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Democratic Support

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CITY COUNCIL

Monday 24 November 2014

2.00 pm

DEVONPORT GUILDHALL, Ker Street, Plymouth PL1 4EL

Members:

The Lord Mayor, Councillor Fox, Chair

Deputy Lord Mayor, Councillor Murphy, Vice Chair

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Bridgeman, Casey, Churchill, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Downie, Drean, Evans, K Foster, Mrs Foster, Fry, Hendy, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Morris, Mrs Nelder, Nicholson, Mrs Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Ricketts, Riley, Dr. Salter, Singh, John Smith, Peter Smith, Sparling, Stark, Stevens, Storer, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler and Wigans.

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

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

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Tracey Lee

Chief Executive

CITY COUNCIL

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for absence submitted by councillors.

2. LORD MAYOR'S ANNOUNCEMENTS

- Commemoration of the 100th Anniversary of the amalgamation of the three towns: East Stonehouse, Devonport and Plymouth;
- Royal Navy Partnership Agreement;
- Illuminate 2014.

3. MINUTES

(Pages 1 - 16)

To approve and sign, as a correct record, the minutes of the special and ordinary meetings of the City Council held on 15 September 2014.

4. DECLARATIONS OF INTEREST

(Pages 17 - 18)

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

5. APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC

(Pages 19 - 20)

The Head of Legal Services will submit a schedule of vacancies on committees, outside bodies etc and of changes notified to us.

6. ANNOUNCEMENTS

- (a) To receive announcements from the Chief Executive, Assistant Director for Finance or Head of Legal Services;
- (b) To receive announcements from the Leader, Cabinet Members or Committee Chairs.

7. QUESTIONS BY THE PUBLIC

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

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

RECOMMENDATIONS FROM CABINET, CO-OPERATIVE SCRUTINY BOARD AND OTHER COMMITTEES

8. TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE: BRIDGE OFFICE DEVELOPMENT (Pages 21 - 30)

Cabinet Members: Councillor Coker (Cabinet Member for Transport) and Councillor Lowry (Cabinet Member for Finance).

The City Council will be asked to add the Tamar Bridge Office Development to the Tamar Bridge and Torpoint Ferry Joint Committee's capital programme with a budget of £3.33million.

The minute of Cabinet held on 21 October 2014 will be submitted together with the report considered at Cabinet.

9. CAPITAL AND REVENUE MONITORING 2014/15 (Pages 31 - 46)

Cabinet Member: Councillor Lowry (Cabinet Member for Finance)

The City Council will be asked to approve the revised capital budget for 2014 – 2018 of £210.154 million.

The minute of Cabinet held on 11 November 2014 will be submitted together with the report considered at Cabinet.

10. ANNUAL SCRUTINY REPORT 2013/14 (Pages 47 - 64)

Chair of the Co-operative Scrutiny Board: Councillor James.

The City Council will be asked to note the Annual Scrutiny Report 2013/14.

11. REVISED TERMS OF REFERENCE FOR OVERVIEW AND SCRUTINY (Pages 65 - 78)

Chair of the Co-operative Scrutiny Board: Councillor James.

The City Council will be asked to approve the new terms of reference for the panels and incorporate them into the constitution.

The minute of the Co-operative Scrutiny Board held on 22 October 2014 will be submitted together with a report of the Chair of the Co-operative Scrutiny Board to the City Council.

12. ANNUAL REPORT ON TREASURY MANAGEMENT ACTIVITIES FOR 2013/14 (Pages 79 - 102)

Chair of the Audit Committee: Councillor Wheeler
Cabinet Member: Councillor Lowry (Cabinet Member for Finance)

The City Council will be asked to note the Treasury Management annual report for 2013/14 (as required by CIPFA Treasury Management Code of Practice – note 6 refers).

The draft minute of the Audit Committee held on 25 September 2014 will be submitted together with the report considered at the Audit Committee.

13. MOTIONS ON NOTICE

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

14. LOCAL GOVERNMENT PENSION SCHEME 2014 - EMPLOYER DISCRETIONS (Pages 103 - 134)

Cabinet Member: Councillor Peter Smith (Deputy Leader)

Giles Perritt (Assistant Chief Executive) will submit a report seeking approval of the recommended discretions following the introduction of the new Local Government Scheme Regulations (Local Government Pension Scheme) 2014 on 1 April 2014 as they apply to current scheme members, employees eligible for scheme membership or previous scheme members and to amend the following policy documents accordingly -

- Plymouth City Council Discretions under the Local Government Pensions Scheme Regulations.
- Early Retirement Discretionary Pensions Arrangements Policy.
- Flexible Retirement Guide.

15. REVISION TO CABINET MEMBERSHIP 2014/15 AND LEADER'S SCHEME OF DELEGATION (Pages 135 - 138)

The Head of Legal Services will submit a report informing the Council of the Leader's decision to make changes to the Cabinet and the scheme of delegation for executive functions.

16. KEY DECISION FINANCIAL THRESHOLD FOR SAVINGS (Pages 139 - 142)

Giles Perritt (Assistant Chief Executive) will submit a report asking the City Council to consider a revision to the key decision threshold, from £500,000 to £1 million in relation to savings.

17. FILMING, PHOTOGRAPHY, RECORDING AND USE OF SOCIAL MEDIA AT PUBLIC MEETINGS OF THE COUNCIL (Pages 143 - 146)

Giles Perritt (Assistant Chief Executive) will submit a report seeking approval of a protocol on the use of filming, photography, recording and the use of social media at Council meetings and to amend the constitution accordingly.

18. SENIOR MANAGEMENT RESTRUCTURE PEOPLE DIRECTORATE AND DESIGNATION OF MONITORING OFFICER AND SECTION 151 OFFICER (Pages 147 - 156)

Tracey Lee (Chief Executive) and Carole Burgoyne (Strategic Director for People) will submit a report setting out proposals for changes within the People Directorate's organisational structure as a result of the aggregated effects of the four projects within the Integrated Health and Wellbeing Programme (IHWB) of the Transformation Programme.

It also seeks to designate the Assistant Director for Finance as Section 151 Officer and the Head of Legal Services as Monitoring Officer in light of the changes created by the senior management restructure.

19. QUESTIONS BY COUNCILLORS

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

20. EXEMPT BUSINESS

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

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

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

NIL.

Special Meeting of the City Council

Monday 15 September 2014

PRESENT:

The Lord Mayor, Councillor Fox, in the Chair.

The Deputy Lord Mayor, Councillor Murphy, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Bridgeman, Casey, Churchill, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Downie, Drean, Evans, K Foster, Mrs Foster, Hendy, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Morris, Mrs Nelder, Nicholson, Mrs Nicholson, Parker, Penberthy, Mrs Pengelly, Rennie, Ricketts, Riley, Dr. Salter, Singh, John Smith, Peter Smith, Sparling, Stevens, Storer, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler and Wiggins.

Apologies for absence: Councillors Fry and Stark

Also in attendance: Tracey Lee (Chief Executive), David Shepperd (Head of Legal Services), Judith Shore (Democratic and Member Services Manager) and Katey Johns (Democratic Support Officer).

The meeting started at 2 pm and finished at 2.08 pm.

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

22. **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.

23. **HONORARY ALDERMAN**

Following a vote it was unanimously agreed that in pursuance of its powers under Section 249(1) of the Local Government Act 1972, the Council confers on Mr Chris Mavin, past Member of Plymouth City Council, the title of Honorary Alderman in recognition of his eminent services to the Council of the said City during the period when he was a Member of the Council.

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City Council

Monday 15 September 2014

PRESENT:

The Lord Mayor, Councillor Fox, in the Chair.

Deputy Lord Mayor, Councillor Murphy, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Bridgeman, Casey, Churchill, Coker, Damarell, Darcy, Philippa Davey, Sam Davey, Downie, Drean, Evans, K Foster, Mrs Foster, Hendy, James, Jarvis, Jordan, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Morris, Mrs Nelder, Nicholson, Mrs Nicholson, Parker, Penberthy, Mrs Pengelly, Rennie, Ricketts, Riley, Dr. Salter, Singh, John Smith, Peter Smith, Sparling, Stark, Stevens, Storer, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler and Wiggins.

Also in attendance: Tracey Lee (Chief Executive), David Shepperd (Head of Legal Services and Acting Monitoring Officer), Judith Shore (Democratic and Members Services Manager) and Gemma Pearce (Team Leader (Democratic Support Officer)).

Apology for absence: Councillors Fry.

The meeting started at 2.15 pm and finished at 6.37 pm.

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

24. MINUTES

Agreed -

- (1) the minutes of the special meeting which took place at on 30 June 2014;
- (2) the minutes of the ordinary meeting which took place on 30 June 2014 subject to the second sentence in minute 21, the response to question 13 being amended to, 'No, the campaign for a Mayor was a waste of money'.

25. DECLARATIONS OF INTEREST

The following declaration of interest was made by a councillor in accordance with the code of conduct in respect of items under consideration at the meeting -

Name	Minute Number	Reason	Interest
Councillor Drean	32	Family member employee of Brittany Ferries	Disclosable Pecuniary

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

There were no appointments to be noted.

27. **ANNOUNCEMENTS**

The Lord Mayor -

(a) **Alderman and Former Deputy Lord Mayor Mrs Hazel Dolley**

referred to the recent death of Alderman and former Deputy Lord Mayor, Mrs Hazel Dolley on 25 August 2014 at the age of 92 and the Council stood in silence as a mark of respect;

(b) **Former Councillor Janice Harden (subsequently Horler)**

referred to the recent death of former Councillor Janice Harden (subsequently Horler) on 25 June 2014 and the Council stood in silence as a mark of respect;

(c) **Battle of Britain**

reported that he had attended the annual Battle of Britain memorial service held at St Andrews Church which had been organised by the RAF Association and that the service was very moving;

(d) **November Council meeting at Devonport Guildhall**

advised that with the agreement of the group leaders, the next meeting of the Council would take place at Devonport Guildhall to commemorate the 100th anniversary of the amalgamation of the three towns of Devonport, East Stonehouse and Plymouth;

(e) **Social Enterprise Awards 2014**

announced that Plymouth Community Renewables had been shortlisted as an investee (with Ethex as investor) for the Investment Deal of the Year. The winners would be announced at an awards ceremony on 26 November 2014;

(f) **UK Community Energy Awards**

announced that Plymouth Community Energy Community were finalists in three categories of UK Community Energy Awards. He congratulated Barbara Hampson, a Board Member of Plymouth Energy Community and Plymouth Energy Community Renewables who won the volunteer of the year category;

(g) **Customer Service Excellence Award and Community Initiative Award 2014**

presented two awards to Customer Services. The first award was to confirm the re-accreditation of team with the Customer Service Excellence Award. The second award, given by the South West Contact Centre Forum, was for the best 'Community Initiative award for 2014;

(h) **Anthony Jinman**

received a framed picture from Anthony Jinman in celebration of his reaching the South Pole earlier in the year;

(i) **Devonport Field Gun Association Limited**

received a framed picture from the Devonport Field Gun Association Limited called 'the Last Run' which depicted the 100 years' history of the Royal Navy Command Field Gun competition. The Picture was presented by Commander Critchton, David Dace and Michael Cheetham.

The Leader -

(j) **Child Sexual Exploitation**

advised that in light of the terrible case of child sexual exploitation in Rotherham and the Jay report he would make a statement as the report impacted on everyone who had a responsibility for protecting children. He confirmed that in Plymouth the Council worked cross party and put political differences aside when it came to child sexual exploitation and that all lead agencies viewed child sexual exploitation with the utmost concern. Following the serious case review in Rotherham, the Plymouth Safeguarding Children Board established a multi-agency working group and action plan in 2012. Last year a multi-disciplinary team was established for the early identification of children at risk of sexual exploitation. The Board also delivered specific training to frontline practitioners across all agencies to ensure that they were equipped to identify any concerns and knew how to respond. Work continued to ensure that appropriate arrangements were in place for both identifying and responding to potential and actual risk. He urged anyone who had experienced or been affected by child sexual exploitation whether it had occurred recently or many years ago to contact the police or one of the many agencies that could and would help. He also alerted members to the fact that Detective Superintendent Paul Northcott of Devon and Cornwall Police had offered an all member briefing on child sexual exploitation;

(k) **Public Health Funding**

advised that the Government had announced the funding for Public Health in 2015/16. Plymouth currently received less per head of

population than any other city of a similar size. Plymouth also faced great challenges to improve the health of residents and many of the health indicators were well below average. There had been much lobbying of Government on the issue however despite this the Government had recently announced that it was freezing Public Health funding for next year. He would continue to fight hard in Westminster for fairer funding for Plymouth.

Councillor Peter Smith -

(l) **Andy Banks**

advised that Andy Banks, diving coach would remain in Plymouth, which was excellent news for the city's elite divers and elite juniors. He thanked partners who responded quickly to support Mr Banks. In partnership with the University of St Mark and St John, Plymouth College and Everyone Active a funding package was put together which supported him and allowed him to stay. He also thanked everyone who had signed the petition to keep him in the city. Under the partnership agreement he would continue to provide high performance coaching until 2017 and also provide master classes for students, sports coaching and sport and exercise science programmes at the University of St Mark and St John. His role would also include identifying talent and supporting other diving coaches;

(m) **England Rugby 2015**

advised that England Rugby 2015 had designated Plymouth as one of the 41 official team bases that would host the 20 participating teams during the tournament which would take place from 18 September – 21 October 2015. Plymouth would be the team base for Namibia who would have access to facilities at Brickfields, the Life Centre and Marjons including 3G pitches, sports halls, swimming pools, a training pitch, teaching rooms, a gym, sports science and sports therapy facilities. They would also have access to a 3G pitch at HMS Drake owned by the Royal Navy Rugby Union;

(n) **International Day of Democracy**

advised that in 2007 the United Nations General Assembly resolved to observe 15 September as the International Day of Democracy. This year's theme was engaging young people in democracy. He stated that there were a number of related activities happening across the Council including the 'Make your Mark' campaign, a national campaign which aimed to involve one million young people. He called for councillors to support the Plymouth Youth Parliament and Youth Cabinet by spreading the word via social media after the meeting.

Councillor McDonald –

(o) **Troubled Families Programme**

informed members that the troubled families programme had been selected to lead the way in the roll out of phase 2 of the national initiative and the Council was one of 51 of 152 councils selected. The families with a future programme launched in 2012 as part of the national initiative had identified 745 families with complex needs. Based on national estimates reacting to each of these could have costed £75,000 of public funds but delivering the changes required was estimated to cost just £10,000 per family (40 per cent of which was provided by the Government) proving that early intervention and prevention was the best way for the families and more cost effective. So far work had been undertaken with 613 of the identified families. The Cabinet Member expressed her pride in the families who had taken part in the scheme;

(p) **'You Can Do It Too' Awards**

informed members that 193 looked after children and young people had been nominated for a range of awards including academic, sporting and personal achievements, effort and attendance. Held in a Plymouth University marquee, the event took place over two days, the first an evening event for those of secondary school or higher education aged 12-21 and the second a daytime event for younger children aged 4-11. The event was generously supported by the University of Plymouth, Wolferstans and Europa Training. The Cabinet Member expressed her pride in all of the children and how far they had come and stated that the Council remained committed to supporting them and helping them to achieve their goals.

Councillor Penberthy -

(q) **Cities of Service Status**

advised that following the achievement of 'Cities of Service' status, an 18 month programme would be put in place to harness the power of volunteers to address the city's strategic issues one task at a time. The Cities of Service model built on the work of former New York City Mayor, Michael Bloomberg, who pioneered the approach. Two projects would be delivered relating to heating and eating, including providing energy advice as well as growing and distributing fresh fruit and vegetables. A local launch would take place on 21 October where volunteers would be invited to assist with both of the projects.

Councillor Vincent -

(r) **Glass recycling**

informed members that, since May 2014, everyone in Plymouth had been able to recycle glass bottles and jars by using their green bins and bags and, as a result, glass recycling rates in Plymouth had risen by 20 per cent. During the first three months of the service, 995 tonnes of glass had been collected. During the same period of the previous year the council collected just over 800 tonnes from bottle banks and the trial glass collection scheme. This result meant that, in three months, the council had saved a total of £23,400 in disposal and landfill charges. The Cabinet Member reminded everyone that some glass could not be recycled and should not be put in the green bins or bags including light bulbs, spectacles, windows, Pyrex and drinking glasses and thanked everyone for a tremendous effort.

28. **QUESTIONS BY THE PUBLIC**

Four questions were submitted by members of the public for this meeting, in accordance with part B, paragraph 11 of the constitution.

Mr Williams attended the meeting, asked his question and received a response. All other answers to questions put forward would be sent to the questioners after the meeting.

Question No	Question By	Cabinet Member	Subject
Q5/ 14-15	Mr K Kelway	Councillor P Smith, Deputy Leader	Tinside Lido
Since the iconic Tinside Lido is featured on a British postage stamp and marketing the city across the globe – does Councillor Peter Smith think the City wasted £3.2 million in getting the famous Grade 2 listed landmark restored?			
Response:			
No.			

Question No	Question By	Cabinet Member	Subject
Q6/ 14-15	Mr R Morris	Councillor Evans, Leader	Social Media
Given the elected Members corporate parenthood role and the Council's duties and responsibilities in terms of openness and transparency, does the Leader require of himself, and of his colleagues, the utmost probity in the use of social media at all times and in all places?			
Response:			
Plymouth City Council has adopted a Code of Conduct which sets out the conduct expected of elected Members and co-opted Members of the Council. The Code is intended to be consistent with Lord Nolan's seven principles of public life, namely that Councillors will act with selflessness, integrity, objectivity, accountability,			

openness, honesty and leadership.

The Code applies to councillors when they –

- a) conduct the business of the Council, including the business of their office as a councillor; or
- b) act, claim to act or give the impression they are acting as a representative of the Council.

It is, therefore, the Code of Conduct (and not the Leader of any political group on the Council) that requires all elected members to conduct themselves in a manner that is consistent with the Code.

However, it ought to be noted that the Code of Conduct is not engaged at all times, respecting that all elected Members have a right to private life.

Accordingly, how Members conduct themselves in terms of their private lives outside of the Council and away from the application of the Code of Conduct, for example, in terms of their use of social media, is entirely a matter for those individuals exercising their rights to a private life.

Question No	Question By	Cabinet Member	Subject
Q8/ 14-15	Sarah Car	Councillor Evans, Leader	Plymouth Hoe Diving Boards

As a mum of a child that tombstones will The Leader of the Council listen to the kids and the parents and consider supporting the campaign to bring back the Plymouth Hoe diving boards to give kids back somewhere to use instead of dangerous jumping off the rocks.

Response:

The Council is very aware of the problem of tombstoning on the waterfront and has been actively working with the police to address it.

This has included putting in place dispersal orders which gives the police the powers to stop it when they see it happening.

It is important that parents do whatever they can to dissuade their children from this dangerous activity. The Council and its partners can provide support to help children understand the dangers and we would be happy to speak to Ms Car if she would like this support.

The diving boards on the Hoe were removed for safety reasons in February 2010.

Tombstoning happened in Plymouth long before the removal of the diving boards so it is unlikely that a new one would stop the problem. However, if there is a community group or commercial organisation interested in installing and managing a new board in a sustainable and safe way, we would support them by making land available to them at no cost.

This can be done through our Plymouth Your Space scheme, which is an initiative which unlocks vacant and unused space in the city to enable people to run start-up businesses or community projects from.

Plymouth Your Space will provide advice and guidance to any organisation that submits a proposal to install and run a new diving board. Anyone interested in exploring this opportunity should visit the Your Space website: www.visitplymouth.co.uk/your-space

Question No	Question By	Cabinet Member	Subject
Q9/ 14-15	Mr J Williams	Councillor Penberthy, Cabinet Member for Co- operatives Housing and Community Safety	Register of approved private sector landlords

Does the Authority have a register of approved private-sector landlords?

If so, what are the criteria for membership?

Would any register in which the Authority participated approve of the following conduct: attempting to defraud a tenant by suing them for rent, for a period before the commencement of the tenancy?

Response:

The Council does not hold a register of approved private sector landlords and there is no requirement placed on us to do. There are calls for a National Register of Landlords to be established, which this Council has actively lobbied for, but the current Government has resisted this sensible course of action so far.

As we have no register in place, then the question re. criteria for membership does not apply. However the Council would not support any landlord involved in fraudulent activity, and if evidence is available then it should be made available to us so that we can investigate and take appropriate action.

Hypothetically, if there were a register of approved landlords then in all likelihood the terms of membership would be that the landlord should be 'fit and proper' (as with the mandatory licensing scheme for landlords of Houses in Multiple Occupation), and any fraudulent activity would impact on this.

The Council has a Pledge to improve the Private Rented Sector, and this is supported by Plymouth's Fairness Commission, which identified a number of national and local recommendations.

Work is in hand to create a Charter for the Private Rented Sector in Plymouth which would set out the Council's values and aims together with a set of key actions to improve this growing sector in Plymouth (now over 20% of all housing).

Our aim will be to significantly improve conditions and management of private rented housing by supporting the best landlords, bringing more landlords up to the standards of

the best and taking robust action against those that do not meet what is required of them.

29. **Corporate Plan Review**

Councillor Evans (Leader) presented a report on the Corporate Plan review (Cabinet minute 24 referred).

Councillor Peter Smith (Deputy Leader) seconded the recommendation.

Agreed to adopt the revised Corporate Plan as recommended by Cabinet.

30. **Response to the Plymouth Fairness Commission**

Councillor Penberthy presented the draft response to the recommendations of the Plymouth Fairness Commission (Cabinet minute 40 referred).

Councillor Kate Taylor seconded the recommendation.

Agreed the draft response to the recommendations of the Plymouth Fairness Commission as recommended by Cabinet.

31. **Capital and Revenue Monitoring Report 2014/15**

Councillor Lowry (Cabinet Member for Finance) presented the Capital and Revenue Monitoring report 2014/15 (Cabinet minute 24 referred). Councillor Lowry made a verbal amendment to the new spend figure on page 61 of the agenda in paragraph 3 which should have read £209.287 million and not £209.387 million.

Councillor Evans (Leader) seconded the recommendation.

Agreed to give the following delegated authority for approval of any changes to existing capital schemes, within the overall affordability envelope, based on a sound rationale –

Up to 200,000	Responsible Finance Officer in consultation with the relevant Cabinet Members
Above 200,000	Leader in consultation with the relevant Cabinet Member(s) (following consultation with the City Council Investment Board)

32. **Plymouth's Brittany Ferries' Connections to Spain and Brittany**

Councillor Evans (Leader) presented a report on Brittany Ferries' connections to Spain and Brittany.

Councillor Bowyer (Leader of the Opposition) seconded the recommendations.

Agreed to support Brittany Ferries and lobby the Secretary of State to protect its connections to Spain and Brittany by –

- (1) seeking a short term exemption to continue to burn heavy fuel for the next two years pending procurement of new technology and provision of a new ferry; or
- (2) providing government support

(Councillor Dreaan declared a disclosable pecuniary interest and withdrew from the meeting).

33. **Any other motions on notice submitted**

There were no further motions on notice.

34. **QUESTIONS BY COUNCILLORS**

	From	To	Subject
1	Councillor Michael Leaves	Councillor Vincent	Welcomed the announcement regarding glass recycling. Asked for confirmation that it had been a Conservative initiative as Councillor Singh had stated that Labour had put the plans into place.
	Response: Conservatives came up with the idea but Labour had to get it right and put it into place.		
2	Councillor Ken Foster	Councillor Vincent	Could you get a tight grip on missed bin collections in the Radford Ward and was it right that residents who suffered from sight problems had to email the Chief Executive because their bin had been missed for three weeks?
	Response: we are running on Councillor Leaves programme and this has caused problems but we will sort the programme out and this will eradicate missed bins. Please come to me sooner next time you hear of this sort of situation, don't leave it until a council meeting.		
3	Councillor Mrs Beer	Councillor Penberthy	How much had it cost to clear up unlawful traveller encampments in the current year and had this been budgeted for?
	Response: The money comes from across the Council, it is budgeted for.		
	Written response to be provided.		

4	Councillor Ricketts	Councillor Coker	There had been consultation regarding a cycle scheme around the train station. There were concerns regarding cost, issues with signage on East Park Avenue and no turning into Restormel Avenue and Glenn Park Avenue. Would local representations on this local issue be taken into account before a decision was made?
Response: Ward members were invited to engage with the scheme, the decision was taken to go out to public consultation and put on a roadshow. Feedback is being collated for my consideration and the scheme needs to be suitable for all users.			
5	Councillor Mahony	Councillor Lowry	Following the collapse of the Higher Home Park scheme could confirmation be given as to whether the transfer of the small area of leasehold Greenspace land attached to the Argyle Ground had happened despite building work not going ahead as planned? Could there be an assurance that consideration would be given to keeping the land as Greenspace under the City rather than transferring it to a private landowner?
Response: I can't comment on whether building work is going ahead or not but the transfer of land would only take place subject to a successful development of land. The planning permission that exists is for a period of five years and there is a legal obligation for the Council to keep this option open for a period of time.			
6	Councillor Stevens	Councillor Evans	<p>Could you confirm that you have been in touch with the Minister of State for Housing and Planning and what was the response received?</p> <p>Would you agree that success would not have been possible without the Planning Department and that tribute should be paid to the Planning Officers? How would the Minister have viewed that latest figures for a 13 week turn around on planning applications was at a record 81 per cent and the fact that we have 48 major developments across the city at pre-application stage including 4576 new homes and over 350,000 square metres of new commercial space and our ability to attract inward investment?</p>
Response: Yes I told him about plans for homes, plan for the City Centre development, key regeneration projects and progress with City Deal and the Plymouth Plan. The Minister was particularly impressed at our ambitious targets and excellent planning application performance.			
7	Councillor Casey	Councillor Evans	Did the Leader agree that his behaviour on social media had been disrespectful and offensive which

			although in his private life used twitter which was not private and the username @councillortudorevans
	Response: I answered a similar question earlier.		
8	Councillor Rennie	Councillor Evans	Did the Leader welcome the recent vote in Parliament which would help the weak and most at risk and reduced the effects of the bedroom tax. Would he congratulate Alison Seabeck MP on voting for these changes and note with concern that Oliver Colville had not supported the change. Would you welcome a Labour Government proposal to abolish the bedroom tax?
	Response: It is disappointing that Oliver Colville and Gary Street didn't oppose the bedroom tax when it was introduced nor support the abolition the other night. This is a shame as so many of their Constituents suffer badly due to the bedroom tax. I will be delivering leaflets for a Labour government and the abolition of the bedroom tax.		
9	Councillor Patrick Nicholson	Councillor Vincent	Requested an indication of when housing land supply would be in a better position so that Planning Committee could defend indiscriminate development applications that it wouldn't wish to support and could Councillor Vincent confirm the Council's preference for development on Brownfield sites as opposed to Greenfield sites? As the Planning Committee were not the last stop in the planning process when would there be sufficient housing land that the Council would be able to defend the decisions of the Planning Committee?
	Response: Brownfield sites have to take priority but anyone can put an application through and you as a Planning Committee have the right to refuse it. We have identified over 800 Greenfield sites within the City but only 40+ sites would be suitable for development. We are protecting green sites that we have and we are looking at enhancing those sites to allow residents to make better use of them through creating recreational sites. Green sites identified for building on are minimal.		
10	Councillor Churchill	Councillor Coker	A leaflet produced by Councillor Singh claimed that Stanborough Road would be resurfaced yet a document produced by Amey stated that they would be repairing potholes. Please clarify?
	Response: Stanborough Road was visited by the Road Master on 8 August and 30 August and thank you for contacting Amey regarding the road in April.		
11	Councillor Martin Leaves	Councillor Vincent	What action would be taken against residents who refuse to pay the bin tax when their bin had been lost stolen or damaged?

