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Democratic Support

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CABINET

Tuesday 10 December 2013

2pm

Council House (Next to the Civic Centre), Plymouth

Members:

Councillor Evans, Chair

Councillor Peter Smith, Vice Chair

Councillors Coker, Lowry, McDonald, Penberthy, Vincent and Williams.

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

This agenda acts as notice that Cabinet will be considering business in private if items are included in Part II of the agenda.

This meeting will be broadcast live to the internet and will be capable of subsequent repeated viewing. By entering the Warspite Room and during the course of the meeting, Councillors are consenting to being filmed and to the use of those recordings for webcasting.

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Tracey Lee

Chief Executive

CABINET

AGENDA

PART I (PUBLIC MEETING)

1. APOLOGIES

To receive apologies for absence submitted by Cabinet Members.

2. DECLARATIONS OF INTEREST (Pages 1 - 2)

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

3. MINUTES (Pages 3 - 8)

To sign and confirm as a correct record the minutes of the meeting held on 12 November 2013.

4. QUESTIONS FROM THE PUBLIC

To receive questions from the public in accordance with 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 clear working days before the date of the meeting.

5. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

6. CITY CELEBRATIONS AND EVENTS 2014 (Pages 9 - 18)

The Director for Place will submit a report on the city celebrations and events in 2014, the benefits to the city of hosting these events and seeking approval of a financial commitment to facilitate these significant celebration events including the 350th anniversary event of the Royal Marines on the Hoe.

7. CITY DEAL BID

Councillor Evans (Council Leader) will update members on the progress of the City Deal bid.

8. EU STRUCTURAL AND INVESTMENT FUND STRATEGY (Pages 19 - 26)

The Director for Place will submit a report on the EU Structural and Investment Fund Strategy and will detail what funding will be potentially available, how and why the Local Enterprise Partnership is developing this strategy, how the City Council are assisting in developing it and what the implications of the Local Enterprise Partnership's strategy are for the City Council and the city as a whole.

9. ACQUISITION AND DISPOSAL OF LAND AT SEATON NEIGHBOURHOOD (Pages 27 - 40)

The Director for Place will submit a report seeking approval for a number of land transactions that will 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 is also submitted which contains commercially sensitive information.

10. PRIMARY BASIC NEED 2014 - 2017 (Pages 41 - 50)

The Director for People will submit 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 will 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 will also seek approval of the funding to build a new two form entry 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.

11. BARBICAN TOILETS (Pages 51 - 56)

The Director for Place will submit a report seeking approval of funding for a scheme to provide replacement toilets at Quay Point and Elphinstone Car Park, The Barbican.

12. AWARD OF STREET LIGHTING MAINTENANCE CONTRACT (Pages 57 - 64)

The Director for Place will submit a report on the outcome of the procurement for the renewal of the maintenance contract for the inspection, maintenance, repair, modification, supply and installation of street lighting and illuminated road signs and recommends the appointment of the successful tenderer.

A separate private report is also submitted which contains commercially sensitive information.

**13. AWARD OF A CONTRACT FOR THE YOUNG PERSONS' (Pages 65 - 72)
(16-25) SUPPORTED ACCOMMODATION SERVICE**

The Director for People will submit a report on the outcome of the tender process following approval, in March 2013, to Plymouth City Council's Young Persons' (Aged 16-25) Accommodation Commissioning Plan for the period 2013-2020 in order to remodel services and realign the accommodation pathway and recommends approval of the successful tenderer.

A separate private report is also submitted which contains commercially sensitive information.

14. THE PLUSS ORGANISATION (Pages 73 - 80)

The PLUSS Organisation is a Local Authority owned provider of a range of employment and training programmes for people with disabilities. It was set up in 2005.

The Assistant Director for Finance, Efficiencies, Technology and Assets will submit a report on a proposal by Plymouth City Council, together with its three partner Authorities, Devon County Council, Torbay Council, and Somerset Council, to sell its interest in the PLUSS Organisation and transfer ownership to the national charity Turning Point.

Turning Point offers an ideal opportunity for PLUSS to achieve its aims and will help secure the long term future for PLUSS.

A background paper to this report can be accessed at the Council's website Council and Democracy/Councillors and Committees/Library/Cabinet background papers or using the following hyperlink –
<http://tinyurl.com/bdqqk2r>

**15. CO-OPERATIVE COMMISSIONING AND MARKET (Pages 81 - 90)
MANAGEMENT - A FRAMEWORK FOR DELIVERING A
BRILLIANT CO-OPERATIVE COUNCIL**

The Director for People and the Interim Director for Corporate Services will submit a report providing a framework for co-operative commissioning and market management and setting out a number of overarching commissioning principles for approval.

**16. DELIVERING THE CO-OPERATIVE VISION WITHIN A TO FOLLOW
THREE YEAR SUSTAINABLE BALANCED BUDGET
(INCLUDING 2014/15 DRAFT BUDGET)**

The Chief Executive will submit a report on the indicative three year balanced budget for the period 2014/15 to 2016/17 to fulfil the Council's statutory responsibility of setting a robust and realistic annual budget.

17. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000. At the time this agenda is published no representations have been made that this part of the meeting should be in public.

(Members of the public to note that, if agreed, you will be asked to leave the meeting).

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

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

18. ACQUISITION AND DISPOSAL OF LAND AT SEATON NEIGHBOURHOOD (E3) (Pages 91 - 94)

The Director for Place will submit a report on commercially sensitive details relating to acquisition and disposal of land at Seaton Neighbourhood. (Agenda item 9 refers).

19. AWARD OF STREET LIGHTING MAINTENANCE CONTRACT (E3) (Pages 95 - 100)

The Director for Place will submit a report on commercially sensitive details following the procurement for the renewal of the maintenance contract for the inspection, maintenance, repair, modification, supply and installation of street lighting and illuminated road signs. (Agenda item 12 refers).

20. AWARD OF A CONTRACT FOR THE YOUNG PERSON'S (16-25) SUPPORTED ACCOMMODATION SERVICE (E3) (Pages 101 - 106)

The Director for People will submit a report on commercially sensitive details following the tender process for the Young Persons' (16 – 25) Supported Accommodation Service. (Agenda item 13 refers).

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DECLARING INTERESTS – QUESTIONS TO ASK YOURSELF

What matters are being discussed?

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

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

No

Yes

Declare interest and leave (or obtain a dispensation)

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

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

Yes No You can speak and vote

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

Yes No Declare the interest and speak and vote

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

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

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

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Cabinet

Tuesday 12 November 2013

PRESENT:

Councillor Peter Smith, Vice Chair, in the Chair.
Councillor Vincent, Vice Chair for the meeting.
Councillors Lowry, Penberthy and Williams.

Also in attendance: Tracey Lee (Chief Executive), Anthony Payne (Director for Place), Malcolm Coe (Assistant Director for Finance, Efficiencies, Technology and Assets), Paul Barnard (Assistant Director for Planning Services) and Nick Carter (Housing Delivery Team Leader).

Apologies for absence: Councillors Evans (Chair), Coker and McDonald.

The meeting started at 2.00 pm and finished at 2.20 pm.

Note: At a future meeting, the Cabinet 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. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct in relation to items under consideration at this meeting.

58. **VICE CHAIR FOR THE MEETING**

Agreed that Councillor Vincent is appointed Vice Chair for the meeting.

59. **MINUTES**

Agreed the minutes of the meeting held on 15 October 2013.

60. **QUESTIONS FROM THE PUBLIC**

Two questions were submitted by members of the public for this meeting, in accordance with Part B, paragraph 11 of the Constitution.

In the absence of the questioners, written responses would be sent to them as set out below –

Question No	Question By	Cabinet Member	Subject
3 (13/14)	Mr B Mardon	Councillor Coker, Cabinet Member for Transport	On street parking variation in use spaces Ref 2013.180370
<p>On Radio Devon a Council spokesperson said introducing parking charges which at present are free, were to resolve traffic problems. What are the problems and in which areas do they occur? Would more free parking resolve these issues?</p>			
<p>Response: The problems being referred to during the interview relate to where I have to balance competing demands for parking. Such an example is that of free parking in dense city centre type locations, where people also live, resulting in residents often experience parking difficulties due to commuter use.</p>			

Question No	Question By	Cabinet Member	Subject
4 (13/14)	Mr F E Sharpe	Councillor Vincent, Cabinet Member for Environment	Sherford development costs
<p>Please can it be disclosed how much cash the proposed Sherford Development has cost Plymouth City Council to date with nothing to show?</p>			
<p>Response: Planning, transport, environmental and legal officers, and others, have been involved in Sherford-related planning processes over several years. This has involved research, the consideration of alternative development options, public meetings and statutory public local inquiries concerning the formulation of planning policies that have subsequently been adopted by various Local Planning Authorities. In addition the consideration of planning issues concerning delivery of a Sherford development in accordance with an acceptable master plan and the requirements of the Planning Committee has also been undertaken.</p> <p>There are no detailed records of the staff time involved in dealing with the Sherford development over a considerable number of years. Any complex legal Section 106 agreement costs are recovered by the Council from the developer. The Section 106 funding agreement runs into several millions in support of transport, environmental, cultural, sporting and social infrastructure. The impact of the construction of Sherford on the Plymouth economy will also be significant. When looked at against the economic benefits this will deliver, the investment of staff time can be seen as small compared to the overall benefits that will accrue to the city and the sub-region.</p>			

It is true that development has still to commence in accordance with the approved plans, although the project is expected to commence in 2014.

A new delivery team for Sherford has been funded by a non-ring fenced grant award funded by central government to South Hams District Council. Accordingly this team will have no revenue costs to the City Council and therefore Plymouth Council Tax payers.

61. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

62. **THE PLAN FOR HOMES**

The Director for Place submitted a report on proposals to establish a programme of initiatives to help achieve a step change in the delivery of homes within Plymouth. The Plan for Homes aimed to bring forward 1,000 homes per annum over the next five years to address the severe housing needs within the city and to support the growth agenda.

The report also sought agreement to include within the Capital Programme a significant Affordable Housing Loan Facility and to the release of further City Council-owned sites in support of the Plan for Homes and the delivery of more affordable homes.

Councillor Lowry (Cabinet Member for Finance) introduced the proposals and indicated that the loan facility would be available only to registered social landlords and co-operative associations, not to private developers.

The City Council, at the meeting on 25 November 2013, would be asked to sign up to the 'Say Yes to Homes' Campaign.

Members' attention was also drawn to the Plan for Homes and Get Plymouth Building brochures which were available to members at the meeting.

Paul Barnard (Assistant Director for Planning Services) reported that the draft plan had been considered by the Working Plymouth Scrutiny Panel on 25 September 2013, and their suggestions had been incorporated into the document. A progress report would be submitted to the panel after a year, as requested.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed –

- (1) the Plan for Homes as set out in the report;
- (2) to delegate to the Assistant Director for Planning Services, in consultation with the Cabinet Member for Finance, the identification of city council-owned sites in support of the Plan for Homes;

- (3) to welcome the support from the Working Plymouth Scrutiny Panel for the strategy of the Plan for Homes.

62a The Plan for Homes: Recommendation to the City Council

The City Council is Recommended to include 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.

63. FEES, CHARGES AND CONCESSIONS POLICY

The Assistant Director for Finance, Efficiencies, Technology and Assets submitted a report on an over-arching Fees, Charges and Concessions Policy to provide a clear statement of Plymouth City Council's corporate approach to fees and charges incorporating concessions.

This policy set out the principles that the Council would use when levying a charge for services that were provided and why the Council were doing so. It would ensure that the Council adopted a consistent and fair approach to fees and charges, and that they were used to deliver the Council's overall objectives whilst protecting, wherever possible, the most vulnerable citizens of Plymouth. It also set a direction of travel about principles to be used when waiving charges and the conditions that would be applied in these circumstances.

Councillor Lowry (Cabinet Member for Finance) introduced the proposals and reported that the framework would assist the council in being fair, open and honest when considering fees, charges and concessions. He also thanked Councillor Penberthy for his assistance with the policy.

Councillor Penberthy indicated that the policy would ensure that everyone would pay something towards Council tax and that if the Council supported groups, it would review what contribution had been made by them towards the city. The report would also link to the Civil Society Policy which would be considered by Cabinet in the new year.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed that –

- (1) the revised Fees, Charges and Concessions Policy is approved as submitted;
- (2) the Leader's Scheme of Delegation is amended to reflect the delegations.

64. **CORPORATE MONITORING REPORT AS AT 30 SEPTEMBER 2013
(INCLUDING CAPITAL SCHEMES AND PROGRAMME APPROVALS)**

The Corporate Management Team submitted a report outlining the finance monitoring position of the Council as at the end of September 2013 and provided details on how the Council was delivering against its financial measures using its capital and revenue resources. Approval was also sought to relevant budget variations, virements and new capital schemes.

Human Resources and Organisation Development data including workforce and sickness statistics were also submitted.

Councillor Lowry (Cabinet Member for Finance) introduced the proposals and reported that –

- (a) an overspend of £1.52m was forecast at year end;
- (b) officers and members were working hard to achieve a balanced budget at year end;
- (c) sickness was continuing to reduce.

Councillor Peter Smith emphasised that although sickness levels were consistently reducing, current efforts needed to be maintained as sickness remained too high.

Malcolm Coe also reported that officers were striving to ensure that the budget was balanced at year end.

Alternative options considered and reasons for the decision –

As set out in the report.

Cabinet noted –

- (d) the revenue monitoring position and actions being taken;
- (e) the increase in the medium term capital programme forecast to £162.484m;
- (f) the Human Resources and Organisational Development data.

Agreed –

- (1) the revenue budget virements as set out on page 10 of the report;
- (2) the new capital schemes indicated in table A totaling £0.881m.

64a **Capital Programme Approval: Recommendation to the City Council**

The City Council is Recommended to increase the capital programme by the increase in the allocation to enable the Civic Centre decant, totaling £0.627m .

65. **CORPORATE PLAN PERFORMANCE FRAMEWORK MONITORING REPORT**

The Chief Executive submitted a report on the progress of delivery of outcomes identified in the Corporate Plan, highlighting cause for celebration as well as delays and issues requiring corrective action.

In the absence of Councillor Evans (Council Leader), Councillor Peter Smith (Deputy Leader) introduced the proposals and advised that the report would be considered by the Co-operative Scrutiny Board on 27 November 2013.

Tracey Lee (Chief Executive) indicated that this was the first report monitoring the actions to deliver the corporate plan and she was pleased with the progress made to date. Cabinet Members were also advised that the report could be refined in the light of feedback.

The report was noted.

PLYMOUTH CITY COUNCIL

Subject: City Celebrations and Events 2014
Committee: Cabinet
Date: 10 December 2013
Cabinet Member: Councillor Peter Smith
CMT Member: Anthony Payne, (Director for Place)
Author: Amanda Lumley, Chief Executive, Destination Plymouth
Contact details Tel: 01752 307268
E-mail: Amanda.lumley@plymouth.gov.uk
Ref:
Key Decision: Yes
Part: I

Purpose of the report:

The visitor economy is worth £307 million annually to the Plymouth economy and represents approximately 7% of employment within the city. The Plymouth Visitor Plan 2011 aims to grow visits by 20% up to 2020 and visitor spend by 25% so increasing jobs in this sector by 2800. In order to achieve this a key strand of the plan is a major events strategy to encourage day and repeat visitors to the city. These events are generally one-off opportunities with national and international appeal that generate significant media coverage and have the potential to attract significant volumes of visitors as well.

2014 sees some key dates in the city's history including the 100th anniversary of the 'city of Plymouth' and the 100th anniversary of the start of WWI and planning has already started for some of these events with external partners. In particular the PCC events team has been asked by the Royal Marines (RM) to help deliver their 350th anniversary event on Plymouth Hoe. This will be a closed concert venue with tickets being sold for this event over three evenings in the same way as 'Music of the Night' events have been managed previously.

The requirement for infrastructure on the Hoe for these events, costs for which will be covered through tickets sales provides an opportunity for the City to maximise the use of this site for further commemorative events over a longer period of time.

This paper sets out the benefits to the city of hosting these events along with the community, social, economic and wider financial implications and requests a financial commitment from Plymouth City Council to facilitate these significant celebration events for the benefit of the city and its businesses, and community.

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

The 2014 Events plan supports the following corporate outcomes:

PIONEERING PLYMOUTH

These events will be a step change in positioning Plymouth at the heart of the South West region for music and culture. Local communities will have the opportunity to see world famous Royal Marines and Military bands and global quality musicians who will inspire and encourage pride in the city. The film footage of the events will be seen internationally and will position Plymouth as 'Britain's Ocean City' as a centre for music, culture and a vibrant thriving community.

GROWING PLYMOUTH

The Visitor Plan 2011 seeks to grow the visitor economy by 25% by 2020, which will in turn achieve an economic impact of over £340 million and is projected to create over 2600 jobs. Major events are a key part of the visitor plan strategy. When a major musical event of this nature was hosted in Manchester last year it delivered an economic and media impact of over £12 million to the local economy. Positioning Plymouth globally will also raise awareness of opportunities within the city for business investment as an innovative and forward thinking city to do business in particular the creative industries will benefit from the opportunity

CARING PLYMOUTH

Plymouth has a diverse community of over 256,000 inhabitants of which 70,800 (nearly 1 in 3) live in areas, which are amongst the 20 most deprived in the UK. Plymouth has a higher rate of child poverty than the national average with 21.9 per cent of children under 16 living in poverty. This means 11,560 children in the city, of which 10,190 are under 16 (HMRC, August 2010). Hosting these events in the city will give an opportunity for these families and children to participate in events which would normally be beyond their reach in a non-discriminatory way and will help to engender a sense of belonging and pride in their city as well as giving them aspirations and hope for their future. In addition these events will directly support additional jobs, which are a key aim for the child poverty matters strategy.

CONFIDENT PLYMOUTH

The Royal Marines event will be a national event which will benefit from major media coverage in addition a major music event broadcast nationally or internationally will give significant reach to the "Britain's Ocean City" brand. Film footage of these events will showcase the very best that the city has to offer across all media channels and will fast track awareness of Plymouth to visitors and businesses. Demonstrating our ability to deliver major national cultural events will support the city's aspirations for Mayflower 400 and the legacy beyond.

These events will also support the following city strategies:

- Destination Plymouth Visitor Plan – 2011
- Local Economic Strategy
- Child Poverty matters strategy
- Mayflower 2020
- Vital Sparks – Cultural Strategy
- City Centre Company Business Improvement District
- Plymouth Waterfront Partnership Business Improvement District

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

Financial

The additional events for 2014 will require an additional net budget allocation of £395,000, the total estimated costs of £920,000 will be partially offset by estimated ticket and commercial income of £525,000. The net cost to Plymouth City Council may be reduced as further sponsorship and income generating opportunities are developed.

It is requested that Plymouth City Council invests in these events for the benefit of the city and that this funding is allocated into the annual events budget for the financial years 2013/14 and 2014/15 for the core PCC events team to use for delivery.

Human

All the events planned for 2014 will be managed within the normal remit of the PCC core events and BID management teams.

For the Royal Marines and music events it is proposed that additional resource is brought into the core events team to project manage these events specifically from January 2014 to July 2014. The budget for this resource has been factored into the overall finances for these events above.

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

Child poverty

These events support the Visitor Plan, which in turn supports the Local Economic Strategy, Local Development Plan and Plan for Jobs all of which support the Child Poverty Matters strategy.

Health and Safety

As with events of any kind there will be requirements for full risk assessments to support legal requirements. These will be undertaken as a matter of course as part of the normal operating processes of the core PCC events team.

Risk Management

A full risk register has been produced for these events. Most of the risks will be fully mitigated through contractual agreements with partner organisations, tendering to get best value, insurances as appropriate and normal health and safety procedures being followed.

