



THE FOUR MONTH FORWARD PLAN

1 March 2011 to 30 June 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:

| | March 2011 | April 2011 | May 2011 | June 2011 |
|---|-------------------|------------|-----------------|----------------------|
| City Council Council House (2 pm) | - | 11 April | 20 May (AGM) | Date to be agreed |
| Cabinet Council House (2pm) | 8 and 29 March | - | - | Date to be agreed |

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 |
| 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 March 2011 to 30 June 2011

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

CENTRAL PARK MASTERPLAN OF ENVIRONMENTAL ENHANCEMENT AND DELIVERY PLAN
DATE FIRST INCLUDED IN FP: 10 FEBRUARY 2011

Nature of the decision:

To approve the Central Park Masterplan of Environmental Enhancement and its Delivery Plan.

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

Timing of the decision? 29 March 2011

Who will be consulted and how?

Persons to be consulted with:

All necessary internal and partnership consultations have been completed.

Process to be used:

The Adopted Central Park Area Action Plan Policy CP04 required the Council to develop a comprehensive range of environmental enhancements in consultation with local communities and users of the park. In response Officers developed a programme of internal and external stakeholder workshops/ meetings to capture ideas, aspirations, funding sources and deliverable options which culminated in a 6 week public consultation of a draft masterplan in Oct and November of 2010. The results of that consultation returned overwhelming support for all aspects of masterplan, the consultation phase is now complete and members are asked to endorse the masterplan without any substantive changes required.

Information to be considered by the decision makers:

The adopted Central Park Area Action Plan, (Policy CP04)

The results of the Public Consultation 18 October to 26 November 2010.

The final large scale graphic Masterplan.

The finalised Delivery Plan detailing the predicted timing and sequencing of enhancements together with the financial plan which enables that.

Documents to be considered when the decision is taken

as above for decision maker

Representations: In writing by 14 March 2011 to -

(1) Assistant Director for Development and Regeneration (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: Richard Bara, Urban Planning Co-ordinator

E mail: richard.bara@plymouth.gov.uk Tel: 01752 307848

**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

**LOCAL FUNDING METHODOLOGY FOR THE ALLOCATION OF THE DEDICATED SCHOOLS GRANT 2011/12 AND CHANGES TO THE FUNDING OF SPECIAL EDUCATIONAL NEEDS
DATE FIRST INCLUDED IN FP: 10 FEBRUARY 2011**

Nature of the decision:

To approve the local funding methodology for the allocation of the Dedicated Schools Grant for 2011/12 and changes to the funding of Special Educational Needs from April 2011.

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:

Plymouth Schools.

Process to be used:

The Council consults with the Schools Forum on behalf of all schools.

Information to be considered by the decision makers:

Final Report on Funding Special Educational Needs in Mainstream Schools From April 2011.

Final Report on the Distribution of the Dedicated Schools Grants for 2011/12.

Documents to be considered when the decision is taken

Final Report on Funding Special Educational Needs in Mainstream Schools From April 2011.

Final Report on the Distribution of the Dedicated Schools Grants for 2011/12.

Representations: In writing by 1 March 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: Anita Martin, Group Accountant (Schools)

E mail: anita.martin@plymouth.gov.uk Tel: 01752 307433

**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/May 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? 29 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 14 March 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

**LOCAL SUSTAINABLE TRANSPORT FUND - FUNDING APPLICATION
DATE FIRST INCLUDED IN FP: 10 FEBRUARY 2011**

Nature of the decision:

Approval is sought for Plymouth Transport and Highways to submit a funding bid to the Department for Transport (DfT) for funding from the Local Sustainable Transport Fund (LSTF). The capital funding sought will be in addition to the allocations already identified by DfT for Plymouth through the Local Transport Plan (LTP) Integrated Block and the funding also provides additional DfT revenue support for 'smarter choice' measures. The deadline for the bid to be received by DfT is 18 April 2011.

Plymouth's bid will include a package of infrastructure measures aimed at encouraging greater uptake of sustainable travel such as walking, cycling and public transport. These infrastructure improvements will be supported by 'smarter choices' measures such as Personalised Travel Planning within local communities.

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

Timing of the decision? 8 March 2011

Who will be consulted and how?

Persons to be consulted with:

Plymouth City Council officers and other external advisors relevant to the project being considered such as health organisations and other key partners.

Process to be used:

Meetings, workshops.

Information to be considered by the decision makers:

Cabinet Report summarising project details, initial costs and timeframes;
DfT guidance for LSTF Projects; Responses from consultees.

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 1 March 2011 -

- (1) Assistant Director for Development and Regeneration (Transport)
- (2) Councillor Wiggins (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Philip Heseltine, Transport Strategy and Programme Management Team Manager

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

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? 11 April 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 and a recommendation will be made by Cabinet on 29 March 2011 to the City Council.

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 14 March 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, Transport Strategy and Programme Management Team Manager

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 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; Wheeler; Wildy, Williams and Wright