



Oversight and Governance

Chief Executive's Department
Plymouth City Council
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CITY COUNCIL

Monday 24 January 2022
2.00 pm
The Guildhall, Plymouth

Members:

Councillor Mrs Beer, Chair

Councillor Mrs Bridgeman, Vice Chair

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Dr Cree, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hendy, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Loveridge, Lowry, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Ms Watkin and Wheeler.

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

For further information on attending Council meetings and how to engage in the democratic process please follow this link - [Get Involved](#)

Tracey Lee

Chief Executive

City Council

1. Apologies

To receive apologies for absence submitted by councillors.

2. Minutes

(Pages 1 - 22)

To approve and sign the minutes of the meetings held on 24 November 22 as a correct record.

3. Declarations of Interest:

4. Appointments to Committees, Outside Bodies etc

(To Follow)

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

5. Questions by the Public

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

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

6. Announcements

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

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

7. Council Tax Base Setting 2022/23 and Council Tax Support Scheme 2022/23

(Pages 23 - 30)

8. Tamar Bridge and Torpoint Ferry Future Financing

(Pages 31 - 68)

9. Tamar Bridge and Torpoint Ferry 2022-2023 Revenue and Capital Estimates

(Pages 69 - 108)

10. Climate Emergency Action Plan 2022

(Pages 109 - 150)

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| 11. Corporate Carbon Reduction Plan 2022 | (Pages 151 - 158) |
| 12. Appointment of External Auditor | (Pages 159 - 164) |
| 13. Audit and Governance Committee Terms of Reference | (Pages 165 - 170) |
| 14. Tamar Bridge and Torpoint Ferry Joint Committee - Change to the Terms of Reference | (Pages 171 - 200) |
| 15. Pay Policy Statement 2022/23 | (Pages 201 - 218) |
| 16. Plympton St Mary Ward's Polling Districts, Polling Places and Polling Stations Review 2021/2022 | (To Follow) |
| 17. Calendar of meetings 2022/23 | (To Follow) |

18. Motions on notice

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

19. Questions by Councillors

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

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City Council

Monday 22 November 2021

PRESENT:

Councillor Mrs Beer, Chair.

Councillor Mrs Bridgeman, Vice Chair.

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Ms Watkin and Wheeler.

Apologies for absence: Councillors Dr Cree, Hendy, Loveridge and Lowry.

The meeting started at 1.45 pm and finished at 2.00 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.

31. **Declarations of Interest**

The were no declarations of interest made by councillors in accordance with the code of conduct.

32. **Freedom of the City**

Councillor Kelly (Leader of the Council) introduced the nomination for Mark Ormrod MBE to be bestowed the honour Freedom of the City. The motion was seconded by Councillor Evans OBE (Leader of the opposition).

It was agreed that, in pursuance of its powers under Section 249(1) of the Local Government Act 1972, the Council confers the title of Freeman of the City in recognition of his eminent services to the City of Plymouth and his charity work.

For (53)

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Mrs Bridgeman (DLM), Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Mrs Watkin, Wheeler and Councillor Mrs Beer (LM).

Against (0)

Abstain/Not present (4)

Councillor Dr Cree, Hendy, Loveridge and Lowry.

City Council

Monday 22 November 2021

PRESENT:

Councillor Mrs Beer, in the Chair.

Councillor Mrs Bridgeman, Vice Chair.

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Dr Cree, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Ms Watkin and Wheeler.

Apologies for absence: Councillors Hendy, Loveridge and Lowry

The meeting started at 2.00 pm and finished at Time Not Specified.

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.

1. Minutes

The minutes of 13 September 2021 (EGM) and 13 September 2021 City Council meetings were agreed as a true and accurate record subject to amendments made to item 29.

The amendment was to remove 'Councillor Kelly (The Leader) introduced the cross party motion on notice on Keyham. This was seconded by Councillor Evans OBE' and replace with 'Councillor Penberthy introduced the motion on notice on Universal Credit. This was seconded by Councillor Allen'.

2. Declarations of Interest

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

Name	Item Number	Reason	Interest
Councillor Dr Buchan	11.b - Ocean Recovery Declaration - 'Motion for the Ocean'	Marine Scientist and Vice Chair on Devon and Severn IFCA	Private Interest

There was also a general dispensation authorised by the Interim Monitoring Officer in respect of item 11.e – Waspi.

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

Members were advised that Councillor Salmon would be the named substitute on Tamar Bridge and Torpoint Ferry Joint Committee.

Council noted the update.

4. **Announcements**

The Lord Mayor made the following announcements to members:

- (a) Thanked Dave Walsh for his long service to the Council. Dave retired in September following 43 years and 3 months of service;
- (b) Thanked Dave Milford who had also retired following 32 years of service with the Plymouth RNLI;
- (c) Julian Mouland had won the Lifetime Champion Award at the Safeguarding Adults Board Excellence Awards;
- (d) Plymouth City Council had won Local Authority of the Year award at the 2021 Municipal Journal awards.

The Lord Mayor proposed to suspend the rules of procedure to allow the Director of Public Health, Ruth Harrell to provide an update on COVID-19 to Council and answer any questions that were submitted by Councillors.

Councillor Mrs Bridgeman (Deputy Lord Mayor) seconded the proposal and went to a vote.

Members voted unanimously in favour of the motion.

Ruth Harrell, Director of Public Health presented a video to Council.

Councillor Nick Kelly, Leader of the Council made the following announcements to Council:

- (e) Plymouth City Council had been working alongside other agencies in recovery efforts across Keyham and more broadly across Plymouth. In the immediate aftermath of the shootings, partners from across all agencies had come together with Plymouth City Council, the OPCC and the Police to provide immediate support to all affected and start the long-term work to rebuild confidence of the community and its capacity to recover from this tragedy;
- (f) Collective efforts continued to focus on supporting the local community and ensuring that partners had been able to maximise services and opportunities for the Keyham community and asset victims' families to recover from the violence and tragedy;

- (g) Community policing had been providing a visible neighbourhood presence to provide community reassurance;
- (h) Safer Keyham had been restoring a feeling of safety through physical prevention measures such as improved CCTV;
- (i) Victims support had been commissioning services to provide additional services to support the victims and witnesses and ensure that they received the specialised support required to recover;
- (j) The Songlines campaign had generated over 150 pieces of coverage to date and it is estimated that there had been an audience reach of 28 million people which would have an advertising value equivalent of £1.5 million;
- (k) Plymouth had coverage in the US, Canada, Australia and Spain and had been extensively covered on the BBC including the BBC2 Culture show and BBC Radio 4 Front Row.
- (l) Plymouth had been awarded £1.2 million for two projects as part of the Creative Development Fund which was one of the biggest allocations in the UK. The National Marine Park had been awarded £655,000 to support businesses to make the journey to net zero. Stonehouse Union had been awarded £542,000 to bring the millennium back to life.
- (m) Plymouth City Council had secured a major new inward investment from Marks and Spencer on the Council's land on the former Seaton Barracks site. The new Marks and Spencer foods store would be double the size of the existing store. A new Aldi, café and gym had also been secured. The scheme had been open for public consultation. It was hoped that the new centre would create 100 new jobs and 120 construction jobs.
- (n) Good progress had been made on the new £35 million health hub in the City Centre working with the CCG and NHS England. Good response had been received from the public consultation and the scheme would move forward to Planning.

Councillor Jonathan Drear, Cabinet Member for Transport made the following announcements to Council:

- (o) Plymouth City Council had been trialling artificial intelligence to supplement the Highways Safety Inspections, this would help identify defective road surfacing, deteriorated road markings, footway and road signage conditions;

- (p) Three new road crossings had been constructed across the city at Furzahatt Road, Larkham Lane and Miller Way. 17 sites near Plymouth schools would receive a safety signage upgrade which would include specialist signs with high intensity amber warning lights;
- (q) The trials for Vehicle Free schools was proving successful;
- (r) Plymouth City Council highways continued working with Devon County Council to enable a Carbon Footprint Calculation for Highways Activities which would feed into the Corporate carbon reduction plan;
- (s) 13,000 tonnes of salt had been stocked in readiness for adverse weather conditions with six gritters on standby;
- (t) Footbridges across the city had been refurbished with two of them being fully completed at Station Road Cottles and Providence, a further 6 were near completion, with the remaining 12 being completed next year;
- (u) Subways across the city were being refurbished and the subways at Glen Road and North Cross had been completed. The Highways team had been working on the subways at Crownhill and work included concrete repairs, vegetation clearance, drainage works, resurfacing and repainting;
- (v) Maintenance work had been planned on culverts which were done on a quarterly and 6 monthly basis which included vegetation clearance, jet washing and fixing timber fences;
- (w) Investigatory surveys had been completed for Laira Bridge and works planned included masonry repairs and the installation of stainless steel wall ties to prevent further deterioration;
- (x) Principle inspection of all HMPE tunnels within the city had been conducted;
- (y) The Highways team had also been working on the stabilisation of the George Lane hedge bank and rock/soil nails and galvanised mesh had been installed.

Councillor Mrs Maddi Bridgeman, Cabinet member for Environment and Street Scene made the following announcements to Council:

- (z) A trial of alternative thermal foam weed treatment had been scheduled for January which would help inform the council's plan on reducing chemical treatments on Plymouths streets in future years.

- (aa) Despite some disruption to garden waste collection, there had been a 44% increase in tonnage collected which was equivalent to 7,000 tonnes. Recycling rates had increased in quarter 1 and 2 which was an increase in previous years.

Councillor John Riley, Cabinet Member for Governance, HR, IT and Community Safety made an announcement on:

- (bb) On the 25th November the Taxi Licensing Policy would be issued for a 12 week public consultation and members as well as Plymouth residents were encouraged to take part in the consultation.

Councillor Mrs Vivien Pengelly, Cabinet Member for Home and Communities announced:

- (cc) At the 2021 Abercrombie Awards Primrose Park in Whiteleigh had won best new development which had been developed in partnership with Plymouth Community Homes;
- (dd) Plymouth City Council had also won the judges special award for the recladding of the Devonport towers which was supported by officers in Community Connections and Strategic Planning;
- (ee) Pilgrim Court in How street had won the best small development award. This scheme transformed a derelict site in partnership with BCHA and had created 12 one bedroom flats for adults with complex and varied disability needs including four wheelchair adaptable units;

Councillor Mark Deacon, Cabinet Member for Customer Services, Culture, Leisure and Sport announced:

- (ff) Library opening times had been increased by 18 hours in total for the week. Libraries at Crownhill and Southway had been opened for an additional day;
- (gg) library activities had been restarted where it had been safe to do so, children's activities including rhyme times and story times had recommenced. Book groups for vulnerable adults had also recommenced;
- (hh) 5,000 people had attended the annual bonfire event. The event had originally been created due to poor community safety due to backyard firework displays. It was also one of the busiest times of the year for the fire and ambulance services. Plymouth City Council had heard from its residents with regard to carbon emissions and would be looking at ways to reduce this;

- (ii) British Elite Junior Diving Championship had been the first major event held at the Life Centre since its refurbishment work and had been a great success;
- (jj) 5,000 people had attended the Christmas light switch on event in the City Centre, the event had been dedicated to NHS.

5. Questions by the Public

Question submitted by Mr Rodger Gregg Black	
Question: Residents of Yeo Close in Efford are experiencing a lot of Anti-Social Behaviour. Does the Council have any plans to tackle this?	Answer: Police have increased patrols in this area, additionally youth support teams have engaged in youth outreach in the locality. This engagement will continue at key times. We are also trying to increase the provision of our youth centres in efforts to engage young people, in the locality in more planned activities. Plymouth Argyle (PL Kicks) will also be starting a programme of works in the area. In response to the issues reported, an Environmental Visual Audit was conducted. This was to assess the area and to consider any practical steps to increase feelings of safety in this particular location. This led to the conclusion that CCTV could be used. It was determined that the area would be suitable and has passed the legality test that may enable CCTV to be placed in the area. Next steps will be a visit to ensure the infrastructure is able to support this recommendation. Local Cllrs have requested a meeting to discuss issues (25/10/21). This is being planned by Community Connections Officers and will involve CCTV, Community Connections Officers, Police partners, Youth Services and any other agency who can assist with this issue.

Question submitted by Alice Stephens.

Question: I'm Alice, I'm a youth worker for the Mutley/Greenbank Trust and I want to know what council-owned buildings in the Mutley/Greenbank area are available for youth provision and who do we contact about getting one.	Answer: The Council does not have any suitable premises available in the Mutley/Greenbank area for youth provision, however it may be possible to co-locate with other community and voluntary sector organisation in this locality and would suggest that contact be made through Plymouth Octopus Project Children and Young Peoples Network for further discussion with partners.
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6. **Gambling Statement of Principles (Gambling Policy)**

Councillor John Riley introduced the Gambling Statement of Principles (Gambling Policy). This was seconded by Councillor Glenn Jordan.

Council agreed to adopt the proposed Gambling Act Statement of Principles contained in Appendix B with effect from 31 January 2022.

For (52)

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Mrs Bridgeman (DLM), Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, McDonald, Morris, Murphy, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Mrs Watkin, Wheeler and Councillor Mrs Beer (LM).

Against (0)

Abstain/Not present (5)

Councillor Dr Cree, Hendy, Loveridge, Lowry and Neil.

7. **City Council meeting dates 2022 - 23**

Councillor John Riley introduced the City Council meeting dates 2022 – 23.

Following debate, Council noted City Council meeting dates 2022 – 23.

8. **Finance and Capital Monitoring Report September 2021**

Councillor Nick Kelly (Leader of the Council) introduced the Finance and Capital Monitoring Report September 2021. This was seconded by Councillor Patrick Nicholson.

Following debate, with contributions from Councillors Dann and Mrs Aspinall, Council agreed to:

1. Note the current revenue monitoring position;
2. Approve the revision of the Capital Budget 2021-2026 to £647.591m (as shown in Section C Table I).

For (52)

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Mrs Bridgeman (DLM), Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, McDonald, Morris, Murphy, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Mrs Watkin, Wheeler and Councillor Mrs Beer (LM).

Against (0)

Abstain/Not present (5)

Councillor Dr Cree, Hendy, Loveridge, Lowry and Neil.

9. **Appointment of the Monitoring Officer (Head of Legal Services) (To Follow)**

Councillor Nick Kelly (Leader of the Council) introduced the Appointment of the Monitoring Officer (Head of Legal Services) report. This was seconded by Councillor Mrs Aspinall.

Following debate, Council agreed that Emma Jackman was confirmed as the Council's Monitoring Officer with effect from the date she commences employment with the Council.

For (52)

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Mrs Bridgeman (DLM), Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, McDonald, Morris, Murphy, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Mrs Watkin, Wheeler and Councillor Mrs Beer (LM).

Against (0)

Abstain/Not present (5)

Councillor Dr Cree, Hendy, Loveridge, Lowry and Neil.

10. **Motions on notice**

11. Addressing the Ecological Crisis in line with the Climate Crisis

Councillor Dann introduced the cross party motion on notice on addressing the Ecological Crisis in line with the Climate Crisis. This was seconded by Councillor Mrs Bridgeman.

Following a discussion, with contributions from Councillor Wheeler, Smith, Bingley, Penberthy and Mrs Aspinall.

For (52)

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Mrs Bridgeman (DLM), Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, McDonald, Morris, Murphy, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Mrs Watkin, Wheeler and Councillor Mrs Beer (LM).

Against (0)

Abstain/Not present (5)

Councillor Dr Cree, Hendy, Loveridge, Lowry and Neil.

12. Ocean Recovery Declaration - 'Motion for the Ocean'

Councillor Dr Buchan introduced the motion on Ocean Recovery Declaration – 'Motion for the Ocean'. This was seconded by Councillor Evans OBE.

An amendment to the motion was moved by Councillor Kelly (The Leader), and seconded by Councillor Mrs Bridgeman (Deputy Lord Mayor).

The amendment was proposed as follows:

Ocean Recovery Declaration – 'Motion for the Ocean'

Plymouth City Council is leading the way in connecting people to the ocean through the development of the UK's first National Marine Park, in Plymouth Sound, champions of sustainable fishing industry and advocates for good marine management. In 2019 we unanimously declared a climate emergency. This Council recognises the role of the ocean in climate regulation.

2021 is the first year of the UN Decade of Ocean Science for Sustainable Development. The UK has just hosted COP26 in Glasgow and in the summer the G7 came to Cornwall. The UK Government has publicly declared its ambition to be a global leader in marine conservation. All eyes are on the ocean.

There is national and global recognition that the world ocean is in crisis. The impact of the climate crisis on the ocean is profound, including in our local waters. Raised atmospheric carbon dissolves in the seawater and causes ocean acidification, dissolving the shells, reefs and other hard parts of marine animals. The heating of the climate causes ocean heating too, which makes some parts of the ocean intolerable for life and is changing what lives and is

caught locally. It also increases the volume of the ocean, causing sea level rise, added to by ice melt at the poles. Thanks to a more turbulent climate, increased storminess and sea level rise is a serious threat to all coastal communities, economies and infrastructure in the world, including Plymouth. Marine microplastics have been found in all marine environments and in the bodies of many species, including humans. Fish stocks collapse from permitted and illegal overfishing. Poor water quality impacts seafood and prevents safe bathing.

And yet the ocean is a place of incredible importance for people, providing food, energy, connections from one nation to another, and regulating the climate system which is so threatened by human activity. We must play our part in securing the sustainability and health of the ocean.

Plymouth Sound is at the heart of our economy, and the health, wellbeing and prosperity of our community. Urgent action is needed to recover the health of our ocean to enable it to deliver the full range of benefits, including capturing and storing carbon through coastal salt marshes and seagrass beds, regulating our climate, supporting a sustainable and equitable blue economy, with equitable access to clean, safe recreation and nature experience for happy, healthy communities. Action is needed at all levels, from national and local government, down to individuals developing their ocean literacy (understanding of the relationship between people and the ocean), and individual and collective marine citizenship (promoting and demanding a relationship with the ocean that is healthy for people and nature).

~~This Council declares an urgent need for Ocean Recovery.~~

This Council declares an urgent need for Ocean Recovery. We recognise that we need ocean recovery to meet our net zero carbon targets, and we need net zero carbon to recover our ocean.

This Council pledges to:

1. The Leader to report to Full Council, in line with the development of the National Marine Park, **and following the scheduled work of the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee in December 2021** on the actions and projects that will continue and improve ocean recovery in Plymouth Sound.
2. **This report will take into account:**
 - a. **Consideration** of the impact on ocean recovery in all strategic decisions, budgets, and approaches to decisions by the Council (particularly in planning, regeneration, skills and economic policy), aligning ocean recovery with climate emergency plans.
 - b. **Ensuring** that the Local Plan supports ocean recovery as part of the National Marine Park planning considerations, and through the existing TECF partnership.
 - c. **Working** with partners locally and nationally to deliver increased sustainability in local marine industries, and invest in the development of a sustainable and equitable blue economy, including the local fishing industry and the vital work of Devon & Severn IFCA.
 - d. **Growing** ocean literacy and marine citizenship in the city, including ensuring all pupils have a first-hand experience of the ocean before leaving primary school, and **promoting** sustainable and equitable access to the ocean through physical and digital experiences, ensuring these are key outcomes in the development of the NMP.

- e. Creating an online portal of the Council website to update on ocean recovery progress, signposting to ocean literacy development opportunities, and marine citizenship pledges.
3. The Leader to write to the Prime Minister to call on the Government to put the ocean into net recovery by 2030 by:
- a. Ensuring Inshore Fisheries and Conservation Authorities have the resources they need to effectively research and monitor our growing number of marine protected areas, and to set and enforce appropriate fishing levels that support local economies and deliver environmental sustainability.
 - b. Incorporating social scientific evidence and lived experience to improve community co-production of policy and develop more effective and equitable solutions.
 - c. And by listening to marine scientific advice to update the Marine Policy Statement and produce a national Ocean Recovery Strategy which will:
 - i. Enable the recovery of marine ecosystems rather than managing degraded or altered habitats in their reduced state.
 - ii. Consider levelling up, marine conservation, energy, industrial growth, flood and coastal erosion risk management, climate adaptation and fisheries policy holistically rather than as competing interests.
 - iii. Develop a smarter approach to managing the health of the entire ocean that moves beyond Marine Protected Areas and enables links to be made across sectors towards sustainability.
 - iv. Establish improved processes for understanding the benefits from ocean management, leaving no doubt the links between this and human lives, livelihoods and wellbeing.

The meeting was briefly adjourned to consider the amendment.

Following a debate with contributions from Councillors Evans OBE, Nicholson, Dr Buchan, Dann, Smith, Penberthy, Jordan, Singh, Corvid and Kelly the motion was lost.

For (26)

Councillors Bingley, Mrs Bridgeman (DLM), Burden, Carlyle, Collins, Deacon, Downie, Drean, Harrison, Hulme, James, Jordan, Kelly, Dr Mahony, Nicholson, Partridge, Patel, Mrs Pengelly, Riley, Salmon, Shayer, Singh, Smith, Stoneman, Wakeham and Councillor Mrs Beer (LM).

Against (27)

Councillors Allen, Mrs Aspinall, Bowyer, Mrs Bowyer, Dr Buchan, Churchill, Coker, Corvid, Cresswell, Dann, Derrick, Evans OBE, Goslin, Haydon, Mrs Johnson, Laing, McDonald, Morris, Murphy, Penberthy, Mrs Pengelly, Rennie, Stevens, Tuffin, Vincent, Mrs Watkin and Wheeler

Abstain/Not present (4)

Councillor Hendy, Loveridge, Lowry and Neil.

Following a debate the motion was carried.

For (27)

Councillors Allen, Mrs Aspinall, Bowyer, Mrs Bowyer, Dr Buchan, Churchill, Coker, Corvid, Cresswell, Dann, Derrick, Evans OBE, Goslin, Haydon, Mrs Johnson, Laing, McDonald, Morris, Murphy, Penberthy, Mrs Pengelly, Rennie, Stevens, Tuffin, Vincent, Mrs Watkin and Wheeler

Abstain (25)

Councillors Bingley, Mrs Bridgeman (DLM), Burden, Carlyle, Collins, Deacon, Downie, Drean, Harrison, Hulme, James, Jordan, Kelly, Dr Mahony, Nicholson, Partridge, Patel, Mrs Pengelly, Riley, Salmon, Shayer, Singh, Smith, Stoneman, and Councillor Mrs Beer (LM).

Not present (5)

Councillor Hendy, Loveridge, Lowry, Neil and Wakeham

13. **Opposing Routine Discharges of Raw Sewage in Plymouth's rivers and marine habitats**

Councillor Dann introduced the motion on Opposing Routine Discharges of Raw Sewage in Plymouth's rivers and marine habitats. This was seconded by Councillor Evans OBE.

Following a debate with contributions from Councillors Dr Buchan, Drean, Smith, Kelly, Nicholson, Mrs Aspinall and Evans OBE the motion was carried.

Votes for (51) Councillors

Votes against (0)

Abstain (0)

(Absent/ did not vote (6) Councillors Hendy, Neil, Loveridge, Lowry, Wakeham and the Lord Mayor

14. **Traffic Speed on the A38 Parkway**

Councillor Mrs Johnson introduced the Traffic Speed on the A38 Parkway motion. This was seconded by Councillor Churchill.

Following a debate with contributions from Councillors Drean, Nicholson, Ian Bowyer, Coker, Kelly, Haydon, Bingley, Singh Corvid and Laing the motion was carried.

Votes for (27)

Councillors Allen, Mrs Aspinall, Bowyer, Mrs Bowyer, Dr Buchan, Churchill, Coker, Corvid, Dr Cree, Cresswell, Dann, Derrick, Evans OBE, Goslin, Haydon, Mrs Johnson, Laing, McDonald, Morris, Murphy, Penberthy, Rennie, Stevens, Tuffin, Vincent, Ms Watkin and Wheeler.

Abstain (24)

Councillors Mrs Bridgeman, Bingley, Burden, Carlyle, Collins, Deacon, Downie, Dreaan, Harrison, Hulme, James, Jordan, Kelly, Dr Mahony, Nicholson, Partridge, Patel, Mrs Pengelly, Riley, Salmon, Shayer, Singh, Smith and Stoneman.

Absent/ did not vote (6)

Councillors Hendy, Loveridge, Lowry, Neil, Wakeham, the Lord Mayor.

15. **Waspi**

Councillor Laing introduced the Waspi motion on notice. This was seconded by Councillor Cresswell.

Following a debate with contributions from Councillors Tuffin, Dr Mahony and Singh the motion was carried.

For (49)

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Mrs Bridgeman (DLM), Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Cresswell, Dann, Deacon, Derrick, Downie, Dreaan, Evans OBE, Goslin, Harrison, Haydon, Hulme, Mrs Johnson, Jordan, Kelly, Laing, Dr Mahony, Morris, McDonald, Murphy, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wheeler and Councillor Mrs Beer (LM).

Against (0)

Abstain/Not present (8)

Councillor Dr Cree, Hendy, James, Loveridge, Lowry, Neil, Mrs Watkin and Wakeham

16. **Questions by Councillors**

	From	To	Subject
I	Councillor Corvid	The Leader	The Leader invited people to send in pictures of leaves on the pavements which would be dangerous and slippery. I have sent pictures in, but they have still not been picked up. Kingsley road, Central Park and Ford Park Avenue in particular had been reported. When are the leaves going to be removed to make it safe?

	<p>Response: Leaves would be picked up in line with normal casework. I had forwarded on your email to the councillor casework team and it was stated they could be swept as soon as possible.</p> <p>Supplementary: There had been an increase in the area of people being injured, can the leader reassure us that this would be addressed as a priority.</p> <p>Leader: The Facebook post that I created asking for people to contact me was aimed at Compton ward residents, however the post went on to say, or contact Plymouth city council directly.</p>		
2	Councillor Patel	Councillor Drean	<p>I am pleased to report that flood sites within my ward have been resolved or are in the process of being resolved. Some sites have been flooded for many years and people are frustrated with the lack of long term positive action.</p> <p>I myself have reported one site within my ward three times in a month and was told three times it had been fixed, only for it to flood next time it rained.</p> <p>Can I ask for a process to be put in place for a robust monitoring plan so that areas consistently reported are looked at in greater detail?</p>
	<p>Response: Councillor Drean requested further details of that particular casework in order to look more in depth at what actions took place. Please provide further detail. Hotspots are regularly checked to see if it is going to be a problem. Councillor Drean will check to see if that particular spot is on the hotspot list.</p>		
3	Councillor Murphy	Councillor Deacon	<p>Once again, I have to question the lack of respect this administration has shown to our armed forces community. At the last full Council meeting I asked why the Belvedere Memorial Garden was used as a bar. Why have no poppies been put in place across the city to remember our fallen armed forces servicemen and women? This year would mark the 100th anniversary of Royal British Legion and the 80 anniversary of the Plymouth Blitz.</p>
	<p>Response: Councillor Deacon requested Councillor Murphy to send an email and the points raised would be looked into.</p>		
4	Councillor Derrick	The Leader	<p>Councillor Rodger Croad had made some highly insensitive comments in his role as Chair of The Devon and Cornwall Police and Crime Panel. Councillor Croad made</p>

			<p>an ill judged comment on the use of firearms in the city. Many people are suffering from this tragedy and I ask if you would stand with the people of Plymouth and call out those remarks as senseless and harmful. I also ask that our representatives on the Panel pass our comments on those remarks to the Chair.</p>
	<p>Response: I was made aware of the remarks from Councillor Croad. Councillor Croad is not a part of Plymouth City Council but the remarks he made were made at the Police and Crime Panel which he chairs in Plymouth.</p> <p>Councillor Croad has apologised for his comments and MP Luke Pollard has written to Councillor Croad to issue a further apology and requested him to visit Keyham.</p> <p>Councillor Croad's comments were inappropriate and I'm sure Councillor Croad reflected on them and is not proud of them. I suggest to Councillor Derrick that he writes to Councillor Croad to express his dissatisfaction of those comments.</p>		
5	Councillor Singh	Councillor Riley	<p>Is there, or would there be a situation where the Council would make a Key or Delegated Decision without it being recorded or published on the website or in writing.</p>
	<p>Response: Councillor Dr Mahony advised that he would hope not and that Decisions should be publicised.</p> <p>Supplementary: Why was the Key Delegated Decision taken by Councillor Lowry in June 2020 not recorded or published on the website of Plymouth City Council?</p> <p>Response: Councillor Dr Mahoney advised that he would look into this and get back to Councillor Singh as to why it wasn't published.</p>		
6	Councillor McDonald	Councillor Drean	<p>There has been a problem with lampposts in the St Peter and Waterfront, Efford and Devonport wards in that they are not lit at night. There is the issue of women walking alone at night and people with sensory deficits. I have learned from Councillors Casework that there have been difficulties in receiving parts from Lisbon and China.</p>
	<p>Response: Councillor Drean advised that out of 30,000 lamp columns across the city, around 190 are out of service. Spares have been an issue but an added problem as been that some of the newer columns</p>		

	<p>purchased have had a fault, these have been returned under guarantee.</p> <p>Plymouth City Council has been looking for spares in the UK and this is where supply problems have been brought to light. Where spares have been provided from the industry we have been looking to get things back online.</p> <p>The team have prioritised a safety list to get those areas lit as a matter of urgency for the safety of residents.</p> <p>Supplementary: Councillor McDonald requested that wards which have low car ownership be prioritised as well.</p> <p>Response: Councillor Drear advised that this would be prioritised and if the casework team are not aware, was happy to have a discussion with Councillor McDonald to receive the details of the problem areas within her ward.</p>		
7	Councillor Collins	Councillor Mrs Maddi Bridgeman	<p>Councillor Collins passed on appreciation to the Street Services team and thought that the recent video in which it showed the Street Services team having fun, showing residents what they do as part of their role was good.</p> <p>Councillor Mrs Maddi Bridgeman advised that Councillor Collins comments would be passed onto the Street Services team.</p>
8	Councillor Haydon	Councillor Deacon	<p>Councillor Haydon requested the average waiting times for November 2020 and November 2021 for the contact centre.</p> <p>Councillor Deacon advised that the average waiting times for November 2020 were on average 10 minutes. November 2021 data had not been fully assessed.</p> <p>Supplementary: Councillor Haydon advised Councillor Deacon that the average waiting time had been 2 minutes 13 seconds and for November 2021 the average waiting time had been 2 minutes 24 seconds.</p> <p>Councillor Haydon advised Councillor Deacon that whilst helping a resident of her ward in St Budeaux Library, had waited 58 minutes on 15th November 2021, is this acceptable?</p> <p>Councillor Deacon advised that this was not acceptable and stated that the previous administration cut the customer services department as well as the library service.</p>
9	Councillor Pat Patel	Councillor Deacon	<p>Libraries play an important part of the lives of many residents. During lockdown the suspension of the service had been</p>

			hard felt by all and since the ending of restrictions I expected a short delay of things to return to normal. Can you advise me of when our library service will return in full?
	<p>Since we have reached step four of the government roadmap, the library service have targeted resources to maximise the number of days and hours that library services are open. Libraries will open at the maximum that resources allow us to do. At present the service is able to open between five and seven libraries every day Monday to Friday, with six open on Saturdays. The previous administration, through their redundancy scheme allowed our library staffing levels to fall to such a level that the current administration cannot open the libraries fully.</p> <p>Supplementary: When can we expect the libraries to open at full service?</p> <p>Response: As soon as we can possibly do so, but we are struggling with Labours policy of reducing funding for the Customer and library services.</p>		
10	Councillor Murphy	Councillor Drean	Can you tell me what the policy is for re-lining disabled parking bays?
	<p>Response: Councillor Drean advised that when the team are notified, the team will out and do it.</p> <p>Supplementary: Councillor Murphy advised that she had received an email from the department stating that Plymouth City Council do not re-line disabled parking bays and this is up to the grantee.</p> <p>Response: Councillor Drean requested the details to be forwarded to him and he will investigate and will get back to Councillor Murphy.</p>		
11	Councillor Coker	Councillor Drean	One of the fundamentals to the public bus service is the real time information, do you have a percentage of buses running on time? During the Labour administration this was 91%.
	<p>Response: Councillor Drean advised that he does not have the figure at present as there had been a problem with the system. There had also been a lot of people that have advised that a bus has not arrived when it has been on the schedule board.</p> <p>The team believe they have found where the issues are and are being addressed at the moment. Councillor Drean will provide Councillor Coker with the details he has requested when they are available.</p> <p>Supplementary: Councillor Coker had repeatedly reported issues with this problem. Councillor Coker advised that we have control over what is going on in real time, do we have any plans to utilise this</p>		

	<p>for the benefit of the travelling public as we did through COVID.</p> <p>Response: Councillor Drean advised that arrangements had been arranged with Plymouth Citybus with work still on-going.</p>		
12	Councillor Singh	Councillor Mrs Vivien Pengelly	<p>I had been given the role by the Leader for the Equalities Working Group. Would Councillor Mrs Pengelly agree that more work has been done in the last few meetings to bring the diverse populations of Plymouth together, including all the initiatives put forward by myself as the Chair in making Plymouth a 'warm and welcoming' City for everybody to enjoy?</p> <p>Response: Councillor Mrs Pengelly has done a tremendous amount of work since we had started. The Group started off with Plymouth Argyles Policy on Equality and Diversity and they had spent two years working on the policy. It has been encouraged that all sports clubs within Plymouth have the same sort of policy. A sports conference has been organised for February, all sports clubs within Plymouth had been invited to attend a whole day event.</p> <p>Supplementary: Given the upcoming local election in May, will this equality working group be a priority for the Council and the administration?</p> <p>Response: I will promote that there is a lot of good work going on in these working parties and I appreciate all members that sit on these parties as we all work extremely hard.</p>
13	Councillor Tuffin	Councillor Mrs Maddi Bridgeman	<p>Would you reconsider the cost of bulky waste items in view of government's reduction of COVID uplift and people losing £20 a week. Would there be a concession for people on benefits?</p> <p>Plymouth City Council have recently changed the policy and there are special dispensations for certain people on certain benefits. Councillor Mrs Bridgeman would look into the dispensation and provide a response to Councillor Tuffin.</p>
14	Councillor Collins	Councillor Mrs Bridgeman	<p>Misinformation has been spread that certain chemicals are being used on all types of weeds. Can you clarify that?</p> <p>Plymouth City Council does not spray randomly and we are trialling a new foam. Plymouth City Council does have a legal requirement to remove Japanese Knotweed and at present glyphosate-based herbicides is the only chemical able to get rid of this after several sprays.</p>
15	Councillor Haydon	Councillor Deacon	Can you tell me how many members of staff were employed in the Contact

			Centre in November 2020 and how many are now employed under the Conservative administration?
	<p>Response: Councillor Deacon advised that he does not have the figures but that Labour had cut the budget and made some staff redundant.</p> <p>Supplement: In November 2020 we had 21 members of staff in the Contact Centre and under a Conservative controlled administration this had lowered to 18. Would you agree with me Councillor Deacon, that it is the Conservative administration that is cutting the service and not the Labour administration?</p> <p>Response: Councillor Deacon advised that we are working under a Labour budget and this is why customer service waiting times are going up.</p>		
16	Councillor Mrs Mary Aspinall	Councillor Riley	How many private hire and Hackney Carriage licenses have been handed back?
	<p>Response: In 2019 there were 1200 cabs in the city with around 360 Hackney Carriages. At present there are around 909 in total with 309 being Hackney carriages and the rest private hire. Councillor Riley would need to look into more detail with regards to the figures of licenses held and those actually on the road.</p> <p>Supplementary: What is Plymouth City Council doing to increase those numbers again considering the night time economy and public safety. Can you clarify if we are reducing the number of people that can go through to sit their relevant exams to become a taxi driver because of COVID lessons?</p> <p>Response: Councillor Riley acknowledged the supplementary and expressed concern in relation to the night-time economy and this has been impacted due to a shortage of taxi's.</p> <p>This Council has progressed the Taxi Licensing policy which seeks to remove the cap on licenses and introducing a livery system to install pride . It was also recognised that the taxi shortage is a national situation.</p>		
17	Councillor Stoneman	Councillor Deacon	Following the one stop closure to residents during COVID, when will this service be open again for residents to use?
	Response: Plymouth City Council would be trialling the service reopening at central library over a period of 8 weeks from December to January.		

End time – 20.14pm

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

City Council



Date of meeting: 24 January 2022

Title of Report: **Council Tax Base Setting 2022/23 and Council Tax Support Scheme 2022/23**

Lead Member: Councillor Nick Kelly (Leader)

Lead Strategic Director: Brendan Arnold (Service Director for Finance)

Author: Wendy Eldridge (Principal Technical Accountant)
Debbie Perry (Technical Manager)

Contact Email: Wendy.eldridge@plymouth.gov.uk
Debra.perry@plymouth.gov.uk

Your Reference:

Key Decision: No

Confidentiality: Part I - Official

Purpose of Report

To recommend the 2022/23 Council Tax base to Council in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012.

Agree actions from annual review of the Council Tax Support (CTS) scheme.

Recommendations and Reasons

That City Council agree -

1. the Council Tax Base for 2022/23 of 73,830 equivalent Band D dwellings as set out in the report.
2. the continuation of the current Council Tax Support scheme and Exceptional Hardship Scheme for 2022/23 with no updates.

Reason for recommendations: to meet the legal requirements to set the Council tax base for budget setting purposes.

To help ensure that the Council Tax Support scheme treats claimants consistently, is clear to understand and is easy to administer.

Alternative options considered and rejected

Not applicable. It is a statutory requirement for Council to approve the Council Tax Base for the forthcoming financial year and annually review their CTS scheme.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Council Tax Base and associated 2022/23 budget papers will set out the resources available to deliver the Corporate Plan priorities.

Implications for the Medium Term Financial Plan and Resource Implications:

A collection rate of 97.5% has been used in calculating the Council Tax Base. Appendix A details the Tax Base calculations. The tax base is 73,830 band D equivalent properties.

Financial Risks:

Council tax base assumptions include growth and demand on CTS scheme during 2022/23. A mid-year estimate will be prepared during autumn 2022 to identify any surplus or deficit between forecast council tax collection and the council tax income target when 2022/23 budget set. Any surplus or deficit will be included in calculating resources for future medium term financial plans.

Carbon Footprint (Environmental) Implications:

No impact will directly arise from this report.

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.*

No impact will directly arise from this report.

