

THE FOUR MONTH FORWARD PLAN

1 September 2011 to 31 December 2011



PLYMOUTH
CITY COUNCIL

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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

Where the date by which a decision must be taken under Regulation 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker, obtains the agreement of the Chair of the Overview and Scrutiny Management Board, that the taking of the decision is urgent and that it cannot reasonably be deferred. If there is no Chair of the Overview and Scrutiny Management Board (or in his/her absence), then the agreement can be obtained from the Lord Mayor, or in both their absences, from the Deputy Lord Mayor.

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:

	September 2011	October 2011	November 2011	December 2011
City Council Council House (2 pm)	-	10 October	-	5 December
Cabinet Council House (2pm)	13 September	18 October	15 November	13 December

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
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

I September 2011 to 31 December 2011

ITEM	Page No
LOCAL PLANNING APPLICATION FEE SETTING	8
*CONTRACT AWARD: SINGLE HOMELESS HOSTEL SUPPORT SERVICE (BLOCK CONTRACT)	9
VISITOR PLAN FOR PLYMOUTH	10
*PUBLIC TOILETS OPTIONS	11
PLYMOUTH'S LOCAL CARBON FRAMEWORK	12
*WASTE AND RECYCLING OPTIONS	13
*RIVERSIDE PRIMARY SCHOOL BASIC NEED - PROVISION THROUGH EXISTING PFI CONTRACT	14
*CAPITAL INVESTMENT DELIVERY FOR MARINE ACADEMY PLYMOUTH AND ALL SAINTS ACADEMY PLYMOUTH	15
*EVENTS ON THE PUBLIC HIGHWAY POLICY	16
*LOCALITIES AND NEIGHBOURHOOD WORKING	17
SEX ESTABLISHMENTS LICENSING POLICY	18

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

**LOCAL PLANNING APPLICATION FEE SETTING
DATE FIRST INCLUDED IN THE FP: 14 JULY 2011**

Nature of the decision:

To agree a schedule of fees for planning applications submitted within the Plymouth City Council boundary

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

Timing of the decision? 18 October 2011

Who will be consulted and how?

Persons to be consulted with:

Known list of all planning application contacts on the Council database. Wider community of Plymouth

Process to be used:

Regulations have not yet been agreed through Parliament, but there is likely to be the need for a four week public consultation period prior to the adoption of the fees. Consultation will take place through the established Plymouth Regeneration Forum, Local Agents Forum, through the Council website and other consultation routes as advised through the Regulations, when published

Information to be considered by the decision makers:

1. Draft Bill that will introduce the new Regulations (not yet published)
2. Costs calculator summary sheets
3. Planning Advisory Service /CIPFA fee setting benchmarking information

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 3 October 2011 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: Peter Ford, Head of Development Management
E mail: peter.ford@plymouth.gov.uk Tel: 01752 304352

**CONTRACT AWARD: SINGLE HOMELESS HOSTEL SUPPORT SERVICE
(BLOCK CONTRACT)
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

To give approval to award one block contract to deliver a single homeless hostel support service for a period of three years with the option to extend year on year for a further three years

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

Timing of the decision? 18 October 2011

Who will be consulted and how?

Persons to be consulted with:

Heads of Service for Strategic Housing and Adult Health and Social Care
Directors
Strategic Procurement Manager
Heads of Finance and Legal Services

Process to be used:

Sign off of contract award report including 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 3 October 2011 to-

1. Director for Community 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: Claire Hodgkins, Commissioning Manager
E mail: claire.hodgkins@plymouth.gov.uk Tel: 01752 307354

**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? 15 November 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
- Growth and Prosperity Overview and Scrutiny Panel

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

Recommendations of the Growth and Prosperity Overview and Scrutiny Panel

Documents to be considered when the decision is taken

As above for decision maker

Representations: In writing by 31 October 2011 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: Patrick Knight, City Centre Project Officer

E mail: patrick.knight@plymouth.gov.uk Tel: 01752 304472

PUBLIC TOILETS OPTIONS
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011

Nature of the decision:

To consider the strategic solution for ongoing maintenance and cleaning of public toilets

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:

Internal officers, the City Centre Company and the Waterfront BID Partnership

Process to be used:

Internal meetings and development of the report

Information to be considered by the decision makers:

Options appraisal for the choices including financial analysis

Documents to be considered when the decision is taken

Written report and any documents to be appended to the report

Representations: In writing by 1 September 2011 to -

1. Director for Community Services
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: Alex Handley, Transformation Project Manager

E mail: alex.handley@plymouth.gov.uk Tel: 01752 305606

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? 18 October 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 3 October 2011 to -

1. Director for Corporate Support
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: Jackie Young, Sustainable Development Officer
E mail: jackie.young@plymouth.gov.uk Tel: 01752 304220

WASTE AND RECYCLING OPTIONS
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011

Nature of the decision:

To consider improvements in the provision of garden waste collection in the city and to note the direction and plans for the provision of kerb side glass collection

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:

Directors
Assistant Director Environmental Services)
Finance Manager (Capital and Major Projects)
Senior Procurement Lawyer
Strategic Procurement Manager
PFI Project Manager

Process to be used:

Development of the report and discussion once the report is drafted

Information to be considered by the decision makers:

Options appraisal for the choices including financial analysis

Documents to be considered when the decision is taken

Written report and any documents to be appended to the report.

