



**Democratic Support**

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#coopscrutiny

## CO-OPERATIVE SCRUTINY BOARD

Wednesday 13 August 2014

4.00 pm

Council House (Next to the Civic Centre)

**Members:**

Councillor James, Chair

Councillor Mrs Aspinall, Vice Chair

Councillors Mrs Beer, Bowie, Bowyer (Substitute for Councillor Darcy), Philippa Davey, Michael Leaves (Substitute for Councillor Jordan), Sam Leaves, Murphy, Jon Taylor and Kate Taylor.

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

**Tracey Lee**

Chief Executive

# **CO-OPERATIVE SCRUTINY BOARD**

## **AGENDA**

### **PART I – PUBLIC MEETING**

#### **1. APOLOGIES**

To receive apologies for non-attendance submitted by Co-operative Scrutiny Board Members.

#### **2. DECLARATION OF INTEREST**

Members will be asked to make any declarations of interest in respect of items on this agenda.

#### **3. MINUTES (Pages 1 - 8)**

The Co-operative Scrutiny Board will be asked to agree the minutes of the meeting held on 23 July 2014.

#### **4. CHAIR'S URGENT BUSINESS**

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

#### **5. WORK PROGRAMMES (Pages 9 - 10)**

The Co-operative Scrutiny Board will be asked to consider and approve the work programmes for each panel and receive a progress update from each Chair.

#### **5a. Decision Taken Under Delegated Authority**

The Board will receive notification of the decision(s) taken under delegated authority (if any) with the Boards' Lead Officer in consultation with the Chair and Vice Chair.

#### **6. TRACKING DECISIONS (Pages 11 - 12)**

The Co-operative Scrutiny Board will monitor the progress of its previous decisions.

#### **7. FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS (Pages 13 - 14)**

To receive new items from the Forward Plan of Key Decisions and Private Business with a view to identifying items for scrutiny.

**8. PLYMOUTH PLAN** (Pages 15 - 22)

The Board will receive an update on the Plymouth Plan.

**9. CO-OPERATIVE CENTRE OF OPERATIONS: METHOD AND APPROACH**

The Co-operative Scrutiny Board will be provided with an overview of the Co-operative Centre of Operations: Method and Approach.

**10. CALL-INS**

The Co-operative Scrutiny Board will be advised of any executive decisions that have been called in.

**11. URGENT EXECUTIVE DECISIONS**

The Co-operative Scrutiny Board will be advised of executive decisions that have been deemed urgent with the agreement of the Chair (if any).

**12. RECOMMENDATIONS**

To receive and consider recommendations from Panels, Cabinet and Council.

**13. CO-OPERATIVE REVIEW(S)** (Pages 23 - 24)

The Co-operative Scrutiny Board will be asked to consider a joint co-operative review relating to the Growth and Municipal Enterprise Transformation Programme including the Brilliant Co-operative Street Service Business Case, Category Management Fleet Services Project Business Case and Strategic Business Case for Commercialisation) submitted by the Working Plymouth Panel and Your Plymouth Panel.

**14. EXEMPT BUSINESS**

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

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## **Co-operative Scrutiny Board**

**Wednesday 23 July 2014**

### **PRESENT:**

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Mrs Beer, Bowie, Mrs Bowyer (Substitute for Councillor Sam Leaves), Darcy, Philippa Davey, Sam Davey (Substitute for Councillor Kate Taylor), Jordan, Murphy and Jon Taylor.

Apologies for absence: Councillors Sam Leaves and Kate Taylor.

Also in attendance: Malcolm Coe (Head of Finance), Helen Foote (Lead Accountant), Peter Honeywell (Transformation Programme Manager), David Northey (Head of Corporate Strategy), Giles Perritt (Assistant Chief Executive), Loraine Slinn (Senior ICT Trainer), David Trussler (Interim Strategic Director for Transformation and Change), Hannah West (Lead Accountant) and Helen Wright (Democratic Support Officer).

The meeting started at 4.00 pm and finished at 6.20 pm.

*Note: At a future meeting, the committee 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.*

### 16. **DECLARATION OF INTEREST**

In accordance with the code of conduct Councillor Jon Taylor declared a prejudicial interest as he was employed by NEW Devon Clinical Commissioning Group Western Locality.

### 17. **MINUTES**

The Board agreed that the minutes of the meeting held on 25 June 2014 are confirmed as a correct record.

### 18. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

### 19. **WORK PROGRAMMES**

The work programme for the Co-operative Scrutiny Board and the Ambitious Plymouth Panel were submitted for consideration and approval.

