

THE FOUR MONTH FORWARD PLAN

1 March 2012 to 30 June 2012



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:

Statutory Plans	Local Choice Plans and Strategies
Corporate Plan	All Our Futures (Plymouth’s Strategy for the over 50’s
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	Licensing Policy and Taxi Licensing Policy
Sustainable Community Strategy	Plymouth Economic Strategy
Youth Justice Plan	Waste Management Strategy

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 2012	April 2012	May 2012	June 2012
City Council Council House (2 pm)	-	16 April	18 May (AGM)	25 June (provisional)
Cabinet Council House (2pm)	6 and 27 March	-	-	12 June (provisional)

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:

2012
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

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

MOUNT EDGCUMBE COUNTRY PARK - SALE OF PICKLECOMBE COTTAGE

First included in plan: November 2011

Nature of the decision:

To consider the sale of Picklecombe Cottage at Mount Edgcumbe Country Park, subject to the receipt of an offer.

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

Timing of the decision? Before 30 June 2012

Who will be consulted and how?

Persons to be consulted with:

Council officers.

Process to be used:

With the draft Cabinet report.

Information to be considered by the decision makers:

Report to Cabinet on the sale of Picklecombe Cottage, further to Cabinet minute 44 of 23 August 2011.

Documents to be considered when the decision is taken

Report to Cabinet.

Representations: In writing by 20 February 2012 to -

1. the Director for Place
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: David Draffan, Assistant Director for Economic Development

Email: david.draffan@plymouth.gov.uk Tel: 01752 304250

NORTH PROSPECT LIBRARY PROPOSED RELOCATION TO COMMUNITY HUB, NORTH PROSPECT ROAD, NORTH PROSPECT, PLYMOUTH - ACQUISITION OF LEASE

First included in plan: March 2012

Nature of the decision:

Approval for the Council to acquire a lease of premises to be constructed within the proposed Community Hub complex on North Prospect Road for relocation of the North Prospect Library.

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

Timing of the decision? 6 March 2012

Who will be consulted and how?

Persons to be consulted with:

Library users and non users. Corporate Management Team

Process to be used:

Questionnaires and briefing

Information to be considered by the decision makers:

Draft Cabinet report.

Documents to be considered when the decision is taken

Cabinet report

Representations: In writing by 5 March 2012 to -

1. the Director for Corporate Services
2. Councillor Bowyer (Cabinet Member)
3. Councillor Jordan (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

Email: chris.trevitt@plymouth.gov.uk Tel: (01752) 305441

LIBRARY SERVICE REVIEW

First included in plan: February 2012

Nature of the decision:

To review the Library Service following consultation

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

Timing of the decision? September 2012

Who will be consulted and how?

Persons to be consulted with:

Cabinet (27 March 2012) /Officers / external partners and organisations (including Sentinel, Job Centre Plus, Europe Direct, University, Marjon, NHS and Old Plymouth Society) / Customer and Communities Overview and Scrutiny Panel(May-June 2012) / library users and non-users.

Process to be used:

Consultation documents, focus groups, workshops, correspondence.

Information to be considered by the decision makers:

Draft Cabinet Report, Scrutiny recommendations, feedback from consultation.

Documents to be considered when the decision is taken

as above for decision maker

Representations: In writing by 31 July 2012 to -

1. the Director for Corporate Services
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: John-Paul Sanders, Assistant Director for Customer Services

Email: johnpaul.sanders@plymouth.gov.uk Tel: 01752 304890

STRATEGIC MRF SOLUTION

First included in plan: February 2012

Nature of the decision:

To approve the strategic direction of a replacement Materials Recycling Facility (MRF) service or facility being taken forward into a formal procurement process.

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

Timing of the decision? 27 March 2012

Who will be consulted and how?

Persons to be consulted with:

Environmental Services Programme Board; Capital Delivery Board, officers in environmental services, finance, legal and procurement; external MRF service providers; Defra Waste and Resources Action Programme support and neighbouring local councils.

Process to be used:

Monthly meetings of Environmental Services Programme Board and Capital Delivery Board; internal officers through regular meetings and project involvement; external providers through soft market testing exercise and questionnaire; meetings and Waste and Resources Action Programme consultation.

