



## **THE FOUR MONTH FORWARD PLAN**

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1 January 2010 to 30 April 2010

**Date of Publication:**

**10 December 2009**

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**The Forward Plan is published monthly**

## PLYMOUTH CITY COUNCIL FORWARD PLAN OF KEY DECISIONS

### What is the Forward Plan?

Section 14 of the Access to Information Procedure Rules requires the Cabinet to prepare a Forward Plan to cover a period of four months. The Forward Plan should contain **key decisions** that the Cabinet believe are to be taken within this period. It describes who is the decision maker, the period in which the decision will be taken, those whom the decision taker proposes to consult, the steps any individual may take who wishes to make representations to the decision maker and a list of background papers considered by the decision taker in respect of the key decision.

### What is a Key Decision?

A **key decision** is -

(a) Any decision in relation to an Executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

(b) Any decision that is likely to have a significant impact on two or more wards within the Council.

The threshold for significant expenditure / savings is £2 million for the award of contracts and £500,000 for all other matters.

The Cabinet cannot consider key decisions if they have not been included within the Forward Plan unless they fall within the two exceptions set out at paragraph 15 & 16 of the Access to Information Procedure Rules, namely:

#### PARAGRAPH 15. GENERAL EXCEPTION

If a matter which is likely to be a key decision has not been included in the forward plan, then subject to Rule 16 (special urgency), the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;
- (b) the monitoring officer has informed the Chair of a relevant Scrutiny Panel, or if there is no such person, each member of that panel in writing, by notice, of the matter to which the decision is to be made;
- (c) the Monitoring Officer has made copies of that notice available to the public at the offices of the Council; and
- (d) at least 5 working days have elapsed since the Monitoring Officer complied with (a) and (b).

Where such a decision is taken by a committee, it must be taken in public.

**PARAGRAPH 16. SPECIAL URGENCY**

If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chair of the body making the decision, obtains the agreement of the Chair of the Overview and Scrutiny Management Board that the taking of the decision cannot be reasonably deferred. If there is no Chair of the Overview and Scrutiny Management Board, in his/her absence the Vice Chair will suffice, or in both their absences, any other Member of the Board.

The Forward Plan does not need to refer to exempt information and confidential information cannot be included.

**What is the Budget and Policy Framework?**

This is a reference to the Council's policy framework and is made up of a series of Statutory Plans and Strategies listed as below:

Corporate Plan	All Our Futures
Children and Young People's Plan	Capital Strategy and Asset Management Plan
Licensing Authority Policy Statement – Gambling Act 2005	Housing Strategy
Local Development Framework (Documents)	Investment in Children (comprising Strategy for Change and Building Schools for the Future)
Local Transport Plan	Plymouth Economic Strategy
Sustainable Community Strategy	Waste Management Strategy
Youth Justice Plan	

**What does the Forward Plan tell me?**

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to, and how
- what documents can you ask for, and when
- who you can contact for further information

### Who takes Key Decisions?

Under the Council's Constitution most key decisions are taken at public meetings of either the City Council or the Cabinet and those bodies are presently scheduled to meet on the following dates.

	January	February	March	April
City Council Council House (2.30pm)	-	1 February	1 March	26 April
Cabinet Council House (2.30pm)	19 January	9 February	16 March	6 April

### Who can I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Members of the City Council, the Leader/Executive Members and the Chief Executive/ Executive Directors.

### How do I make contact?

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring the City Council and staff will be able to assist you: Telephone 01752 668000

### How do I get copies of agenda papers?

The agenda papers for City Council and Cabinet meetings are usually available five working days before the meeting and can be accessed on the Council's website: [www.plymouth.gov.uk/modgov](http://www.plymouth.gov.uk/modgov).

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

## How can I get copies of the Plan?

Copies of the Plan are available for inspection at reasonable hours, free of charge, at the Plymouth City Council offices. The Plan is updated monthly on:

<b>2010</b>
14 January
11 February
11 March
8 April

Copies are also available on the City Council's website:

[www.plymouth.gov.uk/modgov](http://www.plymouth.gov.uk/modgov).

