



Oversight and Governance

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

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Published 30 September 2019

CABINET

Tuesday 8 October 2019
2pm
Council House, Plymouth

Members:

Councillor Evans OBE, Chair

Councillor Pete Smith, Vice Chair

Councillors Haydon, Coker, Dann, Lowry, Penberthy, Jon Taylor, Laing and Kate Taylor.

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

This meeting will be webcast and available on-line after the meeting. By entering the Warspite Room, councillors are consenting to being filmed during the meeting and to the use of the recording for the webcast.

The Council is a data controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with authority's published policy.

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

Cabinet

Agenda

Part I (Public Meeting)

1. Apologies

To receive apologies for absence submitted by Cabinet Members.

2. Declarations of Interest

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

3. Minutes (Pages 1 - 6)

To sign and confirm as a correct record the minutes of the meeting held on 17 September 2019.

4. Questions from the Public

To receive questions from the public in accordance with the Constitution.

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Plymouth City Council, Ballard House, Plymouth, PL1 3BJ, or email to democraticsupport@plymouth.gov.uk. Any questions must be received at least five clear working days before the date of the meeting.

5. Chair's Urgent Business

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

6. Leader's Announcements

7. Monthly Activity Round Up

8. Completed Pledges Report August 2019 (Pages 7 - 12)

9. City Centre Business Improvement District 2020-2025 (Pages 13 - 30)

10. Statement of Community Involvement (Pages 31 - 52)

11. Plymouth and South West Devon Supplementary Planning Document - Consultation Draft (to follow)

- 12. Social Value Policy** **(Pages 53 - 80)**
- 13. The Box - Finance Update (to follow)**
- 14. Public Health Annual Report (to follow)**

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Cabinet

Tuesday 17 September 2019

PRESENT:

Councillor Evans OBE, in the Chair.

Councillor Pete Smith, Vice Chair.

Councillors Coker, Dann, Haydon, Laing, Lowry, Penberthy, Jon Taylor and Kate Taylor.

The meeting started at 2.00 pm and finished at 3.50 pm.

Note: The full discussion can be viewed on the webcast of the City Council meeting at www.plymouth.gov.uk. At a future meeting, the Council will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

34. **Declarations of Interest**

There were no declarations of interest made by Members in accordance with the Code of Conduct.

35. **Minutes**

Agreed that the minutes of the meeting held on 13 August 2019 are confirmed as a correct record.

36. **Questions from the Public**

There were no questions by members of the public.

37. **Chair's Urgent Business**

There were no items of Chair's urgent business.

38. **Leader's Announcements**

The Leader, Councillor Evans OBE made the following announcements –

- on 27 July 2019, a letter had been written to the City's MPs, following a resolution made by the City Council regarding the scrapping of the free TV licences for people aged over 75; the letter sought to reaffirm the MPs commitment to provide free TV licences; one response had been received from Mr Luke Pollard, MP in which he reaffirmed his commitment to providing free TV licences; responses were awaited from Mr Gary Streeter, MP and Mr Johnny Mercer, MP; a letter had also been written to the Government on this matter;

- as part of the High Streets Heritage Action Zones scheme, the Council would be able to apply, along with 69 other towns/cities, for a share of the £95m fund which would be used to revive historic high streets; thanks were extended to the officers involved in this scheme;
- it had been a great weekend in the City with many events being held which included the Respect Festival which was celebrating its 21st birthday, the seafood festival, the Plymouth Sound National Marine Park launch and the Star Awards which celebrated the achievements of Plymouth City Council employees;
- work was due to commence on site for Phase II of Oceansgate; a ground breaking ceremony would be held within the next couple of weeks; even though the construction work had yet to commence, 84% of the units had already been let.

39. **Monthly Activity Round Up**

Councillor Laing, Cabinet Member for Children and Young People, made the following announcement –

- the first group of social workers had completed the National Assessment and Accreditation (NAAS) Verification of Practice Skills; this had earned them formal accreditation from the Department for Education as either Approved Child and Family Practitioner, or an Approved Child and Family Practice Supervisor.

Councillor Haydon, Cabinet Member for Customer Focus and Community Safety, made the following announcements –

- on Thursday, 12 September 2019 Exercise Short Sermon had taken place; the exercise was undertaken on a three yearly basis and involved multi agencies working together; the exercise was designed to test the emergency response at Devonport Naval Base and the Council's Offsite Emergency Plan; the exercise was overseen by regulators who had deemed that it had been completed successfully;
- the Council's Public Protection Service had been successful in prosecuting an individual who had been selling a waste collection service; the individual had been burning, fly tipping and passing on waste to others to dispose of illegally; he had received a Criminal Behaviour Order which prohibited him from working with waste for five years; officers involved in this prosecution were thanked for their work;
- in a case brought by the Trading Standards service, an individual who had been caught with a huge amount of illegal tobacco had been ordered to pay £55,000 (he was also ordered to pay the prosecution costs of £17,500) under the Proceeds of Crime; he was sentenced to 12 months' imprisonment suspended for two years and ordered to undertake 200 hours' unpaid work; officers involved with this prosecution were thanked for their work.

Councillor Jon Taylor, Cabinet Member for Education, Skills and Transformation made the following announcement –

- the Government's school funding announcement for 2020/21 had not included additional funding for maintained nursery schools which provided a vital service for children with special educational needs and disability, as well as those disadvantaged children; this was of concern and over the next few months there would be a robust campaign to secure additional funding, as these services would be under real threat, if no new funding was available.

Councillor Peter Smith, Deputy Leader made the following announcement –

- there was just 12 months to go until 16 September 2020 which would mark the 400th anniversary of the historic Mayflower voyage; there would be over 100 Plymouth Mayflower events or activities which included Mayflower Week 2020 (Field Gun Festival, Mayflower ceremony, Royal Marines Rehabilitation Triathlon, Mayflower Muster), Illuminate 2019 and 2020 (light based festival), the opening of the Box in spring 2020, This Land (a production by Theatre Royal Plymouth and the Wampanoag) and 'Settlement' (a large scale installation of public art);
- the Mayflower 400 Community Sparks fund enabled funding for local community projects; Councillors were encouraged to use their community grant fund to also support community projects;
- Mayflower sports week would run in conjunction with Plymouth Argyle, Albion and the Raiders.

Councillor Dann, Cabinet Member for Environment and Street Scene made the following announcements –

- there would be global climate strikes taking place across the world during 20 – 27 September 2019 which were part of the young people's initiative led by Greta Thunberg; following the Council's declaration of a climate emergency, other organisations had followed Plymouth's lead which included Plymouth University, Hospital Trust and other Devon Councils; Plymouth City Council would also be supporting the Devon wide climate emergency declaration working with its partners, cross boundaries, to reduce, where possible, the carbon footprint and also in the future lobbying Government;

work undertaken by the Council included the installation of 54 pop-up chargers in nine hubs across residential areas with on street parking, the replacement of 61 diesel vehicles with electric vehicles which would reduce carbon dioxide 1000 tonnes over the life of the vehicle, installation of a solar car port at the Millhouse Park and Ride site and low carbon heating and lighting across the Council's estate;

a city wide action plan would be developed which would cover key themes including power generation, working with businesses, homes, planting more trees, corporate emissions and the people of Plymouth; the people of Plymouth were key in ensuring that they were part of this climate emergency; the climate change survey had been launched on the Council's website and would be open for one month; residents were encouraged to complete the survey;

- Plymouth Sound had been declared as a national marine park following the announcement on the Hoe on 13/14 September 2019; this was the first marine park in the UK and the pioneering work undertaken would be able to be shared with other coastline cities across the UK; the National Marine Park would ensure the future sustainability of Plymouth Sound.

(a video of Plymouth Sound National Marine Park was played).

40. **Completed Pledges Report August 2019**

Cabinet noted the completion of pledge 43 and pledge 65 in August 2019 which brought the total of completed pledges to 53.

Councillor Lowry, Cabinet Member for Finance provided an update on the completion of –

- Pledge 65 – ‘the Council will review the progress made in implementing the recommendations of the Plymouth Fairness Commission’.

Councillor Jon Taylor, Cabinet Member for Education, Skills and Transformation provided an update on the completion of -

- Pledge 43 – ‘Plymouth needs more engineers, mathematicians and scientists’; the city had world-class STEM employers; the City Council would look to work with the Plymouth Manufacturers Group and Women in STEM, to increase the number of young people taking STEM subjects at school, college and university; the Council would work with the major manufacturers and large business to provide school children an insight into how factories, manufacturing, digital and creative industries, STEM roles and other major Plymouth employers worked; the Council also supported people to improve their STEM skills throughout their career.

(A video was provided on the ‘Big Splash Event’ which formed part of the Plymouth STEM calendar).

Cabinet noted the pledge update and extended thanks to all officers involved across the local authority for their input.

41. **Brexit Preparation - Risk Management**

The Leader, Councillor Evans, OBE introduced the item on Brexit preparation and risk management.

Following a discussion, Cabinet agreed –

- (1) to endorse the risk management approach to a ‘No Deal’ Brexit;
- (2) the mitigation priorities set out in the Organisational and City risk management logs at Appendices 1 and 2 of this report;
- (3) to note the contents of the Government’s Worse Case Planning Assumptions as of 2 August 2019 paper;
- (4) to thank the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee for its contribution to date and asked that its members maintain a close watching brief on mitigation plans to minimise risk to the Council and the City.

42. **Update from Scrutiny Management Board**

Councillor Mrs Aspinall (Chair of the Scrutiny Management Board) provided an overview of the work undertaken which included –

- (a) the role of the Scrutiny Management Board was to ensure that the Scrutiny Committees were working well; the Board was still in its infancy but was progressing well;
- (b) the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee proposed to hold a select committee review looking at buses as part of The Bus Service Act 2017 which would include bus services provided within the City, subsidised bus routes, real time information, audio/visual aids on buses (for visual/hearing impaired passengers), low emission buses, Dial a Ride, concessionary fares and how the informal partnership with bus companies would work;
- (c) the Performance, Finance and Customer Focus Overview and Scrutiny Committee would be holding two select committees on the electoral process and gypsy and travellers;
- (d) the Education and Children’s Social Care Overview and Scrutiny Committee was looking to hold two select committees on bullying and attendance and fairer funding for schools;
- (e) the Health and Adult Social Care Overview and Scrutiny Committee would be holding the following select committees -
 - food justice;
 - mental health;

- dental services;
- end of life care;
- community/urgent care review;

(f) budget scrutiny would be held over two days on 21/22 January 2020.

Cabinet considered that –

- (g) scrutiny should be more flexible in order to be able to scrutinise ‘hot topics’ and to be able to discuss issues rather than receiving reports;
- (h) there had been a lack of scrutiny recommendations being presented to Cabinet;
- (i) the importance of pre-decision scrutiny and its role in developing policies;
- (j) with the reinstatement of the Management Board, items such as Child Poverty could be affectively scrutinised.

Cabinet



Date: 08 October 2019
Title of Report: **Completed Pledges Report**
Lead Member: Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director: Giles Perritt (Assistant Chief Executive)
Author: Andrew Loton (Senior Performance Advisor)
Contact Email: Andrew.loton@Plymouth.gov.uk
Your Reference: P2019/08OCT
Key Decision: No
Confidentiality: Part I - Official

Purpose of Report

The administration continues with its four year programme to deliver against the 100 pledges, by March 22, for a better, greener and fairer Plymouth. Following the completion of pledge 34 in September, the total number of pledges completed is 54 of the 100.

The following “pledge on a page” overview has been prepared:

- **Pledge 34:** We will support the campaign for Plymouth Sound to be designated the country’s first National Marine Park.

To see a full list of pledges completed please visit our [on-line pledge board](#).

Recommendations and Reasons

1. Cabinet are invited to note the completion of pledge 34 in September 2019, bringing the total for completed pledges to 54.

Alternative options considered and rejected

N/A

Relevance to the Corporate Plan and/or the Plymouth Plan

The 100 Pledges and manifesto priorities continue to inform development and delivery of the Corporate Plan and therefore have been adopted by the Council as part of delivery of the Corporate Plan.

Implications for the Medium Term Financial Plan and Resource Implications:

All resource implications have been considered and incorporated within the MTFs and Service Business Plans.

Carbon Footprint (Environmental) Implications:

Pledge completions complement the Council's existing policy framework with respect to the above. However, where potential environmental implications are identified from the implementation of any new activities arising from pledge delivery, assessments will be undertaken in line with the Council's policies.

Pledge 34, Plymouth's National Marine Park, directly supports delivery against the Plymouth Plan Policy Int6: Enhancing Plymouth's 'green city' credentials.

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

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

Where potential implications are identified from the implementation of any new activities arising from pledge delivery, assessments will be undertaken in line with the Council's policies.

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Completed Pledges: Pledge 34							

Background papers:

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
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Sign off:

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Originating Senior Leadership Team member: Giles Perritt, Assistant Chief Executive

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 27/09/2019

Cabinet Member signature of approval:

Councillor Mark Lowry



Date: 30/09/2019

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FOR PLYMOUTH'S MARINE AND MARITIME ROLE

Pledge 34 – Campaign for Plymouth Sound to be designated a National Marine Park

What we said we would do: We will support the campaign for Plymouth Sound to be designated the country's first National Marine Park.

What we wanted to achieve: Local and national commitment to support the development of Plymouth Sound as the UK's first National Marine Park.

What we have done: History was made in Plymouth when key local, regional and national partners came together to create the UK's first ever National Marine Park. Plymouth Sound National Marine Park will aim to showcase to the world the unique and fantastic assets that Britain's Ocean City has to offer, including an estimated 1,000 different species of marine life, and help boost the economy, attract more visitors and enable funding for research and a range of other benefits.

For the first time ever city leaders, experts in the marine and maritime sector and other partners from the public, private, and voluntary sector participated in a signing to demonstrate their support for making the National Marine Park happen.

Lewis Pugh, UN Patron of the Oceans, said: "In the past Plymouth launched many great voyages that changed the history of the world. It is my hope that, in the future, people will look back at Plymouth as the ocean innovator that set the standard for National Marine Parks in Britain and across the globe."

The government has also given its backing to Plymouth. Environment Secretary Theresa Villiers said: "Our seas provide great economic opportunities for our world-leading marine sector but they also need our protection."

Key partners signed the Declaration of Intent for Plymouth Sound National Marine Park on Friday 13 September and then on Saturday 14 September there was a public celebration event Plymouth Hoe.

What's next: Following the Declaration of Intent and to support the creation of the National Marine Park, the Council will facilitate a further phase of extensive stakeholder engagement. This work will be overseen by a new National Marine Park Board. This engagement will include a series of all-day workshops involving stakeholders, which will be designed to help resolve challenges and identify innovative solutions to inform a five year National Marine Park business plan and sustainable funding model.

The process will engage stakeholders from across the many marine and maritime interests, with participants being drawn from organisations and individuals across a range of sectors, including defence, commercial fishing, angling, marine technology, visitor economy, and research, as well as the natural environment.

Find out more!

Here are some news stories about our work to deliver the pledge:

<http://plymouthnewsroom.co.uk/250000-funding-bid-submitted-move-forward-plymouths-national-marine-park-plans>

<http://plymouthnewsroom.co.uk/plymouth-uks-first-national-marine-park/>



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Cabinet

Date of meeting:	08 October 2019
Title of Report:	Plymouth City Centre Business Improvement District (2020-25)
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Anthony Payne (Strategic Director for Place)
Authors:	Patrick Knight, Economy, Partnerships and Regeneration Manager Steve Hughes, Chief Executive, Plymouth City Centre Company
Contact Email:	patrick.knight@plymouth.gov.uk
Your Reference:	Dev/ED/ED/Proj/CC/BIDCabinetReport08.10.19
Key Decision:	Yes
Confidentiality:	Part I - Official

Purpose of Report

This report sets out Plymouth City Council's rationale and support for the renewal of the Plymouth City Centre Company (CCC) Business Improvement District for 2020-25.