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	Council Tax Base Calculation							
B	Council Tax Base Calculation Table 2022/23							
B	Council Tax Base Previous years							

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
None							

Sign off:

Fin	pl.21. 22.21 2	Leg	LS/37 834/A C/16/ 12/21	Mon Off		HR		Assets		Strat Proc	
Originating Senior Leadership Team member: Brendan Arnold (Service Director for Finance)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 03/12/2021											
Cabinet Member approval: Councillor Nick Kelly (Leader)											
Date approved: 08/12/2021											

A. Council Tax Base Calculation

1. INTRODUCTION

- 1.1 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 make arrangements for the setting of the Council Tax. The arrangements include the determination of the Council Tax Base. A Council resolution is necessary. The decision must be notified to the major precepting authorities.
- 1.2 For the year commencing 1 April 2022, the major precepting authorities will be Devon and Cornwall Police and Crime Commissioner and Devon and Somerset Fire and Rescue Authority.
- 1.3 The Council must determine its Council Tax Base for 2022/23 during the period 1 December 2021 to 31 January 2022. The Council Tax Base is the measure of the taxable capacity of an area, for the purpose of calculating an authority's Council Tax. It represents the estimated number of Band D equivalent chargeable dwellings for the year. It also takes into account the authority's estimated Council Tax collection rate. The level of Council Tax subsequently set must be determined using the Council Tax Base figure. The Council Tax Base calculation is attached in Appendix B.
- 1.4 The calculation of the Council Tax Base allows for discounts under the Council Tax Support Scheme.

2. PURPOSE OF THE REPORT

- 2.1 The purpose of this report is to propose to Council the Council Tax Base of 73,830. The Council Tax Base for 2021/22 was 73,115.
- 2.2 The Tax Base calculation includes the impact of the Council Tax Support Scheme. Tax base calculations include assumptions for financial impact from COVID-19 and the continuing requirements of citizens for support to pay their Council Tax through the Council Tax Support scheme.

3. TAX BASE CALCULATIONS

- 3.1 Council Tax base figures are calculated by the billing authority as the aggregate of the "relevant amounts" calculated for each property valuation band multiplied by the estimated "collection rate" for the year.
- 3.2 Relevant amounts are:
 - (a) The number of chargeable dwellings in that band shown in the valuation list as at 13 September 2021 (Ministry of Levelling Up, Housing & Communities (DLUHC) return – Council Tax Base (CTB));
 - (b) The number of discounts, disabled reductions and exemptions which apply to those dwellings;
 - (c) Estimated changes in the number of chargeable properties between 13 September 2021 and 31 March 2023;
 - (d) Impact of the Council Tax Support scheme;
 - (e) The number of Band D equivalents within each different band.

3.3 The collection rate is the billing authority's estimate of the total amounts of 2021/22 Council Tax which will ultimately be paid or transferred into the Collection Fund.

3.4 This report assumes a collection rate for Council Tax of 97.5%. This rate reflects recent arrears collection performance, the pattern of write offs and the impact of Universal Credit. Analysis of collection rates across the age profile of debts suggests that an eventual collection rate of 97.5% is realistic and prudent in the current economic climate.

3.5 Appendix C shows the tax base used for the previous three years for comparison.

4. EMPTY HOMES PREMIUM

4.1 Change was legislated under the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 which amends Section 11B of Local Government Finance Act 1992 (higher amount for long-term empty dwellings: England), as follows:

From 1 April 2021 an additional premium can be charged of up to:

- 100% for any dwelling empty between 2 and 5 years.
- 200% for any dwelling empty between 5 and 10 years.
- 300% for any dwelling empty for 10 years or more.

Plymouth City Council introduced charging a maximum premium from 1 April 2019 as part of a strategy to encourage empty properties back into use. Approval was given to charge the additional premium as part of 2020/21 Council Tax Base setting approved at Council on 27 January 2020.

4.2 The Housing Delivery Team recommends an increase to the council tax premium attached to empty homes to the fullest extent possible as the legislation allows. This will provide a further disincentive for keeping properties empty. We envisage that returning empty homes to use will:

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

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

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

COUNCIL TAX SUPPORT

5.1 In April 2013 the national Council Tax Benefit scheme was abolished and replaced by local assistance schemes, developed and administered by local councils. Plymouth City Council introduced two schemes from 1 April 2013; Council Tax Support and a discretionary Exceptional Hardship

Scheme. The main Council Tax Support (CTS) scheme requires all working age claimants to make a minimum 20% contribution towards their Council Tax bill.

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

5.3 All councils are required to annually review their local CTS schemes. Significant changes were agreed to the CTS scheme to implement an income banded scheme in 2020/21 to support Universal Credit (UC) customers from the frequent changes to their awards. In 2021/22 further changes to the scheme were made to address a small number of administrative issues that had arisen as a result of the implementation of the banded scheme in the previous year. A change was also made in 2021-22 to introduce flexibility into the scheme to allow the suspension of the use of the minimum income floor for the self-employed in exceptional circumstances, such as the COVID-19 pandemic.

A review of the 2021/22 CTS scheme has not identified any issues that require changes to be made to the scheme for 2022/23.

5.4 Current caseload figures confirm that the number of Plymouth residents claiming Council Tax Support increased by 2.54% in the last 12 months (October 2020 vs October 2021). Whilst the change in caseload is much lower than last year (12.7%) and appears to be levelling off, the associated expenditure in 2021/22 has still increased by 7.08% compared to 15% in the previous year. This indicates that the financial impact of COVID-19 on families continues to be felt as the nation starts to recover and CTS continues to provide vital support for many households in the city who have continued to lose income. It is expected that the caseload and scheme cost within 2022/23 can be funded within the available financial envelope.

5.5 Taking the factors in the above paragraphs into account, it is recommended that no updates are made to the CTS scheme for implementation in 2022/23.

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

	BAND A with disabled relief	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	Total
Number of dwellings in valuation list as at 13th September 2021	-	47,824	33,154	23,484	10,132	5,159	1,836	611	56	122,256
Less number of exempt dwellings (including demolished)	-	3,265	1,510	964	667	189	40	32	17	6,684
Reductions to lower band due to disabled relief	-	142	182	169	107	65	24	29	12	730
Additions to band due to disabled relief	142	182	169	107	65	24	29	12	-	730
CHARGEABLE DWELLINGS FOR BAND	142	44,599	31,631	22,458	9,423	4,929	1,801	562	27	115,572
Total discounts at 25%	61	22,970	11,065	6,109	2,279	966	281	82	1	43,814
Total discounts at 50%	1	56	54	35	20	15	29	26	14	250
Total discounts at 100%	-	81	64	26	7	5	1	1	-	185
TOTAL DISCOUNTS - shown as whole dwelling equivalent	16	5,852	2,857	1,571	586	254	86	35	7	11,264
Long Term Empty Premium 2 - 5 years at 100%	-	83	13	11	5	1	2	-	-	115
Long Term Empty Premium 5 - 10 years at 200%	-	37	8	4	-	-	-	-	-	49
Long Term Empty Premium +10 years at 300%	-	6	2	-	-	-	-	-	-	8
LONG TERM EMPTY PREMIUM - impact of premium	-	175	35	19	5	1	2	-	-	237
Estimated number of dwellings not listed but which will be listed in the band for the whole or any part of the financial year	-	133	135	120	57	38	17	5	-	505
Estimated number of reductions to lower band due to successful appeals	-	10	4	10	6	1	4	1	-	-
Estimated number of increases to higher band due to successful appeals	-	9	10	4	9	7	5	2	-	-
TOTAL ADJUSTMENTS	-	134	121	106	72	46	18	8	-	505
LOCAL COUNCIL TAX SUPPORT SCHEME REDUCTIONS	43	9,642	3,303	1,064	243	65	17	4	-	14,381
Estimated impact Local Council Tax Support demand	-	155	53	17	4	1	-	-	-	230
Family annexes discount at 50%	0	22	12	19	15	5	12	1	-	86
FAMILY ANNEXES	0	11	6	9	7	2	6	1	-	41
TOTAL DWELLINGS (ROUNDED)	84	29,248	25,568	19,922	8,660	4,654	1,712	531	20	90,399
RATIO TO BAND D	5	6	7	8	9	11	13	15	18	
	9	9	9	9	9	9	9	9	9	
RELEVANT AMOUNTS FOR 2022/23	46	19,499	19,886	17,709	8,660	5,688	2,473	885	40	74,886
COLLECTION RATE										97.50%
ADJUSTED RELEVANT AMOUNT	45	19,012	19,389	17,266	8,443	5,546	2,411	863	39	73,014
MOD CONTRIBUTION										816
TAX BASE										73,830

C. Council Tax Base - Previous Years

	2019/20			2020/21			2021/22		
Band	Number of properties	Estimated Collection Rate	Adjusted Band D Equivalent	Number of properties	Estimated Collection Rate	Adjusted Band D Equivalent	Number of properties	Estimated Collection Rate	Adjusted Band D Equivalent
A	47,750	98.0%	19,359	47,747	98.0%	19,785	47,670	97.5%	18,868
B	32,674	98.0%	19,307	32,932	98.0%	19,729	33,048	97.5%	19,297
C	22,947	98.0%	17,006	23,207	98.0%	17,270	23,318	97.5%	17,103
D	9,752	98.0%	8,155	9,939	98.0%	8,312	10,066	97.5%	8,308
E	4,950	98.0%	5,332	5,057	98.0%	5,470	5,136	97.5%	5,506
F	1,755	98.0%	2,308	1,786	98.0%	2,352	1,805	97.5%	2,361
G	601	98.0%	834	603	98.0%	846	606	97.5%	850
H	58	98.0%	36	56	98.0%	36	57	97.5%	37
Total	120,487		72,336	121,327		73,800	121,706		72,330
MOD			836			803			785
Tax Base			73,172			74,603			73,115

City Council



Date of meeting: 24 January 2022

Title of Report: **Tamar Bridge and Torpoint Ferry Future Financing**

Lead Member: Councillor Jonathan Drear (Cabinet Member for Transport)

Lead Strategic Director: Anthony Payne (Strategic Director for Place)

Author: David List, General Manager Tamar Crossings
Philip Robinson, Service Director for Street Services)

Contact Email: david.list@tamarcrossings.org.uk / philip.robinson@plymouth.gov.uk

Your Reference:

Key Decision: No

Confidentiality: Part I - Official

Purpose of Report

The Tamar Bridge and Torpoint Ferry have historically been operated together as a single undertaking on a 'user-pays' principle funded almost entirely from toll income. The undertaking maintains a contemporary financial model that incorporates income forecasts based on traffic levels. Income at the two crossings has been significantly reduced by the effect of Covid-19 on traffic levels and since the pandemic started the risk of deficits has been tracked. Workshops have been held since the beginning of the pandemic to consider means of addressing forecast shortfalls, and the issue has been considered at TBTFJC meetings since June 2020.

A parallel governance process is being followed in Cornwall Council.

Recommendations and Reasons

That City Council -

1. Agree TBTFJC's preferred option for toll revision of uniform 30% toll increases on both Tag and cash tolls for all user classes be approved. Such approval to be subject to the Joint Committee making a decision whether or not to implement the preferred option following consideration of the public consultation responses. The Joint Committee being given the authority to make the implementation decision;
2. through the Portfolio Holders and Joint Chairs of the Tamar Bridge and Torpoint Ferry Joint Committee, continue to lobby Government and support a Users Campaign for a fair contribution towards maintaining the A38 across the Tamar Bridge to reduce the burden on the user.

Without intervention, the undertaking's reserves will be fully depleted by the end of 2022/23, and the resulting deficit will fall on the parent authorities. The income will allow the continued delivery of safe reliable and efficient crossings of the Tamar.

Alternative options considered and rejected

The other intervention options were uniform 35% increases on both TamarTag and cash tolls for all user classes and a hybrid 35% option with 35% cash increases and 30% TamarTag increases for all user classes. These were rejected on the basis that the uniform 30% increase option was considered to be the lowest level of increase that gives an acceptable level of financial resilience.

The do nothing option was rejected as it would result in escalating deficits which would become the responsibility of the parent authorities.

Relevance to the Corporate Plan and/or the Plymouth Plan

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

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

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

The proposal addresses the forecast deficit position and reduces associated risk to the parent authorities.

Carbon Footprint (Environmental) Implications:

Continued service delivery will provide reliable journey times and minimises the potential for congestion or longer diverted journeys and related pollution.

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

Risk Management – This proposal is a response to the pandemic, which is a risk recognised within the strategic risk 'Epidemic' in the TBTF Risk Register. The core model used to forecast traffic recovery is considered to be reasonably conservative but remains sensitive to the many changeable parameters resulting from the pandemic e.g. the implementation of higher tier constraints locally or regionally. The uncertainties around traffic recovery presents the risk of significant income variances.

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

There are no child poverty or community safety implications.

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	Briefing Report - Tamar Bridge and Torpoint Ferry Future Financing							
B	TBTFJC Report 3 December 2021 – Future Financing							
C	Draft Minutes of TBTFJC Meeting, 3 December 2021							
D	Medium Term Financial Model							

Background papers:

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	ba.21. 22.20 7	Leg	MS/2/ 14.01. 21	Mon Off		HR		Assets		Strat Proc	
Originating Senior Leadership Team member: Philip Robinson (Service Director for Street Services)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 15/12/2021											
Cabinet Member approval: Councillor Johnathan Drean (Cabinet Member for Transport)											
Date approved: 15/12/2021											

Appendix A**Briefing Report -****Tamar Bridge and Torpoint Ferry Future Financing****Introduction**

- 1.1 The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The finances of the joint undertaking are effectively ring-fenced by the Act, and it is operated in normal times as a self-financing business. Under the Act, increases to the ceiling tolls for the different vehicle types requires a formal application to the Department for Transport for approval.
- 1.2 The impact of the Covid 19 Pandemic on the crossings has been profound, reflecting effects elsewhere in the public, commercial and private realms.
- 1.3 Workshops have been held since the beginning of the pandemic to consider means of addressing forecast shortfalls, and the issue has been considered at TBTFJC meetings since June 2020. The workshops have considered traffic recovery modelling, cost inflation and other key parameters, and the income increases necessary to moderate or eliminate the forecast deficits. Workshops have closely examined expenditure, service levels and capital programme to achieve savings and/or delay expenditure limited, but the scope has been limited by service delivery requirements and critical maintenance of the assets.
- 1.4 A toll increase was initially proposed in autumn 2020 but in November 2020 the UK Government confirmed that it would provide financial support to the parent authorities in respect of the crossings totalling £3.08m. This support deferred the imminent need to increase tolls but has only partially offset the losses resulting from reduced traffic levels.
- 1.5 Traffic levels have remained significantly below pre-Covid levels and are currently running at approximately 90% at both crossings which is line with the 90% level incorporated in the financial model. Without intervention significant annual deficits are forecast for this financial year and subsequent years, resulting in end-of-year deficit positions from 2022/23 onwards and reaching over £10 million by 2025/26. It must be recognised that traffic forecasting has been undertaken against a backdrop of great uncertainty, and that significant variances from the central model are quite possible.
- 1.6 The Tamar Bridge Act 1957 sets out the default process to be followed if such deficits arise, namely that the parent authorities, Cornwall Council and Plymouth City Council cover that deficit for subsequent recovery at some later stage when the undertaking returns to a surplus position.
- 1.7 The Joint Chairmen of TBTFJC and Portfolio Holders of both authorities have continued to lobby government for long term financial support but without success to date.
- 1.8 The detailed background to the effect on the undertaking's financial position and the response of TBTFJC is detailed in Section 2 of the TBTFJC Future Financing Report at Appendix B (pages 71-91).

1.9 At its meeting on 3 December 2021 TBTFJC Members were presented with three toll revision options to address the forecast financial position, namely:

- uniform 30% increases on both TamarTag and cash tolls for all user classes
- uniform 35% increases on both TamarTag and cash tolls for all user classes
- a hybrid 35% option with 35% cash increases and 30% TamarTag increases for all user classes

1.10 The three intervention options would all resolve the forecast deficit positions with differing levels of reserves resilience. The tables below detail the forecast annual deficits/surpluses and end-of-year positions resulting from a 'do nothing' option and the three intervention options:

option	annual deficit/surplus				
	2021/22	2022/23	2023/24	2024/25	2025/26
do nothing	-£1.169m	-£2.332m	-£2.670m	-£3.262m	-£3.218m
30% increase	-£1.169m	-£0.295m	+£1.017m	+£0.425m	+£0.827m
35% increase	-£1.169m	+£0.045m	+£1.631m	+£1.039m	+£1.502m
35%/30% hybrid	-£1.169m	-£0.211m	+£1.352m	+£0.760m	+£1.195m

option	end of year reserves position				
	2021/22	2022/23	2023/24	2024/25	2025/26
do nothing	+£1.316m	-£1.016m	-£3.686m	-£6.949m	-£10.166m
30% increase	+£1.316m	+£1.021m	+£2.038m	+£2.463m	+£3.290m
35% increase	+£1.316m	+£1.361m	+£2.992m	+£4.031m	+£5.333m
35%/30% hybrid	+£1.316m	+£1.105m	+£2.458m	+£3.218m	+£4.413m

The three options are also illustrated graphically at the appendices to the TBTFJC Report at Appendix B (pages 71-91).

1.11 Members' attention was drawn to the sensitivity of modelling to external variances that will be outside the undertaking's control and the impact of such variances on the financial position for example:

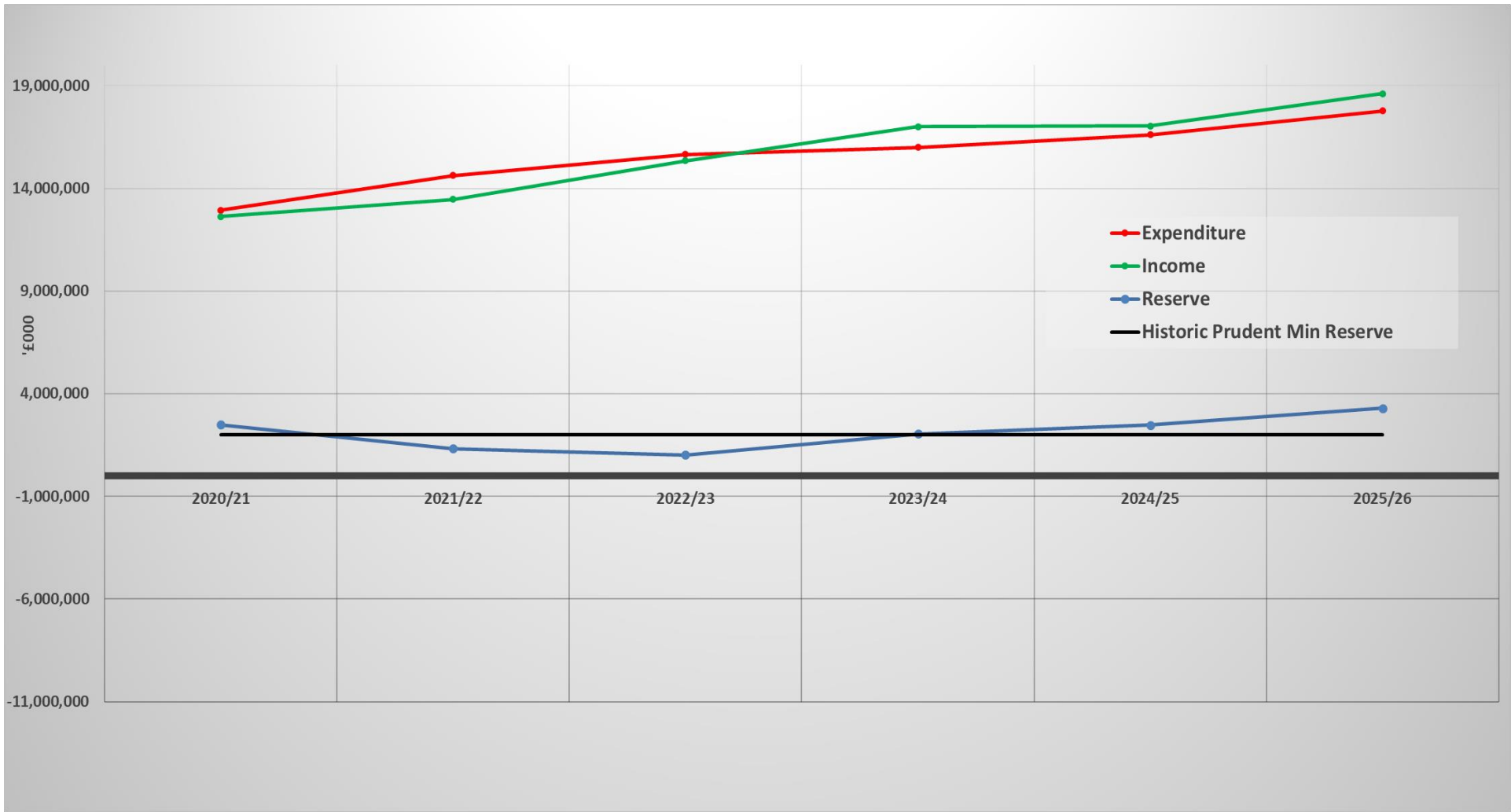
- each 1% variance in traffic flow from the forecast 90% would result in income changing by approximately £0.150m per annum
- each 1 month delay in getting an approved toll order (estimated Jan 2023) to raise cash tolls would result in the loss of approximately £0.150m based on a 30% increase
- we are already seeing significant inflation in prices of some goods and services in excess of 3.5%. The Office of National Statistics has released the inflation figures for October 2021,

with CPI recorded at 4.2% and RPI at 6.0%. The Bank of England has stated that it expects CPI to increase to approximately 5% in the early part of 2022, before reducing over the longer term.

- I.12 Following detailed discussion, TBTFJC resolved to recommend the preferred toll revision option of uniform 30% increases to Councils via respective Cabinets. On balance this option was considered to be the lowest level of increase that gives an acceptable level of financial resilience. The undertaking's forecast financial position with the preferred option is illustrated at Appendix D.
- I.13 This proposal for a 30% uniform increase would apply to all vehicle classes, and would mean that the TamarTag toll for a car would increase from £1.00 to £1.30, with the cash toll increasing from £2.00 to £2.60. Tolls are charges one way only, so for a typical daily commuter doing a return journey five times a week in a car using a TamarTag, this would mean an additional £1.50 a week in tolls. The increased tolls would still be amongst the cheapest of comparable tolled crossings in the UK.
- I.14 These options are set out in detail in the report presented to the TBTFJC meeting on 3 December 2021 as Agenda Item 7 which is attached at Appendix B and can be found in the published Agenda Pack (pages 71-91)
- [\(Public Pack\)Agenda Document for Tamar Bridge and Torpoint Ferry Joint Committee, 03/12/2021 10:00 \(cornwall.gov.uk\)](#)
- I.15 A final decision at the TBTFJC Meeting on 18 March 2022 on increasing pre-paid (TamarTag) tolls and progressing revision of cash tolls will be taken following the results of a public consultation exercise commencing in mid-January 2022. This exercise will provide information on the background about why tolls have to rise and provide the opportunity for the public to indicate any alternative preference on the structure of increases. The exercise will also provide valuable information about current and anticipated travel patterns to help plan services and improve income estimates.
- I.16 TBTFJC's resolution can be found in the draft minutes of the TBTFJC meeting on 3 December 2021 which are attached at Appendix C and can be found at
- [Draft minutes for the Tamar Bridge and Torpoint Ferry Joint Committee 03/12/2021](#)
- I.17 It should be noted that in the longer term TBTFJC is pursuing the facility for any future increases in tolls after this proposed increase to be made in smaller increments in line with increases in RPI as at other major crossings, and legal advice is being sought on the appropriate route to achieve this aim.

APPENDIX D

MEDIUM TERM FINANCIAL MODEL
(actuals to date and forecast)



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Report to:	Tamar Bridge & Torpoint Ferry Joint Committee	
Date:	3 December 2021	
Title:	Future Financing	
Portfolio Area:	Transport	
Divisions Affected:	All	
Local Member(s) briefed:	N/A	
Relevant Scrutiny Committee: Economic Growth and Development		
Authors, Roles and Contact Details:	Vicky Fraser, Service Director, Transport & Infrastructure, Cornwall Council, vicky.fraser@cornwall.gov.uk 01872 224388 Philip Robinson, Service Director for Street Services Street Services, Plymouth City Council, philip.robinson@plymouth.gov.uk 01752 308727 David List, General Manager, 01752 361577, david.list@tamarcrossings.org.uk	
Approval and clearance obtained:	Y	
For Cabinet and delegated executive decisions only		
Key decision? (≥£500k in value or significant effect on communities in two or more electoral divisions)	N	
Published in advance on Cabinet Work Programme?	N	
Urgency Procedure(s) used if 'N' to Work Programme?	N	
Date next steps can be taken	Recommendations: 3 December 2021 Recommendations to Council via the Cabinets of the Parent Authorities: 9 February 2022 & 23 February 2022	

	for Cornwall Council 11 January 2022 & 24 January 2022 for Plymouth City Council
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Recommendations:

It is recommended THAT:

1. Members note the current financial position and the associated assumptions and uncertainties.
2. A public consultation is undertaken in respect of the Joint Committee's preferred toll revision option in a format to be agreed by the Joint Chairs in consultation with Service Directors and the General Manager.
3. Officers bring further reports to the next meeting of the Joint Committee summarising the consultation feedback.
4. The Joint Committee agrees a budget of £60,000 for an external consultancy to undertake a review of the effectiveness, efficiency and governance of the undertaking, that will inform the forthcoming Strategic Plan.
5. The Joint Committee agrees a budget of £20,000 to fund a property assessment of land held by the undertaking.
6. Service Directors and General Manager to agree the brief and terms of reference for the external consultancy and property assessment, in consultation with the Joint Chairs and for Cornwall Council's Service Director to lead the procurement of these commissions in line with its contract procedure rules.
7. Officers bring reports to future meetings in relation to:
 - progress of the consultancy on effectiveness, efficiency and governance of the undertaking
 - potential for increasing revenue sources other than tolls
 - long term capital finance profiles and related future strategy
 - progressing authority to index tolls and improve governance structure

- reflecting the authorities' environmental strategies within the toll structure

Recommendation to Council via the Cabinet of Each Parent Authority: 1. The Joint Committee's preferred option for toll revision taken from the options in section 2 of the report be approved. Such approval to be subject to the Joint Committee making a decision whether or not to implement the preferred option following consideration of the public consultation responses. The Joint Committee being given authority to make the implementation decision.

1 Executive Summary

1.1 This report provides an update on the undertaking's future financial position and recommends that a toll revision be proposed to the parent authorities full Council's via respective Cabinets in accordance with the Joint Committee's Terms of Reference.

1.2 The toll revision options available to Members set out in Section 2 of the report below comprise:

- uniform 30% increases on both TAG and cash tolls for all user classes
- uniform 35% increases on both TAG and cash tolls for all user classes
- hybrid 35% cash/30% tag increases for all user classes

1.3 The report also recommends further action on funding a property assessment and appointment of a consultant to undertake a review of the organisation to inform the Strategic Plan.

2. Purpose of Report and Key Information

Background

2.1 At its meeting on 11 September 2020 the Joint Committee resolved to recommend the following two-step toll increase to Councils via Cabinets:

- tolls paid via TamarTag to increase by 20% from January 2021
- tolls paid by cash to increase by 20% from January 2022

- 2.2 Public consultation was undertaken in October 2020 on the above proposed increases.
- 2.3 On 19 November 2020 it was confirmed that funds would be paid by the UK Government in the amount of £1.64m to Cornwall Council and to Plymouth City Council (£0.82m each) in respect of the Tamar Bridge and Torpoint Ferry undertaking (the Joint Undertaking) to represent the sales, fees and charges income compensation for the period April to July 2020, and ongoing support until March 2021 was also confirmed. These further tranches amounted to £1.44m, such that support equated to approximately 65% of lost income compared to original budget. It was subsequently confirmed that a similar level of support will be provided until the end of June 2021, with calculations of loss during this first quarter of the current financial year based on pre-pandemic 2019/2020 budgets.
- 2.4 As a result of the external support, the governance process for approving the changes to tolls was halted, so while Cornwall Council's Cabinet had by 19 November already supported the proposal, neither parent authority's Full Council was asked to approve it.
- 2.5 At its meeting on 18 December 2020 the Joint Committee resolved that a workshop should be held in January 2021 to review the findings of the public consultation and review the financial position. The workshop was subsequently held on 29 January 2021 attended by the majority of Members and the workshop presentations were presented to the remaining two Members on 9 February 2021. At the workshop Members were updated on the ongoing effects of the pandemic and the resulting financial position, and various options were discussed to address the situation.
- 2.6 At the Joint Committee meeting on 12 March 2021 it was resolved that the decision on any future toll increases be deferred until the scheduled June meeting of the Joint Committee where an updated report and updated intervention options would be presented.
- 2.7 The June 2021 meeting agreed that a further workshop should take place to provide Members with greater detail of the financial position and the options available to stabilise the organisation's finances. That workshop took place on 23 July 2021 when discussions covered:
- Section 151 Officers' commentary on the financial position of the undertaking and the difficulty the parent authorities would have in funding a deficit position should it arise. In addition, it was clearly stated that the parent authorities expect the joint undertaking to have exhausted all options available to it, before requiring revenue support from them.
 - financial models anticipating full depletion of reserves during 2022/23

- the potential for increasing income from secondary sources and asset lease-back
- earlier reviews of expenditure and the related impact on service provision of significant cost reductions
- organisational review
- the ongoing discussions with the Department for Transport (DfT)
- toll revision

The workshop provided no clear indication of a preferred or consensus approach to addressing the forecast deficit position, other than the pursuit of funding from DfT.

2.8 At the subsequent Extraordinary Meeting of 19 August 2021, it was resolved that:

- officers pursue mechanisms for RPI increases of tolls
- a consultancy brief be agreed and consultant appointed to review the viability of the current business and options for closing the financial gap to report to an Extraordinary Meeting in early December 2022
- an advisory sub-group be established to identify commercial opportunities.

2.9 At the meeting of the Joint Committee on 1 October 2021 Members were updated on progress on the items set out in para 2.8 above. Subsequent to that meeting the appointed consultants withdrew and attempts to engage another consultant in the very limited timeframe then available have been unsuccessful.

2.10 On 24 August 2021 Baroness Vere of Norbiton, Minister for Roads, Buses and Places wrote to the Portfolio Holders in respect of their letter to her dated 9 July 2021. Her letter stated that she did not agree to National Highways (formerly Highways England) contributing to the cost of maintenance of the Bridge.

2.11 Based on discussions with Joint Chairmen and Portfolio Holders, a further workshop was held on 5 November in an effort to establish a consensus or majority view from Members on one or more viable options to resolve the forecast deficit positions. Some Members had raised the possibility of local discounts but officers considered that such preferential arrangements would not be permissible under the Tamar Bridge Acts. After extensive discussion on a range of elements of the financial modelling and forecasting there was no full consensus on a remedial option, but the continued pursuit of RPI indexation

through legislation was fully supported. The continued consideration of discounted tolls for low emissions vehicles was also widely supported.

Consultant Review

- 2.12 Aecom effectively withdrew from the consultancy commission on 13 October 2021, and officers subsequently attempted to engage PwC without success largely because of the nature and scope of the review and the very limited time remaining to deliver a report.
- 2.13 Although the opportunity for input from a consultant in time for this meeting has been lost, it is proposed that officers continue to progress appointment of a consultant to report in respect of the following in relation to the undertaking:
- assessment of the effectiveness, efficiency and governance
 - potential for increasing revenue sources other than tolls
 - long term capital finance profiles and related future strategy
 - progressing authority to index tolls and improve governance structure
 - reflecting the authorities' environmental strategies within the toll structure

It is recommended that such a consultancy is commissioned early in 2022 to inform the development of a Strategic Plan for the undertaking in the first half of 2022. The consultancy would also serve as external scrutiny to support an application to increase tolls and provide evidence for any associated public inquiry that might be held. It is recommended that a budget of £60,000 be approved for this consultancy, that Service Directors and the General Manager agree the brief and terms of reference for the work, in consultation with the Joint Chairs and that procurement is delegated to Cornwall Council's Service Director to commission in line with Cornwall's contract procedure rules.

Advisory Sub-group on Assets and Income Generation

- 2.14 An advisory sub-group consisting of Joint Chairs, a Committee Member from each Authority and officers was convened on 21 September 2021.
- 2.15 The sub-group considered a range of short-term commercial options for each site with a consensus that any additional income achieved would not have a material effect on current finances.

- 2.16 Sub-group Members considered that identified two areas of land may have commercial value that may be realised in the longer-term through sale. Members also took the view that development opportunities were available for the bridge office and car park site.
- 2.17 Following subsequent consultations with Cornwall Council Property Service, it is recommended that the Joint Committee appoints an external consultant to provide the Committee with a well scoped property assessment of the sites leading to values and timescales when the value could be unlocked. It is recommended that a budget of £20,000 be approved to fund such an exercise and similar to the wider Consultancy review, that Service Directors and the General Manager agree the brief and terms of reference for the work, in consultation with the Joint Chairs and that procurement is delegated to Cornwall Council's Service Director to commission in line with Cornwall's contract procedure rules.
- 2.18 It is anticipated that the report will be available before the March 2022 Meeting of the Joint Committee.

Income and Expenditure Modelling

- 2.19 Since the beginning of the pandemic officers have been closely monitoring traffic levels and income and have been maintaining a contemporary budget forecasting model. The model predicts that without intervention there will be a limited reserve at the end of the current financial year and increasing accumulating deficits in future years.
- 2.20 The core model assumes bridge traffic and toll income levels of 90% of pre-pandemic levels for the current financial year and throughout the model up to April 2025. The model assumes bridge traffic volume return to 100% of pre-Covid traffic levels from April 2025 and there remains some uncertainty that this is a conservative approach. At the ferry, traffic levels to September 2022 neared 100% of pre-pandemic levels and the model therefore now incorporates a return to pre-pandemic traffic volumes and toll income from the second half of the current financial year. Whilst there is a high level of uncertainty with any model following the pandemic, a 90% traffic model was considered cautious and in respect of bridge volumes has proven quite accurate in the current year to date. Traffic levels at the bridge remain slightly below 90% and at the Ferry nearing 100%, with the overall combined traffic level approximately 90%.
- 2.21 The core expenditure modelling has been updated to incorporate increased levels of inflation – 3.5% for 2022/23 and 3% thereafter –

to reflect the current climate. Recent procurement exercises have illustrated increasing inflation.

2.22 It is important to recognise the sensitivity of the modelling to external variances that will be outside the undertaking's control and the impact of such variances on the financial position for example:

- each 1% variance in traffic flow from the forecast 90% would result in income changing by approximately £0.150m per annum
- each 1 month delay in getting a toll order (estimated Jan 2023) to raise cash tolls would result in the loss of approximately £0.150m based on a 30% increase
- we are already seeing significant inflation in prices of some goods and services in excess of 3.5%. The Office of National Statistics has released the inflation figures for October 2021, with CPI recorded at 4.2% and RPI at 6.0%. The Bank of England have said that they expect CPI to increase to approximately 5% in the early part of 2022, before reducing over the longer term.

Reserves Position

2.23 The table below records the latest reserves forecasts without intervention, and which have also been reflected in graphical form at Appendix 1:

	end of year reserves position				
	2021/22	2022/23	2023/24	2024/25	2025/26
do nothing	+£1.316m	-£1.016m	-£3.686m	-£6.949m	-£10.166m

Toll Revision

2.24 From previous reports and workshops Members are aware of the forecast deficit position that would occur at the end of financial year 2022/23 without intervention, and that the position is forecast to deteriorate thereafter. Members are also aware that any end of year deficits revert by default to the parent authorities and they have both given a clear message that they have no budget provision to cover any deficit arising from the undertaking.

- 2.25 In addition the position set out by Baroness Vere was very clear and at present there is currently no prospect of external funding support from Central Government.
- 2.26 The workshops and previous meetings have not generated any consensus or majority view on any viable approach to adequate income generation other than increasing both tag and cash tolls. Officers have therefore remodelled the previous proposal of 30% uniform increases (tag and cash by equal percentage) and also two other options as detailed below.

Uniform 30% Increase Option

- 2.27 Officers remain of the view set out at the August meeting of the Joint Committee, that there is no viable alternative to intervention in the form of toll revision. At the workshop held on 5 November 2021 using initial drafts of updated budgets, officers illustrated the updated impact of the 30% increase in tolls if implemented in stages – tag tolls increased in April 2022 and cash tolls increased in January 2023. Further work finalising budget proposals has led to a slight improvement on the position illustrated at the workshop, for a large part as a result of reprofiling of capital expenditure for the Bridge Rocker Replacement project, shifting the majority of expenditure from 2022/23 to the subsequent two financial years. The latest budget figures and forecasts are included in the model illustrated graphically at Appendix 2.

Uniform 35% Increase Option

- 2.28 It can be noted that while the 30% model does not result in forecast deficits, the reserve position remains below £1m until the end of financial year 2023/24 – well below the previously accepted minimum reserve level of £2m. At the workshop on 5 November 2021, Members queried the resilience of the '30% increase' model and they were advised that the position remained very tight, particularly in view of the significant assumptions and risks that are inevitably inherent in the modelling – see previous commentary.
- 2.29 An option for a 35% increase has therefore also been modelled with the same staged implementation dates as the 30% option and this is illustrated at Appendix 3. This illustrates the additional resilience offered by the additional 5% increase.

Hybrid 35%cash/30% tag Increase Option

2.30 An alternative option has also been modelled that lies between the above two options – 30% increase on tag tolls and 35% increase on cash tolls and again with the same implementation dates as the previous two options. This option offers an intermediate level of resilience and also in principle reflects the preference indicated by some Members to moderate the effect of increases on local users, who make up around 90% of tag account holders. This option is illustrated at Appendix 4.

Resilience Comparison

2.31 The forecast annual outturn positions and cumulative reserves positions generated by the above three models are set out in the tables below together with the 'do nothing' option:

option	annual deficit/surplus				
	2021/22	2022/23	2023/24	2024/25	2025/26
do nothing	-£1.169m	-£2.332m	-£2.670m	-£3.262m	-£3.218m
30% increase	-£1.169m	-£0.295m	+£1.017m	+£0.425m	+£0.827m
35% increase	-£1.169m	+£0.045m	+£1.631m	+£1.039m	+£1.502m
35%/30% hybrid	-£1.169m	-£0.211m	+£1.352m	+£0.760m	+£1.195m

option	end of year reserves position				
	2021/22	2022/23	2023/24	2024/25	2025/26
do nothing	+£1.316m	-£1.016m	-£3.686m	-£6.949m	-£10.166m
30% increase	+£1.316m	+£1.021m	+£2.038m	+£2.463m	+£3.290m
35% increase	+£1.316m	+£1.361m	+£2.992m	+£4.031m	+£5.333m
35%/30% hybrid	+£1.316m	+£1.105m	+£2.458m	+£3.218m	+£4.413m

Toll Revision Recommendation

- 2.32 It is vital that Members give consideration to the resilience issues and forecast risks and recognise the need to isolate the parent authorities from deficit to a reasonable degree.
- 2.33 In order to achieve an appropriate level of financial resilience it is recommended that Members determine a preferred option for toll revision and recommend that option to the parent authorities' Full Councils via their respective Cabinets.
- 2.34 Whichever option is preferred, in all cases the proposed increases could potentially be moderated if the evolving financial position is significantly better than forecast.