Representations: In writing by 1 September 2011 to -

1. Director for Community Services
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: Peter Honeywell, Transformation Programme Manager

E mail: peter.honeywell@plymouth.gov.uk Tel: 01752 305603

**RIVERSIDE PRIMARY SCHOOL BASIC NEED - PROVISION THROUGH
EXISTING PFI CONTRACT
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

To confirm whether or not the existing Private Finance Contract (PFI) is utilised to facilitate the expansion of Riverside Primary School and to recognise its inclusion on the forward plan.

This will allow officers to proceed with the proposal for the expansion of the school to three forms of entry. This is not a new contract it is an instruction to Pyramid Consortium (by way of variation) to design, build and deliver the project in accordance with the existing PFI contract which facilitates the provision for the proposed additional works to Riverside Primary School.

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

Timing of the decision? 13 September 2011

Who will be consulted and how?

Persons to be consulted with:

Headteacher, school governors, Pyramid, Interserve, Assistant Directors and Directors

Process to be used:

Formal meetings with school, implementation of approved variation procedure as detailed in the PFI contract with Pyramid Consortium

Information to be considered by the decision makers:

Cabinet paper reference MC.JEG/SL (CAB) (96) (27/01/11)

Documents to be considered when the decision is taken

Cabinet paper reference MC.JEG/SL (CAB) (96) (27/01/11). Contract award paper (amended to a Contract Variation paper)

Representations: In writing by 1 September 2011 to -

1. Director of Services for Children and Young People
2. Councillor Sam Leaves (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Les Allen, Programme Manager

E mail: les.allen@plymouth.gov.uk Tel: 01752 307421

**CAPITAL INVESTMENT DELIVERY FOR MARINE ACADEMY PLYMOUTH
AND ALL SAINTS ACADEMY PLYMOUTH
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

To consider whether or not to delegate the capital investments received from Government for the Marine Academy Plymouth and All Saints Academy Plymouth

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

Timing of the decision? 18 October 2011

Who will be consulted and how?

Persons to be consulted with:

Heads of Finance, Legal Services and Corporate Property. Sponsors of the academies

Process to be used:

Internal officers are consulted through internal meetings, sponsors are consulted through joint meetings with partnership for schools

Information to be considered by the decision makers:

The Sebastian James review on capital delivery for Education published April 2011

Documents to be considered when the decision is taken

Cabinet Paper, Memorandum of Understanding (MOU) between academies and the authority and a MOU between the authority and the partnership for the schools

Representations: In writing by 3 October 2011 to -

1. Director of Services for Children and Young People
2. Councillor Sam Leaves (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Gareth Simmons, Project Director for Buildings and the Learning Environments

E mail: gareth.simmons@plymouth.gov.uk Tel: 01752 307161

**EVENTS ON THE PUBLIC HIGHWAY POLICY
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

To approve the draft Events on the Public Highway Policy and the Approved List of Plymouth Transport and Highways Funded Events 2011/12

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

Timing of the decision? 18 October 2011

Who will be consulted and how?

Persons to be consulted with:

Assistant Director (Culture, Sport and Leisure), City Centre Manager and Democratic and Member Support Manager, all of whom have recently organised road closures for events on the public highway.

Process to be used:

The draft report and associated documents to be circulated to all the above consultees for comment.

Information to be considered by the decision makers:

1. Draft Events on the Public Highway Policy
2. Approved List of Plymouth Transport and Highways Funded Events 2011/12
3. Overview and Scrutiny Management Board Task and Finish Group Scrutiny Review - Review of Community Events and Road Closure Policy October 2010

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 3 October 2011 to -

1. Director for Development and Regeneration
2. Councillor Wigans (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Ian Ellis, Assistant Network Manager

E mail: ian.ellis@plymouth.gov.uk Tel: 01752 307801

**LOCALITIES AND NEIGHBOURHOOD WORKING
DATE FIRST INCLUDED IN THE FP: 12 AUGUST 2011**

Nature of the decision:

- To consider adopting proposed Neighbourhood boundary changes
- To consider updating the Constitution to reflect member and officer accountability arrangements for Neighbourhoods and Wards

(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 Jordan)

Timing of the decision? 10 October 2011

Who will be consulted and how?

Persons to be consulted with:

Key stakeholders, local residents, officers and councillors consulted by Overview and Scrutiny Task and Finish Group re Localities and Neighbourhood 11-12 July 2011
Cabinet on 13 September 2011

Process to be used:

Surveys, questionnaires, meetings, email consultation, written report

Information to be considered by the decision makers:

Overview and Scrutiny Task and Finish Group Localities and Neighbourhood Working Review report dated July 2011 and Overview and Scrutiny Management Board recommendations of 27 July 2011
Cabinet recommendations of 13 September 2011

Documents to be considered when the decision is taken

Written report and any documents to be appended to the report

Representations: In writing by 12 September 2011 to -

1. Assistant Director for Safer Communities
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Nick McMahon, Localities Officer

E mail: nick.mcmahon@plymouth.gov.uk Tel: 01752 304335

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 (Cabinet Member: Councillor Michael Leaves)

Timing of the decision? 10 October 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 on 13 September 2011

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 12 September 2011 to -

1. Director for Community Services

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: Andy Netherton, Unit Manager (Safety, Health and Licensing Unit)

E mail:andy.netherton@plymouth.gov.uk Tel: 01752 304742

**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 Wigen, 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 Mrs Aspinall; Mrs Beer; Berrow; Bowie; Mrs Bowyer; Mrs Bragg; Browne; Casey; Churchill; Coker; Davey; Mrs Dolan; Drean, 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