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

An Equality Impact Assessment (EIA) has been considered but the conclusion is that it is unnecessary at this stage. However, as part of the next stage of the event programme an EIA will be undertaken to ensure that the events in question do not disadvantage any sector of the community and to make

suggestions as to how the associated community outreach work can be aligned to support those who are often economically marginalized.

Recommendations and Reasons for recommended action:

To approve an additional £395,000 of funding to support a major series of events 2014 including the Royal Marines 350th anniversary celebrations and a major musical event to celebrate the 100th anniversary of the City.

This funding will need to be drawn down in 2013/14 and 2014/15 to enable contracts to be entered into and an artist or artists to be booked within the necessary timescales. This will be financed through a year-end review of reserves and provisions, combined with any 'Corporate Health Adjustments' linked to the final revenue outturn position

Reasons:

these events will be made accessible to as broad an audience as possible across the Plymouth community engendering a sense of belonging and pride in their city as well as giving them aspirations and hope for their future;

Film footage of these events will be shown internationally across numerous media channels and showcase the very best that the city has to offer;

Confirm that Plymouth is an innovative and forward thinking city to do business and raise awareness of the opportunities within the city for business investment;

Provide particular opportunities of benefit to the creative industries within the city;

Position Plymouth as 'Britain's Ocean City' as a centre for music and culture, with a vibrant and thriving community, that will fast track awareness of Plymouth to visitors.

Hosting these events will demonstrate the city's ability to deliver major national cultural events and will support the city's aspirations for Mayflower 400 and the legacy beyond.

Local communities will have the opportunity to see world famous Royal Marines and Military bands and global quality musicians who will inspire and encourage pride in the city.

The Royal Marines event will be a national event which will benefit from major media coverage that, broadcast nationally or internationally, will give significant reach to the 'Britain's Ocean City' brand for Plymouth.

The Royal Marines will [cover / reimburse] most of the costs of the infrastructure for this major event and it is proposed that while this infrastructure is on the Hoe the Council will make use it for a major music event for the city as part of the 100th anniversary of the city celebrations.

When a major musical event of the nature envisaged was hosted in Manchester in 2012 it delivered an economic and media impact of over £12 million to the local economy.

Alternative options considered and rejected:

Alternative options explored include the following:

Royal Marines deliver their own event

This would be cost prohibitive for the RM due to the large amount of infrastructure required. The RM have explored other options at alternative locations which are smaller events, however, there preferred choice is Plymouth Hoe with PCC supporting in a partnership approach.

PCC use RM infrastructure and promote own events

Costs too high and very high risk of not selling tickets

PCC use RM infrastructure and ‘rent’ site to an external promoter

This option is still being explored, as a way to help offset the costs of the major music event, however, to date although there has been some interest there are no confirmed opportunities.

Published work / information:

1. Plymouth visitor plan 2011 | http://www.plymouth.gov.uk/plymouth_visitor_plan.pdf
2. Child poverty matters strategy <http://www.plymouth.gov.uk/childpovertystrategyactionplan.pdf>
3. Vital Sparks Cultural Strategy http://www.plymouth.gov.uk/cultural_strategy_part_1.pdf
4. Plymouth Local Economic strategy http://www.plymouth.gov.uk/executive_summary-4.pdf

Background papers:

None

Sign off:

Fin	CDR/ PlaceF EDCI 314 011/2. 12.13	Leg	19025/ DVS.	Mon Off	TH 0141	HR		Assets		IT		Strat Proc	
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

I. Background

For the first time in March 2013 Plymouth City Council, Destination Plymouth, Plymouth City Centre Company and Plymouth Waterfront Partnership worked together to produce a combined and coordinated events planning and marketing approach for the City. This has resulted in more effective use of shared resource through a core delivery team and cost efficiency savings through using shared infrastructure and increased buying capacity. 2014/15 planning has already started with a brainstorming session which was held with all partners on August 2nd where this year's events were discussed and key dates/opportunities highlighted for 2014/15.

Some of the key dates for 2014 include the following:

100 th anniversary of 3 towns grant order	May 2 nd
70 th anniversary D day	June 6 th
Lord Mayor's day	June 14 th
Armed Forces Day	June 28 th
World cup	June 12 th to July 13 th
Royal Marines 350th anniversary	July 16 th to 19 th
Music event	July 20 th
100 th anniversary WWI	August 4 th
National Fireworks	August 12 th to 13 th
Flavourfest	August 15 th to 17 th
Ocean City Festival	September 8 th to 20 th
Bonfire night	November 5 th
100 th anniversary of 3 towns joining	November 1 st
Christmas parade and switch on	December 13 th

The events plan for 2014 is comprised of events which in some cases are BID (business improvement district) led and therefore financed by these organisations with delivery supported by the core events team at PCC. These events are funded by the BIDS and their financial contributions, which will account for £220k in 2014/15.

Currently there are over 16 major city events held annually some of which are funded by PCC. The funding for these in 2014 will be in the region of £470k including staffing.

The budget for these city led events is funded through normal operating revenue budgets. The core events team will deliver these many of which are repeats of events held in 2013.

As part of the planning process for 2014 the city has been asked by the Royal Marines (RM) to help them deliver their 350th anniversary event on Plymouth Hoe. This will be a closed concert venue and tickets will be sold for this event over four evenings in the same way as 'Music of the Night' events have been managed previously.

The requirement for infrastructure on the Hoe for these four events, (costs for which will be covered through tickets and commercial sales) provides an opportunity for the events team to maximise the use of this site for additional events over a longer period of time. With this in mind it is proposed that in addition to the Royal Marines events the City holds a celebration music event to commemorate the 100th anniversary of the City of Plymouth during the same week. The additional revenue budget required to deliver these events will be £395k.

Accepting these recommendations will provide the approval that officers require to sign contracts for these events, which will secure initial funding from partners and provide the opportunity to go to market for tenders to reduce infrastructure costs, to sell tickets and to commercialise these events further which will in turn reduce the financial commitment required overall.

2. Objectives

Holding these events will help towards delivery of the following objectives for the city:

i. Increase visitors to the city

Increase visitor numbers to the city in 2014 by 266,498 (5%) yr. on yr. as part of the strategy towards the overall target of 20% increase by 2020

ii. Increase visitor spend

Increase visitor spend within the city in 2014 by 37,148,320 (10%) yr. on yr. as part of the strategy towards the target of 25% increase by 2020.

iii. Grow employment

Grow employment within the tourism sector in 2014 by 250 jobs as part of the strategy towards a target of an additional 2600 jobs by 2020

iv. Position the 'Britain's Ocean City brand

Raise awareness of Plymouth as Britain's Ocean city nationally and start to raise awareness internationally. (Measurement of this is through PR and 'AVE's – advertising value equivalents). Current AVE's in 2013 = + £2.3 million with circulation over 118,732,733 million. Target for 2014 over £2.5 million AVE's with circulation over 200,000,000 million.

v. Demonstrate commitment to culture and major events in the run up to Mayflower 400

Commit to the concept of these major events as a step change and a fundamental requirement to support the cultural development of the city, the Britain's Ocean City brand and the next steps towards Mayflower 2020.

vi. Support our local community

The Child Poverty Matters strategy highlights financial support and independence as key factors, which can improve the lives of these children and families in Plymouth. Increasing economic impacts within the city and supporting economic growth and thereby providing new jobs will help significantly.

3. The planned events will support the following city wide strategies:

- **Destination Plymouth Visitor Plan – 2011**
 - Star Project – signature and major events
 - We will use the natural arena of the Waterfront, the open spaces on The Hoe and make creative use of the venues across the city to realise the potential of events to raise the profile of Plymouth, underline key messages and deliver more visitors and spend.

- We will focus on **Signature Events** that recur regularly to enhance identity of place and provide a high quality, distinctive experience for visitors and local people. We will build on Signature Events already taking place in Plymouth and seek new ways to grow their economic value for the city. This will be through paid-for elements, by packaging events and accommodation and by audience voting. We will also invest in the development of new Signature Events.
- We will support a small number of **Major Events**, one-off opportunities with international appeal that generate significant media coverage and have the potential to attract significant volumes of visitors as well. We will make much more of our **Waterfront events** including by wrapping up all of Plymouth's sailing events under one banner.

- **Child Poverty Matters strategy**

The Child Poverty Matters strategy highlights financial support and independence as key factors, which can improve the lives of these children and families in Plymouth. Increasing economic impacts within the city and supporting economic growth and thereby providing new jobs will help significantly.

- **Mayflower 2020**

We will work towards our vision for 2020:

'Plymouth will be the UK's premier marine city and famous for its Waterfront. It will be recognised as unique among UK cities for its natural drama and for its 500-year old history as a place of embarkation and exploration. Plymouth's continuing journey towards a world-leading marine city will support the cultural experiences it offers to visitors who are looking for authenticity and character.'

- **Vital Sparks – Cultural Strategy**

- To ensure that culture plays a full part in improving the health and well-being of individuals and communities in Plymouth
- To position culture and the creative economy at the centre of Plymouth's economic development
- To strengthen Plymouth's identity as a dynamic and distinctive cultural centre with equally strong appeal for residents, visitors and investors alike
- To actively support diversity, community engagement, local capacity building and neighbourhood renewal

- **City Centre Company Business Improvement District**

Attract new customers to Plymouth, through effective marketing and promotion.

- Marketing, PR & Research - An increased level of marketing activity will communicate the City Centre's young, modern and family orientated offer retaining customers and driving new markets.
- Parking Promotions - Driving occupancy rates.
- PR - Proactive local, regional and national PR.
- Tourism - We will increase day visitor retail spend.
- Students - Targeting Plymouth's 40,000 students.
- Plymouth Summer Festival - We will drive visitors into the City Centre during the summer months through a collaborative city-wide approach to event marketing.

Ensure that customer expectations are exceeded, including an impressive year-round, family-orientated events programme.

- The BID will deliver an annual events programme following the retail calendar, driving footfall and maximising retail participation
- Outdoor Big Screen - We will maximise the opportunity provided by the Olympic big screen to create a unique visitor experience built around major national outdoor sporting and cultural events

- **Plymouth Waterfront Partnership Business Improvement District**

Improve Marketing

- Deliver a five-year marketing plan to position Plymouth's Waterfront as a major UK visitor destination targeting new markets including day visitors, short breaks and the US East Coast visitor market. Improved website and visitors guides, promoting Plymouth's waterfront, sailing events and the city as a national conference destination including conference enquiry handling.

Major Events

- Establish a major Summer Shore-side Events Programme, by creating on-shore events that complement existing on-water sports, delivering themed weekend activities and drawing prestigious tall ships. Creating a major new event with international profile to extend the summer season into September.

Plymouth is at its best when we are hosting large events. They bring pride, business and visitors to our city. We will work to bring more large events to Plymouth. The Americas Cup and our entry for City of Culture in 2017 were the start of repositioning our city in the eyes of the UK and beyond we will continue to support this vision by delivering in 2014 an exceptional programme of celebratory events for the city and its community

4. Event format

It is proposed to hold the following events:

Royal Marines 350th anniversary celebration

Musical events based on 'Music of the Night' format held on Plymouth Hoe – dates July 16th, 17th, 18th, 19th 2104 will include military bands and video footage as well as cameo performances

Audience capacity 6 to 10, 000 of which 3,000 seated

Potential for VIP attendance on Saturday pm

Major musical event

Will be held on July 20th – contemporary artists

Audience capacity approx. 15,000 standing

5. Budget

Budget projections for events 2014/15 are shown below:

Budgeted Income

Events budget PCC	470k
Events contribution from BIDS	135k
Salary contribution from BIDS	85k
Income (Fairs etc.)	50k
Income (catering etc.)	65k
Income from additional events	460k
<u>Total income</u>	<u>1,265m</u>

Planned Expenditure

Planned Events	470k
Event team staffing	270k
Additional events	920k
<u>Total expenditure</u>	<u>1,660m</u>

Variance 395k

These budget projections have not included further commercial income generating opportunities such as sponsorship and sub-letting the events site which will serve to further reduce the variance and which will be explored in full.

6. Risks

A full risk register has been produced for these events. Most of the risks will be fully mitigated through contractual agreements with partner organisations, tendering to get best value, insurances as appropriate and normal health and safety procedures being followed.

PLYMOUTH CITY COUNCIL

Subject:	EU Structural and Investment Fund Strategy
Committee:	Cabinet
Date:	10 December 2013
Cabinet Member:	Councillor Evans
CMT Member:	Anthony Payne (Director for Place)
Author:	Julia Blaschke, EU and Funding Officer
Contact details	Tel: 01752 308981 email: julia.blaschke@plymouth.gov.uk
Ref:	
Key Decision:	No
Part:	I

Purpose of the report:

This report describes the EU Structural and Investment Fund (EU SIF) Strategy and its implications for Plymouth City Council. EU SIF consists of 3 European funds: ERDF (European Regional Development Fund), ESF (European Social Fund) and parts of EAFRD (European Agricultural Fund for Rural Development – not applicable for Plymouth).

The EU SIF strategy is currently being developed by the Heart of the South West LEP (HotSW LEP) for the whole LEP area and will determine the distribution of EU SIF for the next EU funding period of 2014 – 2020.

This report will detail what funding will be potentially available, how and why the LEP is developing this strategy, how PCC is assisting in developing it and what the implications of the LEP's strategy are for Plymouth City Council and the city as a whole.

The EU SIF strategy is an overarching strategic document that has no immediate financial implications for the council. Future projects that might have financial implications (i.e. will require match funding) will be subject to separate Cabinet reports.

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

The EU SIF will allow projects to come forward from across Plymouth, thereby potentially benefitting any resident in Plymouth. Elements could assist SMEs to grow and develop, creating employment and social benefit. Similarly it encourages innovation by seeking unique proposals requiring revenue or capital support. The funding will also provide opportunities to develop a whole range of projects ranging from social inclusion to increasing skill levels, benefitting many citizens of Plymouth.

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

The EU SIF per se will not lead to any implications as it is an overarching strategy that will only determine what type of projects can be funded. The programme will run from 2014 to 2020. Projects that apply for EU funding will need to provide match funding of circa 40% in order to access the EU SIF money. Therefore any future bids under EU SIF by Plymouth City Council might have financial implications in the form of match funding for Plymouth City Council and will need to be subject to separate Cabinet reports.

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

The EU SIF per se will not lead to any implications as it is an overarching strategy that will only determine what type of projects can be funded. Any future bids under EU SIF by Plymouth City Council might have implications for Child Poverty, Community Safety, Health and Safety or Risk Management and will need to be subject to separate Cabinet reports.

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

It is the LEPs understanding that an EIA of the final draft of the EU SIF will be performed by the Managing Authority (DCLG) after it has been submitted to Government.

Recommendations and Reasons for recommended action:

Cabinet approves the EU SIF draft in its current form. Cabinet agrees that the Leader will take the final decision on approving the final version of the LEP's EU SIF strategy ahead of its submission to Government.

Alternative options considered and rejected:

The alternative option, that Cabinet approves the final version of the EU SIF, has been considered but was rejected due to time constraints. The final version of the EU SIF strategy will be prepared for sign-off by the LEP Board and will most likely be finished just before sign-off. Therefore there will be no room for a later Cabinet decision between the finalisation of the EU SIF strategy and its sign-off by the LEP Board.

Currently the draft is still in development and might change considerably. A final decision at this stage would not account for later changes.

Published work / information:

EU SIF strategy by HotSW LEP, first draft submitted to Government 07 October:
<http://www.heartofswlep.co.uk/sites/default/files/Final%207-10-13HOTSW-SIF.pdf>

Preliminary and further guidance on development of the EU SIF strategy published by Government:
<https://www.gov.uk/government/publications/development-of-eu-structural-and-investment-fund-strategies-preliminary-guidance-to-local-enterprise-partnerships>
<https://www.gov.uk/government/publications/european-structural-and-investment-funds-strategies-supplementary-guidance-to-local-enterprise-partnerships>

Opt-in prospectuses and background analysis for the EU SIF:
<https://www.gov.uk/government/publications/european-structural-and-investment-funds-strategies-supplementary-annexes-for-local-enterprise-partnerships>

Background Papers

None

Sign off:

Fin	PlaceF EDC1314 010	Leg	19012 /DVS	Mon Off	19012 /DVS	HR		Assets		IT	Strat Proc	
Originating SMT Member: David Draffan												
Has the Cabinet Member(s) agreed the contents of the report? Yes												

1.0 Introduction

This report brings before Cabinet the HotSW LEP's EU SIF draft that was submitted to Government on 7 October 2013.

In its response to the Heseltine Report, Government announced that it would follow Lord Heseltine's recommendations and devolve more national funds through local mechanisms in order to increase their impact. To achieve this, Government announced the creation of two new funds, the Local Growth Fund (previously Single Pot or Growth Pot) and the EU SIF, which would be distributed through the LEPs. In order to be able to distribute the funds, Government has asked the LEPs to produce two sets of strategies, the Strategic Economic Plan (SEP), which is the overarching document that will determine the LEP's aims and will be used to bid for the competitive part of the Local Growth Fund, and the EU SIF strategy, which should align with and compliment the SEP and the investments detailed therein.

The Local Growth Fund will include funding elements from transport, skills and housing, while the EU SIF will consist of ERDF, ESF and parts of EAFRD. The Local Growth Fund would start from 2015/16. The current EU funding programme started in 2007 and will run for seven years. The new seven year programme will commence in 2014 (exact date of commencement still to be finished).

This report is only concerned with the EU SIF; a separate report will be prepared to deal with the Strategic Economic Plan (SEP) in due course.

In the past, European funding had been distributed through the RDAs and, after their abolishment, through DCLG. Following the recommendations of the Heseltine report, Government has decided that the LEPs would be best placed for overseeing the funds and thus creating an impact locally.

Plymouth City Council is a member of the HotSW LEP, together with Devon and Somerset County and Torbay Development Agency. The allocation the HotSW LEP will receive for the total area has been announced as EUR 118.3m (c £101.3m based on the exchange rate for November, subject to changing exchange rate) depending on final negotiations between Europe and UK.

The HotSW LEP consists of two different intervention regions, Devon, Plymouth and Torbay being transition regions (accordingly being able to offer up to 60% intervention) and Somerset a more developed region (max 50% intervention). Therefore the total allocation to the LEP has to be split accordingly since transition money is ringfenced and can only be spent in transition areas.

This means for the transition area of the HotSW LEP the total allocation for the period of 2014 – 2020 will be EUR 78.4m (c £67.1m) which is further being split into EUR 47.04m (c £40.3m) for ERDF and EUR 31.36m (c £26.8m) for ESF.

There will also be an unringfenced performance reserve of EUR 8.7m (c £7.5m) which will be released in 2019/2020 after a successful interim performance review. Plymouth might be able to capitalize on the performance reserve if the whole programme performs well.

Government has published two sets of guidance and further complementary material to guide LEPs on how to write their EU strategies. In this, Government has set out the timeline in which the LEPs have to produce their EU SIF strategy. A first draft was submitted to Government by 7 October 2013 by the LEP. Since then, this draft has been subject to public consultation, further refinement and feedback from Government. A final draft of the EU SIF has to be submitted by the LEP to Government by the end of January 2014.

2.0 Plymouth City Council's involvement

The EU SIF strategy has been developed by the HotSW LEP's EU Funding group. This group consists of officers from all of the LEP's upper tier authorities and representatives from the LEP's universities, business organisations and the private sector from across the LEP area as well as representatives from SFA, DWP, DCLG and DEFRA.

PCC officers have been involved in the EU Funding Group from the start, feeding into the emerging strategy and assisting the LEP with their consultations on the EU SIF (Two consultations were held in Plymouth for businesses, in December 2012 and June 2013 and a further consultation for HE and FE institutions in July 2013).

