



Town Hall, Castle Circus,  
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Tuesday, 5 February 2013

## Meeting of the adjourned Council

Dear Member

I am pleased to invite you to attend the adjourned meeting of Torbay Council which will be held in **Ballroom, Oldway Mansion, Torquay Road, Paignton, TQ3 2TE** on **Wednesday, 13 February 2013** commencing at **5.30 pm**

The items to be discussed at this meeting are attached.

Yours sincerely,

Caroline Taylor  
Interim Chief Operating Officer

(All members are summoned to attend the meeting of the Council in accordance with the requirements of the Local Government Act 1972 and Standing Orders A5.)

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**Working for a healthy, prosperous and happy Bay**

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For information relating to this meeting or to request a copy in another format or language please contact:

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(i)  
**THE MJ**  
2010  
Achievement Awards  
COMMENDED

# Meeting of the Council Agenda

## 1. Apologies for absence

## 2. Declarations of interests

- (a) To receive declarations of non pecuniary interests in respect of items on this agenda

**For reference:** Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

- (b) To receive declarations of disclosable pecuniary interests in respect of items on this agenda

**For reference:** Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

**(Please Note:** If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)

## 3. Revenue Budget 2013/14

- (i) To consider the submitted report on the Local Government Finance Settlement on the Revenue Budget for 2013/14 (covering report to follow, appendices attached in agenda items 3a to 3m).

- (ii) To consider the recommendations of the Mayor on the Revenue Budget Proposals for 2013/14.

Appendices listed below:

- |     |                           |                   |
|-----|---------------------------|-------------------|
| (a) | <u>Fees and Charges</u>   | (Pages 1 - 72)    |
| (b) | <u>Impact Assessments</u> | (Pages 73 - 301)  |
| (c) | <u>Review of Reserves</u> | (Pages 302 - 316) |
| (d) | <u>Capital Strategy</u>   | (Pages 317 - 325) |

(e)	<u>Asset Management Plan</u>	(Pages 326 - 381)
(f)	<u>Treasury Management Strategy</u>	(Pages 382 - 412)
(g)	<u>Medium Term Resource Plan</u>	(Pages 413 - 437)
(h)	<u>Commissioning Agreements</u>	(Pages 438 - 443)
(i)	<u>Draft Pooling Agreement</u>	(Pages 444 - 447)
(j)	<u>National Non Domestic Rates Return 1</u>	(Pages 448 - 449)
(k)	<u>Capital Investment Plan</u>	(Pages 450 - 464)
(l)	<u>Consultation Report</u>	(Pages 465 - 483)
(m)	<u>Budget Digest</u>	(Circulated separately)

**4. Capital Plan Budget 2013/14 to 2016/17**

To consider the Capital Plan Budget for 2013/14 to 2016/1 and the recommendations of the Mayor which is set out in appendix 4 and 5 to the Revenue Budget 2013/2014.

# Agenda Item 3a

## Schools, Children & Communities

### 1. Home to School Transport Fees and Charges 2013/14

Transport charges are the parental contributions towards costs of bus season tickets for qualifying pupils at selective and denominational schools plus post 16 students.

They are based on the period of an academic year.

2012/13 Academic year - Parental contributions

Pupils attending selective and denominational schools £490. A second child is given a 50% discount (£245) and additional children are free.

Post 16 students Attending a school	£490
Post 16 attending a school entitled to FSM	£100
Post 16 students attending South Devon College	£260

### 2. Parkfield – My Place – Indicative 2013/14 Prices

Half Hall - **£15 per hour**

Full Hall - **£30 per hour**

Sports Hall

Badminton Court	Adults - <b>£8 per hour</b>	Juniors (under 18's) - <b>£5 per hour</b>
Retractable Seating	<b>£30 per hour</b> (seats 250)	
Ground Floor Training Room	<b>£10 per hour</b> (max 20 people)	
First Floor Meeting Room	<b>£10 per hour</b> (max 10 people)	
Recording Room	<b>£10 per hour + £10 per hour for staff</b>	
Apple IT Suite	<b>£40 per hour (to include technician)</b>	

## Local Land Charges Department Fees and Charges

	£ Current 2012/13	£ Proposed 2013/14
Official search in the whole or any one part of the Local Land Charges (LLC) Register (including the issue of an Official Certificate of Search):		
in respect of one parcel of land	28.50	28.50
in respect of each additional parcel of land (subject to agreement)	5.00	5.00
Personal search in the whole or any one part of the LLC Register (regardless of the number of parcels of land)	No charge*	No charge*
Replies to all Required Enquiries of Local Authorities (Form Con 29R):		
in respect of one parcel of land	60.50	60.50
in respect of each additional parcel of land (subject to agreement)	12.00	12.00
Replies to individual enquiries on Form Con 29R:		
Administration fee	10.00	10.00
Question 1.1 (a) to (e)	6.00	6.00
Question 1.1. (f) to (h)	2.00	2.00
Question 2 (a)	4.00	4.00
Question 2 (b) to (d)	2.50	2.50
Question 3.1	1.00	1.00
Question 3.2	1.00	1.00
Question 3.4 (a) to (f)	1.50	1.50
Question 3.5	1.00	1.00
Question 3.6 (a) to (l)	5.00	5.00
Question 3.7 (a) to (f)	7.00	7.00
Question 3.8	2.00	2.00
Question 3.9	6.00	6.00
Question 3.10 (a) to (b)	1.50	1.50
Question 3.11	1.00	1.00
Question 3.12	1.00	1.00
Replies to Optional Enquiries of Local Authority (Con 29O) – each enquiry	10.00	10.00
Additional enquiry – each (subject to agreement)	15.00	15.00
Office copy of any entry in the Local Land Charges Register:		
collected by hand	2.00	2.00
sent via post/document exchange system	5.00	5.00

\*(Statutory fee)

# Agenda Item 3a

## Appendix 2

<b>Registration Service Discretionary Fees and Charges</b>	<b>2012/13</b>	<b>Proposed 2013/14</b>
Approved Premises ceremony fees		
Monday to Friday	£329.00	£329.00
Approved Premises ceremony fees		
Saturday	£354.00	£354.00
Approved Premises ceremony fees		
Sunday and Bank Holiday	£404.00	£404.00
License for Approved Premises to hold ceremonies - NEW (valid 3 years)	£1300	£1300
License for Approved Premises to hold ceremonies - RENEW (valid 3years)	£950	£950
Non Statutory ceremonies – Naming Ceremony	£160	£160
Renewal of Vows	£160	£160

### Community Safety Proposed Discretionary Fees & Charges 2013/14

#### Food Safety Discretionary Fees

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
Ear piercing/electrolysis/tattoo/acupuncture	173.00	178.00
Amendment to skin piercing registration	93.00	96.00
Export Certificates (fish) – Basic	100.00	30.00
Export Certificates (fish) – Standard		100.00
<b>Zoo Licensing Act</b>		
First ever licence	420.00	500.00
Statutory six yearly inspection	200.00	250.00
Periodic three year inspection	200.00	250.00
Transfer of Licence	140.00	145.00
<b>Factual reports to Solicitors following accidents</b>		
Factual report	120.00+VAT	125.00+VAT
Photocopying	£1 per sheet	£1 per sheet
Photographs	Actual costs	Actual costs
Replacement licence certificates	20.00 + VAT	20.00 + VAT

#### Licensing Discretionary Fees

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
<b>Street Trading</b>		
Annual	710.00	730.00
Seasonal	560.00	575.00
3 months	315.00	325.00
1 month	135.00	140.00
Daily	95.00	98.00

Traders size/days *	1-3 days £	4-6 days £	7-9 days £	10-12 days £	13-15 days £	16+ days £
Small 0-15	220.00	320.00	420.00	520.00	620.00	720.00
Medium 16-30	530.00	780.00	1030.00	1280.00	1530.00	1780.00
High 31+	850.00	1250.00	1650.00	2050.00	2450.00	2850.00

\* If an applicant applying for an event/events, applies for a number of days within a given time period, even if those days are not consecutive or not at the same location then the charge will be based upon total number of days applied for. However this cannot be done in retrospect. Community Partnership Events applications can be co-ordinated using the same criteria, even if the events are run by different Community Partnerships. One Street Trading Consent can then be issued for all those events applied for and they will be listed within the Consent.

Charitable Street Trading Events supported by Torbay Council - Free (with agreement from Council)

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
<b>Hackney Carriage</b>		
Annual	150.00	155.00
Seasonal	95.00	98.00
Horse drawn annual	110.00	113.00
Seasonal **		65.00
Vehicle inspection	75.00	78.00
Meter test	40.00	41.00
Driver (New or renewal incl. Badge)	105.00	105.00
Excl. Criminal Record Bureau check	75.00	77.00
Drivers badge (replacement)	20.00	22.00
Transfer (permanent or temporary)/change of vehicle	65.00	67.00
Plate	55.00	57.00
Knowledge test	60.00	62.00
Failure to attend renewal appointment for vehicle & driver licences (additional charges) ***	30.00	35.00
<b>Private Hire</b>		
Annual	135.00	138.00
Vehicle inspection	75.00	78.00
Driver (initial or renewal incl. Badge)	105.00	105.00
Excl. Criminal Record Bureau check	75.00	77.00
Drivers badge (replacement)	20.00	22.00
Operator (per vehicle)	65.00	65.00
Transfer (permanent or temporary)/change of vehicle	65.00	67.00
Plate	55.00	57.00
Failure to attend renewal appointment for vehicle & driver licences (additional charge)***	30.00	35.00
Door signs per pair		15.00
<b>New Drivers</b>		
Handbook & replacements (incl VAT)	10.00 inc VAT	15.00 inc VAT
<b>Sex Shop Establishment: New Application (non refundable)</b>		
Sex Shop Establishment: Annual Licence Fee (non refundable)	5697.00	5697.00
Sex Shop Establishment: Transfer of Licence (non refundable)	5697.00	5697.00
<b>Sexual Entertainment Venue: New Application (non refundable)</b>		
Sexual Entertainment Venue: Annual Licence Fee (non refundable)	5697.00	5697.00
Sexual Entertainment Venue: Transfer of Licence (non refundable)	5697.00	5697.00
<b>Sportsgrounds</b>		
General or Special Safety Certificate (Sportsgrounds) - new	500.00	515.00
General or Special Safety Certificate (Sportsgrounds) – alteration requested by sportsgrounds	250.00	257.00

\*\* For a period of 7 months, commencing with the Easter School Holidays.

\*\*\*Failure to keep an appointment for a CRB check or for a renewal appointment (vehicle or driver) without 1 days prior notice will incur an administrative charge.



## Trading Standards Discretionary Fees

When a visit is made by a Trading Standards Officer to any premises for the purpose of carrying out any of the functions or activities listed below, each visit may be subject to a minimum charge of **£72.00** per Officer per visit regardless of the nature or amount of work requested or completed.

Visits carried out partly or entirely outside of normal office hours may incur a surcharge of **50%** of the standard fee or of the standard hourly rate per Officer per hour.

Previous discussions with HM Customs & Excise had concluded that fees with the exception of those put forward for the purposes of Section 74 of the Weights and Measures Act 1985, were NOT subject to VAT. This is because the work of local authorities was classified as a 'non-business' activity. However, the situation has now changed. Where applicable, VAT is included in the guidance provided. See Customs & Excise Notice 749 – Local Authorities and Similar Bodies (April 2002) for further details. NB – this may be subject to further review at any time, but is current at the time of writing (November 2007).

This is written on the assumption that the proposed that the proposed Legislative Reform Order (to permit self-verification after adjustment) will come into effect on 1<sup>st</sup> April 2008. If this were not to be the case, fees for such eventualities would continue to be VAT-exempt.

<b>Activity</b>	<b>Cost</b>	<b>Fee subject to additional VAT</b>
<b>A. Measuring Instruments Directive</b>		
In order to reflect additional costs associated with examination, testing and documentation, and maintenance of MID notified body status, certain classes of instrument covered by MID should be subject to additional charges as follows:		
<ul style="list-style-type: none"> <li>• Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers</li> <li>• Cold water meters</li> </ul>	No extra charge	Yes
<ul style="list-style-type: none"> <li>• Measuring instruments for liquid fuel and lubricants</li> <li>• Measuring instruments for liquid fuel delivered from road tankers</li> </ul>	10% surcharge	Yes
<ul style="list-style-type: none"> <li>• Capacity serving measures</li> <li>• Material measures of length</li> </ul>	25% surcharge	Yes
Note: Fees increase for initial MID conformity assessment, but not subsequent reverification.		

Type of Registration/Licence/Fee	2012/13 £	2013/14
<b>B. Special Weighing and Measuring Equipment</b>		
For examining, testing, certifying, stamping, authorising or reporting on any type of weighing and measuring equipment not specifically described in Parts B to J below. Time spent is at the place at which the service is provided.	£72.00 per Officer / hour	£75.00 per Officer/ hour
Such types of equipment specifically excluded from parts B to J below include:-		
1. Automatic or totalising weighing machines.		
2. Equipment designed to weigh loads in motion.		
3. Bulk fuel measuring equipment tested following a stamp having been obliterated in the circumstances set out in Regulation 65 or 66 of SI 1983 No. 1390 (minor modifications affecting air separator or printer arrangements)		
4. Weighing or measuring equipment tested by means of statistical sampling.		
5. The establishment of calibration curves for templets for measuring container bottles.		
6. Templets graduated in millilitres.		
7. Testing or other services in pursuance of a European Community obligation other than EC initial or partial verification.		
<b>C. Weights</b>		
At M2 level with UKAS certification.	40.00	40.00
<b>D. Measures</b>		
1. Linear measures not exceeding 3m, for each scale.	40.00	40.00
2. Capacity measures without divisions not exceeding 1 litre.	40.00	40.00
3. Cubic ballast measures (other than brim measures)	155.00	155.00
4. Capacity measures within divisions, not exceeding 1 litre, including those for making up and checking average quantity packages.	65.00	65.00
5. Templets graduated in millimetres		
a) per scale, first templet	100.00	100.00
b) subsequent templets	50.00	50.00

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
<b>E. Weighing Instruments</b>		
a) <b>Non-EC</b>		
Not exceeding 15kg	55.00	55.00
Exceeding 15kg to 100kg	55.00	55.00
Exceeding 100kg to 250kg	55.00	55.00
Exceeding 250kg to 1 tonne	95.00	95.00
Exceeding 1 tonne	155.00	155.00
b) <b>EC (NAWI)</b>		
Not exceeding 250kg	85.00	85.00
Exceeding 250kg to 1 tonne	150.00	150.00
Exceeding 1 tonne	250.00	250.00
2. Weighing instruments as above but incorporating remote display or printing facilities.	Basic fee + 50%	Basic fee + 50%
3. In addition to the fee shown the actual cost to the Authority of hiring and transporting the necessary test equipment. This additional charge will not be made if the submitter provides test equipment to the inspectors satisfaction with a recent test certificate from a Local Authority metrology laboratory, or UKAS accredited metrology laboratory.		
<b>F. Measuring Instruments for Intoxicating Liquor</b>		
1. Not exceeding 150ml	38.00	38.00
2. Other	52.00	52.00
<b>G. Measuring Instruments for Liquid Fuel and Lubricants</b>		
1. Container type (unsubdivided)	65.00	65.00
2. Single/multi-outlet (nozzles)		
a) first nozzle tested, per site	115.00	115.00
b) each additional nozzle tested	55.00	55.00
3. Instruments as above with ancillary equipment such as credit card acceptors or note/coin acceptors which require additional testing.	72.00	72.00
4. Testing of peripheral electronic equipment on a separate visit.	£72.00 per officer / hour	£75.00 per officer/hour

