



THE FOUR MONTH FORWARD PLAN

1 May 2010 to 31 August 2010

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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 these bodies are presently scheduled to meet on the following dates:

	May	June	July	August
City Council Council House (2 pm)	21 May	- (no provisional date)	5 July (provisional date)	2 August (provisional date)
Cabinet Council House (2.pm)	- (no provisional date)	8 June (provisional date)	13 July (provisional date)	10 August (provisional date)

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.

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:

2010
13 May
10 June
15 July
12 August
16 September
14 October
11 November
9 December
2011
13 January
10 February
17 March
14 April

Copies are also available on the City Council's website:
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 May 2010 to 31 August 2010

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* These items appear in the Forward Plan for the first time.

LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF PLANNING OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT, FIRST REVIEW (FP 43 09/10)

Nature of the decision:

To formally adopt the first review of the Planning Obligations and Affordable Housing Supplementary Planning Document

Who will make the decision? City Council

Timing of the decision? Between 4 May 2010 and 2 August 2010

Who will be consulted and how?

Persons to be consulted with:

A full public consultation process was undertaken on the draft Supplementary Planning Document

Process to be used:

Meetings, events, LDF newsletter and Limehouse consultation portal

Information to be considered by the decision makers:

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Local Development Framework evidence base reports
4. Adopted Planning Obligations & Affordable Housing Supplementary Planning Document
5. Consultation draft and responses of the Supplementary Planning Document

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 23 April 2010 to -
Assistant Director of Development (Planning)

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
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

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

Timing of the decision? Between 4 May 2010 and 2 August 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 23 April 2010 to -
Assistant Director of Development (Planning)

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
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

SHORELINE MANAGEMENT REVIEW PLAN - DURLSTON HEAD TO RAME HEAD (FP 54 09/10)

Nature of the decision:

Adoption of the "Shoreline Management Plan Review (SMP2) – Durlston Head to Rame Head"

Who will make the decision? Cabinet

Timing of the decision? Between 1 June 2010 and 2 August 2010

Who will be consulted and how?

Persons to be consulted with:

City Council directors, City Centre Company, City Development Company, Visit Plymouth, Chamber of Commerce and Wealthy Theme Group

Process to be used:

The stakeholders have been consulted during the preparation of the SMP2 by a variety of methods including three rounds of key stakeholder meetings held at number of locations along the length of coast covered. The round of meetings occurred during March, July and November 2009. Full details of consultees and the consultation process followed will be set out in Appendix B of SMP2 to be published in March 2010, when it can be viewed at www.sdadcag.org.

Information to be considered by the decision makers:

The decision makers will be presented with a written report including -

- (i) extracts of the "Shoreline Management Plan Review (SMP2) - Durlston Head to Rame Head" that contain the recommended policies for the coastline within Plymouth City Council's boundary;
- (ii) Appendix B" of SMP2 - detailing consultees and consultation process undertaken. In addition a hard copy of the SMP2 will be made available at the Cabinet meeting.

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 17 May 2010 to -
Director for Development and Regeneration

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Tom White, Highways Transformational Change Project Manager

E mail: tom.white@plymouth.gov.uk Tel: 01752 (30) 4256

CONTRACT AWARD FOR THE SUPPLY OF TEMPORARY STAFF (FP 39 09/10)

Nature of the decision:

Contract award for the supply of temporary staff

Who will make the decision? Cabinet

Timing of the decision? Between 4 May 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 23 April 2010 to:
Malcolm Coe, Assistant Director for Finance

Contact details available from Plymouth City Council Tel: 01752 668000

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

PLYMOUTH SPORTS FACILITY STRATEGY (FP 64 08/09)

Nature of the decision:

To adopt the Plymouth Sports Facility Strategy

Who will make the decision? Cabinet

Timing of the decision? June 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 17 May 2010 to -
James Coulton, Assistant Director for Culture, Sport and Leisure

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: James Coulton, Assistant Director of Community Services (Culture, Sport and Leisure)

E mail: james.coulton@plymouth.gov.uk Tel: (01752) 307013

AGREEMENT TO CONSULT ON SHORT BREAKS SERVICES (FP 56 09/10)

Nature of the decision:

Agreement to consult with people with services users, stakeholders and family carers about short breaks services in Plymouth.

Who will make the decision? Cabinet

Timing of the decision? June 2010

Who will be consulted and how?

Persons to be consulted with:

Service users and family carers who access respite and short break services in Plymouth staff and wider stakeholder for example health.

Process to be used:

A range of consultation initiatives will be employed as appropriate including face to face meetings, and discussions at forums and events.

Information to be considered by the decision makers:

The consultation process will take place during 1 June to 31 August 2010.
A written report with findings will be presented.

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

Documents to be considered when the decision is taken

Business Case and report

Representations: In writing by 17 May 2010 to -
Paul Francombe, Learning Disability Partnership Manager

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Paul Francombe, Learning Disabilities Partnership Manager

E mail: paul.francombe@plymouth.gov.uk Tel: (01752) 434031

RESIDENTIAL CARE: UPDATE ON MODERNISATION OF OLDER PEOPLES' SERVICES (2005 - 2015) (FP 57 09/10)

Nature of the decision:

To provide an update on the progress made on Modernisation Older People's Services (2005-2015) and to confirm agreement to the continued direction of travel

Who will make the decision? Cabinet

Timing of the decision? July 2010

Who will be consulted and how?

Persons to be consulted with:

Following Cabinet in July 2010 – partner organisations, staff, residential and respite services users / carers.

Process to be used:

A range of consultation initiatives will be employed as appropriate – including face-to-face meetings, discussions at appropriate forum meetings etc.

Information to be considered by the decision makers:

Written report

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

Documents to be considered when the decision is taken

written report

Representations: In writing by 31 May 2010 to -
Pam Marsden, Assistant Director for Community Care

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Pam Marsden, Assistant Director for Community Care

E mail: pamela.marsden@plymouth.gov.uk Tel: (01752) 307344

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 Drean) 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