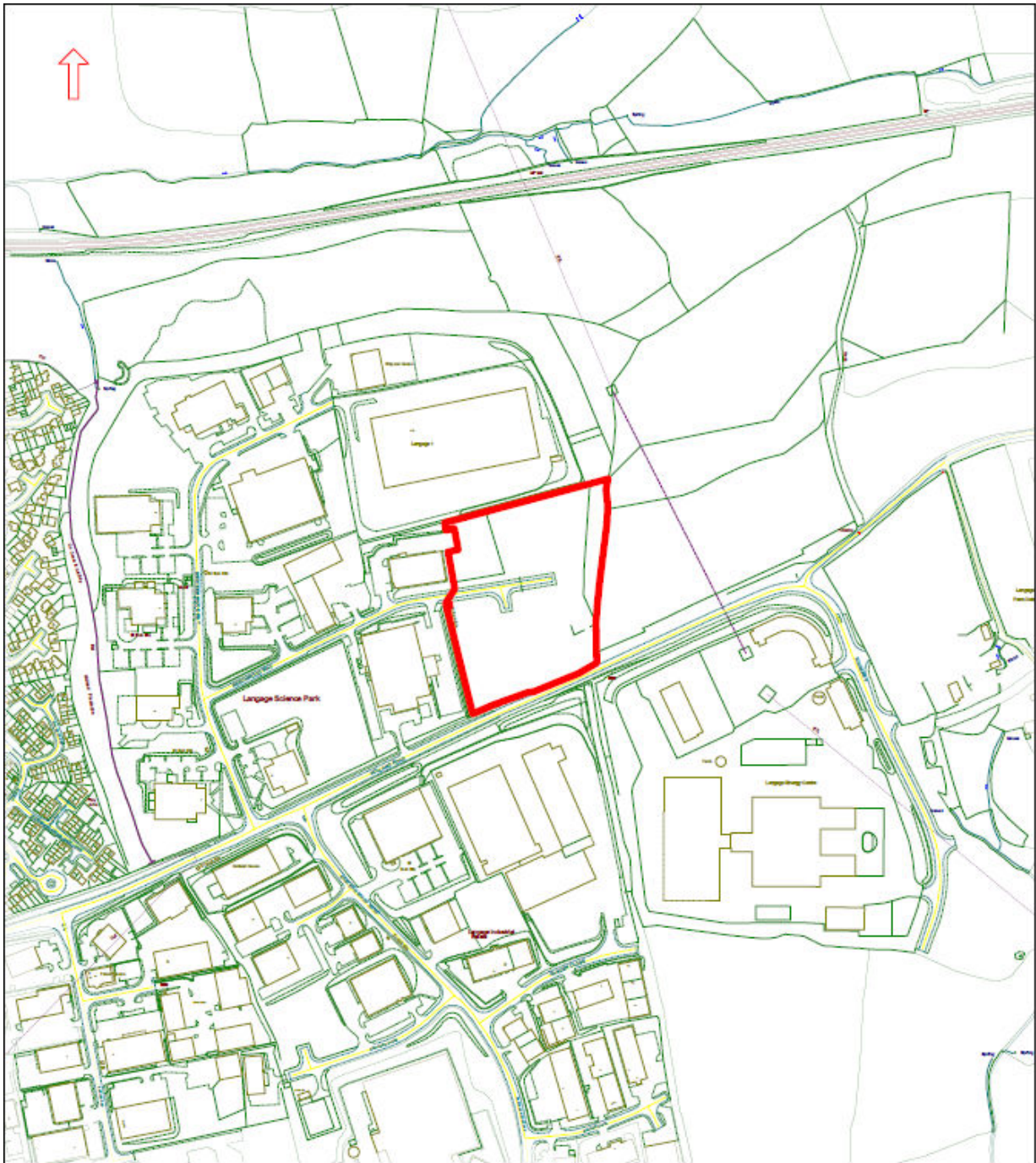
9) **Risks**

9.1 As with any project there will always be risks however if a proactive approach is taken measures can be implemented to try and minimise the risks. Below is a project risk register setting out the key risks which will be updated as the project proceeds.

No	Risk Element	Outcome or Mitigating Action	RISK High Medium or Low
1	PCC do not wish to proceed with this proposal	Site stays as it is or is marketed to 3 rd parties. Potential on-going management responsibilities.	Low
2	PCC decide to proceed with the feasibility work only.	Some initial feasibility/pre development work will be undertaken at a cost of circa £50,000. This would not necessarily be lost and could be used again in the future or used to increase the value of the land i.e. if it has a detailed planning consent it could be worth more.	Low
3	Appointment of professional team	It will be essential to ensure the right team are appointed to deliver the scheme and conduct the initial feasibility/pre-development work.	Low
4	Scheme Size changes	The size of the scheme will be dependent on the optimum layout on specific plots. A review of each option will be undertaken and an assessment of costs and risks of each.	Low
5	Unfavourable ground conditions or other unknown abnormal costs	A comprehensive SI will need to be carried out on site. Given the original infrastructure project this is deemed to be a low risk.	Low
7	Planning	Work with professional team and PCC to ensure an appropriate scheme is progressed and approved.	Low
8	Increased Costs of development (either at feasibility stage or tender stage)	The professional team will keep careful control over the financial budgets. Due consideration will need to be given to value engineering if this becomes an issue. The appraisal used for this proposal is based on previous experience of delivering similar projects and includes a contingency.	Medium
9	Delays due to inclement weather	When the scheme is on site it is usual to experience delay due to weather and this will be monitored closely by the professional team. A contingent allowance will be factored into the programme.	Medium
10	Limited interest in the units	A void period (12 months) has been built into the appraisal over the first 5 years although it is of course hoped that the premises will let within this timeframe	Medium
11	Holding costs	If the above void is exceeded then this will directly relate to the net rental income available to be recycled into the investment fund	Medium