	Response: It is a payment for the delivery of a bin not a bin tax		
12	Councillor Kate Taylor	Councillor Stevens	Following the cross party support for the 'yes to homes' motion could he please outline how that support had played out in terms of planning applications. Was there a Conservative attitude of 'yes to homes but not my ward'?
	Response: We have seen a number of occasions when very appropriate housing developments have been opposed by Conservatives both on Committee or by ward members speaking at committee.		
13	Councillor Michael Leaves	Councillor Vincent	Could you explain how the Labour party had planned to deal with the waste of the city if the waste to energy plant hadn't been built bearing in mind that the waste transfer station previously built was only built to deal with waste for 7 years?
	Response: That is irrelevant, decision was made by you and we now have to run with that.		
14	Councillor Beer	Councillor McDonald	Requested an update on progress at Dame Hannah Rogers for respite of children and young adults affected by the closure
	Response: Dame Hannah Rogers comes under Devon Safeguarding Authority and there were no residential places there for children of this City. There was some respite provision and alternative arrangements have been made or will be made.		
15	Councillor Sparling	Councillor Smith	There had been a fantastic programme of Summer events in the City. Did the Deputy Leader agree that the council had delivered a lasting legacy for everyone as communities came together to celebrate 100 years of Britain's Ocean City.
	Response: Yes what fantastic year! There have been 33 events so far this year and the Ocean City Festival going on as we speak and more events to come. We are already getting enquires about other events taking places on the Hoe and the legacy is that we will get bigger and better events on the Hoe.		
16	Councillor Jordan	Councillor Smith	What progress had been made towards delivering the playing pitch strategy which was due to be implemented by 2016. Would you be talking to maintenance colleagues about pitches that had not been maintained over the summer and so would not be able to be used over the winter?
	Response: The playing pitch strategy is in draft form and is currently with partners being consulted on. Please send the details of playing pitches to me for my attention. If you have any specific queries regarding pitches that you don't feel are up to standard could you submit them to me.		
17	Councillor	Councillor	Was it better that a public representative (a

	Morris	Smith	Councillor) used their Constituents for their purposes or that they should represent them?
	Response: Constituents should come to us, that is what we are elected for. I would not use my constituents, that is not what I came into politics for.		
18	Councillor Lowry	Councillor Stevens	Was he aware that the Council had recently released 27 sites and that 20 of those were on Brownfield sites (74 per cent). Of those 27 sites 1221 homes would be provided with in excess of 50 per cent of those homes being affordable, all of the homes would be code four or above, would provide self-build opportunities, social rented homes, wheelchair accessible homes and would generate a capital receipt of £16.2 million and a new homes bonus of £9.4 million?
	Response: I wasn't aware of that level of detail but it sounds exciting. I promise that the Planning Committee will give them our normal level of scrutiny and I look forward to the debates that come forward to the Committee.		
19	Councillor Wheeler	Councillor Coker	Felt dismayed last July to see a picture of three glum Councillors - Churchill, Wigen and Mrs Pengelly alongside Pothole Pete complaining that roads haven't been maintained for years – did the Cabinet Member feel ashamed? Did he feel responsible for this between the years of 2007 - 2012?
	Response: We have invested more money in repair of roads across the city. Every Council across the country is being squeezed on road maintenance but we are making a stand and will continue to invest in our roads. I don't feel responsible for maintenance between 2007 – 2012 as the Conservatives were responsible.		

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

35. **EXEMPT BUSINESS**

There were no items of exempts business.

DECLARING INTERESTS – QUESTIONS TO ASK YOURSELF

What matters are being discussed?

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

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

No

Yes

Declare interest and leave (or obtain a dispensation)

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

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

Yes No You can speak and vote

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

Yes No Declare the interest and speak and vote

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

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

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

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CITY COUNCIL

24 November 2014

**APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC**

Report of the Head of Legal Services.

(1) The City Council is asked to consider the following appointments –

	Committees and Other Bodies	Membership	Appointments 2013/14
(a)	Fostering Panel*	One councillor. Councillor Stark has resigned from the panel.	
(b)	Board of Four Greens Community Trust CIC*	Two councillors. New appointments.	
(c)	Board of Trustees of the Plymouth Drake Foundation – The Community Charity*	Two councillors New appointments.	

*Further details on the organisations and the appointments are set out below.

(2) The City Council is asked to note the following changes notified to the Head of Legal Services –

	Committee, Outside Body etc	Membership
(d)	Planning Committee	Councillor Sam Davey to replace Councillor Wheeler
(e)	Co-operative Scrutiny Board	Councillor Parker Delaz Ajete to replace Councillor Jon Taylor
(f)	Caring Plymouth Scrutiny Panel	Councillor Mrs Nelder to replace Councillor Jon Taylor
(g)	Working Plymouth Scrutiny Panel	Councillor Jarvis to replace Councillor Mrs Nelder
(h)	Transformation Advisory Group	Councillor Sam Davey to replace Councillor Lowry

Councillors are reminded that they should update their Register of Interest to take account of any changes to their membership of Outside Bodies.

(a) Fostering Panel

The Fostering Panel currently meets fortnightly on Wednesdays in the Council House. On occasions it may be cancelled if there are not sufficient cases, but equally sometimes there is a need to convene an extra panel if workload increases and to avoid delay for children. The duration of the panel varies from a half day to a full day. The panel mainly considers applications from prospective foster carers, the first annual review of foster carers and matches of foster carers with specific children who are to be placed with them on a long-term/permanent basis. It also reviews the continuing suitability of foster carers after concerns or allegations, and on occasions considers whether a foster carer's approval should be terminated.

An elected member who joins panel is subject to the same requirements as all panel members. We would not require them to attend every panel and a monthly commitment would be reasonable. The amount of reading can be quite demanding and generally this is sent out at least a week in advance. Some of the material may be quite distressing given the experiences of children which lead to them being removed from birth parents e.g. serious neglect, emotional, physical and sexual abuse, backgrounds of parental alcohol and drug abuse and domestic violence.

The administrator stresses that attendance at the panel must be seen as a priority since it must have at least five members present to be quorate and sending apologies at short notice may mean that the whole of the panel has to be cancelled.

The Council is asked to appoint one councillor to the Fostering Panel, following the resignation of Councillor Stark.

(b) Four Greens Community Trust CIC

Cabinet minute 59 on 21 October 2014 approved the transfer of the Whitleigh Care Home premises to the Four Greens Community Trust, the new Community and Economic Development Trust, initially on a 35 year lease.

The trust has now been registered as a Community Interest Company (CIC) and Cabinet asked the City Council to nominate two councillors as directors to sit on the Board.

(c) Plymouth Drake Foundation – The Community Charity

The Plymouth Drake Foundation was established in its current charity role in 2007. It is distinct from other not for profit and voluntary organisations in Plymouth on its objectives of raising funds from corporate and private donors and distributing them solely for the purposes of developing Plymouth communities now and forever.

It is a community-owned financial institution to promote local philanthropy. The principal focus is developing and managing a community endowment fund, the income from which will be used to support the development of Plymouth's communities.

The City Council is asked to appoint two councillors as trustees to sit on the Board.

CITY COUNCIL: 24 NOVEMBER 2014

Tamar Bridge and Torpoint Ferry Joint Committee: Bridge Office
Development

**Cabinet minute 57: 21 October 2014**

Anthony Payne (Strategic Director for Place) submitted a written report asking Cabinet to endorse the proposal for the Tamar Bridge office development and to recommend that the project was added to the capital programme with a budget of £3.33 million. The proposal had been referred from the Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC) on 12 September 2014, following consideration of a report and the business case.

The report indicated that -

- (a) the project was designed to meet operational and customer service requirements, enable an effective response to incidents and emergencies, and provide suitable facilities for the management of the bridge and associated infrastructure;
- (b) the terms of reference for the TBTFJC required each Cabinet (Plymouth City and Cornwall Councils) to approve major items of capital expenditure as part the capital programme and recommend a budget provision to Council.

Minute 20 of the Tamar Bridge and Torpoint Ferry Joint Committee of 12 September 2014 was also submitted.

Councillor Coker (Cabinet Member for Transport) introduced the proposals and advised that –

- (c) the bridge and ferry service was operated and maintained jointly by the City and Cornwall Councils, was self-financing with funding from toll income, with powers from the Tamar Bridge and Torpoint Ferry Act;
- (d) the bridge was a key part of the regional and national road network infrastructure;
- (e) the proposals would replace the existing portcabins, address health and safety matters, improve toilet facilities, provide disabled access, provide renewable energy production and address access problems for heavy goods vehicles and coaches.

David List (General Manager, Tamar Bridge and Torpoint Ferry) and Richard Cole (Engineering Manager) also attended the meeting for this item.

Cabinet Members were also advised that –

- (f) the proposals would be submitted to Cornwall's Cabinet and Council in due course;

- (g) the bridge and ferries were operated as a single business and without toll income to fund the operation, approximately £10million revenue funding would be required annually (based on 2013/14 figures) which could require at least a ten per cent increase in Council tax.
- (h) a bid was being submitted to the Heritage Lottery Fund for an education / interpretation centre and Network Rail would be encouraged to participate in the project.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed that the proposal is endorsed and the City Council is Recommended to add the Tamar Bridge Office Development to the Tamar Bridge and Torpoint Ferry Joint Committee's capital programme with a budget of £3.33million.

PLYMOUTH CITY COUNCIL

Subject: Tamar Bridge and Torpoint Ferry
Bridge Office Development

Committee: Cabinet

Date: 21 October 2014

Cabinet Member: Councillor Coker

CMT Member: Anthony Payne (Strategic Director for Place)

Author: David List, General Manager Tamar Bridge and Torpoint Ferry

Contact details Email: david.list@tamarcrossings.org.uk

Ref:

Key Decision: Yes

Part: I

Purpose of the report:

The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The finances of the joint undertaking are effectively ring-fenced by the Act, and it is operated as a self-financing business. The Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC) Terms of Reference require each Cabinet to approve major items of capital expenditure as part the capital programme and recommend a budget provision to Council.

The current bridge office facilities are over 50 years old and becoming life expired. Over the years operational requirements have changed significantly and officers have adapted working practices to meet the new demands of the service and have endeavoured to accommodate new equipment and services within the space available, including use of the building basement that was not designed for this purpose. These changes have been ad-hoc and the resultant patchwork of systems, combined with overall lack of space has created an inefficient and poor working environment. Access for the public is restricted and does not meet current legislative standards.

Of most concern is the placement and vulnerability of the electrical and electronic equipment and services within the building. A mechanical and electrical engineers report identified serious shortcomings in much of the critical equipment and systems and they threaten to compromise the resilience of the undertaking preventing it from meeting its core objectives of providing safe, reliable and efficient crossings of the Tamar.

At the TBTFJC meeting in September 2014 a report and business case outlining the proposals for the bridge office development was presented to Members, and TBTFJC unanimously supported the proposals. This report requests that Cabinet endorses the TBTFJC's proposal and recommends to full Council that the bridge office development project is added to the capital programme with a budget of £3.33 million.

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

The Tamar Bridge & Torpoint Ferry links are key gateways to the City and provide opportunities for investment, jobs and growth particularly in the wider context of Plymouth as the regional economic centre.

Providing a safe well-maintained road network contributes to the economic well-being of the City, supporting the Council's Growth priority.

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

Finance – Capital will be funded from prudential borrowing, with annual costs funded from TBTFJC revenue (toll income). Funding part of the project from TBTFJC reserves will also be considered.

Human – The project will be managed by TBTFJC officers with support from external professional services such as architects and M&E consultants.

IT – Systems will be upgraded and transitional arrangements have been identified as a key factor in the success of the project.

Land – The proposed development will be within the boundaries of land jointly owned by the two parent authorities.

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

Risk Management – A risk register and mitigation measures are included within the Tamar Bridge and Torpoint Ferry Business Plan 2013-2017.

It should be noted that Plymouth City Council and Cornwall Council have reviewed the TBTFJC Business Plan, Business Continuity Management System and Risk Management Framework, and are content that the business continuity risks associated with TBTFJC are adequately covered.

The current organisational risk register has identified a number of strategic and operational risks relating to service delivery. The Bridge Office Development project would address these risks and support the organisations core objectives.

Health and Safety - Issues will be addressed as part of the detailed design process and project management procedures. The projects will improve emergency responses, accessibility, security issues, building fire risk and lone working issues.

There are no child poverty or community safety implications.

Equality and Diversity

Has an Equality Impact Assessment been undertaken? Yes, as part of the business plan for the proposed project.

The proposal addresses current access restrictions for staff and the public, and will ensure compliance with the Equality Act.

Recommendations and Reasons for recommended action:

That the Cabinet endorses the proposal and recommends to Full Council that Bridge Office Development project is added to the capital programme with a budget of £3.33 million.

The bridge office development will address identified significant resilience issues and will ensure that the undertaking continues to meet its core objectives of providing safe, reliable, efficient crossings of the river Tamar.

Alternative options considered and rejected:

The following options were considered –

Do nothing – this was not considered viable given the existing risks and resilience issues.

Temporary works within the exiting footprint of the building – this option was not considered viable as it would not fully mitigate the existing risks and resilience issues and a new facility would still be required in the medium term.

Published work / information:

Tamar Bridge & Torpoint Ferry Joint Committee report, 12 September 2014, pages 126 – 152

<https://democracy.cornwall.gov.uk/documents/s71865/TBTFJC%20Bridge%20Office%20Development%20Report%20v2.pdf>

<https://democracy.cornwall.gov.uk/documents/s71866/BOD%20Business%20case%20v2.pdf>

Background papers:

None

Sign off:

Fin	PlaceF TC141 5 005/ SRA / 10-10- 2014	Leg	LT 214 14	Mon Off	LT 21 41 4	HR		Assets		IT		Strat Proc	
Originating SMT Member: Simon Dale													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

Introduction

- 1.1 The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The finances of the joint undertaking are effectively ring-fenced by the Act, and it is operated as a self-financing business. As such the Business Plan aims to provide the service without external financial support from the parent authorities or other source.

Background

- 1.2 The bridge office is over 50 years old and becoming life expired. The external fabric of the structure essentially remains as it was built in the late 1950s and reflects the standards and technology of that era. There are numerous problems with the building making it difficult to maintain and repair.
- 1.3 The layout of external steps and pathways around the building make access difficult and they do not meet current standards particularly in relation to the Equality Act 2010. The internal spaces have been significantly altered on a number of occasions reflecting the changes in operational requirements and the necessity to accommodate additional staff, systems and equipment. Many of the fixtures and fittings are original and have been replaced on an ad-hoc basis when necessary. Internal corridors are narrow, the stairs do not meet current standards and the existing layout makes inefficient use of the limited space available. The basement of the building has been converted to office space and electrical and electronic equipment rooms although it was never designed for this purpose. Original surface water drainage and waste pipes are routed through the basement of the building and are of cast iron construction. Many of the critical electrical systems had to be situated under or in the vicinity of the pipework as there has not been space available to site them anywhere else. This situation is unacceptable and presents a significant risk to undertaking by compromising the resilience of the operation. The current situation means that the office has become gridlocked and while improvements need to be made there is no space available to make the necessary changes.
- 1.4 In 2007 a small extension was added to the rear of the bridge office in order to accommodate the TamarTag customer service centre. The TamarTag scheme has proved very successful and the Customer Service Centre is now managing around three times the volume of accounts that was anticipated at the outset of the scheme. The extension was not designed to cope with the resulting increased levels of staffing.
- 1.5 In 2009, recognising the requirement for additional space, three temporary portakabins were added to the site to create a meeting room, office accommodation for five staff and a storage/workshop area. The portakabins were publicly criticised at that time for being unsightly and for being installed without specific planning consent. A fourth portakabin was added in 2012 to provide welfare facilities for contractors working on the bridge as required under current health and safety legislation.
- 1.6 Also in 2009 the Joint Committee noted a preliminary report outlining options for the development of the bridge office to address current operational constraints and improve facilities for customers and the public in general. The study at that time considered a new and separate building located centrally on the site and potentially catering for a mix of uses including business conferencing, heritage and educational facilities. The capital cost was estimated at £4.6m. The project was not pursued due to other prevailing pressures on income and strategy development and the inadequacies of the existing accommodation remained in terms of structure, maintenance, access and function with 40% of additional floor-space being provided in leased temporary portakabins.

- 1.7 In 2014 a full survey of the current mechanical and electrical (M&E) systems was undertaken. The survey report identified significant shortcomings in much of the equipment and services in the existing building. Consequently systems for protecting the immediate environment (heat control, fire and gas suppression and protection from flooding) are not appropriate or do not meet current standards for a critical control building type environment. The report indicated that these issues present a significant risk to the core operation of the bridge, tunnel and tolling system.
- 1.8 It is important that the issues outlined above are addressed as a matter of priority. The current situation remains unacceptable and is threatening to compromise the resilience and robustness of the operation and may prevent the undertaking sustaining its mission to provide the travelling public with safe, reliable and efficient crossings of the river Tamar.

Organisational Risk

- 1.9 The current organisational risk register has identified a number of strategic and operational risks of which those listed below are relevant to this project. The risks marked with an asterisk will increase from 'medium' to 'high' based on the findings of the M&E survey. Both the probability and severity of each risk will increase until further appropriate mitigation measures have been implemented. The risks affected by the current condition of the existing facilities are as follows –

Strategic Risks

- total or partial loss of bridge through accident or fire*
- total or major information, communication technology failure, including critical CCTV*
- impact of transport initiatives

Operational Risks

- major incident involving utilities*
- suspicious persons/suicides attempts
- failure of the toll collection, IT or telephone system*
- failure of business support systems*
- component failure in tidal flow system*
- incident/accident on the bridge requiring short term full or partial closure
- power failure to premises*
- premises fire resulting in loss/partial loss of facilities*

Outcomes

- 2.0 The bridge office development project will ensure that the undertaking continues to meet its core organisational objective of providing safe, reliable and efficient crossings of the river Tamar by -
- providing suitable facilities, improved resilience and technology to meet operational requirements
 - providing suitable facilities to meet current and forecast front line customer services requirements
 - allowing an effective response to incidents, emergencies and other occurrences
 - providing suitable facilities to ensure that the bridge asset and associated infrastructure are operated and managed appropriately

Options Appraisal

2.1 The feasibility stages of the project investigated a number of options and considered the size and location on any development on the site. The favoured option is for a new construction to the west and linked to the existing building. The decision was based on a range of factors including the following –

- cost
- access
- site topography
- environmental impact
- buildability/continuity of service

2.2 The business case for the preferred option examined the following scenarios -

Scenario A - Do nothing – this was not considered viable given the serious issues outlined above as it would not address the existing risks and resilience issues.

Scenario B - Temporary work within the existing footprint – this option would provide the undertaking with a holding position for perhaps 5-10 years but would still require significant funding in the short term and would not fully reduce the organisation risks outlined above. A new facility would still be required in the medium term.

Scenario C - New facilities – this is the preferred option, supported by a business case outlined below.

Business Case

2.3 The TBTFJC report and business case can be found at -

<https://democracy.cornwall.gov.uk/documents/s71865/TBTFJC%20Bridge%20Office%20Development%20Report%20v2.pdf>

<https://democracy.cornwall.gov.uk/documents/s71866/BOD%20Business%20case%20v2.pdf>

The report and business case are also attached at Appendix A.

2.4 The business case sets out the need to rectify a range of issues and risks in order that the undertaking can sustain the delivery of safe reliable and efficient crossings of the river Tamar into the future. The business case assesses the success of the project in delivering the core requirements of the project, and also in mitigating risks that will otherwise escalate to a high risk situation.

2.5 It is considered that options of doing nothing, or of undertaking some temporary improvements are not viable, as some or all of the risks outlined above will remain borderline 'high risk' with potential to escalate.

2.6 The analysis of operational cost is to some extent nominal, as some significant assumptions need to be made. A conservative approach has been taken in comparing the cost of operating the new development against the operating the existing arrangements with an interim upgrade of the existing shell. That comparison indicates a net additional cost over 25 years of approximately £145,000, taking into account the benefit from photo-voltaic panel electricity production. This equates to an average of less than £6000 per annum over the 25 year period.

This modest difference is considered to be within the level of accuracy of the estimates, and is therefore not critical to the decision.

- 2.7 Therefore the key issue is the balance between risk mitigation and funding the capital outlay for the project. As set out in the business case, the estimated project cost including design, construction and contingency allowances is £3.33 million, and financing the capital and interest would incur annual revenue expenditure of between approximately £289,000 in the year after completion reducing to £145,000 in the 25th year (between 3% and 1.5% of annual turnover).
- 2.8 TBTFJC typically finances major projects by prudential borrowing with annual costs funded from revenue, however partially funding the project from TBTFJC reserves will also be considered.
- 2.9 It must also be recognised that at the end of 25 years the undertaking would be in possession of a valuable asset with at least another 25 years of life, with capital cost paid off.
- 3.0 The tables in Section 7 of the business case examine the benefits achieved by the project and the mitigation of risk. It is considered that the very significant risk mitigation outweighs the revenue payments and secures the resilience of the undertaking into the future.

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CITY COUNCIL: 24 NOVEMBER 2014

Capital and Revenue Monitoring Report 2014/15

**Cabinet minute 71: 11 November 2014**

The Corporate Management Team submitted a report outlining the finance monitoring position of the Council as at the end of September 2014 and provided details on how the Council was delivering against its financial measures using its capital and revenue resources.

The report –

- (a) indicated that additional management solutions and escalated action to deliver further savings from the Council's transformation programme were being worked up in order to address the in-year forecasted revenue overspend of £3.703m (as at September 2014);
- (b) also sought approval of relevant budget variations, virements and the revised capital budget following the addition of new capital schemes and other movements for the quarter two period.

Councillor Lowry (Cabinet Member for Finance) introduced the report and highlighted the growing pressures in adult and children's social care which needed to be addressed. Cabinet Members were advised that these issues, it was hoped, would be addressed by the ambitious Integrated Health and WellBeing Programme.

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

Alternative options considered and the reasons for the decision –

As set out in the report.

Agreed -

- (1) that the current revenue monitoring position and action plans in place to reduce/mitigate the position are noted;
- (2) the non-delegated revenue budget virements as set out in Table 4 of the report;
- (3) the movements to the approved Capital Programme are noted.

The City Council is Recommended to approve the revised capital budget for 2014-18 of £210.154m.

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PLYMOUTH CITY COUNCIL

Subject: Capital and Revenue Monitoring Report 2014/15
Committee: Cabinet
Date: 11 November 2014
Cabinet Member: Councillor Lowry
CMT Member: CMT
Author: David Northey, Head of Corporate Strategy
Contact Details Tel: 01752 305428
Email: david.northey@plymouth.gov.uk
Ref:
Key Decision: No
Part: 1

Purpose of the report:

This report outlines the finance monitoring position of the Council as at the end of September 2014.

The primary purpose of this report is to detail how the Council is delivering against its financial measures using its capital and revenue resources, to approve relevant budget variations and virements, and note the new schemes added to the Capital Programme in the quarter. It also updates Cabinet on the Interim staff spend and numbers as at the end of September 2014.

The estimated revenue overspend at the end of the financial year is £3.703m as at September 2014. The overall net spend equates to £208.383m against a budget of £204.680m, which is a variance of 1.81%. This needs to be read within the context of setting £16m of management and net transformation savings in 2014/15 on the back of balancing the 2013/14 revenue budget where £17.8m of net revenue reductions were successfully delivered.

As reported last quarter, the key pressure points are still in Adult Social Care where, although client numbers are broadly in line with the set budget, the average cost per care package per client is significantly higher (which reflects the more complex needs of clients that we are supporting).

Also, the summer has seen a significant increase in placements with young people placed in Independent foster care increasing by 5 to 74 against the target budget of 60. Residential placements have reduced by 3 to 27 against a target budget of 18 but with a significant number of these placements being high cost due to the complex nature of these children's needs. Due to 'Operation Triage' taking place in September an additional 15 young people had to be accommodated and this has put additional pressure on the placement budget.

Additional management solutions and escalated action to deliver further savings from the council's transformation programme are being worked up in order to address the in-year forecasted overspend.

Table 1: End of revenue forecast

	Budget £m	Forecast Outturn £m	Variance £m
Total General Fund Budget	204.680	208.383	3.703

This is an improvement of £0.904m on the previous quarter.

The latest Capital Budget, covering 2013/14 to 2016/17 stood at £216.398m which was approved at Full Council on 15th September 2014 (including Tamar Bridge & Torpoint Ferry at £7.445m). The forecast has now been amended to remove estimates in relation to 2013/14 and to incorporate income projections in respect of 2017/18 together with updated forecasts for the 2014-18 period. The Tamar Bridge & Torpoint Ferry element has also been removed from the reported value; this means we are now reporting Plymouth City Council's Capital only. The revised 2014-18 Capital Budget for approval is £210.154m.

Within this overall funding "envelope" the approved Capital Programme of projects for delivery totals £110.387m, a summary of which is attached. This report notes the new schemes and other movements for the quarter 2 period.

It should be noted that much of the Budget (or affordability envelope) is ring-fenced to the approval of specific projects in the pipeline, and that if these capital funding bids are unsuccessful, or a decision is taken not to progress these specific projects further, that the opportunity for the Council to make use of these ring-fenced budgeted capital resources will be lost to the Council, and the budget reduced.

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

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

Implications for Medium Term Financial Plan and Resource Implication: Including Finance, Human, IT and Land

Robust and accurate financial monitoring underpins the Council's Medium Term Financial Plan. The Council's Medium Term Financial Forecast is updated regularly based on on-going monitoring information, both on a local and national context.

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

The reducing revenue and capital resources across the public sector has been identified as a key risk within our Strategic Risk register. The ability to deliver spending plans is paramount to ensuring the Council can achieve its objectives to be a Pioneering, Growing, Caring and Confident City.

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

Recommendations and Reasons for recommended action:

That Cabinet:-

1. Note the current revenue monitoring position and action plans in place to reduce/mitigate;
2. Approve the non-delegated revenue budget virements as set out in Table 4;
3. The City Council is recommended to approve the revised Capital budget for 2014-18 of £210.154m;
4. Note the movements to the approved Capital Programme;

Alternative options considered and rejected:

None – our Financial Regulations require us to produce regular monitoring of our finance resources.