PCC also has a representative on the LEP's Management team, which is the executive group responsible for strategic decision-making and reports directly to the LEP Board. Support work for the EU SIF (and the SEP) was distributed among the Local Authorities. PCC has been leading on the business theme. Consequentially, officers from PCC have been involved in drawing up this theme. This work has involved numerous meetings with officers in the People and Place Directorates, DMTs, CMT and the Leader, as well as other stakeholders (e.g. CCP, PECFF, PGB) in Plymouth, to gather information and feedback on the evolving strategy and its themes. This feedback has been brought forward to the LEP continuously during the development process.

3.0 Summary of the draft

The HotSW LEP started working on a draft EU SIF strategy in 2012 and its development reflects the LEP's overall vision which aims to promote **“sustainable and skilled jobs, improved productivity and economic growth in order to bring prosperity to all in the Heart of the South West”**.

In order to achieve this, the LEP has identified three main investment themes to shape the SIF development which are defined as **“Place”**, **“Business”** and **“People”**.

Complementing these are three core aims:

- Creating the conditions for growth
- Maximising employment opportunities
- Building on our distinctiveness.

Within each of the investment themes all three core aims will be addressed.

In order to select a list of priorities within these themes the LEP has explored the alignment of each potential investment with the following criteria:

- The vision for the LEP and emerging priorities for the Strategic Economic Plan and its evidence base;
- The vision and priorities for the Plymouth City Deal;
- UK Government strategies and priorities; and
- European strategies and priorities.

3.1 For the **Place** theme the LEP has identified the following investment priorities for the EU SIF:

- Improving connectivity –
Digital and mobile infrastructure where there is a market failure, and the development of space for enterprise, growth and innovation
- Workspace for enterprise and growth –
Building on the existing portfolio of workspace to plug gaps in the creation of a ‘ladder of workspace’ where there is clear market failure.
- Development of specialist research, innovation and skills infrastructure –
The specialist element has strong alignment with both the plans of the Hinckley Strategic Development Forum and the Plymouth City Deal.
- Investing in low carbon technologies and infrastructure –
Unlocking low carbon infrastructure projects that build the market in the low carbon sector as well as decarbonising our economy.

3.2 For the **Business** theme, the following priorities have been chosen:

- Ensure appropriate business support is available to start, grow and develop a business in a relevant and easy to use manner –
This investment area centres on improving access to and provision of effective business support services (including for social enterprise). This could include:
 - A single gateway for business support in the HotSW LEP area, raising business awareness and uptake of both local and national schemes.
 - Making it easier to access knowledge
 - Innovation schemes to widen market access to growing businesses
 - Putting in place the mechanism for improved partnership and collaborative working
- Ensuring national delivery meets local needs –
Working with national business support providers, either through ERDF opt-ins or other relevant future mechanisms. Only minimal EU funding will be top-sliced for national programmes. Instead the LEPs have received several opt-in prospectuses from national providers which offer tailored services and match funding if the LEP was to

opt-in to that programme. The LEP is still in negotiation with the providers. So far indicative opt-ins include MAS, Growth Accelerator, and UKTI for ERDF; and Big Lottery, SFA, and DWP for ESF.

- Supporting businesses to reach new markets – Support designed to help our businesses trade outside the area or to new client groups.
- Supporting businesses to innovate – Universal support available to all businesses wanting to work smarter with the aim to increase business innovation rates and develop business innovation capacity.
- Access to Finance (links to the Growth Hub and City Deal) – Enabling access to finance through increasing Investor Readiness and a Loans Fund
- Transformational Innovation – This will involve pulling together the appropriate ingredients (such as research facilities, collaboration activity, innovation vouchers, networks, etc.) to drive growth through innovation.

3.3 Investment areas within the **People** section of the EU SIF include:

- Raising aspirations and supporting those most excluded and furthest from the Labour Market –
Adding value to mainstream activity through:
 - individual support approaches;
 - social innovation/partnership models;
 - working with employers to secure placements and employment; and
 - individual, family and community health and wellbeing benefits
- Employment support for long term unemployed/inactive and young unemployed –
This investment area would focus on activities that:
 - Find meaningful ways of engaging young people in support that is currently available through the work programme/JCP (aligns to the skills programmes set out in the Plymouth City Deal); and
 - Support people previously claiming Employment Support Allowance (for incapacity) back to work.
- Improving skills to progress in work –
A programme for the workforce focussed on basic and intermediate skills that:
 - Is led by an evidence based assessment of skills need and current provision by sector/occupation;
 - Adds value to mainstream/other funding;
 - Has the support and engagement of employers.
- Improving Higher Level Skills –
A programme to improve higher level/technical skills to support growth in knowledge intensive/STEM sectors. This could include graduate placement programmes to support the development of undergraduates and improve graduate retention across the HotSW.

- Skills for enterprise and business competitiveness –
 - Leadership and Management Skills (e.g. sales and marketing, financial management etc.)
 - Entrepreneurship
 - Student/graduate placements
 - Higher level apprenticeships
 - Student Entrepreneurship
 - Digital skills

- Local Impact Fund –

Development of a Local Impact Fund that leverages capital from potential social investors to invest in place based social projects including capacity building of the voluntary/social enterprise sector.

3.4 In conclusion it is important to note that the draft EU SIF identifies the need to ensure alignment with the other EU funding opportunities wherever possible as well as coherence with high level strategic policies. Draft delivery and governance arrangements are set out which will be refined on the back of feedback to the draft proposed.

4.0 Next steps

Official comments by Government on the EU SIF have been received at the end of November 2013. The draft will incorporate these and will be further refined until its final submission to Government end of January 2014.

In terms of our overall response to the SIF development, we have sought to ensure that Plymouth's needs are addressed and opportunities reflected within the context of the HOTSW's over-arching challenges. We have and will continue to stress the need to enhance productivity and improve connectivity as key priorities for the City and the sub-region. We will also ensure that the importance of urban areas to the HOTSW's economy is not diluted and re-iterate the importance of the sub-region's largest urban economy for its rural hinterland.

The sign-off procedure has not been finalised. For the first draft, the LEP Board delegated sign-off to a sub-group, consisting of Adam Chambers, Chris Grace, Nick Ames, Sean Fielding and Julian Beer. It is unclear whether the Board will delegate the sign-off of the final draft as well. The last Board meeting before submission to Government will be 14 January (morning). The next Cabinet meeting will be 14 January (afternoon).

Unfortunately the LEP's timeline does not allow for a Cabinet decision on the final version of the EU SIF. It is therefore suggested that Cabinet makes a decision on the current draft and agrees that the Leader will take the decision on approving the final version of the LEP's EU SIF strategy ahead of its submission to Government.

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PLYMOUTH CITY COUNCIL

Subject:	Acquisition and disposal of land at Seaton Neighbourhood
Committee:	Cabinet
Date:	10 December 2013
Cabinet Member:	Councillors Lowry and Williams
CMT Member:	Anthony Payne (Director for Place)
Author:	Matt Ward, Principal Surveyor
Contact details	Tel: 01752 305173 Email: matt.ward@plymouth.gov.uk
Ref:	
Key Decision:	Yes
Part:	I

Purpose of the report:

This report seeks approval for a number of land transactions that will enable significant development in the north of Plymouth.

The transactions will enable the delivery of the new Seaton Neighbourhood, an outline planning application recently recommended for approval that includes up to 873 homes, 10,000 sqm of retail and business space, a new Community Park and One Planet Centre and the construction of the northern section of the Forder Valley Link Road (FVLR).

The Seaton Neighbourhood is a key part of the Council's plans for growth in the north of the city. The application unlocks significant investment through more than £8.238m of financial contributions towards projects that will benefit local residents, in-kind contributions of land for the Community Park and the FVLR, as well as on-site delivery of key infrastructure, at least 22% affordable housing and anticipated New Homes Bonus payments of around £8.378m.

The development is also a critical, positive step towards the delivery of the remainder of the FVLR, which is an essential part of the strategy to promote growth in and around the Derriford area. The construction of the development is expected to employ up to 275 people at any one time and the completed scheme will create long term employment opportunities in a new local centre.

The development has been promoted by the Hawkins Trust. It is proposed that the Council will sell some of its existing land to a company set up by the Hawkins Trust known as KDR. It is anticipated that KDR will sell the land onto Barratt Homes and another major housebuilder, who will make the reserved matters applications and build out the development. The Council will also secure land for the development from the Ministry of Defence (MoD) and the Plymouth Hospitals NHS Trust (NHS). The Council will also take a long lease of the Community Park and be granted an option over the land it needs to construct the southern section of the FVLR.

The report also covers the acquisition of land for the delivery of a new 2-form entry primary school, for which £4.394m of funding has already been secured. The new school is part of a wider strategy to increase primary school spaces in the north of the city and will also create new, high quality jobs.

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

City Vision: The proposal will help to improve the quality of life for residents, particularly in the local area, by providing new homes, a new local centre, a new school and new job opportunities. In terms of employment opportunities, it is likely that around 275 construction workers would be employed on site at any one time. It is anticipated that 95% of this workforce would come from Plymouth. Additionally, it is expected that the construction will create opportunities for new apprenticeships.

Co-operative values: The proposal demonstrates how the Council can work successfully with private sector and public sector partners to deliver its strategic goals.

Pioneering Plymouth: The Council's involvement in this scheme will help deliver new homes and job opportunities, whilst generating a capital receipt for the Council.

Growing Plymouth: The proposal will provide up to 873 new homes, together with a range of other mixed uses, including shops, offices, a new community park and a new primary school.

Caring Plymouth: The proposal will provide new opportunities and improve access for residents to education, employment and recreation.

Confident Plymouth: The proposal should help to generate further opportunities for growth in the area by increasing demand for local services and raising the profile of existing facilities, such as Plymouth International Medical & Technology Park.

Implications for Medium Term Financial Plan and Resource Implications:

The medium term financial implications of the land assembly are as follows:

Property acquisition costs:

- Freehold of NHS land: purchase price as per existing option agreement, see Part II
- Freehold of MoD land: to be confirmed, see Part II
- 999-year lease of the Community Park: £1.00
- 80-year option over the land required for the FVLR: £1.00
- Estimated fees (legal, surveyors, agents, searches / title reports, disbursements): £50,000

Capital receipts:

- Council land: £1.622m (£1.329m for the sale of 10.03 acres of land, plus £0.293m to reflect the value of the Council-owned land required for the FVLR)
- Freehold of 6.82 acres of NHS land: £0.904m
- Freehold of MoD land: to be confirmed, see Part II
- Possible future sale of NHS land that will be subject to an option agreement between the Council and KDR: up to £0.162m

The costs associated with acquiring the NHS land would be met by a loan from the Council's Investment Fund. Resources will need to be ring-fenced to repay this loan, including from capital receipt resources and future Section 106 receipts. The acquisition costs for the MoD land would be met by the developer of the Seaton Neighbourhood, including any VAT and / or stamp duty land tax.

The receipts from the onward sale of the NHS land and use of part of the site for a primary school will be ring-fenced for the repayment of the Investment Fund Loan as follows:

- £0.904m receipt for southern part of the land (6.82 acres) from KDR;

- £0.692m Section 106 payment to cover the cost of the land required for the school (5.52 acres) including stamp duty land tax. This payment is part of an agreed S106 payment of £0.732m towards education to be made by the Seaton Neighbourhood development; and
- £0.575m future receipt from the sale of the remaining land (4.71 acres) for development

Following acquisition of the NHS land and the Community Park the Council will be responsible for the maintenance and other liabilities associated with these sites. It is expected that the developer of the Seaton Neighbourhood will pay a Section 106 contribution of approximately £1.467m to the Council to carry out various works to improve and manage biodiversity in the Community Park. This payment will be made in the following instalments:

- £0.953m towards local green space, children's play space and strategic play space, of which 50% is to be paid prior to commencement and 50% paid 2 years later; and
- £0.514m biodiversity contribution for new planting and management of the Park, of which £0.218m will be paid on handover of the land, £0.140m one year later and £0.156m a further four years later.

In the long term the Council intends to assign its lease of the Community Park to a community trust, who would be responsible for the maintenance of the Park.

If the Council is required to hold any of the NHS land, maintenance costs are estimated to be no more than £5,000 per year. The Council could generate revenue from this land by granting a temporary grazing licence. Before work is due to start on the construction of the new primary school the Council could also generate income by granting a temporary licence to the NHS for the continued use of the land for car parking.

In addition to the £1.467m for the Community Park, the developer of the Seaton Neighbourhood is required to pay £6.771m towards CIL and Section 106 contributions for education and transport. New Homes Bonus payments of ca. £8.378m are also expected, assuming that all 873 homes are built and based on the current proposed mix of housing.

Other Implications:

- Health and Safety: The biodiversity improvements and maintenance of the Community Park will involve full consideration of the relevant health and safety issues, especially when public access to the Park is provided.
- Risk Management
 - Risks will be managed by carrying out all relevant due diligence (including a report on title) prior to the purchase of any new freehold or leasehold interest. Purchase of these interests will be conditional upon a satisfactory report on title and upon planning consent being granted for the Seaton Neighbourhood or, in the case of the NHS land, a new school.
 - Funding for the new school has already been secured, which helps to reduce the risk associated with the acquisition of the NHS land. Proposal DS13 of the submitted version of the Derriford and Seaton Area Action Plan 2006 – 2021 also provides support for a large, residential-led mixed-use neighbourhood and a new 2-form entry primary school. Although the AAP has not been recommended for adoption the inspector notes in his final report that "there is proportionate certainty that the plan will be effective in securing the volume of school places and associated infrastructure required".
 - The acquisition of the NHS land will lead to the displacement of the NHS's temporary parking facilities, consent for which expires in December 2014. Council officers have been liaising with the NHS's estates department since June 2013 to help manage the implications of the loss of these spaces. The Council will continue to work closely with the NHS to identify ways to reduce demand for staff parking and mitigate the impact of the changes.

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No. This is a private sector scheme and the developer will carry out an Equality Impact Assessment.

Recommendations and Reasons for Recommended Action

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).

It is recommended that Cabinet agrees that, in accordance with the details provided in this report:

1. 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.
Reasons:
 - i) To facilitate the land assembly for the Seaton Neighbourhood.
 - ii) To allow the construction of a new 2-form entry primary school.
 - iii) To acquire a long-term interest in land that is expected to provide future development opportunities for employment or residential uses.
2. The Council acquire the freehold of the MoD land.
Reason:
 - i) To facilitate the land assembly for the Seaton Neighbourhood.
3. The Council acquire a 999-year lease of the Community Park.
Reasons:
 - i) To improve the biodiversity of the area.
 - ii) To increase the amount of land in the area to which the public has access.
4. The Council enter a conditional sale agreement with KDR for the sale of the existing PCC land, the MoD land and for the southern part of the NHS land.
Reasons:
 - i) To facilitate the land assembly for the Seaton Neighbourhood.
 - ii) To provide land for the construction of the northern section of the FVLR.
 - iii) To generate a capital receipt for the Council.
5. The Council enter into a Put and Call Option agreement with KDR for approximately 1.22 acres of land currently owned by the NHS.
Reasons:
 - i) To allow the design and construction of the new 2-form entry primary school to be completed before the final disposal of this land to KDR is agreed.
6. The Council enter into an option agreement with KDR for the land necessary for the construction of the Forder Valley Link Road.
Reasons:
 - i) To facilitate the land assembly necessary for the construction of the FVLR.

- ii) To assist the Council's future bid for funding for the FVLR by allowing the Council to demonstrate that it has control of all the land required for the FVLR.
7. The Director for Place in consultation with the Portfolio Holder 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.
- Reasons:
- i) To ensure that all legal documentation can be completed in a timely manner and in accordance with the commercial requirements of the proposed development.
8. The acquisition of the NHS land and the associated use of a loan from the Council's Investment Fund Loan at £2.170m be included in the Capital Programme 2013 - 2015.
- i) To ensure that the requirement for the resources necessary for the site acquisition have been identified and are available.

Alternative options considered and rejected:

1. The Council could refuse to work in partnership with KDR. However, this would result in some key parts of the site not being available for development. This would make it impossible for KDR to proceed with the scheme as set out in the current outline application and would delay the implementation of development that has been identified in the Council's adopted Core Strategy and is a key part of the Council's plans for growth in the north of the city. This could also result in the failure to secure the land necessary for the Community Park and FVLR.

2. The Council could choose not to exercise its option over the NHS land. However, this would result in the site designated for the new primary school not being available, which could lead to the Council having to return £4.394m of DfE funding. This would also have an impact on the Council's ability to attract future funding and the Council would lose the opportunity to provide an additional 2 forms of primary school places, which are much needed in the area.

Published work / information:

Plymouth City Council Adopted Core Strategy (2007), Chapter 5: Derriford / Seaton and Plymouth Sound http://www.plymouth.gov.uk/derriford_and_seaton_plymouth_sound.pdf

Derriford and Seaton Area Action Plan 2006-2021 (Submission) December 2012
<http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/aaps/ldfderrifordseatonap/derrifordandseatonapexamination.htm>

Seaman, A (2013) Report on the Examination into the Derriford and Seaton Area Action Plan 2006-2021
<http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/aaps/ldfderrifordseatonap/derrifordandseatonapexamination.htm>

Stride Treglown (2013) Derriford and Seaton Area Primary Education Feasibility Study
<http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/aaps/ldfderrifordseatonap/derrifordseatonapsubmitted/derrifordaaevidencebase.htm>

Background papers:

None.

Sign off:

Fin	SGPlaceFED C1314009.2 51113	Leg	18900 /26/11 /03/ AC	Mon Off	TH0 136	HR	n/a	Assets	CJT/122/ 151113	IT	n/a	Strat Proc	n/a
Land & Property: JW0020 26/11/2013													
Originating SMT Member: David Draffan, Assistant Director for Economic Development													
Have the Cabinet Members agreed the contents of the report? Yes													

1.0 Introduction

1.1 An outline application for a mixed use development known as the Seaton Neighbourhood was submitted by KDR in September 2012 and was recommended for approval at Planning Committee on 7 November 2013. The application boundary and masterplan are shown on the plan at Appendix 1, with the proposed locations of the retail and business units shown in green and blue respectively. The plan also shows hatched the location of the majority of Community Park. The proposed location of the FVLR is also shown, including its junction to the south with Forder Valley Road and Novorossisk Road.

1.2 The majority (approximately 61%) of the land included within the outline application is owned by (or under option to) KDR. Other parts of the application site are owned by the Council, the MoD and the NHS. These land ownerships are shown on the plan at Appendix 2. The Council has a 2-year option over the NHS land which expires in June 2015.

1.3 In order to facilitate the land assembly required for this development, the value of all “developable land” owned by the Council and KDR has been “equalised” so that, regardless of how the land is developed, the return to each land owner is the same, calculated on a per acre basis. The developable land includes all land shown with new homes, retail or business units, the land required for the One Planet Centre and all land required for the Forder Valley Link Road. The “equalisation price” has been agreed by the Council and KDR at £132,500 per acre. This value reflects the significant community benefits which are required to be provided at the developer’s expense. These include the provision of 22% affordable housing, various business and retail uses, the donation of 95 acres of land and associated farm buildings for the Community Park, the construction of a new High Street that will connect with the southern section of the FVLR and a financial contribution towards Section 106 requirements and CIL which totals around £8.238m. The topography of the site and the associated requirement for a significant amount of retaining and underbuild also have an impact on the land value.

1.4 KDR have agreed in principle that, on completion of the land assembly, their land interests will be sold to Barratt Homes and another major housebuilder. It is therefore anticipated that Barratt Homes and its development partner will submit the reserved matters planning applications and that they will be responsible for developing the site. It is also anticipated that completion of contracts between the Council and KDR will take place at the same time as contracts between KDR and Barratt Homes and its development partner are completed.

1.5 The Council has received an allocation of approximately £4.394m of DfE funding for the development of a new 2-form primary school on the northern part of the NHS land. This funding is

conditional upon the completion of the school by September 2015 and does not include the cost of any land acquisition.