Plymouth City Centre is vital to the heart of the community and the businesses which trade within it. It is a key priority for Plymouth City Council, the Plymouth Plan and for the future success of the city overall, so we will continue to give our strong support to the City Centre Company's successful Business Improvement District and the businesses it represents.

The report defines the Council's financial and other support for the CCC's City Centre BID, as well as its commitment to establish baseline agreements for the City Council's existing services within the BID area. Any business contributions through the BID that come from the private sector (BID levy c.£2.1m) are effectively additional investment over and above the support made by the City Council which totals c.£600,000, plus an in kind contribution of £72,500 over the five year BID period. This brings the total projected value of Plymouth City Centre's BID to c.£2,772,500.

In addition, over the coming 5 years Plymouth City Council has committed up to £43m of its capital funding to key city centre developments, including the Railway Station area, Armada Way (Civic Centre/Civic Square), Old Town Street Street/New George Street and Millbay Boulevard which should lever private sector investment totalling c.£130m. This builds on our recent investment of £40m in The Box, c.£1m in Barcode and c.£5m in the West End, which has levered £165m from the private sector, all for the benefit of the local community and visitors to the city.

This City Centre BID was reviewed at the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee on 25 September 2019 with all recommendations noted by that committee.

Recommendations and Reasons

It is recommended that the Cabinet:

1. Endorse the principles and overall approach of the Plymouth City Centre Company BID and their Business Plan for 2020 to 2025.

Reason: To confirm the partnership approach to the Business Improvement District and to continue with a framework for service improvement mechanisms within the Business Improvement District area.

2. Approve the City Council's financial and in kind contributions as set out in this report (totalling £672,500) and to demonstrate its continued commitment to the City Centre Company BID at existing levels through the proposed BID Concordat and Contract for the provision of services within the Plymouth City Centre Business Improvement District area.

Reason: To enable the Plymouth City Centre Company Ltd. to implement the Business Plan 2020 to 2025.

3. Authorise the City Council Chief Executive as returning officer to instruct a Ballot Holder to undertake a ballot of appropriate businesses within the City Centre Company Business Improvement District area.

Reason: To enable a ballot in the Business Improvement District area to be conducted in accordance with Regulation 7 Schedule 2 of the Business Improvement District (England) Regulations 2004.

4. Delegate to the Strategic Director for Place authority to vote on behalf of the City Council in the Plymouth City Centre Company Business Improvement District ballot.

Reason: To discharge the City Council's responsibilities in relation to the ballot as an occupier within the Plymouth City Centre Business Improvement District area in a timely manner consistent with the Business Improvement District ballot programme and in order to achieve the City Council's wider economic and regeneration objectives for the city centre.

5. Delegate to the Strategic Director for Place authority to approve the Plymouth City Centre Company Business Improvement District Contract provided that it accords with the general principles set out in this report.

Reason: To allow the Business Improvement District Contract to be formally signed after the Business Improvement District ballot and in advance of the formal commencement of the new Business Improvement District for the period 2020 to 2025.

6. PCC is already committed to funding the City Centre Company, through its Medium Term Financial Strategy, so no new funding commitments are requested.

Reason: To enable the CCC to operate successfully and generate revenues that can then be reinvested for the BID's delivery.

7. Request the Brexit, Infrastructure and Legislative Change OSC to review the Business Improvement District proposals and make a recommendation to the City Council regarding the exercising its power of veto. The meeting to then make a recommendation to Full Council.

Reason: To meet the requirements of Regulation 12 of the Business Improvement District (England) Regulations 2004 in relation to the use of the power of veto and to provide independent scrutiny of the Business Improvement District proposal.

Alternative options considered and rejected

Option 1: Progress city centre management through a different vehicle using a voluntary contributions approach

This has been rejected by the City Centre Company because the anticipated income and levels of commitment would be significantly reduced as a result of differential contributions from different businesses.

Option 2: Amend some of the assumptions in the existing Business Improvement District Business Plan

This was rejected as the current level of service provision within the City Centre has to be met or enhanced above pre-Business Improvement District levels for the duration of the BID Business Plan in order to meet the requirements of the regulations. In addition previous experience in delivering the City Centre BID Business Plans demonstrates the added value of a realistic but challenging programme of integrated initiatives in leveraging other sources of income above the basic Business Improvement District levy.

Option 3: Abandon the Business Improvement District Model

This was rejected as it might mean that some of the services and management to be undertaken by the City Centre Company would have to be managed in-house by Plymouth City Council and it is not considered this would allow sufficient private sector involvement and flexibility in the operation of the activities.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Plymouth Plan's 'Growing' and 'International' chapters highlight the importance of Plymouth City Centre as a primary economic node, which is being enhanced and regenerated as a vibrant modern mixed-use regional shopping centre of appropriate scale for prevalent retail patterns, with high levels of Internet connectivity, high quality high density urban living, and a hub for culture and leisure to serve the wider city. It is also crucial in delivery of the refreshed Plymouth Visitor Plan (2020-30), enabling Plymouth to position itself an 'urban base' for visitors to stay to combine activity and culture.

The full draft version of the Plymouth City Centre Company BID Business Plan will be available from November 2019 at: www.citycentrebid.co.uk

Through the Plymouth City Centre Company and the consolidation of resources the City will attract more visitors and visitor spend, increasing the number of jobs within the visitor economy, encouraging enterprise, improving skills and making Plymouth a thriving regional centre.

The renewal of the City Centre BID will also support the following Corporate Plan outputs:

Pioneering: Supporting strategies: 'Vital Sparks' cultural strategy	Plymouth's cultural offer provides value to the City
Growing: Supporting strategies: Local Economic strategy	A strong economy creating a range of opportunities Plymouth is an attractive place for investment
Caring:	Children, young people and adults are safe and confident in their

Supporting strategies: Children's strategy	communities
Confident Supporting strategies: Plymouth Visitor Plan	Citizens enjoy living and working in Plymouth Plymouth's brand is clear, well known and understood

Implications for Medium Term Financial Plan and Resource Implications:

Over the 5 years Plymouth City Council plans to support the BID with cash contributions of £187,500 (contribution to Christmas Illuminations), an estimated £112,500 in BID levy payments, £300,000 from Street Trading and an 'in kind' contribution amounting to the value of £72,500.

Total value of support, cash, in kind commitments and BID levy payments over 5 years is estimated at £672,500.

This represents a potential return of investment of 3:1 for the City Council during the BID period, which does not include the wider economic impact of supporting the Plymouth Plan (including Plymouth Visitor Plan) and the less tangible benefits gained through supporting the small businesses which provide jobs in the city, enlivening the city centre and keeping it clean and safe.

The City Council has already committed a total of £43m+ expenditure from its capital programme over the next 5 years subject to funding and business cases.

The Plymouth BID provides exceptional value for money. Plymouth's BID is based on a BID levy of 1.363% of the rateable value of every business in the BID area representing an investment of £2.1m over 5 years (taking into account collection rates, and estimated Small Business Rates Relief).

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

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the*

Equalities Act and those who do not.

None. Plymouth City Centre Company Ltd. will continue to ensure that its activities support these objectives.

Carbon Footprint (Environmental) Implications:

No new carbon footprint implications are implied by the BID renewal.

However, with work on the City Council's Climate Action Plan progressing there is an opportunity for the CCC/PCC to work together to promote action to reduce carbon emissions relating to the City Centre.

It is noted that many street traders using on street electricity supplies have been encouraged to source their electricity through renewable electricity suppliers/ contracts and are doing so. This could be taken further with the range of retailers/traders that the Council has contractual arrangements with.

In addition the CCC could look at the potential for delivery of a wider business advice scheme re low energy equipment (low energy lightbulbs, heat pumps etc.) and using renewables.

Early action on establishing a portfolio of City Centre action is therefore envisaged.

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable)						
		If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
		1	2	3	4	5	6	7
A	Briefing – Background Information							
B	Equality Impact Assessment							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
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	1	2	3	4	5	6	7

Sign off

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Originating Senior Leadership Team member: David Draffan, Service Director for Economic Development											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 12/09/2019											
Cabinet Member approval: Approved by Councillor Mark Lowry by email on 06/09/19											
Date approved: 06/09/2019											

Plymouth City Centre Business Improvement District (2020-25)

Further background information:

1.0 Introduction

This report sets out Plymouth City Council's rationale and support for the Plymouth City Centre Company's (PCCC) Business Improvement District (BID) for Plymouth City Centre (2020-25).

Plymouth city centre's economic vibrancy is of vital importance to the city, supporting 14% of the city's employment and is a key priority for this Council. Through the BID we have invested heavily in the city centre, matching the contribution of levy payers and prioritising city centre projects within our capital programme in line with the BID's ambitions. The BID has proved to be a resounding success.

The report defines the Council's financial support for the CCC's City Centre BID4 as well as its commitment to establish baseline agreements for the City Council's existing services within the BID area. Any business contributions through the BID that come from the private sector (BID levy c.£2.1m) are effectively additional investment over and above the support made by the City Council which totals c.£672,000 over the five years. This brings the total projected value of the City Centre BID to c.£2,772,500.

1.1 Background

Plymouth City Centre Company has been hugely successful delivering significant achievements and improvements over the past 15 years and a major voice for many businesses, organisations and partnerships within the City. Representing more than 500 businesses within the Plymouth City Centre area it has gained a national reputation for best practice and has transformed the city centre environment into a safer, cleaner and more vibrant place for residents and visitors alike. The BID is about sustainable partnerships that help drive investment in the area.

Following the CCC's successful delivery of its projects in the 2015-20 BID Business Plan, the CCC's Board of Directors have taken the decision to proceed to a BID ballot for a new BID (2020-25). Since March 2019 extensive consultation has taken place with the business community through a series of face-to-face meetings, surveys, workshops and 'open door' meetings.

The BID legislation does not require that the Local Authority endorse the BID proposals, however it is essential that Plymouth City Council confirms its support (financial and in kind) prior to the ballot and before the BID will reach the end of its third term on 31st March 2020. Through approval of this report's recommendations the Council will signal its strong support for Plymouth City Centre Company's City Centre BID Business Plan (2020-25).

A Business Improvement District (BID) is a private sector led management organisation for a precisely defined geographical area, where business rate payers have identified projects and services that will have a positive impact on their trading environment. Businesses located within the area vote to invest collectively in delivering these improvements which are wholly additional to those already delivered by local, statutory bodies. Once a BID has been established, all businesses contribute a BID Levy based on the rateable value of their premises (hereditaments) to ensure fairness and equity. BIDs have a maximum duration of five years.

1.2 The City Centre Company Vision

To position Plymouth City Centre as the major retail, visitor and leisure destination on the South West Peninsula.

With its partners, the BID will raise the profile of Plymouth as Britain's Ocean City and maximise the potential of the recent investment in cultural, leisure and entertainment venues to drive economic growth.

1.3 The City Centre BID4 Operation

A Business Improvement District (BID) is a private sector led management organisation for a precisely defined geographical area, where business rate payers have identified projects and services that will have a positive impact on their trading environment. Businesses located within the area vote to invest collectively in delivering these improvements which are wholly additional to those already delivered by local, statutory bodies. Once a BID has been established, all businesses contribute a BID Levy based on the rateable value of their premises (hereditaments) to ensure fairness and equity. BIDs have a maximum duration of five years.

The Plymouth City Centre Company Ltd. will be responsible for delivering the new City Centre BID. PCCC is an independent, not for profit company limited by guarantee, which currently operates as a voluntary membership partnership with a Board of Directors representing all the key business sectors in the BID area, run by and for local businesses.

PCCC will provide leadership and management and be directly accountable to City Centre businesses for the delivery of the BID Business Plan, working in partnership with Plymouth City Council, Plymouth Waterfront Partnership, Destination Plymouth, and other public agencies to benefit businesses located within the City Centre area.

1.4 The City Centre Company Objectives

The City Centre Company's new BID will:

Act as ONE BUSINESS VOICE for the city centre, influencing and working with partners, to:

- Recognise and adapt to the changing retail climate to ensure landlords and tenants find new uses for empty units
- Re-invigorate the city centre by pro-actively seeking inward investment and facilitating development
- Improve connectivity between the waterfront and city centre, giving visitors more reason to visit both locations

In addition, the BID will:

- Attract more visitors with marketing and promotion and a high-quality, year-round programme of events
- Improve our public spaces, so they are vibrant, clean, welcoming, green and safe
- Support our businesses with range of services to reduce costs and improve customer experience

The new BID's projects are designed to enable the city centre to thrive and to maximise the opportunities driven by a continuously changing consumer marketplace including, out-of-town shopping, online shopping, and changing customer expectations and habits. The BID and partnership activities will respond proactively

by offering targeted, attractive and unique experiences to attract, retain and exceed the expectations of new and existing customers.

1.5 The City Centre Targets

The City Centre BID will help the City to achieve its Visitor Plan targets:

- To grow visitor spend by 30% from £347 million to £450 million in a decade
- To increase the total visitor numbers by 15% from 5.1 to 6 million by 2030

This will involve positioning Plymouth as an 'urban base' through which to enjoy modern city centre shopping, leisure, cultural activities and evening and night-time experiences e.g. The Barcode cinema and leisure complex, The Box, Royal William Yard and Millbay.

2.0 How Will City Centre BID4 Be Managed?

The City Centre BID will be managed by Plymouth City Centre Company Ltd. which will be directly accountable to City Centre businesses for the management of this area and the successful delivery of the BID business plan.

The BID's governance will be the responsibility of the PCCC Board, giving City Centre businesses and other stakeholders control in formulating strategy and overseeing BID project delivery. In addition, as a member of the CCC, businesses will also have a vote on major decisions.

The BID boundary area will cover the primary areas of the City Centre including the area to the North of Royal Parade and up Armada Way to North Cross, the area West of Armada Way across to Western Approach, the area to the East of Armada Way across to Charles Cross. The City Centre Company BID area will buffer up to the Plymouth Waterfront Partnership BID area ensuring enhanced links between the two areas and a seamlessly positive visitor experience.

3.0 The Costs to Businesses

In February 2020 the businesses will have to decide whether to vote Yes or No to fund delivery of the final City Centre BID Business Plan. If a majority of businesses vote Yes, then all businesses in the BID area will be required to contribute an annual BID Levy payment, based on the rateable value of the premises that the business occupies.

The proposed annual BID Levy is based on 1.363% of a business property's rateable value (RV). For example, if the RV is £30,000 a business will pay £409 per annum, that's £7.86 per week.

4.0 The Development of BID4

The BID Business Plan has been driven at every stage by business owners and managers seeking to improve their trading environment and profitability.

Building on from the previous three BID business plans, CCC has listened to business concerns, ideas and priorities, evolving this BID Business Plan from a highly structured, detailed, democratic consultation process, involving a number of key stages. Extensive consultation has taken place with the business community since February 2019 through a series of face-to-face meetings, surveys, workshops and 'open door' meetings. The BID is about investment in the area and sustainable partnerships. Consequently, the Plymouth City Centre Company's Business Improvement District Business Plan and the proposed projects within it are the result of extensive consultation with City Centre businesses reflecting their priorities and aiming to deliver them over the 5 year BID period.

5.0 Value for Money

If the majority of businesses vote yes, around 550 identified businesses (including City Council premises) within the City Centre BID area will be required to contribute through a Levy. The Plymouth City Centre Company Ltd. will then aim to secure match funding which could further increase the five-year investment.

Based upon rateable value, the average city centre business will pay an annual levy £765 (£14.70 a week) in return for significantly higher benefits in terms of visitor spend and other advantages.