## General

If you have any questions or comments about the Plan, we would positively welcome them and would ask that you send them direct to the contact officer named at the start of the Plan. Please also let us know if you have any difficulty in accessing a copy of the Plan or any of the documents referred to therein.

Ian Gallin  
Assistant Chief Executive



## THE FOUR MONTH FORWARD PLAN

**1 December 2009 to 31 March 2010**

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## GROWTH AGENDA: GOVERNANCE ARRANGEMENTS (FP 24 09/10)

### **Nature of the decision:**

To seek approval for new governance arrangements to manage and progress the growth agenda.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Fry)

**Timing of the decision?** Between 19 January 2010 and 6 April 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

Local Authorities in the Sub Region  
Government Office South West  
Home and Communities Agency  
Wealthy Theme Group  
Regional Development Agency  
City Development Company

#### Process to be used:

Direct discussions  
Meetings  
Presentations

### **Information to be considered by the decision makers:**

List of current groups and meetings  
Sub National Review of Economic Development and Regeneration (CLG)

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

As above for decision makers

**Representations:** In writing by 4 January 2010 to -

1. Assistant Director of Development and Regeneration (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Paul Barnard, Assistant Director for Development (Planning)  
paul.barnard@plymouth.gov.uk Tel: (01752) 304860

## TAMAR SCIENCE PARK (FP 44 09/10)

### **Nature of the decision:**

The Cabinet will be requested to approve an increase in the grant aid to Tamar Science Park and to approve a new Governance Structure with the University of Plymouth

**Who will make the decision?** Cabinet (on the recommendation of Councillor Mrs Pengelly)

**Timing of the decision?** 19 January 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

The Leader, Cabinet members, Director of Development and Regeneration, Director of Corporate Support

#### Process to be used:

Circulation of written report

### **Information to be considered by the decision makers:**

The proposals contained in the written report

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

As above for decision makers

**Representations:** In writing by 4 January 2010 to:

1. Director of Development and Regeneration
2. Councillor Mrs Pengelly (Leader)
3. Councillor Fry (Cabinet member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Phil Jones (Corp Res), Principal Development Surveyor phil.jones@plymouth.gov.uk  
Tel: (01752) 304167



**LOCAL DEVELOPMENT FRAMEWORK: SUBMISSION OF DERRIFORD AND SEATON AREA ACTION PLAN (FP 29 09/10)**

**Nature of the decision:**

To seek approval for the submission of the Derriford and Seaton Area Action Plan to the Secretary of State, including publication of the pre-submission version of the Area Action Plan for the purposes of consultation

**Who will make the decision?** City Council (Cabinet Member: Councillor Fry)

**Timing of the decision?** Between 15 December 2009 and 26 April 2010

**Who will be consulted and how?**

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of Issues & Preferred Options process, which was approved by the Cabinet on 20 January 2009.

Process to be used:

Issues and Preferred Options consultation process involved exhibitions, meetings, briefings, use of newsletter and other publicity material.

**Information to be considered by the decision makers:**

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Consultation responses on Area Action Plan Issues and Preferred Options report
4. Local Development Framework evidence base reports

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

as above for decision makers

**Representations:** In writing by 31 January 2010 to -

1. Assistant Director of Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Jonathan Bell, Head of Development Planning jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

## EXTENSION OF THE DESIGNATION OF BIRCHAM VALLEY LOCAL NATURE RESERVE (FP 41)

### **Nature of the decision:**

To seek approval for the extension of the designation of Bircham Valley Local Nature Reserve

**Who will make the decision?** Cabinet (on the recommendation of Councillor Fry)

**Timing of the decision?** 19 January 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

Natural England

Wider community consultation (to be undertaken in association with the wider Derriford Community Park)

#### Process to be used:

See above

### **Information to be considered by the decision makers:**

Bircham Valley LNR Management Plan

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

Bircham Valley LNR Management Plan

**Representations:** In writing by 4 January 2010 to:

Assistant Director of Development (Planning Services)

Councillor Fry (Cabinet member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Jeremy Sabel [jeremy.sabel@plymouth.gov.uk](mailto:jeremy.sabel@plymouth.gov.uk)

**AWARD OF CONSTRUCTION CONTRACT FOR THE LIFE CENTRE PROJECT  
(FP 33 09/10)**

**Nature of the decision:**

Approval of award of the construction contract for the Life Centre project. The project is currently in the Council's Capital Programme in the sum of £46.5m

**Who will make the decision?** Cabinet (on the recommendation of Councillor Bowyer)

**Timing of the decision?** Between 19 January 2010 and 9 February 2010

**Who will be consulted and how?**

Persons to be consulted with:

The process for awarding the contract has been approved under the delegated authority of the previous Project Board. The new structure resulting in the formation of a Programme Board provided for the final approval of the contract award to be given by Cabinet.

