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Democratic Support

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CITY COUNCIL

Monday 27 January 2014

2.00 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, Morris, 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.

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 - 22)

To approve and sign as a correct record the minutes of the meeting held on 25 November 2013.

3. DECLARATIONS OF INTEREST

(Pages 23 - 24)

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

The City Council will be asked to approve and /or note any appointments to committees, outside bodies etc.

5. ANNOUNCEMENTS

- (a) To receive announcements from the Lord Mayor, Chief Executive, Director for Corporate Services or Assistant Director for Law, 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.

RECOMMENDATIONS FROM CABINET AND AUDIT COMMITTEE

7. CAPITAL PROGRAMME APPROVALS (Pages 25 - 30)

Cabinet Member: Councillor Lowry (Cabinet Member for Finance)

The Assistant Director for Finance will submit a report on Cabinet recommendations for the following schemes to be included in the capital programme –

- Land at Seaton Neighbourhood;
- Primary Basic Need 2014 – 17 (Knowle and St Peter's C of E Primary Schools).

8. REVISED COUNCIL TAX SUPPORT SCHEME (Pages 31 - 36)

Cabinet Member: Councillor Lowry (Cabinet Member for Finance)

The City Council will be asked to agree that the 2013/14 Council Tax Support scheme continues for the 2014/15 financial year and that all elements of the scheme remain the same except the requirement for minimum contribution for all working age residents reducing from 25% to 20%.

The minute of Cabinet held on 14 January 2014 will be submitted together with the report considered at Cabinet. Cabinet also considered a scrutiny report on the Council Tax (attachment of earnings) which is available to view at <http://aq.be/63254c>

9. COUNCIL TAX BASE SETTING 2014/15 (Pages 37 - 44)

Cabinet Member: Councillor Lowry (Cabinet Member for Finance)

The City Council will be asked to agree the Council Tax Base for 2014/15 Tax Setting as 67,066 Band D equivalents, which is the tax base after allowing for an estimated collection rate of 97.5%.

The minute of Cabinet held on 14 January 2014 will be submitted together with the report considered at Cabinet.

10. TREASURY MANAGEMENT STRATEGY 2013/14 MIDYEAR REVIEW (Pages 45 - 70)

Chair of the Audit Committee: Councillor Wheeler

The City Council will receive an update on the progress and outcomes against the Treasury Management Strategy for the six month period ended 30 September 2013. It is a requirement of the CIPFA Code of Practice on Treasury Management that a full midyear report, as a minimum, is presented to Full Council.

11. POLLING PLACE, POLLING DISTRICTS AND POLLING STATION ALTERATIONS (Pages 71 - 84)

The Chief Executive will submit a report on proposed changes to polling districts, polling places and polling stations.

12. CONSTITUTIONAL CHANGES AND THE LEADER'S SCHEME OF DELEGATION FOR EXECUTIVE FUNCTIONS (Pages 85 - 88)

The Chief Executive will submit a report on changes to the Council's scheme of delegation for non-executive functions to reflect the new senior management structure and to inform the Council of changes to the Leader's scheme of delegation for executive functions.

13. PAY POLICY STATEMENT (Pages 89 - 100)

The Chief Executive will submit a statement on policies in respect of the remuneration of staff by 31 March 2014, in accordance with sections 38 and 39 of the Localism Act 2011. There are no proposed changes to policies.

14. MOTIONS ON NOTICE

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

15. 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.

16. 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)

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 25 November 2013

PRESENT:

Councillor Mrs Pengelly, in the Chair.

Councillor Churchill, Vice Chair.

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

Also in attendance: Tracey Lee (Chief Executive), Tim Howes (Assistant Director for Law, Democracy and Governance), Judith Shore (Democratic and Member Support Manager) and Nicola Kirby (Democratic Support Officer).

Apologies for absence: Councillors Mrs Dolan and Ricketts.

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

Note: At a future meeting, the Council will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

57. MINUTES

Agreed the minutes of the meeting of the City Council held on 16 September 2013. are approved subject to a minor amendment to minute 53 (6) to add the word 'over' before '80 per cent' in Councillor Williams' response to a question by Councillor Jordan.

58. 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 67 – Bedroom Tax and Safe Rooms	Private	Employed in the criminal justice system working with victims of domestic abuse.
Councillors Darcy and Nicholson	Minute 67– Bedroom Tax and Safe Rooms	Private	Magistrate on the Plymouth Bench and dealing with domestic violence.

Councillor Gordon	Minute 59(1)(a) – appointments to outside bodies	Private	Non-executive director of Red One, Devon and Somerset Fire and Rescue Authority
Councillor Jordan	Minute 67– Bedroom Tax and Safe Rooms	Private	Director of Routeways
Councillors S Davey, Lowry, Morris, J Taylor, K Taylor and Williams.	Minute 68 – Energy Market	Private	Member of Plymouth Energy Community
Councillor Penberthy	Minute 68 – Energy Market	Private	Member of Plymouth Energy Community and company secretary.
Councillor Stevens	Minute 67 - Bedroom Tax and Safe Rooms	Private	Employed by Devon and Cornwall Police

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

The City Council –

(1) Agreed the following appointments -

	Committees and Other Bodies	Appointments 2013/14
(a)	Devon and Somerset Fire and Rescue Authority	Councillor Mrs Bowyer to replace Councillor Darcy
(b)	Plymouth Charity Trust	Councillor Damarell to replace Councillor Penberthy
(c)	Admission Forum	Councillor Mrs Bowyer to replace Councillor Monahan
(d)	LEP Community Interest Company (to replace current LEP Board)	Nominated director: Councillor Evans Alternate director: Tracey Lee (Chief Executive)
(e)	Local Government Association General Assembly	Councillor Peter Smith to be appointed as a substitute member for Councillor Evans

- (2) noted the following changes notified to the Assistant Director for Law, Democracy and Governance –

	Committee / Outside Body	Membership
(f)	Co-operative Scrutiny Board	Councillor Darcy to replace Councillor Ball
(g)	Ambitious Plymouth Overview and Scrutiny Panel	Councillor Mrs Beer (Vice Chair) to replace Councillor Monahan
(h)	Caring Plymouth Overview and Scrutiny Panel	Councillor Ricketts to replace Councillor Michael Leaves Councillor Mrs Foster to replace Councillor Mrs Beer
(i)	Working Plymouth Overview and Scrutiny Panel	Councillor Martin Leaves to replace Councillor Ball Councillor Darcy to replace Councillor Ball as Vice Chair
(j)	Your Plymouth Overview and Scrutiny Panel	Councillor Sam Leaves (Vice Chair) to replace Councillor Bowyer
(k)	Taxi Licensing Committee	Councillor Jarvis to replace Councillor Singh

(Councillor Gordon declared an interest in item (1)(a) above)

60. ANNOUNCEMENTS

The Lord Mayor -

- (a) referred to the recent death of former councillor Mrs Peggy Radmore who represented the Plympton St Mary Ward between 1973 and 1987, initially as a member of the Conservative Group and later as an Independent Conservative.

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

- (b) referred to the 100th anniversary of the launch of the battleship Warspite on 26th November 2013 which was launched from Devonport Dockyard on 26 November 1913.

To mark the anniversary, the Royal Navy was staging a celebration of the launch of the vessel at Number 3 Slipway at exactly the same time of day, 100 years ago, when Warspite was launched.

- (c) congratulated the 39 finalists in the recent Pride of Plymouth awards which included carers, teachers, good neighbours, members of the emergency services, armed forces, and youngsters, for their commitment and achievements, often in very difficult circumstances.

The Lord Mayor presented the overall Pride of Plymouth award to foster parents Pam and Glynn Dale for their dedication to helping vulnerable children in the city;

- (d) announced that this year, the city had been a National Finalist for the Apprentice Team Brathay Challenge, received the National Apprenticeships Service South West Large Employer award and had now been included on the coveted Apprenticeships Top 100 National Employers List in the National Apprenticeship Awards, in recognition of the commitment the City Council had shown in providing apprenticeships to the highest of standards.

The Lord Mayor presented the National Apprenticeships Service South West Large Employer award to Ken Holder (Apprentice Co-ordinator) and thanked the apprentices for their hard work who were represented at the meeting by Chris Olding, Tom Orchard, Katy Pope, Richard Powel, Ricky Souch and Natalie Town;

- (e) announced that in addition to the recent awards of the 'Good Egg' Award for using only organic eggs and the Gold standard from the Soil Association for fresh, seasonal menus using local suppliers, Plymouth City Council's Education Catering Service been awarded Local Authority Caterer of the Year for its locally sourced, quality ingredients and seasonal menus at the EDUcatering Excellence Awards 2013.

The team was also currently working on the implementation of the new national School Food Plan and Brad Pearce, Education Catering Manager, was also blogging a School Food Plan storyteller and would be part of the Plan's Small Schools' Taskforce, that would help small schools overcome their particular logistical difficulties.

The Lord Mayor presented the Local Authority Caterer of the Year award to Brad Pearce (Education Catering Manager), Grace Hughes (Operational Development Manager) and Anne Marie Sowden (Skills and Development Manager).

Councillor Evans (Council Leader) -

- (f) wished Councillor Bowyer well in his new position of Leader of the Opposition; .
- (g) announced that the process had begun to review whether Plymouth would continue to have Assisted Area Status from the summer of 2014. The government was consulting with Local Enterprise Partnerships on the future UK geographical coverage of assisted areas and the Council had worked with the Heart of South West Local Enterprise Partnership on a consultation response.

The outcome of this consultation would be published later this winter. Councillor Evans advised that he would be writing to the government and asked all councillors to help make the case for Plymouth. He would also be asking the city's MPs to do the same.

- (h) advised councillors that, in the light of a security briefing on counter terrorism, he had sent a letter to the Home Office expressing deep concerns about a Home Office van encouraging illegal immigrants to 'go home'.

He had received a response from Mark Harper, Minister for Immigration, defending the scheme. However Theresa May, Home Secretary, had advised Parliament that the vans were not a good idea and would not be rolled out;

- (i) referred to the sale of Royal Mail which had been opposed by the Council and sought a public enquiry on the underselling of the price of shares.

Councillor Penberthy (Cabinet Member for Co-operatives and Community Development) -

- (j) reported that Plymouth and Bristol were the first cities to be awarded the Social Enterprise Status and Plymouth University was the first university to receive the social enterprise mark;
- (k) advised on the Council's approach to mitigating the impact of welfare reform to mitigate the worse effects and support people.

He also reported that he would be making a decision shortly to establish a package of assistance amounting to approximately £200,000 from the Emergency and Welfare Fund underspend to provide help for those most affected by Welfare Reform.

61. **QUESTIONS BY THE PUBLIC**

One question had been received from a member of the public in relation to a matter which, in the opinion of the Lord Mayor, was relevant to the business of the meeting in accordance with paragraph 10 of the constitution.

Mr Williams attended the meeting and Councillor Penberthy responded as set out below -

Question No	Question By	Cabinet Member	Subject
Q12/13-14	Mr John Williams	Councillor Penberthy (Cabinet Member for Co-operatives and Community Development)	Evictions for rent arrears
<p>The Labour Leader of Renfrewshire Council has pledged that no tenant of his Authority will be evicted for rent arrears directly arising from the Under Occupancy Penalty, provided the Authority is apprised of the full circumstances. Why does this Authority not request Plymouth Community Homes to adopt a similar policy?</p>			
<p>Response: We have asked them and Plymouth Community Homes has said, like all other Housing Associations in Plymouth, that they will not commit to such a policy for a number of reasons including:</p> <ul style="list-style-type: none"> • Such a policy would be impractical – wider welfare reforms make it hard to tell whether applicants have fallen into arrears as a result of the bedroom tax or because of other reasons (this is substantiated by data provided by Plymouth Community Homes that indicates that where under-occupiers are in rent arrears at this time, 90% were <u>already</u> in arrears prior to the bedroom tax being introduced). • That it would be unfair to other tenants to introduce a ‘no eviction’ policy for under-occupiers, when other tenants who fall into arrears will continue to have eviction action taken against them. • It gives the wrong message - tenants perceptions of a ‘no eviction’ policy may result in them not prioritising rent payments where they would otherwise have made them, because they’re aware that no action will be taken against them. • The impact of reduced income for Housing Associations could result in them being unable to secure new funding to build new homes (a Council priority) and at worst could result in instability for the organisation that would be unsustainable in the longer term. <p>PCC is not a landlord and can’t instruct housing associations like PCH to follow any particular course of action. This does not mean that Housing Associations are not strongly committed to working in partnership with the City Council to mitigate the significant problems that the bedroom tax and other welfare reforms are causing the citizens of Plymouth, and to prevent evictions wherever possible.</p>			

A number of them – including Plymouth Community Homes - have employed dedicated staff to support tenants to downsize and help them to develop budgeting skills as well as access the available hardship funds.

This positive work is underpinned by initiatives introduced by Plymouth City Council that include:-

- Use of the Discretionary Housing Payments scheme to enable tenants in difficulty to meet rent payments when housing benefit has been reduced due to under-occupation.
- Easy and local access to welfare rights advisors, debt advice and budgeting skills workshops which has so far helped local people claim over £800,000 in previously unclaimed benefits to which they were entitled.
- Supporting the development of Plymouth Energy Community which offers savings on energy bills and protection against rising energy prices.
- A weekly pre-court 'arrears panel' that is attended by social landlords and tenants to negotiate and agree action plans to prevent further possession action being taken.
- Giving under-occupiers in social housing greater priority through Devon Home Choice (Band 'B') to give them a better chance of downsizing to more affordable properties.
- Proactive work to engage with affected tenants before they reach crisis/potential eviction arrears action. Plans currently include an 'advice bus' that will tour social housing estates in January 2014 with Housing Association officers working alongside welfare reform advisors to discuss potential to mutual exchange with other tenants, access to hardship funds, and support to develop budgeting skills.

You can see from this that Plymouth's Labour Council and its partner housing providers are putting in significant resources to mitigate the impact of the Conservative government's Bedroom Tax which is an iniquitous and blunt tool. Nearly 1000 tenants now have to find 14% of their rent from other benefits – an average of £17pw. Nearly 240 households have to find 25% - or around £24pw at a time when heating bills, food and other costs are increasing or move from their family home.

The Conservative Bedroom Tax indiscriminately causes hardship and worry to many including vulnerable people who have no choice or opportunity to avoid its impact, as the Tory-led coalition government has not evaluated whether there are suitable homes for people to move to, before implementing it.

In Plymouth there are over 600 households waiting to downsize to avoid the Bedroom Tax, but despite Plymouth being a top quartile performer in delivering new homes – there is just not enough supply to meet this demand in the short or medium term.

Rather than asking housing providers to put their businesses at risk through soaking up the benefit loss, or for other tenants to subsidise this cut, a more effective action would be to lobby this Tory-led Government to abolish the bedroom tax now. I am glad that local MP Alison Seabeck voted to do just this in a recent parliamentary debate. I am proud to be part of Plymouth's Labour Council and to back Ed Miliband's promise to scrap the Bedroom Tax.

62. **MEMBERS' ALLOWANCE SCHEME: REPORT OF THE INDEPENDENT REMUNERATION PANEL**

The City Council considered the report of the Interim Director for Corporate Services together with the report and recommendations of the Independent Remuneration Panel on the Members' Allowance Scheme.

Councillor Peter Smith (Deputy Leader) proposed the Members' Allowance Scheme as recommended by the panel which made only one change to the existing scheme to bring the allowances for the Lord Mayor and Deputy Lord Mayor into the scheme.

He also thanked members of the Independent Remuneration Panel and officers (Judith Shore (Democratic and Members' Services Manager) and Amelia Boulter (Democratic Support Officer)) for their work.

The proposal was seconded by Councillor Bowyer who referred to an error in paragraph 7.11 of the panel's report which stated that councillors had not received any increases to their allowances since 2009. Councillors had received an increase from 1 April this year, in line with the local government's pay award of one per cent.

Agreed the Members Allowance Scheme as recommended by the Independent Remuneration Panel (see Appendix B of the report), to –

- (1) retain the existing level of the Basic Allowance and Special Responsibility Allowances subject to annual increase in line with the percentage increase of the local government pay award;
- (2) retain the existing level of allowances for the Lord Mayor and the Deputy Lord Mayor and include the allowances within the Members' Allowance Scheme, subject to annual increase in line with the percentage increase of the local government pay award;
- (3) retain the existing travelling and subsistence arrangements and amend in line with any changes negotiated to the 'Plymouth Book';
- (4) retain all other arrangements (see the report of the Independent Remuneration Panel).

63. **Capital Programme Approvals**

Councillor Lowry (Cabinet Member for Finance) proposed the Cabinet recommendations as indicated in the report of the Assistant Director for Finance, Efficiencies, Technology and Assets on capital programme approvals. (Cabinet minutes 62 and 64 refer).

With regard to the Civic Centre decant, councillors were advised that alternative leasing arrangements would enable the procurement of premises which would provide a modern front of house for the City Council and that he would report back on the deals when they were finalised.

With regard to the Plan for Homes and the affordable housing loan facility, he indicated that the intention was to work with registered social landlords and co-operative housing associations.

Councillor Evans (Council Leader) seconded the proposals.

Agreed to –

- (1) an increase to the Council's Capital Transformation budget 2013/14 of £0.627m to enable the Civic Centre decant;
- (2) the inclusion of the Plan for Homes within the Capital Programme from 2014/2015 until 2019/2020 with an allocation of up to £50 million (subject to due diligence) in support of the affordable housing loan facility to the Plymouth Housing Partnership.

MOTIONS ON NOTICE

The following motions had been received from councillors in accordance with Part B, paragraph 14 of the Constitution.

64. **Yes to Homes Campaign**

Councillor Lowry moved and Councillor Nicholson seconded the following motion -

'This Council notes that:

- We are not building enough homes in England to meet housing needs, with most commentators identifying the level of need at around 265,000 homes per annum.
- Rising house prices mean the dream of home ownership is beyond the reach of millions and the size of a mortgage deposit alone stops many would-be first-time buyers from getting on the housing ladder.

- One in 12 families in England is now on a social housing waiting list.
- The average house price in Plymouth in 2012 was £159,281 making the standard 20% mortgage deposit £31,856.
- Evidence from the 2013 Strategic Housing Market Needs Assessment indicates the median annual earnings to be £23,600 with almost 40% of households earning below £20,000, meaning that £29,829 (with a 10% deposit) is required to purchase a lower quartile house of £116,000 or to afford the average market rent for a two bed property.
- A lower quartile house costs 6.3 times the income of a household earning a lower quartile salary.
- 80% of future housing needs are for one and two bedrooms affordable homes.
- Customers seeking housing advice have increased by 41% and the total housing waiting list stands at 10,100 - all signs of the housing market being under severe stress.
- The Government have provided assistance with mortgage deposits.

This Council believes that:

- The solution to the housing shortage is to build more of the right homes, in the right place, at the right price.
- Public opposition is one of the main barriers to increasing housing supply and all too often the people who actually need homes are missing from local debates.
- Plymouth City Council needs to take an active role in making the case for building more homes locally, through both the Plymouth Plan consultations and the neighbourhood planning process.

This Council resolves to:

- (1) Support the Yes to Homes campaign, and commits to increasing the delivery of the right homes, in the right place, at the right price in the Plymouth housing market area.
- (2) Work with Yes to Homes supporters, local groups, and organisations to actively make the case for new homes and explain the benefits of new homes for the whole community.

- (3) Invite the Plymouth Housing Development Partnership to hold special hearings on housing to help local people, community groups and businesses to give evidence on the need for more housing.
- (4) Inform local people, local Members of Parliament, One Plymouth, the Plymouth Growth Board, the Heart of the South West Local Enterprise Partnership, the Plymouth Housing Development Partnership and the Plymouth Regeneration Forum of this decision.'

Councillors were advised that –

- (a) a step change in housing delivery was required without changing the character of the city;
- (b) consideration needed to be given to the design of houses;
- (c) brown field sites should be developed in the first instance and discussions were required with South Hams Borough Council on urban fringe sites.

During the debate the issues raised included that -

- (d) homes needed to be in the right place;
- (e) there was a demand for executive homes as well as one and two bedroom houses;
- (f) infrastructure should be in place before the start of development.

During the debate the Lord Mayor ruled that all placards should be removed from the Council Chamber.

Following a vote, the motion was agreed as submitted, for the reasons stated.

65. **Development in the north of the city**

Councillor Bowyer proposed and Councillor Patrick Nicholson seconded the following motion -

'Notwithstanding the City Council's Core Strategy published in 2007, the Council acknowledges the Planning Inspector's findings following the recent public inquiry into the Derriford and Seaton Area Action Plan.

This Council recognises the current uncertainty felt by residents living in the north of our City over potential developments in their communities and in particular the future of the Plymouth Airport site.