Published work / information:

- 2014/15 [Capital & Revenue Monitoring Report Quarter 1 2014/15 Report](#)
 2014/15 Budget Reports [Co-operative Council Finance Plan 2014-2017](#)
 2014/15 Budget Reports [Delivering the Co-operative Vision within three years sustainable balanced budget](#)

Background Papers:

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

Sign off:

Fin	mc1415.49	Leg	DVS/21 467	Mon Off	DVS/214 67	HR		Assets		IT		Strat Proc	
Originating SMT Member: Malcolm Coe, AD for Finance													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

Table 2: Revenue Monitoring Position

Directorate	2014/15 Council Approved Budget	2014/15 Budget Virements	2014/15 Budget	Forecast Outturn	Forecast Year End Overspend / (Underspend)	Movement in Month
	£m	£m	£m	£m	£m	£m
Executive Office	3.697	0.143	3.840	3.976	0.136	(0.064)
Corporate Items	11.008	4.283	15.291	14.396	(0.895)	(0.200)
Transformation and Change Directorate	31.335	(1.297)	30.038	30.038	0.000	0.000
People Directorate	122.746	(0.901)	121.845	126.307	4.462	0.000
Public Health	0.184	0.010	0.194	0.194	0.000	0.000
Place Directorate	35.710	(2.238)	33.472	33.472	0.000	0.000
TOTAL	204.680	0.000	204.680	208.383	3.703	(0.264)

Table 3: Key Issues and Corrective Actions

Issue	Variation £M	Direction of Travel	Management Corrective Action
<p>PLACE - Economic Development - Rents - The economic climate is resulting in lower rental income and current market position exposes the Council to a reduction in income on geared head leases, which are outside the Council's control. Increased pressure arising from the events programme</p>	0.168	Declining	A survey of the estate is in progress to identify the priorities for maintaining the stock and meeting contractual obligations to protect the level of rental income. Additional fee income and vacancies in strategic development are assisting the position
<p>PLACE – Street Services</p> <p>Impact of delay in 'readiness date' of Energy from Waste Plant has resulted in a corresponding delay in receipt of PFI grant.</p> <p>Some Car Parking Action Plans are now being deferred in 2014/15 resulting in a pressure of £395k. The bus lane enforcement action plan will not deliver fine income as expected as driver behaviour has changed. This will be offset by maximising (£160k) highways capital grants in order to reduce revenue expenditure.</p>	0.225	Declining	<p>A further and ongoing review of expenditure and options to increase income will continue in order to meet budget by year end</p> <p>MRF Recyclates Market and EfW tonnages continue to be monitored monthly to track any movement</p> <p>Agency spend continues to be reduced. But until front line structures are reviewed, agency staff need to be employed to maintain services. The best example of this is the drop of use when the Waste Collection Rezoning takes place.</p> <p>Analysis of the work completed by EDGE is being actioned to determine which additional savings can be implemented in the current financial year</p>
<p>PLACE - Strategic Planning and Infrastructure</p> <p>There is more planning fee income than originally forecast and restructures have generated additional savings</p>	(0.170)	Improving	Planning fee income will continue to be monitored closely

<p>PLACE - Management & Support</p> <p>GAME</p> <p><u>Commercialisation</u> Whilst the Trade Waste Service will generate a surplus based on normal operational assumptions the stretch target within GAME commercialisation is proving to be unrealistic given the current market conditions</p> <p>OTHER INCOME and COST REDUCTIONS</p> <p>The Directorate has significant income streams as a whole, and are always looking to ensure that these are maximised for the benefit of the Community and the Council.</p>	(0.223)	Improving	<p>The GAME Programme Team are continuously exploring new commercial income streams</p> <p>The management team have also put in place additional controls to prioritise and limit expenditure</p>
<p>TRANSFORMATION & CHANGE – Legal</p> <p>Trend increase in Child placement court fees £70k partly offset by new income streams</p>	0.060	Declining	<p>Managers are reviewing further income generation opportunities to offset this pressure</p>

<p>TRANSFORMATION & CHANGE – Departmental Management Potential pressure due to shortfall on planned efficiency savings.</p>	<p>0.200 (0.260)</p>	<p>Same Improving</p>	<p>Some planned efficiency savings have not been realised fully</p> <p>Further areas for savings that have been identified include:</p> <ul style="list-style-type: none"> • Integrated Assurance and Compliance Unit • Improve controls around external procurement and recruitment • Review of business requirements for elements of support services
<p>PEOPLE – Children’s Social Care Pressure with Children & Young People’s placement numbers and costs. Significant increase in placements during the summer, young people placed in Independent foster care has increased by 5 to 74 against target budget of 60. Residential placements have reduced by 3 to 27 against a target budget of 18 with a significant number of these placements being high cost due to the complex nature of these children’s needs.</p> <p>Due to ‘Operation Triage’ taking place in September an additional 15 young people had to be accommodated this has put additional pressure on the placement budget. However, if it had not been for ‘Operation Triage’ there would have been a significant reduction in the number of children in care.</p>	<p>2.454</p>	<p>Declining</p>	<p>The annual round of ‘Star Chambers’ together with all external placements being reviewed and challenged. People DMT saving target (£200k) from negotiation with providers on commissioned contracts and maximisation of health and education funding against secure welfare placements</p> <p>There are a number of initiatives either implemented or in the process of being implemented as part of a containment plan to address the increasing numbers of children in care including:</p> <ul style="list-style-type: none"> • Completed reconfiguration of the Childrens Social Care family support service to create an intensive family support team focusing on children on the cusp, at risk of coming into care, as well as working to return children home from care where possible • Regular review of internal and external

			<p>placements, including requesting external providers to review costs. Block contracts for suitable providers being considered where appropriate</p> <ul style="list-style-type: none"> • New emergency placements for 16 year olds have been commissioned • The fostering recruitment campaign earlier this year has shown very promising signs that we will be successful in reaching our target to increase the number of in house carers to 200 <p>A bid to the Department of Education Innovation fund for £3.5m to implement a new multi-agency way of meeting the needs of our most complex adolescents in care. An outcome is expected in early October. Whilst this grant will be ring-fenced to new activities only, the impact of these activities is anticipated to reduce costs in other areas.</p>
<p>PEOPLE – Co-operative Commissioning & Adult Social Care</p> <p>There has been a significant pressure created by cost and volume changes, and a reduction in income</p> <p>The impact of a Supreme Court judgement in relation to Deprivation of Liberty Safeguarding (DoLS) assessments have impacted the service significantly, with resources having to be diverted to meet this statutory requirement</p>	2.570	Same	<p>The department are reviewing and right sizing packages of care, as well as reviewing the budget for any savings to be made.</p> <p>These include:</p> <ul style="list-style-type: none"> • Reviewing the way resources are allocated through the Resource Allocation System (RAS) to ensure a consistent approach • Review of Service vacancies and management costs • Further review of Commissioning spend

PEOPLE – Homes & Communities Identification of additional external funding.	(0.493)	Improving	People DMT agreed increase from maximisation of external funding (Families with a Future) and reviewing the commitments against specific reserves
PEOPLE – ELAFs Release of contingency for legal costs.	(0.070)	Improving	Release of contingency relating to expected legal costs not materialising.
PUBLIC HEALTH There is a pressure resulting from lower cemetery and cremation fees of £240k	0.000	Same	Officers continue to review other areas of expenditure to alleviate £240k pressure.
CORPORATE ITEMS - Transformation Currently forecasting an underspend in transformation.	(0.099)	Same	Forecast continually under review.
CORPORATE ITEMS - Capital Financing Reduction in interest payable on loans	(0.646)	Improving	Re-profiling the borrowing portfolio and seeking greater returns on investments has delivered a surplus against the required £1m revenue savings on Treasury Management in 2014/15. Management will continue to review the borrowing portfolio for further savings opportunities
CORPORATE ITEMS – Business Rates The Council is part of a business rates pool with other Local Authorities in the Devon which is in its second year of operation.	(0.150)	Same	The current forecasts indicate additional income due to the Council from the pooled arrangement
EXECUTIVE OFFICE Pressure due to shortfall on planned efficiency savings.	0.136	Improving	Managers to continue to review budgets to identify potential savings to address issues, and hold positions vacant where possible.
TOTAL	3.702		

Table 4 Virements description (1)

Description	Detail
ICT staff not transferring to DELT	ICT staff supporting Carefirst that are not transferring to DELT moved to be part of people directorate and the Intelligent client function that will manage the relationship between PCC and Delta will sit within the Chief Executive directorate
Transformation	Budget adjustment to transfer back budget for HR & OD employees now working in Transformation
Corporate transfers from reserves	Moving agreed amounts from reserves to fund Real-Time Passenger Info Project, Community Transport and Summer Concerts

Table 4 Virements detail (2) £m

	ICT staff not transferring to DELT	Transformation	Corporate transfers from reserves	Total virements
Executive Office	0.130	0.000	0.000	0.130
Corporate Items	0.000	(0.154)	(0.481)	(0.635)
Transformation and Change	(0.250)	0.154	0.000	(0.096)
People Directorate	0.120	0.000	0.000	0.120
Public Health	0.000	0.000	0.000	0.000
Place Directorate	0.000	0.000	0.481	0.481
TOTAL	0.000	0.000	0.000	0.000

Capital Programme 2014/15 – 2017/18

Our Capital Programme is critical to the growth of this city and how we operate as a Brilliant Co-operative Council. We have transformed the way we make decisions on capital investments by increasing Member involvement whilst also enabling us to react quickly to new opportunities.

The Council approves a **Capital Budget**, representing the overall “affordability envelope” within which a **Capital Programme** of projects for delivery is agreed.

Changes to Capital Budget

The latest approved capital budget of £216.398m (including Tamar Bridge & Torpoint Ferry at £7.445m) was approved at Full Council on 15th September 2014. The forecast has now been amended to remove estimates in relation to 2013/14 and to add income projections in respect of 2017/18, together with other updates to income forecasts for the 2014-18 period. The revised 2014-18 budget for approval is £210.154m (excluding the Tamar Bridge & Torpoint Ferry).

A summary of the Capital Budget and changes for the Quarter 2 period are detailed in the following Table 6.

Changes to Capital Programme (Approved projects within the Capital Budget)

Within the above Capital Budget or “affordability envelope”, authority has been delegated to the Leader (or responsible finance officer for items below £0.2m), to add new or approve changes to existing capital schemes.

New projects added to the Capital Programme, under delegated authority, together with other changes for the Quarter 2 period, are detailed in Table 5 below.

Table 5 Capital Programme Movements £m

TABLE 5 - Capital Programme Movements	£m
Total Approved Programme - June 2014 (Q1)	103.997
Flood Defence Schemes (EA Funded)	1.225
Demolition of Mayflower Car Park (Additional Costs)	0.629
Traffic Control Unit and CCTV (Additional Costs)	0.920
Green Deal - Funding from DECC	3.069
Drug and Alcohol Prevention Grants - Health England	0.186
Repairs to Midland House Lifts	0.142
Separation of Council House (Additional Costs)	0.128
Other Programme Movements	0.091
Total Approved Capital Programme - September 2014	110.387

TABLE 6 - INCOME ASSUMPTIONS

LATEST APPROVED (Q1)

CURRENT (Q2)

	Responsible AD	Original Budget Total £'000s	LATEST APPROVED (Q1)					CURRENT (Q2)					Overall Movement Q1 to Q2 £'000s	Removal of 2013/14 £'000s	Addition of 17/18 (As Introduced Aug 14) £'000s	Other Movment (Q1 to Q2) £'000s	
			2013/14 £'000s	2014/15 £'000s	2015/16 £'000s	2016/17 £'000s	Total £'000s	2014/15 £'000s	2015/16 £'000s	2016/17 £'000s	2017/18 £'000s	Total £'000s					
UNRINGFENCED:																	
Capital Receipts	David Draffan	28,791	3,114	10,078	9,447	2,237	24,875	17,632	3,783	7,236	1,577	30,227	5,352	-3,114	513	7,952	
Un-ring-fenced Grants	Paul Barnard	50,574	11,669	16,180	14,360	7,756	49,965	24,202	6,257	6,256	5,905	42,619	-7,346	-11,669	5,315	-992	
Unsupported Borrowing	Malcolm Coe	0	0	0	0	0	0	905	1,422	0	2,396	4,723	4,723	0	2,396	2,327	
Developer Contributions - CIL (123 List)	Paul Barnard	0	0	0	0	0	0	425	1,536	1,582	1,072	4,615	4,615	0	1,072	3,543	
Developer Contributions - CIL (Neighbourhood Use)	Paul Barnard	0	0	0	0	0	0	75	271	279	189	814	814	0	189	625	
Sub-total unringfenced resources		79,366	14,783	26,258	23,807	9,992	74,840	43,238	13,268	15,352	11,139	82,998	8,158	-14,783	9,485	13,455	
RINGFENCED:																	
Capital Receipts	David Draffan	0	0	0	0	0	0	2,014	455	5	0	2,474	2,474	0	0	2,474	
Loans repaid (investment fund)	Paul Barnard	1,405	0	1,042	109	636	1,786	21	1,040	636	109	1,806	20	0	109	-89	
Ring-fenced Grants	Paul Barnard	66,538	22,469	20,193	19,678	4,510	66,851	16,899	28,481	11,690	7,170	64,240	-2,611	-22,469	3,370	16,488	
Unsupported / Internal Borrowing (cash flow)	Malcolm Coe	35,205	4,545	9,921	9,721	5,000	29,187	9,336	7,980	5,000	2,000	24,315	-4,872	-4,545	2,000	-2,327	
Section 106 - Negotiated Obligations and Tariff	Paul Barnard	7,081	539	10,535	7,142	4,704	22,920	12,303	6,525	3,628	2,169	24,624	1,705	-539	2,169	75	
External Contributions	Paul Barnard	3,434	992	956	500	500	2,948	837	500	500	500	2,337	-611	-992	500	-119	
Internal Funds / Revenue	Malcolm Coe	7,197	3,889	2,925	3,078	528	10,420	1,878	4,425	528	528	7,359	-3,061	-3,889	528	300	
Sub-total ringfenced resources		120,859	32,434	45,573	40,228	15,878	134,113	43,288	49,406	21,987	12,476	127,156	-6,957	-32,434	8,676	16,802	
Total PCC Programme		200,225	47,217	71,832	64,035	25,870	208,953	86,526	62,675	37,339	23,615	210,154	1,201	-47,217	18,161	30,257	
Tamar Bridge - Cornwall County Council Unsupported borrowing		7,445	3,615	2,430	1,400	0	7,445	0	0	0	0	0	-7,445	-3,615	0	-3,830	
Total Programme		207,670	50,832	74,262	65,435	25,870	216,398	86,526	62,675	37,339	23,615	210,154	-6,244	-50,832	18,161	26,427	

Spend on Interim Support

Our revised Pay Policy Statement presented to Full Council on 31 March 2014, requires us to report on all interim spend where we have used such support for a period of more than 3 months, with a day rate of more than £500. Table 7 details the position at September 2014, the end of the second quarter of 2014/15.

The majority of interims are adding capacity to our Transformation Programme which aims to deliver over £30m of net revenue benefit over three years. Spend on all interim posts, as detailed in Table 7, is within the approved revenue budget allocations for 2014/15.

As at the end of September 2014, the council is utilising 11 interim posts, (compared to 17 as at June 2014), of which 6 contracts, covering established senior management posts, end during October 2014. Permanent appointments have now been made for the majority of these posts.

Table 7 Summary of Interim Appointments @ September 2014

Plymouth City Council - Summary of Interim Appointments as at September 2014			
Role	Daily Charge Rate (inc agency fee)	Start Date	Finish or Estimated Finish Date
Interims covering established PCC posts (currently out to advert)			
Director for Corporate Services	£812.00	12/08/2013	24/10/2014
Assistant Director for Street Services	£652.80	16/12/2013	31/05/2015
Human Resource Director - NHS secondment for 2 days per week	£590.00	07/01/2014	31/03/2015
Head of Portfolio Office - post approved by Appointments Panel	£644.00	14/10/2013	24/10/2014
Head of Business & Technical Architecture - approved by App Panel	£840.83	20/01/2014	24/10/2014
Interims providing capacity to transformation programme			
Programme Manager - Children & Young People	£669.50	21/07/2014	20/01/2015
Programme Manager - Integrated Health & Wellbeing	£572.00	25/11/2013	24/10/2014
Programme Manager - Co-operative Centre of Operations	£723.30	14/07/2014	13/10/2014
Organisational Development Specialist	£644.83	16/12/2013	22/10/2014
Business Architect - Co-operative centre of operations	£729.30	22/05/2014	21/11/2014
Interim Project Manager - Customer Services	£580.00	16/06/2014	05/12/2014

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CITY COUNCIL: 24 NOVEMBER 2014

Annual Scrutiny Report 2013/14

**Co-operative Scrutiny Board minute 57: 24 September 2014**

The Chair wished to convey his thanks to the Democratic Support Officers, Lead Officers and Helen Wright for their work on the report. The Chair further advised that he would be commending the report to the next full council meeting on 24 November 2014.

The Board agreed its Annual Scrutiny Report (subject to amending the membership page).

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ANNUAL SCRUTINY REPORT 2013/2014



A report of the Co-operative Scrutiny Board
on the achievements of Scrutiny for the
2013/2014 municipal year

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CO-OPERATIVE SCRUTINY BOARD

In commending the Annual Scrutiny Report 2013/14 to the Council, I want to highlight some of the achievements of scrutiny over the last municipal year and also to look to our joint plans for the coming year under the new scrutiny arrangements.

My thanks go to the Chairs, Vice Chairs, Members and Co-optees of the Co-operative Scrutiny Board and Panels, who have been responsible for the work that scrutiny has undertaken over the past year. They have provided a vital counter-balance to the Executive of the Council, maintaining a constant vigilance over the quality of decision making, resource management and the maintenance of standards of service to the citizens of Plymouth.



Councillor James
Chair of the Co-operative Scrutiny Board

LOOKING BACK ON THE PAST YEAR

Following the City Council's approval in April 2013, the scrutiny function was modernised in order to improve its effectiveness and reflect the Council's co-operative values. This resulted in the creation of the Co-operative Scrutiny Board and four panels –

- Ambitious Plymouth
- Caring Plymouth
- Working Plymouth
- Your Plymouth

One of the fundamental changes to the function was the appointment of the Chair for the Co-operative Scrutiny Board from the minority political group.

The focus of the function had changed; the reduction in the number of business meetings conducted by the panels allowed for more in depth reviews to be undertaken.

This had been a challenging year for the Council with the impact of the reduction of funding and an increase in demand for its services. As such, the Board had offered constructive challenge when monitoring the budget.

Budget Scrutiny

This was the first year that the Co-operative Scrutiny Board had been asked to scrutinise an indicative three year balanced budget 2014/15

to 2016/17. The Board had a responsibility to comment on whether the actions to address the financial gaps in order to achieve a balanced budget were robust and fit for purpose.

The sessions were delivered in a different way from previous years and were based around the Council's four Co-operative objectives, Pioneering Plymouth, Growing, Caring and Confident Plymouth structures rather than by departmental structures. Building on the success of the previous year, all three meetings were webcast to continue the Council's drive to make decision making more open and transparent.

During this process the Board heard from partner organisations, the Leader of the Council, Cabinet Members, directors and senior officers. Following the Board's robust challenge, it made a number of wide ranging recommendations to Cabinet, the majority of which were approved.

This would be the first year that the recommendations from budget scrutiny would be included within the quarterly corporate plan performance monitoring report.

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

Co-operative Reviews

The Board conducted a number of reviews looking at council tax (attachment of earnings), the redevelopment of the Civic Centre and future accommodation requirements, business rates – discretionary rate relief. As part of the council tax (attachment of earnings) the Board supported the proposal to reduce the minimum contribution that working age people paid towards their council tax bill from 25 percent to 20 percent and the proposal to reduce the fee charged when the Council made an application for a Council Tax Attachment of Earnings Order from £83 to £60. Both these recommendations were ratified by Cabinet and subsequently implemented.

Cabinet Members

Over the past year, the Board has received regular updates from Cabinet Members on their respective portfolios. This has provided Board Members with an opportunity to ask in depth questions on areas of concern.

Development

Over the past 12 months a scrutiny elearning training programme had developed which could be accessed by both Members and officers. The programme had been successfully launched and had received good feedback. It had been designed to provide an overview of the scrutiny arrangements that had been adopted by the Council. As with other elearning programmes a certificate was issued following the successful completion of the course.

An annual scrutiny conference was held in June 2013, which gave panels an opportunity to start to consider issues where the scrutiny process would be able to add value.

Call-In

The Board held Cabinet to account by using the call in process to consider Cabinet Member decisions.

One call in had been received in 2013/14 relating to a purchase notice on land at the rear of Lucas Lane in Plympton. Following questioning of the responsible Cabinet Member and officers, the Board had agreed to implement the decision.

LOOKING FORWARD TO NEXT YEAR

The forthcoming year will be challenging for the Council in implementing its transformation programme and achieving a balanced budget. The transformation programme will form an integral part of delivering the Council's co-operative values and objectives.

The role of scrutiny will be vital to the success of transformation and as such the focus of the Board and panel work programmes would be prioritised to ensure that they would provide constructive challenge and engagement.

The Board therefore agreed the allocation of the work streams, as follows –

- **Co-operative Scrutiny Board** – Co-operative Centre of Operations
- **Ambitious Plymouth** – People and Organisation Development
- **Caring Plymouth** – Integrated Approach to Health and Wellbeing
- **Working Plymouth** – Growth, Assets and municipal Enterprise
- **Your Plymouth** – Customer and Service Transformation

AND FINALLY

I would like to take this opportunity to thank those who have contributed to the achievements that we have made this year. The Chair and Vice Chairs of the panels, together with their lead offices and democratic support officers who have been fundamental in delivering a large and varied scrutiny work programme.

AMBITIOUS PLYMOUTH PANEL

This section highlights the work, challenges and successes of the Ambitious Plymouth Scrutiny Panel in 2013/2014.

Councillor Bowie
Chair of the Ambitious Plymouth Panel



LOOKING BACK ON THE PAST YEAR

Dyslexia

It is vital that if a school identifies a child with a learning difficulty i.e. dyslexia or dyscalculia (difficulty with numbers) then the school will investigate the issue further, probably through the Special Educational Needs Coordinator (SENCo), and put in place a specific programme that would assist the child with learning. A panel member agreed to champion the panel's work on dyslexia and meet separately with officers from the Education, Learning and Family Support Department and report back his progress to a future panel meeting.

Missing Young People's Team/ Integrated Youth Services – REACH

The Missing Young People's Team, renamed as REACH (Reducing Exploitation and Absence from Care and Home) was set up to provide an improved service to missing young people and protect them from harm or exploitation. REACH aims to deliver, in partnership with other services, a brief intervention service to children to reduce the likelihood of further running away and missing episodes as well as a reduction in risk taking behaviour and Child Sexual Exploitation (CSE). The Be-Wise 2 Sexual Exploitation (BWise) programme trial with Year 9 students at Stoke Damerel Community College had been successful, and it was planned to continue this with other groups within the school.

Children's Social Care

Children's Social Care provides social work and social care support services for vulnerable children and young people in Plymouth. This includes all assessment work, children in need, children subject to Child Protection Plans and children in care. There have been a number of national developments in Children's Social Care which has brought about a number of key changes within the service, including the new Working Together to Safeguard Children guidance, which had led to changes in relation to multi-agency, safeguarding practices and a new single assessment replacing the current initial and core assessments; a move to embracing a national approach to adoption, meaning that local authorities move towards working together on finding adoptive parents rather than the current local authority based local approach; changes to the OFTSED inspection arrangements for safeguarding and looked after children and new arrangements for dealing with missing young people and child sexual exploitation.

Additionally, the service faced a number of key issues and challenges throughout the year which included an increase in referrals over the past year by 10 per cent; an increase in children subject to Child Protection Plans from 312 at the end of 2012 to 345 in mid-June; a small increase in the numbers of children in care and the ability to recruit permanent social work staff, although Plymouth had a successful recruitment process compared with national data.

City of Culture Bid

The Plymouth Culture Board led the city's bid for the UK City of Culture 2017. The bid had a very strong social media campaign, which, along

with some of the world class events that the city had hosted, significantly raised the city's profile. In total 11 cities bid for the City of Culture 2017, and only four cities were shortlisted for the next bid stage. Plymouth was not shortlisted but this did not deter Plymouth from carrying on its vision to establish itself as an ocean city with an excellent cultural offer and many events and initiatives had continued to be progressed to ensure this vision was achieved; some of the events and initiatives that Plymouth had been working on included the development of a history centre, the opening of a world class art exhibition, refurbishment of the Theatre Royal, guarantor for Ocean Studios and hosting a visit of the president of Massachusetts Senate.

Review of the Library & Museum Provision

A review in to the city's library and museum provision highlighted the Council's commitment to the development of the city's museum and the creation of the Plymouth History Centre, a facility that will be three times the size of the city's current museum and will become a major cultural resource for the city to demonstrate the city's history and heritage and which will provide a much needed home for the city's record office. As part of the plans the city's central library will be relocated in a City Centre location and the allocated funding for the History Centre has the provision to enable this relocation. The History Centre project is to be funded from a bid to receive £12.5m of Heritage Lottery Funding, which is backed up by an agreed £5m of match funding from the Council and a further £3m funded from the Arts Council and other funding organisations; the History Centre is a significant project which will utilise the latest audio and visual technology and will become a major attraction for the city leading up to the transatlantic celebrations in 2020.

It is hoped that the facility would be open in early 2018; during the construction phase the existing library and museum buildings may need to be closed to the public but the service had an activity plan that would continue to allow access, perhaps at alternative locations, to the library and museums services.

School Transport Provision

The transport budget has always been under pressure due to the responsive nature of the service. The Transport Team reviewed all routes including a reallocation of Passenger Assistants across all schools in order to reduce mileage costs, running time and Passenger Assistant hours. The Passenger Assistant budget was constantly under pressure due to the reactive nature of the work and has now been addressed.

Early Years Development

The introduction of the free entitlement of 15 hours of early education for eligible two year olds from September 2013 had placed additional demand on childcare provision in Plymouth. A detailed needs analysis had been carried out and it was estimated that places for 270 children were needed to cater for the September 2013 target of 696 children; extensive work had been carried out within the childcare sector to encourage them to rearrange existing provision to cater for more two year olds, which had increased the number of places available to 430.

A total of £1.7m (including £500k from the DfE) had been allocated to the development programme, which had demonstrated the commitment to ensure our most vulnerable children had the best start in life. A shortage of places had been identified in the North West and South West of the city, where the majority of children eligible for the free entitlement (based on Free Schools Meal criteria) would live, based on analysis of live birth data, and a number of projects had been identified as key to ensuring there would be additional capacity for the projected 2014 target of 1400 children, when the eligibility for two year olds was extended.

School Admissions – allocation of reception places

By law, children have to be provided with full time education by the term following their fifth birthday. In Plymouth, full time places are offered to children for the September

preceding their fifth birthday. The Council operates a co-ordinated scheme of admission at the reception intake as required by law and receives and makes offers on behalf of all admission authorities in the city. The panel were advised that there were sufficient primary school places available in Plymouth, but not necessarily in the desired schools. The birth rate in both Plympton and Plymstock had increased and it was acknowledged that this would create a problem in the future, and measures would be undertaken to alleviate this.

Mount Edgcombe House and Country Park

The panel were advised that a three-year vision for the future of Mount Edgcombe was in place in order to identify and implement a series of measures which would create confidence and develop the resilience and sustainability of the house and park. It was hoped to maximise the opportunities of the park without compromising on its natural beauty and historical significance, and a number of innovative initiatives to generate income were being investigated. It was anticipated that within a few years the park would be self-sufficient and would no longer require a subsidy from Plymouth City Council and Cornwall County Council.

Healthy Child Quality Mark scheme

This scheme was a three-tier development tool which had evolved from the now defunct South West Healthy Schools Plus initiative which was piloted in 2009-2011. The scheme produced tangible results in a very short space of time. The panel were informed that schools were keen to engage in the scheme with 62 per cent of Plymouth schools involved in the scheme, and some schools had reported a shift in attitudes towards alcohol and tobacco, and an increase in healthy eating. There was concern for the durability of the scheme as there was a risk that it would end due to lack of funding at financial year end 2015.

