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FORWARD PLAN

Compiled on behalf of the Elected Mayor of Torbay

Forward Plan Published on 6 July 2018

1 August 2018 to 31 October 2018

**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 Elected 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
Elected 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.

Torbay Council's ambition is for Torbay to be prosperous and healthy. This will be achieved through the following targeted actions:

- Protecting all children and giving them the best start in life;
- Working towards a more prosperous Torbay;
- Promoting healthy lifestyles across Torbay;
- Ensuring Torbay remains an attractive and safe place to live and visit; and
- Protecting and supporting vulnerable adults.

Forward Plan Contents:

Matter for decision	Expected date of Decision	Decision Maker	Page
Adult Social Care - Local Account and Annual Adult Safeguarding Report	19 Jul 2018	Council	1
Appropriation of Land at Old Mill Road, Torquay	August 2018	Council	2
Joint Health and Wellbeing Strategy	20 Sep 2018	Council	3
Joint Supplementary Planning Document (SPD) South Hams Special Area of Conservation (SAC)	20 Sep 2018 2 Jul 2018 29 Mar 2018	Council Elected Mayor Elected Mayor	4
Licensing of Houses in Multiple Occupation (HMOs)	20 Sep 2018	Council	6
Neighbourhood Plans	August 2018	Council	7
Review of Leases to Torbay Coast & Countryside Trust	19 Jul 2018	Council	8
Review of Parking Charges	19 Jul 2018	Council	9
Review of Statement of Gambling Principles	5 Dec 2018	Council	10
Transformation Project – Future development opportunities of the RICC site	20 Sep 2018	Council	12
Transformation Project – Future of ICT Services	20 Sep 2018	Council	13

Adult Social Care - Local Account and Annual Adult Safeguarding Report

Local Account provides information on Adult Social Care in Torbay and is a key way through which residents can hold the Council to account on how well we are supporting people with social care needs. It is a government requirement. It provides an overview of the previous year and outlines future policy direction in relation to social care and the safeguarding report outlining action taken in relation to adults safeguarding in the previous financial year.

Wards affected:	All Wards
Consultees:	Members and local communities.
Means of Consultation:	Meetings and circulation of papers.
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) Director of Adult Services and Housing (Caroline Taylor)
Link to targeted actions:	Protecting and supporting vulnerable adults
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Council
Intended Decision Date:	19 Jul 2018
If you want to make representations contact:	Caroline Taylor Director of Adult Social Care, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 208949, email caroline.taylor@torbay.gov.uk

Appropriation of Land at Old Mill Road, Torquay

To consider appropriating land at Old Mill Road, Torquay (the former Cockington Primary School site), to cleanse the site of the current restrictions to enable it to be developed for residential purposes and to support delivery of the Council's Corporate Asset Management Plan.

Wards affected:	Cockington with Chelston
Consultees:	Councillors.
Means of Consultation:	Meetings and circulation of papers.
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:	Elected Mayor and Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation (The Elected Mayor, Gordon Oliver) Director of Corporate Services and Operations (Anne-Marie Bond)
Link to targeted actions:	Ensuring Torbay remains an attractive and safe place to live and visit
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Council
Intended Decision Date:	August 2018
If you want to make representations contact:	Anne-Marie Bond, Assistant Director Corporate and Business Services, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207015, email anne-marie.bond@torbay.gov.uk

Joint Health and Wellbeing Strategy

To review the Joint Health and Wellbeing Strategy which sets out how Torbay Council and its partners will work together to improve the health and wellbeing of the residents of Torbay.

Wards affected:	All Wards
Consultees:	Health and Wellbeing Board, Clinical Commissioning Group (CCG) Governing Body, Torbay Children's Safeguarding Board and Torbay Adult's Safeguarding Board, Voluntary and Community Sector, Safer Communities Torbay and Overview and Scrutiny Board.
Means of Consultation:	Meetings and circulation of papers
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 Health and Wellbeing (Councillor Jackie Stockman) Director of Public Health (Caroline Dimond)
Link to targeted actions:	Promoting healthy lifestyles across Torbay
Reason for inclusion in the Forward Plan:	Policy Framework
Decision Maker:	Council
Intended Decision Date:	20 Sep 2018
If you want to make representations contact:	Caroline Dimond, Director of Public Health, Town Hall, Castle Circus, Torquay, email caroline.dimond@torbay.gov.uk and telephone (01803) 207344

