



## **THE FOUR MONTH FORWARD PLAN**

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1 July 2010 to 31 October 2010

**Date of Publication: 10 June 2010**

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**The Forward Plan is published monthly**

## PLYMOUTH CITY COUNCIL FORWARD PLAN OF KEY DECISIONS

### What is the Forward Plan?

The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 require the Leader to prepare a Forward Plan to cover a period of four months. The Forward Plan contains **key decisions** that the Leader believes are to be taken within this period. It describes the nature of the decision, 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 Regulations, namely:

#### REGULATION 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 Regulation 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.

## REGULATION 16. SPECIAL URGENCY

If by virtue of the date by which a decision must be taken Regulation 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:

	July	August	September	October
City Council Council House (2 pm)	5 July	2 August	-	11 October
Cabinet Council House (2.pm)	13 July	10 August	14 September	19 October

### 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>
15 July
12 August
16 September
14 October
11 November
9 December
<b>2011</b>
13 January
10 February
17 March
14 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.

COUNCILLOR MRS V PENGELLY  
LEADER



## THE FOUR MONTH FORWARD PLAN

**1 July 2010 to 31 October 2010**

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

**REVIEW OF LOCAL DEVELOPMENT SCHEME  
DATE FIRST INCLUDED IN THE FP: 13 MAY 2010**

**Nature of the decision:**

To seek approval for the review of the Local Development Scheme

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

**Timing of the decision?** 13 July 2010

**Who will be consulted and how?**

Persons to be consulted with:

Government Office South West  
Devon County Council  
South Hams District Council

Process to be used:

Direct discussions  
Meetings

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

1. Local Development Scheme
2. Local Development Framework annual monitoring report

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

as above for decision makers

**Representations:** In writing by 28 June 2010 to -

- (1) Assistant Director for Planning Services
- (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  
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353



**SHORELINE MANAGEMENT REVIEW PLAN - DURLSTON HEAD TO RAME HEAD**  
**DATE FIRST INCLUDED IN THE FP: 11 FEBRUARY 2010**

**Nature of the decision:**

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

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

**Timing of the decision?** 19 October 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](http://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.

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

as above for decision makers

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

- (1) Director for Development and Regeneration
- (2) Councillor Fry (Cabinet Member)

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 [tom.white@plymouth.gov.uk](mailto:tom.white@plymouth.gov.uk) Tel: (01752) 304256

**CONTRACT AWARD FOR THE SUPPLY OF TEMPORARY STAFF  
DATE FIRST INCLUDED IN THE FP: 12 NOVEMBER 2009**

**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?** 13 July 2010

**Who will be consulted and how?**

Persons to be consulted with:

Head of Procurement  
Assistant Director Human Resources and Organisational Development  
Assistant Director Finance, Assets and Efficiencies  
Head of Legal Services

Process to be used:

Contract award report  
Evaluation criteria

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

Contract award report

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

Contract award report

**Representations:** In writing by 28 June 2010 to -

- (1) Malcolm Coe, Assistant Director, 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: Maria Schingen, Product Portfolio Manager  
E mail: maria.schingen@plymouth.gov.uk Tel: (01752) 307969

**AGREEMENT TO CONSULT ON SHORT BREAKS SERVICES  
DATE FIRST INCLUDED IN THE FP: 11 MARCH 2010**

**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 (on the recommendation of Councillor Monahan)

**Timing of the decision?** 13 July 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.

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

Business case and report

**Representations:** In writing by 28 June 2010 to -

- (1) Paul Francombe, Learning Disability Partnership Manager
- (2) Councillor Monahan (Cabinet Member)

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)**  
**DATE FIRST INCLUDED IN THE FP: 11 MARCH 2010**

**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 (on the recommendation of Councillor Monahan)

**Timing of the decision?** 13 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

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

written report

**Representations:** In writing by 28 June 2010 to -

- (1) Pam Marsden, Assistant Director for Adult Health and Social Care
- (2) Councillor Monahan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Pam Marsden, Assistant Director for Adult Health and Social Care

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

**FAIRER CONTRIBUTIONS POLICY, CHARGING WITHIN A PERSONALISED SYSTEM**  
**DATE FIRST INCLUDED IN THE FP: 10 JUNE 2010**

**Nature of the decision:**

Seeking agreement to consult on the new guidance on charging for non residential adult social care services

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

**Timing of the decision?** 13 July 2010

**Who will be consulted and how?**

Persons to be consulted with:

Users and carers and other stakeholders  
Health and Adult Social Care Overview and Scrutiny Panel

Process to be used:

Presentations and meetings

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

report and guidance

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

new guidance  
written report

**Representations:** In writing by 28 June 2010 to -

- (1) Assistant Director for Adult Health and Social Care
- (2) Councillor Monahan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

**Further information – Availability of Documents:**

For further information contact: Pam Marsden, Assistant Director for Adult Health and Social Care

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

**BUDGET ITEM**  
**MEDIUM TERM FINANCIAL STRATEGY**  
**DATE FIRST INCLUDED IN THE FP 13 MAY 2010**

**Nature of the decision:**

The City Council will be requested to adopt the Medium Term Financial Strategy for both revenue and capital and note the future year forecasts on resources available and spending commitments. The City Council will also be requested to adopt the Council's 'summary financial objectives' and targets within this document.

