



#plymcouncil



**Democratic and Member Support**

Chief Executive's Department  
Plymouth City Council  
Ballard House  
Plymouth PL1 3BJ

Please ask for Judith Shore  
T 01752 304494  
E [judith.shore@plymouth.gov.uk](mailto:judith.shore@plymouth.gov.uk)  
[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)  
Published 15 January 2016

## CITY COUNCIL

Monday 25 January 2016  
2.00 pm  
Council House, Plymouth

**Members:**

Councillor Dr. Mahony, Chair  
Councillor Ball, Vice Chair

Councillors Mrs Aspinall, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Mrs Bridgeman, Churchill, Coker, Damarell, Dann, Darcy, Philippa Davey, Sam Davey, Deacon, Downie, Drean, Evans, Fletcher, K Foster, Mrs Foster, Fox, Fry, Hendy, James, Jarvis, Jordan, Kelly, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, McDonald, Morris, Murphy, Nicholson, Mrs Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Ricketts, Riley, Dr. Salter, Singh, Smith, Sparling, 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 the Council Chamber and during the course of the meeting, Councillors are consenting to being filmed and to the use of those recordings for webcasting.

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**Tracey Lee**  
Chief Executive

# CITY COUNCIL

## AGENDA

### PART I – PUBLIC MEETING

#### 1. APOLOGIES

To receive apologies for absence submitted by councillors.

#### 2. MINUTES (Pages 1 - 10)

To approve and sign, as a correct record, the minutes of the special and ordinary meetings of the City Council held on 23 November 2015.

#### 3. DECLARATIONS OF INTEREST (Pages 11 - 12)

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

#### 4. APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC (Pages 13 - 14)

The Assistant Chief Executive will submit a schedule of vacancies on committees, outside bodies etc and of changes notified to the Monitoring Officer.

#### 5. ANNOUNCEMENTS

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

#### 6. QUESTIONS BY THE PUBLIC

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

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, or email to [democraticsupport@plymouth.gov.uk](mailto:democraticsupport@plymouth.gov.uk). Any questions must be received at least five complete working days before the meeting.

## **RECOMMENDATIONS FROM CABINET AND OTHER COMMITTEES**

### **7. COUNCIL TAX BASE SETTING 2016/17 AND COUNCIL TAX SUPPORT SCHEME 2016/17 (Pages 15 - 24)**

Cabinet Member: Councillor Lowry (Cabinet Member for Finance).

The City Council will be asked to approve the Council Tax Base setting and Council Tax Support Scheme for 2016/17.

The minute of Cabinet held on 12 January 2016 will be submitted together with the report considered at Cabinet.

### **8. TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE CAPITAL AND REVENUE BUDGET 2016/17 (Pages 25 - 32)**

Cabinet Member: Councillor Coker (Cabinet Member for Strategic Planning and Transport).

The City Council will be asked to approve the Tamar Bridge and Torpoint Ferry Joint Committee's 2016/17 Revenue Estimates and Capital Programme.

The minute of Cabinet held on 12 January 2016 will be submitted together with the report considered at Cabinet.

### **9. TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE AUDIT ARRANGEMENTS 2015/16 AND BEYOND (Pages 33 - 38)**

Cabinet Member: Councillor Coker (Cabinet Member for Strategic Planning and Transport).

The City Council will be asked to approve the audit arrangements for the Tamar Bridge and Torpoint Ferry Joint Committee.

### **10. PUBLICATION OF EXECUTIVE DECISIONS: CONSTITUTIONAL AMENDMENT (Pages 39 - 42)**

Cabinet member: Councillor Pete Smith, Deputy Leader

The Council will be asked to approve a change to the day on which executive decisions are published and a consequential amendment to the constitution.

### **11. PAY POLICY STATEMENT 2016/2017 (Pages 43 - 54)**

Tracey Lee (Chief Executive) will submit a report seeking approval of the Pay Policy Statement 2016/17.

## **12. MOTIONS ON NOTICE**

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

1.1. Holocaust Memorial Day, 27 January 2016

**(Pages 55 - 56)**

## **13. QUESTIONS BY COUNCILLORS**

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

## **14. EXEMPT BUSINESS**

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

## **PART II (PRIVATE MEETING)**

### **AGENDA**

#### **MEMBERS OF THE PUBLIC TO NOTE**

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

NIL.

## City Council

Monday 23 November 2015

### PRESENT:

Councillor Dr. Mahony, in the Chair.

Councillor Ball, Vice Chair.

Councillors Mrs Aspinall, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Mrs Bridgeman, Churchill, Coker, Damarell, Dann, Darcy, Philippa Davey, Sam Davey, Deacon, Downie, Evans, Fletcher, Fox, Fry, Hendy, James, Jarvis, Jordan, Kelly, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, McDonald, Morris, Murphy, Nicholson, Mrs Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Ricketts, Riley, Dr. Salter, Singh, Smith, Sparling, Stevens, Storer, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler and Wiggins.

Apologies for absence: Councillors Drean, K Foster and Mrs Foster

The meeting started at 2.50 pm and finished at 8pm.

*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.*

### 36. MINUTES

Agreed the minutes of the meeting of the City Council held on 21 September 2015.

### 37. DECLARATIONS OF INTEREST

The following declarations of interest were made by councillors in accordance with the code of conduct in respect of items under consideration at the meeting -

Name	Minute Number	Reason	Interest
Councillor Coker	41	Publican	DPI
Councillor Lowry	44a	Employee of Babcock International	Private
Councillor Mrs Nicholson	44a	Employee of Babcock International	Private
Councillor Mrs Beer	44b	Employee of Devon and Cornwall Police	DPI
Councillor Darcy	44b	Employee of Devon and Cornwall Police	DPI
Councillor Stevens	44b	Employee of Devon and Cornwall Police	DPI
Councillor Downie	44d	Director of Four Greens Community Trust	Private
Councillor Jon Taylor	44d	Director of Four Greens Community Trust	Private

Councillor McDonald	44d	Shareholder in Plymouth Energy Community	Private
Councillor Penberthy	44d	Member of the Plymouth Energy Community Board	Private
Councillor Dr Mahony	44d	Investor in renewables	Private

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

The Assistant Director and Head of Legal Services notified members that Councillor Kate Taylor had replaced Councillor Wheeler on the Planning Committee.

39. **ANNOUNCEMENTS**

<b>(a)</b>	<b>Lord Mayor</b>
•	<b>Heather Ogburn</b> , Senior Leadership Adviser in the department for Learning and Communities was congratulated following the receipt of her MBE earlier in the year in the Queen's Birthday Honours list;
•	<b>The William Phillip and Gladys May Tucker Trophy</b> was presented to Mike Wilkinson 'Social Worker of the Year'.
•	<b>The National Highways and Transport survey on customer satisfaction with city's roads and transport systems</b> had resulted in a national award for improving public satisfaction with the condition of the City's roads. The award was presented to Victoria Hutchens, Mark Smith and Ray Li
•	<b>Wellbeing charter award</b> – Michelle Hingston-Wood and Neil Minion from the Health Safety and Wellbeing Team were presented with the accreditation for the new Workplace Wellbeing Charter.
•	<b>Legal Services Certificate issued by Lloyd's Register Quality Assurance</b> - Dave Shepperd, Assistant Director & Head of Legal Services and Cheryl Spear, Support Services Manager were presented with an external accreditation for meeting the requirements of ISO standards.
•	<b>Southwest Green Energy Awards</b> – the Lord Mayor announced that Plymouth City Council had won the 'Most Proactive Public Sector' award.
•	<b>Best Energy Efficiency Building Scheme</b> – it was announced that Plymouth Energy Community had been shortlisted for the 'Best Energy Efficiency Building Scheme' award.
•	<b>The Strategic Planning and Infrastructure Awards</b> – officers from the strategic planning and infrastructure department were presented with two prestigious national planning awards – the Strategic Planning Award for the Plymouth Plan and the Local Authority Planning Team of the year.

•	<b>Chartered Institute of Public Relations</b> – Nicola Lenden and Gemma Pearce were presented with the Silver award for ‘Public Sector Campaign 2015’
•	<b>Partnership Awards (Genesis and Plymouth Community Homes)</b> – the Lord Mayor announced that Plymouth Community Homes had won the award for ‘Regeneration Scheme of the Year’ and ‘Building of the year award.
<b>(b)</b>	<b>The Leader, Cabinet Members or Chairs of Committees</b>
•	<b>Councillor McDonald – Cabinet Member for Children, Young People and Public Health</b> - announced that alongside Councillor Davey she had attended the launch of the South Devon Peninsula Family Drugs and Alcohol Court in Exeter which specialised in helping families to stabilise and get through Drugs and Alcohol issues.

40. **QUESTIONS BY THE PUBLIC**

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

In the absence of Mr Sharpe and Mr Kerswell the following questions and responses were circulated and a written response would be sent to them after the meeting -

<b>Question No</b>	<b>Question By</b>	<b>Cabinet Member</b>	<b>Subject</b>
CQ12 2015/16	Mr F Sharpe	Councillor (Deputy Leader)	Plymstock Swimming Pool
There have been comments a pool will be built by 2017 other comments have suggested four to five years, its needed in Plymstock now who do we believe?			
<p><b>Response</b></p> <p>This Council remains supportive of the provision of a swimming pool in the Plymstock area, and its planning policies (which have been the subject of extensive community consultations over many years) provide for a sports hub including a 4-lane, 25 metre swimming pool as part of the Sherford development.</p> <p>The Sherford developer will contribute the private funding which means that the residents of Plymstock and Plymouth will not have to.</p> <p>The legal trigger point for the provision of a swimming pool at Sherford is 700 dwellings and that has not changed. The build rate is under the control of the developers, which is normal for strategic development sites. There is presently consent for 600 homes at Sherford and, based on the current building programme for the first phase, we could see the swimming pool being provided by the end of 2018.</p>			

<b>Question No</b>	<b>Question By</b>	<b>Cabinet Member</b>	<b>Subject</b>
CQ13 2015/16	Mr A Kerswell	Councillor Smith (Deputy Leader)	Cost of Redundancy
How much money has it cost making white collar staff redundant paying out £100,000 or more and what are the savings in the first 12 months?			
<p><b>Response</b></p> <p>The Council is fully transparent about the pay of its senior managers and full details are set out in its annual statement of accounts. This covers any redundancy payments. We can confirm no payments over £100,000 have been made.</p>			

41. **GAMBLING ACT 2005 STATEMENT OF LICENSING POLICY**

Councillor P Davey, Cabinet Member for Safer and Stronger Communities, proposed and Councillor Rennie seconded the report of the Director of Public Health on the Gambling Act 2005 Statement of Licensing Policy (Cabinet minute 48 refers).

Agreed to adopt the Gambling Act Statement of Licensing Policy contained in Appendix A with effect from 31 January 2016.

*(Councillor Coker declared a DPI in this item and left the meeting during the debate).*

42. **CAPITAL AND REVENUE MONITORING REPORT 2015/16 SECOND QUARTER (CABINET REPORT)**

Councillor Lowry (Cabinet Member for Finance) proposed and Councillor Evans (Leader) seconded the report of the Corporate Management Team (Cabinet minute 52 refers).

Agreed to increase the Capital Programme 2015 - 2020 to £287 million

43. **A DEVOLUTION DEAL FOR THE HEART OF THE SOUTH WEST**

Councillor Evans, Leader proposed and Councillor Bowyer seconded the report of the Chief Executive on a Devolution Deal for the South West subject to the removal of the words 'before the end of the year in recommendation 2'.

Agreed to –

- (1) endorse the current approach to devolution and the drafting of proposals, and the submission and negotiation of a deal for the Heart of the South West, namely:

Working with local authorities, National Parks and the Heart of the South West Local Enterprise Partnership to deliver full proposals for devolution which will seek a formal agreement with Government on a formal devolution deal based around:



**Productivity and economic growth**

- Devolving powers over skills, apprenticeships, and business support, including more flexible, joined up funding and investment
- Greater control over the public sector property portfolio

**Health, care and wellbeing**

- Reducing ill-health and reliance on health and social care services
- Support to deliver integration of health and social care

**Improved connectivity and resilience**

- Better coordination of infrastructure and local growth
- More housing and economic infrastructure
- Improved coordination and delivery of flood and coastal defence, protection and prevention infrastructure

**Governance**

- Proposals to manage any new powers across the Heart of the South West, based on existing decision-making structures where possible, but accepting that new forms of governance may be required by Government, depending on the content of the final deal.
- ‘Passporting’ of powers down to more local areas or themes using existing formal decision-making structures where possible, illustrating the HotSW commitment to ‘double devolution’;

- (2) delegate authority to the Leader, in consultation with the Chief Executive and the Leader of the Largest Opposition Group, to endorse the final submission to Government of the detailed proposition for a devolution deal.

44. **MOTIONS ON NOTICE**

(i) **Trident Nuclear Submarine Programme**

Councillor Bowyer proposed and Councillor Darcy seconded a motion on the Trident Nuclear Submarine Programme.

During the debate Councillor Evans proposed and Councillor Smith seconded an amendment to the motion as follows –

- delete the words, ‘Jeremy Corbyn M.P. Leader of the Labour Party, ask him to support the renewal of the Trident nuclear submarine programme...’ and replace with the words, ‘the Leaders of all the political parties with parliamentary representation asking them to confirm their support for the replacement of the Vanguard-class ballistic submarine fleet’.

- add the words, 'In addition, Council urges the city's MPs to press the Prime Minister to commit to the Successor programme without further delay.'

Following a request from 10 councillors for a recorded vote on the amendment was agreed.

The vote was –

*For the motion (53)*

*Councillors Mrs Aspinall, Ball (Deputy Lord Mayor), Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Mrs Bridgeman, Churchill, Coker, Damarell, Dann, Darcy, Philippa Davey, Sam Davey, Deacon, Downie, Evans, Fletcher, Fox, Fry, Hendy, James, Jarvis, Jordan, Kelly, Martin Leaves, Mike Leaves, Mrs Leaves, Lowry, McDonald, Morris, Murphy, Nicholson, Mrs Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Ricketts, Riley, Dr Salter, Singh, Peter Smith, Sparling, Stevens, Storer, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent Wheeler and Wiggins.*

*Against the motion (0)*

*Not Voting (1)*

*Lord Mayor (Chair)*

*Absent (3)*

*Councillors Drean, Foster and Mrs Foster*

It was agreed that the motion as amended was put to the vote without further debate.

The motion as amended was agreed as follows -

The Chief Executive be instructed to write to the Leaders of all the UK political parties with parliamentary representation asking them to confirm their support for the replacement of the Vanguard-class ballistic submarine fleet and recognize the importance of this project to the local economy of Plymouth. In addition, Council urges the city's MPs to press the Prime Minister to commit to the Successor programme without further delay'.

The Leader agreed to share the responses with all members.

**(ii) Police Funding**

Councillor Philippa Davey proposed and Councillor Evans seconded a motion on police funding subject to changing the last word 'missions' to 'millions'.

During the debate Councillor Nicholson moved and Councillor Mrs Pengelly seconded an amendment as follows –

Seek a briefing for the whole Council, from the Devon and Cornwall Police and Crime Commissioner, on the results of the Chancellor of the Exchequer's Autumn Statement and the impact this announcement will have on his budget

and policing in Plymouth.

The amendment was agreed.

It was agreed that the motion as amended was put to the vote without further debate.

The motion as amended was agreed as follows –

- (1) to ask the Leader to write to the Home Secretary highlighting our concerns about policing cuts, asking her to reconsider; and to urge our MPs to back this;
- (2) to support Devon & Cornwall Police and Crime Commissioner in attempts to secure a fair funding formula for our police force as part of a campaign to restore Plymouth's "missing millions";
- (3) to seek a briefing for the whole Council, from the Devon and Cornwall Police and Crime Commissioner, on the results of the Chancellor of the Exchequer's Autumn Statement and the impact this announcement will have on his budget and policing in Plymouth."

It was noted that the Chief Constable would also be requested to attend the briefing.

*(Councillors Mrs Beer, Darcy and Stevens declared a DPI in this item and left the meeting during the debate).*

**(iii) Tax Credits**

Councillor Stevens proposed and Councillor Penberthy seconded a motion on cuts to tax credits.

Council Agreed to oppose these cuts and request our Members of Parliament to vote against them when given the opportunity.

**(iv) Maintaining Support for Community Energy**

*At the start of this item and following a proposal from Councillor Evans and seconded by Councillor Smith, it was agreed to amend Council Procedure Rule 10 to extend the time for adjournment until 8pm to conclude the business for the meeting.*

Councillor Penberthy proposed and Councillor Evans seconded a motion on maintaining support for community energy.

The motion was agreed as follows -

- (1) to ask the Chief Executive to write to Chancellor of the Exchequer George Osborne to request a reversal of the amendment which removes EIS eligibility for community energy investors.

- (2) to ask the Chief Executive to write to the Secretary of State for Energy and Climate Change Amber Rudd to challenge the FiT review, explain impact on local investment and seek ongoing subsidy support for community energy.
- (3) to continue to support Plymouth Energy Community through these challenging times for the renewable energy industry and for the community energy sector in particular.

**(v) EU Referendum Task Group**

Councillor Evans proposed and Councillor P Davey seconded a motion on EU referendum task group.

The motion was agreed as follows –

to ask the Chair of the Co-operative Scrutiny Board to create a cross party EU task group, including representatives from all parties, that will invite evidence from local business leaders, the LEP, trade unions, local universities, the police, the NHS, agricultural representatives, charities, district and parish councils and other partner agencies in order to compile a comprehensive report that will be presented to full Council, all partner agencies, the Secretary of State for Business, Innovation and Skills and be made available to the public prior to the referendum.

45. **QUESTIONS BY COUNCILLORS**

The following questions were asked and responses were given by the Leader and Cabinet Members -

<b>From</b>	<b>To</b>	<b>Subject</b>
Councillor Sam Leaves	Councillor Jon Taylor	Changes to staff work practices and resources over last 12 months
Councillor Ricketts	Councillor Vincent	Non-synchronised traffic lights across Plymouth
Councillor Darcy	Councillor Vincent	Congestion at the Deep Lane junction
Councillor Stevens	Councillor Evans	Safeguarding children
Councillor Kate Taylor	Councillor Mrs Beer	Plans for scrutiny of member development
Councillor Ricketts	Councillor Coker	Planning of traffic surveys
Councillor Kelly	Councillor Lowry	'For hire' sign on Plymouth Guildhall
Councillor Martin Leaves	Councillor Penberthy	Support and protection for tenants in social housing tower blocks experiencing anti-social behaviour
Councillor	Councillor	Planning Committee decision on Drake's Island

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

46. **EXEMPT BUSINESS**

There were no items of exempt business.

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DECLARING INTERESTS – QUESTIONS TO ASK YOURSELF

What matters are being discussed?

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

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

No

Yes

Declare interest and leave (or obtain a dispensation)

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

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

Yes      No      You can speak and vote

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

Yes      No      Declare the interest and speak and vote

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

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

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

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**CITY COUNCIL**

25 JANUARY 2016

**APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC**

Report of the Monitoring Officer

The City Council is asked to note the following changes notified to the Monitoring Officer –

	<b>Committee, Outside Body etc</b>	<b>Membership</b>
(a)	Health & Well Being Board (Chair)	Councillor Tuffin to replace Councillor McDonald as Chair (subsequent to the Leader's Scheme of Delegation being amended on 11 January 2016).
(b)	Plymouth Citizens' Advice Bureau – Trustee Board	Mr Christopher Pattison was nominated as one of the Council's two representatives at the AGM on 22 May 2015. He has now been appointed directly to the Board by the CAB. Therefore there is one vacancy.

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

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**COUNCIL TAX BASE SETTING 2016/2017 AND  
COUNCIL TAX SUPPORT SCHEME 2016/2017**  
CITY COUNCIL: 25 JANUARY 2016



## **CABINET MINUTE 66**

Councillor Lowry (Cabinet Member for Finance) presented the Council tax base setting 2016/17 and Council Tax Support Scheme 2016/17.

Agreed to recommend to Council -

- (1) the approval of the council Tax Base for 2016/17 Tax setting as 69,846 Band D equivalents, which is the tax base after allowing for an estimated collection rate of 98.5%;
- (2) to approve the continuation of the current Council Tax Support Scheme for 2016/17.

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**PLYMOUTH CITY COUNCIL**

**Subject:** Council Tax Base Setting 2016/17 and Council Tax Support Scheme 2016/17

**Committee:** Cabinet

**Date:** 12th January 2015

**Cabinet Member:** Councillor Lowry

**CMT Member:** Andrew Hardingham (Assistant Director for Finance)

**Author:** Helen Slater (Principal Technical Accountant)

**Contact:** helen.slater@plymouth.gov.uk  
01752 308685

**Ref:**

**Key Decision:** **No**

**Part:** **I**

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**Purpose of the report:**

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

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

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

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

A collection rate of 98.5% has been used in calculating the Council Tax base. This Council Tax Base setting report together with Appendix A which details the tax base calculations, shows the tax base is 69,846 which will give us a Council Tax requirement of £92,236,907 assuming a council tax freeze. This is in line with the resource modelling within the budget papers due to be considered by Full Council in February 2016.

Plymouth City Council like all other Councils is required to annually review its Council Tax Support local scheme. As part of our review we have considered a number of factors and it is estimated that any additional costs to the Council by keeping the current scheme will be offset by our forecasted reduction in claimants.

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

**Safety and Risk Management:**

None – this report sets out the base for the Council Tax resource for 2016/17 and all implications from resource allocation are set out in the budget report.

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**Equality and Diversity:**

None

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**Recommendations and Reasons for recommended action:**

1. That Cabinet recommend to Council the approval of the Council Tax Base for 2016/17 Tax Setting as 69,846 Band D equivalents, which is the tax base after allowing for an estimated collection rate of 98.5%.
2. That Cabinet recommend to Council to approve the continuation of the current Council Tax Support Scheme for 2016/17

*It is a statutory requirement for Full Council to approve its Council Tax Base for the forthcoming financial year.*

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**Alternative options considered and rejected:**

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

Amendments to the current Council Tax Support Scheme – rejected for 2016/17 but a full review will be undertaken for 2017/18 when more clarity is available around the potential impacts of Welfare Reforms

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**Published work / information:**

None

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**Background papers:**

None

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**Sign off:**

Fin	djn151 6.57	Leg	DVS2 4673	Mon Off	DVS2 4673	HR		Assets		IT		Strat Proc	
Originating SMT Member: Andrew Hardingham													
Has the Cabinet Member(s) agreed the content of the report? Yes													

## **I INTRODUCTION**

- 1.1 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 establishes arrangements for the setting of Council Taxes. The arrangements include the valuation of the Council Tax Base for tax setting for which a Council resolution is necessary. The result must be notified to the major precepting authorities.
- 1.2 For the year commencing 1 April 2016 the major precepting authorities will be Devon and Cornwall Police and Crime Commissioner and Devon and Somerset Fire and Rescue Authority.
- 1.3 Regulations require the Council to determine its Tax Base for Council Tax purposes for 2016/17 during the period 1 December 2015 to 31 January 2016. The Council Tax Base is the measure of the taxable capacity of an area, for the purpose of calculating an authority's Council Tax. It represents the estimated number of Band D equivalent chargeable dwellings for the year. It also takes into account the authority's estimated Council Tax collection rate. The level of Council Tax subsequently set must use this base figure. A Tax Base calculation is provided in Appendix A.
- 1.4 The calculation of the Tax Base includes the impact of the Council Tax Support Scheme which significantly reduces income from Council Tax which is then offset, in part, by a Council Tax Support Grant which is included within the Settlement Funding Allocation.

## **2 PURPOSE OF THE REPORT**

- 2.1 The purpose of this report is to present Cabinet with the calculation of the Council Tax Base of 69,846 for tax setting for the financial year 2016/17. For purposes of comparison, the Council Tax Base for tax setting in the financial year 2015/16 was 68,460.
- 2.2 The Tax Base calculation includes the impact of the Council Tax Support Scheme. This report assumes that all elements of the scheme remain the same for the 2016/17 financial year.

## **3 TAX BASE CALCULATIONS**

- 3.1 Tax base figures are calculated by the billing authority as the aggregate of the "relevant amounts" calculated for each property valuation band multiplied by the estimated "collection rate" for the year.
- 3.2 Relevant amounts are:
  - (a) The number of chargeable dwellings in that band shown in the valuation list as it stands on the relevant day.
  - (b) The number of discounts, disabled reductions and exemptions which apply to those dwellings on the relevant day;

- (c) Estimated changes in (a) and (b) above between the relevant day and the last day of the charging period to which the estimate applies;
- (d) Impact of the Council Tax Support scheme which is linked to claimants, is converted to an equivalent number of dwellings per band by dividing the estimated cost per band of the reductions by the estimated Council Tax for that band;
- (e) The number of Band D equivalents within each different band.
- (f) The relevant day is 30 November in the financial year preceding that for which the relevant amounts are calculated.

3.3 The collection rate for the year is the billing authority's estimate of the total amounts of Council Tax which will ultimately be paid or transferred into the Collection Fund.

3.4 This report assumes a collection rate for Council Tax of 98.5% Balancing recent arrears collection performance and the pattern of write offs, it is recommended that an assumed eventual collection rate of 98.5% is adopted for 2016/17. This maintains the same level used in setting the 2015/16 Council tax base. Analysis of collection rates across the age profile of debts suggests that an eventual collection rate of 98.5% remains realistic and prudent in the current economic climate. Collection performance will be monitored throughout the forthcoming year and the rate reviewed as part of the determination of 2017/18 tax base .

3.5 A summary of the actual calculation of the 2016/17 Council Tax Base for Plymouth City Council is shown in the appendices to this report. Appendix A shows the tax base calculation, Appendix B shows the tax base used for the previous three years for comparison.

#### **4 COUNCIL TAX SUPPORT**

4.1 In April 2013 the National Council Tax Benefit scheme was abolished and replaced by local assistance schemes, developed and administered by local Councils. Plymouth City Council introduced two schemes from 1 April 2013; Council Tax Support and a Discretionary Scheme. The main Council Tax Support (CTS) scheme requires all working age claimants to make a minimum 20% contribution towards their Council Tax bill.

4.2 The Council needs to continue to strike the right balance between fairness towards the frequent users of services and fairness to the wider taxpayer, and the consideration of our Council Tax Support Scheme has been prepared in conjunction with our Fairer Charging Policy to ensure consistency.

4.3 The qualifying criterion for the scheme follows the basic calculation for Housing Benefit. This is based on a 'means test' with those on a basic qualifying benefit, known as a passported benefit, receiving a maximum 80% payment towards their Council Tax with a sliding qualification scale applied to all other claimants in order determine entitlement.



4.4 Plymouth City Council like all other Councils is required to annually review its Council Tax Support local scheme. As part of our review we have considered a number of factors:

- prolonged economic downturn may create more take-up
- the Council's ability to collect council tax from individuals previously awarded council tax support; and
- any possible future increase in council tax will affect the cost of the scheme.

4.5 It is estimated that any additional costs to the Council by keeping the current scheme will be offset by the forecasted reduction in claimants. Current caseload figures confirms that the number of residents claiming Council Tax Support has decreased by 4% in the last 12 months and assuming this in-year level of claiming (caseload) continues to decrease at this rate, it is expected that the caseload and scheme cost within 2016/17 can be funded within the available financial envelope.

4.6 It is suggested that a review of the scheme is undertaken during the early part of 2016 to determine changes, if any, for implementation in 2017/18. The Revenues and Benefits and Finance Departments will work closely together to consider Welfare Benefit changes, the roll out of Universal Credit and any other changes that would impact on the Council Tax Support scheme and how it can be improved.

4.7 These factors have been taken into account in establishing the proposed Council Tax Base and the impact will be closely monitored throughout the year.

Council Tax Base Calculation 2016/17

Appendix A

	BAND A <small>with disabled relief</small>	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	Total
Number of dwellings in valuation list as at 30th November 2015	-	46,908	31,876	22,217	9,316	4,770	1,686	591	59	117,423
Number of exempt dwellings (including demolished)	-	2,972	1,735	1,105	640	203	46	39	20	6,760
Reductions to lower band due to disabled relief	-	123	147	118	90	65	27	31	12	613
Additions to band due to disabled relief	123	147	118	90	65	27	31	12	-	613
<b>CHARGEABLE DWELLINGS FOR BAND</b>	<b>123</b>	<b>43,960</b>	<b>30,112</b>	<b>21,084</b>	<b>8,651</b>	<b>4,529</b>	<b>1,644</b>	<b>533</b>	<b>27</b>	<b>110,663</b>
Total discounts at 25%	48	22,664	10,325	5,646	2,051	873	285	72	2	41,966
Total discounts at 50%	2	246	151	87	42	29	35	28	17	637
Total discounts at 100% one month only	-	774	334	168	79	35	20	14	-	1,424
<b>TOTAL DISCOUNTS</b>	<b>13</b>	<b>5,854</b>	<b>2,685</b>	<b>1,469</b>	<b>540</b>	<b>236</b>	<b>90</b>	<b>33</b>	<b>9</b>	<b>10,929</b>
Long Term Empty Premium at 50%	-	120	42	16	7	3	2	5	1	196
<b>LONG TERM EMPTY PREMIUM</b>	<b>-</b>	<b>60</b>	<b>21</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>98</b>
Estimated number of dwellings not listed but which will be listed in the band for the whole or any part of the financial year	-	210	246	160	105	50	1	5	1	774
Estimated number of reductions to lower band due to successful appeals	-	-	9	2	1	4	3	1	-	20
Estimated number of additions to lower band due to successful appeals	-	9	2	1	4	3	1	-	-	20
<b>TOTAL ADJUSTMENTS</b>	<b>-</b>	<b>201</b>	<b>253</b>	<b>161</b>	<b>102</b>	<b>51</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>774</b>
<b>LOCAL COUNCIL TAX SUPPORT SCHEME REDUCTIONS</b>	<b>37</b>	<b>10,614</b>	<b>3,612</b>	<b>1,174</b>	<b>277</b>	<b>67</b>	<b>17</b>	<b>4</b>	<b>-</b>	<b>15,802</b>
Family annexes discount at 50%	-	13	9	16	11	7	8	3	-	67
<b>FAMILY ANNEXES</b>	<b>-</b>	<b>6.50</b>	<b>4.50</b>	<b>8.00</b>	<b>5.40</b>	<b>3.50</b>	<b>4.00</b>	<b>1.50</b>	<b>-</b>	<b>33</b>
<b>TOTAL DWELLINGS</b>	<b>73</b>	<b>27,746</b>	<b>24,085</b>	<b>18,602</b>	<b>7,935</b>	<b>4,275</b>	<b>1,534</b>	<b>503</b>	<b>17</b>	<b>84,771</b>
<b>RATIO TO BAND D</b>	5	6	7	8	9	11	13	15	18	
	9	9	9	9	9	9	9	9	9	
<b>RELEVANT AMOUNTS FOR 2015/16</b>	<b>40.44</b>	<b>18,497.52</b>	<b>18,732.95</b>	<b>16,535.14</b>	<b>7,934.70</b>	<b>5,225.11</b>	<b>2,216.06</b>	<b>838.12</b>	<b>34.63</b>	<b>70,055</b>
<b>COLLECTION RATE</b>										<b>98.50%</b>
<b>ADJUSTED RELEVANT AMOUNT</b>	<b>40</b>	<b>18,220</b>	<b>18,452</b>	<b>16,287</b>	<b>7,816</b>	<b>5,147</b>	<b>2,183</b>	<b>826</b>	<b>34</b>	<b>69,004</b>
<b>MOD CONTRIBUTION</b>										<b>842</b>
<b>TAX BASE</b>										<b>69,846</b>

**Council Tax Base - previous years**

**Appendix B**

	2015/16			2014/15			2013/14		
Band	Number of properties	Estimated Collection Rate	Adjusted Band D Equivalent	Number of properties	Estimated Collection Rate	Adjusted Band D Equivalent	Number of properties	Estimated Collection Rate	Adjusted Band D Equivalent
A	46,694	98.5%	17,904	46,657	97.5%	17,428	46,363	97.5%	17,613
B	31,618	98.5%	17,942	31,379	97.5%	17,501	30,914	97.5%	17,431
C	22,046	98.5%	16,067	21,986	97.5%	15,771	21,734	97.5%	15,637
D	9,194	98.5%	7,671	9,123	97.5%	7,570	8,903	97.5%	7,499
E	4,711	98.5%	5,035	4,679	97.5%	5,001	4,493	97.5%	4,891
F	1,648	98.5%	2,146	1,657	97.5%	2,131	1,675	97.5%	2,199
G	578	98.5%	799	578	97.5%	780	567	97.5%	798
H	60	98.5%	41	60	97.5%	39	58	97.5%	37
Total	116,549		67,605	116,119		66,221	114,707		66,105
MOD			856			845			853
<b>Tax Base</b>			<b>68,460</b>			<b>67,066</b>			<b>66,958</b>

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**TAMAR BRIDGE & TORPOINT FERRY JOINT COMMITTEE  
CAPITAL & REVENUE BUDGET 2016/17**  
CITY COUNCIL: 25 JANUARY 2016



## **CABINET MINUTE 67**

Councillor Coker presented the report on the Tamar Bridge and Torpoint Ferry Joint Committee Capital and Revenue Budget 2016/17.

Agreed to recommend the Tamar Bridge and Torpoint Ferry Joint Committee's 2016/17 Revenue Estimates and Capital Programme to Full Council for approval.

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**PLYMOUTH CITY COUNCIL**

**Subject:** Tamar Bridge & Torpoint Ferry  
2016/17 Revenue Estimates and Capital Programme

**Committee:** Cabinet

**Date:** 12 January 2016

**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:** No

**Part:** I

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**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. In order to deliver its approved Business Plan 2015 – 2019 the undertaking needs authorisation from the parent authorities for revenue and capital expenditure.

The Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC) Terms of Reference require the Cabinets of the Joint Authorities to recommend TBTFJC's budgets to their respective Full Councils.

The report presents the 2016/17 Revenue Estimates and Capital Programme report submitted to TBTFJC on 4 December 2015 and draft minutes recording TBTFJC's endorsement.

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**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** – The proposed budgets will be funded from toll income, and based on assumed annual traffic growth of 1% from April 2016 to April 2019 no increases in toll charges are anticipated until 2019.

**Human** – The budgets support the approved Business Plan 2015-2019 and this will be delivered by the existing organisation using its own staff, contractors and consultants, with support from the parent authorities.

**IT** – The IT implications are restricted to incremental improvement of existing systems as part of the Business Plan and associated projects.

**Land** – No land issues arising from this item.

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### **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 2015-2019.

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.

**Health and Safety** – Key Performance Indicators within the Business Plan are designed to drive improvement.

There are no child poverty or community safety implications.

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### **Equality and Diversity**

Has an Equality Impact Assessment been undertaken? Yes, these are provided within respective TBTFJC reports.

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### **Recommendations and Reasons for recommended action:**

That the Cabinet recommends TBTFJC's 2016/17 Revenue Estimates and Capital Programme to Full Council for approval.

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### **Alternative options considered and rejected:**

The Business Plan 2015-2019 is designed to deliver safe, reliable and efficient crossings of the Tamar. The key priorities and delivery actions support the Plan and maintain established service delivery characteristics. The proposed budgets provide the resources to deliver the plan.

Asset maintenance has been designed to optimise service delivery and life cost.

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### **Published work / information:**

Tamar Bridge & Torpoint Ferry Joint Committee reports, 4 December 2015



Bridge Office Development Update  
 Tamar Bridge Kerb and Waterproofing Remedial Work  
 2016/17 Revenue Estimates and Capital Programme  
 all available in Agenda report pack at :

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=620&MId=6237&Ver=4>

Tamar Bridge and Torpoint Ferry Joint Committee Draft Minutes of Meeting 4 December 2015

<https://democracy.cornwall.gov.uk/documents/g6237/Printed%20minutes%2004th-Dec-2015%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=1>

**Background papers:**

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**Sign off:**

FinABPI aceFTC 151601 5.16.12. 15		Leg DV S24 629		Mon Off DVS2 4629		HR		Assets		IT		Strat Proc	
Originating SMT Member													
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. The undertaking follows an approved four-year Business Plan (currently 2015-2019) which aims to provide the service without external financial support from the parent authorities or other source.

## Background

### Revenue Estimates

- 1.2 The proposed Revenue Estimates 2016/17 (budgets) and indicative estimates for future years support the approved 2015-2019 Business Plan and are consistent with the organisation's long-term financial model. They have been determined from the detailed analysis of forecast expenditure and income. The various assumptions made in financial modelling have also been examined at TBTFJC meetings. Assumptions on pay inflation and on interest rates for borrowing and investment have followed those used by Cornwall Council.
- 1.3 Income in the 12 months ending 31 October 2015 was 2.3% higher than in the preceding 12 month period. It has been assumed that this growth rate will continue until the end of 2015/16 and then reduce to 1% per annum for 2016/17, 2017/18 and 2018/19, with no growth assumed from 2019/20 and beyond. This is considered to be a conservative but prudent approach in comparison to government's forecasts of economic growth exceeding 2.5%.
- 1.4 TBTFJC adopts a prudent minimum level of reserves of £2m, and a forecast of falling below that threshold is used as the trigger for a requirement for additional income. Based on the assumptions set out above and funding of the projects in the Capital Programme by borrowing, indicative reserves fall from £3.18m at the end of 2016/17 to £0.86m at the end of 2019/20. Indicative reserves do not fall below £2m until 2019/20 and it is therefore not anticipated that any toll revision will be necessary until that financial year.
- 1.5 Detail on the revenue estimates is shown in the report presented as item 5.5 of the agenda pack for the 4 December 2015 meeting of TBTFJC at

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=620&MIId=6237&Ver=4>

and these were approved by TBTFJC for recommendation to Cabinet as shown in the draft minutes at

<https://democracy.cornwall.gov.uk/documents/g6237/Printed%20minutes%2004th-Dec-2015%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=1>

### Capital Programme

- 1.6 The following items are in the approved Capital Programme for 2016/17 and are unchanged from the 2015 programme approval :

Bridge Protective Coating	£4.57m
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Bridge Access Works £0.68m  
Bridge Structural Monitoring System £0.10m

- 1.7 The Bridge Office Development Project is an approved item in the Capital Programme but is the subject of a separate report to TBTFJC seeking an increase in budget from £3.33m to £3.97m. The report can be found at Agenda Item 5.3 of the agenda pack for the 4 December 2015 meeting of TBTFJC at

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=620&MId=6237&Ver=4>

- 1.8 Approval is also sought for the addition of a new item to the Capital Programme – Tamar Bridge Kerb and Waterproofing Remedial Work. This item is the subject of a separate report to TBTFJC seeking a budget of £3.85m. The report can be found at Agenda Item 5.4 of the agenda pack for the 4 December 2015 meeting of TBTFJC at

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=620&MId=6237&Ver=4>

- 1.9 One further unapproved item has been noted in the Capital Programme - 'Bridge Resurfacing Works – Phase 2'. A business case will be developed for this item and presented to a future meeting of TBTFJC for consideration. If endorsed by TBTFJC this project will be recommended to respective Cabinets for addition to the Capital Programme.

- 1.10 As established within previous years' budget reports, the financing of capital projects is currently undertaken through the advance of funding from Cornwall Council (in effect borrowing). This spreads the effect on the revenue budget and therefore on the level of reserves held by the Joint Committee. The financing costs for the approved programme, the increased budget for the Bridge Office Development Project and the proposed additional item Tamar Bridge Kerb and Waterproofing Remedial Work are reflected within the revenue estimates.

- 1.11 Detail on the capital programme is shown in the report presented as item 5.5 of the agenda pack for the 5 December 2014 meeting of TBTFJC at

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=620&MId=6237&Ver=4>

and this was approved by TBTFJC for recommendation to Cabinet as shown in the draft minutes at

[https://democracy.cornwall.gov.uk/documents/g6237/Printed%20minutes%2004th-Dec-2015%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=](https://democracy.cornwall.gov.uk/documents/g6237/Printed%20minutes%2004th-Dec-2015%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=1)

[1](https://democracy.cornwall.gov.uk/documents/g6237/Printed%20minutes%2004th-Dec-2015%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=1)

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**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Tamar Bridge & Torpoint Ferry Audit Arrangements 2015/16 and beyond
<b>Committee:</b>	Council
<b>Date:</b>	25 January 2016
<b>Cabinet Member:</b>	Councillor Coker
<b>CMT Member:</b>	Anthony Payne (Strategic Director for Place)
<b>Author:</b>	Simon Arthurs, Senior Finance Analyst
<b>Contact details</b>	Email: simon.arthurs@plymouth.gov.uk
<b>Ref:</b>	
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**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) requires the Council's of the Joint Authorities to recommend TBTFJC's audit arrangements to their respective Full Councils for approval of the appointment.

The report presents the audit arrangements submitted to TBTFJC on 4 December 2015 and draft minutes recording TBTFJC's endorsement.

**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** – The proposed audit fee will be capped and funded from the existing business plan.

**Human** – The audit proposals represent new business for either the Devon Audit Partnership or the Cornwall Council Internal Audit Team, thus no adverse human resource implications.

**IT** – No IT implications.

**Land** – No land issues arising from this item.

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

**Risk Management** – Although the statutory audit regime for “small bodies” has been relaxed from 2015/16, the TBTFJC have recognised the risks and have recommended that continued audit scrutiny of the business should take place in order to give the fee paying bridge and ferry users confidence in the business operations and its financial standing. All audit work is planned and conducted using a risk based approach.

**Health and Safety** – No implications arising from this item.

There are no child poverty or community safety implications.

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**Equality and Diversity**

Has an Equality Impact Assessment been undertaken? There are no equality impact assessment implications arising from this item.

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**Recommendations and Reasons for recommended action:**

1. That the Council approves the TBTFJC’s audit appointment of Cornwall Internal Audit for 2015/16
  2. That the Council approves the TBTFJC’s intention to review of the audit arrangements from 2016/17 as outlined in the TBTFJC audit arrangements report
  3. That the Council approves the TBTFJC’s request that the specific Value For Money test is conducted by an external agent
  4. That the Council approves the TBTFJC’s intention to invite the Mount Edgumbe Joint Committee to align its audit requirements with the TBTF to increase the scope to improve Value for Money
- 

**Alternative options considered and rejected:**

Audit Options

- Cease to assurance audit. This is not recommended for the reasons of public accountability or financial transparency.
  - To go through a full process to specification, tender and finally appoint an external auditor to undertake a separate audit of the Joint Committee’s accounts. This process would require significant resource, be likely to result in noticeably higher costs.
- 

**Published work / information:**

Tamar Bridge & Torpoint Ferry Joint Committee reports, 4 December 2015

<https://democracy.cornwall.gov.uk/documents/s85058/5.2%20Audit%20Arrangements%20from%202016-17%20-%20Report.pdf>

Tamar Bridge and Torpoint Ferry Joint Committee Draft Minutes of Meeting 4 December 2015

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?MIId=6237&x=1&>

Tamar Bridge & Torpoint Ferry Joint Committee reports, 13 March 2015

<https://democracy.cornwall.gov.uk/documents/s76950/5.3%202015-16%20Audit%20Arrangements.pdf>

**Background papers:**

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**Sign off:**

Fin	Djn 1516. 56	Leg	lt246 58/2 2121 5	Mon Off	DVS/ LT/24 658	HR	n/a	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member													
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. The undertaking follows an approved four-year Business Plan (currently 2015-2019) which aims to provide the service without external financial support from the parent authorities or other source.

## Background

- 1.2 The Audit Commission Act 1998 required Joint Committees to prepare accounts and undergo a separate audit from their constituent bodies. In December 2014 a letter from the Department for Communities and Local Government confirmed that, from 1 April 2015, implementation of the Local Audit and Accountability Act 2014 will mean that Joint Committees will no longer be required to have their accounts separately prepared and audited.
- 1.3 The Government have made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies, and they will be audited by auditors appointed to audit the accounts of those bodies.
- 1.4 At its meeting in March 2015 the Joint Committee received a report which notified this change and approved audit arrangements for 2015/16. These arrangements would see Cornwall Council Internal Audit, who currently undertake the review of the Committee's internal control environment, take on an increased engagement to provide assurance over the production of the financial statements.
- 1.5 The audit arrangements are not currently secured beyond 2015/16 which presents an opportunity for the Joint Committee to drive further value for money by a longer term audit appointment by having a longer lead in time for the type of audit work needed. There may also be options to secure economy of scale or increase the public perception of transparency between the constituent Councils financial and audit arrangements.

## Outcomes/outputs

- 1.6 Although the removal of the separate audit requirement following the changes in regulations would have resulted in the reduced assurance on the financial activity of the Joint Committee the financial results remain the subject of audits of the Joint Councils.
- 1.7 However, owing to the levels of materiality for the Joint Councils it is unlikely that revenue activity, either through spend or income generated, will be specifically tested by the Joint Councils audits, however the assets i.e. the bridge, will be material and therefore still be subjected to testing under the relevant audits.
- 1.8 Statement of accounts, encompassing the income and expenditure account and balance sheet, will still be produced by the Cornwall Council financial team as part of the financial services agreement, and are required as part of the process of including the financial results in the Joint Councils final accounts.
- 1.9 This, therefore, still provides transparency around the Joint Committee's individual financial results and these will still be available and published hence the decision in March to invite Cornwall Internal Audit to complete the 2015/16 assurance work at a cost of up to £8k.



- 1.10 Given the importance of public accountability and the need for assurance relating to the financial affairs of the Joint Committee, particularly linked to Value for Money and future toll reviews (as and if needed), a clearly defined and cost effective set of audit arrangements are key in order to give the Joint Committee confidence.

### **Options available and consideration of risk**

- 1.11 There are a number of options open to the Joint Committee to proceed with 2016/17 in mind. These options are set out below.
- 1.12 Option 1 – In line with the financial service agreement with Cornwall Council to provide financial support to the Joint Committee, to continue with the production of a final set of accounts, encompassing income and expenditure account and balance sheet which will also allow the inclusion of the Joint Committee's financial results in the statements of the Joint Councils. This then being subject to independent testing by Cornwall Council's internal audit team as per the arrangements put in place for 2015/16.
- 1.13 Option 2 – Cease the assurance audit . Save on the audit fee and continue without any audit or increased independent financial assurance but take assurance that the Joint Committee's undertakings are covered under the audit of the Joint Councils. Financial statements will still be produced to enable Joint Councils to include them within their final accounts. This is not recommended for the reasons of public accountability or financial transparency.
- 1.14 Option 3 – Invite the Cornwall Council Internal Audit Team and the Devon Audit Partnership (Plymouth's internal audit provider) to bid for the audit work for the Joint Committee. The audit work comprising of the full range of audit work required, including the assurance work and could cover a longer-term agreement (in the region of 3-4 years). .
- 1.15 Option 3 i) To invite the Mount Edgcumbe Joint Committee to participate in the process thus seeking to secure further value for money for both Joint Committees through increased collaboration.
- 1.16 Option 4 – To go through a full process to specification, tender and finally appoint an external auditor to undertake a separate audit of the Joint Committee's accounts. This process would require significant resource, be likely to result in noticeably higher costs and may need to be repeated if there is significant change in the undertaking's organisational structure.
- 1.17 Each option has advantages and disadvantages. This could be concluded either by an informal competitive process between the two Internal Audit services or alternated in a cyclical period (to be defined and to enable continuity of service and building of the client/audit relationships). This would enable increased transparency whilst aiming to reduce the overall fees paid for audit work and thus increasing value for money for the Joint Committee.

### **5. Proposed Way Forward**

Taking into consideration the financial transparency requirements of the Joint Committee, particularly for any future toll review, and the risk that any procurement exercise will require additional resource and could potentially cost considerably more than the current audit, the proposed way forward is to proceed with option 3.

Furthermore, at the Joint Committee on 4 December, members requested that the VFM test is completed independently of the Internal Audit function given the public perception and should a toll review ever be required in the future.

The Business Manager and the Joint Treasurers will draw up an assurance audit specification and invite the Internal Audit Team from Cornwall Council and the Devon Audit Partnership to present to Officers. Officers to develop the best approach to secure independent VFM testing as requested by the members of the Joint Committee. Officers will consider the options and report proposals to the Joint Committee prior to the start of 2016/17 i.e. at its March 2016 meeting.

**PLYMOUTH CITY COUNCIL**

**Subject:** Publication of executive decisions: constitutional amendment

**Committee:** Council

**Date:** 25 January 2016

**Cabinet Member:** Councillor Smith

**CMT Member:** Giles Perritt, Assistant Chief Executive

**Author:** Judith Shore, Democratic and Member Services Manager

**Contact details** Tel: 01752 304494  
Email: [judith.shore@plymouth.gov.uk](mailto:judith.shore@plymouth.gov.uk)

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**Purpose of the report:**

On 12 January 2016, the Constitution, Civic and Member Development Working Group considered the proposal to amend the day of publication of executive decisions from a Friday to a Monday and recommended that this is adopted by full Council and the constitution amended accordingly.

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

This report reflects the ethos of open and transparent decision making.

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

There are no financial implications for the Council to implement these changes within the constitution.

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

No implications

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**Equality and Diversity:**

No implications

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**Recommendations and Reasons for recommended action:**

Agree that:

1. executive decisions are normally published on a Monday and
2. the constitution is amended accordingly
3. the change is implemented on Monday 8 February 2016

**Reasons for recommendations:**

To assist the Council and Members to manage media enquiries more efficiently.

**Alternative options considered and rejected:**

To retain the existing day for publication of executive decisions. However, this would not assist with the management of media releases and enquiries.

**Published work / information:**

Council's constitution: [http://www.plymouth.gov.uk/council\\_constitution.pdf](http://www.plymouth.gov.uk/council_constitution.pdf)

**Background papers:** none

**Sign off:**

Fin	akh I 516. 6I	Leg	DVS/ 24768	Mon Off	DVS/ 24768	HR		Assets		IT		Strat Proc	
Originating SMT Member													
Has the Cabinet Member(s) agreed the content of the report? <b>Yes</b>													

**Background**

1.	Currently, executive decisions (individual decisions made by Cabinet members and officers) are published on Friday's. When the decision is likely to be of interest to the media, press releases are often issued at the same time as executive decisions are published.
<b>Media</b>	
2.	If the media wish to publish any stories related to any of the decisions and need more information or an interview, they usually approach the Council and/or the Cabinet member.
3.	This can be difficult on Friday evenings and over the weekend as Cabinet members may not have the necessary information to respond until the following Monday. This can lead to inaccurate or misleading stories being published.
<b>Background information</b>	
4.	The legislation, 'The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012' says that decisions should be published as soon as 'reasonably practicable'.
5.	The constitution states, 'Part C, Call in Procedures:  Publishing decisions that can be called in.

	On the Friday after a decision that could be called in is taken, the democratic support section will email information about the decision to all Councillors. ...'
<b>Implementation of executive decisions</b>	
6.	On Fridays, Democratic Support emails information about the executive decisions to all councillors. If three councillors wish to call-in any of the decisions, they have five clear working days to do so i.e. by 4.30pm on the following Friday.
7.	If decisions are published on a Monday, the call-in period will expire on the following Monday. The implementation of the decision, if not called-in, will be delayed by one working day only. (If a Bank Holiday falls on a Monday, the decision(s) would be published on the following working day.)
<b>Amending the constitution</b>	
8.	It is suggested that the constitution is amended and the change takes effect from Friday 8 February, as this will allow time for the Council's decision to be communicated to Council Officers.

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## PLYMOUTH CITY COUNCIL

<b>Subject:</b>	Pay Policy Statement 2016/17
<b>Committee:</b>	City Council
<b>Date:</b>	25 January 2016
<b>Cabinet Member:</b>	Cllr Peter Smith
<b>CMT Member:</b>	Tracey Lee
<b>Author:</b>	Alison Mills
<b>Contact details:</b>	alison.mills@plymouth.gov.uk
<b>Ref:</b>	
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Purpose of the report:**

Under Section 38 and 39 of the Localism Act 2011, the Council is required to approve a statement on the remuneration of staff by 31 March 2016.

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

To address low pay, the Council introduced the Living Wage, by adding a discretionary, non-contractual market supplement topping up to £8.25 per hour from 1 April 2016 (2015/16 - £7.85 per hour).

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

The production of the pay policy statement is a statutory requirement, which demonstrates value for communities and enhances the transparency of staff remuneration. This statement also supports the stated outcome in the corporate plan that we use our resources wisely.

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

The Council's budget plan for both 2015/16 and 2016/17 makes allowance for the payroll and pension costs as set out in the report. As a consequence, all payroll related costs are contained with the Council's budget.

**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?

No, the scope of the Pay Policy Statement remains the same as for previous years.

**Recommendations and Reasons for recommended action:**

The City Council approves the Pay Policy Statement for 2016/17.

Reasons

As set out in the report.

**Alternative options considered and rejected:**

None, this statement is a statutory requirement.

**Published work / information:**

Annual Statement of Accounts

<http://www.plymouth.gov.uk/homepage/councilanddemocracy/aboutus/budgetfinances/accounts.htm>

Localism Act 2011

<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

**Background papers:**

None

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

**Sign off:**

Fin	Akh 1516 .60	Leg	lt/24 764	Mon Off		HR	DA – HR 15.01. 16	Asse ts		IT		Strat Proc	
Originating SMT Member: Tracey Lee													
Has the Cabinet Member(s) agreed the content of the report? Yes													



# CITY COUNCIL

25 January 2016



## **1.0 BACKGROUND**

- 1.1 Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a pay policy statement each financial year. This first pay policy statement was approved for 2013/14. This statement must be approved by the City Council. The provisions of the Act do not apply to local authority schools.
- 1.2 Approved pay policy statements must be published on the Council's website as soon as reasonably practicable after being approved. The Act also requires that the Council include in its pay policy statement its approach to the publication and access to information relating to the remuneration of chief officers. In previous years, this data has been contained within appendices of the pay policy statement. It has also been available elsewhere, including within the annual statement of accounts. In support of improvements in transparency, and mindful of additional requirements of the Local Government Transparency Code 2014, the Pay Policy Statement 2016/17 signposts the reader to a central point of information on the Plymouth City Council website for remuneration data.
- 1.3 Section 38(1) of the Act also requires the Council to set out its policy on remuneration for its highest paid staff alongside its policies towards its lowest paid employees. For the Pay Policy Statement for 2013/14, this relationship was at a ratio of 1:14. This was reduced to 1:10 by 2014/15 and will now further reduce to 1:9.4 in 2016/17.
- 1.4 When setting pay policy statements, the Council must have regard to any guidance issued by the Secretary of State. In February 2012 guidance was published under section 40 of the Localism Act. Supplementary guidance was published in February 2013. Due regard was given to that guidance in the preparation of this policy.
- 1.5 The policy statement must be approved by a resolution of City Council before it comes into force. Once in force it must be complied with, although it may be amended by full Council during the financial year. It must always be published on the Council's website as soon as reasonably practicable after approval or amendment.
- 1.6 The following document sets out the proposed pay policy statement for Plymouth City Council in 2016/17.

# PAY POLICY STATEMENT

2016 - 2017



## 1.0 CONTEXT

- 1.1 As a co-operative council, Plymouth City Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions and benefits offered to our staff.
- 1.2 The Council is required to set out a Pay Policy Statement under sections 38 and 39 of the Localism Act 2011. The Act prescribes the information and format required for the Pay Policy Statement.
- 1.3 The statement must be approved by a resolution of the Council before it comes into force for the relevant financial year. Amendments may be made by resolution of the Council during the financial year.
- 1.4 When approved by the Council, this policy statement will come into immediate effect for the 2016/17 financial year and will be subject to review again for 2017/18 in accordance with the relevant legislation prevailing at that time.
- 1.5 In 2013 we published our corporate plan in which we set out our vision, objectives, outcomes and values. Our ambition is to become a brilliant co-operative council and deliver our priorities for the city despite a projected £64.5 million funding gap caused by Government cuts, rising costs and increasing demand for services.
- 1.6 As a broad principle, the Council adopts the terms and conditions of employment for Chief Officers that apply to NJC staff (Green Book) and the local variations as set out in the Plymouth Book.
- 1.7 Under the Council's Standing Orders and Constitution, we have set out a requirement for all posts to be fairly evaluated to determine their salary levels within our agreed structures. All staff must be appointed on merit, through fair, transparent and objective processes.
- 1.8 The Council's Chief Executive, as the Head of Paid Service, is responsible for ensuring the Council meets its duties for appointment on merit, the terms and conditions of employment, compliance with the Council's Standing Orders for the appointment and remuneration of staff and with the requirements set out in the Local Government and Housing Act 1989.
- 1.9 The Head of Paid Service (Chief Executive) is accountable to the Council for the discharge of her duties.
- 1.10 For the purposes of this Pay Policy Statement, all references to Chief Officer includes Deputy Chief Officers. These are roles that report directly to a Chief Officer, apart from clerical and administrative posts.

## 2.0 INFORMATION

- 2.1 The Council's Chief Officer Structure is set out within the Constitution of the Council and the Constitution is updated with any changes to statutory posts.
- 2.2 All statutory roles are designated within the Chief Officer structure.
- 2.3 Chief Officer grades and salary are determined using the Hay Evaluation criteria.
- 2.4 For the purposes of this Pay Policy Statement, the Council is required to define and set out the reasons for the definition of the lowest paid employee (see 3.1). The Council's pay and grading structure is set out in Appendix One.

## 3.0 FAIR PAY

- 3.1 The lowest paid worker is defined as those on the lowest spinal column point of Grade A, which is the Council's lowest pay grade (excluding apprentices). From 1 October 2015 to 31 March 2016, the remuneration of a Grade A (the lowest paid employee) is £13,614 (£16,350 inclusive of budgeted pension on-costs). To address the low pay, the Council has introduced the Living Wage, by adding a discretionary, non-contractual market supplement topping up to £8.25 per hour from 1 April 2016 (2015/16 - £7.85 per hour). The FTE pay for the lowest paid worker is therefore £15,917 from 1 April 2016, based on our standard working week of 37 hours. (£19,116 inclusive of budgeted pension on-costs). This will uplift all employees on spinal points 6 to 12 (Appendix One) to a Living Wage rate.

This places the value ratio between the lowest paid and highest paid employee at 1:9.4 from 1 April 2016, which is a significant reduction from 2012 when the ratio was 1:14.

- 3.2 The Council evaluates Chief Officer roles through a defined evaluation method (Hay) to ensure parity and consistency of evaluation within the Council's pay and grading structures.
- 3.3 Senior officer posts outside the Chief Officer Structure, but earning in excess of £50,000 are published as part of the Council's access to public information within the annual accounts.

## 4.0 CHIEF OFFICER PAY

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

payments (not including relocation expenses) will be agreed by the Appointments Panel, including the application of Market Factor Supplements.

Extensions beyond two years will also require the approval from Appointments Panel and will be reported as an exception to the Council's published Pay Policy Statement.

### 4.3 Recruitment and remuneration on engagement of Chief Officers

4.3.1 Chief Officers will be remunerated at the evaluated grade for the role on commencement of service.

4.3.2 As required by law, the appointment and remuneration of Chief Officers is determined by the Council Members through the Appointments Panel.

### 4.4 Increases and additions to remuneration for each Chief Officer

4.4.1 The Council will review each role profile and remuneration of Chief Officers prior to any recruitment or at the creation or substantive change to the existing role.

4.4.2 Increases to pay for Chief Officers will occur through any national pay award to JNC for Chief Officers.

4.4.3 Chief Officers are appointed on spot salaries. There is no spine point progression for Chief Officers.

### 4.5 Performance-related pay (PRP) for Chief Officers

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

### 4.6 Bonuses for Chief Officers

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

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

4.7.1 Chief Officers will receive their contractual entitlement for termination payments. These entitlements are the same for NJC staff (Green Book). Where the Council is terminating the contract of employment, pay in-lieu of notice (PILON) or paid leave may be granted by the Assistant Director for Human Resources and Organisational Development.

4.7.2 Redundancy pay for Chief Officers is calculated at the statutory minimum.

4.7.3 Chief Officers may only be dismissed for reasons of redundancy or by a panel of Members (Councillors) within the Council's usual policies and procedures for disciplinary and dismissal.

#### 4.8 Benefits in Kind

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

#### 4.9 Charges, fee and professional registrations

4.9.1 Professional fees and charges will be made on behalf of statutory officers and deputy statutory officers in respect of their requirement to be registered to practice with the relevant body.

#### 4.10 Increases and enhancement to pension entitlement

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

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

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

#### 4.11 Other amounts payable

4.11.1 There are currently no other entitlements for additional payments for Chief Officers. The award of other payments with the Council's pay policies will be agreed with the Appointments Panel.

#### 4.12 Chief Officer Policies

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

#### 4.13 Terms and conditions

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

#### 4.14 Superannuation (Employer's pension contribution)

4.14.1 The rate of superannuation contributions is determined by the Local Government Pension Scheme Regulations.

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

The contribution rate is made up of two elements – A Future Service Rate of 13.7% and a notional Past Deficit Recovery rate of 6.4%. The PDR is equivalent to a cash shortfall PCC must pay to the fund to cover our deficit. To truly represent the pension costs of the individuals, 13.7% is the cost of their ongoing pension provision. The previous rate used 19.4% was split 14.3% / 5.1%.

#### 4.15 Returning Officer Fees

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

### 5 STAFFING RESOURCES

- 5.1 The Council uses the following different staffing resources:
- a) Permanent staff on the establishment
  - b) Temporary fixed term contracts to fill posts on the establishment
  - c) Interims employed through service contracts to fill posts on the establishment
  - d) Interims where there is no established post. For example, where temporary specialist skills are needed to undertake a time limited complex project.

### 6 REMUNERATION OF INTERIM AND TEMPORARY STAFF

- 6.1 Where interim resources are determined to be required for a specific role within the Council, a procurement process is followed. Typically sourcing is carried out through the Managed Supplier arrangements provided by the Council's procured supplier, through UK Government Framework contracts tendered through OJEU processes, other OJEU compliant frameworks, or Council standard low value procurement processes. Procurement Officers are fully involved in these processes.
- 6.2 When interim staff are required for a role, the costs of these are subject to competitive marketplace processes. HR/Procurement staff are fully involved and aware of all interim appointments in order to assure quality.

## **7 CHIEF OFFICER APPOINTMENTS PANEL**

- 7.1 The Chief Officer's Appointments Panel has responsibility for the appointment and remuneration of Chief Officers except where there is specific delegation otherwise through Council. The Council will aim to pay for these services at a rate as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions.
- 7.2 Where the Chief Officer's Appointments Panel make a temporary or interim appointment to an established post, then the appointing person or body will have discretion to settle remuneration in line with current market factors.
- 7.3 For other posts where the Council requires an interim resource, which is not a Chief Officer, which may or may not be on the establishment, the Council will aim to pay for these services at a rate of pay as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions. However, the appointing person will have discretion to settle salary or fees in line with current market factors. Any such arrangements require authorisation from the Head of Paid Service, Assistant Director for HR and Organisational Development and Assistant Director for Finance.

## **8 CONTRACT FOR SERVICES**

- 8.1 On occasion it will be more appropriate to engage interim staff through the use of a contract for services. Unlike staff employed under contracts of employment, the relevant guidance from the Department for Communities and Local Government does not require such appointments to be approved by Council. However, where such posts are classified as Chief Officers for pay policy purposes, those posts should appear on the Pay Policy Statement. To ensure that the Council is open and transparent it is proposed to provide details of any such contract where the daily rate equivalent paid by the Council to the contractor (and excluding procurement costs) exceeds £500 per day for duration of more than three months.

## **9 PUBLICATION**

- 9.1 Upon approval by the Council, this statement will be published on the Council's Website and will also be available in additional formats by request.
- 9.2 Chief Officer remuneration (actual payments) will be reported in the Council's Annual Statement of Accounts.
- 9.3 Payments in respect of the use of interim management services are also available in the Annual Statement of Accounts where the daily rate equivalent paid by the Council exceeds £500 per day for more than a period of three months. These payments include all agency fees, and exclude VAT.
- 9.4 In addition, for employees where the full time equivalent salary is £50,000 or more, excluding employer superannuation contributions, the Council's Annual Statement of Accounts will include the number of employees in bands of £5,000.
- 9.5 The Annual Statement of Accounts can be found here:  
<http://www.plymouth.gov.uk/homepage/councilanddemocracy/aboutus/budgetfinances/accounts.htm>

**APPENDIX ONE**

Pay and grading structure post pay review

**NJC for Local Government Services - Pay Rates January 2015 to March 2016**

Grade	SCP	FTE Salary 01/01/2015 to 31/03/2016 (pay award pending from 01/04/2016)	Hourly Rate	Living Wage Supplement from 01/04/2016  (£8.25) <sup>1</sup>
A	6	£13,614	£7.0565	Y
A	7	£13,715	£7.1088	Y
A	8	£13,871	£7.1897	Y
B	9	£14,075	£7.2954	Y
B	10	£14,338	£7.4317	Y
B	11	£15,207	£7.8822	Y
B	12	£15,523	£8.0460	Y
B	13	£15,941	£8.2626	
C	14	£16,231	£8.4129	
C	15	£16,572	£8.5897	
C	16	£16,969	£8.7955	
C	17	£17,372	£9.0043	
C	18	£17,714	£9.1816	
D	19	£18,376	£9.5247	
D	20	£19,048	£9.8731	
D	21	£19,742	£10.2328	
D	22	£20,253	£10.4976	
D	23	£20,849	£10.8066	
E	24	£21,530	£11.1595	
E	25	£22,212	£11.5130	
E	26	£22,937	£11.8888	
E	27	£23,698	£12.2833	
F	28	£24,472	£12.6845	
F	29	£25,440	£13.1862	
F	30	£26,293	£13.6283	
F	31	£27,123	£14.0585	
G	32	£27,924	£14.4737	
G	33	£28,746	£14.8998	

<sup>1</sup> Rate has increased to £8.25 and is anticipated to be implemented from April 2016



G	34	£29,558	£15.3207
G	35	£30,178	£15.6420
H	36	£30,978	£16.0567
H	37	£31,846	£16.5066
H	38	£32,778	£16.9897
H	39	£33,857	£17.5489
H	40	£34,746	£18.0097
I	41	£35,662	£18.4845
I	42	£36,571	£18.9557
I	43	£37,483	£19.4284
I	44	£38,405	£19.9063
I	45	£39,267	£20.3531
I	46	£40,217	£20.8455
J	47	£41,140	£21.3239
J	48	£42,053	£21.7971
J	49	£42,957	£22.2657
J	50	£43,859	£22.7332
J	51	£44,775	£23.2080
J	52	£45,695	£23.6849
K	53	£46,633	£24.1711
K	54	£47,556	£24.6495
K	55	£48,463	£25.1196
K	56	£49,473	£25.6431
K	57	£50,383	£26.1148
L	58	£51,302	£26.5911
L	59	£52,213	£27.0633
L	60	£53,124	£27.5355
L	61	£54,032	£28.0062
L	62	£54,949	£28.4815

Previous years pay data for all employees (including interims) can be found in our Statement of Accounts:  
<http://www.plymouth.gov.uk/homepage/councilanddemocracy/aboutus/budgetfinances/accounts.htm>

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**CITY COUNCIL**  
**MOTION ON NOTICE**  
**MONDAY 25 JANUARY 2016**



### **MOTION ON NOTICE - HOLOCAUST MEMORIAL DAY, 27 JANUARY 2016**

Council recognises that the Holocaust shook the foundations of modern civilisation. Council believes that we must make sure that everyone especially future generations understand the causes of the Holocaust and reflects upon its consequences and lessons for today.

Council notes that:-

- Holocaust Memorial Day was established in the UK in 2001. It remembers and honours all the victims and survivors of the Holocaust under Nazi persecution and in the subsequent genocides in Cambodia, Rwanda, Bosnia and Kosovo, in regions like Darfur and Nineveh and the cities of Srebrenica and Halabja.
- Six million Jewish men, women and children perished in ghettos, mass-shootings, and concentration and extermination camps before any survivors were liberated by allied troops in 1945. Nearly half a million Gypsies and Travellers were also registered, sterilised and then deported to concentration camps by the Nazi's in an event they call the Porajmos (the 'devouring').
- Similar fates met gay men, lesbians and disabled people. Between 1933 and 1945, an estimated 100,000 men were arrested as homosexuals, of whom some 50,000 were officially sentenced with 15,000 incarcerated within concentration camps. Figures in relation to lesbians are not known but an estimated 200,000 disabled people were killed by the Nazis.
- Over a thousand events will be taking place around the UK on Holocaust Memorial Day and attending these will be Holocaust survivors. Locally, Solly Irving a Holocaust survivor is undertaking his annual visits to our schools to talk about his experiences. We will also hold our commemorative event at Mount Edgecumbe on 27<sup>th</sup> January starting at 11am.

Council recognises the significance of Holocaust Memorial Day as an opportunity for us all to remember the victims of the Holocaust and subsequent genocides. It also gives us the chance to pay tribute to those who survived and to ensure we remain aware of what can happen if prejudice, discrimination and hatred go unchallenged.

This Council resolves to:-

1. Promote the importance of Holocaust Memorial Day and other annual events which take a stand against genocide, anti-Semitism, racism, xenophobia and hate crimes.
2. Continue our development and promotion of Plymouth as a welcoming and inclusive City.
3. Condemns unfair discrimination against anyone - residents, visitors and new comers including refugees we have recently welcomed to Plymouth.

4. Foster a shared responsibility to create a better present and future for all by challenging the prejudiced views of a minority of people in our society who believe that race, religion, disability or sexuality makes some people's lives worth less than others.

**Proposed by Councillor: Councillor Philippa Davey**

**Seconded by Councillor: Councillor Paul Jarvis**