

Minutes of the Cabinet

13 February 2024

-: Present :-

Councillor David Thomas (Chairman)

Councillors Billings, Bye, Chris Lewis, Jacqueline Thomas, Tranter and Tyerman

(Also in attendance: Councillors Amil, Brook, Carter (virtual), Cowell, Mandy Darling (virtual), Steve Darling, Douglas-Dunbar (virtual), Fox, Johns (virtual), Law (virtual), Barbara Lewis (virtual), Long, Maddison, Spacagna (virtual), Stevens (virtual), Tolchard (virtual), Twelves (virtual) and Virdee)

78. Matters for Consideration

The Cabinet considered the following matters, full details of which (including the Cabinet's decisions and recommendations to Council) are set out in the Record of Decisions appended to these Minutes.

79. Redevelopment of St. Kilda's, Brixham

80. Award of Contract for Subsidised Bus Services

81. Revenue and Capital Budget 2024/2025

82. Developing a Resilient Future for Torquay Pavilion

83. Leonard Stocks Acquisition

84. Request for Delegated Authority to Award Procured Contract - Automatic Number Plate Recognition (ANPR) System for Fleet Walk Car Park

85. Draft Community and Corporate Plan

86. Torbay Council Annual Pay Policy Statement and Review of Pensions Discretions

87. Budget Monitoring 2023/24 - April to December 2023 Revenue and Capital Outturn Forecast

88. Notice of Motion - Vision Rehabilitation Services

Chairman/woman

Record of Decisions

Business Case for the redevelopment of the site known as St. Kilda's, Brixham

Decision Taker

Cabinet on 13 February 2024.

Decision

That Council be recommended to:

1. Approve the inclusion of the full St. Kilda's scheme (including the addition of demolition of the former Care Home and the construction of 23 no. new age-restricted flats for social housing) in Torbay Council's Capital Programme.
2. Increase the capital programme for the St Kilda's scheme to a total sum of £5,683,164 to include costs already incurred and the costs of demolition and construction as set out in Exempt Appendix 1.
3. Approve up to £2,667,058 of prudential borrowing funded from rent receipts, net of the costs of maintenance and management of the completed scheme.

That subject to 1 to 3 above the Cabinet:

4. In accordance with Financial Regulations, the Director of Finance be instructed to bid for (and accept) any applicable affordable housing grant from Homes England to support the scheme, subject to securing at least the Minimum Grant Level as set out in Exempt Appendix 1 for the scheme to proceed.
5. Delegate authority to the Director of Pride in Place to award a suitable contract for construction to Bidder A for the Total Contract Sum(s) identified in Exempt Appendix 1 (including any Stage 1 contract for demolition/site clearance and Stage 2 contract for main works, as necessary), along with all necessary external support services required for successful delivery of the scheme following completion of successful procurement exercises (and associated due diligence). Subject to any Stage 2 contract/contract for main Works not to be signed until Homes England have confirmed that the Minimum Grant Level set out in Exempt Appendix 1 has been secured, and a Grant Agreement signed accordingly.
6. Delegate authority to the Director of Pride in Place, in consultation with the Head of Legal Services, to enter a Building License with TorVista Homes, to enable demolition to take place prior to formal transfer of the asset back to the Council (if necessary).
7. Authorise the Director of Pride in Place to enable all management provisions required for successful operation of the scheme, in accordance with the planning consent and requirements of the Regulator or Social Housing.

Reason for the Decision

The Council has committed to delivering homes that meet the priority need of specific often-disenfranchised groups within our communities that both struggle to access suitable accommodation and have a disproportionate effect on both Council revenue outlay and capital

expenditure. As such, development of St. Kilda's is a key priority for the Council – it will help older people live independently in our communities for the long-term, in a home that is genuinely suitable to meet their needs.

Implementation

Recommendations one to three of the Cabinet will be considered at the Council meeting on 22 February 2024.

Decisions four to seven will come into force and may be implemented on 26 February 2024 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

The site known as St. Kilda's is a former care home that has been identified for redevelopment for some time. Plans for its regeneration were worked up by Torbay Development Agency (TDA) and Tor Vista Homes (TVH), which proposed the demolition of existing structures and the construction of 23 flats, specifically for clients aged 55+, all for social rent. The scheme includes areas of communal space, lifts, and parking in a landscaped setting, within a wider attractive residential area.