Scrutiny reviews

Narrowing the Gap - there is a national focus on reducing the gap between the attainment of pupils on free school meals (FSM) and their non-free school meals peers. The government's intention is to ensure that those children who began life with some social disadvantage are not disadvantaged further through under-performance in educational terms. The review expanded on this to also specifically focus on the attainment and take up of FSM from Looked After Children (LAC) and children from service families. Additionally the review addressed the concerns of the welfare reforms and its impacts on the eligibility of FSM and free school transport. Furthermore, the review considered the financial burden placed on parents of school-aged children from non-school uniform days and Proms.

LOOKING FORWARD TO NEXT YEAR

In 2014 – 2015 the panel will seek to promote the children and young people of the city further and improve services for children and young people by working in partnership with Cabinet Members, Senior Officers and external stakeholders and scrutinising issues including:

- REACH
- Safeguarding
- Children's Social Care
- Youth Services
- City of Culture Bid
- Plymouth Education Catering Services

In addition, the panel would be scrutinising the People and Organisational (POD) Transformation Programme.

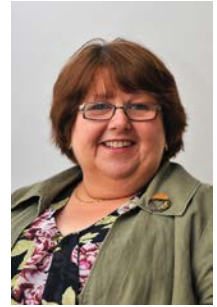
Scrutiny reviews

The service and delivery of the 'Be-Wise to Sexual Exploitation' training programme will be reviewed in September in preparation for a review later in the municipal year.

CARING PLYMOUTH PANEL

This section highlights the work, challenges and successes of the Caring Plymouth Scrutiny Panel in 2013/2014.

Councillor Mrs Aspinall
Chair of the Caring Plymouth Panel



Urgent Care

Plymouth Hospitals NHS Trust (PHNT) was in the top half of trusts for performance of the 4 hour access standard for 2012/13. However, PHNT had failed to deliver the national standard for 4 hour access for two consecutive years. This coincided with a national deterioration in performance related to increase of patients arriving within emergency departments and an increase in the number of patients needing hospital admission. PHNT devised an action plan for improving performance within the emergency department monitored on a twice monthly basis. Performance had improved and there were robust continuity plans in place to avoid escalation.

NHS III

NEW Devon Clinical Commissioning Group (CCG) took the decision to delay the start of the NHS III service in Devon until September 2013. NHS Direct continued to provide the service in Devon until III went live. Delaying the launch of the service meant that the CCG would be able to spend more time learning from other areas that had already gone live and to understand how the new service would impact on the range of primary care and hospital services in the CCG catchment area. This enabled the CCG to fully scrutinise the services provided locally so that when NHS III was launched the system had been thoroughly tried and tested ensuring that the service offered was right for patients. The South West Ambulance Service Trust (SWAST) was awarded the contract to run the NHS III service and they have a good understanding of the local community. SWAST

extended an open invitation to the panel to visit the headquarters.

Healthwatch Plymouth

Healthwatch Plymouth are an independent organisation championing the voice of local people of Plymouth on health and social care services. Colebrook (South West) Ltd was awarded the contract by Plymouth City Council to be the support service organisation for Healthwatch Plymouth. They have a knowledgeable team of staff delivering services across the city supported by a dedicated group of volunteers. The Steering Group oversees the delivery of the service, ensuring it achieves its statutory activities and manages resources well. The Steering Group is made up of members of the public, patient groups, community and voluntary sector groups. A representative from Healthwatch was invited to be part of the Pledge 90 review.

Joint Health and Wellbeing Strategy

The Caring Plymouth panel received a presentation on the Joint Health and Wellbeing Strategy. The Director of Public Health at the request of the Health and Wellbeing Board led a task and finish group to produce the draft strategy and welcomed scrutiny's input into the preparation of the strategy.

Disabled Parking at Derriford Hospital

The Plymouth Hospitals NHS Trust (PHNT) submitted an initial report to scrutiny in November 2012 outlining the proposed improvements they wished to make to its disabled car parking. Since November the (PHNT) worked closely with the Disabled Forum (consisting of Plymouth Wheelchair

Service User Group (PWSUG) and Plymouth Area Disability Action Network (PLYMDAN)) to design a car park that was suitable to meet the needs of disabled patients and visitors. Ann Pointon, Chair of Plymouth Area Disability Action Network was invited to attend scrutiny when PHNT submitted their plans. Subsequent meetings took place with the chair and vice chair outside of the meeting before final plans were submitted to the Trust Board.

Adult Social Care Budget

The Caring Plymouth Panel had oversight of the Adult Social Care budget of £75.421m. They were told of the increasing demand in the cost of care packages due to the increasing complexity of need. In the light of these pressures the department was forecasting a year end overspend and in order to address this situation they had clear delivery plans and detailed balanced budget action plan which was monitored closely on a fortnightly basis.

Public Health Outcomes Framework (PHOF)

The Public Health Outcomes Framework (PHOF) for England, 2013-2016 was published in January 2012 by the Department of Health. It outlines the overarching vision for public health “to improve and protect the nation’s health and wellbeing, and improve the health of the poorest fastest. The Caring Plymouth panel receives the PHOF on a quarterly basis.

Carers Strategy and Dementia Strategy

Plymouth City Council’s Carers Strategy and Dementia was due for refresh and the panel were given an overview of the changes to the strategies and the consultation process being used. The panel requested that review would take place before the strategies went to Cabinet.

Better Care Fund

The Better Care Fund (previously referred to as the Integration Transformation Fund) was announced in June as part of the 2013 Spending Round. It provides an opportunity to transform

local services so that people are provided with better integrated care and support. The panel had oversight of the template prior to submission to the Department of Health.

Safeguarding Adults Board

The Chair of Safeguarding Adults Board and Head of Safeguarding provided the panel with an overview of the Safeguarding Adults Board including membership of the board, governance arrangements and training provision.

Continuing Healthcare

The panel received an overview on continuing healthcare and the assessment criteria for care packages for individuals who are not in hospital but have complex ongoing healthcare needs. The panel raised concerns over the accessing of information and the process followed for completing assessments. The panel agreed that links would be placed on the Plymouth Online Directory (POD) providing advice on how to claim continuing healthcare.

Children’s Health

Public Health provided the panel with an overview of children’s health which included the child’s journey from conception to 19 years, reducing health inequalities and ensuring that every child has the best start to life.

Transformation Programme

An overview was provided on the wider PCC transformation portfolio of programmes. The programme aims to engage with commissioning and delivery partners to establish a more collaborative, integrated and strategic approach to how the organisations commission and deliver services, by reducing costs, improving patient/service user experience and improving outcomes for residents in Plymouth as well as investing in preventative and early intervention services in order to reduce demand on higher cost community and bed based services, particularly acute services

Pledge 90 Review

A review of mental health services was undertaken and officers attended the Caring Plymouth panel to report findings in July and November. Following the November meeting the panel requested a further review to ensure that the review met the requirements of Pledge 90 and to identify whether there were

any gaps in information. The panel, in analysing all of the information submitted by officers, witnesses and users of the mental health services, agreed that the Review had met the requirements of Pledge 90 and made a number of recommendations to Cabinet via the Cooperative Scrutiny Board.

WORKING PLYMOUTH PANEL

As Chair of the Working Plymouth Scrutiny Panel, I am proud to highlight the panel's achievements over the past year. The meetings have been well attended by Officers, Cabinet Members and Members of the scrutiny panel and Members have undertaken two reviews which have both added value.



Councillor Murphy
Chair of the Working Plymouth Panel

LOOKING BACK ON THE PAST YEAR

The panel has met on five occasions in the year 2013-2014, whilst also convening on a total of ten occasions for the Park and Ride Bus Service Scrutiny Review and for the Controlled Parking Zones: On Street Parking Scrutiny Review.

At the beginning of the year the panel was informed by the Director for Place that one of the biggest challenges facing the Place department, as well as the Council as a whole, was how services would be managed and delivered against ever decreasing budgets. Despite this a significant amount of work was being undertaken by Officers and Councillors to raise aspirations, deliver growth, reduce inequality and provide value for communities.

Affordable Housing Delivery

Members were advised that demand for housing that is affordable increasingly outweighs supply, and as more and more people struggle to find or afford homes the housing waiting list now stands at over 10,000 households; with over 2,500 identified as having a priority need for housing (bands A to C). The Plymouth Core Strategy and the Housing Plan set out strategic housing and planning objectives to increase the supply, mix and quality of new and affordable homes with the Corporate Plan prioritising accelerated housing supply to meet the housing needs of the city. The city's strong track record of affordable housing delivery is a reflection of the effective partnership working with partner Housing Associations and the Homes and Communities Agency (HCA) through the Plymouth Housing Development Partnership

(PHDP), developers and other housing providers. In comparison to other housing family groups and cooperative housing groups, Plymouth City Council compared well with regards to affordable housing delivery; Plymouth was seen as a top quartile performer.

Get Plymouth Building (GPB)

The Get Plymouth Building Initiative was launched in August 2012; the initiative contained eight initiatives to accelerate housing delivery including removing barriers to development to unlock stalled sites, to assist development proposals on lapsed sites, to support self-build developments and identify new funding mechanisms to maximise government funding opportunities. The panel was informed that the aim of the programme was to deliver over 2,100 homes and over 800 jobs in local construction and supply chains over the next 2-3 years by taking an innovative approach to housing and planning for homes; this in turn would lead to a boost in regeneration momentum in the city. So far 231 homes had been completed, 1,097 homes were currently under construction and projections indicated that more than 1,659 further homes would be brought forward under this initiative in the next 2/3 years. At the time of its launch GPB was estimated to have a total value of development benefitting the local economy of £213.7 million.

Park and Ride Bus Service Review

Throughout 2013 – 2014 several Members from the Working Plymouth scrutiny panel (including other Members that raised an interest to be a part of this piece of scrutiny) undertook a review into the current Park and

Ride Bus Service. The review identified that the current bus service, whilst valued by the majority of customers as an efficient and direct service from Milehouse, the George Interchange and Coypool was in need of changes in order to aid the interests of customers and the Council. Recommendations from the review were submitted to Cabinet in February 2014 and several actions, including the needs for Officers to investigate the feasibility for a new park and ride bus service to be introduced between Milehouse and Derriford Hospital, and to renegotiate departure charges were endorsed. Cabinet praised Councillor Murphy, as Chair of the review, for her work, together with the scrutiny group members and all those who supported the review. The Leader also indicated that work had already started to provide improved journey planning and timetable information at each of the park and ride sites and that the work should be complete by the end of March 2014.

Controlled Parking Zones: On Street Parking Review

Members from the Working Plymouth scrutiny panel also undertook a review into Controlled Parking Zones: On Street Parking and successively developed a draft criteria to be used by Council Officers when implementing future CPZs. The review identified that there

was a great deal of frustration and confusion linked with residential parking in the city as Plymouth currently had 53 CPZ comprising of a total of 22 variations as to when parking restrictions applied. Cabinet Members agreed to the list of recommendations submitted to the 15 July 2014 Cabinet meeting for the adoption of a Controlled Parking Zone policy and thanked the review group for their hard work in compiling the policy which would define when a Controlled Parking Zone was an appropriate tool to help resolve parking difficulties within residential areas.

LOOKING FORWARD TO NEXT YEAR

In 2014 – 2015 municipal year the Working Plymouth scrutiny panel will seek to improve services for all Plymouth's citizens by working in partnership with Cabinet Members, Senior Officers and external stakeholders and scrutinising issues including:

- Market Recovery Scheme
- Parking Strategy
- Strategic Property Review
- Plan for the Mayflower Coach Hub

The Council's Transformation Programme is also likely to feature heavily in the panel's work programme.

YOUR PLYMOUTH PANEL



This section highlights the work, challenges and successes of the Your Plymouth Scrutiny Panel in 2013/2014.

Councillor Ian Tuffin
Chair of the Your Plymouth Panel

LOOKING BACK ON THE PAST YEAR

The panel met on five occasions in the year 2013 – 2014, whilst also convening on four occasions as the 'Unauthorised Encampments and Public Funerals Co-operative Scrutiny Reviews'.

The achievements of the Your Plymouth Scrutiny Panel over the past year have been summarised under four separate categories:

- Strategy and Policy Development
- Reducing Inequality
- Improving Service Delivery
- Partnership and Stakeholder Working

Strategy and Policy Development

Licensing Act Statement of Licensing Policy and Introduction of the Late Night Levy – members considered the Policy which was being reviewed following the Government's introduction of a number of additional controls which amended the Licensing Act. These new controls provided the Council with additional opportunities to exercise greater local discretion on licensing matters and control the negative aspects of the consumption of alcohol in the evening and night time economy (ENTE).

Tree Management – following establishment of a new policy in 2012, the panel were consulted as part of a 12-month review process. As a result, Members were advised that significant improvements had been made in the Tree Management service, including –

- a reduction in waiting times from two years to six months;

- better partnership working with developers to ensure that development proposals which included provision for tree planting would not present problems in the future;
- the ability for councillors to use their community grant funding to assist their constituents in dealing with tree-related issues.

Roadside Memorials – there was a growing trend for people who had lost loved ones in fatal accidents to adopt 'temporary' roadside memorials. With some sites being more prominent than others and being in-situ for quite some time (sometimes years), the level of impact on those living nearby or passing was becoming an increasing concern to the Council. The establishment of a strategy or policy on how to deal with these situations was therefore appropriate and the panel was consulted on the draft guidance to be implemented.

Public Funerals – Local Authorities have a legal duty under the Public Health (Control of Diseases) Act 1984 to 'cause to be buried or cremated the body of any person who dies or has been found dead, within its area, in any case where it appears to the local authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the local authority.' The cost to the Council for each Public Funeral was in the region of £2000 to £2200, but could be more, depending on the time spent investigating the case. Traditionally, the older generation had made provision in their wills for their funeral arrangements but this was no longer the case and, with the number of public funerals set to rise, combined with existing and ever-increasing budget it was essential that the Council looked at ways of making better use of

it resources. With this in mind, the panel undertook a co-operative review into Public Funerals and made a number of recommendations which are shortly to be considered by Cabinet.

Reducing Inequality

Emergency Welfare Scheme (Social Fund Replacement) – In April 2013 the Social Fund was abolished and the Department for Work and Pensions (DWP) handed partial funding to Local Authorities to design and deliver a localised welfare assistance scheme. Through a co-operative review process, the panel had opportunity to advise the Council on the delivery options for the new scheme and, having made a number of recommendations, the panel received a number of updates throughout 2013 – 2014 monitoring progression of the new scheme's implementation.

Unauthorised Encampments – following a number of high-profile incidents in the City, the panel undertook a co-operative review which looked at the procedures used by the Council when dealing with unauthorised encampments. The co-operative review clarified current processes and procedures against a backdrop of legal, social and financial considerations in an attempt to ensure community cohesion and reassure the public in regard to future incidents. The panel will monitor the situation throughout 2014 – 2015.

Improving Service Delivery

Customer Services Transformation – the panel has been involved in helping to shape the Council's vision and principles for a new and improved customer experience. This includes:

- Provision of a single point of access to most services;
- Resolution of most customer enquiries at first point of contact;
- Engaging customers in the redesign of services to make them more efficient and effective;

- Delivering services through preferred channels to make them more accessible and deliver savings;
- making effective and efficient use of the Council's investment in corporate customer facing ICT;
- working with partners to make services more customer focused, better connected and more efficient.

Partnership and Stakeholder Working

The panel's terms of reference maintain strong links to the Safer Plymouth Partnership Board (formerly the Community Safety Partnership) and the Police and Crime Panel. Regular updates are provided to the panel on the latest crime statistic for the city and this performance is monitored against the following five targets –


- closing the gap in overall crime
- acquisitive crime
- violence with injury
- criminal damage
- anti-social behaviour

LOOKING FORWARD TO NEXT YEAR

In the 2014 – 2015 municipal year the panel will continue to improve services for all Plymouth's citizens by serving as a 'critical friend' to Cabinet Members and working in partnership with external stakeholders and partners through scrutiny and monitoring of a number of issues, including –

- Customer Service Strategy (Transformation) – co-operative review
- Personal Problem Debt – co-operative review
- Public Funerals
- Unauthorised Encampments
- Crime Statistics
- Framework for Working with Citizens and Communities (workshops)

MEMBERSHIP OF THE CO-OPERATIVE SCRUTINY BOARD AND PANELS

Co-operative Scrutiny Board	Ambitious Plymouth Panel	Caring Plymouth Panel	Working Plymouth Panel	Your Plymouth Panel
 <p>Chair – Councillor David James</p>	 <p>Chair – Councillor Sally Bowie</p>	 <p>Chair – Councillor Mary Aspinall</p>	 <p>Chair – Councillor Pauline Murphy</p>	 <p>Chair – Councillor Ian Tuffin</p>
 <p>Vice Chair – Councillor Mary Aspinall</p>	 <p>Vice Chair – Councillor Terri Beer</p>	 <p>Vice Chair – Councillor David James</p>	 <p>Vice Chair – Councillor Ian Darcy</p>	 <p>Vice Chair – Councillor Sam Leaves</p>
<p>Councillor Terri Beer Councillor Sally Bowie Councillor Ian Darcy Councillor Phillipa Davey Councillor Sam Leaves Councillor Pauline Murphy Councillor Kate Taylor Councillor Ian Tuffin</p>	<p>Councillor Sam Davey Councillor Ian Gordon Councillor Paul Jarvis Councillor Glen Jordan Councillor Martin Leaves Councillor Patricia Nicholson Councillor Lorraine Parker Councillor David Stark Councillor Bill Stevens Councillor Mike Wright Edith Bayley and Clare Hamon Co-opted Representative</p>	<p>Councillor Mrs Foster Councillor Mike Fox Councillor Ian Gordon Councillor Dr John Mahony Councillor Grant Monahan Councillor Lorraine Parker Councillor Steve Ricketts Councillor Jon Taylor Councillor Kate Taylor Councillor Mike Wright</p>	<p>Councillor David Haydon Councillor Martin Leaves Councillor Michael Leaves Councillor Jonny Morris Councillor Jean Nelder Councillor Patrick Nicolson Councillor Dr David Salter Councillor Chaz Singh Councillor John Smith Councillor George Wheeler</p>	<p>Councillor Casey Councillor Danny Damarell Councillor Phillipa Davey Councillor Paul Jarvis Councillor Glen Jordan Councillor Martin Leaves Councillor Michael Leaves Councillor Eddie Rennie Councillor Steven Ricketts Councillor Tina Tuohy Steve Meakin Co-opted Representative</p>

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CITY COUNCIL: 24 NOVEMBER 2014

Revised Terms of Reference for Overview and Scrutiny

**Co-operative Scrutiny Board minute 70: 22 October 2014**

The Board received a report on the revised terms of reference for overview and scrutiny, which highlighted the following key areas –

- (a) the proposed revisions to the terms of reference for the four Panels (Ambitious, Caring, Working and Your Plymouth Panels) reflected the changes within the local authority and partner organisations which had taken place since the restructure of the scrutiny function in 2013;
- (b) the revisions to the terms of reference would ensure a clear focus on the transformation programme and the activity which underpinned the Council's Corporate Plan;
- (c) corporate communications would become the responsibility of the Co-operative Scrutiny Board rather than the Ambitious Plymouth Panel;
- (d) the transformation programmes would be incorporated into the service areas so there would be no requirement to scrutinise transformation items separately.

The Board agreed that –

- (1) the revised terms of reference for the four panels (Ambitious, Caring, Working and Your Plymouth Panels) as set out in the report, with an amendment to remove the reference to the 'transformation link';
- (2) the revised terms of reference are submitted to Full Council on 24 November 2014 for approval and incorporated into the Council's Constitution.

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PLYMOUTH CITY COUNCIL

Subject: Revised Terms of Reference for Overview and Scrutiny
Committee: City Council
Date: 24 November 2014
Chair: Councillor James (Chair of the Co-operative Scrutiny Board)
CMT Member: Giles Perritt (Assistant Chief Executive)
Author: Ross Jago, Policy Performance and Partnerships
Contact details: ross.jago@plymouth.gov.uk
Ref:
Key Decision: No
Part: I

Purpose of the report:

This report proposes minor changes to the terms of reference of the Co-operative Scrutiny Board and panels to improve effectiveness. The proposals reflect changes within the local authority and partner organisations which have taken place since the restructure of the scrutiny function in 2013. The revised terms of reference will ensure a clear focus on the transformation programme and the activity which underpins the Council's Corporate Plan. This report details the proposed recommendations for consideration at City Council on 24 November 2014 and includes new terms of reference for each panel.

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

The work of the scrutiny function is fundamentally linked to the delivering the priorities within the Corporate Plan and ensuring that the allocation of limited resources is robust and delivers the maximum benefit to the people of Plymouth.

Scrutiny supports the Council's core values and has a key role within the democratic process ensuring that decisions made on behalf of the people of Plymouth are fair, responsible and made in partnership with other organisations within the city and beyond. The Co-operative Scrutiny Board will continue as a 'critical friend' to the executive and will assist in the delivery of quality outcomes for citizens.

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

There are no financial implications as a result of these changes. Changes to the terms of reference will allow the monitoring of performance and demonstrate to communities that the council is spending public money effectively on the services and issues important to the city.

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

None

Equality and Diversity:

Has an Equality Impact Assessment been undertaken?

No: the overall scope of services included within the panel terms of reference remain the same.

Recommendations and Reasons for recommended action:

The new terms of reference for the panels are approved and incorporated into the constitution.

Alternative options considered and rejected:

To continue to operate under the current terms of reference would mean that issues most important to the Council's improvement would not be scrutinised in the most efficient and effective way.

Published work / information:

Existing terms of reference for scrutiny
http://www.plymouth.gov.uk/council_constitution.pdf

Background papers:

None

Sign off:

Fin	cdr14 15.11	Leg	LT/2 1668	Mon Off	21691 /DVS	HR	N/A	Assets	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member: Giles Perritt													
Has the Cabinet Member(s) agreed the content of the report? N/A													

CO-OPERATIVE SCRUTINY BOARD

Terms of Reference



OUR MISSION STATEMENT

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

ROLE OF THE CO-OPERATIVE SCRUTINY BOARD

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

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

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

MEMBERSHIP OF THE BOARD

The Co-operative Scrutiny Board will consist of the Chair and Vice-Chair of each of the Scrutiny Panels plus other Councillors appointed by Council at the annual meeting. Any Councillor who is not a member of the Cabinet can substitute on the Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 11 members of the panel including the Chair and Vice Chair. The Chair is from the opposition political group and is a Vice Chair of one of the panels.

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AMBITIOUS PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

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

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Vibrant Plymouth
- Young Plymouth
- Working Plymouth

LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- The leadership and delivery of all services for children and young people
 - Apprenticeships and the Skills Agenda
 - Children's Social Care
 - Adoption and Fostering
 - Early years Development
 - Education Grants
 - Leisure management and Sports Development
 - Safeguarding Children and Young People
 - Schools and Colleges
 - Youth Services

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

PARTNERSHIP LINKS

- Children's Partnership
- Plymouth Sports Board

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

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CARING PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

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

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Caring Plymouth

RESPONSIBILITY FOR

- Health and Wellbeing for Adults and Children in Plymouth
 - Adult and Children's Health
 - Drug and Alcohol Services
 - Integrated Health and Social Care (Commissioning and Delivery)
 - Learning Disability Services
 - Health Services
 - Older people's services
 - Personalisation
 - Physical Disability Services
 - Public Health

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

STATUTORY ROLE

The panel will undertake statutory functions in accordance with Section 244, of the National Health Act 2006, (as amended by Health and Social Care Act 2012) regulations and guidance under that section.

PARTNERSHIP LINKS

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

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

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WORKING PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

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

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Working Plymouth
- Living Plymouth
- Open Plymouth
- Safer Plymouth
- Greener Plymouth
- Pride in Plymouth
- Moving Plymouth
- Vibrant Plymouth

RESPONSIBILITY FOR

- The Growth and Economic Development of Plymouth
 - Development planning
 - Green spaces, Culture, Heritage and Events (to include Mayflower 2020)
 - Highways and Car Parking
 - Plymouth and Peninsula City Deal
 - Regional and local economic strategy
 - Social enterprise support
 - Strategic Housing Delivery
 - Sustainable Transport policies and strategies
 - Tamar Bridge and Torpoint Ferry
 - Waste management, recycling and street scene

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

PARTNERSHIP LINKS

- Growth Board
- Heart of the South West Local Enterprise Partnership
- Plymouth and Peninsula City Deal Steering Group

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

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YOUR PLYMOUTH

Terms of Reference



OUR MISSION STATEMENT

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

OUR CORPORATE PLAN

The panel is committed to the Plymouth City Council corporate values of *democratic, responsible, fair and partnership* and through its work will ensure that the council and its partners are working to achieve our vision to make Plymouth 'One of Europe's most vibrant waterfront cities where an outstanding quality of life is enjoyed by everyone'.

OUR CORPORATE COMMITMENT THEMES

- Greener Plymouth
- Living Plymouth
- Open Plymouth
- Safer Plymouth
- Vibrant Plymouth
- Pride in Plymouth

RESPONSIBILITY FOR

- Safe and sustainable communities in Plymouth
 - Anti-social behaviour
 - Climate change and sustainability
 - Community and neighbourhood development
 - Community cohesion, equalities and fairness
 - Community safety
 - Customer Services
 - Homelessness
 - Housing enabling with respect to registered social landlords
 - Licensing
 - Private sector housing, grants and improvements
 - Public protection service

The panel will review new and existing policies for the areas as set out above and consider how they may be improved and developed. The panel will also assist the Co-operative Scrutiny Management board by monitoring the budget and performance of the Cabinet Members, Service Areas and partners to ensure that improvements in the areas set out above are being delivered upon.

STATUTORY ROLE

The panel will undertake a statutory role in scrutiny of the community safety partnership

PARTNERSHIP LINKS

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

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

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CITY COUNCIL: 24 NOVEMBER 2014

Annual Report on Treasury Management Activities for 2013/14

**Audit Committee minute 26: 25 September 2014**

The committee agreed to refer the Treasury Management annual report for 2013/14 to Full Council to note (as required by CIPFA Treasury Management Code of Practice – note 6 refers).

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Subject: Annual Report on Treasury Management Activities
for 2013/14

Committee: Audit Committee

Date: 25th September 2014

Cabinet Member: Councillor Lowry

CMT Member: Malcolm Coe

Author: David Northey, Head of Corporate Strategy

Contact: david.northey@plymouth.gov.uk
01752 305428

Ref: djn0914

Key Decision No

Part: I

Purpose of the report:

In order to comply with the Code of Practice for Treasury Management, the Council is required to formally report on its treasury management activities for the year, providing information on the progress and outcomes against the Treasury Management Strategy. This report covers the treasury management activities for financial year 2013/14; it also includes the final position on the statutory Prudential Indicators.

This report:

- a) is prepared in accordance with the CIPFA Treasury Management Code and the Prudential Code;
- b) presents details of capital financing, borrowing, debt rescheduling and investment transactions for the year 2013/14;
- c) provides an update on the risk inherent in the portfolio and outlines actions taken by the authority during the year to minimise risk;
- d) gives details of the outturn position on Treasury Management transactions in 2013/14;
- e) confirms compliance with treasury limits and Prudential Indicators (PIs) and outlines the final position on the PI's for the year

In line with the recommendations in the Code of Practice, this report is submitted to Audit Committee as the committee responsible for scrutiny of the treasury management function.

In accordance with Treasury Management Practices note 6, the report is required to be presented to Full Council.

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

In July 2013, the Council adopted a new Corporate Plan, to be a Brilliant Co-operative Council. Treasury management activity has a significant impact on the Council’s activity both in revenue budget terms and capital investment and is a key factor in facilitating the delivery against a number of corporate priorities.