Annex I

Langage Site Plan



**LAND & PROPERTY TEAM
ECONOMIC DEVELOPMENT**

TITLE	Development Land at Beechwood Way	Map ref: SX5656	Scale 1:5000
	Langage	Drawing ref.:	April 2013

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CITY COUNCIL

10 JUNE 2013



COOPERATIVE SCRUTINY BOARD MINUTE 4 OF 29 MAY 2013 SCRUTINY TERMS OF REFERENCE

The Scrutiny Lead Officer highlighted the publication of the report on a recent Ofsted review of a large Metropolitan Borough Council which found some services to be unsatisfactory. Part of the criticism by Ofsted was that responsibility for scrutiny of Children's Services was split between too many scrutiny panels resulting in a lack of clear responsibility. The Board felt that action should be taken with regard to the terms of reference in light of this information.

The Board also felt that in light of the increased workload for the Ambitious Plymouth Board and the cross cutting nature of the business, Human Resources and ICT should be moved from Ambitious Plymouth to the Board's terms of reference.

The Board felt that given the Customer Transformation programme, Customer Services should feature in a panel's terms of reference in its own right.

The Board noted that later in the meeting a new corporate plan had been drafted and that subject to the approval of the final version at Council the 'corporate plan priorities' section of the terms of reference for all panels should be updated to reflect any new priorities approved.

Agreed to Recommend to the council to –

- (1) move Human Resources and ICT to the terms of reference for the Co-operative Scrutiny Board;
- (2) evidence a link between 'Working Plymouth' and 'Ambitious Plymouth' with respect to 'apprenticeships';
- (3) move Children's social care, adoption and fostering, early intervention and prevention, corporate parenting and the leadership and delivery of all services for children and young people out of the terms of reference for 'Caring Plymouth' and into the terms of reference for 'Ambitious Plymouth';
- (4) to amend the wording of the terms of reference for Caring Plymouth from 'Adult and Children's Health and Social Care' to Adult and Children's Health' to reflect (3) above;
- (5) add 'customer services' to the terms of reference for 'Your Plymouth';
- (6) update the 'corporate plan priorities' section of all terms of reference as and when the draft corporate plan is approved by City Council.

***NB* The proposed updated terms of reference are attached to this minute**

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

CO-OPERATIVE SCRUTINY BOARD

Terms of Reference



OUR MISSION STATEMENT

To manage scrutiny in a way that ensures that the work that is undertaken is undertaken with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

ROLE OF THE CO-OPERATIVE SCRUTINY BOARD

- To hear call-ins, councillor call for action and petitions and to allocate work accordingly.
- To oversee workloads, including approval of work programmes, allocate work and the approval of co-operative scrutiny review requests
- To manage relationships between panels, cabinet members and partners to produce effective scrutiny
- To monitor performance against the relevant corporate priorities
- To receive finance and performance reports and to carry out the Annual Budget Scrutiny
- To agree recommendations to Cabinet, Council and partner organisations
- To produce an annual scrutiny report
- To agree appointments of co-opted representatives to panels
- Responsible for publicity and communications
- To monitor the forward plan
- To scrutinise corporate and cross cutting business

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- The Corporate Plan
- Corporate Policy Development
- Human Resources
- ICT
- Business Continuity and Civil Protection
- Revenue Budget
- Capital Programme
- Strategic Procurement
- Corporate Property and Facilities Management
- Performance Management
- Transformation and Change Management
- Child Poverty

MEMBERSHIP OF THE BOARD

The Co-operative Scrutiny Board will consist of the Chair and Vice-Chair of each of the Scrutiny Panels plus other Councillors appointed by Council at the annual meeting. Any Councillor who is not a member of the Cabinet can substitute on the Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 10 members of the panel including the Chair and Vice Chair. The Chair is from the opposition political group and is a vice chair of one of the panels.

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WORKING PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN PRIORITIES

- Raising Aspirations
- Deliver Growth
- Reduce Inequality
- Provide Value for Communities

OUR CORPORATE COMMITMENT THEMES

- Working Plymouth
- Greener Plymouth
- Moving Plymouth
- Vibrant Plymouth
- Proud Plymouth

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- Regional and local economic strategy
- Apprenticeships (linked from Ambitious Plymouth)
- Development planning
- Strategic Housing Delivery
- Transport policies and strategies
- Social enterprise support
- Sustainable transport including cycling
- Highways
- Car parks
- Tamar Bridge and Torpoint Ferry
- Licensing – Hackney Carriage

PARTNERSHIP LINKS

- Growth Board

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

****the corporate plan priorities will be updated upon the adoption of the new corporate plan***

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CARING PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN PRIORITIES

- Raise Aspirations
- Deliver Growth
- Reduce inequality
- Provide Value for Communities

OUR CORPORATE COMMITMENT THEMES

- Caring Plymouth
- Young Plymouth

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- Public Health
- Adult and Children's Health
 - Mental Health Services
 - Physical Disability Services
 - Drug and Alcohol Services
 - Learning Disability Services
- Older people's services
- Joint Health and Social Care Commissioning
- Health and Wellbeing
- Personalisation

STATUTORY ROLE with regard to undertaking all the statutory functions in accordance with Section 244, of the National Health Act 2006, (as amended by Health and Social Care Act 2012) regulations and guidance under that section.