Indexation of Tolls

- 2.35 The issue of indexation of tolls has been discussed at some length at workshops and in Joint Committee Meetings. As part of the undertaking's governance review, specialist Counsel's opinion has been sought on the viability and timeline for gaining the powers to increase tolls in line with increases in the Retail Price Index that are already in place at other major estuarial crossings. It is anticipated that a verbal report can be provided to this meeting.
- 2.36 To illustrate the potential effect of indexation, the graph at Appendix 5 shows its effect on the 30% uniform increase option, assuming a commencement date of April 2025. The indexation used in this case arbitrarily mirrors the inflation rates used in expenditure modelling.

Public Consultation

- 2.37 The public and key stakeholders were consulted in 2018 before a final recommendation to increase tolls was made to Cabinets. A similar exercise was again undertaken in October 2020 prior to agreement on making the recommendation to increase tolls by 20% eventually abandoned following confirmation of temporary Central Government support.
- 2.38 The previous exercises involved selecting two appropriate dates to physically distribute leaflets and questionnaires to those paying cash and other non-tolled users with those TamarTag customers travelling on the day contacted electronically or by post where there was no e-mail address. Key stakeholders were contacted individually. The questionnaire and leaflet used for the 2020 consultation were attached to the Future Financing Report presented to the August Meeting of the Joint Committee.

- 2.39 It is recognised that there is merit in following a similar process of consultation to allow direct comparison of responses. It is however also likely that some user weariness and response fatigue could affect responses and response rates to a third very similar exercise within a three year period. To ensure that proposed timelines can be met, it is essential that consultation responses are reported to TBTFJC at its March 2021 meeting. Managers have begun exploratory discussions with suppliers about adapting the process to reflect time available and to promote participation.
- 2.40 It is recommended that public consultation is undertaken in respect of the preferred toll revision option in a format to be agreed by Joint Chairs in consultation with Service Directors and the General Manager.

3. Benefits for Customers/Residents

- 3.1 Appropriate management of finances and budget monitoring ensures that appropriate resource is available for the operation, maintenance and improvement of crossings which form key elements of the local transport network which is essential to the sustainable economic and social development of the region for the benefit of residents.
- 3.2 The retention of the self-funding principle of the crossings removes the potential negative impact on the budgets of the parent authorities.

4 Relevant Previous Decisions

- 4.1 On 11.09.20 the Joint Committee resolved to recommend to the Full Council's of the Parent Authorities via their Cabinets a two step toll increase. [Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Friday, 11th September, 2020, 10.00 am - Cornwall Council](#)
- 4.2 On 04.11.20 the Cabinet of Cornwall Council approved the recommendation to increase the toll subject to the outcome of the public consultation. [Agenda for Cabinet on Wednesday, 4th November, 2020, 10.00 am - Cornwall Council](#)
- 4.3 On 18.12.20 the Joint Committee resolved that a workshop should be held in January 2021 to review the findings of the public consultation and review the financial position. [Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Friday, 18th December, 2020, 10.00 am - Cornwall Council](#)
- 4.4 On 12.03.21 The Joint Committee resolved that the decision on any future toll increases be deferred until the scheduled June meeting of the Joint Committee where an updated report and updated intervention options would be presented. [Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Friday, 12th March, 2021, 10.00 am - Cornwall Council](#)

- 4.5 On 11.06.21 the Joint Committee resolved that a further workshop should take place to provide Members with greater detail of the financial position and the options available to stabilise the organisation's finances. Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Friday, 11th June, 2021, 10.00 am - Cornwall Council
- 4.6 On 19.08.21 the Joint Committee resolved to instruct consultants to review the undertaking, pursue indexation of tolls and set up an advisory group. Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Thursday, 19th August, 2021, 10.00 am - Cornwall Council
- 4.7 On 01.10.21 the Joint Committee were provided with updates on the progress of the above issues since the last meeting. Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Friday, 1st October, 2021, 10.00 am - Cornwall Council

5 Consultation and Engagement

- 5.1 The position has been discussed at Member/officer workshops on 29 January 2021, 23 July 2021 and 5 November 2021, and at the Joint Committee meetings held in 11 June 2021, August 2021 and October 2021.
- 5.2 The parent authorities views on reserve deficit support have been and continue to be explored in meetings with finance officers and other key officers.
- 5.3 The parent authorities have approached Central Government for support funding and further correspondence with Ministers has been undertaken. Officers have engaged with DfT officials to pursue long-term support and provide further clarification and Ministers have provided Central Government's position on support.
- 5.4 Joint Chairmen and Portfolio Holders are continuing to lobby MPs and Ministers for central government support.

6 Financial implications of the proposed course of action/decision

- 6.1 Any of the proposed courses of action to increase the toll, will generate adequate income to support the delivery of the service, and provides a level of resilience against the risks inherent in forecasting, thereby reducing the risk of a deficit reserves position.
- 6.2 If the recommendation is to do nothing and therefore there is no increase in the toll income, then the parent authorities will need to make allowance for the necessary revenue support within their relevant budgets based on a 50:50 basis of the reserve deficit at the end of each financial year.

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

- 7.1 The Parent Authorities are required to fund any end of year reserve deficit position of the undertaking.
- 7.2 Recommendations to modify toll or discount level have to be endorsed by Cabinets and approved by Full Councils. The recommendation to the Full Councils of the parent authorities via the respective Cabinets, is subject to the outcome of the public consultation exercise.
- 7.3 Toll revision requires that the parent authorities follow the procedures contained in the Transport Charges &c. (Miscellaneous Provisions) Act 1954. As set out in the report, it is intended that the proposed course of action should run in parallel with the active pursuit of indexation of toll levels through new or amended legislation..

8 Risk Implications of the proposed course of action/decision

- 8.1 Risk implications remain largely unchanged from those reported to the August meeting but 3 months on they are now heightened by the associated delay in the schedule for toll revision and imminent governance deadlines. The table below summarises the risks associated with the recommended course of action and also repeats the risk of the 'do nothing' option:

Risk	Consequence	Mitigation
no intervention action is taken to correct the anticipated deficit	deficit budget is rejected by Cabinets/Councils	tag discount greatly reduced or removed until a toll order is approved
income estimates are too optimistic (inc possible further lockdowns, delay in getting toll order approved, failure to get toll order approved)	financial resilience reduced and threat of deficit position for parent authorities	continuous monitoring and stress testing through modelling lower income – if necessary, reduce or remove tag discount, lobbying government
income estimates are too pessimistic	higher reserves levels than necessary or essential	continuous monitoring and stress testing through modelling higher income – if appropriate moderate authorised increases
additional funding is provided by Central Government (inc DfT/NH)	higher reserves levels than necessary or essential	if appropriate moderate authorised increases
unforeseen revenue or capital expenditure - inc inflation higher than modelled	financial resilience reduced and threat of deficit position for parent authorities	continuous monitoring and stress testing through modelling – amend proposal, reduce or remove tag discount, lobbying government
Cabinets/Full Councils reject TBTFJC proposals or the Authorities take opposing views	no resolution of the current reserve deficit and/or mediation/arbitration is required	Portfolio Holders' membership of TBTF Joint Committee and incorporation of anticipated approval criteria in proposal – if necessary amend proposal

9 Cornwall Development and Decision Wheel

9.1 A Development and Decision Wheel is not required for this report.

10 Options available

10.1 The options available are set out in Section 2 of the report namely:

- do nothing
- uniform 30% increases
- uniform 35% increases
- hybrid 35% cash/30% tag increases

11 Supporting Information (Appendices)

Appendix 1 Graph - Reserves without Intervention

Appendix 2 Graph - Uniform 30% Increases

Appendix 3 Graph - Uniform 35% Increases

Appendix 4 Graph - Hybrid 35% cash/30% tag increases

Appendix 5 Graph - Uniform 30% Increases with indexation

12 Background Papers

2021-22 Revenue Estimates and Capital Programme, December 2020

Future Financing Report August 2021

Future Financing Report October 2021

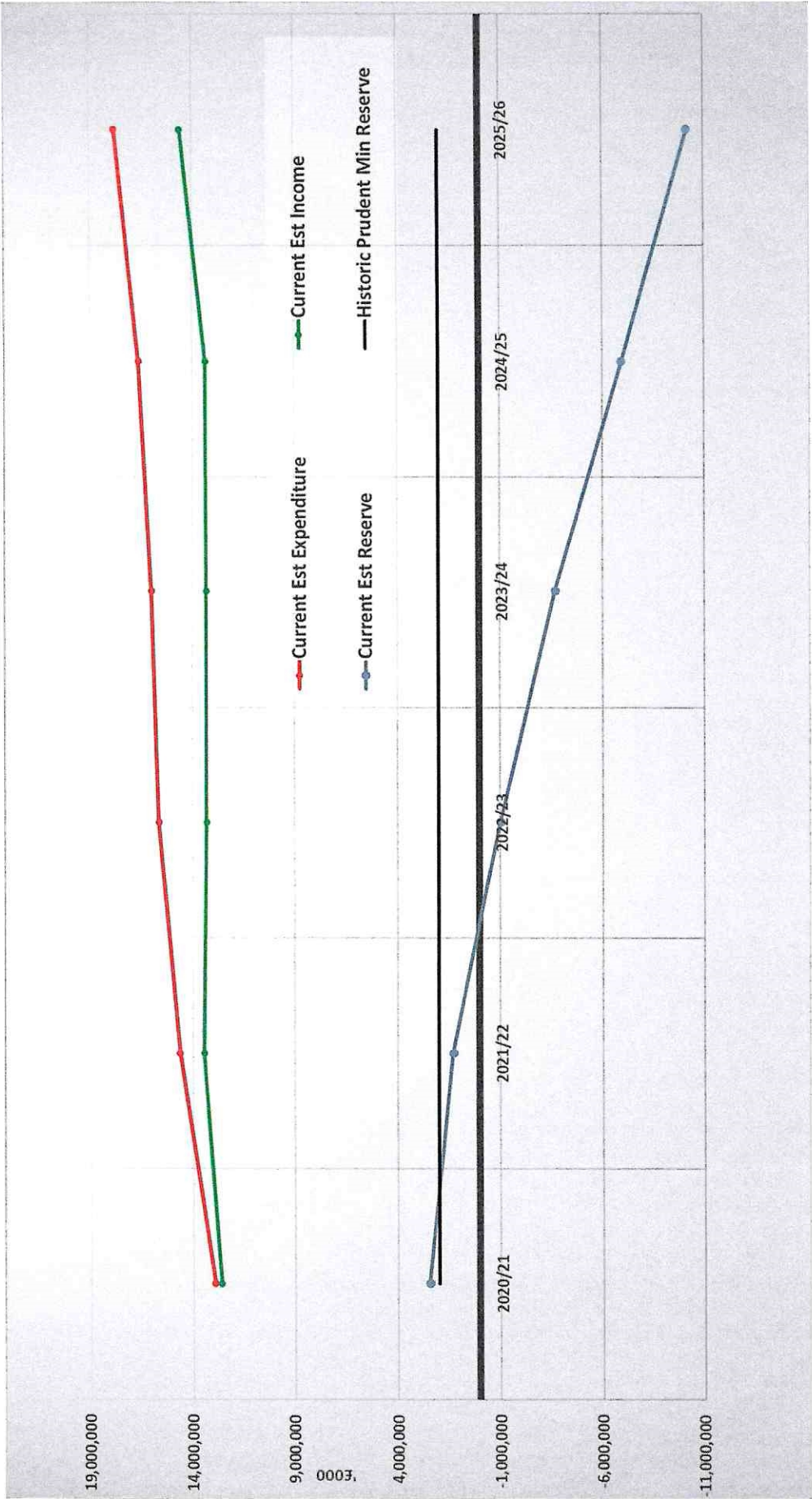
13 Approval and clearance

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Governance/Legal (required for all reports)	Lia Muston-Shinton	22.11.2021
Finance (required for all reports)	Geraldine Baker, Senior Business Analyst	19/11/2021
Equality and Diversity (if required)		
Service Director (required for all reports)	Vicky Fraser, Service Director Transport	23/11/2021
Strategic Director (If required)		

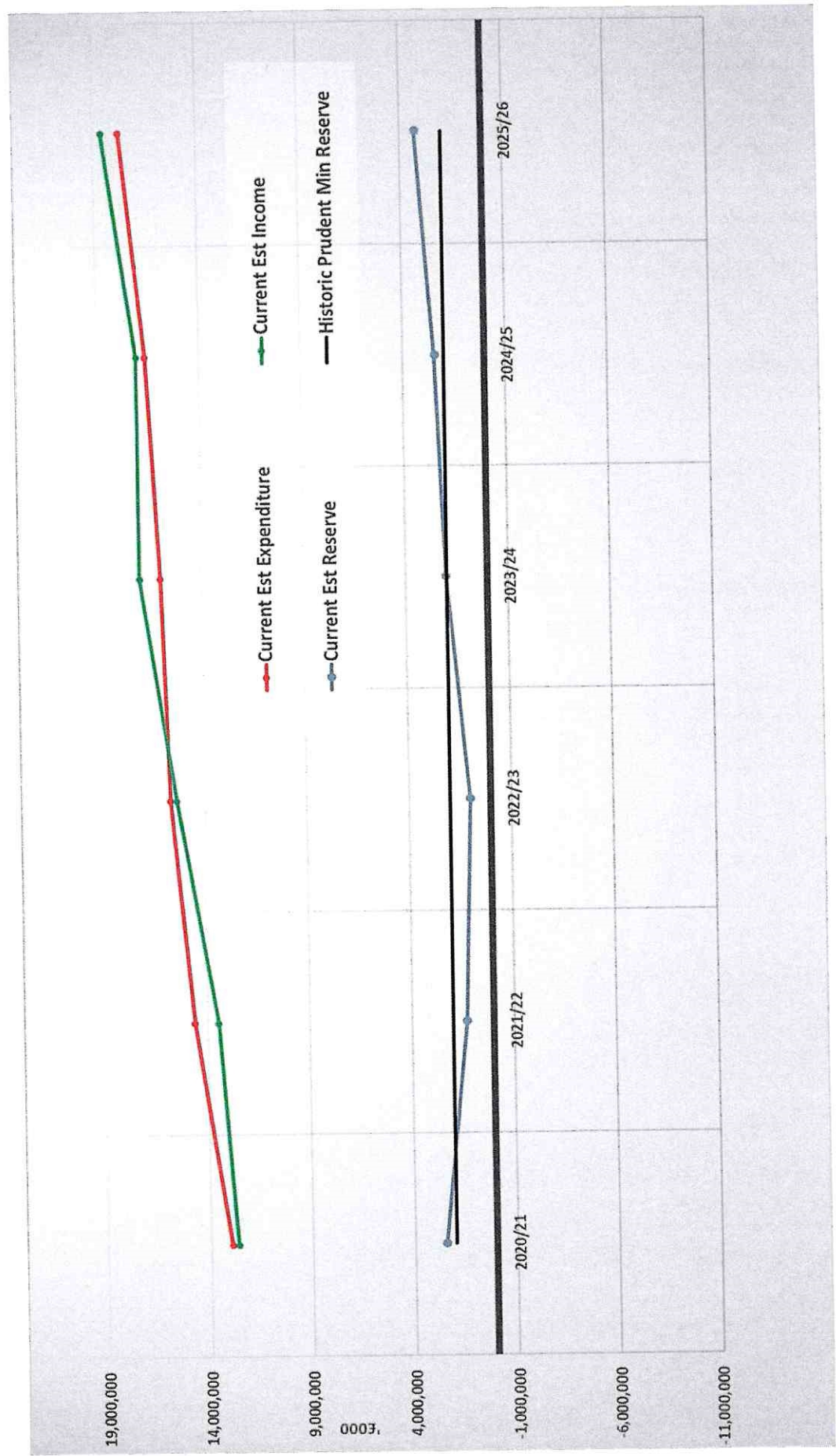
APPENDIX 1

RESERVES WITHOUT INTERVENTION



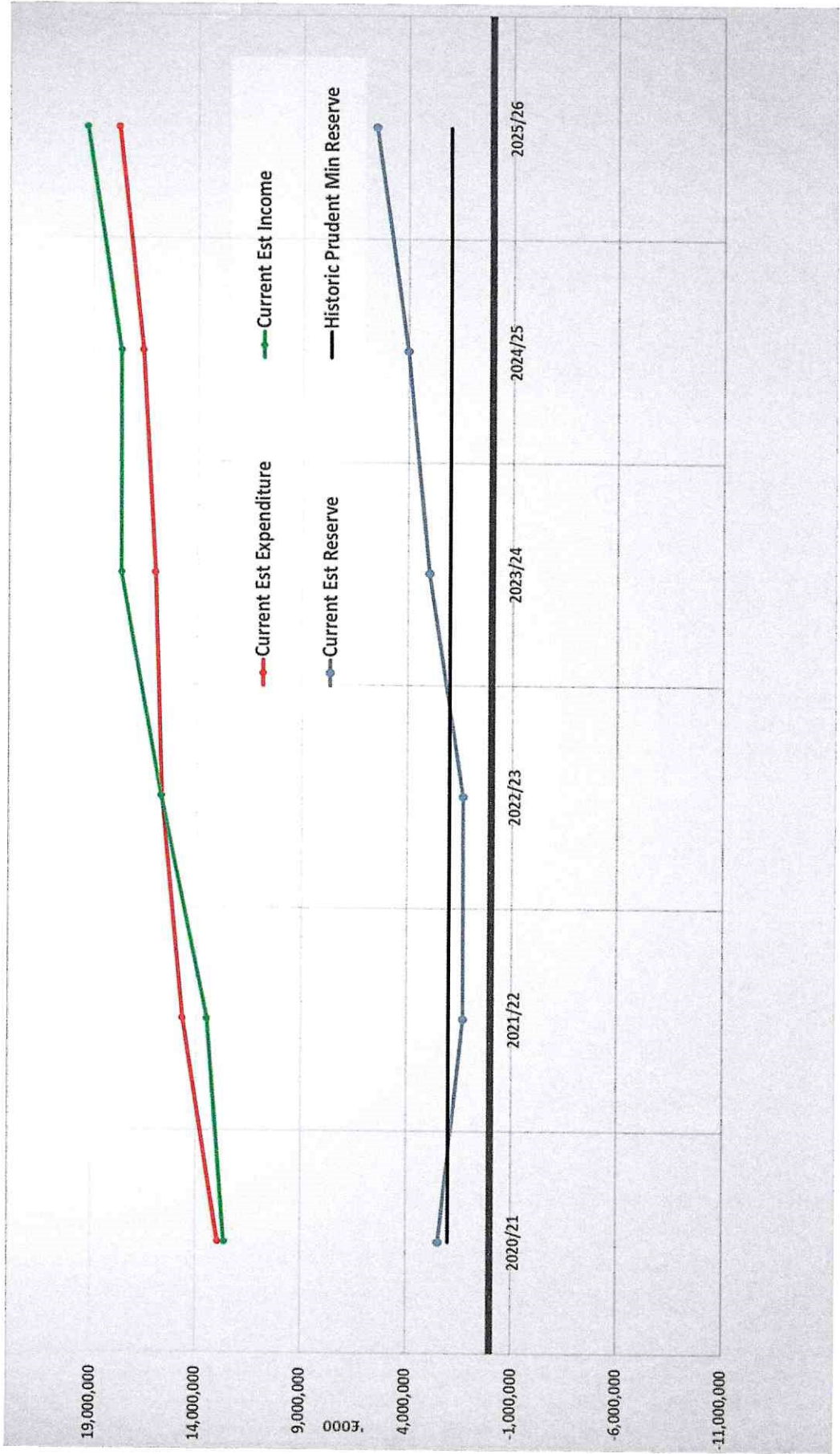
APPENDIX 2

UNIFORM 30% INCREASES



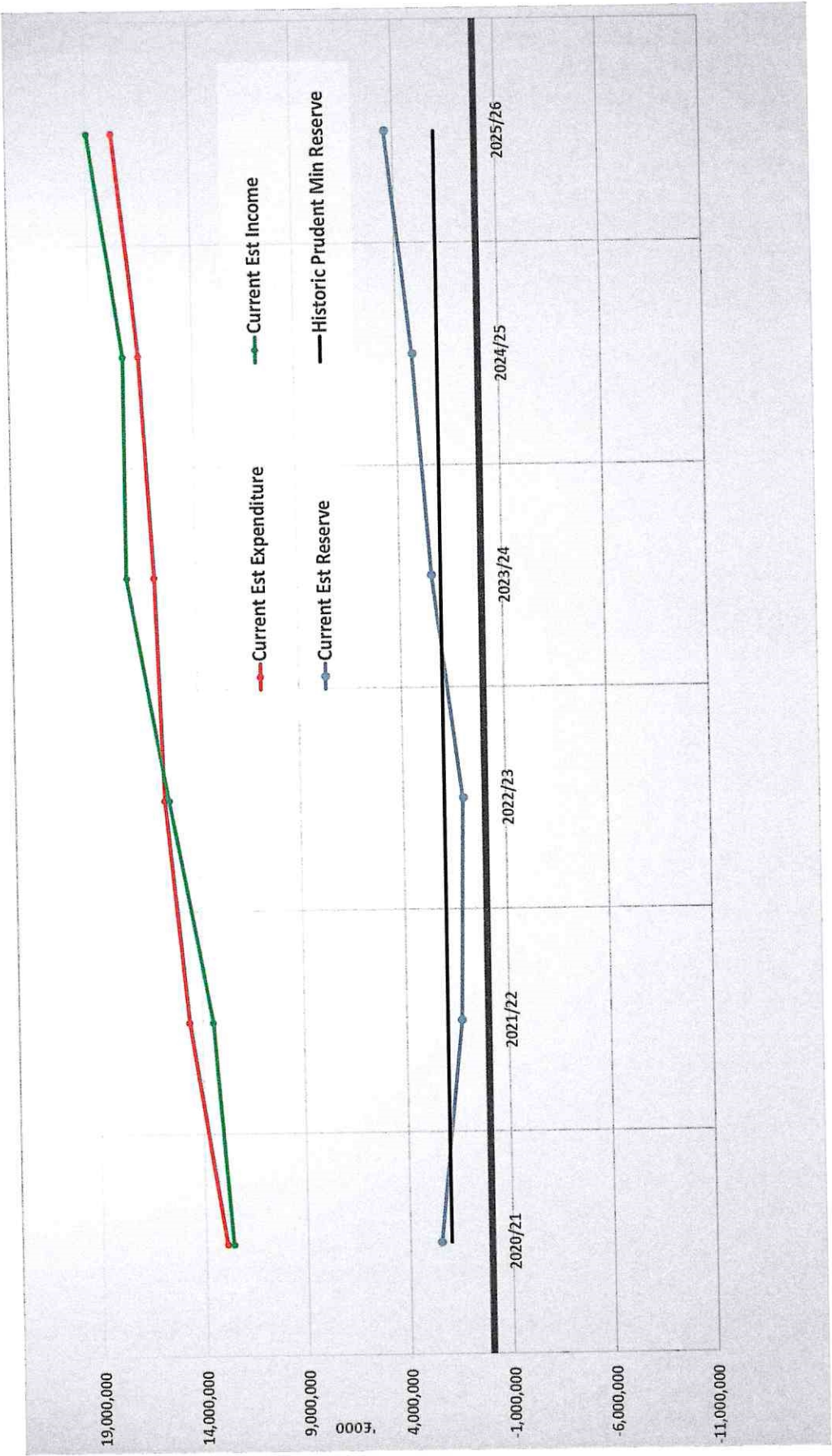
APPENDIX 3

UNIFORM 35% INCREASES



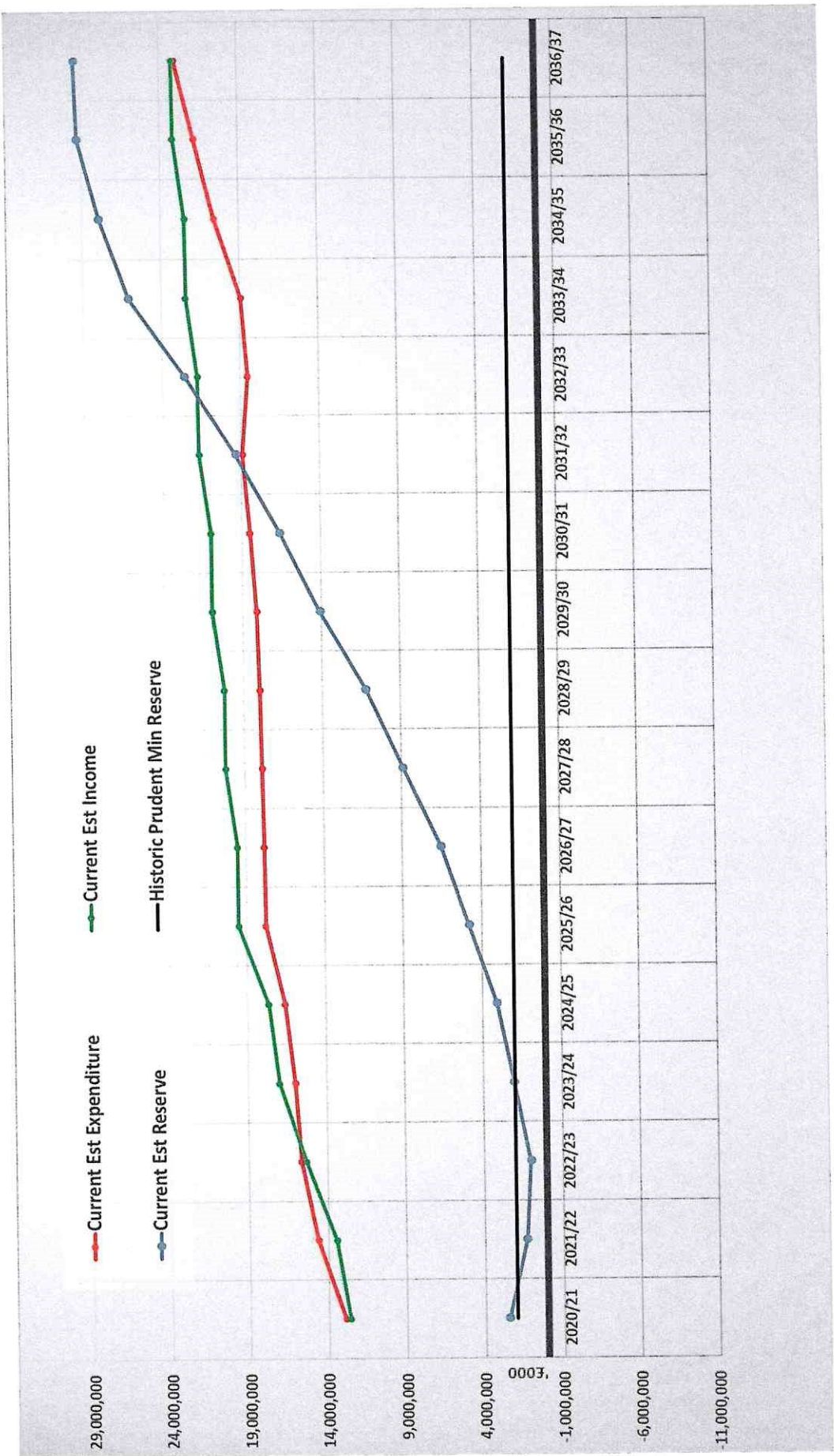
APPENDIX 4

HYBRID 35% CASH/30% TAG INCREASES



APPENDIX 5

UNIFORM 30% INCREASES (LONG TERM WITH INDEXATION)



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TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

MINUTES of a Meeting of the Tamar Bridge and Torpoint Ferry Joint Committee held at Plymouth Council House, Armada Way, Plymouth, PL1 3AA on Friday 3 December 2021 Commencing at 10.00 am

Present:-

Cornwall Council Members

Martin Worth (Co-Chair)

Philip Desmonde, John Tivnan and Armand Toms

Plymouth City Council Members

Jonathan Drean (Co-Chair)

Mark Coker, Philip Partridge, Pat Patel and Bill Stevens

Apologies for (None)
absence:

DECLARATIONS OF INTEREST

(Agenda No. 2)

TBTF/28 There were no declarations of interest.

MINUTES OF THE MEETING HELD ON 1 OCTOBER 2021

(Agenda No. 3)

TBTF/29 It was moved by Councillor Worth, seconded by Councillor Tivnan, and

RESOLVED that the Minutes of the meeting of the Tamar Bridge and Torpoint Ferry Joint Committee held on 1 October 2022 were correctly recorded and that they be signed by the Chairman.

PUBLIC QUESTIONS

(Agenda No. 4)

TBTF/30 There were no questions from the Public.

GENERAL MANAGER'S QUARTERLY REPORT

(Agenda No. 5)

TBTF/31 The Committee considered the General Manager's Quarterly Report (previously circulated), presented by the General Manager.

In response to comments and questions from Joint Committee Members, Officers advised that:-

1. In response to a comment about the knock-on impact of surfacing work (for example lost revenue and delays) it was advised that an exercise had not been undertaken in respect of any adverse effects. Traffic flow levels had been recorded, however these figures had been distorted by Covid. There were also records in respect of journey times but Officers had not got as far as assessing the pricing effect; although it was not believed that anything different could have been done to achieve the result needed. It was understood that there had been an impact in order to carry out this work. The General Manager advised that numbers could be looked at and figures could be brought back to the Committee in the next General Manager's report in respect of the estimated time lost, which would include a graph for visual reference;
2. It was acknowledged that figures could not be compared with those of 2020 due to the pandemic;
3. In respect of ferry chains it was noted that these had been changed recently and that an order had been put in for another set of chains for April 2022.

It was moved by Councillor Partridge, seconded by Councillor Drean, and

RESOLVED that:-

1. The report be noted;
2. An updated report be brought to the next meeting.

BUDGET MONITORING 2021/22

(Agenda No. 6)

TBTF/32 The Committee considered the Budget Monitoring 2021/22 report (previously circulated) by the Service Accountant.

In response to comments and questions from Joint Committee Members, Officers confirmed that:-

1. The figures applied to the capital summary showed the actual spend to date, the previous spend and the forecast for the overall scheme;
2. It was clarified that the report identified that there was a commitment to £44m worth of borrowing (and not £61.5m) and that the report addressed the current year's position;
3. In respect of the rocker pendle works it was noted that these were part of an approved programme but there had not been any spend against that project to date.

It was moved by Councillor Toms, seconded by Councillor Patel, and

RESOLVED that the revenue forecast and capital programme for 2021/22 be noted.

FUTURE FINANCING (Agenda No. 8)

TBTF/33 The Committee considered the Future Financing report (previously circulated), presented by the General Manager.

It was advised that this report needed to be heard before the 2022-23 Revenue Estimates and Capital Programme (and Business Plan) Report as the decisions made for this report would affect the approval of the budgets.

The General Manager suggested that the March 2022 meeting of the Joint Committee be deferred for a couple of weeks (March 18th) in order to be able to give Officers enough time to compile the report on receipt of feedback from the public consultation.

During discussion, the following points were noted:-

1. In respect of income and spending, Officers were still currently looking at 90% traffic levels. It was noted that other crossing were looking at a range between 85% - 95%;
2. A Member commented that it was frustrating at how long it took to get things done due to legislative constraints, however he was encouraged by work that had been done to date;
3. The view was expressed that accurate figures in respect of the number of vehicles going from the east to west should be recorded so that it could be made clear about the importance of vehicles travelling in both directions. In response it was advised that there was no data specific to the bridge for westbound traffic, however some roadside technology would be installed in the next few months that would count westbound traffic;
4. A Member acknowledged that the bridge was on a major route into Cornwall and commented that Highways England needed to understand this, as they would like to see Highways England making some sort of contribution;
5. It was queried what would happen if the public were 100% against any increase. Concern was expressed that use of the bridge could become unviable for some people to work in east Cornwall. In response it was advised that although there was a need to increase costs, the commentary about the tag discounts etc. could be taken on board and it was added that the public consultation would be a good opportunity

to also inform the public about why increases were needed and what their money was spent on;

6. It was commented that there was a need to be mindful of the knock-on impact that any changes to the Tamar Bridge would have on minor roads and also to the communities of Plymouth and south east Cornwall;
7. The view was expressed that there was no choice but to increase the fees because the process was so lengthy. There were no other alternatives at this time;
8. It was commented that the increases were not fair on people that had to use the bridge to access education, work, healthcare etc. however there was a need to recognise that the bridge could not operate on a deficit;
9. It was noted that under the relevant legislation the undertaking could not operate with a budget deficiency, and it was important that the bridge did not deteriorate;
10. It was noted that the Act was written in the 1950's but that times had changed since then; particularly in respect of environmental changes. There was a need to look at other opportunities to increase revenue.

It was moved by Councillor Worth, seconded by Councillor Patel, and

RESOLVED that:-

1. The current financial position and the associated assumptions and uncertainties be noted;
2. A public consultation be undertaken in respect of the Joint Committee's preferred toll revision option in a format to be agreed by the Joint Chairs in consultation with Service Directors and the General Manager;
3. Officers bring further reports to the next meeting of the Joint Committee summarising the consultation feedback;
4. A budget of £60,000 for an external consultancy to undertake a review of the effectiveness, efficiency and governance of the undertaking be agreed, that will inform the forthcoming strategic plan;
5. A budget of £20,000 to fund a property assessment of land held by the undertaking be agreed;
6. Service Directors and General Manager to agree the brief and terms of reference for the external consultancy and property assessment, in consultation with the Joint Chairs and for Cornwall Council's Service Director to lead the procurement of these commissions in line with its contract procedure rules;
7. Officers bring reports to future meetings in relation to:

- Progress of the consultancy on effectiveness, efficiency and governance of the undertaking
 - Potential for increasing revenue sources other than tolls
 - Long term capital finance profiles and related future strategy
 - Progressing authority to index tolls and improve governance structure
8. That the meeting of the Tamar Bridge and Torpoint Ferry Joint Committee scheduled for 4 March 2022 be deferred to 18 March 2022

It was moved by Councillor Partridge, seconded by Councillor Tivnan, and

RESOLVED that it be Recommended to Council via the Cabinet of each Parent Authority:

1. The Joint Committee's preferred option for toll revision taken from the options in Section 2 of the report, that being uniform 30% increases on both TAG and cash tolls for all user classes be approved. Such approval to be subject to the Joint Committee making a decision whether or not to implement the preferred option following consideration of the public consultation responses. The Joint Committee being given the authority to make the implementation decision.

It was further moved by Councillor Tivnan, seconded by Councillor Drean, and

RESOLVED that it be noted that the Committee made the decision reluctantly for the reasons as set out in the minutes.

2022-2023 REVENUE ESTIMATES AND CAPITAL PROGRAMME (AND BUSINESS PLAN) REPORT
(Agenda No. 7)

TBTF/34 The Committee considered the 2022-23 Revenue Estimates and Capital Programme report (previously circulated), presented by the Service Accountant.

There were no comments or questions from the Committee.

It was moved by Councillor Partridge, seconded by Councillor Worth, and

RESOLVED that it be Recommended to Council via the Cabinet of each Parent Authority:

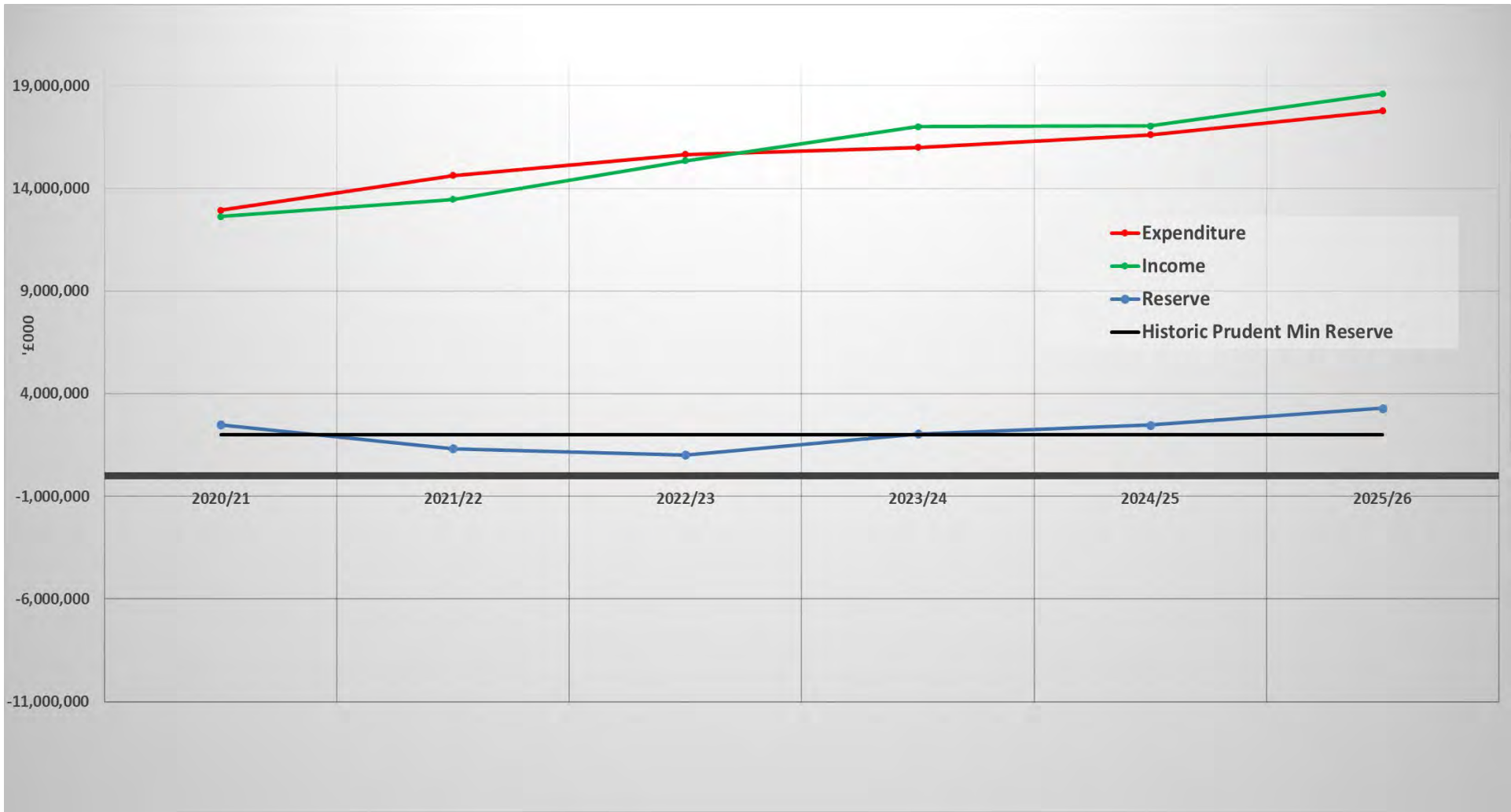
1. That the 2022/23 revenue estimates and capital programme and the draft 2022-23 Business Plan, as set out in the appendices to the report be approved, and
2. The longer term forecast to 2025/26 be noted.