The Board was advised that the Transformation Programme items which included –

- Strategic Centre Project business case;
- Commissioning and Procurement business case;
- HR, Finance and Corporate Services Project business case;
- FM and Business Support business case;

were due to be considered by the Board at its meetings scheduled for 13 August and 27 August 2014 (the meeting on 27 August 2014 was a provisional meeting which had been activated). However, these items had now slipped and therefore there would be no need to hold a review meeting on 27 August 2014.

The Commissioning and Procurement business case was due to be submitted to Cabinet at its meeting scheduled for 14 October 2014.

The Board agreed the work programme for the Ambitious Plymouth Panel subject to the reference to 'POD' being referred to in full (People and Organisation Development).

The Board further agreed –

- (1) its work programme ;
- (2) that the meeting scheduled for 27 August 2014, would revert back to a provisional meeting, in order to consider any call-ins that may be received.

20. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY**

The Chair reported that the Caring Plymouth Panel had undertaken two meetings to review the Fairer Charging Policy, the Integrated Commissioning and Integrated Delivery elements of the Integrated Health and Wellbeing Transformation Programme.

The recommendations arising from the two meetings had been agreed under delegated authority with the lead officer in consultation with the Chair and Vice Chair.

The Board noted the decisions taken under delegated authority.

21. **TRACKING DECISIONS**

The Board considered its schedule of decisions and noted the latest position.

With regard to minute 10, the Chair advised that the information requested by the Board on the movements within the budget had recently been received and would be circulated following this meeting.

22. **FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS**

The Board considered the following executive key decisions in the Forward Plan which were scheduled to be discussed at the Cabinet meeting between 20 May 2014 and 14 October 2014 –

- award of building contract for Langage Employment Units and to agree any associated financial increases within the capital programme;
- review and prioritisation of the capital programme;
- the brilliant co-operative street service final business case;
- waste collection reorganisation project final business case;
- special educational needs and disability reform;
- declaration of air quality management area;
- parking IT and PCN processing contract;
- carers' strategy 2014 – 18 and carers' action plan 2014-2015;
- dementia strategy overview Devon and Plymouth and dementia action plan 2014-15;
- commercialisation project business case;
- category management: fleet services project business case;
- new community economic development trust;
- residential and nursing care home fair price for care.

The Board considered that should there be a requirement to scrutinise the residential and nursing care home fair price for care this could be reviewed at the Caring Plymouth Panel in September 2014.

23. **SCRUTINY E-LEARNING**

The Chair advised that for a number of years he had requested that a scrutiny handbook be provided to members who were new to scrutiny, in order to help them better understand its role and the process. He considered that this piece of work had produced a high quality and bespoke e-learning course.

Lorraine Slinn, Senior ICT Trainer, provided an overview of the new scrutiny e-learning course, which had been designed to provide members and officers with a better understanding of how scrutiny worked within the Council.

The Board was advised that –

- (a) the course included information on –
  - introduction – key roles of scrutiny;
  - meeting procedures - pre meeting arrangements;
  - scrutiny work – terms of reference and selecting items;
  - Councillor Call for Action;
  - Co-operative Reviews;
- (b) the course would take approximately 30 minutes to complete and a certificate could be obtained at the end;

- (c) links were also provided to the Corporate Plan, the Council's Constitution and the Council and Democracy web pages for information;
- (d) the course would be rolled out to all members and staff within the next couple of weeks.

A discussion took place with regard to the viability of providing training using this vehicle for other areas of the Council such as planning, licensing and school governors.

The Chair thanked Loraine Slinn, Senior ICT trainer and Helen Wright, Democratic Support Officer for their work on this course.

#### 24. **CORPORATE MONITORING REPORT (FINANCE AND HR)**

The Head of Corporate Strategy presented the corporate monitoring report (finance and HR), which highlighted the following key points –

- (a) there was a forecast overspend of £5.859m;
- (b) the main areas of the forecast overspend were –
  - Co-operative Commissioning and Adult Social Care (£3.669m) which was due in part to changes in client numbers, costs since the budget was prepared, a reduction in expected income and increased spend on Community Equipment Service; as part of the budget containment plan work was being undertaken to reduce the spend of the service and a programme of reviewing and right sizing care packages had commenced;
  - Children's Social Care (£1.650m) was attributed to an increase in young people's placements, including an increase in large sibling groups being accommodated and significant increases in residential placements due to the complex nature of these children's needs;
- (c) members were assured that both Cabinet Members and officers were working hard to contain the budget.