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
<b>H. Road Tanker Fuel Measuring (above 100 litres)</b>		
The fixed fee shown below and, in addition, the actual cost to the Authority of hiring and transporting the necessary test equipment. This additional charge will not be made if the submitter provides test equipment to the inspectors satisfaction with a recent test certificate from a Local Authority metrology laboratory, or UKAS accredited metrology laboratory.		
1. Meter measuring systems		
a) Wet hose type with two testing liquids	106.00	106.00
b) Wet hose type with three testing liquids	122.00	122.00
c) Dry hose type with two testing liquids	124.00	124.00
d) Dry hose type with three testing liquids	147.00	147.00
e) Wet/dry hose with two testing liquids	175.00	175.00
f) Wet/dry hose with three testing liquids	195.00	195.00
2. Replacement dipstick - including examination of compartment.		
<b>I. Fees for EC Purposes</b>		
Testing of weighing or measuring equipment (other than non-automatic weighing instruments) with a view to EU initial or partial verification.		
The fee given above for same class of equipment plus 20%		
For other services or facilities provided, or authorisations, certificates or other documents issued in pursuance of any European Community obligation.		
Per officer/hour spent at the place where the service is provided.	72.00	75.00
<b>J. Fees for Section 74(4) of the Weights and Measures Act 1985</b>		
Weighing or measuring equipment submitted for test at the submitter's request.		
For the examination, testing and report on equipment of a type described in the sections above, the appropriate fee ( <b>with the addition of VAT</b> ) for the same class of equipment (or class of equipment to which the item submitted most closely relates)		
<b><i>The service of testing weighing equipment calibrated in imperial units will no longer be provided.</i></b>		
LPG equipment will, in addition to the above fees shown in Section F, attract the cost of the authority hiring the appropriate equipment.		
For the examination, testing and report on other equipment or the weighing or measuring of goods, per officer/hour at the place where the service is provided.	72.00 + VAT	75.00 + VAT

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
<b>K. Miscellaneous</b>		
Cancelled appointments (This fee, plus any costs incurred, may be charged).	72.00	75.00
Certificate of errors. For supplying a certificate upon the request of the submitter when no other fee is payable.	36.00	36.00
<b>L. Poisons Act</b>		
Initial Registration	50.00	52.00
Renewal of Registration	40.00	41.00
Changes in Details of Registration in relation to the premise, other than at renewal	40.00	41.00

## Environmental Protection Discretionary Fees

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
Animal Boarding Establishments Act 1963	200.00	210.00 **
Animal Boarding Establishments Act 1963 renewal	105.00	110.00 **
<i>Plus costs of vets fees as required</i>		
Pet Animals Act 1951		210.00 **
Pet Animals Act 1951 – renewal	105.00	110.00 **
<i>Plus costs of vets fees as required</i>		
Riding Establishments Act 1964 and 1970	£310.00** min. and £15.00 per horse in excess of 5	£320.00** min and 315.00 per horse in excess of 5
<i>**Plus costs of vets fees as required</i>		
Dangerous Wild Animals Act 1976	425.00**	440.00**
<i>**Plus costs of vets fees as required</i>		
Breeding of Dogs Act 1973	200.00**	210.00**
Breeding of Dog Act 1973 renewal	105.00**	110.00**
<i>**Plus costs of vets fees as required</i>		
Performing Animals registration	90.00**	105.00**
<i>** Plus costs of vets fees as required</i>		
<b>Miscellaneous Charges</b>		
Hire of Kenny (for slips and trips)	55.00 per day	55.00 per day
Motor Salvage Operators Licence	100.00	105.00
Carriage of Stray Dogs	55.00	60.00
Carriage of Stray Dogs (Government Fine £25.00) plus dog warden transportation costs	78.00	85.00
Payment Plan Arrangement Fee	10.00	10.00
<b>Private Water Supply Charges</b>		
Risk Assessment	195.00	195.00
Sampling Visit	75.00 + analysis costs	75.00 + analysis costs
Investigation	100.00	100.00
Granting Authorisation	100.00	100.00
Missed Appointment	25.00	30.00

### Private Sector Housing – Discretionary Fees

Type of Registration/Licence/Fee	2012/13 £	2013/14 £
HMO Licensing HMO Licensing – assisted application	750.00	775.00
Charges for Housing Act Notices	Variable from 100.00 to 300.00 plus reasonable costs incurred by the Council	Variable from 100.00 to 300.00 plus reasonable costs incurred by the Council
Immigration Inspection Fee	100.00	100.00
Administrative Charge for landlords who fail to submit documentation when requested	25.00	30.00

## **General Fees**

<b>Type of Registration/Licence/Fee</b>	<b>2012/13 £</b>	<b>2013/14 £</b>
Personal Search/Solicitor Enquiries	60.00	62.00
Contaminated Land Searches	71.00 per hour	72.00 per hour
Permits under CNEA to distribute fliers	93.00	95.00

Note: Visits carried out partly or entirely outside normal office hours may incur a surcharge of 50% on the standard fee or on the standard hourly rate per Officer hour.





**VENUE HIRE – PRICE LIST**

BUILDING	ROOM	PER SESSION	PER DAY
<b>BASIC LETTING CHARGES (from 1st April 2013)</b>			
Torquay Town Hall	Assembly Hall	£171.60	£313.24
	Committee Rooms	£48.21	£62.75
	Badminton	£7.40 per hour	Per Court
	Sunday Surcharge	£12.25 per hour	
<b>COMMERCIAL RATES</b>			
BUILDING	ROOM	PER SESSION	PER DAY
Torquay Town Hall	Assembly Hall	£344.42	£623.55
	Committee Rooms	£88.34	£125.48
DANCES/CONCERTS	Private (voluntary)	Organisations	£538.41 Commercial
<b>Kitchen - All venues</b>		£14.57	
Hire Of Tables			£ 4.22 Per table
Hire Of Chairs			£ 1.59 per chair
Piano	If available		£42.34 (Inc VAT)
Wrestling	Basic letting charge Double in Winter	Quadrupled in Summer (June to Sept)	
Late Hours (Beyond 11.00pm)			£53.54 per hour

PERFORMING RIGHTS SOCIETY FEES ETC 20% basic charge if any music performed or recordings	
SESSIONAL BOOKINGS Up to 5 Hours	<b>Not vacated on time</b> charged per whole day
LICENSED BAR. A surcharge of 50% of the basic charge will apply to any booking at which a bar is provided. The Council's premises are not licensed to sell liquor.	
SURCHARGES & REBATES (Hire of Room Charge Only)	

<b>REBATES (Please note: THESE DO NOT APPLY TO MONEY RAISING BOOKINGS)</b>
Charitable Rebates (all year)
(a) Religious organisations 30%
(b) Registered Charities Local 30% National 20%
(c) Art & Cultural Exhibitions 20%
(d) Sporting organisations 20%
(e) Musical operatic & dramatic societies 20%
(f) Other local societies & organisations of a comparable to (d) 20%
Regular use 10% Discount

## NOTES

### **PROVISIONAL BOOKING WILL ONLY BE HELD FOR SIX WEEKS**

Hirers should ensure that they make contact with the Bookings co-ordinator or his/her staff to make arrangements for their event at least three weeks before the date of their booking.

Kitchen facilities are very limited. HOT MEALS CANNOT BE PREPARED OR SERVED from the kitchen areas.

Hirers must book and pay for additional rooms and facilities. If rooms are used at short notice an account will be sent to cover the hire charges.

After all day bookings, hires are reminded that they and their agents must be clear of the building by 30 minutes after the time booked. If the Hallkeeper or his/her representative is unable to lock the building at this time a surcharge will be made in accordance with the official scale of charges.

### **FAIRS, BAZAARS, JUMBLE SALES AND SIMILAR EVENTS**

Would you please note that when you are organising an event involving the provision of stalls, the Council does not permit commercial sales at such events, except at existing Pannier and Bric-a-Brac markets already approved to operate as such.

All fund raising stalls must be raising money for either charitable, social or local organisations or a non-commercial nature. If you are booking your event in the name of your organisation and you wish to allow charitable or non-commercial organisations to use a stall at the event, then you must indicate this fact on the booking application form. The Council does not object to this type of sub letting. You should not allow market traders or 'car boot' traders to use stalls at charitable events. Failure to comply with this request may involve your organisation paying the full commercial rate for the hire of the hall or room.

# Agenda Item 3a

## Appendix 5

### Financial Services - Fees and Charges

	<b>Current 2012/13</b>	<b>Proposed 2013/14</b>
Court Costs (Per liability order)	£85.00	£85.00
Credit Card Transaction charge (only charged on payments in respect of Council Tax and Business Rates)	2%	2%



**SCHEME FOR THE RECOVERY OF BUILDING  
REGULATION CHARGES AND ASSOCIATED  
MATTERS**

**TORBAY COUNCIL BUILDING  
CONTROL SERVICE**

Effective from 1<sup>st</sup> October 2012

TO BE READ IN CONJUNCTION WITH THE BUILDING  
[LOCAL AUTHORITY CHARGES] REGULATIONS 2010



# SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES

## Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

### **'building'**

means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

### **'building notice'**

means a notice given in accordance with regulations 12(2) (a) and 13 of the Building Regulations 2010.

### **'building work'** means:

- (a) the erection or extension of a building;
- (b) the provision or extension of a controlled service or fitting in or in connection with a building;
- (c) the material alteration of a building, or a controlled service or fitting;
- (d) work required by building regulation 6 (requirements relating to material change of use);
- (e) the insertion of insulating material into the cavity wall of a building;
- (f) work involving the underpinning of a building;
- (g) work required by building regulation 23 (requirements relating to thermal elements);
- (h) work required by building regulation 22 (requirements relating to a change of energy status);
- (i) work required by building regulation 28 (consequential improvements to energy performance);

### **'chargeable function'** means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010
- (e) the consideration of a regularisation application submitted to the council under regulation 18 of the Building Regulations 2010

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**'dwelling'** includes a dwelling-house and a flat.

**'dwelling-house'** does not include a flat or a building containing a flat. **'flat'** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**'floor area of a building or extension'** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**‘relevant person’** means:

(a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;

(b) in relation to a regularisation charge, the owner of the building; and

(c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of ‘chargeable advice’

## **Principles of this Scheme**

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

**A plan charge**, payable when plans of the building work are deposited with the Local Authority. Where charges are related to domestic extensions or other work with an estimated cost of up to £100,000 the inspection charge should be paid with the plan charge when plans are deposited.

**An inspection charge**, where charges are related to domestic extensions or other work with an estimated cost of up to £100,000 the inspection charge should be paid with the plan charge when plans are deposited. Other inspection charges will be payable on demand after the authority carry out the first inspection in respect of which the charge is payable.

**A building notice charge**, payable when the building notice is given to the authority.

**A reversion charge**, payable for building work in relation to a building: -

1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20(2) (a) (i) of the Approved Inspectors Regulations, or
2. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.

**A regularisation charge**, payable at the time of the application to the authority in accordance with Regulation 18 of the Building Regulations 2010.

**Chargeable advice**, LAs can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination).

A charge for a second hour and a site inspection of up to one hour is included in the standard charge. For all other charges, this charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 11 for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

1. The existing use of a building, or the proposed use of the building after completion of the building work;
2. The different kinds of building work described in regulation 3(1)(a) to (j) of the Building Regulations 2010;
3. The floor area of the building or extension;
4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
6. The estimated cost of the building work;
7. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 20 of the Building Regulations 2010 (i.e. related to competent person/self certification schemes);
8. Whether in respect of the building work a notification will be made in accordance with regulation 41(4) of the Building Regulations 2010 (i.e. where design details approved by Robust Details Ltd have been used);
9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;



Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;  
Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

### **Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions**

- . Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- . Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

### **Exemption from charges**

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

(a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or

(b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

(a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or

(b) the provision of extension of a room which is or will be used solely-

- (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
- (ii) for the storage of medical equipment for the use of the disabled person, or
- (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are

admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

(a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or

(b) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.

### **Information required to determine charges**

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to –

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

## Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative. If the building works that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

- (i) A reversion charge (this should always be included as an individually determined charge).
- (ii) The building work is in relation to more than one building or
- (iii) Building work consisting of alterations to any use of building where the estimated cost exceeds £100,000 or
- (iv) The work consists of the erection or conversion of 6 or more dwellings or
- (v) Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.

## **Other matters relating to calculation of charges**

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £52.50 has been used.
- Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.
- Charges are not payable for the first hour when calculating an advice charge
- The authority accepts payment by instalment in respect of all building work where the total charge exceeds £5,000. The authority on request will specify the amounts payable and dates on which instalments are to be paid

## **Reductions**

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a 25% reduction in the standard charge (e.g. plan/building notice/inspection charge) will be made.

Where in accordance with Regulation 7(5) (j) of the charges regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a 25% reduction in the plan and inspection charges will be made.

The authority shall make a reduction in an individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

The authority may make other reductions in standard charges, based on the standard hourly rate, by way of refunds where the time taken by the local authority to perform the chargeable function for that work is substantially reduced.

## **Refunds and supplementary charges**

The LA will, on request, refund any Inspection Charge element that has been paid in advance of any relevant commencement of work where that work will not proceed on the basis of the application for which it was paid.

If the basis on which any charge has been set or determined changes, the LA will, on request, refund or itself, request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

## **Non-Payment of a Charge**

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge.

## **Complaints about Charges**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the council's web site: [www.torbay.gov.uk/buildingcontrol](http://www.torbay.gov.uk/buildingcontrol)

## **Transitional Provisions**

The Council's scheme for the recovery of charges dated 1<sup>st</sup> January 2010 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1st January 2010 and 31<sup>st</sup> September 2010 (inclusive).

The Council's scheme for the recovery of charges dated 1<sup>st</sup> October 2010 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1<sup>st</sup> October 2010 and 3rd January 2011 (inclusive).

The Council's scheme for the recovery of charges dated 3<sup>rd</sup> January 2011 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 3rd January 2011 and 30<sup>th</sup> September 2012 (inclusive).

## **STANDARD CHARGES**

Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited. These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority). The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges. If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge may be made.

### **Plan and Inspection Charges**

The plan charge and inspection charge are listed in the following tables.

### **Building Notice Charge**

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

### **Reversion Charge**

These charges will be individually determined.

### **Regularisation Charge**

The charge is listed in the following tables and incorporates a charge element of 140% of the Building Notice Charge or the combined Plan and Inspection charge where a Building Notice can not be used.

