

**Oversight and Governance**

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

Please ask for Ross Jago  
T 01752 305155  
E Ross Jago - Senior Governance Advisor  
democraticsupport@plymouth.gov.uk  
[www.plymouth.gov.uk](http://www.plymouth.gov.uk)  
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## CITY COUNCIL

Monday 28 January 2019  
2 pm  
Council House, Plymouth

**Members:**

Councillor Sam Davey, Chair

Councillor Mavin, Vice Chair

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowyer, Mrs Bowyer, Mrs Bridgeman, Buchan, Carson, Churchill, Coker, Cook, Corvid, Dann, Darcy, Deacon, Derrick, Downie, Drean, Evans OBE, Fletcher, K Foster, Goslin, Haydon, Hendy, James, Mrs Johnson, Jordan, Kelly, Laing, Michael Leaves, Samantha Leaves, Loveridge, Lowry, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Singh, P Smith, R Smith, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wiggins and Winter.

Members 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 - [Get Involved](#)

**Tracey Lee**

Chief Executive

# City Council

## Agenda

### 1. Apologies

To receive apologies for absence submitted by councillors.

### 2. Minutes

(Pages 1 - 32)

To approve and sign the minutes of the Ordinary and Extraordinary meetings of Council held on 19 November 2018 as a correct record.

### 3. Declarations of Interest:

### 4. Appointments to Committees, Outside Bodies etc

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

### 5. Announcements

(a) To receive announcements from the Lord Mayor, Chief Executive, Assistant Director for Finance or Head of Legal Services;

(b) To receive announcements from the Leader, Cabinet Members or Committee Chairs.

### 6. Questions by the Public

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

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

### 7. Council Tax Base Setting 2019/20 and Council Tax Support Scheme 2019/20 (Pages 33 - 42)

### 8. Tamar Bridge and Torpoint Ferry Future Funding (Pages 43 - 52)

### 9. Tamar Bridge & Torpoint Ferry 2019/20 Revenue Estimates and Capital Programme (Pages 53 - 96)

- 10. Pay Policy Statement 2019/2020 (Pages 97 - 108)**
- 11. Heart of the South West Joint Committee - Update Report (Pages 109 - 122)**
- 12. Calendar of Committee Meetings 2019 - 2020 (Pages 123 - 128)**

**13. Motions on Notice**

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

**14. Questions by Councillors**

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

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## City Council

**Monday 19 November 2018**

### PRESENT:

Councillor Sam Davey, in the Chair.

Councillor Mavin, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowyer, Mrs Bowyer, Mrs Bridgeman, Buchan, Carson, Churchill, Coker, Cook, Corvid, Dann, Darcy, Deacon, Derrick, Downie, Drean, Evans OBE, Fletcher, K Foster, Goslin, Haydon, Hendy, James, Mrs Johnson, Jordan, Kelly, Laing, Michael Leaves, Samantha Leaves, Loveridge, Lowry, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Singh, P Smith, R Smith, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wiggins and Winter.

The meeting started at 2.00 pm and finished at 2.15 pm.

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

#### 43. **Declarations of Interest**

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

<b>Name</b>	<b>Minute Number</b>	<b>Reason</b>	<b>Interest</b>
Councillor Michael Leaves	44	Son nominated for Alderman.	Private
Councillor Mrs Sam Leaves	44	Husband nominated for Alderman.	Disclosable Pecuniary Interest

#### 44. **Appointment of Honorary Aldermen**

Councillor Bowyer (Leader of the Opposition) introduced the nomination of Councillor Ted Fry, Martin Leaves and Mrs Wendy Foster as Honorary Aldermen. The motion was seconded by Councillor Evans (Leader).

It was agreed unanimously that, in pursuance of its powers under Section 249(1) of the Local Government Act 1972, the Council confers on Mr Martin Leaves, Mr Ted Fry and Mrs Wendy Foster, the title of Honorary Alderman in recognition of their eminent services to the Council of the said City during the period when they were a Member of the Council.

*Councillor Mrs Leaves was absent due to interests declared.*

<b>Appointment of Honorary Aldermen (Resolution)</b>	
Councillor Mary Aspinall	For

Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	For
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	Conflict Of Interests
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wiggins	For
Councillor Darren Winter	For
<b>Carried</b>	



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**City Council**

**Monday 19 November 2018**

**PRESENT:**

Councillor Sam Davey, in the Chair.

Councillor Mavin, Vice Chair.

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowyer, Mrs Bowyer, Mrs Bridgeman, Buchan, Carson, Churchill, Coker, Cook, Corvid, Dann, Darcy, Deacon, Derrick, Downie, Drean, Evans OBE, Fletcher, K Foster, Goslin, Haydon, Hendy, James, Mrs Johnson, Jordan, Kelly, Laing, Michael Leaves, Samantha Leaves, Loveridge, Lowry, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Singh, P Smith, R Smith, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler, Wigens and Winter.

The meeting started at 2.20pm and finished at 8.50pm.

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

**45. Minutes**

Agreed the minutes of the meeting held on the 17 September 2018.

**46. Declarations of Interest**

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

<b>Name</b>	<b>Minute Number</b>	<b>Reason</b>	<b>Interest</b>
Cllr Stevens	59	Employee of Devon and Cornwall Police	Disclosable Pecuniary Interest
Cllr M Leaves	61	Family member with special Educational needs	Private
Cllr Mrs Leaves	61	Family member with special Educational needs	
Cllr Mrs Beer	59	Former employee of Devon and Cornwall Police	Private
Cllr Darcy	59	Employee of Devon and Cornwall Police	Disclosable Pecuniary Interest
Cllr Coker	53 / 54	Employment	Disclosable Pecuniary Interest

**47. Appointments to Committees, Outside Bodies etc**

Council noted the following changes to appointments to committees and outside bodies –

<b>Committee</b>	<b>Previous Member</b>	<b>New Member</b>
Heart of the South West Local Enterprise Partnership Joint Scrutiny Committee	N/A	Cllr Jonny Morris Cllr Gareth Derrick

**I. Announcements**

## a) Lord Mayor

- Annual Superintendents Award
- Silver Defence Employer Recognition Scheme Award

The Leader, Cabinet Members or Chairs of Committees

## b) The Leader

- Barden Corporation
- GMB Making it Campaign
- Thales UK Maritime Autonomy Centre
- Marine and Coastguard Agency occupation at Oceans Gate
- Union Street Footbridge

## c) Councillor Sue Dann (Cabinet Member for Environment and Street Scene)

- European Grant Funding Awarded toward becoming a Carbon Neutral City
- Warms Home Fund successful funding bid (subject to contract)
- Central Park Vandalism / Anti-Social Behaviour

## d) Councillor Sue McDonald (Cabinet Member for Children and Young People)

- Trevi House Pause Plymouth Project

## e) Councillor Ian Tuffin (Cabinet Member for Health and Adult Social Care)

- Assurances that only 34 clients from across the Social and Healthcare systems will be affected by the withdrawal of allied healthcare from domiciliary care contracts
- The Red Bag Scheme
- Launch of Culinary Care Teams Training

## f) Councillor Bill Stevens (Chair of Planning)

- Changes to the Neighbourhood Planning System

**49. Questions by the Public**

There were three questions from members of the public –

Question submitted by: Jackie Young
To the Cabinet Member for Environment and Street Scene  On 8th October, the Intergovernmental Panel on Climate Change issued a stark warning of the need to limit global warming to 1.5 degrees. Given the emphasis on public involvement in this report, how does Plymouth City Council propose to lead the local action required to realise this target?
Response:  We take the IPCCs warnings very seriously. The report made clear that we cannot afford to delay further action on Climate Change and the need continue our acclaimed work on our City's Low Carbon future.  This Administration has made a manifesto pledge in re-committing Plymouth to become a carbon neutral city by 2050 and working to achieve our interim target of halving emissions by 2034.  Our soon-to-be adopted Plymouth and South West Devon Joint Local Plan provides the statutory planning policies to pursue these ambitions through the consideration of future developments.  <ul style="list-style-type: none"><li>• We are already delivering a range of energy efficiency and new renewable generation projects across the City including:</li><li>• Allocating £350,000 to our Energy Company Obligation top up grant fund to support 500 fuel households get energy efficiency improvements in their homes</li><li>• Launching a new Warm Homes Fund to allow another 200 homes to get brand new efficient heating systems</li><li>• Drilling a 100 metre deep borehole to access ground source heat to support regeneration of the Civic Centre, and the expansion of District wide heating solutions</li><li>• Running an ambitious energy advice and community engagement programme to give 1,000 homes the opportunity get free LED lights and other simple energy saving measures</li><li>• Working across our estate, and in partnership with Plymouth Energy Community to identify new solar and other renewable projects across the City.</li><li>• Working with Schools and community buildings to drive an uptake in LED lighting systems</li></ul> In addition to this we are also:  <ul style="list-style-type: none"><li>• Continuing to run our successful Plymotion campaign offering incentives to</li></ul>

- encourage residents to try greener, cheaper and healthier ways of travelling.
- Investing heavily in public transport infrastructure.
- Have approved a Plan for Plastics and banning Single Use Plastics from Council venues.
- Committing to install more electric car charging points across Plymouth.

However we recognise there is more to do in response to what the IPCC have said.

Plymouth City Council is already leading several innovative initiatives in relation to climate change issues - but to achieve even more we will need the support of central government, our local businesses, other public sector partners and a range of community organisations to make the difference required.

Councillor Dann, Cabinet Member for Environment and Streetscene

Question submitted by: Mr. Alan Ramage

To the Cabinet Member for Environment and Street Scene

Will PCC task its Public Health Team to assess relevant health data for citizens resident close to arterial routes compared to those who are not close?  
What legislation and policy changes would PCC wish citizens to lobby their MPs for to help enhance PCC's current air quality improvement measures?

Response:

The Public Health team currently assess a wide range of data at different geographical levels, as defined by the Office of National Statistics. Reports based on neighbourhood and ward level, for example, are available on our website. Data shows a trend of worsening health from the east towards the west of the city, which reflects the pattern of deprivation rather than tracking arterial routes.

The analysis of health data to determine the impact of air quality is complex; multiple factors influence health, air quality changes very sharply with distance from a road, people's home postcode may not reflect their exposure to different pollutants. The complexity of this means that it is the topic of large-scale research, rather than routine monitoring.

This large-scale research has been carried out and has shown significant harm can result from exposure to pollution. Therefore the position this Council takes is that there is a proven link between poor air quality and worse health outcomes, and so we take air quality very seriously.

The principles of protecting the air we breathe is contained within the Plymouth & South West Devon Joint Local Plan (JLP), as it was previously in the Plymouth Plan and the Local Development Framework before that.

Plymouth City Council has a balanced transport strategy that seeks to support the objective of cleaner, healthier air for its residents and visitors. Emissions from road

transport are by far the greatest cause of air pollution in Plymouth, and significant transport schemes have been carried out and are planned to shift the flows of traffic to reduce exposures. The strategy also has a strong focus on encouraging greater sustainable transport use with more trips undertaken by bus, cycle and foot, alongside reducing the need to travel, and enabling greater use of cleaner fuel vehicles.

Indeed since 2014, when the Air Quality Management Area was put in place, air quality improvements are being observed in all of the areas contained within the AQMA with all but one small area well within recommended levels.

We have recently worked closely with DEFRA to validate and analyse all data, with the result that they are satisfied that the actions taken by Plymouth have shown results, with schemes currently underway predicted to reduce air pollution even further.

Influencing the type of vehicle that people and businesses buy and how they use them are predominantly in the gift of central government. The following policy changes would therefore help to drive the transition towards less polluting private transport choices:

- Unfreeze the fuel duty escalator and significantly increase the duty on high-polluting diesel relative to petrol
- Reverse the recent decision to reduce the recent decision to cut the Plug In Car Grant (which reduces the purchase cost of electric cars) from £4.5k to £3.5K
- Amend Vehicle Excise Duty (VED) rates to dis-incentivise ownership of diesel vehicles as well as incentivising low carbon emission vehicles
- Significantly increase the money available to local authorities under the Air Quality Grant just £3m for the whole of England & Wales in 2018)
- Provide more incentives for businesses to replace diesel light goods vehicles (LGVs) with electric powered alternatives (e-cargobikes, e-vans, e-micro-vehicles)
- Provide more incentives for bus operators to replace diesel buses with alternative powered buses (electric, LNG (liquefied natural gas), biogas and hydrogen)
- Abolish VAT on electric bikes

Councillor Dann, Cabinet Member for Environment and Streetscene

Question submitted by: Mr David Millar

To the Leader

Can the Leader tell me how much of the additional funding announced by the Chancellor to fix potholes will be allocated to Plymouth, what is the council's cost estimate to repair potholes, and what priority will be given to repairing Whittington Street, Amherst Road and De La Hay Avenue?

Response:

The overall funding provided by Minister for Transport for England was £420 million, of that fund Plymouth has received £1.031m.

The fund is not specifically for fixing potholes, I quote from the letter received from the Department for Transport;

*for local highways maintenance, including the repair of potholes, to keep local bridges and structures open and safe, as well as to help aid other minor highway works that may be needed.*

There is and will continue to be an ongoing programme of pothole repairs, as they develop on a daily basis and are attended to within an agreed timeframe from reporting or carriageway inspection. The Council has a range of options with regard to the repair of potholes, individually, by patching areas or resurfacing, each intervention based on data and best use of resources.

The Council will spend more than £5.6m this year on improving carriageways and footways. External consultants survey the condition of all public highway roads and pavements annually. The results of the survey are then analysed to ensure that investment, are targeted at identified areas to maximise value for money, specifically in terms of safety and extending the life of the carriageway.

Whittington Street, Amherst Road and De La Hay Avenue are currently being assessed as part of this process along with the rest of the City; the evidence provided from the survey would indicate that they are being considered for attention in a future programme.

The programme for carriageway improvements 2018/19 has been agreed and is currently being implemented. All proposed programmes are subject to consideration of the Portfolio Holder for Transport regarding funding prioritisation and approval.

Councillor Evans OBE, Leader of the Council.

## 50. Reducing accidents involving immovable objects on our roads

The Lord Mayor moved that to vary the order of the agenda to deal with the Motion on Notice for reducing accidents involved immovable objects on our roads. The Deputy Lord Mayor seconded the motion. Following vote the motion was carried.

Councillor Mark Coker (Cabinet Member for Strategic Planning and Infrastructure) proposed a motion on reducing accidents involving immovable objects on our roads. Councillor Sue Dann (Cabinet Member for Environment and Street Scene) seconded the motion.

Following a debate, Council agreed that –

1. Plymouth City Council to voluntarily consider in all future developments the repositioning of all immovable objects such as trees, road signs and lampposts away from the road curtilage;
2. The Chief Executive and Leader to write to the Secretary of State of the Department of Transport stating the need for a national policy on immovable objects on roads to be adopted on all roads that have a speed limit of 40mph or higher, on all major strategic routes e.g. motorways and 'A' roads.

<b>Reducing accidents involving immovable objects on our roads (Motion)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	For
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drear	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For

Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wiggins	For
Councillor Darren Winter	For
<b>Carried</b>	

#### 51. Medium Term Financial Strategy

Councillor Mark Lowry (Cabinet Member for Finance) introduced the Medium Term Financial, seconded by Councillor Tudor Evans OBE, for approval.

Following a short debate Council agreed the Medium Term Financial Strategy.

<b>Medium Term Financial Strategy (Resolution)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	Abstain
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For



Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wigans	For
Councillor Darren Winter	For
<b>Carried</b>	

## 52. Capital & Revenue Monitoring Report 2018/19 - Quarter 2

Councillor Mark Lowry (Cabinet Member for Finance) introduced the Capital and Revenue Monitoring Report 2018/19 – Quarter 2 and recommendations for approval. Councillor Tudor Evans (Leader) seconded the report. Councillor Lowry highlighted that there was a slight amendment to recommendation 2 which should read £581.3m.

Following a debate Council agreed to –

1. note the current revenue monitoring position and associated action plans
2. approve that the Capital Budget 2018-2023 is revised to £581.3m as shown at Table 6 on page 15 of the supplement pack.

<b>Capital and Revenue Monitoring Report 2018/19 – Quarter 2 (Resolution)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	Abstain
Councillor Terri Beer	Abstain
Councillor Ian Bowyer	Abstain
Councillor Lynda Bowyer	Abstain
Councillor Maddi Bridgeman	Abstain
Councillor Pam Buchan	For
Councillor Tony Carson	Abstain
Councillor Nigel Churchill	Abstain
Councillor Mark Coker	For
Councillor Heath Cook	Abstain
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	Abstain
Councillor Sam Davey	Abstain
Councillor Mark Deacon	Abstain
Councillor Gareth Derrick	For
Councillor David Downie	Abstain
Councillor Jonathan Drean	Abstain
Councillor Tudor Evans OBE	For
Councillor David Fletcher	Abstain
Councillor Ken Foster	Abstain
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	Abstain
Councillor Mrs Andrea Johnson	Abstain
Councillor Glenn Jordan	Abstain
Councillor Nick Kelly	Abstain
Councillor Jemima Laing	For
Councillor Michael Leaves	Abstain
Councillor Samantha Leaves	Abstain
Councillor Andrea Loveridge	Abstain
Councillor Mark Lowry	For
Councillor Dr John Mahony	Abstain
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For

Councillor Patrick Nicholson	Abstain
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	Abstain
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	Abstain
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wigans	Abstain
Councillor Darren Winter	For
<b>Carried</b>	

### 53. **Gambling Act 2005 - Statement of Licensing Policy**

Councillor Haydon (Cabinet member for Customer Focus and Community Safety) introduced a report on the Gambling Act 2005 - Statement of Licensing Policy, Councillor Eddie Rennie (Chair of Licensing Committee) seconded the report.

Following a short debate, Council agreed to adopt the Gambling Act Statement of Licensing Policy contained in Appendix A with effect from 31 January 2019.

<b>Gambling Act 2005 - Statement of Licensing Policy (Resolution)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	Conflict Of Interests
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	Abstain
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drean	For

Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wiggins	No vote recorded
Councillor Darren Winter	For
<b>Carried</b>	

**54. Licensing Act 2003 - Statement of Licensing Policy**

Councillor Haydon (Cabinet member for Customer Focus and Community Safety) introduced a report on the Licensing Act 2003 - Statement of Licensing Policy, Councillor Eddie Rennie (Chair of Licensing Committee) seconded the report.

Following a short debate, Council agreed to-

1. adopt the draft Licensing Statement of Policy contained in Appendix A with effect from 31 March 2019;
2. retain the Special Policy on Cumulative Impact following Cumulative Impact Assessments for each of the following areas:
  - Union Street (including Derry’s Cross)
  - Barbican
  - North Hill
  - Mutley Plain
  - Stoke

<b>Licensing Act 2003 - Statement of Licensing Policy (Resolution)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	Conflict Of Interests
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	Abstain
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For

Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wigans	For
Councillor Darren Winter	For
<b>Carried</b>	

#### 55. **Audit and Governance Committee Recommendations**

Councillor Kate Taylor (Chair of Audit and Governance Committee) moved recommendations from the Committee, Councillor Peter Smith (Deputy Leader) seconded the report.

Councillor Patrick Nicholson moved to refer the item back to the Committee. The motion was seconded by Councillor Ian Bowyer (Leader of the opposition), following a debate and vote the motion was lost.

Following a debate on the substantive motion the recommendations were put to the vote and were carried. Council agreed to authorise the Audit and Governance Committee to approve changes to the Constitution, set out in Appendix One to the report; subject to Council retaining responsibility for the core documents in the Constitution.

<b>Amendment Motion (to refer back to committee) (Motion)</b>	
Councillor Mary Aspinall	Against
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	Against

Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	Against
Councillor Heath Cook	For
Councillor Margaret Corvid	Against
Councillor Sue Dann	Against
Councillor Ian Darcy	For
Councillor Sam Davey	Abstain
Councillor Mark Deacon	For
Councillor Gareth Derrick	Against
Councillor David Downie	For
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	Against
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	Against
Councillor Sally Haydon	Against
Councillor Neil Hendy	Against
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	Against
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	Against
Councillor Dr John Mahony	For
Councillor Christopher Mavin	Against
Councillor Susan McDonald	Against
Councillor Jonny Morris	Against
Councillor Pauline Murphy	Against
Councillor Kevin Neil	Against
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	Against
Councillor Chris Penberthy	Against
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	Against
Councillor Chaz Singh	Against
Councillor Peter Smith	Against
Councillor Rebecca Smith	For
Councillor Bill Stevens	Against
Councillor Jon Taylor	Against
Councillor Kate Taylor	Against
Councillor Ian Tuffin	Against
Councillor Tina Tuohy	Against
Councillor Brian Vincent	Against
Councillor George Wheeler	Against

Councillor Kevin Wigans	For
Councillor Darren Winter	Against
<b>Rejected</b>	

<b>Audit and Governance Committee Recommendations (Resolution)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	Against
Councillor Terri Beer	Against
Councillor Ian Bowyer	Against
Councillor Lynda Bowyer	Against
Councillor Maddi Bridgeman	Against
Councillor Pam Buchan	For
Councillor Tony Carson	Against
Councillor Nigel Churchill	Against
Councillor Mark Coker	For
Councillor Heath Cook	Against
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	Against
Councillor Sam Davey	Abstain
Councillor Mark Deacon	Against
Councillor Gareth Derrick	For
Councillor David Downie	Against
Councillor Jonathan Drean	Against
Councillor Tudor Evans OBE	For
Councillor David Fletcher	Against
Councillor Ken Foster	Against
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	Against
Councillor Mrs Andrea Johnson	Against
Councillor Glenn Jordan	Against
Councillor Nick Kelly	Against
Councillor Jemima Laing	For
Councillor Michael Leaves	Against
Councillor Samantha Leaves	Against
Councillor Andrea Loveridge	Against
Councillor Mark Lowry	For
Councillor Dr John Mahony	Against
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	Against
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For



Councillor Vivien Pengelly	Against
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	Against
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wiggins	Against
Councillor Darren Winter	For
<b>Carried</b>	

## 56. Organisational Design

The Lord Mayor moved to suspend the usual procedural rules of debate to allow the Chief Executive to present her report to Council. The Deputy Lord Mayor Seconded the motion. Following the Chief Executive's presentation to Council rules of debate were reinstated.

Councillor Tudor Evans OBE (Leader) introduced the recommendations in the report, seconded by Councillor Peter Smith (Deputy Leader). Following a short debate Council agreed –

1. to approve the proposals for changes outlined in the paper;
2. to note the outline timetable implementing the changes;
3. to authorise the Chief Officer Appointments Panel to undertake further consultation with the Strategic Director of Customer and Corporate Services, Assistant Chief Executive, and the Service Director for Finance and agree any changes to role profiles and grading.
4. to note the information about areas of responsibility and Statutory Officers.

<b>Procedural Motion (to suspend standing orders) (Motion)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	No vote recorded
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For

Councillor Ian Darcy	For
Councillor Sam Davey	For
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wiggins	For
Councillor Darren Winter	For
<b>Carried</b>	

<b>Organisational Design (Resolution)</b>	
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Councillor Mary Aspinall	For
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Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	Abstain
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	No vote recorded
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For

Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wigans	For
Councillor Darren Winter	For
<b>Carried</b>	

**57. Council Meeting Dates 2019 / 2020**

Councillor Peter Smith (Deputy Leader) introduced a report on City Council meeting dates for 2019/20.