A business case has been developed for St. Kilda's, based on the planning approved scheme. The business case includes a comprehensive appraisal of all key scheme elements, and considers the long-term financial implications for the Authority, in respect of its borrowing and the need for Homes England grant support.

At the meeting Councillor Tyerman proposed and Councillor Chris Lewis seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

The following options were considered:

- 1) Do not proceed – cease all work, and either mothball the site or dispose on the open market;
- 2) Adopt Financial Model A, and:
 - a) Award a contract to Bidder A (subject to completion of necessary due diligence); or,
 - b) Re-tender for an alternative form of procurement;
- 3) Adopt the Financial Model B, and:
 - a) Award a contract to Bidder A (subject to completion of necessary due diligence); or,
 - b) Re-tender for an alternative form of procurement.

Is this a Key Decision?

Yes

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None.

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Award of Contract for Subsidised Bus Services

Decision Taker

Cabinet on 13 February 2024.

Decision

1. That Cabinet include in their final budget proposals to Council an increase in the budget available by £70,000 per annum;
2. On that basis that (1) above is approved by Full Council, that the preferred supplier for each lot (1 to 9) be awarded a contract for the provision of bus services covered by those lots for a fixed term of 8 years beginning April 2024 (as set out at exempt appendix); and
3. That the grant funding awarded to the Council for the Bus Service Improvement Plan is allocated to these contracts.

Reason for the Decision

Running a procurement process for the continued financial support of the bus services allows those in the community who are reliant upon them to avoid becoming isolated, but a competitive procurement exercise with a longer-term contract commitment also supports the opportunity for investment in those services with longer operating times, better vehicles, and addressing other priorities.

Implementation

This decision will come into force and may be implemented on 26 February 2024 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

The current, temporary, contract for subsidised bus services across Torbay expires on 31st March 2024. A procurement exercise had been undertaken for each of the currently supported bus services.

The outcome will be to provide a secure and stable bus network for residents and businesses of Torbay, as well as visitors to the area, that is accessible to all and increases the opportunities to travel, and choice of mode for how to travel.

At the meeting Councillor Billings proposed and Councillor Jackie Thomas seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

There was a choice whether to support none, some, or all the existing supported services, and whether to seek to include a replacement to any lost service provision either with a like for like or new, alternative services.

However, the need had been highlighted for all the existing supported services and where parts of a route were altered or the frequency of the service was reduced, would also need further review.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Revenue and Capital Budget 2024/2025

Decision Taker

Cabinet on 13 February 2024.

Decision

1. That for 2024/25 net revenue expenditure of £139.2m resulting in a Council Tax requirement of £88.4m for 2024/25 (a 4.75% increase in Council Tax, of which 2% is for Adult Social Care) be approved.
2. That the proposed Fees and Charges for 2024/25, Capital Strategy 2024/25, Capital Investment Plan 2024/25 and Treasury Management Strategy (including the Prudential Indicators 2024/25; and Annual Minimum Revenue Provision Policy Statement for 2024/25 be approved.
3. That, in accordance with the requirement of the Local Government Act 2003, the advice given by the Chief Finance Officer with respect to the robustness of the budget estimates and the adequacy of the Council's reserves (as set out in the report) be noted.
4. That it be noted that the Brixham Town Council precept for 2024/25 of £473,471 will be included as part of the Torbay Council budget for Council Tax setting purposes.

Reason for the Decision

The Council has a statutory obligation to set a budget each financial year and must take account of all factors when setting the budget. The Cabinet's response to the recommendations of the Overview and Scrutiny Board were set out in the submitted report.

Implementation

The recommendations of the Cabinet will be considered at the meeting of Council being held on 22 February 2024.

Information

The Cabinet considered a report that outlined the draft revenue and capital budgets and implications of the draft proposals for service change, income generation and efficiencies.

The Cabinet were also in receipt of a Notice of Motion, which sought the allocation of £100,000 to £150,000 towards 20 MPH Neighbourhoods. Councillor Fox and Councillor Virdee, the promoter and supporter of the motion advised that following the meeting of the Transport and Parking Working Party and the Cabinet's response to the Overview and Scrutiny Board's recommendation, they had in accordance with Council Standing Order A15.9 withdrawn the motion.

The proposals had been subject to detailed public consultation and examination by the Overview and Scrutiny Board (through its Priorities and Resources Review Panel). The Cabinet thanked the Overview and Scrutiny Board for their comprehensive review of the Cabinet's proposals for the Council's Revenue Budget for 2024/2025. The report had been compiled in

light of the findings and conclusions reached by the Overview and Scrutiny Board. The Board had taken into account the views expressed by members of the public and stakeholder representatives.