**TABLE A  
STANDARD CHARGES FOR THE CREATION OR  
CONVERSION TO NEW HOUSING**

Number of Dwellings	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation charge £
(1)	(2)	(3)	(4)	(5)
1	595.83	Nil	716.66	835.00
2	808.33	Nil	966.66	1135.00
3	225.00	679.17	1083.33	1265.00
4	341.66	850.00	1433.33	1670.00
5	425.00	933.33	1630.00	1910.00
6	512.50	1016.67	1833.33	2145.00

**Table B**  
**Domestic extensions and alterations to a single building**

Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Regularisation Charge
1	Extension up to 10m <sup>2</sup>	79.00	237.00	375.00	530.00
2	Extension between 10m <sup>2</sup> and up to 40m <sup>2</sup>	122.92	368.75	700.00	825.00
3	Extension floor area exceeding 40 m <sup>2</sup>	164.58	493.75	758.33	1060.00
4	Loft conversion	137.50	412.50	658.33	920.00
5	Erection or extension of a non exempt detached domestic garage or carport.	56.25	168.75	275.00	390.00
6	Window replacement (non competent persons scheme).	25.00	75.00	100.00	160.00
7	Electrical work (not competent persons scheme).	33.33	99.99	133.33	220.00
8	The installation of any other controlled fitting that is not by a member of a competent Persons Scheme	25.00	75.00	100.00	160.00
9	Renovation of a thermal element to a single dwelling.	25.00	75.00	100.00	160.00



**Table C**  
**All other work to a single domestic building**

Category of Work		Basis of Charge	Plan charge	Inspection charge	Building Notice	Regularisation
1	Other domestic work and alterations not described elsewhere.	Estimated cost up to £2,000.	35.42	106.25	166.67	240.00
		Estimated cost exceeding £2,000 and up to £5,000	56.25	168.75	266.67	380.00
		Estimated cost exceeding £5,000 and up to £10,000	68.75	206.25	333.33	460.00
		Estimated cost exceeding £10,000 and up to £25,000	100.00	300.00	483.33	670.00
		Estimated cost exceeding £25,000 and up to £50,000	135.42	406.25	650.00	910.00
		Estimated cost exceeding £50,000 and up to £100,000	187.50	537.50	858.33	1260.00

**Table D**  
**All other non-domestic work**

Category of Work		Basis of Charge	Plan charge	Inspection charge	Regularisation
1	Other work and alterations not described elsewhere.	Estimated cost up to £2,000	35.42	106.25	240.00
		Estimated cost exceeding £2,000 and up to £5,000	68.75	206.25	460.00
		Estimated cost exceeding £5,000 and up to £10,000	79.17	237.50	530.00
		Estimated cost exceeding £10,000 and up to £25,000	112.50	337.50	760.00
		Estimated cost exceeding £25,000 and up to £50,000	143.75	431.25	970.00
		Estimated cost exceeding £50,000 and up to £100,000	200.00	600.00	1350.00
2	Renovation of a thermal element.	Fixed fee	50.00	150.00	290.00

### Pre-Application Fees

Please note:

- Householder pre-applications are covered by our development enquiry service.
- Any pre-application enquiry which involves a Listed Building will be subject to an additional charge of £60.
- For mixed use development; please add the residential and commercial fees together as a cumulative fee will be applicable.
- All other proposals will be charged at the hourly rate of £60 (incl. VAT) contact us for further information.
- In some instances the Council will wish to refer development proposals to the independent Torbay Design Review Panel. A separate fee will be required to cover the cost of using the Panel

Type	Description	Charge Including VAT @ 20%
Minor Residential	Less than 15 Dwellings	£60 per dwelling
Major Residential	15 dwellings or more	£900 per 5,000 m <sup>2</sup> (0.5 hectares)  Maximum Fee: £3,600
Minor Commercial	Less than 1,000 m <sup>2</sup>	£50 per 100 sq m
Major Commercial	1,000 – 1,500 m <sup>2</sup>	£500
Major Commercial	More than 1,500 m <sup>2</sup>	£500 per 5,000 m <sup>2</sup> (0.5 hectares)
Waste, Minerals and Recycling Operations	Waste Management, mineral processing, extraction or storage	£600

**A Guide to the Fees for Planning Applications in England**

**These fees apply from 22 November 2012 onwards.**

This document is based upon *'The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012'*

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare
<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 pe
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a	More than 2.5 hectares	£9,527 - 0.1 hect
<b>All Outline Applications</b>		
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<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling	£172

Continued on next page...

<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare
<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling	£172
<b>Full Applications (and First Submissions of Reserved Matters)</b>		
Alterations/extensions to <b>two or more dwellings</b> , including works within boundaries	Two or more dwellings (or two or more flats)	£339
<b>New dwellings</b> (up to and including 50)	New dwellings (not more than 50)	£385 per dwelling
<b>New dwellings</b> (for more than 50) £19,049 + £115 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£19,049 + £115 per additional dwelling
<b>Full Applications (and First Submissions of Reserved Matters) continued...</b>		
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£195
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£385
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£385 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£19,049 + £115 for each additional 75 sq m

<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare
<b>Householder Applications</b>		
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Continued on next page.		
<b>Full Applications (and First Submissions of Reserved Matters) continued...</b>		
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant nor machinery):		

<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
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<b>Householder Applications</b>		
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<b>All Outline Applications</b>		
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Continued on next page...		
<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b>	Single dwelling	£172

<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
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£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare
<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b>	Single dwelling	£172
<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare

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<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare
<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling	£172
<b>Full Applications (and First Submissions of Reserved Matters)</b>		
Alterations/extensions to <b>two or more dwellings</b> , including works within boundaries	Two or more dwellings (or two or more flats)	£339
<b>New dwellings</b> (up to and including 50)	New dwellings (not more than 50)	£385 per dwelling
<b>New dwellings</b> (for more than 50) £19,049 + £115 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£19,049 + £115 per additional dwelling
<b>Full Applications (and First Submissions of Reserved Matters) continued...</b>		
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£195
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£385
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£385 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£19,049 + £115 for each additional 75 sq m

<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare
<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling	£172
<b>Full Applications (and First Submissions of Reserved Matters)</b>		
Alterations/extensions to <b>two or more dwellings</b> , including works within boundaries	Two or more dwellings (or two or more flats)	£339
<b>New dwellings</b> (up to and including 50)	New dwellings (not more than 50)	£385 per dwelling
<b>New dwellings</b> (for <i>more</i> than 50) £19,049 + £115 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£19,049 + £115 per additional dwelling
<b>Full Applications (and First Submissions of Reserved Matters) continued...</b>		
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by	No increase in gross floor	£195

**Residential Services:**

The Residential and Nursing increases will not be known until two components have been agreed

- Inflationary uplift granted by the Council/Care Trust to Care home providers. This has specific impacts on full cost clients and clients which make additional 3<sup>rd</sup> party contributions.
- The CRAG (Charging for Residential Accommodation Guide) Regulations are published in late 2012 or early 2013

Residential charges to be implemented each April as directed by the Department of Health CRAG (Charging for Residential Accommodation Guide)

Client contributions for both long and short stay placements are based on an individual financial assessment of capital and income.

There is no charge for services provided under Intermediate Care or Continuing Care.

The Care Trust will ensure that all clients in receipt of a chargeable service receive a full welfare benefit check from the FAB team and an individual financial assessment in accordance with Department of Health circular LAC(2001) 32.

**Non Residential Services:**

As part of the personalisation agenda the Care Trust like all other Local Authorities has had to implement a policy on calculating an individual's contribution to their personal budget. This policy is in the process of being implemented and will be fully operational in 2013/14.

# Agenda Item 3a

## RESIDENTS & VISITORS SERVICES CHARGES FOR 13-14

Appendix 10

### HIGHWAYS

#### HIGHWAYS ACT 1980

Legislation reference Highways Act 1980	Matter for which a charge may be made	Comments	Charges 2012/13 O/S VAT
Permission to place skip on the public highway (Section 139)	Consideration and administration of application (10 days)	within H/A published notice period (more than 10 days)	£39.00
		Outside H/A published notice period (10 days and less)	£78.00
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00
	Where the operation obstructs an on-street parking bay administered by the Council	charge for loss of revenue	£20.00
Scaffolding and gantry licence (Section 169)	Consideration and administration of application (10 days)	within H/A published notice period (more than 10 days)	£39.00
		Outside H/A published notice period (10 days and less)	£78.00
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00
	Where the operation obstructs an on-street parking bay administered by the Council	charge for loss of revenue	£20.00
Consent to deposit building materials / make temporary excavation in the highway. (Section 171)	Consideration and administration of application	within H/A published notice period (more than 10 days)	£39.00
		Outside H/A published notice period (10 days or less)	£78.00
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00
	Where the operation obstructs an on-street parking bay administered by the Council	charge for loss of revenue	£20.00
Consent not to erect hoarding or fence during building (Section 172)	Consideration and administration of application	within H/A published notice period (3 days or less)	£39.00
		Outside H/A published notice period (3 days or less)	£78.00
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£75.00
	Where the operation obstructs an on-street parking bay administered by the Council	charge for loss of revenue	£20.00
Inspection of hoarding or fence set up during building (Section 172 & 173)	Inspections made by H/A to monitor compliance with statutory duties	charge for each site visit	£78.00

Legislation reference Highways Act 1980	Matter for which a charge may be made	Comments	Charges 2012/13 O/S VAT
Control of construction of cellars under street (Section 179)	Consideration and administration of application		At cost
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00
(Section 180[1])	of application		
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00
Control of light into cellars (Section 180 [2])	Consideration and administration of application		At cost
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00
Vehicle crossings over footways and verges (Section 184)	Consideration of a request to execute such works as are specified in the request for constructing a vehicle crossing	Works executed by H/A contractor Works executed by applicants contractor	At cost £39.00
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00
Clearance of accident debris (Section 41 & 130)	Anything done by H/A in connection with clearance of accident debris		At cost
Assistance to members of the public	This actively relates to requests which do not form part of the Council's service eg removal of items from gullies	During working hours	£21.79 + VAT
Pavement Café Permit	For the issue of a pavement café permit, use and policing thereof.	During times stipulated on license.  There may be additional rental charges levied on areas of land in the ownership of Torbay Council	<b>Band 1</b> - up to 10sqm-£215 pa. <b>Band 2</b> - 10 to 20sqm-£320 pa. <b>Band 3</b> - 20 to 30sqm-£430 pa. <b>Band 4</b> - over 30sqm-£540 pa.

**ROAD TRAFFIC REGULATION**

<b>Legislation reference Road Traffic Regulation Act 1984</b>	<b>Matter for which a charge may be made</b>	<b>Comments</b>	<b>Charges 2012/13</b>
Road closure & traffic restrictions (Section 14[1] & [2])	Anything done by traffic authority in connection with the making of an order	under section 14 (1) (over 5 days) Signing Schedule	£1,164.20 £114.20 <b>Total</b> £1,278.40
		under section 14 (2) (under 5 days)	£228.40
	Optional signing schedule for alternative route for Section 14 (2) (under 14 days)		£114.20
	Additional exceptional administrative work by traffic authority	See New Roads & Street Works Act, Co-Ordination Code of Practice S7.3.22	At cost
	Advertising		At cost
Suspension of parking (Section 49 [4])	Anything done by the local traffic authority in connection with or in consequence of a request to suspend the use of a parking place or part of it		At cost
Route signs (Section 65 [1])	Consideration of request to permit a traffic sign to indicate the route to specified land or premises		At cost
	The placing by the traffic authority of a sign in accordance with a request of the kind referred to in the previous para.		At cost
Provision of Disabled Parking Bay	Anything done by the local traffic authority in connection with or in consequence of a request to provide a disabled parking bay		£318.84
Provision of access lines	Anything done by the local traffic authority in connection with or in consequence of a request to place access lines		£92.00
Street Naming & Numbering			
Amending House/Number change		Cost per address	£37.50
New Development - Naming Street		Cost per street	£165.00
New Development - Per plot		Cost per plot	£35.00

**CHARGES OCCASIONED BY THE ENFORCEMENT OF OTHER LEGISLATION**

Legislation reference Traffic Signs & General Directions Regs 1994	Matter for which a charge may be made	Comments	Charges 2012/13
Portable traffic signals (Reg 32 para 47 & TD 21/85)	Design work by H/A		At cost
Damage to council property	Anything done by the authority to repair damage caused by others		At cost
Technical Information	Any documentation supplied by the authority to others.	Basic Search Large Search Extra Large Search	£133.50 + VAT £230.30 + VAT £429.50 + VAT

**STREET WORKS**

Regulation Made Under NRSWA 1991	Matter for which a charge may be made	Comments	Charges 2012/13 O/S VAT
Random sample (Section 75)	Inspection fee per unit of inspection	Amended by Street Works (inspection fees) (Amend.) Regs 1998	£47.50
Investigatory work from routine inspection			no charge
Investigatory works from third party report (Section 72 [1] )	Inspection fee per unit of inspection	Amended by HAUC agreement 1998	£68.00
Defect inspections (Section 72 [2] )	Defect inspection, Joint visit, remedial works in progress, remedial works complete - per unit of inspection		£50.00
Defect Notice	Copy of defect notice	Per copy	£46.92 inc VAT
Inspection checklist	Copy of inspection checklist	Per copy	£46.92 inc VAT
Street Works Licence (Section 50)	licence for new apparatus 1. Capitalised fee 2. Administration fee 3. Inspection fee (3 phases x £50.00 per inspection unit	Fee amended by above regulations	£168.39 £193.14 £150.00 <b>Total</b> £511.53
	Authorisation for works on existing apparatus 1. Administration fee 2. Inspection fee (3 phases x £50.00 per inspection unit)	Fee amended by above regulations	£110.33 £150.00 <b>Total</b> £260.33

**MISCELLANEOUS LICENCES**

Misc. Licences	Matter for which a charge may be made	Comments	Charges 2012/13 O/S VAT
Overhead structures (including tower cranes, banners etc.)	Consideration and administration of application	within H/A published notice period (more than 3 days)	£39.00
		Outside H/A published notice period (3 days or less)	£78.00
	Where a site visit is required during consideration of application	charge for each site visit	£78.00
	Where an inspection of the site reveals non-compliance	charge for each site visit	£78.00

## PARKING

Off Street Car Park Permits	Coverage	Comments	Charges 2012/13 INC VAT
Annual Permit	Covers all Torbay Council Car Parks		£ 510.00
Annual Commuter	Available for use in all specified car parks ONLY (HARBOUR, SHEDDEN HILL, TORRE VALLEY, UNION SQUARE, COLIN ROAD, ROUNDHAM, VICTORIA, BREAKWATER, SHOALSTONE)		£ 480.00
Annual Site Specific	Can be used in <b>one</b> specified Long Stay car park only (NOT AVAILABLE FOR TOWN HALL, BEACON QUAY OR STATION LANE )		£ 450.00
Six Month Permit	Covers use in all Torbay Council Car Parks		£ 320.00
Six Month Site Specific	Can be used in <b>one</b> specified Long Stay car park only (NOT AVAILABLE FOR TOWN HALL, BEACON QUAY OR STATION LANE)		£ 280.00
Three Month Permit	Covers use in all Torbay Council Car Parks		£ 200.00
Three Month Site Specific permits)	Can be used in one specified Long Stay car park only (NOT AVAILABLE FOR TOWN HALL, BEACON QUAY OR STATION LANE )		£ 190.00
Weekly permit	Covers use in all Torbay Council Car Parks		£ 33.00
Commercial Weekly Permit	Covers use in Clennon Valley, Lymington Road, Oxen Cove and Victoria Car Parks		£ 38.00
Swipe Card	Harbour Car Park only		£12 O/S VAT

Residents Parking Permits	Coverage	Comments	Charges 2012/13 INC VAT
Controlled Parking Zone - Residents Permit	Permit entitles the resident to park in any residents bay in that CPZ		£ 30.00
Visitors Parking permits (book of 10 permits)	permit entitles the visitor to park in residents bay in the CPZ issued for.	Visitors permits valid for 12 months from date of issue	£ 10.00

Daily Parking Charges (Off Street - Car Parks )	Coverage	Comments	Charges 2012/13 inc VAT
	Up to 40 mins		£ 1.00
	Up to 80 mins		£ 1.50
	Up to 2 hrs		£ 2.20
	Up to 3 hrs		£ 3.00
	up to 4 hrs		£ 4.00
	Up to 5 hrs		£ 5.00
	Over 5 hrs and up to 24 hrs		£ 8.00
	Night Time Charge (available 6pm until 8am)		£ 2.00