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

Into the medium and longer term the Council is facing significant pressures due to the national economic situation, which has led to a reduction in resources for local authorities over the Government’s latest spending period. Effective Treasury Management will be essential in ensuring the Council’s cash flows are used to effectively support the challenges ahead.

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

There is an inherent risk to any Treasury Management activity. The Council continues to manage this risk by ensuring all investments are undertaken in accordance with the approved investment strategy, and keeping the counterparty list under constant review.

Recommendations & Reasons for recommended action:

1. Audit Committee note the Treasury Management annual report for 2013/14.
2. Refer the report to Full Council to note as required by the CIPFA Treasury Management Code of Practice (TMP note 6).

Alternative options considered and reasons for recommended action:

None - it is requirement to report to Council on the treasury management activities for the year.

Background papers:

- Treasury Management Strategy report to Audit Committee 25 February 2013
- Mid-Year Review report to Audit Committee 12 December 2013
- Financial Outturn report for 2013-14 to Cabinet 30 June 2014

Sign off:

Fin	mc141 5.44	Leg/ Dem& Gov	DVS/2 1167	HR	n/a	Corp Prop	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member: Malcolm Coe											
Has the Cabinet Member(s) agreed the content of the report? Yes											

Annual Report on Treasury Management Activities for 2013/14

I. Introduction

- I.1 Treasury Management (TM) in Local Government is underpinned by the CIPFA Code of Practice on Treasury Management in the Public Services (The Code) and in this context is *“the management of the Council’s investments and cash flows, its banking, money market and its capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks”*.
- I.2 As a Council, we are required to set an annual TM Strategy and formally report our activities to Full Council, as a minimum, twice each year.
- I.3 This report outlines the TM activities in 2013/14, providing information on progress and outcomes against the approved strategy, and builds on the mid year report presented to Audit Committee on 12th December 2013 and Full Council on 25th February 2014.
- I.4 The responsibility for implementing and monitoring our Treasury Management Policies and Practices, and for the execution and administration of treasury management decisions, is delegated by the Council to the Section 151 (S151) Officer – the Assistant Director for Finance. All activities are overseen by a Strategic Treasury Management Board consisting of the S151 Officer, the Deputy S151 Officer (the Head of Corporate Strategy), the Cabinet Member for Finance plus the Shadow Member for Finance.
- I.5 The day to day operation of the Treasury Management activity is carried out in accordance with detailed Treasury Management Practices (TMPs). These are required to be updated annually; the 2013/14 practices were approved by Audit Committee at its meeting of 26th June 2014.
- I.6 The Council works closely with its independent Treasury Management advisers Arlingclose who assist the Council in formulating views on interest rates when determining the Treasury Management Strategy, providing regular updates on economic conditions and interest rate expectations and advice on specific borrowing and investment decisions.

2. The Council’s Strategy for 2013/14

- 2.1 The Council’s Treasury Management Strategy was approved by Full Council on 25 February 2013. As an overriding principle, the strategy proposed that the Council would continue to minimise risk contained within its current debt and investment portfolios by establishing an integrated debt management and investment policy which balanced certainty and security, with liquidity and yield.
- 2.2 The borrowing strategy was to be based on affordability and subject to credit conditions throughout the year. In adverse credit conditions the strategy was to use internal balances to cover any borrowing requirement, enabling the Authority to minimise borrowing costs and reduce overall counterparty and credit risk by reducing the level of external investment balances. In improved credit conditions the Director for Corporate Services would consider externalising borrowing using short-term or long-term loans as part of a balanced maturity profile within the approved Prudential Indicators.

Review of the Council's Performance 2013/14

3. Treasury Portfolio

3.1 Table I shows the Council's overall Treasury Portfolio at the end of 2013/14 compared to 2012/13.

Table I

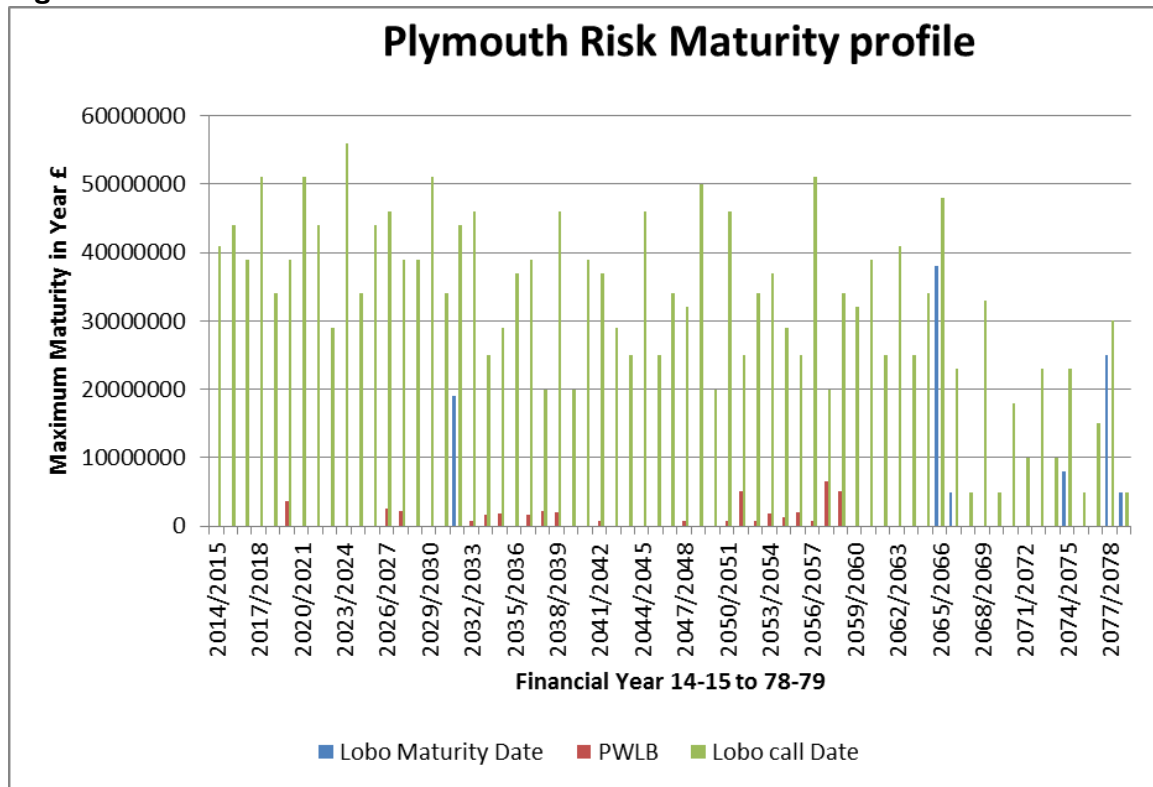
31/3/2013 £m	Average Interest rate %		31/3/2014 £m	Average Interest rate %
61.315	5.4001	External Borrowing Long-term:		
130.000	4.4202	PWLB	44.252	5.7925
0.087	1.0007	Market	100.000	4.3813
34.800	0.2809	Bonds	0.087	0.6582
		Temporary Borrowing	80.800	0.2969
226.202	4.0477	Total PCC Borrowing	225.139	3.1855
		Long-term liabilities		
30.246	8.7300	PFI Schemes	29.440	8.7300
2.189	n/a	Finance leases	1.937	n/a
9.156	n/a	Tamar Bridge & Torpoint Ferry	8.889	n/a
41.591		Total Long term Liabilities	40.266	
267.793		Total External Debt	265.405	
		Investments:		
(77.374)	0.8889	Deposits	(70.812)	0.7017
(5.000)	Variable	Property Fund	(7.500)	Variable
		Other external Funds	(5.025)	Variable
(82.374)		Total Investments	(83.337)	
185.419		Net Borrowing/(Net Investment) Position	182.068	

3.2 The total external debt as shown above includes long-term liabilities in respect of PFI schemes or finance leases. These liabilities are seen as a credit arrangement thus increasing the Council's total debt and must be taken into account within the statutory borrowing limits. The Tamar Bridge & Torpoint Ferry balance relates to 50% of the debt on the Joint Committee balance sheet.

4. Borrowing

4.1 Figure I below shows the maturity profile of the long-term debt for the Council as at 31 March 2014.

Figure 1



- 4.2 The debt portfolio includes £100m of LOBO (market) loans, shown above in green. LOBO loans
- have various option call dates where the banks have the ability to amend the loan terms;
 - at which point the Council could choose to repay the loan if the terms are changed adversely.
- 4.3 During the year £44m of LOBO loans entered the period where they could have been called, but options were not exercised by the relevant banks.
- 4.4 However, LOBOs are expensive, and there is inherent risk of the banks amending the loan terms. During 2013/14 the Council was approached by one of the main lenders, Barclays Bank, who wished to explore the possibility of cancelling the arrangements on £30m of LOBO.
- 4.5 After lengthy discussions and negotiations, and to reduce our exposure to risk, plus the strategy to reduce the cost of our overall borrowing, we entered into a contract with Barclays.
- 4.6 Under the terms of the buy-out, Barclays Bank agreed to waive their profit element. We further negotiated a significant reduction in the premium attached.
- 4.7 The full year revenue saving impact from the discharge of the £30m of LOBO loans is just under £1m.
- 4.8 Under Section 3 of the Local Government Act 2003 and supporting regulations the Council must determine and keep under review how much it can afford to borrow. The Council is required to set two limits:

- The Authorised Limit – This is the statutory limit which should not be breached. This can only be amended with the approval of Full Council.
- The Operational Boundary – This is based on the same estimate as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit.

4.9 The borrowing limit for 2013//14, originally approved by Council on 25 February 2013 were as follows:

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

The revised prudential indicators, as approved by Council on 24 February 2014 reduced the limits to fall in line with the Council's updated capital programme and reduction in the forecast borrowing requirement. The approved updated limits are as follows:

- Authorised Limits £297m
- Operational Boundary £282m

4.10 The Section 151 Officer confirms that there were no breaches to the authorised limit during the year. The maximum debt outstanding during 2013/14 was £289.296m on 24 September 2013 (including £41.591m for the PFI, finance lease liabilities and the Tamar Bridge loan). This was within the authorised limit but in excess of the operational boundary due to cashflow requirements. There were other occasions throughout the year where debt was above the operational boundary however by 31 March total debt had fallen to £265.405m (including £40.266m for PFI, finance lease liabilities and the Tamar Bridge loan) well within both of the borrowing limits.

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

Table 2 Movement in Borrowing Portfolio

	Balance on 01/04/13 £000s	Debt Maturing £000s	Debt Repaid £000s	New Borrowing £000s	Balance on 31/03/14 £000s	Increase/(Decrease) in Borrowing
Short-term Borrowing	34,800	(310,225)		356,225	80,800	46,000
Long-term Borrowing	191,402	(952)	(47,063)	952	144,339	(47,063)
Total Borrowing	226,202	(311,177)	(47,063)	357,177	225,139	(1,063)

4.12 The Council's underlying need to borrow as measured by the Capital Financing Requirement (CFR) as at 31 March 2014 was estimated at £264.753m (including PFI, finance leases and Tamar Bridge & Torpoint Ferry debt).

4.13 New borrowing in year

The use of short-term borrowing has been the most cost effective means of financing capital expenditure and cashflow requirements. Matching short-term borrowing with the availability of liquid deposits held in bank call accounts lowered overall treasury risk by allowing flexibility to reduce debt and investment levels at short notice should credit conditions deteriorate during the year.

At the start of the year the Council had £34.8m of short-term loans. These are generally taken for periods of one to three months and repaid and replenished with new loans, subject to availability and favourable rates, during the year. At the end of the year the Council had £80.8m of short-term loans.

The average period of new loans taken in the year was for 53.25 days at an average interest rate of 0.2854%. This is below the bank base rate. Short-term loans are generally taken from other local authorities.

4.14 Debt Repayment/Rescheduling

Following consultation with the Council's Treasury Management advisers, Arlingclose, and discussions with Council officers and Members, the opportunity was taken to repay some longer-term debt to improve the balance of the Council's debt maturity profile and to achieve revenue savings.

£17.063m of PWLB debt was repaid on 21st October 2013. The remaining maturity period on this debt ranged from 49 to 53 years at rates between 4.39% and 4.55%.

£30m of market debt was repaid on 19th March 2014. This was Lobo debt at a rate of 4.55% with a maximum maturity period of 63 years. These loans were replaced by a mix of short-term borrowing at rates below 0.3% and running down investments in call accounts paying 0.4%. The maturity profile of the Council's debt will be reviewed with short-term debt replaced with longer-dated maturities at the appropriate time to minimise cost over the short and longer term.

4.15 Overall Debt Performance for the year

The average interest rate on the Council's borrowing has decreased over the course of the year from 4.04778% to 3.1855%. This rate reflects the position at the end of each financial year (i.e. 31 March 2013 and 2014). The reduction in rates is due to the increase in low rate short-term loans taken in periods maturing beyond the year end. Loan transactions were taken at various times throughout the year at various rates and, taking all transactions in the year, the overall average borrowing rate for 2013/14 was 3.8517% compared with a rate of 4.2079% for 2012/13. This increase is a result of a much higher average of

short-term borrowing taken in 2013-14 compared to 2012-13 and the repayment of long-term debt outlined in 5.9.

5. Investments

5.1 Figure 2 below shows the actual split of deposits by country/sector as 31 March 2014. Table 4 provides more detail on the actual deposits by counterparty group.

Figure 2

**PCC DEPOSITS BY COUNTRY/SECTOR at 31st March 2014
£83,337,461.58**

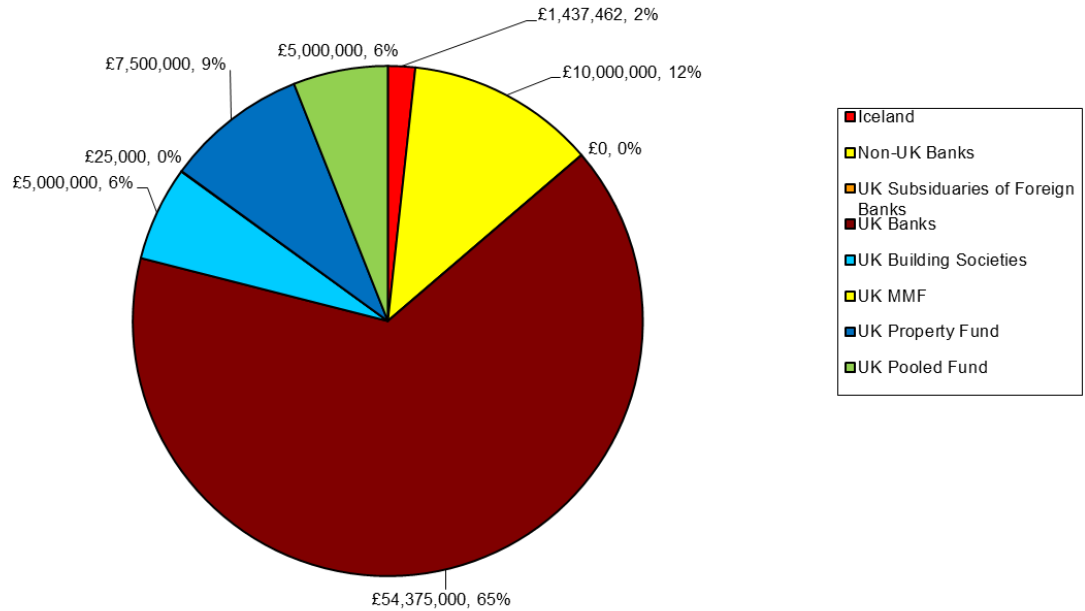


Table 4

Group	Bank/Institution	Total deposits £m
Lloyds Banking Group	Bank of Scotland	10.000
	Lloyds TSB	10.000
Barclays Banking Group	Barclays	14.375
Svenska Handelsbanken Group	Svenska Handelsbanken	10.000
HSBC Group	HSBC	15.000
Nationwide Building Society	Nationwide Building Society	5.000
Close Brothers	Close Brothers	5.000
Icelandic deposits	Heritable Bank	0.179
	Islandsbanki (Escrow ex Glitnir)	1.258
Total Deposits @ 31 March 2014		70.812
Pooled Investment:	CCLA Lamit Property Fund	7.500
	CCLA Public Sector Deposit Fund	0.025
	Ignis Sterling Short Duration Cash Fund	1.000
	Federated Prime Rate Cash Plus Fund	1.000
	Investec Short Bond Fund	1.000
	Investec Target Return Fund	1.000
	Payden & Rygel Sterling Reserve Fund	1.000
Total Investments @ 31 March 2014		83.337

5.2 The movement in the investment portfolio during the year was as follows:

Table 5 Movement in Investment Portfolio

Investments	Balance on 31/3/13 £000	Investments Made £000	Maturities/ £000	Balance on 31/03/14 £000	Avg Rate % / Avg Weighted Life to maturity (days)
Short-term Investments (less than 1 year)	77,374	716,651	(723,188)	70,837	0.78/ 115 days
Long-term Investments (over 1 year)	0	0		0	
Pooled Funds	5,000	7,500		12,500	Variable
Total Investments	82,374	724,151	(723,188)	83,337	

5.3 The majority of the short-term deposits were held in call or short-term notice accounts. In line with the Council's approved investment strategy for 2013/14 the following longer term deposits were taken in the year:

Amount	Start Date	End Date	Term (days)	Rate %
£5.0m	21/05/13	21/11/13	184	0.80
£5.0m	17/03/14	16/03/15	364	0.82
£5.0m	17/03/14	17/09/14	184	0.70
£5.0m	27/03/14	26/03/15	364	0.95
£5.0m	27/03/14	24/12/14	272	0.80

5.4 The above deposits were taken at rates close to or above the bank base rate and help increased the return on investments in 2013/14. The maximum approved term for new deposits in 2013/14 was 1 year.

5.5 In line with the Council's approved strategy, to diversify investment away from purely cash deposits, a further £2.5m investment was made in the CCLA Lamit Property Fund on 31 March 2013 increasing the total sum invested to £7.5m. This is a pooled investment fund meeting the criteria in SI 2004 No 534 and subsequent amendments. This is an available for sale investment that can be sold if required. However this is seen as a long-term investment to generate additional income and realise a capital gain for the Council. In 2013-14 this fund produced a return of 5.668% and capital growth of £0.313m.

Further diversification was achieved, during the year, by investing £1m in each of 5 externally managed funds. These are also pooled investments meeting the criteria in SI 2004 No 534 and subsequent amendments as approved in the Council's strategy. These are seen as an alternative to bank call accounts producing an additional return by utilising a range of securities whilst still enabling withdrawals at between 1 and 4 days' notice. The average return achieved in 2013-14 was 0.75%.

5.6 Managing Investment Risk

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

5.6.2 Security

Security of capital remained the Council's main investment objective. This was maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2013/14.

Investments made during the year were restricted to:

- Deposits with the Debt Management Office.
- Call Accounts and deposits with UK Banks and Building Societies systemically important to the UK banking system.
- Pooled funds (collective investment schemes) meeting the criteria in SI 2004 No 534 and subsequent amendments.

5.7 Credit Risk

5.7.1 Counterparty credit quality was assessed and monitored with reference to credit ratings; credit default swaps; GDP of the country in which the institutions operates; the country's net debt as a percentage of GDP; any potential support mechanisms and share price. The minimum long-term counterparty rating determined for the 2013-14 treasury strategy was A-/A-/A3 across rating agencies Fitch, S&P and Moody's.

5.7.2 Credit conditions remained stable throughout the year. The main issue restricting maturity and counterparty limits was the prospect of the withdrawal of government support to bail out failing banks. The main impact of this was on the credit rating of RBS. Back in July Moody's placed the bank on review for downgrade. At this time new deposits were limited to overnight/call and notice was given on the Council's 30 and 95 day notice accounts. Following completion of the review in March the long-term rating for RBS was cut to BBB+. This was below the minimum A- required and therefore all funds were withdrawn and the RBS group (RBs and NatWest) were suspended from the Councils list of approved counterparties for investments.

5.8 Credit Score Analysis

5.8.1 The Council's treasury advisers, Arlingclose, have developed a matrix to score the credit risk of an authority's investment portfolio. The matrix allocates a numerical score based on the credit rating of an institution, with an AAA rated institution scoring 1 and a D rated institution scoring 15. This is then weighted to reflect both the size of the deposit and the maturity term of the deposit. The aim is to achieve an overall score of 7 or lower on both weighted averages to reflect an investment approach based on security: the lower the score the better the security of the deposit.

5.8.2 Table 6 shows the rating currently attached to the Council's portfolio and its movement during the year using this matrix.

Table 6 Credit Risk Matrix

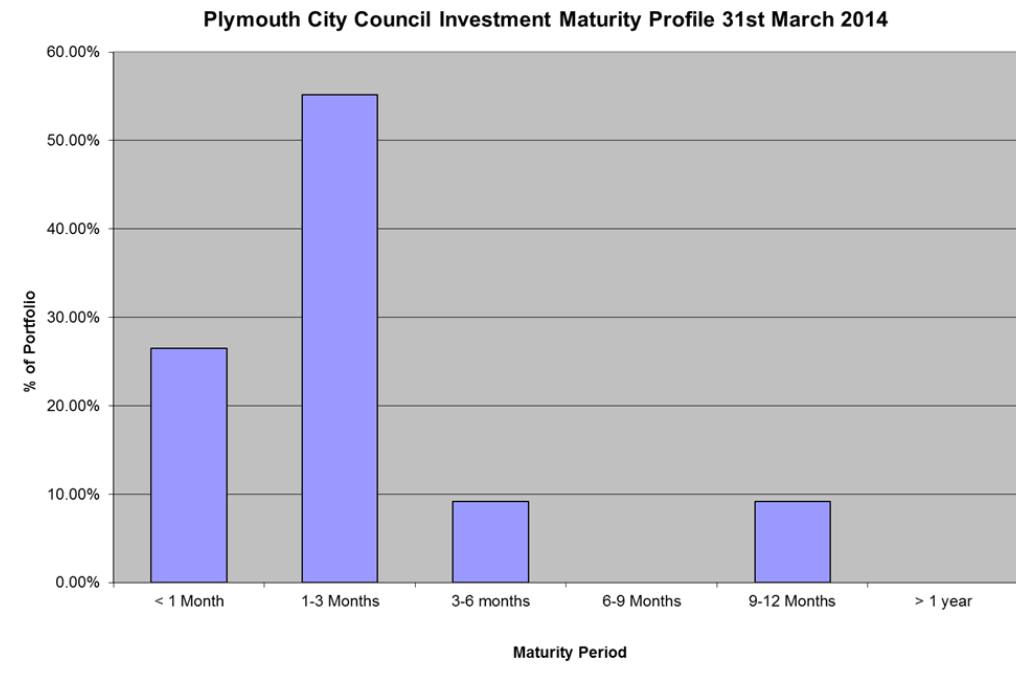
Date	Value Weighted Average – Credit Risk Score	Value Weighted Average – Credit Rating	Time Weighted Average – Credit Risk Score	Time Weighted Average – Credit Rating
31/03/2013	6.00	A	6.25	A
30/06/2013	6.12	A	6.16	A
30/09/2013	5.73	A	4.67	A+
31/12/2013	5.23	A+	5.01	A+
31/03/2014	5.32	A+	5.73	A

Note: These scores exclude any deposits with Icelandic banks.

Based on the scoring methodology, the Council’s counterparty credit quality has increased over the course of the year. This is in the main due to credit ratings remaining stable over the year with restrictions in deposits with the lower rate banks (RBS) and increasing deposits with higher rated banks such as HSBC and the Swedish Bank Svenska Handelsbanken. This has resulted in a credit risk score well with the 7 score set in the Council’s Treasury Management Strategy for 2013-14. Council officers are currently looking at opportunities to invest in some other highly rated banks, as part of the strategy to diversify investments, using certificates of deposit and AAA rated securities to further reduce the credit score of the Council’s investment portfolio.

5.9 Liquidity

Figure 3



5.9.1 In keeping with the CLG’s guidance on investments, the Council’s maintained a sufficient level of liquidity through the use of overnight deposits and the use of call accounts.

5.9.2 The maturity profile of the Councils deposits is represented in Figure 3. This shows a large proportion of deposits maturing in less than three month, reflecting the deposits in call and notice accounts giving the liquidity to cover cash flow requirements.

5.10 Yield- Investment performance for the year

5.10.1 The Council sought to optimise returns commensurate with its objectives of security and liquidity. The UK Bank Rate was maintained at 0.5% through the year.

5.10.2 Investments were made short-term to cover cashflow and liquidity requirements and longer-term to maximise and guarantee future income. Excluding the longer-term investments covered in 5.5 during 2013/14 the Council deposited funds for a range of periods from overnight to 12 months, dependent on the Council's cash flows, officers' interest rate view, the interest rates on offer and the economic climate/credit risk.

5.10.3 The Council's treasury management officers work to a benchmark rate of return, the 7 day London Interbank Bid (LIBID) rate – which is the rate which can be achieved on the London interbank market for cash deposits of 7 days and is regarded as the standard benchmark. The 7 day rate is calculated on a daily basis and averaged for the year. Table 7 below compares the average return achieved by the in-house team with the benchmark. An average rate of 0.7753% was achieved for new investments in the year against a target of 0.8%.

A major impact on deposit returns in 2013-14 was the Funding for Lending Scheme (FFLS) implemented by the Bank of England to provide cheaper funding to Banks and Building Societies to be passed on through mortgages and loans. This resulted in reductions in deposit rates available to the Council.

Table 7

	Weighted Average Investment	Benchmark Rate %	Actual Return %
Internally Managed:	£101.653m	0.35	0.7753

The table shows that the internal performance exceeded the benchmark for the year, despite the impact of FFLS.

5.11 Breach of Counterpart Limit with Santander UK Plc

5.11.1 Council officers work within approved counterpart limits. This was set at a maximum of £30m for approved UK banks and building societies, included on the council's lending list, meeting the credit criteria set out in 5.7.1.

An error occurred on 18 November 2014 when all records were updated to show a deposit to the council's Santander Call account of £5.565m. A payment sheet was prepared for this Santander deposit and passed to an officer for payment. When this was input on the Council's online banking system the

wrong bank was selected. On authorisation by a Group Accountant this error was not picked up and the funds were deposited with RBS.

This led to a balance in our RBS call account of £5.625m more than recorded on the cashflow, dealing record and reconciliation sheets. Due to this error the balance in the RBS account reached £35.415m. This was picked up on 20 November, the Section 151 Officer and Internal Audit were informed, and an immediate withdrawal made to bring the account balance back below £30m.

5.11.2 All the records in relation to these deposits were correct and the error was due to problems with the input and authorisation process. Officers have been informed of their importance in this process and the need to check all payments thoroughly.

5.12 Benchmarking

5.12.1 As outlined above, Arlingclose have developed a set of benchmarking criteria to enable comparisons on investment performance to be made on data provided by all their clients.

To ensure a like with like comparison, the graphs compare our investment performance with other unitary authorities. This is based on data provided to 31 March 2014. The results of the benchmarking are discussed at regular Strategic Treasury Management meetings with our advisers. The benchmarking has to be taken in the context of risk appetite and the legacy investments that the Council has in its portfolio.