Council agreed to note the dates of Council meetings for 2019/20.

**58. Motions on notice**

**59. Policing for Plymouth**

Councillor Gareth Derrick proposed a motion regarding Policing for Plymouth. Councillor Sally Haydon (Cabinet Member for Customer Focus and Community Safety) seconded the motion.

Following a debate Council agreed to -

1. Protest in the strongest possible terms to the Chief Constable at the reduction by 25% in PCSO numbers allocated to Plymouth as advised in a letter to this Authority signed by the Plymouth Police Commander, dated 2nd November 2018.
2. In a letter to the Home Secretary signed by the Leader of the Council, call for; An uplift in funding for Devon and Cornwall to fully address the crisis in its Policing. The December provisional funding settlement for Devon and Cornwall Police to be at least adequate to ensure an immediate stabilisation of Police Force numbers at current strength (Officers, PCSOs and staff), and to note other actions being taken (described below).
3. Take immediate steps to conduct direct engagement with the Police and Crime Commissioner and Chief Constable as appropriate to ensure that policing in Plymouth is resourced fairly, and to assess and plan the improvements necessary to address the requirements endorsed unanimously by full Council on 17 September 2018, namely;
  - a. Investment back into Neighbourhood Policing, specifically the provision of more PCSOs and Neighbourhood Beat Officers.
  - b. Improvements to 999 call responses.

- c. Commitment to improve the condition and use of the Police estate in Plymouth in line with the ambitions of a modern Police Force.
  - d. A spend profile for Plymouth that reflects the complexity of needs and demands of policing a major urban centre.
  - e. Retention of the city's Basic Command Unit.
4. Ensure that the requirements for enhanced Policing for Plymouth as developed under the action at 3 above are factored into any submissions by the Police and Crime Commissioner to the Home Secretary as part of the comprehensive review of the Police funding formula.
5. Write to the Chair of the Police and Crime Panel, calling for an emergency meeting no later than December 2018, for the Panel to address these significant concerns.

<b>Policing for Plymouth (Motion)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	Abstain
Councillor Terri Beer	Abstain
Councillor Ian Bowyer	Abstain
Councillor Lynda Bowyer	Abstain
Councillor Maddi Bridgeman	Abstain
Councillor Pam Buchan	For
Councillor Tony Carson	Abstain
Councillor Nigel Churchill	Abstain
Councillor Mark Coker	For
Councillor Heath Cook	Abstain
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	Conflict Of Interests
Councillor Sam Davey	Abstain
Councillor Mark Deacon	Abstain
Councillor Gareth Derrick	For
Councillor David Downie	Abstain
Councillor Jonathan Drean	Abstain
Councillor Tudor Evans OBE	For
Councillor David Fletcher	Abstain
Councillor Ken Foster	Abstain
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	Abstain
Councillor Mrs Andrea Johnson	Abstain
Councillor Glenn Jordan	Abstain
Councillor Nick Kelly	Abstain

Councillor Jemima Laing	For
Councillor Michael Leaves	Abstain
Councillor Samantha Leaves	Abstain
Councillor Andrea Loveridge	Abstain
Councillor Mark Lowry	For
Councillor Dr John Mahony	Abstain
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	Abstain
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	Abstain
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	Abstain
Councillor Bill Stevens	Conflict Of Interests
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	For
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wigans	Abstain
Councillor Darren Winter	For
<b>Carried</b>	

**I. Commit to the accelerated reduction in single-use plastic by 2020**

Councillor Darren Winter, proposed a motion regarding Commitment to the accelerated reduction in single-use plastic by 2020. Councillor Mrs Pengelly seconded the motion.

Following a debate Council agreed that–

- a) All events on Plymouth City Council land will complete an Environmental Assessment prior to the event to show how single-use plastic will be eliminated, replaced by alternatives or, at least, reduced to an absolute minimum and how the maximum level of recycling of other plastics will be achieved.
- b) All Council buildings will go single-use plastic free by September 2019
- c) Building on existing commitments, the Surfers Against Sewage [SAS] community campaigns, Plymouth City Council, working with the Plastic Task Force members, will develop and introduce a city-wide voluntary

code of conduct to ban single-use plastics such as plastic straws, stirrers, cutlery and single-use coffee cups that will come in to place by the end of 2019.

<b>Commit to the accelerated reduction in single-use plastic by 2020 (Motion)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	For
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	For
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For

Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	No vote recorded
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wiggins	For
Councillor Darren Winter	For
<b>Carried</b>	

#### 61. Special Educational Needs and Disabilities (SEND) funding cuts

Councillor Jon Taylor (Cabinet member for Education, Skills and Transformation) proposed a motion regarding Special Educational Needs and Disabilities (SEND) funding cuts. Councillor Pam Buchan seconded the motion.

Following a debate Council agreed to write to the Secretary of State for Education, in letter signed by the Leader of the Council, and call for –

- An increase in High Needs Block funding to local authorities, which will allow Plymouth City Council and local schools to provide appropriate support to children and young people with the most complex needs from 0 – 25
- An immediate increase in funding for schools which will allow them to deliver additional support for SEND children

<b>Special Educational Needs and Disabilities (SEND) funding cuts (Motion)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	For



Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For
Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	No vote recorded
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	No vote recorded
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wigans	For
Councillor Darren Winter	For
<b>Carried</b>	

## 62. Public Health Funding

Councillor Ian Tuffin (Cabinet Member for Health and Adult Social Care), proposed a motion regarding Public Health Funding. Councillor Mrs Aspinall (Chair Health and Adult Social Care Overview and Scrutiny Panel) seconded the motion.

Following a debate, Council agreed to –

1. Ask the Portfolio Holder, on behalf of the Council, to write to Steve Brine Parliamentary Under Secretary of State for Public Health and Primary Care asking him to recognise the importance of the services that the L.A. Public Health Grant provides, and apply a similar uplift to the P.H. grant to that received by the N.H.S. rather than a reduction of 3.9% in real terms per year.
2. Ask the Portfolio Holder, on behalf of the Council, to write to Steve Brine Parliamentary under Secretary of State for Public Health and Primary Care asking him to implement the A.C.R.A. funding formula to redistribute the Public Health Grant based on the needs of the population.
3. Ask the Director of Public Health to brief Plymouth’s Members of Parliament to support increases to the Public Health budget.

<b>Public Health Funding (Motion)</b>	
Councillor Mary Aspinall	For
Councillor Richard Ball	For
Councillor Terri Beer	For
Councillor Ian Bowyer	For
Councillor Lynda Bowyer	For
Councillor Maddi Bridgeman	For
Councillor Pam Buchan	For
Councillor Tony Carson	For
Councillor Nigel Churchill	For
Councillor Mark Coker	For
Councillor Heath Cook	For
Councillor Margaret Corvid	For
Councillor Sue Dann	For
Councillor Ian Darcy	For
Councillor Sam Davey	For
Councillor Mark Deacon	For
Councillor Gareth Derrick	For
Councillor David Downie	For
Councillor Jonathan Drean	For
Councillor Tudor Evans OBE	For
Councillor David Fletcher	For
Councillor Ken Foster	For
Councillor Jeremy Goslin	For
Councillor Sally Haydon	For
Councillor Neil Hendy	For
Councillor David James	For

Councillor Mrs Andrea Johnson	For
Councillor Glenn Jordan	For
Councillor Nick Kelly	For
Councillor Jemima Laing	For
Councillor Michael Leaves	For
Councillor Samantha Leaves	For
Councillor Andrea Loveridge	No vote recorded
Councillor Mark Lowry	For
Councillor Dr John Mahony	For
Councillor Christopher Mavin	For
Councillor Susan McDonald	For
Councillor Jonny Morris	For
Councillor Pauline Murphy	For
Councillor Kevin Neil	For
Councillor Patrick Nicholson	For
Councillor Lorraine Parker-Delaz-Ajete	For
Councillor Chris Penberthy	For
Councillor Vivien Pengelly	For
Councillor Eddie Rennie	For
Councillor Chaz Singh	For
Councillor Peter Smith	For
Councillor Rebecca Smith	For
Councillor Bill Stevens	For
Councillor Jon Taylor	For
Councillor Kate Taylor	For
Councillor Ian Tuffin	For
Councillor Tina Tuohy	No vote recorded
Councillor Brian Vincent	For
Councillor George Wheeler	For
Councillor Kevin Wiggins	For
Councillor Darren Winter	For
<b>Carried</b>	

### 63. Questions by Councillors

	<b>From</b>	<b>To</b>	<b>Topic</b>
<b>1</b>	Cllr Goslin	Cllr Dann	Fencing at Central Park Play Area.
<b>2</b>	Cllr Mrs Bridgeman	Cllr Evans OBE	All member briefing on Mayflower 400.
<b>3</b>	Cllr Dr Mahoney	Cllr Dann	Councillor Casework / Street Services.
<b>4</b>	Cllr Mrs Johnson	Cllr Dann	Gully clearances.
<b>5</b>	Cllr R Smith	Cllr Dann	Fly tipping at the Ride.
<b>6</b>	Cllr Kelly	Cllr Evans	Council actions.

<b>7</b>	Cllr Bowyer	Cllr Dann	Littering and waste.
<b>8</b>	Cllr Mrs Beer	Cllr Penberthy	Child Poverty.
<b>9</b>	Cllr Fletcher	Cllr Dann	Parking – Mutley Plain.
<b>10</b>	Cllr Nicholson	Cllr P Smith	Delegated decision in relation to the Civic Estate.
<b>11</b>	Cllr Jordan	Cllr Penberthy	International Men’s Day and mental health.
<b>12</b>	Cllr Mrs Bridgeman	Cllr Tuffin	Health and Wellbeing Hubs.
<b>13</b>	Cllr Mrs Beer	Cllr Smith	Play parks in Plympton St Maurice
<b>14</b>	Cllr R Smith	Cllr Dann	Trees in parks.
<b>15</b>	Cllr Kelly	Cllr Dann	Fly-tipping.
<b>16</b>	Cllr Mrs Johnson	Cllr Taylor	Safeguarding home schooled children.
<b>17</b>	Cllr Evans OBE	Cllr Morris	Impact of exiting the European Union with no deal.
<b>18</b>	Cllr Kelly	Cllr Dann	Flooding and leaves.

**PLYMOUTH CITY COUNCIL**

**Subject:** Council Tax Base Setting 2019/20 and Council Tax Support Scheme 2019/20

**Committee:** Council

**Date:** 28 January 2019

**Cabinet Member:** Cllr Mark Lowry (Cabinet Member for Finance)

**CMT Member:** Andrew Hardingham - Service Director for Finance

**Author:** Stephen Coker (Senior Principle Technical Accountant)

**Contact:** Stephen.coker@plymouth.gov.uk  
01752 304978

**Ref:**

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

**Part:** **I**

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**Purpose of the report:**

To recommend the 2019/20 Council Tax base to Council in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012.

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**The Corporate Plan:**

The Medium Term Financial Plan and associated 2019/20 budget papers will set out the resources available to deliver the Corporate Plan priorities.

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

A collection rate of 98.0% has been used in calculating the Council Tax Base. Appendix A details the Tax Base calculations. The tax base is 73,095 band D equivalent properties.

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

None.

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**Equality and Diversity:**

None.

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**Recommendations and Reasons for recommended action:**

**That Council -**

1. approves the Council Tax Base for 2019/20 as set out in the report;
2. approves the continuation of the current Council Tax Support Scheme for 2019/20 with a new paragraph added to clarify when the claim can be made as follows:
  - a. 69.2(d) *By means of an electronic notification to the Local Authority from the Department of Work and Pensions, generated when a claim to Universal Credit is made.*
3. use the powers described in paragraph 5.6 to apply a full council tax discount, effectively reducing the amount of council tax payable to zero, for Plymouth care leavers until they reach their 25<sup>th</sup> birthday.
4. remove the 50% discount for empty properties as set out in section 6 of the report.
5. Increase the premium for properties which have been empty for more than two years from 50% to 100% as set out in section 7 of the report.

**Alternative options considered and rejected:**

Not applicable. It is a statutory requirement for Council to approve the Council Tax Base for the forthcoming financial year.

**Published work / information:**

None.

**Background papers:**

None.

**Sign off:**

Fin	pl.18.19.158	Leg	lt/31795/2 112	Mon Off	lt/MO/31795/2 112	HR	Assets	IT	Strat Proc	
Originating SMT Member: Andrew Hardingham										
Has the Cabinet Member(s) agreed the content of the report? Yes										

## **I. INTRODUCTION**

- 1.1 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 make arrangements for the setting of the Council Tax. The arrangements include the determination of the Council Tax Base. A Council resolution is necessary. The decision must be notified to the major precepting authorities.
- 1.2 For the year commencing 1 April 2019, the major precepting authorities will be Devon and Cornwall Police and Crime Commissioner and Devon and Somerset Fire and Rescue Authority.
- 1.3 The Council must determine its Council Tax Base for 2019/20 during the period 1 December 2018 to 31 January 2019. The Council Tax Base is the measure of the taxable capacity of an area, for the purpose of calculating an authority's Council Tax. It represents the estimated number of Band D equivalent chargeable dwellings for the year. It also takes into account the authority's estimated Council Tax collection rate. The level of Council Tax subsequently set must be determined using the Council Tax Base figure. The Council Tax Base calculation is attached in Appendix A.
- 1.4 The calculation of the Council Tax Base allows for discounts under the Council Tax Support Scheme.

## **2. PURPOSE OF THE REPORT**

- 2.1 The purpose of this report is to inform Cabinet of the Council Tax Base of 73,095. The Council Tax Base for 2018/19 was 71,932.
- 2.2 The Tax Base calculation includes the impact of the Council Tax Support Scheme. This report assumes that all elements of the scheme remain the same for the 2019/20 financial year.

## **3. TAX BASE CALCULATIONS**

- 3.1 Council Tax base figures are calculated by the billing authority as the aggregate of the "relevant amounts" calculated for each property valuation band multiplied by the estimated "collection rate" for the year.
- 3.2 Relevant amounts are:
  - (a) The number of chargeable dwellings in that band shown in the valuation list as it stands on 30 November 2018;
  - (b) The number of discounts, disabled reductions and exemptions which apply to those dwellings;
  - (c) Estimated changes in the number of chargeable properties between 30 November 2018 and 31 March 2020;
  - (d) Impact of the Council Tax Support scheme;
  - (e) The number of Band D equivalents within each different band.
- 3.3 The collection rate is the billing authority's estimate of the total amounts of 2019/20 Council Tax which will ultimately be paid or transferred into the Collection Fund.
- 3.4 This report assumes a collection rate for Council Tax of 98.0%. This rate reflects recent arrears collection performance, the pattern of write offs and the impact of Universal Credit. Analysis of collection rates across the age profile of debts suggests that an eventual collection rate of 98.0% is realistic and prudent in the current economic climate.

3.5 In calculating the tax base the following has been taken into consideration for 2019/20;

3.5.1 Council Tax exemption for care leavers up to the age of 25

3.5.2 Empty Homes Premium. From 1/4/2019 the empty homes premium for properties that have been empty for more than 2 years will increase from 50% to 100%;

3.5.3 Removal of the major works discount.

3.6 Appendix B shows the tax base used for the previous three years for comparison.

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

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

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

4.3 All Councils are required to annually review their local CTS schemes. As part of the review for the 2019/20 CTS scheme a number of factors were considered:

- The Council's ability to collect council tax from individuals previously awarded council tax support;
- Any possible future increase in council tax will affect the cost of the scheme;
- The continued rollout of full service Universal Credit

4.4 Current caseload figures confirms that the number of residents claiming Council Tax Support has decreased by 7.6% in the last 12 months and assuming the number of claimants continues to decrease at this rate, it is expected that the caseload and scheme cost within 2019/20 can be funded within the available financial envelope.

4.5 Taking the factors in the above paragraph into account it is recommended that there are no material changes for 2019/20.

4.6 It is suggested that a further review of the scheme is undertaken during the early part of the next financial year to determine changes for implementation in 2020/21. The Customer Services and Finance Departments will work closely together to consider Welfare Benefit changes, the roll out of Universal Credit and any other changes that would impact on the Council Tax Support scheme and how it can be improved.

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



## **5. CARE LEAVERS**

- 5.1 Children and young people who are looked after by the local authority are amongst the most vulnerable groups in our community. Plymouth City Council has statutory corporate parenting responsibilities towards young people who have left care up to the age of 25. As corporate parents, the Council has the responsibility to keep them safe, make sure their experiences in care are positive, and improve their on-going life chances.
- 5.2 A child in the care of the council looks to the whole council to be the best parent it can be to that child. Every member and employee of the council has the statutory responsibility to act for and for that child in the same way that a good parent would act for and for their child.
- 5.3 Care leavers can find themselves grappling with the challenges of living independently; managing a household, continuing education or seeking employment, as well as managing their personal finances and paying household bills for the first time – often on a very low income and without the support of family or previous financial education to help them navigate this.
- 5.4 This can make care leavers a particularly vulnerable group when it comes to the collection of council tax when moving into independent accommodation. Further anecdotal evidence shows spiralling debt and the threat to their tenancies are amongst the biggest issues in care leaver's lives, often leading to abandonment and tenancy loss, making it extremely difficult for young people to access accommodation at a later stage. This can have a great impact on not only the young person's health and wellbeing but the wider community i.e. homelessness, health, crime and the prison service.
- 5.5 Research by the Children's Society has found that more than a third of councils across England have taken the step to exempt care leavers from council tax, enhancing their service's 'local offer' to care leavers, the quality of which is a key point of focus in Ofsted inspections.
- 5.6 Section 13A of the Local Government Finance Act 1992 allows the Council to reduce the amount of Council Tax payable. We have the right to choose whether to use powers on a case by case basis or to specify a class of use, where several taxpayers may fall into a group due to similar circumstances.
- 5.7 This paper recommends the Council use the powers described in paragraph 5.6 above to apply a full council tax discount, effectively reducing the amount of council tax payable to zero, for Plymouth care leavers until they reach their 25<sup>th</sup> birthday.

## **6. MAJOR WORKS DISCOUNT**

- 6.1 The Government made some technical changes to council tax which came into effect on 1 April 2013, which included removing some exemptions (classes A and C) and replacing these with a locally awarded discount (Class D). One of the Class D discounts relates to empty properties undergoing refurbishment.
- 6.2 Council Tax legislation permits local authorities to offer a Class D discount of up to 100% on dwellings that are empty and unfurnished whilst they undergo renovation. The Council made the decision on 28 January 2013 to charge 50 per cent Council tax for properties undergoing major repair, for as long as the property remains in that state up to the maximum period of one year.
- 6.3 The proposal is to remove the 50% discount for empty properties undergoing major repairs. This would mean owners would not receive any Council Tax discount as a result of refurbishing their empty properties, though they would still be entitled to a 100% discount for an empty property for up to one month.

6.4 Removing the Class D discount for empty properties undergoing major repairs would increase council tax revenue. This step, alongside implementing the maximum premium chargeable for empty properties as permitted by current legislation, will further encourage empty properties back into use.

## **7. EMPTY HOMES PREMIUM**

7.1 The Government plans to introduce a change to the Council Tax premium that can be charged on a property that has been empty for more than 2 years. From April 2019 the maximum premium charged will rise from 50% to 100% of a normal full charge. Therefore a property will have a charge that is 200% of the normal charge. The Council plans to introduce this to encourage empty properties back into use.

The Housing Delivery Team supports the proposed increase to the council tax premium attached to empty homes as it will provide a further disincentive for keeping properties empty. We envisage that returning empty homes to use will:

- Help to alleviate pressures on the housing waiting list through increased availability of rental properties;
- Improve the visual appearance of eyesore empty properties that may blight neighbourhoods;
- Address problems associated with living next door to an empty home for example damp ingress, vermin, anti-social behaviour and loss of property value
- Generate New Homes Bonus funding for the city (subject to changes to the NHB scheme)

The legislation relating to the new premium can be found at the following link;

<http://www.legislation.gov.uk/ukpga/2018/25/contents/enacted>

	BAND A with disabled relief	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	Total
Number of dwellings in valuation list as at 30th November 2018	-	47,750	32,674	22,947	9,752	4,950	1,755	601	58	120,487
Number of exempt dwellings (including demolished)	-	3,301	1,674	1,084	677	209	41	38	20	7,044
Reductions to lower band due to disabled relief	-	144	153	135	103	65	31	33	12	676
Additions to band due to disabled relief	144	153	135	103	65	31	33	12	-	676
<b>CHARGEABLE DWELLINGS FOR BAND</b>	<b>144</b>	<b>44,458</b>	<b>30,982</b>	<b>21,831</b>	<b>9,037</b>	<b>4,707</b>	<b>1,716</b>	<b>542</b>	<b>26</b>	<b>113,443</b>
Total discounts at 25%	53	22,776	10,643	5,858	2,186	908	273	72	1	42,770
Total discounts at 50%	2	200	145	81	40	26	31	27	16	568
Total discounts at 100% one month only	-	852	354	195	70	30	13	7	-	1,521
<b>TOTAL DISCOUNTS</b>	<b>14</b>	<b>5,865</b>	<b>2,763</b>	<b>1,521</b>	<b>572</b>	<b>243</b>	<b>85</b>	<b>32</b>	<b>8</b>	<b>11,103</b>
Long Term Empty Premium at 50%	-	145	40	15	5	3	1	2	1	212
<b>LONG TERM EMPTY PREMIUM</b>	<b>-</b>	<b>73</b>	<b>20</b>	<b>8</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>106</b>
Estimated number of dwellings not listed but which will be listed in the band for the whole or any part of the financial year	-	161	160	156	97	41	18	4	-	636
Estimated number of reductions to lower band due to successful appeals	-	-	9	2	1	4	3	1	-	20
Estimated number of additions to lower band due to successful appeals	-	9	2	1	4	3	1	-	-	20
<b>TOTAL ADJUSTMENTS</b>	<b>-</b>	<b>152</b>	<b>167</b>	<b>157</b>	<b>94</b>	<b>42</b>	<b>20</b>	<b>5</b>	<b>0</b>	<b>636</b>
<b>LOCAL COUNCIL TAX SUPPORT SCHEME REDUCTIONS</b>	<b>45</b>	<b>9,321</b>	<b>3,092</b>	<b>951</b>	<b>237</b>	<b>55</b>	<b>18</b>	<b>5</b>	<b>-</b>	<b>13,722</b>
Family annexes discount at 50%	-	18	10	17	11	7	9	2	-	73
<b>FAMILY ANNEXES</b>	<b>0</b>	<b>9</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>-</b>	<b>36</b>
<b>TOTAL DWELLINGS</b>	<b>85</b>	<b>29,488</b>	<b>25,309</b>	<b>19,515</b>	<b>8,319</b>	<b>4,450</b>	<b>1,630</b>	<b>509</b>	<b>18</b>	<b>89,323</b>
<b>RATIO TO BAND D</b>	5 9	6 9	7 9	8 9	9 9	11 9	13 9	15 9	18 9	
<b>RELEVANT AMOUNTS FOR 2019/20</b>	<b>47</b>	<b>19,658</b>	<b>19,685</b>	<b>17,346</b>	<b>8,319</b>	<b>5,439</b>	<b>2,354</b>	<b>849</b>	<b>36</b>	<b>73,734</b>
<b>COLLECTION RATE</b>										<b>98.00%</b>
<b>ADJUSTED RELEVANT AMOUNT</b>	<b>46</b>	<b>19,265</b>	<b>19,291</b>	<b>16,999</b>	<b>8,152</b>	<b>5,330</b>	<b>2,307</b>	<b>832</b>	<b>35</b>	<b>72,259</b>
<b>MOD CONTRIBUTION</b>										<b>836</b>
<b>TAX BASE</b>										<b>73,095</b>

**Council Tax Base - Previous Years**

**Appendix B**

	2016/17			2017/18			2018/19		
<b>Band</b>	<b>Number of properties</b>	<b>Estimated Collection Rate</b>	<b>Adjusted Band D Equivalent</b>	<b>Number of propertie</b>	<b>Estimated Collection Rate</b>	<b>Adjusted Band D Equivale</b>	<b>Number of propertie</b>	<b>Estimated Collection Rate</b>	<b>Adjusted Band D Equivale</b>
A	46,908	98.5%	18,260	47,103	98.5%	18,482	47,211	98.5%	18,573
B	31,876	98.5%	18,452	32,153	98.5%	18,638	32,347	98.5%	18,972
C	22,217	98.5%	16,287	22,488	98.5%	16,508	22,709	98.5%	16,890
D	9,316	98.5%	7,816	9,539	98.5%	7,938	9,622	98.5%	8,130
E	4,770	98.5%	5,147	4,854	98.5%	5,208	4,913	98.5%	5,340
F	1,686	98.5%	2,183	1,722	98.5%	2,262	1,738	98.5%	2,308
G	591	98.5%	826	600	98.5%	833	596	98.5%	835
H	59	98.5%	34	60	98.5%	40	58	98.5%	36
Total	117,423		69,004	118,519		69,909	119,194		71,084
MOD			842			866			848
<b>Tax Base</b>			<b>69,846</b>			<b>70,775</b>			<b>71,932</b>

## Cabinet Minute No 92

### Council Tax Base



**15 January 2019**

#### **Minute No. 92**

Councillor Mark Lowry (Cabinet Member for Finance) introduced a report on the Council Tax Base and minor amendment to the Council Tax Support Scheme. Following a short debate Cabinet agreed to recommend that Council -

1. approves the Council Tax Base for 2019/20 as set out in the report;
2. approves the continuation of the current Council Tax Support Scheme for 2019/20 with a new paragraph added to clarify when the claim can be made as follows:
  - a. *69.2(d) By means of an electronic notification to the Local Authority from the Department of Work and Pensions, generated when a claim to Universal Credit is made.*
3. use the powers described in paragraph 5.6 to apply a full council tax discount, effectively reducing the amount of council tax payable to zero, for Plymouth care leavers until they reach their 25<sup>th</sup> birthday.
4. remove the 50% discount for empty properties as set out in section 6 of the report.
5. Increase the premium for properties which have been empty for more than two years from 50% to 100% as set out in section 7 of the report.