PARTNERSHIP LINKS

- Health and Wellbeing Board
- Children's Partnership (for social care matters)

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

**the corporate plan priorities will be updated upon the adoption of the new corporate plan*

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YOUR PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN PRIORITIES

- Raise Aspirations
- Deliver Growth
- Reduce inequality
- Provide Value for Communities

OUR CORPORATE COMMITMENT THEMES

- Safer Plymouth
- Greener Plymouth
- Vibrant Plymouth
- Living Plymouth

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- Parks including playgrounds and greenspaces
- Waste management, recycling and street cleaning
- Climate change and sustainability
- Public protection service
- Miscellaneous licensing
- Anti-social behaviour
- Community safety
- Community cohesion and equalities
- Localities working
- Community and neighbourhood development
- Homelessness
- Private sector housing, grants and improvements
- Housing enabling with respect to registered social landlords
- Customer Services

STATUTORY ROLE with regard to scrutiny of the community safety partnership

PARTNERSHIP LINKS

- Community Safety Partnership
- Devon and Cornwall Police and Crime Panel

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

****the corporate plan priorities will be updated upon the adoption of the new corporate plan***

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AMBITIOUS PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

To scrutinise matters relating to our specified responsibilities with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

OUR CORPORATE PLAN PRIORITIES

- Raise Aspirations
- Deliver Growth
- Reduce inequality
- Provide value for communities

OUR CORPORATE COMMITMENT THEMES

- Young Plymouth
- Vibrant Plymouth
- Pride in Plymouth
- Open Plymouth

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- Schools and Colleges (including Governing issues)
- Apprenticeships (linked to Working Plymouth)
- Early years Development
- Education Grants
- Youth Services
- Leisure management (including leisure management contract)
- Events, Culture, Heritage and Museums (including Mount Edgcumbe)
- Sports Development
- Media, Public Relations and Communications
- Democracy and Governance
- Member Development
- Children's social care (primary responsibility for Children's Service Matters)
- Adoption and Fostering
- Early intervention and prevention
- Corporate Parenting
- The leadership and delivery of all services for children and young people

PARTNERSHIP LINKS

- Culture Board
- Children's Partnerships(for education matters)

MEMBERSHIP - The Chair and Vice Chair of the panel shall serve on the Co-operative Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 12 members of the panel including the Chair and Vice Chair. The Vice Chair is from the opposite political group to the Chair.

****the corporate plan priorities will be updated upon the adoption of the new corporate plan***

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ANNUAL SCRUTINY REPORT 2012/13



A report of the Overview and Scrutiny Management Board on the achievements of Scrutiny for the 2012/13 municipal year

CONTENTS

Overview and Scrutiny Management Board	1
Children and Young People’s Overview and Scrutiny Panel.....	4
Customer and Communities Overview and Scrutiny Panel	6
Growth and Prosperity Overview and Scrutiny Panel	7
Health and Adult Social Care Overview and Scrutiny Panel	10
Support Services	13
Overview and Scrutiny Panel	13
Membership of the Overview and Scrutiny Management Board and Panels.....	14

Overview and Scrutiny Management Board

Chair's Foreword

As Chair of the Overview and Scrutiny Management Board, I am delighted to present the Overview and Scrutiny Annual Report for Plymouth City Council. It provides an account of the progress made by the Board and its Panels in the last 12 months, including some key pieces of work undertaken and challenges ahead.



Looking back on the past year

The last year has presented a number of challenges to the council's Scrutiny Panels and the Board in delivering against their objectives. There has been a change in administration of the council which has resulted in a commitment to become a Co-operative Council which will transform the delivery of council services. The council has also made a number of pledges across ten themes which it aims to deliver over the next two years. There has also been a number of key pieces of legislation that have been implemented that affect both local government and strategic partners of the city. The report summarises the achievements of the Panels and Board during the past year in contributing to these changes and also looks forward to the challenges ahead.

Budget Scrutiny

Each year we strive to improve the budget scrutiny process and I was particularly proud of this year which has, without doubt been the best budget scrutiny yet. The whole event was webcast live onto the internet for the first time and saw almost 300 live views on the first day alone. The two way challenge with partners was a

unique opportunity to gather City Leaders in this way and the fact that this session was webcast made the process even more open and transparent than ever before.

The budget scrutiny event took place over three days to consider the revenue and capital budgets for 2013/14 and the Corporate Plan 2012-2015. During this process the Board heard from partner organisations, the Leader of the council, Cabinet Members, directors and senior officers. Following the Board's robust challenge, it made a number of wide ranging recommendations to Cabinet; the majority of which were approved. Progress monitoring of the recommendations will be undertaken on a regular basis.

Thanks were given by the Leader for the considerable amount of work that the Board had undertaken and for the challenging sessions.

The Board is always looking at ways to improve the budget scrutiny process and as such will be looking to engage a wider range of witnesses.