The meeting ended at 11.47 am

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

APPENDIX D

MEDIUM TERM FINANCIAL MODEL
(actuals to date and forecast)



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City Council



Date of meeting: 24 January 2022

Title of Report: **Tamar Bridge and Torpoint Ferry 2022-2023 Revenue and Capital Estimates**

Lead Member: Councillor Jonathan Drear (Cabinet Member for Transport)

Lead Strategic Director: Anthony Payne (Strategic Director for Place)

Author: David List, General Manager, Tamar Bridge and Torpoint Ferry

Contact Email: david.list@tamarcrossings.org.uk

Your Reference:

Key Decision: No

Confidentiality: Part I - Official

Purpose of Report

The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The crossings are governed by the Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC) comprised of five councillors from each of the parent Authorities. The finances of the joint undertaking are effectively ring-fenced by the Tamar Bridge Act, and it is operated as a self-financing business. TBTFJC's revenue and capital expenditure are funded entirely from Bridge and Ferry toll income and with the associated proposal to increase tolls, will continue not to affect the budgets of either Plymouth City Council or Cornwall Council. TBTFJC's Terms of Reference require the Cabinets of the Joint Authorities to recommend TBTFJC's budgets to their respective Full Councils.

This report presents TBTFJC's 2022/23 Revenue Estimates and Capital Programme report submitted to TBTFJC on 3 December 2021 and draft minutes recording TBTFJC's endorsement of both the Estimates and the annual Business Plan.

Recommendations and Reasons

That City Council –

1. Agree the Tamar Bridge and Torpoint Ferry Joint Committee Annual Business Plan and the 2022/23 Revenue Estimates and Capital Programme.

Alternative options considered and rejected

The do nothing option was rejected as it is a requirement of the Tamar Bridge Act and PCC / CC that plans are provided and approved for the continued operation and maintenance of the Bridge and Ferry.

Relevance to the Corporate Plan and/or the Plymouth Plan

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

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

Implications for the Medium Term Financial Plan and Resource Implications:

Finance – The proposed revenue budget and capital financing is based on the proposed uniform 30% increase in tolls recommended in the Tamar Bridge and Torpoint Ferry Future Financing Report also being presented to this meeting.

Provided that that increase proposal is agreed, the proposed revenue budget and capital financing will provide an estimated reserve level of approximately £1m at the end of financial year 2022/23.

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

Financial Risks

As the Bridge and Ferry are operated and maintained on a 'user pays' basis the financial risk to the authority is minimal if the proposed toll increases are approved.

Carbon Footprint (Environmental) Implications:

Approval of budgets will ensure that planned maintenance and appropriate operational oversight of the crossings will continue, providing reliable journey times minimising the potential for longer diversionary journeys or congestion related pollution.

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

No other implications

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	Briefing Report Tamar Bridge and Torpoint Ferry 2022/23 Revenue Estimates and Capital Programme							
B	TBTFJC Report - 2022/23 Revenue Estimates and Capital Programme							

C	Draft Minutes of TBTFJC Meeting, 3 December 2021							
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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)						
	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

Sign off:

Fin	ba.2 1.22. 207	Leg	MS/2/ 14.01. 21	Mon Off		HR		Assets		Strat Proc	
Originating Senior Leadership Team member: Philip Robinson (Service Director for Street Services)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 04/01/2022											
Cabinet Member approval: Councillor Johnathan Drear (Cabinet Member for Transport)											
Date approved: 04/01/2022											

APPENDIX A**Briefing Report -****Tamar Bridge and Torpoint Ferry 2022/23 Revenue Estimates and Capital Programme****Introduction**

- 1.1 The Tamar Bridge and Torpoint Ferry are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act. The finances of the joint undertaking are effectively ring-fenced by the Act, and it is operated in normal times as a self-financing business. The undertaking's income has been drastically affected by the reduced traffic levels during the pandemic. The parent Authorities applied to Government for support to cover lost income during the pandemic, and the undertaking had commenced the process for increasing tolls to cover a forecast end-of-year deficit 2020/21 until Government support was confirmed. The Government provided a level of support funding in 2020/21 to cover part of the forecast income lost as a result of the Covid-19 pandemic, and this was £2.66m. Further support funding from Government in 2021/22 was restricted to the first three months of the financial year and amounted to £0.156m. This support only partially covered pandemic losses and with traffic (and therefore income) still below pre-pandemic levels tolls must increase to preserve the self-financing status of the crossings and if service levels are to be maintained. Assuming tolls increase as anticipated, TBTFJC's revenue and capital expenditure will remain funded entirely from Bridge and Ferry toll income and will continue not to affect the budgets of either Plymouth City Council or Cornwall Council.
- 1.2 The undertaking has previously adopted approved four-year plans and annual plans which aimed to provide the service without external financial support from the parent authorities or other source. The current plan expires at the end of the 2021/22 financial year and an interim Annual Plan has been proposed, to allow TBTFJC to consider any different approach recommended by an external consultancy commencing in early Spring 2022. The interim Plan retains the fundamental self-financing assumption of the expiring four-year plan.
- 1.3 The parent authorities continue to lobby the Department for Transport (DfT) for ongoing support towards the cost of operating, maintaining and improving the Tamar Bridge, despite a negative response to lobbying in late-Summer 2021.
- 1.4 The parent authorities have also sought support from DfT for changes to legislation allowing tolls to increase with inflation in the future without recourse to the Secretary of State and specialist advice has been sought to determine the best approach to achieve this goal.

Revenue Estimates

- 1.5 The proposed Revenue Estimates 2022/23 (budgets) and indicative estimates for future years are consistent with the organisation's long-term financial model. They have been determined from the detailed analysis of forecast expenditure and income. The various assumptions made in financial modelling have also been examined at TBTFJC meetings. Assumptions on pay inflation and on interest rates for borrowing and investment have followed those used by Cornwall Council.

- I.6 Toll income is a function of traffic levels, the mix of vehicle types and the proportion of discounted pre-paid (TamarTag) traffic. Combined total traffic for the two crossings in the first nine months of financial year 2021/22 remained significantly below pre-Covid levels and at the end of November 2021 had not yet exceeded 90% of that seen in 2019. It has been assumed that traffic at both crossings will be at 90% of 2019 levels until 2025, to reflect the forecast effects of the ongoing pandemic and on the assumption of longer-term changes in behaviour post-pandemic. Traffic forecasts are considered to represent a relatively conservative but prudent approach in view of the ongoing effects on traffic resulting from Covid-19, but it must be noted that forecasting continues to carry an unprecedented level of uncertainty.
- I.7 TBTFJC normally adopts a prudent minimum level of reserves of £2m, and a forecast of falling below that threshold is used as the trigger for a requirement for additional income. Based on the assumptions set out above, funding of the projects in the proposed Capital Programme by borrowing and using current toll charges, indicative reserves will reduce to £1.021m by the end of 2022/23, but will provide modest reserve levels above the £2m prudent minimum in subsequent years within the medium term financial plan.
- I.8 Detail on the revenue estimates is shown in Appendix B being the report presented as item 7 of the agenda pack for the 3 December 2021 meeting of TBTFJC, and these were approved by TBTFJC for recommendation to Constituent Authorities as shown in the draft minutes at Appendix C.
- I.9 A public consultation exercise commencing in mid-January 2022 will provide information on the background about why tolls have to rise and provide the opportunity for the public to indicate any alternative preference on the structure of increases which will inform final decisions at the TBTFJC Meeting on 18 March 2022 on increasing pre-paid (TamarTag) tolls and progressing revision of cash tolls. The exercise will also provide valuable information about current and anticipated travel patterns to help plan services and improve income estimates.

Capital Programme

Financing

- I.10 Current practice is for the financing of capital projects through the advance of funding from Cornwall Council (in effect borrowing). This spreads the effect on the revenue budget and therefore on the level of reserves held by the Joint Committee. The financing costs for the capital programme are reflected within the revenue estimates and include improved terms for new borrowing compared to historical arrangements.
- I.11 Detail on the consolidated capital programme is shown in the report at Appendix B, being the report presented as item 7 of the agenda pack for the 3 December 2021 meeting of TBTFJC, and these were approved by TBTFJC for recommendation to Constituent Authorities as shown in the draft minutes at Appendix C.

Projects

- I.12 As can be seen from Appendix B there are four approved projects in the proposed Current Programme for 2022/23, (excluding projects completed in the current year with retention payments) with existing approved budgets:
- Ferry Traffic Control Systems – deferred from 2021/22
 - Bridge LED Street Lighting – deferred from 2021/22

- Bridge Access Improvement Works Phase 2
- Main Cable Remedial Works

Future Programme

I.11 Further projects commencing in 2022/23 are:

- | | |
|----------------------------------|---------|
| • Supplementary Cable Works | £2.00m |
| • Rocker/Pendle Remedial Works | £10.00m |
| • Ferry Gantry Tower Replacement | £0.84m |

I.12 The remaining items in the Future Capital Programme are scheduled to commence from 2023/24 onwards:

- Bridge Protective Coating Phase 3
- Ferry Refits (2023-25 cycle)

These new items will be the subject of a business case to be submitted to TBTFJC and the Joint Authorities for approval in due course. The funding of these projects has been incorporated in the long-term financial model.

I.12 Detail on the consolidated capital programme is shown in the report at Agenda Item 7 in Appendix B. The programme was approved by TBTFJC for recommendation to Constituent Authorities as shown in the draft minutes at Appendix C.

2022-2023 Business Plan

I.13 The supporting Annual Business Plan that accompanies the budgets represents an interim approach, being a stand-alone document that is not associated with a current four-year Strategic Plan.

I.14 The approach has been taken to retain an appropriate framework for the coming year whilst reflecting TBTFJC's resolutions to seek external review of the organisation's planning framework during the coming 2022 calendar year.

Report to:	Tamar Bridge & Torpoint Ferry Joint Committee	
Date:	3rd December 2021	
Title:	2022-2023 Revenue Estimates & Capital Programme	
Portfolio Area:	Transport	
Divisions Affected:	All	
Relevant Scrutiny Committee: Economic Growth and Development		
Authors, Roles and Contact Details:	Jamie Wright, Service Accountant 01872 322109 jamie.wright@cornwall.gov.uk Andrew Vallance, Governance and Finance Manager 01752 361577 andrew.vallance@tamarcrossings.org.uk	
Approval and clearance obtained:		Y/N
Date next steps can be taken		See Parent Authorities Meetings Timetable
For Cabinet and delegated executive decisions only		
Key decision? (≥£500k in value or significant effect on communities in two or more electoral divisions)		N/A
Published in advance on Cabinet Work Programme?		N/A
Urgency Procedure(s) used if 'N' to Work Programme?		N/A

Recommendations:

1. That the Cabinets of the Joint Authorities recommend to their Full Councils that the 2022/23 revenue estimates and capital programme and the draft 2022-23 Business plan, as set out in the appendices to this report, be approved; and
2. the longer term forecast to 2025/26 is noted.

1 Executive Summary

- 1.1 This report sets out for consideration and approval, the proposed revenue estimates (budget) for the Joint Committee for 2022/23 and indicative figures for the subsequent three years 2023/24, 2024/25 and 2025/26, together with the proposed capital programme. The budget is based upon discount and cash tolls being revised by 30% on the schedules laid out in other reports.
- 1.2 The revised forecast reserve position at 31 March 2022 is £1.316m and at March 2023 assuming tolls increase, £1.021m, below the £2m reserve level that has been considered a prudent minimum. Indicatively, future years show that the reserve position increases above the £2.000m reserve level in subsequent years as shown in the table below.

	2021/22	2022/23	2023/24	2024/25	2025/26
Reserve balance at 31st March	£1.316m	£1.021m	£2.037m	£2.461m	£3.292m

2 Purpose of Report and key information

- 2.1 The Tamar Bridge and Torpoint Ferry (TBTF) are operated, maintained and improved jointly by Plymouth City Council and Cornwall Council on a 'user pays' principle, being funded by toll income using powers derived from the Tamar Bridge Act.
- 2.2 In developing the budgets for 2022/23 to 2025/26 set out within Appendix 1, the following inflationary and interest assumptions have been used:

Rates	2022/23	2023/24	2024/25	2025/26
Inflation CPI	3.20%	2.10%	2.00%	2.00%
Inflation RPI	4.00%	2.90%	2.80%	2.80%
Interest (Receivable)	1.00%	1.00%	1.00%	1.00%
Interest (Payable) existing borrowing	4.68%	4.68%	4.68%	4.68%
Interest (Payable) new borrowing	3.38%	3.38%	3.38%	3.38%

- 2.3 The table's final interest rate payable line reflects the revised offer made by Cornwall Council for new loans agreed from 1st April 2019, whilst the previous line represents arrangements prior to that date. It should be noted that the current arrangement means that that interest rates will only be determined when loans are made. As the rate is subject to movement in the general market it is intrinsic to the arrangements that actual rates will vary from those used within forecasts. Loans that predate April 2019 will

continue to be calculated using Cornwall's consolidated rate of interest which will not vary significantly.

- 2.4 The proposed budget is set out in Appendix 1. The variations between the latest 2021/22 forecast and the proposed 2022/23 budget are listed on page 5 of Appendix 1. The 2023/24 to 2025/26 estimates are only indicative.
- 2.5 The more significant items affecting the proposed 2022-2023 budget are as follows:

Corporate

- 2.6 Traffic levels across the bridge is still being impacted from the effect of Covid-19 during 2021/22 and is still circa 90% of pre Covid-19 levels and the income budgets for 2022/23 will be based upon these levels. For the ferries, the traffic levels have recovered quicker and is now running near to 100% of the budgeted pre-Covid-19 levels. The income budgets for 2022/23 for the ferry has been rebased to represent this.
- 2.7 Income from the tolls is forecast to increase by £2.077m compared to the revised 2021/22 budgets. This increase reflects the anticipated schedule for a 30% increase in tolls, with increases applying to discount tag tolls from May 2022 and cash tolls from January 2023 following authority to do so from the parent authorities and Central Government.
- 2.8 As time limited grants, 2021-2022 receipts from the Heritage Lottery Fund and the MHCLG's Covid-19 grants at £0.041m and £0.156m respectively have not been carried forward.
- 2.9 The tag statement budget has been decreased by £0.031m, reflecting savings anticipated with changes to processes that have not yet been possible following delay in completion of the toll system refresh project.
- 2.10 Bank charges have increased by £0.017m to reflect a greater usage of contactless cards at the booths and introduction of card payment facilities at the ferry.
- 2.11 Cost of toll review have been decreased by £0.010m, which reflects a number of costs being incurred in the current 2021-2022 financial year.

Bridge

- 2.12 The revenue budget makes provision for the ongoing maintenance and operation of the bridge and its infrastructure in line with current engineering best practice. The main changes from the previous year are:
 - Employee costs rise by £0.077m, reflecting the anticipated pay award and incremental increases neither of which can be absorbed within the existing establishment.
 - £0.060m increase in toll operation charges, reflecting increased minimum wage rates and a £0.053m increase compared to the current year in relation to tolling equipment as maintenance arrangements for the updated system commence.

- An increase of £0.028m for IT hardware/software which reflects the support charges for extended software and hardware security.
- £0.023m increase in R&M building and Grounds Maintenance.
- An increase of £0.023m for R&M bridge, £0.009m within Bridge and Gantry Inspections and the remainder within the £0.109m R&M – bridge & infrastructure relating to maintenance painting of the bridge structure following the end of the capital recoating.
- Energy budgets have been increased by £0.020m reflecting anticipated ongoing energy increases.
- Breakdown Recovery has increased by £0.017m to reflect market responses to recent tendering.

Ferry

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

- A £0.099m reduction in agency staff, which is associated with the anticipated completion of direct recruitment of multiple maintenance worker vacancies.
- A £0.146m increase in employee costs in part correcting the reduction in current year budget associated with the above vacancies and reflecting the likely level of pay award which cannot be absorbed.
- £0.032m increase in R&M building and Grounds Maintenance, which provides appropriate budgets for essential building maintenance work.
- A minor £0.040m increase in operational expenses and £0.035m increase in office expenses.

Capital

2.14 The proposed capital programme is shown in Appendix 2. Work has been undertaken by officers to assess the current capital programme and the revised estimate for 2021/22 is now anticipated at £5.540m, a decrease of £3.360m. The main changes are:

- reprofile of £0.850m for main cable remedial works into 2022/23 from the current year.
- reprofile of £0.125m Bridge LED lighting into 2022/23 and a reduction in costs of £0.125m following survey of the associated poles.
- reprofile of £0.900m ferry traffic control systems into 2022/23 as the project relies on the engagement of a Ferry Manager.
- reduction of £1.300m in the Bridge resurfacing following savings made in the project and £0.200m reprofiled into 2022/23.

- additional £0.400m for Bridge Deck waterproof/drainage reflecting the timing of retention payments within the reduced overall project cost.
- Reprofile of Rocker/Pendle Remedial Works over three years 2022/23-2024-25.

Reserves

- 2.15 The reserve position as at the 31 March 2022 (Appendix 3) is forecast to be £1.316m. The forecast for 2022/23 end of year reserve position is £1.021m and the 2023/24 forecast outturn is increased to £2.037m. Future years show that the reserve position will increase to £3.292m in 2025/26.
- 2.16 The Joint Committee receives a quarterly update on its financial position in order to provide assurance that the finances of the undertaking are being managed appropriately and that any significant issues are highlighted and necessary action is taken to address them.

Annual Business Plan

- 2.17 The Terms of Reference for the Undertaking require that an Annual Business Plan accompanies budgets for approval by Full Councils. For the last four years the Annual Plan has been associated with a multi-year Strategic Plan that covers the period to the end of March 2022.
- 2.18 It is recognised that Members have expressed a wish to review current Business Planning arrangements and therefore a single year Plan outside the scope of the previous Strategic Plan structure is proposed.
- 2.19 The 2022-2023 Business Plan attached as Appendix 4 is an interim proposal, closely following the format of previous annual plans. This interim measure recognises the likely substantive review of process.

3 Benefits for Customers/Residents

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

4 Relevant Previous Decisions

- 4.1 Approved budget for 2021/22 at Cornwall Council meeting of 23rd February 2021 (CC/883) [TBTF Revenue Estimates and Capital Programme 2021/22.](#)
- 4.2 Approved budget for 2020/21 at City Council meeting of 25 January 2021
<http://democracy.plymouth.gov.uk/ieListDocuments.aspx?CId=276&MIId=9439&Ver=4>

5 Consultation and Engagement

- 5.1 The financial position has been discussed at Member/officer workshops on 29 January 2021, 23 July 2021 and 5 November 2021, and at the Joint Committee meetings held on 11 June 2021, 19 August 2021 and 1 October 2021. The report has been based on the outcome of those meetings and workshops.

6 Financial Implications of the proposed course of action/decision

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

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

- 7.1 There are no legal or governance implications associated with this report providing the correct approval route for the budget is followed as set out in recommendation 1.

8 Risk Implications of the proposed course of action/decision

- 8.1 There are no implications associated with this report.

9 Cornwall Development and Decision Wheel

- 9.1 A development and decision wheel is not required for this report.

10 Options available

- 10.1 To approve the proposed revenue estimate for 2022/23 and capital programme as set out in Appendix 1 – 3. This is the preferred option for the reasons set out in this report.
- 10.2 To not approve the proposed revenue budget for 2022/23 and capital programme as set out in Appendix 1 – 3. This is not the preferred option as a revenue budget and capital programme must be set.

11 Supporting Information (Appendices)

Appendices 1-3: TBTF Budget 2022/23

Appendix 4: Draft 2022-2023 Business Plan

12 Background Papers

None

13 Approval and clearance

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Governance/Legal (Required for all reports)	Lia Musto-Shinton	19.11.21
Finance (Required for all reports)	Geraldine Baker, Finance Analyst Manager	19/11/2021
Equality and Diversity (If required)		
Service Director (Required for all reports)	Vicky Fraser, Service Director - Transport	22/11/2021
Strategic Director (If required)		

APPENDIX 1

**Revenue Budget 2022/23
and Indicative Projections for 2023/24 to 2025/26**

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

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

OVERALL SUMMARY	2021/22 Original Budget £'000	2021/22 Revised Forecast £' 000	2022/23 Budget £' 000	2023/24 Indicative £' 000	2024/25 Indicative £' 000	2025/26 Indicative £' 000
Operational Summary						
Income	(13,061)	(13,459)	(15,349)	(17,009)	(17,030)	(18,602)
Expenditure						
Corporate	491	588	574	580	592	603
Bridge Operations	4,140	4,012	4,457	4,564	4,690	4,789
Ferry Operations	5,368	5,481	5,652	5,749	5,872	6,020
Learning Centre	91	112	117	270	123	126
	10,090	10,193	10,800	11,163	11,277	11,538
Operating (Surplus)/Deficit	(2,971)	(3,266)	(4,549)	(5,846)	(5,753)	(7,064)
Contribution to CC MRP	2,860	2,798	3,139	3,091	3,466	4,234
Interest on CC Financing	1,724	1,638	1,705	1,739	1,864	2,000
Interest on Joint Committee balances	(1)	(1)	0	0	(1)	(1)
Capital Expenditure financed from Revenue	0	0	0	0	0	0
Overall (Surplus)/Deficit on Undertaking	1,612	1,169	295	(1,016)	(424)	(831)
Reserve Balance brought forward	(1,990)	(2,485)	(1,316)	(1,021)	(2,037)	(2,461)
Reserve Balance carried forward	(378)	(1,316)	(1,021)	(2,037)	(2,461)	(3,292)

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

CORPORATE	2021/22 Budget £' 000	2021/22 Revised Forecast £' 000	2022/23 Budget £' 000	2023/24 Indicative £' 000	2024/25 Indicative £' 000	2025/26 Indicative £' 000
<u>INCOME</u>						
Tolls						
Toll income - Bridge	(5,821)	(5,821)	(6,258)	(7,567)	(7,567)	(8,408)
Toll income - Ferry	(802)	(869)	(959)	(1,159)	(1,159)	(1,159)
Concessionary toll income - Bridge	(4,919)	(4,919)	(6,271)	(6,394)	(6,394)	(7,105)
Concessionary toll income - Ferry	(593)	(642)	(840)	(856)	(856)	(856)
	(12,135)	(12,251)	(14,328)	(15,976)	(15,976)	(17,528)
Other						
Tag Account Fee	(388)	(501)	(501)	(501)	(511)	(521)
Saltash Tunnel control	(400)	(400)	(413)	(421)	(430)	(438)
Tag statements	0	(2)	0	0	0	0
Grant Income	(41)	(41)	0	0	0	0
MHCLG Covid Grant	0	(156)	0	0	0	0
Other Income	(97)	(108)	(107)	(111)	(113)	(115)
	(926)	(1,208)	(1,021)	(1,033)	(1,054)	(1,074)
TOTAL INCOME	(13,061)	(13,459)	(15,349)	(17,009)	(17,030)	(18,602)
<u>EXPENDITURE</u>						
Other Expenditure						
Support services	45	46	47	47	49	50
Tag statements	0	66	35	36	37	37
Purchase of tags	190	190	196	200	204	208
Bank charges	180	211	228	233	237	242
Internal Audit fees	10	10	11	11	11	11
External Audit fees	1	1	1	1	1	1
Consultants	50	49	51	52	53	54
Cost of Toll Review	15	15	5	0	0	0
TOTAL EXPENDITURE	491	588	574	580	592	603

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

BRIDGE OPERATIONS	2021/22 Budget £' 000	2021/22 Revised Forecast £' 000	2022/23 Budget £' 000	2023/24 Indicative £' 000	2024/25 Indicative £' 000	2025/26 Indicative £' 000
Employees						
Salaries and wages	1,236	1,278	1,359	1,398	1,437	1,478
Agency staff	30	36	31	32	32	33
Indirect employee expenses	22	20	21	21	22	22
Premises						
Repair and maintenance - buildings & grounds	98	78	101	88	91	94
Repair and maintenance - bridge & infrastructure	605	510	619	637	655	674
Bridge & gantry inspections	232	232	241	248	255	262
Energy costs, water, rent and rates	149	158	178	188	200	212
Insurances	32	36	37	38	39	39
Other premises costs	10	10	11	11	11	11
Transport Related Expenses						
Staff travel	20	17	22	23	23	24
Supplies & Services						
Operational expenses	411	347	422	424	461	448
Office expenses	359	357	406	425	413	421
Toll collection & banking	706	701	761	778	794	808
Breakdown recovery	205	208	225	230	234	239
Other expenses	20	15	14	14	14	15
Support service charges						
	5	9	9	9	9	9
Net Expenditure - Bridge Operations	4,140	4,012	4,457	4,564	4,690	4,789

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

FERRY OPERATIONS	2021/22 Budget £' 000	2021/22 Revised Forecast £' 000	2022/23 Budget £' 000	2023/24 Indicative £' 000	2024/25 Indicative £' 000	2025/26 Indicative £' 000
Employees						
Salaries and wages	3,503	3,417	3,563	3,666	3,769	3,874
Agency staff	41	140	41	42	43	44
Indirect employee expenses	62	68	70	71	73	74
Premises						
Repair and maintenance - buildings & grounds	92	50	82	35	35	36
Energy costs, water, rent and rates	92	96	104	109	115	120
Other premises costs	84	84	87	89	91	92
Transport Related Expenses						
Staff travel	33	28	33	34	35	35
Supplies & Services						
Repair & maintenance - ferries & infrastructure	630	700	702	687	700	714
Annual refit - ferries	0	0	0	0	0	0
Fuel costs (Marine Gas Oil)	161	220	209	213	218	222
Insurances	153	154	159	162	165	168
Operational expenses	187	178	218	243	238	243
Office expenses	312	300	335	347	339	346
Other expenses	10	28	31	32	32	33
Support service charges						
	8	18	18	19	19	19
Net Expenditure - Ferry Operations	5,368	5,481	5,652	5,749	5,872	6,020

Variations between the Revised 2021/22 and 2022/23 Original Estimates

The variation of £0.874m between the revised budgeted cost for 2021/22 and the original budgeted cost for 2022/23 is accounted for as follows:

	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
Corporate			
Additional Income in respect of the proposed toll increase - cash	(527)		
Additional Income in respect of the proposed toll increase - concessions	(1,550)		
MHCLG Covid Grant (Final grant payment in 21/22)	156		
HLG Income (Final grant payment in 21/22)	41		
Other income	(10)		
Support Services	1		
Tag Statements	(31)		
Purchase of Tamar Tags and Accessories	6		
Bank Charges due to increases in card payments	17		
Consultants management and audit fees	3		
Cost of Toll Review	(10)		
		(1,904)	
Bridge			
Employees costs reflecting increase for pay awards, increments NI and Superann	81		
Agency staff budget reduced	(5)		
Indirect employee expenses	1		
R&M building and grounds	23		
R&M Bridge and Infrastructure - painting budget	109		
Bridge & Gantry Inspections budget reviewed and revised for 22/23 requirements	9		
Energy costs, water, rent and rates - increased due to rising energy bills	20		
Staff Travel - small inflationary increase	5		
Toll Equipment - additional development (within operational expenses)	53		
Office expenses - inflationary increases plus additional hardware and software budget provision	49		
Breakdown recovery - increased due to new contract	17		
Toll Cash Handling - contract inflationary increase and new contract	60		
Other Expenses- inflationary increase, catering provisions and additional conference budget	23		
		445	
Ferry			
Employees costs reflecting increase for pay awards, increments NI and Superann	146		
Agency staff budget reduced	(99)		
Indirect employee expenses	2		
Energy costs, water, rent and rates - small inflationary increase	8		
Other premises costs, small inflationary increase	3		
R&M Building and grounds maintenance	32		
R&M Ferries and Infrastructure	2		
Travel budgets	5		
Marine Oil	(11)		
Insurance small inflationary increase	5		
Operational Expenses	40		
Office Expenses - small reduction in budget	38		
		171	
Other			
Learning Centre small inflationary increase	5		
Interest on reserve balance	1		
MRP and Interest revisions to reflect new capital programme	408		
		414	
			(874)

APPENDIX 2

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

Capital Programme 2022/23 to 2025/26

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

CAPITAL PROGRAMME	Actual Payments to 2020/21 £'000	Estimated Payments 2021/22 £'000	Estimated Payments 2022/23 £'000	Estimated Payments 2023/24 £'000	Estimated Payments 2024/25 £'000	Estimated Payments 2025/26 £'000	Estimated Final Cost Total £'000
Completed Schemes							
Rendel Park (Phase 1)	205	0	0	0	0	0	205
Ferry Infrastructure	3,890	0	0	0	0	0	3,890
Electronic Tolling	5,331	0	0	0	0	0	5,331
Advance Signing	116	0	0	0	0	0	116
Ferry Marshalling Area	22	0	0	0	0	0	22
Bridge Office Feasibility Study	9	0	0	0	0	0	9
Bridge Car Park	4	0	0	0	0	0	4
Bridge Anchorage Chambers	73	0	0	0	0	0	73
Ferry Car Park Improvements	21	0	0	0	0	0	21
Gantry Chain Tunnel Replacement	261	0	0	0	0	0	261
Rendel Park (Phase 2)	154	0	0	0	0	0	154
Bridge Resurfacing Works - Phase 1	720	0	0	0	0	0	720
Illuminated Road Studs	600	0	0	0	0	0	600
Storage Building Devonport	54	0	0	0	0	0	54
Bridge Handstrands	14	0	0	0	0	0	14
Ferry Sewage Treatment Plant	250	0	0	0	0	0	250
Footpath 24 Reinstatement	29	0	0	0	0	0	29
Rendel Park - Sea Wall Stabilisation	32	0	0	0	0	0	32
Bridge Main Joint Replacement	246	0	0	0	0	0	246
Plaza Canopy Access Works	21	0	0	0	0	0	21
Bridge Half Joint Replacement	3	0	0	0	0	0	3
Bridge Access Works	770	0	0	0	0	0	770
Bridge WIM	39	0	0	0	0	0	39
Bridge Protective Coating	5,569	0	0	0	0	0	5,569
Bridge Protective Coating Phase II	2,851	0	0	0	0	0	2,851
Bridge Structural Monitoring System	238	0	0	0	0	0	238
Bridge Office Development	5,569	0	0	0	0	0	5,569
Suspension Remedial Works	6,748	0	0	0	0	0	6,748
Current Programme							
Bridge deck waterproof/drainage	3,409	400	0	0	0	0	3,809
Bridge Access Improvement Works Phase	0	70	180	250	0	0	500
Main cable remedial works	0	0	850	1,150	0	0	2,000
Bridge LED lighting	0	0	125	0	0	0	125
Ferry Traffic Control Systems	0	0	900	0	0	0	900
Toll System upgrade	1,275	50	0	0	0	0	1,325
Ferry Refitting	3,292	0	0	1,750	1,750	0	6,792
Bridge Resurfacing Works - Phase 2	235	4,980	220	0	0	0	5,435
Ferry Gantry Tower Replacement	25	40	0	400	400	0	865
Future Programme (Not approved)							
Supplementary Cable Works	0	0	500	0	1,500	0	2,000
Bridge Protective Coating Phase 3	0	0	0	0	700	700	1,400
Rocker/Pendle Remedial Works	0	0	2,000	4,000	4,000	0	10,000
TOTAL CAPITAL PROGRAMME	42,075	5,540	4,775	7,550	8,350	700	68,990
FINANCING							
Prudential Borrowing	40,326	5,540	4,775	7,550	8,350	700	67,241
Capital Receipts	38	0	0	0	0	0	38
Revenue Financing	1,711	0	0	0	0	0	1,711
TOTAL FINANCING	42,075	5,540	4,775	7,550	8,350	700	68,990

APPENDIX 3

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

**Statement of Estimated Reserves
for 2022/2023 to 2025/2026**

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

RESERVES AND PROVISIONS	2021/22 Original Budget £'000	2021/22 Revised Forecast £' 000	2022/23 Budget £' 000	2023/24 Indicative £' 000	2024/25 Indicative £' 000	2025/26 Indicative £' 000
Balance brought forward	(1,990)	(2,485)	(1,316)	(1,021)	(2,037)	(2,461)
Net movement for year	1,612	1,169	295	(1,016)	(424)	(831)
Balance Carried Forward	(378)	(1,316)	(1,021)	(2,037)	(2,461)	(3,292)

Tamar Bridge and Torpoint Ferry Joint Committee

2022-2023 Annual Business Plan

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Message from the Chairmen

This Annual Business Plan extends beyond the last approved four-year Strategic Plan 2018-2022 agreed by the Committee in September 2017.

The Plan represents an interim approach whilst the Parent Authorities, the Committee and management consider alternative approaches to business planning during 2022. The provision of a single year plan ensures continuity whilst this review is ongoing.

Whilst the coming year will not see major capital projects of similar scope and impact as bridge kerb replacement and resurfacing, it will be an extremely busy one. The organisation needs to address the financial stresses caused by the Covid19 pandemic which will necessitate earlier and more significant increases in tolls than were anticipated before the pandemic. However, the Committee recognises the need to ensure that the service provided by the essential and strategic crossings under its control remains robust and that programmes take a long view in maintaining the key assets.

It is that long view approach that has convinced the Committee to undertake strategic reviews of operational efficiency, the approach to long term business planning, tolling technology and the potential to support the Joint Authorities' response to the Climate Emergency through the tolling structure.

The Plan demonstrates our ongoing commitment to delivering a safe reliable and efficient service to our users and it is intended that this document will form the basis of management reports to Members during the course of the year.

A summary of progress made against the Plan will accompany the Annual Report published in draft form in June 2023.

Councillor Martin Worth
Joint Chairman
Cornwall Council

Councillor Jonathan Drear
Joint Chairman
Plymouth City Council

The Context for the Annual Business Plan

Long Term Strategy

Plans for the longer term sustain the organisation's mission to provide safe, reliable and efficient crossings of the River Tamar. These plans are influenced by the Local Transport Plans of the Joint Authorities.

The physical and financial resources must continue to be available for major tasks such as resurfacing and repainting the Bridge and undertaking refits of the Ferries. Maintenance cycles may span consecutive Business Plan cycles, therefore while the current Strategic Plan spans four years, potential maintenance requirements beyond that period must also be considered.

The undertaking must maintain a clear strategy for the future to accommodate changes in traffic demand, user expectations, legislation and other factors that may stimulate changes in the way the undertaking operates and may require improvements to facilities. Therefore, potential change beyond the four year period of the Strategic Plan must also be considered.

Continuity with the previous Strategic Framework

The Strategic Plan that expired in March 2022 contained a number of goals for the four-year period April 2018 to March 2022. Those goals are recorded below, with work continuing to progress each of the goals and whilst the organisation considers new strategic approaches.

Progress on a number of actions was compromised by the demands on services and staff caused by the Covid19 pandemic. Where necessary those actions have either been rescheduled or are currently being reviewed.

Specific actions to achieve the desired outcomes are provided in KPI tables later in the document. These tables will allow Members, users and other stakeholders to monitor the performance of the service.

Strategic Goal: Meeting Customer Expectations

- Achieve or exceed service delivery KPIs
- providing more payment options for cash and TamarTag customers
- providing a greater range of communication routes online
- undertaking major projects to ensure Bridge and Ferries are maintained to appropriate standards
- proactively communicate with customers
- expand scope and improve detail of traffic data

Strategic Goal: Fiscally Sustainable

- ensure that income can fund forecast expenditure
- consider commercial opportunities and land use

- commission an external review of operational efficiency
- routinely report progress and update financial positions
- improve management of toll debtors
- pursue the ability to index-link tolls

Strategic Goal: Transparent Governance and Clear Decision Making Processes

- incorporate consideration of alternative organisational models within the efficiency review
- review approach to long term planning and business planning
- publish additional information and raise awareness of public meetings
- consider ways in which the crossings might assist the Parent Authorities in addressing the Climate Emergency
- review legislation and governance to ensure that there is continued effective and transparent corporate oversight and challenge

Strategic Goal: A Modern, Diverse and Well Trained Workforce

- act on workforce feedback and progress any recommendations from external review
- progress actions detailed in Gender Pay Gap Reports
- undertake further employee survey

Strategic Goal: Quality and Appropriate Standards

- improve pedestrian safety
- demonstrate our safety culture
- provide assurance about our approach to the environment
- maintain appropriate regulatory standards
- reduce environmental impact

Actions Plan for 2022-23

The following detailed actions to meet the 2022-23 goals:

Meeting Customer Expectations

ACTION	Timeframe	RELATIONSHIP TO PROGRESSING STRATEGIC GOALS
Introduce contactless payment at Torpoint Ferry	Mid-2022	Providing more payment options for cash and TamarTag customers
Provide more flexible Direct Debit scheme for TamarTag customers	June 2022	Providing more payment options for cash and TamarTag customers
Online applications and feedback forms	April 2022	Providing a greater range of communication routes on online
Expand the proactive customer engagement policy	Through 2022	Proactively communicate with customers
Expand data collection of journey times and traffic flows at Torpoint Ferry	June 2022	Improve traffic management decisions and expand public information

Fiscally Sustainable

ACTION	Timeframe	RELATIONSHIP TO PROGRESSING STRATEGIC GOALS
Revise discount tolls	May 2022	Ensure that the crossings remain financially sustainable.
Seek Government authority to increase cash tolls and implement	Complete January 2023	
Provide budget monitoring reports to Committee with updates to long term model	Quarterly	Routinely report progress and update financial positions
Determine and progress the preferred route to enable index-linking of tolls	Ongoing	Reduce income risk
Complete an independent efficiency review of the undertaking	April 2022, report to Committee, June 2022	commission an external review of operation

Transparent Governance and Clear Decision Making Processes

ACTION	Timeframe	RELATIONSHIP TO PROGRESSING STRATEGIC GOALS
Expand independent publication of information	ongoing	Publish additional information and raise awareness of public meetings
Undertake review of governance arrangements and consider new frameworks	ongoing	Effective and transparent corporate oversight and challenge

A Modern, Diverse and Well Trained Workforce

ACTION	Timeframe	RELATIONSHIP TO PROGRESSING STRATEGIC GOALS
Undertake further employee survey	Ongoing	Demonstrate value of workforce feedback
Review job design when vacancies occur to encourage more flexible working and part-time opportunities	Ongoing	Continue the actions detailed in Gender Pay Gap Reports
Review Employee Terms and Conditions	December 2022	Complete the actions detailed in Gender Pay Gap Reports and Peer Challenge Action Plan
Address any organisation issues raised in external reviews	Through financial year	Review legislation and governance

Quality and Appropriate Standards

ACTION	Timeframe	RELATIONSHIP TO PROGRESSING STRATEGIC GOALS
Upgrade traffic control systems at Torpoint and Devonport	2022	Improve pedestrian safety
Certification of Occupational Health and Safety Management to ISO 45001 Standard	During 2022	Demonstrate our safety culture
Certification of Environmental Management System to ISO14001 Standard	During 2022	Provide assurance about our approach to the environment
Continue technical inspection programme at Tamar Bridge	Ongoing	Maintaining appropriate regulatory standards

Maintain ferries to classification society standards	Ongoing	Maintaining appropriate regulatory standards
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Budget Context

The approved budgets for 2022-2023 are reported below.