The Council resolves to ask the Cabinet to bring forward the publication of the Plymouth Plan to March 2014 in order to give the citizens of Plymouth a further opportunity to be consulted on the Council's preferred options for the growth of their City and to provide greater certainty on the potential funding for vital infrastructure works in the north of Plymouth.'

Councillor Vincent moved the following amendment which was seconded by Councillor Evans.

'Notwithstanding the City Council's Core Strategy published in 2007, the Council acknowledges the Planning Inspector's findings following the recent public inquiry into the Derriford and Seaton Area Action Plan.

The Council resolves to ask the Cabinet to review the implications of the Inspector's decision for the Plymouth Plan, including the timings of further consultation to allow all communities in Plymouth to have their say.'

During the debate the issues highlighted included that –

- (a) investment and regeneration was taking place in the north of the city for example at Seaton;
- (b) the core strategy currently protected Plymouth Airport and that the Plymouth Plan would protect the future of the airport;
- (c) the judgement on the area action plan had been made because the Council could not evidence future funding for the construction of a road;
- (d) the City Council had not had an opportunity to debate the issue following the findings of the Planning Inspector;

Following a vote, the amendment was agreed.

Following further discussion, the motion, as amended, was put to the vote and it was agreed that Cabinet is asked to review the implications of the Inspector's decision for the Plymouth Plan, including the timings of further consultation to allow all communities in Plymouth to have their say.

66. **Redevelopment and enhancement of Colin Campbell Court and support for Plymouth city centre as the retail centre of the city**

Councillors Nicholson and Darcy submitted the following motion for consideration by the City Council.

'Following the Council's recent approvals of out of town retail developments, despite areas of our City Centre containing empty and run down retail premises, this Council reaffirms its support for retaining the City Centre as the retail heart of Plymouth.

The Council calls upon the Cabinet to drive the redevelopment of Colin Campbell Court and the West End, in consultation with the local community and deliver investment in this vital sector of our local economy.'

Councillor Evans moved, Councillor Nicholson seconded and it was agreed that the motion is considered in private on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000, and that the item is considered at the end of the meeting.

(See minute 75 below)

67. **Bedroom tax and safe rooms**

Councillor Williams proposed and Councillor Penberthy seconded the following motion –

'One in four women have been the victim of domestic abuse, it accounts for 17% of all crime, two women a week are killed by a partner or former partner and the findings of a number of case reviews into deaths of children in Plymouth have identified domestic abuse as a significant factor.

Women facing some of the worst domestic abuse benefit from the installation of a number of sanctuary scheme measures; which may include the provision of a 'safe room'; where they and their children can go safely if threatened, which is directly linked to the police.

The government's bedroom tax however considers these vital safe rooms as a spare room, reducing the amount of housing benefit that can be claimed and putting women in jeopardy of eviction due to non-payment of rent. Evicting women and their children who have been victims of domestic abuse means that not only are they losing their home, they are being penalised for being a victim of domestic abuse, and risk becoming more vulnerable to repeat abuse.

Council notes that Women's Aid and other domestic abuse charities are calling on councils to take action to overcome this issue.

Council resolves to -

- (1) Lobby the government to exempt safe rooms from inclusion as bedrooms for the purposes of the bedroom tax;
- (2) Make Discretionary Housing Payments available in Plymouth to cover reductions in housing benefit applied under the bedroom tax for safe rooms, subject to periodic review.'

Councillor Williams informed the City Council that it was the international day for elimination of violence against women and that they had a duty to talk about it.

Councillor Mrs Beer moved the following amendment which was seconded by Councillor Mrs Bowyer –

‘To add:

- (3) Seek out those victims who are entitled to discretionary payments so that they can be helped and supported at their time of need;
- (4) Put pressure on housing associations to hasten moves to enable victims to feel safe.’

Councillor Mrs Beer indicated that a safe room was usually the principal bedroom, not a spare room, and that funding was available to Councils for claimants in terms of transitional payments and housing discretionary payments.

During the debate the issues highlighted included that –

- (a) the aim of the original motion was to exempt safe rooms from bedroom tax;
- (b) the Council worked in partnership with housing associations;
- (c) housing associations funded installations of safe rooms in their properties and the council should be working with partners to identify those rooms which qualified for discretionary payments;
- (d) housing associations were not responsible for hastening moves and that there was a process for victims to ensure that the right action was taken depending on their wishes.

Following a vote, the amendment was not agreed.

Councillor McDonald moved and Councillor Lowry seconded a further amendment as follows –

‘Council notes that Women's Aid and other domestic abuse charities are calling on councils to take action to overcome this issue.

Council resolves to –

- (1) Lobby the government to exempt safe rooms from inclusion as bedrooms for the purposes of the bedroom tax;
- (2) Make Discretionary Housing Payments available in Plymouth to cover reductions in housing benefit applied under the bedroom tax for safe rooms, subject to periodic review.’

- (3) Work with the police and housing associations to identify those victims who are entitled to Discretionary Housing Payments identified in (2) above;
- (4) Continue to work with housing associations to enable victims to feel safe.'

The City Council was advised that a safe room was not a bedroom and that a Sanctuary Scheme was provided by Homesafe which allowed children to stay in schools.

Councillor Williams moved, Councillor Rennie seconded and it was agreed that that the vote was taken without further debate.

Following a vote, the amendment was agreed.

The motion, as amended, was debated further and the City Council was informed of the following helplines:

Plymouth Domestic Abuse Services: 01752252033
Plymouth Refuge: 01752562286
24 hour helpline: 08082000247
Information at: [plymouth.gov.uk /domestic abuse](http://plymouth.gov.uk/domestic%20abuse)

Following a vote, the motion as amended was agreed.

(Councillors Mrs Beer, Darcy, Jordan, Nicholson and Stevens declared interests in the above item)

68. **Energy Market**

Councillor Stevens proposed and Councillor K Taylor seconded the following motion -

'Plymouth City Council believes Britain's energy market isn't working for ordinary families and businesses in Plymouth and the cost of electricity and gas is crippling family finances. We regret that energy bills have risen by almost £300 for families since 2010 with businesses saying it's the second biggest cost they face, and are concerned that when the price of energy increases energy companies pass this on, but when it drops consumers don't see bills go down.

We note recent research by Which? estimating that market flaws have left consumers paying £3.9bn a year over the odds since 2010 and opposes the unfair price rises recently announced by the big energy companies including a 10.4% increase in Npower's dual-fuel bills from December, SSE increasing prices by 8.2% from 15th November, British Gas increasing prices by 9.2% on 23rd November and Scottish Power raising prices by 8.6% from 6th December. We believe these increases represent a rip-off for Plymothians and that the Conservative led Government is defending the big energy companies and not standing up for ordinary consumers.

It's for these reasons that Plymouth Energy was established, making energy more affordable for people across Plymouth.

We therefore welcome Ed Miliband's commitment to freeze energy bills for twenty months until 2017 upon the election of a Labour Government and congratulate Alison Seabeck MP for voting for this freeze on 6 November whilst Oliver Colvile MP and Gary Streeter MP voted against it.'

During the debate the issues highlighted included that –

- (a) consumers had been let down by the regulator which should be abolished and replaced with a tougher structure;
- (b) the next Labour Government had made a commitment to introduce a 20 month price freeze;
- (c) councillors' case work demonstrated that energy prices were having a real impact on residents and Plymouth Energy Community had been established to assist them;
- (d) the Council could assist residents by freezing or reducing Council tax;
- (e) people could switch providers but that there was not now enough competition in the market as providers had been reduced from 14 to 6 under the Labour Government and eco deals had been added to bills;
- (f) there was currently no tariff structure;
- (g) a freeze in Council tax would save an average household 38p per week where an energy price freeze for 20 months would save an average family £230.

Following a vote, the motion was agreed.

(Councillors S Davey, Lowry, Morris, Penberthy, J Taylor, K Taylor and Williams declared interests in the above item)

69. **VICE CHAIR**

The Lord Mayor reported that it was necessary for the Deputy Lord Mayor to leave the meeting as he had an engagement that evening.

Agreed that Councillor James is appointed Vice Chair for the remainder of the meeting.

MOTIONS ON NOTICE

70. Local Government Declaration on Tobacco Control

Councillor McDonald proposed and Councillor Evans seconded the following motion -

(The original motion submitted was subsequently amended and circulated prior to the meeting with the additional words shown underlined (no words were deleted)).

‘It is acknowledged that:

- Smoking is the single greatest cause of premature death and disease in our communities;
- Reducing smoking in our communities significantly increases household incomes and benefits the local economy;
- Reducing smoking amongst the most disadvantaged in our communities is the single most important means of reducing health inequalities;
- Smoking is an addiction largely taken up by children and young people, two thirds of smokers start before the age of 18;
- Smoking is an epidemic created and sustained by the tobacco industry, which promotes uptake of smoking to replace the 80,000 people its products kill in England every year; and
- The illicit trade in tobacco funds the activities of organised criminal gangs and gives children access to cheap tobacco.

As local leaders in public health we welcome the:

- Opportunity for local government to lead local action to tackle smoking and secure the health, welfare, social, economic and environmental benefits that come from reducing smoking prevalence;

It is therefore recommended that the Council commits itself to:

- Act at a local level to reduce smoking prevalence and health inequalities and to raise the profile of the harm caused by smoking to our communities;
- Develop plans with our partners and local communities to address the causes and impacts of tobacco use;
- Participate in local and regional networks for support;
- Support the government in taking action at national level to help local authorities reduce smoking prevalence and health inequalities in our communities;

- Protect our tobacco control work from the commercial and vested interests of the tobacco industry by not accepting any partnerships, payments, gifts and services, monetary or in kind or research funding offered by the tobacco industry to officials or employees except as mentioned in Annex A so as to enable the authority to pursue its enforcement role concerning illicit or unsafe tobacco;
- Monitor the progress of our plans against our commitments and publish the results; and
- Publicly declare our commitment to reducing smoking in our communities by joining the Smokefree Action Coalition, the alliance of organisations working to reduce the harm caused by tobacco.

And invites all the City's Members of Parliament to sign this declaration too.

Annex A

To enable the authority to pursue its enforcement role concerning illicit or unsafe tobacco the following interaction will take place between it and the Tobacco Industry:

- Receipt of training from the Tobacco Industry on the identification of illegal tobacco products;
- Examination of illegal tobacco products by the Tobacco Industry to enable the gathering of intelligence and identification of illegal tobacco products;
- Provision of witness statements from the Tobacco Industry to confirm that a tobacco product is illegal and enable legal proceedings to be taken forward.

All interactions with the Tobacco industry will be recorded in a contact log for transparency.

During the debate the issues highlighted included –

- (a) the evidenced link between smoking and lung cancer;
- (b) that an announcement on plain cigarette packaging was awaited from government;
- (c) that more research was required into the effects of e cigarettes which contained nicotine and could become a gateway into smoking;
- (d) that Plymouth required additional funding for public health to help people to stop smoking. At present Plymouth received funding of £43 per head whilst some local authorities received over £100 per head.

Councillor McDonald in summing up indicated that the Council had inherited public health with 28 failed outcomes of its action plans.

Following a vote, the motion was agreed.

71. MOVEMBER

During consideration of the above item, the Lord Mayor congratulated male councillors on their moustaches in support of the Movember Campaign and Councillor Evans thanked everyone for their support, including those who had assisted with the cake sale.

72. QUESTIONS BY COUNCILLORS

	From	To	Subject
1	Councillor K Foster	Councillor Coker	Would parking charges be introduced at Jennycliff and Devil's Point car park? Would temporary or permanent repairs be undertaken at the car parks in next 12 months?
	Councillor Coker responded that he had not yet set the budget. With regard to repairs, all car parks were being reviewed and the appropriate course of action would be taken.		
2	Councillor Morris	Councillor Coker	What was the level of government grant for pot holes, how had it changed to 2015 and how did Oliver Colvile MP vote on the funding?
	Councillor Coker responded that from 2011 to 2014/15, the budget had decreased by 16.5 per cent for maintenance to the highway. When the Comprehensive Spending Review was considered, Oliver Colvile MP had supported the cuts in funding. The Labour administration had committed to £2m per year for the next 10 years.		
3	Councillor Evans	Councillor Stevens	When the North Plymstock Area Action Plan was adopted on 6 August 2007, was a Labour or Conservative Council in charge? When the application for north Plymstock was reported to the Planning Committee in 2011 and outline planning permission was granted (with inadequate infrastructure), was it chaired by him or a Conservative chair?
	Councillor Stevens responded that there was a Conservative Council in 2007 and in 2011, the chair was former councillor John Lock, Liberal Democrat.		
4	Councillor Bowyer	Councillor Evans	With the increasing lack of morality in the co-operative bank, when was the council going to review the use of the word 'co-operative'?
	Following reference by Councillor Evans to a former councillor in Bradford, the Lord Mayor ruled that the line of questioning should not be continued.		

5	Councillor Jordan	Councillor Coker	Following his delegated decision not to take any action on a taxi rank in Cornwall Street, should the matter be referred to scrutiny for consideration?
	Councillor Coker responded that following consultation, objections had been received from the police and highways on safety grounds and that he did not have the authority to overrule those objections. If the matter was taken to scrutiny, councillors would review it but officers were currently reviewing capacity in the city centre.		
6	Councillor Mrs Beer	Councillor Williams	How many hours of education did this Council provide to those excluded from school and what was the reason for those exclusions?
	Councillor Williams undertook to provide a written response.		
7	Councillor Singh	Councillor Peter Smith	Was it noted in minutes of meetings when councillors left early and if not, should it be?
	Councillor Peter Smith responded that it was not noted at present and that he would investigate it and undertook to provide a written response.		
8	Councillor Darcy	Councillor Evans	Would you as Leader ask party members to refrain from smoking outside the building?
	Councillor Evans responded that he would ask them to move out of plain sight.		
9	Councillor Nicholson	Councillor Stevens	Now that Sherford planning permission had been issued, what was the timescale for the provision of Plymstock Swimming Pool?
	Councillor Stevens undertook to provide a written response.		
10	Councillor James	Councillor Penberthy	Following comments earlier relating to domestic violence victims, how many people had been accommodated in bed and breakfast this year, how long were they in that accommodation and what was the financial impact?
	Councillor Penberthy undertook to provide a written response.		
11	Councillor Bowyer	Councillor Lowry	Following advice from Treasury Management advisers, had the Council removed its bank accounts from the Co-operative Bank and would emergency banking arrangements would be in place before 12 December when the Co-operative Bank needed to make a decision on the bond offer and could then go into liquidation?
	Councillor Lowry responded that the Council had removed its accounts and a tendering exercise was currently taking place to find another lender. The Council had emergency arrangements in place.		

12	Councillor Jordan	Councillor Peter Smith	Would Plymouth be marking the centenary of World War I next year?
	Councillor Peter Smith responded that he was in discussion with the Royal Navy on an event subject to funding.		
13	Councillor Bowyer	Councillor Coker	How many years remained on the Council's contract with Amey? How many council employees were engaged in renegotiating the contract and what engagement would there be with ward councillors?
	Councillor Coker responded that there were two years left on the contract and he undertook to provide a written response on the other questions.		
14	Councillor Bowyer	Councillor Williams	Would the renegotiation process for the highways contract provide an opportunity for ward members to have an input?
	Councillor Williams responded that there would be opportunity for involvement, scrutiny and through the Transformation Advisory Group.		
15	Councillor Jordan	Councillor Penberthy	How many rough sleepers were there in the city and was it acceptable for it to take a week to find a bed for them?
	Councillor Penberthy responded that the count for the last quarter was due the following day. Normally it was not necessary for them to sleep out a second night if they did not want to. He would take up any specific issues outside of the meeting.		

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

73. **EXEMPT BUSINESS**

Agreed that under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

74. **SENIOR MANAGEMENT RESTRUCTURE (EI)**

This item was withdrawn from the agenda.

MOTION ON NOTICE

75. **Redevelopment and enhancement of Colin Campbell Court and support for Plymouth city centre as the retail centre of the city**

Further to minute 66 above, Councillor Nicholson proposed and Councillor Darcy seconded the following motion –

‘Following the Council’s recent approvals of out of town retail developments, despite areas of our City Centre containing empty and run down retail premises, this Council reaffirms its support for retaining the City Centre as the retail heart of Plymouth.

The Council calls upon the Cabinet to drive the redevelopment of Colin Campbell Court and the West End, in consultation with the local community and deliver investment in this vital sector of our local economy.’

An amendment was proposed by Councillor Lowry, seconded by Councillor Coker and accepted by Councillor Nicholson.

Following a vote, the amendment was agreed as follows –

‘Recognising the change in shopping habits with the internet and following the Council’s recent approvals of out of town retail developments, despite areas of our City Centre containing empty and run down retail premises, this Council reaffirms its support for retaining the City Centre as the retail heart of Plymouth.

The Council calls upon the Cabinet to work with private and public sector landowners to drive the redevelopment of strategic sites including Colin Campbell Court, Bretonside, Civic Centre and the West End, in consultation with the local community and City Centre company to deliver the scale of transformational change and investment in this vital sector of our local economy.’

The motion as amended was put to the vote and agreed.

76. **ADJOURNMENT OF COUNCIL**

During the above item, it was agreed to extend to time for adjournment from 7.30pm to 8.30pm to conclude the business for the meeting.

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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PLYMOUTH CITY COUNCIL

Subject: Capital Programme approvals
Committee: City Council
Date: 27 January 2014
Cabinet Member: Councillor Lowry
CMT Member: Malcolm Coe (Assistant Director for Finance)
Author: Simon Arthurs, Group Accountant – Capital and Major Projects
Contact details E mail: simon.arthurs@plymouth.gov.uk
Tel: 01752 307358
Ref:
Key Decision: No
Part: I

Purpose of the report:

This report sets out the proposals recommended from the Cabinet meeting of 10 December 2013 relating to capital expenditure, for Council to approve the amendments to the capital programme. These are in relation to:

1. £2.170m acquisition of land at Seaton Neighbourhood. The acquisition of the NHS land and the associated use of a loan from the Council's Investment Fund
2. £2.475m to build a new 2FE school with early years provision to replace the current provision on the Knowle Primary School site from September 2015
3. £0.300m to build a new classroom at St Peter's CE Primary School to enable the school to have sufficient space to allocate to their Planned Admission Number (PAN) and to increase their PAN from 25 to 30 from September 2014.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

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

Further details can be found for each of the proposals and how they relate to the Co-operative Council Corporate plan in the two relevant cabinet papers.

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

Capital expenditure requires financing to maintain a balanced capital programme within available resources. The funding arrangements for the proposals are explained below and are already contained within the current medium term programme 2013/14-2016/17 of £212.484m (including £50m Plan for Homes), approved at Council on 25th November 2013.

In order to help cash flow for the Seaton Neighbourhood proposals, the financing of the land acquisition at Seaton will initially be met from the investment fund, with the investment fund then being repaid as follows:

£0.904m - Immediate onward sale of land (capital receipt) £0.904m
 £0.692m - S106 receipts arising from future redevelopments £0.692m
 £0.574m - Future sale of remaining land, estimated at £0.574m

The funding for Knowle and St. Peters of £2.775m will be met from Basic Need unringfenced grant of £1.560m with a top up from the Condition Survey unringfenced maintenance grant of £1.215m.

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

Details can be found for each of the proposals in the two relevant cabinet papers.

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

Recommendations and Reasons for recommended action:

The City Council is recommended to approve

1. the £2.170m acquisition of land at Seaton Neighbourhood. The acquisition of the NHS land and the associated use of a loan from the Council's Investment Fund

Reason: to ensure development that has been identified in the Council's adopted Core Strategy for growth in the north of the city is achieved.

2. a virement of £2.775m to release funds from the Basic Need and School Condition capital resources to progress the schemes at Knowle and St.Peters CE Primary Schools

Reason: To provide sufficient school and nursery places to support the provision of education and nursery care in the city.

Alternative options considered and rejected:

Details can be found for each of the proposals in the two relevant cabinet papers.

Published work / information:

10 December 2013 Cabinet Report: Acquisition and disposal of land at Seaton Neighbourhood <http://www.plymouth.gov.uk/mgInternet/documents/s51244/Acquisition%20and%20disposal%20of%20land%20at%20Seaton%20Neighbourhood.pdf>

10 December 2013 Cabinet Report: Primary Basic Need 2014 - 2017 <http://www.plymouth.gov.uk/mgInternet/documents/s51260/Primary%20Basic%20Need%202014%20-%202017.pdf>

Cabinet Minutes 74 and 75 of 10 December 2013

Background papers:

None

Fin	CDR/ CorpsF FC1314 003/15.1.14	Leg	19308/15 /1/2014/ AC	Mon Off	19314/ DVS	HR	n/a	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member: Malcolm Coe Assistant Director for Finance													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

CITY COUNCIL

27 JANUARY 2014



CABINET MINUTES 74 AND 75 OF 10 DECEMBER 2013

74. ACQUISITION AND DISPOSAL OF LAND AT SEATON NEIGHBOURHOOD

Anthony Payne (Director for Place) submitted a report seeking approval for a number of land transactions that would enable significant development in the north of Plymouth, including a new Seaton Neighbourhood, Forder Valley Link Road, Community Park and a new two form entry primary school.