Daily Parking Charges (On Street)	Coverage	Comments	Charges 2012/13 INC VAT
Abbey Road, Castle Road (near Castle Circus), Lymington Road outside library, Market Street, Parkhill Road (by Rainbow Fun House), Pimlico, The Terrace, Torwood Gardens Road, Torwood Street, Union Street by court house, Dendy Rd, Hyde Road, Palace Avenue, Queens Road, Torbay Road (Pgn), Torquay Road by Post Office	Up to 20 mins		£ 0.50
	Up to 40 mins		£ 1.00
	up to 80 mins		£ 2.00
	Up to 2 hrs		£ 2.50
Lymington Road,	Up to 4 hrs		£ 1.00
	Up to 8 hrs		£ 2.00
Magdalene Road,	Up to 4 hrs		£ 2.00
Rock Walk, Torbay Road (Torre Abbey Meadow & Sands), Adelphi Road, Sands Road, Streatfield Road,	Up to 20 mins		£ 0.50
	Up to 40 mins		£ 1.00
	up to 80 mins		£ 2.00
	Up to 2 hrs		£ 2.50
	Up to 3 hrs		£ 3.50
	Up to 4 hrs		£ 4.50
Babbacombe Road, Eastern Esplanade,	Up to 20 mins		£ 0.50
	Up to 40 mins		£ 1.00
	up to 80 mins		£ 2.00
	Up to 2 hrs		£ 2.50
	Up to 3 hrs		£ 3.50

Winter Parking Charges 1 November - 31 March (inclusive)	Coverage	Comments	Charges 2012/13 INC VAT
Available in Shedden Hill, Torre Valley, Kilmorie, Meadfoot Beach, Walls Hill, Broadsands, Cliff Park Road, Breakwater, Shoalstone	Up to 40 mins		£ 1.00
Available in Shedden Hill, Torre Valley, Kilmorie, Meadfoot Beach, Walls Hill, Broadsands, Cliff Park Road, Breakwater, Shoalstone	Over 40 mins and up to 24hrs		£ 1.50

Commercial Vehicle Charges	Coverage	Comments	Charges 2012/13 INC VAT
	Up to 80 mins	Coaches receive an additional one hour free of charge to the time purchased	£ 2.00
	Up to 4 hrs	Coaches receive an additional one hour free of charge to the time purchased	£ 6.00
	over 4 hrs and up to 24 hrs	Coaches receive an additional one hour free of charge to the time purchased	£ 10.00
	Weekly		£ 38.00

Parking Ticket Notices (PCN)	Coverage	Comments	Charges 2012/13 (O/S VAT)
	Depending on the Contravention	If Paid within 14 days of the date of the PCN	£ 25.00
			£ 50.00
	Depending on the Contravention	If Paid within 14 days of the date of the PCN	£ 35.00
			£ 70.00

## RECREATION & PARKS

Outdoor Sport	Coverage	Comments	Charges 2012/13 INC VAT	
<b>SOCCER, RUGBY, HOCKEY</b>				
Seniors per match	(including showers/changing)		£	55.00
Juniors per match (15 years and under)			£	21.00
Seniors per match	(excluding showers/changing)		£	26.00
Juniors per match (15 years and under)			£	13.00
<b>FOOTBALL LEAGUE CLUBS ONLY</b>				
Season Fee – League and Cup fixtures	(including showers/changing)		£	720.00
Saturday Clubs – Seniors (18 games – additional games pro rata)			£	40.00
15 games			£	600.00
12 games			£	480.00
Sunday Clubs – Senior (12 games – additional games pro rata)			£	480.00
			£	40.00
<b>ALL JUNIOR TEAMS</b>				
Under 8's - 12 games			£	60.00
Additional games pro rata			£	5.00
Under 9's & 10's - 12 games			£	80.00
Additional games pro rata			£	7.00
Under 11's – 12 games			£	100.00
Additional games pro rata			£	8.00
Under 12's – 12 games			£	117.00
Additional games pro rata			£	10.00
Under 13's & 14's games – 12 games			£	140.00
Additional games pro rata			£	11.00
Under 18's – 12 games			£	160.00
Additional games pro rata			£	12.00
<b>HIRE OF PITCH</b>				
Seniors			£	135.00
Juniors	per day (Tournaments etc ) per pitch		£	90.00
Mini			£	40.00
Hire of Changing Rm per Day			£	40.00
<b>TRAINING SESSIONS</b>				
Use of field	(Not Pitch) per session		£	13.00
Showers/changing facilities per session			£	30.00
<b>SCHOOLS</b>				
Schools Sports Day	No marking or changing rooms		£	13.00
Schools Sports Day	With Changing rooms		£	30.00





<b>DECKCHAIRS</b> Per chair per week	Weekly ticket - valid on all beaches		£	5.00
<b>EVENT DECKCHAIR HIRE</b> Chairs per day Delivery/Collection minimum charge Prices on application			£	2.00
			£	36.00
<b>SUNTRAPS / WINDBREAK</b> Per session			£	3.00
<b>SUNLOUNGER</b> Returnable Deposit Per day Per session Per week Cushion Parasol			£	1.00
			£	3.00
			£	2.00
			£	10.00
			£	1.00
			£	3.00
<b>LOCKERS</b> Deposit Daily Charge			£	3.00
			£	1.00
<b>ALLOTMENTS</b>	<b>Coverage</b>	<b>Comments</b>		<b>Charges 2012/2013 O/S VAT</b>
Annual Charge Per 25 Square Metre with water			£	4.00
Per 25 Square Metre without water			£	2.50
Tool Lockers – Sherwell Valley			£	2.00

<b>PARKWOOD LEISURE TORBAY LEISURE CENTRE</b>	<b>Coverage</b>	<b>Comments</b>	<b>Charges 2012/13 INC VAT</b>
<b>SWIMMING</b>			
Adult			£ 2.50
Junior			£ 2.00
60+/Disabled			£ 2.00
Early Morning	Members only		£ 2.50
Family ticket	2 adults & up to 3 children		£ 7.00
Season Tickets:- 3 Months			£ 68.50
6 Months			£ 126.50
12 Months			£ 226.00
<b>AQUATONE</b>			
			£ 3.50
<b>SPORTS ACTIVITIES</b>			
Squash ¾ hour	Peak		£ 5.50
	Off Peak		£ 4.50
	Off Peak		£ 1.50
Junior Squash			
	Peak		£ 7.00
Badminton 1 hour	Off Peak		£ 5.50
Table Tennis 1 hour			£ 2.50
5-a-side 1 hour			£ 32.50
Health & Fitness Suite			£ 5.50
<b>RECREATION ACTIVITIES</b>			
Adult Recreation			£ 4.00
Creche			£ 1.50
50+ Recreation			£ 2.50
Soccer School			£ 1.50
Sequence/Tea Dance			£ 2.00
<b>EQUIPMENT HIRE</b>			
Racket			£ 1.00
Football			£ 1.00
Towel			£ 1.50
Shower Only			£ 1.50
<b>AREA HIRE</b>			
Sports Hall	Whole per hour		£ 64.00
Swimming Pool	Whole per hour		£ 64.00
Swimming Pool	Third per hour		£ 29.50
Minor Hall	Whole per hour		£ 22.50
Beesley Room	Whole per hour		£ 20.00

<b>AEROBICS</b>				
Aerobics per hour			£	3.50
Step Aerobics per hour			£	3.50
<b>ALL-WEATHER PITCH</b>				
Whole Area 1 hour	Off Peak		£	24.00
	Peak		£	33.50
	Floodlit		£	45.50
Whole Area - ½ hour	Off Peak		£	14.00
Half Area - 1 hour	Off Peak		£	14.00
	Peak		£	23.50
	Floodlit		£	29.50
<b>NON-MEMBER ENTRANCE FEES</b>				
Adult			£	1.00
Junior			£	1.00
60+/Disabled			£	1.00
Sauna Per Person			£	4.00
<b>MEMBERSHIP</b>				
Adult			£	28.00
Junior			£	13.00
Family			£	41.25
60+/Disabled			£	16.00
Car Park Pass	Only available with membership		£	8.00
Holiday – 1 week	family (includes parking)		£	17.50
<b>SCHOOL SCHOOL</b>	<b>Coverage</b>	<b>Comments</b>	<b>Charges 2012/2013 INC VAT</b>	
A.T.P – COMMUNITY USE				
Whole Area	Per hour		£	38.50
7-a-side	Per Match		£	23.00
<b>PALACE THEATRE</b>	<b>Coverage</b>	<b>Comments</b>	<b>Charges 2012/13 exempt VAT</b>	
<b>Commercial Hire</b>	Day Rate		£	730.00
	Per Hour (minimum 2)		£	74.00
Additional Technical	Per hour		£	15.00
Performance Charge			£	136.50
Deposit				20%
Box Office Charge				10%
Credit Commission				3%
Merchadising				25%
Insurance Cover				10%
Poster Sites			£	2.50
<b>NON Commercial Hire</b>	Day Rate		£	500.00
	Per Hour (minimum 2)		£	58.00
Additional Technical	Per Hour		£	15.00
Performance Charge			£	136.50
Deposit				5%
Box Office Charge				10%
Credit Commission				3%
Merchadising				0%
Insurance Cover				10%
Poster Sites			£	2.50

## LIBRARIES

CHARGEABLE ACTIVITIES	Coverage	Comments	Charges 2012/2013
Overdue Books & Audio Books Overdue Books Overdue Audio Books Overdue Books Overdue Audio Books Charge for final reminder letter	Adults Over 65's Over 65's 16/17 years 16/17 years	To a maximum charge of £3.60 To a maximum charge of £1.92 To a maximum charge of £3.60 To a maximum charge of £1.20 To a maximum charge of £3.60	15p per item per day 8p per item per day 15p per item per day 5p per item per day 15p per item per day £1.00
Hire of music CD's Hire of language courses Hire of special language courses	per week per 3 weeks 6 weeks in advance 12 weeks in advance Overdue charges	To a maximum of £3.60	50p 80p £5.00 £10.00
Hire of DVD	Yellow Band Overdue charge Blue Band Overdue charge White Band Overdue charge	To a maximum of £6.00 To a maximum of £4.80 To a maximum of £1.80	£2.50 per week 50p per day £2.00 per week 40p per day Free for one week 15p per day
Music Sets & Playsets		Joint arrangement with Devon & plymouth libraries	Postage fee's to be levied
Use of Library Computers  use of Fax machine	Members - First Hr Members - Extra time Non-members  Transmission within UK  Transmission outside UK  Printed Receipts	First Page Subsequent pages First Page Subsequent pages	Free £1.00 per half hr £2.00 per half hr  £1.00 75p each £1.50 £1.00 each 50p per page
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Royalty Fee's & Charges	Illustration in book Small reproductions  Large reproductions Photographic blow-ups Television, Video, Film strips, Slides Digitised images for use CD-ROMS, networks & the internet from	e.g Postcards, greeting cards, table mats, book jackets. e.g Posters, Prints, advertisements For interior decoration	£14.00 + VAT £40.00 + VAT  £75.00 + VAT £50.00 + VAT £50.00 + VAT £50.00 + VAT

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(who will have discretion in exercising these charges)

HIRE OF MEETING ROOMS	Coverage	Comments	Charges 2012/2013
Paignton Library & Information Centre:	Triple Meeting room (10, 11, 12)	Profit making Non-profit making	£20.00 £9.00
	Double Meeting room (10, 11) or (11, 12)	Profit making Non-Profit making	£18.00 £8.00
	Single meeting room (10) or (11) or (12) or (13)	Profit making Non-profit making	£12.00 £5.50
	Learning Centre	Profit making Non-profit making	£15.00 £9.00
	Media room	Profit making Non-profit making	£5.00 £2.50
	Interview Room		£5.00
Torquay Library	Room Hire	Profit Non-profit making	£14.00 £7.00
Brixham Library	Room Hire	Profit Non-profit making	£9.00 £5.00
	Room hire & Laptops	Profit Non-profit making	£11.00 £6.50
Surcharges for hire outside library opening hours:		Weekdays Weekends	£20 per hr or part thereof £25 per hr or part thereof
Replacement Library Card		Adult Under 18/Chronically sick or disabled/ looked after young people	£1.50 50p
CHARGEABLE ACTIVITIES	Coverage	Comments	Charges 2012/2013
Reservation Charges:	Items in stock or on order in Torbay  items ordered from other authorities	Adult Specific Child Specific Adult Specific Child Specific Renewal	60p Free  £4.00 n/a £2.00
Book Sales:		Adult Fiction - Paperback Adult Fiction - hardback Mills & Boon, Westerns & Hale Romances Adult Non-fiction hardback Adult Non-fiction paperback Childrens Music Cassettes Video's - yellow/blue Video's - green/white DVD CD - Single Set CD - Multi Set Childrens audio set Childrens Single tape/CD X Box game	70p £1.00  30p £1.20 70p 50p 30p £2.00 50p £2.00 £1.00 £1.50 50p 20p £8.00

#### Proposed Price Increases for Community Transport - 2013/14

1. Driver costs to increase by 2% p.a.
2. Estimated revenue assumes a constant level of passenger revenue in line with existing usage with an inflationary increase of 2%.
3. Education Directorate's Revenue income 2% increase.
4. Ring & Ride fares to increase as per the chart below.
5. An additional Ring & Ride journey (Paignton North to the Willows) may be offered on Mondays at the discretion of the Ring & Ride co-ordinator. This journey will not be advertised in the Ring & Ride leaflet. It will be priced as per the equivalent trip on Fridays (£4.10).

6. Only two of the three Friday services can be offered on the same day due to the logistics of serving three destinations.

<b>Charges 2013/14 O/S VAT</b>
£40.00
£80.00
REMOVE
£80.00
£20.50
£40.00
£80.00
REMOVE
£80.00
£20.50
£40.00
£80.00
£80.00
£80.00
£20.50
£40.00
£80.00
£80.00
£76.50
£20.50
£80.00

Charges 2013/14 O/S VAT
At cost
£80.00
£80.00
£80.00
£80.00
£80.00
At cost
£80.00
£80.00
At cost
£40.00
£80.00
£80.00
At cost
22.50 + VAT
<b>Band 1</b> -up to 10sqm- £219.50 pa <b>Band 2</b> - 10 to 20sqm- £326.50 pa. <b>Band 3</b> - 20 to 30sqm-£439 pa. <b>Band 4</b> - over 30sqm-£551 pa.