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**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Tamar Bridge and Torpoint Ferry Future Funding
<b>Committee:</b>	Council
<b>Date:</b>	28 January 2018
<b>Cabinet Member:</b>	Councillor Mark Coker (Cabinet Member for Strategic Planning and Infrastructure)
<b>CMT Member:</b>	Anthony Payne (Strategic Director for Place)
<b>Author:</b>	David List, General Manager Tamar Bridge and Torpoint Ferry
<b>Contact details</b>	Tel: 01752 812233 email: david.list@tamarcrossings.org.uk
<b>Ref:</b>	
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Purpose of the report:**

The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The finances of the joint undertaking are effectively ring-fenced by the Tamar Bridge Act, and it is operated as a self-financing business. The crossings are governed by the Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC) comprised of five councillors from each of the parent Authorities.

TBTFJC's revenue and capital expenditure are funded entirely from Bridge and Ferry toll income and do not affect the budgets of either Plymouth City Council or Cornwall Council.

The undertaking last increased toll in March 2010, but over the last eight years costs have risen much faster than income, and a growing programme of essential capital projects has added to ongoing and future expenditure. As a result more income is needed to ensure the delivery of services and the protection of critical assets. This report covers TBTFJC's proposal to increase toll charges by 33% to ensure adequate income to meet forecast costs and sustain the undertaking as a self-financed operation. This represents an increase in the private car pre-paid TamarTag toll from 75p to £1.00 and in the private car cash toll from £1.50 to £2.00. These rises are approximately in line with inflation since the last toll increase.

TBTFJC's Terms of Reference require the Cabinets of the Joint Authorities to recommend TBTFJC's budgets to their respective Full Councils. Income is an element of the revenue budget and as such it is necessary for Cabinets to recommend any increase in toll charges to their respective Full Councils. In accordance with the Tamar Bridge Acts and the Transport Charges &c. (Miscellaneous Provisions) Act 1954 any increases in toll charges must be authorised by the Secretary of State.

A parallel Report will be presented to Cornwall Council.

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**Corporate Plan**

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

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

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

**Finance** – The proposed toll increase is required to adequately fund the operation maintenance and improvement of the two crossings to provide safe reliable and efficient services.

Continued delivery of the services relies on toll income for the undertaking to remain self-funded.

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

Failure to deliver a safe reliable and efficient service and maintain the assets presents significant risk to users and the community as a whole.

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**Equality and Diversity**

Not applicable.

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**Recommendations and Reasons for recommended action:**

It is recommended that Full Council that an application be made to the Department for Transport for tolls to increase by one-third, applied pro-rata to the current toll classification table, detailed as follows:

**Proposed Schedule of Tolls effective from 1 July 2019**



Class & Description	Current Charge	Proposed Charge
<b>Class I (Motorcycles) – Tamar Bridge</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Class I (Motorcycles) – Torpoint Ferry</b>	<b>£0.30</b>	<b>£0.40</b>
<b>Class II (private passenger vehicles, vans and light goods up to 3.5T and vehicles not classified elsewhere)</b>	<b>£1.50</b>	<b>£2.00</b>
<b>Class III (vehicles above 3.5T with two axles)</b>	<b>£3.75</b>	<b>£5.00</b>
<b>Class III (vehicles with three axles)</b>	<b>£6.00</b>	<b>£8.00</b>
<b>Class V (vehicles with more than 3 axles)</b>	<b>£8.25</b>	<b>£11.00</b>

**NOTES:**

1. trailers, caravans etc charged at the same rate as the towing vehicle
2. discount rates for TamarTag crossings remain unchanged with a 50% discount of the full cash toll for each class of vehicle, excluding motorcycles using the Torpoint Ferry
3. charges for abnormal loads at both crossings remain unchanged
4. charges for special crossings of the ferry remain unchanged.

**Alternative options considered and rejected:**

A decision not to recommend the increase will severely compromise the delivery of services and the preservation of major assets.

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**Published work / information:**

None

**Background papers:**

TBTFJC Agenda Pack for meeting 5 October 2018

<https://democracy.cornwall.gov.uk/documents/g8311/Public%20reports%20pack%2005th-Oct-2018%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=10>

Minutes of TBTFJC meeting 5 October 2018

<https://democracy.cornwall.gov.uk/documents/g8311/Printed%20minutes%2005th-Oct-2018%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=1>

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**Sign off:**

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Originating SMT Member

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

## Introduction

- 1.1 The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The finances of the joint undertaking are effectively ring-fenced by the Tamar Bridge Act, and it is operated as a self-financing business. The crossings are governed by the Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC) comprised of five councillors from each of the parent Authorities.
- 1.2 TBTFJC's revenue and capital expenditure are funded entirely from Bridge and Ferry toll income and do not affect the budgets of either Plymouth City Council or Cornwall Council. TBTFJC's Terms of Reference require the Cabinets of the Joint Authorities to recommend TBTFJC's budgets to their respective Full Councils.
- 1.3 This report covers TBTFJC's proposal to increase toll charges by 33% to ensure adequate income to meet forecast costs and sustain the undertaking as a self-financed operation. In accordance with the Tamar Bridge Acts and the Transport Charges &c. (Miscellaneous Provisions) Act 1954 any increases in toll charges must be authorised by the Secretary of State. If incremental increases in line with inflation were permitted they would have been more than adequate to cover rising costs.
- 1.4 Income is an element of the revenue budget and as such it is necessary for Cabinets to recommend any increase in toll charges to their respective Full Councils.

## Background

- 1.5 The last increase in tolls was introduced in March 2010.
- 1.6 The undertaking maintains a contemporary financial model that forecasts income and expenditure approximately 10 years ahead. This model is regularly updated and monitored to identify any future issues with sustainability, particularly because the process for increasing income is a legal process that can take up to a year. The undertaking has adopted a policy of maintaining a minimum of £2m in reserves (approximately 2 months of current income) largely to provide a time buffer to manage risk and unforeseen events. The financial model as at 5 October 2018 can be seen at Appendix 1.
- 1.7 For the last 12 months the undertaking had been operating in deficit, with expenditure exceeding income, depleting reserves. This has been largely a result of the following :
  - general cost inflation
  - growth in the capital programme
  - increased scope of maintenance activities at both crossings
  - traffic - and therefore income - growing relatively slowly
- 1.8 The above depletion of reserves has been very much as forecast and a series of Member and officer workshops has been held over the past 12 months to consider the future finance strategy. It has been determined that a 33% increase in income is required to ensure that the operation maintenance and improvement of the two crossings is not compromised and that a minimum level of reserves of £2m can be maintained. The effect of a 33% increase on the October 2018 financial model can be seen at Appendix 2.

- 1.9 A public consultation exercise was undertaken in July and August 2018 in which nearly 40,000 users and stakeholders were offered the opportunity to contribute. The response rate was 12% which provides a reliable statistical sample. Views were sought on a range of issues including:
- variable pricing by time of day
  - relative toll levels at the two crossings
  - ratio of charges between bigger vehicles and cars
  - pre-payment (TamarTag) discount percentage
  - environmental impact
- 1.10 Feedback from the consultation was largely as anticipated and was on balance in favour of retaining current parameters to define the tolling structure.
- 1.11 At its meeting on 5 October 2018, TBTFJC considered the financial position and the public consultation findings and resolved to recommend to Cabinets that they in turn recommend to Councils that a toll revision application is submitted to DfT to increase tolls by 33% (modified where necessary to produce round number tolls.) The report to TBTFJC can be found at <https://democracy.cornwall.gov.uk/documents/g8311/Public%20reports%20pack%2005th-Oct-2018%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20joint%20Committee.pdf?T=10>. Based on current financial modelling, no further toll increase would then be needed until 2023
- 1.12 It is recommended that Cabinet recommends to Full Council that an application be made to the Department for Transport for tolls to increase by one-third, applied pro-rata to the current toll classification table, detailed as follows:

**Proposed Schedule of Tolls effective from 1 July 2019**

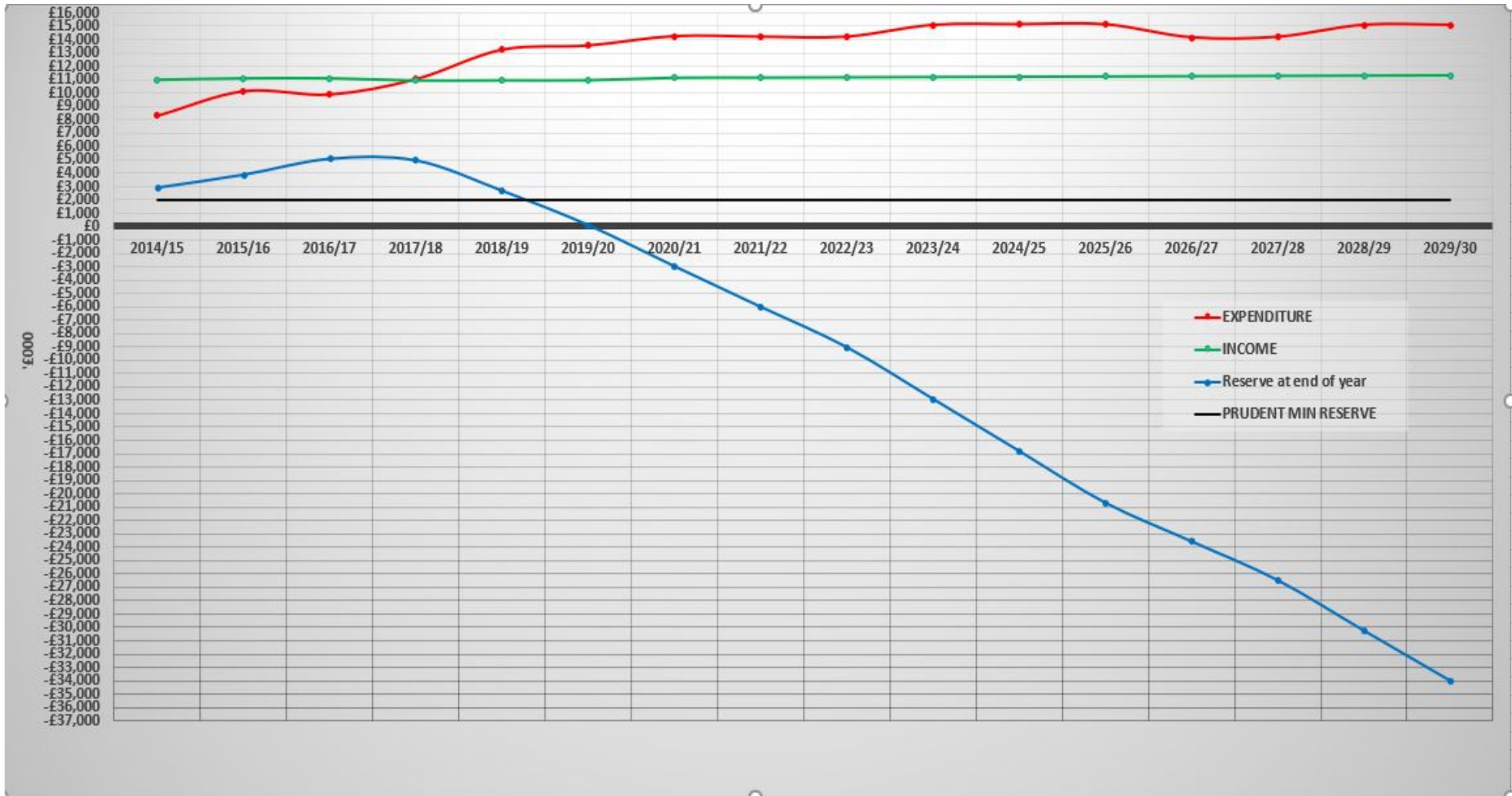
Class & Description	Current Charge	Proposed Charge
<b>Class I (Motorcycles) – Tamar Bridge</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Class I (Motorcycles) – Torpoint Ferry</b>	<b>£0.30</b>	<b>£0.40</b>
<b>Class II (private passenger vehicles, vans and light goods up to 3.5T and vehicles not classified elsewhere)</b>	<b>£1.50</b>	<b>£2.00</b>
<b>Class III (vehicles above 3.5T with two axles)</b>	<b>£3.75</b>	<b>£5.00</b>
<b>Class III (vehicles with three axles)</b>	<b>£6.00</b>	<b>£8.00</b>
<b>Class V (vehicles with more than 3 axles)</b>	<b>£8.25</b>	<b>£11.00</b>

**NOTES:**

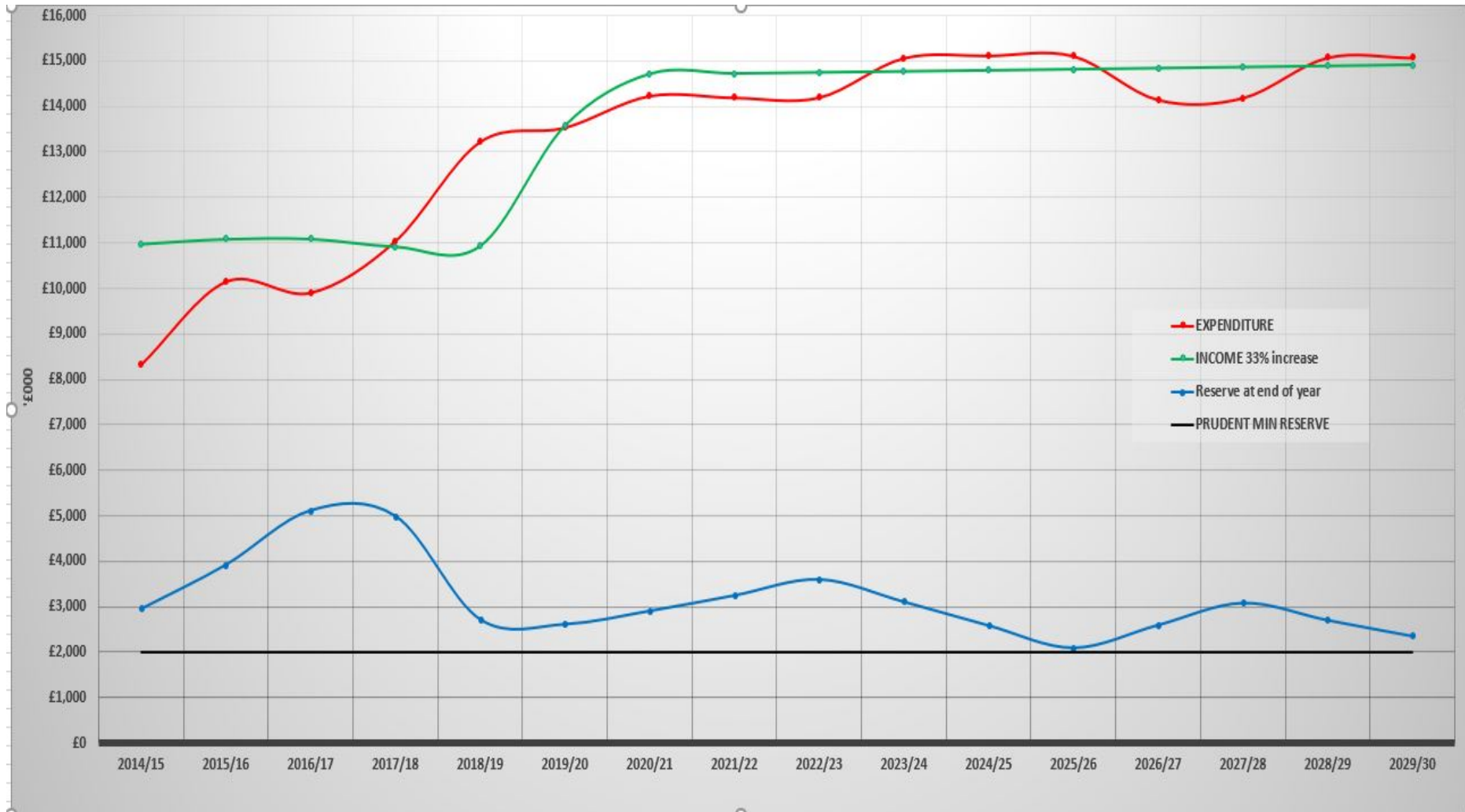
1. trailers, caravans etc charged at the same rate as the towing vehicle
2. discount rates for TamarTag crossings remain unchanged with a 50% discount of the full cash toll for each class of vehicle, excluding motorcycles using the Torpoint Ferry
3. charges for abnormal loads at both crossings remain unchanged

4. charges for special crossings of the ferry remain unchanged.

# Financial Model presented to 5<sup>th</sup> October 2018 Meeting – Position without Toll Revision



# Financial Model presented to 5th October 2018 Meeting – Position with Toll Revision



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**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Tamar Bridge & Torpoint Ferry 2019/20 Revenue Estimates and Capital Programme
<b>Committee:</b>	Council
<b>Date:</b>	28 January 2019
<b>Cabinet Member:</b>	Councillor Mark Coker (Cabinet Member for Strategic Planning and Infrastructure)
<b>CMT Member:</b>	Anthony Payne (Strategic Director for Place)
<b>Author:</b>	David List, General Manager Tamar Bridge and Torpoint Ferry
<b>Contact details</b>	Tel: 01752 812233 Email: david.list@tamarcrossings.org.uk
<b>Ref:</b>	
<b>Key Decision:</b>	No
<b>Part:</b>	I

---

**Purpose of the report:**

The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The crossings are governed by the Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC) comprised of five councillors from each of the parent Authorities.

The finances of the joint undertaking are effectively ring-fenced by the Tamar Bridge Act, and it is operated as a self-financing business. TBTFJC's revenue and capital expenditure are funded entirely from Bridge and Ferry toll income and do not affect the budgets of either Plymouth City Council or Cornwall Council. TBTFJC's Terms of Reference require the Cabinets of the Joint Authorities to recommend TBTFJC's budgets to their respective Full Councils.

This report presents TBTFJC's 2019/20 Revenue Estimates and Capital Programme report submitted to TBTFJC on 7 December 2018 and draft minutes recording TBTFJC's endorsement.

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**The Corporate Plan:**

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

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

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**Implications for Medium Term Financial Plan and Resource Implications:**

## **Including finance, human, IT and land**

**Finance** – The proposed revenue budget and capital financing will be funded entirely from the undertaking's own income. Bridge and Ferry traffic volumes from April 2019 onwards have been assumed to remain unchanged from those estimated for the current year. The longer term financial model assumes a 33% toll increase from July 2019, and an application for such an increase is being recommended by Cabinet to Council. This represents an increase in the private car pre-paid TamarTag toll from 75p to £1.00 and in the private car cash toll from £1.50 to £2.00. These rises are approximately in line with inflation since the last toll increase. Cabinets of both Plymouth City Council and Cornwall Council unanimously supported this proposed increase at their meetings on 11 December 2018 and 18 December 2018 respectively, and have recommended it to their respective Councils. The increase in tolls is subject to the approval of an application the Secretary of State. Approval of the proposed toll increases is anticipated around May/June 2019. If the proposed toll increases are not approved by the Secretary of State then a report will be brought to both parent authorities' Councils via respective Cabinets, amending the future capital programme where possible and proposing alternative revenue budgets.

The TBTFJC's borrowing requirements are provided through Cornwall Council. This arrangement together with subsequent servicing costs of the loans being funded from toll revenue means that approval of TBTFJC's Revenue Estimates and Capital Programme will not affect Plymouth City Council budgets.

**Human** – The proposed budgets support the approved TBTF Strategic Plan 2018-2022 and associated Annual Plans and these will be delivered by the existing organisation using its own staff, contractors and consultants, with support from the parent authorities.

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

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

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

**Risk Management** – The risk register and mitigation measures are updated every six months and presented to TBTFJC. The most recent revision was presented to TBTFJC on 5 October 2018.

**Health and Safety** – Key Performance Indicators within the Strategic Plan and associated Annual Plans are designed to drive improvement.

There are no child poverty or community safety implications.