Estimated income figures assume that traffic will be affected by major works at the bridge during the year and there is no growth in traffic volumes at Torpoint Ferry.

Forecast Income

£s

Toll Revenue (Bridge)	12,528,947
Toll Revenue (Ferry)	1,798,250
Tag Related Fees	501,000
Income from Agency Charges	412,720
Rents & Miscellaneous Income	107,738
Grant Income	0
Investment Income and Interest	0

TOTAL FORECAST REVENUE

15,348,655

Forecast Expenditure

Bridge Operations & Maintenance	4,456,912
Ferry Operations & Maintenance	5,652,007
Learning Centre	117,114
Corporate Expenses	573,581
Interest Payments (cost of capital funding)	1,705,116
Repayment of Capital (Revenue Provision)	3,138,955

TOTAL FORECAST EXPENDITURE

15,643,685

Forecast Deficit for Year

£295,030

Reserves

The forecast deficit will mean that the reserve maintained as contingency will reduce from a forecast £1,316,409 at 31 March 2022 to a forecast £1,021,379 at the end of March 2023.

Capital Works

The borrowing required to fund capital works during the year is anticipated to be £4,775,000.

Performance Targets

In addition to the quarterly reports on progress made to the Joint Committee, progress against the measures below will be published on our website.

Table 1 Safe Services

Description	KPI	Target	Why this is important?
Number of accidents involving members of the public	Number of reportable incidents and accidents involving the public at both crossings	Zero and maintain	Public safety is an integral part of our business
Reportable incidents and minor accidents involving employees	Number of reportable incidents and accidents involving employees at both crossings	Reduce to zero and maintain zero incidents and accidents.	Staff safety is an integral part of our business. Need to mitigate risk to the lowest practicable level to avoid further accidents.
Lost time – employees	Days lost due to accidents	Less than 20 days	Provides a measure of the safety of the work environment. Reduces costs associated with absence or reduced capability following accidents.

Table 2 Reliable Services

Description	KPI	Target	Why this is important?
Bridge traffic lane availability	Peak time lane availability	>99.5%	Measures success of traffic management and reliability of infrastructure. Ensuring that lanes are open is key to ensuring that journeys are predictable and reduces the risk of accidents.
	Total lane availability	>98.5%	
Bridge toll booth availability	% of scheduled booth hours achieved	>99%	In addition to helping to ensure that journey times are predictable, the measure assists assessment of the performance of the contractor
Ferry scheduled crossings availability	Peak Time scheduled crossings achieved	To be confirmed	Measures success of vessel management and reliability of infrastructure. Predictable service is essential for customers to plan the best mode of transport.
	Off-Peak scheduled crossings achieved	>99%	
Ferry waiting/journey times	Average journey time from entry of waiting area to exit off ferry	To be confirmed (system extension pending)	Measures success of vessel management and reliability of infrastructure. Predictable journey times are essential for customers to plan the best mode of transport.
	Peak journey time from entry of waiting area to exit off ferry		
Bridge journey times	Average journey time between A38 Carkeel & St Budeaux junctions	< 5mins 45 sec	Measures success of traffic management and reliability of infrastructure. Predictable journey times are essential for customers to plan the best mode of transport.
	Peak average journey time between A38 Carkeel & St Budeaux junctions	< 6 mins	

Table 3 Effective and Efficient Services

Description	KPI	Target	Why this is important?
Expenditure	Variance against budgets	Monthly review within 10% of profiled spend	Cost control, financial management, efficiency.
Tag Usage	Overall usage Peak usage	≈60% ≈80%	Maintains plaza capacity.
Complaints	Response time	95% of complaints responded to within 10 working days.	Those making complaints remain aware that their comments are valued and investigations are prioritised.
Payment within 30 days of invoice date	% of invoices are paid within 30 days	>95%	Payment within terms assists the relationship with suppliers and improves validity of financial monitoring process
Staff sickness absence	Days absence per employee per annum	Average of <9 days	Reflects a healthy workforce and sound HR practices.
Energy recovered waste incineration	non-hazardous waste to be diverted from landfill for energy recovery	60% diversion	Reduction of waste improves efficiency and demonstrates our concern for the wider community
Recycled waste	non-hazardous waste diverted from landfill to be recycled	40% diversion	

TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

MINUTES of a Meeting of the Tamar Bridge and Torpoint Ferry Joint Committee held at Plymouth Council House, Armada Way, Plymouth, PL1 3AA on Friday 3 December 2021 Commencing at 10.00 am

Present:-

Cornwall Council Members

Martin Worth (Co-Chair)

Philip Desmonde, John Tivnan and Armand Toms

Plymouth City Council Members

Jonathan Drean (Co-Chair)

Mark Coker, Philip Partridge, Pat Patel and Bill Stevens

Apologies for (None)
absence:

DECLARATIONS OF INTEREST

(Agenda No. 2)

TBTF/28 There were no declarations of interest.

MINUTES OF THE MEETING HELD ON 1 OCTOBER 2021

(Agenda No. 3)

TBTF/29 It was moved by Councillor Worth, seconded by Councillor Tivnan, and

RESOLVED that the Minutes of the meeting of the Tamar Bridge and Torpoint Ferry Joint Committee held on 1 October 2022 were correctly recorded and that they be signed by the Chairman.

PUBLIC QUESTIONS

(Agenda No. 4)

TBTF/30 There were no questions from the Public.

GENERAL MANAGER'S QUARTERLY REPORT

(Agenda No. 5)

TBTF/31 The Committee considered the General Manager's Quarterly Report (previously circulated), presented by the General Manager.

In response to comments and questions from Joint Committee Members, Officers advised that:-

1. In response to a comment about the knock-on impact of surfacing work (for example lost revenue and delays) it was advised that an exercise had not been undertaken in respect of any adverse effects. Traffic flow levels had been recorded, however these figures had been distorted by Covid. There were also records in respect of journey times but Officers had not got as far as assessing the pricing effect; although it was not believed that anything different could have been done to achieve the result needed. It was understood that there had been an impact in order to carry out this work. The General Manager advised that numbers could be looked at and figures could be brought back to the Committee in the next General Manager's report in respect of the estimated time lost, which would include a graph for visual reference;
2. It was acknowledged that figures could not be compared with those of 2020 due to the pandemic;
3. In respect of ferry chains it was noted that these had been changed recently and that an order had been put in for another set of chains for April 2022.

It was moved by Councillor Partridge, seconded by Councillor Drean, and

RESOLVED that:-

1. The report be noted;
2. An updated report be brought to the next meeting.

BUDGET MONITORING 2021/22

(Agenda No. 6)

TBTF/32 The Committee considered the Budget Monitoring 2021/22 report (previously circulated) by the Service Accountant.

In response to comments and questions from Joint Committee Members, Officers confirmed that:-

1. The figures applied to the capital summary showed the actual spend to date, the previous spend and the forecast for the overall scheme;
2. It was clarified that the report identified that there was a commitment to £44m worth of borrowing (and not £61.5m) and that the report addressed the current year's position;
3. In respect of the rocker pendle works it was noted that these were part of an approved programme but there had not been any spend against that project to date.

It was moved by Councillor Toms, seconded by Councillor Patel, and

RESOLVED that the revenue forecast and capital programme for 2021/22 be noted.

FUTURE FINANCING (Agenda No. 8)

TBTF/33 The Committee considered the Future Financing report (previously circulated), presented by the General Manager.

It was advised that this report needed to be heard before the 2022-23 Revenue Estimates and Capital Programme (and Business Plan) Report as the decisions made for this report would affect the approval of the budgets.

The General Manager suggested that the March 2022 meeting of the Joint Committee be deferred for a couple of weeks (March 18th) in order to be able to give Officers enough time to compile the report on receipt of feedback from the public consultation.

During discussion, the following points were noted:-

1. In respect of income and spending, Officers were still currently looking at 90% traffic levels. It was noted that other crossing were looking at a range between 85% - 95%;
2. A Member commented that it was frustrating at how long it took to get things done due to legislative constraints, however he was encouraged by work that had been done to date;
3. The view was expressed that accurate figures in respect of the number of vehicles going from the east to west should be recorded so that it could be made clear about the importance of vehicles travelling in both directions. In response it was advised that there was no data specific to the bridge for westbound traffic, however some roadside technology would be installed in the next few months that would count westbound traffic;
4. A Member acknowledged that the bridge was on a major route into Cornwall and commented that Highways England needed to understand this, as they would like to see Highways England making some sort of contribution;
5. It was queried what would happen if the public were 100% against any increase. Concern was expressed that use of the bridge could become unviable for some people to work in east Cornwall. In response it was advised that although there was a need to increase costs, the commentary about the tag discounts etc. could be taken on board and it was added that the public consultation would be a good opportunity

to also inform the public about why increases were needed and what their money was spent on;

6. It was commented that there was a need to be mindful of the knock-on impact that any changes to the Tamar Bridge would have on minor roads and also to the communities of Plymouth and south east Cornwall;
7. The view was expressed that there was no choice but to increase the fees because the process was so lengthy. There were no other alternatives at this time;
8. It was commented that the increases were not fair on people that had to use the bridge to access education, work, healthcare etc. however there was a need to recognise that the bridge could not operate on a deficit;
9. It was noted that under the relevant legislation the undertaking could not operate with a budget deficiency, and it was important that the bridge did not deteriorate;
10. It was noted that the Act was written in the 1950's but that times had changed since then; particularly in respect of environmental changes. There was a need to look at other opportunities to increase revenue.

It was moved by Councillor Worth, seconded by Councillor Patel, and

RESOLVED that:-

1. The current financial position and the associated assumptions and uncertainties be noted;
2. A public consultation be undertaken in respect of the Joint Committee's preferred toll revision option in a format to be agreed by the Joint Chairs in consultation with Service Directors and the General Manager;
3. Officers bring further reports to the next meeting of the Joint Committee summarising the consultation feedback;
4. A budget of £60,000 for an external consultancy to undertake a review of the effectiveness, efficiency and governance of the undertaking be agreed, that will inform the forthcoming strategic plan;
5. A budget of £20,000 to fund a property assessment of land held by the undertaking be agreed;
6. Service Directors and General Manager to agree the brief and terms of reference for the external consultancy and property assessment, in consultation with the Joint Chairs and for Cornwall Council's Service Director to lead the procurement of these commissions in line with its contract procedure rules;
7. Officers bring reports to future meetings in relation to:

- Progress of the consultancy on effectiveness, efficiency and governance of the undertaking
 - Potential for increasing revenue sources other than tolls
 - Long term capital finance profiles and related future strategy
 - Progressing authority to index tolls and improve governance structure
8. That the meeting of the Tamar Bridge and Torpoint Ferry Joint Committee scheduled for 4 March 2022 be deferred to 18 March 2022

It was moved by Councillor Partridge, seconded by Councillor Tivnan, and

RESOLVED that it be Recommended to Council via the Cabinet of each Parent Authority:

1. The Joint Committee's preferred option for toll revision taken from the options in Section 2 of the report, that being uniform 30% increases on both TAG and cash tolls for all user classes be approved. Such approval to be subject to the Joint Committee making a decision whether or not to implement the preferred option following consideration of the public consultation responses. The Joint Committee being given the authority to make the implementation decision.

It was further moved by Councillor Tivnan, seconded by Councillor Drean, and

RESOLVED that it be noted that the Committee made the decision reluctantly for the reasons as set out in the minutes.

2022-2023 REVENUE ESTIMATES AND CAPITAL PROGRAMME (AND BUSINESS PLAN) REPORT
(Agenda No. 7)

TBTF/34 The Committee considered the 2022-23 Revenue Estimates and Capital Programme report (previously circulated), presented by the Service Accountant.

There were no comments or questions from the Committee.

It was moved by Councillor Partridge, seconded by Councillor Worth, and

RESOLVED that it be Recommended to Council via the Cabinet of each Parent Authority:

1. That the 2022/23 revenue estimates and capital programme and the draft 2022-23 Business Plan, as set out in the appendices to the report be approved, and
2. The longer term forecast to 2025/26 be noted.

The meeting ended at 11.47 am

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

City Council

Date of meeting:	24 January 2022
Title of Report:	Climate Emergency Action Plan 2022
Lead Member:	Councillor Mrs Maddi Bridgeman, Cabinet Member for Environment and Street Scene
Lead Strategic Director:	Anthony Payne (Strategic Director for Place)
Author:	Paul Barnard, Service Director for Strategic Planning & Infrastructure
Contact Email:	Paul.Barnard@Plymouth.gov.uk
Your Reference:	CEAP2022
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report**Climate Emergency Action Plan 2022**

The proposed Climate Emergency Action Plan 2022 is submitted for consideration by the City Council in accordance with the commitment made by the Cabinet Member for Environment and Street Scene at the meeting of the Brexit Infrastructure and Legislative Change Overview and Scrutiny Committee on 15 January 2020 (Minute 40 refers). The Climate Emergency Action Plan sets out the strategic direction adopted by the City Council and its partners to tackle climate change in Plymouth. It is a demonstration of the City Council's commitment to lead the city towards net zero carbon by 2030.

The proposed Climate Emergency Action Plan 2022 was considered by the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee on 08 December 2021 which made the following recommendations:

1. support and endorse the Climate Emergency Action Plan 2022, noting that the Climate Emergency Investment Fund has yet to be funded or established;
2. contextualise prior actions within the Climate Emergency Action Plan in 2022;
3. support Plymouth Climate Emergency Action Plan by asks to Government through local MPs and national channels;
4. provide the public with a Plymouth Climate Emergency Action Plan website support tool by May 2022.

These recommendations were all agreed by the Cabinet Member for Environment and were subsequently approved at Cabinet on 11 January 2022. In accordance with the second recommendation from the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee, this report provides further information on the context leading to the development of this third action plan for Plymouth. It is intended to use the web site version of the Climate Emergency Action Plan 2022 to contextualise progress with the actions from the 2019 and 2021 Action Plans to highlight what has been achieved to date and thereafter to showcase that work with case studies on the web site.

The Climate Emergency Action Plan continues to be a dynamic, living document that is prepared annually. The Climate Emergency Action Plan 2022 maintains the five key areas for action established since the first plan (buildings, mobility, power and heat, waste and engagement and responsibility). The plan continues to be action-oriented and is a continuation of the work undertaken in Climate Emergency Action Plans 2019 and 2021. As set out in the strategic approach to the climate emergency, the focus is to ramp up delivery of projects that deliver significant carbon reductions. The Council is committing in this 2022 Climate Emergency Action Plan to the establishment of climate budgets, monitoring trajectories and year-on-year milestone targets for all 5 key climate emergency sectors, thus completing a full scenario testing for achieving zero carbon. This new plan illustrates the growing momentum behind the climate emergency response across Plymouth. The Climate Emergency Action Plan 2022 outlines a total of 114 realistic, achievable and deliverable actions, 101 of which the City Council is committed to delivering during 2022 and beyond. In addition to new case studies, this plan includes, for the first time, 13 actions and commitments from partners in the Plymouth Net Zero Partnership. The City Council and its partners are embedding new behaviours and new ways of working within their own corporate carbon reduction plans, although there is more to do in transplanting good practice across sectors and partners. In accordance with the climate emergency values – specifically that Plymouth is a city that supports national and global change (in addition to local actions) – this Action Plan continues to commit to lobbying central government for the necessary powers and resources to enable Plymouth to meet its climate emergency ambitions.

To ensure that the city moves towards zero carbon living with everyone playing their part, this 2022 Climate Emergency Action Plan contains 38 engagement actions. This includes the continued delivery of successful initiatives such as the City Change Fund Climate Challenge, Preventing Plastic Pollution and Green Minds, and the renewal of events first held in 2020; including Future Plymouth 2030 series of webinars, engagement with the Youth Parliament and the library service Climate Emergency information event. The first Climate Change Ambassador was appointed at the Youth Parliament's Climate Summit held on 29 October 2021, and during 2022 the scheme will be expanded throughout the city.

The 2022 Climate Emergency Action Plan continues to try and ramp up the delivery of projects that deliver significant carbon emission reductions, including building retrofits, new low carbon energy generation and changes to mobility infrastructure, albeit within a challenging wider local government budgetary context. The City Council continues to pursue the delivery of a number of projects designed to encourage the use of active travel and public transport, funded by the Transforming Cities Fund, many of which began last year and are now reaching completion. Further progress is being made towards the delivery of the Transforming Cities Fund flagship Mobility Hubs project, including the recent completion of the tender process. The installation of EV charging points across the city is also ramping up, with 185 EV installations now complete across the city, as part of a programme to deliver 615 by 2023. Planning consent has also been granted on the former parks depot site at Outland Road for one of the country's first 'Electric Forecourts' providing 32 ultra-fast charging bays using 100% renewable energy. Activity is also ramping up to decarbonise the city's building, power and heating, as is evident in the many case studies included in the plan. In 2022, the Eco Homes Programme within Plan for Homes was increased from £250,000 to £1.5 million and planning permission secured for exemplar low carbon affordable housing schemes on land off Coombe Way, Kings Tamerton and Broadland Green, Plymstock. Preparatory work and successful funding bids continue to be pursued to deliver a low carbon heat network in the city centre; and progressing the detailed business case for a Solar Farm at Chelson Meadow nears completion. The 2019 Climate Emergency Action Plan strategic approach highlighted the need to continue work on projects and initiatives that are effective in reducing emissions. The proposed creation of the Climate Emergency Investment Fund in this Action Plan is therefore a vital step to enable to ensure that the city collectively moves towards zero carbon living with everyone playing their part and with the necessary pace and focus as 2023 will see the city moving from the 'Transitional Phase' into the 'Acceleration Phase' if the 2030 net zero ambition is to be achieved.

Recommendations and Reasons

It is recommended that the City Council support and endorse the Climate Emergency Action Plan 2022.

Reason: To set the direction of travel for the decarbonisation of Plymouth, encourage the submission of funding bids to deliver the commitments set out in the plan, facilitate stakeholder engagement for further revisions to the plan in accordance with the decisions of the City Council on 18 March 2019 to declare a climate emergency (Minute 89 refers) and to prepare annual actions plans through to 2030, as first agreed on 16 December 2019 (Minute 7 refers).

Alternative options considered and rejected

Option 1 – Prepare a single plan covering the 11 years of the Climate Emergency – This was rejected as it would soon be out of date and not fit for purpose. Nor would it be sufficiently flexible and able to respond quickly to new science and new funding and other opportunities.

Option 2 – Do not prepare any Climate Emergency action plans – This was rejected as it would not be consistent with the decision of the City Council on 18 March 2019 to declare a Climate Emergency.

Relevance to the Corporate Plan and/or the Plymouth Plan

The actions being proposed in this report are consistent with the themes and values of the Corporate Plan 2021-2025 and as well as those of the Plymouth Plan. On 16 December 2019, the City Council resolved to undertake an early review of the Plymouth Plan with city partners in order to ensure that the Plymouth Plan reflected the ambitious targets set out in the City Council's Declaration of a Climate Emergency. The outcomes of this review of the Plymouth Plan were adopted by the City Council on 25 January 2021. The 2014-2034 Plymouth Plan's commitment to tackling environmental issues was strengthened in the version adopted by the City Council in January 2021. Climate Change issues are embedded, including references in the "Growing City" theme showing that the plan is attempting to balance growth creation with the need to reduce carbon emissions. A policy devoted to climate change, Policy GRO7 'Reducing carbon emissions and adapting to climate change', sets out a range of measures to deliver significant reductions in carbon emissions in Plymouth, aiming to achieve net-zero by 2030.


Implications for the Medium Term Financial Plan and Resource Implications:

The actions set out in the Climate Emergency Action Plan 2022 are already funded either through the use of existing budgets or external funding. The Climate Emergency Action Plan 2022 has 114 action; 13 of which are led and funded by partners in the Net Zero Partnership. Out of the 101 action that are City Council-led, 46 are funded by exiting departmental budgets, 37 by grants that have already been secured, with an additional 7 awaiting decisions related to funding bids. 11 actions will require funding from the Climate Emergency Investment Fund, which is a specific action proposed in this 2022 Action Plan. The scale of the challenge to reduce emission across the city to net zero carbon by 2030 is not underestimated. The Climate Emergency Action Plan will require further significant revenue and capital resources in order to deliver the scale of activity needed to impact on carbon emissions in the city. Budgets will need to be reassessed and capacity released to enable effective delivery of the necessary decarbonisation actions which will inevitably have to be ramped up each year through to 2030, as was always envisaged from 2023 as Plymouth moves into the 'Acceleration Phase'.

Carbon Footprint (Environmental) Implications:

As previously reported, climate science is clear that the eventual extent of global warming is broadly proportional to the total amount of carbon dioxide that human activities add to the atmosphere. In order to stabilise climate change, CO2 emissions need to fall to zero and emissions of other greenhouse gases also need to be curtailed. Alongside the Corporate Carbon Reduction Plan 2022, the Climate Emergency Action Plan 2022 will ensure Plymouth is playing its part in reducing its carbon

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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: 10/01/2022											
Cabinet Member approval: Councillor Mrs Maddi Bridgeman, Cabinet Member for Environment and Street Scene, via One-to-One Portfolio Holder meeting. Date approved: 10/01/2022											

A graphic on the left side of the page features a series of concentric circles in various shades of green and yellow, centered around a solid green circle. In the background, a stylized globe is visible, showing continents in a darker green shade against a lighter green background.

PLYMOUTH CLIMATE EMERGENCY ACTION PLAN 2022

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Next Steps Towards Net Zero in 2030

Plan 3 of 11
January 2022

OFFICIAL

I have great pleasure in introducing the third Climate Emergency Action Plan in response to our declaration of a climate emergency in March 2019.

I am determined that we focus on actions and not words. We have put in place measurable actions which will move us towards our ambition for net zero by 2030. With the impact of the pandemic and the funding constraints we are having to work within, we are nevertheless determined to achieve meaningful results on the ground.

We know we can't respond to the climate challenge on our own as a City Council. We will continue to work with partners, with local people and communities and with the government to do as much as we can. We also want to share good practice working with other local authorities. We know all too well that a failure to act will be a failure of leadership and will be catastrophic for our planet. We also know the cost of not acting now will put an even greater financial burden on future generations if we do nothing.

I am therefore determined that Plymouth will be on the right side of history when it comes to action on climate change and therefore look forward to continuing to work with the Plymouth Net Zero Partnership on a range of actions and initiatives to decarbonise key sectors.



Maddi Bridgeman
Cabinet Member for Environment and Street Scene, Plymouth City Council



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CLIMATE EMERGENCY ACTION PLAN STRATEGIC APPROACH

Climate emergency purpose

Facilitate city-wide conversation
Inspire rapid local action
Create bottom up pressure on government

Climate emergency values

A city approach that supports national and global change
Everyone plays their part
No one gets left behind

Journey towards net zero carbon

Emergency response phase 2019-21

Emergency response phase focus

Continuation of work that is effective at reducing carbon emissions.

Inspire local action by focusing on projects that are quick to initiate and deliver proven carbon reduction outcomes.

Analyse and assess where information, resources and policy changes are needed to support the move towards zero carbon, and initiate lobbying to secure the powers and resources needed.

City collectively sets out vision for how Plymouth will function in a zero carbon world.

Transitional phase 2021-23

Transitional phase focus

Ramping up delivery of projects that deliver significant carbon reduction, including building retrofits, new low carbon energy generation and changes to mobility infrastructure.

Complete full scenario testing of options for achieving zero carbon.

Identifying and prioritising actions.

Embedding new ways of working.

Continuing to lobby government for powers and resources to enable us to meet our aim.

City collectively moves towards zero carbon living with everyone playing their part.

Acceleration phase 2023-30

Acceleration phase focus

All actions required to enable us to reach our zero carbon target are identified and are being implemented.

All new projects and developments in Plymouth are being delivered in a manner that will ensure that they are zero carbon by 2030.

Zero carbon working practices are fully embedded as business as usual.

Plymouth is thriving, with a zero carbon focused approach to growth and quality of life.

FOCUS

The following sections provide an overview of actions that will be implemented by the Council in 2022 to tackle the climate emergency. Once again, the focus is very much on credible and deliverable activities within those sectors that are responsible for the majority of emissions.



BUILDINGS



MOBILITY



POWER
AND
HEAT



WASTE



ENGAGEMENT
AND
RESPONSIBILITY



BUILDINGS

Along with transport, the city's buildings continue to be the greatest producer of emissions - and though the trend for emissions is a slight reduction, there is huge way to go to reach net zero.

The Government continue to stress this with the release of several funding streams aimed at retrofitting both domestic and public sector buildings. The Council has been successful in obtaining funds from these, though significant additional funding is vital in order to achieve the scale of retrofits required in the city to meet the 2030 target.

The buildings sector provides an opportunity for local action to make a real impact on carbon emissions. The range of actions that can help achieve this is vast, as are the co-benefits that come with retrofitting – including benefits to the local economy and employment market, improved living conditions and health and wellbeing, reduction in energy cost and fuel poverty. The scope of building actions in this year's plan is wide ranging and covers policy, new build, retrofit and engagement – all of which are essential if we are to provide a robust response to the decarbonisation of buildings.

- 3.1** Commence delivery of Phase 3 of the Green Homes Programme by improving the energy efficiency of over 150 homes by 2023.
- 3.2** The University of Plymouth will continue to work towards net zero emissions (scope 1 and 2) by 2025 and deliver fuel and power conversion to renewables through onsite photovoltaic and heat pump installations.
- 3.3** The University of Plymouth will continue to deliver energy reduction projects (and work towards reducing mains grid electricity use by 20% and mains gas by 25% as a minimum by 2030 from 2005/06 levels) including: remaining LED lighting conversion projects; smart building management system upgrades for advanced controls; transformer replacements; big data project, using data driven analytics to reduce energy use.
- 3.4** University Hospital Plymouth will work towards reducing the Trust's carbon footprint by 20% by 2025 and reaching Net Zero Carbon by 2030.
- 3.5** University Hospital Plymouth will work towards achieving a 10% net biodiversity gain by 2025.
- 3.6** Plymouth Marjon to complete the roll out of ground source heat pumps in 44 of their student accommodation units and education buildings, saving 600 tonnes of CO₂ per year when up and running in March 2022.
- 3.7** Commission a biodiversity report in order to set targets and measure improvements to biodiversity on the Plymouth Marjon Campus.
- 3.8** Secure planning permission for a flagship Energiesprong low carbon housing development on land at Kings Tamerton and commence on-site infrastructure works.



- 3.9** Identify further housing sites in the city which could deliver exemplar low and zero carbon housing as part of the Eco Homes Programme.
- 3.10** Work with the University Sustainable Earth Institute to develop a guide for developers highlighting the benefits of green walls and roofs in new housing developments and seek to ensure these are provided for in future housing schemes.
- 3.11** Engage with Western Power to establish existing grid capacity and understand the impact of new development. Explore smart approaches that would reduce the impact of new developments on the electricity grid.
- 3.12** Work with the Plymouth Net Zero Partnership to investigate innovations in decarbonising buildings.
- 3.13** Working with Plymouth Energy Community, Plymouth Community Homes and Live West, investigate opportunities to deliver EnergieSprong household retrofits in partnership with Homes England.
- 3.14** Work closely with UK Green Building Council (UKGBC), review and where relevant join its low carbon campaigns and low carbon learning opportunities.
- 3.15** Lobby government to provide funding support to registered providers, house builders and developers in areas of comparably lower house values like Plymouth, to meet the additional development costs of achieving net zero housing.
- 3.16** Work with Local Authority Building Control to interrogate the detail of Future Homes Standards and Future Buildings Standards once they are published and lobby government for improvements where standards are considered not ambitious enough to meet the 2030 net zero commitment.
- 3.17** Provide advice (with Plymouth Energy Community) to in excess of 200 landlords from the private rented sector on how they can improve the energy rating of their properties.



- 3.18** Work with social housing providers to apply for funding from the Social Housing Decarbonisation Fund, to lower the carbon emissions, reduce fuel bills and improve the comfort and health of over 100 households in the city.
- 3.19** Implement an accessible web-based home assessment tool working with Plymouth Energy Community to help residents establish their eligibility for funding of energy saving upgrades by 2022.
- 3.20** Provide a digital resource for households to provide information on the viability of heat pumps retrofits for a range of typical housing types in Plymouth by 2022.
- 3.21** Continue the delivery of surface water drainage improvements in Central Park to reduce the risk of flooding in Central Park and Central Park Avenue.
- 3.22** Commence delivery of surface water storage and Landscape Masterplanning in Trefusis Park to better protect properties in Lipson Vale and Bernice Terrace and improve park amenity and ecological value.
- 3.23** Commence work to extend tidal flood defences at Arnold's Point along the Embankment up to the rail bridge.
- 3.24** Commence the delivery of improvements to protect the causeway, public footpath and tidal creek ecology at Ernesettle Creek.



CASE STUDY

Community-led low carbon homes

Plymouth Energy Community (PEC) has partnered with Plymouth City Council for its first community-led housing project, which is a scheme of up to 70 affordable net zero homes on council-owned land in Kings Tamerton. By creating genuinely affordable, healthy homes in the heart of Plymouth, our community can be part of the solution to tackle fuel poverty and climate change. To achieve its aim, PEC set up PEC Homes and intends to use an innovative approach to the procurement, design, build and monitoring of these high-performance homes. This is referred to as the Energiesprong approach. The Kings Tamerton site would be the first Energiesprong new build scheme in the country.

What is 'Energiesprong'?

Energiesprong (Dutch for 'Energy Leap') isn't a commercial product or brand. It is an approach to housing that guarantees homes will be warm and affordable to heat and power. These net zero energy homes will produce as much renewable energy as they consume over the course of a year, making the most of every opportunity to generate renewable power, and also to use it efficiently. The energy efficiency of the properties will result in lower fuel costs for residents. The project at Kings Tamerton is going through the planning process and can be reviewed on the Council's planning page.



Plymouth Energy
COMMUNITY™





CASE STUDY

Construction begins on innovative CobBauge research building

The University of Plymouth is also using its estate to further research, with construction underway of the first building in the country to be made from an upgraded version of the centuries-old material of cob.

The single-storey building will act as a classroom and laboratory with researchers monitoring the performance of the new walling material, as well as demonstrating it to future building designers, contractors, housing associations and interested stakeholders.

With planning permission secured, construction of the 32-square-metre building, located next door to the University's Sustainability Hub, began in August 2021. It is expected to take around eight months to complete, with the work being carried out by Paul Barclay and Chris Noakes (Eco-Construction) and the University's Estates team.

Further information and pictures can be found at <https://www.plymouth.ac.uk/news/construction-begins-on-innovative-cobbauge-research-building>



UNIVERSITY OF
PLYMOUTH

CASE STUDY

Reduction in anaesthetic gas carbon emissions at Derriford Hospital

University Hospitals Plymouth NHS Trust (UHP) is working with SageTech Medical (based in Devon) to undertake a pilot study in our theatres to capture, extract and purify exhaled waste anaesthetic gases. Capturing these gases, as opposed to venting directly into the atmosphere, significantly reduces their environmental impact and has the potential to minimise the clinical impacts of global warming and improve theatre efficiency. In 2018, the annual release of anaesthetics gases were equivalent to 1,109 tonnes of CO₂e. It is estimated that we could prevent 70% of this release through the use of this new technology e.g. 776 tonnes of CO₂e.

This innovation is a global first. SageTech have developed an extraction machine to remove the captured gases and collect them as a liquid, which will then be separated and purified. The 18-month purification process has been agreed by the Medicines and Healthcare product Regulatory Agency (MHRA) in theory and in laboratory scale demonstration. This pilot is part of a process agreed with the MHRA to ensure that the recycled products are safe for reuse.

The trial in theatres is due to commence in the Autumn/Winter 2021.





CASE STUDY

Marjon Zero

Marjon Zero is an exciting visionary project to make Marjon University one of the greenest in the country and to do our bit to protect the planet. We are committed to zero carbon by 2030.

Phase one of Marjon Zero is already complete. We installed approximately 2,000 solar panels saving 300 tonnes of carbon per year (tonnes CO₂e). In phase one we also switched our lighting to energy efficient LEDs and installed five electric vehicle charging stations.

Phase two of Marjon Zero is underway. We now are installing 120 bore holes as part of our ground source heat pumps project which will save 617 tonnes of carbon per year (tonnes CO₂e).

This project is ground-breaking, with Marjon being the first University to implement a ground source heat pump project of this size, meaning Marjon, its community and the surrounding areas are at the forefront of new sustainability initiatives in the race to net-zero carbon. The project is enabled by grants from the Public Sector Decarbonisation Scheme, to the value of £1.8m for solar panels and £3.5m for ground source heat pumps. In future phases of the Marjon Zero project, we will go on to retrofit current buildings and make our campus a greener space by expanding our green social spaces and the biodiversity around campus.

CASE STUDY

Low carbon development at University of Plymouth

The University of Plymouth is currently in the construction phase of two major projects: the creation of an iconic new engineering and design facility on its main campus; and the redevelopment and refurbishment of the former Intercity House, at Plymouth Railway Station, to create Intercity Place, a new centre for students in the Faculty of Health. Both are examples of ultra-low carbon design that reuse the existing concrete frame to reduce waste and generation of embodied carbon. Both are also set to include enhanced building controls to ensure efficiency in operation of heating and ventilation and other building services, as well as renewable technology and a focus on sustainable material use.

The buildings are being converted to electric heating and cooling, powered by a renewable electricity tariff and onsite photovoltaics, decarbonising energy in use. For the new engineering and design facility, this will see the first building on campus to be disconnected from the University's gas-fed Combined Heat and Power (CHP) heat network, providing the catalyst to start the conversion of this network to an electrically-powered, low-temperature, ambient loop system. The buildings are expected to be completed by summer 2023.



UNIVERSITY OF
PLYMOUTH





MOBILITY

The transport sector is accountable for 30% of the city's total emissions and is an area which requires a major change in public behaviour if we are to achieve our 2030 target.

There is a requirement to rapidly increase the rate at which emissions are reduced based on current trends. Electric vehicles and charging points hold the key to the transformation of mobility.

Net zero essentially requires all cars and vans driving in Plymouth to be electric and the provision of the corresponding charging infrastructure. At the end of 2021, there were 283 electric vehicles registered in Plymouth. Reducing emissions from larger commercial vehicles and HGVs also needs to be considered.

The need to accelerate the rate of reduction from transport emissions is well reflected by the scale and scope of actions included in this year's plan. Increasing the sustainable travel options available for the city is a thread which links all the following mobility actions. Supported by the Transforming Cities Fund, 2022 will continue to see design and installation work commence on several key sites in the city. These improvements will be made alongside expanding the charging infrastructure for electric vehicles in the city, and removing barriers to allow people to walk and cycle.

- 3.25** Complete the Southway to Plymbridge walking and cycling scheme.
- 3.26** Complete the continuation of the off-road Eastern Corridor walking and cycling route to Colesdown Hill.
- 3.27** Complete construction of the Derriford Community Park cycle paths.
- 3.28** Commence the delivery of the Coronation Avenue Scheme to promote walking and cycling within Central Park.
- 3.29** Continue work on the Dockyard to City and St Budeaux to Docks cycle schemes.
- 3.30** Continue development of St Budeaux Station's Sustainable Transport Interchange.
- 3.31** Commence delivery of the Woolwell to the George Transport Improvement Scheme, which will deliver an extension to segregated walking and cycling facilities along Plymouth's Northern Corridor.
- 3.32** Continue development of transport improvements along Royal Parade to enhance sustainable transport in the city centre and commence construction of preferred design.
- 3.33** Continue development of transport improvements on Mayflower Street that will create more space for waiting passengers and arriving buses using both Royal Parade and Mayflower Street and commence construction of preferred design.
- 3.34** Commence construction of the St Budeaux to Crownhill sustainable transport corridor.