The graphs used for comparison attached as **Appendix I** to this report are:

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

6. **Icelandic Banks Update**

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

Bank	Original Deposit £m	Comment	Balance March 2014 £m
Heritable Bank	3.000	dividends 16.74p in the £ in 2013/14 94.02% recovered	0.189
Glitnir	6.000	79.15% recovered (see 6.6 below)	1.328
Lansbanki	4.000	dividends 5.03p in the £ in 2013/14 - 52.22% recovered; made decision to sell the remainder of the outstanding claim, This resulted in an additional receipt of £1.645m	0.000
Total	13.000		1.517

6.6 Further recoveries

The Council currently has approximately £1.2m in Icelandic Krona (ISK) remaining in Escrow in Iceland from the Glitnir Bank settlement. The Council is currently working with the LGA, Bevan Brittan and other affected authorities to research ways of converting the ISK element of the impaired Icelandic deposit into Foreign Exchange i.e. British Pounds.

7. **Revenue Implications of Treasury Management**

7.1 The expenditure arising from the Council's borrowing and lending accrues to the revenue accounts. This includes interest payable and receivable, the minimum revenue provision (for debt repayment) and premiums and discounts written out to revenue from previous debt rescheduling. Some of the interest receivable is passed onto specific accounts where this interest has accrued from the investment of surplus balances for these services. The balance (net cost) is met by the General Fund. Table 8 below shows the income and expenditure arising from these transactions in 2013/14.

7.2 The net cost of capital financing to the General Fund in 2013/14 reduced by £0.658m from the 2013/14 budget due to a reduction in MRP of £0.541m, reduced treasury management costs of £0.738m and other cost increases of £0.621m. The MRP is a statutory charge to revenue based on the Council's capital expenditure financed from borrowing. The reduction is due to a review and reallocation of the financing of capital expenditure. The reduction in treasury management costs is due to the repayment of long-term loans and the use of low rate short-term borrowing, as an alternative to the use of long-term borrowing or internal balances, to fund capital expenditure.

Summary of Capital Financing Costs 2013/14

Table 8

	2013/14 Budget £000	2013/14 Outturn £000	Variance £000
External interest payments	9,610	8,820	(790)
External interest received	(1,133)	(1,207)	(74)
Interest transferred to other accounts	15	80	65
Premiums / Discounts written out to Revenue	(189)	(141)	48
Debt Management Expenses	126	139	13
Treasury Management Cost	8,429	7,691	(738)
Minimum Revenue Provision	8,101	7,560	(541)
Recharges for unsupported borrowing	(4,267)	(3,660)	607
Recovered from trading Accounts	(2,805)	(2,791)	14
Net Cost to General Fund	9,458	8,800	(658)

8. Compliance with Prudential Indicators

Under the arrangements set out in the Prudential Code for Capital Finance in Local Authorities, individual authorities are responsible for deciding the level of their affordable borrowing, having regard to the Code, and for establishing a range of Prudential Indicators covering borrowing limits and other treasury management measures.

The compliance of borrowing within the Authorised Limit and Operational Boundary is confirmed in section 4.5 of this report. The Prudential Indicators for 2013/14 were approved by Council on 25 February 2013 and updated on 24 February 2014 as part of the approved Treasury Management Strategy for 2014/15. The performance against these approved indicators is set out in **Appendix 2**.

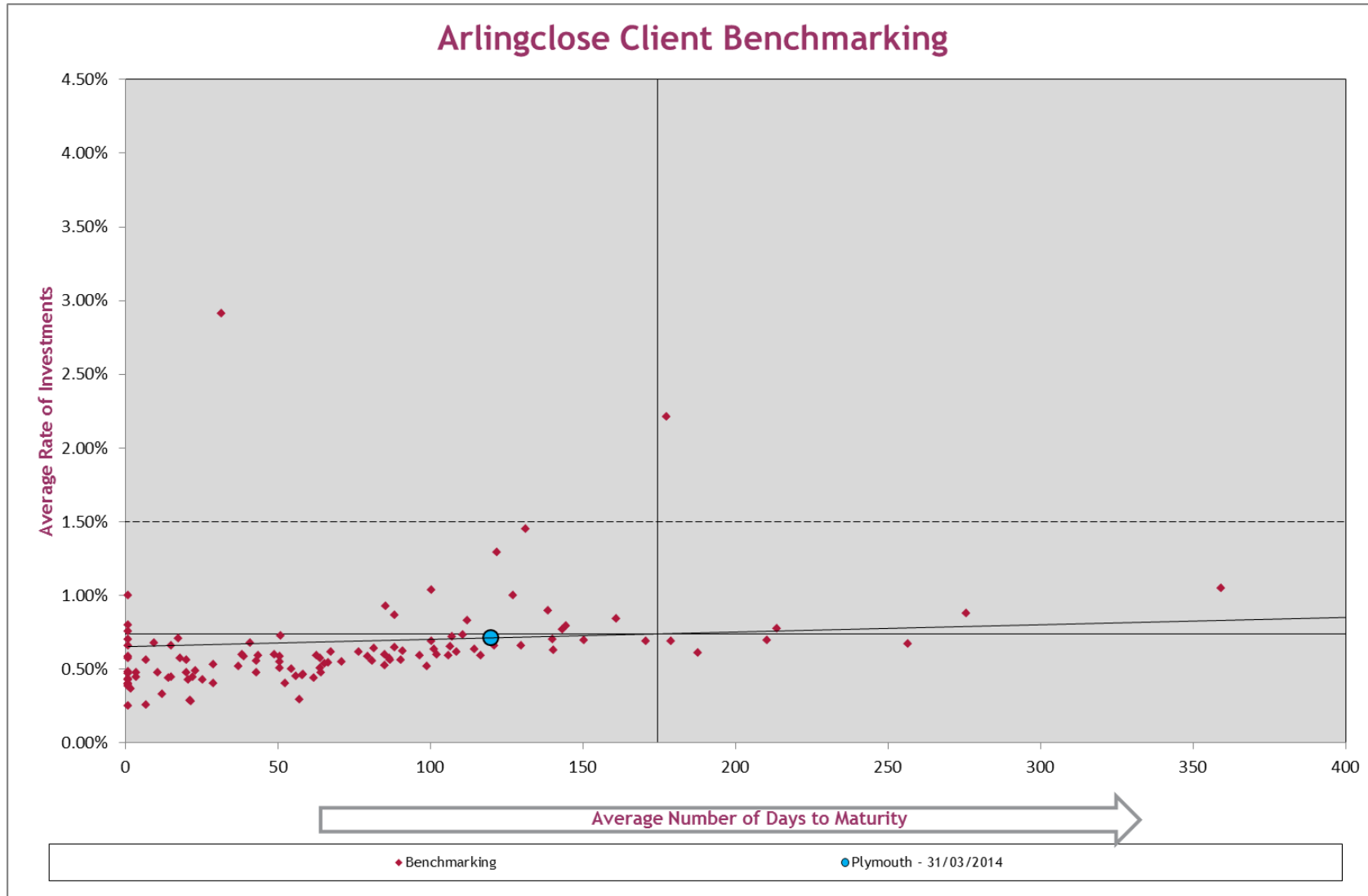
9. External Service Providers

- 9.1 Arlingclose is appointed as the Council's treasury management adviser. The Council is clear as to the services it expects and is provided under the contract. The service provision is comprehensively documented. The Council paid a sum of £24,000 in 2013/14 for this service. The contract with Arlingclose ends on 31 December 2014. Officers are currently in the process of retendering for this service. Officers will update on the out-come of this process in a future report.
- 9.2 The Council is also clear that overall responsibility for Treasury Management remains with the Council.

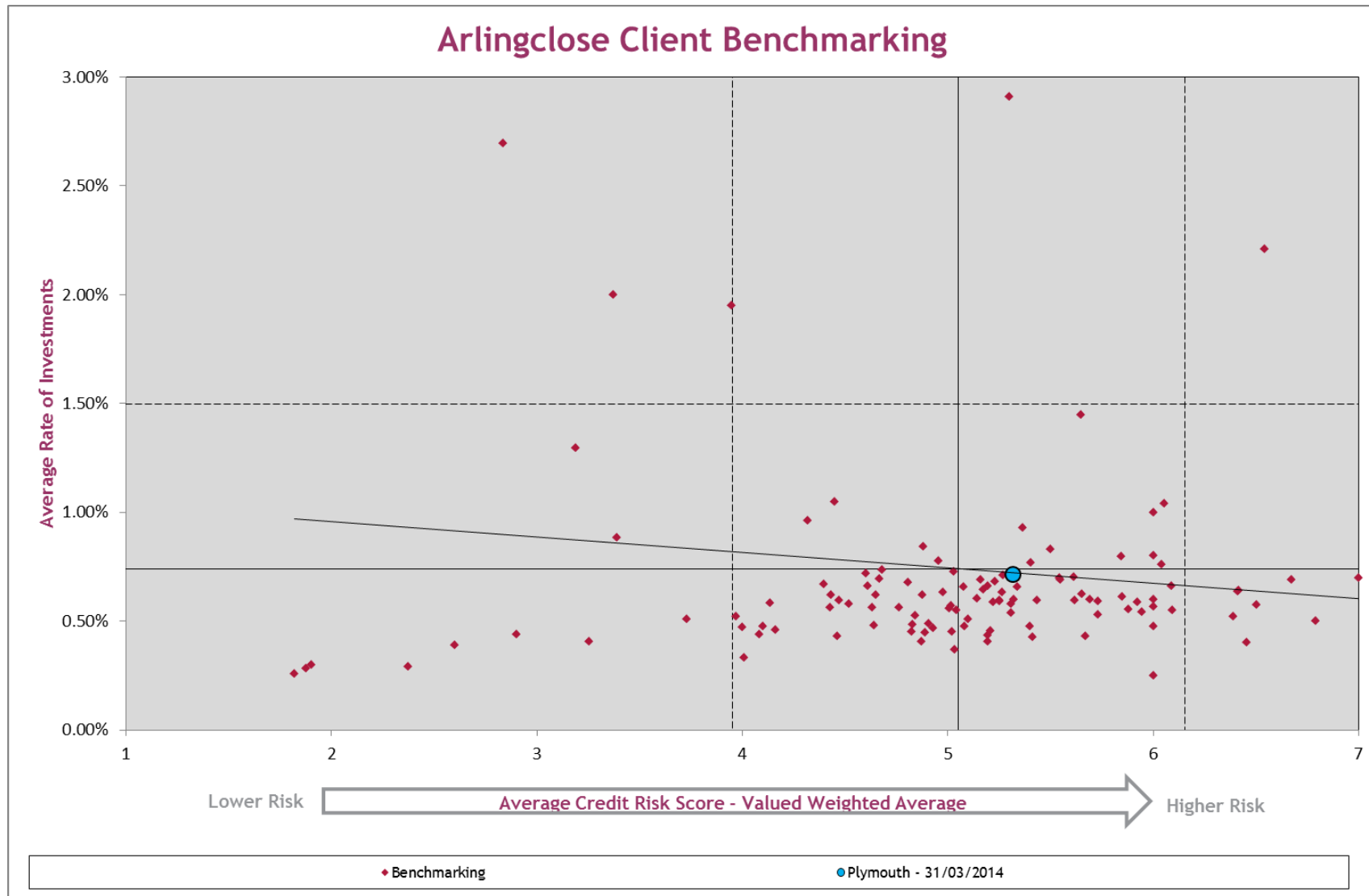
10. Training

- 10.1 CIPFA's revised Code requires the Section 151 Officer to ensure that all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities.
- 10.2 The CLG's revised investment guidance also recommends that a process is adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.
- 10.3 The Council continues to keep its training requirement under review.

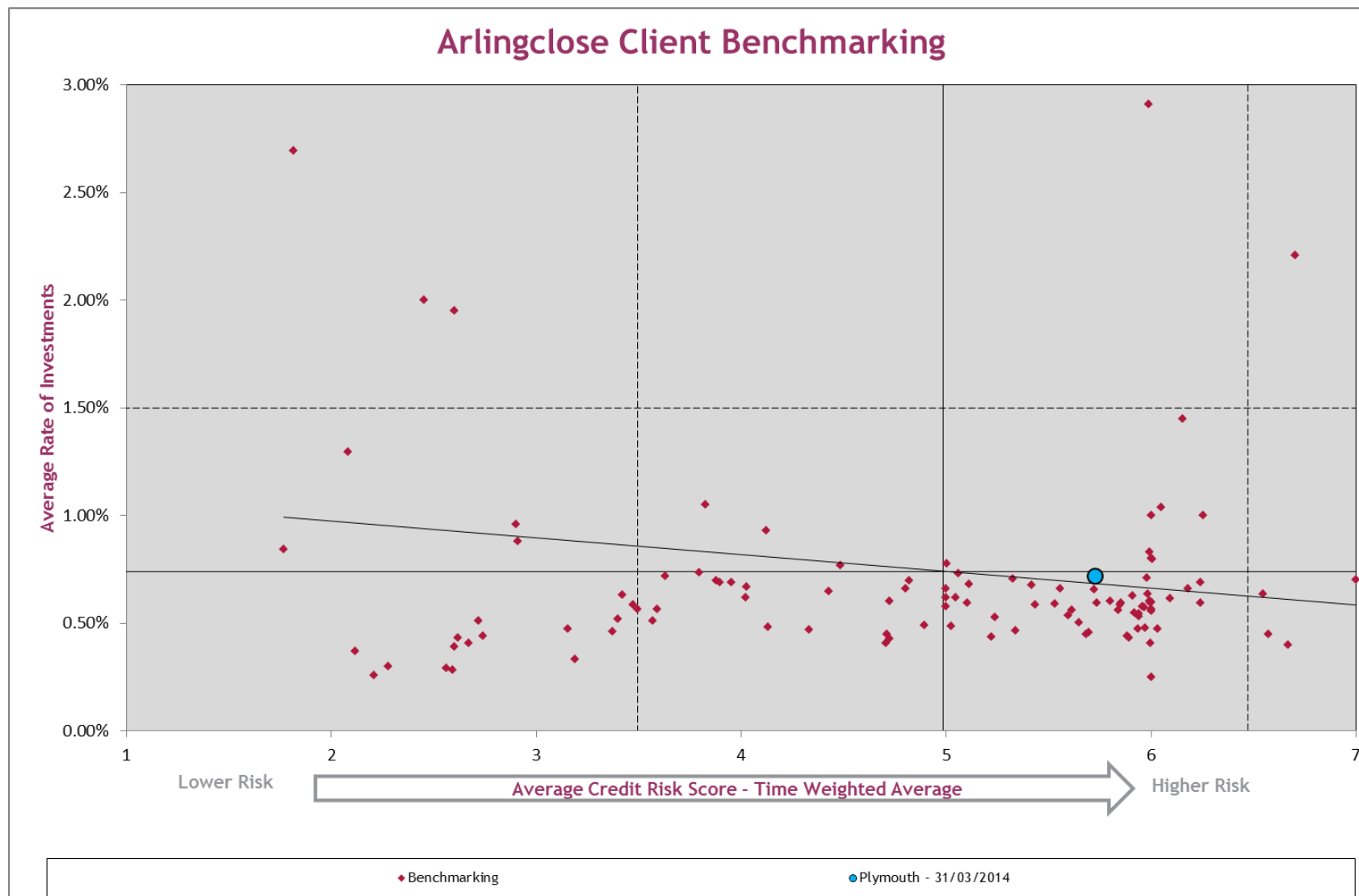
Appendix A Investment Benchmarking March 2014 – Average Rate of Return v Maturity



Appendix A Investment Benchmarking March 2014 – Average Rate of Return v Credit Risk



Appendix A Investment Benchmarking March 2014 – Average Rate of Return v Credit Risk Time Weighted



Prudential Indicator Compliance

1. Upper Limit for Fixed Interest Rate Exposure and Variable Interest Rate Exposure

- These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates.
- The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

	Limits for 2013/14 %	Maximum during 2013-14 %
Upper Limit for Fixed Interest Rate Exposure	200	193.11
Compliance with Limits:		Yes
Upper Limit for Variable Interest Rate Exposure	50	26.16
Compliance with Limits		Yes

2. Maturity Structure of Fixed Rate Borrowing

- This indicator is to limit large concentration of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

Maturity Structure of Fixed Rate borrowing	Upper Limit %	Lower Limit %	Actual Fixed Rate Borrowing in 2013/14		Compliance with Set Limits?
			High %	Low %	
under 12 months	40	0	30.45	7.88	Yes
12 months and within 24 months	60	0	50.48	30.48	Yes
24 months and within 5 years	40	0	22.99	8.60	Yes
5 years and within 10 years	25	0	4.56	1.94	Yes
10 years and within 20 years	25	0	4.04	2.86	Yes
20 years and within 30 years	25	0	6.88	5.19	Yes
30 years and within 40 years	30	0	7.44	4.67	Yes
40 years and within 50 years	35	0	17.18	9.36	Yes
50 years and above	25	0	0		Yes

The maturity profile of fixed rate borrowing allows for the maturity of Lobo loans to the earliest date on which the lender can require payment, i.e. the next call date.

3. Actual External Debt

- This indicator is obtained directly from the Authority's balance sheet. It is the closing balance for actual gross borrowing (short and long-term) plus other deferred liabilities.

Actual External Debt as at 31/03/2014	£m
Borrowing	225.139
Other Long-term liabilities	40.266
Total	265.405

4. Capital Expenditure

- This indicator is set to ensure the level of proposed capital expenditure remains within sustainable limits, and, in particular, to consider the impact on Council Tax.

Capital Expenditure	2013/14 Approved £m	2013/14 Revised £m	2013/14 Actual £m	2014/15 Estimate £m	2015/16 Estimate £m
Total	68.922	57.576	47.217	79.266	48.575

Capital expenditure has been and is forecast to be financed or funded as follows:

Capital Financing	2013/14 Approved £m	2013/14 Revised £m	2013/14 Actuals £m	2014/15 Estimate £m	2015/16 Estimate £m
Capital Receipts	6.454	2.806	3.114	10.957	8.861
Grants and Contributions	44.264	40.019	35.130	44.463	25.890
Section 106/Tariff	0.750	1.091	0.539	10.182	4.650
Revenue/Fund	2.936	3.416	3.889	2.500	0.750
Total Financing	54.404	47.332	42.672	68.102	40.151
Borrowing:					
Supported Borrowing					
Unsupported Borrowing	14.518	10.244	4.545	11.164	8.424
Total Funding	14.518	10.244	4.545	11.164	8.424
Total Financing and Funding	68.922	57.576	47.217	79.266	48.575

The table shows the capital expenditure plans of the Authority could not be funded entirely from sources other than external borrowing.

5. Ratio of Financing Costs to Net Revenue Stream

- This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs.

Ratio of Financing Costs to Net Revenue Stream	2013/14 Approved %	2013/14 Revised %	2013/14 Actual %	2014/15 Estimate %	2015/16 Estimate %
	7.78	7.26	7.17	7.47	7.88

6. Incremental Impact of Capital Investment Decisions

- This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax levels. The incremental impact is calculated comparing the revenue budget requirements of the current capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

Incremental Impact of Capital Investment Decisions	2013/14 Approved £m	2013/14 Revised £m	2013/14 Actual £m	2014/15 Estimate £m	2015/16 Estimate £m
Increase in Band D Council Tax	1.17	0.83	0.17	4.81	13.90

7. Upper Limit for Total Principal Sums Invested Over 364 Days

Upper Limit for total principal sums invested over 364 days	2013/14 Approved £m	2013/14 Revised £m	2013/14 Actual £m	2014/15 Estimate £m	2015/16 Estimate £m
	30	30	12.5	40	40

The Council's investment policy for 2013/14 was to keep deposit maturities to a maximum of 12 months. No deposits were made beyond 364 days. As stated in section 6.5 of this report a further £2.5m was invested in a Property fund, bringing the total investment to £7.5m, and £5m was invested in 5 externally managed funds. All these investments were viewed as long-term and will be held for periods beyond 364 days in order to diversify the Council's investment portfolio and achieve additional returns.

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PLYMOUTH CITY COUNCIL

Subject: Local Government Pension Scheme – Employer Discretions
Committee: City Council
Date: 24 November 2014
Cabinet Member: Councillor Peter Smith
CMT Member: Giles Perritt (Assistant Chief Executive)
Author: Stuart Hingston, Payroll Services Manager
Contact details: Tel: 017520 305548
Email: stuart.hingston@plymouth.gov.uk

Ref:

Key Decision: No
Part: I

Purpose of the report:

To outline the existing and revised discretions available to the Council following the introduction of the new Local Government Scheme Regulations (LGPS) 2014 scheme on 1 April 2014; and to seek approval for the recommended discretions as they apply to current scheme members, employees eligible for scheme membership or previous scheme members.

The regulations require scheme employers to formulate, publish and keep under review a policy statement in relation to the exercise of a number of discretions available under the LGPS.

Power to deal with this type of pension decision is given to Council rather than Cabinet under the Local Government (Functions and Responsibilities) Regulations 2000.

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

If agreed, the recommendations of this report will reflect the Council's co-operative values of fairness and responsibility, demonstrating that the Council is using its resources wisely.

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

The recommendations of this report meet the Council's statutory obligations under the scheme. Discretions, that if exercised, would increase overall costs to the Council have not been exercised. Where discretions have been exercised at no cost, these are to the benefit of the Council and to the scheme members.

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

None arising directly from this report

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? Yes

Recommendations and Reasons for recommended action:

To approve the recommended discretions as they apply to current scheme members, employees eligible for scheme membership or previous scheme members.

To endorse the following policy documents and guide as attached to give effect to the changes set out in the report –

1. Plymouth City Council Discretions under the Local Government Pensions Scheme Regulations
2. Early Retirement Discretionary Pensions Arrangements Policy
3. Flexible Retirement Guide

Alternative options considered and rejected:

There is a statutory requirement to have a discretionary policy that sets out how each discretion available under the regulations has been exercised.

Published work / information:

Local Government Pension Scheme Regulations 2013
 Government Pension Scheme (Transitional Provisions & Savings) Regulation 2014

Background papers:

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

Sign off:

Fin	cdr1 415. 08	Leg	lt/216 44	Mon Off	2165 7/DV S	HR	HR- CS10. 11.14	Assets		IT		Strat Proc	
Originating SMT Member – Chris Squire													
Has the Cabinet Member(s) agreed the content of the report? Yes / No													

I INTRODUCTION

Following the implementation of the Local Government Pension Scheme Regulations 2013, the Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014 and previous regulations, Plymouth City Council has a number of discretions available under those regulations.

This report sets out the recommended discretion for each regulation where a policy is either required or recommended by the Administering Authority of the scheme, Peninsula Pensions (formerly Devon Pension Services).

The principle applied to the recommendation to exercise previous discretions and the discretions set out in this report are that, where there is a cost to PCC or an inconsistency would be created with the Teachers' Pension Scheme, that the discretion is not exercised (e.g. sharing the cost of Additional Voluntary Contributions). Where there is no cost and there are administrative benefits that the discretion is exercised (e.g. employee contribution rate review basis).

2 SCOPE OF POLICY

The **Local Government Pension Scheme** sets out the specific discretions available which are applied on the following basis:

Discretions exercised in relation to the 2014 scheme regulations – For all Plymouth City Council employees either active in or eligible to be members of scheme on or after 1 April 2014.

Discretions exercised in relation to the 2008 scheme regulations – For members who ceased active membership of scheme on or after 1 April 2008 and before 1 April 2014 with deferred benefits accrued.

Discretions exercised in relation to the 1997 scheme regulations – For members who ceased active membership of scheme on or after 1 April 1998 and before 1 April 2008 with deferred benefits accrued and active members where the 1997 regulations continue to apply (Councillor scheme members).

3 DISCRETIONS MADE UNDER LOCAL GOVERNMENT PENSION SCHEME 2013 AND TRANSITIONAL REGULATIONS 2014

3.1 Regulation 9 – Contributions payable by active members

The employer may decide on the time at which the contribution rate for active members is amended.

Plymouth City Council will determine the rate of contribution on 1 April 2014 and subsequently where there is a change in employment, or a material change which affects the member's pensionable pay, with the contributions payable being the applicable rate dependent on the relevant earnings banding in which the member's pensionable pay falls.

3.2 Regulations 16(2)(e) and 16(4)(d) – Funding of additional pension

Where a scheme member enters into an arrangement to pay additional pension contributions to purchase additional pension either by regular contributions or by lump sum, the employer may fund in whole or in part the contributions.

This discretion is exercised only in the circumstances where an scheme member has a period of approved unpaid leave and wishes to pay additional contributions to fund the lost pension due to reduced pensionable pay, has not made the election within 30 days of returning to work, but has done so within 30 days of the notification of the option to pay. The total cost is funded by scheme member at 1/3rd of cost and employer at 2/3rd of cost.

In any other circumstances any additional pension contributions will be funded in full by scheme members.

3.3 Regulation 17(1) – Funding of shared costs additional voluntary contributions commencing from 1 April 2014

The employer may enter into an arrangement to share the cost of the contributions to an additional voluntary contribution scheme with a scheme member.

This discretion is not exercised and any contributions will be funded in full by scheme members.

3.4 Transitional Regulation 15(1) – Funding of shared costs additional voluntary contributions commencing prior to 1 April 2014

The employer may enter into an arrangement to share the cost of the contributions to an additional voluntary contribution scheme with a scheme member.

This discretion is not exercised and any contributions will be funded in full by scheme members.

3.5 Regulations 22(7)(c) and 22(8)(b) – Aggregation of benefits

Where a scheme member has deferred pension benefits this will automatically be aggregated with any new employment or concurrent employment, unless the scheme member elects to retain the deferred benefit separately. The regulations provide for a period of 12 months from the relevant event* for this election to be made. The employer may extend this period.

*Relevant event is either commencement of new employment or ceasing concurrent employment.

This discretion is not exercised and any election must be made with 12 month of relevant date.

3.6 Regulations 30(6) and Transitional Regulations 11(2) – Flexible Retirement

A scheme member, who has reached the age of 55 or over and who reduces their working hours or grade of employment, may request that the employer agrees to payment of either all or part of their accrued benefits.

Some examples of where an employee may be eligible to apply to take flexible retirement are as follows:

- Employee accepts a new job role on less hours or lower grade as part of a restructure.
- Request by employee to reduce hours or move to lower graded post approved by employer.
- Reduction in grade following job evaluation review.

To ensure consistency with the Teachers Pension Regulations, PCC will currently only consider release of benefits where there is a reduction in employee's gross pay of at least 25% and, will only agree where there is no cost to employer.

3.7 Regulation 30(8) – Waiving of actuarial reduction in benefits

The employer may agree to waive in whole or in part any reduction that would be applied to a scheme members benefits due to early release, where a scheme member, is aged 55 or over, has either left employment before their normal pension age or has taken flexible retirement (see 3.6).

This discretion to waive reductions in early released benefits is not exercised and any reduction to benefits will apply.

3.8 Transitional Regulation Schedule 2 Para. 2(2 and 3) – '85 year rule' switch-on

Where a member voluntarily leaves after age 55 and before age 60, the employer may allow the 85 year rule to apply. This would result in the scheme member not suffering an actuarial reduction in benefits where the scheme member's service plus age at date of leaving total 85 years.

Where this discretion is allowed, the employer would incur additional costs.

To ensure consistency with 3.7 - Regulations 30(8) – Waiving of actuarial reduction in benefits above, this discretion is not exercised.

3.9 Regulation 31 – Award of additional pension

The employer may grant additional pension of up to £6500 per annum to an active scheme member or within 6 months of ceasing to be an active scheme member by reason of redundancy or business efficiency.

This discretion to increase pension for eligible scheme members is not exercised.

3.10 Regulation 100(6) – Inward transfer of pension rights

Where a member has previous pension rights, they have 12 months from the date they became an active member in their employment to elect to transfer the value of these rights. The employer may extend this normal time limit.