In response to questions raised by the Board, it was reported that –

- (d) the delay in implementing the Fairer Charging policy would have implications on the budget; the figures had been adjusted to take account of this delay; new clients would be assessed under the new policy, whilst existing customers would need to be reviewed;



- (e) an undertaking was given to provide benchmarking information relating to other local authorities overspends;
- (f) the decision to cut front line services would be the responsibility of the service provider.

The Board raised concerns at the level of overspend forecast and the lack of action plans to address this situation.

The Board agreed to invite the Leader, the Chief Executive and Councillor Lowry to its meeting scheduled for 24 September 2014.

The Chair thanked David Northey (Head of Corporate Strategy), Helen Foote (Lead Accountant) and Hannah West (Lead Accountant).

## 25. **REVIEW OF CORPORATE PLAN**

The Transformation Programme Manager presented the report on the Corporate Plan Review, which highlighted the following key areas –

- (a) last year had been the first year of the new Corporate Plan which set out Plymouth's vision to become a Brilliant Co-operative Council and included its values, objectives, outcomes and key actions;
- (b) the review of the Corporate Plan had removed any duplicated and completed items, as well as bringing it in line with the commitments considered by Cabinet on 17 June 2014;
- (c) there were 42 key actions, 11 had been removed, eight had been added and 16 had been reworded;
- (d) the revised Corporate Plan would be submitted to Full Council in September 2014 for its approval.

In response to questions raised by the Board, it was reported that –

- (e) quarters one and two would be presented to the Board in November 2014, which would include the target dates;
- (f) the framework for working with our citizens and communities would attempt to address such issues as the 'Have your say' sessions not being representative of all communities and focus largely on reactive responses to customers' experiences, rather than informing local decisions or shaping local facilities and services.

The Chair thanked Peter Honeywell for attending.

26. **COSTS AND BENEFITS MONITORING INFORMATION FOR TRANSFORMATION**

The Interim Strategic Director for Transformation and Change and the Assistant Director for Finance gave a presentation on the costs and benefits of the Transformation Programme, which highlighted the following key areas –

- financial position: the context for Transformation;
- Transformation Programmes;
- Transformation Programme three year detail by programme;
- Transformation: 2014/15 forecasted expenditure/commentary on costs;
- Transformation: 2014/15 forecasted benefits and commentary;
- Transformation: 2015/16 and beyond.

The Board was advised that –

- (a) the overall net benefits of the programme over three years were projected as £39.6m;
- (b) in 2014-15 the projected spend for the programme was £5.192m against a budget of £5.3m;
- (c) the majority of costs for each programme could be attributed to staff costs; however the figures did include training and development costs, ICT investment and other support service costs;
- (d) in 2014/15 the forecast benefits was £6.5m;
- (e) whilst officers were confident that the benefits in 2014-15 would be achieved it would not be without risk.

In response to questions raised by the Board, it was reported that –

- (f) the programmes were currently moving into the implementation and delivery stage and therefore would require additional resources;
- (g) there were 20 members of staff who were currently undergoing project training; the apprentices had already commenced the NVQ4 training in project management; other training including financial modelling was currently being implemented;
- (h) the skills agenda was an important part of the GAME programme in relation to growing the population of the City;
- (i) it was normal for there to be movement of the timing of decisions relating to the programmes due to their size and complexity;

- (j) the majority of staff were employed of flexible terms and conditions in relation to their place of work, therefore staff transferring to different sites would not incur any additional costs;
- (k) longer term solutions were currently being considered (beyond 2018), however the aim was to deliver these solutions through the existing programmes;
- (l) the existing solutions may not deliver all the savings required; however radical solutions were being developed in the larger spend areas, including health and social care, in order to address the long term demands;
- (m) the Medium Term Financial Plan would take account of both the transformation benefits and the overall projected expenditure and income over the next three to five years; it was important not to treat the transformation benefits and the overall financial position of the council separately as the two elements were mutually reliant.

The Chair thanked the officers for attending the meeting.

27. **CALL-INS**

There were no call-ins to consider.

28. **URGENT EXECUTIVE DECISIONS**

The Chair reported that he had signed the urgent delegated decision relating to the tender award for children's centres (cluster one and four).

Following a competitive tendering process which was held in March 2014, Cabinet awarded six contracts for the operation of the children's centres across the city. However, subsequent to this decision the organisation awarded cluster one and four withdrew its offer. Therefore, the contracts were awarded to the second ranked bidder.