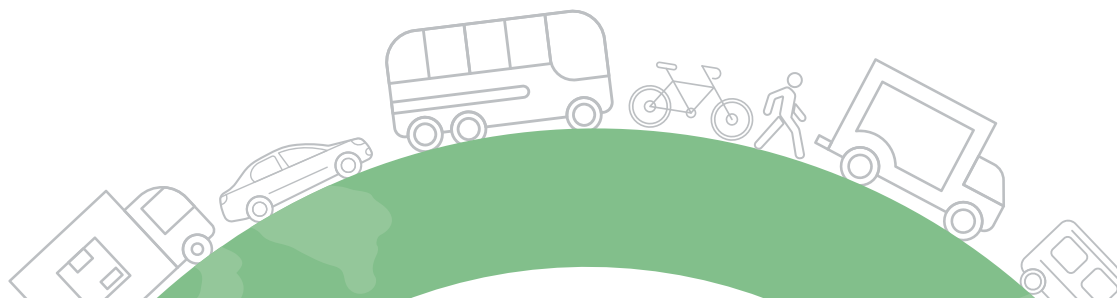
- 3.35** Commence construction of the Transforming Cities flagship Mobility Hubs, which will offer a low carbon multi-modal network for travel throughout Plymouth.
- 3.36** Continue development of the Plymouth Station access project to promote low-carbon forms of transport and facilitate pedestrian access between the station, the university and the city centre.
- 3.37** Continue to roll out the Healthy Streets Assessments of selected city centre streets to promote better integration of public health, transport and planning in the design of streets to make them more people focussed.
- 3.38** Complete the Old Town Street/New George Street public realm scheme, creating high quality walking and cycling routes through the city centre to facilitate a higher proportion of journeys by sustainable modes.
- 3.39** Commence construction of the Civic Square public realm scheme, creating high quality walking and cycling routes through the city centre.
- 3.40** Complete design work on the Armada Way public realm scheme, creating more opportunities for walking and cycling routes through the city centre.
- 3.41** Continue to expand the Local Cycling and Walking Implementation Plan by another 5 routes.
- 3.42** Undertake a car free day to support residents to walk, cycle and use public transport, rather than the car, for regular journeys they make.
- 3.43** Continue to support up to 30 local businesses to develop facilities for active travel through Workplace Travel Grants.
- 3.44** Continue to bid for Department for Transport funds to deliver active travel schemes.
- 3.45** Deliver tranche 3 of the Active Travel Fund to provide additional high quality walking and cycling facilities at up to 10 locations in the city, delivering improved pedestrian and cycle crossings and routes.



- 3.46** Deliver a feasibility study on how the Plymouth Health Sector can link to the Council's wider walking and cycling programmes through a social prescription programme.
- 3.47** Secure Mini Holland project funding in order to deliver a feasibility study considering how Plymouth Communities can be designed to facilitate greater levels of walking and cycling and less reliance on the private car.
- 3.48** In response to the National Bus Strategy, develop a Bus Service Improvement Plan and form an Enhanced Partnership with public transport providers to include targets to substantially increase public transport patronage and bus reliability.
- 3.49** As part of the Bus Service Improvement Plan, give consideration to the role of existing Park & Ride facilities as a means of encouraging mode switch to public transport for part of the journey.
- 3.50** Complete the development of Morlaix Drive to provide better bus access to Derriford Hospital, improving service reliability.
- 3.51** Submit the Bus Service Improvement Plan which will include a bid for a share of Government funding set aside for the purchase by local bus operators of zero emission buses, including the purchase of electric mini buses to support Access Plymouth demand responsive services.
- 3.52** Continue to input into the Decarbonising Strategy of Peninsula Transport which will require an assessment of scenarios for transitioning to low carbon and Net- Zero mobility futures, including a phased plan outlining the steps required to achieve transition either through reducing miles travelled by motorised vehicles or reducing carbon emitted per mile travelled.
- 3.53** In partnership with Network Rail discuss the feasibility for investing in creating more opportunities for rail freight delivery to and from the city.
- 3.54** Contribute to the Peninsula Transport Regional Rail and Freight Strategy, to develop a plan for more efficient distribution of goods across the region.
- 3.55** Engage with taxi drivers to understand the barriers to the adoption of electric vehicles and develop a programme of support and promotion.



- 3.56** Deliver further charging infrastructure for electric powered boats.
- 3.57** Lobby government to consider fiscal incentives to support home and flexible working for businesses in the city.
- 3.58** Lobby government to increase the proportion of Department of Transport capital funding delegated to local authorities.
- 3.59** Lobby government to review vehicle exercise duty in order to encourage a switch to sustainable transport modes.
- 3.60** Review the government's Transport Decarbonisation Plan and identify opportunities in Plymouth for future climate emergency initiatives and actions.
- 3.61** Continue to liaise with the Plymouth Cycling Campaign to ensure the experiences for cyclists in the city are improved.
- 3.62** Publish an Electric Vehicle Chargers Inclusion and Accessibility Design Guide to raise the standard and consistency of facilities in the city.
- 3.63** Work with the Plymouth Net Zero Partnership to investigate innovations in fleet technologies.
- 3.64** Work with the University of Exeter and the University of Plymouth Sustainable Earth Institute to identify opportunities for research into clean transport technology.



CASE STUDY

Devon & Cornwall Police

On 15 March 2021 our Chief Constable, Shaun Sawyer, launched Devon & Cornwall Police's vision of 'World Class Sustainable Policing', which is underpinned by three key principles, one of which is a commitment to the UN Sustainability Goals.

To realise our vision, and in support of the UK Government's commitment to make the G7 Summit a carbon neutral event, we commissioned the Centre for Energy and the Environment (CEE) at the University of Exeter to estimate the greenhouse gas emissions that may arise from policing the event, which were then mitigated through Gold Standard offsets purchased by the Cabinet Office.

We are also piloting electric police vehicles at our Exeter Police station and are currently developing our force's sustainability strategy and decarbonisation plan, which we hope to launch soon. We are committed to creating a legacy we can be proud of.





CASE STUDY

EXOcell, Plymouth City Bus

Plymouth City Bus are trialling technology known as an EXOcell developed by Atmos-Clear Limited © on 5 vehicles, with the aim of reducing the production of toxic emissions from engines.

The system works by adding hydrolysed gas to the regular fuel/air mixture. The result is a faster, cooler fuel burn which eliminates almost all waste gases produced. Different cell sizes can be used for various vehicles, all the way from those with small engines to larger commercial vehicles.

This technology will enable us to reduce the emissions of our current diesel and petrol vehicles immediately whilst we prepare for a switch to affordable and effective alternative fuels and vehicles when they become available.



CASE STUDY

Cycling in Plymouth

Active travel is good for you and good for the planet. Not only will it boost your mental and physical health, if you replace car journeys it will reduce your greenhouse gas emissions. Road transport is responsible for over a quarter (28%) of Plymouth's total greenhouse gas emissions. Switching to active travel modes, even for some of our journeys, is one of the most immediate and accessible ways to address this.

In order to make cycling an accessible, attractive and safe option for all, Plymouth City Council and its partners are making improvements to the network of walking and cycling routes linking Plymouth's neighbourhoods.

We are constantly working to secure funding that will enable us to make improvements to our active travel network. In 2020, we delivered the following schemes:

- Southway Drive
- Stoke Damerel College to Ponsonby Road
- Broxton Drive to Saltram Meadow





Southway Drive

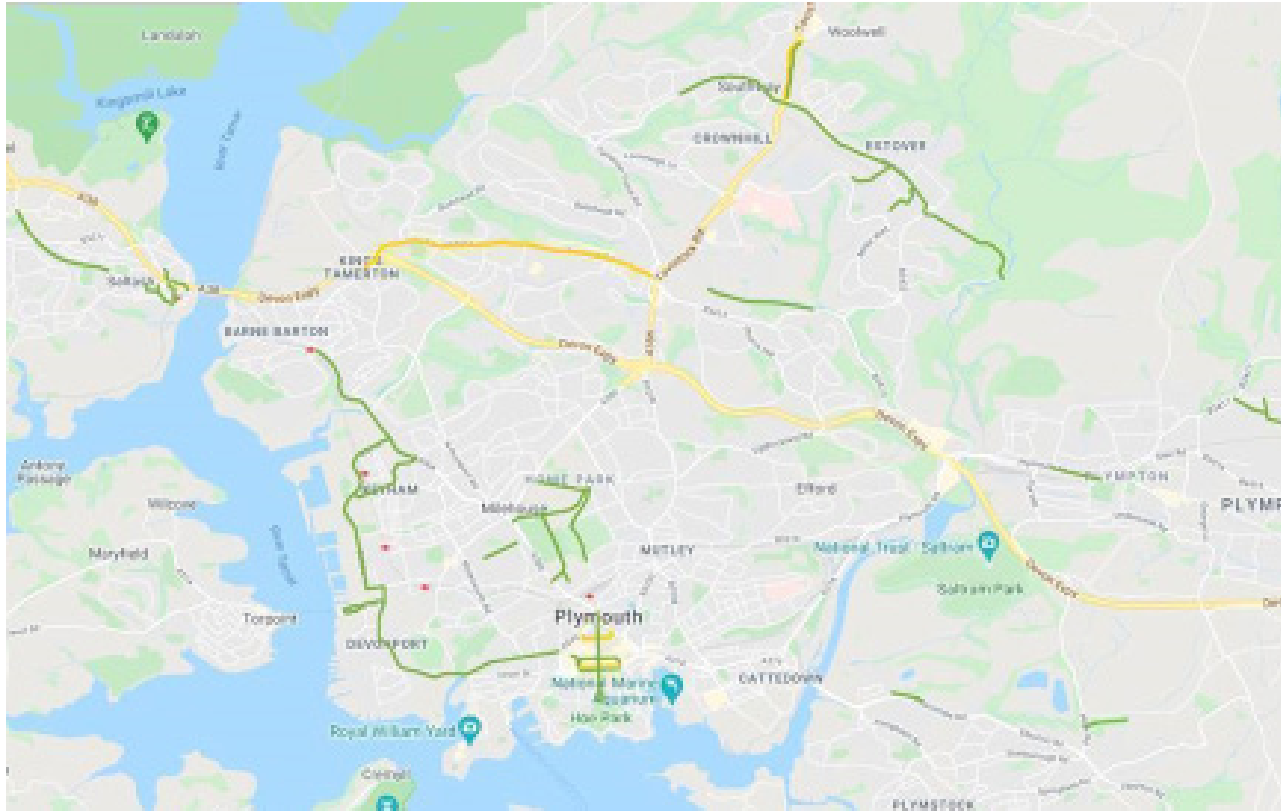
People that are not confident to cycle with general traffic are now able to avoid the road, after a length of footway along Southway Drive and Southway Lane was widened and resurfaced to provide a traffic-free route. A number of crossings for pedestrians and cyclists at side roads were also improved, and tactile paving added to help improve safety for people with visual impairments. Two well used paths connecting Plymbridge Road with Miller Way were also widened and resurfaced.

Stoke Damerel College to Ponsonby Road

We improved the path running between Somerset Place and Ponsonby Road in Milehouse. New lighting was installed and the path was realigned, resurfaced and widened to make the route far safer and more attractive to walk and cycle to Central Park and the Life Centre from Stoke and the surrounding area. Since the works were completed usage of the path has increased by 124% (the comparison is between 2013 and 2020 survey data).

Broxton Drive to Saltram Meadow

The Broxton Drive to Saltram Meadow scheme continues the high quality, traffic-free walking and cycling route alongside Billacombe Road. This brand-new route for pedestrians, cyclists, wheelchair and mobility scooter users, was completed in June 2021. A second phase of this scheme, ensuring a safe and attractive continuation of the route on Colesdown Hill, is planned to begin in 2022. The longer term proposal is to extend the path further east to Colesdown Hill and beyond to link in with Elburton Road and the Sherford development; so providing a safe, and healthy, travel alternative and reducing congestion and air pollution on the A379 and elsewhere.



As a Council we're committed to walking and cycling and further improvements are planned. The map shows the cycle routes (in green) that either have been, or are, being delivered through the Transforming Cities Fund programme by 2023.

However, our walking and cycling programme goes beyond the provision of new infrastructure. Alongside the investment in new routes we're also giving people the skills and experience they need to get out and about on foot and by bike in Plymouth through our Plymotion programme.

Plymotion offers adult cycle training, led rides, bike maintenance courses, along with personalised travel advice. Qualified instructors can even cycle with people on routes individuals would like to try – all for free.

Between 2017 and 2020, through the programme:

- 1,270 hours of free adult cycle training were provided
- 1,781 people participated in led cycle rides
- 17 customers received adaptive bike training
- 47 bike maintenance workshops were held
- 144 people were trained in bicycle maintenance
- 29 cargo bike loans took place

This programme is having an impact and Department for Transport figures show that [cycling](#) has doubled in the past decade in Plymouth. Please visit www.plymouth.gov.uk/plymotion to find out more and start your active travel journey.



POWER AND HEAT

Power and heat includes emissions resulting from electricity usage and emissions resulting from providing heat to buildings.

Nationally, emissions from power generation have continued to fall as the percentage of renewable energy contributing to the national grid increases. Last year renewable energy (including biogas) provided 43% of the power the UK consumed.

Local solutions to decarbonise heat are crucial if we are to meet our 2030 target. The following heat and power actions are a reflection of this, highlighting areas that are already at an advanced stage, as well as more innovative solutions that require further development. Successful funding applications will enable a low carbon heat network to commence, whilst our partnership work with Western Power will ensure grid capacity to keep our buildings warm.

- 3.65** Progress proposals to connect Civic Centre to the city centre low carbon heat network.
- 3.66** Assess the feasibility of marine source heat pumps at various sites around Plymouth.
- 3.67** Assess the feasibility of heat networks in Barne Barton and Derriford.
- 3.68** Test the yield from ground source wells in Millbay to provide low carbon heat.
- 3.69** Secure planning permission for a Community Solar Farm at Chelson Meadow in partnership with Plymouth Energy Community (PEC), with a view to deliver a 13.2MW array.

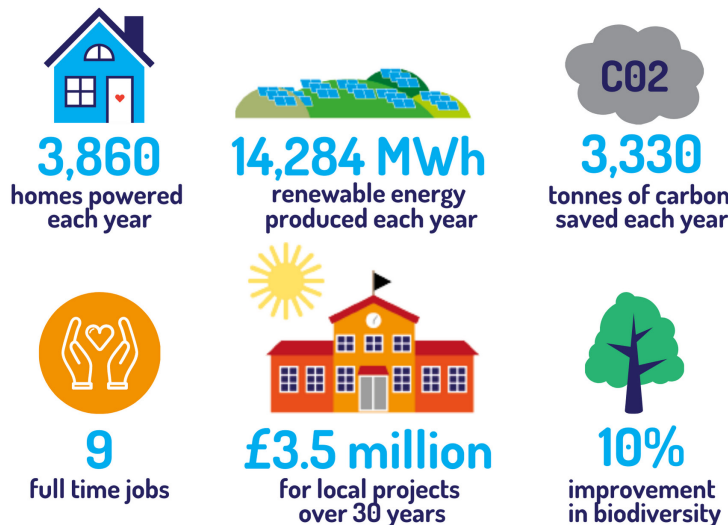


CASE STUDY

Chelson Meadow solar farm

Plymouth Energy Community (PEC) is working with Plymouth City Council to develop a solar farm. The solar project will be located on the old landfill site at Chelson Meadow. The site will be the size of 24 football pitches, three times bigger than the 4MW Ernesettle solar farm, owned by PEC. With support from a government grant, PEC have now completed feasibility studies that show the project could generate enough renewable electricity to power 3,860 homes, save 3,330 tonnes of carbon each year and provide a 10% improvement in biodiversity.

The project will maximise the local economic benefits of the investment and ensure any surpluses are invested into other local projects that respond to climate change.



Plymouth Energy
community





WASTE

The Climate Change Committee's Sixth Carbon budget suggests that 80% of the UK's CO₂ reduction in the waste sector to 2035 should be achieved through waste prevention, increased recycling and banning biodegradable waste from landfill.

This will require a huge increase in recycling rates across the city, as well as large scale behaviour change.

The Environment Act 2021 has the potential to have a big impact on how local authorities deal with waste. That said, carbon emissions resulting from waste are still some of the most difficult to calculate, and subsequently some of the most difficult to mitigate through action. The basic principle of Reduce, Re-use, Recycle within the waste hierarchy has been consistently adopted across the city and this year's resulting actions continue to follow that theme. Alongside increasing recycling rates, actions also look at targeted waste audits to further understand how residents utilise the waste collection service.

- 3.70** Research waste reduction and barriers to recycling in Plymouth using community feedback and service data to inform a new campaign on waste reduction and recycling to improve the quality and quantity of Plymouth's household recycling.
- 3.71** Improve waste collection route planning to reduce failure demand by optimising the use of national and local data.
- 3.72** Continue to work with partners to ensure that, where practical and economical, recyclable material is processed and recycled in the UK – with a preference for the South West peninsula.
- 3.73** Work with the Government to evaluate the 2018 Resource and Waste Strategy and 2021 Environment Act to ensure local authorities are provided with effective powers and additional resources.
- 3.74** Engage schools through development of Plymouth education and activity resources to increase recycling and re-use.
- 3.75** Work with 'Borrow, Don't Buy: Plymouth's Library of Things' to highlight opportunities to repair and re-use tools and develop skills.
- 3.76** University Hospital Plymouth will work towards recording an 85% avoidance of waste going to landfill by 2025.





ENGAGEMENT AND RESPONSIBILITY

The City Council recognises that it needs to play a leadership role working with partners and the local community across the city to raise awareness and understanding around climate change.

Importantly we need to ensure everyone understands what part they can play in addressing the Climate Emergency from an individual level through to community groups, businesses and public sector organisations. The Climate Change Committee suggest that 59% of all reductions will require behaviour change, and as such engagement with all these groups is essential. We will work with the Youth Parliament, children, and young people across the city to ensure that their voice is heard in designing the actions needed to address climate change.

The role of engagement in meeting our Climate Emergency ambitions is huge and should not be underestimated. The only way we can achieve our target is by working collaboratively and sharing responsibility. This sentiment is clearly reflected in the diversity and range of actions that are set for 2022, from tree planting to creating a climate investment fund.

- 3.77** University Hospital Plymouth will work towards embedding sustainability into every Trust service and activity by 2025.
- 3.78** Plymouth Marjon to create student sustainability champions in order to increase student engagement.
- 3.79** Plymouth Marjon to organise a climate crisis event for staff and students.
- 3.80** The University of Plymouth will support Plymouth enterprises to shift to a low-carbon economy through the Sustainability Hub: Low Carbon Devon project.
- 3.81** The University of Plymouth will support the management of the Future Plymouth 2030 webinar series and the delivery of presentations on the latest research.
- 3.82** The University of Plymouth will utilise and grow the usage of the Sustainability Hub for engagement with staff, students and the local partners around the Net-Zero Carbon agenda.
- 3.83** Continue the delivery of the Future Parks Accelerator Programme and associated projects to deliver nature-based improvements to strategic green spaces across the city.
- 3.84** Working with the creative and cultural sectors continue to deliver the Green Minds engagement programme, to support residents to take action for wildlife.
- 3.85** Deliver a nature-based leadership programme to bring together people from different sectors who share an interest in preserving the environment and to support the development of nature-based social enterprise.



- 3.86** Deliver a green social prescribing programme, to promote engagement with nature for health and wellbeing.
- 3.87** Working with community volunteers and young people, deliver natural infrastructure enhancements to increase biodiversity across the city, offering training, work experience, jobs and apprenticeships.
- 3.88** Continue to deliver the Preventing Plastic Pollution Programme to remove plastic pollution raise awareness of the impact of single use plastics on the marine environment.
- 3.89** Continue to deliver the ReMEDIES and European Marine Site Recreation Impact Mitigation projects, which aims to identify areas for large scale restoration of seagrass beds.
- 3.90** Commence delivery of the Plymouth and South Devon Community Forest project, which will create 500 hectares of new woodland planting across the city by 2025.
- 3.91** Deliver a pilot permaculture project at Zoo Field in Central Park.
- 3.92** Undertake a review of Local Nature Reserves in the city and give consideration to further designations to mitigate biodiversity and habitat loss.
- 3.93** Building on the work of the Plymouth Skills Plan, we will support the development of green skills action plans for the key sectors of the Plymouth Economy, actively working with the Employment Skills Board, Skills Advisory Panel and Heart of the Southwest Local Enterprise Partnership and other key partners to secure funding to develop climate change skills.
- 3.94** Support businesses in the tourism industry to gain 'Green Tourism' accreditation, aiming to achieve 100 accreditations in 2022.
- 3.95** Provide direct support to businesses in sectors hard-hit by the pandemic to develop new business models and ensure a green, inclusive and sustainable economic recovery.



- 3.96** Continue to encourage partner organisations to adopt and align social value procurement policies and ensure carbon reduction is duly considered in their procurement initiatives.
- 3.97** Work with the Key Cities Group to benchmark innovative approaches to inform future climate actions and initiatives.
- 3.98** Review government commitments arising from COP 26 and the Net Zero Strategy in relation to new requirements on how Plymouth can meet its net zero ambitions by 2030.
- 3.99** Through the Community Empowerment programme, identify current engagement, intelligence and successful interventions around reducing emissions across the city to identify good practice and opportunities to expand, and any gaps to be addressed.
- 3.100** Continue to work with Cornwall Council, Devon County Council and South Hams and West Devon councils on developing climate emergency initiatives including sharing good practice.
- 3.101** Work with the Local Resilience Forum to scope a Plymouth Climate Resilience and Adaptation Plan.
- 3.102** Put in place interim planning guidance, pending the review of the Joint Local Plan, to provide even greater protection to the natural environment, and even higher standards of low carbon design and resilience, so that planning practice stays in tune with changing national policy and guidance and gives proper weight to the climate emergency.
- 3.103** Investigate the potential for the creation of a Carbon Offsetting Fund secured through Section 106 agreements to fund carbon saving initiatives where high energy efficient requirements in new developments cannot be met.
- 3.104** Ahead of the 'Acceleration Phase' of the Plymouth Climate Emergency, commit to the establishment of climate budgets, monitoring trajectories and year-on-year milestone targets for all 5 key climate emergency sectors (buildings, mobility, power and heat, waste and engagement and responsibility).



- 3.105** Organise a themed day at Plymouth Libraries on the topic of climate change.
- 3.106** Continue to raise awareness of climate change issues by supporting the Future Plymouth 2030 conference programme in partnership with the Royal Institute of British Architects.
- 3.107** Undertake the 2022 Plymouth Climate Challenge to support community-led climate change projects and initiatives.
- 3.108** Continue to engage with the Youth Parliament to ensure that the voice of children and young people is heard in relation to the climate emergency.
- 3.109** Continue to promote Ashden Let's Go Zero Campaign to Plymouth's primary and secondary schools to encourage all schools in the city to develop net zero carbon plans.
- 3.110** Hold Climate Emergency events for Plymouth schools by embedding it in health and wellbeing briefings.
- 3.111** Expand the programme for Climate Change Ambassadors across the whole of Plymouth.
- 3.112** Implement the Building (Flood) Resilience in Communities social innovation project in Lipson Vale and St Levan areas to improve and enhance community resilience and increase their ability to meet the challenges posed by climate change.
- 3.113** Continue to liaise with interested stakeholders to explore the opportunities and challenges of delivering land and maritime applications for hydrogen generation, supply and use for motorised transport in Plymouth.
- 3.114** Establish with partners a Climate Emergency Investment Fund to provide finance to support projects and initiatives to accelerate reductions in carbon emissions and lobby government to resource future provision.



CASE STUDY

Climate event at Central Library

'In this together', the first event to be held at Central Library since the pandemic, brought a total of 385 people to the Central Library on Saturday 9 October 2021.

The event was a collaboration between the Library Service and multiple local organisations intending to raise awareness and empower young and old to take action to protect our planet's green and blue spaces.

The event gave all participants an opportunity to:

- Learn from the Ocean Conservation Trust (National Marine Aquarium) about the impact of carbon on the coral reef.
- Find out about the dangers plastic pollution poses to our oceans and what we can do about it with Preventing Plastic Pollution project.
- Enjoy a beautiful seagrass sculpture and learn about the importance of seagrass meadows in capturing carbon.
- Make their own contribution to the Art and Energy Collective's Moth to a Flame installation which was exhibited at the COP26 in Glasgow.
- Receive practical tips on recycling from the Council's street services team.
- Get support and practical advice to adopt active travel from Plymotion.
- Talk to our GreenMinds colleagues about their connection with nature.





CASE STUDY

Adapting to climate change

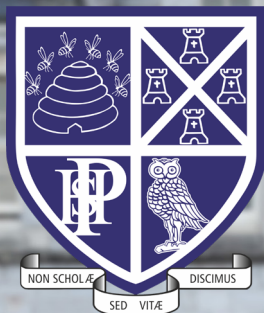
Whilst mitigation actions will help us to prevent further climate change, we cannot solely rely on them. We are already experiencing a changing climate in our city, from increased extreme rainfall events to increasing average temperatures. As such, we also need to take action to adapt to the changes we are currently facing – be it flooding or excessive heat. In 2022, the Council will undertake a number of improvement works to minimise the risk of flooding.

Building (Flood) Resilience in Communities (BRIC)

BRIC is a social innovation project working in the Lipson Vale and St Levan areas. BRIC aims to improve and enhance community resilience and to increase people's ability to meet the challenges posed by climate change. This project is particularly focussing on increasing flood preparedness by raising awareness through the use of new and creative community engagement methods, education and the creation of flood support networks.

Objectives:

- To engage with the Lipson Vale and St Levan communities using the Appreciative Inquiry model to build greater understanding, empathy and trust and to put people at the heart of decision making.
- To create two Flood Action Groups to support local residents be more prepared for a flood event, know how to act quickly and recover well.
- To install two alert and protection systems in the community that provide real-time information, warning residents of potential risks of flooding.



CASE STUDY

Earth Alliance Group at Plymouth High School for Girls

Members of the Earth Alliance worked with senior managers of our school Trust to secure funding and put our carbon reduction initiatives into action. We have changed the paper the Trust uses to make sure it meets approved sustainability standards. We will begin to install smart meters within all Trust schools between Easter and the 2022 summer holidays. These smart meters will help us to track our energy usage and allow us to reduce our consumption.

We are also looking to decrease the environmental footprint of our food service areas. Over the past seven years, as students at Plymouth High, we have seen vast improvements in our canteen. We are really proud to be free from single-use plastic. We aim to make our menu more seasonal to reduce food miles. And we have started an enquiry into where we get our fish from to make sure that, as a school, we are not supporting overfishing.

We hope to keep making further progress. We have now formed the Earth Alliance, our climate awareness group created by the students, for the students, to make the school and city more environmentally friendly. We held an online conference with about 22 schools from the trust to discuss global warming and what we as a school can do about it. The school strike that was held on Friday 5 November, attended by 400 students, reminded us of how much we all care about this issue. We have sent a letter to our MP Luke Pollard to inform him of our actions and to ask him to make sure that the climate crisis remains high on his agenda.

Climate change is still the biggest challenge facing our city's future and without rapid action the consequences will be severe on society, the environment and the economy. Plymouth cannot resolve global climate change alone, but we can play our part by participating fully in a climate emergency response.

This third action plan is a significant step in directing action that will reduce carbon emissions across Plymouth and advance us on a path to meet our net zero carbon ambition by 2030.

The Action Plan gives an overview of the work that will be undertaken in the next year as our emergency response to the climate crisis moves into the transition phase. The whole document will be reviewed and updated in one year's time.

If you think there is more you can do to help please contact us at ClimateEmergency@plymouth.gov.uk

City Council



Date of meeting:	24 January 2022
Title of Report:	Corporate Carbon Reduction Plan 2022
Lead Member:	Councillor Mrs Maddi Bridgeman (Cabinet Member for Environment and Street Scene)
Lead Strategic Director:	Anthony Payne (Strategic Director for Place)
Author:	Paul Barnard, Service Director for Strategic Planning & Infrastructure
Contact Email:	Paul.Barnard@Plymouth.gov.uk
Your Reference:	CCRP2022
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

The proposed Corporate Carbon Reduction Plan 2022 is submitted in accordance with the commitment made by the Cabinet Member for Environment and Street Scene at its meeting on 15 January 2020 (Minute 40 refers). The City Council agreed the first Corporate Carbon Reduction Plan in December 2019. This marked a key milestone towards achieving a net zero carbon city by 2030.

The proposed Corporate Carbon Reduction Plan 2022 has been considered by the Brexit, Infrastructure and Legislative Change Overview and Scrutiny Committee on the 8th December where it was supported and endorsed. It was also supported and endorsed by Cabinet on the 11th January 2022.

As the 3rd Corporate Carbon Reduction Plan, the Plan is a dynamic living document that is reviewed yearly and will evolve during the three phases of the Climate Emergency Action Plan strategic approach. The commitment is to produce annually a new action plan for each of the 11 years of the Climate Emergency period (2019-2030).

Moving from the emergency phase into the transition phase, the Corporate Carbon Reduction Plan 2022 maintains the five key areas for action established by the previous plans. This is to ensure that it is fit for purpose as the actions are ramped up on the journey to zero carbon emissions by 2030. The momentum generated by the 64 actions of the 2020 and 2021 plans enabled the development of the 2022 actions, as demonstrated by the buildings and vehicle decarbonisation actions. The 2022 Corporate Carbon Reduction Plan contains 35 actions. Most of these actions will be financed from the prioritisation of existing capital and revenue budgets. Some other actions will be funded from either already secured external funding or are subject to specific funding bids, decisions on which are awaited. A few of the actions require funding from the Climate Emergency Investment Fund which will be created during 2022. Some of the proposed actions will deliver measurable carbon reductions from the specific activities planned and these will be monitored going forward. Others, whilst not directly measurable, will nevertheless still contribute to reducing overall corporate carbon reduction impacts of the City Council estate and the delivery of its services and functions.

Recommendations and Reasons

It is recommended that the City Council:

Support and endorse the Corporate Carbon Reduction Action Plan 2022.

Reason: To set the direction of travel for the decarbonisation of Plymouth City Council's estate and functions, encourage and facilitate stakeholder engagement for further revisions to the plan in accordance with the decisions of the City Council on 18 March 2019 to declare a climate emergency (Minute 89 refers) and to continue the commitment to prepare annual actions plans through to 2030, as first agreed on 16 December 2019 (Minute 7 refers).

Alternative options considered and rejected

Option 1 – Prepare a single plan covering the 11 years of the Climate Emergency – This was rejected as it would soon be out of date and not fit for purpose. Nor would it be sufficiently flexible and able to respond quickly to new science and new funding and other opportunities.

Option 2 – Do not prepare any Climate Emergency action plans – This was rejected as it would not be consistent with the decision of the City Council on 18 March 2019 to declare a Climate Emergency.

Relevance to the Corporate Plan and/or the Plymouth Plan

The actions being proposed in this report are consistent with the themes and values of the Corporate Plan 2021-2025 as well as those of the Plymouth Plan.

Implications for the Medium Term Financial Plan and Resource Implications:

The Corporate Carbon Reduction Plan 2022 sets out the direction and necessary corporate focus in relation to climate change issues for the 11 years of the emergency, with a detailed priorities for the next year. The finance and resourcing implications will be assessed against each individual action as they are progressed. As detailed business cases associated with the proposed actions set out in the Corporate Carbon Reduction Plan 2022 start to take shape, the City Council will need to consider the longer term resourcing implications. Budgets will need to be reassessed and capacity released to enable effective delivery of the necessary decarbonisation actions which will inevitably have to be ramped up each year through to 2030. It should be noted that a number of the actions already have funding secured either through the use of existing budgets or external grants, but further funding bids will be necessary.

Carbon Footprint (Environmental) Implications:

As previously reported, climate science is clear that to a close approximation, the eventual extent of global warming is proportional to the total amount of carbon dioxide that human activities add to the atmosphere. So, in order to stabilise climate change, CO2 emissions need to fall to zero. The longer it takes to do so, the more the climate will change, with existential implications for humanity. Emissions of other greenhouse gases also need to be constrained. The Corporate Carbon Reduction Plan 2022 will drive and support the efforts to ensure the City Council is playing its part in laying the foundations to achieve net zero carbon by 2030.

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 report recommits the City Council to promote a fairer, more equal Plymouth by investing in communities, putting citizens at the heart of decision making, promoting independence and reducing health and social inequality. By embedding this commitment within the next Corporate Plan the City Council is acknowledging the importance of ensuring all communities have an opportunity to thrive in a zero carbon world.

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
CCRP 2022	DRAFT Corporate Carbon Reduction Plan 2022							

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>						
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Sign off:










Fin	ba.21. 22.22 6	Leg	LS/37 880/A C/6/1/ 22	Mon Off		HR		Assets		Strat Proc	
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: 10/01/2022											
Cabinet Member approval: Councillor Mrs Maddi Bridgeman Cabinet Member for Environment and Street Scene, via One-to-One Portfolio Holder meeting.											
Date approved: 10/01/2022											

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CORPORATE CARBON REDUCTION PLAN 2022

Page 155

Our journey to Net Zero – Leading by example and getting our own house in order by reducing emissions from our estate and operations to work towards net zero emissions by 2030

1 Council buildings and estate	Reducing energy consumption and developing programmes such as air and ground source heat pumps.	20% reduction in water use 
2 Vehicles/ fleet	Emissions from core fleet will be cut by electrification of cars and vans.	Over 175tn CO₂ reduced by 2024 
3 Roads and street furniture	Opportunities to reduce carbon emissions from maintenance and improvement of roads and paths and streets lights is being considered.	50% less CO₂ from street lights 
4 Staff and Councillor travel at work	Targeting 90% of business travel using public transport, active travel or electric vehicles by 2030.	90% sustainable business travel 
5 Waste minimisation which is Council generated	Adopting an electronic document by default (with limited exceptions) approach to all Council meetings to secure a 50% reduction in printing by 2023.	50% less paper at council meetings 
6 Governance	Reviewing the City Council governance arrangements to accelerate carbon reduction initiatives beyond 2022.	
7 Behaviours	Changing behaviours, implementing smarter working practices and maximising the use of technology.	
8 Engagement	Stepping up engagement to take staff with us on the net zero journey.	
9 Finance – strategic investment	Preparing the groundwork to enable projects to meet net zero commitments from 2022.	

It gives me great pleasure to introduce the third of our Corporate Carbon Reduction Plans, setting out how as a City Council we will seek to move towards net zero by 2030 following our climate declaration of March 2019. Although the City Council itself only accounts for 1% of total emissions in Plymouth, and despite the on-going disruption of the pandemic, we must get our own house in order and show leadership by decarbonising the services we provide.

This 2022 action plan has been streamlined and focussed on reducing emissions from our buildings and our fleet. We are also continuing with actions relating to the highway, staff and councillor travel, and minimising waste.

We know we have a lot more work to do, and will strive to bring forward innovations and new funding to deliver actions that will make a difference to how we deliver services in the future.



Maddi Bridgeman

**Cabinet Member for Environment and Street Scene,
Plymouth City Council**

Message to staff - how can you help reduce your own carbon footprint?

Where you can:



Cut consumption and waste



Reduce, reuse and recycle all that can be



Only print as a last resort



Use less water



Use less energy



Turn the lights off when leaving rooms



Eliminate single use plastic



Try to use sustainable travel arrangements



Consider eating less meat and dairy



Think about sustainable fashion choices



Consider buying local



Talk about the changes you make and share best practice

Focus	Ref No	Actions
1 Council buildings and estate	3.1.1	Prepare a 5 year rolling plan to address the retained corporate buildings in a priority order with a fabric first approach to energy saving.
	3.1.2	Develop a costed programme of air and ground source heat pumps required to decarbonise City Council buildings.
	3.1.3	Develop a Water Reduction Action Plan to achieve a 20% reduction in water use.
	3.1.4	Reduce energy consumption by minimising the temperature in all council offices following consultation with staff.
	3.1.5	Finalise a grassland management policy to maximise opportunity to manage areas for habitat to counter habitat loss and species decline.
	3.1.6	Investigate the use of City Council sites and parks for electricity storage.
	3.1.7	Implement a Sustainable Procurement Policy which specifically includes a minimum net zero certification for all City Council new development projects.
2 Vehicles/fleet/transport/equipment	3.2.1	Continue to implement a vehicle decarbonisation programme so all cars and vans are converted to EVs by 2024.
	3.2.2	Commit to having a zero carbon vehicle for the Lord Mayor by 2023 through either a renegotiation of the lease contract or a replacement zero carbon vehicle.
	3.2.3	Undertake a review of school transport procurement criteria and routes to reduce emissions from 2023.
	3.2.4	Provide personalised travel advice to young people to be more confident of using public transport.
	3.2.5	Minimise unnecessary journeys for street bin emptying by investing in physical and digital solutions.
3 Roads and street furniture, including lighting and traffic lights	3.3.1	Introduce a more efficient payment systems into all council multi-story car parks to enhance environmental outcomes.
	3.3.2	Undertake a pilot 'Sustainable Street Lighting' initiative to save energy with a view to reducing carbon emissions by 50% by 2030.
	3.3.3	Pilot the use of modern technology to change the road surface dressing methodology to reduce CO ₂ output.
	3.3.4	Research and pilot further opportunities to reduce carbon emissions from the maintenance and improvement of roads and paths.

Focus	Ref No	Actions
4 Staff and Councillor travel/travel at work	3.4.1	Aim for 90% of business travel to be using public transport, active travel or electric vehicles by 2030.
	3.4.2	Introduce a Zero Emissions Travel Incentive Scheme to encourage employees to commute to work by cycling and other sustainable transport options.
	3.4.3	Support the delivery of events such as Car Free Days, to promote the benefits of public transport, walking and cycling to staff.
	3.4.4	Work with the Key Cities Group to explore innovative approaches to staff and councillor travel options to inform future climate actions and initiatives.
5 Waste*	3.5.1	Adopt an electronic document by default (with limited exceptions) approach to all Council meetings to secure a 50% reduction in printing by 2023.
6 Governance	3.6.1	Implement a Climate Decision Wheel for all key decisions and all capital project business cases.
	3.6.2	Prepare Emissions Profiles for all City Council services and embed climate actions in departmental service plans during 2022.
	3.6.3	Update the taxi licensing policy to encourage greener vehicles and work with taxi drivers and operators to move towards a ULEV taxi fleet by 2030.
	3.6.4	Review the City Council governance arrangements for the acceleration of carbon reduction initiatives beyond 2022.
7 Behaviours	3.7.1	Implement smarter working practices by maximising the use of technology to support home and flexible working, including the use of shared hubs with partners.
	3.7.2	Develop education and outreach programmes with maintained schools to deliver a programme of awareness raising of green issues for children of all ages.
	3.7.3	Introduce more low carbon menus in City Council and partner catering facilities.
8 Engagement	3.8.1	Implement 'carbon literacy' training to City Council staff, Green Champions and Councillors in 2022 to achieve silver accreditation and enable progression to gold accreditation by 2024.
	3.8.2	Undertake a Climate Change Conference for City Council staff to capture ideas for future carbon reduction actions.
	3.8.3	Review government commitments arising from COP26 and the Net Zero Strategy in relation to new requirements on how the City Council decarbonises its services.
9 Finance/strategic investment policy and procurement	3.9.1	Introduce a contract award weighting for climate change in procurement processes where relevant and proportionate.
	3.9.2	Develop a set of standard procurement questions which assess the suitability of a supplier to deliver a contract in relation to addressing the climate emergency.
	3.9.3	Reduce the number of out of city placements to minimise the need for travel and reduce emissions for foster child placements.
	3.9.4	Establish a City Council Carbon Offsetting Fund to enable projects to meet net zero commitments from 2022.

