

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER


Executive Decision Reference Number – SPT06 25/26

| Decision | |
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| 1 | Title of decision: Plymouth City Council Bus Stop Suspension Charges |
| 2 | Decision maker: Councillor John Stephens – Cabinet Member for Strategic Planning and Transport |
| 3 | Report author and contact details: James Quintrell-Harris, Tel: 01752 307597, Email: james.quintrell-harris@plymouth.gov.uk |
| 4 | Decision to be taken: To approve the implementation of an administration fee for the suspension of bus stops in the city. |
| 5 | Reasons for decision: The reason for this decision is to allow Plymouth City Council to introduce a new administration fee relating to the temporary suspension of bus stops in Plymouth. Council officers can spend a significant amount of time liaising with the relevant stakeholders on the suspension of a bus stop and the fee will allow appropriate remuneration for the administrative costs incurred. |
| 6 | Alternative options considered and rejected: The following option has been considered and rejected: Option 1: Do not implement an administration fee This option has been rejected due to the amount of time council officers can spend liaising with the relevant stakeholders on the suspension of a bus stop. This administration fee will allow appropriate remuneration for the administrative costs incurred and allow the funds to be reinvested within the Sustainable Transport Team. Option 2: Implement an administration fee and charge for the installation of any required temporary bus stop infrastructure This option has been rejected due to the fact that the installation of any required temporary stop is currently carried out by the developer and or contractor at nil cost to the Council. Plymouth City Council do not have the resources to be able to deliver this function. |
| 7 | Financial implications and risks: The introduction of an administration fee will generate a revenue income for the Council which has been forecast at £5,000 per annum based on the number of temporary bus stop suspension requests over the last two years and a charge of £50.59 + VAT. In 25/26 the estimated income would be £2,500 based on implementation from 1 st October 2025. The fee will be added to the Strategic Planning and Infrastructure fees and charges policy |

| | There is a risk that should the decision not be implemented that the income target for this budget will not be achieved. | | | | | | | | | | | | | | |
|-----------|--|--|-----|----|--|--|---|---|--|---|--|--|---|--|--|
| 8 | Legal Implications: (For completion by Legal Officers) None that are apparent. | | | | | | | | | | | | | | |
| 9 | Is the decision a Key Decision? (please contact Democratic Support for further advice) Please type an X into the relevant boxes | <table border="1"> <thead> <tr> <th>Yes</th><th>No</th><th>Per the Constitution, a key decision is one which:</th></tr> </thead> <tbody> <tr> <td></td><td>X</td><td>in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</td></tr> <tr> <td></td><td>X</td><td>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million annually</td></tr> <tr> <td></td><td>X</td><td>is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.</td></tr> </tbody> </table> | Yes | No | Per the Constitution, a key decision is one which: | | X | in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total | | X | in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million annually | | X | is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority. | |
| Yes | No | Per the Constitution, a key decision is one which: | | | | | | | | | | | | | |
| | X | in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total | | | | | | | | | | | | | |
| | X | in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million annually | | | | | | | | | | | | | |
| | X | is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority. | | | | | | | | | | | | | |
| | If yes, date of publication of the notice in the Forward Plan of Key Decisions | N/A | | | | | | | | | | | | | |
| 10 | Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget: | <p>The introduction of an administration fee for the suspension of bus stops supports both the Corporate Plan and Plymouth Plan.</p> <p>Links to the Corporate Plan:-</p> <p>The introduction of the administration fee supports the city's mission to '[make] Plymouth a fairer, greener city where everyone does their bit.' As lead for the co-ordination of temporary bus stop suspensions, we are taking responsibility for the co-ordination of bus stop suspensions. However, the fee reflects that the process is co-operative and involves more than one party.</p> <p>Links to the Plymouth Plan:-</p> <p>The introduction of the administration fee also aligns with the delivery of the strategy set out within the Plymouth Plan and in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).</p> <p>Specifically Plymouth Plan policy commitments to:-</p> <ul style="list-style-type: none"> • HEA6(1) [Use] the planning process to: | | | | | | | | | | | | | |

