

THE FOUR MONTH FORWARD PLAN

1 July 2011 to 31 October 2011



PLYMOUTH
CITY COUNCIL

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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:

	July 2011	August 2011	September 2011	October 2011
City Council Council House (2 pm)	25 July	-	-	10 October
Cabinet Council House (2pm)	12 July	9 August	13 September	18 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.

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 July
11 August
15 September
13 October
10 November
8 December
2012
12 January
9 February
15 March
12 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.

THE FOUR MONTH FORWARD PLAN

1 July 2011 to 31 October 2011

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

COMMUNITY INFRASTRUCTURE LEVY AND INFRASTRUCTURE DELIVERY

DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011

Nature of the decision:

To approve the programme for moving to a Community Infrastructure Levy (CIL) scheme for Plymouth, including approval of the Infrastructure Delivery Plan as a key evidence base in support of CIL and wider resource planning and prioritisation.

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

Timing of the decision? Between 7 June 2011 and 29 July 2011

Who will be consulted and how?

Persons to be consulted with:

Plymouth Regeneration Forum
Local Agents Forum
Relevant infrastructure and service providers
Neighbouring local authorities

Process to be used:

Direct discussions
Meetings

Information to be considered by the decision makers:

1. Planning Obligations and Affordable Housing Supplementary Planning Document
2. Government publications on Community Infrastructure Levy
3. CIL Regulations

Documents to be considered when the decision is taken

As above for decision makers.

Representations: In writing by 26 May 2011 to -
Assistant Director of Development and Regeneration (Planning Services)
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
Email: jonathan.bell@plymouth.gov.uk Tel: 01752 304353

REVIEW OF LOCAL DEVELOPMENT SCHEME
DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011

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? Between 7 June 2011 and 29 July 2011

Who will be consulted and how?

Persons to be consulted with:

Government Office South West
Devon County Council
South Hams District Council
Planning Inspectorate

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 26 May 2011 to -
Assistant Director of Development and Regeneration (Planning Services)
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
Email: jonathan.bell@plymouth.gov.uk Tel: 01752 304353

**ACQUISITION OF DERRIFORD BUSINESS PARK
DATE FIRST INCLUDED ON THE FP: 12 MAY 2011**

Nature of the decision:

Authorisation to proceed with the acquisition of the freehold interest from SWRDA of Derriford Business Park, a commercial investment comprising seven office buildings totalling c. 4,000 sq m (43,000 sq ft) available to be leased to third parties, with car parking and landscaping.

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

Timing of the decision? 7 June 2011

Who will be consulted and how?

Persons to be consulted with:

- legal officers
- finance officers
- planning officers

Process to be used:

Discussions have been held with relevant officers

Information to be considered by the decision makers:

1. Summary of the acquisition cost
2. property lettings and estate liabilities
3. the capital value of the property
4. possible future development potential
5. the method of financing its acquisition

Documents to be considered when the decision is taken

Legal, finance and valuation advice

Representations: In writing by 26 May 2011 to -
Assistant Director for Economic Development
Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
David James, Head of Strategic Projects
Email: david.james2@plymouth.gov.uk Tel: 01752 304571

TRANSFER OF SWRDA OWNED PROPERTIES TO PLYMOUTH CITY COUNCIL

DATE FIRST INCLUDED IN THE FP: 12 MAY 2011

Nature of the decision:

Authorisation to proceed to take a freehold transfer of properties owned by the South West RDA in Plymouth including Royal William Yard and Western King, Plymouth International Medical and Technology Park, land at Stonehouse Creek and the RDA's interests in certain income-producing properties owned by the City Council.

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

Timing of the decision? 7 June 2011

Who will be consulted and how?

Persons to be consulted with:

- legal officers
- finance officers
- planning officers

Process to be used:

Discussions have been held with relevant officers.

Information to be considered by the decision makers:

1. Summary of property asset package legal
2. Valuation advice
3. Summary of proposed finance ring-fencing arrangements for these assets, which are to be used to assist the completion of major projects at RWY and PIMTP or for economic development initiatives in Plymouth in conjunctions with the approved Growth Fund

Documents to be considered when the decision is taken

Legal and valuation advice

Representations: In writing by 26 May 2011 to -
Assistant Director for Economic Development
Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
David James, Head of Strategic Projects
Email: david.james2@plymouth.gov.uk Tel: 01752 304571

REVISED HOUSING ASSISTANCE POLICY
DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011

Nature of the decision:

Approval of the revised Housing Assistance Policy.

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

Timing of the decision? 12 July 2011

Who will be consulted and how?

Persons to be consulted with:

Officers, external partners, stakeholders and organizations.

Process to be used:

Electronic and written communication, meetings

Information to be considered by the decision makers:

The revised Assistance Policy with terms and conditions.

Documents to be considered when the decision is taken

A covering report charting changes from the existing policy and the basis for making those changes.

Representations: In writing by 27 June 2011 to -
Assistant Director for Strategic Housing
Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Peter Grimoldby, Senior Renewals Officer
Email: peter.grimoldby@plymouth.gov.uk Tel: 01752 307084

**AWARD OF CONTRACT FOR THE PROCUREMENT OF CORPORATE,
EDUCATION, SOCIAL CARE AND WHEELCHAIR ACCESSIBLE TAXIS
DATE FIRST INCLUDED ON THE FP: 9 JUNE 2011**

Nature of the decision:

To award a contract for the procurement of corporate, education, social care and wheelchair accessible taxis.

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

Timing of the decision? 12 July 2011

Who will be consulted and how?