City Council



Date of meeting: 24 January 2022
Title of Report: **Appointment of External Auditor**
Lead Member: Councillor Nick Kelly (Leader)
Lead Strategic Director: Brendan Arnold (Service Director for Finance)
Author: Paul Looby
Contact Email: paul.looby@plymouth.gov.uk

Your Reference: Fin/Audit/2022/23
Key Decision: No
Confidentiality: Part I - Official

Purpose of Report

This report sets out proposals for appointing the Council's external auditor for the statutory accounts for the five-year period from 2023/24.

Recommendations and Reasons

That City Council -

- I. accepts Public Sector Audit Appointments' (PSAA) invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.

The Local Audit (Appointing Persons) Regulations 2015 require the decision to opt in to the national scheme to be made by a meeting of the Council.

Alternative options considered and rejected

The Council could undertake its own appointment process. This has been rejected for the following reasons:

- The risk of being unable to secure competitive bids.
- The limited (and shrinking) number of suppliers that are able to provide an external audit function.
- The additional resources required to undertake a procurement for an external audit contract.
- The requirement to set up an independent audit panel with responsibility for managing the procurement process.

- The likelihood that the PSAA route will return lower costs to the Council because of the volume of work let to specific providers.

Relevance to the Corporate Plan and/or the Plymouth Plan

External Audit provide a key resource to ensure the Council is correctly accounting for its limited resources and commenting on the use of these resources to ensure the Council provides value for money, maximising the benefit to the residents of Plymouth.

Implications for the Medium Term Financial Plan and Resource Implications:

Opting-in to a national scheme provides maximum opportunity to ensure fees are as low as possible, whilst ensuring the quality of audit is maintained by entering in to a large scale collective procurement arrangement.

If the national scheme is not used some additional resources will be needed to establish an auditor panel and to conduct a local procurement.

The final contract price will be built into the MTFP.

Financial Risks

The price for external audit services will be determined as part of the contract award and will be built into the MTFP.

Carbon Footprint (Environmental) Implications:

No impacts directly arising from this report.

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

No impacts directly arising from this report.

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

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)						
	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.						
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Sign off:

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Originating Senior Leadership Team member: Brendan Arnold											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 13/12/2021											
Cabinet Member approval: Leader after discussion with Cabinet colleagues											
Date approved: 20/12/2021											

I. Introduction and Summary

- I.1 The current auditor appointment arrangements cover the period up to and including the audit of the 2022/23 accounts. Plymouth opted into the 'appointing person' national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA) for the period covering the accounts from 2018/19 to 2022/23.
- I.2 PSAA is now undertaking a procurement for the next appointing period, covering audits for 2023/24 to 2027/28. Plymouth needs to agree its approach for external audit arrangements from 2023/24. The options are:
- Arrange own procurement and make an appointment themselves: or
 - Join the national collective scheme administered by PSAA.
- I.3 The conclusion reached is a sector-wide procurement conducted by PSAA will produce better outcomes and will be less burdensome for the Council/Authority than a procurement undertaken locally because:
- collective procurement reduces costs as opposed to undertaking a local procurement exercise;
 - if the national scheme is not used Plymouth will need to establish its own auditor panel with an independent chair and independent members to oversee a local auditor procurement and the ongoing management of an audit contract;
 - the national scheme is the best opportunity to secure the appointment of a qualified, registered auditor - there are only nine accredited local audit firms, and a local procurement would be drawing from the same limited supply of auditor resources as PSAA's national procurement;
- I.4 If Plymouth wants to take advantage of the national auditor appointment arrangements, it is required under the local audit regulations to make the decision at full Council. The Audit Committee are asked to consider this report and make a recommendation to Council.
- I.5 If Plymouth want to opt-in to the national scheme, it must do so by 11 March 2022.

2. Procurement of External Audit for the period 2023/24 to 2027/28

- 2.1 Under the Local Government Audit & Accountability Act 2014 ("the Act"), Plymouth City Council is required to appoint an auditor to audit its accounts for each financial year. There are three options;
- To appoint our own auditor, which requires it to follow the procedure set out in the Act.
 - To act jointly with other authorities to procure an auditor following the procedures in the Act.
 - To opt in to the national auditor appointment scheme administered by a body designated by the Secretary of State as the 'appointing person'. The body

currently designated for this role is Public Sector Audit Appointments Limited (PSAA).

- 2.2 In order to opt in to the national scheme, a council must make a decision at a meeting of the Full Council.

3. The Appointed Auditor

- 3.1 The auditor appointed at the end of the procurement process will undertake the statutory audit of accounts and Best Value assessment of the council in each financial year. The appointed auditor is also responsible for investigating questions raised by electors and has powers and responsibilities in relation to Public Interest Reports and statutory recommendations.
- 3.2 The auditor must act independently of the council and the main purpose of the procurement legislation is to ensure that the appointed auditor is sufficiently qualified and independent.
- 3.3 The auditor must be registered to undertake local audits by the Financial Reporting Council (FRC) employ authorised Key Audit Partners to oversee the work. As the report below sets out there is a currently a shortage of registered firms and Key Audit Partners.
- 3.4 Councils have very limited influence over the nature of the audit services they are procuring, the nature and quality of which are determined or overseen by third parties.

4. Independent or Joint Appointment

- 4.1 Plymouth may elect to appoint its own external auditor under the Act, which would mean it must establish an independent auditor panel to make a stand-alone appointment. The auditor panel would need to be set up by the Council, and the members of the panel must have a majority of independent members and manage the contract for its duration, overseen by the Auditor Panel.
- 4.2 Alternatively, the Act enables a council to join with other authorities to establish a joint auditor panel. Discussions with other Devon section 151 officers has indicated there is not sufficient appetite to have a joint procurement with local Councils.
- 4.3 Either approach would be more resource-intensive processes to implement for Plymouth and without the buying power of the sector-led procurement. This could lead to a more costly service.

5. The national auditor appointment scheme

- 5.1 PSAA is specified as the 'appointing person' for principal local government under the provisions of "the Act" and the Local Audit (Appointing Person) Regulations 2015. PSAA let five-year audit services contracts in 2017 for the first appointing period, covering audits of the accounts from 2018/19 to 2022/23. Plymouth took part in this process.
- 5.2 In summary, the national opt-in scheme provides the following:
- the appointment of a suitably qualified audit firm to conduct audits for each of the five financial years commencing 1 April 2023;
 - appointing the same auditor to other opted-in bodies that are involved in formal collaboration or joint working initiatives to the extent this is possible with other constraints;

- managing the procurement process to ensure both quality and price criteria are satisfied;
- ensuring suitable independence of the auditors from the bodies they audit and managing any potential conflicts as they arise during the appointment period;
- minimising the scheme management costs and returning any surpluses to scheme members;
- consulting with authorities on auditor appointments;
- consulting with authorities on the scale of audit fees and ensuring these reflect scale, complexity, and audit risk; and
- ongoing contract and performance management of the contracts once these have been let.

5.3 There are currently nine audit providers eligible to audit local authorities and other relevant bodies under local audit legislation. This means that a local procurement exercise would seek tenders from the same firms as the national procurement exercise, subject to the need to manage any local independence issues.

6. Council Decision

6.1 The Local Audit (Appointing Persons) Regulations 2015 requires that a decision to opt in to the national scheme must be made by a meeting of the Council. The Council then needs to respond formally to PSAA's invitation by 11 March 2022.

6.2 PSAA will commence the formal procurement process in early February 2022. It expects to award contracts in August 2022 and will then consult with authorities on the appointment of auditors so that it can make appointments by the statutory deadline of 31 December 2022.

City Council



Date of meeting:	24 January 2022
Title of Report:	Audit and Governance Committee Terms of Reference
Lead Member:	Councillor Dr John Mahony
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Ross Jago (Head of Performance, Governance and Risk)
Contact Email:	Ross.jago@plymouth.gov.uk
Your Reference:	AGTOR/01.22
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

Following discussion at the Audit and Governance committee, City Council is asked to approve new terms of reference.

Recommendations and Reasons

That City Council approve adoption of the CIPFA model terms of reference outlined at appendix I with the inclusion of the overview of the council's family of companies (2.11) and the ethical framework (7).

Reason: This recommendation ensures that the committee can focus on its core functions and maintain strategic oversight of the operation of the Council's family of companies and ethical framework.

Alternative options considered and rejected

For the Committee to continue operating under the existing arrangements.

Rejected as issues have been identified which have the potential to negatively impact the effectiveness and efficiency of the committee.

Relevance to the Corporate Plan and/or the Plymouth Plan

Effective framing and execution of the committees work programme is vital to the delivery of the Plymouth and Corporate Plan by enabling the Council to exercise the scrutiny and challenge of its governance, finance, risk and audit processes.

Implications for the Medium Term Financial Plan and Resource Implications:

None arising specifically from this report.

Financial Risks

No implications identified.

Carbon Footprint (Environmental) Implications:

There are no environmental implications regarding this report.

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

No other implications

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	Appendix I - Proposed - Audit and Governance Committee Terms of Reference							

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.

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Sign off:

Fin	ba.21. 22.22 3	Leg	LS/37 881/A C/6/1 /22	Mon Off		HR		Assets		Strat Proc	
Originating Senior Leadership Team member: Giles Perritt (Assistant Chief Executive)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 05/01/2022											
Approval: Audit and Governance Committee											
Date approved: 14/01/2022											

Appendix I**Proposed - Audit and Governance Committee Terms of Reference****1. Statement of purpose**

- 1.1. Our Audit and Governance Committee is a key component of Plymouth City Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- 1.2. The purpose of our Audit and Governance Committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment. It provides independent review of Plymouth City Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes.
- 1.3. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Committee Responsibilities**2. Governance, risk and control**

- 2.1. To review the council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
- 2.2. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- 2.3. To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- 2.4. To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- 2.5. To monitor the effective development and operation of risk management in the council.
- 2.6. To monitor progress in addressing risk-related issues reported to the committee.
- 2.7. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- 2.8. To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- 2.9. To monitor the counter-fraud strategy, actions and resources.
- 2.10. To review the governance and assurance arrangements for significant partnerships or collaborations.
- 2.11. To approve and oversee the Council's strategic objectives across the Plymouth City Council family of companies and to support the development of companies in line with the Council's regulations and values.

3. Internal Audit

- 3.1. To approve the internal audit charter.
- 3.2. To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.

- 3.3. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- 3.4. To approve significant interim changes to the risk-based internal audit plan and resource requirements.
- 3.5. To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
- 3.6. To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the head of internal audit. To approve and periodically review safeguards to limit such impairments.
- 3.7. To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
 - regular reports on the results of the Quality Assurance and Improvement Program
 - reports on instances where the internal audit function does not conform to the Public sector internal audit standards (PSIAS) and local government application note (LGAN), considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
- 3.8. To consider the head of internal audit's annual report:
 - The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.
 - The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion.
- 3.9. To consider summaries of specific internal audit reports as requested.
- 3.10. To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
- 3.11. To contribute to the QAIP and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- 3.12. To consider a report on the effectiveness of internal audit to support the AGS, where required to do so by the Accounts and Audit Regulations
- 3.13. To provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee.

4. External audit

- 4.1. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments or the authority's auditor panel as appropriate.
- 4.2. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.

- 4.3. To consider specific reports as agreed with the external auditor.
- 4.4. To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 4.5. To commission work from internal and external audit.
- 4.6. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

5. Financial reporting

- 5.1. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- 5.2. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

6. Accountability arrangements

- 6.1. To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
- 6.2. To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
- 6.3. To publish an annual report on the work of the committee.

7. Ethical Framework

- 7.1. To promote and maintain high standards of conduct by Councillors and co-opted Members.
- 7.2. To assist the Councillors and co-opted Members to observe the Members' Code of Conduct.
- 7.3. To advise the Council on the adoption or revision of the Members' Code of Conduct.
- 7.4. To receive reports on the operation of the Members' Code of Conduct from the relevant sub-committee.
- 7.5. To advise on training arrangements for Councillors and co-opted Members on matters relating to the Members' Code of Conduct.
- 7.6. To grant dispensations, subject to other delegations, to Councillors and co-opted Members on requirements relating to interests set out in the Members' Code of Conduct.
- 7.7. To ensure arrangements are in place under which allegations of misconduct in respect of the Members' Code of Conduct can be investigated and to review such arrangements where appropriate.
- 7.8. To receive an annual report from the Monitoring Officer on local and national issues relating to ethical standards and to bring to the attention of Members any complaints.

City Council



Date of meeting:	24 January 2022
Title of Report:	Change to Terms of Reference, Tamar Bridge Torpoint Ferry Joint Committee
Lead Member:	Councillor Jonathan Drear (Cabinet Member for Transport)
Lead Strategic Director:	Anthony Payne (Strategic Director for Place)
Author:	Adrian Trim (Head of Plymouth Highways)
Contact Email:	Adrian.trim@plymouth.gov.uk
Your Reference:	ART16/11/21
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report notes proposed recent changes to the Terms of Reference (ToR) regarding the operation of the Tamar Bridge Torpoint Ferry Joint Committee (TBTFJC). The proposed changes were discussed and agreed by the Joint Committee at their meeting of the 01/10/21.

Recommendations and Reasons

That City Council –

1. Agree the changes to the ToR as agreed by the Tamar Bridge Torpoint Ferry Joint Committee on the 01 October 21 and Audit and Governance Committee 29 November 21.

Reason: this will improve the efficacy and governance of the Joint Committee going forward.

Alternative options considered and rejected

For the Joint Committee to continue operating under the existing ToR. **Rejected** as issues have been identified that have reduced the effectiveness and efficiency of the TBTFJC requiring a review and updating of the ToR to meet current practices and improve the Committee's ability to better manage the Tamar crossings.

Relevance to the Corporate Plan and/or the Plymouth Plan

As a regional centre, Plymouth plays a major role economically, culturally and industrially, providing a focus for the innovation, technology, it is also a desirable location for the quality of life that it offers. The bridge and ferry crossings are vital strategic and local links that enable the Council to progress its ambitious agendas as a world class City.

Implications for the Medium Term Financial Plan and Resource Implications:

TBTF operate on a 'user pays' basis, where all operational and maintenance costs are covered by Tolling, as a consequence there are no financial implications for the Council.

Financial Risks

Financial risks are mitigated through the Democratic process requiring Cabinet and City Council sign off of annual budget and MTFP spend for TBTF.

Carbon Footprint (Environmental) Implications:

There are no environmental implications regarding this report.

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

No other implications

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	Change to Terms of Reference Tamar Bridge Torpoint Ferry Joint Committee							
B	Equalities Impact Assessment (if applicable)							

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
Governance report, Tamar Bridge Torpoint Ferry Joint Committee Proposed Terms of Reference changes 01/10/21 https://democracy.cornwall.gov.uk/documents/s149434/final_Appendix_I_Governance_Report_Proposed_TOR_final_dl.pdf							
Draft Minutes – TBTFJC meeting 01/10/21 For enquiries on this agenda please contact (cornwall.gov.uk)							

Sign off:

Fin	djn.21 .22.17 7	Leg	LS/37 676/A C/18/ 11/21	Mon Off		HR		Asset s		Strat Proc	
Originating Senior Leadership Team member: Philip Robinson (Service Director for Street Scene)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 18/11/2021											
Cabinet Member approval: Councillor Jonathan Drean (Cabinet Member for Transport)											
Date approved: 17/11/2021											

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CHANGE TO TERMS OF REFERENCE TAMAR BRIDGE TORPOINT FERRY JOINT COMMITTEE



Appendix A

1.0 Introduction

- 1.1 Tamar Bridge and Torpoint Ferry crossings are jointly managed by Plymouth City Council and Cornwall Council, in accordance with the requirement of the Tamar Bridge Act 1957.
- 1.2 This is delivered by means of a Joint Committee, comprising five councillors from each Authority that meet four times a year to manage the crossings in accordance with the Tamar Bridge Acts 1957, 1979 and 1988 (The Tamar Bridge Acts).
- 1.3 The current Terms of Reference (ToR) that provide Governance for the Joint Committee have been in place since 2010

2.0 The need to update the ToR

- 2.1 TBTF undertook a Peer Challenge Review by the Government Association in December 2018 and one of the findings was the need to update the ToR so that they better fit the needs of the crossings management and operation.
- 2.2 Additionally duplication of processes in PCC and CC and a lack of clarity have been disadvantageous to decision making and Committee efficacy.

3.0 Proposed changes - Functions and Delegations

- 3.1 **Change i)** To make clear that any in year changes to the Business Plan that are within budget and policy framework can be approved by either the relevant Cabinet Member or Cabinet; and any in year changes to the Business Plan that are outside of budget and policy framework can only be approved by the Council.
- 3.2 **Change ii)** The current ToR make no reference to what functions relevant Cabinet Members can discharge. The revised ToR proposed functions are:
 - 3.2.1 To approve in year variations to the business plan if within budget and policy framework.
 - 3.2.2 Endorse in year variations to the business plan if outside of budget and policy framework for consideration by Cabinet.
 - 3.2.3 Approve the acquisitions and disposals of land for the undertaking
 - 3.2.4 Approve items of revenue and capital expenditure.
 - 3.2.5 Approve suspension of tolls on the recommendation of the Joint Committee.
- 3.3 **Change iii)** The previous ToR made no reference on who can approve the suspension of Tolling (a recent example of needing to do so during the pandemic). The revised ToR expressly sets this out and enable the relevant Cabinet Member or Cabinet to make this decision on the recommendation of the Joint Committee.

- 3.4 **Change iv)** The previous ToR was silent on what functions the Joint Committee cannot discharge, the revised ToR set these out for clarity.
- 3.5 **Change v)** To clarify the authority of the relevant Strategic Director for each Constituent Council in respect functions/ decisions in relation to the undertaking as the previous ToR implied that they only have authority for functions / decisions not assigned to others. The revised ToR make it clear that the Strategic Director has authority for function/decisions which may also be assigned to other decision makers in accordance with each constituent Council's Scheme of Delegation.
- 3.6 **Change vi)** Relates to Membership, whereby the updated ToR seeks to ensure the most appropriate link with the Cabinet to the Parent Authorities. The current ToR requires 5 Members from each Parent Authority whereas the new ToR sets out an expectation that the Membership will include a Relevant Cabinet Member from each Parent Authority.
- 3.7 **Change vii)** Relates to applicable procedures to the business of the Joint Committee with the aim of simplifying the governance processes to make clear these procedures. It is clear under the previous ToR that Cornwall Council's procedure rules should apply but silent on how far this should extend. Historically financial procedure rules for the Joint Committee were adopted but in practice, these have not been applied. Previously both Parent Authorities Financial Regulations and Procedure Rules and Contract Procedure Rules are applied which results in duplication. The new ToR applies Cornwall Council's Constitution where the ToR are silent, to include Financial Regulations and Procedure Rules and Contract Procedure Rules.
- 3.8 **Change viii)** Procedure for dispute. The previous ToR had a dispute provision, however it did not reflect the requirement in the Tamar Bridge Act 1957 for the Joint Committee to recognise a situation where the interests of the Constituent Councils are not the same and to refer it up to their constituent Council's. The new ToR reflect the requirements of the Act and the process is set out more clearly.

4.0 Approval Process

- 4.1 The Joint Committee approved the above changes to the Terms of Reference at their meeting of the 1st October 2021. The Draft Minutes of the Joint Committee meeting can be found at [here](#).
- 4.2 The Democratic process for adoption of the ToR requires that the Audit and Governance Committee recommend proposed changes to Full Council.
- 4.3 It is recognised that issues discussed in paragraph 3.7 will be the subject of further council decisions and will be presented to the appropriate body for approval.

TERMS OF REFERENCE
CORNWALL COUNCIL AND PLYMOUTH CITY COUNCIL
TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

A. Background

- A1. **Cornwall Council and Plymouth City Council (the "Constituent Councils")** have agreed that the following arrangements will apply in relation to the Tamar Bridge and Torpoint Ferry (**the "Undertaking"**). They have also agreed to form a Joint Committee (within the meaning of Section 102 Local Government Act 1972) in accordance with the requirement of the Tamar Bridge Act 1957, whose role is to make sure that the Bridge and Ferry are managed appropriately and in accordance with the Tamar Bridge Acts 1957, 1979 and 1998 (the Tamar Bridge Acts).

B. Responsibility for Functions

B1. General

The functions are those functions for the Undertaking as set out in the Tamar Bridge Acts. Where authority to discharge the function can be discharged by more than one body/individual it is for each Constituent Council to determine the most appropriate route in accordance with the **Constituent Council's Constitution and Scheme of Delegation**.

B2. The Joint Committee has the authority to:

- (i) propose a strategic and annual business plan and budget to cabinet.
- (ii) monitor performance of the Undertaking against the business plan.
- (iii) recommend in-year variations to the business plan to Cabinet if within (iv) budget and policy framework.
- (v) recommend in-year variations to the business plan if outside of budget (vi) and policy framework to Council via Cabinet.
- (vii) recommend the suspension of tolling to Cabinet or the relevant Cabinet Member unless urgency requires that the decision be taken without such recommendation.
- (viii) monitor performance of the Undertaking to ensure value for money is achieved.
- (xv) ensure the management of the Undertaking accords with proper financial and legal practice applicable to local authorities.
- (x) ensure proper audit and risk management procedures are in place.
- (xi) make sure appropriate inspections of the Undertaking take place.
- (xii) undertake appropriate consultation and engagement with key stakeholders.

B3. The Joint Committee may not discharge the following functions:

- (i) the acquisition, appropriation, leasing or disposal of land.

- (ii) ceasing to demand and take and recover tolls and resuming the demanding, taking and recovery of tolls.
- (iii) financial matters set out in Part VI of the Tamar Bridge Act 1957 such as borrowing, power to create reserve funds, accounts and deficiencies and superannuation.
- (iv) authorise any material alteration in the construction or design of the bridge works.

B4. Each relevant Cabinet Member has the authority to:

- (i) approve acquisitions, appropriation, leasing or disposal of land.
- (ii) approve items of revenue and capital expenditure.
- (iii) approve the suspension of tolls upon the recommendation of the Joint Committee unless urgency requires that the decision be taken without such recommendation in which case such decision will be taken, where practicable, in consultation with the joint Chairmen of the Joint Committee.

B5. Each Cabinet has the authority to:

- (i) recommend the strategic and annual business plans and budget to Council.
- (ii) recommend in-year variations to the business plan if outside of budget and policy framework to Council.
- (iii) approve in-year variations to the business plan if within budget and policy framework.
- (iv) appoint (via the Leader) a Cabinet Member with responsibility, amongst other things, for the Undertaking.
- (v) approve acquisitions and disposals of land.
- (vi) approve items of revenue and capital expenditure.
- (vii) recommend to Council any proposal to cease demanding tolls or to reinstate the demand for tolls should they have been previously ceased, to Council.
- (viii) approve the suspension of tolls upon the recommendation of the Joint Committee unless urgency requires that the decision be taken without such recommendation in which case such decision will be taken, where practicable, in consultation with the joint Chairmen of the Joint Committee.
- (xv) recommend to Council any material alteration in the construction or design of the bridge works.

B6. Each Council has the authority to:

- (i) approve the strategic and annual business plans and budget for the Undertaking.
- (ii) approve any in-year variations to the business plan if outside of budget and policy framework.
- (iii) take decisions to cease demanding tolls or to reinstate the demand for tolls should they have been previously ceased.
- (iv) approve any material alteration in the construction or design of the bridge works.

- B7. The relevant Strategic Director has the authority to:
- (i) discharge functions and to make decisions relating to the Undertaking in accordance with the relevant Constituent **Council's Constitution and Scheme of Delegation**. This includes the virement of funds between the budget heads of the Undertaking. The relevant Strategic Director can onward delegate these functions where appropriate.

C. Committee Procedures

C1. Membership

- (i) The Joint Committee shall consist of ten members. Each Constituent Council shall appoint five Members to act as Members of the Joint Committee there is an expectation that this will include the relevant Cabinet Member. Each Constituent Council shall have the power to appoint substitutes with full powers of their principals, (including the power to vote) to sit in place of the Members when any of those Members are unable to attend a meeting of the Joint Committee.

C2. Support

- (i) The Chief Executives of the Constituent Councils have agreed that democratic support shall be provided by Cornwall Council.

C3. Appointment of Chair

- (i) In the first meeting of the municipal year the Members of the Joint Committee shall appoint two Joint Chairs, one from each Constituent Council, and the first meeting will be chaired by the Joint Chair from Plymouth City Council following which at every subsequent meeting the Joint Chairs will alternate.
- (ii) If either Joint Chair is not present at a meeting he or she should be chairing, his or her place will be taken by the other Joint Chair. If neither Joint Chair is present the members of the Joint Committee who are present shall appoint one of their number to chair the meeting.
- (iii) The Joint Committee shall have the power to appoint co-opted Members to the Joint Committee provided that such persons shall be treated as non-voting members of the Joint Committee.

C4. Meetings of the Joint Committee

- (i) The Joint Committee shall not meet less than twice in each municipal year.
- (ii) Members, including co-opted Members of the Joint Committee, shall be given not less than five clear working days notice of a meeting of the Joint Committee and the venue for that meeting. It shall be the responsibility of Members wishing to appoint substitutes for a meeting to notify those substitutes of the date, venue and purpose of the meeting. It shall not be

an invalid notice if the substitute is given less than five clear working days notice.

(iii) The venue for meetings of the Joint Committee shall normally alternate between a venue in Cornwall and Plymouth but the presiding Chair may at his/her discretion fix alternative venues provided that in exercising this discretion the presiding Chair shall have regard to the need to ensure that the venue is convenient to all Members.

C5. Quorum

(i) The quorum for any meeting of the Joint Committee shall be two Members from each Constituent Council or their substitutes.

C6. Minutes

(i) The minutes of the business transacted at each meeting of the Joint Committee and the names of the Members present shall be prepared by the democratic support to the Joint Committee. Once the minutes are agreed by the Joint Committee at the next meeting as an accurate record they will be signed by the presiding Chair of the Joint Committee and each page shall be initialled by the presiding Chair of the Joint Committee.

C7. Motions

(i) Any motion moved by the Chair or any Member or substitute of a Member of the Joint Committee shall require to be seconded by another Member of the Joint Committee before such a motion is put to the vote.

C8. Applicable Procedures

(i) Any procedural requirements not specified in these Terms of Reference **shall be undertaken in accordance with Cornwall Council's procedural rules** as set out in its Constitution.

C9. Public Questions

(i) The procedure for public questions is set out at Annex A.

C10. Voting at the Meeting

(i) Voting shall be upon a show of hands unless a majority of the Members of the Joint Committee who are present and entitled to vote request that a recorded vote be taken.

(ii) In the case of an equality of votes the presiding Chair of the Committee shall have a second or casting vote.

C11. Disorderly Conduct by Members

(i) If a Member keeps on disrupting the meeting by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the Joint Committee,

the Chair may order the Member to leave the meeting room for the **remainder of the Joint Committee's business for that** meeting.

C12. Disclosure of Interests

(i) The Members' Code of Conduct of each Constituent Council shall apply to the respective Members at all meetings of the Joint Committee.

(ii) All Members of the Joint Committee shall declare any interest they have in any business of the Joint Committee at the start of the item of business or when they realise they have an interest if that is later. They must say they have an interest and what the interest is unless they do not know they have the interest and could not be expected to know about it, or they cannot describe the interest without revealing sensitive information in which case they need to say they have an interest but they do not need to describe it.

(iii) Once a Member has declared a personal interest they can stay in the meeting and speak and vote unless the personal interest is also a prejudicial interest in which case they must leave the meeting while the item is dealt with.

(iv) Disclosures, withdrawals and dispensations shall be recorded in the minutes of the meeting.

C13. Dispute Resolution

(i) General – where any dispute arises in relation to the respective interests of the Constituent Councils, including where their interests are not identical, the Joint Committee will in the first instance endeavour to seek resolution through the informal process articulated below, reverting to the formal process only where the informal process has been unsuccessful, and without prejudice to the provisions of section 70(4) of the Tamar Bridge Act 1957. The Joint Committee will endeavour to agree by consensus whether in relation to any particular issue the interests of the Constituent Councils are not identical but a memorandum in writing signed by a majority of the Members of the Joint Committee representing either of the Constituent Councils will be conclusive as to whether those interests are identical or not.

(ii) Informal Process – **Where the Constituent Councils' interests are not identical** and there is a possibility of a dispute arising, the relevant Cabinet Member and relevant Strategic Director from each Constituent Council will discuss the issue with their counterparts for informal resolution. If necessary, the matter may be escalated to the Leaders and Chief Executives of both Constituent Councils for informal resolution. Where the matter cannot be informally resolved the formal process set out below should be followed.

(iii) Formal Process – If after following the informal process set out above, where at a meeting of the Joint Committee a question arises on a

matter in which the interests of the Constituent Councils are not identical, the majority of Members of the Joint Committee from either of the Constituent Councils shall make a formal written request, signed by them and presented to the chairman of the meeting, that the question be put to the Constituent Councils for determination. Such written request may also be subscribed to by additional Members of the Joint Committee, provided that the preceding minimum subscription is achieved. Upon such written request being presented the question shall be referred to the Constituent Councils for determination through their appropriate decision making process, according to the nature of the question. If the Constituent Councils are unable to agree on the resolution of the question, and once every effort has been made to reconcile the disagreement, the matter shall be referred for mediation and/or arbitration to be agreed by the Constituent Councils. The Constituent Councils shall bear the costs of mediation and/or arbitration equally, each bearing their own costs of representation and participation.

C14. Revenue and Capital Expenditure

(i) Revenue and Capital Expenditure incurred by the Joint Committee shall be defrayed and income shared by the Constituent Councils in equal portions.

C15. Delegation to Working Groups and officers

(i) The Joint Committee shall have the power to form working parties or other such groups as it may decide to provide advice and recommendations to it or to an officer. It may also form sub-committees and may delegate to such sub-committees such of its powers as it chooses. The Joint Committee may also delegate such of its powers as it chooses to an officer of either of the Constituent Councils.

Adopted

Cornwall Council: [date] 2021

Plymouth City Council: [date] 2021

Annex A

Procedure for Public Questions (as approved by the Joint Committee on 15 June 2012)

1. **Subject to the rules set out in Cornwall Council's Constitution, members of the public may ask questions at meetings of the Tamar Bridge and Torpoint Ferry Joint Committee.**
2. A person wishing to ask a question must submit the question in writing. All questions must be received by email to tamarbridge@cornwall.gov.uk, by no later than midday, 3 clear working days before the meeting of the **Joint Committee at which it is to be asked. The person's name and address must be included in the question.**
3. All questions put shall relate to Tamar Bridge and Torpoint Ferry Joint Committee business, shall not exceed 50 words in length and shall be so framed as to elicit information rather than make a statement.
4. No member of the public may submit more than 1 question to any 1 meeting or more than 2 questions in any 1 financial year.
5. Questions shall be printed and asked in order of receipt and circulated to the members of the Joint Committee prior to the meeting.
6. The Chairman will invite the questioner to put the question to the meeting. If the questioner is unable to be present, the Chairman will put the question and a written response will be provided to the questioner.
7. In instances where a similar question is received from more than one person, a spokesperson should be nominated to ask the question at the meeting; if a spokesperson cannot be agreed then preference will be given to the first registered questioner.
8. A questioner who has put a question may, at the discretion of the Chairman, put one supplementary question on the same topic without notice to the Joint Committee.
9. The Chairman reserves the right to terminate any question if he/she considers the speaker is becoming abusive or disruptive.
10. No discussion shall be allowed on questions or answers.
11. The period for questions shall be restricted to a maximum of 15 minutes, provided that where a question to which an answer is to be given is not reached within the time limit, a written answer shall be given to the

questioner within 7 working days of the meeting and circulated to all Members of the Joint Committee.

12. The relevant Strategic Director or their nominated representative, in consultation with the joint Chairmen and Monitoring Officer, are authorised to reject a question prior to the meeting from the public if: -

- i) it is not a matter for which the Tamar Bridge and Torpoint Ferry Joint Committee has responsibility;
- ii) it is unsuitable in form, frivolous, defamatory, derogatory or otherwise offensive;
- iii) it is substantially the same as a question put to a meeting of the Joint Committee in the past 6 months;
- iv) it relates to a matter which the Joint Committee would be likely to consider in the absence of the Press and public and answering it would require the disclosure of confidential or exempt information. In instances where a question is rejected, the questioner will be informed in writing of the reason(s) in accordance with categories (i) – (iv) above.

TERMS OF REFERENCE
CORNWALL COUNCIL AND PLYMOUTH CITY COUNCIL
TAMAR BRIDGE AND TORPOINT FERRY JOINT COMMITTEE

A. Background

A1. Cornwall Council and Plymouth City Council (the "Constituent Councils") have agreed that the following arrangements will apply in relation to the Tamar Bridge and Torpoint Ferry (the "Undertaking"). They have also agreed to form a Joint Committee (within the meaning of Section 102 Local Government Act 1972) in accordance with the requirement of the Tamar Bridge Act 1957, whose role is to make sure that the Bridge and Ferry are managed appropriately and in accordance with the Tamar Bridge Acts 1957, 1979 and 1998 (the Tamar Bridge Acts).

B. Responsibilities for Functions

B1. General

The functions are those functions joint responsibilities for the Undertaking Tamar Bridge and Torpoint Ferry as set out in the Tamar Bridge Acts. Where authority to discharge the function can be discharged by more than one body/individual it is for each Constituent Council to determine the most appropriate route in accordance with the Constituent Council's Constitution and Scheme of Delegation.

Who carries out the responsibilities:-

B2. The Joint Committee has the authority to:

- propose a strategic and annual business plan and budget to cabinet.
- monitor performance of the Undertaking against the business plan.
- recommend in-year variations to the business plan to Cabinet if within budget and policy framework.
- recommend in-year variations to the business plan if outside of budget and policy framework to Council via Cabinet.
- recommend the suspension of tolling to Cabinet or the relevant Cabinet Member unless urgency requires that the decision be taken without such recommendation.
- monitor performance of the Undertaking to ensure value for money is achieved.

- ensure the management of the Undertaking accords with proper financial and legal practice applicable to local authorities.
- ensure proper audit and risk management procedures are in place.
- make sure appropriate inspections of the Undertaking take place.
- undertake appropriate consultation and engagement with key stakeholders.

B3. The Joint Committee may not discharge the following functions:

- the acquisition, appropriation, leasing or disposal of land.
- ceasing to demand and take and recover tolls and resuming the demanding, taking and recovery of tolls.
- financial matters set out in Part VI of the Tamar Bridge Act 1957 such as borrowing, power to create reserve funds, accounts and deficiencies and superannuation.
- authorise any material alteration in the construction or design of the bridge works.

B4. Each relevant Cabinet Member has the authority to:

- approve acquisitions, appropriation, leasing or disposal of land.
- approve items of revenue and capital expenditure.
- approve the suspension of tolls upon the recommendation of the Joint Committee unless urgency requires that the decision be taken without such recommendation in which case such decision will be taken, where practicable, in consultation with the joint Chairmen of the Joint Committee.

B5. Each Cabinet has the authority to:

- recommend the strategic and annual business plans and budget to Council.
- recommend in-year variations to the business plan if outside of budget and policy framework to Council.
- approve in-year variations to the business plan if within budget and policy framework.
- appoint (via the Leader) a Cabinet Member with responsibility, amongst other things, for the Undertaking.
- approve acquisitions and disposals of land.
- approve items of revenue and capital expenditure.
- recommend to Council any proposal to cease demanding tolls or to reinstate the demand for tolls should they have been previously ceased, to Council.
- approve the suspension of tolls upon the recommendation of the Joint Committee unless urgency requires that the decision be taken without such recommendation in which case such decision will be taken, where practicable, in consultation with the joint Chairmen of the Joint Committee.

- recommend to Council any material alteration in the construction or design of the bridge works.

B6. Each Council has the authority to will:

- approve/agree the strategic and annual business plans and annual budget for the Undertaking Tamar Bridge and Torpoint Ferry.
- approve/agree any in-year variations to the business plan if outside of budget and policy framework/extra spending outside the budget.
- take decisions to cease/stop demanding tolls or to reinstate the demand for tolls should they have been previously ceased.
- approve any material alteration in the construction or design of the bridge works.

B2 Each Cabinet will:

- recommend the strategic and annual business plan and budget to Council as part of the budget process;
- recommend in-year variations to the business plan if outside of budget and policy framework for consideration by Council; extra spending outside the agreed budget to Council;
- approve in-year variations to the business plan if within budget and policy framework.
- appoint (via the Leader) a Cabinet Member with responsibility, amongst other things, for the Tamar Bridge and Torpoint Ferry.
- approve/take any decisions about the acquisitions and disposals of land for the undertaking.
- approve major items of revenue and capital expenditure (as defined by the authorities from time to time) as part of the capital programme in Plymouth and in Cornwall

Commented [LM1]: Members. The sections highlighted in yellow have been moved to B2 – B4 above as the feedback from the Workshop was that the functions of the Joint Committee should be set out first, followed by Cabinet and then Council. I have left the highlighted text in just so that you can still see any tracked changes in the text from the current terms of reference to the proposed terms of reference.

Note 1: On researching members' concerns regarding the clarity of this provision (regarding the financial limits for Cabinet decisions) with Plymouth and Cornwall Legal Officers, this provision is deleted as unnecessary. Spending within approved budgets will be authorised in accordance with the authorities' schemes of delegations. Spending outside approved budgets and virement rules will be dealt with as set out in this paragraph. Guidance will be provided to the operational staff as to the requirements for publication of key decisions.

- make any recommendations to Council on the issue of any proposal to stop demanding tolls or to reinstate the demand for tolls should they have been previously ceased, to Council.
- approve the suspension of tolls upon the recommendation of the Joint Committee unless urgency requires that the decision be taken without such recommendation in which case such decision will be taken, where practicable, in consultation with the Chair and Vice Chair or the Joint Committee.

B4 The Joint Committee will:

- propose a strategic and annual business plan and budget to cabinet;
- monitor performance of the Undertaking against the business plan;
- r-and-recommend in-year variations to the business plan to the Cabinet or relevant Cabinet Members if within budget and policy framework;
- recommend in-year variations to the business plan to the Cabinet or relevant Cabinet Member which is outside of budget and policy framework;
- recommend the suspension of tolling to the Cabinet or relevant Cabinet Member unless urgency requires that the decision be taken without such recommendation.
- monitor performance of the Undertaking to ensure value for money is achieved;
- ensure the management of the Undertaking~~Bridge and Ferry~~ accords with proper financial and legal practice applicabl~~e~~appropriate to local authorities;
- ensure proper audit and risk management procedures are in place;
- m~~Make sure an appropriate inspection of the Undertaking~~Bridge and Ferry~~ takes place on an annual basis;~~
- u~~Undertake appropriate consultation and engagement with key stakeholders.~~

The Joint Committee may not discharge the following functions:

- the acquisition, appropriation, leasing or disposal of land.
- ceasing to demand and take and recover tolls and resuming the demanding, taking and recovery of tolls.
- financial matters set out in Part VI of the Tamar Bridge Act 1957 such as borrowing, power to create reserve funds, accounts and deficiencies and superannuation.
- authorise any material alteration in the construction or design of the bridge works.