To ensure consistency with the Teachers Pension Scheme, where this discretion does not exist in that pension scheme, Plymouth City Council will not exercise this discretion.

4 DISCRETIONS MADE UNDER LOCAL GOVERNMENT PENSION SCHEME 2008

4.1 Benefit Regulation 11 – Final Pay: Fees

Where a scheme member's remuneration consists of fees (e.g. Returning Officer), their remuneration may be averaged over a period of three consecutive years ending 31st March in the ten consecutive years prior to leaving.

Plymouth City Council will continue to exercise this discretion.

4.2 Benefit Regulation 30 – Early payment of pension

Under regulation 30, a scheme member who has left a local government employment before they are entitled to payment of retirement benefits under other regulations (and before 1 April 2014), may, once they have reached the age of 55, choose to receive payment of their benefits. However, if the scheme member is aged under age 60, the benefits are only payable with consent of their former employer. Any reduction to these benefits may be waived by the former employer on compassionate grounds.

This discretion will continue to be applied on a case by case basis, and only in exceptional circumstances. Where a reduction to the benefits is applicable, the Assistant Director responsible for Human Resources may agree in consultation with the Council's Section 151 Officer, on the behalf of Plymouth City Council, to waive the reduction on compassionate grounds.

5 DISCRETIONS MADE UNDER LOCAL GOVERNMENT PENSION SCHEME 1997 (as amended)

5.1 Regulation 31 – Early payment of pension

Under regulation 31, a member who has left a local government employment before they are entitled to payment of retirement benefits under other regulations (and before 1 April 2008) or are a member where the 1997 regulations apply (Councillor Members), may, once they have reached the age of 50, choose to receive payment of their benefits. However, if the scheme member is aged under age 60, the benefits are only payable with consent of their former employer. Any reduction to these benefits may be waived by the former employer on compassionate grounds.

Additionally, if a scheme member who has previously opted out of scheme and continues to be employed requests for payment of pension benefits from their normal retirement date, they may only do so with the employers consent.

This discretion will continue to be applied on a case by case basis for those aged 55 and over when the benefits would be paid, and only in exceptional circumstances. Where a reduction to the benefits is applicable, the Assistant Director responsible for Human Resources may agree in consultation with the Council's Section 151 Officer, on the behalf of Plymouth City Council, to waive the reduction on compassionate grounds.

For those aged 50 to 54 when the benefits would be paid, this discretion won't be applied as releasing benefits would result in the Authority contravening HMRC regulations which do not allow the release of benefits before age 55 and would additionally receive a financial penalty. In these circumstances the member would also receive an enhanced tax liability on their pension benefits.

LOCAL GOVERNMENT PENSION SCHEME - DISCRETIONS

Human Resources and Organisational Development



PLYMOUTH
CITY COUNCIL

CHANGES

1 April 2008: Policy produced

November 2014: Policy reviewed and updated following introduction LGPS 2014 scheme and subsequently made by Plymouth City Council for individual discretions.

Contacts

If you have any questions regarding this policy please contact the policy team at hrpolicyteam@plymouth.gov.uk

Policies are available in large print, Braille or other languages.

If you would like help understanding the contents of this policy, please speak to your line manager or contact the HR Policy Team for assistance.

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I. PURPOSE

Following the implementation of the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014, Plymouth City Council has a number of discretions available under those regulations.

This policy sets out the regulations and the Council's discretionary policy for each regulation where a policy is either required or recommended by the Administering Authority of the scheme, Peninsula Pensions (formerly Devon Pension Services).

Other discretions already existed under the previous regulations, Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, the Local Government Pension Scheme (Administration) Regulations 2008 and the Local Government Pension Regulations 1997 (as amended) and those were set out in the previous versions of this document.

2. SCOPE

This policy sets out the specific discretions available which are applied on the following basis:

1. **Discretions exercised in relation to the 2014 regulations** – For all Plymouth City Council employees either active in or eligible to be members of scheme on or after 1 April 2014.
2. **Discretions exercised in relation to the 2008 regulations** – For members who ceased active membership of scheme on or after 1 April 2008 and before 1 April 2014 with deferred benefits accrued.
3. **Discretions exercised in relation to the 1997 regulations** – For members who ceased active membership of scheme on or after 1 April 1998 and before 1 April 2008 with deferred benefits accrued and active members where the 1997 regulations continue to apply (Councillor scheme members).

3. NOTIFICATION OF FUTURE CHANGES

These are by definition 'discretionary arrangements'. Should the discretions be revised, under the regulations the Council must, before the expiry of one month from the date of revision of the policy:

- a. Send a copy of the revised policy statement to the pension scheme administering authority.
- b. Publish the revised policy statement.

4. DISCRETIONS MADE UNDER LOCAL GOVERNMENT PENSION SCHEME 2013 AND TRANSITIONAL REGULATIONS 2014

4.1 Regulation 9 – Contributions payable by active members

The employer may decide on the time at which the contribution rate for active members is amended.

Plymouth City Council will determine the rate of contribution on 1 April 2014 and subsequently where there is a change in employment, or a material change which affects the member's pensionable pay, with the contributions payable being the applicable rate dependent on the relevant earnings banding in which the members pensionable pay falls.

4.2 Regulations 16(2)(e) and 16(4)(d) – Funding of additional pension

Where a scheme member enters into an arrangement to pay additional pension contributions to purchase additional pension either by regular contributions or by lump sum, the employer may fund in whole or in part the contributions.

This discretion is exercised only in the circumstances where an scheme member has a period of approved unpaid leave and wishes to pay additional contributions to fund the lost pension due to reduced pensionable pay, has not made the election within 30 days of returning to work, but has done so within 30 days of the notification of the option to pay. The total cost is funded by scheme member at 1/3rd of cost and employer at 2/3rd of cost.

In any other circumstances any additional pension contributions will be funded in full by scheme members.

4.3 Regulation 17(1) – Funding of shared costs additional voluntary contributions commencing from 1 April 2014

The employer may enter into an arrangement to share the cost of the contributions to an additional voluntary contribution scheme with a scheme member.

This discretion is not exercised and any contributions will be funded in full by scheme members.

4.4 Transitional Regulation 15(1) – Funding of shared costs additional voluntary contributions commencing prior to 1 April 2014

The employer may enter into an arrangement to share the cost of the contributions to an additional voluntary contribution scheme with a scheme member.

This discretion is not exercised and any contributions will be funded in full by scheme members.

4.5 Regulations 22(7)(c) and 22(8)(b) – Aggregation of benefits

Where a scheme member has deferred pension benefits this will automatically be aggregated with any new employment or concurrent employment, unless the scheme member elects to retain the deferred benefit separately. The regulations provide for a period of 12 months from the relevant event* for this election to be made. The employer may extend this period.

*Relevant event is either commencement of new employment or ceasing concurrent employment.

This discretion is not exercised and any election must be made with 12 month of relevant date.

4.6 Regulations 30(6) and Transitional Regulations 11(2) – Flexible Retirement

A scheme member, who has reached the age of 55 or over and who reduces their working hours or grade of employment, may request that the employer agrees to payment of either all or part of their accrued benefits.

Some examples of where an employee may be eligible to apply to take flexible retirement are as follows:

- Employee accepts a new job role on less hours or lower grade as part of a restructure.
- Request by employee to reduce hours or move to lower graded post approved by employer.
- Reduction in grade following job evaluation review.

To ensure consistency with the Teachers Pension Regulations, PCC will currently only consider release of benefits where there is a reduction in employee's gross pay of at least 25% and, will only agree where there is no cost to employer.

4.7 Regulation 30(8) – Waiving of actuarial reduction in benefits

The employer may agree to waive in whole or in part any reduction that would be applied to a scheme members benefits due to early release, where a scheme member, is aged 55 or over, has either left employment before their normal pension age or has taken flexible retirement (see 4.6).

This discretion to waive reductions in early released benefits is not exercised and any reduction to benefits will apply.

4.8 Transitional Regulation Schedule 2 Para. 2(2 and 3) – '85 year rule' switch-on

Where a member voluntarily leaves after age 55 and before age 60, the employer may allow the 85 year rule to apply. This would result in the scheme member not suffering an actuarial reduction in benefits where the scheme member's service plus age at date of leaving total 85 years.

Where this discretion is allowed, the employer would incur additional costs.

*To ensure consistency with **4.7 - Regulations 30(8) – Waiving of actuarial reduction in benefits** above, this discretion is not exercised.*

4.9 Regulation 31 – Award of additional pension

The employer may grant additional pension of up to £6500 per annum to an active scheme member or within 6 months of ceasing to be an active scheme member by reason of redundancy or business efficiency.

This discretion to increase pension for eligible scheme members is not exercised.

4.10 Regulation 100(6) – Inward transfer of pension rights

Where a member has previous pension rights, they have 12 months from the date they became an active member in their employment to elect to transfer the value of these rights. The employer may extend this normal time limit.

To ensure consistency with the Teachers Pension Scheme, where this discretion does not exist in that pension scheme, Plymouth City Council will not exercise this discretion.

5. DISCRETIONS MADE UNDER LOCAL GOVERNMENT PENSION SCHEME 2008

5.1 Benefit Regulation 11 – Final Pay: Fees

Where a scheme member's remuneration consists of fees (e.g. Returning Officer), their remuneration may be averaged over a period of three consecutive years ending 31st March in the ten consecutive years prior to leaving.

Plymouth City Council will continue to exercise this discretion.

5.2 Benefit Regulation 30 – Early payment of pension

Under regulation 30, a scheme member who has left a local government employment before they are entitled to payment of retirement benefits under other regulations (and before 1 April 2014), may, once they have reached the age of 55, choose to receive payment of their benefits. However, if the scheme member is aged under age 60, the benefits are only payable with consent of their former employer. Any reduction to these benefits may be waived by the former employer on compassionate grounds.

This discretion will continue to be applied on a case by case basis, and only in exceptional circumstances. Where a reduction to the benefits is applicable, the Assistant Director responsible for Human Resources may agree in consultation with the Council's Section 151 Officer, on the behalf of Plymouth City Council, to waive the reduction on compassionate grounds.

6. DISCRETIONS MADE UNDER LOCAL GOVERNMENT PENSION SCHEME 1997 (as amended)

6.1 Regulation 31 – Early payment of pension

Under regulation 31, a member who has left a local government employment before they are entitled to payment of retirement benefits under other regulations (and before 1 April 2008) or are a member where the 1997 regulations apply (Councillor Members), may, once they have reached the age of 50, choose to receive payment of their benefits. However, if the scheme member is aged under age 60, the benefits are only payable with consent of their former employer. Any reduction to these benefits may be waived by the former employer on compassionate grounds.

Additionally, if a scheme member who has previously opted out of scheme and continues to be employed requests for payment of pension benefits from their normal retirement date, they may only do so with the employers consent.

This discretion will continue to be applied on a case by case basis for those aged 55 and over when the benefits would be paid, and only in exceptional circumstances. Where a reduction to the benefits is applicable, the Assistant Director responsible for Human Resources may agree in consultation with the Council's Section 151 Officer, on the behalf of Plymouth City Council, to waive the reduction on compassionate grounds.

For those aged 50 to 54 when the benefits would be paid, this discretion won't be applied as releasing benefits would result in the Authority contravening HMRC regulations which do not allow the release of benefits before age 55 and would additional receive a financial penalty. In these circumstances the member would also receive an enhanced tax liability on their pension benefits.

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EARLY RETIREMENT DISCRETIONARY PENSION ARRANGEMENTS POLICY

Human Resources and Organisational Development



PLYMOUTH
CITY COUNCIL

CHANGES

05 October 2006: New policy, replaces early retirement scheme.

10 October 2006: Correction (removal of reference to age 65 in section LGPS flexible retirement, LGPS has no set limit).

01 April 2008: Correction (removal of reference to specific age for benefits, change age 50 to 55 in appendices, add 25% reduction to flexible retirement).

March 2010: Styling revised in line with corporate guidelines.

May 2010: Explanations of added years and augmentation added, Reference to protections for LSC TUPE transferees added.

01 October 2011: Removal of discretionary compensation lump sum payment due to redundancy for non NEOST staff.

November 2014: Policy reviewed and updated following introduction LGPS 2014 scheme. Removal of Employer Consent provisions for employees aged 55 to 60. Section 5 updated to reflect current statutory redundancy weekly payment.

Policies are available in large print, Braille or other languages.

If you would like help understanding the contents of this policy, please speak to your line manager or contact the HR Policy Team for assistance.

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1 PURPOSE

This policy outlines the council's discretionary arrangements regarding:

- Early termination of employment
- Flexible retirement

This policy (as amended) replaces the authority's Early Retirement Scheme, which was effective from 01 October 1999 and was amended in 2001.

2 SCOPE

In the interests of consistency and fairness, this policy applies to all Plymouth City Council employees, although the arrangements relating to early/flexible retirement are specific to members of either the Local Government Pension Scheme (LGPS) or Teacher's Pension Scheme (TPS).

In addition, reference is made to Plymouth City Council's position on augmenting provisions and converting cash sums to periods of pension membership in cases of early termination, and this is specifically relevant to active pension members.

3 NOTIFICATION OF FUTURE CHANGES

These are by definition 'discretionary arrangements'. Should the discretions be revised, under the regulations the Council must, before the expiry of one month from the date of revision of the policy:

- a. Send a copy of the revised policy statement to the pension scheme administering authority.
- b. Publish the revised policy statement.

4 EARLY TERMINATION OF EMPLOYMENT

Early termination as defined in the Regulations covers termination:

- By reason of redundancy, or
- In the interests of the efficient exercise of the employing Authority's functions.

4.1 Compensatory added years

In the event of early termination of employment by reason of redundancy or efficiency, an employer could award additional service in the form of compensatory 'added years'. This option was removed from the LGPS in October 2006 and therefore to ensure consistency Plymouth City Council does not award 'added years' to members of the TPS.

4.2 Augmentation

Under the LGPS, an employer may increase the membership of any active pension scheme member, this is known as augmentation. In the event of early termination of employment by reason of redundancy or efficiency, Plymouth City Council's policy will not augment a member's benefits.

4.3 Conversion of cash sums into pension membership

In the event of redundancy or efficiency ending employment, the authority has chosen not to utilise the option to convert cash sums in excess of any statutory redundancy payment into a period of pension membership.

4.4 Lump sum compensation payments

4.4.1 Lump sum compensation in the event of early termination by reason of 'redundancy'

Under the Employment Rights Act 1996, where employment is terminated early by reason of redundancy, and length of service exceeds two years, employees are entitled to statutory redundancy pay. This authority only pays discretionary lump sum payments, in the event of termination of employment due to redundancy, to employees not employed under Plymouth Book terms and conditions, where the pay ceiling is doubled. Examples are shown in **Section 5**.

4.4.2 No lump sum compensation payment in the event of early termination by reason of 'efficiency'

On the rare occasions that an arrangement is made with an employee for their employment to be terminated early in the interests of the efficient exercise of this organisation's functions, employees over the required minimum age under the specific pension regulations, will be entitled to their statutory benefits under the terms of the LGPS, however they will not be entitled to any discretionary compensation payment.

5 PCC CALCULATION OF STATUTORY REDUNDANCY PAY

Employee	No of weeks pay based on statutory calculation	Weeks pay	Weekly pay	Total redundancy payment	Calculation of statutory entitlement (1)	Statutory weekly pay (2)	Additional weekly pay (3)
Employee A – age 21 with 3 years service, £250 weekly pay	3 yrs service x ½ wk pay	1.5	£250	£375	£375	£250	n/a
Employee B – age 60 with 30 years service, £500 weekly pay	1 yrs service x 1 wks pay + 19 x 1½ wks pay	29.5	£500	£13688	£13688	£464	n/a
Employee C (employed under NEOST T's & C's) – age 36 with 12 years' service £700 weekly pay	12 yrs' service x 1wk pay	12	£700	£8400	£5568	£464	£236

(1) Statutory weekly pay x no of weeks

(2) Statutory weekly pay currently £464 (as at 6 April 2014), normally increases on 6 April each year, or actual pay, whichever is lower

(3) Additional weekly pay is only paid to non-Plymouth Book employees where their actual pay is more than the statutory redundancy amount, but total amount capped at double statutory.

6 FLEXIBLE RETIREMENT

Under the Local Government Pension Scheme Regulations employees over the required minimum age under the specific pension regulations, whose hours or pay has reduced may request to take early retirement.

To ensure consistency with the Teachers Pension Scheme, Plymouth City Council will only consider release of the benefits where there is a reduction of at least 25% of the employee's gross pay, and, will only agree where there is no cost to the employer for the release of benefits. In addition, Plymouth City Council will not waive any reduction applied to the benefits.

Some examples of where an employee may be eligible to apply to take flexible retirement are as follows:

- Employee accept as a new job role on less hours or lower grade as part of a restructure
- Request by employee to reduce hours or move to lower graded post approved by employer
- Reduction in grade following job evaluation review.

7 EARLY RETIREMENT SCHEME REDUNDANCY PAYMENTS DUE

Employees age and service	Basis of redundancy calculation	Amount of weekly pay used in calculation	Number of weeks due
Age 18-55, with at least 2 years' service (1)	Employment Rights Act 1996	Statutory Weekly pay (2)	As per attached ERA 1996 compensation table
Age 55 or over, with less than 2 years service	Local government compensation regulations	Statutory weekly pay (2)	1 week's pay only
Age 55 or over, with 2 or more years' service (1)	Employment Rights Act 1996	Statutory weekly pay (2)	As per attached ERA 1996 compensation table

(1) Employee must have 2 years continuous Local Government service to qualify for a redundancy payment.

(2) Non-Plymouth Book employees pay ceiling double that of statutory weekly pay.

8 EARLY RETIREMENT SCHEME (CURRENT) REDUNDANCY-PENSION BENEFITS DUE

Employees age and service	Statutory basis of pension benefits	Pension benefits due
Age 55, with more than 2 year's pension scheme membership (1)	Local government pension scheme regulations	Immediate payment of pension benefits

(1) Employees who joined the LGPS prior to 1 April 2014 require 3 months membership of pension scheme to receive immediate payment of benefits.

9 EARLY RETIREMENT SCHEME (CURRENT) EFFICIENCY OF THE SERVICE - PENSION BENEFITS DUE

Employees age and service	Statutory basis of pension benefits	Pension benefits due
Age 55 , with more than 2 year's pension scheme membership (1)	Local government pension scheme regulations	Immediate payment of pension benefits

(1) Employees who joined the LGPS prior to 1 April 2014 require 3 months membership of pension scheme to receive immediate payment of benefits.

10 FLEXIBLE RETIREMENT - BENEFITS DUE

Employees age and service	Statutory basis of pension benefits	Pension benefits due
Age 55 (1), with more than 3 months service	Local government pension scheme regulations	Immediate payment of pension benefits, but pension benefits are subject to reduction (2).

(1) Where employee has TUPE'd from another employer, protections may apply.

(2) Where an employee's pension benefits are subject to reduction, Plymouth City Council will not waive the reduction.

II ERA TABLE 1996 AMENDED AFTER 01 OCTOBER 2006 - STATUTORY REDUNDANCY PAY

		Complete years service																		
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age in years	18	1	1½	2																
	19	1	1½	2	2½															
	20	1	1½	2	2½	3														
	21	1	1½	2	2½	3	3½													
	22	1	1½	2	2½	3	3½	4												
	23	1½	2	2½	3	3½	4	4½	5											
	24	2	2½	3	3½	4	4½	5	5½	6										
	25	2	3	3½	4	4½	5	5½	6	6½	7									
	26	2	3	4	4½	5	5½	6	6½	7	7½	8								
	27	2	3	4	5	5½	6	6½	7	7½	8	8½	9							
	28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	10						
	29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	11					
	30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	12				
	31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	13			
	32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	14		
	33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	15	
	34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	16
	35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
	36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
	37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
	38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
	39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
	40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
	41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
	42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
	43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
	45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
	47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½	
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25	
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½	
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26	
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½	
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27	
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½	
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28	
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½	
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29	
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½	
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30	

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FLEXIBLE RETIREMENT POLICY AND GUIDE

Human Resources and Organisational Development



PLYMOUTH
CITY COUNCIL

CHANGES

March 2010: Styling revised in line with corporate guidelines.

September 2011: Revised styling and remove reference to age 50.

November 2014: Policy reviewed and some terminology updated following introduction LGPS 2014 scheme.

Policies are available in large print, Braille or other languages.

If you would like help understanding the contents of this policy, please speak to your line manager or contact the HR Policy Team for assistance.

I PURPOSE

Arising from the implementation of the Local Government Pension Scheme Regulations 1997, and the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 and the Local Government Pensions Scheme Regulations 2013, this policy outlines the council's discretionary arrangements regarding flexible retirement.

This policy replicates the authority's flexible retirement scheme policy, which was effective from 01 April 2006 and was amended in 2008.

2 IN SCOPE

The policy applies to all Council employees who are active contributing, members of the Local Government Pension Scheme (LGPS). The policy applies solely to the release of pension benefits.

3 OUT OF SCOPE

Employees transferred from the Learning and Skills Council. Please contact the Pensions Section for further advice/guidance.

4 NOTIFICATION OF FUTURE CHANGES

These are by definition 'discretionary arrangements'. Should the discretions be revised, under the regulations the Council must, before the expiry of one month from the date of revision of the policy:

- a. Send a copy of the revised policy statement to the pension scheme administering authority.
- b. Publish the revised policy statement.

5 WHAT IS FLEXIBLE RETIREMENT?

Flexible retirement was first introduced into the Local Government Pension Scheme regulations in April 2006. The aim of this regulation was to allow an employee to move gradually into retirement and for the employer to retain valuable knowledge and skills.

The Local Government Pension Scheme allows employees to draw their pension benefits and continue in employment, provided their employer agrees. An employee may request flexible retirement provided they are over 55 and also providing:

- they reduce their hours; and/or
- they reduce their grade; and
- the Council approves the request

6 BENEFITS OF FLEXIBLE RETIREMENT

6.1 For Plymouth City Council

Flexible retirement can be beneficial to the authority in helping to retain skilled employees who may otherwise leave their job and can be useful in succession planning arrangements, particularly in specialist roles.

6.2 For the employee

Flexible retirement will enable employees to move gradually into full retirement and may also help with the work/home life balance.

7 RELEASE OF PENSION BENEFITS

The Council will only consider requests for flexible retirement that meet the criteria outlined below. However, the Council will not approve requests, for release of pension benefits, where there is a cost to the authority for releasing the benefits.

Please be aware that, even if your request for release of pension benefits is refused, this does not affect any entitlement you may still have to reduce your working hours and/or grade.

Benefits payable through flexible retirement may be subject to an 'actuarial reduction', if the 'earliest retirement date' has not been reached. The Council will not waive this reduction.

8 CRITERIA

The employee's request must be accompanied by a business case outlining his/her reasons and what he/she perceives to be the benefits to the Council.

Each application will be considered on merit. Individual circumstances may be taken into account where reasonably practicable; however, the needs of the service must always be the priority. In considering any flexible retirement request, the following will be taken into account:

- Cost to the authority in releasing the pension benefits
- Impact on service delivery and work performance
- Requirement/ability to recruit to the vacated hours or grade
- Additional costs as a result of recruitment or training to the vacated hours or grade
- Capacity to re-allocate work amongst co-workers
- Suitability of individuals proposed working arrangements, i.e. days, hours etc

8.1 Reduction in hours

The reduction in hours should result in at least a 25% reduction in gross pay, regardless of whether the employee is full or part time.

The actual arrangement of working hours should be made with the employing manager.

All terms and conditions of employment, salary, leave entitlement; etc will be pro rata to the agreed reduction in hours.

The reduction in hours must be permanent, with a new contract issued. No additional hours must be worked in this post; however, where an unforeseen situation arises and additional hours are worked, these will not be paid and must be taken as time in lieu.

Due to the release of pension benefits, existing Local Government Pension Scheme (LGPS) membership will cease. If the employee wishes to pay into the LGPS on their new contract they may do so. The default position is that they will continue to pay contributions but if they want to opt out of membership on the new contract they will need to obtain an opt out form from the Administering Authority.

If contributions continue, upon eventual 'full retirement', a second pension becomes payable based on the reduced hours and/or grade and length of service in the second pension. This second pension will not be subject to the 85 year rule OR any protection in respect of the 85 year rule.

8.2 Reduction in grade

A reduction in grade should normally be to an established post within the team/section. In exceptional cases, a move to a post elsewhere within the department may be agreed through negotiation with the department manager.

It will be the responsibility of the employee to identify suitable alternative vacant posts at a lower grade as part of their business case. The Council and the employee's manager will not undertake to do so for them.

Any appointment, to identified posts, will be on merit through the normal selection process, unless the organisation structure permits a transfer to the post under the terms of the action plan.

The reduction should be a minimum of one grade lower and should result in at least a 25% reduction in gross pay.

All terms and conditions of employment, salary, leave entitlement, etc will be those applicable to the post and its attendant grade. Any pay protection already in place at the time the flexible retirement commences will cease immediately, as the arrangement is a voluntary agreement and the employee will be in receipt of pension.

Due to the release of pension benefits, existing Local Government Pension Scheme (LGPS) membership will cease. If the employee wishes to pay into the LGPS on their new contract they may do so. The default position is that will continue to pay contributions but if they want to opt out of membership on the new contract they will need to obtain an opt out form from the Administering Authority.

If contributions continue, upon eventual 'full retirement', a second pension becomes payable based on the reduced grade (and/or hours if applicable) and length of service. This second pension will not be subject to the 85 year rule OR any protection in respect of the 85 year rule.

9 APPLYING FOR FLEXIBLE RETIREMENT PENSION

To minimise delays in payment of benefits, employees should commence their application for flexible retirement at least two months before the actual date they wish to draw their pension benefits.

9.1 Step 1

If an employee wishes to apply for flexible retirement, they should first discuss their proposal with their line manager. Their manager may agree to their request in principle, subject to receipt of information from the pensions section about the costs involved, which they will obtain, via the HR adviser for the department, by completing form FR (REQ). If any pension costs are identified, then the employee's request to release their pension benefits will automatically be refused.

No absolute agreement can be made until it is confirmed that there will be no costs involved.

9.2 Step 2

The HR adviser will receive either an estimate of pension benefits, form FR1 and the acceptance form, if no costs have been identified, OR form FR2, if costs have been identified. If form FR2 has been sent to the HR adviser, then the pension benefits cannot be released.

Please be aware that, even if your request for release of pension benefits is refused, this does not affect any entitlement an employee may still have to reduce their working hours and/or grade.

9.3 Step 3

If your HR Adviser received a form FR1, the acceptance form and an estimate, then the employee will be given a copy of the estimate. They should ensure that they are happy with the estimated benefits before finally agreeing with their line manager to the release of pension benefits and their reduction in hours and/or grade.

If the benefits are released, the pension will be paid within 1 month of the date of reduction of hours and/or grade. Once in payment it cannot be re-calculated and any 'actuarial reduction' cannot be rescinded.

If, after taking flexible retirement, the employee retires fully but is still aged under 65, any pension benefits accrued during the second period of membership would be reduced, unless they defer the payment until age 65.

Note: all relevant forms will be sent by the pensions team only.

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PLYMOUTH CITY COUNCIL

Subject: Revision to Cabinet Membership 2014/15 and Leader's Scheme of Delegation

Committee: City Council

Date: 24 November 2014

Cabinet Member: Councillor Evans

CMT Member: David Shepperd (Head of Legal Services and Monitoring Officer)

Author: Nicola Kirby, Senior Democratic Support Officer (Cabinet)

Contact details: Tel: 01752 304867
Email: nicola.kirby@plymouth.gov.uk

Ref:

Key Decision: No

Part: I

Purpose of the report:

The purpose of the report is to inform Council of the Leader's decision to make changes to the Cabinet and the scheme of delegation for executive functions.