Joint Supplementary Planning Document (SPD) South Hams Special Area of Conservation (SAC)

To adopt a new joint 'Supplementary Planning Document (SPD) South Hams Special Area of Conservation (SAC)' as part of the Council's Policy Framework. The South Hams SAC is a European designation established under the Conservation of Habitats and Species Regulations 2010 (Habitats Regulation) and is unusual in that it is comprised of several separate but linked component Sites of Special Scientific Interest with significant Greater Horseshoe Bat maternity roost importance located over five local planning authority areas.

The joint SPD will apply to all five local planning authority areas which cover the South Hams SAC and the habitat surrounding it and is designed to assist people who are submitting and determining planning applications with the objective to facilitate the appropriate siting/planning/design of development so as to avoid/mitigate significant impact on the favourable conservation status of the SAC.

Wards affected:	All Wards
Consultees:	Statutory, non-statutory and planning database.
Means of Consultation:	Joint consultation led by Teignbridge Council minimum 6 weeks
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:	Deputy Mayor and Executive Lead for Planning (Councillor Derek Mills) Executive Head Assets and Business Services (Kevin Mowat)
Link to targeted actions:	Ensuring Torbay remains an attractive and safe place to live and visit
Reason for inclusion in the Forward Plan:	Policy Framework
Decision Maker:	Elected Mayor Elected Mayor Council

Intended Decision Date:	29 Mar 2018 2 Jul 2018 20 Sep 2018
If you want to make representations contact:	Adam Luscombe, Senior Strategy and Project Delivery Officer, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207693, email adam.luscombe@torbay.gov.uk

Licensing of Houses in Multiple Occupation (HMOs)

To consider a business case on selective and/or additional licensing of HMOs.

Wards affected:	All Wards
Consultees:	The Mayor and Councillors
Means of Consultation:	Meetings and circulation of papers.
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:	Deputy Mayor and Executive Lead for Planning (Councillor Derek Mills) Executive Head Assets and Business Services (Kevin Mowat)
Link to targeted actions:	Ensuring Torbay remains an attractive and safe place to live and visit
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Council
Intended Decision Date:	20 Sep 2018
If you want to make representations contact:	Kevin Mowat, Executive Head Assets and Business Services, telephone: (01803) 292429, email: kevin.mowat@torbay.gov.uk, Town Hall, Castle Circus, Torquay, TQ1 3DR

Neighbourhood Plans

Following the outcome of the Independent Examination of the Neighbourhood Plans for Brixham, Paignton and Torquay the Council is required to consider what action to take in response to the recommendations of the Examiner in respect of each of the Neighbourhood Plans.

Wards affected:	All Wards
Consultees:	Statutory consultees in respect of Neighbourhood Plans, members of the public and other interested parties.
Means of Consultation:	Meetings, circulation of consultation papers.
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:	Deputy Mayor and Executive Lead for Planning (Councillor Derek Mills) Executive Head Assets and Business Services (Kevin Mowat)
Link to targeted actions:	Working towards a more prosperous Torbay
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Council
Intended Decision Date:	August 2018
If you want to make representations contact:	Kevin Mowat, Executive Head Assets and Business Services, telephone: (01803) 292429, email: kevin.mowat@torbay.gov.uk, Town Hall, Castle Circus, Torquay, TQ1 3DR

Review of Leases to Torbay Coast & Countryside Trust

Given the financial challenges that face the Torbay Coast & Countryside Trust, as well as the Council, it is appropriate for certain amendments to be agreed to the areas of land leased to the Trust (including land at Preston Down Road and Collaton St Mary), together with a renegotiation of the existing financial and landlord/tenant arrangements between both parties.

Wards affected:	All Wards
Consultees:	Torbay Coast & Countryside Trust, Mayor, Mayors Executive Group, Group Leaders, Overview & Scrutiny Board and Senior Leadership Team
Means of Consultation:	Meetings and circulation of papers.
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:	Elected Mayor and Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation (The Elected Mayor, Gordon Oliver) Director of Corporate Services and Operations (Anne-Marie Bond)
Link to targeted actions:	Working towards a more prosperous Torbay
Reason for inclusion in the Forward Plan:	Revenue Budget variation +£250,000
Decision Maker:	Council
Intended Decision Date:	19 Jul 2018
If you want to make representations contact:	Kevin Mowat, Executive Head Assets and Business Services, telephone: (01803) 292429, email: kevin.mowat@torbay.gov.uk, Town Hall, Castle Circus, Torquay, TQ1 3DR

Review of Parking Charges

To undertake a review of parking charges in Torbay to come into force from November 2018, including consideration of a year-round tariff system.