2.0 Land Currently Owned by the Council

2.1 The Council owns land in the south eastern part of Plymouth International Medical & Technology Park (PIMTP). This land lies to the south of the HellermannTyton building and to the east of the office building known as Rhin House. The land was acquired by the Council as part of the transfer of assets from the former South West Regional Development Agency (SWRDA) in 2011.

2.2 The land is designated in the Core Strategy as “employment led mixed use”. The planning application submitted by KDR shows the indicative locations of various retail and business uses on the Council’s land (see Appendix 1).

2.3 The land at PIMTP already owned by the Council that has been included in the KDR planning application measures approximately 10.03 acres. At £132,500 / acre this equates to a proposed sale price of £1.329m.

2.4 The land included in the calculations in the paragraph above is shown edged red on the plan attached as Appendix 2. This includes 2 distinct areas of land as set out below:

- i) Land south of William Prance road: 10.00 acres
- ii) Land in the south western corner of Plot C377: 0.03 acres

2.5 The sale of this land will be subject to clawback in favour of the Homes & Communities Agency. This clawback is calculated at 50% of the uplift in the land value from its value as employment land. It is considered that the equalisation price represents typical employment values, given the history of other recent land sales in the area. It is therefore unlikely that any clawback will be due. If it is determined that clawback is due, it is unlikely to be a significant amount.

2.6 The sale of Council land to KDR will be subject to the retention of rights for access and services and will also be subject to clawback provisions to ensure that the Council is protected should the land be sold to another developer (other than to Barratt Homes, to another part of the Barratt Group or to its development partner) or if an alternative planning consent is granted. The sale of the Council’s land will also be subject to a buy-back provision which would allow the Council to re-purchase the land if development does not start on site within 3 years of the approval of the last of the reserved matters applications.

2.7 The construction of the development is expected to employ up to 275 people on site at any one time and will create opportunities for new apprenticeships.

3.0 Land Owned by the Ministry of Defence

3.1 The Ministry of Defence (MoD) owns the land edged blue on the plan at Appendix 2. This land measures approximately 12 acres (exact size is subject to confirmation). Under the terms of the agreement proposed by KDR, the Council will purchase this land and sell it onto KDR.

4.0 Land Owned by Plymouth Hospitals NHS Trust (NHS)

4.1 In April 2004 SWRDA disposed of a parcel of land measuring 17.08 acres and known as Plot D430 to the NHS for the development of a Planned Care Centre (a new Private Finance Initiative

hospital). However, the Planned Care Centre has not been built. Instead, the NHS currently uses part of the site to provide temporary staff car parking. The remainder of the site is unused.

4.2 The sale agreement included an option to repurchase the site if the Planned Care Centre was not constructed. The option period now runs from 30 June 2013 for 2 years.

4.3 As part of the SWRDA/PCC asset transfer in September 2011, the Council took the benefit of the re-purchase option. It is proposed that the Council will exercise its option over the NHS land. This acquisition will be funded by a loan from the Council's Investment Fund.

4.4 The southern part of the NHS land is included within the KDR planning application. Part of the remainder of the NHS land has been identified as the preferred site for a new 2-form primary school, following a feasibility study into primary education in the Derriford and Seaton area commissioned by the Council. A proposed plan for this school taken from the feasibility study is shown at Appendix 3, although the final designs for the school, including the access off the existing roundabout, are subject to change. Some of the land that has been included in the feasibility study for the school was included within the Seaton Neighbourhood planning application site. It is likely that the construction of the school will take place before the development of the housing to the south. Therefore, it is proposed that the Council will initially retain a strip of land that sits within the Seaton Neighbourhood planning application. This will ensure that the designs for the school can include the access and parking considered necessary. The strip of retained land will be subject to a Put Option in favour of the Council, which will allow any land not required for the school to be sold to KDR at the equalisation price within 5 years. After 4 years KDR will also have a 1-year Call Option over this strip which will allow them to buy any land not required for the school. The school land (5.52 acres) is shown edged red on the plan at Appendix 4. The land subject to the Put and Call Option is the strip of land south of the dotted blue line on the plan at Appendix 4.

4.5 The remaining land to the east of the school site measures approximately 4.71 acres. The majority of this land is relatively level and has potential for future employment or residential uses or future expansion of the school (subject to planning).

5.0 Community Park

5.1 The KDR planning application includes a proposal to provide 95 acres of land as a Community Park. It is proposed that this land would be transferred to the Council by way of a 999-year lease. The premium for the lease would be £1.00 and the annual rent would be a peppercorn. The approximate extent of land to be provided for the Community Park is shown hatched and marked "B" on the plan at Appendix 1. The Park also includes the unshaded land to the southeast of area "A1" (intended for the One Planet Centre) and the farm buildings in the far southeastern corner of the application site. Initially the lease for the Park will also include the land where the FVLR is due to be built and, following construction of the FVLR, some of the Park may be situated beneath raised sections of the FVLR.

5.2 The transfer of the land for the Community Park will provide the Council with an opportunity to secure the long-term future of the land as an asset that can be used by local residents. The Council will receive approximately £1.467m to carry out improvements to the biodiversity of the land and improve access. A business model has been prepared for the Park, which demonstrates that estimated income from the Park will exceed maintenance costs.

5.3 The grant of the lease for the Community Park will be subject to a shorthold tenancy between the Council and the existing farmer that will expire no later than 12 months after the grant of the lease.

5.4 The lease will be capable of being sub-let or assigned to a community trust once the Council has completed the initial phase of improvements to the Park. This will allow the long-term management of the Park to be undertaken by a community trust, which is part of the Council's long-term plans.

6.0 Forder Valley Link Road (FVLR)

6.1 The outline planning application shows that the new FVLR will connect the southern limit of the newly developed area with Forder Valley Road and Novorossisk Road. The resolution to grant planning consent for the KDR application is subject to a condition that prevents more than 350 new homes from being built before the FVLR is completed. Under the proposed terms of the Section 106 Agreement the Council will be responsible for constructing the FVLR. Subject to funding, the FVLR is due to be completed by 2021.

6.2 The proposed route of the FVLR is shown on the plan at Appendix I. However, the design has not been finalised and the points at which the FVLR connects to the existing road network at its southern end and to the new development at its northern limit have not been fixed. It is therefore proposed that the Council will acquire an option from KDR over such land as may be required in order to construct the road. This option would last for 80 years.

6.3 Some of the land required for the construction of the FVLR is owned by the Council. This land measures 2.21 acres and is the land east of Blunts Lane, which continues south of Plymbridge Road. For the purposes of calculating the equalisation price, all of the land that is estimated to be required for the construction of the FVLR has been included as "developable land". The Council's land is therefore worth £0.293m. However, as the Council has agreed that it will be responsible for constructing the FVLR, it is not necessary to transfer the land to KDR. The value of the land will therefore be captured by adding it to the consideration paid to the Council by KDR for the acquisition of the Council land described in section 2 of this report. The total consideration paid by KDR in relation to existing Council land will therefore be £1.622m (£0.293m + £1.329m).

7.0 Valuation / Development Appraisal

7.1 KDR's development appraisal has been submitted to the planning department and scrutinised by the Council's Development Viability Officer, who has confirmed that the level of Section 106 contributions (including affordable housing provision) is appropriate. An external RICS valuer has also confirmed to the Council that the equalisation price represents best consideration.

8.0 Investment Fund

8.1 As described in paragraph 4.3 of this report, it is proposed that the acquisition of the NHS land will be funded by a loan from the Investment Fund. An Initial Project Plan and Business Case for this proposal were considered and approved by the Council's Capital Delivery Board on 20 September 2013 and 18 October 2013 respectively.

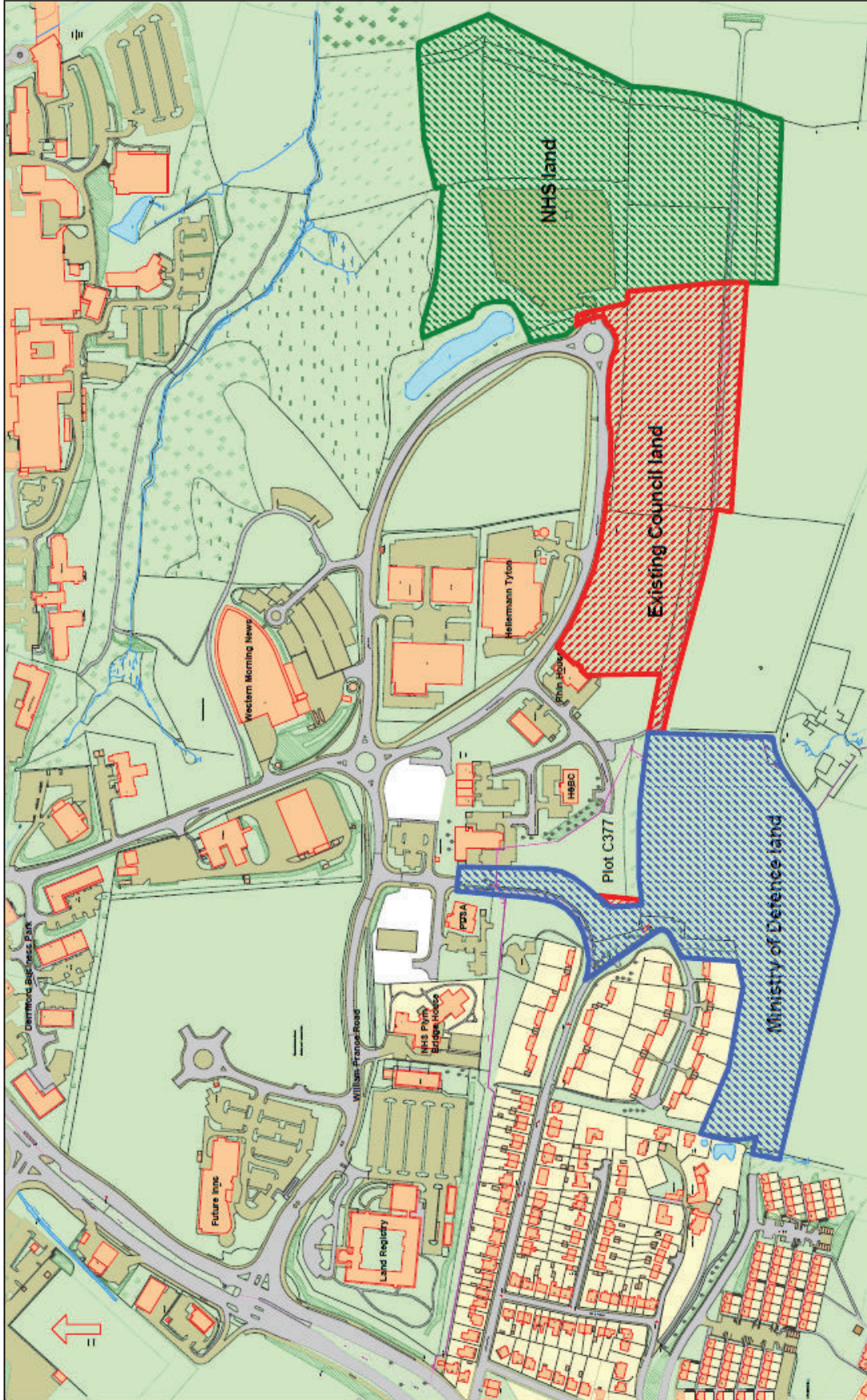
9.0 Challenges and Risks

9.1 In order to minimise risk it is proposed that the exchange of contracts between the Council and the MoD and KDR will not take place until a decision notice confirming conditional planning approval for KDR's current outline application has been issued. Completion of the land transactions

will be conditional upon the expiry of the judicial review period without challenge (or successful defence of any judicial review), i.e. 6 weeks from the grant of planning permission.

9.2 All land acquisitions (including any onward sales to KDR) will be conditional upon a satisfactory report on title.

Appendix 2: Seaton Neighbourhood Land Ownerships



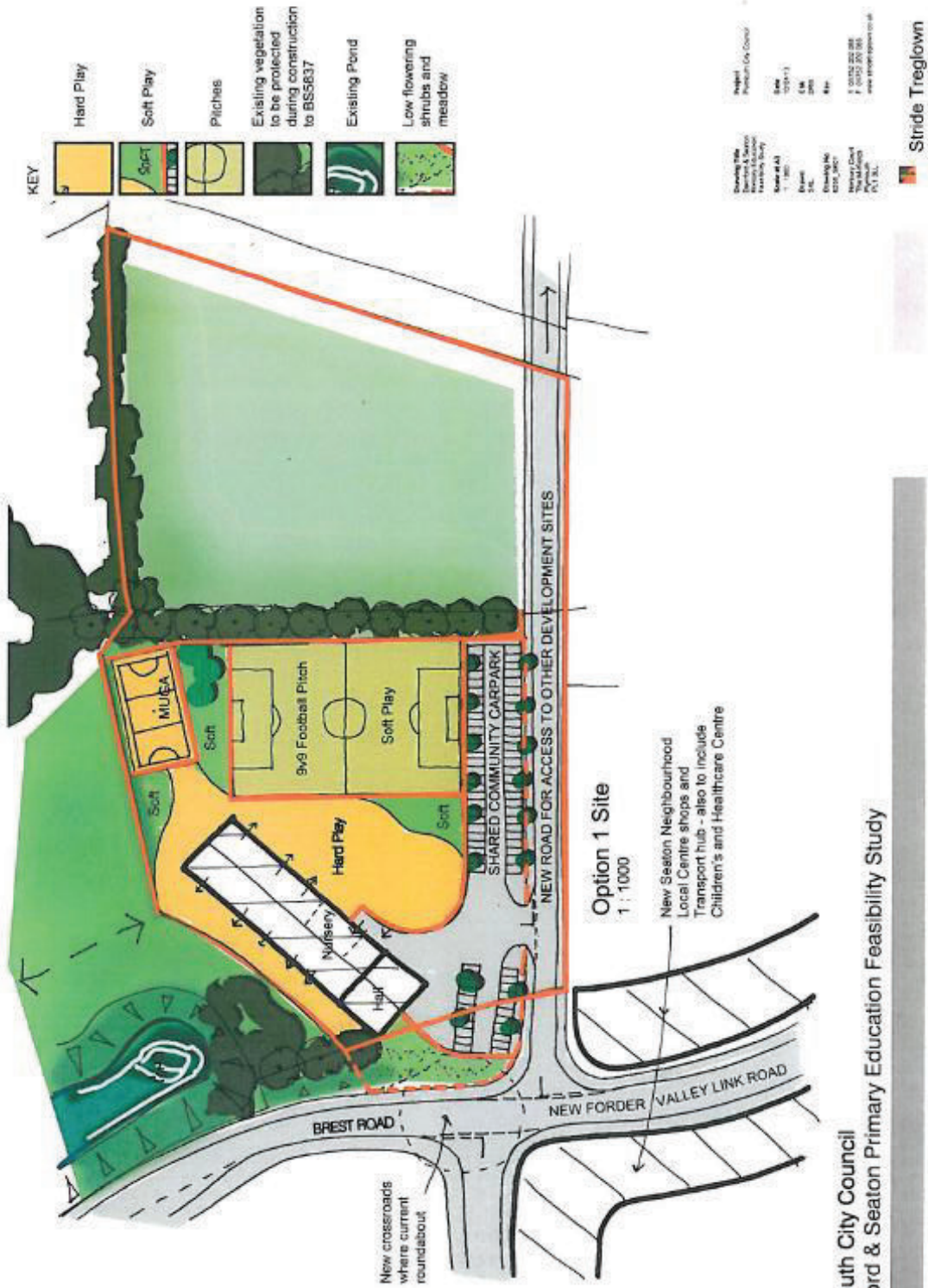
Appendix 2 Seaton Neighbourhood Land Ownerships

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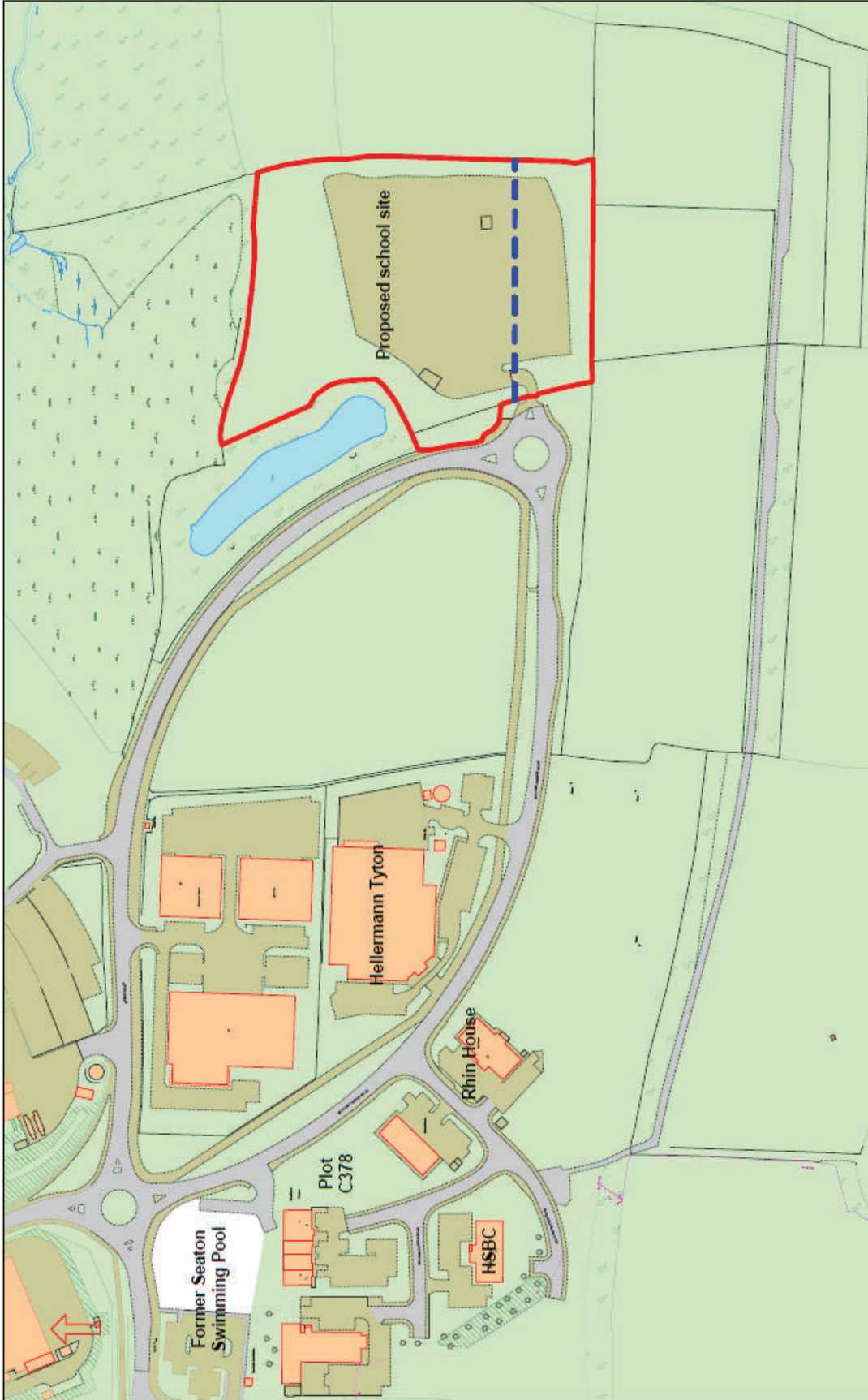
Appendix 3: Proposed School Plan

OPTION 1



Plymouth City Council
Derriford & Seaton Primary Education Feasibility Study

Appendix 4: Proposed School Site



Appendix 4: Proposed School Site

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Published 2013. Not to scale.