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

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

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

The increase in cabinet members will increase the special responsibility allowances which will be met from within existing resources for 2014/15. The full year amount will be included as part of the refreshed medium term financial plan forecasts which will be presented to cabinet in December 2014.

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

There are no direct implications.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No

Recommendations and Reasons for recommended action:

That Council note the Leader’s decision to –

- (1) revise the Cabinet Membership by the addition of Councillor Jon Taylor as Cabinet Member for Transformation and Change;
- (2) the associated amendments to the Leader’s Scheme of Delegation for executive functions as set out in paragraphs 2.3 and 2.4.

The reason for the recommendations is to implement the Leader’s decision and to inform Council of the changes to the Leaders scheme of delegation.

Alternative options considered and rejected:

Not to implement the Leader’s decision.

Published work / information:

None

Background papers:

Leader’s Scheme of Delegation

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

Sign off:

Fin	Cdr 1415 .13	Leg	21669 /DVS	Mon Off	21669/ DVS	HR		Assets		IT		Strat Proc	
Originating SMT Member: David Shepperd													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1.0 Introduction

- 1.1 Council at its Annual General Meeting on 6 June 2014 noted the Cabinet membership as follows –

Portfolio	Member
Leader	Councillor Evans
Deputy Leader	Councillor Peter Smith
Finance	Councillor Mark Lowry
Children, Young People and Public Health	Councillor Sue McDonald
Health and Adult Social Care	Councillor Ian Tuffin
Co-operatives, Housing and Community Safety	Councillor Chris Penberthy
Environment	Councillor Brian Vincent
Transport	Councillor Mark Coker

- 1.2 The revised Leader's scheme of delegation for executive functions was subsequently published and circulated to all members of the Council.

2.0 The Leader's scheme of delegation for executive functions

- 2.1 The Council's Constitution says that the scheme of delegation relating to executive functions may be amended by the Leader at any time during the year. To do so, the Leader must give written notice to the Monitoring Officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the Cabinet as a whole.
- 2.2 The proper officer will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- 2.3 To comply with the above, I have prepared this part of this report which notes that Councillor Jon Taylor has been appointed to the Cabinet as Cabinet Member for Transformation and Change and the Leader's scheme of delegation has been amended to include his responsibilities as follows -

'The Cabinet member with responsibility for transformation and change will provide executive leadership and oversight of the transformation programme, engagement activities with all Members and will support and enable the Transformation Advisory Group to fulfil its Terms of Reference. In addition, he will ensure there is integration across the programmes, ensuring there is one Council serving the city.'

The Cabinet member is responsible for and may take decisions about:

- *The delivery of the required outcomes of the Transformation Portfolio of Programmes namely Co-operative Centre of Operations; Growth, Assets and Municipal Enterprise; Integrated Health and Well Being; Customer Service Transformation; People and Organisational Development*
- *Designs for the future purpose, functions, shape and size of the organisation*
- *Transformation Business Cases as presented and recommended by Officers*
- *Reports prepared for the Transformation Advisory Group, Cabinet and full Council*

- 2.4 Councillor Lowry's responsibilities as Cabinet Member for Finance have been amended by the removal of transformation.

PLYMOUTH CITY COUNCIL

Subject:	Key decision – financial threshold for savings
Committee:	City Council
Date:	24 November 2014
Cabinet Member:	Councillor Peter Smith
CMT Member:	Giles Perritt (Assistant Chief Executive)
Author:	Judith Shore, Democratic and Member Support Manager
Contact details	Tel: 01752 304494 Email: judith.shore@plymouth.gov.uk
Key Decision:	No
Part:	I

Purpose of the report:

The purpose of this report is to consider a revision to the key decision threshold, from £500,000 to £1 million in relation to savings.

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

Plymouth City Council aspires to be a co-operative council - a key part of this is being open, transparent and accountable for decisions.

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

No implications.

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

No implications.

Equality and Diversity

No implications.

Recommendations and Reasons for recommended action:

1. Increase the key decision threshold in relation to savings from £500,000 to £1 million (unless the saving has a material impact upon service provision such as a significant change or a cessation of service delivery and associated staff redundancies or a significant impact on customers).
2. Amend the Council's constitution accordingly.

Reasons

Increased efficiency with regard to decision making about savings.

Alternative options considered and rejected:

No revision to the financial threshold.

Published work / information:

Leader's [scheme of delegation](#)
[Executive Arrangements Regulations 2012](#)

Background papers

Advice from Bevan Brittan Solicitors

Sign off:

Fin	mc14 15.10	Leg	21682 /DVS	MO	21682 /DVS	HR		Assets		IT		Strat Proc	
Originating SMT Member: Giles Perritt, Assistant Chief Executive													
Has the Cabinet Member agreed the contents of the report? Yes													

1. Introduction

- 1.1 It is proposed to revise the key decision threshold in relation to savings, in order to increase decision making efficiency with regard to such decisions.

2. Background

- 2.1 The statutory definition of a key decision in Part 3 Para 8 (1) (a) The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012) is, 'An executive decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service function to which the decision relates.'
- 2.2 To date, no further Regulations or guidance have been issued by the Secretary of State under Para 8 (2) which mandates what is meant by significant expenditure/savings.
- 2.3 Accordingly, the thresholds for local authorities vary according to the size of budget – what would be significant for a small district council would not be appropriate for a large metropolitan or unitary council.
- 2.4 This Council has set the key decision financial threshold for many years as £2 million for the award of contracts and £500,000 for all other matters.
- 2.5 Bevan Brittan Solicitors confirm there is no reason why the Council cannot adopt a different financial thresholds for key decisions about expenditure and savings especially given the current very challenging financial climate where the Council (in line with many other local authorities) has embarked upon a transformational programme to deliver savings over the next 3 years of £35 million.

3. Constitutional Review Group

- 3.1 Members considered that increasing the savings threshold to £1m before a decision was 'key' would be reasonable, provided that exceptions such as those decisions which had a material impact (such as radically affecting service delivery, the cessation of service delivery and associated staff redundancies or significantly impacting on customers) were still treated as key decisions.
- 3.2 It was confirmed that the expenditure threshold will not change (£2 million for the award of contracts and £500,000 for all other matters).
- 3.3 There will be no change to the publication of decisions or the option for call-in. However, savings greater than £1 million will be required before the decision is treated as 'key'.

4. Cabinet members and Co-operative Scrutiny Board Chair

- 4.1 The proposal has been considered by the cross party Constitutional Review Group, Cabinet members and the Chair of the Co-operative Scrutiny Board.
- 4.2 All Members are in agreement that the current threshold for savings (£500,000) should increase to £1 million.

5. Proposed changes

Existing and proposed wording for key decisions:

Existing

- take decisions that would result in the council spending or saving or raising/reducing annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award)
or
- take decisions that would have a significant impact on communities living or working in two or more wards.

Proposed

- take decisions that would result in the council spending or raising annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award)
or
- result in the council saving more than £1,000,000 (unless the saving has a material impact upon service provision such as a significant change or a cessation of service delivery and associated staff redundancies or a significant impact on customers).
or
- have a significant impact on communities living or working in two or more wards

PLYMOUTH CITY COUNCIL

Subject:	Filming, photography, recording and use of social media at public meetings of the Council
Committee:	City Council
Date:	24 November 2014
Cabinet Member:	Councillor Peter Smith
CMT Member:	Giles Perritt (Assistant Chief Executive)
Author:	Judith Shore, Democratic and Member Support Manager
Contact details	Tel: 01752 304494 Email: judith.shore@plymouth.gov.uk
Key Decision:	No
Part:	I

Purpose of the report:

The purpose of this report is to seek approval of a protocol on the use of filming, photography, recording and the use of social media at Council meetings and to amend the constitution accordingly.

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

Plymouth City Council aspires to be a co-operative council that actively engages with local residents about how services are delivered. A key part of this is being open, transparent and accountable for decisions made.

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

No implications.

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

No implications.

Equality and Diversity

No significant issues – filming and reporting of Council meetings enables greater involvement and engagement of those who cannot be physically present at the meeting.

Recommendations and Reasons for recommended action:

That the protocol on filming, photography, recording and the use of social media at meetings of the Council is:

1. Approved
2. Included in Part G (Codes and Protocols) of the Council's constitution

Reasons

To formalise the Council’s practice on filming, photography, recording and the use of social media at meetings in accordance with The Openness of Local Government Bodies Regulations 2014

Alternative options considered and rejected:

This is a legislative requirement.

Published work / information:

The Openness of Local Government Bodies Regulations 2014:

<http://tinyurl.com/kq7j9gp>

Plain English guide, ‘Open and accountable local government’:

<http://tinyurl.com/oqap23g>

Background papers:

None

Sign off:

Fin	cdr14 15.09	Leg	21674 /DVS	Mon Off	21674 / DVS	HR		Assets		IT		Strat Proc	
Originating SMT Member: Giles Perritt, Assistant Chief Executive													
Has the Cabinet Member agreed the contents of the report? Yes													

1. Background

- 1.1 On 6 August 2014, new regulations (The Openness of Local Government Bodies Regulations 2014) came into force, which govern the public's rights to attend and report on local authority meetings. The Government has published a plain English guide, 'Open and accountable local government' for people who attend meetings.
- 1.2 This report proposes a protocol on filming, photography, recording and the use of social media at meetings to ensure the Council continues to meet its own high standards of openness and inclusivity.
- 1.3 Plymouth City Council does not have a specific policy on filming and reporting at meetings and has usually taken a positive approach to allowing filming when requests are made. The media have been asked to make their intentions clear in advance so the filming can be facilitated and the Chair of the meeting advised.
- 1.4 The Council believes that openness encourages greater public engagement in the democratic process.
- 1.5 Anyone wanting to film is asked to contact a member of the Democratic Support team in advance of the meeting to assist with setting up of any equipment, agreeing a suitable location and so on.

2. Use of social media, photography and filming

- 2.1 Some councillors, members of the public and the media and the Council's Communications Team already use social media during meetings. The attached protocol will formalise this use at public meetings of the Council.

3. Constitutional Review Group

The Constitutional Review Group considered the draft protocol on 29 September and recommended that it is approved by full council and the constitution amended accordingly.

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PLYMOUTH CITY COUNCIL

Subject:	Senior Management Restructure People Directorate and Designation of Monitoring Officer and Section 151 Officer
Committee:	Council
Date:	24 November 2014
Cabinet Member:	Councillor Evans
CMT Member:	Tracey Lee (Chief Executive and Head of Paid Service) and Carole Burgoyne (Strategic Director for People)
Author:	Chris Squire Assistant Director of Human Resources
Contact details:	Tel: 01752 307989 Email: bernadette.smith@plymouth.gov.uk
Ref:	
Key Decision:	No
Part:	I

Purpose of the report:

This report sets out proposals for changes within the People Directorate's organisational structure as a result of the aggregated effects of the four projects within the Integrated Health and Wellbeing Programme (IHWB) of the Transformation Programme.

It also proposes to formally designate the Assistant Director for Finance as Section 151 Officer and the Head of Legal Services as Monitoring Officer in light of the changes created by the senior management restructure.

The People Directorate Review is a programme-level activity within the IHWB Programme, and was initiated when the scale of the changes being planned within the four projects became apparent.

A phased approach to the implementation of organisational changes is being proposed and, therefore, this is an initial report which addresses the re-organisation of the directorate at a senior level. It will be followed by a more substantial report when the detail of the planned changes is fully determined and further recommendations can be made.

Power to deal with this type of decision is given to Council rather than Cabinet under the Local Government (Functions and Responsibilities) Regulations 2000.

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

The recommendations within this Report align to the Plymouth City Council Corporate Plan by accelerating progress towards the IHWB Programme's outcome of working co-operatively to meet the objectives of creating a Caring and Pioneering Plymouth. It also aligns to the Health and Wellbeing Board's vision of achieving Integration by 2016, as decided in June 2013.

These recommendations will support the Corporate Vision through:

- Being pioneering in developing and delivering quality, innovative brilliant services with our citizens and partners that make a real difference to the health and well-being of the residents of Plymouth through challenging economic times.
- Putting citizens at the heart of their communities and work with our partners to help us care for Plymouth. We will achieve this together by supporting communities, help them develop existing and new enterprises, redesign existing services which will in turn create new jobs, raise aspirations, improve health and educational outcomes and make the city a brilliant place to live, to work and create a future for all that reflects our guiding co-operative values.
- Raising aspirations, improving education, increasing economic growth and regeneration people will have increased confidence in Plymouth. With citizens, visitors and investors identifying us as a “vibrant, confident, pioneering, brilliant place to live and work” with an outstanding quality of life.

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

It is proposed to make the changes in the People’s Directorate in three phases as described within the report to align with the implementation of the IHWB Transformation Programme milestones.

Phase 1 is designed to reduce the number of senior officers within the directorate in order to prepare for the significant changes that will occur in Phase 2. It will also realise an in-year saving in the region of £100,000.

Redundancy costs and pension costs will be met from reserves allocated for this purpose.

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

None identified

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? Yes

Recommendations and Reasons for recommended action:

It is recommended that:

- (1) Council approve the proposals for changes to the People Directorate’s organisational structure.
- (2) Council notes the outline timetable implementing the changes.
- (3) Council establish an Appointments Panel with delegated authority to consider any further responses from the collective and individual consultation undertaken; approve the role profiles of the new positions; agree how the roles will be selected; make appointments to Chief or Deputy Chief Officer roles as appropriate and agree the dismissal of any Chief Officer by means of redundancy subject to the Council’s redundancy policy.
- (4) Council establish an Appeal Panel with delegated authority for hearing and considering any appeals against any potential Chief Officer redundancies.

- (5) Council delegates to the Strategic Director for People the function of appointing and dismissing the new post of Head of Commissioning and Head of Housing who will report directly to the Strategic Director for People given the nature and responsibility of these posts.
- (6) Council notes the appointment of Lesa Annear as Strategic Director for Transformation and Change and the interim arrangements that have been put in place pending her arrival in the new year.
- (7) Council -
- (a) confirms the designation of the Assistant Director for Finance, as the Council's officer responsible for the administration of its financial affairs in accordance with Section 151 of the Local Government Act 1972 in light of the changes created by the senior management restructure; and
- (b) formally designates the Head of Legal Services as the Council's Monitoring Officer with immediate effect. The Head of Legal Services has been acting as Monitoring Officer since March 2014.

The reasons for these recommendations are that resources available to local government are significantly reducing year on year. The activities that are being undertaken by the IHWB Programme are addressing this challenge through the transformation of the way services are delivered. Co-operative working with our partners is an essential element of this approach and is helping to deliver more efficient services.

The overall impact of these changes is resulting in a fundamental change to the operational design of the People Directorate, and the proposed restructure is intended to balance resulting savings with the need to ensure we have the capacity and skills for the future.

The reason for the recommendations in respect of the formal designation of the officer responsible for the administration of its financial affairs in accordance with Section 151 of the Local Government Act 1972 and the Council's Monitoring Officer are to meet the Council's statutory responsibility to designate officers to undertake these duties.

Alternative options considered and rejected:

None.

Published work / information:

None

Background papers:

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

Sign off:

Fin	djn/1 415.1 2	Leg	LT/21 658	Mon Off	DVS/ 2165 8	HR		Assets		IT		Strat Proc	
Originating SMT Member: Chris Squire													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1.0 INTRODUCTION AND SCOPE

The purpose of this report is to set out proposals for changes within the People Directorate's organisational structure as a result of the aggregated effects of the four projects within the Integrated Health and Wellbeing Programme (IHWB) and their consequential changes to the People Directorate's organisational structure.

The People Directorate Review is a programme-level activity within the IHWB Programme, and was initiated when the scale of the changes being planned within the four projects became apparent.

A phased approach to the implementation of organisational changes is being proposed and, therefore, this is an initial report which addresses the re-organisation of the directorate at a senior level. It will be followed by a more substantial report when the detail of the planned changes is fully determined and further recommendations can be made.

2.0 OUR DRIVERS FOR CHANGE

The People Directorate is going through a period of considerable change as a result of:

- Decreasing funding
- Increased demand on services
- Legislative changes
- Increased emphasis on joint working with Health and other partners

In response to these drivers of change, the Integrated Health and Wellbeing programme was initiated in order that the Council can engage with partners to deliver services at a lower cost, whilst also improving outcomes and customer satisfaction. The aim of the programme is to achieve "One system, one budget to deliver integrated, personal and sustainable care".

The vision for the Health and Wellbeing programme is to establish a collaborative, integrated and strategic approach as to how Plymouth City Council and NEW Devon CCG with some partners commission and deliver services, with the aim of improving patient/service user experience and improving outcomes for residents in Plymouth from the resources available.

The Programme contains four projects:

- Integrated Commissioning
- IHWB Delivery (Adults Services)
- Implementing the Care Act
- Co-operative Children and Young People's Services

The impact of these projects, when combined together, has resulted in the need to review the organisational shape of the People Directorate.

Meeting our financial challenges and transforming our services

Resources available to local government are significantly reducing year on year. The activities that are being undertaken by the IHWB Programme are addressing this challenge through the transformation of the way services are delivered. Co-operative working with our partners is an essential element of this approach and is helping to deliver more efficient services.

The overall impact of these changes is resulting in a fundamental change to the operational design of the People Directorate, and the proposed restructure is intended to balance resulting savings with the need to ensure we have the capacity and skills for the future.

Integration with partners

The IHWB Programme is proposing to deliver significant partnership working through a range of decisions including:

- Creating an interim integrated commissioning function across the Council and NEW Devon CCG from 1 April 2015.
- Work collaboratively to develop a fully integrated commissioning function new entity from 1 April 2016.
- Integrating Council and Health commissioning budgets through a Section 75 agreement with CCG from 1 April 2015.
- Integrate Adult Social Care staff with the Plymouth Community Health staff through a Section 75 agreement from 1 April 2015.
- Creating a Local Authority Trading Company between the Council's Educational Catering function and the primary schools of Plymouth.
- Creating a joint venture between the Council's Adult Learning and Skills function (PACLS) and two external organisations: Shekinah and YMCA
- Creating a number of educational joint ventures between Council functions and external organisations

Strong and effective service performance

We must ensure that we undertake change whilst continuing to deliver effective services.

3.0 ORGANISATIONAL CHANGE PROCESS

The major level of change will take place in the 15/16 financial year with significant numbers of staff leaving the Council in order to join external organisations. However, other changes are already taking place in preparation for these significant moves. On this basis, it is proposed to undertake organisational change in three phases, as outlined below.

Phase 1 is a realignment of the current management structures and activities so they may best work together in the public interest and achieve an immediate saving through a net reduction in staff posts. Subject to Council approval this is expected to be completed no later than December 2014.

Phase 2 will be a review of the functions and confirm those that will remain within the People Directorate, in order to consolidate and combine similar services and teams, with a view to reducing the number of specialist teams and replace them a small number of teams which will operate a demand-led approach to service provision. The design work which is currently being undertaken in the Co-operative Children and Young People's project will also have an impact on this review. It is possible some staff, teams or functions would be better aligned to other areas of the Council and these options will be considered. As a result, a consolidated organisational structure will be implemented by April 2015.

Phase 3 involves the final tranche of transfers of staff into other organisations which is expected to take place between September 2015 and April 2016. The transfers will include some of the clusters from the Children and Young People Project and the creation of a new joint venture

from the integration of CCG and Council commissioning staff which will be brought together in April 2016.

In summary, subject to the outcomes of consultation and the final proposals being accepted by City Council on 24th November 2014, we will proceed with implementing Phases one and two over the coming months, whilst making preparations for Phase 3.

4.0 MANAGEMENT PRINCIPLES

More important than organisational structure is the way people operate and behave. The following will be the basis for the way we work in the future:

- Systems leadership principles will continue to be applied, senior managers will continue to be peer leads on cross-cutting issues, mandated to work across the Council and with partners to ensure the best solutions are identified and implemented. We will continue to use this approach to cut through siloes both within the organisation and with our partners to ensure that we are delivering the best solutions.
- Working with partners is strategically important as a means of maximising service delivery capacity.
- The management capacity of the directorate must adjust itself to the accountabilities and responsibilities it retains. These include
 - Directorate strategic capacity
 - Cross-corporate leadership capacity
 - Statutory accountability
 - Intelligent Client ('Commission the Commissioners')
 - Partnership working
 - Representation on Plymouth and area bodies
 - Relationship with Government bodies
 - Leadership in the city e.g. skills development, sport
 - Operational management
 - Peer to peer support
- All services are to be demand-led, responding to the changing needs of our customers, whilst remaining within our budgetary constraints
- A value-led approach to performance management, embedding individual accountability for delivery and a sense of mutual trust.

5.0 TRAINING AND DEVELOPMENT

The People and Organisational Development Programme will provide the framework for staff to maintain and further develop the right organisation to support a Brilliant, Co-operative Council. As the proposed organisational changes take place, the framework will support staff to effectively embrace the challenges that are presented.

6.0 PROPOSALS

It is proposed to make the changes in three phases as described below to align with the implementation of the IHWB Transformation Programme milestones.

Phase 1 is designed to reduce the number of senior officers within the directorate in order to prepare for the significant changes that will occur in Phase 2. It will also realise an in-year saving in the region of £100,000 and involves:

- The removal of the Homes and Communities department and the movement of its functions and staff to the remaining departments within the People Directorate.
- The separation of the Co-operative Commissioning team from the Adult Social Care department. The Head of Co-operative Commissioning to report directly to the Strategic Director for People.
- The deletion of the post of Assistant Director for Homes & Communities. This is a Chief Officer post.
- The deletion of the post of Personal Assistant to the Assistant Director for Homes & Communities.
- The deletion of the posts of Head of Housing Options and Head of Regeneration and Renewal and the creation of a Head of Service post for Housing Services to report direct to the Strategic Director for People. The gypsy and traveller responsibilities to move to this area.
- The neighbourhood & community work in the Head of Regeneration and Renewals area to move to the Head of Community Services. The Head of Community Services to report to Assistant Director ELAFS
- The movement of Head of Youth Services to Children's Social Care to report to the Assistant Director Children's Social Care.
- The Family Intervention team (FIP) and Families with a Future team (FWAF) to move to Children's Social Care under Service Manager Targeted Family Support who will report initially to Assistant Director Children's Social Care.
- PACLs and Education Catering to report to Assistant Director ELAFS until their new arrangements commence.
- The four posts reporting to the Assistant Director, Education, Learning and Family Support to be called, Head of Education & Skills, Head of Knowledge & Planning, Head of SEND and Head of Neighbourhood & Community Services.
- The ACE Services Manager to report to Head of Education & Skills.
- The Educational Psychology Service to Head of SEND.

Phase 2 will involve:

- A realignment of the teams within the directorate to reflect the analysis which has been undertaken in order to appropriately align them in relation to demand for their services and the organisational capacity to supply them. This will also take into account the design work which is currently being undertaken in the ELAFS, Homes and Communities, and CSC departments.
- The transfer of Adult Social Care to Plymouth Community Health Care.
- The creation of an interim integrated commissioning team, staff will remain in existing organisations.
- The externalisation of some clusters from within the ELAFS department

Phase 3 will involve:

- The development of the remainder of the clusters from within the ELAFS department
- The development of the integrated commissioning team as a new entity.

7.0 BUDGET POSITION

The proposed organisational changes have financial benefits which are in summary:

- Phase 1 will address some of the in-year budgetary pressures
- Phase 2 and 3 will result in benefits being achieved which are defined in the business case for the Integrated Health and Wellbeing Programme.

8.0 THE CONSULTATION PROCESS

Consultation has taken place with all those affected directly and the trade unions and staff affected have been able to feedback their views in a number of ways:

- Verbally or in writing, individually or as teams
- Through their Trade Union representatives.
- Directly to the Strategic Director for People – Carole.Burgoyne@plymouth.gov.uk
- By email via HR to Bernadette.smith@plymouth.gov.uk
- Collectively with your colleagues at your departmental management team meetings

The deadline for initial feedback on these proposals was Wednesday 19th November 2014. Details of the feedback received, if any, will be available to Members in a report to follow this report and a further opportunity will be available for staff to provide individual feedback to the Appointments Panel to consider at its proposed meeting.

9.0 IMPLEMENTATION PRINCIPLES AND SELECTION PROCESSES

The proposals set out the proposed deletion and creation of posts. Consultation has taken place on the best way forward.

There is a proposed net reduction in posts and therefore it will be difficult to avoid putting individuals at risk of redundancy. It is therefore proposed, in line with the Council's Redundancy Policy and arrangements relating to Chief Officers, to identify individuals at risk of redundancy through the posts being deleted.

If Council approval is given then a formal redeployment period will commence where necessary. Employees who may be potentially 'at risk' of redundancy have already been given "Early Access" to Plymouth's Redeployment Pool and they were notified of this early access on Thursday 16th October 2014.

Formal Statutory notice of redundancy will only be issued, if redeployment has not been possible. Employees that are given statutory notice of redundancy will have the right to appeal against the decision to dismiss them. Employees will be given appropriate support and will be advised of their individual statutory notice period. Where appropriate, we propose to ring fence individuals to roles based on specialist skills and experience. Where there is more than one individual who potentially can be allocated to a role, a competitive ring-fence will arise.

10 APPOINTMENT OF STRATEGIC DIRECTOR FOR TRANSFORMATION AND CHANGE

The Appointments Panel has appointed a new strategic director to lead our transformation programme. Plymothian Lesa Annear will join the Council as Strategic Director for Transformation and Change early in the new year. She is currently Head of Capability and Performance at EDF Energy where she has been leading large change programmes and projects.

Lesla will be responsible for a programme that will introduce new ways of working and delivering services across the Council to provide better services for customers and help address our projected funding shortfall caused by reduced Government funding.

As well as the transformation programme, Lesla will be responsible for the department that includes finance, customer services, libraries and human resources.

During the period before Lesa joins the Council, Carole Burgoyne will lead the transformation programme and Giles Perritt the Corporate Services department.

II FORMAL DESIGNATION OF SECTION 151 OFFICER AND MONITORING OFFICER

In accordance with the Local Government Act 1972, there is a statutory requirement on the Authority to designate one of its officers as a Responsible Finance Officer (Section 151 Officer). This role is required to be designated to a suitable qualified individual. In accordance with the Local Government and Housing Act 1989 there is a statutory requirement for the Authority to designate one of its officers as Monitoring Officer.

The Section 151 Officer, along with the Head of Paid Service and the Monitoring Officer combine to form the Council's Statutory Officer functions. These roles are key to ensuring lawfulness, fairness, probity and general good governance that support the council in achieving its aims.

It is important that they work effectively together yet maintain appropriate independence and that the roles are undertaken by adequately skilled and experienced staff supported by appropriate resources.

Following completion of the Senior Management restructure with the appointment of a Director for Transformation and Change this report seeks formal approval of the designation of the Assistant Director for Finance as the Section 151 Officer and the Head of Legal Services as the Monitoring Officer. The Assistant Director of Finance was designated as Section 151 Officer by Council on 22 July 2013 in his former role of Assistant Director Finance Efficiencies Technology and Assets. The Head of Legal Services has been acting as Monitoring Officer since 21 March 2014. The suitability of the staff appointed as Assistant Director for Finance and Head of Legal Services to also carry out these statutory roles was tested and approved by the Appointments Panel as part of the senior management restructure exercise.

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