Wards affected:	All Wards
Consultees:	Local Chambers of Trade and Commerce, Overview and Scrutiny Board, Business Forum, Brixham Town Council and English Riviera Business Improvement District, community partnerships.
Means of Consultation:	Meetings and circulation of papers.
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 Community Services (Councillor Robert Excell) Executive Head Assets and Business Services (Kevin Mowat)
Link to targeted actions:	Corporate support
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Council
Intended Decision Date:	19 Jul 2018
If you want to make representations contact:	Kevin Mowat, Executive Head Assets and Business Services, telephone: (01803) 292429, email: kevin.mowat@torbay.gov.uk, Town Hall, Castle Circus, Torquay, TQ1 3DR

Review of Statement of Gambling Principles

The Licensing Authority is required every 3 years to review and re-publish the Statement of Gambling Principles Policy. Whilst most Licensing matters are delegated by statute to the Licensing Committee, the Gambling Policy is a Policy Framework document and must be agreed by full Council.

Wards affected:	All Wards
Consultees:	<p>The Gambling Act 2005 provides that the following must be consulted:</p> <p>The Chief Officer of Police, Persons representing the interests of gambling businesses, existing licence or permit holders, all responsible authorities as named in the Act, resident and trade associations and any other bodies representing persons likely to be affected by the exercise of the Authority's functions, faith groups, voluntary and community organisations, organisations working with young people and children, organisations working to support problem gamblers, medical associations and primary care trusts and any other body that may have an interest in gambling activity.</p>
Means of Consultation:	The draft Gambling Policy will be agreed in principle by Licensing Committee, following which there will be a 12 week full public/trade consultation. Responses to the consultation are reviewed by Licensing Committee, following which recommendation is made to full Council for adoption.
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:	<p>Executive Lead for Environment (Councillor Vic Ellery)</p> <p>Executive Head Community Safety (Tara Harris)</p>
Link to targeted actions:	Ensuring Torbay remains an attractive and safe place to live and visit
Reason for inclusion in the Forward Plan:	Policy Framework

Decision Maker:	Council
Intended Decision Date:	5 Dec 2018
If you want to make representations contact:	Gary O'Shea Principle Officer Licensing and Public Participation, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 208025, email gary.oshea@torbay.gov.uk

Transformation Project – Future development opportunities of the RICC site

Following Councillor and stakeholder engagement, a market brief for the site development will be presented to the Council in September for approval.

Wards affected:	All Wards
Consultees:	Councillors and key stakeholders
Means of Consultation:	Meetings and Circulation of papers
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:	Elected Mayor (The Elected Mayor, Gordon Oliver) Executive Head Assets and Business Services (Kevin Mowat)
Link to targeted actions:	Ensuring Torbay remains an attractive and safe place to live and visit
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Council
Intended Decision Date:	20 Sep 2018
If you want to make representations contact:	Kevin Mowat, Executive Head of Assets and Business Services, Town Hall, Castle Circus, Torquay, TQ1 3DR, kevin.mowat@torbay.gov.uk

Transformation Project – Future of ICT Services

A review of options and costs in respect of the provision of ICT services has been undertaken and the outcome of this work will be presented to the Council to agree a way forward.

Wards affected:	All Wards
Consultees:	Senior Leadership Team, the Elected Mayor and Councillors.
Means of Consultation:	Meetings and circulation of papers.
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:	Councillor Richard Haddock Director of Corporate Services and Operations (Anne-Marie Bond)
Link to targeted actions:	Corporate support
Reason for inclusion in the Forward Plan:	Partnership involving transfer of Council services or element of risk transfer
Decision Maker:	Council
Intended Decision Date:	20 Sep 2018
If you want to make representations contact:	Bob Clark, Executive Head of Customer Services, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207420, email bob.clark@torbay.gov.uk