<b>Charges 2013/14</b>
£1,187.50 £116.50 £1,304.00
£233.00
£116.50
At cost
At cost
At cost
At cost
At cost
At cost
£325.50
£94.00
£38.50 £168.50 £36.00

<b>Charges 2013/14</b>
At cost
At cost
£136.50 + VAT £235.00 + VAT £438.50 + VAT

<b>Charges 2013/14 O/S VAT</b>
£47.50
no charge
£68.00
£50.00
£48.00
£48.00
£172.00 £197.00 £150.00 £519.00
£112.50 £150.00 £262.50

<b>Charges 2013/14 O/S VAT</b>
£40.00
£80.00
£80.00
£80.00

<b>Charges</b>	
<b>2013/14 INC VAT</b>	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
See Separate appendix	
£12 O/S VAT	

<b>Charges</b>	
<b>2012/13 INC VAT</b>	
£	30.00
£	10.00

See Separate appendix
See Separate appendix
See Separate appendix
See Separate appendix
See Separate appendix
See Separate appendix
See Separate appendix
See Separate appendix





Charges 2013/14 INC VAT	
£	56.50
£	21.50
£	27.00
£	13.50
<hr/>	
£	734.50
£	41.00
£	612.00
£	490.00
£	490.00
£	41.00
<hr/>	
£	61.50
£	5.50
£	82.00
£	7.50
£	102.00
£	8.50
£	119.50
£	10.50
£	143.00
£	11.50
£	163.50
£	12.50
<hr/>	
£	138.00
£	92.00
£	41.00
£	41.00
<hr/>	
£	13.50
£	31.00
<hr/>	
£	13.50
£	31.00

£	80.00
£	56.50
£	47.00
£	36.00
£	33.00
£	25.50
£	46.00
£	5.50
£	6.50
£	7.50
£	2.50
	10.5
£	12.50
£	13.50
£	1.50
£	2.50
£	5.50
£	12.50
£	8.50
£	6.50
£	5.50
£	5.50
£	5.50
£	18.50
£	17.50
£	102.00
£	13.50

Charges 2013/14 + VAT	
£	30.00
£	10.00
£	45.00
£	15.00
£	45.00
£	15.00
£	60.00
£	20.00
Charges 2013/14 inc VAT	
£	1,010.00
£	650.00
£	65.00
£	82.00
£	97.00
£	15.00
£	20.00
£	25.00
£	220.00
£	54.00
£	460.00
£	48.00
£	55.00
£	63.00
£	13.00
£	14.00
£	19.00
£	150.00
£	40.00
£	315.00
£	220.00
£	55.00
£	210.00
£	150.00
£	27.00
£	52.00
£	52.00

£	5.00
£	2.00
£	36.00
£	3.00
£	1.00
£	3.00
£	2.00
£	10.00
£	1.00
£	3.00
£	3.00
£	1.00
<b>Charges 2013/14 O/S VAT</b>	
£	4.10
£	2.60
£	2.10

Charges 2013/14 INC VAT	
£	3.00
£	2.50
£	2.50
£	3.00
£	7.50
£	70.00
£	129.50
£	231.00
£	4.00
£	6.00
£	5.00
£	2.00
£	7.50
£	6.00
£	3.00
£	33.50
£	6.00
£	4.50
£	2.00
£	3.00
£	2.00
£	2.50
£	1.50
£	1.50
£	2.00
£	2.00
£	65.50
£	65.50
£	30.50
£	23.00
£	20.50

£	4.00
£	4.00
£	25.50
£	34.50
£	46.50
£	14.50
£	14.50
£	24.00
£	30.50
£	1.50
£	1.50
£	1.50
£	4.50
£	29.00
£	13.50
£	42.50
£	16.50
£	8.50
£	18.00
<b>Charges 2013/14 INC VAT</b>	
£	39.50
£	23.50
<b>Charges 2013/14 exempt VAT</b>	
£	750.00
£	77.50
£	15.00
£	140.00
	20%
	10%
	3%
	25%
	10%
£	2.50
£	520.00
£	65.00
£	15.00
£	140.00
	5%
	10%
	3%
	5%
	10%
£	2.50

<b>Charges 2013/2014</b>	
15p per item per day	
8p per item per day	
15p per item per day	
5p per item per day	
15p per item per day	£1.00
	50p
	£1.00
	£5.00
	£10.00
15p per day	
£2.50 per week	
50p per day	
£2.00 per week	
40p per day	
Free for one week	
15p per day	
Postage fee's to be levied	
Free	
£1.00 per half hr	
£2.00 per half hr	
£1.00	
75p each	
£1.50	
£1.00 each	
50p per page	
10p per copy	
20p per copy	
50p per copy	
75p per copy	
	£1.50
	£3.00
	£3.00
	£4.50
	£2.00
	£3.00
	£5.00
	£6.00
£5.00 per image	
£14.00 + VAT	
£40.00 + VAT	
£75.00 + VAT	
£50.00 + VAT	
£50.00 + VAT	
£50.00 + VAT	

Charges 2013/2014	
	£20.00
	£9.00
	£18.00
	£8.00
	£12.00
	£5.50
	£15.00
	£9.00
	£5.00
	£2.50
	£5.00
	£14.00
	£7.00
	£9.00
	£5.00
	£11.00
	£6.50
£20 per hr or part thereof	
£25 per hr or part thereof	
	£1.50
	50p
Charges 2013/2014	
60p	
Free	
	£4.00
	n/a
	£2.00
	70p
	£1.00
	30p
	£1.20
	70p
	50p
	30p
	£2.00
	50p
	£2.00
	£1.00
	£1.50
	50p
	20p
	£8.00



**Budget Report From TWP Recommendations**

**1.1 Off Street Parking**

OFF	STREET	20 mins	40 mins	80 mins	2 hours	3 hours	4 hours	5 hours	All Day	Overnight
<b>Existing</b>	Summer	£0.50	£1.00	£1.50	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00
<b>Proposed</b>	Beach	£0.70	£1.50	£2.00	£2.50	£3.50	£4.50	£5.50	£9.00	£2.20
	Town Centres	£0.70	£1.30	£1.80	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00
	Others	£0.70	£1.30	£1.80	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00

OFF	STREET	20 mins	40 mins	80 mins	2 hours	3 hours	4 hours	5 hours	All Day	Overnight
<b>Existing</b>	Beach	-	£0.50	-	£1.00	-	-	-	£1.50	-
	Town Centres	£0.50	£1.00	£1.50	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00
	Others	-	£1.00	£1.50	£2.20	£3.00	-	-	£4.00	£2.00
<b>Proposed</b>	Beach	£0.50	£1.00	-	-	-	-	-	£1.80	£1.00
	Town Centres	£0.70	£1.30	£1.80	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00
	Others	£0.70	£1.30	£1.80	£2.20	£3.00	-	-	£4.00	£2.00

**Beach Car Parks**

Abbey Park\*, Breakwater, Broadlands, Cliff Park, Colin Road\*, Kilmorie, Meadfoot Beach, Quaywest, Roundham, Shedden Hill, Shoalstone, Torre Valley, Walls Hill and Youngs Park\*.

**Others**

Beacon Quay\*, Clennon Valley\*, Freshwater\*, Oxen Cove\*, Princes Street\*, Victoria, Brunswick Square\*, Harbour

**Town Centres**

Brixham, Chilcote Close, Churchward Rd, Coach Station, Crown & Anchor, Great Western, Hampton Ave, Lower Union Lane, Meadfoot Road, Melville Street, Preston Gardens, Shoppers, Station Lane, St. Marychurch, Town Hall and Union Square

\* Denotes added to this scheme from the Town Centre category under this proposal.

30 minute tariffs only available in Short Stay car parks i.e. Brixham Central and Great Western (3 hours maximum stay) and Shoppers (1 hour maximum stay).

Charges do not apply on Christmas Day, Boxing Day and New Years Day.

## 1.2 On Street Parking

ON	STREET	20 mins	40 mins	80 mins	2 hours	3 hours	4 hours	All Day	Overnight
<b>Existing</b>	Summer	£0.50	£1.00	£2.00	£2.50	£3.50	£4.50	-	-
<b>Proposed</b>	Prime Sites	£1.00	£1.50	£2.20	£3.00	£4.00	£5.00	£10.00	£2.50
	Town Centre	£0.70	£1.30	£2.00	£2.50	£3.50	£4.50	£10.00	-
	Commuter	-	-	-	-	-	£1.00	£2.00	-

ON	STREET	20 mins	40 mins	80 mins	2 hours	3 hours	4 hours	All Day	Overnight
<b>Existing</b>	Town Centre	£0.50	£1.00	£2.00	£2.50	£3.50	£4.50	-	-
	Prime Sites	-	£1.00	£2.00	-	-	-	£2.50	-
<b>Proposed</b>	Prime Sites	£0.20	£0.50	£1.00	£1.50	£2.00	£2.50	£10.00	£1.50
	Town Centre	£0.50	£1.00	£1.50	£2.00	£3.00	£4.00	£10.00	-
	Commuter	-	-	-	-	-	£1.00	£2.00	-

### Prime Sites

Adelphi Road\*, Babbacombe Road\*, Eastern Esplanade, Rock Walk\*, Sands Road\*, Steartfield Road\*, Torre Abbey. Overnight charges will only apply to Eastern Esplanade, Rock Walk and Torre Abbey.

### Commuter

Lymington Road, Magdalene Road, Newton Road

### Town Centres

Abbey Road, Castle Road, CPZ A, Dendy Road, Hyde Road, Market Street, Palace Avenue, Pimlico, Queens Road, The Terrace, Torbay Road, Torquay Road, Torwood Street, Union Street

\*Denotes added to this scheme from the Town Centre Category under this proposal.

Charges do not apply on Christmas Day, Boxing Day and New Years Day.

### 1.3 Permits and Dispensations

Permit Type	Coverage	Existing	Proposed
Annual Permit	Covers use in all Torbay Council Car Parks	£510.00	£510.00
Annual Commuter	Available for use in all specified car parks	£480.00	£480.00
Annual Site Specific	Can be used in one specified Long Stay Car Parks	£450.00	£450.00
Six Month Permit	Covers use in all Torbay Council Car Parks	£320.00	-
Six Monthly Site Specific	Can be used in one specified Long Stay Car Parks	£280.00	-
Three Month Permit	Covers use in all Torbay Council Car Parks	£200.00	-
Three Month Site Specific	Can be used in one specified Long Stay Car Parks	£190.00	-
Weekly Permit	Covers use in all Torbay Council Car Parks	£33.00	£33.00
Commercial Weekly Permit	Covers use in Clennon Valley, Lymington Road, Oxen Cove and Victoria Car Parks	£38.00	£38.00
3 day permit	Covers use in all Torbay Council Car Parks	£20.00	£20.00
Parking Dispensation	Covers the parking of a contractor vehicle in a specific location	£5 per day	£5 per day
Monthly Off Street	Covers use in all Torbay Council Car Parks (open to residents only)	-	£50.00
Monthly Off Street	Covers use in one specified Torbay Council Car Parks (open to residents only)	-	£40.00
Annual On Street	Valid in all on street pay and display areas	-	£850.00
Monthly On Street	Valid in all on street pay and display areas	-	£80.00
Time Restricted Permit	Valid in selected off street car parks offering free parking between 15:00 and 10:00 (open to residents only)	-	£50.00

A 10% reduction in purchase price will be applied to eco friendly vehicles up to road fund tax band 3.

## **Budget Proposals 2013/14: Major Decision: Business Unit: Families - Attendance Improvement Service**

### **Combined Impact Assessment: Full assessment**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Page 3

Name: Nigel Denning

Position: Head of Family Services

Business Unit: Children and Families – Localities

Department: Attendance Improvement Service

Date Commenced: 12.11.12

Date: January 2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Attendance Improvement Service		96			<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>Potential risk of reduced capacity to deliver services.</li> <li>Potential for increased enforcement activity.</li> </ul>		X	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>There are national changes to the way the funding formula for Attendance Improvement/Education Welfare services is calculated and provided. In response to this national change, the Local Authority Attendance Improvement Service will be restructured to deliver only on the statutory responsibilities/requirements placed upon the Local authority in relation to securing school attendance. The existing service provides functions over and above the statutory duties such as assistance with policy and practice development, monitoring data, and preventative interventions with individual children.</p> <p>The statutory duties are in relation to enforcement of school attendance and prosecution when necessary including issuing penalty notices and the supervision of Education Supervision Orders (ESO) and/or Parenting Orders; the statutory audit of school attendance registers to ensure legal compliance; responding to and investigating Children Missing from Education (CME); the issuing of work permits and checking/ monitoring of employers, conducting chaperone interviews and related training and induction for chaperones including safeguarding.</p> <p>The changes to national schools funding and this being transferred direct to schools will enable the schools to negotiate and 'buy in' / commission the non statutory education welfare /attendance support service direct if they so wish to address</p>

No	Question	Details
		<p>any poor school attendance and ensure their school attendance continues to rise in response to national requirements and inspection standards. We are currently in discussions with all Torbay schools to develop a new service specification that the schools may want to commission the local authority to deliver.</p> <p>The delivery of the statutory attendance functions has formed a small part of the service delivery with a significant emphasis being placed on preventative activity. Whilst the success of intervening early to improve attendance is well evidenced the funding for this activity will sit with schools from the 1<sup>st</sup> April 2013.</p> <p>Early consultation with the schools suggests a desire to maintain capacity for direct delivery of interventions with children to improve attendance but also to make better use of home visits and family work which does not feature as part of the current delivery model. Creating a new specification will ensure services are developed and delivered in accordance with the whole family approach and build on best practice. Schools have indicated they are less likely to need support with policy development and monitoring data. The new specification will be funded by schools directly either as individuals or collectively in geographical consortiums.</p> <p>Improving school attendance has been one of our key priorities. We have made significant progress over the last three years and attendance has improved year on year. The last Local Authority School Attendance Improvement Service Evaluation Report (July 12) was extremely positive. Head teachers and/or school attendance leads were extremely positive about the difference this service had made to their schools and ultimately in improving school attendance. In light of this feedback and evidence, we are hopeful that the majority of academies will want to continue to fund non statutory attendance improvement support.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>As funding will transfer from the Local Authority directly to schools they will be responsible for the continuation of such attendance support services to prevent the need for prosecution and to address poor school attendance at the earliest opportunity. The schools will need to make a decision on how they will deliver this service.</p> <p>Children, young people and their families who currently benefit from this service and the support provided. Poor school attendance is well documented by the governments expert advisor on Behaviour (Charlie Taylor) in the Improving Attendance in School (2012) paper, in which he states that:</p> <p><i>'Of pupils who miss more than 50% of school only 3 % manage to achieve 5 or more GCSEs at grades A*-C including Maths and English. 73% of pupils who have over 95% attendance achieve 5 or more GCSEs at grades A*-C'.</i></p>

<b>Details</b>	
<b>No</b>	<b>Question</b>
	There will be a reduction in the number of Staff directly employed by the local authority as Attendance Improvement Officers. The schools however may choose to commission the Local Authority to deliver preventative attendance services.
<b>3.</b>	<b>What is the intended outcome?</b> To implement a restructure of the Attendance Improvement Services to provide the statutory duties, while providing schools with the opportunity to buy back a service which meets their needs.