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## **Equality and Diversity**

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

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

That Council approves the Tamar Bridge and Torpoint Ferry Joint Committee's 2019/20 Revenue Estimates and Capital Programme.

**Alternative options considered and rejected:**

The TBTF Strategic Plan 2018-2022 and associated Annual Plans are designed to deliver safe, reliable and efficient crossings of the Tamar. The key priorities and delivery actions support the Plan and maintain established service delivery characteristics. The proposed budgets provide the resources to deliver the plan.

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

**Appendices :**

Tamar Bridge & Torpoint Ferry Joint Committee reports and minutes 7 December 2018 and Financial Model :

Appendix 1 – 2019/20 Revenue Estimates and Capital Programme

Also at <https://democracy.cornwall.gov.uk/documents/g8312/Public%20reports%20pack%2007th-Dec2018%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=10>

Appendix 2 - Draft Minutes of TBTFJC Meeting, 7 December 2018

Also at <https://democracy.cornwall.gov.uk/documents/g8312/Printed%20minutes%2007th-Dec-2018%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=1>

Appendix 3 – Financial Model

**Background papers:**

Cabinet Report 11 December 2018 - TBTF Future Funding

<http://democracy.plymouth.gov.uk/documents/g8090/Public%20reports%20pack%20Tuesday%2011-Dec-2018%2014.00%20Cabinet.pdf?T=10>

**Sign off:**

Fin	djn.1 8.19. 171	Leg	It/31 836/ 0701	Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member – Anthony Payne													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

## Introduction

- 1.1 The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The finances of the joint undertaking are effectively ring-fenced by the Act, and it is operated as a self-financing business. TBTFJC's revenue and capital expenditure are funded entirely from Bridge and Ferry toll income and do not affect the budgets of either Plymouth City Council or Cornwall Council. The undertaking adopts approved four-year plans and annual plans which aims to provide the service without external financial support from the parent authorities or other source.

## Revenue Estimates

- 1.2 The proposed Revenue Estimates 2019/20 (budgets) and indicative estimates for future years support the approved 2018-2022 Strategic Plan and are consistent with the organisation's long-term financial model. They have been determined from the detailed analysis of forecast expenditure and income. The various assumptions made in financial modelling have also been examined at TBTFJC meetings. Assumptions on pay inflation and on interest rates for borrowing and investment have followed those used by Cornwall Council.
- 1.3 Toll income is a function of traffic levels, the mix of vehicle types and the proportion of discounted pre-paid (TamarTag) traffic. Combined total traffic for the two crossings in the 12 months ending 31 October 2018 was 1.3% less than in the preceding 12 month period, and current forecasts predict this recent trend to continue through to the end of this financial year. It is assumed that traffic levels will remain unchanged beyond April 2019 from those within 2018/19 revised estimates. Our traffic forecasts are considered to represent a conservative but prudent approach in comparison to the Department for Transport's Road Traffic Forecasts 2018.
- 1.4 TBTFJC adopts a prudent minimum level of reserves of £2m, and a forecast of falling below that threshold is used as the trigger for a requirement for additional income. Based on the assumptions set out above, funding of the projects in the proposed Capital Programme by borrowing and using current toll charges, indicative reserves would fall below £2m by the end of 2019/20. In order to maintain reserves above the £2m threshold it is assumed that a 33% toll increase will be implemented from July 2019. This represents an increase in the private car pre-paid TamarTag toll from 75p to £1.00 and in the private car cash toll from £1.50 to £2.00. These rises are approximately in line with inflation since the last toll increase. Cabinets of both Plymouth City Council and Cornwall Council unanimously supported this proposed increase at their meetings on 11 December 2018 and 18 December 2018 respectively, and have recommended it to their respective Councils. The increase in tolls is subject to the approval of an application the Secretary of State. Approval of the proposed toll increases is anticipated around May/June 2019. If the proposed toll increases are not approved by the Secretary of State then a report will be brought to both parent authorities' Councils via respective Cabinets, amending the future capital programme where possible and proposing alternative revenue budgets.
- 1.5 Detail on the revenue estimates is shown in Appendix I being the report presented as item 9.2 of the agenda pack for the 7 December 2018 meeting of TBTFJC, and these were approved by TBTFJC for recommendation to Constituent Authorities as shown in the draft minutes at Appendix 2. The revenue estimates are reflected in the financial model at Appendix 3.

## Capital Programme

### Financing

- 1.6 As established within previous years' budget reports, the financing of capital projects is currently undertaken through the advance of funding from Cornwall Council (in effect borrowing). This spreads the effect on the revenue budget and therefore on the level of reserves held by the Joint Committee. The financing costs for the capital programme are reflected within the revenue estimates and include improvements in terms for new borrowing compared to historical arrangements.
- 1.7 Detail on the consolidated capital programme is shown in the report at Appendix 1, being the report presented as item 9.2 of the agenda pack for the 7 December 2018 meeting of TBTFJC, and these were approved by TBTFJC for recommendation to Constituent Authorities as shown in the draft minutes at Appendix 2.

### Projects

- 1.8 The financing of all major capital projects is currently undertaken through the advance of funding from Cornwall Council (in effect borrowing). This spreads the effect on the revenue budget and moderates the level of reserves held by the Joint Committee. The financing costs of this borrowing are reflected within TBTFJC's revenue budget.
- 1.9 There are in total 7 items in the proposed approved Capital Programme for 2019/20, excluding retention payments on projects completed in the current year. Budgets for three of the four projects from the programme approved last year remain unchanged. The Ferry Traffic Control Systems estimated budget has increased by £0.30m to £0.60m as the scope of infrastructure works necessary to adequately improve vehicle and pedestrian safety has expanded.
- 1.10 New projects are:

Toll System upgrade	£1.275m (previously revenue project)
Bridge LED Lighting	£0.10m
Parapet Works	£6.00m

### Future Projects

- 1.11 The Future Capital Programme also includes further proposed capital items:
- Rocker/Pendle Remedial Works
  - Bridge Resurfacing Works Phase 2
  - Main Cable Remedial Works
  - Supplementary Cable Works
  - Bridge Access Improvement – Phase 4
- 1.12 These items are planned to commence in 2020/21 onwards and will be the subjects of business cases to be submitted to TBTFJC and the Joint Authorities for approval in due course. The funding of these projects has however been incorporated in the long term financial model.

I.13 Detail on the consolidated capital programme is shown in the report at Appendix I, being the report presented as item 9.2 of the agenda pack for the 7 December 2018 meeting of TBTFJC. The programme was approved by TBTFJC for recommendation to Constituent Authorities as shown in the draft minutes at Appendix 2.

### **Recommendation**

It is recommended that the Cabinet recommends TBTFJC's 2019/20 Revenue Estimates and Capital Programme to Council for approval.

Report to:	<b>Tamar Bridge &amp; Torpoint Ferry Joint Committee</b>	
Date:	<b>7<sup>th</sup> December 2018</b>	
Title:	<b>2019/20 Revenue Estimates &amp; Capital Programme</b>	
Portfolio Area:	<b>Transport and Infrastructure</b>	
Divisions Affected:	<b>All</b>	
Local Member(s) briefed:	<b>Y/NA</b>	
Relevant Scrutiny Committee: <b>Scrutiny Management Committee</b>		
Authors, Roles and Contact Details:	<b>Nigel Blackler, Service Director, Transport &amp; Infrastructure 01872 323084</b> <b>Julia Harvey, Service Accountant 01872 324294</b> <a href="mailto:julia.1.harvey@cornwall.gov.uk">julia.1.harvey@cornwall.gov.uk</a> <b>Andrew Vallance, Business Manager 01752 361577</b> <a href="mailto:andrew.vallance@tamarcrossings.org.uk">andrew.vallance@tamarcrossings.org.uk</a>	
Approval and clearance obtained:	<b>Y</b>	
<b>For Cabinet and delegated executive decisions only</b>		
Key decision? ( $\geq$ £500k in value or significant effect on communities in two or more electoral divisions)	<b>N</b>	
Published in advance on Cabinet Work Programme?	<b>N</b>	
Urgency Procedure(s) used if 'N' to Work Programme?	<b>N</b>	
Date next steps can be taken		

**Recommendations:**

1. the proposed revenue budget for 2019/20 as set out in Appendix 1 is approved
2. the proposed capital programme as set out in Appendix 2 is approved
3. the longer term forecast to 2022/23 is noted and;
4. Cornwall Council borrowing rate is agreed

## 1 Executive Summary

- 1.1 This report sets out for consideration and approval, the proposed revenue estimates (budget) for the Joint Committee for 2019/20 and indicative figures for the subsequent three years 2020/21, 2021/22 and 2022/23, together with the proposed capital programme.
- 1.2 The reserve position at 31 March 2019 is forecast to be £2.920m. Indicatively, future years show that the reserve position is maintained above the £2.000m reserve level.

## 2 Purpose of Report and key information

- 2.1 The Tamar Bridge and Torpoint Ferry (TBTF) are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The follows:

<b>Rates</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Inflation	2.00%	2.00%	2.00%	2.00%
Interest (Receivable)	1.00%	1.00%	1.00%	1.00%
Interest (Payable) existing borrowing	4.68%	4.68%	4.68%	4.68%
Interest (Payable) – new borrowing		3.38%	3.38%	3.38%

The second interest rate payable line above reflects a revised offer made by Cornwall Council for new loans agreed from April 2019. Existing loans will continue to be calculated using Cornwall's consolidated rate of interest.

- 2.2 Income received from funds held by the Joint Committee has been estimated using the investment strategy for cash balances agreed within the Treasury Management Strategy in March 2016.
- 2.3 The proposed revenue budget is set out in Appendix 1. The variations between the latest 2018/19 forecast and the proposed 2018/19 budget are listed on page 5 of Appendix 1 – the later years covered by the revenue figures are indicative.



- 2.4 Some of the more significant items affecting the proposed budget are as follows:

### Corporate

The income budgets have been reviewed and revised to ensure that the income budget reflects the current income expectation. This has resulted in an increase in tag income of £0.091m and a reduction of cash income of £0.083m, a small overall increase of £0.008m.

In 2019/20 the additional income from the proposed toll review has been reflected from July 2019. Therefore 2019/20 shows a part year increase with the remainder of full year benefit of the increase showing in 2020/21.

Non toll income has increased by £0.071m from an increase in sale of materials and advertising although there is a loss of £0.025m from the end of the Ferry Vending contract which will not be renewed at this time. Therefore the total increase is £0.046m.

Consultancy costs have been increased by £0.044m to reflect the requirement for procurement and HR advice.

The 2018/19 Tag Statement budget has been increased by £0.041m due to the delay of the Toll refresh project.

£0.025m of the Toll Review budget has been brought forward into 2018-19.

Budgets anticipate that income from tag account fees will also increase as fees increase from July 2019 to £1.00 from the current £0.80. Should members have decided not to apply a higher rate of tag account fee, the effect on the income and reserve level will be as follows:

	2019/20	2020/21	2021/22	2022/23
	£'000	£,000	£'000	£'000
(Income)	(13,402)	(14,222)	(14,252)	(14,209)
	(87)	(116)	(115)	(117)
Deficit/ (Surplus)	378	(7)	112	415
Reserves	(2,542)	(2,549)	(2,437)	(2,022)
	(87)	(203)	(318)	(435)

## 2.5 **Bridge**

The revenue budget makes provision for the ongoing maintenance and operation of the bridge and its infrastructure in line with current engineering best practice. The main changes from the previous year are;

- £0.344m reduction in the Toll Equipment budget to reflect capitalisation of the Toll Refresh Project.
- Toll Cash Handling budget has been increased by £0.098m due to additional cash collection requirements.
- Grounds Maintenance budget has been increased by £0.070m to cover landscaping requirements carried forward from 2017/18.
- A reduction of £0.077m within Bridge & Gantry Inspections following a review of the budget provision required to the end of the financial year.
- An increase of £0.059m for Agency Staff cost to cover existing vacancies due to pending reorganisation

## 2.6 **Ferry**

The revenue budget also makes provision for the ongoing maintenance and operation of the ferries and their associated infrastructure in line with current engineering best practice. The main changes from the previous year are;

- £0.129m for essential additional works associated with the current Ferry refit
- £0.128m addition to the Grounds Maintenance budget to accommodate the contribution the Joint Committee will make to stabilising the rock face behind the current Torpoint office and workshop complex. £0.120m of this is carried forward from 2017/18.
- Additional £0.081m for Repairs and Maintenance to carry out slipway scarification works and additional boat maintenance cost.

2.7 The proposed capital programme is shown in Appendix 2. Work has been undertaken by officers to assess the current capital programme and the revised estimate for 2018/19 is now anticipated at £7.154m, a reduction of £2.320m which has been re-profiled across future years.

- Bridge Kerb Units and Waterproofing Improvements have been re-profiled with the expenditure to now take place during 2019/20. The forecast remains at £3.850m.

- Suspension System Remedial Works are due to be completed within 2018/19 at a cost of £4.000m. Total cost of the project is £7.500m.
- Bridge Office Development – the remaining expenditure has been re-profiled with £0.945m anticipated spend in 2018/19 and £0.090m in 2019/20. Total scheme cost £4.890m
- Bridge Structure Monitoring System –This £0.100m scheme is now due to be completed within 2019/20 with work commencing in 2018/19.
- Bridge Protective Coating works continue and are due to complete in 2018/19. Final spend in 2018/19 is anticipated to be £1.379m. Total project cost £5.567m
- Ferry Traffic Control has been increased by £0.300m to £0.600m to be started during 2018/19 and completed in 2019/20.
- Bridge Protective Coating Phase 2 - £3.000m commencing 2019/20 through to 2020/21.
- Bridge Resurfacing Works - £6.000m scheduled for 2020/21. The budget for this work has been increased to reflect inflation given that work has been delayed by several years due to the current surface's longer than expected lifespan.

There are a number of new projects added to the Future Programme area of Appendix 2 as follows:

- Main Cable Remedial Works - £2.000m
- Supplementary Cable Works - £2.000m
- Parapet Works - £6.000m
- Toll System Upgrade - £1.275m
- Bridge Access Improvement - £0.250m
- Rocker/Pendle Remedial Works - £10.000m

These works are subject to approval of a Business Case.

## **2.8 Borrowing Arrangements**

At its meeting of 5 October 2018, the potential for more advantageous borrowing arrangements through Plymouth City Council was raised. The Joint Committee delegated Joint Chairs to accept an advantageous offer from Plymouth City Council following confirmation of detailed terms.

Following the meeting Cornwall Council made an offer of revised arrangements for new loans taken from April 2019 that improves on that outlined by Plymouth City Council.

The key elements of revised arrangement offered are (PCC offer in brackets):

- Use of PWLB 50 year interest rate as the basis for new loans (PCC PWLB 25 year)
- Plusage of 40 basis points added (PCC 50 basis points)
- Repayment of capital element fixed throughout period of loan with interest calculated on remaining balance (PCC repayment amount fixed throughout term of loan)

Each element of the Cornwall offer improves on that being proposed by Plymouth and acceptance of the best terms available has been assumed in the estimates.

It should be recognised that should interest rates increase, the revised arrangements will become less attractive and borrowing would eventually become more expensive under these arrangements should rates continue to rise.

## **2.9 Reserves**

The reserve position as at the 31 March 2019 (Appendix 3) is forecast to be £2.920m. The forecast for 2019/20 end of year reserve position is £2.629m and the 2020/21 forecast outturn is an increase to £2.752m. These forecasts assume an increase in the tolls effective July 2019 and future years show that the reserve position will remain above £2.000m.

The Joint Committee receives a quarterly update on its financial position in order to provide assurance that the finances of the undertaking are being managed appropriately and that any significant issues are highlighted and necessary action is taken to address them. This quarter's update also provides for a fully revised budget position.

## **3 Benefits for Customers/Residents**

- 3.1 Appropriate management of finances and budget monitoring ensures that appropriate resource is available for the operation, maintenance and improvement of crossings which form key elements of the local transport network which is essential to the sustainable economic and social development of the region for the benefit of residents.

#### **4 Relevant Previous Decisions**

- 4.1 Approved budget for 2018-19 at Tamar Bridge and Torpoint Ferry Joint Committee of 1st December 2017 (TBTF/24).

#### **5 Consultation and Engagement**

- 5.1 Not applicable.

#### **6 Financial Implications of the proposed course of action/decision**

- 6.1 Financial implications are detailed within Section 2 of this report.

#### **7 Legal/Governance Implications of the proposed course of action/decision**

- 7.1 There are no implications associated with this report.

#### **8 Risk Implications of the proposed course of action/decision**

- 8.1 There are no implications associated with this report

#### **9 Comprehensive Impact Assessment Implication**

- 9.1 There are no implications associated with this report

#### **10 Options available**

- 10.1 To approve the proposed revenue budget for 2018-19 and Capital programme as set out in Appendix 1 & 2
- 10.2 To approve the proposed revenue budget without the income associated with an increased tag fee from July 2019, noting the lower income and reserve levels as set out in section 2 above.
- 10.3 To not approve the proposed revenue budget for 2018-19 and Capital Programme as set out in Appendix 1 & 2

#### **11 Supporting Information (Appendices)**

- 11.1 Appendix 1-3 TBTF Budget 2018-19

**12 Background Papers**

12.1 None

**13 Approval and clearance****All reports:**

<b>Final report sign offs</b>	<b>This report has been cleared by (or mark not required if appropriate)</b>	<b>Date</b>
Governance/Legal (Required for <b>all</b> reports)	Simon Mansell, Corporate and Information Governance Manager	23.11.18
Finance (Required for <b>all</b> reports)	Geraldine Baker, Strategic Finance Manager	27.11.18
Equality and Diversity (If required)	N/R	
Service Director (Required for <b>all</b> reports)	Nigel Blackler, Service Director Transport & Infrastructure	27.11.18
Strategic Director (If required)	N/R	

**Revenue Budget 2019/20  
and Indicative Projections for 2020/21 to 2022/2023**

<i>Overall Summary</i>	<i>Page 1</i>
<i>Corporate Estimates</i>	<i>Page 2</i>
<i>Bridge Operation Estimates</i>	<i>Page 3</i>
<i>Ferry Operation Estimates</i>	<i>Page 4</i>
<i>Analysis of Variations</i>	<i>Page 5</i>

## TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

OVERALL SUMMARY	2018/19 Original Budget £'000	2018/19 Revised Forecast £' 000	2019/20 Budget £' 000	2020/21 Indicative £' 000	2021/22 Indicative £' 000	2022/23 Indicative £' 000
Operational Summary						
Income	(10,938)	(11,048)	(13,489)	(14,338)	(14,367)	(14,326)
Expenditure						
Corporate	398	505	486	434	443	443
Bridge Operations	3,998	3,847	4,070	4,063	4,150	4,237
Ferry Operations	5,657	5,968	5,995	6,068	5,156	5,221
Learning Centre	0	195	58	48	61	52
	10,053	10,515	10,609	10,613	9,810	9,953
Operating (Surplus)/Deficit	(885)	(533)	(2,880)	(3,725)	(4,557)	(4,373)
Interest on CC financing	1,095	1,179	1,731	2,003	2,574	2,697
Interest on Joint Committee balances	(20)	(10)	(10)	(10)	(10)	(10)
Capital Expenditure financed from Revenue	0	0	0	0	0	0
Contribution to CC MRP	1,400	1,445	1,450	1,609	1,990	1,984
Overall (Surplus)/Deficit on Undertaking	1,590	2,081	291	(123)	(3)	298
Reserve Balance brought forward	(4,511)	(5,001)	(2,920)	(2,629)	(2,752)	(2,755)
Reserve Balance carried forward	(2,921)	(2,920)	(2,629)	(2,752)	(2,755)	(2,457)



## TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

CORPORATE	2018/19 Budget £' 000	2018/19 Revised Forecast £' 000	2019/20 Budget £' 000	2020/21 Indicative £' 000	2021/22 Indicative £' 000	2022/23 Indicative £' 000
<b>INCOME</b>						
<b>Tolls</b>						
Toll income - Bridge	(4,838)	(4,771)	(5,951)	(6,341)	(6,341)	(6,341)
Toll income - Ferry	(640)	(624)	(779)	(830)	(830)	(830)
Concessionary toll income - Bridge	(3,951)	(4,053)	(5,056)	(5,387)	(5,387)	(5,387)
Concessionary toll income - Ferry	(531)	(520)	(649)	(691)	(691)	(691)
	(9,960)	(9,968)	(12,435)	(13,249)	(13,249)	(13,249)
<b>Other</b>						
Tag Account Fee	(506)	(466)	(553)	(582)	(582)	(582)
Saltash Tunnel control	(357)	(349)	(357)	(364)	(371)	(371)
Tag statements	0	(4)	(1)	0	0	0
Grant Income	0	(100)	(41)	(41)	(41)	0
Other income	(115)	(161)	(102)	(102)	(124)	(124)
	(978)	(1,080)	(1,054)	(1,089)	(1,118)	(1,077)
<b>TOTAL INCOME</b>	<b>(10,938)</b>	<b>(11,048)</b>	<b>(13,489)</b>	<b>(14,338)</b>	<b>(14,367)</b>	<b>(14,326)</b>
<b>EXPENDITURE</b>						
<b>Other Expenditure</b>						
Support services	58	43	44	44	45	45
Tag statements	26	67	35	0	0	0
Purchase of tags	194	190	193	197	201	201
Bank charges	40	75	106	108	111	111
Internal Audit fees	17	18	18	19	19	19
External Audit fees	1	1	1	1	1	1
Consultants	42	86	64	65	66	66
Professional Fees	20	0	0	0	0	0
Cost of Toll Review	0	25	25	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>398</b>	<b>505</b>	<b>486</b>	<b>434</b>	<b>443</b>	<b>443</b>

## TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

	2018/19 Budget £' 000	2018/19 Revised Forecast £' 000	2019/20 Budget £' 000	2020/21 Indicative £' 000	2021/22 Indicative £' 000	2022/23 Indicative £' 000
<b>BRIDGE OPERATIONS</b>						
<b>Employees</b>						
Salaries and wages	1,063	1,068	1,160	1,211	1,259	1,302
Agency staff	21	80	50	26	26	27
Indirect employee expenses	21	21	21	22	22	22
<b>Premises</b>						
Repair and maintenance - buildings & grounds	34	104	147	95	95	95
Repair and maintenance - bridge & infrastructure	608	608	720	611	619	624
Bridge & gantry inspections	277	200	275	240	242	245
Energy costs, water, rent and rates	92	110	103	95	95	96
Insurances	35	27	28	28	28	29
Other premises costs	39	39	43	43	44	44
<b>Transport Related Expenses</b>						
Staff travel	16	18	19	19	20	20
<b>Supplies &amp; Services</b>						
Operational expenses	670	326	261	435	451	451
Office expenses	305	341	401	366	347	349
Toll collection & banking	597	695	626	651	675	701
Breakdown recovery	192	195	200	205	211	216
Other expenses	17	10	11	11	11	11
<b>Support service charges</b>						
	11	5	5	5	5	5
<b>Net Expenditure - Bridge Operations</b>	<b>3,998</b>	<b>3,847</b>	<b>4,070</b>	<b>4,063</b>	<b>4,150</b>	<b>4,237</b>

## TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

FERRY OPERATIONS	2018/19 Budget £' 000	2018/19 Revised Forecast £' 000	2019/20 Budget £' 000	2020/21 Indicative £' 000	2021/22 Indicative £' 000	2022/23 Indicative £' 000
<b>Employees</b>						
Salaries and wages	3,146	3,121	3,251	3,378	3,451	3,492
Agency staff	15	30	16	6	6	6
Indirect employee expenses	61	60	60	61	63	63
<b>Premises</b>						
Repair and maintenance - buildings & grounds	52	180	55	41	42	43
Energy costs, water, rent and rates	85	87	88	90	92	94
Other premises costs	56	70	71	73	74	76
<b>Transport Related Expenses</b>						
Staff travel	26	31	32	32	32	32
<b>Supplies &amp; Services</b>						
Repair & maintenance - ferries & infrastructure	494	575	584	567	553	562
Annual refit - ferries	851	980	925	925	0	0
Fuel costs (Marine Gas Oil)	247	220	220	224	229	233
Insurances	127	101	104	107	109	111
Operational expenses	209	236	226	235	186	188
Office expenses	231	260	344	309	298	299
Other expenses	37	10	11	12	13	14
<b>Support service charges</b>						
	20	7	8	8	8	8
<b>Net Expenditure - Ferry Operations</b>	<b>5,657</b>	<b>5,968</b>	<b>5,995</b>	<b>6,068</b>	<b>5,156</b>	<b>5,221</b>

Variations between the Revised 2018/19 and 2019/20 Original Estimates

The variation of £0.491m between the original budgeted cost for 2018/19 and the revised budgeted cost for 2018/19 is accounted for as follows:

	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
<b>Corporate</b>			
Cost of Toll Review brought forward from 2019-20	25		
Increase in Bank Charges - unable to re-tender merchant authoriser service	35		
Tag Statement Production - delayed delivery of toll refresh project	41		
Professional Fees No longer required	(20)		
Consultancy costs increased to reflect Procurement and HR consultant requirements	44		
Support Services - reviewed and revised	(14)		
Purchase of Tags - reviewed, small reduction	(4)		
Non toll income, increase from sale of materials and advertising less reduction for end of Ferry vending contract	(46)		
Tag Account Fee - adjusted to reflect no of accounts	40		
Toll Income Bridge - revised forecast based on income to date	83		
Concessionary Toll Income Bridge - revised forecast based on income to date	(91)		
Tag Statement Production Income	(4)		
Saltash Tunnel -slight reduction in forecast income	8		
	<hr/>	97	
<b>Bridge</b>			
Employees costs reviewed and revised to reflect forecast position to the end of the financial year	5		
Increase in agency staff costs due to pending reorganisation	59		
Grounds Maintenance - provisions for revenue landscaping during 2017/18 carried forward to 2018/19	70		
Bridge & Gantry Inspections budget reviewed and revised	(77)		
Additional rates costs for new office building	18		
Insurance budget revised to reflect current expenditure	(8)		
Staff Travel - small increase	2		
Reduction in toll equipment budget following capitalisation of Toll Refresh Project	(344)		
Office expenses - mainly due to Office Furniture, Stationery and Line Rental costs	36		
Toll Cash Handling increase due to additional cash collection requirements	98		
Breakdown Recovery small increase	3		
External storage unit cost removed	(7)		
Reduction in forecast SLA costs	(6)		
	<hr/>	(151)	
<b>Ferry</b>			
Employee costs - budget revised to reflect staffing forecast position to the end of the financial year	(25)		
Increase in agency staff costs to reflect current demand	15		
Indirect employee expenses reviewed	(1)		
Rent - small increase	2		
Other premises costs - increase required in clearnsing costs	14		
Grounds Maintenance - rockface works budget carried forward from 2017/18 of £120k plus small additional provision	128		
Staff Travel - small increase to reflect forecasted costs	5		
Repairs & Maintenance - additional works Ferry Slipway scarification and Boat Maintenance	81		
Ferry Refit - additional works required	129		
Marine Fuel Costs - reviewed and revised	(27)		
Marine Insurance reduced to reflect saving following procurement	(26)		
Operational Expenses addition for Toll maintenance and repair and additional cash counting	27		
Office Expenses - increase for ISDN lines	29		
Other Expenses - reduction in storage costs, professional fees and misc expenses	(27)		
Support Services reviewed and revised	(13)		
	<hr/>	311	
<b>Other</b>			
Learning Centre - staffing and running costs of centre	195		
Heritage Lottery Fund Grant Income for Learning Centre	(100)		
MRP and Interest	129		
Interest on Balances	10		
	<hr/>	234	
			<hr/> <hr/>
			491

**TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE**

**Capital Programme 2018/19 to 2022/2023**

## TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

CAPITAL PROGRAMME	Actual Payments to 2017/18 £'000	Estimated Payments £'000					Estimated Final Cost Total £'000
		2018/19	2019/20	2020/21	2021/22	2022/23	
<b>Completed Schemes</b>							
Rendel Park	205	0	0	0	0	0	205
Ferry Infrastructure	3,890	0	0	0	0	0	3,890
Electronic Tolling	5,331	0	0	0	0	0	5,331
Advance Signaling	116	0	0	0	0	0	116
Ferry Marshalling Area	22	0	0	0	0	0	22
Bridge Office Feasibility Study	9	0	0	0	0	0	9
Bridge Car Park	4	0	0	0	0	0	4
Bridge Anchorage Chambers	73	0	0	0	0	0	73
Ferry Car Park Improvements	21	0	0	0	0	0	21
Gantry Chain Tunnel Replacement	261	0	0	0	0	0	261
Rendel Park - Phase 2	154	0	0	0	0	0	154
Bridge Resurfacing Works - Phase 1	720	0	0	0	0	0	720
Illuminated Road Studs	600	0	0	0	0	0	600
Storage Building Devonport	54	0	0	0	0	0	54
Ferry Sewage Treatment Plant	250	0	0	0	0	0	250
Footpath 24 Reinstatement	29	0	0	0	0	0	29
Bridge Handstrands	14	0	0	0	0	0	14
Plaza Canopy Access Works	21	0	0	0	0	0	21
Rendel Park - Sea Wall Stabilisation	32	0	0	0	0	0	32
<b>Current Programme</b>							
Bridge Access Works	754	0	0	0	0	0	754
Bridge W/M	42	0	0	0	0	0	42
Bridge Protective Coating	4,188	1,379	0	0	0	0	5,567
Bridge Main Joint Replacement	250	0	0	0	0	0	250
Bridge Structural Monitoring System	0	20	80	0	0	0	100
Bridge Office Development	3,855	945	90	0	0	0	4,890
Bridge Kerb Units and Waterproofing	0	0	3,850	0	0	0	3,850
Suspension System Remedial Works	3,446	4,000	0	0	0	0	7,446
Bridge Protective Coating Phase 2	0	0	1,500	1,500	0	0	3,000
Ferry Traffic Control Systems	0	300	300	0	0	0	600
Bridge Resurfacing Works - Phase 2	0	0	0	6,000	0	0	6,000
<b>Future Programme (Not approved)</b>							
Bridge Access Improvement - Phase 4	0	0	0	0	70	180	250
Main Cable Remedial Works	0	0	1,000	1,000	0	0	2,000
Supplementary Cable Works	0	0	0	2,000	0	0	2,000
Bridge LED Lighting	0	0	100	0	0	0	100
Toll System Upgrade	0	510	702	63	0	0	1,275
Parapet Works	0	0	500	5,500	0	0	6,000
Rockef/Pendle Remedial Works	0	0	0	0	0	10,000	10,000
<b>TOTAL CAPITAL PROGRAMME</b>	<b>24,341</b>	<b>7,154</b>	<b>7,122</b>	<b>14,063</b>	<b>3,070</b>	<b>10,180</b>	<b>65,930</b>
<b>FINANCING</b>							
Prudential Borrowing	22,582	7,154	7,122	14,063	3,070	10,180	64,181
Capital Receipts	38	0	0	0	0	0	38
Revenue Financing	1,711	0	0	0	0	0	1,711
<b>TOTAL FINANCING</b>	<b>24,341</b>	<b>7,154</b>	<b>7,122</b>	<b>14,063</b>	<b>3,070</b>	<b>10,180</b>	<b>65,930</b>

**TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE**

**Statement of Estimated Reserves  
for 2018/2019 to 2022/2023**

## TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

	2018/19 Original Budget £'000	2018/19 Revised Forecast £' 000	2019/20 Budget £' 000	2020/21 Indicative £' 000	2021/22 Indicative £' 000	2022/23 Indicative £' 000
RESERVES AND PROVISIONS						
Balance brought forward	(4,511)	(5,001)	(2,920)	(2,629)	(2,752)	(2,755)
Net movement for year	1,590	2,081	291	(123)	(3)	298
<b>Balance Carried Forward</b>	<b>(2,921)</b>	<b>(2,920)</b>	<b>(2,629)</b>	<b>(2,752)</b>	<b>(2,755)</b>	<b>(2,457)</b>



**TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE**

MINUTES of a Meeting of the Tamar Bridge and Torpoint Ferry Joint Committee held at Council Chamber, The Guildhall, Saltash PL12 6JX on Friday 7 December 2018 Commencing at 10.00 am

Present:-

**Cornwall Council Members**

John Crago (Co-Chair)

Gary Davis, Derek Holley and Sam Tamlin

**Plymouth City Council Members**

George Wheeler (Co-Chair)

Pam Buchan, Mark Coker, Jonathan Drean and Patrick Nicholson

Also in Attendance: Armand Toms CC  
George Trubody CC

Apologies for absence: Geoff Brown CC

**DECLARATIONS OF INTEREST**

(Agenda No. 2)

TBTF/24 There were no declarations of interest.

**MINUTES OF THE MEETING HELD ON 5 OCTOBER 2018**

(Agenda No. 3)

TBTF/25 It was moved by the Joint Chairman (Cornwall), seconded by the Joint Chairman (Plymouth), and

**RESOLVED** That the Minutes of the meeting of the Tamar Bridge and Torpoint Ferry Joint Committee held on 5 October 2018 were correctly recorded and that they be signed by the Chairman.

**PUBLIC QUESTIONS**

(Agenda No. 4)

TBTF/26 Two questions had been received from members of the public.

## **Question from Mr M Spurling, Torpoint**

Mr M Spurling did not attend the meeting. The Joint Chairman (Plymouth) read the question received from Mr M Spurling, as follows:

“Do you carry out maintenance on the ferry at weekends regularly and emergency work, if not what is the reason for this? (e.g government legislation)?”

The Joint Chairman (Cornwall) read out the following response:

“We do not routinely carry out planned maintenance at weekends. Many planned maintenance activities require a number of personnel, and we consider it more effective and efficient to utilise the off-peak weekday periods when the full technical team is available and the operation of a two-ferry service offers working windows for maintenance on the third vessel in daylight.

We do have technical staff available on-call to rectify defects outside normal working hours.

It should be recognised that some defects, particularly those associated with the chain drive, require large teams and specific tidal and weather conditions to be undertaken.

There are many health and safety requirements associated with engineering tasks and support, and we pride ourselves in operating in a safe manner that is compliant with all of the relevant legislation – for example, confined space entry and working at height.

The recent extended refit period for one of the vessels meant that not only were the remaining two vessels worked very hard but also resulted in limited opportunities for weekday daytime maintenance. As a result, more work was done at weekends during this period.”

In response to a question from a Joint Committee member, the General Manager, Tamar Bridge and Torpoint Ferry, confirmed that the off-peak period was usually from 9:30am to 3:00pm.

## **Question from Mr T Gulley, Torpoint**

Mr T Gulley attended the meeting and invited the Joint Chairman (Cornwall) to read out his submitted question, as follows:

“As the current 'break-fix' maintenance policy with the ferry is failing, has the ferry management considered establishing a more proactive preventative maintenance regime, such as periodic overnight preventative maintenance?”

The Joint Chairman (Cornwall) read out the response, as follows:

“Tamar Bridge and Torpoint Ferry does not operate a ‘break-fix’ maintenance policy. We operate a very comprehensive Planned Maintenance System that is constantly reviewed and updated as issues are identified. We also have an electronic defect reporting system that enables effective and efficient prioritisation of tasks.

Many of our issues are around the chain drive system, and in particular, the sheaves that guide the chain through the ferry. A lot of analysis has been done on sheave bearing failures in an attempt to identify any patterns in timing of failure, but in line with well documented experimentation on bearing failures that have been undertaken, no definitive expected life of a sheave bearing can be identified. We have also looked at condition monitoring systems and alternative bearing systems, but none have offered any solution that is better than we currently employ.

Another problematic area is the complex power electronics and other electronic control, surveillance and monitoring systems. In most cases in electronic systems there are unfortunately no early warnings or indications of pending failure.

We are in the process of replacing one of the key electronic systems, which is approaching obsolescence, in the current refit programme. We have also done a lot of work on optimising stores holdings and recognition of other obsolescence issues, all of which are being addressed.

With regard to the overnight maintenance proposal, whilst it may appear to be an attractive option, the reality is that it would require a significant additional resource, as not only would we need to have additional technical staff if we were to cover the standard ‘daytime’ engineering support requirements, but we would also require additional crew to operate the ferry whilst maintenance is being undertaken. In addition, for some activities, the added health and safety risk from night work would be significant.

It should be noted that the recent refit took longer than anticipated and this not only put pressure on the two remaining vessels, it also meant that maintenance opportunities to work on them were far more limited.”

In response to a supplementary question from Mr Gulley, the General Manager, Tamar Bridge and Torpoint Ferry, confirmed that the Torpoint ferry refit period was usually one month; however, on this occasion, the refit period had taken longer during which time the remaining two ferries had been pushed to the limit. Much had been learned from this, and every effort would be made to avoid a protracted maintenance period in future.

**SOUTH EAST CORNWALL AND PLYMOUTH TRAVEL DEMAND  
MANAGEMENT OPTIONS STUDY**

(Agenda No. 5)

TBTF/27 Consideration was given to the previously circulated report in respect of the South East Cornwall and Plymouth Travel Demand Management Options Study, presented by the Major Transport Scheme Lead, Cornwall Council.

The Major Transport Scheme Lead, Cornwall Council, drew attention to a proposed change to Recommendation 1. in the report, proposed to read: "That Committee notes the recommendations of the South East Cornwall and Plymouth Travel Demand Management Options Study and supports the two constituent Local Authorities in progressing the five preferred options as set out in Table 3 of the report."

Table 3 of the report, containing the five preferred options identified, was circulated to the meeting for clarification and consideration.

In response to comments and questions from Joint Committee members, the Major Transport Scheme Lead, Cornwall Council, and the Transport Planning Officer, Plymouth City Council, confirmed that:

- (i) With regard to the ferry service across the River Tamar: -  
The concerns expressed by a Joint Committee Member that the report appeared to focus on the Tamar Bridge as the predominant route across the River Tamar, and that other ways of crossing the River in Torpoint should be given equal consideration, which were supported by some other Joint Committee Members, were acknowledged.  
Enhancing the Torpoint ferry and other Tamar ferry services had been included in the long list of options examined, however these were not considered to provide sufficient additional capacity or achieve the necessary benefit cost ratios that would enable them to be prioritised.  
Although the report set out the 5 preferred options to address long term capacity issues for Tamar crossings, this did not mean other schemes and projects were ruled out indefinitely or would not be progressed through other work streams, just not the current priorities for improving capacity.  
The report had been written before the recent resilience issues affecting the Torpoint ferries had come to light and the Demand assessment had been undertaken on the basis of the normal Torpoint ferry service and operational capacity, ie. 3 ferries available for peak hour services.  
Previous studies had been undertaken on alternative methods of crossing the River and these were reviewed as part of the Tamar Demand Management Options Study.  
The report also aimed to clarify the role of the Joint Committee and the role of the Joint Authorities.

- (ii) With regard to water transport:-  
Councillor Trubody, Cornwall Council, attended the meeting, and with the consent of the Chairman advised that the 2011 Tamar Water Transport Strategy was being overlooked, and also that funding was being sought from Cornwall Council for an impact assessment to be undertaken and that support from the Joint Committee could lend weight to the application. He further advised that in respect of raising aspirations at a corporate level, there needed to be a greater ownership of the issues by the Joint Authorities.  
Following a request by a Member, it was agreed that a copy of the 2011 Tamar Water Transport Strategy be circulated to Joint Committee Members.
- (iii) With regard to the economy of Saltash:-  
The strong concerns expressed by Joint Committee Members in respect of the potential effect of the five preferred options on the economy of Saltash; the encouragement of cyclists around Saltash and to the industrial estates; the potential effect of Plymotion on the Town; the need for the half hourly shuttle trains between Penzance and Plymouth to stop at Saltash and at other stations down the line; the need to develop the car park at Alexander Road to accommodate rail users; and the need to pursue further the express bus service between Saltash and Derriford, and also for discussions with a view to pursuing a fast and reliable bus service, which could potentially be a more acceptable option to a proposed Park and Ride, to be held with bus operators, were acknowledged and noted.  
The request for officers to i) actively support the half hourly rail service stopping at Saltash, ii) carry out investigations into the effect of the five preferred options on the economy of Saltash; iii) clarify Plymotion and amend the presentation of the project in future reports; and iv) further examine the provision of a fast and reliable bus service to Plymouth, was noted.  
It was subsequently confirmed that the Plymotion project examined the most efficient way for travellers to get from the start of their journey to the destination point and was not intended to affect retail opportunities in Saltash; and it was also confirmed that discussions were being held with the Department for Transport to escalate the introduction of the half hourly train service. A new timetable was being introduced in May 2019, which reflected an increased number of trains a day, and further improvements were expected later in the year. The Joint Authorities would be working with rail groups to move the improvements forward;
- (iv) With regard to cycle routes:-  
Concerns expressed regarding the need for cycle locations to encompass the whole of Saltash and not only the Tamar Bridge were noted and acknowledged;
- (v) With regard to Appendix A (Long List Sift of Options) and Appendix B (Saltash Cycle Feasibility Routes) to the report:-  
A Joint Committee Member's concern that option L14 appeared to have been discounted, and his request for this to be reconsidered was acknowledged, as were his comments that Appendix B was out

of date, as new cycle routes in and around Saltash were due to be created following significant investment.

In response to comments from some Joint Committee Members that the consultants had been given a narrow brief and that the information considered by them had been provided by the Joint Authorities at the time, it was acknowledged that some of this information was now out of date.

Although the consultant had put forward the five best performing options to take forward, it was possible to include more, although further funding and studies would be required beyond the scope of the current report.

The proposed measures were not intended to take people away from Saltash and impact on the Town's economy; rather, to improve capacity of the Tamar crossings by promoting sustainable alternatives to private car crossings.

Further design and development of more detailed business cases would need to be carried out on the five options identified.

Councillor Davis proposed an amendment to the recommendation set out in the report, to include:- That the Joint Committee recognised a need to increase transport resilience for Torpoint and the Rame Peninsula and will work with the two Authorities to develop plans/options, which could include water/cycle networks, to improve transport resilience and the economic and social development of the Peninsula, and that regular updates be brought to the Joint Committee, which was seconded by Councillor Nicholson, and upon voting was unanimously agreed.

Councillor Holley proposed an amendment to the recommendation set out in the report, to include:- that (i) the Tamar Bridge and Torpoint Ferry Joint Committee notes that further investigations will take place upon the effect of the proposed recommendations on the economy of Saltash and that the outcomes will be reported to the Joint Committee; and ii) that the Tamar Bridge and Torpoint Ferry Joint Committee recommends active support for encouraging the rail operators to instigate a 30 minute stopping service at Saltash, and the outcomes of this support to be reported to the Joint Committee, which was seconded by Councillor Tamlin, and upon voting was unanimously agreed.

Arising from consideration of the report and information provided, in respect of the recommendations as set out in the report and the additional recommendations as agreed, it was proposed by Councillor Nicholson, seconded by Councillor Drean, and unanimously

**RESOLVED** That

1. The recommendations of the South East Cornwall and Plymouth Travel Demand Management Options Study be noted, and the two constituent Local Authorities be supported in progressing the five preferred options as set out in Table 3 of the report;

2. Plymouth City Council's bid to the Government's major urban transport fund – the Transforming Cities Fund (TCF) – has been shortlisted for competitive funding, and that the Transforming Cities Fund, worth £1.28bn shared across twelve cities, and is to be spent between now and 2022/23, be noted;
3. A joint package of measures that will transform Plymouth's sustainable transport network covering its Travel to Work Area, and maximising opportunities presented by the introduction of two trains per hour on the Cornish Mainline, will be developed by Plymouth City Council and Cornwall Council, including reviewing the provision of new Park and Ride facilities at Menheniot railway station, upgrades to Bodmin, Liskeard, Saltash and Plymouth railway stations, improved cycle infrastructure and a programme of personalised travel planning in the Saltash area, be noted;
4. The need to increase transport resilience for Torpoint and the Rame Peninsula be recognised, and work be undertaken with the two constituent Authorities to develop options/plans, which could include water/cycle networks, to improve transport resilience and the economic and social development of the Peninsula. Regular updates to be brought to the Joint Committee.
5. Further investigations to take place upon the effect of the proposed recommendations on the economy of Saltash. The outcomes of these to be reported to the Joint Committee;
6. Active support for encouraging the rail operators to instigate a 30 minute stopping service at Saltash be given. The outcomes of this support to be reported to the Joint Committee.

## **FUTURE FINANCING - TAMARTAG MONTHLY FEES**

(Agenda No. 6)

TBTF/28 Consideration was given to the previously circulated report in respect of Future Financing – TamarTag Monthly Fees, presented by the Business Manager, Tamar Bridge Torpoint Ferry.

In response to comments and questions from Joint Committee Members, the Business Manager, Tamar Bridge and Torpoint Ferry, and the General Manager, Tamar Bridge and Torpoint Ferry, confirmed that:

- (i) With regard to Recommendation 2. of the report:-  
A Member's suggestion that this should read: "If the requested toll increase is granted, the monthly TamarTag account fee increases from £0.80 to £1.00 from the first full month following implementation of the toll revision." was acknowledged and agreed;

- (ii) With regard to the segregation of the TamarTag fee:-  
Joint Committee Members' concerns that it could potentially be perceived as a 'hidden' income and that it was preferable to have a single income stream, were acknowledged.  
However, the TamarTag fee contributed to the overall income stream and was not intended as a method for income generation. It was a component of the toll regime, which had been in place for some time. A delay in any increase would result in a bigger increase in future;
- (ii) With regard to dormant accounts:-  
A Joint Committee Member's comment that she had previously requested information in respect of dormant accounts, which had not been given to date, was acknowledged.  
It was confirmed that action on dormant accounts was actively pursued and consequently the number of dormant accounts had decreased;  
For a TamarTag to be financially viable to the holder, it was necessary to make at least 2 crossings per month.  
The costs of running a tag scheme, which included staff pension costs, national insurance costs and the introduction of the Living Wage, had risen in the 5 years since the decision was taken in June 2013 to set the tag fee at £0.80. The proposal to accommodate card transactions would also contribute to the rising costs.

