

THE FOUR MONTH FORWARD PLAN

1 May 2012 to 31 August 2012



PLYMOUTH
CITY COUNCIL

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Contact Officer:

Nicola Kirby

Senior Democratic Support Officer (Cabinet)

Email: nicola.kirby@plymouth.gov.uk

Telephone: 01752 304867

Fax No: 01752 304819

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 each month. Each plan will start with the first day of the next month and cover four months. The Forward Plan contains **key decisions** that the Leader believes are to be taken within this period. It describes what the decision is about, who is the decision maker, the date on which, or the period within which the decision will be taken, who is to be consulted and how, 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.

Exempt information need not be included in a forward plan and confidential information cannot be included.

Urgent Key Decisions

If a key decision has not been included in the Forward Plan, it can still be taken if it is not practicable to put it in the next plan and wait until the start of the first month in that plan.

Before taking a key decision that has not been included in the Forward Plan, the Monitoring Officer must inform give written notice to the Chair of the Overview and Scrutiny Management Board or, in his/her absence every member of the Board. A copy of the notice must be made available to the public at the Council's offices,

The decision cannot normally be taken until five clear working days after the notice is given.

But the decision can be taken earlier if the Chair of the Overview and Scrutiny Management Board (or in his /her absence the Lord Mayor or in the absence of both the Deputy Lord Mayor) agrees that the decision is urgent and it is not reasonable to defer it.

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:

	May 2012	June 2012	July 2012	August 2012
City Council Council House (2 pm)	18 May (AGM)	25 June (provisional)	30 July (provisional)	-
Cabinet Council House (2pm)	-	12 June (provisional)	10 July (provisional)	14 August (provisional)

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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/Cabinet Members and the Chief 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
17 May
14 June
12 July
16 August
13 September
11 October
15 November
6 December
2013
17 January
14 February
14 March
11 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 May 2012 to 31 August 2012

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

**HEALTH, SOCIAL CARE, WELLBEING AND FINANCIAL INCLUSION
ADVICE AND INFORMATION SERVICE - CONTRACT AWARD**

First included in plan: May 2012

Nature of the decision:

The contract award for 'Health, Social Care, Wellbeing, and Financial Inclusion Advice and Information Service'

Who will make the decision? Cabinet

Timing of the decision? July 2012

Who will be consulted and how?

Persons to be consulted with:

City Council officers from strategic procurement, legal services and finance.

Process to be used:

Contract Award Report

Information to be considered by the decision makers:

The recommendation to award a contract for health, social care, wellbeing and financial inclusion advice and information services to the most economically advantageous tender

Documents to be considered when the decision is taken

Contract Award Report (confidential/ exempt information)

Representations: In writing by 25 June 2012 to the Assistant Director for Joint Commissioning and Adult Social Care

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Katy Shorten, Commissioning Officer

Email: katy.shorten@plymouth.gov.uk Tel: 01752 307078

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

Timing of the decision? November 2012

Who will be consulted and how?

Persons to be consulted with:

Cabinet (June/July 2012) /Officers / external partners and organisations (including Sentinel, JobCentrePlus, 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 1 October 2012 to the Director for Corporate Services

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

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 Edgumbe Country Park, subject to the receipt of an offer.

Who will make the decision? Cabinet

Timing of the decision? Before 31 August 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 25 May 2012 to the Director for Place

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

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

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 in June 2012

Overview and Scrutiny Management Board (date to be confirmed).

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 recommendations.

Documents to be considered when the decision is taken

Council budget report and associated papers – February 2012

Quarterly monitoring reports 2011/12

Representations: In writing by 25 May 2012 to the Director for Corporate Services

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: 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

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 and Seaton Area Action Plan – 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 the Director for Place

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 Directors

Barry Keel, Chief Executive
Adam Broome, Director for Corporate Services
Carole Burgoyne, Director for People
Anthony Payne, Director for Place

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; 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