Task and Finish Group

Following the budget scrutiny event, the Devon and Somerset Fire and Rescue Service Draft Plan 2013-14 to 2014-15 was published. The budget reductions contained within the Draft Plan had significant implications for Plymouth and as a result of these proposals the Board set up a task and finish group to look at safeguarding the community by ensuring that the service reductions to the city were minimal. A number of key witnesses including senior officers from the Devon and Somerset Fire and Rescue Service, Fire Brigade Union, Plymouth Community Homes and Plymouth City Council's Civil Protection Manager provided evidence to the group. Special thanks is given to the Civil Protection Manager for informing members of his concerns regarding the safety of the city. A number of recommendations were agreed and formed the basis of the council's submission to the Devon and Somerset Fire and Rescue Service's consultation process.

City's MPs Meetings

One of the key areas of work this year included the development of the Board's relationship with the city's MPs. The aim of this initiative was to create an environment to promote joined up working at both local and national level. Two meetings have now taken place, which have proved to be both extremely helpful and informative. One area of discussion has been the transport links to the region and in particular the city. Concerns at both local and national level have been raised regarding the rail link and the urgent solution to the flooding problem at Cowley Bridge, Exeter. As a result of lobbying, the Transport Minister will be visiting the area in May 2013 to view for himself the issues. Other issues that have been discussed include the council's application for the City Deal for Plymouth, which received cross party support from the city's MPs. Work will continue with the MPs with future meetings being scheduled in to the Board's work programme.

Cabinet Members

Over the past year, the Board has received regular updates from Cabinet Members on their respective portfolios. This has provided Members with an opportunity to ask in depth questions on areas of concern. As a result of a request from the Board, HR information, including staff sickness absence, has now been included within the corporate monitoring report. The inclusion of this information allows the Board to closely monitor the levels of staff sickness which are starting to fall.

Paperless Trial for Elected Members

The Board has championed a paperless office trial for elected members, which is a first for the Council. Documentation for the Council's constituted meetings is currently provided in paper copy. The aim of the trial is to improve the use of members' time, reduce the Council's carbon footprint and achieve savings. A number of the Board's business meetings have taken place trialling the new initiative which has received mixed reviews from members. This is a new and innovative way of working and any such change will take time to embed. A full report outlining the benefits and difficulties experienced with the trial will be submitted to the Deputy Leader of the Council, following the last meeting of the Board in May 2013.

Development

Over the past 12 months there have been a number of member development opportunities which have helped to expand members' knowledge and maximise the effectiveness of the scrutiny function. This has been achieved through training sessions and workshops which were delivered by an external facilitator.

Call-In

The Board held Cabinet to account by using the call in process to consider a Cabinet Member decision. Following questioning of the Cabinet Member and

officers, the Board referred the decision back to the Cabinet Member to reconsider.

Looking forward to next year

The changing landscape of the council provides new opportunities and challenges for scrutiny. As Chair, I was tasked with looking at ways of modernising the function, bringing it in line with the Council's priorities and also improving its effectiveness. As a result of this work, the overview and scrutiny function has been restructured and now includes a Cooperative Scrutiny Board and four panels (Your Plymouth, Working Plymouth, Ambitious Plymouth and Caring Plymouth), together with Select Reviews. One major change is the introduction of Co-operative Reviews; membership will be drawn from a pool of members who have expressed an interest in sitting on a review which is of particular interest to them. Another change will see the Chair being taken by a minority

party member. The new structure also better reflects the council's priorities. I am looking forward to the new structure being embedded and continuing to build on the success of this year's achievements.

And finally

I would like to take this opportunity to thank those who have contributed to the achievements that we have made this year. The Chairs, Vice Chairs and other members of the overview and scrutiny panels, together with their lead officers and democratic support officers who have been fundamental in delivering a large and varied scrutiny work programme. I could certainly not have managed throughout the year without the good humour and support from Giles Perritt (Head of Policy, Performance and Partnerships) as the lead officer together with Helen Wright (Democratic Support Officer).

Children and Young People's Overview and Scrutiny Panel

This section highlights the work, challenges and successes of the Children and Young People's Overview and Scrutiny Panel in 2012-2013.



Looking back on the past year

Special Educational Needs (SEN)

It is crucial for the family to be involved in the producing the statement that the family felt comfortable with which meant that cases going before an SEN Tribunal was low. Transport for children and young people with SEN was also reported and the panel were informed of the changes to how transport was provided.

16 - 19 Bursary Fund

700 young people previously applied for a bursary and this year around 900 young people had applied. The panel were informed that a criteria was used to decide how much would be awarded to a young person such as an income based assessment or if they were in receipt of free school meals. Discussions were taking place with secondary heads on how the bursary scheme would run and they were looking to review how the scheme was operating and how it could be improved by more corporate approaches to support young people such as providing bus passes and meals.

Alternative Complementary Education Provision

A reform of the services provided in Plymouth to support our most vulnerable children was undertaken. Ofsted were

satisfied with the changes made to the service and recognised that it would take time for improvements to embed. Weekend classes, workshops and social trips were organised for the children to ensure social interaction with peer groups and there was a growing culture nationally with parents choosing to exercise their rights to educate their children at home.

