

THE FOUR MONTH FORWARD PLAN

1 August 2011 to 30 November 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:

	August 2011	September 2011	October 2011	November 2011
City Council Council House (2 pm)	-	-	10 October	-
Cabinet Council House (2pm)	9 August	13 September	18 October	15 November

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
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

I August 2011 to 30 November 2011

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

ARTICLE 4 DIRECTION IN RESPECT OF HOUSES IN MULTIPLE OCCUPATION
DATE FIRST INCLUDED IN THE FP: 14 JULY 2011

Nature of the decision:

To consider the merits of proceeding towards the adoption of an Article 4 Direction to achieve greater planning control in relation to HMOs

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:

Key stakeholders, local communities and members consulted as part of Sustainable Neighbourhoods Development Plan Document and evidence base work on student housing and houses in multiple occupation.

Process to be used:

Workshops and pamphlets

Information to be considered by the decision makers:

1. Sustainable Neighbourhood Development Plan Document pamphlets and consultation responses
2. Plymouth City Council Student Housing in Local Communities, report by Arup, Jan 2011
3. Benchmarking evidence from other councils
4. Replacement Appendix D to Department of the Environment Circular 09/95: General Development Consolidation Order 1995 (9780117531024), Communities, November 2010

Documents to be considered when the decision is taken

As above for decision maker

Representations: In writing by 29 July 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:

Tom Westrope, Spatial Planning Officer

Email: tom.westrope@plymouth.gov.uk Tel: 01752 307803

**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 4 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

Email: peter.ford@plymouth.gov.uk Tel: 01752 304352

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? 13 September 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 29 August 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

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 -

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
Email: jackie.young@plymouth.gov.uk Tel: 01752 304220

**PLYMOUTH CONNECT LOCAL SUSTAINABLE TRANSPORT FUND
SCHEME
DATE FIRST INCLUDED IN THE FP: 14 JULY 2011**

Nature of the decision:

Approval is sought for Plymouth Transport and Highways to proceed with the development and delivery of the Plymouth Connect scheme

In March 2011 Cabinet gave approval for Plymouth Transport & Highways to submit a bid for funding from the Department for Transport's (DfT) Local Sustainable Transport Fund (LSTF). This bid was submitted on 15 April 2011 and successful schemes are due to be announced by 30 June 2011. Funding will be allocated over four years from 2011 to 2015 and, if successful, Plymouth Connect is expected to start drawing down funding from September 2011

The Plymouth Connect Scheme seeks to link people to jobs, education, healthcare and other essential services across geographical and socio-economic barriers by encouraging greater uptake of sustainable travel such as walking, cycling and public transport. Infrastructure improvements will be supported by 'smarter choices' measures such as Personalised Travel Planning (PTP) within local communities. These aims will be achieved through active partnership with transport providers, health and third sector organisations

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

Plymouth City Council officers and other external advisors such as health organisations and other key partners. There will also be a public consultation regarding the details of the infrastructure proposals

Process to be used:

Internal meetings, workshops and public consultation events

Information to be considered by the decision makers:

Local Sustainable Transport Fund - Funding Application (8 March 2011 Cabinet Report summarising project details, costs and delivery timeframes).

Plymouth Connect LSTF Bid document www.plymouth.gov.uk/lstf

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 29 July 2011 to -

1. Assistant Director for Transport
2. Councillor Wiggins (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Philip Heseltine, Head of Transport Strategy
Email: philip.heseltine@plymouth.gov.uk Tel: 01752 307942

MOUNT EDGCUMBE PROPERTY OPTIONS
DATE FIRST INCLUDED ON THE FP: 14 JULY 2011

Nature of the decision:

Authority to dispose of Picklecombe Cottage, Mount Edgumbe and ring fence the capital receipt for investment in Mount Edgumbe

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

Councillors from Plymouth City Council
Councillors from Cornwall Council
Mount Edgumbe Officers' Working Group

Process to be used:

Direct discussions
Meetings

Information to be considered by the decision makers:

1. Mount Edgumbe Joint Committee's Report on Property Options
2. Survey Plans
3. Business Forecasts
4. Marketing Proposals

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 29 July 2011 to -

1. Assistant Director for Culture, Sport and Leisure
2. Councillor Jordan (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:
Ian Berry, Mount Edgumbe Manager
Email: ian.berry@plymouth.gov.uk Tel: 01752 822236

CIVIC CENTRE OPTIONS

DATE FIRST INCLUDED IN THE FP: 14 JULY 2011

Nature of the decision:

To consider the options around the resolution of the Civic Centre site

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

Timing of the decision? 9 August 2011

Who will be consulted and how?

Persons to be consulted with:

1. City Council officers
2. Corporate Management Team

Process to be used:

Meetings and reports

Information to be considered by the decision makers:

Option appraisal following soft marketing exercise

Documents to be considered when the decision is taken

Report detailing the options appraisal

Representations: In writing by 3 August 2011 to -

1. Assistant Director for Corporate Support (Finance, Assets and Efficiencies)
2. Councillor Bowyer (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

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

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

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 -
Director for Community Services

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)

Email: 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

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