The Board noted the decision taken under delegated authority.

29. **RECOMMENDATIONS**

There were no recommendations to consider.

30. **CO-OPERATIVE REVIEWS**

The Board considered and agreed the co-operative reviews relating to the creating a brilliant co-operative street service and waste collection re-organisation project.

31. **EXEMPT BUSINESS**

There were no items of exempt business.

# CO-OPERATIVE SCRUTINY BOARD

Draft Work Programme 2014 - 2015



**PLYMOUTH**  
CITY COUNCIL

**Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance and is subject to approval at the Co-operative Scrutiny Board.**

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Helen Wright, Democratic Support Officer, on 01752 304022.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
25.06.2014	Financial Outturn 2013/14 Including Capital Programme Update	To identify areas of concern (if any).		David Northey, Head of Corporate Strategy
23.07.2014	Corporate Monitoring (Finance and HR) May/June 2014	To identify areas of concern (if any).		David Northey, Head of Corporate Strategy
	Review of Corporate Plan	To identify areas of concern (if any).		Giles Perritt, Assistant Chief Executive
	Scrutiny ELearning		To provide training for Members (and officers)	Lorraine Slinn, Senior ICT Trainer
	Costs and Benefits Monitoring Information for Transformation	To identify areas of concern (if any)		Malcolm Coe, Head of Finance
13.08.2014	Plymouth Plan	Pre decision scrutiny		Paul Barnard, Assistant Director for Strategic Planning and Infrastructure
	Co-operative Centre of Operations: Method and Approach (CCO) (Transformation)	The Board will receive an overview of this Transformation Programme		Ken Blunt, Co-operative Centre of Operations Manager
24.09.2014	Corporate Monitoring (Finance and HR)	To identify areas of concern (if any)		David Northey, Head of Corporate Strategy
	Child Poverty	The Board will receive a 12 month progress update		Candice Sainsbury, Senior Policy, Performance and Partnership Advisor
	Annual Scrutiny Report	To meet statutory requirement		Giles Perritt, Assistant Chief Executive
	Transformation Assurance Report			Giles Perritt, Assistant Chief Executive

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
22.10.2014	Co-operative Centre of Operations: Method and Approach (CCO) (Transformation)	Pre decision Scrutiny		Ken Blunt, Co-operative Centre of Operations Manager
19.11.2014	Corporate Monitoring Report (Finance and HR)	To identify areas of concern (if any)		David Northey, Head of Corporate Strategy
	Corporate Plan Performance Monitoring Report	To identify areas of concern (if any)		Peter Honeywell, Transformation Programme Manager
17.12.2014				
07.01.2015	<b>Budget Scrutiny (Day One)</b>	The Board's recommendations will form part of the consultation process.	Pre decision scrutiny	Giles Perritt, Assistant Chief Executive
12.01.2015	<b>Budget Scrutiny (Day Two)</b>	The Board's recommendations will form part of the consultation process.	Pre decision scrutiny	Giles Perritt, Assistant Chief Executive
14.01.2015	<b>Budget Scrutiny (Day Three)</b>	The Board's recommendations will form part of the consultation process.	Pre-decision scrutiny	Giles Perritt, Assistant Chief Executive
21.01.2015				
18.02.2015				
11.03.2015				
15.04.2015				
<b>Issues Identified for Scrutiny (no date agreed)</b>				
	Plymouth Plan	Board to form part of the consultation process.	Pre-decision scrutiny	Paul Barnard, Assistant Director for Planning Services/Richard Grant, Local Planning Team Leader
	Flood Protection	Identified as a recommendation (15) from Budget Scrutiny.		Anthony Payne, Strategic Director for Development
	Review of Staff Engagement and Negotiation	Identified as a recommendation (17) from Budget Scrutiny.		Chris Squires, Assistant Director for HR and Organisational Development
	City MPs	Provide an overview of current issues and areas of joint working.		Helen Wright, Democratic Support Officer
	Leader and Chief Executive	Provide an overview of the council's priorities and progress		Helen Wright, Democratic Support Officer