A separate private report was also submitted which contained commercially sensitive information and was referred to in minute 83 below.

Councillor Lowry (Cabinet Member for Finance) introduced the proposals which had secured £4m of funding for the new school, included 873 new homes which would attract £8.3m of New Homes Bonus, new local shops, 275 construction jobs, Section 106 and Community Infrastructure Levy payments in addition to the link road and community park, totalling £21m.

Councillor Williams (Cabinet Member for Children and Young People) welcomed the proposal for a new school in particular.

Cabinet Members thanked Matt Ward (Principal Surveyor) and David James (Head of Strategic Development Projects) for their hard work and paid tribute to the whole team for their work on the proposals presented today.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed in accordance with the details provided in the report, –

- (1) that subject to planning consent being granted for either the Seaton Neighbourhood or a new primary school on the NHS site, the Council acquire the freehold of the NHS land, with the ability to grant a temporary licence to the NHS to allow possible continued use of the site for temporary car parking;
- (2) that the Council acquire the freehold of the Ministry of Defence land;
- (3) that the Council acquire a 999-year lease of the Community Park;
- (4) the Council enter a conditional sale agreement with KDR for the sale of the existing PCC land, the Ministry of Defence land and for the southern part of the NHS land;

- (5) that the Council enter into a Put and Call Option agreement with KDR for approximately 1.22 acres of land currently owned by the NHS;
- (6) that the Council enter into an option agreement with KDR for the land necessary for the construction of the Forder Valley Link Road;
- (7) that the Director for Place in consultation with the Cabinet Member for Finance may agree any additional or supplementary legal and estates issues associated with this project that may arise prior to completion of the relevant legal documentation. This may include, but is not limited to, the agreement of revised consideration for the sale or acquisition of land due either to re-measurement or amendment of the extent of the land to be transferred or due to any amendments to the equalisation price, provided that they are supported by a formal valuation from the Council's external RICS valuer;
- (8) the acquisition of the NHS land and the associated use of a loan from the Council's Investment Fund of £2.170m, subject to Council approval.

Recommendations 1 – 6 are subject to a satisfactory report on title and all other necessary legal agreements being in place (including, but not limited to, agreements for the onward sale of land from KDR to Barratt Homes and its development partner or to an alternative developer (or developers) nominated by KDR).

Recommendations 2 – 6 are also subject to planning consent being granted for the Seaton Neighbourhood (including expiry of the judicial review period).

74a Recommendation to the City Council

The City Council is Recommended to include the acquisition of the NHS land detailed in the report and the associated use of a loan from the Council's Investment Fund of £2.170m in the Capital Programme 2013 - 2015.

75 PRIMARY BASIC NEED 2014 - 2017

Carole Burgoyne (Director for People) submitted a report on the rising numbers in primary schools and the progress of action to meet the demand for primary school places in the city, known as 'basic need' following the allocation of Targeted Basic Need Capital.

The report set out consultation proposals for in year expansion of the Planned Admission Numbers for reception age pupils at Widewell, Woodford, Holy Cross RC, Woodfield, Pennycross and St Peter's CE Primary Schools.

The report also sought approval of the funding to build a new two form entry (FE) school with early year's provision to replace current provision at Knowle Primary School and a new classroom at St Peter's CE Primary School.

Councillor Williams (Cabinet Member for Children and Young People) introduced the proposals which demonstrated the Council's commitment to investing in the school estate and had, in part, been drawn up following her visit to Knowle Primary School.

Jayne Gorton (School Organisation Access and Services to Schools Manager) indicated that unusually all the bids put forward for funding had been successful which had enabled the investment to be made.

Cabinet Members thanked the team who had drawn up the bids and looked forward to receiving progress reports.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed –

- (1) the in-year expansion of Widewell, Woodford, Holy Cross RC, Woodfield, Pennycross and St Peter's CE Primary Schools' PANs for reception age pupils; and
 - (a) public consultation on the statutory proposals to expand the schools; and
 - (b) authority for the Cabinet Member for Children and Young People, in consultation with the Director for People, to consider the outcomes and responses to any statutory notices, published as part of statutory school organisation processes, and in light of them to make a final determination on proposals.
- (2) the scheme to build a new 2FE school with early years' provision to replace the current provision on the Knowle Primary School site from September 2015, subject to Council approval of the funding;
- (3) the scheme to build a new classroom at St Peter's CE Primary School to enable the school to have sufficient space to allocate to their Planned Admission Number (PAN) and to increase their PAN from 25 to 30 from September 2014, subject to Council approval of the funding.

75a Recommendations to the City Council

The City Council is recommended to amend the Capital Programme to include the allocation of an additional -

- (4) £2.475 million to build a new 2FE school with early years' provision to replace the current provision on the Knowle Primary School site from September 2015;
- (5) £300,000 to build a new classroom at St Peter's CE Primary School to enable the school to have sufficient space to allocate to their Planned Admission Number (PAN) and to increase their PAN from 25 to 30 from September 2014.

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 COUNCIL

27 JANUARY 2014



CABINET MINUTE 91 OF 14 JANUARY 2014

REVISED COUNCIL TAX SUPPORT SCHEME

Cabinet received the scrutiny report on the Council Tax (attachment of earnings) and Malcolm Coe (Assistant Director for Finance) submitted a report reviewing the impact of the localised Council Tax Support Scheme for Plymouth and making recommendations for changes in 2014/15 following consideration of the scrutiny report.

Councillor Lowry (Cabinet Member for Finance) introduced the proposals and advised that a number of measures had been taken to assist those in financial difficulty including personal payment plans.

The Chair advised Cabinet Members that Councillor James (Chair of the Cooperative Scrutiny Board), had been invited to attend the meeting today to present the recommendations in the scrutiny report but was unable to attend today.

Councillor Penberthy (Cabinet Member for Co-operatives and Communities) advised that the Council was unable to take payments direct from earnings without a Court order and indicated that the government should review this. He also reported that two schemes had already been introduced for saving with Credit Unions.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed that -

- (1) the recommendations from the Co-operative Scrutiny Board are noted and adopted as follows –
 - the Board supported the proposals that Plymouth City Council should reduce the minimum contribution that working age people should pay towards their Council Tax bill from the current 25 per cent to 20 per cent; and
 - the Board supported the proposals that Plymouth City Council should reduce the fee charged when the Council makes an application for a Council Tax Attachment of Earnings Order from £83 to £60;
 - the Assistant Director for Finance to consider the benefits of introducing a 'tapered' repayment schedule for those in Council Tax arrears, where initial repayments are lower and gradually increase, and report back to the Board with his findings and recommendations within three months;

- the Assistant Director for Finance to take steps to ensure that the largest possible number of employers in the city provide the facility for the deduction and payment at source of Council Tax from employees' remuneration;
 - the Assistant Director for Homes and Communities to engage with the city's landlords to ensure that prospective tenants are aware of Council Tax liabilities as part of the lettings process;
 - the Assistant Director for Homes and Communities to engage with the Assistant Director for Finance to identify what financial incentives could be offered from the Council Tax exceptional hardship fund to those at risk from Council Tax arrears to begin saving with a Credit Union;
 - the Assistant Director for Finance to review the language used in correspondence with those in Council Tax arrears and gain an independent verification of its accessibility;
 - the Assistant Director for Finance to engage with the Head of Communications to ensure access to advice and support for those struggling to pay Council Tax through the Council's digital channels;
 - the Assistant Director for Finance to consider the introduction of a free phone number for those needing advice about Council Tax arrears;
- (2) the cost levied by the Council for Liability Orders is reduced from £83 to £60 with effect from 1 April 2014.

91a Recommendation to the City Council

The City Council is Recommended to approve that the 2013/14 Council Tax Support Scheme continues for the 2014/15 financial year and that all elements of the scheme remain the same except the requirement for minimum contribution for all working age residents reducing from 20 per cent to 25 per cent.

(Please note that the scrutiny report on the Council Tax (attachment of earnings) is available to view at <http://aq.be/63254c>).

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

PLYMOUTH CITY COUNCIL

Subject: Revised Council Tax Support Scheme
Committee: Cabinet
Date: 14 January 2014
Cabinet Member: Councillor Lowry
CMT Member: Malcolm Coe (Assistant Director for Finance)
Author: Malcolm Coe, Assistant Director for Finance
Contact details: Tel: 01752 307878
Email: malcolm.coe@plymouth.gov.uk
Ref:
Key Decision: No
Part: I

Purpose of the report:

The Government delegated funding and authority for local councils to implement localised Council Tax Support (CTS) schemes from April 2013. The level of funding passported from government represented a reduction to councils compared to the previous national based Council Tax benefit scheme. For Plymouth, this equated to a benefits budget cut of circa £2.6m per annum.

Plymouth City Council developed their local CTS scheme, along with other Devon Councils, on the basis of being cost neutral i.e. the level of benefits given to the public was within the affordability envelope of the budget provided by Government.

Under government rules, certain benefit claimants had to be protected under local CTS schemes, mainly pensioners and those claiming single person discount. The key impact of this was a real term cut to the working age council tax benefit claimant.

Some flexibility was offered to local councils to restrict the level of benefits given to those in higher value, (and banded), properties. Due to the city having a disproportionately high number of Band A and Band B properties, the only way that Plymouth was able to close a funding gap of £2.6m was to reduce the level of Council Tax benefit given to **all** claimants. Along with many other Devon Councils, we adopted a scheme that required everyone of working age having to pay at least 25% towards their Council Tax bill.

Following consultation with local residents, the 2013/14 Plymouth scheme was set up based on the following criteria:

- Disregards income from war disablement pension when determining levels of support;
- Takes into account savings of more than £6,000 for claimants of working age;
- Households in property Bands E and above are subject to a maximum level of support equivalent to Band E level only;
- Removes the Second Adult Rebate discount for working age residents;
- Requires all working age residents to contribute at least 25% towards their Council Tax bill.

The purpose of this report is to review the impact of the localised CTS for Plymouth and make relevant recommendations for changes in 2014/15, following consideration of the scrutiny report on the Council Tax (attachment of earnings) from the Co-operative Scrutiny Board.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

This report is fundamentally linked to delivering the priorities within the Council's Corporate Plan. As well as allocating limited resources to key priorities to maximise the benefits to the residents of Plymouth, this amendment aligns with our "Caring" objective to be a fairer, more equal city.

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

The localised CTS scheme introduced by Plymouth in 2013/14 contained certain assumptions in relation to the level of Council Tax collection rates. The new scheme resulted in circa 16,000 residents having to pay at least 25% of their Council Tax bill for the first time. As a result, we took a prudent view as to our ability to collect Council Tax income due.

The 2013/14 scheme also contained an element of financial contingency to accommodate an estimated increase in individuals claiming benefits due to the economic climate and impact on national welfare reform changes. In reality, the total number of benefit claimants throughout the last 12 months has remained fairly static at around 29,000.

A further contingency was created to facilitate an 'exceptional hardship fund' to make one-off payments to those who were struggling most to pay their council tax bills. Actual call against this fund has been much lower than anticipated in the first 9 months of this financial year.

Reviewing the relatively low call on contingency to date in 2013/14, the council wishes to ease the burden on those most struggling financially in the community. As such, we are proposing to reduce the minimum amount that working age residents have to contribute for their council tax from 25% to 20%. This would benefit the average CTS claimant by approx. £50 per year.

In addition, the number of individuals that are issued summonses, and subsequent Liability Orders, (LO), for non-payment of council tax has increased in recent years. This is a similar trend throughout many local authorities reflecting the difficult financial times. It is estimated that approx. 8,000 Plymouth residents will be charged £83 each for LOs in 2013/14. Whereas the £83 that the council charges is in line with Council average, (as per CIPFA benchmarking), and the charge has not risen for three years, again, reviewing the call against Council Tax contingency has enabled us to consider reducing this charge for the 2013/14 financial year to £60 per Liability Order to help those most in need.

As required, we have undertaken formal public consultation on the proposed changes to the existing CTS for 2014/15. We have also provided further detail to our Co-operative Scrutiny Board; the Board supports the the proposal that Plymouth City Council should reduce the minimum contribution that working age people should pay towards their council tax bill from the current 25 percent to 20 percent; the the Co-operative Scrutiny Board also supports the proposal that Plymouth City Council should reduce the fee charged when the Council makes an application for a Council Tax Attachment of Earnings order from £83 to £60. The Board also made a number of further recommendations which are being considered. The scrutiny report is attached as an appendix to this report.

The proposed changes to the scheme now need to be formally adopted by Full Council by 31 January 2014 in order to be effective by 1 April 2014.

The net full year revenue cost of implementing the two proposed changes is circa £900k which has been factored into the overall proposed budget for 2014/15. Following the final settlement from government for the next financial year 2014/15, which confirmed the shortfall in council tax benefit funding does not exceed the £2.6m cut already enacted, the changes are affordable within the existing budget and earmarked revenue contingency.

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

The service undertakes annual benefit take up campaigns which are targeted to areas of greatest need. When introducing the new local CTS scheme in 2013/14, all 16,000 residents affected by the changes were contacted individually in advance of receiving their first bill. Through these phone calls, many were able to claim additional benefits to which they were entitled to.

Equality and Diversity:

An effective Revenues and Benefits service helps address inequalities through ensuring that the most vulnerable residents receive appropriate benefit entitlement. The proposed changes outlined in this report recognise the financial burden and strain on the most vulnerable people in our community and offers some financial assistance back to those residents.

Recommendations and Reasons for recommended action:

1. Cabinet note and adopt the recommendations from the Co-operative Scrutiny Board;
2. recommend to Full Council for approval that the 2013/14 Council Tax Support scheme continues for the 2014/15 financial year and that all elements of the scheme remain the same except the requirement for minimum contribution for all working age residents reducing from 25% to 20%;
3. Cabinet approve the cost levied by the Council for Liability Orders be reduced from £83 to £60 with effect from 1 April 2014.

Alternative options considered and rejected:

Make no changes to the 2013/14 CTS scheme. This would result in an unspent contingency that was earmarked specifically for the implementation of the localised Council Tax Support scheme. In effect, the scheme would not be running on a cost neutral basis, generating a surplus through unspent contingency.

Many other Devon councils are retaining the 25% minimum contribution rate, but applying the Council's values we should be 'fair' in how this funding is distributed to those most in need.

Published work / information:

Council Tax Support scheme 2013/14

Background papers:

None

Sign off:

Fin	DjnI 314. 28	Leg	1917 9/D VS	Mon Off	1917 9/D VS	HR		Assets		IT		Strat Proc	
Originating SMT Member: Malcolm Coe													
Has the Cabinet Member(s) agreed the content of the report? Yes													

CITY COUNCIL

27 JANUARY 2014

**CABINET MINUTE 92 OF 14 JANUARY 2014****COUNCIL TAX BASE SETTING 2014/15**

Malcolm Coe (Assistant Director for Finance) submitted a report on the proposed Council Tax base for tax setting purposes in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012.

The report indicated that a tax base of 67,066 would a Council Tax requirement of £86,847,153.38, assuming a 1.99 per cent increase.

Councillor Lowry (Cabinet Member for Finance) introduced the proposal which would feed into revenue budget setting.

Alternative options considered and reasons for the decision –

As set out in the report.

The City Council is Recommended to approve the Council Tax base for 2014/15 tax setting as 67,066 Band D equivalents, which is the tax base after allowing for an estimated collection rate of 97.5 per cent.

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: Council Tax Base Setting 2014/15
Committee: Cabinet
Date: 14 January 2014
Cabinet Member: Councillor Lowry
CMT Member: Malcolm Coe (Assistant Director for Finance)
Author: Martine Collins, Strategic Manager Revenues and Benefits
Contact: Tel: 01752 304118
E-mail: martine.collins@plymouth.gov.uk
Ref: REV/MC
Key Decision: No
Part: I

Purpose of the report:

The report provides Members with a Council Tax-base for Tax Setting purposes in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

The correct calculation of the Council Tax base will ensure the Council maximises its financial resources to meet its corporate priorities.

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

A collection rate of 97.5% has been used in calculating the Council Tax-base. This Council Tax Base setting report together with Appendix A which details the tax base calculations, shows the tax base is 67,066 which will give us a Council Tax requirement of £86,847,153.38 assuming a 1.99% increase. This is in line with the resource modelling within the budget papers being presented to Council in February 2014.

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

None – this report sets out the base for the Council Tax resource for 2014/15 and all implications from resource allocation are set out in the three year sustainable budget report.

Equality and Diversity:

None.

Recommendations and Reasons for recommended action:

That Cabinet recommend to Council the approval of the Council Tax Base for 2014/15 Tax Setting as 67,066 Band D equivalents, which is the tax base after allowing for an estimated collection rate of 97.5%.

Alternative options considered and rejected:

Not applicable – calculation of the tax base is a statutory function.

Published work / information:

None

Background papers:

None

Sign off:

Fin	djn13 14.29	Leg	TH01 43	Mon Off	TH01 43	HR		Assets		IT		Strat Proc	
Originating SMT Member: Malcolm Coe													
Has the Cabinet Member(s) agreed the content of the report? Yes													

I INTRODUCTION

- 1.1 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 establishes arrangements for the setting of Council Taxes. The arrangements include the valuation of the Council Tax Base for tax setting for which a Council resolution is necessary. The result must be notified to the Police and Crime Commissioner and the combined Fire Authority by the 31 January.
- 1.2 Regulations require the Council to determine its Tax Base for Council Tax purposes for 2014/15 during the period 1 December 2013 to 31 January 2014 prior to the financial year within which it will be effective. The level of Council Tax subsequently set must use this base figure. A Tax Base calculation is provided in Appendix A for an appropriate decision to be made.
- 1.3 The calculation of the Tax Base includes the impact of the Council Tax Support Scheme which significantly reduces income from Council Tax which is then offset, in part, by a Council Tax Support Grant (which is included within the Revenue Support Grant).

2. PURPOSE OF THE REPORT

- 2.1 The purpose of this report is to present the Cabinet with the calculation of the Council Tax Base of 67,066 for tax setting for the financial year 2014/15. For purposes of comparison, the Council Tax Base for tax setting in the financial year 2013/14 was 66,958.

3 BACKGROUND

- 3.1 During 2013/14 there were significant changes in the components of the Tax Base and its calculation. These arose from changes to regulations in relation to exemptions and discounts and new legislation, specifically the introduction of a Council Tax Reduction scheme, known as Council Tax Support which replaced Council Tax Benefit.
- 3.2 The impact of these changes resulted in the reduction of the Tax Base and therefore a reduction the level of Council Tax income to the Council. This reduction is met in part by the Council Tax Support Grant.
- 3.3 The setting of the Tax Base for 2014/15 has been calculated based on changes to the regulations and new legislation.

4 TAX BASE CALCULATIONS

- 4.1 The Council is required by 31st January to establish a base figure for the purpose of setting the level of Council Tax each year – the Tax Base. The calculation of this figure is prescribed by the Local Authorities (Calculation of Tax Base) (England) Regulation 2012.
- 4.2 The regulations require this calculation to be made between 1 December 2013 and 31 January 2014. For the year commencing 1 April 2014 the major precepting authorities will be Devon and Cornwall Police and Crime Commissioner, Devon and Somerset Fire and Rescue Authority and Plymouth City Council.

- 4.3 Tax base figures are calculated by the billing authority as the aggregate of the "relevant amounts" calculated for each property valuation band (now including the impact from Council Tax Support scheme) multiplied by the estimated "collection rate" for the year.
- 4.4 Relevant amounts are:
- (a) The number of chargeable dwellings in that band shown in the valuation list as it stands on the relevant day.
 - (b) The number of discounts, disabled reductions and exemptions which apply to those dwellings on the relevant day;
 - (c) Estimated changes in (a) and (b) above between the relevant day and the last day of the charging period to which the estimate applies;
 - (d) Impact of the Council Tax Support scheme which is linked to claimants, is converted to an equivalent number of dwellings per band by dividing the estimated cost per band of the reductions by the estimated Council Tax for that band;
 - (e) The number of band D equivalents within each different band.
 - (f) The relevant day is 30 November in the financial year preceding that for which the relevant amounts are calculated.
- 4.5 The collection rate for the year is the Billing Authority's estimate of the total amounts of Council Tax which will ultimately be paid or transferred into the Collection Fund.
- 4.6 A summary of the actual calculation of the 2014/15 Council Tax Base for Plymouth is shown in the Appendices to this report. Appendix A shows the tax base calculation, Appendix B shows the tax base used for the previous three years for comparison.
- 4.7 This report assumes a collection rate for Council Tax of 97.5% after taking into account the continued impact of Welfare Reform.