Based upon existing rateable values within the BID area:

- 7.5% of businesses will pay less than £100 per year
- 49% of businesses will pay between £100 and £500 per year
- 23% of businesses will pay between £500 and £1,000 per year
- 19% of businesses will pay between £1,000 and £5,000 per year
- 1.5% of businesses will pay more than £5,000 per year

It is proposed that a minimum rateable value threshold of £4,000 is set within this new BID term, below which no additional BID levy is made. This will help support those very small businesses within the independent retail areas as well as in the market which add distinctiveness, diversity and character to the city.

6.0 Projected Funding/Budget over 5 Years

Total estimated BID Levy income from City Centre businesses/organisations	£2.1m*
Total projected other private sector funding	£2,565,000
Total projected PCC cash and in kind contribution.	£672,500
Total value of existing City Council Services, BID levy, and Match Funding	

Total 5 Year joint PCC and BID funding

*Based upon current projected budgets which could be subject to change

Planned funding breakdown over 5 years:

Planned Funding	Value £	Cash or in kind?
PCC - Capital Programme (OTS/NGS/Civic Centre/West End)	43,000,000	Subject to funding and business cases
PCC - Street Trading contribution	300,000	cash
PCC - Xmas lights installation	187,500	cash
PCC - BID levy payment	112,500	cash
PCC - Levy collection (admin and legal)	72,500	In kind
Total planned PCC contribution	43,672,500	Cash/in kind

CCC - BID levy income (projected)	2,115,000	Cash
CCC - Landlords - BID voluntary subscriptions	150,000	Cash
CCC - Commercial Trading Income	100,000	Cash
CCC - PARC: MRS – Security radios / PARC – Trading income	200,000	Cash
Total planned CCC BID contribution	2,565,000	Cash
Total planned funding PCC and CCC	46,237,500	Cash/in kind

Plymouth City Council will work in partnership with the Plymouth City Centre Company and Plymouth Waterfront Partnership to maximise commercial income from street trading activities.

7.0 Why Continue with the City Centre BID?

The continuation of the BID will result in continuing delivery of significant improvements, providing a private sector-led approach to managing the City Centre area, attracting more visitors by supporting the work of Destination Plymouth and increasing customer spend.

8.0 How will the City Centre BID maximise its impact?

The BID Levy will be paid by every business and ring fenced for projects identified in the final BID Business Plan.

The BID Levy is match funded by Plymouth City Council and other partners to generate further funds from additional sources to maximise the delivery of project and service improvements.

9.0 City Centre Service Baselines

The proposed BID projects and services will be entirely additional to any services already delivered by Plymouth City Council. PCCC will establish a contractual agreement with Plymouth City Council to regularly review Council services delivered within the BID area. Once the BID has been established, the Council will be contractually obliged to maintain agreed standards to confirm to baseline service level agreements for the following services:

- **Safety**
 - Closed Circuit Television (CCTV)
 - Community safety and management
- **Cleanliness**
 - Graffiti and fly posting removal
 - Gully cleansing
 - Power washing, e.g. planters/litter bins
 - Street cleansing (inc. bin emptying/washing)
 - Waste collection (Trade and Domestic)
- **Promotion**
 - Attractions
 - Events
 - Visitor information provision
 - Marketing and promotion, including visitplymouth/citycentrebid and WestendPlymouth websites
 - Social media and PR
 - Supporting the work of Destination Plymouth

- **Planning**
- **Other Services**
- Administrative support
- Car parking
- ICT provision and office space
- Supporting major events
- **Maintenance**
- Grounds maintenance (inc. weed spraying)
- Highways maintenance and management
- Traffic signals and pedestrian crossings
- Trees and landscape development

9.0 City Centre BID Ballot

All non-domestic rate paying businesses within the proposed BID area will be eligible to vote on the final City Centre BID Business Plan (Proposal), apart from those excluded (see exemptions in Section 10). A four week postal ballot will be held between 28 January and 27 February 2020.

Each person entitled to vote in the City Centre BID ballot shall have one vote in respect of each hereditament in the geographical area of the BID on which non-domestic rates are payable.

The ballot will have to meet two tests. First, a simple majority (above 50%) of those voting must vote in favour. Second, those voting in favour must represent a majority of the aggregate rateable value of hereditaments voting.

The ballot papers will be forwarded to those ratepayers who are eligible to vote on 28 January 2020 and must be returned by 5pm on 27 February 2020.

10.0 The City Centre BID Levy, Liability and Collection

The City Centre BID Levy will be payable by all businesses located within the boundary of the defined City Centre BID area with the following exemptions:

- Those with a rateable value of £4,000 or less
- Commercial car parking spaces that are rated separately

The City Centre BID Levy will be set on the 1st April 2020, based on the rateable value shown in the 2017 Local Non-Domestic Rating list, updated for any changes in ratepayer appeals, additions and removals from the list, and will last for the duration of the BID.

There will be no refunds given for retrospective years as a result of successful appeals but changes in values will be reflected by a corresponding change to the levy for the year in which notification is received and for subsequent years.

For new assessment, splits and mergers (of rateable values) brought into the list between 1st April 2020 and 31st March 2025, the rateable value used will be that as shown in the Non-Domestic Rating 2017 at the date the new or amended assessment is brought into that list. In addition any "Taken out of Rating" cases will be deleted from the effective date as advised by the Valuation Office Agency to the City Council's Non-Domestic Rates section.

The City Centre BID Levy will not be reduced where the ratepayer is a charity or non-profit making organisation. The BID levy will also not be affected by the Government's Small Business Rate Relief Scheme

which came into effect on 1st April 2005. The City Centre BID Levy is payable on the whole rating assessment irrespective if part or all of it is empty. In the case of empty properties, the City Centre BID levy will be collected at 100% from either the owner or leaseholder (if an occupational lease exists).

The BID levy will be collected by Plymouth City Council annually on 1st April. The Council will reimburse the PCCC with BID Levies on a quarterly basis. The average BID Levy collection rate for the last five years has been greater than 95%.

11.0 Governance and Management

The current PCCC Board of Directors will represent all business sectors currently operating in Plymouth. The Board will meet at least quarterly.

The new BID will be managed by Plymouth City Centre Company Ltd (PCCC). As an independent, not-for-profit company, the Plymouth City Centre Company will continue to be directly accountable to retailers for the management of the city centre and the successful delivery of the BID. The Plymouth City Centre Company is responsible for one wholly owned subsidiary company - Plymouth Against Retail Crime Limited.

The new BID's governance and management arrangements will support:

- individual city centre businesses engaging directly with the Plymouth City Centre Company Board
- grouping city centre businesses together to enable collective discussions
- establishment of an appropriate forum for individual businesses and/or groups to present their views to the Board, and
- creation of a Board structure that allows direct representation of city centre businesses on the Board

It is anticipated that the Board will be constituted with up to fifteen directors drawn from a cross-section of BID levy-paying businesses and stakeholders. One seat will be allocated to a Plymouth city councillor.

Plymouth City Centre Company will continue to work closely with Destination Plymouth (DP), which holds strategic oversight for delivery of the city's Visitor Plan, aiming to grow visitor spend by 30% from £347 million to £450 million, and increase the total visitor numbers by 15% from 5.1 to 6 million, by 2030.

Plymouth City Centre Company will continue to be consulted by DP on its priorities to drive the visitor economy and will support the BID to effectively market and promote the city centre. Destination Plymouth will support joint projects, events, marketing and PR where this is cost effective and in the city centre's interests.

The Board structure is designed to give city centre businesses the opportunity to have a real say on project development, delivery and day to day issues.

12.0 Alteration of BID Arrangements

The City Centre BID area and the BID Levy percentage cannot be altered within the five year lifetime without an Alteration Ballot.

The City Centre BID projects, headings, costs and timescales can be altered by the Board, within the constraints of BID income - providing that the City Centre BID's aims are adhered to.

13.0 Commencement and Duration of the BID

The City Centre BID's fourth term will start on 1st April 2020 and will operate for five years.

A postal ballot of business ratepayers in the City Centre BID area, based on the list of non-domestic ratepayers, will take place between 28 January and 27 February 2020. The result of the ballot will be announced by 28 February 2020.

If the City Centre BID proposal is approved, it will operate for five years from 1st April 2020 until 31st March 2025. At or before the end of this period, the Board may choose to seek renewal of the City Centre BID's mandate.

14.0 Projects Identified by City Centre Businesses

The priorities identified in the BID business plan (2020-2025) have been drawn up following extensive consultation with businesses and stakeholders in the BID area. The BID is in constant dialogue with its BID levy payers through face to face meetings, monthly newsletters, networking events and its BID website and social media channels.

Consultation on the new business plan began in February 2019 and included, two surveys of BID levy-paying businesses, regular BID business meetings, visitor and business surveys at two of the BID's major events Flavour Fest and the West End Carnival. The City Centre Company's BID Business Plan and projects within this summary document are the result of the priorities identified by businesses:

- **Permanent and Dedicated Management**

Establish a City Centre management structure accountable to businesses to prioritise and deliver benefits for all users. Taking control of the trading environment by co-ordinating and championing business and partner efforts to regenerate the area, whilst working in partnership with and holding the City Council to account for delivery of existing services.

- **Marketing & PR**

The BID will leverage Plymouth marketing and promotion activities by developing three interrelated/ nested brands: Britain's Ocean City, City Centre, and West End brands. In addition, PCCC are developing smart hyper-local marketing activities for traders who are new to digital marketing. This will benefit the overall city centre and the unique character of our independent shops in the West End.

PCCC will retain and target new markets, using the 'Britain's Ocean City' brand and supported by exciting campaigns that drive peak trading, local and regional spend whilst supporting the positioning of Plymouth as a leading UK visitor, retail and leisure destination. The new BID will seek to maximise the opportunities created by new cultural and leisure attractions, including The Box and the Barcode and Mayflower400. PCCC will also promote the growing night-time economy.

- **Major Events**

PCCC will increase the city centre's share of the regional tourism spend measured by day visitor numbers. PCCC drive footfall year round, particularly at Christmas, through the provision of new attractions and a city-wide approach to marketing.

PCCC new West End events will reinforce the distinctive West End brand. PCCC signature events (e.g. Flavour Fest, Switch-On / Christmas in Plymouth/Plymouth Summer of Fun) will also be scaled up and better commercialised; whilst designed to drive and better distribute footfall. All will provide exciting animation, supported by community events and national campaigns, to distinguish the city centre from clone towns. CCC will also look to maximise the potential of Mayflower 400 events in 2020 and continually seek to improve the city centre experience by adding to the events programme.

- **Cleaner City Centre**

Ensure that the City Council's cleansing standards are maintained and operationally manage existing Council cleansing staff to ensure a rapid response clean team.

The new BID will also focus more on weed removal and work with community partners to provide colourful planting displays.

The BID will continue with its successful free trade waste recycling scheme for BID levy payers.

- **Safer City Centre**

The new BID will build on PARC's (Plymouth Against Retail Crime) outstanding success to date. PARC will be responsible for delivering all Safer projects. In addition, PARC will use new technologies to share intelligence with the Police, Safer Plymouth, Pubwatch, Best Bar None, and other groups to better coordinate and address issues in the day and evening economy. PARC will continue to be a full subsidiary company of the City Centre Company.

PCCC supported the city's successful bid for Purple Flag accreditation, recognising that Plymouth has a safe and welcoming night-time economy.

PCCC will work closely with partners to develop and promote the city as an evening and night-time destination.

- **Inward Investment and Regeneration**

The BID will help the City Council to establish an agreed vision for development of key city centre sites and seek funding for targeted improvements. A new approach is being taken with the establishment of a city centre regeneration group. The council will provide a dedicated resource to assist the BID to proactively address the changing nature of the High Street with a particular emphasis on trying to find new uses for empty retail units and add to the diversity of the city centre by attracting housing, office and leisure investment.

The BID will also work with Plymouth City Council and Destination Plymouth, encouraging strong retail brands, accommodation providers and new businesses to invest.

- **BID Member Benefits**

Gain increased networking and advertising opportunities through free membership for BID Members of Destination Plymouth providing a listing on the Visit Plymouth, and City Centre Company websites;

The BID has created a brand and new identity for the West End and set up a dedicated website and social media channels to promote the area. All West End businesses can upload news and information about their individual business to the website and use the social media channels for further marketing.

Plymouth City Centre Business Improvement District (2020-25)

EQUALITY IMPACT ASSESSMENT

Place – Economic Development

STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	The proposal to continue the operation of the Plymouth City Centre Business Improvement District (BID) and support for the City Centre Company to deliver its plan covering Safer, Events, Cleaner and Marketing themes.
Author	Paul Vann
Department and service	Economic Development
Date of assessment	September 2019

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	Customers of the City Centre Company and BID activities are reckoned to include a fully cross-sectional workforce and most of the population of the City and its retail catchment area and travel-to-work area.	No significant adverse impacts are considered to exist although it is recognised that some individual elements of the programme of activities in the City Centre are from time to time focussed on particular population groups (eg families with children).	None proposed.	N/A
Disability	Disability access issues are raised and addressed from time to time eg lifts in buildings being out of action.	Yes, as and when issues arise.	CCCo can, does and will continue to provide a useful route to addressing issues with relevant businesses in the City Centre.	Ongoing.
Faith/religion belief	or Such groups are expected to be proportionately represented amongst City Centre users.	Some activities supported by the CCCo can be seen to support some faith/religious groups more than others (eg	No change in action proposed.	Ongoing.

Christmas events) and could be seen as adverse but can bring people of different faiths together.

Gender - including marriage, pregnancy maternity and	Such groups are expected to be proportionately represented amongst City Centre users.	No adverse impacts.	None proposed.	N/A.
Gender reassignment	Such groups are expected to be proportionately represented amongst City Centre users.	No adverse impacts.	None proposed.	N/A.
Race	Such groups are expected to be proportionately represented amongst City Centre users.	No adverse impacts.	None proposed.	N/A.
Sexual orientation - including civil partnership	Such groups are expected to be proportionately represented amongst City Centre users.	Relevant events, such as Gay Pride, are and will be supported by the CCCo.	No change in action proposed.	N/A

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 gap in average hourly pay between men and women by 2020.	None.	N/A.
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	Information awaited from Police.	Awaiting information from Police.

Good relations between different communities (community cohesion)

It is expected that the wide ranging events supported by CCCo will on the whole support good relations between Plymouth's communities.

Ongoing support of wide-ranging events.

General Police sense of inter-community cohesion awaited.

Human rights

Please refer to [guidance](#)

None

N/A

STAGE 4: PUBLICATION

Responsible Officer

Date

Strategic Director, Service Director or Head of Service

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Cabinet



Date of meeting:	08 October 2019
Title of Report:	Statement of Community Involvement – Cabinet Approval to Consult
Lead Member:	Councillor Mark Coker (Cabinet Member Strategic Planning and Infrastructure)
Lead Strategic Director:	Anthony Payne (Strategic Director for Place)
Author:	Thomas Westrope
Contact Email:	Thomas.Westrope@plymouth.gov.uk
Your Reference:	TWSC1190917
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

The report is concerned with the City Council's statutory duty (introduced in 2017) to review its Statement of Community Involvement (SCI) at least once every 5 years, a provision introduced in The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017. The current SCI was adopted in 2009. The SCI provides certainty for communities about the basis upon which the Local Planning Authority (LPA) will engage with them in the future. It sets out the minimum requirements for consultation and involvement that must be followed by the LPA when preparing planning documents or consulting on planning applications. The report sets out a proposal to consult on a new SCI which, given the joint working on the Joint Local Plan, will relate to Plymouth, South Hams and West Devon and require separate adoption by the three councils.. Following consultation the SCI will return to Cabinet and Full Council for formal adoption.

Recommendations and Reasons

1. To approve for consultation purposes the Statement of Community Involvement (Plymouth, South Hams and West Devon).

Reason: To enable the Councils to proceed towards a joint review of the SCI and meet the requirements of regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

2. To delegate authority to the Service Director for Strategic Planning and Infrastructure for presentational and minor amendments to the SCI for consultation.