Process to be used:

A recommendation was made by the project team and this was referred to the Programme Board and, subsequently, the Executive Board for approval with the final approval remaining with Cabinet.

**Information to be considered by the decision makers:**

A tender evaluation report with supporting information  
Recommendation of the Life Centre Executive Programme Board

**Is this a part of the Budget and Policy Framework?** Yes

**Documents to be considered when the decision is taken**

A written report and supporting documents

**Representations:** In writing by 4 January 2010 to -

1. Director for Community Services
2. Councillor Bowyer (Cabinet member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Tony Hopwood, Major Projects and Capital Programme Director  
tony.hopwood@plymouth.gov.uk Tel: (01752) 305428

## COUNCIL TAX BASE 2010/11 (FP 34 09/10)

### **Nature of the decision:**

To give approval to the Council Tax Base, which will be used as the basis for setting the Council Tax level for 2010/11.

**Who will make the decision?** City Council (Cabinet Member: Councillor Bowyer)

**Timing of the decision?** 1 February 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

The Council Tax base is calculated as part of a statutory process, based on data relating to the council tax property base. Consultation is not applicable.

#### Process to be used:

### **Information to be considered by the decision makers:**

1. The regulations governing the calculation of the tax-base. (Local Authorities (Calculation of Tax-Base) Regulations 1992.
2. The tax-base report.
3. The level of estimated collection rate and the option to vary the discounts given on 2nd homes and empty properties.
4. Recommendation of Cabinet on 15 December 2009

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

As above for information to be considered by decision makers.

**Representations:** In writing by 31 December 2009 to -

1. Assistant Director for Finance, Assets and Efficiencies
2. Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Gary Edwards, Accounts Processing Manager gary.edwards@plymouth.gov.uk Tel:  
(01752) 304404

## APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF ADVERTISING SERVICES (FP 46 09/10)

### **Nature of the decision:**

To approve the appointment of a new supplier for the provision of advertising services. (Contract re-tendered following expiry of existing contract).

**Who will make the decision?** Cabinet (on the recommendation of Councillor Bowyer)

**Timing of the decision?** 9 February 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

Communications team, Human Resources, Children's Services, plus departments that have a significant spend on public notices or high levels of media requirements.

#### Process to be used:

Direct consultation and feedback with stakeholders.

### **Information to be considered by the decision makers:**

Contract award report (to be forwarded following tender process).

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

Contract Award Report (to be forwarded following tender process).

### **Representations:**

In writing by 1<sup>st</sup> January 2010 to Corporate Communications manager or cabinet representatives Cllr Bowyer.

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Clive Woodley, Product Portfolio Manager  
clive.woodley@plymouth.gov.uk Tel: (01752) 305425

## CONTRACT AWARD FOR THE SUPPLY OF TEMPORARY STAFF (FP 39)

### **Nature of the decision:**

Contract award for the supply of temporary staff

**Who will make the decision?** Cabinet (on the recommendation of Councillor Bowyer)

**Timing of the decision?** Between 16 March 2010 and 30 June 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

Head of Procurement  
Assistant Director Human Resources  
Assistant Director Finance  
Head of Legal Services

#### Process to be used:

Contract award report  
Evaluation criteria

### **Information to be considered by the decision makers:**

Contract award report

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

Contract award report

**Representations:** In writing by 15 February 2010 to:

Malcolm Coe, Assistant Director Finance  
Councillor Bowyer (Cabinet member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Maria Schingen, Product Portfolio Manager maria.schingen@plymouth.gov.uk Tel:  
(01752) 307969

## LOCALITY WORKING (FP 15 09/10)

### **Nature of the decision:**

To agree a model for service co-ordination within Plymouth's six Localities, and associated community engagement arrangements