6 COUNCIL TAX SUPPORT GRANT

- 6.1 From 2013/14, the Council receives a grant to fund a local Council Tax Support scheme. This grant reflects the funding reductions that the Government have set for Councils for the local scheme and is merged in to the Revenue Support Grant. An estimate of this has been included in the Council's budget proposals for 2014/15.

CALCULATION OF COUNCIL TAXBASE - 2014/15

Appendix A

30th November 2013 - "Relevant date"

Plymouth COUNCIL			TAX BASE CALCULATION								2014/2015	
			BAND A with disabled relief	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL
Number of dwellings in valuation list	(30/11/2013)		0	46,657	31,379	21,986	9,123	4,679	1,657	578	60	116,119
Number of exempt dwellings (incl demolished)				2,951	1,892	1,133	616	193	44	42	21	6,892
Reductions to lower band due to disabled relief :			0	(112)	(151)	(121)	(90)	(61)	(26)	(33)	(11)	(605)
Additions to band due to disabled relief :			112	151	121	90	61	26	33	11	0	605
(H) CHARGEABLE DWELLINGS FOR BAND			112	43,745	29,457	20,822	8,478	4,451	1,620	514	28	109,227
Total "appropriate %" discounts (8&9)	Single / disregard- 25%	25%	39	22,028	9,891	5,492	1,901	868	261	68	1	40,549
Total "appropriate %" discounts (10)	Disregard - 50%	50%	5	45	47	26	27	14	31	28	17	240
Total "appropriate %" discounts (11)	Second Homes	0%	-	293	179	111	78	77	28	15	-	781
	Class D (Major works)	50%	-	64	59	47	11	7	4	1	-	193
	Class C (Less than 1 month)	100%	-	872	397	215	63	70	16	6	1	
(Q) Total Discounts			12	5,634	2,559	1,427	500	233	84	32	9	10,490
Long Term Empty Premium (15)	Premium	50%	-	133	24	16	5	-	1	2	-	181
(E) Long Term Empty Premium				67	12	8	3	0	1	1	0	91
Estimated number of dwellings not listed but which will be listed in the band for the whole or any part of financial year		2014/2015	0	102	112	74	95	65	0	1	1	450
Estimated number of reductions to lower band due to successful appeals :			0	0	(9)	(2)	(1)	(4)	(3)	(1)	0	(20)
Estimated number of additions to lower band due to successful appeals :			0	9	2	1	4	3	1	0	0	20
(J) Total Adjustments			0	111	105	73	98	64	(2)	0	1	450
(Z) Local Council Tax Scheme Reductions			68	11,503	3,937	1,278	315	85	21	3	0	17,210
TOTAL DWELLINGS ((H+Q+E+J)-Z)			32	26,785	23,078	18,198	7,764	4,197	1,513	480	20	82,158
(F) Ratio to Band D			$\frac{5}{9}$	$\frac{6}{9}$	$\frac{7}{9}$	$\frac{8}{9}$	$\frac{9}{9}$	$\frac{11}{9}$	$\frac{13}{9}$	$\frac{15}{9}$	$\frac{18}{9}$	
(A) RELEVANT AMOUNTS' for 2012/2013 ((H+Q+E+J)-Z) x (F divided by G)			18	17,857	17,950	16,176	7,764	5,129	2,186	800	40	67,919

[Section 4 (1) of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012]

(B) COLLECTION RATE		97.5%									
(A) x (B)	[Section 3 (1) of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012]	17	17,410	17,501	15,771	7,570	5,001	2,131	780	39	66,221
Plus	Plus adjustment for MOD equivalent										845
Tax base											67,066

Tax Base and collection rates used for previous three years.

Appendix B

Year	2013/2014			2012/2013			2011/2012		
Band	No. of properties	Estimated collection rate	Adjusted Band D equivalents	No. of properties	Estimated collection rate	Adjusted Band D equivalents	No. of properties	Estimated collection rate	Adjusted Band D equivalents
A	46,555	97.5%	17,611	46,363	98.5%	24,443	46,395	98.5%	24,500
B	31,134	97.5%	17,431	30,914	98.5%	19,901	30,600	98.5%	19,766
C	21,800	97.5%	15,637	21,734	98.5%	16,580	21,631	98.5%	16,553
D	8,922	97.5%	7,499	8,903	98.5%	7,683	8,823	98.5%	7,626
E	4,539	97.5%	4,891	4,493	98.5%	4,836	4,476	98.5%	4,838
F	1,673	97.5%	2,199	1,675	98.5%	2,192	1,665	98.5%	2,160
G	578	97.5%	798	567	98.5%	761	560	98.5%	759
H	59	97.5%	37	58	98.5%	32	58	98.5%	31
Totals	115,260		66,105	114,707		76,428	114,208		76,233
Plus adjustment for MOD Contribution			853			843			833
TAX BASE TOTALS			66,958			77,271			77,066

CITY COUNCIL

27 JANUARY 2014

**PLYMOUTH**
CITY COUNCIL**AUDIT COMMITTEE MINUTE 38 OF 12 DECEMBER 2013**
TREASURY MANAGEMENT STRATEGY 2013/14 MID YEAR REVIEW

Simon Arthurs (Group Accountant) and Andrew Liddicott (Senior Accountant) provided the Committee with the Treasury Management Mid-Year Review for 2013/14.

Members were informed that –

- (a) the report provided an update on the progress and outcomes against the Treasury Management Strategy for the six month period ending at 30 September 2013;
- (b) Treasury management was highly regulated because of the short, medium and long term approach and was supported by cross party representation;
- (c) the Council worked closely with its treasury management advisors, Arlingclose, who assisted the Council in formulating views on interest rates, regular updates on economic conditions and interest rate expectations, and advise on specific borrowing and investment decisions;
- (d) the UK economy showed some improvement with the GDP, for the first quarter of 2013, revised to +0.4%. The Office of National Statistics showed the UK avoided a double dip recession in 2012;
- (e) annual CPI for August was 2.7%, inflation fell in line with expectations and was expected to remain close to this level throughout the autumn;
- (f) there was no change to UK monetary policy with official interest rates maintained at 0.5%; within the August Inflation report, the Bank stated its forward guidance to defer monetary tightening at least until the ILO Unemployment Rate fell to a threshold of 7% - it was projected that the probability of this happening would remain below 50% until 2016;
- (g) officers were required maximise the cost of carry to reduce borrowing;
- (h) the Council's strategy proposed that the Council would continue to minimise risk contained within its current debt and investment portfolios by establishing an integrated debt management and investment policy which balanced certainty and security with liquidity and yield;
- (i) there had not been debt rescheduling in the period identified in the report however Officers, along with the Council's advisors, continued to monitor PWLB (Public Works Loan Board) interest rates in order to repay any debt maximising the savings achieved;

- (j) over the period identified in the report total loan debt had increased by £17.605m as a result of an increase in short-term borrowing due to the improvement in credit conditions and the use of cash-flow balances;
- (k) the Council had received 79% of monies invested in the Icelandic banks.

In response to questions raised it was reported that –

- (l) on page 55 of the agenda pack, the percentage of money received from Heritable bank should have read 94%;
- (m) new debt had been taken out to pay for the ferry, electronic tolling and the landing adjustment for the Tamar Bridge;
- (n) in 2013/14 the grant from the Government was paid up front in April to the approximate total of 30m.

Under this item the Chair reminded Members of the Sub-Committee scheduled for 23 January 2014 to discuss the Treasury Management report.

Agreed that the report is noted and submitted to Full Council.

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

PLYMOUTH CITY COUNCIL

Subject:	Treasury Management Strategy 2013/14 – Mid Year Review
Committee:	Audit Committee
Date:	12 December 2013
Cabinet Member:	Councillor Mark Lowry
CMT Member:	Malcolm Coe (Assistant Director for Finance, Efficiencies, Technology & Assets)
Author:	Andrew Liddicott
Contact details	Tel: 01752 304596 email: andrew.liddicott@plymouth.gov.uk
Ref:	ACCT/AL
Key Decision:	No
Part:	I

Purpose of the report:

The Local Government Act 2003 requires the Council to set out its Treasury Strategy for borrowing and to prepare an Annual Investment Strategy. The Council's strategy for 2013/14 was approved by full Council at its budget meeting on 25 February 2013. This report provides an update on the progress and outcomes against the Treasury Management Strategy for the six month period ended 30 September 2013. It is a requirement of the CIPFA Code of Practice on Treasury Management that a full mid-year report, as a minimum, should be presented to Full Council.

The Brilliant Co-operative Council Corporate Plan 2013/14 - 2016/17:

Effective financial management is fundamental to the delivery of corporate improvement priorities. Treasury Management activity has a significant impact on the Council's activity both in revenue budget terms and capital investment and is a key factor in facilitating the delivery against a number of corporate priorities.

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

Treasury Management affects the Council's budget in terms of borrowing costs and investment returns.

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

N/A

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

Recommendations and Reasons for recommended action:

- I. The report be noted and presented to Full Council.

Alternative options considered and rejected:

It is statutory requirement under the Local Government Act 2003 and supporting regulations to set an annual treasury strategy for borrowing and prepare an annual investment strategy. The Council has adopted the Cipfa Code of Practice for Treasury Management which requires a mid-year report to be submitted to the Audit Committee and Full Council covering the performance against this approved strategy.

Published work / information:

Treasury Management Strategy report to Council 25 February 2013
 Treasury Management Practices update for 2013-14 report to Audit Committee 14 March 2013

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Not applicable										

Sign off:

Fin	CorpF S 151- 13140 02	Leg	19026/ DVS	Mon Off	TH 01 39	HR		Assets		IT		Strat Proc	
Originating SMT Member - Malcolm Coe													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

Treasury Management Strategy Mid-Year Review

I. Introduction

- I.1 The Treasury Management Strategy for 2013/14 was approved by full Council at its meeting of the 25th February 2013. The Treasury Management Strategy has been underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011, which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming financial year. The Code also recommends that members are informed of treasury management activities at least twice a year. This report therefore ensures this authority is embracing best practice in accordance with CIPFA's recommendations.
- I.2 Treasury Management is defined as:
- “The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- I.3 The responsibility for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions is delegated by the Council to its Section 151 Officer and is overseen by a Treasury Management Board consisting of Councillors and senior officers of the Council.
- I.4 The day to day operation of the treasury management activity is carried out in accordance with detailed Treasury Management Practices (TMP's). Updates to these practices for 2013-14 were approved by the Audit Committee on 14th March 2013.
- I.5 The Council works closely with its treasury management advisers, Arlingclose, who assist the Council in formulating views on interest rates, regular updates on economic conditions and interest rate expectations, and advise on specific borrowing and investment decisions.
- I.6 This report therefore provides an update on the Council's treasury management activity for the period ended 30th September 2013 together with performance against approved Treasury Management Prudential Indicators. In accordance with Treasury Management Practice (TMP) note 6, the report is required to be presented to Full Council.

2. Economic Background

- 2.1 Before reviewing the Council's performance to date it is appropriate to outline the national and economic background within which council officers have

operated during the first part of the year. The key financial issues are outlined below.

Growth: The UK economy showed some improvement, with consumer spending boosting growth. GDP for the first quarter of 2013 was revised up to +0.4% and for the second quarter was +0.7%. Recent data suggests a stronger rate in quarter three. Revisions by the Office of National Statistics to GDP back-data showed the UK avoided a double-dip recession in 2012, but that the downturn in 2008-09 was deeper than previously estimated. Growth is now still over 3% below its peak back in 2007.

Some positive signs for household spending emerged. The deterioration in real earnings growth (i.e. earnings less inflation) slowed, which implied a slower erosion of purchasing power. Consumer confidence improved. Household savings rates remained high, which is unsurprising given the uncertain economic outlook, but appear to be on a downward track, suggesting spending was being driven by borrowing or lower savings. This raises questions about the sustainability of the recovery at these rates of growth.

Inflation: Annual CPI for August (published September) was 2.7%. Inflation fell in line with expectations and is expected to remain close to this level throughout the autumn. Further out, inflation should fall back towards the 2% target as external price pressures fade and a revival in productivity growth curbs domestic cost pressures. The oil price (Brent Crude) climbed above \$100/barrel on the back of political unrest in Egypt and the unresolved crisis in Syria.

Monetary Policy: There was no change to UK monetary policy with official interest rates and asset purchases maintained at 0.5% and £375bn respectively. The main development for UK monetary policy was the start of Mark Carney's tenure as Governor and the implementation of forward guidance. Within the August Inflation Report, the Bank stated its forward guidance, the main element of which is to defer monetary tightening at least until the ILO Unemployment Rate falls to a threshold of 7% (among a raft of caveats). The Bank projected that the probability of this happening would remain below 50% until 2016. The Governor has had to defend the Bank's guidance in the face of rising financial market expectations of an earlier rate rise on the back of the encouraging economic data.

In his testimony to Congress on 22nd May the US Federal Reserve Chairman Ben Bernanke stated that, if the emerging recovery in the US economy became established, the Fed would reduce its \$85bn monthly asset purchase programme (QE). The apparent movement by the Fed towards tapering its open-ended QE programme prompted extreme asset price volatility in bonds and equities, as investors sought to crystallise gains driven by excessive liquidity. As a consequence, government bond yields spiked. There had been a growing expectation that the Federal Reserve would seek to commence 'tapering' in September but they took markets by surprise and maintained asset purchases at the existing level.

Global: Whilst the outlook for the global economy appeared to have improved over the first half of calendar 2013/14, significant economic risks remain, particularly in China and the Eurozone. The Chinese banking system is facing tighter liquidity conditions as officials seek to slow down rampant credit growth,

and, despite the time gained by the ECB to allow individual members and the Eurozone as a whole to reform their economies, the Eurozone debt crisis has not gone away. The region appears to be dragging itself out of recession and September's German general election passed with little incident but political uncertainties, particularly in Italy, could derail any progress towards a more balanced and stable regional economy. The US recovery appeared to be in train, but a lack of agreement on the federal budget by the end of September caused a partial government shutdown at the start of October, which could have an effect on GDP growth. Political risks also remain regarding the debt ceiling.

Money market data and PWLB rate movements over the first half of 2013/14 are attached as Appendix I to this report.

3 The Council's Strategy for 2013/14

- 3.1 The Council's Treasury Management Strategy was approved by Full Council on 25th February 2013. As an overriding principle, the strategy proposed that the Council would continue to minimise risk contained within its current debt and investment portfolios by establishing an integrated debt management and investment policy which balanced certainty and security, with liquidity and yield. The Council would continue to make use of short term variable rate borrowing, whilst at the same time seeking to balance its investments across a range of investment instruments, diversifying from pure cash investments into a wider range of asset classes.
- 3.2 The borrowing strategy was to be based on affordability and subject to credit conditions throughout the year. With the improvement in credit conditions the strategy was to borrow short-term funding from other local authorities up to the Council's Capital Financing Requirement (CFR) allowing internal balances to be externally invested. In adverse credit conditions the strategy was to use internal balances, to cover any borrowing requirement, reducing counterparty and credit risk.

4. Review of the Council's Performance April – September 2013

- 4.1 Table I shows the Council's overall treasury portfolio at 30th September 2013 compared to the position at the start of the year.

Table I

01/04/2013 £m	Average Interest rate %		30/9/2013 £m	Average Interest rate %
61.315	5.4001	External Borrowing Long-term:	61.315	5.4001
130.000	4.4202	PWLB	130.000	4.4202
0.087	1.0007	Market	0.802	0.7711
34.800	0.2809	Bonds	51.690	0.2725
		Temporary Borrowing		
226.202	4.4077	Total PCC Borrowing	243.807	3.7753
30.247	8.7300	Long-term liabilities	30.247	8.7300
2.189	n/a	PFI Schemes	2.189	n/a
9.156	n/a	Finance Leases	9.156	n/a
		Cornwall County Council (TBTF)		
267.794		Total External Debt	285.399	
(77.374)	0.8889	Bank Deposits	(117.241)	0.7757
(5.000)	Variable	Property Fund (Pooled investment)	(5.000)	Variable
		Managed funds (Pooled Investments)	(5.025)	Variable
(82.374)		Total Investments	(127.266)	
185.420		Net Borrowing/(Net Investment) Position	158.133	

Borrowing

4.2 Under Section 3 of the Local Government Act 2003 and supporting regulations the Council must determine and keep under review how much it can afford to borrow. The Council is required to set two limits:

- The Authorised Limit
- The Operational Boundary

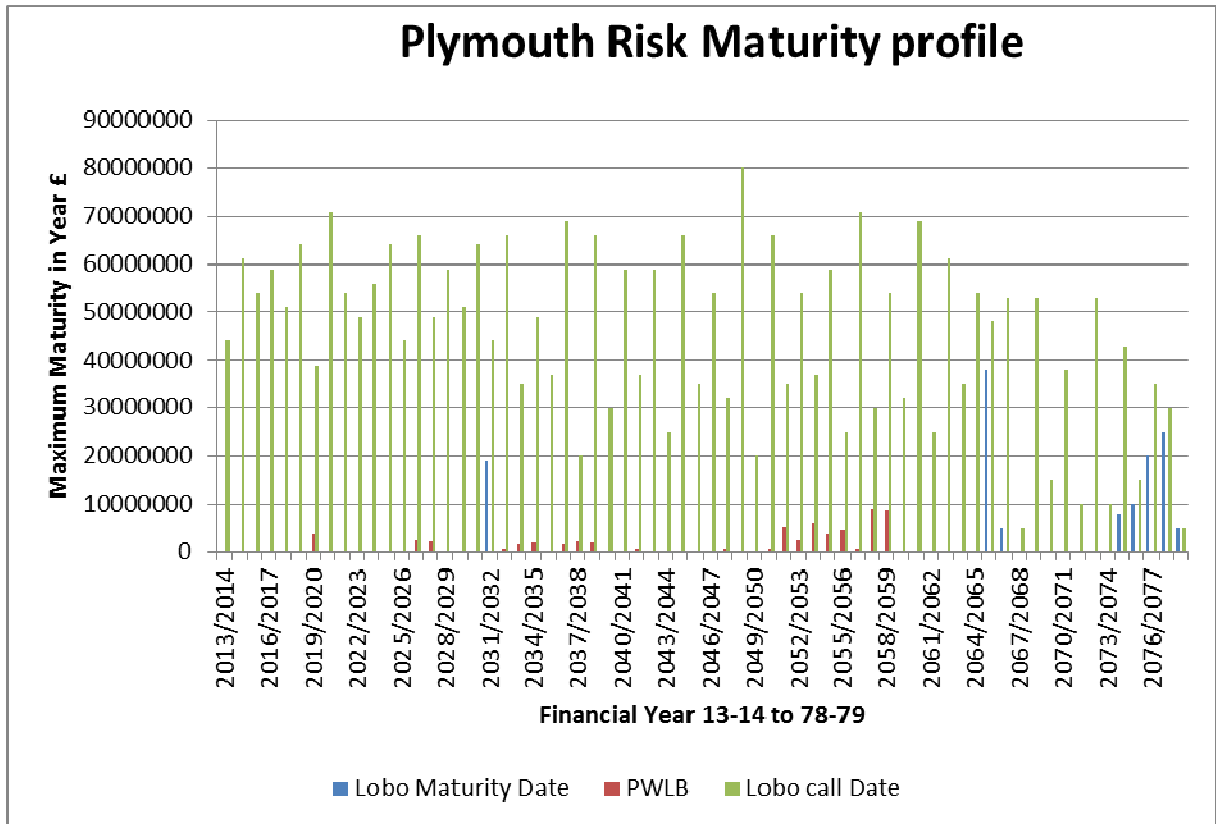
4.3 The external debt limits for 2013/14, as approved by Council in February 2013, are as follows:

- Authorised limits £310m
- Operational Boundary £289m

4.4 The maximum external debt outstanding during the period was £286.9m on 24th September 2013 (including £41.6m for the PFI scheme, finance leases and Tamar Bridge debt administered by Cornwall County Council). This was within both the authorised limit and the operational boundary. At 30th September 2013 total external debt reduced to £285.4m with external borrowing excluding PFI, Finance leases and Tamar Bridge debt at £243.8m, including £52.492m of short-term loans.

4.5 The following graph shows the maturity profile of the Council's long-term borrowing at 30th September 2013:

Figure 1



4.6 The debt portfolio currently includes £130m of LOBO loans. These loans have various option call dates where the banks have the ability to amend the loan terms and at which point the Council could choose to repay the loan if the terms are changed. This is reflected within the maturity profile shown above (in green) to enable officers to risk manage the Council's cashflows. To 30th September 2013 £24m of loans had reached their call option dates. No options were exercised and these loans will continue at fixed rates until the next option dates in 2 years time.

