



THE FOUR MONTH FORWARD PLAN

1 February 2011 to 31 May 2011

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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:

	February 2011	March 2011	April 2011	May 2011
City Council Council House (2 pm)	28 February	-	11 April	20 May (AGM)
Cabinet Council House (2pm)	7 and 8 February		8 and 29 March	-

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:

2011
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.

COUNCILLOR MRS V PENGELLY
LEADER



THE FOUR MONTH FORWARD PLAN

1 February 2011 to 31 May 2011

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

**AWARD OF CONTRACT FOR RENEWAL OF INSURANCE POLICIES
DATE FIRST INCLUDED IN THE FP: 13 JANUARY 2011**

Nature of the decision:

Award of contract for renewal of insurance policies with effect from 1 April 2011

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

Timing of the decision? 8 March 2011

Who will be consulted and how?

Persons to be consulted with:

Officers and external insurance advisers.

Process to be used:

Terms and conditions of policies are discussed with departments and any material changes to cover arising from the tender that affect the delivery of services are communicated to relevant officers.

Information to be considered by the decision makers:

Details of the structure and cost of the current insurance programme and the insurance companies currently providing cover and a summary of the proposals arising from tender submissions.

Documents to be considered when the decision is taken

Written report and insurance adviser recommendations.

Representations: In writing by 21 February 2011 to -

- (1) Director for Corporate Support;
- (2) Councillor Bowyer.

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Mike Hocking, Risk & Insurance Manager

E mail: mike.hocking@plymouth.gov.uk Tel: 01752 304967

**AWARD OF LEISURE MANAGEMENT CONTRACT
DATE FIRST INCLUDED IN THE FP: 9 DECEMBER 2010**

Nature of the decision:

To award the management contract for the operation of the Plymouth Life Centre and other Plymouth City Council leisure facilities.

Who will make the decision? Cabinet (on the recommendation of Councillors Bowyer and Brookshaw)

Timing of the decision? 29 March 2011

Who will be consulted and how?

Persons to be consulted with:

Staff, trades' unions, sports clubs, governing bodies of sport and council officers.

Process to be used:

Ongoing process of consultation meetings through competitive dialogue process.

Information to be considered by the decision makers:

Summary of tender evaluation results.

Documents to be considered when the decision is taken

Written report and tender evaluation summary

Representations: In writing by 14 March 2011 to -

- (1) Councillor Bowyer (Cabinet Member)
- (2) Councillor Brookshaw (Cabinet Member)
- (3) 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 for Culture, Sport and Leisure

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

SOUTH WEST DEVON WASTE PARTNERSHIP - APPROVAL OF FINAL BUSINESS CASE
DATE FIRST INCLUDED IN THE FP: 14 OCTOBER 2010

Nature of the decision:

South West Devon Waste Partnership (SWDWP): approval of the Final Business Case prior to award of contract.

The South West Devon Waste Partnership is a collaboration between Plymouth City Council, Devon County Council and Torbay Council. Plymouth City Council entered into this Partnership in April 2008 and it is now necessary to approve the Final Business Case, prior to the Project Executive in consultation with the Joint Working Committee awarding the contract via previously approved scheme of delegation within the Joint Working Agreement.

Who will make the decision? Cabinet (on the recommendation of Councillor Michael Leaves)

Timing of the decision? 7 February 2011

Who will be consulted and how?

Persons to be consulted with:

Local community
Members of the 3 Councils
SWDWP Joint Working Committee
SWDWP Project Executive (Senior Officers Group)
Local MP's

Process to be used:

Meetings/briefings;
Website;
Briefings for Members of the three Councils;
Briefings for local Members of the Parliament;
Council publications.

Since commencing the project in the summer of 2008, communications have been a priority for the Partnership with a steady stream of briefings, exhibitions, presentations and meetings with stakeholders, held on a regular basis or as developments demand.

Information has been provided in a number of formats to ensure accessibility, using:

- Web
 - Media and broadcast
 - Roadshows in venues close to involved communities
 - Briefings and presentations
 - Meetings with community groups
 - Discussions with elected representatives
 - Advertisements
- Newsletters and stakeholder information

Information to be considered by the decision makers:

Final Business Case and associated written reports.

Documents to be considered when the decision is taken

Report providing a summary of the Final Business Case and recommendations;
Final Business Case;

Background information: Outline Business Case approved by the City Council in 2008 and the Joint Working Agreement signed by the three Authorities in April 2008.

Representations: In writing by 24 January 2011 to -

- (1) Director for Development and Regeneration;
- (2) Councillor Michael Leaves (Cabinet Member).

