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FORWARD PLAN

Compiled on behalf of the Mayor of Torbay

PlanTitle

StartValidDate to EndValidDate

For information relating to the Forward Plan or to request a copy in another format or language please contact:

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Torbay Council

Forward Plan of Key Decisions

Explanatory Note

Torbay Council is required to publish a Forward Plan of all key decisions to be taken in the following four months. The first Plan became effective on 1 March 2002. It is updated monthly.

Although Government regulations suggest that Key Decisions should only refer to Executive functions, Torbay Council has decided that those Council functions that would have been a Key Decision if they were to have been decided by the Mayor will also be included in the Forward Plan. This will include changes to the Council's Policy Framework and decisions that are not in accordance with the Council's Budgetary Framework.

The Regulations define a key decision as a decision that is likely to:

- (i) result in incurring expenditure or making of savings which are significant; or
- (ii) be significant in terms of its effects on communities living or working in the area.

The Council has produced comprehensive criteria to define "significant" and these are set out on the following page.

The Forward Plan consists of a brief description of the decisions that are to be made, consultation information, key risks and key opportunities.

Copies of the documents referred to in the Forward Plan may be obtained by contacting the Governance Support Team by telephone (01803 207087), email (governance.support@torbay.gov.uk) or post (Town Hall, Castle Circus, Torquay, TQ1 3DR).

The Forward Plan is available free of charge on request from the Governance Support Team of Torbay Council and is available for inspection at the Connections offices in Torquay, Paignton and Brixham. It is also available on the Council's website (<http://www.torbay.gov.uk/forward-plan>).

Gordon Oliver
Mayor of Torbay

To request a copy in another format or language phone 01803 207087

Definitions of "significant"

Expenditure and savings

A proposed decision shall be regarded as a Key Decision by way of “**incurring expenditure or making of savings which are significant**” if any one or more of the following apply:

- (1) In the opinion of the Chief Finance Officer, there is likely to be a budget variation (other than one within a Business Unit) of more than £250,000;
- (2) In the opinion of the Chief Finance Officer, it is likely to result in capital expenditure above that provided for in the capital programme and it is likely to involve an additional call on the Council’s internal resources of more than £250,000;
- (3) In the opinion of the relevant Director, the decision is likely to have a material effect on Council services, including where:
 - (i) an existing service will be reduced by more than 10 per cent or will cease altogether;
 - (ii) a service which is currently provided in house will be outsourced (or vice versa); or
 - (iii) a partnership will be entered with a third party which is likely to involve a material element of risk transfer to the Council;
- (4) The proposal involves the acquisition or disposal of land having a value estimated by the Chief Finance Officer to be likely to exceed £250,000;
- (5) The proposal involves the disposal of a capital asset (other than land) having a value estimated by the Chief Finance Officer to be likely to exceed £250,000;
- (6) Where in the opinion of the Assistant Director Corporate and Business Services the proposal is likely to result in compulsory redundancies or major changes to the terms and conditions of employment of 100 or more employees across the Council’s functions;

Effect of communities

A proposed decision shall be regarded as a Key Decision by way of being “**significant in terms of its effects on communities living or working in the area**” if the relevant Director or Assistant Director, in consultation with the relevant Executive Member, considers that it ought to be included in the Forward Plan having regard to all the circumstances including the following principles:

- (1) A decision may affect a great number of people, or a number of wards, but not significantly and these decisions shall **not** normally be regarded as key;
- (2) A decision that has a significant impact on communities living or working in only one ward will normally be treated as a Key Decision e.g. a school closure or the introduction or amendment of traffic calming measures;
- (3) Where a decision is only likely to have a significant impact on a very small number of people in one ward it will **not** normally be key. But the people affected should be informed of the forthcoming decision in sufficient time for them to exercise their rights to see the relevant papers and make an input into the decision making process;

- (4) Consideration should be given to the level of public interest in the decision. The higher the level of interest the more appropriate it is that the decision should be considered to be key.

Our Pledges

Working for a healthy, prosperous and happy Bay

- **Sympathetic regeneration**
- **Boosting local employment**
- **Protecting vulnerable children and adults**
- **A cleaner, greener, healthier Bay**
- **Expansion of our tourism and heritage offer**
- **A safer Bay**
- **Value for money**



Forward Plan Contents:

Matter for decision	Expected date of Decision	Decision Maker	Page
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Torbay Housing Strategy - 2015 2020

This is an overarching document that focuses and co-ordinates a number of other related priorities, including providing adequate specialist housing for those needing care and support, improving the living environment and quality of life, providing an integrated approach to housing advice and homeless prevention, providing a mix of new housing and tenures and reducing the cost pressures on adults and children's services.

Wards affected:	All Wards
Consultees:	Members, Overview and Scrutiny, Partners, Stakeholders and residents.
Means of Consultation:	Consultation will include meetings, circulation of paper electronic feedback including public consultation via website
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Adults and Children (Councillor Julien Parrott), Executive Lead for Business (Councillor Richard Haddock), Executive Lead for Planning, Transport and Housing (Councillor Mark King) Director of Adult Services – Caroline Taylor Assistant Director Community and Customer Services, - Fran Hughes
Corporate Priority:	Protecting vulnerable children and adults
Key Opportunities:	The Council does not have a current overarching Housing Strategy, defining priorities, needs and the expected delivery for the future. This document will include our Homeless Strategy which is a statutory requirement.
Key Risks:	Without this Strategy we will not be able to show commitment to making sure that all of our housing work is aligned and that we work together to provide effective and efficient services in a time of reducing resources and increased need.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	10 Dec 2015

If you want to make representations contact:

Caroline Taylor, Director of Adult Services, 1st Floor South, Tor Hill House, c/o Town Hall, Torquay, TQ1 3DR, telephone (01803) 208949, email caroline.taylor@torbay.gov.uk