# Co-operative Scrutiny Board

Tracking Decisions – August 2014



	Resolution	Target date, Officer responsible and Progress	
		Date:	Officer responsible and Progress
25.06.2014  Financial Outturn 2013/14 Including Capital Programme Update  Minute 10	The Board requested that a report on the movements within the budgets could be provided, in order to fully understand the financial position of the Council.	Date:	June 2014
		Officer:	David Northey, Head of Corporate Strategy
		Progress:	This information was circulated on 25 July 2014.  <b>Completed</b>
23.07.2014  Work Programmes  Minute 4	The Board <u>agreed</u> the work programme for the Ambitious Plymouth Panel subject to the reference to POD being referred to in full (People and Organisation Development).  The Board further <u>agreed</u> –  1. Its work programme;  2. That the meeting scheduled for 27 August 2014 would revert back to a provisional meeting, in order to consider any call-ins that may be received.	Date:	July 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	This information has been fed back to the DSO responsible for this panel.  The Board's work programme has been updated and the meeting scheduled for 27 August 2014 reverted back to a 'provisional' meeting.  <b>Completed</b>
23.07.2014  Corporate Monitoring Report  Minute 9	The Board <u>agreed</u> to invite the Leader, the Chief Executive and Councillor Lowry to its meeting scheduled for 24 September 2014.	Date:	July 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	Currently looking at the diary commitments of the Leader and Chief Executive for this date.

	<b>Resolution</b>	<b>Target date, Officer responsible and Progress</b>	
23.07.2014  Co-operative Reviews  Minute 15	The Board considered and <u>agreed</u> the co-operative reviews relating to creating a brilliant co-operative street service and waste collection re-organisation project.	Date:	July 2014
		Officer:	Helen Wright, Democratic Support Officer
		Progress:	<p>The waste collection re-organisation project would be reviewed on 8 August 2014 by the Working and Your Plymouth Panels.</p> <p>The creating a brilliant co-operative street service review would be held on 28 August 2014.</p> <p><b>Completed</b></p>



# Co-operative Scrutiny Board

Forward Plan of Key Decisions and Private Business



**LIST OF KEY DECISIONS AND PRIVATE BUSINESS**

<b>Reference</b>	<b>Title</b>	<b>Decision Maker and Date of Decision</b>
I059752	AWARD OF BUILDING CONTRACT FOR LANGAGE EMPLOYMENT UNITS AND TO AGREE ANY ASSOCIATED FINANCIAL INCREASES WITHIN THE CAPITAL PROGRAMME	Council Leader / Cabinet Member for Finance Between 30 May 2014 and 30 September 2014
I059756	REVIEW AND PRIORITISATION OF THE CAPITAL PROGRAMME	Council Leader Between 1 August 2014 and 30 November 2014
I060966	CATEGORY MANAGEMENT: FLEET SERVICES PROJECT BUSINESS CASE	Cabinet (on the recommendation of Councillor Vincent) 2 September 2014
I060813	STRATEGIC BUSINESS CASE FOR COMMERCIALISATION	Cabinet (on the recommendation of Councillor Vincent) 2 September 2014
I060812	THE BRILLIANT CO-OPERATIVE STREET SERVICE BUSINESS CASE	Cabinet (on the recommendation of Councillor Vincent) 2 September 2014
I062018	PARKING IT AND PCN PROCESSING CONTRACT	Cabinet (on the recommendation of Councillor Coker) 2 September 2014
I061855	CARERS' STRATEGY 2014 - 18 AND CARERS' ACTION PLAN 2014 -2015	Cabinet (on the recommendation of Councillor Tuffin) 2 September 2014
I061856	DEMENTIA STRATEGY OVERVIEW DEVON AND PLYMOUTH AND DEMENTIA ACTION PLAN 2014-15	Cabinet (on the recommendation of Councillor Tuffin) 2 September 2014
I062020	NEW COMMUNITY ECONOMIC DEVELOPMENT TRUST	Cabinet (on the recommendation of Councillor Penberthy) 14 October 2014
I061853	RESIDENTIAL AND NURSING CARE HOME FAIR PRICE FOR CARE	Cabinet (on the recommendation of Councillor Tuffin) 14 October 2014

**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Plymouth Plan
<b>Committee:</b>	Co-operative Scrutiny Board
<b>Date:</b>	13 August 2014
<b>Cabinet Member:</b>	Councillor Vincent
<b>CMT Member:</b>	Anthony Payne (Director of Place)
<b>Author:</b>	Richard Grant (Local Planning Team Leader)
<b>Contact details</b>	Tel: 01752 304331 email: Richard.grant@plymouth.gov.uk
<b>Ref:</b>	
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Purpose of the report:**

In September 2012, Plymouth City Council's Cabinet approved a report which set out an exciting approach to the review of the City Council's adopted Core Strategy and supporting Area Action Plans (AAPs), taking the city's statutory Development Plan forward within the context of the government's new Local Plan system. This established the foundations for preparing the new "Plymouth Plan", and explained how it will provide an integrated and holistic long term plan as to how the city will change between 2012 and 2031.