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Mark Turner, Project Director, South West Devon Waste Partnership

E mail: mark.turner@plymouth.gov.uk Tel: (01752) 304991

**COST AND VOLUME FOSTERING FRAMEWORK
DATE FIRST INCLUDED IN THE FP: 11 NOVEMBER 2010**

Nature of the decision:

To approve contracts for the Cost and Volume for Fostering Framework agreements. The framework agreements are to be tendered during Autumn/Winter 2010, with an expectation of contracts being awarded for the start of the new financial year in April 2011. The Cost and Volume for Fostering Framework agreements provide Plymouth City Council with cost and volume discounts on foster placements with independent fostering agencies and ensure greater scrutiny of the quality of these agencies.

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

Timing of the decision? 8 March 2011

Who will be consulted and how?

Persons to be consulted with:

Consultation has been carried out with managers in Services for Children and Young People, for their views on the specification for the framework contracts. Consultation has also been carried out with the bidders that will be invited to take part in the procurement process. Consultation has and will continue with local authority officers from procurement, legal and finance.

Process to be used:

Consultation will be through meetings, a training session and the submission of the business case and contract award report to officers.

Information to be considered by the decision makers:

Contract Award Report.

Documents to be considered when the decision is taken

None

Representations: In writing by 21 February 2011 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: Emma Crowther, Placement Officer
E mail: emma.crowther@plymouth.gov.uk Tel: (01752) 307327

**CONTRACT AWARD FOR CHILDREN'S CENTRES
DATE FIRST INCLUDED IN FP: 16 SEPTEMBER 2010**

Nature of the decision:

To agree the award of contracts to providers, selected through a competitive tender, to deliver Children's Centres in the following neighbourhood reach areas:

- Morice Town, Ford and Keyham
- City Centre and Stonehouse
- Stoke and Devonport
- Ham and North Prospect
- Ernesettle and Honicknowle
- East End, Mutley, Greenbank and Mount Gould
- Peverell, Hartley, Mannamead and Higher Compton
- Beacon Park, Pennycross and Manadon

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

Timing of the decision? 29 March 2011

Who will be consulted and how?

Persons to be consulted with:

Strategic Procurement Manager
Head of Legal Services
Head of Finance

Process to be used:

Signature to Tender Award Report.

Information to be considered by the decision makers:

Tender award report.

Documents to be considered when the decision is taken

As above for decision makers.

Representations: In writing by 14 March 2010 to -
(1) Assistant Director for Lifelong Learning;
(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: Fiona Fleming, Commissioning Manager for Children's Services

E mail: fiona.fleming@plymouth.gov.uk Tel: (01752) 307328

**BUDGET ITEM: SETTING THE 2011/12 BUDGET AND THE COUNCIL TAX
DATE FIRST INCLUDED IN THE FP: 14 OCTOBER 2010**

Nature of the decision:

To agree the 2011/12 Budget (including the revenue and capital budget and the treasury management strategy) and the Council tax for 2011/12.

(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? 28 February 2011

Who will be consulted and how?

Persons to be consulted with:

Corporate and Departmental Management Teams
Key Partners
Businesses
General public
Overview and Scrutiny Management Board
Cabinet

Process to be used:

Written reports and meetings, including the Overview and Scrutiny Management Board on 12 and 17 January 2011, to make recommendations to Cabinet on 8 February 2011.

Document to be published on the website.

Information to be considered by the decision makers:

Findings from the Plymouth Report - which covered, performance, public consultation, inspection and other data;
Plymouth City Council's Corporate Plan 2011-2014;
Plymouth City Council's Asset Management Plan 2011-2014;
Quarterly Joint Performance and Finance Reports presented to Cabinet and Scrutiny throughout 2010/11.

Documents to be considered when the decision is taken

Council budget report and associated papers - March 2010;
Quarterly monitoring reports 2010/11;
Medium Term Financial Strategy;
Plymouth City Council's Corporate Plan 2011-2014;
Plymouth City Council's Asset Management Plan 2011-2014;
Cabinet recommendations.

Representations: In writing by 24 January 2011 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: Brenda Davis, Senior Auditor (Corporate Team)
E mail: brenda.davis@plymouth.gov.uk Tel: (01752) 306714

POLICY FRAMEWORK ITEM: CORPORATE PLAN 2011-14
DATE FIRST INCLUDED IN THE FP: 14 OCTOBER 2010

Nature of the decision:

To approve the Corporate Plan 2011-14.

(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: The Leader)

Timing of the decision? 28 February 2011

Who will be consulted and how?

Persons to be consulted with:

1. Lead officers for related strategies and plans
2. Plymouth 2020 on priorities
3. Members of the Council's senior management team
4. Overview and Scrutiny Management Board
5. Cabinet

Process to be used:

1. Plymouth City Council's Corporate Strategy Forum.
2. Corporate and departmental management team meetings.
3. Overview and Scrutiny Management Board meetings on 12 and 17 January 2011 to make recommendations to Cabinet;
4. Cabinet meeting on 8 February 2011.