The Cabinet also gave consideration to the reports on the Revenue Reserves Policy and Capital Strategy. At the meeting, Councillor Tyerman proposed and Councillor David Thomas seconded a motion which was agreed by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

None

Is this a Key Decision?

Yes

Does the call-in procedure apply?

No

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Developing a resilient future for Torquay Pavilion

Decision Taker

Cabinet on 13 February 2024.

Decision

1. To delegate to the Director of Pride in Place, in consultation with the Cabinet Member for Place Development and Economic Growth and the Director of Finance, agreement of the final heads of terms for the surrender of the lease in respect of the Pavilion. (the draft heads of terms are set out at exempt Appendix 1);
2. That the Director of Pride Place seek expressions of interest from investors and occupiers, to work with the Council for uses aligned to the Torquay Town Investment Plan 2020 with this process to begin before the end of February 2024; and
3. That the Director of Pride in Place prepares a funding strategy for the restoration of the Pavilion.

Reason for the Decision

Torquay Pavilion had been allocated £2 million towards its restoration, from the Torquay Town Deal. This funding was intended to support a restoration of the Pavilion to allow the building to be returned to an active life contributing to the vibrancy of the Torquay harbour area in line with the objectives of the Torquay Town Deal.

Implementation

This decision will come into force and may be implemented on 22 February 2024 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

Torquay Pavilion has been empty and unused since 2013. The property was leased to Marina Developments Ltd (MDL) on a 99-year lease from January 1985. The Council has been working with MDL to find a solution which would see the restoration of the Pavilion and ultimately bring this important landmark building back into use.

The Pavilion has extensive repair and maintenance needs with the cost of repairs a significant obligation. Under the Lease, neither the landlord nor the tenant has responsibility for inherent defects. Therefore, over many years, there has been a stalemate on this matter.

In the summer of 2021, MDL and Torbay Council entered a Memorandum of Understanding (MOU), whilst not legally binding, essentially meant the initial costs to fully re-evaluate the condition of the Pavilion were split 50/50, up to a cap of £250,000 for each party. The MOU set out various actions and milestones, that meant proposals would come forward in a timely manner. This was predicated on an assumed repair cost of circa £3,500,000 which was a figure used to inform the inclusion of the Pavilion in the Town Investment Plan submitted to Government in 2020 and resulted in the Council securing £2 million of Town Deal funding.

Since 2020, there has been some initial progress. This has included works to ascertain the condition including various surveys, scaffold design work, internal soft strip etc. However more intrusive surveys have not yet commenced on site.

Running in parallel, have been discussions with MDL regarding the potential for a surrender of the Pavilion Lease. It has been considered that having direct control over the asset is a preferable position for the Council. Potential surrender premium values for the Pavilion lease, alongside some Heads of Terms, have been subject to ongoing discussions throughout 2023.

At the meeting Councillor Chris Lewis proposed and Councillor Bye seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

Alternative options were set out in the submitted report and included:

- Do nothing
- Surrender Premium – Heads of Terms
- Enforcement Action
- New lease/tenant post restoration
- Cease all restoration-based activity

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None.

Published

16 February 2024

Signed: _____
Leader of Torbay Council on behalf of the Cabinet

Date: _____

Record of Decisions

Leonard Stocks Acquisition

Decision Taker

Cabinet on 13 February 2024.

Decision

1. That, subject to completion of all necessary due diligence, the Director of Pride in Place be authorised to proceed with the acquisition of the Leonard Stocks homeless hostel, with the Chief Executive to be given delegated authority to implement all necessary actions to achieve the same.
2. The Director of Adult and Community Services prepare options for discussion with the Cabinet Member for Adult and Community Services and all Group Leaders, as to how any residual income resulting from this acquisition can be best used to support the work of the hostel.

Reason for the Decision

The expected benefits of acquiring the site are:

- The Council maintains and enhances its only Homeless provision and remains compliant against legislative duties.
- The Council would be able to utilise some of the income from Housing benefit to offset the operational staffing costs, in line with regulations (subject to agreement).
- There would be potential to use some of the additional income to support the service offer which was identified by a commissioned report in 2022.
- The Council would own the site in its entirety which would afford the Council regeneration and development options in the future should the Council move to a different model of delivery for its homeless provision.
- The Council would be able to influence the positive regeneration of the wider regeneration of Union Square and Temperance Street.
- There could be an opportunity (in the future) around adding solar PV and air source heat pumps. This would help to offset the Council's operational costs of running the building and demonstrate a continuous level of investment. This would also support the council's ambitions towards carbon neutrality.