It was proposed by Councillor Nicholson, seconded by Councillor Tamlin that the TamarTag monthly fee remains at £0.80.

By 4 votes:5, the motion was lost.

It was subsequently proposed by Councillor Coker, seconded by Councillor Buchan, that consideration of the matter be deferred until the figures requested in respect of low use and dormant accounts are brought to the Joint Committee for consideration.

By 6 votes:0 and with 3 abstentions, the motion was carried.

The General Manager, Tamar Bridge and Torpoint Ferry, confirmed that sensitivity modelling would be conducted, and also that the proposed increase in the TamarTag fee would be omitted from the application to the Department of Transport and the reports to the joint Cabinets would be revisited.

Following consideration of the report and information provided, it was moved by the Joint Chairman (Cornwall), seconded by the Joint Chairman (Plymouth), and

**RESOLVED** that consideration of the matter be deferred until the figures requested in respect of low use and dormant accounts are brought to the Joint Committee for consideration.



**LOCAL GOVERNMENT ASSOCIATION PEER CHALLENGE**  
(Agenda No. 7)

TBTF/29 Consideration was given to the previously circulated report in respect of the Local Government Peer Challenge, presented by the Business Manager, Tamar Bridge and Torpoint Ferry.

In response to comments and questions from Joint Committee members, the Business Manager, Tamar Bridge and Torpoint Ferry, confirmed that:

- (i) Joint Committee Members' appreciation of the event and of the efforts of the Business Manager, Tamar Bridge and Torpoint Ferry, in organising it, were acknowledged, as were Members' comments that it had proved to be the most challenging Peer Challenge so far;
- (ii) The suggestion that a workshop be held was agreed, and a Joint Committee Member's suggestion that the responsibility of the Joint Committee and that of the Joint Authorities be explored in the workshop was acknowledged.

Arising from consideration of the report and information provided, it was proposed by the Joint Chairman (Cornwall), seconded by the Joint Chairman (Plymouth), and

**RESOLVED** That

1. The report and appendices be noted.

**GENERAL MANAGER'S QUARTERLY REPORT**  
(Agenda No. 8)

TBTF/30 Consideration was given to the previously circulated report in respect of the General Manager's Quarterly Report, presented by the General Manager, Tamar Bridge and Torpoint Ferry, and the Business Manager, Tamar Bridge and Torpoint Ferry, who drew attention to the following:

- (i) In respect of paragraphs 2.1 - 2.5 (Torpoint Ferry):-  
The figures in the report related to the period prior to the issues recently experienced of reduced ferry service.  
Past refits had taken a month and it had been possible to maintain a satisfactory service during this period. However the recent refit of the Plym II had taken 2 months, consequently the service had been significantly stretched.  
Lessons had been learned, including the need to shorten the refit period and to increase resilience.  
A meeting with the contractor to discuss the issues had been arranged;
- (ii) In respect of paragraph 2.24 - 2.25 (Bridge Parapet Review):-  
Two mock-up panels were due to be constructed, and when these had been installed, the emergency services would be invited to determine how they would approach any necessary recoveries.

It was anticipated that this would be completed by the end of February 2019.

Cornwall Council had received a petition regarding the height of the parapets. It was considered that the ongoing parapet review would address this issue;

- (iii) In respect of paragraphs 2.30 - 2.31 (Heritage Lottery Fund (HLF) Bid – Learning Centre):-  
An invitation was extended to Joint Committee Members to visit the Learning Centre in February 2019 to see the progress made;
- (iv) In respect of paragraphs 2.38 - 2.39 (Staff):-  
Staff absence was of growing concern, particularly as stress was an emerging issue. A working group had been set up to examine the matter.

In response to comments and questions from Joint Committee members, the General Manager, Tamar Bridge and Torpoint Ferry, and the Business Manager, Tamar Bridge and Torpoint Ferry, confirmed that:

- (i) In respect of paragraphs 2.4 – 2.5 (Plym II refit):-  
The following concerns expressed by Joint Committee Members were acknowledged and noted:- Plym II was still not yet in service; There had been a number of instances when there had been sustained unavailability of the ferry service in recent years; A risk register and also Key Performance Indicator statistics for peak periods for the Torpoint Ferry as for the Tamar Bridge should be included in future General Manager's reports; and social media should be used more extensively and be more detailed to keep the public better updated and informed.  
With regard to the chain drive for the ferries, it was difficult to predict bearing failure and weather conditions, and the length of time taken to undertake the necessary repairs depended on the complexity of the failure. A supply of spare bearings and sheaves was kept in case of such incidents.  
In order to provide a service to passengers, the ferries would usually run in quite severe weather conditions.  
With regard to complaints received by the Undertaking through social media, these were sometimes knee-jerk reactions to issues. However, all structured complaints via social media were recorded. A Member's suggestion that a response to comments on social media always be recorded was acknowledged.  
With regard to the recent complaints regarding the refusal to allow refreshments to be provided to passengers waiting in the queue for the ferry, the decision had been taken on health and safety grounds, as there was a danger to anyone moving around on foot in the vehicle waiting lanes.
- (ii) In respect of paragraph 2.7 (Rock Face Stabilisation Project):-  
It was acknowledged that nearby residents were being affected by the stabilisation works and the contractor had been reminded of the need to complete the works as speedily as possible;
- (iii) In respect of paragraph 2.8 (Traffic Management and Road Safety Project):-

CORMAC was undertaking the design work and specification definition task. The procurement of the works had not yet been defined.

- (iv) In respect of paragraph 2.22 (Bridge Kerb Unit and Deck Waterproofing Enhancements):-  
The aim was for the contractors to work on the southern cantilevers first to gain experience and thereby reduce the overall time needed to complete the project.  
It was intended to publicise the works once a preferred contractor had been selected and detailed working methods were known.
- (v) In respect of paragraph 2.26 – 2.27 (Rocker Monitoring/Inspection):-  
It was currently too early to tell if a closure of the Bridge would be required.  
A plan of works would be developed in 2019, which would be reported to the Joint Committee;
- (vi) In respect of paragraph 2.28 – 2.29 (Cable Stay Monitoring):-  
The description set out in the report was accurate, however it was not currently considered as a significant risk. Nevertheless it was important that it was regularly monitored;
- (vii) In respect of paragraph 2.30 – 2.31 (Heritage Lottery Fund (HLF) Bid – Learning Centre):-  
Some town councillors had visited the Learning Centre.  
Many volunteers were local, however some travelled 20-30miles as they were keen to be involved;
- (viii) In respect of paragraph 2.36 – 2.37 (Health and Safety):-  
Currently the slipways were being pressure washed and treated with algicide. This work was ongoing and was subject to tidal conditions;
- (ix) In respect of paragraphs 2.38 – 2.39 (Staff) and paragraphs 2.40 – 2.41 (Staff Survey):-  
A Joint Committee Member's concern regarding the abuse experienced by ferry staff during the period of the extended refit and stretched service was acknowledged.  
The Management team had provided support to staff whenever it was needed.  
With regard to staff morale, the employee survey recently undertaken did not closely define areas where this could be particularly low due to the need to preserve anonymity. However, the data produced could be distilled and this would be brought to the Joint Committee at a future meeting for consideration.  
With regard to staff leaving, this was usually due to retirement. An exit interview was generally undertaken at this time when the reasons for leaving were discussed.  
With regard to staff sickness, there were higher incidents of sickness at Torpoint Ferry than at Tamar Bridge, where the work was more sedentary;
- (x) In respect of paragraphs 2.42 – 2.45 (Journey Time Monitoring):-  
Data on the length of queues and traffic volume along the A38 to the Looe turn was sought.  
A Member's request that more specific information regarding Tamar Bridge and Torpoint Ferry journey times at peak periods was acknowledged and it was confirmed that this would be developed.

(xi) With regard to PR opportunities:-

A Member's suggestion that there was an opportunity for some positive culture and heritage public relations to be undertaken, particularly in respect of the ferry service, and that a good example of positive PR was provided by the operators of the bridge in Manchester was acknowledged.

Councillor Davis proposed that an additional Key Performance Indicator regarding ferry availability in peak periods be added to future General Manager's Quarterly Reports, which was seconded by Councillor Nicholson, and upon voting was unanimously agreed.

Councillor Davis proposed that a Special Meeting of the Joint Committee be held in January 2019 in Torpoint to receive an engineering assurance report to include: i) planned/preventative maintenance and risks/mitigation; ii) refit maintenance proposals; and iii) enhanced measures during ferry service reduction for resilience, which was seconded by the Joint Chairman (Cornwall), and upon voting was unanimously agreed.

Councillor Nicholson proposed that the draft report on the refit of the Torpoint Ferry to be submitted to members of the Joint Committee for consideration 2 days before the Special Meeting, seconded by Councillor Davis, and upon voting was unanimously agreed.

Councillor Drean proposed that a letter of thanks be sent by the Joint Chairmen to the staff of the Torpoint Ferry indicating its appreciation of the work they had done during the period the ferry service was significantly reduced, which was seconded by Councillor Nicholson, and upon voting was unanimously agreed.

Arising from consideration of the report and information provided, in respect of the recommendations as set out in the report and the additional recommendations as agreed, it was proposed by the Joint Chairman (Cornwall), seconded by the Joint Chairman (Plymouth), and unanimously

**RESOLVED** That

1. An additional Key Performance Indicator regarding ferry availability in peak periods be added to future General Manager's Quarterly Reports.
2. A Special Meeting of the Joint Committee be held in January 2019 in Torpoint to receive an engineering assurance report to include: i) planned/preventative maintenance and risks/mitigation; ii) refit maintenance proposals; and iii) enhanced measures during ferry service reduction for resilience.
3. The draft report on the refit of the Torpoint Ferry to be submitted to members of the Joint Committee for consideration 2 days before the Special Meeting.

4. A letter of thanks be sent by the Joint Chairmen on behalf of the Joint Committee to the staff of the Torpoint Ferry indicating its appreciation of the work they had done during the period the ferry service was significantly reduced.
5. An updated report be brought to the next meeting of the Joint Committee.

**2018/19 BUDGET MONITORING**

(Agenda No. 9.1)

TBTF/31 Consideration was given to the previously circulated report in respect of 2018/19 Budget Monitoring, presented by the Service Accountant, Cornwall Council.

In response to comments from a Joint Committee member, the Service Accountant, Cornwall Council, confirmed that:

- (i) In respect of Appendix 2 to the report (Capital Programme Monitor Report for the Financial Year 2018/19):  
The typographical error in respect of the Ferry Traffic Control System entry, which should read £600,000 in the latest forecast column, was noted and would be amended.

Arising from consideration of the report, it was proposed by the Joint Chairman (Cornwall), seconded by the Joint Chairman (Plymouth), and

**RESOLVED** That, subject to the amendment in respect of the Ferry Traffic Control System entry in Appendix 2 to the report (Capital Programme Monitor Report for the Financial Year 2018/19) to £600,000 in the latest forecast column, the revised Revenue forecast and Capital Programme for 2018/19 be approved.

**2019/20 REVENUE ESTIMATES AND CAPITAL PROGRAMME**

(Agenda No. 9.2)

TBTF/32 Consideration was given to the previously circulated report in respect of 2019/20 Revenue Estimates and Capital Programme, presented by the Service Accountant, Cornwall Council and to a presentation given by the Business Manager, Tamar Bridge and Torpoint Ferry.

Attention was drawn to the Key Decision required and consequent amendment to the recommendation set out in the report, to read:

“RECOMMENDATION TO THE CABINETS OF THE JOINT AUTHORITIES:

1. The proposed Revenue Budget for 2019/20 as set out in Appendix 1 to the report, be approved;
2. The proposed Capital Programme as set out in Appendix 2 to the report; be approved;

3. The longer term forecast to 2022/23 be noted.

RECOMMENDATION:

The Cornwall Council borrowing rate be agreed.”

Attention was also drawn to paragraph 2.4 of the report (Corporate) by the Business Manager, Tamar Bridge and Torpoint Ferry, which set out the effect on the income and reserve level should the higher rate of tag account fee proposed not be approved.

In response to comments and questions from Joint Committee members, the Service Accountant, Cornwall Council, and the Business Manager, Tamar Bridge and Torpoint Ferry, confirmed that:

- (i) The loans would be made over a 25 year term;
- (ii) Advice would be sought from the Service Director – Resources, Cornwall Council, whether the Undertaking was a nominated infrastructure project;
- (iii) The borrowing would be based on the Public Works Loan Board interest rate. The revised borrowing offer introduced some risk as it would become more expensive than the current arrangement should interest rates increase.

Arising from consideration of the report and information provided, it was proposed by the Joint Chairman (Cornwall), seconded by the Joint Chairman (Plymouth), and

**RESOLVED** that

1. It be **RECOMMENDED TO THE CABINETS OF THE JOINT AUTHORITIES** that each Cabinet recommends to its Full Council that:
  - a) Subject to the information as set out in the table in paragraph 2.4 'Corporate' of the report, the proposed Revenue budget for 2019/20 as set out in Appendix 1 to the report, be approved;
  - b) The proposed Capital programme, as set out in Appendix 2 to the report, be approved; and
  - c) The longer term forecast to 2022/23 be noted.

2. **RESOLVED** that:

The Cornwall Council borrowing rate be agreed.

**ANY BUSINESS THE CHAIRMAN CONSIDERS TO BE URGENT**

(Agenda No. 10)

TBTF/33 The following items were accepted by the Chairman as urgent due to the need for the Joint Committee to receive information prior to the next meeting:

(i) Letter from Sheryll Murray MP

Consideration was given to a letter sent to the General Manager, Tamar Bridge and Torpoint Ferry, by Sheryll Murray MP, in respect of the recent reduction in the Torpoint Ferry service in which she requested that the Joint Committee considered a reduction in the concession for users as a gesture of goodwill.

A Member's suggestion that it was necessary for the Joint Committee to receive relevant advice and for consistent procedures to be adopted and therefore the matter should be fully considered at the Special Meeting previously proposed, and that in the interim, a letter of response from the Joint Chairmen on behalf of the Joint Committee be sent, acknowledging receipt of the letter, expressing the Joint Committee's concerns and advising that the matter would be discussed at a Special Meeting due to be held in January 2019 was agreed.

Following consideration of the above matter, it was moved by Councillor Nicholson, seconded by Councillor Davis, and

**RESOLVED** that a letter of response to Sheryll Murray MP from the Joint Chairmen on behalf of the Joint Committee be sent, to acknowledge receipt of her letter, to express the Joint Committee's concerns and to inform her that the matter would be fully considered at a Special Meeting due to be held in January 2019.

(ii) Tamar Bridge and Torpoint Ferry Joint Committee Work Programme

A Joint Committee Member suggested that in future, a Work Programme for the Joint Committee accompanied the General Manager's Quarterly Report, which was agreed by the General Manager, Tamar Bridge and Torpoint Ferry.

A Joint Committee Member suggested that this was discussed further at the Special Meeting to be held in January 2019.

Following consideration of the matter, it was moved by the Joint Chairman (Cornwall), seconded by the Joint Chairman (Plymouth), and

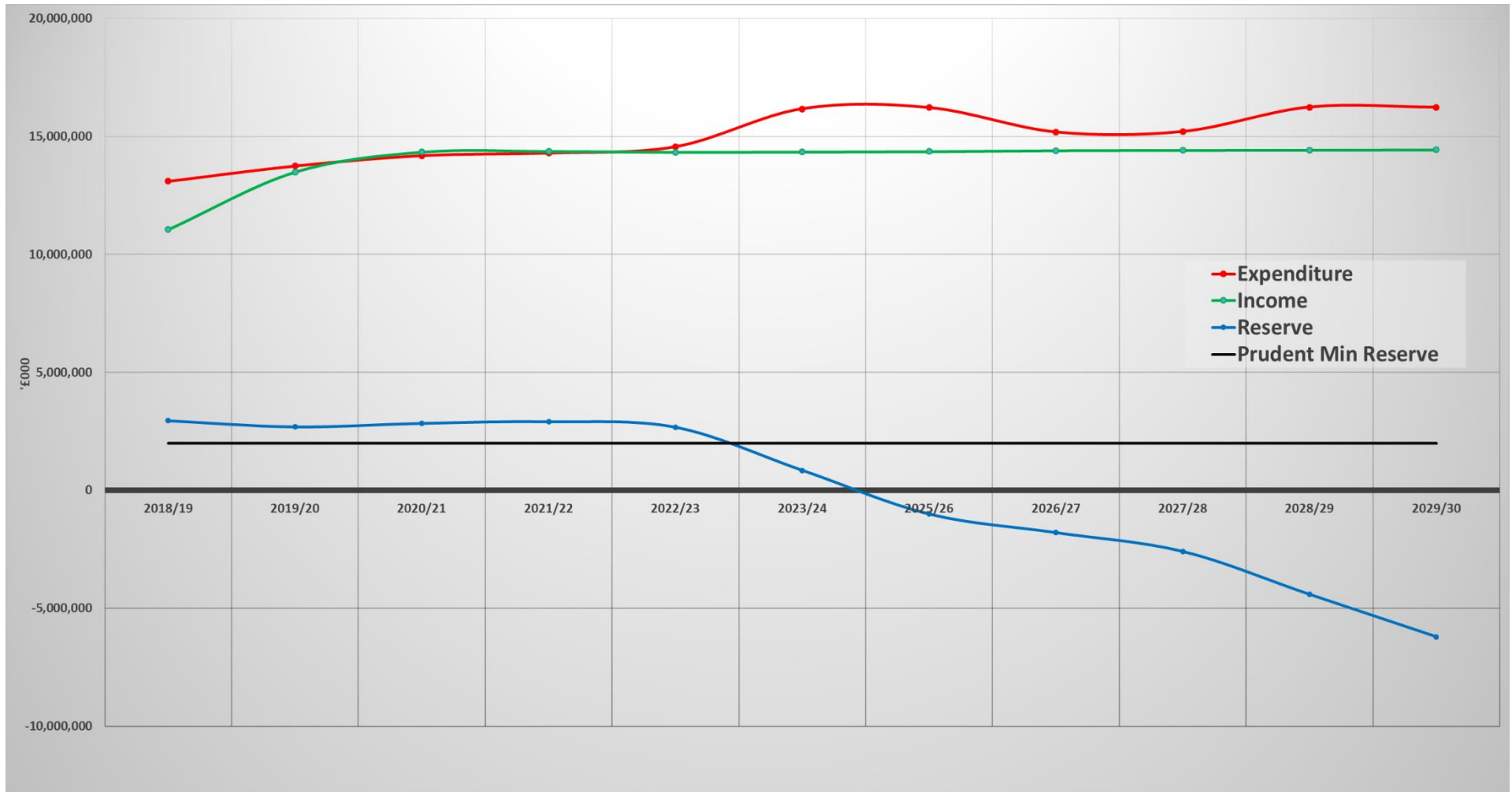
**RESOLVED** that the information be noted.

The meeting ended at 1.25 pm

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**FINANCIAL POSITION WITH 2019/20 BUDGET PROPOSAL**



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## **Cabinet Minute No 93**

**Tamar Bridge and Torpoint Ferry Revenue and  
Capital Budget 2019/20**



**15 January 2019**

### **Minute No. 93**

Councillor Mark Coker (Cabinet Member for Strategic Planning and Infrastructure) introduced a report on the Tamar Bridge and Torpoint Ferry Revenue and Capital Budget 2019/20.

Following a short debate, Cabinet agreed to recommend the Tamar Bridge and Torpoint Ferry Joint Committee's 2019/20 Revenue Estimates and Capital Programme to Council for approval.

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## PLYMOUTH CITY COUNCIL

<b>Subject:</b>	Pay Policy Statement 2019/2020
<b>Committee:</b>	City Council
<b>Date:</b>	28 January 2019
<b>Cabinet Member:</b>	Cllr Peter Smith (Deputy Leader)
<b>CMT Member:</b>	Tracey Lee, Chief Executive
<b>Author:</b>	Alison Mills, Head of HR Specialist Services, Human Resources and Organisational Development
<b>Contact details:</b>	alison.mills@plymouth.gov.uk
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Purpose of the report:**

Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a Pay Policy Statement by 31 March each year, for the following financial year, which is approved by the City Council and then published on the council's website. The provisions of the Act do not apply to local authority schools.

This includes remuneration and policies for the highest and the lowest paid employees. Plymouth City Council is part of national collective bargaining and will be adopting the new national pay structure with effect from 1 April 2019. The lowest pay point is the same level as the foundation living wage on 1 April 2019.

The Act also requires that the Council includes in its pay policy statement its approach to the publication and access to information relating to the remuneration of chief officers. The Pay Policy Statement contains links to the published Statement of Accounts for 2017/18 and other remuneration data on the council's website.

If changes are made during the year, it may be amended by Full Council during the financial year.

The last pay awards for 2018/20 for the NJC for Local Government Services, the JNC for Chief Executives and the JNC for Chief Officers were two year deals, with employees receiving a minimum of 2%. The NJC pay award also requires assimilation to a new structure from 1 April 2019.

It should be noted that there is pending legislation around exit arrangements which could affect Chief Officers of the Council. The impact will be considered during implementation and may require amendments to this Pay Policy Statement for 2019-20.

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

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**Corporate Plan:**

The Council's Pay Policy Statement is a statutory requirement, which supports the council's values.  
V2 January 2019

OFFICIAL

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

The medium term financial strategy includes the financial implications of this report.

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

None arising directly from this report.

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**Equality and Diversity:**

Has an Equality Impact Assessment been undertaken?

An Equality Impact Assessment is attached

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**Recommendations and Reasons for recommended action:**

The City Council approves the Pay Policy Statement for 2019/20.

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**Alternative options considered and rejected:**

None, this statement is a statutory requirement.

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**Published work / information:**

Annual Statement of Accounts

[https://www.plymouth.gov.uk/sites/default/files/2017\\_18\\_Statement\\_of\\_Accounts\\_%28FINAL%29.pdf](https://www.plymouth.gov.uk/sites/default/files/2017_18_Statement_of_Accounts_%28FINAL%29.pdf)

Localism Act 2011

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

**Background papers:**

None

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

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**Sign off:**

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

# PAY POLICY STATEMENT

2019 - 2020



## 1.0 CONTEXT

- 1.1 Plymouth City Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions and benefits offered to our staff.
- 1.2 The Council is required to set out a Pay Policy Statement under sections 38 and 39 of the Localism Act 2011. The Act prescribes the information and format required for the Pay Policy Statement.
- 1.3 The statement must be approved by a resolution of the City Council before it comes into force for the relevant financial year. Amendments may be made by resolution of the Council during the financial year.
- 1.4 When approved by the Council, this policy statement will come into immediate effect for the 2019/20 financial year and will be subject to review again for 2020/21 in accordance with the relevant legislation prevailing at that time.
- 1.5 In the Council's People Strategy, our vision is to have a motivated, engaged and skilled workforce focussed on meeting the needs of the citizens of Plymouth.
- 1.6 The Chief Executive and Chief Officers are employed under the JNCs for Chief Executives, Chief Officers and NHS terms and conditions respectively. In addition, as a broad principle, the Council adopts the terms and conditions of employment that apply to NJC staff (Green Book) and the local variations as set out in the Plymouth Book for Chief Officers.
- 1.7 Under the Council's Standing Orders and Constitution, we have set out a requirement for all posts to be fairly evaluated to determine their salary levels within our agreed structures. All staff must be appointed on merit, through fair, transparent and objective processes.
- 1.8 The Council's Chief Executive, as the Head of Paid Service, is responsible for ensuring the Council meets its duties for appointment on merit, the terms and conditions of employment, compliance with the Council's Standing Orders for the appointment and remuneration of staff and with the requirements set out in the Local Government and Housing Act 1989. The Head of Paid Service (Chief Executive) is accountable to the Council for the discharge of her duties.
- 1.9 For the purposes of this Pay Policy Statement, all references to Chief Officer includes Deputy Chief Officers, as defined in the Localism Act. These are roles that report directly to a Chief Officer, apart from clerical and administrative posts. This definition includes posts on JNC for Chief Officers, NJC for Local Government Services' and NHS terms and conditions.