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| | | <ul style="list-style-type: none"> ○ deliver safe and convenient facilities for walking, cycling and public transport; ○ actively promote and facilitate sustainable travel choices and quiet connected communities. • HEA6(2) [Design] transport infrastructure projects to take full account of the needs of all users, the wider community and place shaping needs of the area, whilst also helping to minimise air quality, carbon emissions and noise pollution. • HEA6(5) [Deliver] a public transport system that everyone can use, including working with the bus companies to provide clear journey planning and timetable information and • GRO4 (11) Development and implementation of powers to reduce the impact of works being undertaken by statutory providers. <p>The fee also supports the following policies of the Plymouth and South West Devon Joint Local Plan:- SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, and SPT9(9) delivering transport projects which provide a safe and effective transport system.</p> | |
| 11 | Please specify any direct environmental implications of the decision (carbon impact) | <p>Cutting emissions from travel is a top priority for the city. Transport accounted for the largest part of our city's CO₂e emissions in 2019 (29%) and transport as a sector is not decarbonising at the necessary pace to make Plymouth carbon neutral by 2030.</p> <p>Public transport, particularly buses, plays a key role in the net zero transition. Enabling buses to continue to operate, with minimal disruption to bus passengers when bus stops have to be temporarily suspended, is therefore important in helping to instil passenger confidence in Plymouth's bus services and grow bus patronage. This Decision therefore helps to ensure that bus stop suspensions are kept to a minimum and delivered efficiently, where required, supporting Plymouth's bus services and, indirectly, the Council's efforts to encourage modal shift and reduce carbon emissions from private cars.</p> | |
| Urgent decisions | | | |
| 12a | Is the decision urgent and to be implemented immediately in the interests of the Council or the public? | Yes | (If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice) |
| | Please type an X into the relevant box | No | X (If no, go to section 13a) |
| 12b | Reason for urgency: | | |

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|---------------------|---|---|-------------------------------|--|
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| I2c | Scrutiny Chair Signature: | | Date | |
| | Scrutiny Committee name: | | | |
| | Print Name: | | | |
| Consultation | | | | |
| I3a | Are any other Cabinet members' portfolios affected by the decision? Please type an X into the relevant box | Yes | | |
| | | No | X | (If no go to section I4) |
| I3b | Which other Cabinet member's portfolio is affected by the decision? | | | |
| I3c | Date Cabinet member consulted | | | |
| I4 | Has any Cabinet member declared a conflict of interest in relation to the decision? Please type an X into the relevant box | Yes | | If yes, please discuss with the Monitoring Officer |
| | | No | X | |
| I5 | Which Corporate Management Team member has been consulted? | Name | Glenn Caplin-Grey | |
| | | Job title | Strategic Director for Growth | |
| | | Date consulted | 10 July 2025 | |
| Sign-off | | | | |
| I6 | Sign off codes from the relevant departments consulted: | Democratic Support (mandatory) | JSI6 25/26 | |
| | | Finance (mandatory) | ITG.25.26.028 | |
| | | Legal (mandatory) | LS/4552(04)/RH/080725 | |
| | | Procurement (if applicable) | N/A | |
| | | Corporate property (decisions involving Council owned land or facilities) (if applicable) | N/A | |
| | | Human Resources (if applicable) | N/A | |

| Appendices | | | | | | | |
|---------------------------------|--|---|---|---|---|--------------|---|
| 17 | Ref. | Title of appendix | | | | | |
| | A | Briefing report for publication | | | | | |
| | B | Equality Impact Assessment | | | | | |
| Confidential/exempt information | | | | | | | |
| 18a | Do you need to include any confidential/exempt information? Please type an X into the relevant box | Yes | | If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain) | | | |
| | | No | X | | | | |
| | | Exemption Paragraph Number | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 18b | Confidential/exempt briefing report title: | | | | | | |
| Background Papers | | | | | | | |
| 19 | <p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p> | | | | | | |
| Title of background paper(s) | | Exemption Paragraph Number | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | | | |
| Cabinet Member Signature | | | | | | | |
| 20 | I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached. | | | | | | |
| Signature | |  | | Date of decision | | 16 July 2025 | |
| Print Name | | Councillor John Stephens | | | | | |