Implementation

This decision will come into force and may be implemented on 26 February 2024 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

The Leonard Stocks building and much of the land it sits on is currently owned by Langley House Trust, with one parcel of land owned by Torbay Council and leased to Langley House Trust in return for full nomination rights enforced via a Nomination Agreement.

In 2021, Langley House Trust approached Torbay Council with an offer to sell the building and their land holdings to Torbay Council. The Leonard Stocks Hostel was Torbay's only purpose-built short term homeless hostel and was equipped to tackle rough sleeping and rehabilitation for multiple complex needs. It was a crucial part of Torbay's rough sleeping and homelessness strategy (2020-2025), and demand was always high for the services it provides.

Torbay Council was required to take reasonable steps to help homeless clients secure suitable accommodation for at least 6 months. Without this provision the Local Authority would be required to look at alternative solutions such as other temporary accommodation or Hotel and Bed & Breakfast accommodation. The Council had secured an advantageous position in so far as the building's purchase helped to safeguard vital homeless accommodation in the Town Centre, whilst offering an opportunity to unlock a high-profile regeneration opportunity in the long-term.

At the meeting Councillor Chris Lewis proposed and Councillor Tranter seconded a motion was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

An alternative option would have been to do nothing, however this option was discounted as Langley House Trust had stated that they would seek to change the operational model of the service or cease operation entirely if Torbay Council were unable to purchase the land and building from them.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

16 February 2024

Signed: _____
Leader of Torbay Council on behalf of the Cabinet

Date: _____

Record of Decisions

Request for Delegated Authority to Award Procured Contract - Automatic Number Plate Recognition (ANPR) System for Fleet Walk Car Park

Decision Taker

Cabinet on 13 February 2024.

Decision

That the Director of Price in Place be authorised to award the successful contract to facilitate delivery of the new automatic number plate recognition (ANPR) system within the procurement timetable.

Reason for the Decision

To deliver an efficient and effective parking experience at Fleet Walk Car Park by streamlining access and egress from the car park whilst also optimising income through efficiencies and “smart” technologies.

Implementation

This decision will come into force and may be implemented on 26 February 2024 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

Fleet Walk’s car park revenue system, which was over 23 years old, requires replacement. An obsolescence notice had been received from the manufacturer stating that manufacturing of a dated component had ceased resulting in withdrawal of maintenance support on 31st May 2024. Procurement for a new parking system had been published and was with contractors for tendering.

Approval from Cabinet was sought to delegate authority to the Director of Price in Place to award the contract in order to deliver the procurement timetable to facilitate completion of the new car park system by the maintenance support withdrawal date.

At the meeting Councillor Billings proposed and Councillor Chris Lewis seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

The Council was served an obsolescence notice by the manufacturer in May 2023 stating that parts for Fleet Walk Car Parks current system will no longer be manufactured by July 2023. Withdrawal of maintenance support had been presented to the Council as a fait accompli with no option or possibility to extend the existing support contract. Therefore there were no alternatives but to proceed with the procurement of a new car park management system.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None.

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Community and Corporate Plan

Decision Taker

Cabinet on 13 February 2024.

Decision

That the Council be recommended to approve the Community and Corporate Plan 2023-2043.

Reason for the Decision

The Community and Corporate Plan is the overarching document within the Council's Policy Framework setting out the Council's vision and priorities for the next twenty years. Having considered the feedback received during the consultation and further feedback from the Council's political groups the Cabinet is recommending that the Council approves the Community and Corporate Plan.

Implementation

The recommendations of the Cabinet will be considered at the meeting of Council being held on 22 February 2024.

Information

The Community and Corporate Plan sets out the vision of a healthy, happy and prosperous Torbay. The Plan outlines the priorities of the Council for the next twenty years and the approach the Council will take in delivering against the vision.

The draft Community and Corporate Plan was subject to consultation between 21 September and 29 October 2023. The Plan had been updated to take account of that feedback. The Plan also incorporates cross party feedback received from Group Leaders following the Council's non-determination of the Plan when presented to the Council meeting on 7 December 2023.

