



TORBAY COUNCIL

COMMUNITY GOVERNANCE REVIEW OF TORBAY

COMMUNICATION/CONSULTATION PLAN

STATUTORY CONSULTEES (Local Government and Public Involvement in Health Act 2007, s. 93(3))

- The local government electors for the area under review
- Any other person or body (including a local authority) which appears to the principal council to have an interest in the review

AIM OF THIS PLAN

- To ensure that local electors and all stakeholders and persons or bodies who may have an interest in the review are aware of the review, well-informed about the issues to be considered and able conveniently to contribute their views and evidence to the consultation process.

CONSULTATION CHANNELS PROPOSED

1. **Online:** Dedicated web page on Torbay Council's website giving information on the review, maps and key issues for consideration and the consultation process/timetable. To be updated as necessary during the review. To include an e-form for convenient response and e-mail address for more detailed/free-text submissions.
2. **Face-to-face:** Public consultation meetings in the areas under review through discussions at Community Partnerships and one-off events/presence in shopping areas/community venues/public spaces.

KEY AUDIENCES FOR ALL PHASES OF COMMUNICATIONS ACTIVITY

- The general public – persons living, working or studying in Torbay
- Electors across Torbay (and in particular in Torquay and Paignton where new town councils may be recommended)
- Local media
- Businesses and local business groups
- Public and third sector organisations
- Community groups, residents’ and tenants’ associations, Community Partnerships
- Elected representatives (local councillors, MPs, MEPs), political parties
- Brixham Town Council

PHASES OF COMMUNICATIONS ACTIVITY AND KEY MESSAGES	COMMUNICATION METHODS
<p>1. Launch of Review (14 January 2019) and first stage consultation (to 15 Mar 2019)</p> <p>Key messages:-</p> <ul style="list-style-type: none"> - The CGR is taking place and Torbay Council wants to know your views. - What a CGR is and the possible outcomes. - Why the Council is conducting the CGR including financial drivers, possible provision/ continuation of certain services funded by a precept. - Issues to be considered (including any changes to the existing arrangements in Brixham and possible new town councils for Torquay and Paignton and/or other smaller areas within the currently 	<p>General publicity:-</p> <ul style="list-style-type: none"> - Press releases - Social media posts (weekly during campaign phases) highlighting review/issues, deadlines for responses and link to dedicated web page - Periodic links from front page of Council website to dedicated page (including at launch of each phase and as deadline approaches) - Staff newsletter/in-house e-communications (as many Council staff will also be local residents) - FAQs on Council website <p>Local public meetings, discussions at Community Partnerships (including attendance at Community Partnerships Chairs’ meeting 14.1.18)</p> <p>Officer information stand in Libraries – Torquay, Paignton and Brixham.</p>

<p style="text-align: center;">PHASES OF COMMUNICATIONS ACTIVITY AND KEY MESSAGES</p>	<p style="text-align: center;">COMMUNICATION METHODS</p>
<p>unparished parts of Torbay, their boundaries and electoral arrangements).</p> <ul style="list-style-type: none"> - Principles to guide the review (as set out in the terms of reference). - The role and possible benefits of town councils and how they are funded – including the current level of precept and services provided by Brixham TC; and illustrative range of options for services that could be provided by town councils in the future along with estimated precept for different models/ levels of service delivery (e.g. basic service provision/ national average precept/full transfer of specified services). - Seeking views on the existing arrangements for community representation (e.g. Community Partnerships) and possible future development of those arrangements as an alternative to establishing town councils. - This stage of the consultation is an open discussion and any alternative suggestions are welcome. - Timetable for the consultation. - How the public can find out more and respond to the consultation. - (towards 15 March) reminder of the deadline to respond. 	<p>Distribution of consultation materials (posters), including to:-</p> <ul style="list-style-type: none"> - Libraries - Council offices/notice boards and service venues - Health partners for request for distribution to: <ul style="list-style-type: none"> - Surgeries/health service providers - Schools via Children’s Services <p>Direct mailshot (via e-mail) to consultation database of local organisations.</p> <p>Direct e-mail to elected representatives, political parties and Brixham Town Council</p> <ul style="list-style-type: none"> - Members’ Bulletin item for Torbay Councillors - Brixham Town Council with offer of follow up meeting - MPs with offer of follow up meeting

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<p>2. Publication of draft recommendations (24 June 2019) and second stage consultation (to 16 August 2019) NB dates subject to review following Council decision on any additional/alternative consultation methods).</p> <p>Key messages:-</p> <ul style="list-style-type: none"> - Draft recommendations have been published and Torbay Council wants to know your views on them. - Specific proposal including (if town councils are proposed) (i) the number and boundaries of any such councils; and (ii) the model of service delivery proposed/estimated precept required to deliver this. - Proposed electoral arrangements for any town councils recommended plus any transitional/ shadow arrangements proposed. - Reasons for the draft recommendations and what they would mean in practice. - Key issues raised in first stage consultation and how the Council has responded to them. - Timetable for the second stage consultation. - How the public can find out more and respond to the consultation. - Recap on what a CGR is and why it is being conducted. - (towards 16 August) reminder of the deadline to respond. 	<p>Range of communication methods as for Phase 1 above. In addition Council to consider, when agreeing the draft recommendations on 19 June 2019, possible additional/alternative methods (e.g. local poll/referendum) that may be appropriate, and the timing of these.</p> <p>E-mail notification to first stage consultation respondents.</p>

PHASES OF COMMUNICATIONS ACTIVITY AND KEY MESSAGES	COMMUNICATION METHODS
<p>3. Publication of final recommendations (23 September 2019)</p> <p>Key messages:-</p> <ul style="list-style-type: none"> - Final recommendations have been published. - What the final recommendations are and what they would mean in practice. - Key issues raised in second stage consultation and how the Council has responded to them. - Where the public can view the final recommendations/maps in detail. - Recap on what a CGR is and why it is being conducted. - Next steps including date of Council meeting to make the final decision. 	<p>Press release</p> <p>Final recommendations published on Council website and available for inspection</p> <p>Social media posts</p> <p>E-mail notification to statutory consultees, individuals and organisations on consultation database (see above) and to first and second stage consultation respondents.</p>
<p>4. Final decision and publicising the outcome of the review (Council to agree final decision on 24 October 2019)</p> <p>Key messages:-</p> <ul style="list-style-type: none"> - Reporting outcome of the Council meeting. - Final decisions of the review and what they means in practice. - Reasons for the decisions. - What happens now and the timetable for implementation. 	<p>Press release</p> <p>Final recommendations published on Council website and available for inspection</p> <p>Social media posts</p> <p>E-mail notification to statutory consultees, individuals and organisations on consultation database (see above) and to first and second stage consultation respondents.</p>

PHASES OF COMMUNICATIONS ACTIVITY AND KEY MESSAGES	COMMUNICATION METHODS
<ul style="list-style-type: none"> - There have been two stages of consultation – key points raised and how the Council has listened/responded. - How the public can view the decisions, reorganisation order, maps and related documents in detail. 	

ACTION BY: Head of Communications and CGR Project Manager to discuss and agree allocation of tasks

Dated: 10 January 2019