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

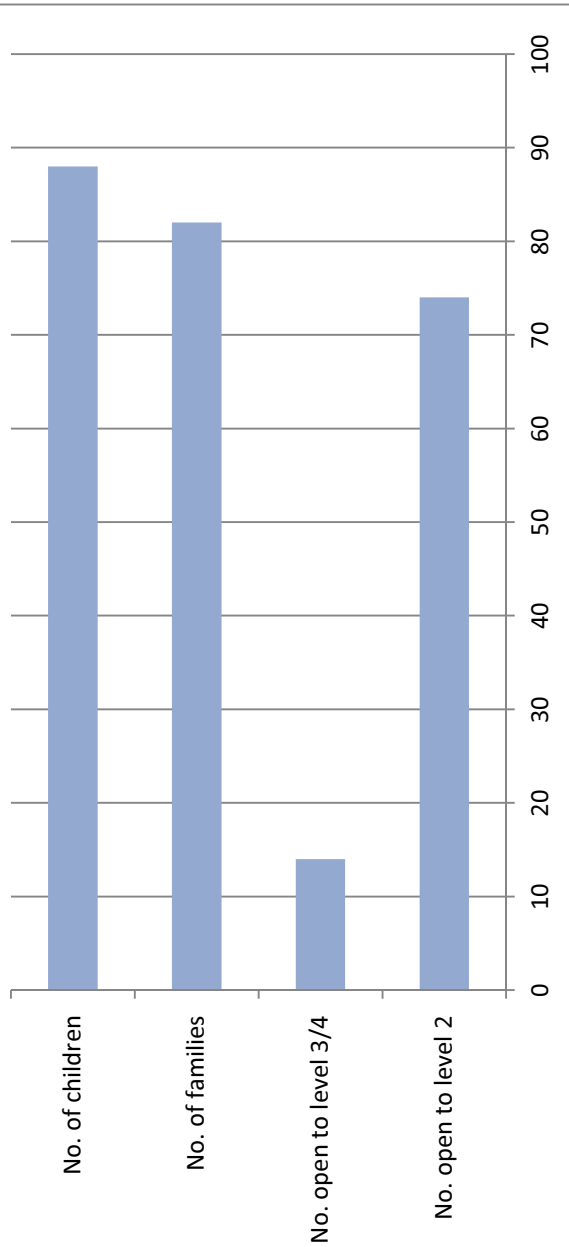
The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

		Details									
4.	Have you considered the available evidence?	<p><b><i>Note: Information is correct as of 04/01/2013</i></b></p> <p><b>1. Number of children currently supported through the service.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">No. of Children as of 04.01.2013</th> <th style="width: 25%;">No. of families as of 04.01.2013</th> <th style="width: 25%;">No. of children open to level 3/4</th> <th style="width: 25%;">No. of children open to level 2</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">88</td> <td style="text-align: center;">82</td> <td style="text-align: center;">14 (16%)</td> <td style="text-align: center;">74 (84%)</td> </tr> </tbody> </table>		No. of Children as of 04.01.2013	No. of families as of 04.01.2013	No. of children open to level 3/4	No. of children open to level 2	88	82	14 (16%)	74 (84%)
No. of Children as of 04.01.2013	No. of families as of 04.01.2013	No. of children open to level 3/4	No. of children open to level 2								
88	82	14 (16%)	74 (84%)								



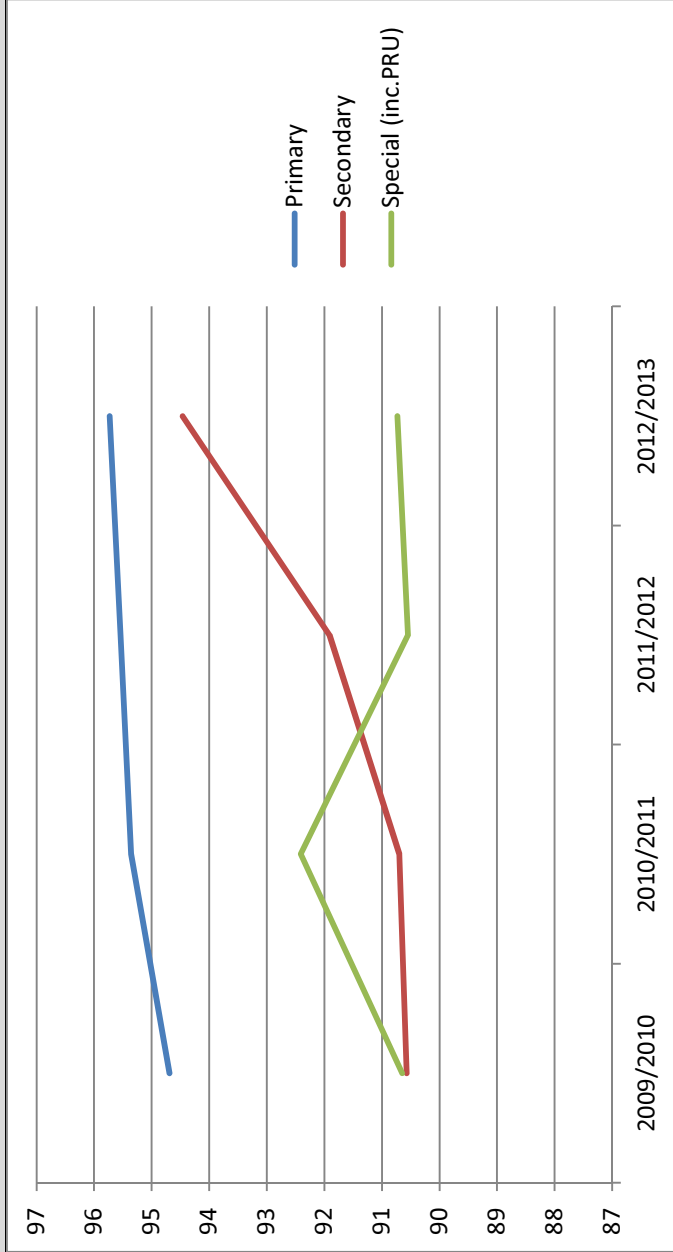
### Children and Families Supported by the AIS



### 2. Current rates of attendance and previous years to demonstrate trends

	09/10	10/11	11/12	12/13 to date (provisional)
<b>Primary</b>	94.69%	95.36%	95.54%	95.73%
<b>Secondary</b>	90.57%	90.70%	91.91%	94.46%
<b>Special (inc PRU)</b>	90.65%	92.41%	90.55%	90.73%

**Details**



In relation to Primary Schools there was an initial improvement between the figures for 2009 -2010 and 2010-2011 of 0.67%, although the subsequent years show a smaller increase of 0.18% and 0.19% repetitively there has been improvement every academic year since 2009/2010. It should be noted that the data for 2012/2013 is provisional.

In relation to Secondary Schools again there has been improvement every academic year from 2009/2010 in the total attendance % and the % of improvement itself, with improvements of 0.13%, 1.21% and 2.55%, each academic year. Although again the data for 2012/2013 is provisional.

In relation to Special Schools after an initial improvement of 1.76% from 2009/2010 – 2010/2011, there was a decline in 2011-2012 of 1.86%, resulting in attendance being 0.10% lower in 2011/2012 compared to 2009/2010. The provisional data for 2012/2013 shows an increase of 0.18% on the 2011/2012, which results in it being 0.08% above the 2009/2010 data and 1.63% lower the Special Schools' highest attendance rate in 2010/2011.

**Details**

**3. Number of enforcements / prosecutions over last 3 years**

<b>Penalty Notices 2010/2011</b>	<b>Penalty Notices 2011/2012</b>	<b>Penalty Notices 09/2012 – Present Day</b>	<b>TOTAL</b>
97	76	59	232

<b>Education Supervision Order 2010/2011</b>	<b>Education Supervision Order 2011/2012</b>	<b>Education Supervision Order 2012 – Present Day</b>	<b>TOTAL</b>
3	3	1	7

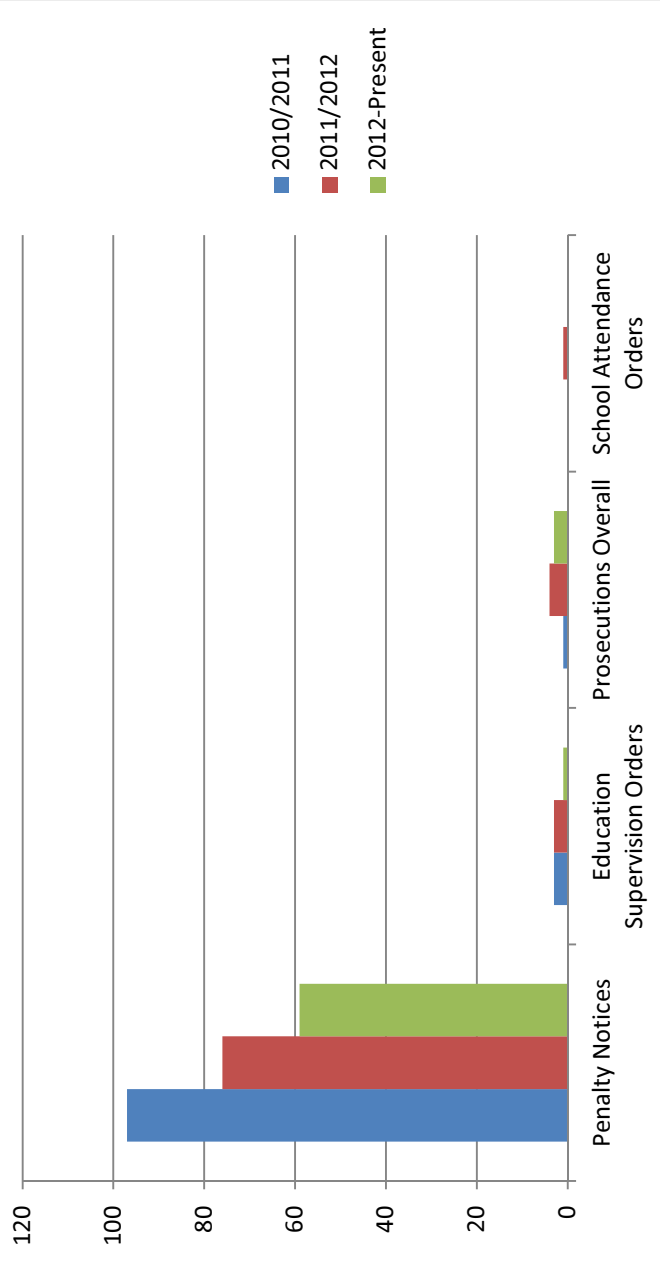
<b>Prosecution 2010/2011 for Non Payment of PN</b>	<b>Prosecution 2011/ 2012 for Non Payment of PN</b>	<b>Prosecution 2012- Present Day for Non Payment of PN</b>	<b>TOTAL</b>
0	1	2	3

<b>Prosecution 2010 /2011 for Non Attendance</b>	<b>Prosecution 2011 /2012 for Non Attendance</b>	<b>Prosecution 2012 – Present Day for Non Attendance</b>	<b>TOTAL</b>
1	3	1	5

<b>School Attendance Orders 2010/2011</b>	<b>School Attendance Orders 2011/2012</b>	<b>School Attendance Orders for 2012 – Present Day</b>	<b>TOTAL</b>
0	1	0	1

**No**

**Question**



#### 4. Supporting evidence complete with references that this type of a service improves attendance and outcomes later on.

'If a school can improve attendance by 1% they will see a 5-6% improvement in attainment' (Department for Children, Schools & Families).

The Government recognises a clear link between poor attendance at school and lower academic achievement. In a paper written by Charlie Taylor, The Government's Expert Advisor on Behaviour (Improving Attendance at School (2012)) he states that:

*'Of pupils who miss more than 50% of school only 3 % manage to achieve 5 or more GCSEs at grades A\*-C including Maths and English. 73% of pupils who have over 95% attendance achieve 5 or more GCSEs at grades A\*-C'.*

He also states that:

*'The evidence shows that children with poor attendance are more likely not to be in education, employment to training (NEET) when they*

		Details
No	Question	<p>leave school'.</p> <p>When talking about poor attendance in early years, Taylor states that children 'have little chance of catching up their peers if their attendance is bad. If they fail to succeed early on in their school careers they are likely to get further behind; disillusionment with education sets in and they become excluded or begin to truant'.</p> <p>When looking at effective school practice Taylor states that the schools that have the most impact in improving attendance and as such improving children's long term outcomes, are the ones where a multi-agency approach is taken and the 'schools used education welfare officers, social services, the police and the courts'.</p> <p>This is further evidenced in <i>Malcom. H, Wilson. V, Davidson. J and Kirk. S: Absence from School: A Study of its causes and effects in seven LEAs, Department for Education (2003)</i>, where due to the effectiveness in these LEAs of the Education Welfare Service, it was found that "more EWO input was needed".</p> <p>In relation to Torbay Council, the Attendance Improvement Service has been in place since January 2009 and over this time as can be seen from section 2 above; there has been a gradual increase in the attendance % in schools across Torbay. Considering this in relation to the research outlined above the Attendance Improvement Service in Torbay can be considered to have had a positive impact on the attendance and as such the outcomes of the children and young people in these schools.</p>
5.	How have you consulted on the proposal?	<p>Consultation has taken place with schools which will outline the proposal to re-structure and the opportunity for schools to commission attendance support services which will be their responsibility to deliver.</p>
6.	Outline the key findings	<p>Schools have completed a consultation questionnaire as to which aspects of attendance improvement would they be interested to develop a service specification and potentially commission the local authority to delivery (see results below)</p>

Details																						
	<table border="1"> <caption>Bar Chart Data</caption> <thead> <tr> <th>Category</th> <th>Torquay (%)</th> <th>Paignton/Brixham (%)</th> </tr> </thead> <tbody> <tr> <td>Late Gates</td> <td>80</td> <td>35</td> </tr> <tr> <td>Home visits and family work to address attendance</td> <td>95</td> <td>105</td> </tr> <tr> <td>Providing direct work with children/young people</td> <td>75</td> <td>80</td> </tr> <tr> <td>Data analysis</td> <td>40</td> <td>40</td> </tr> <tr> <td>Help with monitoring data</td> <td>50</td> <td>15</td> </tr> <tr> <td>Help with developing policy, advice and guidance to staff</td> <td>50</td> <td>30</td> </tr> </tbody> </table>	Category	Torquay (%)	Paignton/Brixham (%)	Late Gates	80	35	Home visits and family work to address attendance	95	105	Providing direct work with children/young people	75	80	Data analysis	40	40	Help with monitoring data	50	15	Help with developing policy, advice and guidance to staff	50	30
Category	Torquay (%)	Paignton/Brixham (%)																				
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Data analysis	40	40																				
Help with monitoring data	50	15																				
Help with developing policy, advice and guidance to staff	50	30																				
7.	<p><b>What amendments may be required as a result of the consultation?</b></p> <p>No amendments are proposed as a result of the consultation.</p>																					

## Positive and Negative Equality Impacts

Question		Details		
No	Question	Positive Impact	Negative Impact	
8.	Identify the potential positive and negative impacts on specific groups	This proposal will primarily affect schools, children / young people and their families.		
	All groups in society generally			
	Older or younger people	Schools will be able to determine the service which will meet the individual requirements of their own setting. The result of this is that children / young people will be better supported in relation to attendance.	Some children / young people may receive a different service than they have received previously. This will depend on how the schools choose to exercise their responsibility and whether they commission a discretionary service from the Local Authority.	The statutory elements of the service will remain unchanged.
	People with caring responsibilities	Schools will be able to determine the service which will meet the individual requirements of their own setting. Through the services schools decide to commission, the needs of parents / carers will be supported in helping them address any issues in relation to their child's school attendance.	Some parents / carers may receive a different service than they have received previously. This will depend on how the schools choose to exercise their responsibility and whether they commission a discretionary service from the Local Authority.	The statutory elements of the service will remain unchanged.
	People with a disability	Schools will be able to determine the service which will meet the individual requirements of their own setting. Through the services schools decide to commission, the needs of disabled parents/children will be supported in helping them address any issues in relation to school attendance.	Some parents / carers may receive a different service than they have received previously. This will depend on how the schools choose to exercise their responsibility and whether they commission a discretionary service from the Local Authority.	The statutory elements of the service will remain unchanged.

Details	
No	Question
	Women or men
	People who are black or from a minority ethnic background (BME)
	Religion or belief (including lack of belief)
	People who are lesbian, gay or bisexual
	People who are transgendered
	People who are in a marriage or civil partnership
	Women who are pregnant / on maternity leave
	Socio-economic (including child poverty)
	<p>Schools will be able to determine the service which will meet the individual requirements of their own setting. Through the services schools decide to commission, the needs of disabled parents/children will be supported in helping them address any issues in relation to school attendance.</p> <p>The Attendance Improvement Service will continue to provide a statutory service with regards to school attendance. The service will work with head teachers and governors, including academies, to see if schools would like to buy back and discretionary services which meet their needs in securing school attendance.</p>
9.	<p>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</p>



### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	The local authority is working collaboratively with schools to develop a service specification that they fund directly to provide preventative interventions to improve attendance. The new delivery model will provide a greater sense of ownership for the schools, provide a responsive service to meet needs, provide opportunities to fill gaps in existing delivery models, be more cost efficient.
11.	Summarise any negative impacts and how these will be managed?	<p>The level of knowledge and skills within schools is variable; the Local Authority will however retain a reduced attendance improvement service and will be able to provide advice and guidance to schools on how they can improve attendance on a consultation basis.</p> <p>There is a risk that there will be a reduction in preventative activity and therefore an over reliance on statutory interventions. The Local Authority will continue to work collaboratively with schools to reduce this risk and monitor the impact, and take remedial action as necessary.</p>

### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action  [please refer to action plan]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>The Local Authority will retain a statutory attendance improvement service and will be able to provide advice and guidance to schools on how they can improve attendance on a consultation basis.</p> <p>It is recommended that this proposal is implemented.</p>

## Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	Monitoring of absence rates, penalty notices issued and number of prosecutions. Monitoring of Service Level Agreements with schools who do buy back discretionary aspects of the service, this will include feedback from service users.