Essential to this innovative approach is the involvement of individuals in creating the plan in a way that will excite and engage a wide range of people. The final plan will reflect the aspirations of all Council services, local businesses and communities across Plymouth, and be a strategic plan for the city that they will use and that partners in the private, public and voluntary sectors from outside the city can 'buy in to'.

Work has been progressing on the Plymouth Plan. Key engagement exercises were undertaken in 2013 and the critical work of ensuring the evidence base is robust has been ongoing. We are now at an important phase of the plan production, setting out the results of the work so far and preparing to produce a consultation draft Plymouth Plan Part One by December 2014. This Report to the Co-operative Scrutiny Board provides more detail on the work being done and an update on the production of the Plymouth Plan.

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

The report directly supports the Council's vision for the city as well as its priority for delivering sustainable growth. It directly responds to the new Corporate Plan proposal to prepare the Plymouth Plan.

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

There are no direct financial implications associated with the report.

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

The Plymouth Plan will be a plan for both people and place. The creation of sustainable communities, and the theme of providing quality of life for everyone in the city, will run through the heart of the Plan. It will therefore provide an effective and integrated strategic framework for addressing and responding to issues such as community safety, community cohesion, child poverty and equalities and diversity. An Equality Impact Assessment will be undertaken for the Plan itself, and be available at submission stage.

The consultation process will continue to include a variety of methods and a range of information that is accessible to different audiences and engages with people of different ages, backgrounds and interests and will work with the People Directorate and other organisations that specialise in this field to achieve this.

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**Equality and Diversity**

Has an Equality Impact Assessment been undertaken? No

A full Equality Impact Assessment will be prepared as part of the process of preparing the Plymouth Plan.

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**Recommendations and Reasons for recommended action:**

It is recommended that the Co-operative Scrutiny Board note the contents of the report.

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**Alternative options considered and rejected:**

The alternative options of not maintaining an up to date Development Plan would be contrary to the Localism Act 2011. It would also leave the National Planning Policy Framework as the main policy basis for determining planning applications.

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**Published work / information:**

[Report to Cabinet on The Plymouth Plan \(11<sup>th</sup> September 2012\)](#)

[Adopted Plymouth Core Strategy, Plymouth City Council, April 2007](#)

[Localism Act 2011](#)

[The Town and Country Planning \(Local Development\) \(England\) \(Amendment\) Regulations 2008, HMSO, June 2008](#)

[The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

[The National Planning Policy Framework \(March 2012\)](#)

[LDF Local Development Scheme, Plymouth City Council \(July 2011\)](#)

[Draft Community Infrastructure Levy Charging Schedule, Plymouth City Council, June 2012](#)

[Plymouth Statement of Community Involvement](#)

[Report to Cabinet on Plymouth Plan \(25th March 2014\)](#)

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**Sign off – Not Applicable**

Fin		Leg		Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member													
Has the Cabinet Member(s) agreed the contents of the report? Yes / No													

## **1.0 Background**

- 1.1 The process of creating the Plymouth Plan has entered a critical phase in the run up to the production of a Consultation Draft. This report sets out the process that is being followed and the tasks which are underway.
- 1.2 At the Cabinet Meeting on 25. March 2014, a timeline with key milestones was set out for producing the Plymouth Plan. This set out the following critical path:

Plymouth Plan Convention	by July 2013
Plymouth Plan evidence base	by June 2014
Engagement to help shape the plan	by August 2014
Part One: strategic framework (draft) published	by December 2014
Consultation on Plymouth Plan strategic framework	Winter 2014/15
Plymouth Plan Part One approved	by June 2015
Part Two: Site Allocations & Policies evidence base	by September 2015
Single Plymouth Plan published for representations	by January 2016
Submission of Plymouth Plan	by April 2016
Public Examination	by July 2016
Adoption	by February 2017

- 1.3 The Cabinet Report set out in detail the progress which had been made so far on the Plymouth Plan and the reasons for setting out a new process and timescale. The report can be viewed here:  
<http://www.plymouth.gov.uk/mgInternet/documents/s53520/140325%20LDS%20and%20Plymouth%20Plan%20Cabinet%20report%20FINAL.pdf>
- 1.4 We are therefore working towards the milestones set out above.