4.7 Table 2 shows the movement in the borrowing portfolio during the year.

Table 2

	Balance on 01/04/2013 £000s	Debt Maturing £000s	Debt Repaid £000s	New Borrowing £000s	Balance on 30/09/2013 £000s	Increase/ (Decrease) in Borrowing
Short Term Borrowing	34,887	(56,400)	0	74,005	52,492	17,605
Long Term Borrowing	191,315	0	0	0	191,315	0
TOTAL BORROWING	226,202	(56,400)	0	74,005	243,807	17,605

4.8 New borrowing in year

The use of short-term borrowing has continued to be the most cost effective means of financing capital expenditure and cashflow requirements. During the first half of the year the level of borrowing was constrained within a maximum investment level to generate additional revenue savings whilst maintaining the risk of excessive level of investments. By matching any short-term borrowing with the available liquid deposits held in bank call accounts, this has lowered overall treasury risk by allowing flexibility of reducing debt and investment levels at short notice should credit conditions deteriorated.

The Council started the year with £34.887m of short-term loans with £74.005m of new loans taken and £56.4m of loans maturing in 2013/14. The average period of new loans taken in the period 1st April 2013 to 30th September 2013 was 101.32 days at an average rate of 0.2739%. Short-term fixed/variable rate borrowing is expected to remain attractive for some time as the Bank of England maintains the base rate at historically low levels. Subject to credit conditions the borrowing strategy for the remainder of the year will be to take further short term loans whilst reviewing the potential for any affordable longer-term borrowing to improve the maturity profile of the Council's debt.

4.9 Debt Rescheduling

There has been no debt rescheduling in the period. Officers along with our advisers Arlingclose continue to monitor PWLB interest rates looking for opportunities to repay any debt, maximising the savings achieved whilst maintaining a balanced maturity profile.

4.10 Overall debt performance for the first part of the year

All new debt taken in 2013-14 has been in short-term borrowing to meet cashflow/capital financing requirements. Over the period total loan debt has increased by £17.605m as a result of an increase in short-term borrowing due to the improvement in credit conditions and the use of cashflow balances. The increase in short-term borrowing has resulted in a reduction in the average rate on external borrowing from 4.4078% on 1st April 2013 to 3.7753% on 30th September 2013.

4.11 PWLB borrowing

In August HM Treasury announced details of a "Certainty Rate" which will enable "eligible authorities" to access cheaper PWLB funding, with a 20 basis point reduction on the standard PWLB borrowing rate. Initially announced in the March 2012 Budget, HM Treasury have introduced this initiative to incentivise local authorities to provide robust forecasts on borrowing plans. The Authority qualifies for borrowing at the 'Certainty Rate' (0.20% below the PWLB standard rate) for a 12 month period from 01/11/2012. In April the Authority submitted its application to the CLG along with the 2013-14 Capital Estimates Return to access this reduced rate for a further 12 month period from 1st November 2013.

The PWLB remained an attractive source of borrowing for the Authority as it offers flexibility and control. As concerns mounted over the timing of the removal or ‘tapering’ of QE by the US Federal Reserve, gilts sold off and yields rose in May and June. The sharp rise in gilt yields led to a corresponding rise in PWLB rates (see Appendix 1), with the most pronounced increase for 10 year loans where rates as at 30th September were 0.83% higher than 1st April. Affordability and the “cost of carry” remained important influences on the Authority’s borrowing strategy alongside the consideration that, for any borrowing undertaken ahead of need, the proceeds would have to be invested in the money markets at rates of interest significantly lower than the cost of borrowing.

Due to affordability and credit risk the current borrowing strategy is to take short-term borrowing at very low rates. However the Section 151 officer will continue to monitor interest rates and credit conditions and consider long-term borrowing in line with the approved 2013/14 Treasury Management Strategy.

Investments

4.12 Managing Investment Risk

4.12.1 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council’s aim is to achieve a yield commensurate with these principles.

4.12.2 Security of capital remained the Council’s main investment objective. This has been maintained by following the Council’s counterparty policy as set out in its Treasury Management Strategy Statement for 2013/14. This restricted new investments to the following:

- The Debt Management Agency Deposit Facility (DMO)
- Treasury Bills (T-Bills) issued by the UK Government
- Term Deposits or business reserve accounts with UK banks or building societies
- Deposits with other local authorities
- Deposits with highly credit rated foreign banks
- Certificate of deposits with banks and building societies
- Bonds issued by Multilateral Development Banks, such as the European Investment Bank
- Gilts (Bonds issued by the UK government)
- AAA-rated Money Market Funds with a Constant Stable Net Asset Value investing in instruments issued predominantly in government securities
- AAA-rated Money Market Funds with a Constant Stable Net Asset Value investing in instruments issued primarily by financial institutions
- AAA-rated Money Market Funds with a Variable Net Asset Value
- Other Money Market Funds and Collective Investment Schemes which meet the definition of a collective investment scheme as defined in SI 2004 No 534 and SI 2007 No 573.
- Commercial Paper
- Corporate Bonds
- Investments with Registered Providers of Social Housing (housing associations)

4.12.3 Counterparty credit quality is assessed and monitored with reference to Credit Ratings (the Council's minimum long-term counterparty rating of A- (or equivalent) across rating agencies Fitch, S&P and Moody's); credit default swaps; GDP of the Country in which the institution operates; the Country's net debt as a percentage of GDP; sovereign support mechanisms/potential support from a well-resourced parent institution; share price.

4.13 Counterparty Update

In April, Fitch downgraded the UK's long-term sovereign rating by one notch from AAA to AA+, the second of the rating agencies to do so (Moody's had downgraded the UK's ratings in February to Aa1). Where assigned, local authorities' ratings, which benefit from an uplift due to their close and direct links to central government, were also downgraded.

The proposed sale of 632 Lloyds' branches to the Co-op Bank – referred to as Project Verde – fell through in April. These branches will now be transferred in September to TSB Bank, a new bank which will be sold through a listing on the stock market in 2014.

In May, Moody's downgraded the long-term rating of Co-op Bank by six notches from A3 to Ba3 which is sub-investment grade. The downgrade reflected the agency's opinion that the bank faced the risk of further substantial losses in its non-core portfolio. In June the Co-op announced it had a £1.5bn regulatory capital shortfall requiring a recapitalisation via burden-sharing with junior creditors and asset disposals of its parent's insurance businesses. Moody's downgraded the bank's long-term rating a further four notches to Caa1 whilst Fitch downgraded this rating from BBB- to BB-. The Co-op is the Authority's banker and therefore the Authority has daylight exposure to the institution. Officers have put in place working practices to reduce this exposure by transferring funds within the Co-op account to offset individual account credits and debits and clearing any surplus balance to one of the Council's call accounts held with either Barclays, RBS, Bank of Scotland or Santander. These actions are undertaken throughout the day to limit both daylight and overnight exposure. The minimum balances are left in the Co-op accounts for operational purposes.

In the Chancellor's Mansion House speech on 19th June he signalled his intention to sell the Government's stake in the Lloyds Banking Group reasonably soon and a 6% stake was indeed sold to institutional investors on 17th September at a price of 75p. In a positive move, Fitch upgraded Lloyds' viability rating to bbb+. The situation was more complicated with RBS since its problems were greater and reflected in its share price. It appeared that a 'good bank' and 'bad bank' split for RBS was being favoured by the Chancellor and sat behind the announcement concerning the departure of RBS Chief Executive, Stephen Hester, who disagreed with that route.

Moody's placed the RBS's long-term rating of A3 and standalone financial strength rating of D+ on review for downgrade on 5th July 2013, amid concerns about the impact of any potential breakup of the bank on creditors. Although the

probability of losses remains low there is a possibility of capital impairment especially as the government has clearly indicated that it will not put up any further taxable funds. As a precautionary measure the Authority has reduced its maximum duration on RBS investments to overnight.

4.14 Investment Activity

4.14.1 Investments are made short term to cover cash flow and liquidity requirements and longer term to maximise and guarantee future income. The continuance of a historically low base rate and the introduction of the Funding for Lending Scheme (FFLS), where the Bank of England provides cheap funding to banks and building societies, resulted in a reduction in the returns available on the Council's deposits with these institutions. With rates falling the following deposits were taken in the period to give some protection to investment returns.

Amount	Start Date	End Date	Term (days)	Rate %
£5.0m	21/05/13	21/08/13	92	0.70
£5.0m	21/05/13	21/11/13	184	0.80
£5.0m	16/08/13	18/11/13	94	0.70

4.14.2 With bank deposit rates falling council officers have looked at alternative investment products to diversify away from pure cash deposits, achieve additional returns, and to add to the £5m invested in the CCLA Lamit Property Fund in March 2013. After discussion with the Council's Treasury Management Advisers (Arlingclose), a number of fund managers were interviewed and the following funds chosen:

- Federated Prime Rate Cash Plus Fund
- Ignis Sterling Short Duration Cash Fund
- Investec Short Bond Fund
- Investec Target Return Fund
- Payden & Rygel Sterling Reserve Fund

£1m has been deposited in each of these funds investing in a range of investments and asset classes including Certificates of Deposits (CD) and Floating Rate Notes (FRN), Government and Corporate Bonds and Asset Backed Securities (ABS). The target return on these funds will produce around 1%. These funds are variable and officers will monitor their performance with a view to consolidation and possible further investment. The performance of these funds will be included in the Treasury Management out-turn report.

4.14.3 Figure 2 below shows the split of investments over country/sector as at 30th September 2013. In terms of risk management, the majority of the investment portfolio is now held in UK institutions. These institutions are of systemic importance to the UK economy.

Figure 2

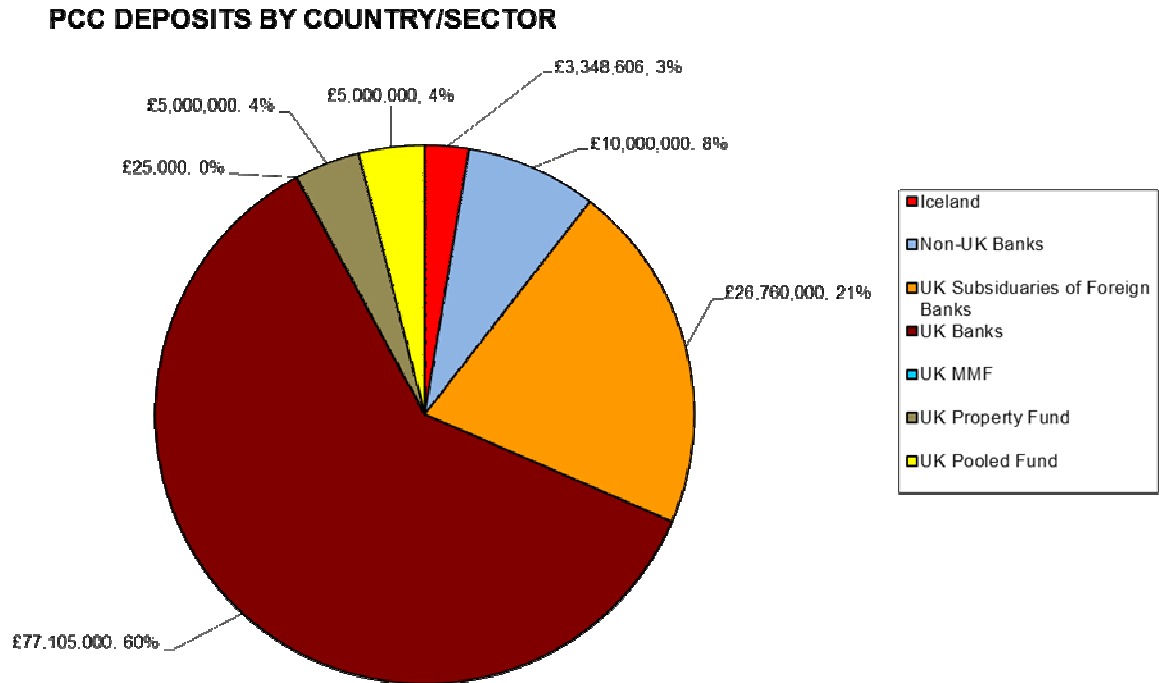


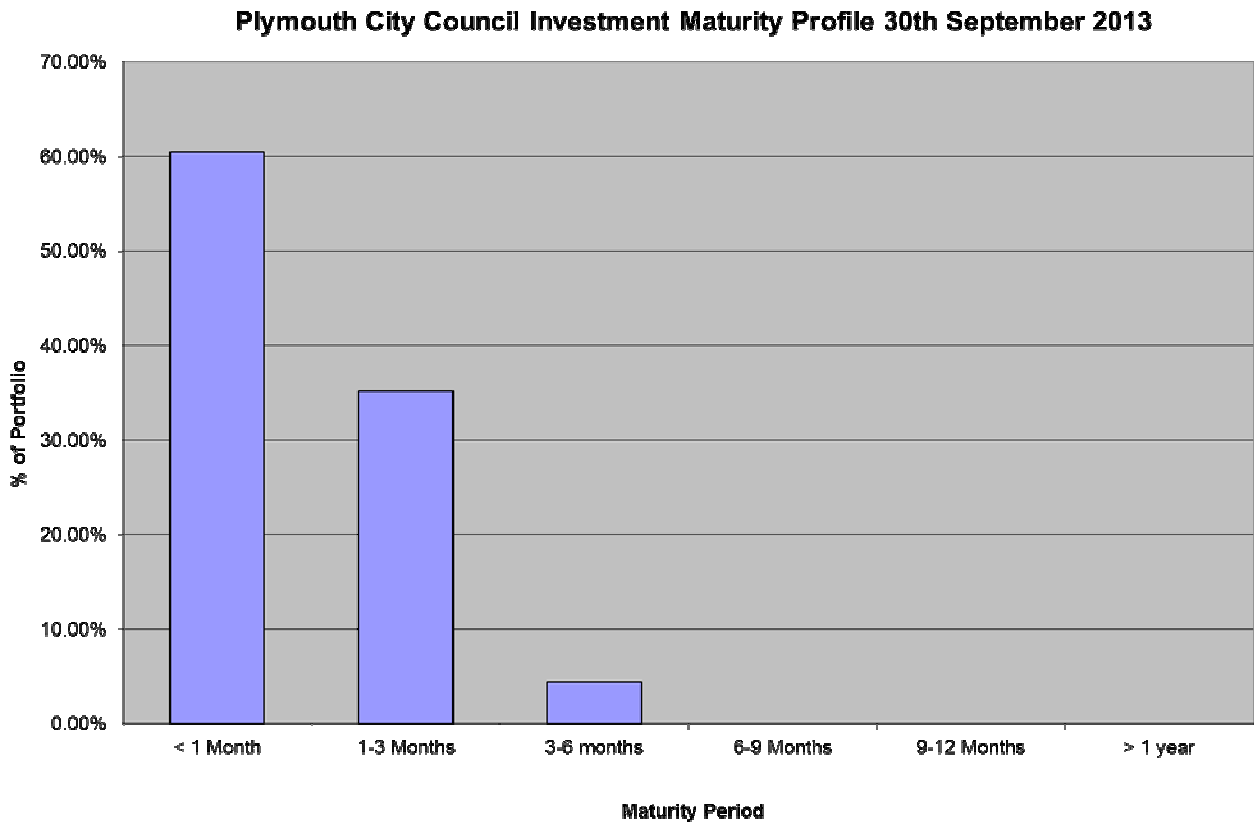
Table 3

Counterparty	Total £m
Iceland	3.349
Banco Santander	
Santander UK (was Abbey National)	26.760
Lloyds Banking Group	
Bank of Scotland	10.003
Lloyds TSB	5.000
Barclays	26.825
Royal Bank of Scotland (RBS)	
RBS	20.304
HSBC	10.000
Svenska Handelsbanken (Swedish Bank)	10.000
Close Brothers	5.000
CCLA Lamit Property Fund	5.000
Federated Prime Rate Cash Plus Fund	1.000
Ignis Sterling Short Duration Cash Fund	1.000
Investec Short Bond Fund	1.000
Investec Target Return Fund	1.000
Payden & Rygel Sterling Reserve Fund	1.000
CCLA Public Sector Deposit Fund	0.025
Total	127.266

4.14.4 The maturity profile of the Council's deposits is represented in figure 3. This shows a large proportion of deposits maturing in less than one month, reflecting the deposits in call accounts, giving the liquidity requirement to meet cashflow

and the ability to react to adverse changes in market conditions. In the period covered by this report the treasury management officer has continued to negotiate rates on the Council’s call accounts which in most cases pay higher than available fixed term deposits out to the maturity limits in place. The deposits beyond 1 month are 3 and 6 month deposits with Lloyds Banking Group where rates are higher than those available on the call account with this group.

Figure 3



4.15 Credit Risk

4.15.1 The Treasury Management Strategy report to Audit Committee in February 2010 outlined a recommendation that officers work to develop a set of benchmarking criteria against which the Council’s investment risk could be measured. The Council’s treasury advisers, Arlingclose, as a result developed the following matrix to score the credit risk of an authority’s investment portfolio. This continues to be used in 2013-14:

Scoring:

- Value weighted average reflects the credit quality of investments according to the size of the deposit
- Time weighted average reflects the credit quality of investments according to the maturity of the deposit
- AAA = highest credit quality = 1

- D = lowest credit quality = 26

- Aim = A- or higher credit rating, with a score of 7 or lower, to reflect current investment approach with main focus on security

4.15.2 Table 3 shows the rating currently attached to the Council's portfolio and its movement during the year.

Table 3

Date	Value Weighted Average – Credit Risk Score	Value Weighted Average – Credit Rating	Time Weighted Average – Credit Risk Score	Time Weighted Average – Credit Rating
31/03/2013	6.00	A	6.25	A
30/06/2013	6.12	A	5.16	A
30/09/2013	5.73	A	4.67	A

Note: These scores exclude any deposits with Icelandic banks.

Based on the scoring methodology, the Council's counterparty credit quality has improved during the year as a result of the use of higher rated banks such as HSBC and Svenska Handelsbanken and investments in High rated managed funds. Throughout the first half of the year the Council's credit score was maintained well within the target level of 7 as set in the approved 2013/14 strategy.

4.15.3 Arlingclose have used the scoring matrix to compare Plymouth's investment risk against other unitary authorities who use Arlingclose as their advisers. The results are shown in section 5.

5. Benchmarking

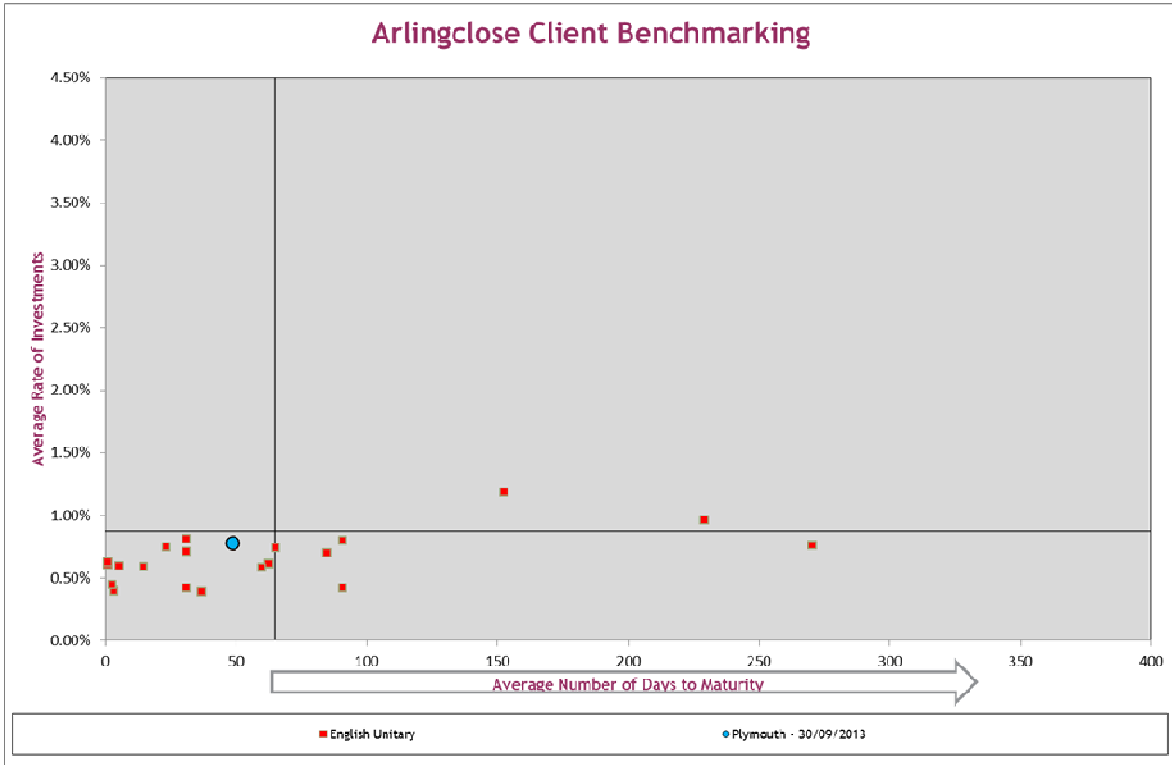
5.1 The Council's performance on investments is measured against a benchmark of the 7 day libid rate. For the period to 30th September 2013 the return on investments made in 2013/14 was 0.8090% against the average 7 day Libid for the period of 0.43%.