Early intervention

The early years safeguarding audit was undertaken and completed almost a year ago and training and guidance was put in place to address the issues raised from the audit. It was reported that sharing good practice was becoming embedded and 99 per cent of providers had completed and returned the forms. Concerns were raised by the panel that the report provided appeared not to show that procedures were in place for the safeguarding of children for example the report only mentioned once the use of mobile phones. Because of the concerns raised a small working group met with the Early Years Safeguarding team to review further the training offered and to be reassured that the level of safety had increased. It was reported that members were very impressed with the procedures in place and how the swiftly the changes were implemented after the event.

School attainment

In general the performance in the city from early years to KS4 was lagging behind the national averages but was improving. It was important that the schools listen to the aspirations of the young people and the importance of teacher assessment as an integral part of helping to estimate future academic performance. A volunteer scheme 'Right to Read' was introduced to PCC employees and is a scheme for volunteers to sit with children and help with their reading. This scheme had been rolled out to a number of other organisations and was part of the wider offer to improve reading within the city.

Improving Service Delivery

Following a task and finish group on children's emotional wellbeing and mental health back in 2011, concerns were raised on the waiting times for treatment from the child and adolescent mental health service. The Chair invited Plymouth Community Healthcare (PCH) to attend panel meetings to provide regular updates on the progress made against the action plan. PCH informed the panel that their aim was to see young people within 18 weeks and on average young people were being seen with eight weeks of being referred. They highlighted issues of non-attendance at appointments and processes they would be putting in place to reduce the number of missed appointments. Some of the panel members took part in consultation on how the CAMHs service could be improved.

Monitoring of Sickness Levels and vacancies in Children's Social Care - the panel were informed of recruitment process for social workers and programme undertaken by newly qualified social workers during their first 12 months. Sickness was a high priority and management had robust processes in help when dealing with long term sickness.

Partnership and Stakeholder working

The panel received regular updates from the Children and Young People's Trust Board, Corporate Parenting Group and Plymouth Safeguarding Children's Board.

Looking forward to the next year

In 2013 – 2014 municipal year the scrutiny panel will seek to promote the children and young people of the city further and improve services for children and young people by working in partnership with Cabinet Members, Senior Officers and external stakeholders and scrutinising issues including:

- School meals/catering service
- SEN – autistic needs
- CAMHs
- Children Services Budget
- Youth Service Restructure
- Foster Carer Training

Task and Finish Groups

Dyslexia – to investigate and gain and understanding of how many children and young people across the city are dyslexic and to ascertain from schools on how they identify and support children with dyslexia.

Youth Unemployment – a joint task and finish with Growth and Prosperity to scrutinise youth unemployment, in particular, how successful young people with special educational needs and disabilities are in gaining employment. Representatives from health should also be invited to attend the meeting.

The panel will attempt to establish improved partnership working with other agencies and bodies to champion further the city's growth agenda, and further improve its alliance with the Plymouth Growth Board.

Customer and Communities Overview and Scrutiny Panel

This section highlights the work, challenges and successes of the Customers and Communities Overview and Scrutiny Panel in 2012-2013



Looking back on the past year

The panel has met on six occasions in the year 2012 – 2013, whilst also convening on seven occasions as the ‘Social Fund Replacement and Library Modernisation Task and Finish groups’.

The achievements of the Customer and Communities Overview and Scrutiny Panel over the past year have been categorised into four separate categories:

- Strategy and Policy development
- Reducing Inequality
- Improving Service Delivery
- Partnership and Stakeholder working

Strategy and Policy Development

Library Modernisation task and finish completed.

Reducing Inequality

Social Fund replacement task and finish completed.

Correspondence sent to local MP's regarding Clause 5 of the Growth and Infrastructure Bill.

Improving Service Delivery

Life Centre/leisure management contract monitoring undertaken

Reducing noise nuisance updates received

Tenancy Strategy consultation updates received

Partnership and Stakeholder working

Police Crime Panels/Commissioner updates received

End of year crime statistics received

Safe and Strong minutes received.

Looking forward to next year

In 2013 – 2014 municipal year the scrutiny panel will seek to improve services for all Plymouth's citizens by working in partnership with Cabinet Members, Senior Officers and external stakeholders and scrutinising issues including:

- Compact task and finish
- Receiving quarterly updates on the Crime Panel/Commissioner and associated statistics;
- Receiving quarterly updates on the Social Fund Replacement scheme;
- Receiving quarterly updates on the library modernisation programme;
- The panel will attempt to establish improved partnership working with other agencies and bodies to champion further the city's customer and communities agenda and further improve its alliance with the Plymouth Safe and Strong Board.

Growth and Prosperity Overview and Scrutiny Panel

This section highlights the work, challenges and successes of the Growth and Prosperity Overview and Scrutiny Panel in 2012-2013.



Looking back on the past year

Strategy and Policy Development

The Panel focussed primarily on policy and strategy changes that impacted on the Planning department and planning laws during 2012 – 2013.

The panel was informed at the beginning of the year that the Planning department would be exploring ways to effectively engage the public, whilst reducing costs and improving standards. This new approach was presented to the panel and it was commented that the new approach advocated in the Code of Publicity was welcomed and supported.

The panel identified the need to review the Council's application of the Market Recovery Scheme (MRS). Following an update on the MRS the panel were satisfied that future legislative changes, which included the Community Infrastructure Levy (CIL), would replace most of the existing Section 106 obligations and mean that the MRS would no longer be necessary or legally possible.