PLYMOUTH CITY COUNCIL

Subject:	Primary Basic Need 2014 - 2017
Committee:	Cabinet
Date:	10 December 2013
Cabinet Member:	Councillor Williams
CMT Member:	Carole Burgoyne (Director for People)
Author:	Jayne Gorton (School Organisation, Access and Services to Schools Manager)
Contact details:	Tel: 01752 307472 Email: jayne.gorton@plymouth.gov.uk
Ref:	JH.JEG.JP(CAB)04 (02/12/13)
Key Decision:	Yes
Part:	One

Purpose of the report:

In October 2010, March 2011, October 2011 and in March 2012, Cabinet received reports on the rising numbers in primary schools and the developing need for primary school places in the city. This growth in demand is known as 'basic need'.

This report seeks to update members on the progress of the growth and report on the development of projects to date and to outline the allocation of Targeted Basic Need Capital awarded in July 2013.

The report sets out proposals for the development of Waves V, VI and VII projects, to meet the increased number of primary age pupils with effect from September 2015, September 2016 and September 2017; to seek authorisation to commence consultation with stakeholders on expanding schools for 2015 onwards; and to commence consultation on the statutory proposals for the expansions as appropriate.

The report also sets out the balance between the Council's obligation to meet basic need and to maintain the condition of schools. In March 2012 Cabinet received a report that outlined the need to spend £2.52million on refurbishment works to Knowle Primary School; following further detailed surveys on the property it would be more cost effective in the long term to replace the current provision with a new build. The report seeks Cabinet's recommendation to Council to amend the Capital Programme in order to meet these obligations and those connected to the additional classroom required at St Peter's CE Primary School.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17: The proposals help to meet the City Vision, co-operative values, co-operative objectives, and co-operative outcomes in the following ways:

City Vision – Britain's Ocean City – providing improved and additional capacity for the increasing number of school age children in the City ensures there is a school place for every child and improves their education opportunities which will improve their quality of life. The Primary Basic Need programme delivers education infrastructure that supports the growth of the city, by supplying good quality education provision that meets need, it makes the city an attractive place to live and work. This report brings to Cabinet the next steps in a larger basic need infrastructure programme.

Co-operative Value – We are democratic – provide parents, staff and governors at the schools, local residents and other stakeholders with the opportunity to participate in the decision making on the proposals.

Co-operative Value – We are fair – undertaking consultations on the proposals demonstrates that we are fair and open in our decision making.

Co-operative Value – We are partners – the proposals seek to use the underused value there is in education assets to form the base for expansion so that investment costs are kept to a minimum and resources are targeted to achieve the maximum value for communities, becoming more efficient and joining up with partners and local residents to deliver services in new and better ways.

Objective – Pioneering Plymouth – provides extended and improved services for children and their families making effective use of resources available. The basic need growth areas have been carefully mapped and the proposals in this report are targeted at narrowing the gaps in inequality of access to education places.

Objective – Growing Plymouth – provides sufficient education facilities for the growing number of children in Plymouth improving their education opportunities. Without basic need growth there is a serious risk that some children in the city will not be able to access a school place.

Objective – Caring Plymouth – enables local residents and other stakeholders to participate in the decision making, and provides children with improved facilities that will promote independence and reduce social inequality.

Outcome – Pioneering Plymouth – helps to address the growing need for additional facilities for primary age children, using resources wisely.

Outcome – Growing Plymouth – provides sufficient school places as an integral part of the city's top performing education system ensuring that children achieve better qualifications and find high quality jobs.

Outcome – Caring Plymouth – provides improved facilities that ensure children and young people are safe and confident in their communities, narrowing the gap in equality of access, helping them take control of their lives and communities.

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

The capital cost of increasing the project budget for Knowle Primary school, together with the provision of a new classroom at St Peter's CE Primary School totals £2.775m. This can be met from the capital budget for the delivery of Basic Need within the existing approved programme. The additional revenue costs associated with these new spaces will fall to the individual delegated schools revenue budgets, which in turn will be increased in line with additional pupil numbers.

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

The facilities will be expanded in line with current regulations and health and safety during construction will be dealt with by the contractors and the schools. There are no community safety issues related to this proposal. The risk management for these facilities is incorporated within the schools' own risk management procedures.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No

Schools are a key facility within their local communities and support wider cohesion in the area. An equality impact assessment has not been completed as the facilities that will be refurbished/new build will be completed prior to opening and therefore designed to current building regulations which are fully DDA compliant. In addition these are community facilities which are open to all; therefore issues surrounding discrimination on the basis of age, faith, gender, race or sexual orientation are not applicable.

The planning of basic need has been done on the basis of equal opportunity; ensuring that a broad, mixed and diverse provision is available across the city. This will offer parents' choice and diversity in a sustainable way. Also a part of the strategic development is work related to the nature of special education and inclusion; making sure that basic need provision is in place for these services; to ensure that the diverse pattern of education contains sufficient places for more vulnerable groups.

Recommendations and Reasons for recommended action:

1. That Cabinet approve 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:
 - approves the public consultation on the statutory proposals to expand the above five schools; and
 - authorises 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. That Cabinet approve the scheme and recommend Council to amend the Capital Programme to include the allocation of an additional £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.
3. That Cabinet approve the scheme and recommend Council to amend the Capital Programme to include the allocation of an additional £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.

The above recommendations and approvals would enable Plymouth City Council to meet its statutory obligations to ensure that sufficient school places are available in the city and that schools are safe environments for both staff and pupils.

Alternative options considered and rejected:

The Council needs to take into account that it would be failing in its statutory duty to provide sufficient places in schools for parents and pupils within the city if it chose not to progress to supplying additional school places.

In developing the proposals for the Waves V, VI and VII schools, presented in this Cabinet report, all 92 schools have been considered as options to meet growth. In addition, a number of schools have been taken forward for more detailed analysis and evaluated against developed criteria.

All the projects, as they develop, are analysed for alternative building procurement routes; this includes the use of temporary buildings, system buildings and also more permanent traditional building techniques.

Published work / information:

- [Basic Need Cabinet Paper 19 October 2010](#)
- [Basic Need Cabinet Paper 8 March 2011](#)
- [Basic Need Cabinet Paper 10 October 2011](#)
- [Basic Need Cabinet Paper 27 March 2012](#)

Background papers:

None

Sign off:

Fin	AF/People EC131 4 005.2.1 2.13	Leg	LT 1896 4 2511 13	Mon Off	THO 140	HR		Assets	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member: Judith Harwood, Assistant Director, Education Learning and Family Support													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1. Introduction

1.1. In October 2010, March 2011, October 2011 and March 2012, Cabinet received reports on the rising numbers in primary schools and the developing need for primary school places in the city. This growth in demand is known as 'basic need'.

1.2. The detailed analysis of the growth in Plymouth was considered at Cabinet on 19 October 2010 and approval was given to officers to begin consultation on proposals to meet this demand. A further report was presented to Cabinet on 8 March 2011, which approved the expansion of five schools with effect from September 2011. In total five schools' PANs were increased giving an additional 120 places available at reception age for the September 2011 admissions. Whilst this has been extremely tight, the School Admissions Team has experienced that some parents have chosen not to take up places offered, which means that over the year all parents that want them have had places offered. There always remains a risk for future years that there will be insufficient reception places and children would have to be offered non-reception classes.

1.3. In October 2011, Cabinet gave approval for the statutory consultation to take place on a further expansion of four schools: Stoke Damerel Primary, St Joseph's Catholic Primary, Salisbury Road Primary and Holy Cross Catholic Primary Schools. Following the consultation, it was agreed to go to Public Notice on all the schools, with the exception of Holy Cross Catholic Primary School, which would require more discussions with the Governing Body, parents, staff and the local community with regard to access and play space. Since that time we have agreed funding to erect a MUGA in Beaumont Park and the targeted basic need funding has been allocated for an additional 105 spaces to take the school from a PAN of 30 to a PAN of 45.

1.4. In March 2012, Cabinet gave approval for the statutory consultation to take place for Pilgrim Primary School to expand the school from 1FE to 2FE with effect from September 2013 and to a smaller expansion of Lipson Vale Primary School from a PAN of 55 to a PAN of 60.

1.5. The capital projects to expand the buildings, or in some cases reorganise accommodation to increase capacity, have been progressed sufficiently to make classrooms available from September 2011 to September 2014. The bulk of the building work will have been carried out during 2012/13 in readiness for completion in September 2013, thus concluding Wave II phase two. Wave III has commenced at Pilgrim Primary School in September 2013 with completion of the project in September 2014.

1.6. There has been an ongoing consultation with schools to put forward proposals to deal with the growth in future years.

2. Birth Rates in Plymouth

2.1. The live birth figures provided by the Plymouth NHS Trust are compared with the number of children arriving at school four years later and this data is used to produce a trend which is used to forecast future school years' reception cohorts.

2.2. The data was then used to look at each locality in detail and to analyse the pressure that has been experienced by the School Admissions Team in placing children in certain hot spots around the city. The results of this analysis on a locality by locality basis are as follows:

North East and Central (NEC)

More recently the number of children born in this locality has risen and the number of children born now exceeds the PAN. NEC is also an importer of pupils as it contains a high number of popular schools.

North West (NW)

The North West has traditionally exported pupils and has lost a significant number of pupils to surrounding localities. Wave 1 has increased the PANs of three schools in or near the boundary to the NW, which has reduced the number of children attending schools outside of the locality they live in. In September 2013 a new Free School Marine Academy Primary School was opened which has supported the need for additional places. The most recent data up to September 2013 continues to show an increase in the number of children born within the NW.

Plymstock

Plymstock currently has surplus capacity and this is expected to remain, at least until 2018. The number of children born in Plymstock is always lower than the PAN and it therefore attracts pupils from neighbouring localities. There will be an impact on the number of places when the developments at Sherford and Morley Park are underway.

Plympton

The number of children born in Plympton has now dramatically increased and the number born now exceeds the PAN. Due to a number of popular schools it is also expected to attract some pupils from neighbouring localities.

South East

In the South East, the number of children born each year usually exceeds the PAN and this locality exports a large number of children to neighbouring localities. A number of PAN increases at schools in the locality, has reduced the pressure on neighbouring localities by retaining children that were expected to attend schools outside the South East, particularly in Plymstock. This locality continues to be an issue.

South West

The South West had seen the largest growth in the number of children born since 2008. The most recent data indicates that these numbers are now reducing and the births in the area are being met from existing PAN. In addition from September 2013 the Plymouth Creative Arts Free School opened for primary pupils in Reception and Years One and Two and with effect from September 2014 will open for Secondary pupils from Year Seven.

2.3. It is clear from this analysis that the localities that are in the highest need for additional school places are the North West, North East and Central, the South East and Plympton. The first wave of investment, which was approved in the March 2011 Cabinet report concentrated on the North West and northern part of the South West locality. The analysis of the admissions data indicates that the acute need of the North West locality has largely been met and that the greater need in 2012 had switched to the South West and South East localities again according to admissions data this need has now largely been met. The additional funding through Targeted Basic Need will support projects in NEC and Plympton particularly which will help to alleviate the pressure.

2.4. It remains a priority to deliver the city's aspiration for good quality local provision with healthy and sustainable schools in the heart of their communities. This policy direction also supports the development of the city in sustainable neighbourhoods, reduced car journeys to school, reducing congestion and reducing the impact of the growth of carbon emissions.

3. Consultation with Schools

3.1. In the same way as was reported in the previous Cabinet reports, analysis of schools data for capacity, standards, popularity, site and building area as well as neighbourhood growth data has been used to target schools for potential growth. As with Waves I, II and III schools that have odd number PANs or half year groups have again been targeted to ensure that the growth offers the opportunity to rectify inefficiencies that lead to poor organisation of classes. A number of further meetings have been held with schools and their governors to establish their appetite for growth. All the meetings held with schools and their governors have received a positive response to growth.

3.2. The results of the consultation held to date remains as previously reported to Cabinet, which is that schools are cautious in their agreement to expand. Governors remain concerned that the capital investment will either not be available to meet the demand, or be insufficient to provide the accommodation that will offer children a varied and rich curriculum. There also remains concern that acceptance of growth will leave a school with a legacy of temporary accommodation that in the past has been hard to resolve with long term capital solutions. Although, this perception is beginning to be dispelled as schools see the capital commitments the Council is making to build new classrooms in response to growth.

3.3. As in previous Waves, concern has been expressed regarding the very limited capital investment available to basic need. Those schools which are expanded will have less space outside the general teaching classroom to offer an enriched curriculum. This is a common concern, which is considered as a negative on the current position. However, there is an understanding that the financial constraints are a consequence of the economic climate, and as tender returns are also lower, schools recognise they are receiving value for money solutions.

3.4. St Peter's CE Primary School a temporary classroom which was erected on site in September 2012 to help the school maintain a PAN of 25 with the aim to move the school to the new Mill bay Primary school from September 2016. Since that time the Mill bay site set aside for the primary school, was acquired by the Plymouth Creative Arts Free School which opened in September 2013 for Primary pupils and will open for Secondary pupils with effect from September 2014. This has had a knock on effect in that St Peter's CE Primary School will now remain in its current location but has insufficient space to accommodate to PAN. A proposal has been examined which will erect a further classroom on site which will then allow the governors to increase their PAN from 25 to 30. It is therefore recommended that Cabinet approve the scheme and recommend Council to amend the Capital Programme to include the allocation for St Peter's CE Primary School of £0.300m.

3.5. As a result of the above discussions, the following schools have been identified as achieving permanent expansion for Waves VI and VII:

- Pennycross Primary School – NEC Locality
- Woodfield Primary School – NW Locality

In addition, we are consulting with Laira Green Primary, Victoria Road Primary and Woodfield Primary on providing bulge classes should they be required; an extra class of 30 pupils or half class of 15 pupils (additional to the PAN) in each school, allocated to one year group, which move through the schools' year groups until the pupils' transition to the secondary phase.

3.6. The final stage will be to meet the requirements of Schedules 2 and 4 of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended); these set out the alterations that can be made by governing bodies and local authorities. The following sets out the changes:

Enlargement to premises:

Statutory proposals are required for a proposed enlargement of the premises of a school which would increase the capacity of the school by both:

- a. more than 30 pupils; and
- b. by 25 per cent or 200 pupils whichever is the lesser.

Subject to approval by Cabinet, it is proposed to commence consultation in the spring/summer term to ensure all approvals are in place early in the spring term 2015.

4. Targeted Basic Need Funding

4.1 On 18 July, the Minister of State for Schools announced details of capital funding of approx. £820million which will support Local Authorities to provide new, high quality school places in locations that need more school places.

4.2 The main basic need allocations – which go directly to local authorities, and are based on projections of their need – were issued in March, and gave authorities funding for the next 2 years, enabling them to plan provision. Those allocations help to support local authorities to keep pace with projections of demand.

4.3 This additional funding, over and above the existing allocations, was announced by the Chancellor in the autumn statement and will provide further high quality places. The funding is targeted to provide additional support to those local authorities experiencing the greatest pressure on places through the funding of new academies and free schools, as well as enabling investment to expand good and outstanding schools with high levels of demand.

4.4 Discussions will need to be held with Widewell Primary Academy regarding the lease for the addition buildings when the work has been completed.

4.5 Plymouth put in four bids one for a new school and three expansions and were successful in obtaining funding for all four. The table below shows the location and funding available.

School	Funding for build/refurbishment	Project Support Funding	Date of completion
	£	£	
Derriford New School – PL6 5AA	4,244,672	150,000	September 2015
Woodford Primary School	1,745,429	150,000	September 2015
Widewell Primary Academy	1,745,429	150,000	September 2015
Holy Cross RC Primary School	730,547	75,000	September 2015
Total Allocation	8,466,077	525,000	

4.6 The funding allocated has been ring-fenced for the named project and has to be completed by September 2015.

I. Condition Based Projects

5.1 In March 2012 the Basic Need programme has embraced condition work where it has been necessary to repair buildings in order to facilitate the additional places. The Council has had to use grant allocated to the city for Capital Maintenance for these projects. However, in the October 2011 Cabinet, it was agreed that this was not sustainable over the long term as the number of schools experiencing critical condition issues outside the basic need growth programme was becoming an issue.

5.2 As a consequence the Government allocation, had been reconsidered in the Capital programme, and a programme of condition works of £3 million has been included in the Capital programme approved by Council. This funding is in addition to the programme of condition support for maintained schools that was set at £500,000 per annum, which schools bid into. As a result of this decision it was agreed that £2.52m would be allocated for Knowle Primary School to replace heating, water and electrical systems, fire doors and replacement of temps to cater for the negative bulge.

5.3 However, significant feasibility work has been carried out to date which concludes that the demolition of the existing 1950s building and the construction of a purpose built, two form entry school (2FE) on the existing site is the most practical, workable and cost effective solution to the significant condition problems experienced currently by the school, which will also alleviate the long term condition liability that it currently presents.

5.4 The school has suffered from on-going condition issues for some time, many of which are inherent to the design and location of the building (including damp, poor effectiveness of heating system, vandalism and awkward circulation of pupils into and around the building). Following a visit to the school in July 2013 by the Cabinet Member for Children and Young People and Officers, it was proposed that an additional £2.475million be allocated to fund a replacement new build.

5.5 The funding allocated would provide the construction of a replacement two form entry school and nursery building on the existing site. Works will include the reinstatement of the playing field and demolition of the existing school and temporary accommodation along with associated works.

5.6 It is therefore recommended that Cabinet approve the scheme and recommend Council to amend the Capital Programme to include the allocation for Knowle Primary School of £2.475million.

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PLYMOUTH CITY COUNCIL

Subject: Barbican Toilets
Committee: Cabinet
Date: 10 December 2013
Cabinet Member: Councillor Vincent
CMT Member: Anthony Payne (Director for Place)
Author: Catherine Dilloway (Project Manager)
Contact details Tel: 01752 305440
email: catherine.dilloway@plymouth.gov.uk
Ref: 01692/13
Key Decision: No
Part: I

Purpose of the report:

To include £371,000 in the Capital Programme for a scheme to provide replacement toilets at Quay Point and Elphinstone Car Park, The Barbican.

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

The proposals are flexible in their provision which will ensure that the toilets are responsive to future needs. Through toilet charging, the new toilets will provide an income stream to allow revenue savings to be achieved and will incorporate in the design mechanisms to save costs and reduce environmental impact.

Growing Plymouth

This project will directly contribute to this priority by facilitating job creation through growing the tourist industry and through construction employment. The refurbished toilets will also continue to support the needs of peripatetic workers who work outdoors or at locations away from their normal base.

Caring Plymouth

The provision of high quality toilets built to modern standards will help reduce inequality by making the premises fully accessible and catering for baby changing needs of families including disabled parents.

Confident Plymouth

Currently the toilets are in a poor condition with one site closed as it is structurally unsound. Providing high quality facilities will help embed civic pride which will engender greater business confidence. Providing modern toilet facilities will lead to more people choosing to use the Barbican businesses, which in turn will help raise aspirations.

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

The capital cost of demolishing the existing public toilets at Elphinstone Car Park and Quay Point and replacing them with flexible, relocatable units capable of being easily and cost effectively relocated is £371,000. It is proposed that this should be funded from capital receipts.

It is expected that replacing the out-dated toilets will result in revenue savings in the region of £16,000 per annum.

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

This project will help address the following issues:

Child Poverty – Refurbished toilets will assist business growth, and this could create new job opportunities (including the positive impact on supply chains) and help families back into work and out of poverty.

Community Safety – The design of the toilets takes into account potential anti-social behaviour issues such as vandalism and unwelcome and inappropriate uses of the toilets. The development of the Elphinstone Car Park site will remove/reduce anti-social behaviour that can be associated with derelict sites.