## **2.0 Current Stage**

- 2.1 As set out in the Cabinet Report, we are undertaking a summer engagement exercise which is called Plymouth Plan Connections. The engagement has three key strands:
1. The publication of the Plymouth Plan Area Assessments. These assessments divide the city into eight parts and set out an objective analysis of their characteristics, facts and figures which together give an indication of the sustainability of each area. They effectively update the Sustainable Neighbourhood Assessments which underpinned the Local Development Framework. These have been published on the Plymouth Plan consultation portal, (<http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/plymouthplan.htm>) and we are asking local community groups to undertake engagement on these assessments with their communities.
  2. We are publishing Plymouth Plan Topic Papers each week throughout the summer. A large number of Topic Papers are being prepared which set out in some detail the issues which the plan will cover, and which suggest some of the ways in which those issues may be addressed. The papers will enable people to delve into some of the detail the Plymouth Plan team are grappling with, and have been prepared by officers from across the Council and in

some cases from partner organisations. The first papers to be published are available from the Plymouth Plan consultation portal and more will be published each week, with the full set of papers available by 15 September. The following Topic Papers are being produced:

*Topic Papers which have been published (as of 1 August 2014):*

Plymouth Plan Conversations Response Report

Strategic Overview

Local community topic paper

Flooding topic paper

Health and wellbeing topic paper

Water resources topic paper

Low carbon topic paper

Local food topic paper

*Next Topic Papers to be published:*

Natural Infrastructure

Health and Wellbeing

Sports

Education and Learning

Arts and culture

Historic Environment

Supporting Communities

*Topic Papers to be published through August and early September:*

Housing need and supply

Retail Strategy

Strategic Transport

Local Transport

City Centre

Housing – people

The Waterfront

Sub Regional Strategy

Waste

Infrastructure and Investment

Economy

3. Finally, we will be published the evidence base studies which have been prepared to inform the Plymouth Plan, alongside the relevant Topic Papers.

These studies are detail and technical pieces of work which must be robust in order to support the Plymouth Plan through the formal examination process. They are being published for people to comment on, and to see the detailed work underpinning the Topic Papers, if they so wish. The following Evidence Base Studies will be published alongside Topic Papers:

Strategic Housing Land Availability Assessment

Employment Land Review

City Centre Development Study

Airport Study

Waste Strategy Review and Waste Needs Assessment

Plymouth and Surrounding Areas Study

Gypsy and Traveller Needs Assessment

Waterfront Evidence Base

- 2.2 The engagement is being supported by the Plymouth Plan sofa which has been at several events throughout the summer. The programme of sofa events is also available on the Plymouth Plan Consultation Portal.
- 2.3 We are keeping the Plymouth Plan Connections engagement open for comments for several months over the summer and into the autumn. The engagement has already been running throughout July, and will carry on until 25 October, enabling as many people as possible to engage with the plan.

### **3.0 Next Steps**

- 3.1 The Plymouth Plan Part One Consultation Draft will be considered at the Cabinet Meeting on 9 December 2014.
- 3.2 The Plymouth Plan Part One, as set out in the Cabinet Report of 25 March, will be a strategic document setting the direction and principles of the Plymouth Plan. It could therefore contain:

The Vision for the city,

Strategic Objectives based around the nine Plymouth Plan themes,

Strategic Policies,

Four Area Visions covering Plympton, Plymstock, North Plymouth and South Plymouth,

Targets and monitoring.

- 3.3 If approved by Cabinet, the consultation draft will be subject to a further six weeks of engagement early in 2015.
- 3.4 The Plymouth Plan Part Two will be worked up in 2015. This part of the plan will deal with site allocations and designations, which will show how the objectives of the Plymouth Plan will be delivered by setting out sites for development and designating sites to be protected. Once this has been prepared, it will be combined with Part One of the plan, consulted on one final time, and will finally be submitted to the Government by April 2016.