5.2 As outlined above, Arlingclose have developed a set of benchmarking criteria to enable comparisons on performance to be made on data provided by all their clients. To compare like with like the following graphs compare our performance with other unitary authorities. This is based on data provided to 30th September 2013.

The 3 graphs used for comparison are:

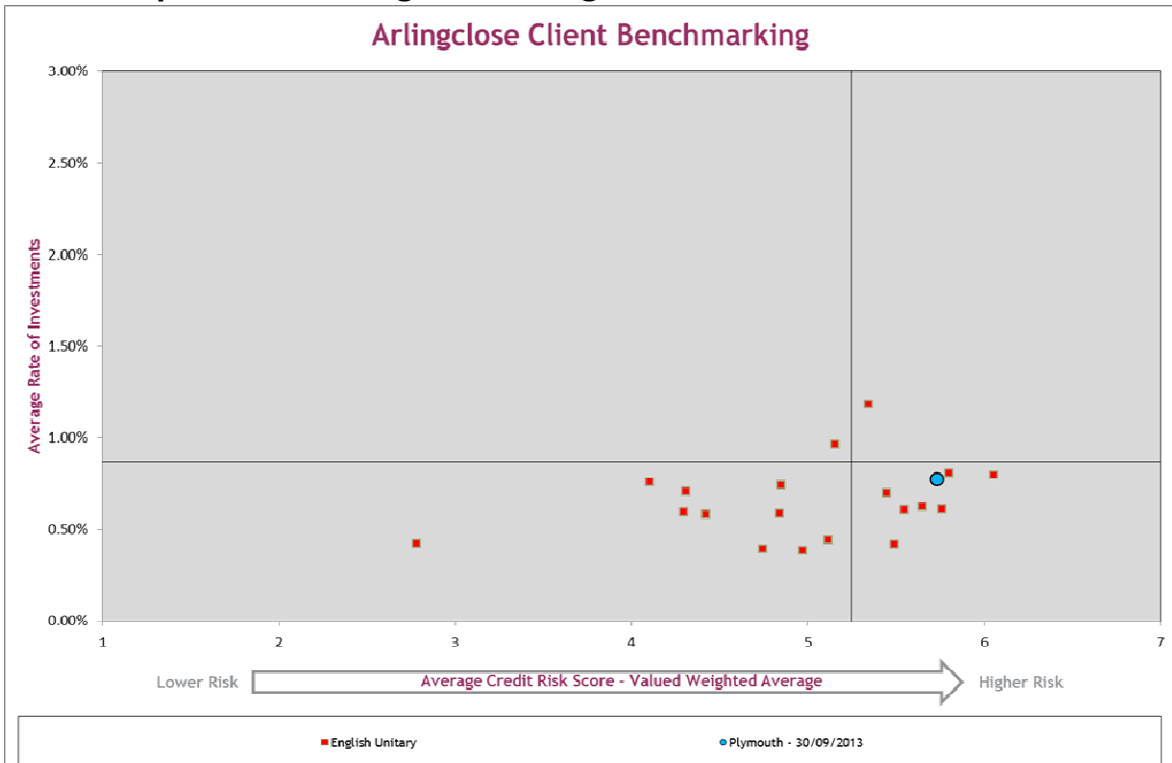
1. Average rate of investment against average maturity period
2. Average rate of investment against value weighted average credit risk score
3. Average rate of investment against time weighted average credit risk score

Graph I Average Number of days to Maturity V Return



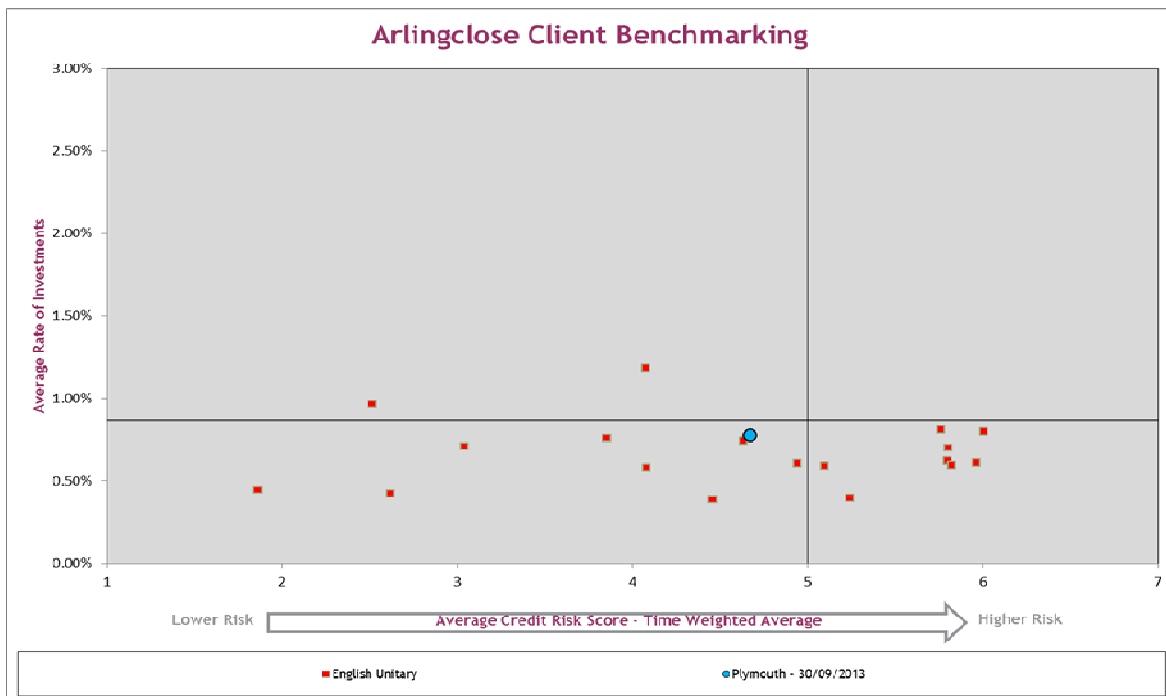
This graph shows the duration of investments against return. It shows the Council's investments have performed well against the majority of other unitary authorities reflecting the higher rates negotiated on call accounts

Graph 2. Value Weighted Average V Return



As a general rule the aim should be to convert a greater average length of portfolio duration into a greater than average return. There should be a positive correlation between duration and return. However this chart should not be viewed in isolation from other measured parameters and it should be noted that a high average number of days to maturity does not necessarily mean a higher risk, in fact the reverse may be considered true in some cases. The majority of the Council's investments are in call accounts with UK banks with short-dated maturities. These banks have been downgraded increasing the credit risk score but are still of systemic importance to the UK economy and as such are considered secure investments.

Graph 3 Time weighted Average V Return



Longer-term investments with banks are inherently more risky. Ideally authorities should move towards the top left corner of the above graph. Therefore it is preferable to see risk taken converted into return at a greater than average rate. All the Council's investments are in short-term deposits or instant access call accounts and highly rated managed funds so there are no longer-term deposits impacting on our credit risk score. The lower risk scores of other unitary authorities are due to the use of Money Market Funds (MMF) which are AAA rated giving the lowest credit risk score. It has been the policy of the Council to use call accounts with UK banks in the first half of the year as opposed to the alternative of liquid MMF's. Although MMF's are rated AAA the instruments within these funds have far lower ratings. Arlingclose are reviewing their credit risk scores to reflect this. Over time this will bring the scores of other authorities closer to that of this Authority.

6. Revenue Implications of Treasury Management

- 6.1 The expenditure and income arising from the Council's borrowing and investments accrues to the revenue accounts. This includes interest payable and receivable, the minimum revenue provision (for debt repayment), and premiums and discounts written out to revenue from previous debt rescheduling. Some of the interest receivable is passed on to specific accounts where this interest has accrued from the investment of surplus balances for these services. The balance (net cost) is met by the General Fund. The table below shows the monitoring positions against budget arising from these transactions in 2013/14 to 30th September 2013.

Summary of Capital Financing Costs 2013/14

	2013/14 Budget £000	Forecast 2013/14 Outturn £000	Variance £000
External Interest payments	9,610	8,789	(821)
External Interest received	(1,133)	(906)	227
Interest transferred to other accounts	15	15	0
Premiums / Discounts written out to Revenue	(189)	(148)	41
Debt Management Expenses	126	126	0
Treasury Management Cost	8,429	7,876	(553)
Minimum Revenue Provision	8,101	8,188	87
Recharges for unsupported borrowing	(4,267)	(4,267)	0
Recovered from trading Accounts	(2,805)	(2,805)	0
Net Cost to General Fund	9,458	8,992	(466)

7 Icelandic Bank Update

- 7.1 The latest position on the recoveries of monies invested in the Icelandic banks is as follows:

Glitnir – received £5,033,247.31 (principal £4,742,018.12 and interest £291,229.19) amounting to 79.03% of our agreed claim leaving a balance yet to be recovered of £1,335,240.36.

Landsbanki – received £2,205,901.96 (principal £1,887,758.90 and interest £105,778.37) amounting to 52.22% of our agreed claim leaving a balance yet to be recovered of £2,018,233.28.

Heritable – received £2,964,327.74 (principal £2,820,520.30 and interest £143,807.44) amounting to 94.02% of our claim leaving a balance of £188,630.63 yet to be recovered.

8 Compliance with Prudential Indicators

- 8.1 Under the arrangements set out in the Prudential Code for Capital Finance in Local Authorities, individual authorities are responsible for deciding the level of their affordable borrowing, having regard to the Code, and for establishing a range of prudential indicators covering borrowing limits and other treasury management measures. The Prudential Indicators for 2013/14 were approved by Council on 25th February 2013.

The performance to 30th September 2013 against these limits are set out below:

(a) Gross Debt and the Capital Financing Requirement

This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for capital purposes, the Local Authority should ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year for the current and next two financial years.

If in any of these years there is a reduction in the capital financing requirement (CFR), this reduction is ignored in estimating the cumulative increase in the CFR which is used for the comparison with gross external debt.

Based on the current capital programme the maximum CFR estimated over the next 3 years is £285.088m. At the start of the year total debt was £267.794m. This fluctuated during the first 6 months of the year to reach a maximum level of £286.899m on 24th September 2013. By the 30th September this had fallen to £285.4m, back below the CFR. Short term cashflow requirements will sometimes mean the debt will be above the CFR but the Section 151 officer can report that the Authority had no difficulty meeting the requirement in 2012/13 or the current year to date.

(b) Authorised Limit and Operational Boundary for External Debt

The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. It is measured on a daily basis against all external borrowing items on the balance sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). It is consistent with the Council's existing commitments, its proposal for capital expenditure and its approved Treasury Management Policy/Strategy.

The Council's Affordable (Authorised) Borrowing Limit was set at £310m for 2013/14 including a limit for other long term liabilities of £40m to cover PFI, Finance Leases and Tamar Bridge debt.

The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit. It is a focus for the day to day treasury management and a means by which the authority manages its external debt within the self-imposed Authorised Limit. The Operational Boundary may be breached at certain times during the year due to short-term cashflow requirements.

The Operational Boundary for 2013/14 was set at £289m.

There were no breaches to the Authorised Limit or Operational Boundary to 30th September 2013 with the total external debt (including PFI, Finance Leases and Tamar Bridge debt) reaching its maximum level of £286.899 on 24th September 2013.

(c) Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure

These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates.

The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

	Limits for 2013/143
	%
Upper Limit for Fixed Rate Exposure	200
Maximum exposure in 2013-14	193.11
Compliance with Limits:	Yes
Upper Limit for Variable Rate Exposure	50
Maximum exposure in 2013-14	0.37
Compliance with Limits:	Yes

The Council's exposure to both fixed and variable rates was managed well within the limits set during the first half of the year.

(d) Maturity Structure of Fixed Rate Borrowing

This indicator is to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates, and is designed to protect against excessive exposure to interest rate changes.

It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment. The repayment of the majority of PWLB loans on stock transfer has resulted in a high proportion of Lobo (Lenders Option, Borrowers Option) loans which may be subject to rate change or repayment at specified intervals. On specified dates the Lender has the option to vary the rate. If the option is taken the Council (Borrower) has the option to repay the loan. Therefore the loan

may be subject to repayment on a number of occasions throughout the life of the loan. These repayment possibilities are included in the limits set for the maturity of fixed rate borrowing and the monitoring of actuals against these limits. The following table shows the performance against limits during the year.

Maturity Structure of Fixed Rate Borrowing	Upper Limit %	Lower Limit %	Highest % of Actual Fixed Rate Borrowing during 13-14	Lowest % of Actual Fixed Rate Borrowing during 13-14	Compliance with Set Limits?
under 12 months	40	0	20.42	7.88	Yes
12 months and within 24 months	60	0	47.02	31.87	Yes
24 months and within 5 years	40	0	22.92	10.45	Yes
5 years and within 10 years	25	0	4.56	1.94	Yes
10 years and within 20 years	25	0	2.86	2.86	Yes
20 years and with 30 years	25	0	5.37	5.37	Yes
30 years and within 40 years	30	0	6.36	4.67	Yes
40 years and within 50 years	35	0	17.18	15.50	Yes
50 years and above	25	0	0.00	0.00	Yes

(e) Total principal sums invested for periods longer than 364 days

- This indicator allows the Council to manage the risk inherent in investments longer than 364 days.
- The limit for 2013/14 was set at £20m.
- On the advice of the Council's advisers no deposits were made beyond 364 days during the first half of the year. Some investments were made in managed funds which could be held for longer term but as they are liquid and can be cashed in at short notice they are viewed as short term investments. Having not taken any deposits over 364 days in the first half of the year the Council still has space for up to £20m of longer-term deposits should this be viewed as appropriate in light of credit conditions, available counterparties and the risk/reward of these investments.

(f) Credit Risk

- This indicator has been incorporated to review the Council's approach to credit risk.
- The Council confirms it considers security, liquidity and yield, in that order, when making investment decisions.
- Credit ratings remain an important element in assessing credit risk, but they are not the sole feature of the Authority's assessment of counterparty risk. The authority considers the following tools to assess credit risk.

- Published credit ratings of the financial institution and its sovereign;
 - Sovereign support mechanism;
 - Credit default swaps (where quoted);
 - Share prices (where quoted);
 - Economic fundamentals, such as country's net debt as a percentage of its GDP;
 - Corporate developments, news, articles, market sentiment and momentum.
- The Council can confirm that all investments were made in line with minimum credit rating criteria set in the 2013/14 Treasury Management Strategy.
- Long-term ratings of A- or equivalent;
 - Long-term sovereign ratings of AA+ or equivalent for non-UK sovereigns.

9. Outlook for Q3-Q4

9.1 At the time of writing this activity report in October 2013, the UK economic outlook appears to have improved. The projected path for growth has risen, but remains relatively subdued, with a distinct reliance on household consumption, which itself remains under pressure given the deterioration in real earnings growth, high unemployment and general low confidence. A variety of other factors will continue to weigh on a domestic recovery, including on-going fiscal consolidation, muted business confidence and subdued foreign demand. While the economic recovery may pick up steam, forward guidance from the Bank of England suggests that monetary policy is unlikely to be tightened until the ILO Unemployment Rate falls below 7%. The Bank projected this level would be reached in 2016. The latest forecast for Bank Rate from our advisers Arlingclose is below:

	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16
Official Bank Rate												
Upside risk		0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75
Arlingclose Centra	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25

10 Summary

10.1 In compliance with the requirements of the CIPFA Code of Practice, this report provides members with a summary of the Treasury Management activity during the first half of 2013/14. As indicated in this report none of the Prudential Indicators have been breached and a prudent approach has been taken in relation to investment activity with priority given to security and liquidity over yield.

Money Market Data and PWLB Rates

The average, low and high rates correspond to the rates during the financial year rather than those in the tables below.

Please note that the PWLB rates quoted below relate to the standard rates. The Council is eligible for the Certainty rate which provides a 0.2% reduction.

Table 1: Bank Rate, Money Market Rates

Date	Bank Rate	O/N LIBID	7-day LIBID	1-month LIBID	3-month LIBID	6-month LIBID	12-month LIBID	2-yr SWAP Bid	3-yr SWAP Bid	5-yr SWAP Bid
01/04/2013	0.50	0.40	0.50	0.40	0.44	0.51	0.75	0.59	0.68	0.97
30/04/2013	0.50	0.50	0.47	0.40	0.44	0.51	0.75	0.57	0.64	0.91
31/05/2013	0.50	0.38	0.42	0.40	0.44	0.51	0.75	0.68	0.82	1.15
30/06/2013	0.50	0.43	0.38	0.40	0.44	0.51	0.75	0.78	0.99	1.52
31/07/2013	0.50	0.42	0.50	0.40	0.44	0.51	0.75	0.68	0.86	1.39
30/08/2013	0.50	0.43	0.41	0.41	0.44	0.51	0.76	0.81	1.10	1.71
30/09/2013	0.50	0.38	0.38	0.41	0.44	0.51	0.76	0.83	1.12	1.73
Average	0.50	0.42	0.43	0.40	0.44	0.51	0.76	0.72	0.91	1.38
Maximum	0.50	0.50	0.50	0.45	0.53	0.65	0.84	0.95	1.32	1.99
Minimum	0.50	0.35	0.38	0.40	0.44	0.51	0.75	0.55	0.62	0.87
Spread	--	0.15	0.12	0.05	0.09	0.14	0.09	0.40	0.70	1.12

Table 2: PWLB Borrowing Rates - Fixed Rate, Maturity Loans

Change Date	Notice No	1 year	4½-5 yrs	9½-10 yrs	19½-20 yrs	29½-30 yrs	39½-40 yrs	49½-50 yrs
01/04/2013	125/13	1.11	1.74	2.83	3.87	4.18	4.25	4.22
30/04/2013	166/13	1.16	1.72	2.72	3.74	4.06	4.13	4.08
31/05/2013	208/13	1.26	1.97	3.03	3.99	4.29	4.36	4.33
28/06/2013	248/13	1.22	2.34	3.49	4.30	4.52	4.56	4.54
31/07/2013	293/13	1.21	2.22	3.43	4.29	4.50	4.52	4.50
30/08/2013	335/13	1.28	2.53	3.74	4.43	4.54	4.54	4.53
30/09/2013	377/13	1.30	2.50	3.66	4.36	4.49	4.50	4.48
	Low	1.11	1.70	2.71	3.71	4.02	4.08	4.04
	Average	1.25	2.21	3.34	4.19	4.42	4.46	4.43
	High	1.40	2.80	3.99	4.62	4.71	4.72	4.71

Appendix I

Table 3: PWLB Borrowing Rates - Fixed Rate, Equal Instalment of Principal (EIP) Loans

Change Date	Notice No	4½-5 yrs	9½-10 yrs	19½-20 yrs	29½-30 yrs	39½-40 yrs	49½-50 yrs
01/04/2013	125/13	1.30	1.80	2.87	3.52	3.88	4.08
30/04/2013	166/13	1.31	1.77	2.76	3.39	3.75	3.96
31/05/2013	208/13	1.49	2.02	3.07	3.67	4.00	4.19
28/06/2013	248/13	1.66	2.41	3.53	4.05	4.30	4.45
31/07/2013	293/13	1.58	2.29	3.47	4.04	4.30	4.44
30/08/2013	335/13	1.78	2.61	3.77	4.26	4.44	4.51
30/09/2013	377/13	1.79	2.58	3.69	4.17	4.37	4.45
	Low	1.29	1.76	2.75	3.37	3.72	3.91
	Average	1.61	2.28	3.38	3.93	4.20	4.35
	High	1.97	2.88	4.03	4.46	4.62	4.69

Table 4: PWLB Variable Rates

	1-M Rate	3-M Rate	6-M Rate	1-M Rate	3-M Rate	6-M Rate
	Pre-CSR	Pre-CSR	Pre-CSR	Post-CSR	Post-CSR	Post-CSR
01/04/2013	0.5700	0.5600	0.5500	1.4700	1.4600	1.4500
30/04/2013	0.5700	0.5500	0.5400	1.4700	1.4500	1.4400
31/05/2013	0.5600	0.5600	0.5600	1.4600	1.4600	1.4600
28/06/2013	0.5600	0.5600	0.5600	1.4600	1.4600	1.4600
31/07/2013	0.5500	0.5500	0.5500	1.4500	1.4500	1.4500
30/08/2013	0.5600	0.5600	0.5600	1.4600	1.4600	1.4600
30/09/2013	0.5700	0.5700	0.5700	1.4700	1.4700	1.4700
Low	0.5500	0.5500	0.5400	1.4500	1.4500	1.4400
Average	0.5640	0.5607	0.5576	1.4640	1.4607	1.4576
High	0.5800	0.5700	0.5700	1.4800	1.4700	1.4700

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PLYMOUTH CITY COUNCIL

Subject: Polling Place, Polling Districts and Polling Station alterations
Committee: City Council
Date: 27 January 2014
Cabinet Member: Councillor Peter Smith
CMT Member: Tracey Lee (Chief Executive)
Author: Nigel Spilsbury (Electoral Services Manager)
Contact details Tel: 01752 304861
email: nigel.spilsbury@plymouth.gov.uk
Ref: E 3/REG
Key Decision: No
Part: I

Purpose of the report:

The City Council has a statutory duty to divide the local authority area into polling districts and to designate a polling place for each district.