At the meeting Councillor David Thomas proposed and Councillor Chris Lewis seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

The draft Plan which was presented for consideration has been developed based on the evidence in the Torbay Profile, the results of the Residents Satisfaction Survey and the feedback received both during the consultation period and from Group Leaders.

Is this a Key Decision?

Yes

Does the call-in procedure apply?

No

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Torbay Council Annual Pay Policy Statement and Review of Pensions Discretions

Decision Taker

Cabinet on 13 February 2024.

Decision

That Council be recommended:

- 1) the Torbay Council Annual Pay Policy Statement 2024/25 as set out in Appendix 1 to the submitted report be approved for publication.
- 2) the Employers Pensions Discretions set out in Appendix 2 to the submitted report be approved for publication.

Reason for the Decision

To meet the statutory requirements to review these reports and policies.

Implementation

The recommendations of the Cabinet will be considered at the Council meeting on 22 February 2024.

Information

The submitted report set out the Council's Annual Pay Policy Statement, as required under Section 38 (1) of the Localism Act 2011. It was noted that the pay policy statement drew together the Council's overarching policies on pay and conditions and would be published on the Council's Website. The report also set out the annual review of pensions discretions as required by the Local Government Pension Scheme Regulations.

At the meeting Councillor Jackie Thomas proposed and Councillor Tranter seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

None.

Is this a Key Decision?

Yes

Does the call-in procedure apply?

No

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None.

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Budget Monitoring 2023/24 - April to December 2023 Revenue and Capital Outturn Forecast

Decision Taker

Cabinet on 13 February 2024.

Decision

That the Cabinet notes the forecasted revenue outturn position and recommends that Council approves:

The revised Capital Investment Plan (as detailed in Appendix 2).

Reason for the Decision

To ensure the Council operates in a prudent manner and works to maintain a balanced budget.

Implementation

The recommendation of the Cabinet will be considered at the Council meeting on 22 February 2024.

Information

The Budget Monitoring 2023/24 report set out a high-level budget summary of the Council's revenue and capital position for the financial year 2023/24, comparing budgets with year-end forecasts. The forecasts were based on the levels of spend and financial information at the end of quarter 3 (up to 31 December 2023).

At the meeting, Councillor Tyerman proposed and Councillor David Thomas seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

There were no alternative options considered.

Is this a Key Decision?

No

Does the call-in procedure apply?

No

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None.

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Notice of Motion - Vision Rehabilitation Services

Decision Taker

Cabinet on 13 February 2024.

Decision

1. That the Director of Adult and Community Services be requested to ask the Torbay and South Devon NHS Foundation Trust to undertake an evidence-based review of social care rehabilitation, including undertaking engagement with people with visual impairments, together with input from the Directors of Public Health and Children's Services; and
2. The review to cover sight loss specific support such as visual impairment rehabilitation and the provision of community equipment and minor adaptations, with completion of the Review expected by October 2024.

Reason for the Decision

To respond to the Motion in respect of vision rehabilitation services.

Implementation

This decision will come into force and may be implemented on 26 February 2024 unless the call-in procedure is triggered (as set out in Standing Orders in relation to Overview and Scrutiny).

Information

The Cabinet considered the following motion in relation to vision rehabilitation services notice of which was given in accordance with Standing Order A14:

Vision Rehabilitation services should fully meet the needs of blind and partially sighted people.

Effective vision rehabilitation services are important, as advocated for by the Royal National Institute of Blind People (RNIB).

Vision rehabilitation is provided as part of local authority tertiary prevention services, aimed at minimising the impact of an impairment, and supporting people to regain skills and manage or reduce need where possible. Good vision rehabilitation sessions provide crucial daily living and mobility skills, training blind or partially sighted people how to live in their homes safely and how to get out and about with confidence, offering lifesaving support at what can be a traumatic time in someone's life. We must ensure not only that support is being routinely offered to people in a timely manner, but that the offer is fit for purpose.

Every person with sight loss should receive timely, fully effective vision rehabilitation whenever they need it.

The Cabinet are requested to instruct the Director of Adult and Community Services to review the vision rehabilitation services in Torbay, should the review highlight financial investment is required the Director of Adult and Community Services be requested to make

recommendations to the Cabinet for consideration during the 2025/2026 budget process.

At the meeting Councillor Tranter proposed and Councillor Jackie Thomas seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

None

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

16 February 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet