

# MOUNT EDGCUMBE JOINT COMMITTEE

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Mount  
Edgcumbe  
Britain's historic park by the sea

#mountedgcumbe

Published Thursday, 30 June 2016

## MOUNT EDGCUMBE JOINT COMMITTEE

**DATE: FRIDAY 8 JULY 2016**

**TIME: 10AM**

**PLACE: BELVEDERE ROOM, BARROW PARK COMPLEX,  
MOUNT EDGCUMBE, CREMYLL, CORNWALL**

### Committee Members–

#### **Plymouth City Councillors-**

Councillors Carson, Fry, Dr Mahony, Mrs Pengelly (Joint Chair), Smith, Sparling and Vincent.

#### **Cornwall Councillors-**

Councillors Austin, Candy, Duffin (Joint Chair), Ellison, Frank, Hobbs and Trubody.

#### **Co-opted Members-**

Sir Richard Carew Pole Bt, Cdr Crocker, Mr D L Richards and Mr T Savery.

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

For further information on attending Council meetings and how to engage in the democratic process please follow this link - <http://www.plymouth.gov.uk/accesstomeetings>

Tracey Lee and Kate Kennally  
Joint Clerks

# **MOUNT EDGCUMBE JOINT COMMITTEE**

## **AGENDA**

### **1. NOTE THE APPOINTMENT OF THE JOINT CHAIRS**

The Joint Committee will be asked to note the appointment of the Joint Chairs.

### **2. APOLOGIES**

To receive apologies for non-attendance submitted by Joint Committee Members.

### **3. DECLARATIONS OF INTEREST**

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

### **4. MINUTES (Pages 1 - 6)**

To confirm the minutes of the meeting held on 6 November 2015 as a correct record.

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

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

### **6. THE TORPOINT AND RAME PENINSULA COASTAL COMMUNITIES GROUP**

The Joint Committee will receive a presentation on the Rame Peninsula Economic Plan.

### **7. BUDGET OUTTURN 2015/16 (Pages 7 - 44)**

The Joint Committee will receive the Budget Outturn 2015/16 report.

### **8. REVENUE BUDGET MONITORING 2016/17 (Pages 45 - 50)**

The Joint Committee will receive the Revenue Budget Monitoring 2016/17.

### **9. THE WAY FORWARD**

The Joint Committee will receive a presentation on the Way Forward.

### **10. PARK ACTIVITIES TO SEPTEMBER 2016 (Pages 51 - 56)**

The Joint Committee will receive the Park Activities Report to September 2016.

**11. FRIENDS OF MOUNT EDGCUMBE COUNTRY PARK (Pages 57 - 58)  
UPDATE**

The Joint Committee will receive an update report from the Friends of Mount Edgumbe Country Park.

**12. MOUNT EDGCUMBE COASTAL DEFENCE WORKS (Pages 59 - 62)**

The Joint Committee will receive a report on Coastal Defence Works.

**13. COLLECTION ITEMS FOR DISPOSAL (Pages 63 - 74)**

The Joint Committee will receive a report on Collection Items for Disposal.

**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)**

**PART II (PRIVATE MEETING)**

**AGENDA**

**MEMBERS OF THE PUBLIC TO NOTE**

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

Nil.

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## Mount Edgumbe Joint Committee

Friday 6 November 2015

### PRESENT:

Councillor Duffin, Joint Chair, in the Chair.

Councillors Austin, Damarell, Fry, Mrs Pengelly, Smith (Joint Chair), Sparling, Trubody and Vincent.

Co-opted Representatives: Sir Richard Carew Pole Bt, Cdr Crocker and Mr D L Richards.

Apologies for absence: Councillors Candy, Ellison, Hobbs and Fletcher and Mr T Savery (Co-opted representative).

Also in attendance: Nick Butcher (Head Gardner/Ranger PCC), Jon James (Environment Manager CC), David Marshall (Business Development Manager PCC), Jerry Masters (Interim Park Manager PCC), Nicola Moyle (Head of Arts and Heritage), Chris Randall (Head of Finance Operations PCC), James Reed (Technical Accounting Officer), Helen Wright (Democratic Support Officer PCC).

The meeting started at 10.00 am and finished at 11.25 am.

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

### 12. DECLARATIONS OF INTEREST

Sir Richard Carew-Pole Bt declared a personal interest in accordance with the code of conduct as he owned chalets along the coast.

### 13. MINUTES

The Joint Committee agreed that the minutes of the meeting held on 17 July 2015 are confirmed as a correct record.

### 14. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

### 15. REVENUE BUDGET MONITORING 2015/16

The Strategic Director for Place (Anthony Payne) and the Head of Commissioning and Asset Management (Peter Marsh) submitted the revenue budget monitoring report for 2015/16. The Head of Finance Operations (Chris Randall) presented the report and highlighted the following key areas –

- (a) an overview of the 2015/16 monitoring variations;

- (b) 2015/16 revenue monitoring including -
  - Mount Edgcumbe House;
  - Mount Edgcumbe Park;
  - Mount Edgcumbe Trading;
- (c) budget risk;
- (d) future year's budgets.

The main areas of questioning from Members related to the following –

- (d) insuring events against adverse weather conditions;
- (e) methods of advertising of the Christmas Fayre;
- (f) the Park's Twitter account (@mt\_edgcumbe;) and the number of followers (76);
- (g) the cost of Steve Pickering (consultant) picking up some the managerial responsibilities (estimated to be in the region of £10,000);
- (h) the delivery of a realistic budget.

The Joint Committee agreed that –

- (1) a strategic overview of the use of social media will be undertaken and the outcome reported to the next meeting;
- (2) a review of general communications for the Park would be undertaken and the outcome reported to the next meeting;
- (3) a breakdown of the costs of employing Steve Pickering (consultant) will be provided to all committee members by the Head of Arts and Heritage.

### 16. **UPDATE ON DEVELOPING WATER TRANSPORT LINKS AND INCREASING ATTRACTION TO THE PARK**

The Strategic Director for Place (Anthony Payne) and the Head of Commissioning and Asset Management (Peter Marsh) submitted an update report on suggested additional activities on the Park. The Interim Park Manager (Jerry Masters) presented the report which highlighted the following key areas –

- (a) the launch of the Department for Communities and Local Government (DCLG) initiative to establish coastal communities (the intention was to reverse the trend of economic decline in coastal areas by linking together groups and organisations);

- (b) to assist establishing the teams, the DCLG had set aside £1.1m in 2015/16 (approximately £10k per team);
- (c) the Torpoint and Rame Peninsula Coastal Communities Team had been established (Mount Edgumbe was represented on the team);
- (d) grant funding was being sought through additional monies from DCLG and Heritage Lottery Fund.

The main areas of questioning from Members related to the following –

- (e) the possible destinations of a ferry service such as the Royal William Yard, Barbican, Torpoint, etc;
- (f) the renewal of the existing ferry service contract in 2017;
- (g) discussions with Torpoint Town Council and the Tamar Bridge and Torpoint Ferry.

The Joint Committee noted the report and agreed that further updates are provided to future meetings.

#### 17. **PARK PROGRAMME OF ACTIVITIES**

The Strategic Director for Place (Anthony Payne) and the Head of Commissioning and Asset Management (Peter Marsh) submitted an update report on suggested additional activities on the Park. The Interim Park Manager (Jerry Masters) presented the report which highlighted the following key areas –

- High Level Stewardship;
- building and park infrastructure;
- walks, talks and workshops;
- conferences;
- weddings;
- events;
- occupation of rentable business spaces;
- Park Manager update.

The Joint Committee took this opportunity to thank Jerry Masters for his hard work and support in his role of interim Park Manager.

The Joint Committee noted the report.

#### 18. **UPDATE OF SUGGESTED ADDITIONAL ACTIVITIES ON THE PARK**

The Strategic Director for Place (Anthony Payne) and the Head of Commissioning and Asset Management (Peter Marsh) submitted an update report on suggested additional activities on the Park. The Interim Park Manager (Jerry Masters) presented the report which highlighted the following key areas –

- (a) following the previous Joint Committee meeting in July 2015 additional income streams for the Park had been investigated which included –
- a ‘Parkrun’;
  - an equine event;
  - swimming gala;
- (b) work to develop the ‘Parkrun’ was well underway.

The Joint Committee agreed to name the Parkrun’ and as and when other initiatives are developed that it is kept informed at subsequent meetings.

The Joint Committee noted the report.

### 19. **REVIEW OF GOVERNANCE AT MOUNT EDGCUMBE PARK**

The Strategic Director for Place (Anthony Payne) and the Head of Commissioning and Asset Management (Peter Marsh) submitted a report on the review of the governance at Mount Edgcumbe Park. The Interim Park Manager presented the report which highlighted the following key areas -

- (a) in 2012-2013 the option of developing a Trust to manage the Park had been explored; (officers had looked at how Torbay Borough Council developed and operated an independent Trust);
- (b) since 2013, the focus had been on identifying and implementing initiatives that generated income for the park and to improve the current income streams with a view to achieving no funding from the constituent authorities by 2018/19.

The Joint Committee was assured that the governance arrangements would be re-visited once the level of income for the Park was sustainable.

The Joint Committee noted the report.

### 20. **FRIENDS OF MOUNT EDGCUMBE COUNTRY PARK UPDATE**

The Chair of the Friends of Mount Edgcumbe Country Park (Commander Crocker) provided an update on the work of the group which highlighted the following key areas –

- (a) the support the Group had given to the park both financial and in practical terms;
- (b) the social events (including the classic car show and fayre);
- (c) the World War I project.



The Joint Chair, on behalf of the Joint Committee, took this opportunity to thank Commander Crocker (Chair of the Friends of Mount Edgumbe Country Park) for his support and the achievements of the Group. This sentiment was echoed by Sir Richard Carew Pole Bt.

The Joint Committee noted the report.

### 21. **REPAIR WORKS TO THE SEA WALL**

Jon James (Environment Manager) provided a progress update on the repair works to the sea wall which highlighted the following key areas –

- (a) monies had been secured through the Environment Agency's flood defence fund to undertake works (such as filling the void on the slipway);
- (b) a further submission for phase 2 of the fund had been made at the beginning of the year but a decision was still awaited;
- (c) if successful in gaining the additional funding from the Environment Agency, this would only cover 50% of the total cost of the works which would result in the constituent authorities contributing £150,000 each through their capital schemes (this proposal was being submitted to constituent authorities Cabinets for approval).

The main areas of questioning from Members related to the following –

- (d) the future stability of the coastal footpaths in the area;
- (e) mitigation works on the quay;
- (f) liability for the repair works to the slipway;

The Joint Committee noted the report.

### 22. **EXEMPT BUSINESS**

There were no items of exempt business.

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**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Budget Outturn 2015/16
<b>Committee:</b>	Mount Edgumbe Joint Committee
<b>Cabinet Member:</b>	Councillor Jordan (Plymouth City Council) Councillor Duffin (Cornwall Council)
<b>CMT Member:</b>	Anthony Payne (Strategic Director for Place) Peter Marsh (Head of Commissioning and Asset Management)
<b>Author:</b>	Chris Burton (Mount Edgumbe Park Manager) Angela Bruce (Principal Technical Accountant)
<b>Contact:</b>	Tel: 01752 307269 e-mail: Chris.Burton@plymouth.gov.uk
<b>Ref:</b>	ME
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Executive Summary:**

This report presents the final outturn position of Mount Edgumbe for the financial year 2015/16.

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

This monitoring report links to delivering the priorities within the Council's corporate plan.

**Cornwall Council:**

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

Creating a Green Cornwall

Creating Better Places to Live

Delivering Excellent Services

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

In November 2015 a forecast position of the budget being delivered on target was reported to the Joint Committee. The final outturn is £6,063 overspent.

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

Increased risk management will need to take place to manage the impact of the challenging financial position.

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**Recommendations and Reasons for recommended action:**

It is recommended that the Joint Committee notes the report.

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**Alternative options considered and reasons for recommended action:**

None

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**Background papers:**

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**Sign off:**

Fin	BAN PlaceF EDD1617 007.2806 16	Leg		HR	N/A	Corp Prop	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member David Draffan											

## **I. INTRODUCTION**

- 1.1 This Report has been produced to update the Joint Committee with the Outturn position as at 31<sup>st</sup> March 2016.
- 1.2 Variations are reported according to the difference between actuals and budget in Appendix A and are broken down by park operation that reflects 50% of the budget agreed by each constituent authority of £142,000 each. Appendix A has the table used to explain variations.

## **2. 2015/16 OUTTURN VARIATIONS - OVERVIEW**

- 2.1 At the 6<sup>th</sup> November 2015 Joint Committee meeting, the Revenue Budget Monitoring report detailed a forecast of the budget being delivered on target. Since then staff at Mount Edgcumbe continually reviewed expenditure and looked at increasing revenue wherever possible. This has resulted in an outturn position of £6,063 over budget.

## **3. 2015/16 BACKGROUND**

- 3.1 After large overspends in financial years 2009/10 and 2010/11, the Mount Edgcumbe Officers Working group planned various initiatives to bring the budget back to the original plans that each authority contribute £192,000 towards the running of the park, making a total budget of £384,000. These plans included increasing 2011/12's contribution by £45,000, per authority, on a one-off basis to give the park management time to implement these initiatives. The majority of these initiatives came to fruition and in 2011/12 the park ran to budget. However, some initiatives experienced delays, particularly the procurement and installation of the Marquee to enable the park to offer a quality wedding venue. In spite of these delays the park almost achieved a balanced budget in 2012/13 with final outturn £390,728 against the £384,000 budget. In 2013/14 the net budget was reduced by £70,000 to a £314,000 budget, with the final outturn being £15,605 overspent. In 2014/15, as part of the joint ongoing funding review, the net budget was reduced by £30,000 to a £284,000 budget, with the final outturn being £21,833 overspent.

Since an external advisor was brought in, to look at options for the park to improve current income streams and introduce new ones, the advice has continued to be followed. This mainly involved using capital receipts from the sale of assets to fund improvements and develop new income streams.

## **4. 2015/16 REVENUE OUTTURN VARIATIONS – To be read with Appendix A**

### **4.1 Mount Edgcumbe House Outturn £34,151 over budget**

Main variations are:

- Increased Employees fees mainly due to high usage of Pertemps staff of approximately £16,000 and relocation & recruitment fees for new Mount Edgcumbe Park Manager of approximately £3,000.
- Net overspend on Premises costs of £19,675 predominantly made-up of electrical services / works; electricity fees; increased and backdated business rates charges (NNDR); and reduced fuel oil cost (due to lower use in year).
- Additional income and savings spread over the areas of Income, Supplies & Services and Transport of approximately (£4,800).

#### 4.2 Mount Edgumbe Park Outturn (£42,872) savings

Main variations are:

- Increase in Income mainly due to improved car parking income and good occupancy levels of rental units, amounting to approximately (£15,500).
- Savings on Premises of approximately (£27,000) but assumed (£15,700) is due to works relating to Higher Level Stewardship that have been charged elsewhere on the accounts. With (£11,300) genuine savings relating to upkeep of grounds and general maintenance.

#### 4.3 Mount Edgumbe Trading Outturn £14,784 over budget

Main variations are:

- Capital Financing outside NCS overspend on the works to convert buildings into holiday lets of approximately £5,500.
- Net pressure of approximately £9,300 made up of:
  - Higher Employees fees of £2,000 Pertemps charges allocated to the retail main shop.
  - Reduced income of £3,200
  - Higher Supplies and Services fees of £3,900 mainly for special events.

### 5. FUTURE BUDGET

5.1 Whilst this year's outturn is still above the budget of £284,000 (£142,000 per authority) the table below shows the reduction in financial support given during the past 4 years and budgeted for 2016/17. Staff continue to work on initiatives to reduce the subsidy required from both Councils by reducing costs, increasing current income and developing new income streams from investment in the park's assets. The budget for 2016/17 has been further reduced by £60,000 to produce a net budget of £224,000.

	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>Actuals 2015/16</b>	<b>Budget 2016/17</b>
	£	£	£	£	£
<b>Expenditure</b>	770,390	788,446	749,728	768,826	751,978
<b>Income</b>	-379,661	-458,841	-443,895	-478,762	-527,978
<b>Net Cost of operation</b>	390,728	329,605	305,833	290,064	224,000
<b>Income as % of expenditure</b>	49%	58%	59%	62%	70%

### 6. SMALL BODIES AUDIT

6.1 This year Mount Edgumbe is no longer legally required to complete a Small Bodies Audit & has not instructed an auditor to carry one out. As Mount Edgumbe forms part of both Plymouth & Cornwall authorities statement of accounts, it is already subject to both ongoing internal and external interim / annual audit checks. As to future intentions regarding this, it will need to be decided whether Mount Edgumbe continues with this arrangement.

Note, the 2014/15 audit opinions for Mount Edgumbe assurance levels ranged from 'Good Standard' to 'High Standard' (see appendix B). Since this was carried-out, there have been no known changes to the way in which systems and processes are being handled.

As the the Annual Governance Statement is no longer required for the Small Bodies Audit, this year, we have included (see appendix C) Plymouth City Council's most up-to-date version, which is encompasses Mount Edgumbe.

**7. CAPITAL OUTTURN**

7.1 The position on the Mount Edgcumbe capital schemes is as the table below, made up of the new holiday lets & shop works, Orangery roof works, capital element of the Higher Level Stewardship scheme, and sea wall defences.

<b>Project</b>	<b>Total Approval</b>	<b>2013/14 Spend</b>	<b>2014/15 Spend</b>	<b>2015/16 Outturn</b>	<b>Remaining Funding</b>
Cremyll Lodge holiday let & shop	£ 89,248	£ -	£ 46,794	£ 42,454	£ -
Orangery Roof	£ 12,298	£ -	£ -	£ 12,298	£ -
Mount Edgcumbe Higher Level Stewardship	£ 429,332	£ -	£ 48,421	£ 30,546	£ 350,365
Mount Edgcumbe Sea Wall Repairs	£ 300,000	£ -	£ -	£ -	£ 300,000
<b>Total</b>	<b>£ 830,878</b>	<b>£ -</b>	<b>£ 95,215</b>	<b>£ 85,299</b>	<b>£ 650,365</b>

**RECOMMENDATIONS**

It is recommended that the Joint Committee:

- a) Notes the report.
- b) Maintains an updated risk register, specifically given the range of initiatives to be delivered and the reduced budget target.

## Appendix A

Mount Edgcumbe House and Country Park	Detail CIPFA standard Groups	2015/16 Budget	2015/16 Actual spend	Difference 2015/16 Actual V's Budget
Mount Edgcumbe House	Employees	364,811	384,052	19,241
	Income	-416,076	-418,809	-2,733
	Premises	62,361	82,036	19,675
	Supplies and Services	62,107	61,736	-371
	Support Services	14,765	14,765	0
	Transport	26,943	25,282	-1,661
<b>Mount Edgcumbe House Total</b>		<b>114,911</b>	<b>149,062</b>	<b>34,151</b>
Mount Edgcumbe Park	Employees	96,736	99,614	2,878
	Income	-119,600	-135,134	-15,534
	Premises	75,207	48,136	-27,071
	Supplies and Services	8,564	5,419	-3,145
	Transport	0	0	0
<b>Mount Edgcumbe Park Total</b>		<b>60,907</b>	<b>18,035</b>	<b>-42,872</b>
Mount Edgcumbe Trading	Capital Financing outside NCS	5,000	10,473	5,473
	Employees	6,662	8,697	2,035
	Income	-70,032	-66,820	3,212
	Premises	0	167	167
	Supplies and Services	24,260	28,196	3,936
	Transport	292	253	-39
<b>Mount Edgcumbe Trading Total</b>		<b>-33,818</b>	<b>-19,034</b>	<b>14,784</b>
<b>Grand Total</b>		<b>142,000</b>	<b>148,063</b>	<b>6,063</b>





devon **audit** partnership

# Draft Internal Audit Report

Mount Edgcumbe Joint  
Committee 2014/15  
Place Directorate  
Plymouth City Council

May 2015

**OFFICIAL**



**Auditing for achievement**

## **Devon Audit Partnership**

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The Devon Audit Partnership has been formed under a joint committee arrangement comprising of Plymouth, Torbay and Devon councils. We aim to be recognised as a high quality internal audit service in the public sector. We work with our partners by providing a professional internal audit service that will assist them in meeting their challenges, managing their risks and achieving their goals. In carrying out our work we are required to comply with the Public Sector Internal Audit Standards along with other best practice and professional standards.

The Partnership is committed to providing high quality, professional customer services to all; if you have any comments or suggestions on our service, processes or standards, the Head of Partnership would be pleased to receive them at [robert.hutchins@devonaudit.gov.uk](mailto:robert.hutchins@devonaudit.gov.uk).

## **Confidentiality and Disclosure Clause**

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This report is protectively marked in accordance with the National Protective Marking Scheme. Its contents are confidential and, whilst it is accepted that issues raised may well need to be discussed with other officers within the organisation, the report itself should only be copied/circulated/disclosed to anyone outside of the organisation in line with the organisation's disclosure policies.

This report is prepared for the organisation's use. We can take no responsibility to any third party for any reliance they might place upon it.

## 1 Introduction

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The Mount Edgcumbe Joint Committee was formed by agreement between Cornwall County Council and Plymouth City council as joint owners of the Mount Edgcumbe Country Park.

In accordance with Regulation 6 of the Accounts and Audit Regulations 2003 Devon Audit Partnership has carried out a review of the Mount Edgcumbe Joint Committee's financial accounting systems and internal control arrangements in place for the 2014/15 financial year.

## 2 Audit Opinion

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High Standard - The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.

## 3 Executive Summary

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Overall arrangements are of a high standard. Mount Edgcumbe Joint Committee's focus for 2014/15 has been to drive forward the transformational change of Mount Edgcumbe Park, the objectives of which are now starting to be realised.

Cornwall County and Plymouth City Council's agreed a total annual contribution of £284k for 2014/15, a reduction of £30k from 2013/14.

As part of on-going business planning, budget monitoring and transformation projects risks to objectives are considered, a formal risk register has now been developed and is due to be considered by the Joint Committee at its meeting in July 2015. With the continued pressures on budget and the significant changes from transformational change risk management will be integral to management decision making and business planning process

The detailed findings and recommendations regarding these issues and less important matters are described in the Appendices. Recommendations have been categorised to aid prioritisation. Definitions of the priority categories and the assurance opinion ratings are also given in the Appendices to this report.

## 4 Assurance Opinion on Specific Sections

The following table summarises our assurance opinions on each of the areas covered during the audit. These combine to provide the overall assurance opinion at Section 2. Definitions of the assurance opinion ratings can be found in the Appendices.

Areas Covered		Level of Assurance
1	Inappropriate accounting records have been maintained.	High Standard
2	Payments made do not comply with financial regulations, are not approved, supported by invoices or appropriately accounted for.	High Standard
3	Risks to objectives are not identified or managed.	Good Standard
4	Budgetary control processes are inadequate	High Standard
5	Income has not been received, properly recorded or promptly banked.	High standard
6	Petty cash payments are not approved, supported by receipts or appropriately accounted for.	Not Covered
7	Salaries are paid without approval and PAYE and NI requirements are not met.	High Standard
8	Asset and investment registers are incomplete and inaccurate.	High Standard
9	Periodic and year end bank account reconciliations are not carried out.	Not Covered
10	Accounting statements have not been prepared on the correct basis, agreed to the cash book or supported by an adequate audit trail.	High Standard

The findings and recommendations in relation to each of these areas are discussed in the "Detailed Audit Observations and Action Plan" appendix. This appendix records the action plan agreed by management to enhance the internal control framework and mitigate identified risks where agreed. Management are required to agree an action plan, ideally within three weeks of receiving the draft internal audit report. Written responses should be returned to Brenda Davis (brenda.davis@devonaudit.gov.uk) or Louise Clapton (louise.clapton@devonaudit.gov.uk). Alternatively a meeting to discuss the report and agree the action plan should be arranged with the named auditors.

## **5 Issues for the Annual Governance Statement**

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The evidence obtained in internal audit reviews can identify issues in respect of risk management, systems and controls that may be relevant to the Annual Governance Statement.

In terms of this review we are able to report that there are no issues arising that warrant inclusion in the Annual Governance Statement.

## **6 Scope and Objectives**

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To provide Mount Edgcumbe Joint Committee with an opinion on whether internal control objectives were achieved throughout the financial year.

## **7 Inherent Limitations**

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The opinions and recommendations contained within this report are based on our examination of restricted samples of transactions / records and our discussions with officers responsible for the processes reviewed.

## **8 Acknowledgements**

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We would like to express our thanks and appreciation to all those who provided support and assistance during the course of this audit.

**Robert Hutchins**  
**Head of Partnership**

**Draft Internal Audit Report - Appendix A**

**Detailed Audit Observations and Action Plan**

<p><b>1. Area Covered:</b> Inappropriate accounting records have been maintained.</p>	<p><b>Level of Assurance</b></p>
<p><b>Opinion Statement:</b>                  Mount Edgcumbe Joint Committee have maintained appropriate accounting records throughout the 2014/15 financial year.                   Plymouth City Council's CIVICA general ledger system is the main accounting system used to record the financial transactions of the Committee, from which budget monitoring reports, financial statements and statutory returns are prepared.                   A review of the internal controls operating within the main accounting system were found to be of a good standard.</p>	<p><b>High Standard</b></p>
<p>No observations and recommendations recorded.</p>	

<p><b>2. Area Covered:</b> Payments made do not comply with financial regulations, are not approved, supported by invoices or appropriately accounted for.</p>	<p><b>Level of Assurance</b></p>
<p><b>Opinion Statement:</b>                  Mount Edgcumbe Joint Committee make payments through Plymouth City Council's CIVICA creditors system.                   Internal controls operating within the creditors system were found to be of a good standard, payments cannot be made without authorised approval, due to automated controls within the system.                   Payments were found to be correctly recorded with VAT appropriately accounted for and appropriate documentation retained to support each payment.</p>	<p><b>High Standard</b></p>
<p>No observations and recommendations recorded.</p>	

<b>3. Area Covered:</b> Risks to objectives are not identified or managed.	<b>Level of Assurance</b>
<p><b>Opinion Statement:</b></p> <p>The last risk management report to Mount Edgcumbe Joint Committee was made in February 2010. Although Committee minutes do clearly demonstrate that the Joint Committee receive and discuss reports that identify the key issues impacting on its core objectives, with the continuous uncertainty of Mount Edgcumbe Parks future and the budget pressures being experienced, risk management should be integral to the business planning to ensure that ongoing and future risks are identified and managed.</p> <p>As at May 2015 a review of Mount Edgumbes risks have been completed and a draft risk register prepared. This is currently being finalised and will be presented to the next Committee meeting in July 2015 for scrutiny and agreement.</p>	<b>Good Standard</b>
No observations and recommendations recorded.	

<b>4. Area Covered:</b> Budgetary control processes are inadequate	<b>Level of Assurance</b>
<p><b>Opinion Statement:</b></p> <p>Revenue and Capital budget monitoring reports were presented to the Mount Edgcumbe Joint Committee at its meetings during the 2014/15 financial year. The reports highlighted the key financial issues arising and were supported by fully detailed budget monitoring.</p> <p>The 2014/15 budget was presented and formally approved by the Joint Committee at its meeting in July 2014. Cornwall County and Plymouth City Council's agreed to continue to equally fund Mount Edgcumbe with a total approved budget of £284K for the 2014/15 financial year. The level of subsidy has continued to reduce significantly with a decrease of £30k from that approved in 2014/15. The commercial business plan developed in 2013/14 has started to realise its objectives through increasing its income streams and reducing expenditure.</p>	<b>High Standard</b>
No observations and recommendations recorded.	

<b>5. Area Covered:</b> Income has not been received, properly recorded or promptly banked.	<b>Level of Assurance</b>
<p><b>Opinion Statement:</b>                  Mount Edgcumbe Joint Committee receives income through Plymouth City Council's CIVICA debtors system and ICON cash receipting system.</p> <p>All expected income was properly recorded and promptly banked. VAT has been correctly accounted for.</p> <p>Overall the level of internal control was found to be of a good standard,</p>	<b>High standard</b>
No observations and recommendations recorded.	

<b>6. Area Covered:</b> Petty cash payments are not approved, supported by receipts or appropriately accounted for.	<b>Level of Assurance</b>
<p><b>Opinion Statement:</b>                  We have not provided assurance with regard to petty cash transactions (internal control objective F) as we consider the balance too small to warrant detailed review.</p>	<b>Not Covered</b>
No observations and recommendations recorded.	



<b>7. Area Covered:</b> Salaries are paid without approval and PAYE and NI requirements are not met.	<b>Level of Assurance</b>
<p><b>Opinion Statement:</b>  Mount Edgumbe staff are employed by Plymouth City Council with salary payments made through its iTrent Payroll System.</p> <p>A review of internal controls operating within the payroll system were found to be of a good standard.</p> <p>Payments cannot be made without authorised approval and appropriate documentation is retained to support each employee appointment and claim for additions to pay. Payroll expenditure payments were found to be correctly recorded, and PAYE and NI deductions made in accordance with HMRC regulations.</p>	<b>High Standard</b>
No observations and recommendations recorded.	

<b>8. Area Covered:</b> Asset and investment registers are incomplete and inaccurate.	<b>Level of Assurance</b>
<p><b>Opinion Statement:</b>  An asset register detailing Mount Edgumbes fixed assets has been maintained for the 2014/15 financial year.</p> <p>A review of internal controls operated to ensure completeness and accuracy of the fixed asset register were found to be of a good standard.</p>	<b>High Standard</b>
No observations and recommendations recorded.	

<b>9. Area Covered:</b> Periodic and year end bank account reconciliations are not carried out.	<b>Level of Assurance</b>
<b>Opinion Statement:</b> Mount Edgcumbe Joint Committee do not have their own bank account and therefore, we have not undertaken work against control objective I.	<b>Not Covered</b>
No observations and recommendations recorded.	

<b>10. Area Covered:</b> Accounting statements have not been prepared on the correct basis, agreed to the cash book or supported by an adequate audit trail.	<b>Level of Assurance</b>
<b>Opinion Statement:</b> The annual return has been prepared on an income and expenditure basis, with debtors and creditors found to be correctly stated. Figures have been verified to the general ledger system and sufficient financial records have been maintained, providing a complete audit trail.	<b>High Standard</b>
No observations and recommendations recorded.	

## Draft Internal Audit Report - Appendix B

## Definitions of Audit Assurance Opinion Levels

Assurance	Definition
High Standard.	The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.
Good Standard.	The systems and controls generally mitigate the risk identified but a few weaknesses have been identified and / or mitigating controls may not be fully applied. There are no significant matters arising from the audit and the recommendations made serve to strengthen what are mainly reliable procedures.
Improvements required.	In our opinion there are a number of instances where controls and procedures do not adequately mitigate the risks identified. Existing procedures need to be improved in order to ensure that they are fully reliable. Recommendations have been made to ensure that organisational objectives are not put at risk.
Fundamental Weaknesses Identified.	The risks identified are not being controlled and there is an increased likelihood that risks could occur. The matters arising from the audit are sufficiently significant to place doubt on the reliability of the procedures reviewed, to an extent that the objectives and / or resources of the Council may be at risk, and the ability to deliver the service may be adversely affected. Implementation of the recommendations made is a priority.

## Definition of Recommendation Priority

Priority	Definitions
High	A significant finding. A key control is absent or is being compromised; if not acted upon this could result in high exposure to risk. Failure to address could result in internal or external responsibilities and obligations not being met.
Medium	Control arrangements not operating as required resulting in a moderate exposure to risk. This could result in minor disruption of service, undetected errors or inefficiencies in service provision. Important recommendations made to improve internal control arrangements and manage identified risks.
Low	Low risk issues, minor system compliance concerns or process inefficiencies where benefit would be gained from improving arrangements. Management should review, make changes if considered necessary or formally agree to accept the risks. These issues may be dealt with outside of the formal report during the course of the audit.

**Confidentiality under the National Protective Marking Scheme**

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<b>Marking</b>	<b>Definitions</b>
Not Protectively Marked or Unclassified	Documents, information, data or artefacts that have been prepared for the general public or are for the public web pages or can be given to any member of the public without any exemptions or exceptions to release applying, have the classification NOT PROTECTIVELY MARKED. Some organisations will also use the word UNCLASSIFIED for publicly available information.
Official	The majority of information that is created or processed by the public sector. This includes routine business operations and services, some of which could have damaging consequences if lost, stolen or published in the media, but are not subject to a heightened threat profile.
Secret	Very sensitive information that justifies heightened protective measures to defend against determined and highly capable threat actors. For example, where compromise could seriously damage military capabilities, international relations or the investigation of serious organised crime.
Top Secret	The most sensitive information requiring the highest levels of protection from the most serious threats. For example, where compromise could cause widespread loss of life or else threaten the security or economic wellbeing of the country or friendly nations.

# ANNUAL GOVERNANCE STATEMENT 2014/15



## 1. Scope of Responsibility

Plymouth City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Plymouth City Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

This Annual Governance Statement explains how the Council has complied with the Code and also how it meets the requirements of Regulation 4(3) of the Accounts and Audit (England) Regulations 2011, which requires all relevant bodies to prepare an annual governance statement

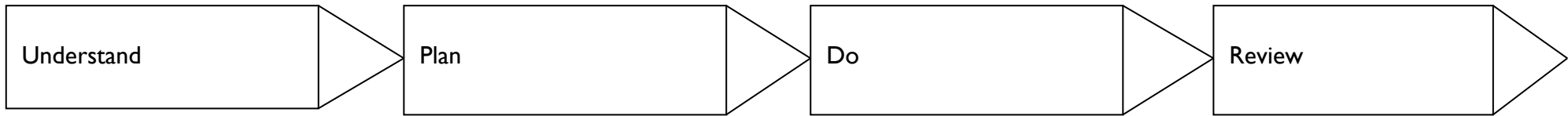
## 2. The Purpose of the Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

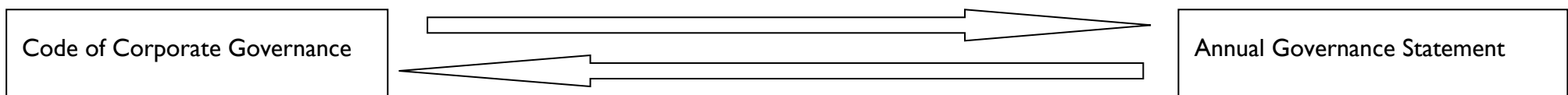
The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The governance framework has been in place at Plymouth City Council for the year ended 31 March 2015 and up to the date of the approval of the Annual Report and Statement of Accounts.

### 3. Assurance Cycle



What are we seeking to receive assurances on?	What sources of assurance do we require?	How we will arrange ourselves to receive adequate assurances?	How we know that we are effective?
<ul style="list-style-type: none"> <li>▪ Delivery against the corporate plan whilst observing the governance framework</li> <li>▪ Management of the Council's key risks</li> <li>▪ Design and effectiveness of internal controls</li> <li>▪ Compliance with laws, regulation, internal policies and procedures</li> <li>▪ Key governance tools are fit for purpose, e.g. the performance management and risk management framework</li> <li>▪ Value for money</li> <li>▪ Direction of travel of previous governance issues</li> <li>▪ Effectiveness of the system of Governance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internal Audit Annual Plan</li> <li>▪ External Audit Annual Plan</li> <li>▪ Ofsted and Care Quality Commission</li> <li>▪ Other external agencies</li> <li>▪ Management assurances from active compliance frameworks</li> <li>▪ Committees/Internal Boards responsible for monitoring and reviewing the systems, processes and documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Officer and Member structures working together</li> <li>▪ Senior Management Teams working closely with Executive Roles</li> <li>▪ Decision-making bodies</li> <li>▪ Scrutiny Committees</li> <li>▪ Audit Committee</li> <li>▪ Project Boards</li> <li>▪ Constitution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review sources of assurance identified at the Planning Phase</li> <li>▪ Review Annual Reports that provide further insight such as; scrutiny committee report, audit committee annual report, task and finish groups</li> <li>▪ Ensuring sources of assurances have delivered against their plans at the necessary quality</li> <li>▪ Internal and External Audit Reports</li> <li>▪ Highlight areas of weakness, development and implement action plans</li> </ul>



#### 4. The Governance Framework

The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. A copy of the Code is on our website under “Constitution”. Included within this framework are six core principles of governance:

Principle one	Description of governance mechanisms	Assurances received
<p>Focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area</p> <p>Plymouth’s vision: Britain’s Ocean City – to be one of Europe’s most vibrant waterfront cities, where an outstanding quality of life is enjoyed by everyone.</p>	<ul style="list-style-type: none"> <li>▪ Members, working with officers, have developed a clear vision of their purpose and intended outcomes for citizens and service users.</li> <li>▪ Corporate Plan 2013/14 – 2016/17.</li> <li>▪ The Plymouth Plan which looks ahead to 2031.</li> <li>▪ Thrive Plymouth is a 10 year programme to reduce health inequalities and is addressing four behaviours (poor diet, lack of exercise, tobacco use and excess alcohol consumption).</li> <li>▪ The Joint Commissioning Partnership is the single strategic commissioning body for the City of Plymouth. It considers and approves commissioning plans in line with the priorities identified in the Joint Health and Wellbeing Strategy, and ensures a coordinated and consistent approach to commissioning services on behalf of partner agencies in Plymouth.</li> <li>▪ The Council has robust systems and processes to manage effectively financial risks and opportunities, and to secure a stable financial position that enables it to continue to operate for the foreseeable future.</li> <li>▪ A staff survey was carried out to gauge employee satisfaction and assist in improving the organization for employees as a place to work and consequently improve how the organisation performs.</li> <li>▪ The Council is jointly responsible (with Cornwall Council) for the operation of the Tamar Bridge and Torpoint Ferry (TBTF) Joint Committee which brings with it a 50 per cent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual Report communicates Council’s activities and achievements, its financial position and performance.</li> <li>▪ Staff Survey 2014.</li> <li>▪ The Corporate Plan provides the framework used by departments in developing their business plans which establish and monitor the achievement of objectives at service and team level. It also sets out how each service is implementing the Council’s principles laid out in the Corporate Plan.</li> <li>▪ The Plymouth Plan is a ground-breaking concept which aims to undertake a review of the Plymouth Core Strategy and to take advantage of changes</li> <li>▪ introduced by the Localism Act to create a Local Plan which integrates all of the other strategies produced by the Council into one Plan for Plymouth.</li> <li>▪ Thrive Plymouth aims to reduce health inequalities across the city by focusing on prevention that encourages and enables health choices by influencing the context within which those choices are made.</li> <li>▪ Devon Audit Partnership (DAP) Audit Plan linked to the overall objectives of the Council and the risks to their achievement.</li> <li>▪ Joint Commissioning Partnership meet Bi-monthly and receive regular progress and performance reports from commissioning managers. Also produce regular reports to the Health and Wellbeing Board.</li> <li>▪ External Audit findings reported that they were satisfied that in all significant respects the Council has put in place proper</li> </ul>

Principle one	Description of governance mechanisms	Assurances received
	<p>share of any future liabilities. However, from a governance point of view, the TBTF Joint Committee produces and monitors its own Governance arrangements, including the preparation of a separately published Annual Governance Statement covering the operations of the Joint Committee.</p> <ul style="list-style-type: none"> <li>▪ The Transformation Project has been constructed to align programs to one another and to the Council's Corporate Plan in order to meet the current financial challenge. Governance for the Programme involves five delivery strands that link to a Portfolio risk register which is monitored by a Transformation Portfolio Board. The Transformation strands are: <ul style="list-style-type: none"> <li>▪ Growth, Assets and Municipal Enterprise (GAME)</li> <li>▪ Integrated Health and Well Being (IHWB)</li> <li>▪ Customer and Service Transformation (CST)</li> <li>▪ Co-operative Centre of Operations (CCO)</li> <li>▪ People and Organisational Development (PandOD)</li> </ul> </li> <li>▪ The Children's Social Care Improvement Plan forms part of the Transformation Programme and will be delivered as part of Children and Young People Service Project within the Integrated Health and Well Being Programme.</li> </ul>	<p>arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2014.</p> <ul style="list-style-type: none"> <li>▪ The Constitution aids the financial management of the Authority and is complemented by Financial Regulations and Standing Orders, which document protocols and procedures for members and officers in conducting the business of the Council.</li> <li>▪ The day to day operation of the Treasury Management activity is carried out in</li> <li>▪ accordance with detailed Treasury Management Practices (TMP's). Updates to these practices for 2014-15 were approved by the Audit Committee on 26th June 2014.</li> <li>▪ Code of Corporate Governance reviewed annually as part of the preparation of this Governance Statement.</li> <li>▪ The Transformation Portfolio Risk Register is reviewed monthly and reported to the Portfolio Board.</li> <li>▪ Journals with a value of &gt;£500k have been authorised by either Head of Corporate Strategy or Head of Finance Operations with effect from October 14</li> </ul> <p>Weaknesses Identified: The audit plan identified weaknesses relating to journal entries as there was no authorisation process for journals prior to posting; new procedures were implemented 1 Oct 2014 and improvements identified to improve the controls are now in place</p>
Principle two	Description of governance mechanisms	Assurances received
<p>Members and Officers working together to achieve a common purpose with clearly defined functions and roles</p>	<ul style="list-style-type: none"> <li>▪ Elected Members are collectively responsible for the governance of the Council. Decision making and scrutiny of these decisions has been separated through the executive arrangements introduced by the Local Government Act 2000.</li> <li>▪ The Constitution includes a statement on the roles of the Executive and Scheme of Delegation in place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Devon Audit Partnership Report findings gave a satisfactory assurance assessment over the fundamental and key financial systems and satisfactory assurance assessment over system of internal control.</li> <li>▪ A Local Assurance Test (LAT) has been produced to ensure that the structure for the DCS element of the People Directorate and its organisational arrangements enable the local authority, through the Strategic Director for People role, to fulfil its statutory duties</li> </ul>



Principle two	Description of governance mechanisms	Assurances received
	<ul style="list-style-type: none"> <li>▪ The Department for Children's Services (DCS) has a politically restricted statutory chief officer in post who reports directly to the Chief Executive.</li> <li>▪ Statutory Officers are also documented within the Constitution. The Chief Executive (Head of Paid Service) is documented within the Constitution and works with Members and Strategic Directors to deliver the council's themes.</li> <li>▪ Role of the Chief Finance Officer (s.151 officer), as documented in the Constitution, has responsibility for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and maintaining an effective system of internal financial control.</li> <li>▪ The Monitoring Officer is in place and, in accordance the Constitution, is responsible for ensuring agreed procedures are followed and that all applicable statutes and regulations are complied with.</li> <li>▪ Formal procedures and rules govern the Council's business; Constitution, Scheme of Delegation and procedure rules such as financial regulations, etc.</li> <li>▪ There is an annual process to review and agree the Pay Policy in accordance with the Localism Act section 38(1).</li> </ul>	<p>towards children and young people effectively.</p> <ul style="list-style-type: none"> <li>▪ Audit Committee in place providing independent oversight of internal control environment and corporate governance.</li> <li>▪ External Audit findings are reported to Audit Committee.</li> </ul>
Principle three	Description of governance mechanisms	Assurances received
<p>Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour</p>	<ul style="list-style-type: none"> <li>▪ The Council recognizes that good governance is underpinned by shared values demonstrated in the behaviour of its Members, staff and partners.</li> <li>▪ The Assistant Director and Head of Legal Services is the Monitoring Officer responsible for ensuring that decisions are made in accordance with the Constitution.</li> <li>▪ Directors have the primary responsibility for ensuring that decisions are properly made in line with the Scheme of</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual Staff 'Star' Awards.</li> <li>▪ Scheme of Delegation in place.</li> <li>▪ Staff Appraisals carried out annually.</li> <li>▪ Equalities Policy in place.</li> <li>▪ New employees' induction scheme and buddy system.</li> <li>▪ Whistle blowing policy.</li> </ul>

Principle three	Description of governance mechanisms	Assurances received
	<p>Delegation.</p> <ul style="list-style-type: none"> <li>▪ Standards of conduct and behaviour expected of Members and Officers exist and are communicated. Training programs were in operation during the year to support good governance.</li> <li>▪ The Members Code of Conduct and Protocol on Member/Officer Relations forms part of the Constitution.</li> <li>▪ Arrangements are in place for Members and Officers to register interest and manage conflicts of interest.</li> </ul>	
Principle four	Description of governance mechanisms	Assurances received
<p>Taking informed and transparent decisions which are subject to effective scrutiny and managing risk</p>	<ul style="list-style-type: none"> <li>▪ The Council has processes in place to demonstrate that decision makers followed due process, the decisions were properly documented and were taken having regard to all relevant considerations.</li> <li>▪ Decision making is supported by embedded risk management arrangements, with the Risk and Opportunity Management Strategy and Policy Statement reviewed annually.</li> <li>▪ Risks are considered quarterly by Corporate Management Team, Cabinet Planning and Audit Committee.</li> <li>▪ The Council's arrangements for providing economy, efficiency and effectiveness are reviewed by the external auditors on an annual basis. Their Annual Report provides a summary of the activity undertaken during the year.</li> <li>▪ An effective Audit Committee is in place whose purpose is to provide independent assurance of the adequacy of the internal control environment, and to oversee the financial reporting process. The Audit Committee has two independent members.</li> <li>▪ The Chief Internal Auditor supports the Audit Committee and reviews its effectiveness on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overview and Scrutiny Annual Report</li> <li>▪ Devon Audit Partnership Audit Report</li> <li>▪ External Audit findings reported to Audit Committee</li> <li>▪ Risk and Opportunity Management Strategy – Risks monitored quarterly and monitoring results ratified by Audit Committee</li> <li>▪ Operational Risk Management Group</li> <li>▪ Risk and Opportunity Management Annual Report</li> <li>▪ Benchmarking.</li> <li>▪ Information Lead Officer Group in place to direct work streams within the overall governance of information assets.</li> <li>▪ Annual report of the Plymouth Safeguarding Children Board</li> </ul> <p>Weaknesses identified: More staff training required to continue to promote and raise awareness of information governance principles; included in action plan to be dealt with in 2015</p>

Principle four	Description of governance mechanisms	Assurances received
	<ul style="list-style-type: none"> <li>▪ The internal Audit plan is based on the high risks reported within the risk registers</li> <li>▪ The Constitution makes it clear that management have the responsibility for operating a sound system of internal control. Internal Audit collaboratively works with services to make recommendations around improvement to the control environment.</li> <li>▪ The Corporate Fraud Team fulfils the Council's statutory obligation to ensure the protection of public funds and to have an effective system of prevention and detection of fraud and corruption.</li> <li>▪ The chief auditor has overall responsibility for the maintenance and operation of the whistleblowing policy. This includes monitoring the policy and maintaining a record of the concerns raised and the outcomes, which will be reported to the audit committee as necessary in an anonymised format.</li> <li>▪ The system of internal financial control is based upon a framework of regular management information, financial regulations, administrative procedures and a structure of delegation and accountability. The Medium Term Financial Strategy is updated each year and includes a risk assessment of budget option, the Medium Term Financial Strategy is agreed by Full Council.</li> <li>▪ Children's Safeguarding – The Local Safeguarding of Children Board has full partner engagement and its work and records are published and accessible.</li> <li>▪ Adults' Safeguarding – The Adult Safeguarding Board has full partner engagement and its work and records are published and accessible.</li> </ul>	

Principle five	Description of governance mechanisms	Assurances received
Developing the capacity and capability of Members and Officers to be effective	<ul style="list-style-type: none"> <li>▪ A staff survey was carried out to gauge employee satisfaction and assist in improving the organization for employees as a place to work and consequently improve how the organisation performs.</li> <li>▪ Induction training is carried out for new Members and employees.</li> <li>▪ eLearning Training is utilized.</li> <li>▪ Apprenticeship Programme.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff Appraisal process gives assurances that staff are carrying out their work in accordance with Council priorities and objectives.</li> <li>▪ Staff Survey 2014.</li> <li>▪ Benchmarking undertaken.</li> <li>▪ Annual Staff ‘Star’ Awards.</li> </ul> <p>Weaknesses identified: Low score in staff survey in relation to issues identified in previous surveys being acted upon; Working Groups to be formed during 2015 to address this.</p>
Principle six	Description of governance mechanisms	Assurances received
Engaging with local people and other stakeholders to ensure robust public accountability	<ul style="list-style-type: none"> <li>▪ The Council is committed to engaging and consulting with citizens about our services. A range of tools for effective engagement are used.</li> <li>▪ There is a formal process for corporate complaints as well as Children’s and Adults Statutory complaints.</li> <li>▪ The Health and Wellbeing Board framework has been informed by engaging with the public through surveys and visiting communities.</li> <li>▪ Committee agendas and minutes (Part I) are published on the Council’s website.</li> <li>▪ Some Committee meetings are webcast as part of our drive to make our decision making more open and transparent.</li> <li>▪ 1000 Club and plan for jobs is an initiative led by Plymouth City Council Employment Sub Group, whose membership is made up from the private and public sector to support young people into employment. It aims to identify 1000 companies in the Plymouth area to commit to providing a range of jobs, apprenticeships, graduate internships and work experience.</li> <li>▪ In May 2014 Council’s Cabinet set out 50 new pledges that link to its Corporate Plan priorities. The commitments are</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Council has commissioned a local voluntary and community provider to facilitate and support the development of time banks.</li> <li>▪ Plymouth libraries have been commissioned to provide health and social care information hubs.</li> <li>▪ Complaints process is managed and tracked on CRM system and enables regular reporting on performance to senior management.</li> <li>▪ Quality Assurance Improvement Team (QAIT) working with ‘Healthwatch’ Plymouth in order to gain independent feedback from residents and relatives of care homes.</li> <li>▪ Collaborative working with community and voluntary sector to develop funding bids drawing in external funding to the city.</li> <li>▪ To make it easy to track progress on delivering 50 new pledges they will be updated on a chart on the Council’s website as they are delivered.</li> <li>▪ 1000 Club, which was set up through the Plymouth Growth Board aims to make it easier for young people and employers to team up – over 800 organisations and businesses have signed up.</li> <li>▪ The Waste Collection re-organisation project ran a number of engagement events, examples include: All-Member briefings and presentations to Cabinet Members and the Leader. Community</li> </ul>

Principle six	Description of governance mechanisms	Assurances received
	<p>themed around 10 priority areas focusing on: the economy and jobs, tackling crime and antisocial behaviour, supporting children and young people, the environment, transport, housing, culture and sport, improving the image and vision for the city, caring for residents whatever their age and being an open and transparent council.</p> <ul style="list-style-type: none"> <li>▪ Waste Collection Re-organisation Project created to provide a more streamlined, transparent and focused service.</li> <li>▪ Plymouth Plan Conversations and Convention followed by the ‘Summer of Engagement’ which took place July – September 2014.</li> <li>▪ The ‘Framework for Working with Citizens and Communities’ has been adopted as an approach to be taken by the Council, and was developed with input from the Plymouth Fairness Commission.</li> </ul>	<p>surveys, community events and engagement exercises with Voluntary and Community Sector organisations to ensure the project understands the needs of the community as a whole.</p> <ul style="list-style-type: none"> <li>▪ The Plymouth Plan early engagement processes used many different ways to capture people’s views and opinions across the city, two examples were:- The Sofa Conversations: The Plymouth Plan conversation was held on a sofa that moved around to over forty venues across the city where 2418 comments were received. A specific Twitter account was also established - @PlymouthPlan. The Four Greens Development Trust in the north west of the city covering Ernesettle, Honicknowle and West Park, Manadon and Whitleigh neighbourhoods is community-owned and led. It aims to bring about long-term social, economic and environmental benefits to an area, and will create local jobs and improve local services.</li> </ul> <p>Weaknesses identified: Increasing homelessness as a direct result of the Local Housing Allowance (LHA) and Welfare Reform changes; the Council continues to work with partners to supply services to customers in Housing Options, which will help mitigate effects of welfare reform</p>

## 5. Review of Effectiveness

Plymouth City Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the head of internal audit’s annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The Council is subject to a number of audits and inspections. These help to inform the development of a strong control environment and to develop risk management processes. The Council has an established Risk and Opportunity Management Policy.

In reviewing the current control environment, reports issued by external bodies (Audit and Inspection) and reports produced by Internal Audit (Devon Audit Partnership) have been reviewed to ensure that a comprehensive assessment of the current control issues has been made and that all potential areas of significant risk are being addressed within the internal control environment.

Directors complete an Assurance Questionnaire reviewing the control environment within their Department and the results of the questionnaires have been used to inform the assessment of significant governance issues for the Council.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the audit committee and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions planned are outlined below.

## 6. Significant Governance Issues

This table describes the significant governance issues identified during 2013/14 and the progress made against these during 2014/15:

Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
<b>Medium Term Financial Statement (MTFS)/Capital Strategy</b> – The MTFS covers the likely costs and pressures that the council will face and matches these against the anticipated resource allocation over the period against reduced funding. It also identifies the Transformation strands being undertaken plus other significant work streams, and sets out the anticipated savings these plans will generate.	Asst. Director for Finance	A risk register was implemented as a major assurance part of the 2015/16 budget setting process; continual review of risks following formal Council approval of the budget. Public facing Annual Statement incorporating the finance resources was adopted by Cabinet in March 2015; it sets out what we spend our resources on and the link to our overall objectives. A public report – Medium Term Financial Statement being written for Cabinet approval at their June meeting. This will set our financial resources and spend requirements through to March 2019 and will become a reference document which will be updated as and when new information is received. Finance has developed a different reporting template to link the costs of Transformation to the benefits being driven by the programmes. The Capital Programme has been extended to include the fourth year of both forecast resources and project plans – the City Council Investment Board CCIB has been embedded during	Yes	Full Council

Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
		2014/15; there will be a further review of prioritisation during 2015/16.		
<b>Transformation Programme</b> – As a result of the Council’s projected funding gap of approximately £65m, which is likely to grow over the next three years without a significant restructuring of services, a Transformation Project was initiated in 2013/14 to undertake a fundamental review of how Council services can be delivered in future.	Head of Portfolio	Budget profiling for the programme is significantly improved. Dedicated internal transformation accountant in place. Projects and programmes aligned with benefits. Benefits used to support PCC budget setting and all management actions / identified benefits have been reviewed to ensure that they are not double counted. Benefit realisation being defined to ensure savings identified are taken. Benefit reporting is also in place where benefits are tangible and financial. For the financial year 14/15 projections in February 2015 are predicted to exceed targets set. Future actions are; Programme and Project Management in accordance with the Align Process to be formalised and tested with Gate Review Process launching in January 2015. P3M3 (external maturity assessment) review completed November 14 with problem areas being addressed, training increased throughout the portfolio with mentoring and more dependency work commencing.	Yes	Transformation Portfolio Board; Scrutiny Panels and Cabinet
<b>Civic Centre Listing Issues</b> – The listing of the Civic Centre as a Grade II building by English Heritage continues to have a potentially significant financial impact on the Council. As a listed building, demolition is not feasible and therefore a renovation and conversion project is required.	Strategic Director for Place	The Council has successfully secured a buyer for the freehold of the Civic Centre tower and is working through the completion of the legal agreement. This will be completed by September 2015, by which time the building will be vacated by the Council. Work is being carried out to separate the Civic Centre tower from the Council House which will be retained in civic ownership and use. Any associated risk with the longer term accommodation requirements for Council staff and the delivery of its services is being addressed by the Council under the Transformation Programme.	No	Cabinet

Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
<b>Information Governance</b> – Information is the raw material used by the Council to plan for and deliver all its services and reducing the risk that describes the availability and quality of information for staff, decision makers and citizen use, as well as the protection of sensitive information, is a continuing process. There is a risk of potential financial and reputational effects on the Council arising from the intervention of a regulator if information management is not successfully implemented across all Council activities	Director for Transformation and Change	The Information Commissioners Office follow up audit report noted that PCC responded positively to the 49 recommendations made in their original audit report which took place in April 2014. Auditors were pleased to note significant progress in all 3 scope areas with 70 per cent completion of the actions arising from the audit. The audit action plan is still live and Information Lead Officer Group continues to work through the remaining issues.	Yes	Audit Committee
<b>Monitoring Officer Section 5 Report</b> – In March 2014 the Council’s Monitoring Officer issued a report under Section 5 of the Local Government and Housing Act 1989 which referred to the process of appointing chief officers and suggested that some appointments had taken place without reference to the legislative framework and the Council’s pay policy.	Asst. Director and Head of Legal Services	The Council has enacted a number of changes to how its Appointments Panel operates and has revised and published a new Pay Policy Statement. External legal opinion confirms that the Council is now fully compliant.	No	N/A
<b>Impact of Health and Social Care Reforms</b> – The introduction of a statutory Health and Wellbeing Board is a key aspect of the Health and Social Care Act 2012. The purpose of the Board is to promote the health and wellbeing of all citizens in the city of Plymouth.	Head of Co-operative Commissioning	Delegation of the Local Authority functions to a Social Enterprise. Integrated Health and Wellbeing Transformation Programme and Integrated Project Board. The Council will have a place at Executive Team and Board of the newly merged organisation which was implemented on 1 April 2015.	No	Health and Wellbeing Board
<b>Health Inequalities</b> – Reducing inequalities particularly in health and between communities is a long term priority for the City Council to support the delivery of the vision for Plymouth	Director of Public Health	The root cause of health inequalities in Plymouth is its social inequalities; our efforts to tackle the causes of inequality such as income, housing, education, employment and opportunities to break the cycle of	Yes	Health and Wellbeing Board



Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
where an outstanding quality of life is enjoyed by everyone.		<p>inequity and inequality has never been more important than during this time of austerity. In order to address this, the council has established a Health and Wellbeing Board that gives a further focus on health inequalities (identified through the Joint Strategic Needs Assessment). The Health and Wellbeing Board has also produced a Health and Wellbeing Strategy which supports the delivery of a number of plans that are designed to address inequalities. The Corporate Plan and the emerging Plymouth Plan have prevention and addressing the wider determinants of health at their heart and the directorate of the Office of Director of Public Health is becoming recognised as a key partner to deliver on these ambitions. Prevention is a priority for the whole city and is a foundation stone in each of the 4 integrated commissioning strategies between the CCG and PCC. To ensure positive action is taken to address these health inequalities, the Council has agreed a 10-year programme to improve health and wellbeing and reduce health inequalities. This 10-year programme is called Thrive Plymouth and is based on the local 4-4-54 construct, i.e. that four behaviours (poor diet, lack of exercise, tobacco use and excess alcohol consumption) are risk factors for four chronic diseases (coronary heart disease, stroke, cancers and respiratory problems) which together account for 54 per cent of deaths in Plymouth (4-4-54). Changing these four behaviours would help prevent four diseases and reduce the number of deaths due to these chronic diseases. Thrive Plymouth aims to reduce health inequalities across the city by focussing on prevention that encourages and enables health choices by influencing the context within which those choices are made.</p>		

Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
<p><b>Public Health Transfer to Local Authorities</b> – On the 1 April 2013 the formal transfer of key public health responsibilities from Primary Care Trusts to Plymouth City Council was implemented with an expectation that the new arrangements would contribute significantly to addressing long term health and wellbeing for the city and the reduce the gap in health inequalities between communities.</p>	<p>Director of Public Health</p>	<p>Risks from transfer were managed well and patient safety continues to be closely monitored with a clinical governance memorandum of understanding between the Council and the NHS England's Local Care Team. After a year of flux 2014/15 has seen Plymouth City Council embrace public health, it is a council that understands public health, which was recently recognised by Sir John Oldham (Chair of the Independent Commission for Whole Person Care). Plymouth appointed a permanent Director of Public Health in 2014 and welcomed him as a corporate director with responsibility for a newly formed directorate named the Office of the Director of Public Health (ODPH). This Directorate includes three service areas; Public Health, Public Protection and Civil Protection. The Public Health Team (within the wider ODPH) has now stabilised, recruiting to its vacant posts and now being fully staffed and committed to driving forward the wider public health agenda for the city. It has developed and launched the city's 10 year plan to improve health called Thrive Plymouth which was fully adopted by Full Council on 11 November 2014. It is widely acknowledged that Public Health in Plymouth is significantly underfunded (by £11 per head in 2015-16). This underfunding equates to almost £3 million per year. As long as Plymouth continues to be underfunded, the economic and health benefits lost to the city will add up year-on-year. In spite of the funding gap, the city's ambitions, its integrated commissioning and delivery agenda, and the relationships being built between the Public Health Team and other Council teams and partners means that public health is a language more commonly spoken than before and the wider public health workforce is</p>	<p>No</p>	<p>Health and Wellbeing Board</p>

Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
		being developed and harnessed to maximise opportunities and benefits for population health.		
<b>Impact of Police and Crime Reforms</b> – The Police Commissioner has responsibility for policing policy but also holds significant community safety budgets previously allocated to the Council.	Head of Neighbourhood and Community Services	The implementation of the Police Reform and Social Responsibility Act 2011 is now embedded. The Police and Crime Commissioner for our Force area, Mr Tony Hogg was elected in November 2012 for a four year term. Work is on-going to refresh and rewrite Peninsula Partnership Strategic Assessments annually and the Police and Crime Plan priorities and objectives are also now strongly reflected in Safer Plymouth Partnership (CSP) Plan 2014-17.	No	Safer Plymouth Partnership
<b>Impact of Welfare Reforms</b> – The government's welfare reform agenda continues to present significant risk, placing additional pressures on customers including the most vulnerable, and requiring significant partnership work with the voluntary sector to provide face to face advice to address this.	Head of Neighbourhood and Community Services	In-house and commissioned services continue to be reviewed. Council Tax Support Scheme and Emergency Welfare Fund schemes are monitored and reviewed. Plans implemented and strategies in place to create jobs and minimise poverty. Support continues to Credit Unions to reduce the use of costly loans.	Yes	Cabinet
<b>Deterioration of Highways Network</b> – The condition and the perception of the road network across the city is poor and customer satisfaction points to a position where many believe the network to be in an unacceptable condition. Bad weather, extremes of cold and wet over the past few years have exacerbated the situation.	Strategic Director for Place	Significant investment has been made in the network over the last two years in excess of £12 million. The Council has also been successful in securing £8.4 million from the Governments Challenge Fund to add to its existing commitment from its own capital programme meaning £11.7 million will be spent on the strategic routes into the city, over the next three years, thereby freeing up money to spend on minor roads. The Council has highway investment as a top priority in its capital programme and has previously earmarked funding for the next 6 years of £14 million. In 2014/15 with innovative use of plant and machinery the Council repaired 28,000 potholes and resurfaced over 80 roads across the city. The Governments new Highways Toolkit HMEP is being utilised for modelling treatment	Yes	Cabinet

Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
		scenarios and the Council's website has been improved to keep the public informed of planned and completed work. The condition of the network is improving with the number of potholes at a record low level following a major programme of repairs and financial commitment by the Council.		
<b>Sherford Development</b> – This development of 5,500 homes and associated infrastructure is a key component of the City Council's growth agenda as reflected in the Corporate Plan.	Strategic Director for Place	A detailed delivery plan has been produced by the Sherford Project Team who comprise of seconded officers from Plymouth City Council, South Hams District Council and Devon County Council. This is overseen by a Project Board with Council representation.	No	Sherford Project Board
<b>Delivery of sustained and accelerated economic population growth in line with the Council's Corporate Plan and vision for the City</b> - The Council is working on several strategic projects and strategies that help to deliver the city's growth agenda.	Strategic Director for Place	Plymouth is experiencing an upturn in private sector growth and investment and unemployment has reduced, sitting below the national average. The city has also been successful in securing a City Deal and finance from both rounds of the Growth Deal. These deals enable the redevelopment of key employment generating sites such as South Yard, various business support and trade development initiatives and improvements to infrastructure. Local initiatives such as the 1000 Club and Building Plymouth have helped more people get into work. As the economy continues to strengthen, the city needs to ensure that the labour pool has the right skills to match with the needs of businesses and that it delivers ease of access to sites where businesses can invest, expand or relocate. Initiatives such as a potential Enterprise Zone at South Yard and the bringing forward of sites for development within the city centre will be crucial in order to maximise the benefits of national economic improvements. A new Peninsula Rail Task Force has been created to help the region pack a more powerful	Yes	Cabinet

Key Improvement Area	Lead Officer	Update on position	Carry forward for 2015/16	Reporting Through
		punch in the campaign for better rail connectivity for the South West. The unemployment rate has reduced to 2.2 per cent. The pipeline of investment and jobs meets the planned growth in population and the risk is therefore no longer significant.		
<b>Ensuring the resources and capacity to deliver major capital transport schemes is in place to deliver effectively</b> – The Council is working on several strategic projects and strategies that help to deliver the city's growth agenda and is exploring delivery options for the city's key sites.	Strategic Director for Place	The Forder Valley Road project was submitted to the Local Transport Board for Growth Deal 2 in November 2014, with a request for £26.16M (total project cost of £37.238M). Provisional funding of £22.5 was offered to PCC in Jan 2015. The Forder Valley Road project was assessed as being the 2nd priority transport project under the Growth Deal 2 project ranking. PCC is confident that it can still deliver this project within the offered funding envelope, without needing to re-scope the project. With regard to Growth Deal 1 projects; Derriford Hospital Interchange - full Business Case approved. Derriford Transport Scheme - Programme Entry Business Case approved with Full Business Case to be submitted late summer/autumn 2015. Northern Corridor Junction - full Business Case approved which commits full funding for 15/16 and funding allocation for the next 5 years (subject to confirmation of value-for-money). Business Cases for Forder Valley Link Road and the City Centre Scheme will be submitted in summer/autumn 2015.	Yes	Cabinet

The table below describes the new and emerging significant governance issues identified during this review period 2014/15 to carry forward for monitoring within 2015/16:

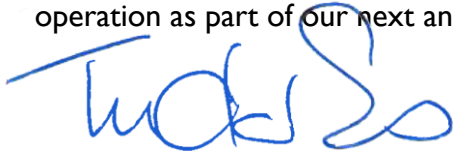
Key Improvement Area	Lead Officer	Update on position	Reporting Through
<b>Future Delivery of Highway Services</b> The core contract period of the existing	Strategic Director for Place	The Council has begun a collaboration and joint exercise with Devon and Somerset County Councils looking at options on a new highway	Cabinet

Key Improvement Area	Lead Officer	Update on position	Reporting Through
<p>Highways Services Contract with Amey ends on 30 November 2015. There is a need to have in place a new, transitory mechanism for the delivery of highways services.</p>		<p>maintenance contract with effect from April 2017.</p>	
<p><b>Delivery of the Plymouth Plan</b></p> <p>The concept of a single strategic plan for Plymouth was conceived in September 2012, when Cabinet approved a report setting out an innovative approach to the review of the City Council's adopted</p> <p>Core Strategy, taking the city's statutory development plan forward within the context of the government's new Local Plan system. This established the foundations for preparing the new</p> <p>'Plymouth Plan', and explained how it will provide an integrated and holistic long term plan as to how the city will change between 2012 and 2031.</p>	<p>Strategic Director for Place</p>	<p>The project has been led by the Council's Strategic Planning and Infrastructure Department which has been working closely with other departments as well as over 30 different city organisations. The Plan is a finalist for the Excellence in Plan Making Practice Award for the RTPI Awards for Planning Excellence 2015. The RTPI represents 23,000 planning professionals worldwide and promotes spatial planning, shapes policy and raises professional standards.</p>	<p>Cabinet</p>
<p>Transforming the existing museum and art gallery on North Hill into the <b>Plymouth History Centre</b>. The vision is to build a unique visitor attraction, three times its existing size, which will open as the flagship building for the Mayflower 400 commemorations in 2020. Led by the Council, the project is also a partnership with the University, the South West Film and Television Archive and the South West Image Bank.</p>	<p>Strategic Director for Place</p>	<p>In May 2014, the partners were successful with their bid to the Heritage Lottery Fund (HLF) for £12.8m. The City Council has also committed £5.5m with an additional underwrite of £3m subject to the business case presented and success with other funding applications, e.g. Arts Council England, the LEP's Regional Growth Fund, the Wolfson Foundation and the Clore Foundation. The centre is looking to the private sector for the final 10 per cent. Atkins appointed in October 2014 to oversee the architectural and technical design for the building and work is due to begin on site in the summer of 2016.</p>	<p>Cabinet</p>
<p><b>Cooperative Commissioning and Adult Social Care Budget</b> – Increasing numbers of older people with complex and multiple needs and an increase in dementia will continue to</p>	<p>Strategic Director for People</p>	<p>Regular budget meetings take place to monitor cost and volume. Range of preventative services in place to manage demand. Joint working in place with Plymouth Community Healthcare to provide seamless care and facilitate system flow. Contract management to</p>	<p>Health and Wellbeing Board and Cabinet</p>

Key Improvement Area	Lead Officer	Update on position	Reporting Through
put pressure on the health and social care system.		provide monitoring around quality assurance. Integrated Health and Wellbeing programme based around Integrated Commissioning, Integrated Delivery and Care Act in place to ensure system sustainability and care.	
<b>The Care Act</b> represents the most significant reform of care and support in more than 60 years, putting people and their carers in control of their care and support.	Strategic Director for People	The Care Act is an historic and significant piece of legislation that modernises the framework of care and support law, bringing in new duties for local authorities and new rights for service users and carers. The Act places more emphasis than ever before on prevention – shifting from a system which manages crises to one which focuses on people’s strengths and capabilities and supports them to live independently for as long as possible. Local authorities have new responsibilities towards all local people, including self-funders. The Act has been implemented in two parts - Part 1 was put in place in April 2015 with Plymouth City Council Adult Social Care service transferring to Plymouth Community Healthcare. Consultation on Part 2 of the Act has taken place and we do not expect the final guidance and regulations from Central Government until Autumn 2015. We will then be required to have our processes in place to assess any potential self-funders and for those with eligible needs set up their Care Account ready to start from 1 April 2016. The new modelling tool from the Department of Health is being used to give us more of an idea on the number of carers and self-funders and a Project Group has been established.	Health and Wellbeing Board
<b>Potential volatility in the number of children entering the care system and those subject to a Child Protection Plan</b> - leading to cost pressures on independent placements, staffing and resources.	Strategic Director for People	The number of children in independent foster care and young people in Supported Living has increased. Placements continue to be monitored through weekly resource panel and quarterly through residential placement monitoring system. Work continues to increase the number of in-house foster carers and we continue to monitor the effectiveness and impact of the new family support team. New commissioning and service provision to be developed with project management support from Transformation to reduce need for high cost placements.	Children and Young People’s Trust and Cabinet

## 7. Certification

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.



Cllr Tudor Evans  
Leader of the Council  
Dated: 24 September 2015



Tracey Lee  
Chief Executive  
Dated: 24 September 2015



Andrew Hardingham  
Assistant Director for Finance (Section 151 Officer)  
Dated: 24 September 2015



**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Revenue Budget Monitoring 2016/17
<b>Committee:</b>	Mount Edgumbe Joint Committee
<b>Date:</b>	8 July 2016
<b>Cabinet Member:</b>	Councillor Jordan (Plymouth City Council) Councillor Duffin (Cornwall Council)
<b>CMT Member:</b>	Anthony Payne (Strategic Director for Place) Peter Marsh (Head of Commissioning and Asset Management)
<b>Author:</b>	ChrisBurton (Mount Edgumbe Park Manager) Angela Bruce (Principal Technical Accountant)
<b>Contact:</b>	Tel: 01752 307269 e-mail: Chris.Burton@plymouth.gov.uk
<b>Ref:</b>	ME
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Purpose of the report:**

This report presents an update of the financial position for the Mount Edgumbe Joint Committee for financial year 2016/17.

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

This monitoring report links to delivering the priorities within the Council's Corporate Plan.

**Cornwall Council:**

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

Creating a Green Cornwall

Creating Better Places to Live

Delivering Excellent Services

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

The current year end forecast in 2016/17 is that the budget will be delivered on target but management continue to review expenditure and income opportunities in order to achieve this.

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

Increased risk management will need to take place to manage the impact of the challenging financial position. Increased focus to sensibly capitalise on existing assets, to generate new and / or more income as soon as possible.

**Recommendations and Reasons for recommended action:**

It is recommended that the Joint Committee notes the report.

**Alternative options considered and rejected:**

None

**Published work / information:**

None

**Background papers:**

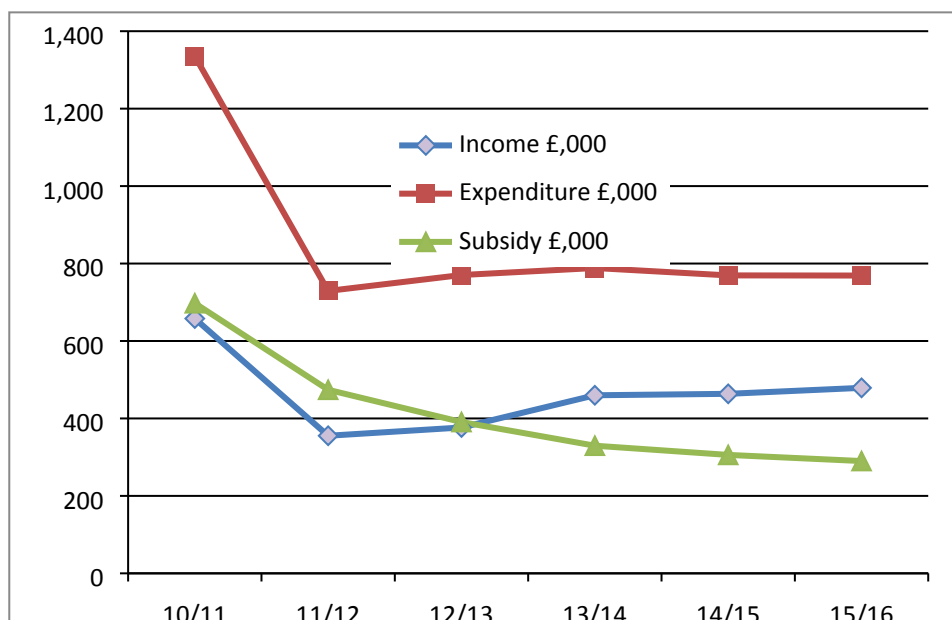
None

**Sign off:**

Fin	BAN PlaceF EDD1617 008.28061 6	Leg	N/A	Mon Off	N/A	HR	N/A	Assets	N/A	IT	N/A	Str at Pro c	N/A
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report?													

## I. INTRODUCTION

- 1.1 This Report has been produced to update the Mount Edgcombe Joint Committee with the forecast year end monitoring position as at 31 May 2016.
- 1.2 Variations are reported below and analysed by park operations. 50% of the budget is funded by each constituent authority at £112,000 each (reduced from £142,000 each in 15/16). The graph below shows the actual financial performance for the last 6 years.



## 2. 2016/17 MONITORING VARIATIONS – OVERVIEW

- 2.1 This is the first monitoring report in 2016/17 and the forecast is that there will be a balanced net budget at year end.

Area	Sum of 2015/16 Actual	Sum of 2016/17 Latest Budget	Sum of 2016/17 Forecast	Difference Forecast V Budget
	£	£	£	£
Mount Edgcombe House	291,062	274,956	274,956	0
<i>Income</i>	-276,809	-264,479	-264,479	0
<i>Expenditure</i>	567,871	539,435	539,435	0
Mount Edgcombe Park	18,036	42,829	42,829	0
<i>Income</i>	-135,133	-133,500	-133,500	0
<i>Expenditure</i>	153,169	176,329	176,329	0
Mount Edgcombe Trading	-19,034	-93,785	-93,785	0
<i>Income</i>	-66,820	-129,999	-129,999	0
<i>Expenditure</i>	47,786	36,214	36,214	0
<b>Grand Total</b>	<b>290,064</b>	<b>224,000</b>	<b>224,000</b>	<b>0</b>
<b>Funded by Cornwall Council &amp; Plymouth City Council 50/50</b>	<b>-290,064</b>	<b>-224,000</b>	<b>-224,000</b>	

The 2016/17 latest budgets are shown in more detail below:

		2016/17 Budget	2016/17 Forecast
		£	£
Mount Edgcumbe House	Employees	378,440	378,440
	Premises	62,361	62,361
	Supplies and Services	56,926	56,926
	Support Services	14,765	14,765
	Transport	26,943	26,943
	Income	-264,479	-264,479
<b>Mount Edgcumbe House Total</b>		<b>274,956</b>	<b>274,956</b>
Mount Edgcumbe Park	Employees	98,858	98,858
	Premises	75,207	75,207
	Supplies and Services	2,264	2,264
	Income	-133,500	-133,500
<b>Mount Edgcumbe Park Total</b>		<b>42,829</b>	<b>42,879</b>
Mount Edgcumbe Trading	Employees	6,662	6,662
	Premises	5,000	5,000
	Supplies and Services	24,260	24,260
	Transport	292	292
	Income	-129,999	-129,999
<b>Mount Edgcumbe Trading Total</b>		<b>-93,785</b>	<b>-93,785</b>
<b>Grand Total</b>		<b>224,000</b>	<b>224,000</b>
<b>Funded by Cornwall Council &amp; Plymouth City Council 50/50</b>		<b>-224,000</b>	<b>-224,000</b>

### **3. 2016/17 BACKGROUND**

- 3.1 After appointment of the new Mount Edgcumbe Park Manager, towards the end of 2015/16, options for the park to improve current income streams, introduce new ones and reduce costs has been a top priority.

### **4. 2016/17 REVENUE MONITORING**

#### **4.1 Mount Edgcumbe House**

This includes the main Mount Edgcumbe operating budget, weddings, meetings & conferences and Treninnow chalets income. There is currently a nil forecast but significant risks are present to deliver the £60,000 net budget reduction.

The current risks are as follows: £29k loss of glamping income due to insufficient time to operationalise the new pods for the present season, and £25k marquee floor replacement.

Ongoing risks could materialise as new costs due to essential purchases and repairs.

Any change to the nil forecast position, will be reported to the next Joint Committee.

## 4.2 Mount Edgcumbe Park

This includes the upkeep of the park, car parks, higher level stewardship (revenue) and initiatives e.g. Barrow Park units rental income.

## 4.3 Mount Edgcumbe Trading

This includes the house shop, catering income, special events and the new holiday lets for which bookings are now being taken.

## **5. BUDGET RISK**

- 5.1 There is a regular review of all expenditure and income for Mount Edgcumbe. However, in order to achieve a balanced budget position for this year, new initiatives are being reviewed that will increase both short & long-term income and result in cost reductions.

The budget forecast depends upon how quickly we can get new income initiatives to deliver results, assuming that our current income remains stable and that costs can be reduced.

## **6. FUTURE YEAR BUDGETS**

- 6.1 Future year budgets have yet to be agreed between Plymouth City Council and Cornwall Council. There are opportunities for increasing current income and developing new streams from investment in existing assets (especially to create more lettings and to provide glamping facilities), reviewing fees and increasing events. Conversely, there are also opportunities to reduce costs by making improvements to how we maintain and run Mount Edgcumbe.

## **7. RECOMMENDATIONS**

- 7.1 It is recommended that the Joint Committee Notes the report.

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**PLYMOUTH CITY COUNCIL**

**Subject:** Park Activity to September 2016  
**Committee:** Mount Edgumbe Joint Committee  
**Date:** 8 July 2016  
**Cabinet Members:** Councillor Jordan (Plymouth City Council)  
Councillor Mrs Duffin (Cornwall Council)  
**CMT Members:** Anthony Payne (Strategic Director for Place)  
Peter Marsh (Head of Community and Asset Management)  
**Author:** Chris Burton (Park Manager)  
**Contact details:** Tel: 01752 822236  
Email chris.burton@plymouth.gov.uk  
**Ref:** MEP /gen  
**Key Decision:** No  
**Part:** I

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**Purpose of the report:**

This report provides an update on activities in the park in the 2015/16 financial year to end of June 2016.

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

Delivering excellent services and maintaining service through income generation.

**Cornwall Council:**

Corporate Business Plan Priorities 2016/2020 will include:

- Stewardship of our Assets
  - Partners Working Together
  - Healthier and Safer
  - Engaging our Communities
  - Driving the Economy
  - Essentials for Living
- 

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

None

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

N/A

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**Equality and Diversity:**

Has an Equality Impact Assessment been undertaken? No.

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**Recommendations and Reasons for recommended action:**

The Joint Committee note the report.

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**Alternative options considered and rejected:**

N/A

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**Published work / information:**

N/A

**Background papers:**

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

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**Sign off:**

Fin		Leg		Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member													
Has the Cabinet Member(s) agreed the content of the report?													



## **1.0 Introduction**

This report informs members of the works and activities carried out since Nov 2015.

## **2.0 Park Matters Including High Level Stewardship**

- 2.1 Work on the Natural England High Level Stewardship (HLS) scheme for various follies within the Park has been going ahead through PWH who have been appointed as Project Managers of the buildings works. Work is on schedule and will be completed by September. Eleven follies and structures have received restoration archaeology works restoring them to their former glory.
- 2.2 Parking has been stopped immediately adjacent to the house and this area will be a converted into an Elizabethan Knot Garden along with seating and interpretation of the old house that was bombed in 1941. This will be completed in the Queens 90<sup>th</sup> Birthday year and will be commemorated as such. Funding of £20,000 from the 'Friends' will pay for this.
- 2.3 A purpose built disabled parking area has been put in place adjacent to the new Knot Garden.
- 2.4 New signage for the Park in keeping with a Country Park is being introduced at the main entrances to the Park, with the rest of the Park to follow. These signs are being produced in house by one of our very talented 'Peremps'. A stack sign of businesses present at the Barrow Centre will help push visitors up to the centre.
- 2.5 The Ornamental Bridge over the haha has been installed.
- 2.6 Work on the area opposite the Deer Garden has been completed leaving a tidy managed area.
- 2.7 General HLS work continues with fence work, scrub clearance and tree management.
- 2.8 The Park now has a Tree Safety Management Plan in Place. A good deal of tree safety work took place this winter. The Avenue has been replanted with Limes and protection cages.

## **Buildings and Park Infrastructure**

- 3.0 Work has been undertaken (and continues) in and around the Barrow Centre to uplift and refresh the general presentation of the built environment. Work on the Orangery has continued and most of the huge Georgian windows have been repainted.
- 3.1 A programme of building repairs is now being undertaken. West Lodge has once again been made habitable and will provide an income once more for the Park; it will also be protected and available for further development as a holiday let in future years.
- 3.2 Over-winter maintenance in the main house has been carried out and the house is now open to visitors.
- 3.3 The Park is seeking to develop a long term commercial use for a number of its buildings including the English Garden House that will form part of a Heritage Lottery Fund bid to create a 'Landmark Trust' style holiday let.

### 4.0 **Events**

- 4.1 Between November and July we hosted over 50 walks, talks, and workshops; these comprised of in-house talks, walks and creative workshops including an in-depth focus on the Tudors, the Fifth Earl, Crochet workshops, garden tours, dowsing for beginners, bat walks, Easter Bunny Hunt, Ceilidh Dance and an introduction to Earls Garden.
- 4.2 Mount Edgumbe has hosted 'Park Run' every Saturday morning since January. These events have proved very popular with a strong turnout enabling Café traders to open early.
- 4.3 The Christmas Fair was again a great success this year with 4830 people attending over two days. Income to the park was just short of £12,000.
- 4.4 The Green Man event was spoiled on by the weather and had over 8000 people in attendance. This generated £7898 of income but staff costs are not included in this.
- 4.5 Faery Festival was a great success with at least two fine days of weather, this event made the Park around £4,000 of clear profit as it is run by an outside business. We hope to develop more events like this one where staffing costs are kept to a minimum and capacity and risk are passed onto a third party.
- 4.6 In April we had the 'Disc Golf National Championship' hosted at Mount Edgumbe. The event attracted the fledgling stars of this new sport and has generated considerable press coverage.

### 5.0 **Business Development**

- 5.1 The Park currently raises £478,000 in income from its various activities, events, property, parking, weddings, leases and rental incomes. The Park costs around £750,000 to run. The shortfall has historically been funded from LA contributions. The Park, which is free to access, does not charge an entrance fee. By maximising existing assets such as holiday lets and business concessions, it is hoped to meet the reduced LA funding over the next five years.
- 5.2 We have rented three new business units to 'Kits Guitars', 'Elsie Hates Harvie' (a jewellers) and unit 2 to 'Chris Thorn Studios'. We have also rented the North Tower room to Selvana, a company that carries out conservation work in Belize.
- 5.3 Negotiations over the installation of a high ropes course are currently under way.
- 5.4 Holiday lets have been running since March and marketed through Classic Cottages. They are going very well. This is a steady income stream that will be developed over future years.
- 5.5 A Business Development Plan is being developed which will focus on potential income streams for the park over the next five years.
- 5.6 The Park is developing a new web site to complement its very effective Facebook and Twitter accounts. The Facebook account has 5540 followers and Twitter, 212.
- 5.7 The Park currently employs around 40 individuals in its business franchises which along with the 13 staff makes the Park a major employer in the Rame peninsular.

6.0 **Weddings**

- 6.1 We currently have 22 weddings and 10 marquee receptions for 2016/17. The bookings for 2017/18 are so far 9 weddings and 9 marquee weddings. That compares with 24 weddings and 7 marquee receptions delivered in 2015. The Park Manager is in the process of properly budget costing weddings to be able to clearly look at profit margins and set prices accordingly.

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**Friends of Mount Edgcumbe Country  
Park Update Report  
July 2016**

**Mount  
Edgcumbe**  
Britain's historic park by the sea

### Committee Changes

At the AGM in February Gordon Crocker retired after 15 consecutive years as chairman and was roundly thanked for his guidance and diligence in carrying out the task, including acting as the link between The Friends and the Park Management.

Gordon has been replaced by Neil Rugg, who has served on the Committee for the last 30 years.

### Membership

Membership is open to all who wish to support and assist the Park in preserving, maintaining and enhancing the amenities available for the benefit of all users.

Since the last Joint Committee meeting the number of members has increased by 32 to 568 and while this constitutes a minor percentage of those visiting the Park the input from the members in financial and practical terms is significant.

### Financial Support

Since November 2015 The Friends have financed (at a cost of £3,990) the statuary and garden preparation works for the 500<sup>th</sup> Anniversary of the enclosure of the Deer Park in the area adjacent to the Garage at the Barrow Centre. The project was opened in December by the Earl of Mount Edgcumbe and has been very well received by the public. The Friends investigated various forms of statuary by different artists and were pleased to be able to select and commission the Park's resident blacksmith, Twisted Metal Art, to undertake the fabrication.

To celebrate Queen Elizabeth the Second's 90<sup>th</sup> birthday The Friends have agreed to fund, up to a maximum of £20,000, the creation of a garden on the route between the House and the Barrow Centre.

The Friends have continued to provide funding (£3,000) for the Spring Bedding plants in the Formal Gardens.

To enhance the health and well-being of visitors and staff The Friends have funded the provision of defibrillators at a cost of £250.

### Practical Support

People join The Friends because they care about the Park and our aim is to persuade more of the members to join the ranks of those who volunteer to help in a practical way. The majority of volunteers are members of The Friends and they drive the buggies, act as house stewards, assist the gardeners and rangers, make the costumes for the 'dressing up' room in the House, provide traffic management advice and have assisted in the newly created apiary.

The Friends have provided volunteers to assist in the running of the Christmas Fayre, Green Man Event and Fairy Festival so far this year and will be assisting in the Park at the Firework Championships. The Friends have built up and maintain a collection of over 50 highway direction and parking signs which are a necessary adjunct to the running of major events.

### World War I Project

The volunteers from The Friends membership have successfully completed to time the Heritage Lottery Fund project 'World War One: Then and Now', to research life on the Mount Edgumbe Estate in the years leading up to the Great War and the impact of the war on the estate.

A precis of the large amount of information discovered and collated has been presented in an interactive display with photos, text and copies of important documents in the Sequoyah Room in the House. Associated with this is a 'revolving' display of old photographs. Full documentation of the 'history' uncovered is contained on a separate laptop computer for access by scholars and anyone expressing a desire to view it.

### Social Events

The Friends aim to provide an annual programme of social events catering for a wide range of tastes and ages. Since November 2015 we have held a 'Black Tie' dinner in the House and a very successful Easter Egg Hunt which attracted 750 child entrants plus family members. The attendance was 50% higher than the previous year and raised over £1,600. Equally importantly will be the fact that the event will have introduced first time visitors to the Park. The next event will be the Summer Fayre and Classic Car Show on 7<sup>th</sup> August where it is hoped the Park will be full of visitors enjoying the day.

**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Mount Edgcumbe Coastal Defence Works
<b>Committee:</b>	Mount Edgcumbe Joint Committee
<b>Date:</b>	8 July 2016
<b>Cabinet Member:</b>	Councillor Jordan Plymouth City Council Councillor Duffin Cornwall Council
<b>CMT Member:</b>	Antony Payne (Strategic Director for Place, Plymouth City Council) Peter Marsh (Head of Commissioning and Asset Management)
<b>Author:</b>	Jon James, Natural Environment Manager Cornwall Council
<b>Contact details</b>	Tel: 01209 614387 Email: jjames@cornwall.gov.uk
<b>Ref:</b>	ME
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Purpose of the report:**

The report is to provide the Mount Edgcumbe Joint Committee progress to date on the Coast defence works between Cremyll Quay and Garden Battery Beach Sea Wall.

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

This monitoring report links to delivering the priorities within the Council's Corporate Plan.

**Cornwall Council:**

Corporate Business Plan Priorities 2016/2020 will include:

- Stewardship of our Assets
  - Partners Working Together
  - Healthier and Safer
  - Engaging our Communities
  - Driving the Economy
  - Essentials for Living
- 

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

The works are estimated to be in the region £600,000 and we are progressing a funding bid to the Environment Agency through their Flood Defence Grant in AID (FDGiA) which if successful should secure up to 50% of the required funding and remainder of the funds will need to be funded through Cornwall Council's and Plymouth City Council's Capital Programme.

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

There has been significant damage to the Cremyll Quay which has been stabilised using rock armour so as to prevent further deterioration and erosion, the Cremyll Slipway is being monitored and the sea walls between the Cremyll Slipway and Garden Battery Beach have had temporary repairs to prevent further erosion. Where areas have been considered a risk to the public, the site has been temporary repaired and or closed to the public (Cremyll Quay has been closed to the public).

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**Equality and Diversity**

Has an Equality Impact Assessment been undertaken? No

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**Recommendations and Reasons for recommended action:**

It is recommended that the Joint Committee notes the report.

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**Alternative options considered and rejected:**

N/A

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**Published work / information:**

None

**Background papers:**

None

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

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**Sign off:**

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



## 1.0 Introduction

Following the 2013/14 winter storm the Devon and Cornwall coastline suffered significant storm damage, which impacted on the coastline and sea defences. Both authorities received funding from the Government / Environment Agency to carry out repairs to a number of coast defences with the majority of the works being completed during the 2015/16 financial year. To give you an indication of the level of funding and scale of damage which occurred, Cornwall received circa £11 million towards its coast defence works. However a number of schemes did not meet the timescale for the first programme or the damage to the coastline was not identified in sufficient time to submit a bid to the Government/Environment Agency.

Cornwall Council is now submitting a second round of funding applications for sea defence/coast protection works through the Flood Defence Grant in Aid process (FDGiA) which is managed by the Environment Agency.

## 2.0 Update

In July 2015 Cornwall Council submitted a summary application to the Environment Agency towards the phase 2 projects, which included sea defence works along the coastline between Cremyll Quay and Garden Battery Beach, the applications were based on the information available at the time. Following the application the EA have requested further information on a number of project which included works along the Mount Edgcumbe Estate coastline. To enable us to provide the required information it has been necessary for us to carry out Project Appraisal Report (PAR), which will be submitted as part of the application to the EA.

We have appointed Royal Haskoning to prepare the PAR and this is due to be completed by mid-July. Early indications have shown there may not be sufficient residential properties requiring protection by the sea defences, therefore the economics are being focused around loss of visitors to the park, the ferry and associated infrastructure. The consultant is still developing a business case based around a 50% EA contribution from the FDGiA.

Works carried out to date to prevent any further erosion or deterioration have taken place which include the installation of rock armour at Cremyll Quay (the material can be reused in the main works ), monitoring of the Cremyll Slipway Quay wall, temporary repair works to the sea wall between Cremyll Slipway and Garden Battery Beach.

The works to the Cremyll Quay will be constrained by the tides as the mean low tide level is close to the base of the wall, providing extremely limited working time. A method of construction utilising a form of cofferdam will need to be one of the options assessed as part of the options appraisal, and associated pricing. The Marine Management Organisation (MMO) will need to be consulted on this and the design.

The works are also constrained by the existing access to the beach; access methods for plant will need to be considered. In conjunction with this, land ownership details for the surrounding area need to be clarified.

The area is also within a Conservation Area, Area of Special Advertisement Control, Area of Great Landscape Value, Area of Great Historic Value and Special Area of Conservation.

The design and feasibility works are currently underway, with a view to tendering the works during September. Subject to securing the EA funding and all the necessary statutory approvals being in place it is anticipated that the works will commence in December 2016.

## 3.0 Risks

We have estimated that the project costs for the Cremyll Quay, Creyll Slipway Quay and sea wall works will be circa £600,000. We are working on the basis that we will secure around 50% of the funding through the EA's FDGiA funding stream, but this will be dependent upon how robust a business case we can present due to the small number of properties which would be protected and if the EA consider our economic argument around the Cremyll Ferry and tourism/visitors is sufficiently strong enough argument.

The original cost estimates provided may not prove to be sufficient to carryout all the required works once we have the scheme designed and costed and therefore we would need to value engineer the works or prioritise which works are carried out.

## 4.0 RECOMMENDATIONS

It is recommended that the Joint Committee notes the report.