## 2.0 **INFORMATION**

- 2.1 The Council's Management Structure is set out within the Articles of the Constitution of the Council and this is updated with any changes to statutory posts.
- 2.2 All statutory roles are designated within the Chief Officer structure.
- 2.3 Chief Officer grades and salary are determined using the Hay Evaluation criteria.

## 3.0 **Pay Relativities within the Authority**

- 3.1 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 3.2 The multiple between the median full time equivalent earnings (excluding schools) and the chief executive is 1:6.34 (as at 1 December 2018)
- 3.3 The lowest paid worker is defined as those on the lowest spinal column point of Grade A, which is the Council's lowest pay grade (excluding apprentices). From 1 April 2019, the remuneration of a Grade A (the lowest paid employee) is £17,364 per FTE (excluding apprentices), equating to £9.00 per hour, based on our standard working week of 37 hours.
- 3.4 This places a ratio between the lowest paid and highest paid employee at 1:9.17 from 1 April 2019, which is a significant reduction from 2012 when the ratio was 1:14.
- 3.5 The Council evaluates Chief Officer roles through a defined evaluation method (HAY) to ensure parity and consistency of evaluation within the Council's pay and grading structures.
- 3.6 Senior officer posts outside the Chief Officer Structure, but earning in excess of £50,000 are published as part of the Council's access to public information within the annual accounts. The latest information is contained within the 2076/18 accounts.

## 4.0 **CHIEF OFFICER PAY**

- 4.1 This section sets out the Council's policy in relation to Chief Officer remuneration and benefits as set out in the Localism Act 2011.
- 4.2 Levels and elements of remuneration for each Chief Officer:
  - 4.2.1 Each Chief Officer will receive a basic salary as defined by the Council's pay and grading structures commensurate with their levels of responsibility.
  - 4.2.2 Each Chief Officer role will be graded using the Hay Job Evaluation methodology based on the published role profiles and organisational structures.



- 4.2.3 Each Chief Officer will receive the same local terms and conditions of employment as set out in the Plymouth Book for NJC (Green Book) employees, unless there are different provisions in the JNC for Chief Officers.
- 4.2.4 When market supplements and additional payments are considered for Chief Officers, the terms of additional payments (not including relocation expenses) will be agreed by the Chief Officer Appointments Committee, including the application of Market Factor Supplements.

Extensions beyond two years will also require the approval from the Chief Officer Appointments Committee and the payments will be reported in the Council's published Statement of Accounts.

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

- 4.3.1 Chief Officers will be remunerated at the evaluated grade for the role on commencement of service.
- 4.3.2 As required by law, the appointment and remuneration of Strategic Directors, Assistant Chief Executive and Service Directors is determined by the Council Members through the Chief Officer Appointments Committee, except where there is specific delegation otherwise through Council.

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

- 4.4.1 The Council will review each role profile and remuneration of Chief Officers prior to any recruitment or at the creation or substantive change to the existing role.
- 4.4.2 Increases to pay for Chief Officers on JNC for Chief Officers will occur through the national pay award.
- 4.4.3 Chief Officers are appointed on spot salaries. There is no spine point progression for Chief Officers on JNC for Chief Officers.

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

- 4.5.1 There is no performance-related pay or bonus scheme for Chief Officers. Chief Officers are subject to an annual performance review.

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

- 4.6.1 Chief Officers will receive their contractual entitlement for termination payments. These entitlements are the same for NJC staff (Green Book). Where the Council is terminating the contract of employment, pay in-lieu of notice (PILON) or paid leave may be granted by the Service Director for Human Resources and Organisational Development.
- 4.6.2 Redundancy pay for Chief Officers is calculated at the statutory minimum.
- 4.6.3 Chief Officers may only be dismissed for reasons of redundancy or by the Chief Officer Dismissals Committee.

#### 4.7 Benefits in Kind

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

#### 4.8 Charges, fee and professional registrations

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

#### 4.9 Increases and enhancement to pension entitlement

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

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

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

#### 4.10 Other amounts payable

The award of other payments within the Council's pay policies will be agreed with the Chief Officer Appointments Committee and reported in the Statement of Accounts.

#### 4.11 Chief Officer Policies

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

#### 4.12 Terms and conditions

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

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

4.13.1 The rate of superannuation contributions is determined by the Local Government Pension Scheme Regulations or NHS Pension Scheme.

4.13.2 Superannuation payments are made by the employer into the Local Government Pension Scheme (LGPS)/NHS Pension Scheme. The rate of contribution is defined by the LGPS and is applicable to all employees (including chief officers). The latest Local Government Pension Scheme Regulations 2014 were introduced from 1 April 2014.

There will be 9 employee contribution bandings between 5.5% and 12.5%. The LGPS employer contribution is 14.7%. The employer contribution for the NHS Pension Scheme is 14.3%.

#### 4.14 Returning Officer Fees

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

### 5 **STAFFING RESOURCES**

5.1 The Council uses the following different staffing resources:

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

### 6 **REMUNERATION OF INTERIM AND TEMPORARY STAFF**

6.1 When interim staff are required, the costs of these are subject to competitive marketplace processes. HR&OD officers are fully involved in all such employment arrangements and are aware of all interim appointments in order to assure quality.

### 7 **CHIEF OFFICER APPOINTMENTS COMMITTEE**

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

### 8 **CONTRACT FOR SERVICES**

8.1 Where interim resources are determined to be required for a specific role within the Council that cannot be met through the existing establishment, a procurement process is followed to secure the relevant services. Typically sourcing is carried out through compliant frameworks or tendered in accordance with Contract Standing Orders. Procurement Officers are fully involved in these processes.

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

## **9 PUBLICATION**

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

[https://www.plymouth.gov.uk/sites/default/files/2017\\_18\\_Statement\\_of\\_Accounts\\_%28FINAL%29.pdf](https://www.plymouth.gov.uk/sites/default/files/2017_18_Statement_of_Accounts_%28FINAL%29.pdf)

# EQUALITY IMPACT ASSESSMENT

Pay Policy Statement 2019/2020



## STAGE 1: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?

Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a Pay Policy Statement by 31 March each year.

The national pay awards for 2018/20 for the NJC for Local Government Services, the JNC for Chief Executives and the JNC for Chief Officers were two year deals, with employees receiving a minimum of 2% pay increase per year.

It should be noted that there is pending legislation around exit arrangements which could affect Chief Officers of the Council. The impact will be considered during implementation and may require amendments to this Pay Policy Statement for 2019-20.

Aim: To ensure the Pay Policy for Plymouth City Council does not disproportionality, detrimentally affect individuals with protected characteristics. We ensure that staff are not unfairly selected due to having a particular protected characteristic within the Equality Act 2010. We will also seek to avoid any indirect impact on staff within these groups that we cannot objectively justify.

Responsible Officer

Alison Mills, Head of Specialist Services

Department and Service

Human Resources and Organisational Development

Date of Assessment

09.01.2019

## STAGE 2: Evidence and Impact

Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	The age profile of the affected Chief Officer staff is as follows: in their 30s = 8.3% in their 40s = 25% in their 50s = 50% in their 60s = 12.5% Unknown = 4.2%	None anticipated. Pay relates to the role undertaken, not the individual employee characteristics	None.	
Disability	None = 45.8% Not declared = 45.8% Yes = 8.4%	None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	
Faith, Religion or Belief	Not declared = 50% None = 29.1% Christian = 12.5% Buddhist = 4.2% Other = 4.2%	None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	
Gender - including marriage, pregnancy and maternity	The gender profile of the people affected is: Female = 58% Male = 42%	None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	

Gender Reassignment	Data not available.	No.	None.	
Race	White British = 83.3% Not declared = 16.7%	None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	
Sexual Orientation - including Civil Partnership	Data not available.	No.	None.	

**STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken**

Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	No.	
Good relations between different communities (community cohesion).	No.	
Human Rights	No.	

**STAGE 4: Publication**

Director, Assistant Director/Head of Service approving EIA.	Tracey Lee, Chief Executive	Date	January 2019
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**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Heart of the South West Joint Committee – Update Report
<b>Committee:</b>	Council
<b>Date:</b>	28 January 2019
<b>Cabinet Member:</b>	Councillor Tudor Evans OBE (Leader)
<b>CMT Member:</b>	Tracey Lee, Chief Executive
<b>Author:</b>	Alison Ward, Regional Partnerships Manager
<b>Contact details:</b>	Tel: 01752 398084 e-mail: alison.ward@plymouth.gov.uk
<b>Key Decision:</b>	N/A
<b>Part:</b>	I

**Purpose of the report:**

This report is to update the Council on the progress of the Heart of the South West (HotSW) Joint Committee and to specifically extend the remit of the Joint Committee to include developing, endorsing and delivering a Local Industrial Strategy (LIS). The Local Industrial Strategy will build on the HotSW Productivity Strategy and the associated action plan which have been jointly developed by the Joint Committee and the Local Enterprise Partnership over the last 2 years. The LIS will be a strategy that is agreed with the Government and will provide a focussed, long term plan to guide future investment in the distinctive strengths of the Heart of the South West. The report also finalises some elements of the arrangements for the Joint Committee around budget and cost sharing.

**The Corporate Plan 2016-19**

The Productivity Strategy sets out the long term aspirations for the whole of the Heart of the South West area. Plymouth's priorities were fed into this strategy and are specifically reflected in terms of the sector strengths of marine, advanced engineering and nuclear expertise, and in the identification of the shared challenges of connectivity and skills. The Local Industrial Strategy will further refine HotSW's long term aspirations in agreement with Government. It is expected that the strategy will reflect Plymouth's advanced engineering expertise around marine, as well as nuclear in relation to the defence sector, and potentially support for our emerging expertise around medi-health.

Plymouth has taken a lead role in managing the HotSW Leader's programme which includes shaping and driving the work of the partnership. As the largest city in the HotSW area it is appropriate that Plymouth has a prominent role in the agenda, helping to raise the profile of the Heart of the South West with Government and enabling the area to compete regionally and nationally. This role makes a significant contribution to the Council's Corporate Plan priority to 'create a strong voice for Plymouth regionally and nationally.'

**Implications for Medium Term Financial Strategy and Resource Implications:****Including finance, human, IT and land:****I. Financial Implications**

The direct costs to the Constituent Authorities are set out in Appendix 3. In addition to this the Constituent Authorities and partners continue to input considerable amounts of officer time into the partnership on an 'in kind' basis. The LEP also makes a significant contribution to the shared work of

the Committee and has met some direct costs. Plymouth City Council will seek to recover some of the costs of officer time for the significant levels of support that the Council provides in managing the programme office, and in supporting the development of the Joint Committee's Housing theme work. This will offset the Council's contribution for 2019/20.

The Joint Committee provides a relatively low-cost, effective option compared to the Combined Authority model, bringing partners together across a large dispersed geography into a single leadership body that promotes the interests of the HotSW area, as well as championing specific place-based priorities.

## **2. Legal Implications**

The HotSW Joint Committee is a Joint Committee of the local authorities across Devon and Somerset that comprise the HotSW area, established under Sections 101 to 103 of the Local Government Act 1972 and all other enabling legislation. Other partner organisations, including the Local Enterprise Partnership and the three NHS Clinical Commissioning Groups are (non-constituent) members of the Joint Committee.

The Committee is a single strategic public sector partnership providing cohesive, coherent leadership and governance to ensure the delivery of the Productivity Strategy for the HotSW area. The specific objectives of the Joint Committee are to:

- Improve the economy and the prospects for the region by bringing together the public, private and education sectors;
- Increase our understanding of the economy and what needs to be done to make it stronger;
- Improve the efficiency and productivity of the public sector;
- Identify and remove barriers to progress and maximise the opportunities/benefits available to the area from current and future government policy.

## **3. HR Implications**

None

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

### **1. Other Implications (including due regard implications)**

None

### **2. Risk Implications**

As one of the constituent Local Authorities in the Joint Committee, the main risk is that a failure to actively engage will mean that the Council is not aware of the opportunities presented through the Joint Committee, including a potential loss of the Council's influence at regional level and with Government. It would also weaken the wider partnership proposition, affecting the ability of the HotSW partnership to speak with one voice and to influence Government policy for the benefit of the whole area.

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### **Equality and Diversity:**

The Inter-Authority Agreement requires all Constituent Authorities to support, promote and discharge the duties under the Equality Act through the work of the Joint Committee. The Partnership has developed an Equality Impact Needs Assessment that sits alongside the Productivity Strategy.

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

That Council:

- a) Note the progress report which sets out the work of the Heart of the South West (HotSW) Joint Committee since its establishment in March 2018;
- b) Confirms that the Leader is our representative on the Joint Committee and that through his membership of that body, the Council is able to endorse the Local Industrial Strategy;
- c) Note the budget statement for 2018/19 set out in Appendix 3 and that in accordance with the decisions taken at the time the Committee was established, the Council will be asked to make an annual budgetary provision to meet the support costs of the Joint Committee in line with the 2018/19 contribution. Final clarification on any additional 2019/20 budget requirement will be provided following the completion of the review of the Joint Committee’s role, function and management support arrangements, and development of its work programme for 2019/20;
- d) Agree the Budget and Cost-sharing Agreement set out in Appendix 4 to this report.

**Reasons**

It is essential that all HotSW local authorities contribute to the development and endorsement of the Local Industrial Strategy, working in collaboration with the LEP. The LIS will be a natural evolution of the Productivity Strategy and Delivery Plan for which the Joint Committee already has delegated authority, and it is therefore appropriate to formally extend authority regarding the LIS to the Joint Committee, on behalf of the Constituent Authorities. It is also important that the Constituent Authorities are kept up to date on the Committee’s budget situation, that provision is made for the 2019/20 budget commitment, and that the Budget and Cost Sharing Agreement is formally agreed by the Constituent Authorities as part of the Committee’s governance arrangements.

**Alternative options considered and rejected**

This report is primarily an update report, but also seeks agreement for the Joint Committee, of which the Council is a founding member, to extend its remit to cover the development of a HotSW Local Industrial Strategy. The alternative would be to reject the proposal to extend the scope of the Joint Committee to cover development of the LIS, and to withhold funding contributions. This could ultimately undermine the role and sustainability of the Joint Committee and would not be consistent with the Council’s desire to influence regional and national agendas.

**Published work / information:**

**Heart of the South West Productivity Strategy**  
[Stepping up to the Challenge](#)

**Background papers:**

Title	Part I	Part II	Exemption Paragraph Number						
			1	2	3	4	5	6	7
Background Paper – Appendix I									

**Sign off:**

Fin akh.1 8.19. 184		Leg Lt/31 879/0 I		Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member: Giles Perritt													
Has the Cabinet Member(s) agreed the content of the report? Yes													

## Background Summary

### 1. Introduction

- 1.1 In March 2018, the HotSW Joint Committee was formally established by the councils and organisations that had been involved since 2015 through the HotSW ‘devolution partnership’. The Committee is tasked with improving productivity across the HotSW area, in collaboration with the HotSW LEP and other organisations.
- 1.2 The Committee has met formally three times, in March, June and October 2018. In addition to this the management structure that sits behind the Committee and involves Chief Executives and senior officers from across the partnership has met regularly to drive the business of the Committee. The Committee is chaired by Cllr David Fothergill, Leader of Somerset County Council and the Vice-Chair is Cllr John Tucker, Leader of South Hams District Council.
- 1.3 This report summarises the progress made by the Committee over recent months in key areas of activity and sets out actions proposed in the coming months. As part of this report there are specific recommendations for the constituent authorities to consider.

### 2. Key achievements

- 2.1 At each meeting the Committee has been briefed on recent inward investment successes, achieved through the work of the local authorities and the LEP. The Joint Committee aims to build on these successes, in addition to raising the profile of the Heart of the South West and getting greater traction with Government.

#### (a) Influencing government

The partnership’s original focus in 2015 was to explore the opportunities on offer through the Government’s Devolution agenda to improve productivity. Over time, Government policy has shifted away from Devolution deals, and the Joint Committee has continued to exercise an influencing role through meetings with Ministers and senior civil servants to promote an agreed set of HotSW priorities. This approach is proving successful, demonstrating the benefits of presenting a single compelling partnership vision between the public sector and business community. The Committee is keen to demonstrate its ability to deliver Government objectives as well as local priorities, so accessing help beyond HotSW boundaries is critical to the success of the partnership. It is already apparent that effective partnership working between the Joint Committee and the LEP is viewed as a strength by Government. The most significant announcement that provides evidence of this is the inclusion of the HotSW LEP area in Wave 2 of developing a Local Industrial Strategy (LIS). This success is due in large part to the close alignment of the Joint Committee and the LEP in producing the Productivity Strategy [see (b) below].

#### (b) Approval of the HotSW Productivity Strategy

- (i) In March 2018 the Committee and the LEP Board endorsed the HotSW Productivity Strategy which sets an ambition of “Doubling the size of the Heart of the South West’s economy over 20 years” with a vision of “Productivity and prosperity for all”.
- (ii) The Strategy identifies three strategic themes to improve productivity by strengthening and developing:
- a. the leadership and ideas within businesses in our area

- b. the housing, connectivity and infrastructure our people and businesses rely on for living, moving goods, accessing jobs and training, and exploiting new opportunities.
  - c. the ability of people in our area to work, learn and improve their skills in a rapidly changing global economy, and to maximise their economic potential.
- (iii) In addition, there are three cross-cutting themes, referred to throughout the Strategy:
- a. Inclusive growth for our people, communities and places
  - b. Capitalising on our distinctive assets
  - c. Maximising the potential from digital technology

The Strategy can be viewed at:

<https://heartofswlep.co.uk/wp-content/uploads/2018/04/HeartoftheSouthWestProductivityStrategy.pdf>

- (c) Endorsement of the Delivery Plan. This document is key to the delivery of the Productivity Strategy and will be further developed as explained below. It is a live action plan that will be used to track performance locally and may also form the basis of annual progress reports to Government, as required under the recent national review of LEPs. It is broadly divided into two sections – a ‘core offer’ focussing on programmes that deliver Business Support and Employment and Skills, as well as ‘enablers’ including housing delivery, transport, and other infrastructure that is essential to support economic growth. These activities apply across the whole of the HotSW area. A further section focuses on programmes of activity linked to the agreed set of ‘opportunities’ that are distinctive to the HotSW area. The Plan incorporates current as well as future, planned activity, and is being produced in stages depending on how well developed the programmes of activity for each theme are. The current version features the opportunities that are at the most advanced stage, namely: Digital (Photonics); Advanced Engineering (Marine and Nuclear); High Value Tourism; and Farming, Fishing and Food. By Spring 2019 it will be expanded to include: Healthy Ageing; Digital (Creative and Big Data); Advanced Engineering (Aerospace); Construction; and Defence. Place markers have also been included for inclusive growth and natural capital to be developed as part of the next phase of work.

The current version of the Delivery Plan can be viewed at:

<http://www.hotswjointcommittee.org.uk/wp-content/uploads/2018/10/HotSW-Draft-Delivery-Plan-October-2018.pdf>

- (d) An Opportunities Prospectus has been extracted from the Delivery Plan and will be used with local MPs, Ministers and senior Government officials as part of continuing to raise the profile of the HotSW area at a critical time ahead of the 2019 Spending Review and the anticipated launch of the UK Shared Prosperity Fund towards the end of 2019. The document was circulated to MPs prior to the Chancellor’s Autumn Statement 2018, as part of the influencing approach. To ensure that the Prospectus document has some longevity, the key strategic ‘Asks’ of Government have been set out in a covering letter, jointly signed by the Chairs of the Joint Committee and the LEP. As the Delivery Plan is developed further, more ‘Asks’ will emerge that will be used to influence Government. The list of ‘Asks’ submitted in October 2018 is attached as Appendix 2 to this report.

The Prospectus document can be viewed at:

<http://www.hotswjointcommittee.org.uk/wp-content/uploads/2018/11/HotSW-Prospectus-November18.pdf>

- (e) Housing is a key enabling opportunity for the Joint Committee. Following a housing audit to gauge Local Plan progress on targets and delivery rates, a HotSW Housing Summit was held in

September with key agencies including Homes England. The outcome of this successful event was an agreement to work closely with Homes England to develop a bespoke package of 'Offers and Asks' with Government which will help us to successfully deliver the ambitious housing programmes we have across our area. A Housing Task Force of strategic leaders and officers has been established to develop our proposition to Government and to work with Homes England and this will report to the Joint Committee.

(f) National Infrastructure Commission (NIC)

The Joint Committee is seeking to secure a growth corridor study following helpful discussions with the NIC. Initial discussions with the Chair of the Commission were well received and the Joint Committee was encouraged to submit a business case to the Chancellor who will ultimately make a decision as to whether to fund a study. A proposal was submitted to the Chancellor in October, however no announcement was made at that time. The study would be similar to the one conducted by the NIC for Cambridge-Milton Keynes-Oxford. A study would help the HotSW partnership to better understand the constraints to higher levels of productivity by highlighting where investment in strategic infrastructure could unlock faster growth over the long term. The initial focus for the study would be along the A38/M5 transport spine, recognising that investment would have benefits for the whole of the HotSW area and wider South West.

(g) Brexit Resilience Opportunities Group. The Joint Committee has consistently lobbied Government that any powers that move back from the EU under Brexit must not stop at Whitehall. This senior officer group was established by the Joint Committee to research and advise on the opportunities and risks to the HotSW area. The Group has been collating evidence on some of the key risks and opportunities for our economy and has conducted research in the following areas: workforce; construction industry; agriculture and land management; food and farming; fisheries; and post Brexit funding to support the economy. The Group is also collating the risk and impact analysis of Brexit on local government such as service delivery and community resilience. The Group has fed directly into the Local Government Association briefing papers and to key Government departments to raise the profile of the area. With the Brexit departure date looming and several 'deal' scenarios still possible, this work has become ever more important. A Brexit Joint Regional Sounding Board event was part of the 12<sup>th</sup> November LEP Conference. It was an opportunity for the business community and public sector to engage with Government representatives from BEIS and MHCLG on preparedness. In December the Joint Committee and LEP wrote to the SoS for Housing, Communities and Local Government to request additional resources to cope with the impact of Brexit. The Group is also working with Cornwall on issues of mutual interest and concern.