**Who will make the decision?** City Council (Cabinet Member: Councillor Brookshaw)

**Timing of the decision?** 1 February 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

1. Community groups
2. Lead officers for service providers
3. Members of the Council's senior management team
4. Overview and Scrutiny Management Board /Scrutiny Panel
5. Cabinet (19 January to make recommendations)
6. Members
7. Local Strategic Partnership
8. Plymouth City Council's Corporate Strategy Forum

#### Process to be used:

1. Area Committees
2. Meetings / discussion
3. Written consultation process

### **Information to be considered by the decision makers:**

Results from consultation

Local Strategic Partnership's working group's recommendations on Localities

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

Written report and results from consultation

**Representations:** In writing by 4 January 2010 to -

1. Assistant Director for Safer Communities
2. Councillor Brookshaw (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Peter Aley, Assistant Director for Safer Communities peter.aley@plymouth.gov.uk  
Tel: (01752) 304321

## PLYMOUTH SPORTS FACILITY STRATEGY (FP 64 08/09)

### **Nature of the decision:**

To adopt the Facilities and Sports Strategy

**Who will make the decision?** Cabinet (on the recommendation of Councillor Jordan)

**Timing of the decision?** 16 March 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

Members of the public  
Facility operators  
Sports Forum  
Clubs  
Schools  
National Governing Bodies  
User Groups  
Customer and Communities Overview and Scrutiny Panel

#### Process to be used:

Personal interviews  
Questionnaires  
Research  
Meetings

### **Information to be considered by the decision makers:**

Draft Facilities and Sports Strategy

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

Draft Facilities and Sports Strategy

**Representations:** In writing by 1 March 2010 to -

1. James Coulton, Assistant Director for Leisure, Culture and Sport
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Kevin Thomas, Sport and Leisure Manager kevin.thomas@plymouth.gov.uk Tel:  
(01752) 307511



## PLYMOUTH CITY COUNCIL'S AQUATICS STRATEGY (FP 26 09/10)

### **Nature of the decision:**

To adopt the Aquatics Strategy.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Jordan)

**Timing of the decision?** 16 March 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

Facility Operators  
Sports Forum  
Clubs  
Schools  
Coaches  
User groups  
Governing bodies

#### Process to be used:

Personal interviews  
Desk top study/research  
Questionnaires  
Meetings

### **Information to be considered by the decision makers:**

Draft Aquatics Strategy

**Is this a part of the Budget and Policy Framework?** Yes

### **Documents to be considered when the decision is taken**

Draft Aquatics Strategy

**Representations:** In writing by 1 March 2010 to -

1. James Coulton, Assistant Director for Culture, Leisure and Sport
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Liz Slater, Leisure Projects Officer [liz.slater@plymouth.gov.uk](mailto:liz.slater@plymouth.gov.uk) Tel: (01752) 307129

## INFORMATION, ADVICE AND GUIDANCE SERVICE FOR YOUNG PEOPLE (FP 40)

### **Nature of the decision:**

1. To extend the Peninsula Local Authority Contract for Information, Advice and Guidance delivered Careers South West (formally Connexions) until June 2011.

Value of Extension (Plymouth Contribution): At current value approx £625,000 for April 2011 – June 2010 (subject to negotiations in respect to contract value)

2. To undertake a tender for the Information Advice and Guidance Service for Young People aged 13-19 during 2010 (tender to start after the general election) for a contract starting July 2011.

Proposed contract length: 3 years with an option for 2 year extension.

Contract award (Plymouth Contribution): At current value £2.5million per year (subject to negotiations in respect to contract value)

**Who will make the decision?** Cabinet (on the recommendation of Councillor Monahan)

**Timing of the decision?** 16 March 2010

### **Who will be consulted and how?**

#### Persons to be consulted with:

Peninsula Local Authority Commissioning Group  
Plymouth Integrated Youth Support Service (IYSS) Strategy Group (including Assistant Director For Lifelong Learning and Head of IYSS)  
Chief Executive Careers South West and the Careers South West Management Board  
Schools  
Young People and Parents  
14-19 Curriculum Strategy Group  
Jane Keeley, Acting Head of Strategic Procurement  
Plymouth Legal Dept  
Other Peninsula Local Authorities Procurement and Legal Teams