**PLYMOUTH CITY COUNCIL**

**Subject:** Collection Items for Disposal  
**Committee:** Mount Edgumbe Joint Committee  
**Date:** 8 July 2016  
**Cabinet Member:** Councillor Jordan (Plymouth City Council)  
 Councillor Mrs Duffin (Cornwall Council)  
**CMT Member:** Anthony Payne (Strategic Director for Place)  
 Peter Marsh (Head of Commissioning and Asset Management)  
**Author:** Chris Burton (Park Manager)  
**Contact details:** Tel: 01752 822236  
 Email chris.burton@plymouth.gov.uk  
**Ref:** MEJC/Gen  
**Key Decision:** No  
**Part:** I

**Purpose of the report:**

Storage of the collections at Mount Edgumbe is problematic as space is limited. The bulk of items not on display, largely furniture, are stored in the attic spaces. From February – May 2016, a review of the collections in the attic store was undertaken. This review has identified 10 items of furniture in the collections that are candidates for disposal.

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

This report links to delivering the priorities within the Councils Corporate Plan particularly with regard to providing value to communities.

**Cornwall Council:**

Business Plan Immediate Priorities: Use of resources and performance management  
 Environment, Planning and Economy Directorate Plan priorities:  
 Creating a Green Cornwall  
 Creating Better Places to Live  
 Delivering Excellent Services

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

N/A.

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

N/A.

**Equality and Diversity:**

Has an Equality Impact Assessment been undertaken? No.

**Recommendations and Reasons for recommended action:**

To approve the disposal of items identified within the report.

**Alternative options considered and rejected:**

To retain the the items would

**Published work / information:**

None

**Background papers:**

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

**Sign off:**

Fin		Leg		Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member													
Has the Cabinet Member(s) agreed the content of the report?													

## Mount Edgcumbe Joint Committee For consideration: collection items for disposal

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### **Context**

Storage of collections at Mount Edgcumbe is problematic as space is limited. The bulk of items not on display – largely furniture – are stored in the Attic spaces. From Feb- May 2016, a review of collections in the Attic Store was undertaken. This review has identified ten items of furniture in the collection that are candidates for disposal.


### **Disposal**


The term disposal refers to a number of options including:


- Transfer to another organisation
- De-accessioning to a handling collection
- Destruction (if item is beyond repair.)

The review has followed the process in accordance with the Arts Council Disposal Toolkit and the Museums Association Code of Ethics [http://www.artscouncil.org.uk/media/uploads/pdf/Disposal\\_Toolkit.pdf](http://www.artscouncil.org.uk/media/uploads/pdf/Disposal_Toolkit.pdf)


**The committee are asked to agree, and minute, the disposal of the following items for the reasons laid out.**


Number	Object	Brief Description
PLYMM FW131	Mirror	Late Victorian stained wood over-mantel mirror with triple plate, 37" wide
<p><b>Condition Report</b></p> <p>Poor state of repair. Broken cord, broken back board and loose glass.</p>		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>This was purchased by the Mount Edgcumbe Joint Committee from the Edgcumbe Family in 1987.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>Triple plate glass mirror. Low quality dark stained wood and veneer. Late Victorian/ Edwardian style.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>The piece is not a very high quality example of its kind and would not be of interest for display because there are many other better examples in the collection. For the same reasons, it would not be of interest for loan or research purposes.</p>		
<p><b>Recommendations:</b></p> <p>Conservation of this mirror would be very expensive; as it is not unique or a particularly good example, funding to conserve it would be hard to come by and it is extremely low priority. The ability to use this mirror in research or display is almost non-existent and there are better examples in the collection. The chair was purchased in 1988 but was not subject to any tax incentives (such as Capital Transfer Tax.)</p> <p>Recommendation: <b>Disposal by sale, donation or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 13.5.2016</p>		



Number	Object	Brief Description
FW134 (base)	Tallboy (base)	Mid 18 century walnut and mahogany tallboy with chequered feather banding. Base
<p><b>Condition Report</b></p> <p>NB Drawer in Bay 1. Badly warped and damaged with losses. Covered in plaster from the ceiling, also mould damage.</p> <p>This is the base of a tall boy. The collection also has the veneered top section to this piece which, although having sustained some damage and loss of edging, is in much better condition than this piece</p>		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>Purchased by the Mount Edgcumbe Joint Committee in 1987.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>The tall boy was a classic piece of 18<sup>th</sup> Century furniture which was very popular. This part is the base for a taller cupboard. The inlaid veneers and escutcheons are typical of its time but are not particularly high quality of unusual.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>This item is unable to be displayed or loaned in its current form. Its features are not of significant interest for further research. The top of this tall boy will be retained and could satisfy any research interest.</p>		
<p><b>Recommendations:</b></p> <p>This base has been severely damaged and repair is unlikely or would be very costly. As it is not unique or a particularly good example, funding to conserve the base would be hard to come by and it is extremely low priority. Keeping it in its current condition will see it deteriorate further. The ability to use this piece in research or display is almost non-existent and does not fit in with house themes. The tallboy was purchased in 1988 but was not subject to any tax incentives (such as Capital Transfer Tax.)</p> <p>Recommendation: <b>Disposal by sale, donation or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 13.5.2016</p>		



Number	Object	Brief Description
PLYMM FW145	Fire screen	Oak two-fold fire screen
<p><b>Condition Report</b></p> <ul style="list-style-type: none"> <li>- Wooden frame of fire screen structurally sound.</li> <li>- Textile padding almost completely destroyed by moisture and sunlight.</li> <li>- Could be re-padded but the textile element is beyond repair.</li> <li>- Frame also shows signs of woodworm.</li> </ul>		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>Purchased by the Mount Edgumbe Joint Committee in 1987.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>Victorian carved firescreen. Typical of its style and not a particularly ornate example. The original silk covering would be of interest but has deteriorated beyond repair.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>Could not be used in current state. Would require extensive conservation which would ultimately replace original fabric of item. Unlikely to be of use for display as does not fit current or planned future room settings. Other fire screens of better quality exist in the collection. Not of interest for research as not an exemplar of its style and no known provenance. Would not be of interest to loan to another venue.</p>		
<p><b>Recommendations:</b></p> <p>Repair of the fabric is not possible so the entire textile would have to be made a-new. This would replace entirely, an integral part of the historic item. The collection has other, better examples of firescreens.</p> <p>Recommendation: <b>Disposal via donation or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 13.5.2016</p>		





Number	Object	Brief Description
PLYMM FW167	Chair	Easy chair on turned beech legs
<p><b>Condition Report</b></p> <ul style="list-style-type: none"> <li>- Extremely dirty and worn/ torn upholstery.</li> <li>- Mould and moisture damage</li> <li>- Signs of woodworm on legs.</li> </ul>		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>This was purchased by the Mount Edgcumbe Joint Committee from the Edgcumbe Family in 1988.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>Mid 20<sup>th</sup> Century. No unusual elements. Not a prime example of its kind.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>Unlikely to be of use for display as does not fit current or planned future room settings. Not of interest for research as not an exemplar of its style and no known provenance. Would not be of interest to loan to another venue.</p>		
<p><b>Recommendations</b> Due to the type of damage sustained to this chair, it is likely that repair would be impossible or prohibitively expensive. As it is not a unique item or a particularly special example, the ability to use this chair in research or display is almost non-existent. The chair was purchased in 1988 but was not subject to any tax incentives (such as Capital Transfer Tax.)</p> <p>Recommendation: <b>Disposal by sale, donation or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 13.5.2016</p>		

Number	Object	Brief Description
PLYMM FW186	Chair	Victorian upholstered armchair on baluster turned legs with brass caps
<p><b>Condition Report</b></p> <p>Extremely dirty and worn/ torn upholstery. Padded interior badly degrading. Mould and moisture damage</p>		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>This was purchased by the Mount Edgcumbe Joint Committee from the Edgcumbe Family in 1988.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>20<sup>th</sup> Century. No unusual elements. Not a prime example of its kind.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>Unlikely to be of use for display as does not fit current or planned future room settings. Not of interest for research as not an exemplar of its style and no known provenance. Would not be of interest to loan to another venue. Would require expensive conservation treatment ahead of any display.</p>		
<p><b>Recommendations:</b></p> <p>Due to the type of damage sustained to this chair, treatment and reupholstering of this chair would be prohibitively expensive and would change the historic fabric of the item. As it is not unique or a particularly good example, funding to conserve the chair would be hard to come by and it is extremely low priority. Keeping the chair in current conditions will see it deteriorate further and potentially, affect other furniture nearby (in terms of passing on mould spore). The ability to use this chair in research or display is almost non-existent and does not fit in with house themes. The chair was purchased in 1988 but was not subject to any tax incentives (such as Capital Transfer Tax.)</p> <p>Recommendation: <b>Disposal by sale, donation or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 13.5.2016</p>		

Number	Object	Brief Description
PLYMM FW206	Chair	Oak-framed ladder back open armchair with rush seat
<b>Condition Report</b>  Foot (front right) is broken. The seat stretchers have been eaten through by woodworm, causing the seat to collapse. This damage has happened since 2008 when it was already being treated for woodworm.		<b>Images</b>   
<b>Provenance</b> This was purchased by the Mount Edgcumbe Joint Committee from the Edgcumbe Family in 1988.		
<b>Manufacture, maker, date and design</b>  Unknown maker. Early 20 <sup>th</sup> Century. Very simple finish without turned elements, varnishing or elaborate carving. The feet and ends of the arms indicate a standard vernacular (or country) ladder-back chair style, the type of which were made in Lancashire and Cheshire in the 18th century. However, this is a 20 <sup>th</sup> Century version of.		
<b>Use of collections (research/ education/loan/display)</b> Could not be used if not repaired. Would not be displayed as not fitting of the house displays and there are better examples in the collection. Very unlikely to be of interest to loan.		
<b>Recommendations:</b>  Due to the type of damage sustained to this chair, it is likely that repair would be impossible or prohibitively expensive. As it is not a unique item or a particularly special example, the ability to use this chair in research or display is almost non-existent. The chair was purchased in 1988 but was not subject to any tax incentives (such as Capital Transfer Tax.)  Recommendation: <b>Disposal by sale, donation or destruction.</b>		
Alison Cooper, Curator of Decorative Art. Plymouth City Museum & Art Gallery. 13.5.2016		

Number	Object	Brief Description
PLYMM FW225 + 226	Chairs	Two of four small wooden Windsor chairs
<p><b>Condition Report</b></p> <p>Extremely bad woodworm.</p> <p>FW225 has a broken top rail in 2 places.</p> 		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>This was purchased by the Mount Edgcumbe Joint Committee from the Edgcumbe Family in 1988.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>Late 19<sup>th</sup> or 20<sup>th</sup> Century Windsor chairs. Very common style and nothing unusual, rare or special about the make and manufacture of this pair.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>Not of interest for research as not unique examples, nor for education. Woodworm makes them beyond repair for display or loan.</p>		
<p><b>Recommendations:</b></p> <p>Due to the type of woodworm damage sustained to these chairs, repair would be impossible. As they are not unique or particularly special examples, the ability to use this chair in research or display is almost non-existent. The chair was purchased in 1988 but was not subject to any tax incentives (such as Capital Transfer Tax.)</p> <p>Recommendation: <b>Disposal by sale, donation or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 16.4.2016</p>		

Number	Object	Brief Description
PLYMM FW242	Chair	Upholstered armchair on short tapered feet with castors
<p><b>Condition Report</b></p> <p>Extremely dirty and worn/ torn upholstery. Mould and moisture damage. Would require complete re-upholstery, thus taking away historic nature of item. The main seat cushion is missing as is part of braid trim.</p>		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>This was purchased by the Mount Edgcumbe Joint Committee from the Edgcumbe Family in 1988.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>20<sup>th</sup> Century. No unusual elements. Not a prime example of its kind.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>Unlikely to be of use for display as does not fit current or planned future room settings. Not of interest for research as not an exemplar of its style and no known provenance. Would not be of interest to loan to another venue.</p>		
<p><b>Recommendations:</b></p> <p>Due to the type of damage sustained to this chair, treatment and reupholstering of this chair would be prohibitively expensive and would change the historic fabric of the item. As it is not unique or a particularly good example, funding to conserve the chair would be hard to come by and it is extremely low priority. Keeping the chair in current conditions will see it deteriorate further and potentially, affect other furniture nearby (in terms of passing on mould spore). The ability to use this chair in research or display is almost non-existent and does not fit in with house themes. The chair was purchased in 1988 but was not subject to any tax incentives (such as Capital Transfer Tax.)</p> <p>Recommendation: <b>Disposal by sale, donation or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 16.4.2016</p>		

Number	Object	Brief Description
NN2	Washstand	Washstand with marble top.
<p><b>Condition Report</b></p> <p>Front door is broken off hinges. Front left foot is also broken and missing. Evidence of mould. Evidence of woodworm on doors and base. Varnish badly worn.</p>		<p><b>Images</b></p> 
<p><b>Provenance</b></p> <p>Does not appear on any of the acquisition or valuer's list. Non-collection. Purchased or brought in as room setting.</p>		
<p><b>Manufacture, maker, date and design</b></p> <p>Victorian washstand with marble top and splash back. For domestic use. Not particularly rare or prime example of its kind.</p>		
<p><b>Use of collections (research/ education/loan/display)</b></p> <p>If conserved, could be displayed in one of bathrooms (at the expense of another item in the collection). Would not be of interest in current state for loan to other institution. Not by an identified maker and not a prime example of its type; better examples are held locally at Plymouth City Museum &amp; Art Gallery and at Elliot Terrace.</p>		
<p><b>Recommendations:</b></p> <p><b>Dispose by sale, transfer or destruction.</b></p>		
<p>Alison Cooper, Curator of Decorative Art. Plymouth City Museum &amp; Art Gallery. 16.4.2016</p>		