Information to be considered by the decision makers:

Outline Business Case and associated documentation, soft market testing briefing paper.

Documents to be considered when the decision is taken

Cabinet Report and Outline Business Case.

Representations: In writing by 12 March 2012 to -

1. the Director for Place
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: Barry Ashbee, Waste Project Manager

Email: barry.ashbee@plymouth.gov.uk Tel: 01752 304087

RIVERSIDE PRIMARY SCHOOL BASIC NEED - PROVISION THROUGH EXISTING PFI CONTRACT

First included in plan: January 2012

Nature of the decision:

To consider the construction phase for Riverside School. This will allow officers to proceed with the proposal for the expansion of Riverside Primary School to 3 forms of entry, by utilising the existing Private Finance Contract (PFI). This is not a new contract it is an instruction to PYRAMID Consortium (by way of variation), to build and deliver the project in accordance with the existing PFI contract. The existing contract 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? 6 March 2012

Who will be consulted and how?

Persons to be consulted with:

Headteacher, School Governors, Pyramid, Interserve and Council officers.

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 20 February 2012 to -

1. the Director for Place
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: Ian Baker, Contract Manager

Email: ian.baker@plymouth.gov.uk Tel: 01752 307421

SCHOOLS REVENUE BUDGET 2012/13

First included in plan: March 2012

Nature of the decision:

To approve the local funding methodology for the allocation of the Dedicated Schools Grant for 2012/13 and changes to the local schools funding formula from April 2012.

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

Timing of the decision? 6 March 2012

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 Setting the Schools Budget for 2012/13

Documents to be considered when the decision is taken

Final Report on Setting the Schools Budget for 2012/13

Representations: In writing by 5 March 2012 to -

1. the Director for 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: Anita Martin, Group Accountant (Schools)

Email: anita.martin@plymouth.gov.uk Tel: 01752 307433

SERVICES FOR CHILDREN AND YOUNG PEOPLE PRIMARY BASIC NEED PROGRAMME

First included in plan: December 2011

Nature of the decision:

To make recommendations on the expansion of schools within the Primary Sector in Waves 3 – 6 to meet the growth in the birth rate across the city.

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

Timing of the decision? 27 March 2012

Who will be consulted and how?

Persons to be consulted with:

1. Plymouth Schools
2. Parents
3. Governors
4. Neighbouring local authorities
5. Other interested parties

Process to be used:

Publication of full proposal and other relevant material on the Council website at www.plymouth.gov.uk/basicneed.

Information to be considered by the decision makers:

Report of responses, previously consultation material.

Documents to be considered when the decision is taken

Written Report

Representations: In writing by 12 March 2012 to -

1. the Director for Place
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: Jayne Gorton, School Organisation and Pupil Access Manager

Email: jayne.gorton@plymouth.gov.uk Tel: 01752 307431

CAPITAL INVESTMENT DELIVERY FOR ALL SAINTS ACADEMY, PLYMOUTH

First included in plan: February 2012

Nature of the decision:

To confirm the preferred bidder and delegation arrangements for letting the construction contract for works to the All Saints Academy Plymouth.

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

Timing of the decision? 27 March 2012

Who will be consulted and how?

Persons to be consulted with:

Finance, Legal, and Property. Sponsors of the academies. Decision based on the recommendations of the project board.

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:

Capital monitoring reports.

Documents to be considered when the decision is taken

Capital investment delivery for Marine Academy Plymouth and All Saints Academy, Plymouth. Cabinet 18 October 2011.

Memorandum of Understanding between the authority and Partnership for Schools, Memorandum of Understanding between sponsors and the authority.

Representations: In writing by 12 March 2012 to -

1. the Director for Place
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

Email: gareth.simmons@plymouth.gov.uk Tel: 01752 307161

BUDGET ITEM: MEDIUM TERM FINANCIAL STRATEGY

First included in plan: November 2011

Nature of the decision:

The City Council will be requested to adopt the Medium Term Financial Strategy for both revenue and capital and note the future year forecasts on resources available and spending commitments. The City Council will also be requested to adopt the Council's 'summary financial objectives' and targets within this document.