Reason: To enable the efficient consultation on a matching Joint SCI between the three Councils.

Alternative options considered and rejected

1. To produce and adopt a Plymouth only SCI – as we are working jointly with South Hams and West Devon on the Joint Local Plan this option would create confusion in the plan making and review process and present significant logistical difficulties for further joint planning policy work.

Relevance to the Corporate Plan and/or the Plymouth Plan

The SCI is directly supportive of the Council's values of being Democratic, Responsible, Fair and Co-operative. It prioritises: Ensuring that it is clear where the responsibility for decisions rests (Democratic); Enabling the trail of decision making to be open (Responsible); Being honest and open in how we conduct consultations and being fair to everyone (Fair), and; Where it is appropriate, ensuring that partners and communities are directly involved in shaping plans (Co-operative).

The SCI sets the minimum requirements for our engagement in relation to future reviews of the Joint Local Plan (part of the Plymouth Plan) as well as any supporting planning documents such as Development Plan Documents or Supplementary Planning Documents.

Implications for the Medium Term Financial Plan and Resource Implications:

The costs of preparing the Statement of Community Involvement and public consultation are covered within existing budget Joint Local Plan budget, through which costs are shared between the councils.

Effective community engagement can deliver real cost savings to the Council, as has proved the case with the adopted SCI. The cost of public examinations for the Joint Local Plan have been substantially less than could have been the case. In part, this is as a result of the effectiveness of the Council's approach to community involvement, which has helped reduce the numbers of representations needing to be heard at Public Examination.

Carbon Footprint (Environmental) Implications:

Although the SCI itself does not have any direct implications to the Carbon Footprint, it includes a key principle to design our consultation programmes with a view to an awareness of the climate emergency and the sustainability agenda.

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

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

Equality and Diversity

The SCI will ensure that a range of people have the opportunity to influence the plans (including specifically the Local Plan) related to planning, in accordance equality and diversity agendas. 'Equality and Diversity' is clearly articulated as one of the core principles of the SCI. Furthermore, the SCI requires that consultations are supported by a Consultation Statement that, among other things, will state how the principle of Equality and Diversity has been taken into account in the running of the consultation. Where appropriate consultations will also be supported and informed specifically by an Equality Impact Assessment.

Appendices

**Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Statement of Community Involvement – Background Report							
B	Statement of Community Involvement: Plymouth, South Hams and West Devon – Consultation Draft							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

Fin	pl.19.20.84	Leg	LS/33256/J P/5919	Mon Off	Click here to enter text.	HR	Click here to enter text.	Assets	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Paul Barnard, Service Director for Strategic Planning & Infrastructure											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 28/08/2019											
Cabinet Member approval: Cllr Coker approved by verbally											
Date approved: 28/08/2019											

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STATEMENT OF COMMUNITY INVOLVEMENT

Background Report

1. Context

- 1.1. The report sets out a proposal to consult on a new SCI which, given the joint working on the Joint Local Plan, will relate to Plymouth, South Hams and West Devon and require separate adoption by the three councils. Following consultation the SCI will return to Cabinet and Full Council for formal adoption.
- 1.2. The Statement of Community Involvement (SCI) provides certainty for communities about the basis upon which the Local Planning Authority (LPA) will engage with them in the future and to guide the LPA to provide an excellent and professional process as they undertake their responsibilities. The primary aim is to ensure that consultation and engagement is meaningful and effective, resulting in better outcomes for everyone.
- 1.3. The City Council has a statutory duty to review its SCI at least once every 5 years, a provision introduced in The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017. The current SCI was adopted in 2009 and it is considered a necessary and appropriate stage to review its content following the adoption of the Joint Local Plan.
- 1.4. Under s180 of the Planning Act 2008, Statements of Community Involvement are considered to be Local Development Documents. S6 of the Neighbourhood Planning Act 2017 requires SCIs to set out how a council as LPA will support groups undertaking neighbourhood planning.
- 1.5. The SCI has been prepared as a joint document between Plymouth City Council, South Hams District Council and West Devon Borough Council. It builds on the work of the Plymouth and South West Devon Joint Local Plan, providing a consistent baseline to support the continued cooperation in planning across the three LPAs.
- 1.6. The SCI sets out the minimum requirements for consultation and involvement that must be followed by the LPAs of the Councils when preparing planning documents or consulting on planning applications. The document also sets out how the LPAs will support groups undertaking neighbourhood planning.
- 1.7. Consultation in Plymouth has been held up as exemplarity best practice for both the Core Strategy (2007) and the Joint Local Plan (2019). The SCI seeks to maintain this level of success and take further advantage of technology to further improve engagement.

2. Structure and Content of the Revised SCI

- 2.1. The first section is the Introduction and provides the lay reader with a context and information about the SCI and answers some of the frequently asked questions.
- 2.2. The second section, 'Principles', sets the overarching principles for how the Councils will aim to conduct their community engagement and consultation processes for planning matters. The principles are:

1. Appropriate, Meaningful and Relevant

- We will deliver meaningful consultations, proportionate to their complexity, using Plain English and explaining technical terms.

2. Integrity and Honesty

- We will be clear about the scope of our consultations, so that those responding are aware of what they are able to influence.

3. Equality and Diversity

- We will ensure that all our consultations are fair and open, taking into account the needs of all sectors of the community relevant to the consultation.

4. Open and Fair

- We will give sufficient information and reasoning to allow for an informed response and we will give sufficient time for responses to be made, taking into account any statutory time requirements.

5. New Technology and e-consultation

- We will look to make best use of technology in the way we advertise consultations, provide information and collect comments from participants,

6. Climate Emergency

- We will design our consultation programmes with a view to an awareness of the climate emergency and the sustainability agenda.

7. Responsibility and Accountability

- We will ensure that all comments made in relation to our consultations are considered conscientiously when decisions are made, where appropriate publishing reports that explain key issues raised and how the consultation influenced the decision.

2.3. The third section of the SCI provides some information and guidance about what a Consultation Programme should include. A core aspect of the SCI is the use of a Consultation Programme for most consultations. This ensures that the principles of the SCI and good practice of consultation are taken into account when conducting a consultation.

2.4. There are then a series of 'Consultation on' sections relating to the following topics which specify the minimum steps that must be taken when consulting on different types of documents and areas of planning. These sections ensure that legislative requirements are met:

- Development Plan Documents
- Consultation on Supplementary Planning Documents
- Consultation on Neighbourhood Plans
- Consultation on Other Planning Documents
- Consultation on Planning Applications and Related Applications

2.5. The final section provides some additional tools and links for people carrying out consultations to go to and explore lots of information about techniques and best practice for engaging with communities.

3. Next Steps

3.1. Following approval by Cabinet, and the relevant executive decisions in South Hams and West Devon there will be further discussions with key stakeholders and an opportunity for public involvement through six week consultation period.

3.2. Amendments may be made to the SCI as a result of this process. The SCI will come back to Cabinet, and then Full Council in the Spring of 2020 for formal adoption.

STATEMENT OF COMMUNITY INVOLVEMENT – CONSULTATION DRAFT

Plymouth, South Hams and West Devon

I. INTRODUCTION

- I.1. Everyone needs to be involved in making places great to live, work and play in. By living in an area, you know what is happening in your community and how it could be improved. If you are a local group or business in the area, you will have information and ideas that can help shape the future. By taking part you can make sure that decisions being made are the best for you and the area.

What is the Statement of Community Involvement?

This document sets out what the Councils have committed to do so that the community are involved in planning.

- I.2. This is a joint Statement of Community Involvement, or 'SCI', between Plymouth City Council, South Hams District Council and West Devon Borough Council. It builds on the work of the Plymouth and South West Devon Joint Local Plan, providing a consistent baseline to support the continued cooperation in planning across the three Local Planning Authorities (LPA).
- I.3. The SCI sets out the minimum requirements for consultation and involvement that must be followed by the LPAs of the Councils when preparing planning documents or consulting on planning applications. The document also sets out how the LPAs will support groups undertaking neighbourhood planning.
- Technical Point – The preparation of a Statement of Community Involvement is a requirement of s18 of the Planning and Compulsory Purchase Act 2004 (as amended). Under s180 of the Planning Act 2008, Statements of Community Involvement are considered to be Local Development Documents. S6 of the Neighbourhood Planning Act 2017 requires SCIs to set out how a council as LPA will support groups undertaking neighbourhood planning.

Aims of the Statement of Community Involvement

The Councils want consultation and engagement to work for everyone and lead to better decisions.

- I.4. This document is intended to provide certainty for communities about the basis upon which the LPA will engage with them in the future and to guide LPAs to provide an excellent and professional process as they undertake their responsibilities. The primary aim is to ensure that consultation and engagement is meaningful and effective, resulting in better outcomes for everyone.
- I.5. The Councils believe that local knowledge and opinion can help to achieve the best outcomes in planning. By being clear about what the Councils will do, we hope to ensure that involvement happens at the most appropriate stage to influence the decisions that are made.
- I.6. Communities, developers and third parties are also encouraged to use the SCI to inform how they conduct their own consultation and engagement. Developers submitting planning applications should also be aware of any requirements set out in the Local Validation List.

How to Use the Statement of Community Involvement

The SCI can be used in a number of different ways depending on your role.

- 1.7. For people who are designing consultation processes (including, but not limited to, the Councils) the SCI sets out the principles that should be followed (chapter 2), gives advice on creating a consultation process (chapter 3) and sets out the specific actions that the Councils must take for certain types of consultation (chapters 4-8).
- 1.8. For those wanting to know how to influence or engage with the planning system the SCI gives an insight into how the Councils intend to consult with stakeholders and provides clarity about what the Councils will do as a minimum when consulting on planning related matters. The SCI also gives some key advice in grey boxes about how to effectively engage in consultations.
- 1.9. The principles section sets out the approaches that the Councils will take towards their consultations. The 'Consultation On' sections explain the specific commitments that the Councils are making to do for every consultation of that type and is what the Councils are legally required to carry out once the SCI is adopted.

Top tip – words that begin with capital letters normally have a definition in the Glossary

What is Not Included?

- 1.10. This document does not contain consultation policies for planning applications that are dealt with by Devon County Council (for example their minerals and waste applications), nor for planning policy documents and planning applications relating to Dartmoor National Park, which has its own LPA.
- 1.11. Each of the Councils can also introduce consultation and processes that are in addition to what is set out in the SCI. For example one Council may choose to routinely consult more widely on their planning applications. Where this is the case, the authority will have additional documents on the Statement of Community Involvement page of their website.
- 1.12. In addition to the consultation requirements set out in the SCI, LPAs must also ensure that they meet the requirements of the 'duty to cooperate' with neighbouring councils and statutory bodies (such as the Environment Agency and Highways England) constructively, actively and on an ongoing basis.
 - Technical point – the duty to cooperate is required by s33A of the Planning and Compulsory Purchase Act 2004 and amended by s110 of the Localism Act 2011 and relates to when preparing planning documents which relate to strategic matters or which could have a strategic impact. The duty to cooperate is not a 'duty to agree'. However, LPAs are required to demonstrate how they have complied with the duty to cooperate at the independent examination of their local plan. If a LPA cannot show that it has complied with the duty to cooperate then the proposed local development plan will be found unsound by a Planning Inspector.

2. PRINCIPLES

These are overarching principles for how the Councils will aim to conduct their community engagement and consultation processes for planning matters.

2.1. The Councils will develop its planning consultations having regard to the following general principles. The Councils will also expect consultations done by others (for example developers and neighbourhood planning groups) to use these principles too.

1. **Appropriate, Meaningful and Relevant**

- We will deliver meaningful consultations, proportionate to their complexity, using Plain English and explaining technical terms.

2. **Integrity and Honesty**

- We will be clear about the scope of our consultations, so that those responding are aware of what they are able to influence.

3. **Equality and Diversity**

- We will ensure that all our consultations are fair and open, taking into account the needs of all sectors of the community relevant to the consultation.

4. **Open and Fair**

- We will give sufficient information and reasoning to allow for an informed response and we will give sufficient time for responses to be made, taking into account any statutory time requirements.

5. **New Technology and e-consultation**

- We will look to make best use of technology in the way we advertise consultations, provide information and collect comments from participants,

6. **Climate Emergency**

- We will design our consultation programmes with a view to an awareness of the climate emergency and the sustainability agenda.

7. **Responsibility and Accountability**

- We will ensure that all comments made in relation to our consultations are considered conscientiously when decisions are made, where appropriate publishing reports that explain key issues raised and how the consultation influenced the decision.

Appropriate, Meaningful and Relevant

2.2. In order to make consultation as meaningful as possible, the use of jargon should be restricted to only where it is strictly necessary and Plain English standards should be aimed for when producing documents. However, some technical evidence documents and planning documents do require a professional use of terminology. This will be kept to a minimum and where appropriate explained in Plain English summaries.

2.3. To ensure that discussions remain relevant it is important to recognise that the planning process has limitations in what it can achieve as well as much potential. There is a need to ensure that

realism is part of all dialogue between council staff, planning professionals, members, stakeholders and the public.

Integrity and Honesty

- 2.4. The Councils will ensure that consultations have honest intent, for example avoiding a formal consultation if the decision has already been taken. Care will be taken to scope consultations properly and provide the clearest possible indication of those matters where the Councils have discretion and is open to be influenced by the submissions and contributions made by those who respond. Integrity and honesty can also be demonstrated through clarity of how public and stakeholder views have been considered or taken into account.

Equality and Diversity

- 2.5. The Councils are committed to ensuring that consultation is as effective as possible and does not discriminate any particular group. People carrying out consultation must be aware of the greater propensity of some groups to respond to particular methods, and the barriers facing others. Engaging with disabled, racial, ethnic, linguistic or religious minorities can require special facilities, and enabling equal access to the process for such groups is essential.

Open and Fair

- 2.6. The Councils commit to being transparent in the way we conduct consultations, subject to thinking about confidentiality appropriately. There are occasions where stakeholder views are properly subject to confidentiality, but in the public sector, the Freedom of Information Act makes those circumstances few and far between. Commercial undertakings and private individuals may be able to agree with planning authorities that aspects of their discussions may be confidential, but all parties need to be increasingly aware of the need to satisfy a public interest test and that certain recommendations and decisions can only take into account publically available information.
- 2.7. PDFs can be hard to read¹ but web pages come with various features such as the ability to change font size and contrast or to use screen readers. Some groups may not have access to a computer, however libraries provide the resource, are free for all, and staff can help people access online material.

New Technology and e-consultation

- 2.8. Technology makes it easier for more people to find out about and engage with consultations that the Councils conduct. There is less reliance on printed media, particularly newspapers, which are becoming out-dated way for people as a primary means for people to find out about events in their area. With the right tools, documents become more accessible and conversations become easier. Therefore the Councils are supporting the use of these tools as the foundation for modern consultations.

¹ <https://gds.blog.gov.uk/2018/07/16/why-gov-uk-content-should-be-published-in-html-and-not-pdf/>

Climate Change Emergency

- 2.9. The Councils are working on measures relating to a climate change emergency and the SCI has considered how it can contribute to this agenda by maximising sustainability through the use of technology and reducing resource use. The Councils will be mindful of the declared climate change emergency when conducting their consultations.

Responsibility and Accountability

- 2.10. It is vital to be clear where responsibility for decision making lies, whether that be inside or outside the council and to ensure that there is sufficient information to track decisions and maintain accountability. This approach also ensures that participants have realistic expectations about how their involvement could be valuable.

For your comments to have the most impact you need to say how you would change what is being consulted on to meet your concerns.

3. DESIGNING A CONSULTATION PROGRAMME

Consultations should be designed with careful consideration to the principles of the SCI and be clear about when, who and how stakeholders will be engaged.