The panel received an update on Government proposals to change the planning system; this incorporated the proposed changes to permitted development rights and the Growth and Infrastructure Bill. The panel were

concerned that proposals could have a detrimental impact on the economic productivity in some local areas and the provision to modify or discharge affordable housing arrangements could significantly impact local communities.

In order to mitigate the impact on local communities the panel provided comments to the Assistant Director for Planning, to include in the Council's response to the Government Consultation on proposed changes to the planning system.

The panel identified that the Customers and Communities OSP should review the impact of modification or discharge of affordable housing requirements secured through Section 106 agreements, in the Growth and Infrastructure Bill, to determine the impact this may have on local communities. This was recommended to the Overview and Scrutiny Management Board and subsequently referred to Customers and Communities OSP on 12 December 2012.

Championing Growth in the City

The panel has had a keen role to play in promoting and championing growth in the city in 2012 – 2013 and has regularly invited Economic Development Officers to provide updates at meetings. The panel's main focus in its role of championing growth has

involved updates from the Plymouth City Centre Company (PCCC), the city's broadband connectivity improvements and the city's 'Plan for Jobs'.

In respect of the PCCC members advocated the possibility of hosting a monthly market and the role that Plymouth College of Art and Design were playing in utilising vacant city centre stores to promote and market local students' work.

Members were encouraged by the work on-going in the city to improve Broadband Connectivity, however, there were concerns identified in respect of social elements around broadband speeds and usage. This issue was agreed to continue to be reviewed by the panel.

Unemployment was an issue that the panel identified in 2011 – 2012, particularly for young people. A task and finish group was organised to look into this in early 2012 with the issue remaining on the panel's work programme for 2012 – 2013. The panel received updates on the recommendations agreed as part of the 'Youth Unemployment' task and finish group. To further scrutinise the issue of employment the panel considered the city's employment initiative the 'Plan for Jobs'.

The panel endorsed the 'Plan for Jobs' initiative and were satisfied with its current achievements. In order to continue to champion growth and employment in the city the panel have agreed to continue to review the 'Plan for Jobs' initiative in 2013-2014 to ensure that progress against its implementation is monitored.

Improving Service Delivery

Improvements to services offering benefits to the city and its citizens were key objectives for the panel in the delivery of effective scrutiny during 2012 – 2013. Throughout the year the panel has been involved in scrutinising a number of

highways related matters and public transport provisions.

The panel has regularly reviewed and monitored the East End Transport Scheme and through active scrutiny of this issue ensured that:

- local ward councillors were offered the opportunity to communicate local issues to the Transport department;
- Transport Officers reviewed current arrangements to improve congestions issues;
- Councillors were involved in the gathering of intelligence and improvements to public consultation on the Transport Scheme.

The Chair and Vice-Chair of the panel in consultation with the Cabinet Member for Transport and Transport Officers reviewed the charging for road closures and agreed a list of historic events where road closures would be funded by Plymouth City Council. The agreed list was to be taken as a delegated decision by the Cabinet Member for Transport and would be subject to annual review by the Economic Development department.

As part of an in-depth task and finish group on 'Subsidised Bus Routes and Through Ticketing' members sought the views of stakeholders including local bus operators, Travel Watch South West and representatives of the Youth Cabinet and Senior Citizen's Forum. The review took place over four days and the recommendations drew attention to the Green Travel Pass Scheme, the need for greater certainty in offering lengthier subsidised contracts to bus operators and the best practice of Oxford City Council in their local transport arrangements.

The recommendations were accepted by Cabinet, subject to one amendment, and it was commented that the quality of the task and finish group's work demonstrated the

value of pre-decision scrutiny. The Growth and Prosperity Overview and Scrutiny Panel would review the implementation of the agreed recommendations in 2013 – 2014.

Partnership and Stakeholder working

During 2012 – 2013 the Growth and Prosperity Overview and Scrutiny Panel recognised the importance of building relations and being better informed of the work undertaken by other bodies in relation to developing the city's growth agenda, in particular, the panel aimed to develop alliances and knowledge gathering from the Plymouth Growth Board and the Heart of the South West Local Enterprise Partnership (LEP).

The panel's knowledge of the work undertaken by the Plymouth Growth Board has improved through regularly reviewing the Growth Board minutes at panel meetings. This has better informed the panel of this Growth Boards role and also ensured an effective form of governance and scrutiny of the city's growth agenda.

The development of the Heart of the South West: Local Enterprise Partnership, which is a new strategic partnership organisation formed under the leadership of the private sector and supported by the local authorities in the South West to create a powerful economic alliance, has been of keen interest to the panel this year. The panel invited Tim Jones, Chairman of the LEP to a meeting and offered a challenging question and answer session in order to ensure that the LEP was aiming to deliver appropriate growth in the city. The panel were pleased with the work of the LEP and endorsed its intentions by recommending

to the Overview and Scrutiny Management Board that Plymouth City Council continues to work with the LEP, as well as other partners within its sub-region, in the interests of the city around major strategic issues such as the City Deal and transportation, and in order to support local businesses accessing LEP influenced or controlled funding streams.