(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? June 2012

Who will be consulted and how?

Persons to be consulted with:

Corporate Management Team, Directors, Assistant Directors and key partners.

Cabinet on 27 March 2012

Overview and Scrutiny Management Board on 28 March 2012.

Process to be used:

Consultation will be by presentations to management team meetings. Publish document on website. Present, and challenge through the scrutiny process.

Information to be considered by the decision makers:

Sustainable Community Strategy;

Plymouth City Council Corporate Plan;

Quarterly performance and finance reports presented to Cabinet and scrutiny throughout 2011/12;

Cabinet recommendation from the meeting on 7 February 2012.

Documents to be considered when the decision is taken

Council budget report and associated papers – February 2011

Quarterly monitoring reports 2011/12

Representations: In writing by 25 May 2012 to -

1. the Director for Corporate Services
2. Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: David Northey, Head of Finance

Email: david.northey@plymouth.gov.uk Tel: 01752 304566

POLICY FRAMEWORK ITEM: HOUSING PLAN 2012 - 2017

First included in plan: March 2012

Nature of the decision:

To consider and approve the Housing Plan 2012 – 2017 which considers four key housing themes as the basis of strategic housing activity that contributes to delivering the shared vision and priorities of the City and Council.

(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? 16 April 2012

Who will be consulted and how?

Persons to be consulted with:

A consultation draft of the Housing Plan was developed from the Housing Strategy Conference, workshops and associated task and finish groups, which ensured a wide range of partner agency and key stakeholder involvement in its development.

This draft detailed the Housing Plan's aims and key objectives, and was approved by Cabinet on 15 November 2011 for wider stakeholder and public consultation, due to be completed 13 February.

The Growth and Prosperity Overview and Scrutiny Panel has also been consulted on the draft plan.

The final draft plan will be submitted to Cabinet on 27 March 2012 to make a recommendation to the City Council.

Process to be used:

The public and other stakeholders have been engaged through presentations and existing links with groups and partnerships.

We have used our online consultation portal, our website and made hard copies with consultation questionnaires available at libraries and housing offices.

There has been considerable press coverage raising further the profile of the Housing Plan and opportunities to comment.

Information to be considered by the decision makers:

Draft Housing Plan 2012 - 2017

Cabinet recommendation of 27 March 2012

Documents to be considered when the decision is taken

Draft Housing Plan 2012 - 2017

Representations: In writing by 12 March 2012 to -

1. the Assistant Director for Strategic Housing
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Nick Carter, Housing Strategy and Development Manager

Email: nick.carter@plymouth.gov.uk Tel: 01752 307583

**POLICY FRAMEWORK ITEM: LOCAL DEVELOPMENT FRAMEWORK:
SUBMISSION OF THE DERRIFORD AND SEATON AREA ACTION PLAN**

First included in plan: March 2012

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 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 1 June 2012 and 31 August 2012

Who will be consulted and how?

Persons to be consulted with:

Public, private and third-sector organisations and groups
Plymouth NHS Hospitals Trust
Local community, land owners and businesses (including representative groups)
Investor and development interests
Other stakeholder groups.

Process to be used:

Range of consultation methods, including statutory notices, in accordance with the Statement of Community Involvement and statutory requirements.

Information to be considered by the decision makers:

All consultations and evidence base reports relating to the Area Action Plan to date

Documents to be considered when the decision is taken

Report to Cabinet

- Derriford & Seaton AAP – documents and consultation responses relating to each stage of the plan-preparation process
- LDF Core Strategy
- Relevant LDF and other evidence base reports (housing, employment, retail, visitor economy, transport, green space, heritage etc)
- Local Development Scheme
- Plymouth Infrastructure Needs Assessment
- Local Transport Plan 3
- Local Housing Strategy
- Local Economic Strategy

Representations: In writing by 25 May 2012 to -

1. the Director for Place
2. 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 Glenn 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 of Corporate Services
Carole Burgoyne, Director of People
Anthony Payne, Director of Place
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