- 3.1. There is lots of guidance available online from various sources about conducting consultation and engagement. This chapter provides some simple advice but there are some further links in Chapter 9.

Consultation Statement

- 3.2. Many types of consultation will require a consultation statement. The consultation statement helps to ensure that the process is as clear as possible and that those who engage with the consultation can know how their comments will influence future decisions following the consultation. A consultation statement – where it is required – will include the following:
- A short statement about the aims of the consultation and who the decision-makers are.
 - Whether there are any specific ways in which the outcome could be influenced by the consultation, including listing any specific options that the Councils would like to get a view on from consultees.
 - State how the principles have been taken into account,
 - Explain the specific events and techniques that are to be used in the consultation and explaining the when, who and how of the consultation.
 - Where appropriate, explain how the consultation process has been specifically tailored to meet the needs of minority groups.
 - Must be clear about how representation are to be made, where they must be sent, and when they should be received by.

When, Who and How

- 3.3. When the Councils consult, who the Councils consult and how the Councils consult will vary depending on what the purpose of the consultation is and should consider the following information. Those undertaking consultation should be clear about the when's, who's and how's of their consultation process.
- 3.4. When - each type of document has different requirements for when the Councils will hold a consultation period and how long that period must be for as a minimum. The requirements are set out later in the document.

Top tip – the earlier you get involved in a planning process the more influence you are able to have.

- 3.5. Who - for each consultation the Councils will be considering which of the following stakeholders need to be engaged specifically:
- Statutory organisations including LPAs, Councils, Parish and Town Councils, infrastructure providers and government bodies as legally required or as otherwise appropriate and Members of the Councils;
 - Organisations representing local geographic, economic, social or other communities or other relevant interests;
 - Local businesses, voluntary or other organisations;
 - Planning and development industry and consultants;
 - Others who have expressed an interest in the preparation of Local Development Documents; Neighbourhood Forums;
 - The general public.
- 3.6. Some groups have traditionally been underrepresented in consultation. Many have limited capacity for involvement and are facing engagement initiatives from several quarters. Specific engagement with groups can also be necessary as informed by the consultation's Equality Impact Assessment.
- 3.7. How – this relates to how the Councils will publicise consultations and also what methods they will use to engage with stakeholders and collect representations and feedback.
- 3.8. Publicising consultations is informed by the other requirements of the SCI using a combination of the following methods:
- On the Councils' websites
 - E mail mailing lists
 - Councils' press releases
 - Facebook
 - Twitter
- 3.9. There are different consultation methods for engagement that the Councils will want to consider when designing their consultations. Choosing any additional methods will be done taking into account the benefit of the technology available. Consultation methods can include:
- Displays
 - Drop-in sessions
 - Workshops
 - Focus groups

- Enquiry by design

3.10. The Community Planning website² has a comprehensive list of different methods for consultation.

3.11. NB There are specific types of publicity that are used for planning applications.

Top tip – make sure you are signed up to any newsletters and mailing lists³ that the LPA’s have so that you don’t miss out on any consultations that take place.

Consultation Documents (consulted upon)

3.12. For information, the following table sets out documents that will be produced in some circumstances and would be part of the consultation or consulted on separately at the same time.

Document	Description	Potential Circumstance
Main Document(s)	The document being consulted upon – provided as a web page and pdf. Depending on the stage this might be a topic paper, issues and options assessment or a draft document for example.	All Consultations
Sustainability Appraisal	Assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives	Determined through screening
Evidence Documents	Documents, reports and statistics that have informed the production of the Consultation Document or that will help consultees make informed representations.	Where relevant

Process Documents (not part of consultation)

3.13. For information, the following table sets out what documents can be created to help the process of consultations undertaken by the Councils.

Document	Description	Potential Circumstance
Consultation Statement	A short statement about the aims of the consultation and who the decision-makers are. Setting out the when, who and how of the consultation – ensuring that it meets the minimum requirements of the SCI.	Most consultations (excludes planning applications and the Council’s consultation on neighbourhood plans for example)

² <http://www.communityplanning.net/>

³ Links to mailing lists sign-up

Document	Description	Potential Circumstance
	Provides clarity about how responses to the consultation will be published	
Consultation Summary	Please see the Responsibility and Accountability section for more details.	Produced after the consultation
Equality Impact Assessment (EqIA)	Assessing the potential impact of the proposals to discriminate against any equality group (based on age, disability, gender, race, faith or sexual orientation) and any specific consultation that is appropriate. Informs the Consultation Statement.	Documents with significant potential impact

Consultation On – Development Plan Documents (DPDs)

3.14. These are formal plans for a geographic area or on a subject (for example Waste), and also include the ‘main’ Local Plan. They are subject to rigorous procedures including at least two consultation stages and an independent examination. They also require a Sustainability Appraisal (SA) – an assessment of the economic, social and environmental impacts of a plan. When adopted a DPD is part of the development plan for the area.

Top tip – as well as commenting on the document, don’t forget that you can also comment on the Sustainability Appraisal and Evidence Documents if they are part of the consultation.

DPD Consultation Requirements

3.15. All consultations on DPDs will comply with the following as a minimum.

- There will be at least two formal consultation periods, known as the ‘regulation 18’ and ‘regulation 19’ stages.
- Each consultation will have a Consultation Statement, that covers the issues in para 3.2 of the SCI, published on the Council’s website. The Consultation Statement is for information and is not being consulted upon.
- All consultation periods will be open to comments for a minimum of six weeks.
- Consultation documents will be made available at relevant Council offices and public libraries through free access to a computer and the internet. The main consultation documents will be available as plain text on our websites, alongside formatted pdfs. The Councils will also ensure that all the relevant evidence base documents are easily accessible online, and that relevant statistics are made available where possible.
- At relevant consultations stages the Councils will consult on a Sustainability Appraisal.

Regulation 18 Stage – Issues and Options

3.16. This stage is primarily intended to be about open discussion of the issues and options that relate to the topic of the DPD. It can be useful to provide additional information at this stage, for example topic papers, options analysis and background evidence, draft policies or site allocations, or a draft DPD document for stakeholders to comment on. This stage provides an

opportunity to influence the direction of the DPD at an early point in the plan making process. The discussions should reflect that freedom.

- 3.17. A range of approaches can be appropriate at this stage, including focus groups and workshops, in order to be able to explore the issues in detail. There can be more than one phase of consultation at this stage.
- 3.18. There is a large scope for comments to be received in many different ways at this stage.
- 3.19. Responses received on social media (twitter and facebook for example) will not be considered as formal representations in relation to consultations, however, the Councils will report the amount of involvement that there has been and the issues that have been raised in these online discussions where it is appropriate.
- 3.20. Following each consultation the comments that have been received will be summarised and published online by the Councils. In some circumstances it will be appropriate to make the consultation responses available in full and this will be made clear in the relevant consultation statement.

Generally consultation responses that we receive are not confidential and everybody will be able to see what you have submitted to us in your representation.

- 3.21. Response summaries will be published with commentary or feedback about what has been taken into account or why a different decision was reached.

Top tip - There are lots of factors that affect the decisions that are taken and the final outcome, including consultation responses, other material considerations, national policy and the evidence base information.

Regulation 19 Stage – Pre-Submission Document

- 3.22. This stage is important to ensure that everyone has the opportunity to express their formal view on a 'pre-submission' draft of a DPD and then potentially to be heard at a Local Plan examination which will be presided over by an independent planning inspector. Any additional consultation measures should be focused on displaying and explaining the content of the document.
- 3.23. Comments at this stage can only be considered if they are 'duly made'. Responses received on social media (twitter and facebook for example) will not be considered as formal representations and will not influence decisions made at this stage.
- 3.24. The decision of the Council at this stage is to either progress to examination or to re-run a regulation 19 consultation stage with an amended document.
- 3.25. Consultation responses will be made publically available in full.
- 3.26. The Councils will prepare a detailed schedule of all the comments received with a response and make this available to the Inspector.

Examination Stage

- 3.27. When we submit the plan to the Secretary of State for examination the Councils will submit a 'statement of consultation' in accordance with legislation, guidance and policy.
- 3.28. There may need to be further formal consultation carried out during the examination stage on potential modifications to the plan and this is at the discretion of the Inspector.

Consultation On – Supplementary Planning Documents (SPDs)

3.29. These build upon and provide further detailed advice or guidance on policies in adopted Development Plan Documents where required. These need to be consulted on and are agreed by the Councils. They are a material consideration in planning decisions but are not part of the development plan.

SPD Consultation Requirements

3.30. All consultations on SPDs will comply with the following as a minimum.

- There will be at least one formal consultation periods, known as the ‘regulation 12’ stage.
- Each consultation will have a Consultation Statement, that covers the issues in para 3.2 of the SCI, published on the Council’s website. The Consultation Statement is for information and is not being consulted upon.
- All consultation periods will be open to comments for a minimum of six weeks.
- Consultation documents will be made available at relevant Councils’ offices and public libraries through free access to a computer and the internet. The main consultation documents will be available as plain text on our websites, alongside formatted pdfs. The Councils will also ensure that all the relevant evidence base documents are easily accessible online, and that relevant statistics are made available where possible.
- If there is a Sustainability Appraisal for the SPD it is also a requirement to consult on the Sustainability Appraisal at the same time as the SPD consultation.

Regulation 12 Stage – Draft SPD

3.31. This stage is the only consultation stage for SPDs although there can be more than one phase at the discretion of the Councils. This stage provides an opportunity to change the direction of the SPD and promote changes to it before it is adopted. The discussions should reflect that freedom and how complex the SPD is.

3.32. Comments at this stage can only be considered if they are ‘duly made’. Responses received on social media (twitter and facebook for example) will not be considered as formal representations in relation to consultations, however, the Councils will report the amount of involvement that there has been and the issues that have been raised in these online discussions where it is appropriate.

3.33. Consultation responses will be made available in full. Also response summaries will be published with commentary or feedback about what has been taken into account or why a different decision was reached.

4. CONSULTATION ON - NEIGHBOURHOOD PLANS

4.1. Neighbourhood Plans are Development Plan Documents written and produced by the community themselves who must set up a ‘Qualifying Body’. The community has to follow various requirements in order to progress a Neighbourhood Plan and must carry out their own consultation before they submit it to the LPA. The LPA must then publicise the document and invite representations before sending it to independent examination.

Neighbourhood Plan Consultation Requirements

- 4.2. After the neighbourhood plan has been submitted to the LPA consultations conducted by the Councils on Neighbourhood Plans will comply with the following as a minimum.
- There will be one formal consultation period, known as 'regulation 16'.
 - The consultation period will be open to comments for a minimum of six weeks.
 - Consultation documents will be made available at relevant Councils' offices and public libraries through free access to a computer and the internet.

5. CONSULTATION ON – OTHER PLANNING DOCUMENTS

- 5.1. This section relates to consultations for the any other types of documents or processes that the Councils are seeking views from stakeholders on. It includes things like a Community Infrastructure Levy Charging Schedule or informal planning initiatives such as Article 4 Directions or conservation area plans.

Other Planning Documents Requirements

- 5.2. The Councils will need to carry out other planning document consultations from time to time, and they will be carried out in alignment with the general principles set out in the SCI and any legal requirements related to that document.
- 5.3. Each consultation will have a Consultation Statement, that covers the issues in para 3.2 of the SCI, published on the Council's website. The Consultation Statement is for information and is not being consulted upon.

6. CONSULTATION ON - PLANNING APPLICATIONS AND RELATED APPLICATIONS

Pre-application Consultation

- 6.1. There are no requirements on the Councils to consult during the pre-application stage. However, applicants for planning permission should consider consulting widely with stakeholders and the community.
- 6.2. Applicants for larger developments are encouraged to consult with the local community prior to making a planning application. They should consider how and when consultation has been carried out and how the needs of equality groups have been considered when running the consultation. They should set out the issues raised and whether any changes have been made to the scheme as a result and if not, why not.
- 6.3. Particularly sensitive types of development include:
- Major applications that are a departure from the development plan
 - EIA applications
 - Large scale retail (20,000sqm+ or 2,500sqm if combined with existing would be 20,000 sq m+)
 - 150 dwellings or site is 5ha+ on Greenfield land
 - Development is proposed on playing fields

- Onshore wind developments involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.

Application Consultation

6.4. The Councils have a duty to consult on applications that they receive. How they will go about notifying people about the applications is set out in the table below.

- 'Technical Point - The SCI applies the statutory requirements for publicity as set out in Article 15 of the Town and Country Planning (Development Management Procedure) Order 2015 (as amended) for all planning applications.⁴

6.5. Definition of 'days' – with the exception of the first row which is development where the application is accompanied by an environmental statement, where the table refers to 'days' it means any day of the week that is not a bank holiday or public holiday.

Application type	Publicity				Minimum Length of publicity
	Advertisement in newspaper	Identified on Councils' website	At least two site notices	Other	
Development where application: <ul style="list-style-type: none"> ▪ Is accompanied by an environmental statement 	x	x	x		30 days , including bank holidays ⁵ , from date of publication or placing of notice (whichever is later)
Development where application: <ul style="list-style-type: none"> ▪ Is a departure from the Development Plan ▪ Affects a public right of way 	x	x	x		21 days from date of publication or placing of notice (whichever is later)
Major development: <ul style="list-style-type: none"> ▪ 10 or more dwellings ▪ Creation of 1,000 square metres or more floorspace or the site exceeds 1 hectare ▪ Mineral working or use of land for mineral working deposits ▪ All waste related developments, including waste treatment, storage and transfer as well as tipping. 	x	x	x		21 days from date of publication or placing of notice (whichever is later)

⁴ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Public-consultation>

⁵ The consultation period for applications with Environmental Statements do not need to be extended even if they include bank holidays and public holidays. <http://www.legislation.gov.uk/ukxi/2017/571/contents/made>

Application type	Publicity				Minimum Length of publicity
	Advertisement in newspaper	Identified on Councils' website	At least two site notices	Other	
All other planning applications for "Minor" and "Other" developments		x	x		21 days from date of publication or placing of notice (whichever is later)
Development affecting the setting of a listed building	x	x	x		21 days from date of publication or placing of notice (whichever is later)
Development affecting the character or appearance of a conservation area	x	x	x		21 days from date of publication or placing of notice (whichever is later)
Application for listed building or consideration area consent	x	x	x		21 days from date of publication or placing of notice (whichever is later)
Application related to a Tree Preservation Order		x		See section below	21 days from date of publication or placing of notice (whichever is later)
Permitted development requiring prior approval or notification to the LPA				See section below	14 days or 21 days (depending on the type of prior notification) from placing of site notice
Lawful Development Certificate		x			None
Advertisement consent		x			None
Re-notification – relating to amendments to planning applications currently under consideration, amendments to approved schemes				See section below	None
Submission of details and schemes to comply with and / or discharge conditions				See section below	None
Permission in principle		x	x		14 days from placing of site notice
Application for technical details consent which is not: <ul style="list-style-type: none"> ▪ A departure from the Development Plan ▪ Affecting a public right of way ▪ Major development 		x	x		21 days from date of publication or placing of notice (whichever is later)

Neighbour notification

6.6. The minimum requirements set out in this SCI do not require neighbours to be notified by letter, however in exceptional circumstances it might be appropriate. The exception where a letter would be sent are as follow at the discretion of the LPA:

- There is no location where the site notice can be located.

Application related to a Tree Preservation Order

6.7. It is not necessary to provide site notices for every application, but where officers of the LPA consider that there is a significant public interest then two or more site notices can be erected.

Permitted Development Requiring Prior Approval or Notification to the LPA

6.8. There are many types of permitted development that are potentially subject to ‘prior notification’ or ‘prior approval’. The publicity for these applications is specified in the corresponding section of the legislation⁶. If the legislation requires the LPA to give notice either by site display/notice or by serving notice to adjoining owner or occupier, the Council will display a site notice. In some circumstances the legislation requires the applicant to display a site notice themselves.

