



THE FOUR MONTH FORWARD PLAN

1 April 2011 to 31 July 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:

	April 2011	May 2011	June.2011	July 2011
City Council Council House (2 pm)	11 April	20 May (AGM)	20 June (provisional date)	25 July (provisional date)
Cabinet Council House (2pm)		- (provisionally)	7 June (provisional date)	12 July (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:

2011
14 April
12 May
9 June
14 July

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



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1 April 2011 to 31 July 2011

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

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

**SEX ESTABLISHMENTS LICENSING POLICY
DATE FIRST INCLUDED IN THE FP: 17 MARCH 2011**

Nature of the decision:

Adoption of the Local Government (Miscellaneous Provisions) Act 1982 to regulate Sexual Entertainment Venues.

Adoption of the associated policy, scheme of delegation and fee structure.

(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

Timing of the decision? July 2011

Who will be consulted and how?

Persons to be consulted with:

Environmental Health, Health and Safety Executive, Planning Dept, Child Protection Team, Devon and Cornwall Police, Trading Standards, Devon and Somerset Fire & Rescue Service, Maritime and Coastguard Agency, Primary Care Trust, Community Safety Partnership Team, Devon Licensing Forum

Faith group representatives

All currently licensed businesses

Special interest groups

Councillors

Trade Bodies

Public

Team Plymouth

Customer and Communities Overview and Scrutiny Panel

Cabinet

Process to be used:

Public Protection Service has undertaken a formal written public consultation.

Information to be considered by the decision makers:

Report from the Public Protection Service

Feedback from the public consultation

Draft Policy, scheme of delegation and fee structure

Documents to be considered when the decision is taken

Cabinet reports

Representations: In writing by 17 June 2011 to -
Director for Community Services

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Andy Netherton, Unit Manager (Safety, Health and Licensing Unit)
andy.netherton@plymouth.gov.uk Tel: 01752 304742

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 (Acting Chief Executive)
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; Stevens (suspended); Stark; Thompson; Tuohy; Vincent; Wheeler; Wildy, Williams and Wright