Looking forward to next year

In 2013 – 2014 municipal year the scrutiny panel will seek to promote the growth of the city further and improve services for all Plymouth's citizens by working in partnership with Cabinet Members, Senior Officers and external stakeholders and scrutinising issues including:

- Unemployment, with a particular emphasis on Young People.
- The City Council's 'Plan for Jobs'.
- The City Council's city-wide growth strategy, the 'Plymouth Plan'.
- The role and influence of the LEP on Plymouth.
- The City's connectivity;
- Improvements to the city's highways network, in particular, the East End Transport Scheme.
- The Plymouth Hospitals NHS Trust's commitment to support the city's growth agenda.

The panel will attempt to establish improved partnership working with other organisations, agencies and bodies to champion further the city's growth agenda, and further improve its alliance with the Plymouth Growth Board.

Health and Adult Social Care Overview and Scrutiny Panel

This section highlights the work, challenges and successes of the Health and Adult Social Care Overview and Scrutiny Panel in 2012-2013.



Looking back on the past year

The Health and Social Care landscape has been subject to significant change over the last year. In particular the publication of the Health and Social Care Act 2012 made a number of changes to the structure of health services both at a local and national level, changes to the discharge of statutory health scrutiny functions and sought to strengthen the voice of the patient and bring democratic legitimacy to health services.

Strategy and Policy Development

With the background of the increasingly complex health service landscape and continued move toward self-responsibility and personalisation within the Social Care setting the panel has had a heavy work programme and have been able to scrutinise key local and national policy drivers.

The panel has taken a role of scrutinising the development of the Health and Wellbeing board, a key part of the Health and Social Care Act 2012. The Panel received regular updates on the development of the board and received a presentation and copy of an early draft of the Joint Health and Wellbeing Strategy. The panel has supported the development process of the Board and the key principles of co-design, early intervention and best

use of resources that underpin it. The panel pledged to continue to support the work of the board and made specific recommendations concerning the development of a health and wellbeing impact assessment for council reports, along similar lines of the equalities impact assessment which currently accompanies reports making their way through the democratic process.

The Health and Social Care Act 2012 abolishes local Primary Care Trusts and replaces them with Clinical Commissioning Groups. The panel has met with the Chair of the local Clinical Commissioning Group and monitored its authorisation process. The Act also transferred responsibility for public health to the local authority and the panel monitored the transition plans.

Changes to Health Scrutiny functions were proposed in the Health and Social Care Act. The department of Health published a consultation on proposed changes to health scrutiny functions before the regulations were published by the secretary of state. The panel responded to the consultation, alongside other local authorities, to challenge some of the proposals which were later removed.

Following the scandal at Mid-Staffordshire NHS Foundation Trust, the subsequent Francis Inquiry and recommendations the

panel and agreed that the work of the health scrutiny function should reduce its focus on strategic issues and further increase the scrutiny of service delivery across the health and social care sector.

Improving Service Delivery

Members of the panel were contacted by members of the public regarding a decision by the local acute trust to close the Maternity Acupuncture Service. Members invited those with concerns to attend the panel and present issues for discussion. The panel made recommendations to further investigate the totality of maternity provision which would be actioned in the new municipal year.

Never Events

Are serious, largely preventable patient safety incidents that should not occur if the available preventative measures have been implemented. Unfortunately our local acute trust had experienced a number of never events over the last municipal year. The panel has reacted by inviting the trust to attend the panel on a number of occasions to provide the panel with information surrounding the events. As a result of the most recent never events the panel contacted the Health Scrutiny Panel at Staffordshire County Council to share some learning from their recent experiences with the Mid-Staffordshire NHS Foundation Trust and the Francis Inquiry. As a result the Panel has recommended that Health Accountability Sessions are established based on a model employed at Staffordshire County Council. This will ensure that patients, public and other stakeholders are able to comment and hold all health providers to account. The sessions will attempt to assure the public that system and processes are in place to ensure the safest and highest standards of care.

The availability and suitability of parking at Derriford Hospital has remained an issue for the panel. Although the issue could be

seen as trivial the impact of poor parking on users, who may be disabled or in a distressed or vulnerable state can be negative. The panel have considered changes from the Hospital and invited comments from interested groups such as the Local Involvement Network and Plymouth Area Disability Action Network. The panel was able to ensure that groups were able to make site visits to the Hospital and were fully consulted with regards to any changes of parking provision.

At the panel's first meeting of the year annual 'Quality Accounts' were considered by the panel. The production of quality accounts is a statutory responsibility for all health service providers and the panel must be invited to make comment on the accounts. In 2012 – 13 the panel made comments on all of the required quality accounts, including a private sector provider who offers diagnostic services on behalf of the National Health Service.

Partnership and Stakeholder working

The panel considered the issue of 'Regional Pay' in September 2012. The panel carried out this scrutiny session with colleagues from across the peninsula and had elected representatives from Devon County Council, Torbay Council and Cornwall Council in attendance. The panel invited a number of interested parties to discuss future proposals for NHS regional pay which included Plymouth University, Plymouth Chamber of Commerce, The Royal College of Nurses and The Royal College of Midwives, the British Medical Association, Trade Unions and Plymouth Hospitals NHS Trust. The meeting resulted in a number of recommendations to the South West Pay Terms and Conditions Consortium and Plymouth Hospitals NHS Trust which have been accepted. The panel's work in this area ensured a public debate on the issue and contributed to the proposals currently being considered by the Plymouth Hospitals NHS Trust.