Planning Conditions and Re-notification

6.9. This section applies to amendments to planning applications currently under consideration, amendments to approved schemes, and the submission of details and schemes to comply with or discharge planning conditions. There are no statutory requirements for publicity in these circumstances, however, the Councils can decide to publicise the application taking into account if:

- Objections or reservations were raised at an early stage, whether they were substantial and, in the Councils’ view, relevant to the amendments being sought.
- The proposed changes would, in the Council’s opinion, have a significant impact when compared to the original proposals.
- The Council considers that parties not previously notified might be affected.

Notification of decisions

6.10. All decisions are published on the Councils’ website. The Councils will normally only inform the applicant, or their agent where there is one, of the decision. If you would like to be specifically informed about a particular application when a decision is made then contact the relevant LPA to see if this can be arranged.

⁶ Eg The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Un-amended legislation: <http://www.legislation.gov.uk/ukxi/2015/596/contents/made>

7. ADDITIONAL TOOLS

- 7.1. There are many tools available to Councils, communities and developers about how to conduct effective community consultation. Some good places to start exploring further good practice can be found here:
- <http://www.communityplanning.net/>
 - <https://www.communityplanningtoolkit.org/>
 - <https://www.local.gov.uk/new-conversations-20-lga-guide-engagement>
- 7.2. Planning Aid⁷ provides planning advice and support to help individuals and communities engage with the planning system and get involved in planning in their local area. It can be a valuable resource for people who would like support engaging in consultations.

8. GLOSSARY

- 8.1. Consultation – ‘The dynamic process of dialogue between individuals or groups, based upon genuine exchange of views, and normally with the objective of influencing decisions, policies or programmes of action’⁸.
- 8.2. Consultation Statement – A document that includes specific information about a particular consultation. see paragraph 3.2 for details.
- 8.3. Duty to Cooperate – A legal duty where strategic policy-making authorities (including LPAs) are required to cooperate with each other, and other bodies, when preparing, or supporting the preparation of policies which address strategic matters.
- 8.4. (public or community) Engagement – ‘Actions and processes taken or undertaken to establish effective relationships with individuals or groups so that more specific interactions can then take place’⁹.
- 8.5. (public or community) Involvement – ‘Effective interactions between planners, decision-makers, individual and representative stakeholders to identify issues and exchange views on a continuous basis’¹⁰.
- 8.6. Local Planning Authority (LPA) – Is the formal designation for the officers and processes that deal with the planning related functions of a council. They are given certain powers by legislation to prepare plans and determine planning applications among others.
- 8.7. Participation – ‘The extent and nature of activities undertaken by those who take part in public or community involvement’¹¹.
- 8.8. The Councils – Plymouth City Council, South Hams District Council and West Devon Borough Council

⁷ <https://www.rtpi.org.uk/planning-aid/>

⁸ RTPI Good Practice Note 1 – Guidelines on Effective Community Involvement and Consultation p4.

⁹ RTPI Good Practice Note 1 – Guidelines on Effective Community Involvement and Consultation p4.

¹⁰ RTPI Good Practice Note 1 – Guidelines on Effective Community Involvement and Consultation p4.

¹¹ RTPI Good Practice Note 1 – Guidelines on Effective Community Involvement and Consultation p4.

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Cabinet



Date of meeting:	08 October 2019
Title of Report:	Social Value Policy
Lead Member:	Councillor Chris Penberthy (Cabinet Member for Housing and Co-operative Development)
Lead Strategic Director:	Andrew Hardingham (Service Director for Finance)
Author:	Philip Symons
Contact Email:	Philip.symons@plymouth.gov.uk
Your Reference:	PSY030919
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

To agree to the revised Social Value Policy as set out in the supporting documents and how this will be applied to the Procurement Service's evaluation and contract award process.

To ensure that the Council's activity on Social Value links to other PCC initiatives i.e. Inclusive Growth Agenda and Planning.

Recommendations and Reasons

That the cabinet approve the Social Value Policy as set out in Appendix A. This will embed Social Value in its decision-making process around how it commissions and tenders its public contracts and how suppliers can demonstrate social value when tendering and subsequently delivering a contract.

Alternative options considered and rejected

The proposal put forward is a significant step change in positive action processes that the council will take to embed Social Value into commissioning and procurement and the approaches that would be applied. The work in development of the Social Value Policy has been informed from approaches applied elsewhere and nationally recognised practices. It takes into account views from officers who apply the current evaluation methods, and input from key internal stakeholders, including, Service Director, Legal Services, Finance, Audit and staff within the Service. As such the proposals within this report are deemed fit for purpose for the future needs of the Council and continued contribution towards the Plymouth Plan and wider legislative obligations.

There is no 'one size fits all' model for achieving social value; organisations nationally are learning best practices from the evidence and results that it provides. The aspirations of this Policy will continue to be informed by national developments and our local learning.

The alternative to implementing the Social Value Policy as set out in the document would be to develop our own measurement tool for the themes set out within the Corporate and Plymouth plan. This option is not recommended as the results from the form part of the Contract award decision weighting. As such the validity of the measurement criteria must be able to withstand scrutiny. The criteria that has been recommended is valid, updated yearly by a government funded taskforce (National Social Value Task Force) and can withstand scrutiny.

It is noted that options other than recommending for approval are available to Members, in particular these would be to propose relevant changes with relevant grounds for those changes or indeed to reject the proposed approach providing with clear grounds and reasons why. Members should be aware that the omission of a social value policy is not an option and its inclusion within the wider contracts award process will aide and support fit and proper use of public funds. In the event of rejection it is requested that clear direction is to be provided to enable necessary adjustments to be carried out.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Social Value Policy will play a fundamental part in supporting the efficient and effective delivery of how the Council advances successful delivery of both the Corporate & Plymouth Plan. The overarching Contract standing orders set out the expected standards and overall governance for all contracts that are let on behalf of the Council with the specific aims of them being lawful as well as delivering value for money in how the Council commercially contracts. The Social Value Policy aims to work within this to provide a robust policy framework to support expectations around economic growth, social wellbeing and environmental matters.

Therefore it is vital that we do all that we can to secure these positive additional benefits over and above the quality and financial value of any contract we procure or commission.

This policy is an important step in helping to further embed the ethos of Social Value within the Council's commissioning and procurement activities and also directly links the commissioning and procurement activities to the strategic themes and policies of the Plymouth Plan.

Through this Policy our ambition is to both meet the expectations of the Social Value legislation but also to exceed it, bringing noticeable positive benefits to the City and our communities.

Implications for the Medium Term Financial Plan and Resource Implications:

The Social Value Policy and integral supporting documents will embed alongside the robust governance framework of the contract standing orders to assist the delivery of best value in how the Council contracts with third party suppliers and provide a sound platform for the resulting delivery of those contracts.

As this is a fundamental change there will be the need to undertake necessary communications and training to staff and members around the additional evaluation tools and how best to ensure that the Policy and the wider contract standing orders are complied with. These costs would be covered within existing resource / budgets.

Carbon Footprint (Environmental) Implications:

The outcomes from the recommendation of the Policies methods will attribute initiate:

- More programmes to reduce emissions
- Less air pollution from transport
- Green spaces, biodiversity, green infrastructure and public spaces for communities
- Lower Carbon Footprint

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

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

The social value policy itself will contribute to a number of issues and ensure that the public spend is not only best value but also best for the communities that the council serves. The Policy encapsulates and intends to make positive impacts around subjects such as:

- Child Poverty
- Community Safety
- Health and Safety
- Risk Management
- Social Innovation
- Modern Day Slavery
- Construction Charter
- NEETS

The Policy will enable the council to measure the impact that it and its supply chain is having on a contract by contract basis. This will enable the council to find and apply benefits to the communities in its procurement and commissioning activities, whilst also taking a lead in affecting positive actions upon its supply chain.

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Social Value Policy							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7
n/a							

Sign off:

Fin	PL.19. 20.11 9	Leg	MS.25 .09.19	Mon Off	n/a	HR	n/a	Assets	n/a	Strat Proc	KK/PS/5 20/CP/09 19
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Originating Senior Leadership Team member: Andrew Hardingham

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 25/09/2019

Cabinet Member approval:



Date approved: 30/09/2019



SOCIAL VALUE POLICY

September 2019



FORWARD

Plymouth City Council appreciates that strong partnership working is a key factor in achieving social, economic and environmental outcomes and has demonstrated this through our commitment to the city-wide Plymouth Plan. The Plymouth Plan is our overarching strategic plan for the City which sets the shared strategic direction of the city for the long-term future. The plan, is not just the Council's plan but is owned by a number of partners within the City and outlines the importance of committing to the delivery of sustainable development and the need to deliver a city of sustainable linked neighbourhoods.

Whilst we have a legislative obligation to consider, social, economic and environmental value when deciding how to spend our money, as a Co-operative Council, we are committed to acting in a socially economically and environmentally responsible way. It is therefore vital that we do all that we can to secure positive additional benefits over and above the quality and financial value of any contract we procure or commission.

This policy is an important step in helping to further embed the ethos of social value within the Council's commissioning and procurement activities and also directly links the commissioning and procurement activities to the strategic themes and policies of the Plymouth Plan. Through this Policy our ambition is to both meet the expectations of the Social Value legislation but also to exceed it, bringing noticeable positive benefits to the City and our communities.

As a Council we are committed to ensuring that we buy as much as we can locally; that our suppliers operate in ethical ways; and that every pound we spend brings maximum benefit to Plymouth. This policy enables us to do just that.

Councillor Chris Penberthy

INTRODUCTION

This policy sets out the Social Value considerations which the Council will embed in its decision-making process around how it commissions and tenders its public contracts and how suppliers can demonstrate social value when tendering and subsequently delivering a contract.

WHAT DOES SOCIAL VALUE MEAN TO US?

The Public Services (Social Value) Act 2012, implemented in January 2013, placed an obligation on the Council to take into account social economic and environmental wellbeing considerations in connection with public services contracts as part of its pre-procurement deliberations.

The Act applies to all scales and types of procurement for services above the EU threshold. To comply with EU rules however, it is a requirement that these considerations may only be included if they are relevant and proportional to the contract and that the principles of value for money and equal access for suppliers are observed. This Policy builds on previous Council Statements approved in 2013 and March 2016.

For us, Social value is a way of thinking about how resources are allocated and requires us as a local authority to look beyond the cost and quality of awarding a contract and to take a broader look at the potential collective benefit to the local community and the city. Plymouth City Council's working definition of social value is 'a process whereby the organisation procures and commissions goods, services and works in a way that achieves value for money on a whole life basis in terms of generating benefits to society and the economy, whilst minimising damage to the environment'.

PRINCIPLES OF THE POLICY

The Social Value Policy will provide a clear link between the Plymouth Plan and its procurements; this enables Social Value to be placed in the context of how bidders can help the organisation to deliver the outcomes set out in the Plan.

The Social Value Policy also provides a framework by which an organisation can set out its approach to Social Value e.g. to determine which contracts Social Value will be applied to (value/scope) and the minimum weightings that will be set aside for Social Value in Quality/Price matrices.

The key outcome of this Policy is to maximise opportunities from our spend with suppliers in a way that make a positive social, economic and environmental outcomes delivering measurable Social Value returns.

In consideration of Social Value in how the Council commissions and procures, we will:

- Give due consideration to Social Value outcomes for all our contracts in respect of goods, works and services
- Apply the considerations to Social Value in a proportional and relevant way
- Consider it at each stage in relation to commissioning, tendering and contract management
- Take account of this in how we devolve goods, works or services to others
- Do so in a manner that makes positive contributions linked to our strategic priorities.

AIMS OF THE POLICY

SOCIAL CONTRIBUTIONS

- Helping to tackle deprivation and social inequalities
- Overturing social exclusion
- Supporting social cohesion and safer communities
- Positive engagement with community groups and those disadvantaged



ECONOMIC

- Supporting local economy in a way that micro, small/medium sized enterprises, co-operatives, mutuals, social enterprises and the voluntary/ community sectors can thrive
- Promotion and creating of local jobs and/or training to enable positive career outcomes



ENVIRONMENTAL

- Supports key environmental initiatives such as Plastic Free Plymouth
- Fosters a culture of learning and education around a sound and sustainable future for our communities



APPLYING THE POLICY

The requirements for considering Social Value within commissioning and procurement activity is as follows;

■ **Below** the respective Official Journal of European threshold (OJEU) for Goods, Works & Services - Discretionary requirement to consider and apply (as appropriate) Social Value as part of the evaluation weightings

■ **Above** the respective Official Journal of European threshold (OJEU) for Goods, Works & Services - Mandatory requirement to consider and apply Social Value as part of the evaluation weightings

Where Social Value evaluation weightings are to be applied, they shall be between 5 per cent and up to a maximum 25 per cent of the total evaluation weighting.

Where the route to market is off a pre-established frameworks the above will not apply as terms of call off would be dependent upon the respective framework conditions, but opportunity should be sought for additional Social Value considerations

The rationale for inclusion of Social Value considerations or not, should be captured as part of the commissioning and procurement activity

Where included, Social Value considerations will be detailed in the commissioning and procurement documentation, evaluated against in the tender process and monitored as part of the overall contract management process

The inclusion of Social Value considerations in commissioning and procurement activity and the realization of these benefits will be reported on an annual basis.

Where not included, evidence as to why the decision to exclude Social Value considerations will be documented as part of the commissioning and procurement activity and signed off by the relevant Service Director.

IMPLEMENTATION

Implementing and embedding Social Value at a local level involves making commissioning and procurement decisions in a new way that ensures wider benefits are considered throughout the commissioning cycle and how this links to the strategic themes and policy areas within the Plymouth Plan.

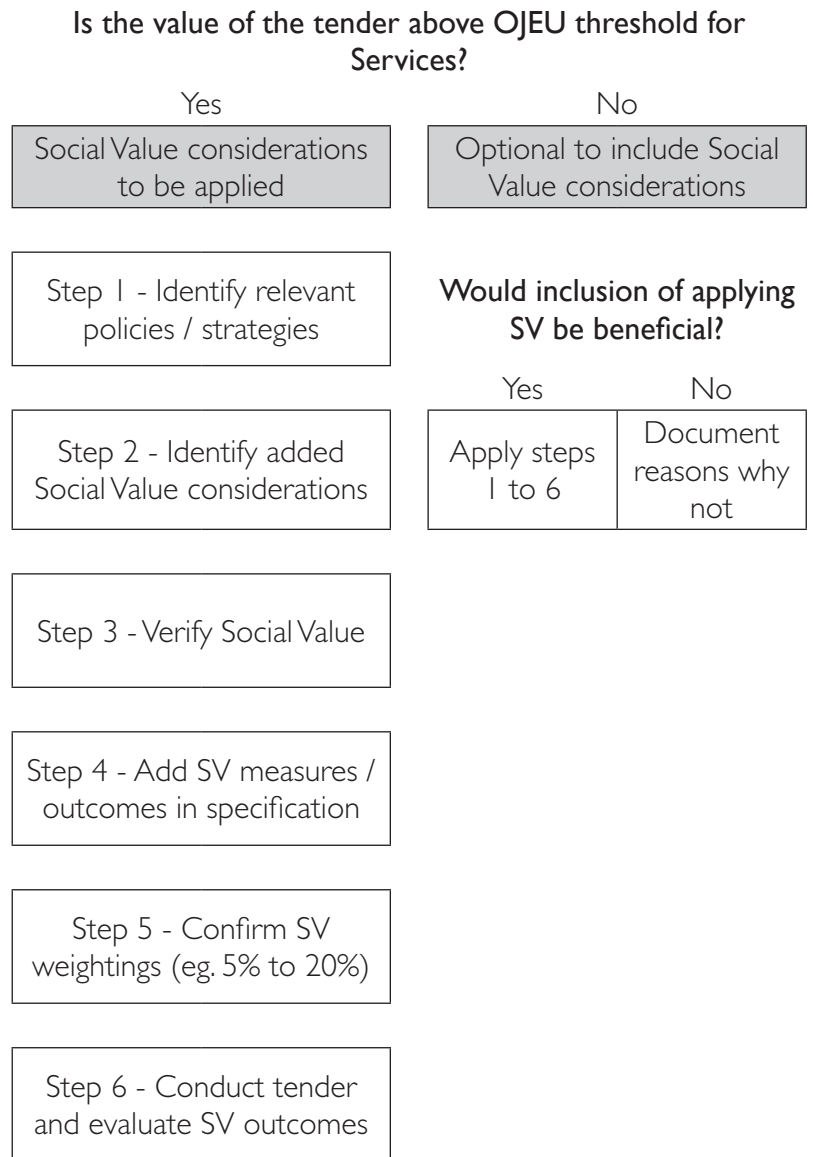
Practical examples could include requiring contractors to pay the Living Wage Foundation hourly rate, employ a specified number of apprentices or take certain actions to minimise environmental damage.