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

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

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

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

Recommendations and Reasons for recommended action:

Cabinet is asked to –

Amend the Capital Programme to include £371,000 for a scheme to provide replacement toilets at Quay Point and Elphinstone Car Park, The Barbican. The funding is to be from Capital Receipts;

Reason: To enable the proposed project to be added to the Council's Capital Programme.

Alternative options considered and rejected:

Project Options

1) Do Nothing

Whilst this option does not cost anything to deliver, it results in the continuing decline of the public toilets which will impact on visitor numbers and business confidence. The toilets will remain as assets and will have on-going management costs associated with them. There will be no benefits associated with this option.

2) Refurbish the existing toilets.

This option would secure the refurbishment of the Quay Point site but would not be economically feasible for Elphinstone Car Park where the roof is structurally unsound. This solution however would not be flexible to future needs and there is an aspiration for a land mark building on this site in the medium term.

3) Adapt the existing toilet buildings with modular 'plug in' externally accessed unisex toilets.

This option would not be suitable for Elphinstone Car Park for the reasons stated in (2) above. This solution offers more flexibility for Quay Point as in theory the modular 'plug ins' could be relocated elsewhere in the future but in practice this would be costly.

4) Replace the toilets with a traditional building

This option would secure high quality replacement toilet facilities but it would lack the flexible advantages of the modular build approach and the build time would be longer and unachievable in the preferred time frame of completion by Easter 2014.

Published work / information:

None

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Revised Barbican Public Toilets Business Case		yes			x					

Sign off:

Fin	SGPlac eFESC1 314003. 261113	Leg	18990 /ALT	Mon Off	18 99 4/D VS	HR	N/A	Assets	N/A	IT	N/ A	Strat Proc	N/A
Originating SMT Member Jayne Donovan													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

1.0 Introduction

1.1 Over a number of years, Plymouth's network of public toilets has been in decline. Whilst the Service have strived to maintain a good level of provision and cleanliness, years of under investment and reduced revenue budgets have resulted in a network that looks tired and is increasingly subject to structural issues. To address this there is a political manifesto pledge to "overhaul the network of public toilets, keep them clean and open to help stop vandalism".

1.2 This project aims to improve public toilet provision in the Barbican at Quay Point (opposite the Mayflower Visitors Centre) and Elphinstone Car Park by replacing existing outdated toilets with modular build ones. Whilst having a permanent appearance and a lifespan similar to a permanent building, the modular toilets would be capable of being easily and cost effectively relocated in line with future needs.

1.3 The proposed replacement of the public toilets at Quay Point and Elphinstone Car Park will help secure a valuable public service as well as improve civic pride and promoting growth and confidence. Toilet charging will help address anti-social behaviours and provide PCC with a long term revenue stream with which to maintain the toilets.

2.0 Needs analysis

2.1 Priorities for the toilets are for a solution that:

- Is deliverable in time for the summer 2014 season
- Is flexible and able to respond to future needs
- Upgrades the quality of the user experience
- Provides for a minimum of six unisex toilets and a disabled/ family toilet all with baby change at the Quay Point site
- Provides for a minimum of four unisex toilets and a disabled/ family toilet all with baby change at the Elphinstone Car Park site
- Provides for the inclusion of a Harbour Masters office and bin storage area to serve the businesses at Commercial Wharf as part of the Elphinstone Car Park Toilet scheme
- Introduces toilet charging primarily to address antisocial behaviour but also to contribute towards the revenue costs of the toilets
- Provides good value for money

3.0 Options Analysis

3.1 An analysis of the possible options for the site has been undertaken and the following options to deliver the required improvements to the toilets have been considered:

1) Do Nothing

Whilst this option does not cost anything to deliver, it results in the continuing decline of the public toilets which will impact on visitor numbers and business confidence. The toilets will remain as assets and will have on-going management costs associated with them. There will be no benefits associated with this option.

2) Refurbish the existing toilets.

This option would secure the refurbishment of the Quay Point site but would not be economically feasible for Elphinstone Car Park where the roof is structurally unsound. This solution however would not be flexible to future needs and there is an aspiration for a land mark building on this site in the medium term.

3) Adapt the existing toilet buildings with modular 'plug in' externally accessed unisex toilets.

This option would not be suitable for Elphinstone Car Park for the reasons stated in (2) above. This solution offers more flexibility for Quay Point as in theory the modular 'plug ins' could be relocated elsewhere in the future but in practice this would be costly.

4) Replace the toilets with traditional build toilet building

This option would secure a high quality replacement toilet facilities but it would lack the flexible advantages of the modular build approach and the build time would be longer and unachievable in the preferred time frame of completion by Easter 2014. The toilets would also be out of operation for a longer period.

5) Replace the toilets with modular system build toilet buildings

This option is the preferred option because it offers a flexible solution and as the toilets are constructed 'off site' it minimises the period that the existing toilets are out of use. Such toilets can be easily and cost effectively relocated should the need arise in the future. A variation on the modular build method is to convert a former shipping container. This has been successfully used on the site next to the Quay Point toilets site by the Real Food Company.

4.0 Affordability

£371,000 is required to be included in the Capital Programme to deliver the modular build toilets at Quay Point and Elphinstone Car Park. This includes all project costs including the demolition of the existing toilets and all fees and surveys.

It is expected that there will be revenue savings as a result of the toilets being provided and the introduction of toilet charging. Toilet charging has already been successfully introduced at the Armada Way toilets in the City Centre where it has helped to reduce instances of anti-social behaviour. It is anticipated that the balance of maintenance and operational costs with the income received from toilet charging (20p per use as per Armada Way) could realise annual revenue savings of £16,000.

5.0 Programme

In order to provide the toilets in such a way as to minimise the impact on visitors and the surrounding businesses there is a desire to see the toilets completed by Easter 2014, ready for the busy summer season. To achieve this, a contractor needs to be appointed as soon as possible to work up the design and submit Planning and Conservation Area Consent applications. A procurement process is underway and tenders have been received so as soon as the project is included on the Capital Programme, an appointment can be made. The Capital Delivery Board have considered and approved this proposal to replace the existing toilets with a modular system build solution.

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PLYMOUTH CITY COUNCIL

Subject:	Award of Street Lighting Maintenance Contract
Committee:	Cabinet
Date:	10 December 2013
Cabinet Member:	Councillor Coker
CMT Member:	Anthony Payne (Director for Place)
Author:	Ian Ellis, Network Policy Manager
Contact details:	Tel: 01752 304223 email: ian.ellis@plymouth.gov.uk
Ref:	PRN 13152
Key Decision:	Yes
Part:	I

Purpose of the report:

Plymouth maintains over 36,000 lighting units, of which approximately 30,000 are street lights and 6,000 are illuminated road signs and bollards.

A maintenance contract exists for the inspection, maintenance, repair, modification, supply and installation of street lighting and illuminated road signs. The contract value is approximately £1.15m per annum, representing both revenue and capital expenditure, and the current maintenance contractor is Scottish and Southern Energy (SSE). The contract began on 1 April 2006 and will end on 31st March 2014.

The procurement of a new maintenance contract for street lighting and illuminated road signs began in June 2013, using the restricted procedure. The duration of the new contract is four years (with two one-year extensions), and it is due to begin on the 1st April 2014.

This report details the outcome of the procurement and recommends the appointment of the successful tenderer.

A separate private report is also submitted which contains commercially sensitive information.

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

The new street lighting contract has been designed to deliver a more flexible and efficient street lighting service which is capable of benefitting from future changes aimed at reducing the city's carbon footprint..

Growing Plymouth

Providing a safe and well-maintained road network contributes to the economic well-being of the City in support of the Growth priority. Additionally, providing a well-maintained street lighting asset signifies community investment and pride in the area whilst also playing a part in regeneration, by helping to revitalise the city's streetscape.

Confident Plymouth

By installing the new LED street lighting, the successful street lighting contractor will play a significant part in delivering the city's bold plan to replace its street lights with low energy lighting, signalling the City's green credentials and growing its reputation nationally.

Implications for Medium Term Financial Plan and Resource Implications:

Including finance, human, IT and land:

Financial Implications

Having assessed the priced tender, it is estimated that the new contract will have neutral impact both on the current revenue budget and on future capital works undertaken under the contract. This is significant given that the current maintenance contract was tendered in 2005.

A review of the existing street lighting contract identified efficiencies and improvements that have been incorporated into this new contract keeping the service within its current budget profile where there might otherwise have been a significant increase in costs. Improvements include:

1. A change in pricing mechanisms from a fixed price approach to routine and non-routine maintenance, to a schedule of rates (Priced List) so that the Council pays only for the work that is undertaken by the contractor. Whilst this shifts the risk associated with street lighting failures away from the contractor and back to Plymouth City Council, the reducing trend in failures over the last few years suggests that the Authority will benefit from this change in approach, i.e. costs should reduce as the number of failures decrease over time. A significant drop in street lighting faults is also predicted in the event that the Council moves ahead with the Low Energy Street Lighting Project, due to the proven reliability of LED luminaires.
2. Changes in the way routine maintenance operations are undertaken, e.g. a realignment of servicing intervals such that routine lamp changes, electrical tests and inspections and structural inspections can be undertaken in fewer visits.

The annual spend on street lighting maintenance and installation is £950,000 revenue, and in the region of £200,000 capital, a combined spend of approximately £1.15m per annum. As the value of work is not guaranteed, the Authority has the flexibility to control the amount of installation work undertaken in any given year.

Annual price increases on the tendered rates will take effect on 1st April 2015, in line with the Retail Price Index (RPI).

Additional reductions in maintenance costs are expected following the implementation of the Low Energy Street Lighting Project, however, these costs will be considered following the procurement of the new LED luminaires in early 2014, and incorporated into the updated project business case.

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

Community Safety

Although funded as a highway activity to increase traffic safety and ease of passage, street lighting does serve other functions. It has a social role, in terms of amenity and in reducing the fear of crime.

Risk Management

In terms of contractual risk, the contract has been incentivised to manage the Contractor’s performance. A performance management framework includes a suite of KPIs measuring performance around the main areas of delivery, e.g. attendance at street lighting faults, delivery of routine services to programme etc. These will help in determining contract extensions. A further system of non-performance rebates will provide the contractor with a more imminent commercial incentive to meet contractual timescales and levels of service.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No

Recommendations and Reasons for recommended action:

It is recommended that the contract for the Maintenance and Installation of Street Lighting and Illuminated Traffic Signs 2014 to 2018 is awarded to the most economically advantageous tenderer.

Reason: To enable continuity of service after 31 March 2014, and to ensure that a contractor is in place to deliver the Low Energy Street Lighting Project.

Alternative options considered and rejected:

1. Increase the scope of the existing Highways Services Contract (HSC) to include street lighting services

Reason: The official journal of the European Union (OJEU) notice for the current HSC included street lighting services within its scope. However, without going to the market, it would have been difficult to demonstrate that this approach would have been economically advantageous for the authority.

2. Look for tendering opportunities with other neighbouring authorities.

Reason: Following a period of Liaison with Devon County Council and Cornwall Council, officers confirmed that no opportunities existed for joint tendering with neighbouring authorities. Consequently, authorisation was given to proceed with a separate procurement exercise.

3. Take no action.

Reason: Providing street lighting maintenance to the authority’s extensive lighting stock is essential in maintaining safe streets and in reducing the fear of crime. Without the continuity of this service beyond 31 March 2014, Plymouth may see an increase the occurrences road traffic accidents and criminal activity within the city. Consequently, taking no action is not recommended.

Published work / information: None

None

Background papers:

None

Sign off:

Fin	TCI31 4 002	Leg	SC/15 193	Mon Off	TH01 34	HR		Assets		IT		Strat Proc	NA/SPU/337/ CP/1113
Originating SMT Member: Clive Perkin													
Has the Cabinet Member(s) agreed the content of the report? Yes													

I INTRODUCTION

- 1.1 This report details the outcome of the procurement of maintenance and installation services for street lighting and illuminated traffic signs, and recommends the appointment of the successful tenderer.
- 1.2 The contract predominantly covers the maintenance and installation of street lighting and illuminated road signs and bollards, but also includes some lighting in Council owned recreational areas and car parks.
- 1.3 Also included in the contract is the installation of low energy street lighting luminaires. This is part of the Council's Low Energy Street Lighting Project, which will see the city's lighting stock replaced with Light Emitting Diode (LED) lighting in a drive to reduce both the Council's carbon footprint and its energy costs. This will be a high profile initiative with a challenging deadline and the successful contractor will be expected to work collaboratively with both Plymouth City Council and the supplier of the LED equipment to ensure that it is delivered successfully and in a timely manner. The successful bidder will also be expected to support the Authority in proactively managing the public's response to the changes to the city's street lighting.
- 1.4 The maintenance contract does not include street lighting energy procurement, as this is currently provided to the Authority through a national consortium agreement which offers potential savings through economies of scale.
- 1.5 The duration of the contract is four years (with two one-year extensions), and it is due to begin on the 1st April 2014.

2 BACKGROUND

- 2.1 A contract currently exists between Plymouth City Council and Scottish and Southern Energy Contracting Limited (SSEC) for the maintenance and installation of street lighting and illuminated traffic signs. The contract began on 1 April 2006 and will end on 31st March 2014.
- 2.2 On the 14th August 2012 Cabinet gave approval:
 1. To investigate further the opportunities for retendering street lighting maintenance services with neighbouring authorities.
 2. In the event that such opportunities are not practical or in the best interests of the Authority, Plymouth City Council to retender the services separately.
 3. To delegate authority to the Director for Place to approve the outcome of 2 above.
- 2.3 Following a period of Liaison with Devon County Council and Cornwall Council, officers confirmed that no opportunities existed for joint tendering with neighbouring authorities. Consequently, authorisation was given to proceed with a separate procurement exercise.
- 2.4 During this period, the Council took the decision to move forward with the Low Energy Street Lighting Project (LED Project), the business case for which recommended that the supply of the lighting and its installation/maintenance be the subject of separate procurements. Whilst the development and approval of the business case for the LED Project delayed the tender for the Street Lighting Maintenance Contract, it ensured that the two procurement exercises could be aligned to ensure that best value could be realised.

3 PRE TENDER SELECTION CRITERIA

3.1 The procurement process was managed under the restricted procedure in accordance with the Public Contract Regulations 2006 (as amended), and a contract notice, published in the Official Journal of the European Union (OJEU) reference number 2013/S 107-183321, was dispatched on 5th June 2013. The Pre-Qualification criteria were as follows:

3.11 Information Only Questions:

- Organisation Identity
- Organisation Information

3.12 Mandatory questions, the responses to which were reviewed and treated as pass or fail criteria:

- Compliance with EU Legislation/ UK Procurement Legislation [status of Supplier in relation to Regulation 23 of the Public Contracts Regulations 2006 (SI 2006 No. 5). (A summary of Regulation 23 may be found appended to this PQQ document)]
- Financial [the Supplier must be in a sound financial position to participate in a procurement of this size and the Council will have regard to Regulation 24 of the Public Contracts Regulations 2006 (SI 2006 No. 5). This may entail independent financial checks]
- Insurance
- Health & Safety Policy
- Data Protection
- Equalities and Diversity Policy
- Timescales

3.13 Further mandatory questions where some responses were evaluated in terms of risk. If the risk was deemed to be high, it would result in a fail for the question evaluated and the remainder of the PQQ would not be evaluated. The scored questions and their respective weightings are summarised in Appendix I

3.2 The maximum number of companies to be invited to tender were five. These were the five companies with the highest score from the evaluation of the PQQs.

4 TENDER EVALUATION METHODOLOGY

4.1 The Invitation to Tender (ITT) document was published electronically via the Devon Procurement Portal on the 2nd September 2013 and tenders were submitted on the 14th October 2013. Five contractors were invited to tender in accordance with the Pre-Qualification criteria.

4.2 The tender was evaluated in two parts, Quality and Financial, which were weighted 60% and 40% respectively.

4.3 The evaluation criteria for the Quality submissions were in two parts. Part I – General Method Statements, required tenderers to state how they were proposing to manage the delivery of the maintenance services. This represented 45% of the overall assessment. Part 2 – Maintenance and Installation Method Statements, related to the maintenance and installation operations contractors would be expected to perform in delivering the services. This represented 15% of the overall assessment.

4.4 The method statements and their respective weightings are summarised in the following table:

Weighting %	Evaluation Criteria	Breakdown of criteria (weighting in brackets)
QUALITY – PART I		
45%	General Method Statements	<ul style="list-style-type: none"> ▪ Contract management (6%) ▪ Mobilisation (4%) ▪ Social Obligations (6%) ▪ Information Communications Technology (ICT) (6%) ▪ Continuous Improvement (5%) ▪ LED Project (8%) ▪ Innovation (4%) ▪ Asset Management (6%)
QUALITY – PART 2		
15%	Maintenance and Installation Method Statements	<ul style="list-style-type: none"> ▪ Electrical inspection and testing (1.5%) ▪ Street lighting cut-out and isolator terminations (1.5%) ▪ Lighting fault repairs (1.5%) ▪ Installation of bollards and bases (1.5%) ▪ Cable jointing (1.5%) ▪ Isolation/restoration of electrical supply (1.5%) ▪ Excavation and laying of underground cables (1.5%) ▪ Installation of lamps, lanterns and control gear (1.5%) ▪ Removal of lighting columns/signs/street furniture (1.5%) ▪ Installation of lighting columns (1.5%)

4.5 The evaluation criteria for the financial submissions were based on a schedule of rates (the Price List) covering a range of maintenance and installation operations with estimated quantities against each.

4.6 Tenderers' rates were summed to provide the tendered prices. The tenderer with the lowest price scored 100 marks. The remaining submissions were assessed with one mark deducted for each percentage point by which it exceeded the lowest. The final financial mark was reduced by 40% in line with the weighting for the financial part of the tender.

5 CONTRACT EVALUATION

5.1 The submissions were evaluated by Council officers with appropriate skills and experience, in order to ensure transparency and robustness in the process. The resulting scores from the evaluation are contained in the Part II paper.

6 FINANCIAL IMPLICATIONS

- 6.1 The payment mechanism for the current maintenance contract uses a fixed price arrangement for reactive and routine maintenance services. This places the commercial risk of street lighting defects on the contractor, the price for which would have been reflected in its rate tendered in 2005.
- 6.2 Over the course of the current contract the quality of street lighting equipment installed has improved resulting in the number of defects reported to the contractor decreasing over time. This has meant that the contractor has benefitted from any savings seen as a result of the improved lighting stock. To redress this, a schedule of rates (Price List) has been introduced for the new contract meaning that payment will be made on the basis of work done. Whilst this will see a shift in the risk allocation to Plymouth City Council, the change in pricing arrangement means that the Authority will benefit from the falling number of street lighting defects; particularly in the case of the LED project where a significant drop-off in defects is predicted once the scheme is implemented. Furthermore, as the value of work is not guaranteed, the Authority has the flexibility to control the amount of work undertaken in any given year.
- 6.3 Having assessed the priced tender, it is estimated that the new contract will have a neutral impact on the current revenue budget. However, it should be noted that the Price List requested prices for a wide range of maintenance and installation services, the quantities for which were derived from a historical three-year average. Consequently, future costs will be dependent on the actual quantity of works undertaken.

7 IMPLICATIONS FOR LED PROJECT

- 7.1 The new contract has been developed with the flexibility to benefit from savings that are likely to be realised by the LED Project, i.e. a significant drop in lighting defects and the reduced maintenance requirement. Actual savings as a result of the LED Project will be determined and factored in to final business case for the LED Project once the procurement is completed in the new year.

8 TUPE IMPLICATIONS

- 8.1 There are no implications for Plymouth City Council employees.