#### Process to be used:

Local authorities have a number of statutory duties in relation to the provision of Information, Advice and Guidance which are currently discharged within the contract with Careers South West (formally Connexions Cornwall and Devon)

As there is a general election planned for May or June next year it is proposed that this contract is extended to July 2011 in order to allow for a potential tender process which cannot take place during the period of Purda that the election will entail. Negotiation meetings have been set between the Peninsula Local Authorities and Careers South West to identify any changes to the contract that needed for 2010-2011 in the light of possible budgetary pressures and changes in National Legislation.

As the Lead Commissioner for the Peninsula Commissioning Group, Plymouth have produced papers timetabling to preparation of a business case for future of a Peninsula –wide Information, Advice and Guidance Service for young people in 2011 and beyond. This has been agreed by the Peninsula Commissioning leads and a series of Peninsula meetings has been established to develop this.

In order to develop this business case a needs analysis will be developed, which will include feedback and input from young people, parents and other key stakeholders, including schools.

As the current provider is a Local Authority owned company the business case will include a rationale as to whether a Teckal Exemption could apply.

As a parallel process the Plymouth IYSS strategy group will be reviewing the IYSS Strategy in light of the needs analysis' that have been taken for the Children and Young People's plan. These developments will inform the Peninsula business case with the The Children's Trust Commissioning Team facilitating both developments, working in partnership with the Head of Integrated Youth Support.

**Information to be considered by the decision makers:**

Current Performance

The Peninsula Business Case

The general election and period where a tender exercise will be prohibited. This will push the tendering timetable forward, meaning that to allow for a period of handover in case another provider wins the tender

**Is this a part of the Budget and Policy Framework? Yes**

**Documents to be considered when the decision is taken**

Business case (to be completed February 2010)

Rationale for tender

Tender timetable

**Representations:** In writing by 1 March 2010 to:

Richenda Broad, Head of Strategic Planning and Children's Trust Business  
Councillor Grant Monahan (Cabinet member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Richenda Broad, Head of Strategic Planning and Children's Trust Business  
richenda.broad@plymouth.gov.uk Tel: (01752) 307341

**Municipal Year 2009/10**  
**Cabinet / Cabinet Members:**

Councillor Mrs Vivien Pengelly, Leader of the Council  
Councillor Ted Fry, Deputy Leader and Planning, Strategic Housing and Economic Growth  
Councillor Ian Bowyer, Finance, Property, People and Governance  
Councillor Peter Brookshaw, Safer and Stronger Communities  
Councillor Glenn Jordan, Leisure, Culture and Sport  
Councillor Michael Leaves, Street Scene, Waste and Sustainability  
Councillor Grant Monahan, Children and Young People  
Councillor Steven Ricketts, Customer Services, Performance and Partnerships  
Councillor Dr David Salter, Adult Health and Social Care  
Councillor Kevin Wiggins, Transport

**Chief Executive and Executive Directors**

Barry Keel, Chief Executive  
Adam Broome, Director for Corporate Support  
Carole Burgoyne, Director for Community Services  
Bronwen Lacey, Director of Services for Children and Young People  
Anthony Payne, Director for Development and Regeneration  
Deb Laphorne, Director for Public Health

***Other Members of the City Council***

The Lord Mayor (Councillor Ken Foster)  
The Deputy Lord Mayor (Councillor Jonathan Drea) and  
Councillors Mrs Aspinall; Ball; Mrs Beer; Berrow; Bowie; Mrs Bowyer; Mrs Bragg; Browne; Coker; Dann; Delbridge; Mrs Dolan; Evans; M Foster; Mrs W Foster; Fox; Gordon; James; Kerswell; King; Lowry; Martin Leaves, Samantha Leaves; Lock; Dr Mahony; McDonald; Miller; Mrs Nelder; P J Nicholson; Mrs P D Nicholson; Purnell; Rennie; Reynolds; Roberts; Smith; Sally Stephens; Stevens; Stark; Thompson; Tuohy; Vincent; Viney; Mrs Watkins; Wheeler and Wildy