Plymouth Health and Adult Social Care Panel was one of 14 local authorities to be selected to take part in a scrutiny development programme on the health reforms established by the Centre for Public Scrutiny (CfPS). CfPS received funding from the Department of Health to help support accountability through council scrutiny as the health system was in transition following the Health and Social Care Act 2012. The panel developed their own relationships and ways of working to provide a contribution to a national publication which can be found at the following link - <http://tinyurl.com/ctewbzs> The panel has begun to develop a closer relationship with neighbouring health scrutiny functions. A peninsula health scrutiny officer group started to meet in 2012 and explore where there can be efficiencies in scrutinising shared health services together. The panel continues to be represented at regional and national health scrutiny network events.

Looking forward to next year

In 2013 – 2014 municipal year the Council's Health Scrutiny Function will be required to refocus efforts on the scrutiny of service delivery in light of the Francis Report and The Health and Social Care Act 2012. The panel will seek to provide assurance to the public that changes to health and social care structures are effective and do not risk but improve local healthcare services. The panel will continue to work with partners in the City, across the peninsula and nationally to ensure that the scrutiny of local health and social care services result in better outcomes for citizens. Some issues that could be carried over into the new municipal year include –

- Hospital Discharge Process
- Mental Health Recovery Pathways

The panel will continue to improve partnership working with other agencies and bodies, including the Health Watch which will champion the early intervention agenda, and further improve its alliance with the Health and Wellbeing Board.

Support Services Overview and Scrutiny Panel

This report highlights the work, challenges and successes of the Support Services Overview and Scrutiny Panel in 2012-2013.



Looking back over the past year

Revenue and Benefits

The panel scrutinised the revenues and benefits, customer service and transaction centre review in Feb 2012 and then continued to monitor the progress throughout the year by way of monthly update reports and more in depth challenges at business meetings.

Staff Sickness Absence

The panel monitored the sickness absence on several occasions throughout the year and challenged officers on in depth reports provided at business meetings.

Shared Services

The panel monitored the shared services business plan on several occasions over the year.

Freedom of Information







The panel heard about the action plan to address the fact that the council is not current meeting its freedom of information targets.






Looking forward to next year

In 2013 – 2014 municipal year the scrutiny panel will seek to continue to closely monitor staff sickness absence, as this remains a key area of work for the council.

In order to avoid costly fines, the targets set for the Freedom of Information requests will continue to be closely monitored.

Membership of the Overview and Scrutiny Management Board and Panels

Overview and Scrutiny Management Board	Growth and Prosperity OSP	Customers and Communities OSP
 <p>Chair – Councillor Mary Aspinall</p>	 <p>Chair – Councillor Patrick Nicholson</p>	 <p>Chair – Councillor Ian Tuffin</p>
 <p>Vice-Chair – Councillor Ian Tuffin</p>	 <p>Councillor Jean Nelder</p>	 <p>Councillor Michael Leaves</p>
Councillor Sally Bowie	Councillor Mary Aspinall	Councillor Richard Ball
Councillor Ian Bowyer	Councillor Danny Damarell	Councillor Alison Casey
Councillor Alison Casey	Councillor Ian Darcy	Councillor Danny Damarell
Councillor Philippa Davey	Councillor Mike Fox	Councillor Philippa Davey
Councillor David James	Councillor Martin Leaves	Councillor David Haydon
Councillor Grant Monahan	Councillor Michael Leaves	Councillor Paul Jarvis
Councillor Pauline Murphy	Councillor John Smith	Councillor Glenn Jordan
Councillor Jean Nelder	Councillor George Wheeler	Councillor Martin Leaves
Councillor Patrick Nicholson	Councillor Kevin Wigans	Councillor Steven Ricketts
Councillor Kevin Wigans		

Children and Young People OSP	Health and Adult Social Care OSP	Support Services OSP
 <p>Chair – Councillor Sally Bowie</p>	 <p>Chair – Councillor Mary Aspinall</p>	 <p>Chair – Councillor Pauline Murphy</p>
 <p>Vice-Chair – Councillor Sam Leaves</p>	 <p>Councillor Grant Monahan</p>	 <p>Councillor Ian Bowyer</p>
<p>Councillor Terri Beer</p>	<p>Councillor Lynda Bowyer</p>	<p>Councillor Alison Casey</p>
<p>Councillor Tom Browne</p>	<p>Councillor Mike Fox</p>	<p>Councillor Nigel Churchill</p>
<p>Councillor Sam Davey</p>	<p>Councillor Ian Gordon</p>	<p>Councillor Ian Gordon</p>
<p>Councillor Glenn Jordan</p>	<p>Councillor David James</p>	<p>Councillor David James</p>
<p>Councillor Eddie Rennie</p>	<p>Councillor Dr John Mahony</p>	<p>Councillor Martin Leaves</p>
<p>Councillor Chaz Singh</p>	<p>Councillor Patricia Nicholson</p>	<p>Councillor Lorraine Parker</p>
<p>Councillor David Stark</p>	<p>Councillor Lorraine Parker</p>	<p>Councillor Eddie Rennie</p>
<p>Councillor Kate Taylor</p>	<p>Councillor Jon Taylor</p>	<p>Councillor David Stark</p>
<p>Councillor Tina Tuohy</p>	<p>Councillor Ian Tuffin</p>	<p>Councillor Bill Stevens</p>

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