Appendix I – Summary of Pre-Qualification Criteria and Weightings

Question	Section	Method of scoring	Weighting	Marks available
10	Prime Contractor/Sub-contracting	Section scored as whole	5.00%	5
11	Quality Management	Section scored as whole	12.00%	5
12	Environmental Management	Section scored as whole	8.00%	5
13.1	Health & Safety Management	Question scored individually Score of 'High Risk =Fail'	1.00%	3
13.2	Health and Safety Management	Question scored individually Score of 'High Risk =Fail'	1.00%	3
13.3	Health and Safety Management	Question scored individually Score of 'High Risk =Fail'	1.00%	3
13.4	Health and Safety Management	Question scored individually Score of 'High Risk =Fail'	1.00%	3
13.5	Health and Safety Management	Question scored individually	0.50%	5
13.6	Health and Safety Management	Question scored individually	0.50%	5
13.7	Health and Safety Management	Question scored individually	1.00%	5
13.8	Health and Safety Management	Question scored individually	2.00%	5
13.9	Health and Safety Management	Question scored individually	1.00%	5
13.10	Health and Safety Management	Question scored individually	1.00%	5
	Assessment of H&S Policy	Policy scored as a whole	5.00%	5
14	Equalities and Diversity	Section scored as a whole Score of 'High Risk =Fail' (Q14.1 and 14.2)	4.00%	5
15	Disputes	Section scored as whole	6.00%	3
16.1	Business Capability	Question scored individually	2.00%	5
16.2	Business Capability	Question scored individually	1.75%	5
16.3	Business Capability	Question scored individually	2.50%	5
16.4	Business Capability	Question scored individually	6.00%	5
16.5	Business Capability	Question scored individually	1.75%	5
16.6	Business Capability	Question scored individually	2.75%	5
16.7	Business Capability	Question scored individually	1.75%	5
16.8	Business Capability	Question scored individually	12.00%	5
16.9	Business Capability	Question scored individually	2.50%	5
16.10	Business Capability	Question scored individually	2.50%	5
16.11	Business Capability	Question scored individually	2.50%	5
16.12	Business Capability	Question scored individually	2.00%	5
17	Recent Contracts/References	Section scored as whole	10.00%	5
Total			100%	133

PLYMOUTH CITY COUNCIL

Subject:	Award of a contract for the Young Persons (16-25) Supported Accommodation Service
Committee:	Cabinet
Date:	10 th December 2013
Cabinet Member:	Councillor McDonald
CMT Member:	Carole Burgoyne (Director for People)
Author:	Dave Schwartz, Commissioning Officer
Contact details	Tel: 01752 307561 email: dave.schwartz@plymouth.gov.uk
Ref:	Young Persons (16-25) Supported Accommodation Service
Key Decision:	Yes
Part:	I

Purpose of the report:

Homelessness disproportionately impacts on children and young people. Most often these young people have been evicted by their parents or family or have suffered from relationships breaking down. Supported accommodation, where support is provided within an accommodation based service, provides a young person with a living environment that enables them to successfully transition into adulthood equipped with independent living skills.

Plymouth City Council's 'Young Person's (Aged 16-25) Accommodation Commissioning Plan' for the period 2013-2020 was approved in March 2013. It proposed to remodel services and realign the accommodation pathway to:

- Ensure that there is a single shared pathway where resources are used most effectively and are available for those most in need
- Ensure that there is sufficient capacity in the system and appropriate levels of support for the most 'troubled and troublesome'
- Reduce blockages in the system so that throughput is increased by developing suitable independent move on options.

The recommended competitive procurement of services to replace the current service model saw a two stage tender process commenced in May 2013 that would lead to the award of a contract to deliver young peoples (16-25) supported accommodation services.

The attached report sets out the result of the tender process and seeks approval from Cabinet for contract award.

For reasons of commercial confidentiality the full details of the proposed contract are included within a separate part 2 report.

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

The Young Person's Supported Accommodation Service will support Plymouth being a Brilliant Co-operative Council through addressing three of the four key corporate objectives:

- Growing Plymouth

The Service will support some of the most vulnerable young people in the City to engage with education, employment and training opportunities that are available.

- Caring Plymouth

The Service will support some of the most vulnerable young people in the city to:

- Prevent placement breakdowns and repeat homelessness
- Reduce reoffending and the level of custodial sentences
- Reduce child poverty
- Equip young people with the skills, knowledge and opportunities to make a successful transition to adulthood
- Enable recovery and economic independence for those young people who are unable to stay within the family network
- Support young people to be self-determining and progress onward into independent accommodation with no or minimal support and remain engaged in education, training or employment.

- Pioneering Plymouth

By taking a strategic approach to the commissioning of supported accommodation to some of the most vulnerable young people it is possible to deliver high quality services whilst ensuring efficiencies are made and so deliver best value.

The Young Person's Supported Accommodation Service is underpinned by the four key values described in the Co-operative Council Corporate Plan:

- Service design was influenced by stakeholders and so is democratic
- reflects the City's commitment to provide high quality support to some of the most vulnerable young people and so reflect responsibility
- address inequality through supporting young people with complex needs and so be fair
- require all stakeholders to work together and so work in in partnership

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

The current annual spend on the contracts being replaced by the tender is £490,198. Financial efficiencies will be achieved through the award of this contract and provision has been made for the expenditure on the new service within the medium term financial plan.

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

This plan will contribute towards the priority to reduce child poverty; deliver the Health and Well-Being Strategy; deliver the early intervention and prevention strategy; deliver the Housing Plan and will also contribute toward improving community safety

Equality and Diversity

An Equality Impact Assessment has been undertaken on the Young Persons Accommodation commissioning plan that includes this service

Recommendations and Reasons for recommended action:

To award a three year contract, containing an option to extend the contract for a further three years in annual increments, to the successful tenderer for the management of a ‘Young Person’s (16-25) Accommodation Service in Plymouth. The tender evaluation process has determined that they have the critical knowledge and experience to provide the service and that considering all evaluation criteria they have offered the ‘most economically advantageous tender’.

Alternative options considered and rejected:

Extend Existing Contracts:

If the contracts for the current providers were extended, it would not be possible to achieve the efficiencies and quality requirements necessary to deliver the commissioning intentions set out in the commissioning plan.

In addition, the procurement of these services is subject to Plymouth Council’s Contract Standing Orders which state that any procurement over the threshold value of £100,000 is to be competitively tendered.

Published work / information:

EIA Young Persons (16-25) Supported Accommodation

http://www.plymouth.gov.uk/young_persons_supported_accommodation.pdf

Background papers:

None

Sign off:

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Originating SMT Member: Carole Burgoyne

Has the Cabinet Member(s) agreed the contents of the report? Yes

I. BACKGROUND

This service has been commissioned in response to the identified need for an Accommodation based Support Service for Young People Aged 16-25. Plymouth City Council Adult Social Care currently commission two supported accommodation services for young people. These contracts are due to end in 2014.

A review of the current provision indicated that the model is no longer fit for purpose. A new service that combines the two existing contracts and incorporates a referral HUB was therefore put out to competitive tender. The new service will:

- Develop the capacity of vulnerable young people aged 16-25 to live independently
- Provide an appropriate environment for young people (particularly 16/17 year olds) to have their support needs assessed whilst services engage with them to facilitate a return home wherever possible and safe to do so
- Provide a supportive, tolerant and safe environment for challenging and vulnerable young people
- Provide key services as part of structured (staged) young person's accommodation pathway
- Increase the flexibility of accommodation provision to enable young people to move between supported housing services when requiring an increase or decrease in support
- Provide a referral HUB which will act as a single point of access into supported accommodation for young people and move on into social housing.
- Provide support to 56 young people with medium-high support needs at any one time.

The level of expenditure on this service required any future external provision to be competitively tendered in accordance with the Council's Contract Standing Orders. A competitive procurement was run as a two stage process.

The new service will contribute towards a number of City objectives. For example within Caring Plymouth the service will support young people who are homeless and in housing need it will also support tackling child poverty. The service will also support, Growing Plymouth by supporting young people to engage with education, employment and training opportunities where need is identified.

2. PRE QUALIFICATION SELECTION CRITERIA

A competitive procurement was run as a 'Restricted' (two stage) process with a Pre-Qualification Stage (Pre-Qualification Questionnaire) followed by an Invitation to Tender (ITT).

The objective of the selection process was to assess the responses to the PQQ and select potential Economic Operators to proceed to the next stage of the procurement.

The following sections of the PQQ contained mandatory questions, the responses to which were reviewed and treated as pass or fail criteria:

Professional and Business Standing

Financial

Insurance

Data Protection

Timescales

In addition the following sections of the Pre-Qualification Questionnaire were evaluated and awarded a score.

Section	Weighting (%)
Prime Contractor/Sub-Contracting	6
Quality Management	10
Health and Safety Policy	5
Health & Safety Management	6
Equality & Diversity Policy	5
Equality & Diversity Management	6
Safeguarding Vulnerable People Policies	9
Safeguarding Vulnerable People	10
Disputes	5
Business Capability	32
Recent Contracts/References	6

These weightings and the scoring methodology for each section were published in the Pre-qualification questionnaire documentation.

A total of seven PQQs were received for this service. The names of the providers who submitted PQQs are contained in the Part 2 paper.

Four PQQs met the minimum threshold score of 67.10 and the providers were invited to tender for the 'Young Persons (16-25) Supported Accommodation Service.

References

Reference information covering the following areas was requested for all participating suppliers:

- Management;
- Staff competency and experience;
- Partnership working;
- Service user consultation and involvement;
- How well organized they are;
- Customer care;
- Level of complaints
- Innovation flexibility in adapting to change;
- Overall satisfaction with organization.

A minimum of two relevant references were required. All four providers invited to ITT stage received adequate or good and relevant references.

3. TENDER EVALUATION METHODOLOGY

The project evaluation weightings were agreed prior to despatch of the tender documentation and were published in the ITT:

Award Criteria	Weighting (%)	Sub Criteria (%)	Weighting (%)
Financial	15	Price	15
Technical	85	Purpose	15
		Performance	5
		Delivery requirements	27
		Service details	26
		Management and operation	12

The invitation to tender document was published electronically via the Devon Procurement Portal (www.devontenders.gov.uk) on the 29th May 2013 in accordance with the following timeline:

Activity	Date/Target Date
Return of PQQ	1 st July 2013 (midday)
Dispatch of ITT to successful applicants	31 st July 2013
Tender Return Date	6 th September 2013 (midday)
Evaluation of tenders completed and selection of successful Tenderer	14 th October 2013
Estimated Service Commencement	1 st July 2014

The completed tenders were evaluated by a team of individuals / stakeholders with various skill sets from across the business, in order to ensure both transparency and robustness.

1; Pre-Qualification Questionnaire/Technical Response

The pre-qualification questionnaires were evaluated to identify the extent to which each tenderer had the ability, experience, and capacity to deliver the service. The technical responses were evaluated to identify how well each tenderer would meet the service specification requirements. The names of the evaluators are contained in the Part 2 paper.

2; Financial Response:

The financial response was evaluated to identify the number of paid staff hours and the overall price that the tenderer could offer. The names of the evaluators are contained in the Part 2 paper.

4. SUMMARY OF EVALUATION

A tender was submitted on the 6th September 2013 by one supplier.

The resulting scores from the evaluation process are contained in a Part 2 paper.

5. FINANCIAL EFFICIENCIES

The current annual spend on the contracts being replaced by the tender is £490,198. Financial efficiencies will be achieved through the award of this contract and provision has been made for the expenditure on the new service within the medium term financial plan.

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PLYMOUTH CITY COUNCIL

Subject:	The PLUSS organisation
Committee:	Cabinet
Date:	10 December 2013
Cabinet Member:	Councillor Lowry
CMT Member:	Malcolm Coe (Assistant Director for Finance, Efficiencies, Technology and Assets)
Authors:	David Northey, Head of Finance
Contact details	Tel: 01752 305428 email: david.northey@plymouth.gov.uk
Ref:	
Key Decision:	Yes
Part:	I

Purpose of the report:

The PLUSS Organisation is a Local Authority owned provider of a range of employment and training programmes for people with disabilities. It was set up in 2005.

PLUSS has since established itself as one of the leading organisation of its type in the country. Over the years the value of its contracts with the four local authorities has reduced such that it no longer carries out the bulk of its work for the four member Councils. It does, however, have a number of significant contracts with other public sector bodies.

This report sets out the intention of Plymouth City Council, together with its three partner Authorities, Devon County Council, Torbay Council, and Somerset Council, to sell its interest in the PLUSS Organisation and transfer ownership to the national charity Turning Point.

Turning Point offers an ideal opportunity for PLUSS to achieve its aims and in turn affords the owners the opportunity to divest themselves of ownership of PLUSS, which removes long term risks and liabilities, but most importantly will help secure the long term future for PLUSS.

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

By relinquishing our ownership of the PLUSS Organisation, we will enable the company under its new owners to provide a more stable longer term service to the more vulnerable members of society.

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

Although there will be no immediate effect on our MTFP, by selling PLUS it will release Plymouth City Council from its future pension liabilities, and all other potential contingent liabilities associated with the company.

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

There are no implications as Plymouth City Council and the other authorities are transferring ownership to a national charity with a wealth of experience in the field of disability employment.

Equality and Diversity

An Equality Impact Assessment has been undertaken.

Recommendations and Reasons for recommended action:

1. That Cabinet agrees to the sale of PLUS to Turning Point upon the terms as outlined in this report;
2. That Cabinet delegates power to the Portfolio Holder for Finance, in consultation with the Monitoring Officer and Section 151 Officer, to deal with and approve any outstanding matters as part of the sale of PLUS;
3. That Cabinet authorises the Monitoring Officer to enter into all necessary legal documentation to complete the sale of PLUS to Turning Point

To enable the relevant Senior Officers to complete the sale of PLUS to the agreed timeline

Alternative options considered and rejected:

Remain as owners which 1) restricts PLUS's future potential and 2) retains Plymouth City Council's exposure to future contingent liabilities, in particular the pension liabilities

Published work / information:

None

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Equality Impact Assessment	√									
Commercially sensitive financial details		√			√					

Sign off:

Fin	MNI3 14.23	Leg	1485 /SC	Mon Off	TH01 28	HR		Assets		IT		Strat Proc	
Originating SMT Member: Malcolm Coe													
Have the Cabinet Members agreed the contents of the report? Yes													

1. Background

- 1.1 Prior to August 2005, Devon, Plymouth and Torbay Councils provided a range of employment and training programmes for people with disabilities and operated an equipment store. Known as the Industrial Services Group (ISG) this service was overseen by a Joint Social Services Committee but the management of the service was unwieldy. Following a review it was concluded that there was a need for change to ensure that the service could be delivered in a more cohesive and efficient manner.
- 1.2 The upshot of the review process was that in August 2005, Devon, Plymouth and Torbay Councils formed PLUSS, a local authority controlled company, limited by guarantee. PLUSS effectively took over what had hitherto been undertaken by ISG. It delivered services to the three member Councils through a series of service contracts as well as providing services to other external organisations, including the Department for Work and Pensions (DWP).
- 1.3 In June 2006, Somerset County Council transferred like services to PLUSS and became a member alongside the three existing member authorities. Each of the four Councils has representation on the Board.
- 1.4 PLUSS has since established itself as one of the leading organisation of its type in the country. Over the years the value of its contracts with the four local authorities has reduced such that it no longer carries out the bulk of its work for the four member Councils. It does, however, have a number of significant contracts with other public sector bodies.

2. Recent Developments

- 2.1 PLUSS is now a well-established company and operates as a national provider of services. Allied to the fact that the four member Councils are increasingly concentrating on core services the timing was right to review the Councils ownership of PLUSS and for PLUSS to focus on its future.
- 2.2 Initial soundings from within the four Councils elicited a favourable response to the idea of them relinquishing their ownership of PLUSS, although there was a concern to ensure that any transfer of ownership should be to new owners driven by a sound social purpose thereby enabling the continuation of services of value to local communities.

- 2.3 PLUSS' own business plan identified the need for significant growth for the company to be able to maintain its current market share, achieve growth and retain its financial viability. Given the limited opportunities for growth through traditional commissioning PLUSS' view was that it needed to "merge" with a partner that shared similar core values and vision.
- 2.4 As a result of these considerations the Board of PLUSS explored options with three organisations whom the PLUSS Board felt might best meet the long term needs and aspirations of PLUSS. Detailed discussions were held with each of the three organisations during the period September 2011 to October 2012 and updates on how these discussions were progressing were provided at Chief Executive level and through meetings with the four Councils via the owner representatives, being four senior finance officers who meet on a regular basis with the attendance of representatives of PLUSS (including some Board member representatives) as needed. Their role is to act as a conduit between PLUSS and its owners, deal with any issues that may arise for the owners in relation to PLUSS' activities and ensure by such communication that the interests of the Councils, as owners, are protected.
- 2.5 Following these discussions it emerged that one of the organisations, Turning Point would be best suited as the preferred partner, primarily because their core values and vision aligned with those of PLUSS. Accordingly, as Turning Point, represented the best "fit" discussions continued with this organisation.

3. Turning Point

- 3.1 As a registered charity Turning Point operates as a social enterprise and is focused on improving lives and communities. In particular it provides a range of services for people with substance misuse issues, learning difficulties and mental health issues with employment for these people being its central focus. The prime interest in acquiring the ownership of PLUSS is the joint benefits this would bring to both organisations in terms of expanding services, particularly employment support services to a range of customers, thereby ensuring that they can deliver a strategic ambition of being able to offer meaningful employment support to all of their customers.
- 3.2 Following a full options appraisal of Turning Point the PLUSS Board selected Turning Point as its preferred option subject to obtaining the consent of the four Councils as owners of the Company and to undertaking the necessary due diligence. In summary the sale of PLUSS to Turning Point provides these advantages:-
- it brings in additional specialist support services to disadvantaged groups in Devon and Somerset;
 - it provides a mechanism for the Councils to remove themselves from the running of PLUSS; and
 - it supports the broad move of local authorities towards commissioning core services.

- 3.3 In addition Turning Point becoming the owner of PLUSS will bolster PLUSS' resources in terms of bidding for national contracts and 'Prime' bidder status for Government procurement employment exercises with the potential for ensuring that these services continue to be delivered to local people by a local organisation familiar with their needs and local circumstances.

4. Commercial Negotiations

- 4.1 The principle of proceeding with negotiations with Turning Point was discussed with the relevant Cabinet members at an early stage within each Council, and the consensus was that negotiations should go ahead to see if agreement could be reached with Turning Point on the terms of the sale.
- 4.2 The owner representatives referred to in paragraph 2.4 were asked to lead on the commercial negotiations of the sale of PLUSS from the four member Councils to Turning Point and these officers have been supported by their in-house lawyers. Further, to assist in the process a report was commissioned from an independent firm of accountants in order to gauge the value of PLUSS.
- 4.3 Following a series of discussions a position has been reached whereby the Councils will receive a payment for PLUSS. PLUSS is a member of the Devon LGPS and once pension liabilities are factored in the value of the company is low.
- 4.4 The sale means that the Council will no longer have any liabilities towards the Devon LGPS and will cease to act as guarantors in respect of the PLUSS overdraft facility. Turning Point will also guarantee the loan that has been provided by each Council to PLUSS. This represents a better position than is currently the case as in effect the four Councils are guaranteeing the loan in the event of PLUSS defaulting. The properties occupied by PLUSS and currently leased or sub-let from the Councils will continue to be leased on market terms. Existing contracts with PLUSS will continue until such time as they need to be re-tendered. Aside from indemnities dealing with pension liabilities and warranties given by the Councils to PLUSS on inception the heads of terms provide that no warranties or indemnities will be given by the Councils in respect of the sale of PLUSS to Turning Point. The existing pension liability of the Councils would be dealt with if PLUSS ends its membership of the Devon LGPS. Paragraph 5 below deals in more detail with the pension position. From the date of sale the Councils will no longer be represented on the Board of PLUSS
- 4.5 In summary the sale to Turning Point represents a good opportunity to secure the long term viability of PLUSS. From the Councils perspective the sale reduces liability and risk and it is generally considered that now represents the right time to dispose of PLUSS, especially as it is to an organisation which it can benefit from and hopefully prosper. It is hoped that the sale of the PLUSS will be concluded around July next year.