B7.4 The-relevant Strategic Director has the authority to: ~~Director for Development and Regeneration in Plymouth and the Director for Environment Planning and Economy in Cornwall have~~

- discharge functions and to make decisions relating to the Undertaking in accordance with the responsibility for ensuring that all other functions are relevant **Constituent Council's Constitution and Scheme of Delegation.** This includes the virement of funds between

the budget heads of the Undertaking undertaken. The relevant Strategic Director can onward delegate these functions where appropriate.

C. Committee Procedures

C1. Membership

- 1.4 The Joint Committee shall consist of ten members. Each Constituent Council shall appoint five ~~of their respective~~ Members to act as Members of the Joint Committee there is an expectation that this will include the relevant Cabinet Member. Each Constituent Council and shall ~~also~~ have the power to appoint substitutes with full powers of their principals, (including the power to vote) to sit in place of the Members when any of those Members are unable to attend a meeting of the Joint Committee.

C2. Support

- 1.2 The Chief Executives of the Constituent Councils have agreed that ~~d~~Democratic ~~s~~support shall be provided by Cornwall Council.

C3. Appointment of Chair

- 1.3 In the first meeting of the municipal year ~~(as referred to in Clause 3(a))~~ the Members of the Joint Committee shall appoint two Joint Chairs, one from each Constituent Council, and the first meeting will be chaired by the Joint Chair from Plymouth City Council following which at every subsequent meeting the Joint Chairs will alternate.

- ~~2.1.4~~ If either Joint Chair is not present at a meeting he or she should be chairing, his or her place will be taken by the other Joint Chair. If neither Joint Chair is present the members of the Joint Committee who are present shall appoint one of their number to chair the meeting.

- ~~3.1.5~~ The Joint Committee shall have the power to appoint co-opted Members to the Joint Committee provided that such persons shall be treated as non-voting members of the Joint Committee ~~in accordance with Section 13 of the Local Government and Housing Act 1989.~~

C4. Meetings of the Joint Committee

- ~~2.1~~ The Joint Committee shall not meet less than twice in each municipal year ~~commencing May of one year and ending in April of the next.~~
- 2.2 Members, including co-opted Members of the Joint Committee, shall be given not less than ~~five~~ five clear working days notice of a meeting of the Joint Committee and the venue for that meeting. It shall be the

responsibility of Members wishing to appoint substitutes for a meeting to notify those substitutes of the date, ~~and~~ venue ~~and purpose~~ of the meeting. ~~and for the purpose~~ It shall not be an invalid notice if the substitute is given less than five clear working days notice.

~~2.3.~~ The venue for meetings of the Joint Committee shall normally alternate between a venue in Cornwall ~~(Liskeard)~~ and Plymouth but the ~~presiding~~ Chair may at his/her discretion fix alternative venues provided that in exercising this discretion the ~~presiding~~ Chair shall have regard to the need to ensure that the venue is convenient to all Members.

C5.—Quorum

~~2.1.4~~ The quorum for any meeting of the Joint Committee shall be two Members from each Constituent Council or their substitutes.

C6. Minutes

~~1.2.5~~ The minutes of the business transacted at each meeting of the Joint Committee and the names of the Members present shall be prepared by the democratic support to the Joint Committee. Once the minutes are agreed by the Joint Committee at the next meeting as an accurate record they will be entered in a book and signed by the ~~presiding~~ Chair of the Joint Committee and each page shall be initialled by the presiding Chair of the Joint Committee. and each page of the minutes shall be initialled by the Chair at the next meeting.

C7.2.6 Motions

~~1.~~ Any motion moved by the Chair or any Member or substitute of a Member of the Joint Committee shall require to be seconded by another Member of the Joint Committee before such a motion is put to the vote.

C8. Applicable Procedures

~~1.2.6~~ Any procedural requirements not specified in these Terms of Reference ~~standing orders~~ shall be undertaken in accordance with Cornwall Council's procedural rules as set out in its Constitution.

C9. Public Questions

~~1.~~ The procedure for public questions is set out at Annex A.

C10.3 Voting at the Meeting

~~3.1.~~ Voting shall be upon a show of hands unless a majority of the Members of the Joint Committee who are present and entitled to vote request that a recorded vote be taken.

~~3-2~~ In the case of an equality of votes the presiding Chair of the Committee shall have a second or casting vote.

C11.4 Disorderly Conduct by Members

~~1.~~ If a Member keeps on disrupting the meeting by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the Joint Committee, the Chair may order the Member to leave the **meeting room for the remainder of the Joint Committee's business** for that meeting day.

C12.5 Disclosure of Interests

~~5-1.~~ The Members' Code of Conduct of each Constituent Council for Councillors (as amended from time to time by legislation) shall apply to the respective Members at all meetings of the Joint Committee.

~~5-2.~~ All ~~M~~members of the Joint Committee shall declare any interest they have in any business of the Joint Committee at the start of the item of business or when they realise they have an interest if that is later. They must say they have an interest and what the interest is unless they do not know they have the interest and could not be expected to know about it—or they cannot describe the interest without revealing sensitive information in which case they need to say they have an interest but they do not need to describe it.

~~5-3.~~ Once a ~~M~~member has declared a personal interest they can stay in the meeting and speak and vote unless the personal interest is also a prejudicial interest in which case they must leave the meeting while the item is dealt with.

~~5-4.~~ Disclosures, withdrawals and dispensations shall be recorded in the minutes of the meeting.

~~C6 Referral of Business to Constituent Councils~~

~~6.1 Where the Chief Executive of either Council considers any matters arising should be referred to the Cabinet of his/her Constituent Council no action shall be taken on that matter unless and until the same shall have been approved by the Cabinet of each Constituent Council.~~

C13.7 Dispute Resolutions

~~7-1.~~ General – where any dispute arises in relation to the respective interests of the Constituent Councils, including where their interests are not identical, the Joint Committee will in the first instance endeavour to seek resolution through the informal process articulated below, reverting to the formal process only where the informal process has been unsuccessful, and without prejudice to the provisions of section 70(4) of the Tamar Bridge Act 1957. The Joint

Committee will endeavour to agree by consensus whether in relation to any particular issue the interests of the Constituent Councils are not identical but a memorandum in writing signed by a majority of the Members of the Joint Committee representing either of the Constituent Councils will be conclusive as to whether those interests are identical or not.

2. Informal Process – Where the Constituent Councils' interests are not identical and there is a possibility of a dispute arising, the relevant Cabinet Member and relevant Strategic Director from each Constituent Council will discuss the issue with their counterparts for informal resolution. If necessary, the matter may be escalated to the Leaders and Chief Executives of both Constituent Councils for informal resolution. Where the matter cannot be informally resolved the formal process set out below should be followed.
3. Formal Process – If after following the informal process set out above, where at a meeting of the Joint Committee a question arises on a matter in which the interests of the Constituent Councils are not identical, the majority of Members of the Joint Committee from either of the Constituent Councils shall make a formal written request, signed by them and presented to the chairman of the meeting, that the question be put to the Constituent Councils for determination. Such written request may also be subscribed to by additional Members of the Joint Committee, provided that the preceding minimum subscription is achieved. Upon such written request being presented the question shall be referred to the Constituent Councils for determination through their appropriate decision making process, according to the nature of the question. If the Constituent Councils are unable to agree on the resolution of the question, and once every effort has been made to reconcile the disagreement, the matter shall be referred for mediation and/or arbitration to be agreed by the Constituent Councils. The Constituent Councils shall bear the costs of mediation and/or arbitration equally, each bearing their own costs of representation and participation.

Where the Constituent Councils do not agree on a matter, once every effort has been made to reconcile any differences between the authorities, the matter may be referred for mediation to a mediator to be agreed by the Constituent Councils, with each party bearing the cost of doing so.

C14.8 Revenue and Capital Expenditure

- 8.1 Revenue and Capital Budgets for each financial year shall be such as shall be agreed by each Constituent Council through the usual budget setting process. The Joint Committee will propose a business plan and budget to Cabinet. If both Cabinets approve the business plan they will in turn recommend the budget to Council. Any variations to the business plan within the year that would result in

~~extra spending need to be reported to each of the relevant Cabinet Members, who will decide whether to recommend that Cabinet approve the changes and recommend that each of the Constituent Councils approve the additional spending. The Business Plan shall be available by 31 October in order to feed into the budget setting process.~~

- ~~1.8.2~~ Revenue and Capital Expenditure incurred by the Joint Committee shall be defrayed and income shared by the Constituent Councils in equal portions.

~~C159. Delegation to Working Groups and officers~~

- ~~1.~~ The Joint Committee shall have the power to form working parties or other such groups as it may decide to provide advice and recommendations to it or to an officer. It may also form sub-committees and may delegate to such sub-committees ~~working parties etc.~~ such of its powers as it chooses. The Joint Committee may also delegate such of its powers as it chooses to an officer of either of the Constituent Councils.

Adopted

Cornwall Council: [date] 20~~21~~¹⁹

Plymouth City Council: [date] 20~~21~~¹⁹

Annex A

Procedure for Public Questions (as approved by the Joint Committee on 15 June 2012)

1. Subject to the rules set out in Cornwall Council's Constitution, members of the public may ask questions at meetings of the Tamar Bridge and Torpoint Ferry Joint Committee.

2. A person wishing to ask a question must submit the question in writing. All questions must be received by email to tamarbridge@cornwall.gov.uk, by no later than midday, 3 clear working days before the meeting of the Joint Committee at which it is to be asked. The person's name and address must be included in the question.

3. All questions put shall relate to Tamar Bridge and Torpoint Ferry Joint Committee business, shall not exceed 50 words in length and shall be so framed as to elicit information rather than make a statement.

4. No member of the public may submit more than 1 question to any 1 meeting or more than 2 questions in any 1 financial year.

5. Questions shall be printed and asked in order of receipt and circulated to the members of the Joint Committee prior to the meeting.

6. The Chairman will invite the questioner to put the question to the meeting. If the questioner is unable to be present, the Chairman will put the question and a written response will be provided to the questioner.

7. In instances where a similar question is received from more than one person, a spokesperson should be nominated to ask the question at the meeting: if a spokesperson cannot be agreed then preference will be given to the first registered questioner.

8. A questioner who has put a question may, at the discretion of the Chairman, put one supplementary question on the same topic without notice to the Joint Committee.

9. The Chairman reserves the right to terminate any question if he/she considers the speaker is becoming abusive or disruptive.

10. No discussion shall be allowed on questions or answers.

11. The period for questions shall be restricted to a maximum of 15 minutes, provided that where a question to which an answer is to be given is not reached within the time limit, a written answer shall be given to the

Commented [LM2]: Members please note that the only changes I have made to this procedure is to update it in respect of current addresses and current postholder titles and removed the text in 12 below shown as strikethrough.

questioner within 7 working days of the meeting and circulated to all Members of the Joint Committee.

12. The relevant Strategic Director or their nominated representative, in consultation with the joint Chairmen and Monitoring Officer, are authorised to reject a question prior to the meeting from the public if: -

- i) it is not a matter for which the Tamar Bridge and Torpoint Ferry Joint Committee has responsibility ~~or affects the Joint Committee~~;
- ii) it is unsuitable in form, frivolous, defamatory, derogatory or otherwise offensive;
- iii) it is substantially the same as a question put to a meeting of the Joint Committee in the past 6 months;
- iv) it relates to a matter which the Joint Committee would be likely to consider in the absence of the Press and public and answering it would require the disclosure of confidential or exempt information. In instances where a question is rejected, the questioner will be informed in writing of the reason(s) in accordance with categories (i) – (iv) above.

Powers to operate the Tamar Bridge and Torpoint Ferry

~~The framework for the Joint Committee is set out in the Tamar Bridge Act 1957 (as amended by the 1979 Act and 1998 Acts) — altogether referred to as the Acts. This paper is intended as a guide to the statutory powers only and is not intended to be definitive legal advice.~~

- ~~1.—The powers set out in this paper are the principal powers that the Joint Authorities have, as set out in the Acts. These powers are then delegated by the Joint Authorities to the Joint Committee. In any specific case however, reference must be made back to the legislation to ensure proper application of the powers.~~
- ~~2.—The formation of a Joint Committee is required by the Acts (section 70 1957 Act) and it is a committee of Plymouth City Council and Cornwall Council (the Joint Authorities). The key role of the Joint Committee is to oversee the operational activities and to undertake a strategic planning role.~~
- ~~3.—All matters set out within the Acts are to be referred by the Joint Authorities to the Joint Committee for consideration, except where specifically excluded by the Acts (see below). This means that the Joint Authorities must not determine any matter which is contained in the Act before it has been considered by the Joint Committee.~~
- ~~4.—The Act then goes on to delegate the Joint Authorities' powers under the Acts to the Joint Committee. This means that not only are the Joint Committee to be consulted, but they can make decisions on the~~

~~matters contained within the Acts on behalf of the Joint Authorities. The Joint Committee does not appear to have any additional powers delegated through either parent council's constitution at the date of this paper.~~

~~5.—The delegation of powers to the Joint Committee is subject to exceptions specified in the Acts.~~

~~6.—The exceptions are those issues that relate to:~~

~~6.1.—the acquisition/disposal of land;~~

~~6.2.—a decision to stop demanding tolls or to reinstate the demand for tolls should they have been previously ceased and finally;~~

~~6.3.—issues relating to the finances of the undertaking.~~

~~7.—In relation to 6.3 above i.e. finances, the Acts covered in the section headed finances includes:~~

~~7.1.—the application of monies in the renewal, extension and improvement of works and conveniences for the purposes of the undertaking;~~

~~7.2.—the provision of funds for working capital or the provision of funds under Schedule 13 of the 1972 Local Government Act (this schedule largely repealed so requires clarification).~~

~~8.—7.1 above would indicate that the Joint Authorities must approve the expenditure of monies for works on the bridge and related structures and 7.2. indicates that monies to be used for working capital must be similarly approved.~~

Operational Functions

~~The key role of the Joint Committee on behalf of the Councils is ensuring that the operation of the bridge and ferry is in accordance with the powers and to be responsible for the oversight of operations and the strategic planning responsibilities. The Tamar Bridge Acts also set out a number of powers which are essentially operational functions, i.e. they assist in the operation (and construction) of the Bridge and Ferry. These were intended to supplement the powers available to the Joint Authorities at the time. These are in the main undertaken by the General Manager of these operations under delegated authority from the appropriate Directors, rather than the Joint Committee taking on a more operational role.~~

~~Lands:~~

~~9.—The Joint Authorities may provide and manage car parks and other facilities for travellers using the bridge or ferry and may make a reasonable charge for using these facilities.~~

~~10. The Joint Authorities may use land that is part of the undertaking for schemes of traffic management in relation to the use of the bridge and the ferry.~~

~~11. The Joint Authorities may purchase land (as noted, this is not within the remit of the Joint Committee).~~

~~Works-~~

~~12. The Joint Authorities may go on to adjoining land to undertake bridge works provided compensation is paid for any damage done to those lands.~~

~~13. The Joint Authorities may undertake subsidiary works in the river connected to the use of or maintenance of the bridge subject to certain conditions.~~

~~14. The Joint Authorities may lay out the bridge, carriage way and foot ways as they think proper.~~

~~15. The Joint Authorities have the power to maintain the undertaking.~~

~~16. The Joint Authorities may close the bridge (either fully or partially) and use boats/barges to convey persons and animals.~~

~~17. The Joint Authorities may sell materials obtained but not required as a result of construction of the bridge e.g. excavated materials.~~

~~18. The Joint Authorities may demand, take and recover tolls in one or both directions and there is flexibility about the toll collection e.g. to not collect tolls at certain times of day. The flexibility around toll collection must be differentiated from the decision to cease to demand tolls, which only the Joint Authorities may do. The Acts also make provision for toll booths/houses, and the use of tickets instead of cash tolls. Of note is that should the Joint Authorities decide to cease demanding tolls the bridge becomes a highway maintainable at public expense and would therefore fall to the authorities to fund directly.~~

Ferries

~~19. The Joint Authorities may make byelaws for regulating the use of vessels, boats, buildings etc particularly in relation to uses behaviour and in order to limit nuisance. There are byelaws in place currently dating back to 1965. It is believed these remain in force. Any other general provisions relating to tolls and the ferries are dealt with in the~~

remainder of the legislation as they apply equally to the ferries as the bridge.

Finance

20. As noted above at paragraph 6.3, it is not within the Joint Committee's remit to be responsible for finances as defined in the Acts. The only notable exception is for any function to be exercised in relation to pensions under the Local Government Pension Scheme Regulation. The 1957 Act confirms that Cornwall Council is the administering authority of the pension fund and that for the purposes of the pensions regulations, the employers are deemed to be the Joint Authorities acting through the Joint Committee. This is because there are functions which may need to be undertaken by the Joint Authorities from time to time in relation to employees' pensions. If this should become necessary for the "employees of the undertaking", it is for the Joint Committee to fulfil that role. Further the legislation clarifies that the "employee of the undertaking" reference made at Section 63 is defined as being a person employed for the purposes of the undertaking rather than to imply that the Joint Committee has the ability to be an employer.

Protection of Provisions

21. Part 7 of the Tamar Bridge Act 1957 sets out the savings and protections for the Duchy of Cornwall and statutory undertakers (water, electricity, gas, sewage etc). These have been updated by the 1998 legislation but essentially the protective provisions remain in force and deal with the relationship between the operation of the undertaking and the respective rights of those statutory undertakers.

Miscellaneous Provisions

22. Part 8 of the Act contains Section 70 and the power to appoint the Joint Committee and sets out its composition i.e. 5 plus 5 from each authority. It also deals with how disagreements between the Joint Authorities are to be dealt with, as well as issues of vacancies and quorum.

23. The 1998 Act effectively sets out the powers to make the alteration to the bridge including acquisition of land the carrying out of works and so on. Additional provisions of note are that the 1998 Act provides that monies received from tolls may be applied for additional purposes. Such a decision would require a separate resolution by each authority. The money may be used for securing passenger transport in the district (Caradon District Council area as was) or the

city and may include a contribution to such a scheme being put in place by Cornwall Council, Devon County Council or Plymouth City Council. The reference to Caradon District Council is no longer applicable but it may be that transport initiatives within the old area would be an acceptable interpretation of this.

24. The 1998 Act also substitutes a number of clauses from the 1957 Act relating to works, tides, etc.

Legal Services, Cornwall Council June 2010

Legal Services, Plymouth City Council June 2010

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City Council



Date of meeting: 24 January 2022

Title of Report: **Pay Policy Statement 2022-2023**

Lead Member: Councillor John Riley (Cabinet Member for Governance, HR, IT & Community Safety)

Lead Strategic Director: Tracey Lee (Chief Executive)

Author: Kim Brown (Service Director for HROD)

Contact Email: Kim.brown@plymouth.gov.uk

Your Reference:

Key Decision: No

Confidentiality: Part I - Official

Purpose of Report

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

This includes remuneration and policies for the highest paid staff and the lowest paid employees. To address low pay, the Council introduced the principles of the Foundation Living Wage, by adding a discretionary, non-contractual market supplement in 2014. Although the 2021 and 2022 pay awards are unknown for local government pay, the council will increase the Foundation Living Wage top up, to the new rate of £9.90 per hour (from £9.50 per hour), as the NJC lowest pay rate (excluding apprentices) is currently £9.25 per hour (pending the pay awards), 65p per hour lower than the foundation living wage rate.

Approved pay policy statements must be published on the Council's website as soon as reasonably practicable after being approved. The Act also requires that the Council includes its approach to the publication in its pay policy statement, and access to information relating to the remuneration of chief officers. The Pay Policy Statement contains links to the published Draft Statement of Accounts for 2020/2021 (the last financial year for which the audit of the annual accounts has been finalised) and other remuneration data on the council's website.

Once in force the statement must be complied with, although it may be amended by Full Council during the financial year.

The Pay Policy Statement, which is prescribed in terms of content, sets out the Council's policies in respect of remuneration. There are no proposed changes to policies from previous years; the statement is simply a summary of the key provisions as required by the Localism Act.

This report has been discussed with the trade unions.

Recommendations and Reasons

The City Council approves the Pay Policy Statement for 2022/23. The policy sets out the Council's policies in respect of remuneration and is a statutory requirement.

Alternative options considered and rejected

None, this statement is a statutory requirement

Relevance to the Corporate Plan and/or the Plymouth Plan

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

Implications for the Medium Term Financial Plan and Resource Implications:

There is a provision in the 21/22 and 22/23 budget for a pay award, inclusive of implementing the Foundation Living Wage. The council awaits the outcome of the national pay negotiations for 2021, which will be backdated to 1 April 2021, prior to commencement of the 2022 national pay negotiations.

Financial Risks

Total cost of pay awards for 2021 and 2022 are unknown as the pay settlements have yet to be agreed for 2021/22 and the 2022/23 negotiating round has yet to commence.

Carbon Footprint (Environmental) Implications:

There are no implications.

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 arising directly from this report.

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	Pay Policy Statement 2022/23							
B	Equalities 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)						
	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

Sign off:

Fin	ba.2 1.22. 233	Leg	LS/37 916/A C/13/ 1/22.	Mon Off	LS/37 916/A C/13/ 1/22.	HR	AM12 0122	Asset s		Strat Proc	
Originating Senior Leadership Team member: Tracey Lee (Chief Executive)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 14/12/2021											
Cabinet Member approval: Councillor John Riley (Cabinet Member for Governance, HR, IT & Community Safety)											
Date approved: 20/12/2021											

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PAY POLICY STATEMENT 2022/23

HROD

**I CONTEXT**

- 1.1 Plymouth City Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions and benefits offered to our staff. The Council's pay and grading arrangements are underpinned by the principles of fairness and equality set out in the Equality Act 2010, the Public Sector Equality Duty and associated codes of practice.
- 1.2 The Council's pay arrangements reflect the need to recruit, retain and motivate skilled and committed employees to ensure high levels of performance, balanced with accountability to the public purse. They also recognise the importance of maintaining an approach to pay and reward that supports the high levels of flexibility and adaptability essential to the effective delivery of a diverse range of services in a challenging and rapidly changing environment
- 1.3 The People Strategy (<https://www.plymouth.gov.uk/peoplestrategy>) enables our workforce to be adaptable and agile for the challenges of the future - "Our people will feel welcome, aspire to be the best, we will attract and keep the right people and we will be well led".
- 1.4 The Council is required to set out a Pay Policy Statement under sections 38 and 39 of the Localism Act 2011. The Act prescribes the information and format required for the Pay Policy Statement.
- 1.5 The statement must be approved by a resolution of the City Council before it comes into force for the relevant financial year. Amendments may be made by resolution of the Council during the financial year.
- 1.6 When approved by the Council, this policy statement will come into immediate effect for the 2022/23 financial year and will be subject to review again for 2023/24 in accordance with the relevant legislation prevailing at that time.
- 1.7 The Chief Executive and Chief Officers are employed under the JNCs for Chief Executives, Chief Officers and NHS terms and conditions respectively. In addition, as a broad principle, the Council adopts the terms and conditions of employment that apply to NJC staff (Green Book) and the local variations as set out in the Plymouth Book to Chief Officers.
- 1.8 Under the Council's Standing Orders and Constitution, we have set out a requirement for all posts to be fairly evaluated to determine their salary levels within our agreed structures. All staff must be appointed on merit, through fair, transparent and objective processes.
- 1.9 The Council's Chief Executive, as the Head of Paid Service, is responsible for ensuring the Council meets its duties for appointment on merit, the terms and conditions of employment, compliance with the Council's Standing Orders for the appointment and remuneration of staff and with the requirements set out in the Local Government and Housing Act 1989. The Head of Paid Service (Chief Executive) is accountable to the Council for the discharge of her duties.
- 1.10 For the purposes of this Pay Policy Statement, all references to Chief Officer includes Deputy Chief Officers, as defined in the Localism Act. These are roles that report directly to

a Chief Officer, apart from clerical and administrative posts. This definition includes posts on JNC for Chief Officers, NJC for Local Government Services' and NHS terms and conditions.

2 INFORMATION

- 2.1 The Council's Management Structure is set out within the Articles of the Constitution of the Council and this is updated with any changes to statutory posts.
- 2.2 All statutory roles are designated within the Chief Officer structure.
- 2.3 Chief Officer bandings for the Senior Leadership Team are determined using the HAY Evaluation criteria
- 2.4 The Council's NJC pay and grading structure is set out at [Appendix One](#).

3 PAY RELATIVITIES WITHIN THE AUTHORITY

- 3.1 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton Report on Fair Pay. A public sector manager cannot earn more than 20 times that of the lowest paid person in the organisation. In addition, the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 3.2 Plymouth City Council continues to adopt the principles of the Foundation Living Wage, with the lowest paid worker (excluding apprentices) earning £19,100 per FTE (£9.90 per hour) from 1 April 2022, an increase from £9.50 per hour, a 4.21% increase. Local Government pay negotiations for 2021 are still ongoing and 2022 pay negotiations have not begun. The 2021 and 2022 pay awards are unknown at the time of writing.
- 3.3 The lowest paid worker is defined as those on the lowest spinal column point of Grade A, which is the Council's lowest NJC pay grade (excluding apprentices). From 1 April 2020, the remuneration of a Grade A (the lowest paid employee) is £17,842 (£9.25 per hour) per FTE (excluding apprentices) with the pay award for 2021 still pending. From 1 April 2021, the council has topped up with a non-contractual, discretionary top up to £18,328 (£9.50 per hour). From 1 April 2022, the minimum rate of pay will increase and be at least £9.90 per hour in line with the Foundation Living Wage.
- 3.4 The ratio between the lowest paid and highest paid employee will be 1:8.56 from 1 April 2022 (pay awards pending), which is a significant reduction from 2012 when the ratio was 1:14.
- 3.5 The ratio between the median full time equivalent earnings (excluding schools) and the chief executive is 1:6.29 (as at 1 December 2021).
- 3.6 The Council evaluates Chief Officer roles through a defined evaluation method (HAY) to ensure parity and consistency of evaluation within the Council's pay and grading structures.
- 3.7 Senior officer posts outside of the Chief Officer Structure, but earning in excess of £50,000 are published as part of the Council's access to public information within the annual accounts. The information is contained within the latest published 2019/20 draft accounts:

https://www.plymouth.gov.uk/sites/default/files/2020_21_Draft_Statement_of_Accounts_2.pdf

4 CHIEF OFFICER PAY

- 4.1 This section sets out the Council's policy in relation to Chief Officer remuneration and benefits as set out in the Localism Act 2011.
- 4.2 Levels and elements of remuneration for each Chief Officer:
- 4.2.1 Each Chief Officer will receive a basic salary as defined by the Council's pay and grading structures commensurate with their levels of responsibility
 - 4.2.2 Each Chief Officer role will be graded using the HAY Job Evaluation methodology (as well as the market) based on the published role profiles and organisational structures.
 - 4.2.3 Each Chief Officer will receive the same local terms and conditions of employment as set out in the Plymouth Book for NJC (Green Book) employees, unless there are different provisions in the JNC for Chief Officers.
- 4.3 Recruitment and remuneration on engagement of Chief Officer.
- 4.3.1 Chief Officers will be remunerated within an evaluated banding for the role on commencement of service.
 - 4.3.2 As required by law, the appointment and remuneration of Strategic Directors, Assistant Chief Executive and Service Directors is determined by Members through the Chief Officer Appointments Panel, except where there is specific delegation otherwise through Council.
- 4.4 Increases and additions to remuneration for each Chief Officer
- 4.4.1 The Council will review each role profile and remuneration of Chief Officers prior to any recruitment or at the creation or substantive change to the existing role.
 - 4.4.2 Increases to pay for Chief Officers on JNC for Chief Officers will occur through the national pay award.
 - 4.4.3 Chief Officers are appointed to a salary within a grade range.
- 4.5 Performance-related pay (PRP) for Chief Officers
- 4.5.1 There is no performance-related pay or bonus scheme for Chief Officers. Chief Officers are subject to an annual performance review.
- 4.6 Chief Officer pay on termination of contract or end of office
- 4.6.1 Chief Officers will receive their contractual entitlement for termination payments. These entitlements are the same for NJC staff (Green Book). Where the Council is terminating the contract of employment, pay in lieu of notice (PILON) or paid leave may be granted dependent on the circumstances by the Service Director for HROD
 - 4.6.2 Redundancy pay for Chief Officers is calculated at the statutory minimum.
 - 4.6.3 Chief Officers may only be dismissed for reasons of ill health, redundancy or by the Chief Officer Dismissals Panel.

4.6.4 Any payments will be compliant with legislation.

4.7 Benefits in Kind

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

4.8 Charges, fee and professional registrations

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

4.9 Increases and enhancement to pension entitlement

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

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

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

4.10 Other amounts payable

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

4.11 Chief Officer Policies

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

4.12 Terms and conditions

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

4.13 Superannuation (Employer's pension contribution)

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

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

Government Pension Scheme Regulations 2014 were introduced from 1 April 2014. There will be 9 employee contribution bandings between 5.5% and 12.5%. The LGPS employer contribution is 16.6% until 31 March 2023. The employer contribution for the NHS Pension Scheme is 20.6%.

4.14 Returning Officer Fees

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

5 STAFFING RESOURCES

5.1 The Council uses the following different staffing resources:

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

6 REMUNERATION OF INTERIM AND TEMPORARY STAFF

- 6.1 When interim staff are required, the costs of these are subject to competitive marketplace processes and are compliant with IR35. HROD officers are involved in all such employment arrangements and are aware of all interim appointments in order to assure quality.

7 CHIEF OFFICER APPOINTMENTS PANEL

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

8 CONTRACT FOR SERVICES

- 8.1 Where interim resources are determined to be required for a specific role within the Council that cannot be met through the existing establishment, a procurement process is followed to secure the relevant services. Typically sourcing is carried out through compliant frameworks or tendered in accordance with Contract Standing Orders. Procurement Officers are fully involved in these processes.
- 8.2 Unlike staff employed under contracts of employment, the relevant guidance from the Department for Communities and Local Government does not require such appointments to be approved by Council. However, where such posts are classified as Chief Officers for pay policy purposes, those posts should appear in the Statement of Accounts. To ensure that the Council is open and transparent it is proposed to provide details of any such contract where the daily rate equivalent paid by the Council to the contractor (and excluding procurement costs) exceeds £500 per day for duration of more than three months.

9 PUBLICATION

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

https://www.plymouth.gov.uk/sites/default/files/2020_21_Draft_Statement_of_Accounts_2.pdf

APPENDIX ONE**NJC Pay and grading scale 2020-21 (2021 and 2022 Pay Awards Pending)**

GRADE	SCP	Salary	Hourly rate	GRADE	SCP	Salary	Hourly rate
A	1	£17,842	£9.25	J	41	£44,863	£23.25
	2	£18,198	£9.43		42	£45,859	£23.77
B	3	£18,562	£9.62		43	£46,845	£24.28
	4	£18,933	£9.81		44	£47,829	£24.79
C	5	£19,312	£10.01		45	£48,828	£25.31
	6	£19,698	£10.21		46	£49,831	£25.83
	7	£20,092	£10.41	K	47	£50,852	£26.36
D	8	£20,493	£10.62		48	£51,860	£26.88
	9	£20,903	£10.83		49	£52,849	£27.39
	11	£21,748	£11.27		50	£53,951	£27.96
	12	£22,183	£11.50		51	£54,942	£28.48
	14	£23,080	£11.96	L	52	£55,945	£29.00
E	15	£23,541	£12.20		53	£56,938	£29.51
	17	£24,491	£12.69		54	£57,933	£30.03
	19	£25,481	£13.21		55	£58,921	£30.54
	20	£25,991	£13.47		56	£59,921	£31.06
F	22	£27,041	£14.02				
	23	£27,741	£14.38				
	24	£28,672	£14.86				
	25	£29,577	£15.33				
G	26	£30,451	£15.78				
	27	£31,346	£16.25				
	28	£32,234	£16.71				
	29	£32,910	£17.06				
H	30	£33,782	£17.51				
	31	£34,728	£18.00				
	32	£35,745	£18.53				
	33	£36,922	£19.14				
	34	£37,890	£19.64				
I	35	£38,890	£20.16				
	36	£39,880	£20.67				
	37	£40,876	£21.19				
	38	£41,881	£21.71				
	39	£42,821	£22.20				
	40	£43,857	£22.73				

Notes:

1. SCP 10,13,16,18 and 21 are not used by Plymouth City Council as part of the 2019 assimilation process

2. Plymouth City Council follows the principles of the Foundation Living Wage (FLW).

Employees paid at SCP 1 will receive a non-contractual top-up to pay the current FLW rate of £9.30 per hour (£9.50 from 1.4.21).

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EQUALITY IMPACT ASSESSMENT AS AT END OF NOVEMBER 2021

Pay Policy Statement 2022/2023



STAGE 1: What is being assessed and by whom?		
What is being assessed - including a brief description of aims and objectives?		<p>Under Section 38(1) of the Localism Act 2011 the Council is required to publish a Pay Policy Statement by 31 March each year.</p> <p>This EIA compares the profile of the whole workforce against the Chief Executive/Chief Officers group.</p> <p>The outcome of the national pay awards for 2021/22 for the NJC for Local Government Services, the JNC for Chief Executives and the JNC for Chief Officers is pending, with the latest officer being 1.75% and 2.75% for the lowest spinal point.</p> <p>2022/23 pay negotiations have not yet started</p> <p>Aim: To ensure the Pay Policy for Plymouth City Council does not disproportionality, detrimentally affect individuals with protected characteristics. We ensure that staff are not unfairly selected due to having a particular protected characteristic within the Equality Act 2010. We will also seek to avoid any indirect impact on staff within these groups that we cannot objectively justify.</p>
Responsible Officer		Alison Mills, Head of Specialist Services
Department and Service		Human Resources and Organisational Development
Date of Assessment		10.12.21

STAGE 1: What is being assessed and by whom?					
STAGE 2: Evidence and Impact					
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback) Whole workforce	Evidence and information (e.g. data and feedback) Chief Executive/Chief Officers	Any adverse impact?	Actions	Timescale and who is responsible?
Age	The age profile of the workforce is as follows: In their teens = 13/2534 = 0.51% In their 20s = 292/2534 = 11.52% in their 30s = 415/2534 = 16.38% in their 40s = 587/2534 = 23.16% in their 50s = 845/2534 = 33.35% in their 60s = 356/2534 = 14.05% in their 70s = 26/2534 = 1.03%	The age profile is as follows: in their 40s = 6/18 = 33.3% in their 50s = 10/18 = 55.56% in their 60s = 2/18 = 11.11%	None anticipated. Pay relates to the role undertaken, not the individual employee characteristics	None.	
Disability	None = 1384/2534 = 54.62% Not declared = 1035/2534 = 40.84% Yes = 115/2534 = 4.54%	None = 8/18 = 44.4% Not declared = 8/18 = 44.4% Yes = 2/18 = 11.11%	None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	
Faith, Religion or Belief	Not declared = 904/2534 = 35.67% None = 840/2534 = 33.15% Christian = 730/2534 = 28.81%	Not declared = 9/18 = 50% None = 2/18 = 11.1 % Christian = 6/18 = 33.3%	None anticipated. Pay relates to the role undertaken, not the	None.	

STAGE I: What is being assessed and by whom?					
	Buddhist = $9/2534 = 0.36\%$ Other = $46/2534 = 1.82\%$ Jewish = $1/2534 = 0.04\%$ Muslim = $3/2534 = 0.12\%$ Sikh = $1/2534 = 0.04\%$	Other = $1/18 = 5.6\%$	individual employee characteristic		
Gender	The gender profile is: Female = $1610/2534 = 63.5\%$ Male = $924/2534 = 36.49\%$	The gender profile is: Female = $7/18 = 38.89\%$ Male = $11/18 = 61.11\%$	None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	
Gender Reassignment	Data not available.	Data not available	No.	None.	
Race	White British = $2089/2534 = 84.23\%$ Asian Or Asian British – Indian = $2/2534 = 0.08\%$ Asian Or Asian British – Pakistani = $1/2534 = 0.04\%$ Black Or Black British – African = $13/2534 = 0.51\%$ Black Or Black British – Caribbean = $5/2534 = 0.20\%$ Chinese = $3/2534 = 0.12\%$ Information Refused = $1/2534 = 0.04\%$	White British = $14/18 = 77.78\%$ Black Or Black British – Caribbean = $1/18 = 5.56\%$	None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	

STAGE I: What is being assessed and by whom?					
	Mixed - White And Asian = 6/2534 = 0.24% Mixed - White And Black African = 2/2534 = 0.08% Mixed - White And Black Caribbean = 3/2534 = 0.12% Not Known = 96/2534 = 3.79% Other Asian Background = 9/2534 = 0.36% Other Black Background = 1/2534 = 0.04% Other Ethnic Group = 4/2534 = 0.16% Other Mixed Background = 9/2534 = 0.36% Other White Background = 67/2534 = 2.64% White - British = 2113/2534 = 83.39% White Irish = 10/2534 = 0.39% Not declared = 89/2534 = 7.46%	Not declared = 3/18 = 16.67%			
Sexual Orientation - including Civil Partnership	Bisexual = 23/2534 = 0.91% Gay Man = 32/2534 = 1.26% Gay Woman/Lesbian = 24/2534 = 0.95%		None anticipated. Pay relates to the role undertaken, not the individual employee characteristic	None.	

STAGE 1: What is being assessed and by whom?					
	Heterosexual = 1481/2534 = 58.45% Information Refused = 89/2534 = 3.51% Other = 2/2534 = 0.08% Prefer Not To Say = 12/2534 = 0.47% Not declared = 871/2534 = 34.37%	Heterosexual 9/18 = 50% Information Refused = 1/18 = 5.56% Not declared = 8/18 = 44.4%			

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	No.	
Good relations between different communities (community cohesion).	No.	
Human Rights	No.	

STAGE 4: Publication			
Director, Service Director/Head of Service approving EIA.	Alison Mills	Date	14 December 2021

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