## 3.5 The Plymouth Plan timetable is set out below:

Plymouth Plan Stage	Programme
<p><b>1. Plymouth Plan Conversations</b> An engagement process to scope and evidence the Plan</p>	<p>Summer 2012 to Spring 2013</p> <p><b>COMPLETED SPRING 2013</b></p>
<p><b>2. Plymouth Plan: Your Plan, Your City</b> A key milestone and engagement process on the Plymouth Plan through the Plymouth Plan Convention</p>	<p>8 June to 22 June 2013</p> <p><b>COMPLETED JUNE 2013</b></p>
<p><b>3. Plymouth Plan Evidence Base</b> Commissioning and completion of Plymouth Plan Evidence Base Studies</p>	<p>By June 2014</p> <p><b>Evidence base all commissioned, and final drafts in process of being signed off. PUBLICATION SEPT 2014</b></p>
<p><b>4. Engagement to help shape the plan</b> Plymouth Plan Connections engagement exercise</p>	<p>By August 2014</p> <p><b>ON TRACK Engagement underway. Topic Papers being published on the Plymouth Plan Consultation Portal</b></p>
<p><b>5. Plymouth Plan Part One:</b> strategic framework (draft) published</p>	<p>By December 2014</p> <p><b>ON TRACK Plymouth Plan Part One will be considered by Cabinet on 9 December 2014</b></p>
<p><b>6. Preparation of Plymouth Plan Part 2</b></p>	<p>By September 2015</p> <p><b>ON TRACK</b></p>
<p><b>7. Pre Submission Consultation on single Plymouth Plan</b></p>	<p>By January 2016</p> <p><b>ON TRACK</b></p>

<p><b>8. Submission of the Plymouth Plan</b></p>	<p>By April 2016</p> <p><b>ON TRACK</b></p>
<p><b>9. Legal Stages</b></p> <p>Examination</p> <p>Adoption</p>	<p>By July 2016</p> <p>By April 2017</p> <p><b>ON TRACK</b></p>

# REQUEST FOR A CO-OPERATIVE REVIEW



**PLYMOUTH**  
CITY COUNCIL

<p><b>What is the name of the review?</b></p>	<p><b>Growth and Municipal Enterprise Transformation Programme - Business Case Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>The Brilliant Co-Operative Street Service Business Case</b></li> <li>• <b>Category Management: Fleet Services Project Business Case</b></li> <li>• <b>Strategic Business Case For Commercialisation</b></li> </ul>
<p><b>Please provide a brief outline of the subject and scope of the review?</b></p>	<p>The panel will review business cases for three elements of the Growth and Municipal Enterprise and receive evidence from officers. The session will examine -</p> <ul style="list-style-type: none"> <li>• impact and outcomes of the proposed programme;</li> <li>• the costs and benefits of the proposed programme;</li> <li>• the link between the detailed business case and the Council's Values;</li> <li>• how the Council will or has engaged with partners, the community and other stakeholders to achieve the transformation objectives.</li> </ul>
<p><b>Please outline the reasons as to why you believe a review needs to take place?</b></p>	<p>Business plans will have a potential impact on one or more sections of the community and is considered an issue of concern to the partners and stakeholders.</p> <p>The review satisfies the Co-operative Scrutiny Board and the current administration's request that Transformation Programme projects are subject to pre-decision scrutiny.</p>
<p><b>What will the review attempt to achieve?</b></p>	<p>The review will –</p> <ul style="list-style-type: none"> <li>• assist the Council's executive in transforming the Council and, thereby, delivering a balanced budget;</li> <li>• hold the executive to account for the quality and impact of specific projects and initiatives within the Transformation Programme;</li> <li>• ensure that the Transformation Programme is delivered in a way that is consistent with the Council's values, particularly the need to reflect the views of residents.</li> </ul>
<p><b>Who will benefit from the review?</b></p>	<p>Communities and service users, members of the public, Councillors, Officers and Partners.</p>

<b>How long do you think the review might take?</b>	It would be our intention that a single session would be required to consider these items.
<b>When do you think the review should commence and why?</b>	<p>The scrutiny review will be chaired by the Chair of the Working Plymouth Panel. Members of both the Working Plymouth and Your Plymouth Panels will be invited to sit on the review. If Panel members are unable to resource the review councillors will be sought from the wider non-executive membership.</p> <p>The scrutiny review will open and close on the 28<sup>th</sup> August 2014. This is to ensure that adequate time is allotted to discussion and the preparation of draft recommendations, to be provided to Cabinet in order to assist with decision making.</p>
<b>When do you think the review should be completed by and why?</b>	As above.
<b>Review requested by?</b>	<b>This review results from the planned scrutiny of the transformation programme as agreed by the Co-operative Scrutiny Board on the 25 June 2014.</b>

Received in Democratic Support Section:	Reviewed by the Co-operative Scrutiny Board:
Date: <input type="text"/>	Date: <input type="text"/>
Scrutiny Review Approved/Rejected	<input type="text"/>
If approved initial Project Plan meeting date:	<input type="text"/>