5. Pension Position

- 5.1 PLUSS is a member of the Devon LGPS but is presently consulting with the trade unions and its staff about closing the scheme. Subject to consultation PLUSS would then close the scheme next year ahead of its sale to Turning Point. It is estimated that there is a fund deficit on a full closure basis. PLUSS is not in a position to meet all of the full-closure deficit, and under the terms of the membership of the scheme the onus falls upon the four local authority owners to meet the shortfall because of the guarantee they provided in respect of the original staff group who transferred from the local authorities to PLUSS.
- 5.2 The liabilities and corresponding assets for the original staff will transfer back to the original employer on an ongoing funded basis. As there are different actuarial assumptions relating to local authorities and companies (even if local authority owned) the fund assets to be transferred will be in excess of the liabilities, which will result in all four owners being in a surplus position. On closure PLUSS's remaining liabilities will be covered by a payment from PLUSS and from a proportion of the pension surplus from the four authorities remaining with PLUSS' section of the Devon LGPS fund. Thereafter, no further contributions will be required from any party in respect of the liabilities remaining with the PLUSS section of the Devon LGPS fund. Estimated figures regarding the options on closing the LGPS for PLUSS are subject to movements in market conditions. It has been made clear to all parties, and will be a condition of the sale, that the proposal to close the scheme may have to be postponed should a large adverse change in stock market conditions occur at any time prior to or on the closure date.

6. Financial, HR and Legal Considerations

- 6.1 In short the financial considerations are as follows. The surplus outlined in paragraph 5.2 will be apportioned across the four Councils and for the most part will be utilised to offset PLUSS's pension liabilities upon it ceasing to be a member of the Devon LGPS. The sale of PLUSS enables the Councils to relinquish certain financial liabilities that would otherwise have stayed with them had they remained the owners of PLUSS. Further, it enables the pension position to be dealt with at a time which is advantageous from the perspective of the four owners.
- 6.2 At the time of the original transfers the four owners entered into loan agreements with PLUSS. The loan repayments will continue to be paid by PLUSS and will not be affected by the sale of PLUSS.
- 6.3 The HR implications are that PLUSS will continue to operate and therefore there will be no staff transfer. PLUSS will be undertaking all necessary consultations with their staff and their respective unions regarding the closure of the LGPS scheme and the sale of PLUSS to Turning Point.
- 6.4 In terms of legal considerations the four Councils have been represented by their respective in-house lawyers and this team has been heavily involved in negotiating both heads of terms and the terms of the sale. Inevitably in a transaction of this type there is much legal work to be undertaken in order for the sale to proceed. Whilst good progress has been made to date final details still need to be negotiated and agreed with lawyers acting for Turning Point, hence the recommendations 2 and 3.

7. Equality Issues

- 7.1 An equality impact assessment has been prepared on behalf of the four member Councils and is attached at Appendix I.

8. Conclusions

- 8.1 The creation of PLUSS as a local authority controlled company in 2005 was the right move at that time. Since then with social, political and economic change the need to re-evaluate PLUSS and its future has led to the conclusion that the future for PLUSS is likely to be more secure if it moved away from being a local authority company and engaged with a new owner whose core values and vision aligned with those of PLUSS. Turning Point offers an ideal opportunity for PLUSS to achieve its aims and in turn affords the owners the opportunity to divest themselves of ownership of PLUSS, which removes long term risks and liabilities, but most importantly will help secure the long term future for PLUSS.

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PLYMOUTH CITY COUNCIL

Subject:	Co-operative Commissioning and Market Management – A Framework for Delivering a Brilliant Co-operative Council
Committee:	Cabinet
Date:	10 December 2013
Cabinet Member:	Councillor Evans
CMT Member:	Carole Burgoyne (Director for People), David Trussler (Interim Director for Corporate Services)
Author:	Craig McArdle, Head of Joint Strategic Commissioning
Contact details:	Email; craig.mcardle@plymouth.gov.uk , Tel; 01752 307530
Ref:	CM/COOPCOM
Key Decision:	Yes
Part:	I

Purpose of the report:

Public Services are facing an unprecedented challenge brought about by the economic environment, demographic demands, increasing complexity of need and changing public expectations. In order to meet these challenges Plymouth is committed to being a brilliant co-operative council, driven by values of democracy, responsibility, fairness and partnerships. These values will drive the Council's ambitious three year transformation programme.

Fundamental to this change is a rebalancing of the relationship between the citizen and the council and entails public service delivery devolving far greater rights and responsibilities to citizens and communities. It means building trust, building capacity and co-producing solutions – in short it means commissioning cooperatively.

This report provides a framework for co-operative commissioning and market management and sets out a number of overarching commissioning principles for approval.

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

Pioneering Plymouth- Co-operative commissioning, by co-producing services and focusing on social innovation offers a pioneering approach to designing and delivering better services.

Growing Plymouth- By creating fair and sustainable markets co-operative commissioning contributes to a strong economy creating a range of job opportunities.

Caring Plymouth-Co-operative commissioning aims to put citizens at the heart of the commissioning process. The framework also aims to focus on prioritising prevention and tackling inequalities. Co-operative commissioning will also create a fair and sustainable market place with quality at the centre and services treating people with dignity and respect.

Implications for Medium Term Financial Plan and Resource Implications:

Including finance, human, IT and land:

The principles for cooperative commissioning will be adopted within the overall affordability envelope of the council. Whereas quality and outcomes criteria will feature high in any evaluation, due consideration will be given for current and future budget availability.

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

The co-operative commissioning framework will support the policies already in place in these areas.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No. Individual Equality Impact Assessments will be completed for specific commissioning and procurement activity.

Recommendations and Reasons for recommended action:

1. The Council adopts the co-operative commissioning principles as set out in the framework to be applied when planning, developing, delivering and monitoring services
2. Commissioners use the framework to create co-operative markets which are fair and sustainable
3. The Council uses the framework to help deliver the Public Services (Social Value) Act 2012

Alternative options considered and rejected:

To continue with the existing approach to commissioning and market management, however this was rejected as it would not make the step change in the way that public services are planned and delivered which is necessary if we are to deliver a transformed Council.

Published work / information:

New Approaches to Commissioning and Public Service Mutuals – Atif Shafique 2013
www.2020psh.org

Background papers:

None

Sign off:

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Originating SMT Member													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1.0 Introduction

Public Services are facing an unprecedented challenge brought about by the economic environment, demographic demands, increasing complexity of need and changing public expectations. To address these challenges incremental changes to the existing system will not be sufficient rather what is called for is a step change in the way that public services are planned and delivered.

A central element of meeting these challenges to date has been the development and roll-out of strategic commissioning which is at the heart of public sector reform and is seen by central government as a key mechanism to deliver modernisation and transformation. However commissioning alone will not deliver the transformation of public service delivery that is required as there needs to be a fundamental rebalancing of the relationship between the citizen and council. This means public service delivery recognizing the assets of people and place and devolving far greater rights and responsibilities to citizens and communities. It means building trust, building capacity and co-producing solutions – in short it means commissioning co-operatively.

This paper aims to provide a framework for co-operative commissioning and developing a co-operative market in order that Plymouth City Council is able to co-operatively commission a fair City where everyone does their bit.

2.0 Co-operative Commissioning

Co-operative commissioning is a new approach to planning and delivering public services and has been defined as:

“Co-operative commissioning is an approach that puts citizens and outcomes at the centre of commissioning and creates stronger relationships between key stakeholders. It looks beyond cost and ‘value for money’ to put greater emphasis on the social costs and benefits of different ways to run services”¹.

3.0 Commissioning Values and Principles

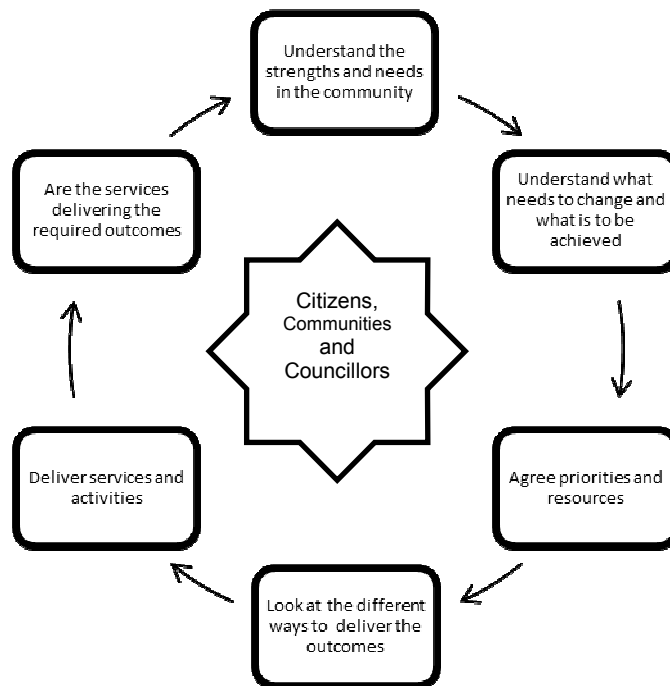
Our commissioning approach is first and foremost based on four key values which have then informed a series of overarching commissioning principles. These principles will govern the way that we operate at all stages of the commissioning cycle and will be used to hold us to account –

¹ New Approaches to Commissioning and Public Service Mutuals – Atif Shafique 2013 www.2020psh.org

VALUES	<ul style="list-style-type: none">• COOPERATIVE COMMISSIONING PRINCIPLES
Democratic	<ul style="list-style-type: none">• Citizens and communities will be at the heart of all commissioning activity• Commissioning decisions will be open and transparent• Commissioning will seek to promote civic responsibility
Responsible	<ul style="list-style-type: none">• We will commission for sustainability by prioritising early intervention and prevention• We will commission for quality and outcomes• Commissioning decisions will focus on delivering VFM and promoting social value
Fair	<ul style="list-style-type: none">• Commissioning will focus on reducing inequalities and making Plymouth a fair City• Commissioning activity will be needs and evidence based• We will develop local, fair and sustainable markets
Partners	<ul style="list-style-type: none">• We will commission with a range of partners regardless of organisational form• We will work collaboratively and coproduce public services• We will promote citizen commissioning

4.0 Co-operative Commissioning Cycle

Building on the above definition and to deliver our commissioning principles the following commissioning cycle² has been developed and which sets out how we commission co-operatively -



At the heart of the commissioning cycle are Citizens, Communities and Councillors who are actively participating in each element of the process. In such an approach commissioning is co-developed, co-designed, co-produced and co-evaluated.

5.0 Citizens at the heart of commissioning

At the centre of this process are citizens. This requires seeing citizens not merely as service recipients but recognising the strengths and contributions that they bring to public service delivery. This means viewing people in a fundamentally different way –

Customers as innovators ³	citizens know things that many professionals don't know
Customers as resources	Citizens have time, information and financial resources that they are willing to invest to improve their own quality of life and into helping others
Customers as asset-holders	Citizens have diverse capabilities and talents which they can share with professionals and other citizens

² Adapted from Lambeth's cooperative commissioning cycle

³ Bovaird and Loeffler, 2012

Customers as community-developers	Citizens can engage in collaborative rather than paternalistic relationships with staff, with other service users and with other members of the public
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6.0 Co-producing Public Services

Whilst recognising citizens are at the centre on the process, co-operative commissioning rests on the belief that Citizens, Councillors, Staff and stakeholders must work co-operatively together in the planning, design and delivery of services. Co-production has been defined as “the public sector and citizens making better use of each other’s assets, resources and contributions to achieve better outcomes or improved efficiency.”⁴ The fundamental belief is that by working in partnership, building on each other’s capabilities and strengths then we can achieve far more and create a more sustainable model of public service delivery. Co-operative commissioning is a partnership of equals.

7.0 A Co-operative Market

In order to deliver the vision of a Brilliant Co-operative Council it is recognised that there needs to be in place a vibrant, sustainable, high quality market with a range of diverse providers.

7.1 The Vision of a Co-operative Market

The elements of the type of market that we wish to create are a:

- **Diverse market**, with services provided by a range of partner organisations, regardless of organisational form, with a mixture of both smaller and larger organisations.
- **Sustainable market**, with services commissioned on the basis of achieving value for money and promoting social value so that services are sustainable and capable of delivering the quality and outcomes required.
- **Quality market**, with services that are responsive to customer needs and focused on delivering outcomes
- **Fair market**, with the provision of services from local suppliers who prevent abusive employment practices by championing the rights of staff, including offering the living wage and offering contracts to locally employed staff on a basis wanted by the workforce
- **Collaborative market**, with citizens, commissioners, providers and stakeholders actively working together
- **Transparent market**, with information on the market’s performance and quality made accessible to citizens and communities

7.2 Delivering a Co-operative Market

In order to deliver this market place we will proactively monitor, shape and facilitate the market through two broad approaches:

- Market Oversight
- Market Intervention

⁴ Bovaird and Loeffler, 2012

7.3 Market Oversight

Plymouth City Council will always retain responsibility for oversight of the local market and ensuring people continue to receive high quality responsive services. We will do so by actively and co-operatively working with citizens and stakeholders to seek market intelligence.

Key elements of this approach are:

- Developing a comprehensive understanding of the market place in terms of capacity, capability, weaknesses and future potential.
- All providers will be subject to robust but proportionate checks before commencing work with the authority.
- Co-monitoring of providers by commissioners, citizens, and stakeholders to ensure they offer a range of quality, responsive services.
- Identifying risks and vulnerabilities and developing contingency plans to cope with the failure of a provider, with clear lines of responsibility.
- Identifying where to focus efforts for proactive engagement with the market

7.4 Market Intervention

As well as keeping an oversight of the market it is also recognised that there may also be a need to actively intervene to secure the services and outcomes required

- We will identify and remove barriers to market entry faced by specific providers, developing channels to pull in ideas from providers of new models of public service delivery, or piloting innovative approaches.
- Utilising intelligence from Citizens and Communities, we will intervene to secure quality, taking robust action against poor providers and decommissioning where necessary.
- Whilst ensuring provider neutrality we will actively ensure a level playing field between large private organisations and smaller enterprises and recognising social value within the commissioning cycle.
- We will invest in the workforce to create a highly skilled motivated professional workforce, focused on delivering the best outcomes for people.
- We will co-produce and maintain Market Positioning Statements setting out the types of services required now and in the future.
- We will maintain an active dialogue with the market through provider forum and solution shops.
- We will hold information events to support providers to access and effectively compete for PCC business opportunities by improving and updating understanding of our procurement practices.

- In partnership we will review our procurement processes to ensure they are focused on local priorities and seek best value in terms of good practice, cooperative working, choice and control, local social and economic development as well as price.

8; Benefits of Co-operative Commissioning

Co-operative commissioning aims to create a fair Plymouth and a sustainable model of public service delivery by -

- Providing a framework of how best to fairly deploy resources to meet need and achieve outcomes
- Helping prevent poor outcomes by understanding what people want
- Managing demand by utilising the natural assets of citizens and communities
- Making the best use of partners strengths
- Building capacity to develop a high quality cost effective market
- A sustainable and fair market
- Driving social innovation in public services
- Building levels of engagement and trust in public service delivery

APPENDIX ONE CASE STUDIES OF CO-OPERATIVE COMMISSIONING

Whilst it is recognised that Co-operative Commissioning is a new development and will take a period of time to fully embed in the Local Authority, there are already a number of examples of how Plymouth City Council is working cooperatively with citizens and communities to improve service delivery and achieve better outcomes.

Recognising People as Asset Holders- Time Banking

In line with the Co-operative Council movement Plymouth City Council is striving to support opportunities to maximise 'Social Capital' by empowering both people and communities to deliver services in partnership. By supporting and encouraging strong communities the city will achieve improved outcomes in a range of social, health and well-being indicators.

Plymouth City Council has commissioned a local small voluntary and community provider to facilitate and support the development of time banks in the city.

A time bank is a way for people to come together to help others and help themselves at the same time. It provides a structure whereby people of all abilities and interests can register their skills or contribution they can make, earn points for assisting someone, and then use those points to gain assistance from someone else who is also registered with the time bank. This enables communities to develop a sense of mutual support, with no over-reliance of one person on another, and with a sense of dignity because people can give as well as receive.

Utilising Community Assets- Libraries as Community Hubs

Using Health funding for Social Care, Plymouth Libraries have been commissioned to provide health and social care information hubs. They provide health and social care resources, information prescriptions and we now use libraries for a range of support and health promotion activities.

Health experts will work with librarians to select new resources to be added to the library collections and these will be used by GPs as part of an information prescription scheme being piloted in Devon. This works through GPs referring their patients to the libraries who will then be helped to generate an Information Prescription using the NHS Choices website and the Plymouth Online Directory of local services, as well as books and other resources that will help them understand and manage their condition.

Library spaces and facilities are available free of charge to a range of providers and voluntary health groups who run health related activities and increasing capacity of the libraries to run reminiscence work in care homes supported by volunteers. There are now 15 'health' related groups meeting regularly in libraries, including 4 new befriending groups, 2 new carers groups, 1 new memory café, 1 new group for men with dementia and 3 new Friendship groups.

Utilising Lived Experience to Quality Assure

Healthwatch Plymouth was established in 2013 to give people who use health and social care a powerful voice in the planning, commissioning and monitoring of services. Recognizing the unique and important role that local Healthwatch are able to play Plymouth City Councils, Quality Assurance Improvement Team (QAIT) have been working closely with Healthwatch Plymouth in order to gain independent feedback from residents and relatives of care homes.

In order to maximise the voice and experience of service users, development meetings took place between the two agencies to co-design a process, draft role descriptions, and identify the training required to enable the exercise to go live. Through this partnership there are now a number of lay visitors, who work alongside the QAIT team when they are quality reviewing care homes. Lay visitors are members of the public who have volunteered with Healthwatch and who may have been experts by experience, had past experience care or profession and or expressed an interest in care provision. Lay visitors have now helped quality reviewed three homes and are presently developing the workplan for 2014.

Co-production to Maximize External Funding

We are working collaboratively with the Community and Voluntary Sector to develop funding bids drawing in external funding to the city. Plymouth's first stage bid to Big Lottery Fulfilling Lives Ageing Better, which supports a new approach to service development placing the community at the heart of decision making, was successful in July 2013 and could potentially bring £6million over 6 years to Plymouth.

The next stage required us to select a Lead Partner for the second stage of the bid. Plymouth City Council acted as facilitator for this, however the decision was very much lead by the multiagency group of community stakeholders demonstrating clear cooperative principles. The stakeholder group developed the selection process / criteria, and sat on the evaluation panel.

If successful the project will ensure that older people play a genuine leading role in the design, management and delivery of services which are easily accessed. This will be supported by a strong VCS partnership, expertise and interest from a more engaged private sector and our determined local authority. Our approach includes using the skills and enthusiasms that exist across all sectors to establishing a Social Enterprise model run by older people supported by a strong multi-agency partnership.

Involving people in Strategic Planning

In line with co-operative commissioning principles we believe that people who use services are in the strongest position to identify how well they are performing, what changes need to be made, and what future provision needs to look like. A recent example of this was service user involvement in a comprehensive review of the adequacy of mental health services within the City.

Plymouth City Council commissioned the local mental health service user and carer involvement group (PIPS) to gather service user and carer views on mental health services to feed into a wide ranging review. PIPS developed a questionnaire in consultation with service users and carers which they circulated widely and received 200 responses. PIPS also carried out face to face consultations across the city with specific groups and communities. As a result service users and carers produced a comprehensive report which has identified key themes and areas for improvement, and will be used to inform service development and commissioning intentions.

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