Information to be considered by the decision makers:

Findings from the Plymouth Report - which covered, performance, public consultation, inspection and other data.

City/Council priorities that emerged from Plymouth Report through Plymouth 2020;
Recommendations from Cabinet.

Documents to be considered when the decision is taken

Medium Term Financial Strategy 2011-14;
Asset Management Plan 2011-14.

Representations: In writing by 24 January 2011 -

1. Assistant Chief Executive;
2. Councillor Mrs Pengelly (Leader).

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Fry, Policy and Performance Officer
E mail: jonathan.fry@plymouth.gov.uk Tel: (01752)304144

**POLICY FRAMEWORK ITEM: ASSET MANAGEMENT PLAN 2011
DATE FIRST INCLUDED IN THE FP: 14 OCTOBER 2010**

Nature of the decision:

City Council will be requested to give approval to the Asset Management Plan 2011 update.

(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? 28 February 2011

Who will be consulted and how?

Persons to be consulted with:

Plymouth City Council's Corporate Strategy Forum;
Members of the City Council's senior management team;
Overview and Scrutiny Management Board;
Cabinet.

Process to be used:

Consultation of written material to and meetings of –
Plymouth City Council's Corporate Strategy Forum;
Plymouth City Council's Corporate Management Team;
Overview and Scrutiny Management Board on 12 and 17 January 2011 to make recommendations to Cabinet;
Cabinet Meeting on 8 February 2011.

Information to be considered by the decision makers:

Asset Management Plan update;
Plymouth City Council's Corporate Plan;
Medium Term Financial Strategy;
Recommendations from Cabinet.

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 24 January 2011 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: Chris Trevitt, Head of Capital and Assets
E mail: chris.trevitt@plymouth.gov.uk Tel: (01752) 305441

POLICY FRAMEWORK ITEM: CHILDREN AND YOUNG PEOPLE'S PLAN 2011 - 2014
DATE FIRST INCLUDED IN THE FP: 11 NOVEMBER 2010

Nature of the decision:

To approve the Children and Young People's Plan 2011-2014.

(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? July 2011

Who will be consulted and how?

Persons to be consulted with:

- Children and Young People Overview and Scrutiny Panel on 24 February 2011;
- Plymouth Safeguarding Children's Board;
- NHS Plymouth Board;
- Plymouth Children & Young People's Trust Board;
- Plymouth 2020 Board;
- Children, young people and families, via Parent Partnership, Equal Voices and Youth Service participation networks;
- Children and Young People's Trust staff via uEngage online survey & relevant meetings.

Process to be used:

Attendance and presentation of the draft plan at relevant meetings. The draft plan will be considered at Cabinet on 8 February 2011.

Information to be considered by the decision makers:

Draft Children and Young People's Plan 2011-2014;
Cabinet recommendations from the meeting in June 2011 (date to be determined).

Documents to be considered when the decision is taken

Children and Young People's Plan 2011-2014 Needs Assessment

Representations: In writing by 9 May 2011 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: Claire Oatway, Head of Service Quality and Performance

E mail: claire.oatway@plymouth.gov.uk Tel: (01752) 307465

**POLICY FRAMEWORK ITEM: PLYMOUTH'S THIRD LOCAL TRANSPORT PLAN
DATE FIRST INCLUDED IN THE FP: 16 SEPTEMBER 2010**

Nature of the decision:

To approve the draft of Plymouth's Third Local Transport Plan.

(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 Wigans)

Timing of the decision? 11 April 2011

Who will be consulted and how?

Persons to be consulted with:

Full public consultation (starting late October 2010 following Cabinet approval on 19 October 2010 of the draft document for consultation);
Councillors and stakeholders (internal and external);
Growth and Prosperity Overview and Scrutiny Panel.

Process to be used:

Online consultation using the Limehouse system;
Exhibitions will take place across the City;
Meetings and workshops will take place with Members and stakeholders.

Information to be considered by the decision makers:

1. Draft document;
2. Evidence base reports;
3. Cabinet recommendation from meeting on 29 March 2011.

Documents to be considered when the decision is taken

as above for decision makers.

Representations: In writing by 14 March 2011 to -

- (1) Assistant Director of Development (Transport);
- (2) Councillor Wigans (Cabinet Member).

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Philip Heseltine, Head of Transport Strategy

E mail: philip.heseltine@plymouth.gov.uk Tel: (01752) 307942

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 Lapthorne, 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; Wheeler; Wildy, Williams and Wright