This report provides a summary of the proposed changes to polling districts, polling places and polling stations with a full listing at Appendix A.

The Brilliant Co-operative Council Corporate Plan 2013/14-2016/17:

This report complies with statutory obligations and requirements and supports our co-operative value of being democratic and our pioneering Plymouth objective.

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

There are no financial implications.

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

None directly linked to the report.

Equality and Diversity

In preparing this report and the recommendations, due regard has been given to public sector equality.

Recommendations and Reasons for recommended action:

- I. That the Electoral Registration Officer keeps all electoral activities under constant review

Reason: In order to maintain reasonable polling facilities for voters.

2. That the alterations listed in this report are implemented from 17 February 2014: -

- A) Polling District and Polling Place BE to be merged with Polling District and Polling Place BC, with Halcyon Methodist Church allocated as the polling station

Reason: North Prospect Branch Library is due to close in 2014 and an alternative location is required.

- B) Polling District and Polling Place BG to be merged with Polling District and Polling Place BH, with St Pancras Church Hall allocated as the new polling station

Reason: This will allow a school to remain open and provide another days education. It also reduces the mobile polling unit requirement and affords a more accessible building.

Additionally by merging polling districts we are able to reduce the overall number of polling districts.

- C) The polling districts in the Ham ward will be renamed as follows with effect from 17 February 2014: -

Current Polling District Name	New Polling District Name to be allocated after 17 February 2014	Polling Station
BA	BA	Weston Mill Primary School
BB	BB	Weston Mill Oak Villa Club
BC + BE	BC	Halcyon Methodist Church
BD	BD	Mobile at Tewkesbury Close
BF	BE	Morice Baptist Church
BG + BH	BF	St Pancras Church

3. That the following is noted: -

- A) Subject to the approval of the Stoke Damerel Church Management Committee that the Stoke Damerel Centre will be used as polling station for Polling District JC instead of Stoke Damerel Primary School

Reason: To reduce the number of schools used and provide another days education.

- B) Subject to availability and approval by the Church Management Board that St Gabriel's Church replaces Peverell Methodist Church.

Reason: Current location has closed and a replacement is required.

4. That the List of Polling Places, Districts and Stations attached to this report is confirmed.

Reason: To comply with statutory requirements.

Alternative options considered and rejected:

N/A

Published work / information:

The Representation of the People Act 1983: www.legislation.gov.uk/ukpga/1983/2

Electoral Administration Act 2006: www.legislation.gov.uk/ukpga/2006/22/introduction

Background papers:

Letters and email correspondence in connection with the annual review

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Comments summarised on Appendix B and also summarised at: www.plymouth.gov.uk/homepage/councilanddemocracy/elections/reviewofpollingdistrictsandplaces.htm										

Sign off:

Fin	CDR/CorpsF DCI314 001/7.01.14	Leg	I9223 /DVS	Mon Off	TH 0144	HR		Assets		IT		Strat Proc	
Originating SMT Member: Tim Howes (Assistant Director for Law, Democracy and Governance)													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

1.0 Introduction

- 1.1 The City Council has a statutory duty to divide the local authority area into polling districts and to designate a polling place and polling station for each of the polling districts.

The City Council must also undertake a review of the polling districts and polling places within its area every four years. Section 17 of the Electoral Registration and Administration Act 2013 provides that the next such review must take place in the period of 16 months from 1 October 2013.

- 1.2 This report provides a summary of proposed changes to polling districts, polling places and polling stations with a full listing for the city at Appendix A.

2.0 Timetable, Objectives and Review Definitions

- 2.1 The timetable is as follows: -

- Publication of Notice of the Review: 1 October 2013
- Consultation period: 1 October – 22 November 2013
- Publication of general reports and results: 9 December and open to inspection until 20 December
- Report to Council: 27 January 2014
- Publication of Final Report: – 3 February 2014
- Implementation of any recommendations: 17 February 2014 (Date when the Register of Electors is published)

- 2.2 General summary of Council review objectives: -

- Where practicable to have more accessible and convenient polling stations;
- Reduce the number of schools used to afford students with a further days education (in accordance with Overview and Scrutiny recommendations established in 2003);
- Use suitable buildings rather than mobile units (in accordance with Overview and Scrutiny recommendations established in 2003);
- Reduce the use of mobile polling units (or portacabins) to accord, as far as practicable, with the Disability Discrimination Acts and health and safety requirements.

- 2.3 Review definitions: -

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

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

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

The City Council has a statutory duty to keep polling places and polling districts under review and to authorise changes. It is the Returning Officer's role to select the polling stations.

- 2.4 A number of comments have been received outlining various suggestions for review such as suitability of permanent locations, suitability of mobile units and use of schools. A summary of the comments received is attached at Appendix B.

3.0 The Changes

- 3.1 Summary of the Changes requiring a Council decision

Ward / Polling Place / Polling District / Polling Station	Suggested Alterations	Ward member response
<p>Ward: Ham Polling Place/District: BC Polling Station: Halcyon Methodist Church, Dingle Road</p> <p>Polling Place/District: BE Polling Station: North Prospect Branch Library, Greatlands Crescent</p> <p>Reference: Recommendation A</p>	<p>Polling District and Polling Place BE to be merged with Polling District and Polling Place BC and Halcyon Methodist Church allocated as the polling station</p> <p>Reason: North Prospect Branch Library is due to close in 2014.</p>	Agreed: 3 members
<p>Ward: Ham Polling Place/District: BG Polling Station: Pennycross Primary School, Arden Grove</p> <p>Polling Place/District: BH Polling Station: Mobile unit at Polzeath Gardens</p> <p>Reference: Recommendation B</p>	<p>Polling District and Polling Place BG to be merged with Polling District and Polling Place BH and St Pancras Church Hall allocated as the polling station</p> <p>Reason: To reduce the number of schools used and to reduce the number of polling districts.</p>	Agreed: 3 members

As the number of polling districts in the Ham ward will be reduced polling district references will also require alteration. It is proposed that polling districts will be named as follows: -

Current Polling District Name	Polling District Name after 17 February 2014	Polling Station
BA	BA	Weston Mill Primary School
BB	BB	Weston Mill Oak Villa Club
BC + BE	BC	Halcyon Methodist Church
BD	BD	Mobile at Tewkesbury Close
BF	BE	Morice Baptist Church
BG + BH	BF	St Pancras Church

3.2 Summary of the Changes not requiring a Council decision

Ward / Polling Place / Polling District / Polling Station	Suggested Alterations	Ward member response
<p>Ward: Stoke Polling Place/District: JB Polling Station: Stoke Damerel Primary School</p>	<p>Subject to the approval of the Stoke Damerel Church Management Committee; to use the Stoke Damerel Centre instead of Stoke Damerel Primary School</p> <p>Reason: To reduce the number of schools used.</p>	<p>Agreed: 2 members Not Agreed: 1 member</p>
<p>Ward: Peverell Polling Place/District: KA Polling Station: Peverell Methodist Church</p>	<p>Peverell Methodist Church is not now available.</p> <p>A new location has yet to be agreed.</p> <p>Reason: Current location has closed</p>	<p>Members to be consulted – report to be updated</p>

Appendix A
List of Polling Places. Polling Districts. Polling Stations. Wards and Electorates

Ward	Current Polling District/ Polling Place	Current Electorate	Polling Station	Change or No Change
Devonport	AA	1455	Marlborough Primary School, Morice Square	No Change
Devonport	AB	2293	Salvation Army Hall, Balfour Terrace	No Change
Devonport	AC	2384	Keyham Green Places Community Centre, Renown Street	No Change
Devonport	AD	1552	Keyham Methodist Church, Admiralty Street	No Change
Devonport	AE	2138	Mount Wise Neighbourhood Centre, Clowance Street	No Change
Ham	BA	1465	Weston Mill Primary School, Wolseley Road	No Change
Ham	BB	857	Weston Mill Oak Villa, Ferndale Road	No Change
Ham	BC	1941	Halcyon Methodist Church Hall, Dingle Road	No Change but refer BE
Ham	BD	533	Mobile at Tewkesbury Close, Lower Ham	No Change
Ham	BE	686	North Prospect Branch Library, Greatlands Place	Change - merged with BC
Ham	BF	1185	Morice Baptist Church, Ham Drive	No Change to boundary but renamed as BE
Ham	BG	1295	Pennycross Primary School, Arden Grove	Change - merged with BH. Renamed as BF
Ham	BH	1268	Mobile at Polzeath Gardens, Pennycross	Change - merged with BG. Renamed as BF
St Budeaux	CA	1757	Tamar View Community & Resource Centre	No Change
St Budeaux	CB	1526	The Barn, Kit Hill Crescent	No Change
St Budeaux	CC	1917	St Boniface Church Hall, Percy Street	No Change
St Budeaux	CD	836	Plaistow Hill Infants School, Roman Way	No Change
St Budeaux	CE	2046	Kings Tamerton Community Centre, Newton Avenue	No Change
St Budeaux	CF	1530	St Pauls Church Hall, Off pemros Road	No Change
Honicknowle	DA	1265	West Park Library, Crownhill Road	No Change
Honicknowle	DB	1839	Honicknowle Youth & Community Centre, Honicknowle Green	No Change
Honicknowle	DC	1310	Mobile at Chaucer Way (located in car park area, following Masefield Gardens)	No Change
Honicknowle	DD	1349	Mobile at Sedley Way/Ruskin Crescent	No Change
Honicknowle	DE	1219	Ernesettle Community School, Biggin Hill	No Change
Honicknowle	DF	1998	St Aidan's Church Hall, Ernesettle Green	No Change
Honicknowle	DG	1220	Knowle Primary School, Ringmore Way	No Change
Budshead	EA	1461	Mobile Budshead Road/Canterbury Drive	No Change
Budshead	EB	1522	St Peters RC Primary School, Brentford Avenue	No Change
Budshead	EC	1015	Bethany Evangelical Church, Budshead Road	No Change

Budshead	ED	1432	The Salvation Army Community Hall, Lancaster Gardens	No Change
Budshead	EE	718	St John's Ambulance Training Centre, Crownhill Fort Road	No Change
Budshead	EF	867	Manadon Hall, Tavistock Road	No Change
Budshead	EG	2638	Derriford United Reformed Church Hall, Powisland Drive	No Change
Southway	FA	659	Mary Dean's CE Primary School, Tamerton Foliot	No Change
Southway	FAB	938	Hilltop Community Centre, Cunningham Road	No Change
Southway	FB	1258	Mobile Polling Station at Dunnet Road (Lower part), Southway	No Change at present but new site under consideration
Southway	FC	1195	Southway Youth & Community Centre, Hendwell Close	No Change
Southway	FD	1413	Beechwood Primary school, Rockfield Avenue	No Change
Southway	FE	1520	Widewell Primary School, Lulworth Drive	No Change
Southway	FF	2162	Church of the Holy Spirit, Cliffatford Road	No Change
Southway	FG	813	Mobile Unit at Hessary Drive, Belliver	No Change
Moor View	GA	2258	Leigham Community Hall, Bampton Road	No Change
Moor View	GB	1253	Mainstone Community Centre, Off Pattinson Drive	No Change
Moor View	GC	1848	Elm Community Centre, Leypark Drive	No Change
Moor View	GD	2212	Thornbury Primary School, Miller Way	No Change
Moor View	GE	1614	St Anne's Hall, Glenholt Road	No Change
Eggbuckland	HA	2040	Manadon Vale Primary School, St Peters Road	No Change
Eggbuckland	HB	805	Crownhill Methodist Church, 3 Crownhill Road	No Change
Eggbuckland	HC	1664	Courtlands Special School, Widey Lane	No Change
Eggbuckland	HD	1531	The Village Hall, Miles Mitchell Avenue	No Change
Eggbuckland	HE	2391	Austin Farm Primary School, Delamere Road	No Change
Eggbuckland	HF	1831	St Edwards Primary School, Fort Austin Avenue	No Change
Stoke	JA	2418	St Barnabas Church, St Barnabas Terrace	No Change
Stoke	JB	1763	Stoke Damerel Primary School, South Hill	Change
Stoke	JC	1392	Stoke Methodist Church, Belmont Place	No Change
Stoke	JD	2693	Pilgrim Church Hall, St Levan Road	No Change
Stoke	JE	1143	St Mark's Church, Cambridge Road	No Change
Peverell	KA	2524	NO CURRENT PREMISES (Formerly Peverell Methodist Church)	Under Review
Peverell	KB	1994	St Edwards Church Hall, Home Park Avenue	No Change
Peverell	KC	2353	Montpelier Infants School, Parker Road	No Change
Peverell	KD	2141	Pennycross Methodist Church Hall, Pridham Lane	No Change
Peverell	KE	1135	Trinity United Reformed Church Hall, Tor Lane	No Change
Compton	LA	835	Mobile at Kneele Gardens, Hartley	No Change
Compton	LB	1653	Compton CE Primary School, Higher Compton Road	No Change
Compton	LC	2795	Compton Methodist Church Hall, Eggbuckland Road	No Change
Compton	LD	1881	Emmanuel Parish Hall, Compton Avenue	No Change
Compton	LE	1831	Mutley Baptist Church, Mutley Plain	No Change
Drake	MA	1067	The Grace Christian Centre, Gordon Terrace	No Change
Drake	MB	930	Sherwell United Reformed Church Hall, North Hill	No Change
Drake	MC	738	Charles-w-St Matthias Church, Clifton Place/Bedford Park	No Change

Drake	MD	2323	Mount Street Primary School, Mount Street, Greenbank	No Change
St Peter & the Waterfront	NA	855	St Judes Church Hall, Beaumont Road	No Change
St Peter & the Waterfront	NB	2402	The Burgess Hall, Unitarian Church, Princess Street	No Change
St Peter & the Waterfront	NC	1359	St Andrew CE Primary School, Citadel Road	No Change
St Peter & the Waterfront	ND	832	St Paul's Church, Durnford Street	No Change
St Peter & the Waterfront	NE	1413	High Street Primary School	No Change
St Peter & the Waterfront	NF	1202	Howesons in St Peters Church (south entrance), Wyndham Square	No Change
St Peter & the Waterfront	NG	966	Frederick Street Centre	No Change
St Peter & the Waterfront	NH	999	Pilgrim Primary School, Oxford Street	No Change
Sutton & Mount Gould	OA	1341	Mount Gould Methodist Church Hall, Faringdon Road	No Change
Sutton & Mount Gould	OB	1263	Salisbury Road Primary School	No Change
Sutton & Mount Gould	OC	1312	Salisbury Road Baptist Church Hall	No Change
Sutton & Mount Gould	OD	1187	Tothill Community Centre, Knighton Road	No Change
Sutton & Mount Gould	OE	952	Table Tennis League HQ, Desborough Lane	No Change
Sutton & Mount Gould	OF	1637	Prince Rock Primary School, Embankment Road	No Change
Sutton & Mount Gould	OG	789	Tresillian Street Centre (Former Cattedown Methodist Church)	No Change
Sutton & Mount Gould	OH	320	The Acorn Project Building, Artillery Place	No Change
Efford & Lipson	PA	1252	Mobile at Kensington Road/Southern Terrace	No Change
Efford & Lipson	PB	1310	Lipson Vale Primary School, Bernice Terrace	No Change
Efford & Lipson	PC	1388	Laira Green Primary School, Brockley Road	No Change
Efford & Lipson	PD	1564	Laira Library, Old Laira Road	No Change
Efford & Lipson	PE	735	Church of our lady of Mount Carmel, Stott Close	No Change
Efford & Lipson	PF	949	Mobile adjacent to Humber Close, Off Deer Park Drive	No Change
Efford & Lipson	PG	2464	St Pauls Community Church, Efford Lane	No Change
Plympton Chaddlewood	QA	862	Chaddlewood Primary School, Westfield	No Change
Plympton Chaddlewood	QB	2811	Glen Park Primary School, Glen Road	No Change
Plympton Chaddlewood	QC	2548	Chaddlewood Farm Community Centre, Glen Road	No Change
Plympton St Mary	RA	2184	Woodford Methodist Community Church, Greenway Avenue	No Change
Plympton St Mary	RB	1660	St Peters Lutheran Church, Larkham Lane	No Change
Plympton St Mary	RC	2264	Boringdon Primary School, Courtland Crescent	No Change
Plympton St Mary	RD	1903	Colebrook Community Centre, Newnham Road	No Change
Plympton St Mary	RE	2065	Plympton Fire Station, Conference Room, Service Training Centre	No Change
Plympton Erle	SA	1340	St Mary's C of E Infants School, Market Road	No Change
Plympton Erle	SB	1038	Mobile at Merafield Road, Plympton	No Change
Plympton Erle	SC	866	The Rees Youth & Community Centre, Mudge Way	No Change
Plympton Erle	SD	1578	Longcause Community Special School, Plympton	No Change
Plympton Erle	SE	2008	Yealmpstone Farm Primary School, Meadowfield Place	No Change
Plymstock Radford	TA	1405	Oreston Primary School, Oreston Road	No Change
Plymstock Radford	TB	3241	Hooe Baptist Church, Hooe Road	No Change
Plymstock Radford	TC	1131	Goosewell Primary School (Infants Classroom), Goosewell Road	No Change
Plymstock Radford	TD	2262	Plymstock Sports Pavilion, Dean Cross Road	No Change
Plymstock Radford	TE	1505	Pomphlett Methodist Church Hall, Pomphlett Road	No Change
Plymstock Dunstone	UA	1099	Mobile at Holmwood Avenue	No Change

Plymstock Dunstone	UB	1654	The Function Room, Staddiscombe Club, Staddiscombe Road	No Change
Plymstock Dunstone	UC	1906	Goosewell Primary School (Drama Hall), Goosewell Road	No Change
Plymstock Dunstone	UD	2193	Elburton Methodist Church, Springfield Road	No Change
Plymstock Dunstone	UE	1713	Morley Youth Centre, Broadlands Gardens	No Change
Plymstock Dunstone	UF	1057	St Matthews Church, Sherford Road	No Change

Totals:	182315
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APPENDIX B - REVIEW OF POLLING PLACES, POLLING DISTRICTS AND POLLING STATIONS

Consultation Responses



Ward or constituency	Polling District	Polling Station	Comment or proposal	Action proposed by Returning Officer (if any)
Devonport	AA – AF	Marlborough Primary School, Morice Square	Happy with the polling stations allocated to this ward	No Change
Compton	LE	Mutley Baptist Church	Support for using this location	No Change
Drake	MA	The Grace Christian Centre,(Former Tabernacle, Christian Fellowship Church), Gordon Terrace	The polling station MA should return to the Eye Infirmary (mobile) as it fits the geography/dynamic of the area. Everyone knows that is where they should vote. It was confusing when it moved last November for the Police and Crime Commissioner elections. The route is also not good for disabled people at the place of worship.	No change The location where the mobile polling unit was located is not large enough for the new style cabins. Additionally the cost to locate a mobile on site is currently around £3,500. The Christian Centre is reasonably well located when compared to other polling stations and can be accessed up a number of steps or to the side through the lane and car park.

Ward or constituency	Polling District	Polling Station	Comment or proposal	Action proposed by Returning Officer (if any)
Ham	BA	Weston Mill Primary School, Wolseley Road	There was an intention to revert to St. Philips Church Hall at Bridwell Road in 2014, following re-building of the church hall. However, no work has yet commenced. Will the Returning Officer seek use of the old church hall or continue to use the school?	Investigations made; Church hall is not available. Weston Mill Primary School has been advised of use in 2014.
	BC	Halcyon Methodist Church, Dingle Road	This church may be closing in April 2014, has an alternative been considered?	No Change for 2014 Halcyon Church Hall is available.
	BE	North Prospect Branch Library, Greatlands Crescent	The library will be closed by 31 March 2014 and the Returning Officer will need a new location.	This polling district will be combined with BC and will vote at Halcyon Church Hall.
	BG / BH	Pennycross Primary School, Arden Grove / Mobile polling unit, Polzeath Gardens	Suggestion to merge both polling districts providing that St Pancras Church in Honicknowle Lane is available for hire.	St Pancras Church is a suitable location and is available to hire. Church Hall booked.