Persons to be consulted with:

Director of Services for Children and Young People
Assistant Director for Finance, Assets and Efficiencies
Head of Legal Services

Process to be used:

Cabinet Report (Contract Award)

Information to be considered by the decision makers:

Cabinet Report (Contract Award)

Documents to be considered when the decision is taken

Cabinet Report (Contract Award)

Representations: In writing by 27 June 2011 to -
Assistant Director for Finance, Assets and Efficiencies
Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Phil Bees, Product Portfolio Manager
Email: philip.bees@plymouth.gov.uk Tel: 01752 304485

VISITOR PLAN FOR PLYMOUTH
DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011

Nature of the decision:

To adopt the Visitor Plan for Plymouth.

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

- Destination Plymouth; Plymouth Waterfront Partnership; Plymouth City Centre Company; Head of Strategic Marketing – Positively Plymouth
- Culture Board
- Economic Development, Leisure, Strategic Planning, Transport
- University of Plymouth; Plymouth Chamber of Commerce; Plymouth Area Business Council
- Transport Operators
- Visit England
- Plymouth Naval Base Visitor Centre Company and Naval Base Commander

Process to be used:

The draft report to be circulated to all the above consultees and presentations on the Visitor Plan will be made to Members of Plymouth City Council and separate presentations to Destination Plymouth, the Culture Board and the Naval Base Visitor Centre Company, at time to be agreed during and at the completion of the programme.

Information to be considered by the decision makers:

The Visitor Plan, together with associated Business and Marketing Plans for Destination Plymouth.

Documents to be considered when the decision is taken

as above for decision maker.

Representations: In writing by 25 July 2011 to -
Director for Development and Regeneration
Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Patrick Knight, City Centre Project Officer
Email: patrick.knight@plymouth.gov.uk Tel: 01752 304472

PLYMOUTH'S LOCAL CARBON FRAMEWORK
DATE FIRST INCLUDED ON THE FP: 9 JUNE 2011

Nature of the decision:

The Local Carbon Framework is citywide strategic 'plan' that sets out a series of recommendations for future action related to the reduction of the city's carbon footprint, the establishment of low carbon economy and the continuing need to tackle the impacts of climate change. It builds on the city's existing Climate Change Action Plan 2009/2011. Approval of the Framework's content, including the recommendations, is required before the document is presented to the Board of the Local Strategic Partnership.

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

Timing of the decision? 13 September 2011

Who will be consulted and how?

Persons to be consulted with:

The Carbon Framework builds on existing consultation and development is led by the city's Climate Change Commission members. Interactive consultation has been undertaken with a wide range of specialists and experts, local communities, the business and academic sectors and individuals since March 2010. In addition, the three commissioned studies will have drawn from interaction with the Marketing Works Behavioural Change Study drawing specifically on focus groups and interviews. Consultees and partners in this project include the Universities of Plymouth and Exeter, the Chamber of Commerce and Industry, Better Together, the Met Office, the Youth Parliament, the Plymouth Marine Sciences Partnership and a wide range of individuals.

Process to be used:

Between March 2010 and July 2011 a number of interactive events have been completed. These including the Marketing Works focus groups, public and staff room surveys, promotional events and meetings. In each case the feedback of this partnership led Framework has been fed back in to the information making up the text. The interaction has also been used to clarify the scientific data required to support the evidence for this Framework.

Information to be considered by the decision makers:

Surveys, policies and the Local Carbon Framework

Documents to be considered when the decision is taken

Report and supporting appendices - report introducing the Framework document

Representations: In writing to by 26 August 2011 to -
Director for Corporate Support
Councillor Michael Leaves (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Jackie Young, Sustainable Development Officer
Email: jackie.young@plymouth.gov.uk Tel: 01752 304220

POLICY FRAMEWORK ITEM: DERRIFORD AND SEATON AREA ACTION PLAN: REVISED PRE-SUBMISSION VERSION
DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011

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 revised pre-submission version of the area action plan for the purposes of consultation

(Note: This item is included in the Forward Plan to cover the eventuality that a further process of consultation is required in relation to the pre-submission stage).

(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 7 June 2011 and 26 September 2011

Who will be consulted and how?

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of pre-submission process, which was approved by the City Council on 31 January 2011.

Process to be used:

Pre-submission 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 pre-submission draft of Area Action Plan
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 26 May 2011 to -
Assistant Director of Development and Regeneration (Planning Services)
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
Email: jonathan.bell@plymouth.gov.uk Tel: 01752 304353

**Municipal Year 2011/12
Cabinet / Cabinet Members:**

Councillor Mrs Vivien Pengelly, Leader of the Council
Councillor Ted Fry, Deputy Leader and Planning, Strategic Housing and Economic Development
Councillor Richard Ball, Customer Services
Councillor Ian Bowyer, Finance, Property and People
Councillor Glen Jordan, Community Services (Safer and Stronger Communities and Leisure, Culture and Sport)
Councillor Michael Leaves, Community Services (Street Scene, Waste and Sustainability)
Councillor Sam Leaves, Children and Young People
Councillor Grant Monahan, Adult Health and Social Care
Councillor Steven Ricketts, Transformation, Performance and Governance
Councillor Kevin Wogens, 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 Brookshaw
The Deputy Lord Mayor, Councillor Delbridge, and
Councillors Aspinall; Mrs Beer; Berrow; Bowie; Mrs Bowyer; Mrs Bragg; Browne; Casey; Churchill; Coker; Davey; Mrs Dolan; Dreaan, Evans; Foster; Mrs W Foster; Gordon; Haydon; James; Lowry; Martin Leaves; Lock; Dr Mahony; McDonald; Murphy; Mrs Nelder; Nicholson; Mrs Nicholson; Penberthy; Rennie; Reynolds; Dr Salter; Singh; J Smith; P Smith; Stevens; Stark; Thompson; Tuffin; Tuohy; Vincent; Wheeler; Wildy, Williams and Wright