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

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

**Timing of the decision?** 2 August 2010

**Who will be consulted and how?**

Persons to be consulted with:

Corporate Management Team, directors, assistant directors, key partners and the Overview and Scrutiny Management Board

Process to be used:

Presentations to management team meetings. Publish document on website. Present, and challenge through the scrutiny process.

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

Sustainable Community Strategy.

Plymouth City Council Corporate Plan.

Bi-monthly performance and finance reports presented to Cabinet and scrutiny throughout 2009/10

Cabinet recommendation

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

Council budget report and associated papers – March 2010

Bi-monthly monitoring reports 2009/10

**Representations:** In writing by 28 June 2010 to -

(1) Director for Corporate Support

(2) Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Malcolm Coe, Assistant Director for Finance, Assets and Efficiencies

E mail: malcolm.coe@plymouth.gov.uk Tel: (01752) 304150

**POLICY FRAMEWORK ITEM  
LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF PLANNING  
OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING  
DOCUMENT, FIRST REVIEW  
DATE FIRST INCLUDED IN THE FP: 15 OCTOBER 2009**

**Nature of the decision:**

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

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

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

**Timing of the decision?** Between 1 July 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, Local Development Framework 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

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

as above for decision makers

**Representations:** In writing by 28 June 2010 to -

- (1) Assistant Director for Planning Services
- (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  
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

**POLICY FRAMEWORK ITEM  
LOCAL DEVELOPMENT FRAMEWORK: SUBMISSION OF DERRIFORD AND  
SEATON AREA ACTION PLAN  
DATE FIRST INCLUDED IN THE FP: 10 SEPTEMBER 2009**

**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

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

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

**Timing of the decision?** Between 6 September 2010 and 11 October 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

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

as above for decision makers

**Representations:** In writing by 30 August 2010 to -

- (1) Assistant Director for Planning Services
- (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  
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353



**POLICY FRAMEWORK ITEM  
PLYMOUTH YOUTH OFFENDING SERVICE YOUTH JUSTICE PERFORMANCE  
IMPROVEMENT FRAMEWORK: CAPABILITY AND CAPACITY PLAN 2010  
DATE FIRST INCLUDED IN THE FP: 10 JUNE 2010**

**Nature of the decision:**

To approve the plan for publication.

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

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

**Timing of the decision?** 2 August 2010

**Who will be consulted and how?**

Persons to be consulted with:

Youth Offending Service Management Board, Children and Young People's Trust, Plymouth Children's Safeguarding Board, Crime & Disorder Reduction Partnership, Young People, Families and other stakeholders including Children & Young People Overview & Scrutiny Panel

Process to be used:

Meetings of; Youth Offending Service Management Board, Children and Young People's Trust Board, Plymouth Children's Safeguarding Board, Crime & Disorder Reduction Partnership, the Children & Young People Overview & Scrutiny Panel. Children & Young People and Stakeholders events.

Briefings

Reports

Presentations

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

Recommendation of Cabinet and the draft plan

The plan was approved by the Youth Offending Service Management Board on 13 May 2010.

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

Report to Cabinet

Children and Young People's Trust Plan

**Representations:** In writing by 28 June 2010 to -

(1) Director of Services for Children and Young People

(2) Councillor Mrs Watkins (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Benji Shoker, Youth Offending Service Manager

E mail: benji.shoker@plymouth.gov.uk Tel: (01752) 306999

**Municipal Year 2010/11**  
**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, Community Services (Safer and Stronger Communities and Leisure, Culture and Sport)  
Councillor Glenn Jordan, Customer Services  
Councillor Michael Leaves, Community Services (Street Scene, Waste and Sustainability)  
Councillor Sam Leaves, Performance and Transformation  
Councillor Grant Monahan, Adult Health and Social Care  
Councillor Mrs Joan Watkins, Children and Young People  
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

***Members of the City Council***

The Lord Mayor, Councillor Mrs Aspinall  
The Deputy Lord Mayor, Councillor Coker, and  
Councillors Ball; Mrs Beer; Berrow; Bowie; Mrs Bowyer; Mrs Bragg; Browne; Dann; Delbridge; Mrs Dolan; Drean, Evans; Foster, Mrs W Foster; Fox; Gordon; Haydon; James; King; Lowry; Martin Leaves, Lock; Dr Mahony; McDonald; Murphy; Mrs Nelder; Nicholson; Mrs Nicholson; Rennie; Reynolds; Ricketts; Roberts; Dr Salter; Smith; Sally Stephens; Stevens; Stark; Thompson; Tuohy; Vincent; Viney; Wheeler; Wildy, Williams and Wright