Ward or constituency	Polling District	Polling Station	Comment or proposal	Action proposed by Returning Officer (if any)
Peverell	KA	Peverell Methodist Church, Westbourne Road	Church now closed.	Alternative location to be investigated (St Gabriels Church). No answer to date.
Plymstock Dunstone	UD	Elburton Methodist Church, Springfield Road	Purely based on availability of parking, that perhaps it would be better to have a mobile at Charnhill Close rather than use Elburton Methodist Hall, where parking is limited?	No Change The cost to locate a mobile on site is currently around £3,500 and would not necessarily improve parking arrangements.
Southway	FA	Mary Dean's CE Primary School, Tamerton Foliot	Replace school with St Mary's Church Hall, Tamerton Foliot village.	Reviewed in 2009 and was considered unsuitable, but will be investigated again in 2013 – Investigated - No Change.
	FF	Church of the Holy Spirit, Clittaford Road	At the next mailing could the Council include a postal vote application form? Locate a Mobile polling station in the Birdcage Farm area to mitigate the problem of having to go across Southway Drive.	Not necessary as a tick box is included on the annual household Voter Registration Form. No Change Sufficient crossing points are provided for on Southway Drive. The cost to locate a mobile on site is around £3,500.

Ward or constituency	Polling District	Polling Station	Comment or proposal	Action proposed by Returning Officer (if any)
Stoke	JB	Stoke Damerel Primary School, South Hill	Stoke Damerel Church Centre	Provisionally okay to use, subject to Management Committee (to be confirmed in January 2014)
South West Devon parliamentary constituency	All areas within this constituency	All polling stations within this constituency	System seems to work well in this part of Plymouth.	No change

PLYMOUTH CITY COUNCIL

Subject: Constitutional changes and the Leader's Scheme of Delegation for executive functions.

Committee: City Council

Date: 27 January 2014

Cabinet Member: Councillors Evans and Peter Smith

CMT Member: Tracey Lee (Chief Executive)

Author: Tim Howes, Monitoring Officer

Contact details: Tel: 01752 305483
Email: linda.torney@plymouth.gov.uk

Ref:

Key Decision: No

Part: I

Purpose of the report:

The purpose of the report is:

- To change the Council's scheme of delegation for non-executive functions to reflect the new senior management structure.
- To inform Council of changes to the Leader's scheme of delegation for executive functions.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

This report reflects the ethos of open government and clarity on decision making as set out in the Brilliant Co-operative Council Corporate plan. It also complies with the Council's constitutional requirements.

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

The cost of the recommendations will be covered by existing budgets.

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

There are no direct implications.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No

Recommendations and Reasons for recommended action:

1. It is recommended that the delegation of non-executive functions within the Constitution is amended to reflect the new senior management restructure from a date to be determined by the Chief Executive in consultation with the Leader of the Council and that the Monitoring Officer make any consequential amendments to the Constitution.
2. That Council note the Leader’s scheme of delegation for executive functions has been amended so that decisions about the Council’s Emergency Welfare Fund will be taken by the Cabinet Member for Cooperatives and Community Development.

The reason for the recommendations is to implement the changes introduced by the new senior management structure and to inform Council of the changes to the Leaders scheme of delegation.

Alternative options considered and rejected:

In respect of item 1 to specify a date from which the new delegations take effect however this was rejected as the preferred option creates most flexibility and will allow the changes to take place at the earliest opportunity.

Published work / information:

None

Background papers:

None

Sign off:

Fin	djn I 314. 31	Leg	LT/19 315 (2)	Mon Off	DVS 19315 (2)	HR		Assets		IT		Strat Proc	
Originating SMT Member: David Shepperd													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1.0 Introduction

- 1.1 Council at its meeting on 16 September 2013 decided to adopt a new senior management structure and following that date a number of appointments panels have met. It is now necessary to put in place changes to the Council's Constitution to reflect that new structure.

2.0 The Council scheme of delegation for non-executive functions

- 2.1 The Council constitution delegates a number of non-executive professional functions to senior officers of the Council who are suitably qualified and experienced to carry out those roles. Some of those functions are statutory functions which may only be carried out by people who have the necessary qualifications. An example of this is that the responsible finance officer appointed under the Local Government Act 1972 is required to be a member of the Chartered Institute of Public Finance and Accountancy or any other body of accountants approved by the Secretary of State.
- 2.2 This report seeks agreement for the delegation of those non-executive functions within the Constitution to be amended to reflect the new senior management restructure from a date to be determined by the Chief Executive in consultation with the Leader of the Council and for the Monitoring Officer to make any consequential amendments to the Constitution.

3.0 The Leader's scheme of delegation for executive functions

- 3.1 The Council's Constitution says that the scheme of delegation relating to executive functions may be amended by the Leader at any time during the year. To do so, the Leader must give written notice to the Monitoring Officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the Cabinet as a whole.
- 3.2 The proper officer will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- 3.3 To comply with the above, I have prepared this part of this report which notes that the Leaders scheme of delegation has been amended to clarify that the Cabinet member with responsibility for Finance is responsible for Housing Benefit and Revenues apart from the Emergency and Welfare fund and other discretionary payments as set out in the new Leaders scheme of delegation. The Cabinet member for Cooperatives and Community Development is responsible for the Emergency and Welfare Fund and other discretionary payments as set out in the new Leaders scheme of delegation.

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PLYMOUTH CITY COUNCIL

Subject: Pay Policy Statement
Committee: Full Council
Date: 27 January 2014
Cabinet Member: Councillor Peter Smith
CMT Member: Tracey Lee (Chief Executive)
Author: Alison Mills, Head of Human Resources (Corporate Functions)
Contact: Alison.mills@plymouth.gov.uk
Ref:
Key Decision: No
Part: I

Purpose of the Report:

Under Section 38 and 39 of the Localism Act 2011, the Council is required to approve a statement on the remuneration of staff by 31 March 2014. The publication of the statement is part of the Government's policies to increase openness and accountability.

The statement, prescribed in content, sets out the Council's policies in respect of remuneration. There are no proposed changes to policies; the statement is simply a summary of the key provisions as required by the Localism Act. The Council is therefore not being asked to approve the policies, but simply approve the statement which sets out existing policies.

The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:

This is a statutory requirement to demonstrate value for communities (city priority) and enhance the transparency of staff remuneration.

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

Contractual pay and terms and conditions are agreed through national and the Council's collective bargaining arrangements with trade unions.

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

There are no other considerations.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No

Recommendations and Reasons for recommended action:

It is recommended that Council approve the statement, which describes the current policies in relation to remuneration.

Alternative options considered and rejected:

This statement is a statutory requirement.

Published work / information:

None

Background papers:

None

Sign off:

Fin	mc 1314.30	Leg	LT 19317	Mon Off	19317 /dvs	HR	AM	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member: Chris Squire													

PAY POLICY STATEMENT

2014/2015



1.0 CONTEXT

- 1.1 As a co-operative council, Plymouth City Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions and benefits offered to our staff.
- 1.2 The Council is required to set out a Pay Policy Statement under sections 38 and 39 of the Localism Act 2011. The Act prescribes the information and format required for the Pay Policy Statement.
- 1.3 The statement must be approved by a resolution of the Council before it comes into force for the relevant financial year. Amendments may be made by resolution of the Council during the financial year.
- 1.4 This statement refers to the Council's position as at 31 December 2013 relating to the financial year 2014/15.
- 1.5 The Senior Management Structure of the Council is under review and in a transition phase.
- 1.6 As a broad principle, the Council adopts the terms and conditions of employment for Chief Officers that apply to NJC staff (Green Book) and the local variations as set out in the Plymouth Book. Key Chief Officer terms and conditions were harmonised with NJC officers during 2011 resulting in a decrease in Chief Officer terms and conditions including annual leave entitlement.
- 1.7 Under the Council's Standing Orders and Constitution, we have set out a requirement for all posts to be fairly evaluated to determine their salary levels within our agreed structures. All staff must be appointed on merit, through fair, transparent and objective processes.
- 1.8 The Council's Chief Executive, as the Head of Paid Service, is responsible for ensuring the Council meets its duties for appointment on merit, the terms and conditions of employees, compliance with the Council's Standing Orders for the appointment and remuneration of staff and with the requirements set out in the Local Government and Housing Act 1989.
- 1.9 The Head of Paid Service (Chief Executive) is accountable to the City Council for the discharge of her duties.

2.0 INFORMATION

- 2.1 The Council's Chief Officer Structure is set out within the Constitution of the Council and the Constitution is updated with any changes to statutory posts.
- 2.2 All statutory roles are designated within the Chief Officer structure.
- 2.3 Chief Officer grades and salary are determined using the Hay Evaluation criteria.

- 2.4 For the purposes of this Pay Policy Statement, the Council is required to define and set out the reasons for the definition of the lowest paid employee. The Council's pay and grading structure is set out in Appendix One.
- 2.5 The lowest paid worker is defined as those on the lowest spine point of Grade A, the Council's lowest pay grade (excluding apprentices). The remuneration of a Grade A at the authority (the lowest paid employee) is £12,435 (£14,847 inclusive of current superannuation on-costs). To address the low pay, the council has introduced the principles of a living wage, by adding a discretionary, non-contractual market supplement topping up to £7.45 per hour. This means that the FTE pay for the lowest paid worker is £14,373 (£17,161 inclusive of current superannuation on-costs). This places the value ratio between the lowest paid and highest paid employee at 1:10.
- 2.6 The Council evaluates Chief Officer roles through a defined evaluation method (Hay) to ensure parity and consistency of evaluation within the Council's pay and grading structures. The Council therefore does not apply a ratio between the lowest pay grade and highest pay grade to avoid interference with the objective evaluation process.
- 2.7 Senior officer posts outside the Chief Officer Structure, but earning in excess of £50,000 are published as part of the Council's access to public information within the annual accounts.

3.0 FAIR PAY

- 3.1 The Council has adopted a Living Wage by adding a discretionary, non-contractual market supplement top up payment to employees bringing the hourly rate to £7.45 per hour. This will uplift all employees on spinal points 5 to 10 (Appendix One) to a living wage rate. This equates to a full time salary of £14,373 within our standard working week of 37 hours.
- 3.2 This has achieved the ambition of the Council to reduce the pay differential between the highest and lowest paid staff to a ratio of 1:10 from 1:14 in 2012.

4.0 CHIEF OFFICER PAY POLICY

- 4.1 This section sets out the Council's policy in relation to Chief Officer remuneration and benefits as set out in the Localism Act 2011.
- 4.2 **Levels and elements of remuneration for each Chief Officer:**
 - 4.2.1 Each Chief Officer will receive a basic salary as defined by the Council's pay and grading structures commensurate with their level of responsibilities.
 - 4.2.2 Each Chief Officer role will be graded using the Hay Job Evaluation methodology based on the published Role Profiles and organisational structures.
 - 4.2.3 Each Chief Officer will receive the same terms and conditions of employment as set out in the Plymouth Book for NJC (Green Book) employees.
 - 4.2.4 Market supplements and additional payments for Chief Officers will be time limited to a maximum of two years from their commencement. Extensions beyond two years will require the approval of the Head of the Paid Service and will be reported as an amendment to the Council's published Pay Policy Statement.

4.3 Recruitment and remuneration on engagement of Chief Officers

- 4.3.1 Chief Officers will be remunerated at the evaluated grade for the role on commencement of service. Additional payments (not including relocation expenses) will be time-limited for a maximum of 2-years with terms of additional payments to be agreed by the Head of Paid Service. This includes the application of the Council's policies on Market Factor Supplements.
- 4.3.2 As required by law, the appointment and remuneration of Chief Officers is determined by the Council members through the Chief Officer Appointment Panel.

4.4 Increases and additions to remuneration for each Chief Officer

- 4.4.1 The Council will review each role profile and remuneration of Chief Officers prior to any recruitment or at the creation or substantive change to the existing role.
- 4.4.2 Increases to pay for Chief Officers will occur through any national pay award to JNC for Chief Officers.
- 4.4.3 Chief Officers are appointed on spot salaries. There is no spine point progression for Chief Officers.

4.5 The use of performance-related pay (PRP) for Chief Officers

- 4.5.1 There is no performance-related pay scheme for Chief Officers. Chief Officers are subject to an annual appraisal of performance.

4.6 The use of bonuses for Chief Officers

- 4.6.1 There is no performance-related pay scheme for Chief Officers.

4.7 Chief Officer pay on termination of contract or end of office

- 4.7.1 Chief Officers will receive their contractual entitlement for termination payments. These entitlements are the same for NJC staff (Green Book). Where the Council is terminating the contract of employment, pay in-lieu of notice (PILON) or paid leave may be granted by the Assistant Director for Human Resources and Organisational Development.
- 4.7.2 Redundancy pay for Chief Officers is calculated at the statutory minimum.
- 4.7.3 Chief Officers may only be dismissed by a panel of Members (Councillors) within the Council's usual policies and procedures for disciplinary and dismissal.

4.8 Publication of and access to information relating to the remuneration of Chief Officers

- 4.8.1 Chief Officer remuneration (actual payments) will be reported in the Council's Annual Statement of Accounts and made available on the Council's website through this statement as set out in Appendix Two.

4.9 Benefits in Kind

- 4.9.1 Chief Officers do not receive any benefits in kind. Any benefits, gifts or hospitality must be properly authorised and recorded in accordance with the Officer's Code of Conduct.

4.10 Charges, fee and professional registrations

4.10.1 Professional fees and charges will be made on behalf of statutory officers and deputy statutory officers in respect of their requirement to be registered to practise with the relevant body. No other charges, fees or registrations are paid by the Council outside of the Plymouth Book local terms for all NJC employees.

4.11 Increases and enhancement to pension entitlement

4.11.1 The Council's Chief Officers are entitled to become members of the Local Government Pension Scheme (LGPS). Payments and entitlements are subject to LGPS Regulations.

4.11.2 The Council does not enhance pensions or provide added-years to Chief Officers beyond their basic entitlements.

4.11.3 Pension strain costs are borne by the Authority on the redundancy of a Chief Officer in line with all other employees. The Council policy limits the maximum cost of redundancy and pension strain to a maximum of three times the annual salary for payback. Any situation likely to exceed this amount will be resolved by the Council's Appointments Panel at the point of dismissal.

4.12 Other amounts payable

4.12.1 There are currently no other entitlements for additional payments for Chief Officers. The award of other payments with the Council's pay policies will be agreed with the Head of Paid Service.

4.13 Chief Officer Policies

4.13.1 Policies adopted for application to the NJC staff (Green Book) will apply to Chief Officers with the exception of matters related to non-executive functions of the Council in relation to Chief Officers such as appointment, investigations and disciplinary action, employment appeals and dismissal.

4.14 Terms and conditions

4.14.1 Chief Officer terms and conditions will mirror those for NJC staff (Green Book). No more or less favourable terms or treatment shall be afforded to Chief Officers in respect of terms and conditions of employment.

4.15 Superannuation

4.15.1 Superannuation is determined by the Local Government Pension Scheme Regulations.

4.15.2 Superannuation (pension) payments are made by the employer into the Local Government Pension Scheme (LGPS). The rate of contribution is defined by the LGPS and is applicable to all employees (including chief officers). The Local Government Pension Scheme Regulations 2014 will be introduced from 1 April 2014. There will be 9 employee contribution bandings between 5.5% and 12.5%. The indicative employer contribution rate from 1 April 2014 will be increased to 20.1%, from 19.4%.

4.16 Returning Officer Fees

4.16.1 The designation and duties of the Returning Officer and Electoral Registration Officer are independent of the Council. Officers undertaking these duties may claim for the appropriate allowance. The City Council will designate the officer for these purposes

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APPENDIX ONE

Pay & Grading Structure

<u>Grade</u>	<u>SCP</u>	<u>April 2013</u>	<u>From January 2014 with discretionary non contractual living wage top up</u>
Grade A	5	£12,435	£14,373
	6	£12,614	£14,373
	7	£12,915	£14,373
	8	£13,321	£14,373
Grade B	9	£13,725	£14,373
	10	£14,013	£14,373
	11	£14,880	
	12	£15,189	
	13	£15,598	
Grade C	14	£15,882	
	15	£16,215	
	16	£16,604	
	17	£16,998	
	18	£17,333	
Grade D	19	£17,980	
	20	£18,638	
	21	£19,317	
	22	£19,817	
	23	£20,400	
Grade E	24	£21,067	
	25	£21,734	
	26	£22,443	
	27	£23,188	
Grade F	28	£23,945	
	29	£24,892	
	30	£25,727	
	31	£26,539	
Grade G	32	£27,323	
	33	£28,127	
	34	£28,922	
	35	£29,528	
Grade H	36	£30,311	
	37	£31,160	
	38	£32,072	
	39	£33,128	
	40	£33,998	

<u>Grade</u>	<u>SCP</u>	<u>April 2012</u>
Grade I	41	£34,894
	42	£35,784
	43	£36,676
	44	£37,578
	45	£38,422
	46	£39,351
Grade J	47	£40,254
	48	£41,148
	49	£42,032
	50	£42,915
	51	£43,811
	52	£44,711
Grade K	53	£45,629
	54	£46,532
	55	£47,420
	56	£48,408
	57	£49,298
Grade L	58	£50,198
	59	£51,089
	60	£51,980
	61	£52,869
	62	£53,766
Chief Officer/Senior Grades	350	£57,764
	400	£69,696
	460	£84,606
	528	£103,000
	608	£114,637
	700	£129,699
	800	£150,000

(SCP 1 – 4 are not used)

APPENDIX TWO**Chief Officer Pay and Remuneration**

This table sets out the roles, pay and additional payments to statutory officers and officers in the senior management structure of the Council, as at 31 December 2013.

PRIOR TO SENIOR MANAGEMENT RESTRUCTURE

Role	Grade	Basic Pay	Additional Payments	Employer Pension Contribution*	Total Remuneration
Chief Executive	800	150,000	-	29,100	179,100
Director for People	700	129,699	-	25,161	154,861
Director for Place	608	114,637	-	22,240	136,877
Director for Corporate Services	608	114,637	-	22,240	136,877
Director of Public Health	528	103,000	-	19,982	122,982
ASSISTANT DIRECTORS					
Democracy and Governance	460	84,606	-	16,414	101,020
Human Resources and Organisational Development	460	84,606	-	16,414	101,020
Finance, Efficiencies, Technology and Assets	460	84,606	-	16,414	101,020
Customer Services	400	69,696	-	13,521	83,217
Joint Commissioning and Adult Social Care	460	84,606	-	16,414	101,020
Children's Social Care	460	84,606	5,397	17,461	107,464
Education, Learners and Families	460	84,606	13,394	19,012	117,012
Homes and Communities	400	69,696	-	13,521	83,217
Economic Development	460	84,606	-	16,413	101,020
Planning	400	69,696	-	13,521	83,217
Transport and Infrastructure	400	69,696	-	13,521	83,217
Environmental Services	460	84,606	-	16,414	101,020
Policy, Performance and Partnerships	400	69,696	-	13,521	83,217
Deputy Statutory Officers					
Head of Legal Services	350	57,764	-	11,206	68,970
Head of Finance	350	57,764	-	11,206	68,970

* based on 2013/14 contribution rate of 19.4%. Indicative rate for 2014/15 is 20.1%

NEW SENIOR MANAGEMENT STRUCTURE

Role	Grade	Basic Pay	Additional Payments	Employer Pension Contribution	Total Remuneration
Chief Executive	800	150,000	-	29,100	179,100
Strategic Director for People	700	129,699	-	25,161	154,861
Strategic Director for Place	608	114,637	-	22,240	136,877
Strategic Director for Transformation and Change	608	114,637	-	22,240	136,877
Director for Public Health	528	103,000	-	19,982	122,982
Assistant Chief Executive	460	84,606	-	16,414	101,020
Assistant Director HR, OD & ICT	460	84,606	-	16,414	101,020

Assistant Director Finance	460	84,606	-	16,414	101,020
Assistant Director Customer Services	400	69,696	-	13,521	83,217
Head of Legal Services	400	69,696	-	13,521	83,217
Assistant Director Cooperative Commissioning and Adult Social Care	460	84,606	-	16,414	101,020
Assistant Director Children's Social Care	460	84,606	5,397	17,461	107,464
Assistant Director Education, Learning and Families	460	84,606	13,394	19,012	117,012
Assistant Director Homes and Communities	400	69,696	-	13,521	83,217
Assistant Director Economic Development	460	84,606	-	16,414	101,020
Assistant Director Strategic Planning	460	84,606	-	16,414	101,020
Assistant Director Street Services	460	84,606	-	16,414	101,020
Head of Finance	350	57,764	-	11,206	68,970

* based on 2013/14 contribution rate of 19.4%. Indicative rate for 2014/15 is 20.1%