(h) Sub-National Transport Body. Linked to the Joint Committee's work on infrastructure is the establishment of the South West Peninsula Shadow Sub-National Transport Body (covering Devon, Plymouth, Somerset, Torbay and Cornwall) which will develop a transport strategy to deliver investment in major transport infrastructure. In the short-term this will be an informal partnership, however a current 'ask' of Government is that they endorse the creation of a statutory Sub-National Transport Body (SNTB) for the Peninsula, plus a separate statutory body for the South West, centred around Bristol and the east of the region. These two new transport bodies will provide a platform for strategic discussions with Government on priorities for the region over the long term and will complete the set of SNTBs across the country which will engage directly with Government on strategic transport matters.

## 2.2 Next steps

In addition to that outlined above, the Joint Committee, working closely with the LEP will:

- a. Develop an Investment Framework for the Delivery Plan so that priorities for delivery and project opportunities can be delivered via investment from a range of sources.
- b. Review the roles and functions of both bodies through a governance review, to acknowledge the revised and enhanced focus given to LEPs by the Government. This work will include a review of the management support arrangements. The Joint Committee and the LEP will continue to share responsibilities across the Productivity Strategy and the Delivery Plan, with the LEP leading on areas closely linked to the LIS, and the Joint Committee leading on other areas such as housing and infrastructure. The need for close collaboration between the two has never been more important as we look to further influence Government policy and actions over the next 12 months and beyond. Recommendations from the review are due to be considered in January 2019.

## 3. Local Industrial Strategy

- 3.1 The inclusion of the HotSW LEP area in the second wave of areas to benefit from working with the Government to develop their Local Industrial Strategy (LIS) is a considerable achievement for the Joint Committee and the LEP. The first wave 'trailblazers' were the urban conurbations of Greater Manchester, the West Midlands and Cambridge-Milton Keynes-Oxford. The partnership had been pushing to be in the second wave and had raised the request with Government Ministers and officials over a number of months. It was therefore very welcome that HotSW was announced in July 2018 as part of wave 2.
- 3.2 By working closely with Government to develop a Local Industrial Strategy the HotSW area will be able to jointly agree with Government the long term transformational opportunities that will deliver higher growth.
- 3.3 [Local Industrial Strategies](#) are part of the Government's approach in the Industrial Strategy published in November 2017. Every LEP area will need to produce one by 2020. They are strongly evidence-based long term strategies that focus on raising productivity. As the Joint Committee and LEP recently adopted a Productivity Strategy based on refreshed evidence the partnership is in a strong position to further refine this with Government into a LIS.
- 3.4 Final approval of the LIS rests with the LEP in conjunction with the Government; however Government guidance requires that LEPs collaborate with a wide range of stakeholders throughout the development and delivery. Local authorities are essential partners in this mix and in the case of the HotSW LIS, this report proposes that the primary engagement is through the Joint Committee.
- 3.5 The LEP's proposed timetable is to have the final LIS agreed between the LEP and the Government by the summer of 2019. Fortunately, HotSW partners are better placed than many areas to meet this timetable as the work done by the Joint Committee and the LEP to build and test the evidence base for the Productivity Strategy and Delivery Plan has set the foundation; the LIS will be a natural extension of this.
- 3.6 The Joint Committee is ideally placed to provide collective local authority input, and to facilitate individual council input into the development of the LIS, recognising that final approval rests with

the LEP. The validity and positioning of the final document will be immeasurably strengthened by the involvement and general endorsement of all the constituent authorities, and by other partners including the business community. To enable the development of the LIS to be taken forward at pace, and to demonstrate alignment with partners across the area, it is proposed that local authority input is developed, coordinated and signed off by the Joint Committee. The powers of (and delegations to) the Committee are tightly focussed around the Productivity Strategy under the current governance arrangements, so approval is being sought from the constituent authorities to formally extend the remit. To improve awareness and buy-in to the development of the LIS across the constituent authorities, a portfolio holder engagement event was held in November 2018, and with a plan for future events in 2019.

#### **4. Budget and Cost Sharing Agreement**

- 4.1 The Joint Committee has been kept informed of its budgetary position to provide assurance that it is operating within its budget. This section of the report includes:
- (a) a summary of the Committee's current budget position for 2018/19, set out in Appendix 3
  - (b) a Budget and Cost Sharing Agreement (BCSA) which is a development of the Inter-Authority Agreement endorsed by the Constituent Authorities at the time the Joint Committee was established is attached as Appendix 4
  - (c) An indicative budget request for 2019/20 to the Constituent Authorities.
- 4.2 Appendix 3 summarises the position of the operating and support budget of the Committee. It shows a variation of the income for 2018/19 expected at the time of the Committee's establishment, with a larger than anticipated under-spend being carried forward from the budget raised through previous contributions.
- 4.3 In terms of the anticipated spend for 2018/19 the current position suggests that the Committee will be able to operate within budget and should achieve an under-spend to be carried forward to 2019/20 to help offset the future budget requirements. The current underspend is around £40k. It should be noted however that not all commitments for 2018/19 have yet been identified.
- 4.4 At the time of the Committee's establishment the Inter-Authority Agreement referred to the development of a Budget and Cost Sharing Agreement (BCSA) and included some headings to be included within it. Appendix 4 sets out the draft BCSA. It is a relatively simple document proportionate to the small size of the budget and the limited financial risk to each constituent authority. It explains the role of the administering authority as well as the responsibilities of the constituent authorities. The Joint Committee has approved the BCSA and all Section 151 Officers of the constituent authorities have been consulted on its contents. The document now requires the formal approval of the constituent authorities.
- 4.5 In terms of the Joint Committee's budget for 2019/20, the work programme is unknown at this Stage, although a busy year is expected for the Committee to respond to Government policy initiatives and to support the Delivery Plan. To assist the Constituent Authorities to plan budget commitments for 2019/20, the minimum contribution levels for 2019/20 are set out below and are at the same level as for 2018/19. These contributions will generate sufficient budget to cover the costs of the administering authority to service the Joint Committee, and leave a small surplus. Dependent on the underspend carried forward from the current year and the outcome of the review of the management support arrangements, this may not be sufficient to fully cover any



additional work, for example secondments, or externally commissioned work. The funding requirements will be clarified, as far as is possible, in advance of the 2019/20 financial year following the governance review and through a costed work programme, and applied on a pro-rata basis.

- County Councils - £10,500
- Unitary Councils - £4,000
- District Councils and National Parks £1,400

## **5. Consultation, communication and engagement**

- 5.1 Under the Communications and Engagement Plan, members of the constituent authorities, partners and the public have been kept informed of developments with the Joint Committee through newsletters published after each formal meeting and press releases on significant issues of interest. Increasingly, the Committee's engagement plans will include seeking the support of relevant Ministers and all local MPs for the Opportunities document and specifically our 'Asks' of Government. This engagement campaign will continue and accelerate as we move through 2019 and the Government's full spending review.
- 5.2 In addition, the Committee has a website providing background information, links to latest news and publications, and details of the membership. This can be accessed at:  
<http://www.hotswjointcommittee.org.uk/>

## **6. Conclusion**

- 6.1 Since August 2015, councils, the LEP and other partners across the Heart of the South West have worked effectively together to present a stronger, unified voice to Government, and to promote the needs of the region. This approach has resulted in the successful development and agreement of a long term Productivity Strategy, with a shared commitment between the LEP and the Joint Committee to double the size of the HotSW economy over the next 20 years. The partnership also moved to a more formal footing with the creation of a Joint Committee in March 2018. These achievements were important factors in HotSW being selected as one of only 6 areas nationally to jointly develop a Local Industrial Strategy with Government. The opportunity to develop a LIS at this stage ensures that the partnership (the Joint Committee including representatives from the LEP, and working with the LEP Board) is at the forefront of developing a localised long term plan that locks-in a commitment with Government. The LIS will also inform, and be linked with the new UK Shared Prosperity Fund which will replace EU funding after the UK leaves the EU.

The progress in terms of setting out a clear HotSW position on housing, and articulating delivery programmes for skills and employment also means that the area is in a stronger position to promote our priorities with Government.

## **Heart of the South West Partnership's key strategic asks of Government (October 2018)**

As part of the partnership's increased lobbying with MPs and with reference to the Great South West Partnership several 'policy Asks' of Government were identified to coincide with party conferences and the Autumn Budget. These will continue to be socialised over the next few months and are:

1. Recognition of the Great South West Partnership in the Autumn Budget Statement together with a commitment to co-design a Rural Deal - a 'Rural Productivity Partnership' with GSW following publication of Rural Productivity Commission Report earlier in the year
2. Strategic Connectivity
  - a. Confirmation of Sub National Transport Body/ (ies)
  - b. Peninsula Rail priorities – e.g. commitment for funding Dawlish
  - c. Funding commitment for A303 improvements
  - d. Superfast Broadband and 5G trials
  - e. Joint working with the National Infrastructure Commission on an A38/M5 corridor study to explore how we can unlock our full potential and accelerate growth to transform our region.
3. Transforming Cities and Strength in Places bids agreed
4. EU Fisheries underspend proposal: an offer to work with Government to develop a proposal to utilise the projected underspend in the current EU Fisheries budget.
5. Nuclear Sector Deal (and others specifically Maritime and Defence) to have clear place-based elements/funding, recognising the HotSW opportunities.
6. Local Industrial Strategy specific: encourage joint working with WECA on Wave 2 Local Industrial Strategies particularly around connectivity and Smart specialisations e.g. Nuclear and Aerospace.

**BUDGET STATEMENT – 2018/19****Costs**

At the time the Joint Committee was established it was estimated that its operating and support costs for 2018/19 (and to cover the remainder of 2017/18) would be £89,000 - excluding in-kind officer support. This estimate comprised:

1. £25,000 for work the Joint Committee would wish to commission to support the delivery of its work programme
2. £24,000 for the Brexit Resilience and Opportunities Group Secretariat
3. £40,000 for the Administering Authority to undertake its duties.

**Budget**

Current budget position summary:

18/19 Budget = <u>£117k</u> (an increase of £25k over the original estimate)	18/19 Expenditure - <u>£76.4k</u> (as at 24/10/18)
1. £67k - devolution budget carry forward (as against the estimate of £42k) – transferred from PCC to SCC	1 £40k - for Administrative Authority costs including: direct meeting costs (including refreshments); staffing costs directly relating to HotSW meetings; JC communications and marketing; micro-site development
2. £50k - funding contributions from the constituent authorities	2 £11.3k - support costs of the Brexit Resilience Opportunities Group (BROG) including seconded part-time officer support (against an original budget allocation of £24k)
	3 £6k – costs of Housing Summit
	4 £9.8k – housing consultancy support
	5 £9.3k – national infrastructure commission corridor consultancy support

## **(DRAFT) BUDGET AND COST SHARING AGREEMENT**

As part of the new Joint Committee working arrangements, the following clause was agreed in relation to the costs of operation of the Joint Committee. This clause was in the Inter-Authority Agreement.

### **4.0 JC Finance**

4.1 The JC's budgetary arrangements shall be detailed in a budget and cost sharing agreement to be agreed by all the Constituent Authorities (CA) annually on the recommendation of the JC and in advance of the financial year. The only exception to this will be in the JC's first year of operation when the JC shall recommend a budget and cost sharing agreement to the Constituent Authorities for approval at the first opportunity following its establishment.

4.2 The budget and cost sharing agreement shall cover:

- (a) The responsibilities of the Constituent Authorities for providing funding for the JC
- (b) The anticipated level of expenditure for the JC for the year ahead
- (c) The cost sharing mechanism to be applied to the Constituent Authorities
- (d) Details of how the budget will be set and agreed each year
- (e) Who is to be responsible for maintaining financial records on behalf of the JC (the 'accountable body');
- (f) What financial records are to be maintained;
- (g) What financial reports are to be made, to whom and when;
- (h) What arrangements and responsibilities are to be made for:
  - auditing accounts;
  - insurance including ensuring all partners have sufficient cover;
- (i) How any financial assets held by the JC on behalf of the Constituent Authorities will be redistributed to the CAs in the event of the dissolution of the JC or in the event of a CA formally withdrawing from the CA.

### **How is the budget set and agreed each year?**

In the February preceding each financial year, in consultation with the Somerset County Council Finance Advisory Team, the SCC Strategic Manager - Partnership Governance on behalf of the PMO will detail a budget plan for the JC income and expenditure. This will establish estimated amounts for that financial year and the timing of those financial transactions. This will be submitted by the administering authority to the Joint Committee for recommendation to the Constituent Authorities (CA) for approval.

Each CA will pay their agreed contribution to the Administering Authority (AA) in a timely manner on receipt of invoice details.

### **Who is to be responsible for maintaining financial records on behalf of the JC?**

SCC Finance Advisory Team – Ian Tier, Finance Manager.

### **What financial records are to be maintained?**

Financial records, i.e. orders for supplies and services, payments made, invoices raised and receipts, will be kept electronically on the SCC financial system. This incorporates purchase orders, invoice scans, cashiers receipts and sales invoices.

**What financial reports are to be made, to whom and when?**

SCC Finance Advisory will present a quarterly income and expenditure report to the SCC Strategic Manager – Partnership Governance. This will be reported to the CEx Advisory Group for information. An income and expenditure report will be presented to the JC for information on at least an annual basis.

**What arrangements and responsibilities are to be made for?**

- Auditing Accounts: The AA's accounts and audit arrangements will apply to JC business.
- Insurance: Each CA will ensure that it has sufficient insurance cover in place to provide protection for their members and officers participating in the work of the JC and in their capacity as officers or members of that authority. The AA will ensure that it has sufficient insurance cover in place to cover the AA role.

**How any financial assets held by the JC on behalf of the CA will be redistributed to the CAs in the event of the dissolution of the JC or in the event of a CA formally withdrawing from the CA?**

Itemised records of contributions made by each of the CAs will be kept over the life of the JC. In the event of the dissolution of the JC or in the event of a CA formally withdrawing from the CA having given the required notice, financial assets will be returned to the CA or CAs on a proportionate basis.

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**PLYMOUTH CITY COUNCIL**

**Subject:** Calendar of Meetings 2019/2020  
**Date:** 28 January 2019  
**Cabinet Member:** Councillor Peter Smith, Deputy Leader  
**CMT Member:** Giles Perritt, Assistant Chief Executive  
**Author:** Ross Jago, Senior Governance Advisor  
**Contact details:** ross.jago@plymouth.gov.uk  
**Ref:**  
**Key Decision:** No  
**Part:** I

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**Purpose of the report:**

The purpose of this report is to provide committee meeting dates for 2019 / 20.

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**Corporate Plan:**

The meetings of Council are a central element of the Democratic process of the Council which supports the Democratic values of the Corporate Plan.

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

There are no anticipated financial implications.

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

None

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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:**

That Council notes the attached committee dates for the 2019 – 2020 municipal year.

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**Alternative options considered and rejected:**

None.

**Published work / information:**

None

**Background papers:**

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

**Sign off:**

Fin	akh. 18.1 9.18 0	Leg	It/62 225	Mon Off	It/62 225	HR		Assets		IT		Strat Proc	
Originating SMT Member – Giles Perritt													
Has the Cabinet Member(s) agreed the content of the report? Yes													



**DRAFT Programme of Ordinary Committee Meetings of the Council and Committees 2019/20  
2019**

May		
13	Mo	
14	Tu	
15	We	
16	Th	
17	Fr	<b>AGM</b>

20	Mo	
21	Tu	
22	We	
23	Th	
24	Fr	

School Holiday

27	Mo	Bank Holiday
28	Tu	
29	We	Education and Children's Scrutiny OSC
30	Th	Planning Committee
31	Fr	

June		
3	Mo	
4	Tu	Cabinet tbc
		Licensing Sub Committee (provisional) 10am
5	We	Brexit Infrastructure and Leg Change OSC
6	Th	Taxi Licensing 10am
7	Fr	

10	Mo	
11	Tu	
12	We	Performance, Finance and Customer Focus OSC
13	Th	
14	Fr	

17	Mo	
18	Tu	Licensing Committee 10am
		Licensing Sub Committee 11am
19	We	Health and Adult Social Care OSC
20	Th	Health & Wellbeing Board 10am
21	Fr	

24	Mo	City Council 2pm
25	Tu	
26	We	
27	Th	Planning Committee 2pm
28	Fr	Chief Officer Appointments Panel (Provisional) 10am

School Holiday

July		
1	Mo	
2	Tu	Licensing Sub Committee (provisional)
3	We	
4	Th	Taxi Licensing
5	Fr	

8	Mo	SACRE
9	Tu	Cabinet
10	We	Education and Children's Scrutiny
11	Th	
12	Fr	Health & Wellbeing Board

15	Mo	
16	Tu	Licensing Sub Committee (provisional)
17	We	Brexit Infrastructure and Leg Change Scrutiny
18	Th	Planning Committee
19	Fr	Mount Edgcumbe Joint Committee

22	Mo	Audit Committee
23	Tu	
24	We	Performance, Finance and Customer Focus OSC
25	Th	
26	Fr	Chief Officer Appointments Panel (Provisional)

29	Mo	
30	Tu	Licensing Sub Committee (provisional)
31	We	Health and Adult Social Care OSC

August		
1	Th	Taxi Licensing
2	Fr	

5	Mo	
6	Tu	
7	We	
8	Th	
9	Fr	

12	Mo	
13	Tu	Cabinet
		Licensing Sub Committee (provisional)
14	We	
15	Th	Planning Committee
16	Fr	

19	Mo	
20	Tu	
21	We	
22	Th	
23	Fr	

26	Mo	<b>BANK HOLIDAY</b>
27	Tu	Licensing Sub Committee (provisional)
28	We	
29	Th	Taxi Licensing
30	Fr	Chief Officer Appointments Panel (Provisional)

2019

September		
2	Mo	
3	Tu	
4	We	
5	Th	
6	Fr	

9	Mo	
10	Tu	Cabinet
		Licensing Committee (provisional)
		Licensing Sub Committee (provisional)
11	We	Education and Children's Scrutiny
12	Th	Planning Committee
13	Fr	Tamar Bridge and Torpoint Ferry Joint Committee (TBC)

16	Mo	City Council
17	Tu	
18	We	
19	Th	
20	Fr	

23	Mo	Audit Committee
24	Tu	Licensing Sub Committee (provisional)
25	We	Brexit Infrastructure and Leg Change Scrutiny
26	Th	Taxi Licensing
27	Fr	Chief Officer Appointments Panel (Provisional)

October		
30	Mo	
1	Tu	
2	We	Performance, Finance and Customer Focus OSC
3	Th	
4	Fr	Health & Wellbeing Board

7	Mo	
8	Tu	Licensing Sub Committee (provisional)
		Cabinet
9	We	Health and Adult Social Care OSC
10	Th	Planning Committee
11	Fr	

14	Mo	
15	Tu	
16	We	
17	Th	
18	Fr	

21	Mo	
22	Tu	Licensing Sub Committee (provisional)
23	We	
24	Th	Taxi Licensing
25	Fr	Chief Officer Appointments Panel (Provisional)
28	Mo	
29	Tu	
30	We	
31	Th	

November		
4	Mo	
5	Tu	Licensing Sub Committee (provisional)
6	We	
7	Th	Planning Committee
8	Fr	

11	Mo	SACRE
12	Tu	Cabinet
13	We	Education and Children's Scrutiny
14	Th	
15	Fr	

18	Mo	City Council
19	Tu	Licensing Sub Committee (provisional)
20	We	Brexit Infrastructure and Leg Change Scrutiny
21	Th	Taxi Licensing
22	Fr	Mount Edgcumbe

25	Mo	
26	Tu	
27	We	Performance, Finance and Customer Focus OSC
28	Th	
29	Fr	Chief Officer Appointments Panel (Provisional)

December		
2	Mo	
3	Tu	Licensing Committee
		Licensing Sub Committee
4	We	Health and Adult Social Care OSC
5	Th	Planning Committee
6	Fr	Tamar Bridge and Torpoint Ferry Joint Committee

9	Mo	Audit Committee
10	Tu	Cabinet
11	We	
12	Th	
13	Fr	Chief Officer Appointments Panel (Provisional)

16	Mo	
17	Tu	Licensing Sub Committee (provisional)
18	We	
19	Th	Taxi Licensing
20	Fr	

23	Mo	
24	Tu	
25	We	Bank Holiday
26	Th	Bank Holiday
27	Fr	Close Down
30	Mo	Close Down
31	Tu	Close Down

School Holiday

School Holiday

2020

January		
1	We	Bank Holiday
2	Th	
3	Fr	
6	Mo	
7	Tu	Licensing Sub Committee
		Cabinet
8	We	Education and Children's Scrutiny
9	Th	
10	Fr	Health & Wellbeing Board

13	Mo	
14	Tu	
15	We	Brexit Infrastructure and Leg Change Scrutiny
16	Th	Planning Committee
17	Fr	

20	Mo	
21	Tu	Licensing Sub Committee
22	We	Performance, Finance and Customer Focus OSC
23	Th	Taxi Licensing
24	Fr	Chief Officer Appointments Panel (Provisional)

27	Mo	City Council
28	Tu	
29	We	Health and Adult Social Care OSC
30	Th	
31	Fr	

February		
3	Mo	
4	Tu	Licensing Sub Committee
5	We	
6	Th	
7	Fr	

10	Mo	
11	Tu	Cabinet
12	We	
13	Th	Planning Committee
14	Fr	Lord Mayor Selection Committee

17	Mo	
18	Tu	Licensing Sub Committee
19	We	
20	Th	Taxi Licensing
21	Fr	Chief Officer Appointments Panel (Provisional)

24	Mo	City Council - EGM - Budget
25	Tu	
26	We	
27	Th	
28	Fr	

March		
2	Mo	
3	Tu	Licensing Committee (provisional)
		Licensing Sub Committee (provisional)
4	We	Education and Children's Scrutiny
5	Th	
6	Fr	

9	Mo	
10	Tu	Cabinet
11	We	Brexit Infrastructure and Leg Change Scrutiny
12	Th	Planning Committee
13	Fr	Health & Wellbeing Board
		Tamar Bridge and Torpoint Ferry Joint Committee

16	Mo	City Council
17	Tu	Licensing Sub Committee (provisional)
18	We	Performance, Finance and Customer Focus OSC
19	Th	Taxi Licensing
20	Fr	

23	Mo	SACRE
		Audit Committee
24	Tu	
25	We	Health and Adult Social Care OSC
26	Th	
27	Fr	Chief Officer Appointments Panel (Provisional)

30	Mo	
31	Tu	Licensing Sub Committee (provisional)

April		
1	We	
2	Th	
3	Fr	
6	Mo	
7	Tu	
8	We	
9	Th	Planning Committee
10	Fr	Bank Holiday

13	Mo	Bank Holiday
14	Tu	Licensing Sub Committee (provisional)
15	We	
16	Th	Taxi Licensing
17	Fr	

20	Mo	
21	Tu	
22	We	
23	Th	
24	Fr	Chief Officer Appointments Panel (Provisional)

27	Mo	
28	Tu	Licensing Sub Committee (provisional)
29	We	
30	Th	

May		
18	Mo	
19	Tu	
20	We	
21	Th	
22	Fr	City Council AGM

School Holiday

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