Consideration for Social Value should be given at the start of a commissioning or procurement exercises. Where practical and appropriate, relevant and proportionate outcomes should be identified and included as part of the tender evaluation criteria against which bids will be scored. The outcomes will be linked to the strategic themes and policy areas in the Plymouth Plan (Appendix 1)

Due to the wide range of goods and services the Council procures, it is recognised that this process needs to be flexible and be tailored to each exercise. It is the role of service commissioners and procurement leads to consider, on a contract by contract basis, relevant Social Value outcomes that could be incorporated into the process, with those strategic themes and policy areas directly relating to the Plymouth Plan.

Suppliers can then be asked to demonstrate how they intend to deliver against those priorities that are relevant and the responses of the winning bidder would then be written into the final contract.

APPLICATION OF SOCIAL VALUE (SV) FLOW CHART



REVIEWING OUR SOCIAL VALUE POLICY

We will produce an annual review of the policy and the benefits secured through its implementation. This will provide an opportunity to reflect and adjust our approach in accordance with our learnings and feedback.

Within the annual review; information on the following points will be addressed:

- a. Performance concerning all contracts delivering Social Value outcomes in the relevant financial year. This will include postcode data analysis of providers (both potential and successful) as well as feedback from providers, communities and other stakeholders.
- b. Total direct spend with micro, small and medium size businesses, cooperatives, mutuals, social enterprises and voluntary / community organisations which demonstrates our performance against the spending target.
- c. Minimum one case study of a commissioning process where the Social Value Policy has been applied.
- d. Analysis of how the Policy benefits the local economy.
- e. Identification and analysis of expenditure where Social Value has not been applied.

DEVELOPING OUR METHODOLOGY

There are many different metrics being used around the world to measure Social Value. We will work with partners to further build our understanding of measurement techniques. This will involve working with colleagues across the Council, elected members, city partners and national groups to share expertise and best practice on social value evaluation. We will continue to adjust our methods as we learn and will involve providers and communities in this process.

APPENDIX ONE - THE PLYMOUTH PLAN

Key Theme One - A Welcoming City

Key Theme Two - A Green City

Theme - Plymouth as a healthy city

Strategic Outcome

People in Plymouth live in happy, healthy, safe and aspiring communities, where social, economic and environmental conditions and services enable choices that add quality years to life and reduce the gap in health and wellbeing between communities.

Theme - Plymouth as a Growing city

Strategic Outcome

Plymouth has used its economic, social, environmental and cultural strengths to deliver quality and sustainable growth. The city's long term prosperity has been improved, and its economy has been transformed and rebalanced. It has raised its productivity, and provides higher average wages as well as employment opportunities to support a skilled and talented workforce. Its population has grown to nearly 300,000 by 2034.

Theme - Plymouth as an International city







Strategic Outcome

Plymouth is internationally renowned as Britain's Ocean City and is the UK's premier marine city, famous for its waterfront and being home to the UK's first National Marine Park. It is recognised as unique among UK cities for its natural drama and for its 500 year old history as a place of embarkation and exploration. Plymouth's continuing journey towards a world leading marine city supports the cultural experiences it offers to visitors who are looking for authenticity and character. The city's world class universities and research institutions are recognised for their innovation, and Plymouth is a place where businesses can capitalise on a unique economic position and talented workforce. Visitors from around the world are welcomed to a city that provides a diverse cultural experience and a perfect base for enjoying the city's surrounds, land and marine. Plymouth is an international city that local communities can enjoy, be a part of and be proud of.



Appendix I

The Plymouth Plan <https://www.plymouth.gov.uk/sites/default/files/PPrefresh2.pdf>

STRATEGIC THEME – PLYMOUTH AS A HEALTHY CITY	
	
Strategic Outcome People in Plymouth live in happy, healthy, safe and aspiring communities, where social, economic and environmental conditions and services enable choices that add quality years to life and reduce the gap in health and wellbeing between communities.	
Outcomes	Social Value Linkages
HEA 1 – Addressing health inequalities, improving health literacy 	Initiatives which will: <ul style="list-style-type: none"> ■ reduce health inequalities ■ improve health literacy ■ improve health and wellbeing ■ promote good health and wellbeing ■ prevent of ill health ■ enable people to make choices that benefit their physical, mental and emotional health
HEA 2 – Delivering the best outcomes for children, young people and families 	Initiatives which will: <ul style="list-style-type: none"> ■ promote the early development of good physical and emotional health ■ equip young people and parents with the skills to improve their wellbeing
HEA 3 – Supporting adults with health and social care needs 	Initiatives which will: <ul style="list-style-type: none"> ■ deliver a high quality health and wellbeing system ■ target services and care to those who need it
HEA 4 – Playing an active role in the community 	Initiatives which will: <ul style="list-style-type: none"> ■ Enable engaged communities ■ Enable supportive communities
HEA 5 – Delivering strong and safe communities and good quality neighbourhoods 	Initiatives which will: <ul style="list-style-type: none"> ■ support strong and inclusive communities ■ encourage a sense of belonging and ownership ■ enable a feeling of safety and confidence ■ deliver good quality sustainable neighbourhoods

HEA 6 – Delivering a safe, efficient, accessible, sustainable and health enabling transport system



Initiatives which will:

- enable and encourage sustainable travel choices
- enable and encourage active travel choices
- provide good accessibility
- supports a healthy environment

HEA 7 – Optimising the health and wellbeing benefits of the natural environment



Initiatives which will:

- improve Plymouth's natural environment
- encourage the use of Plymouth's natural environment
- promote the benefits of Plymouth's natural environment

HEA 8 – Meeting local housing needs



Initiatives which will support, encourage and enable universal access to:

- Decent homes
- Safe homes
- Affordable homes
- Homes suited to needs
- Homes which promote health
- Homes in freely chosen locations

HEA 9 – Delivering accessible health services and clinical excellence



Initiatives which will:

- drive excellence in clinical and medical science
- improve access to universal fit-for-purpose health care

STRATEGIC THEME – PLYMOUTH AS A GROWING CITY



Strategic Outcome

Plymouth has used its economic, social, environmental and cultural strengths to deliver quality and sustainable growth. The city's long term prosperity has been improved, and its economy has been transformed and rebalanced. It has raised its productivity, and provides higher average wages as well as employment opportunities to support a skilled and talented workforce. Its population has grown to nearly 300,000 by 2034.

Outcomes

Social Value Linkages

GRO 1 – Creating the conditions for economic growth



Initiatives which will:

- drive productivity
- drive prosperity
- attract inward investment in knowledge-based industries such as marine and advanced manufacturing
- support new and existing city business

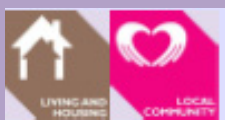
GRO 2 – Delivering skills and talent development



Initiatives which will;

- facilitate access to high quality lifelong learning
- develop resident skills and talents

GRO 3 – Accelerating the delivery of new homes



Initiatives which will:

- drive and accelerate the delivery of new homes
- support the principle of sustainable linked neighbourhoods

GRO 4 – Using transport investment to drive growth



Initiatives which will:

- Support the sustainable growth of Plymouth
- deliver targeted integrated transport measures

GRO 5 – Enhancing Plymouth’s sporting facilities



Initiatives which will:



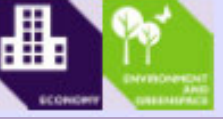
- drive sporting success
- act as catalysts for regeneration

GRO 6 – Delivering Plymouth’s natural network



Initiatives which will:





- support a high quality of life for communities
- provide an attractive environment for investment
- enable nature to thrive
- increase resilience to the impact of climate change





<p>GRO 7 – Reducing carbon emissions and adapting to climate change</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ drive sustainable travel ■ encourage use of renewable energy ■ enable access to low carbon energy sources
<p>GRO 8 – Dealing with flood risk</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ support collaborative working across relevant organisations ■ drive sustainable, fit-for-purpose infrastructure ■ ensure infrastructure takes account of planned growth
<p>GRO 9 – Minimising Plymouth’s waste</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ drive sustainable waste solutions ■ support the development of a circular economy ■ contribute to the Council's recycling rate target

STRATEGIC THEME – PLYMOUTH AS AN INTERNATIONAL CITY

Strategic Outcome

Plymouth is internationally renowned as Britain's Ocean City and is the UK's premier marine city, famous for its waterfront and being home to the UK's first National Marine Park. It is recognised as unique among UK cities for its natural drama and for its 500 year old history as a place of embarkation and exploration. Plymouth's continuing journey towards a world leading marine city supports the cultural experiences it offers to visitors who are looking for authenticity and character. The city's world class universities and research institutions are recognised for their innovation, and Plymouth is a place where businesses can capitalise on a unique economic position and talented workforce. Visitors from around the world are welcomed to a city that provides a diverse cultural experience and a perfect base for enjoying the city's surrounds, land and marine. Plymouth is an international city that local communities can enjoy, be a part of and be proud of.

Outcomes	Social Value Linkages
<p>INT 1 – Implementing Britain's Ocean City</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ create worldwide recognition of Plymouth ■ drive national and international interest in Plymouth ■ drive investment in the city ■ attract more visitors to the city
<p>INT 2 – Plymouth in the global market place</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ drive the Britain's Ocean City brand globally ■ promote the city's industry strengths such as defence, marine sciences and high technology manufacturing ■ encourage business growth ■ encourage inward investment ■ assist businesses to export ■ support businesses to access new markets
<p>INT 3 – Positioning Plymouth as a major UK destination</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ drive investment in the visitor economy ■ enhance Plymouth as a destination for all seasons ■ support the growth of high value tourism, ■ market the city effectively ■ support business tourism and tourist related business development ■ improve productivity
<p>INT 4 – Delivering a distinctive, dynamic, cultural centre of regional, national and international renown</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ drive the arts and cultural sector ■ promote Plymouth's reputation at a national and international level

<p>INT 5 – Celebrating Plymouth’s sporting excellence</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ promote Plymouth’s reputation for sporting success ■ drive the provision of first class sports facilities
<p>INT 6 – Enhancing Plymouth’s “green city” credentials</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ drive green technologies ■ promote Plymouth’s natural environment ■ support the initiative to become one of the leading green cities in Europe
<p>INT 7 – Supporting world class universities and research institutions</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ drive growth in the City’s higher education and research institutions ■ raise the profile of the City’s higher education and research institutions
<p>INT 8 - Celebrating diverse communities</p> 	<p>Initiatives which will:</p> <ul style="list-style-type: none"> ■ strengthen the City’s reputation as a welcoming, multicultural city ■ promote the benefits of diversity ■ challenge unfair discrimination ■ encourage people to take pride in their communities ■ promote community engagement ■ enable people to make a real contribution to Plymouth

Appendix Two

INCLUSIVE GROWTH CHARTERMARK

AMBITION: Growing prosperity that reduces inequality and is sustainable.

Plymouth's economy is growing; the number of jobs is rising and the average salary is rising.

This is all great for Plymouth and our communities as a whole, but it is important to recognise that this is not the case for everyone.

- The average weekly wage of the lowest paid residents is not rising.
- The number of people on in-work benefits is very high.
- Access to the skills, networks and opportunities in potentially high wage occupations are limited.
- The increasing change to the workforce due to automation is disproportionately affecting low wage income job retention and availability.

Plymouth Growth Board is committed to making positive steps in addressing these challenges and has set up a Flagship Group to implement mechanisms that support employers to work collaboratively with the public and third sectors.

The long-term ambition is to see the economy truly serve the wellbeing of all the people of Plymouth, by shifting behaviours and culture in support of long-term inclusive growth.

As such a Chartermark is being developed with pledges that target these challenges amongst others and directly engage with businesses in priority activities. The pledges are designed, where appropriate, to provide a foundation for Council suppliers to meet the requirements of the social value framework and as a result contribute to a growing Plymouth for all.

The Chartermark will focus in three main areas or themes:

THEME ONE: QUALITY EMPLOYMENT

To address issues concerned with; wages, pay inequality & work place wellbeing.

THEME TWO: PROGRESSION

To address issues concerned with; training, apprenticeships & management.

THEME THREE: WIDER ENGAGEMENT

To address issues concerned with; the community, environment & the extended supply chain.

Securing the Chartermark will actively demonstrate a business commitment to working in ways that benefit Plymouth and its residents; and will make it easier for business to prove Social Value requirements of Council Procurement and Commissioning processes.

This Appendix will be replaced following the Growth Board approval of the Inclusive Growth Chartermark and its subsequent adoption by Plymouth City Council (scheduled for January 2020)

APPENDIX THREE

Social Value Policy (Measurement Mapping and Consideration)

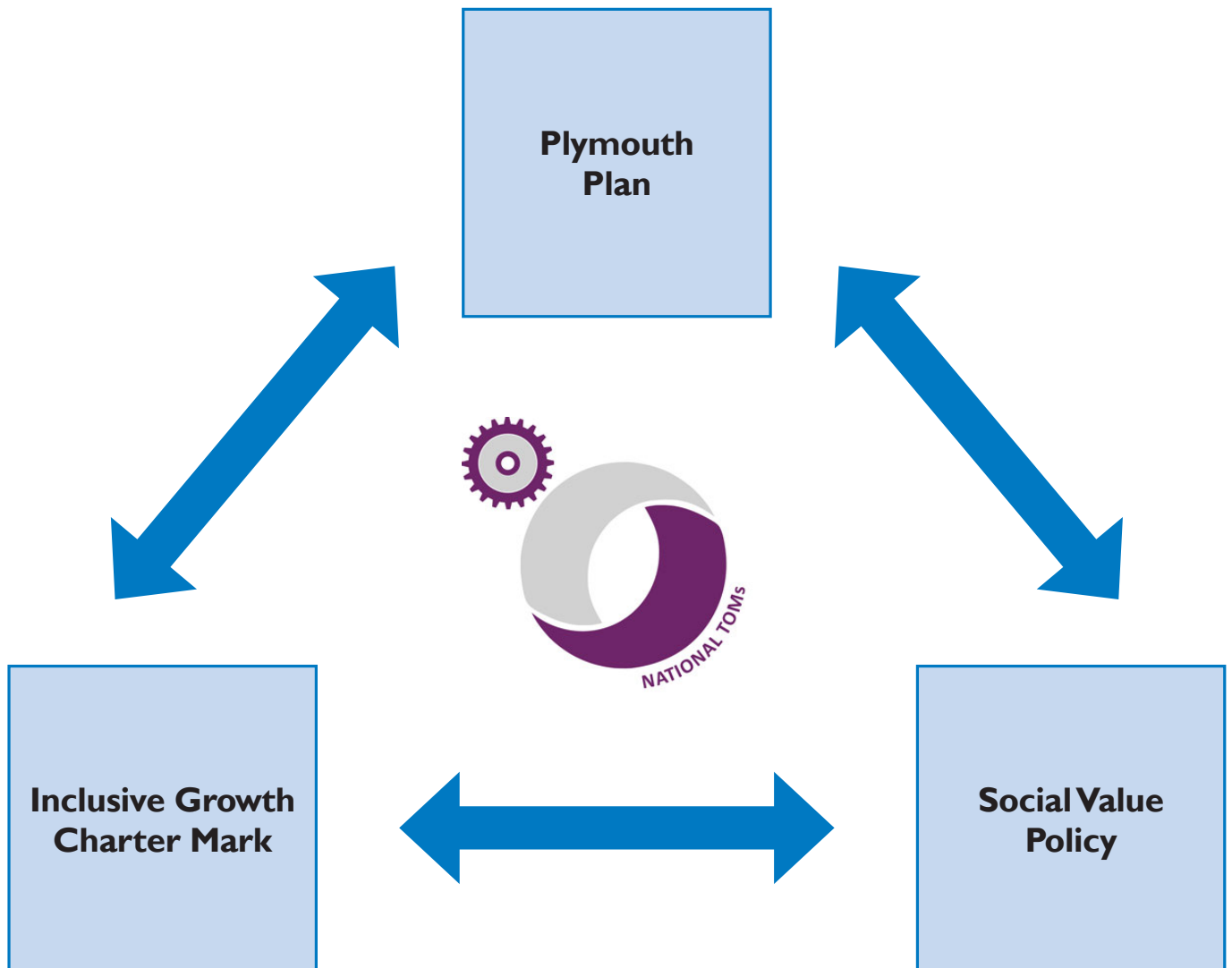
We will utilise a set of National TOMs that has been agreed and approved by the Local Government Association's National Advisory Group for Procurement.

This will allow us to attribute a recognised monetary value towards specific areas of Social value and then link these back to the aspects of our social value policy, the Plymouth Plan and other considerations such as the Inclusive Growth Chartermark. Other considerations such as the inclusive growth chartermark and the National Skill academy for construction.

This data will form the basis of evaluation and can later be benchmarked to National data. This allows the evaluation/contract award process to be fair and withstand scrutiny.

Included within these measures is the ability to add three TOMS that are specific to us that may not be covered within the scope; eg/Real living wage, union membership, secure employment contracts

The results of the calculator are mapped back to the Plymouth Plan so contribution to both the themes and the objectives can be measured.



TOMs mapping to Plymouth Plan

Theme	Outcomes	Ref	Measures - Minimum Requirements	Reporting	PCC - Reflink				Plymouth Plan				Plymouth Plan - Theme Categorization								Inclusive Growth						
									Health	Growth	Int.	Count	ART	ECO	EDU	GET	ENV	HEA	LIV	LOC	CIT	Count	Theme 1	Theme 2	Theme3	Count	
Jobs: Promote Local Skills and Employment	More local people in employment	NT1	No. of local people (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter.	Local Social Value	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8	Yes			1
		NT2	% of local people employed on contract (FTE)	Local Social Value	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0
	More opportunities for disadvantaged people	NT3	No. of employees (FTE) taken on who are long term unemployed (unemployed for a year or longer)	Social Value (to society)	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0
		NT4	No. of employees (FTE) taken on who are not in employment, education, or training (NEETs)	Social Value (to society)	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8	Yes			1
		NT5	No. of employees (FTE) taken on who are rehabilitating young offenders (18-24 y.o.)	Social Value (to society)	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8	Yes			1
		NT6	No. of jobs (FTE) created for people with disabilities	Social Value (to society)	HEA1	GRO1				Yes	Yes	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8	Yes			1
		NT7	No. of hours dedicated to supporting unemployed people into work by providing career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)	Social Value (to society)	HEA1	GRO1				Yes	Yes	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0
	Improved skills for local people	NT8	Local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (No. hours, includes preparation time)	Social Value (to society)	HEA1	HEA2	GRO2			Yes	Yes	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8		Yes		1
		NT9	No. of training opportunities on contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+	Social Value (to society)	HEA1	HEA2	GRO2			Yes	Yes	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8		Yes		1
		NT10	No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+	Social Value (to society)	HEA1	HEA2	GRO2			Yes	Yes	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8		Yes		1
Improved employability of young people	NT11	No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)	Social Value (to society)	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8		Yes		1	
	NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	Social Value (to society)	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8		Yes		1	
	NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	Social Value (to society)	GRO1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8	Yes	Yes		2	
Growth: Supporting Growth of Responsible Regional Business	More opportunities for local SMEs and VCSEs	NT14	Total amount (£) spent with VCSEs within your supply chain	Social Value (to society)	HEA3	HEA4	HEA7			Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
		NT15	Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice/HSE)	Social Value (to society)	HEA3	HEA4	HEA7			Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
		NT16	Equipment or resources donated to VCSEs (£ equivalent value)	Social Value (to society)	HEA3	HEA4	HEA7			Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
		NT17	Number of voluntary hours donated to support VCSEs (excludes expert business advice)	Social Value (to society)	HEA3	HEA4	HEA7			Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
		NT18	Total amount (£) spent in LOCAL supply chain through the contract.	Local Social Value	All HEA	All GRO				Yes	Yes	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
		NT19	Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)	Local Social Value	All HEA	All GRO				Yes	Yes	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
	Improving staff wellbeing	NT20	Demonstrate commitment to work practices that improve staff wellbeing, recognise mental health as an issue and reduce absenteeism due to ill health. Identify time dedicated for wellbeing courses	Social Value (to society)	HEA1					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8	Yes			1	
	A workforce and culture that reflect the diversity of the local community	NT21	Diversity training provided for contractors and subcontractors	Social Value (to society)	GRO2	INT8				Yes	Yes	2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	9				0	
	Ethical Procurement is promoted	NT22	Percentage of procurement contracts that includes commitments to ethical procurement, including to verify anti-slavery and other relevant requirements.	Social Value (to society)	GRO2	INT8				Yes	Yes	2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	9			Yes	1	
Social Value embedded in the supply chain	NT23	Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required	Social Value (to society)	GRO2					Yes		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8			Yes	1		

Theme	Outcomes	Ref	Measures - Minimum Requirements	Reporting	PCC - Reflink				Plymouth Plan				Plymouth Plan - Theme Categorization										Inclusive Growth				
									Health	Growth	Int.	Count	ART	ECO	EDU	GET	ENV	HEA	LIV	LOC	CIT	Count	Theme 1	Theme 2	Theme3	Count	
Social: Healthier, Safer and more Resilient Communities	Crime is reduced	NT24	Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)	Social Value (to society)	HEA4	HEA5			Yes			1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
	Creating a healthier community	NT25	Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc)	Social Value (to society)	HEA4	HEA5			Yes			1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
		NT26	Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc) or wellbeing initiatives in the community, including physical activities for adults and children.	Social Value (to society)	HEA1	HEA2			Yes			1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8	Yes			1	
	Vulnerable people are helped to live independently	NT27	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	Social Value (to society)	HEA3				Yes			1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8				0	
	More working with the Community	NT28	Donations or in-kind contributions to local community projects (£ & materials)	Social Value (to society)	HEA3	HEA4	HEA7		Yes			1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8			Yes	1	
		NT29	No hours volunteering time provided to support local community projects	Social Value (to society)	HEA3	HEA4	HEA7		Yes			1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8			Yes	1	
		NT30	Support provided to help local community draw up their own Community Charter or Stakeholder Plan	Social Value (to society)	HEA3	HEA4	HEA7		Yes			1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	8			Yes	1	
Environment: Protecting and Improving Our Environment	Climate Impacts are reduced	NT31	Savings in CO2 emissions on contract not from transport (specify how these are to be achieved).	Social Value (to society)	HEA6	HEA7	GRO7	INT6	Yes	Yes	Yes	3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	9			Yes	1	
	Air pollution is reduced	NT32	Car miles saved on the project (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)	Social Value (to society)	HEA6	HEA7	GRO7	INT6	Yes	Yes	Yes	3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	9			Yes	1	
		NT33	Number of low or no emission staff vehicles included on project (miles driven)	Social Value (to society)	HEA6	HEA7	GRO7	INT6	Yes	Yes	Yes	3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	9			Yes	1	
	Better places to live	NT34	Voluntary time dedicated to the creation or management of green infrastructure, to increase biodiversity, or to keep green spaces clean	Social Value (to society)	HEA6	HEA7	HEA8	GRO3	INT6		Yes	Yes	2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	9				0	
	Sustainable Procurement is promoted	NT35	Percentage of procurement contracts that includes sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)	Social Value (to society)	HEA6	HEA7	INT6		Yes		Yes	2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	9			Yes	1	
Innovation: Promoting Social Innovation	Other measures (TBD)	NT36	Other measures (£) - please describe any additional initiatives that you would like to make and £ to be invested	Social Value (to society)								0										0				0	
		NT37	Other measures (hrs) - please describe any additional initiatives that you would like to make and hrs to be committed (No. expert hrs)	Social Value (to society)									0										0				0
		NT38	Other measures (hrs) - please describe any additional initiatives that you would like to make and hrs to be committed (No. voluntary hrs)	Social Value (to society)									0										0				0

APPENDIX FOUR

Themes / Outcomes and Measures (TOMs)

The principal benefits of a minimum and consistent reporting standard for social value are that it:

1. Provides a consistent approach to measuring and reporting social value
2. Allows for continuous improvement
3. Provides a robust, transparent and defensible solution for assessing and awarding tenders
4. Allows organisations to compare their own performance by sector and industry benchmarks and understand what good looks like
5. Reduces the uncertainty surrounding social value measurement for businesses, allowing them to make informed decisions based on robust quantitative assessments and hence embed social value into their corporate strategies

Both local government and the NHS has developed TOMs relevant to meeting their overall requirements. In local government for example a set of National TOMs has been agreed and approved by the Local Government Association's National Advisory Group for Procurement.

The Procurement Calculator or Social Value measuring tool developed from this also includes a provision for 'prioritising' one outcome or measure against another. This tool will be integrated into our Tender submission pack for evaluation in addition to existing requirements. This allows organisations to 'signpost' to their suppliers the areas of greatest community need, or where the local authority requires the most support. The prioritisation mechanism has been designed to integrate direct stakeholder consultation (e.g. Inclusive Growth, Community Social Value) so that the TOMs can eventually be used to empower communities.

The National TOMs Framework - Themes and Outcomes 2019

Themes	Outcomes
Jobs: Promote Local Skills and Employment	More local people in employment
	More opportunities for disadvantaged people
	Improved skills for local people
	Improved employability of young people
Growth: Supporting Growth of Responsible Regional Business	More opportunities for local SMEs and VCSEs
	Improving staff wellbeing
	Ethical Procurement is promoted
	A workforce and culture that reflect the diversity of the local community
Social: Healthier, Safer and more Resilient Communities	Social Value embedded in the supply chain
	Crime is reduced
	Creating a healthier community
	Vulnerable people are helped to live independently
Environment: Protecting and Improving Our Environment	More working with the Community
	Climate Impacts are reduced
	Air pollution is reduced
	Better places to live
Innovation: Promoting Social Innovation	Sustainable Procurement is promoted
	Other measures (TBD)

Theme	Outcomes	Ref	Measures - Minimum Requirements
Jobs: Promote Local Skills and Employment	More local people in employment	NT1	No. of local people (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter:
		NT2	% of local people employed on contract (FTE)
	More opportunities for disadvantaged people	NT3	No. of employees (FTE) taken on who are long term unemployed (unemployed for a year or longer)
		NT4	No. of employees (FTE) taken on who are not in employment, education, or training (NEETs)
		NT5	No. of employees (FTE) taken on who are rehabilitating young offenders (18-24 y.o.)
		NT6	No. of jobs (FTE) created for people with disabilities
		NT7	No. of hours dedicated to supporting unemployed people into work by providing career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)
	Improved skills for local people	NT8	Local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (No. hours, includes preparation time)
		NT9	No. of training opportunities on contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year; or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+
		NT10	No. of apprenticeships on the contract that have either been completed during the year; or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+
	Improved employability of young people	NT11	No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)
		NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)
		NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)

Growth: Supporting Growth of Responsible Regional Business	More opportunities for local SMEs and VCSEs	NT14	Total amount (£) spent with VCSEs within your supply chain
		NT15	Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice/HSE)
		NT16	Equipment or resources donated to VCSEs (£ equivalent value)
		NT17	Number of voluntary hours donated to support VCSEs (excludes expert business advice)
		NT18	Total amount (£) spent in LOCAL supply chain through the contract.
		NT19	Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)
	Improving staff wellbeing	NT20	Demonstrate commitment to work practices that improve staff wellbeing, recognise mental health as an issue and reduce absenteeism due to ill health. Identify time dedicated for wellbeing courses
	A workforce and culture that reflect the diversity of the local community	NT21	Diversity training provided for contractors and subcontractors
Ethical Procurement is promoted	NT22	Percentage of procurement contracts that includes commitments to ethical procurement, including to verify anti-slavery and other relevant requirements.	
Social Value embedded in the supply chain	NT23	Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required	
Social: Healthier, Safer and more Resilient Communities	Crime is reduced	NT24	Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)
	Creating a healthier community	NT25	Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc)
		NT26	Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc) or wellbeing initiatives in the community, including physical activities for adults and children.
	Vulnerable people are helped to live independently	NT27	Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)
	More working with the Community	NT28	Donations or in-kind contributions to local community projects (£ & materials)
		NT29	No hours volunteering time provided to support local community projects
NT30		Support provided to help local community draw up their own Community Charter or Stakeholder Plan	
Environment: Protecting and Improving Our Environment	Climate Impacts are reduced	NT31	Savings in CO2 emissions on contract not from transport (specify how these are to be achieved).
	Air pollution is reduced	NT32	Car miles saved on the project (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)
		NT33	Number of low or no emission staff vehicles included on project (miles driven)
	Better places to live	NT34	Voluntary time dedicated to the creation or management of green infrastructure, to increase biodiversity, or to keep green spaces clean
	Sustainable Procurement is promoted	NT35	Percentage of procurement contracts that includes sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)
Innovation: Promoting Social Innovation	Other measures (TBD)	NT36	Other measures (£) - please describe any additional initiatives that you would like to make and £ to be invested
		NT37	Other measures (hrs) - please describe any additional initiatives that you would like to make and hrs to be committed (No. expert hrs)
		NT38	Other measures (hrs) - please describe any additional initiatives that you would like to make and hrs to be committed (No. voluntary hrs)

APPENDIX FIVE

Guidance for Commissioners and Suppliers

Commissioning Stage	TIPS
Policy Context	<p>For Commissioners and also Suppliers:</p> <ul style="list-style-type: none"> ■ Be aware of the Council's Social Value Policy ■ Understand any related national policy issues ■ Understand what good looks like, e.g. best practice
Plan	<p>For Commissioners; understand your current service and how Social Value is currently considered or what may be required for future service delivery.</p> <p>For services delivered in certain areas are there specific local community issues that could be considered?</p> <p>For Suppliers understand how you can incorporate Social Value into how you deliver contracts or can offer Social Value in future tender opportunities</p>
Know the market	<p>For Commissioners do you know how the market sector is likely to add benefits around Social Value, research how others have approached this, and if necessary, engage with the market through pre-market engagement.</p> <p>Suppliers, how can your supply chain also make positive contribution to support your aims.</p>
Know your stakeholders	<p>For Commissioners, who are your service users and how are these impacted currently and what potential benefits may apply.</p> <p>For Suppliers be clear on where and how Public Sector partners advertise contract opportunities</p>
What does good look like?	<p>For Commissioners what would good Social Value outcomes look like and how can you describe this in your tender documents.</p> <p>Suppliers, do you understand what good Social Value considerations look like e.g. Best Practice, learning from previous tenders.</p>

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