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Consultation with all schools on the impact of reducing the attendance improvement service to its statutory minimum. The consultation will also explore 'buy back' opportunities for schools	Explore opportunities for schools to increase capacity by buying back in services for young people with attendance issues.	Funding briefing and presentation to Behaviour and Attendance Partnership on 16 <sup>th</sup> Nov 12 – officer time	Head of Family Services	16/11/12
2	Monitoring of absence rates, penalty notices issued and number of prosecutions.	To ensure that schools are undertaking appropriate preventative work, and to facilitate discussions as appropriate with headteachers.	Officer time	Head of Family Services	On-going
2	Drawing up Service Level Agreement with schools and academies	Clear processes that identifies opportunities to reduce the impact on vulnerable groups.	Officer time	Head of Family Services	End of January 2013

**Budget Proposals 2013/14: Major Decision: Business Unit: Children’s Services – Families: Family Support and Family Intervention Project**

**Combined Impact Assessment: Full assessment**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council’s budget.

**Name:** Nigel Denning  
ag 08 08

**Position:** Head of Family Services

**Business Unit:** Children and Families – Localities and Community Safety

**Department:** Family Support & Family Intervention Project.

**Date Commenced:** 12.11.12

**Date:** 30.1.13

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Restructure of the Family Support Service and the Family Intervention Project (FIP)		146	Redundancy costs	01/04/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> Potential short term reduction in capacity while the teams are remodelled and trained appropriately		X	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The Locality Family Support Service and Family Intervention Project (FIP) are to be restructured in order to become more fit for purpose and provide targeted early help and improved outcomes for families and their children. The new service will also take the lead for delivering the Troubled Families Programme in Torbay.</p> <p>The current Locality Family Support Services and the FIP will become the Family Solutions Service and this service will focus its resources on providing targeted early help and evidenced based interventions in order to prevent families requiring more costly forms of support and being referred to social care services. Staff / practitioners / key workers who work with families will adopt lessons of best practice in the service they provide to ensure that support for families is outcome focused, persistent and responsive to the diverse needs of the individual family members.</p>
2.	Who is intended to benefit / who will be affected?	<p>Key stakeholders affected by this proposal include:</p> <ul style="list-style-type: none"> <li>Children and Young People</li> <li>Parents and carers</li> <li>Staff</li> </ul>

No	Question	Details
3.	What is the intended outcome?	<p>The Locality Family Support Service and Family Intervention Project (FIP) will be restructured to Family Solutions Service. The new service will also take the lead for delivering the Troubled Families Programme in Torbay. Support to families requiring this service should reduce the demand on high cost social care services and reduce the numbers of children going on to have child protection plans or becoming looked after.</p> <p>There will be one assessment, one plan and one outcome measurement tool adopted. The need for service users to 'repeat their story' and undertake different assessments will be addressed and the key workers will be skilled up to meet the differing needs and outcomes for family members referred to the service.</p>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>Evidence both nationally and locally informs us that a key factor to ensuring best outcomes for families and children is the relationship between the practitioner and service user. The persistence, flexibility and motivational outcome approach is well documented as key core skills of such practitioners. Best practice also demonstrates that by having one dedicated key worker for a family who supports them on the issues requiring support or intervention is more cost effective, empowering for family members and ultimately achieves better outcomes. See local government troubled families website for copies of evaluation reports and practice guidance:</p> <p><a href="http://www.local.gov.uk/web/guest/localism/-/journal_content/56/10171/3491811/ARTICLE-TEMPLATE">http://www.local.gov.uk/web/guest/localism/-/journal_content/56/10171/3491811/ARTICLE-TEMPLATE</a></p> <p>Currently there are:            Approx 150 families at any one time being supported through the Locality Family Support Service            Approx 25 families at any one time being supported through the FIP            There is an expectation that 185 families will receive a service in 2013/14 through the Troubled Families Programme            The new Family solution service will work with approx 150 families' ant any one time.</p> <p>Across Torbay, the number of children and young people aged 0 – 19 has decreased from 29,000 in 2001 (Census, ONS) to 27,700 in 2011 (Census, ONS).</p> <p>There are communities and neighbourhoods across Torbay which are ranked as some of the most deprived areas nationally (Indices of Multiple Deprivation, 2010, DCLG). Children living in these areas are more likely to be living in poverty, have lower levels of educational attainment and may be more exposed to risk taking behaviours (Joint Strategic Needs Assessment for Torbay, 2012)</p>

Details	
No	Question
5.	<p><b>How have you consulted on the proposal?</b></p> <p>As there is no anticipated change in service delivery, no formal consultation on the restructure is required with families and children. Consultation will take place with families on the name of the new service.</p> <p>Staff will be consulted on this proposal through the Council's formal Human Resources (HR) policies.</p>
6.	<p><b>Outline the key findings</b></p> <p>Staff feedback on these proposals will be considered through the formal HR policies.</p>
7.	<p><b>What amendments may be required as a result of the consultation?</b></p> <p>As there is no change in the service delivery, no formal consultation is required with service users. Any amendments necessary through the HR processes will be incorporated as appropriate.</p>

**Positive and Negative Equality Impacts**

		<b>Details</b>		
<b>No</b>	<b>Question</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Neutral Impact</b>
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally	More effective services for all family members, building on the principals of what works.	There may be a period of adjustment whilst the service is embedded	There is no anticipated change in service delivery.
	Older or younger people	For children and young people, there will only be one assessment process. They will not be required to repeat their story to different practitioners and should have consistency in the key worker who supports them, leading to better outcomes.	There may be a period of adjustment for children and young people whilst the service is embedded	There is no anticipated change in service delivery.
	People with caring responsibilities	For families, parents and carers, there will be one assessment, one plan and one outcome measurement tool adopted. Parents / carers will not need 'repeat their story' to different practitioners and undertake different assessments will be addressed and the key workers will be skilled up to meet the differing needs and outcomes for family members referred to the service.	There may be a period of adjustment for parents / carers whilst the service is embedded	There is no anticipated change in service delivery.
	People with a disability			No differential impact
	Women or men			No differential impact



Details		
No	Question	Impact
	People who are black or from a minority ethnic background (BME)	No differential impact
	Religion or belief (including lack of belief)	No differential impact
	People who are lesbian, gay or bisexual	No differential impact
	People who are transgendered	No differential impact
	People who are in a marriage or civil partnership	No differential impact
	Women who are pregnant / on maternity leave	No differential impact
	Socio-economic (including child poverty)	No differential impact
	Families that will be supported will be more likely to be experiencing poverty or low incomes. The support therefore that is provided by the new service will positively improve their circumstance by focussing on sustained change and getting off of benefits and into work	
9.	<b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b>	Families in need of additional support are often isolated and marginalised in society; the new service will provide a proactive targeted response to these families. The approach will enable the families to contribute to communities and society and as a consequence is likely to reduce incidences of discrimination and reduced opportunities.

### Section 3: Steps required to manage the potential impacts identified

		Details
10.	<b>Summarise any positive impacts and how they will be realised most effectively?</b>	The new service will be more efficient, deliver evidenced based approaches with families, provide additional investment by achieving payments by results targets. It is anticipated that a more effective service to families should reduce the demand on high cost social care services and reduce the numbers of children going on to have child protection plans or becoming looked after.
11.	<b>Summarise any negative impacts and how these will be managed?</b>	<p>In the short term, during the reorganisation there is the potential for some disruption in service delivery whilst the transition is being implemented. Some families may have a strong affinity with either the Family Support Service or the Family Intervention Project and their existing key worker and feel a sense of loss with the new service replacing existing provision.</p> <p>A full implementation plan is being developed that will ensure that staff are fully engaged in creating the new service by the use of team training and away days. All open cases will be reviewed as part of the transition plan to ensure that any changes that are made don't impact negatively on families.</p>

### Section 4: Recommended course of action

		Details
12.	<b>Action</b> State a recommended course of action [please refer to action plan]	<p><i>Where: -</i></p> <p><b>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</b></p> <p>It is recommended that this proposal is implemented.</p>

### Section 5: Monitoring and Action Plan

		Details
No	Action	
13.	Outline plans to monitor the actual impact of your proposals	<ul style="list-style-type: none"> <li>• Numbers of families referred to and supported by the service</li> <li>• The service standards for the new service will incorporate service user feedback routinely into business planning.</li> </ul>

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Produce a transition plan that covers moving to the new arrangements	To ensure the transition has limited impact on service delivery to families	Officer time	Service Manager - Family Solutions Service	End of February 2013
2	Consultation with staff and families on the name of the new service	Ensure that staff and service users have an opportunity to influence the identity of the service and reduce the likelihood of a name being a barrier to engagement.	Officer time	Service Manager - Family Solutions Service	End of February 2013
3	Consultation with staff on the new approaches and caseloads	Ensure that staff fully understand the new model and the impact on their individual situation	Officer time	Service Manager - Family Solutions Service	End of February 2013

## **Budget Proposals 2013/14: Major Decision: Business Unit: Families – Housing Options**

### **Combined Impact Assessment: Full assessment**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community as a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Page 9

**Name:** Nigel Denning

**Position:** Head of Family Services

**Business Unit:** Children and Families – Localities

**Department:** Housing Options

**Date Commenced:** January 2013

**Date:** 25/01/2013

### Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Housing Options		94			<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>			X

### Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal has three separate components:</p> <ol style="list-style-type: none"> <li>To delete a vacant housing officer post,</li> <li>To delete a service project development officer role through potential redundancy,</li> <li>To reduce the supplies and services budget which provides a contingency budget for historic delinquent loans.</li> </ol> <p>Staff have been briefed on the proposals at both Management and Team meetings.</p> <p>The statutory service is being met and our performance is within targets set, one post is currently vacant.</p>
2.	Who is intended to benefit / who will be affected?	<p>The savings proposals have been spread across the service budget to minimise the impact to the front line statutory service capacity (to fulfil the requirements for homeless legislation and prevention work) and limit the number of individual staff currently employed that will be affected.</p>
3.	What is the intended outcome?	<p>A reduction in staffing within Housing Options - The savings proposals have been spread across the service budget to minimise the impact to the front line statutory service capacity (to fulfil the requirements for homeless legislation and prevention work) and limit the number of individual staff currently employed that will be affected.</p>

No	Question	Details

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<ol style="list-style-type: none"> <li>1. The current frontline service capacity is managing the additional workload created by the housing officer vacancy.</li> <li>2. The work activity currently undertaken by the service development officer post will need to be absorbed by the remaining senior staff.</li> <li>3. The predicted demand/risk associated with the delinquent loan budget has significantly reduced over the past 2 years.</li> </ol> <p>Demand for the service continues to be high therefore the future potential risk to the service is unknown.</p>
5.	How have you consulted on the proposal?	<p>Staff have been briefed on the proposals at both management and team meetings</p> <p>This proposal is being considered by the Overview and Scrutiny Priorities and Resources Panel on the 16<sup>th</sup> January 2013. Members of the public are invited to attend and make representations if they wish to do so.</p>
6.	Outline the key findings	<p>The service is working with partners to identify those most affected by the welfare reforms to minimise the impact . It is too early to state the longer term impact to the service in meeting additional need for advice and possible temporary accommodation as a result of the changes.</p>

No	Question	Details
		<p><u>Priorities &amp; Resources:</u></p> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.27-4.28 of its report "Review of Priorities and Resources 2013/2014"</p>
7.	What amendments may be required as a result of the consultation?	To be considered following ratification at Full Council

### Positive and Negative Equality Impacts

No	Question	Details
8.	Identify the potential positive and negative impacts on specific groups	
	All groups in society generally	<p><b>Positive Impact</b></p> <p>Should demand for the service increase, or changes in legislation occur then there is potential for future impacts on service delivery i.e. increased waiting times for housing advice appointments</p> <p><b>Negative Impact</b></p> <p>The service is currently meeting its statutory requirements with the existing staffing level.</p> <p><b>Neutral Impact</b></p> <p>There is no differential impact on this group</p>
	Older or younger people	There is no differential impact on this group
	People with caring responsibilities	There is no differential impact on this group
	People with a disability	There is no differential impact on this group
	Women or men	There is no differential impact on this group

Details	
No	Question
	<p>People who are black or from a minority ethnic background (BME)</p> <p>Religion or belief (including lack of belief)</p> <p>People who are lesbian, gay or bisexual</p> <p>People who are transgendered</p> <p>People who are in a marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic (including child poverty)</p>
	There is no differential impact on this group
	There is no differential impact on this group.
	There is no differential impact on this group
	There is no differential impact on this group
	There is no differential impact on this group
	There is no differential impact on this group
	There is no differential impact on this group
	There is no differential impact on this group
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>The provision of the statutory service will continue to meet the needs of vulnerable priority groups</p>



### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<ol style="list-style-type: none"> <li>1. Staff have already adapted to the housing officer vacancy</li> <li>2. Specific activity undertaken by the Service development officer will be identified and absorbed by the existing senior team structure.</li> </ol>
11.	Summarise any negative impacts and how these will be managed?	<p>A continuing increase in caseload for housing officers may lead to increased waiting times for housing advice appointments and reduce the capacity and ability to prevent homelessness.</p> <p>The savings reduce the ability and flexibility of the service to deal with peaks or unpredicted pressures in workload and unplanned statutory obligations.</p> <p>The service will identify these risks and as part of its service delivery planning and monitoring and propose how they can be mitigated.</p>

### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action  [please refer to action plan]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>It is recommended that this proposal is implemented.</p>

**Section 5: Monitoring and Action Plan**

No	Action	Details
13.	<p>Outline plans to monitor the actual impact of your proposals</p>	<p>Impacts will be monitored at service management performance meetings (monthly) and staff supervision.</p> <p>Partnership reporting arrangements will continue to the homelessness strategy delivery group (bi monthly).</p> <p><b>Homeless strategy Priorities below. There is also an action plan and associated projects on SPAR Current reporting arrangements are to Cllr D Thomas Executive Lead housing and the Supporting People Commissioning Body</b></p> <ol style="list-style-type: none"> <li>1. Provide and commission services to prevent homelessness.</li> <li>2. Help people obtain information and access support services early to prevent homelessness.</li> <li>4. Ensure that safeguarding of adults and children is an integral part of service delivery, including where they are housed in the private rented sector.</li> <li>5. Expand on the joint commissioning of services and improve their cost effectiveness by involving people in shaping their services in partnership with user led organisations.</li> <li>6. Assist those affected by the recession, welfare reforms and unemployment (the wider needs of homelessness).</li> <li>7. Drive forward improvement to local service delivery that meets changing local need.</li> <li>8. Ensure housing supply and type plays a key role in recovery and re-ablement supporting people to become, or remain, independent in their own homes.</li> <li>9. Work in partnership with health and social care commissioners and providers to plan for increased provision of support, care and treatment in community settings and a managed reduction in residential care.</li> <li>10. Consider the impact of changes in health and social care leading to an increase in care, support and treatment in the community and a planned reduction in the use of residential care.</li> <li>11. Ensure that 5% of all new affordable homes are fully adapted for wheelchair use.</li> </ol>

## Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Complete a new Service/ Business Plan for 2013/14	To prioritise areas of delivery needing additional resource, identify and mitigate risks in maintaining statutory service, and homeless legislation requirements.	Existing staff	Strategic Housing Manager	01.04.13
2	Complete Partnership/ stakeholder Review of Homeless Prevention Strategy by Nov 2014	Statutory requirement. To enable future planning of services/ budgets/ partnership engagement	Existing staff and partners	Strategic Housing Manager	11. 2014

## Budget Proposals 2013/14: Major Decision: Business Unit: Families - Neighbourhood Youth Grant Pot

### Combined Impact Assessment: Full assessment

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and put out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:**Gail Rogers

**Position:** Service Manager

**Business Unit:** Localities

**Department:** Neighbourhood Youth

**Date Commenced:** 08/11/12

**Date:** 21.1.13

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Reduction in the Neighbourhood Youth Grant Funding Pot		30		1.4.13	Potential reduced capacity for voluntary and community sector delivery		X	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>This proposal is to reduce the neighbourhood youth grant funding pot by £30,000 from £150,000 to £120,000.</p> <p>This grant was set up to support community-based clubs and projects to provide more local, self-sustaining solutions to the need for activities and support for youth. The idea is to provide support alongside funding to ensure voluntary and community based organisations are equipped to deliver services for young people where they need them. This should stimulate community capacity and create a diversity of delivery that was not previously possible.</p> <p>Funding is available annually from April and groups receive an application form with service specification, which is completed and submitted to an allocation panel comprising of community and voluntary groups as well as Children's Services and Partner agencies. There is a young people's panel that contributes to the allocation decisions. There are up to three rounds of bidding per year to ensure that groups can organise themselves to meet emerging need.</p> <p>The reduction in grant funding is part of a planned process of reducing Local Authority grant funding whilst supporting the development of community capital and resource and working with communities to create greater sustainability in what they are seeking to deliver for their young people.</p>
2.	Who is intended to benefit / who will be affected?	<ul style="list-style-type: none"> <li>Community / voluntary organisations</li> <li>Children / Young People</li> </ul>
3.	What is the intended	That community and voluntary sector organisations are supported in developing community capital and resources to make

<b>Details</b>	
<b>No</b>	<b>Question</b>
	outcome?
	their provision to children / young people sustainable in the longer term, whilst reducing level of financial support provided in line with national reduction in funding being provided to Local Authorities. Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

## Evidence, Consultation and Engagement

<b>Details</b>	
<b>No</b>	<b>Question</b>
4.	Have you considered the available evidence?
	<p>In 2012/13 23 groups / organisations were successful in bidding for funding from this pot.</p> <p>Funding has largely gone to areas of high deprivation or high density of young people and, for example, ranges from a drop-in milkshake bar in Hele to a collaboration of groups in Brixham providing outreach, street-based and centre based work. There has been funding allocated for a young parents group, for a multi-cultural group and for a girls group looking to work on personal safety and aspirations.</p> <p>It is difficult to quantify how many young people will be supported, but the range and spread of provision ensures a greater reach than was previously available across the Bay and an inclusive and responsive set of clubs, groups and projects located in areas of high youth density.</p> <p>Across Torbay, the number of children and young people aged 0 – 19 has decreased from 29,000 in 2001 (Census, ONS) to 27,700 in 2011 (Census, ONS).</p> <p>There are communities and neighbourhoods across Torbay which are ranked as some of the most deprived areas nationally (Indices of Multiple Deprivation, 2010, DCLG). Children living in these areas are more likely to be living in poverty, have lower levels of educational attainment and may be more exposed to risk taking behaviours (Joint Strategic Needs Assessment for Torbay, 2012)</p>

No	Question	Details
		<p>Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity. We will additionally ensure that 'vulnerable' groups are supported through the combination of grant funding and from within our overall youth resources, currently based at Parkfield.</p>
5.	<p><b>How have you consulted on the proposal?</b></p>	<p>A meeting was held on the 15<sup>th</sup> January 2013 with the Positive Youth Group who were advised that the grant funding reduction is being proposed as a budget reduction.</p> <p>A further meeting is taking place on the 7<sup>th</sup> February 2013 with the groups/organisations currently receiving the grant during which they will be advised that the funding reduction is being proposed as a budget reduction. The meeting will also be used to help the groups to understand how they can access other funding streams, as well as how they can support themselves &amp; continue to be sustainable</p>
6.	<p><b>Outline the key findings</b></p>	<p>As a result of the meeting on the 15<sup>th</sup> January the Positive Youth Group have not made any official representations regarding this proposal</p> <p>This section will be updated after the meeting takes place on the 7<sup>th</sup> February 2013.</p>
7.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>To be updated after the meeting on the 7<sup>th</sup> February</p>

## Positive and Negative Equality Impacts

No	Question	Details	
8.	Identify the potential positive and negative impacts on specific groups	<p>That community and voluntary sector organisations are supported in developing community capital and resources to make their provision to children / young people sustainable in the longer term, whilst reducing level of financial support provided in line with national reduction in funding being provided to Local Authorities.</p> <p>Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.</p>	
		Positive Impact	Neutral Impact
All groups in society generally			
Older or younger people	<p>Young people are more involved through development of participation and engagement in the assessment of funding bids and through the Oversight Group providing scrutiny of the process. Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.</p>	<p>The amount of the funding available is reducing and therefore there will be a reduction in the amount of funding being provided through the Neighbourhood Youth Grant, however Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.</p>	<p>Young people will continue to receive services.</p>
People with caring responsibilities	<p>Young carers are more involved through development of participation and engagement</p>		<p>Services specifically for Young Carers are provided within a Young Carers service, funded within Locality Services.</p>
People with a disability	<p>Young people with disabilities are more involved through development of participation and engagement</p>		<p>A member of the Parents Participation Forum and also of Children's Integrated Services (Disabilities) sits on the PFY group and is also part of the funding allocation group. Funding is currently provided for a Disabilities Council and for disabilities activities from within the Aim High funding.</p>



Question		Details	
No	Women or men		
	People who are black or from a minority ethnic background (BME)	All groups can be supported and engaged through opportunities to bid for funding and for greater engagement and participation.	The amount of the funding available is reducing and therefore there will be a reduction in the amount of funding being provided through the Neighbourhood Youth Grant, however Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.
	Religion or belief (including lack of belief)	More faith groups have applied for funding to support young people through this process.	The amount of the funding available is reducing and therefore there will be a reduction in the amount of funding being provided through the Neighbourhood Youth Grant, however Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.
	People who are lesbian, gay or bisexual		The amount of the funding available is reducing and therefore there will be a reduction in the amount of funding being provided through the Neighbourhood Youth Grant, however Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.
			No differential impact

Details	
No	Question
	<p>People who are transgendered</p> <p>People who are in a marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic (including child poverty)</p>
	See above.
	No differential impact
	No differential impact
	<p>The amount of the funding available is reducing and therefore there will be a reduction in the amount of funding being provided through the Neighbourhood Youth Grant, however Funding will continue to support areas in most need and support for neighbourhood provision will continue through an integrated team at Parkfield who will help develop community capacity.</p> <p>The service specification and scoring criteria is weighted towards areas of deprivation and high density of youth.</p>
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>The criteria for allocation of this funding ensures that distribution remains focussed on those groups of children and young people who are most at need.</p> <p>We will continue to review funded services to ensure they are meeting agreed quality outcomes and meeting need.</p> <p>Groups submitting applications who are not successful are provided with feedback from the panels and offered support in re-submitting. The panels may suggest alternative funding streams for the application, and signpost to possible alternatives.</p>

### Section 3: Steps required to manage the potential impacts identified

		Details
10.	Summarise any positive impacts and how they will be realised most effectively?	Children and young people will be engaged in the process and scrutiny of how the funding is allocated and distributed. The criteria for allocation continues to focus on those areas of most need and groups will be supported in developing community capital and resources to make their provision to children / young people sustainable in the longer term.
11.	Summarise any negative impacts and how these will be managed?	Real term reduction in grant pot funding – managed through better targeting of funding to those most in need and through support to develop stronger community capacity.

### Section 4: Recommended course of action

		Details
12.	State a recommended course of action [please refer to action plan]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>Neighbourhood resource will be retained and strengthened with ongoing support.</p> <p>Grant process allows more and different groups to bid for funding matching possibly unrecognised groups.</p> <p>It is recommended that this proposal is implemented.</p>

## Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	Review of funded services to ensure they are meeting agreed quality outcomes and meeting need. Review of infrastructure to assess, support and distribute funding.

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Review funded services against outcomes	Ensure quality and services meeting needs	Officer time	G Rogers	June 2013
2	Review infrastructure	Ensure most inclusive structure is in place to make best use of resource.	Officer time	G Rogers	Sept 2013
3	Develop Youth Offer	Ensure needs of young people are met within statutory guidance and according to sufficiency requirements	Officer time	G Rogers	December 2013

## **Budget Proposals 2013/14: Major Decision: Business Unit: Families**

### **Combined Impact Assessment: Full assessment**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Gail Rogers

**Position:** Service Manager

**Business Unit:** Localities

**Department:** Volunteers Service

**Date Commences:** 08/11/12

**Date:** 30.1.13

### Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Restructure how volunteering services are managed across the service		32			<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>There is a small risk that in the short term there could be a reduction in numbers of volunteers. We will work with the volunteers in this service to ensure they are informed of the proposals and our new volunteering strategy</li> </ul>		X	

### Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	The proposal brings together existing services that recruits and trains volunteers within Childrens Services into a single service to improve quality and reduce costs.
2.	Who is intended to benefit / who will be affected?	<ul style="list-style-type: none"> <li>Young people and families in Torbay</li> <li>Staff</li> <li>Volunteers</li> </ul>
3.	What is the intended outcome?	A more efficient volunteering service where volunteers will be managed by one manager. This manager will be responsible for co-ordinating their activities

No	Question	Details
		Ability to bring together a wider pool of volunteers to meet the diverse needs of families.

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

## Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>There are approximately 80 volunteers currently used across Childrens Services. The volunteers currently provide support to vulnerable families, provide support to young people, support youth work sessions and facilitate Referral Order Panels for the Youth Offending Team</p> <p>The restructure will not reduce the number of volunteers or volunteering opportunities.</p> <p>Across Torbay, the number of children and young people aged 0 – 19 has decreased from 29,000 in 2001 (Census, ONS) to 27,700 in 2011 (Census, ONS).</p> <p>There are communities and neighbourhoods across Torbay which are ranked as some of the most deprived areas nationally (Indices of Multiple Deprivation, 2010, DCLG). Children living in these areas are more likely to be living in poverty, have lower levels of educational attainment and may be more exposed to risk taking behaviours (Joint Strategic Needs Assessment for Torbay, 2012)</p>

<b>Details</b>	
<b>No</b>	<b>Question</b>
5.	<p><b>How have you consulted on the proposal?</b></p> <p>There is no identifiable change / reduction in service delivery at this current time, so no formal consultation is required with service users on this specifically.</p> <p>Staff will be consulted on this proposal through the Council's formal Human Resources (HR) policies.</p> <p>Volunteers will be notified of the change in management structure once appointments are made. Volunteers will be involved in the recruitment of the new coordinator.</p>
6.	<p><b>Outline the key findings</b></p> <p>Staff feedback on these proposals will be considered through the formal HR policies.</p>
7.	<p><b>What amendments may be required as a result of the consultation?</b></p> <p>As there is no change in the service delivery, no formal consultation is required with service users. Any amendments necessary through the HR processes will be incorporated as appropriate.</p>

**Positive and Negative Equality Impacts**

<b>Details</b>							
<b>No</b>	<b>Question</b>						
8.	<p><b>Identify the potential positive and negative impacts on specific groups</b></p> <p>All groups in society generally</p> <p>Older or younger people</p>						
	<table border="1"> <thead> <tr> <th><b>Positive Impact</b></th> <th><b>Negative Impact</b></th> <th><b>Neutral Impact</b></th> </tr> </thead> <tbody> <tr> <td>Improved efficiency of management and a wider range of volunteering opportunities</td> <td>There is a small risk that in the short term there could be a reduction in numbers of volunteers. We will work with the volunteers in this service to ensure they are informed of the proposals and our new volunteering strategy</td> <td>There is no identifiable change / reduction in service delivery</td> </tr> </tbody> </table>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Neutral Impact</b>	Improved efficiency of management and a wider range of volunteering opportunities	There is a small risk that in the short term there could be a reduction in numbers of volunteers. We will work with the volunteers in this service to ensure they are informed of the proposals and our new volunteering strategy	There is no identifiable change / reduction in service delivery
<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Neutral Impact</b>					
Improved efficiency of management and a wider range of volunteering opportunities	There is a small risk that in the short term there could be a reduction in numbers of volunteers. We will work with the volunteers in this service to ensure they are informed of the proposals and our new volunteering strategy	There is no identifiable change / reduction in service delivery					



No		Question		Details	
				ensure they are informed of the proposals and our new volunteering strategy	
	People with caring responsibilities	Improved efficiency of management and a wider range of volunteering opportunities, which may see an increase in the support provided for families with caring responsibilities		There is a small risk that in the short term there could be a reduction in numbers of volunteers. We will work with the volunteers in this service to ensure they are informed of the proposals and our new volunteering strategy	There is no identifiable change / reduction in service delivery
	People with a disability	Improved efficiency of management and a wider range of volunteering opportunities, which may see an increase in the support provided for people with disabilities.		There is a small risk that in the short term there could be a reduction in numbers of volunteers. We will work with the volunteers in this service to ensure they are informed of the proposals and our new volunteering strategy	There is no identifiable change / reduction in service delivery
	Women or men				There is no differential impact as a result of this proposal.
	People who are black or from a minority ethnic background (BME)	Will be a broader available pool of volunteers and greater opportunity to match cultural and identity needs.			There is no identifiable change / reduction in service delivery
	Religion or belief (including lack of belief)	As above.			
	People who are lesbian, gay or bisexual	As above.			
	People who are transgendered	As above			
	People who are in a	As above			

Details	
No	Question
	marriage or civil partnership
	Women who are pregnant / on maternity leave
	Socio-economic (including child poverty)
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>The proposal will support the construction of a new volunteering strategy that is able to promote equality of opportunity through offering broader opportunities and training for volunteers; also better matching of volunteer to service user and the possibility of meeting diversity needs.</p>
	There is no differential impact as a result of this proposal.
	There is no identifiable change / reduction in service delivery

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<p>The proposal will support the construction of a new volunteering strategy that is able to promote equality of opportunity through offering broader opportunities and training for volunteers; also better matching of volunteer to service user and the possibility of meeting diversity needs.</p> <p>By bringing the services together under one management structure there will be a wider pool of volunteers to support families.</p>
11.	Summarise any negative impacts and how these will be managed?	<p>There is a small risk that in the short term there could be a reduction in numbers of volunteers. We will work with the volunteers in this service to ensure they are informed of the proposals and our new volunteering strategy will include a section in relation to recruitment which will include targets.</p>

### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken. Reasons for this identified above.</p> <p>It is recommended that this proposal is implemented.</p>

## Section 5: Monitoring and Action Plan

Details	
<b>No</b>	<b>Action</b>
13.	<p>Outline plans to monitor the actual impact of your proposals</p> <p>Review of demand for volunteer service alongside Child's Journey levels of need.</p>

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Review demand for service aligned to levels of need document and requests for service.	Ensure service is sufficient for demand.	Sufficient current resources	Co-ordinator together with senior management	June 2013
2	Review profile of volunteers with reference to equalities categories and regard for increasing representation from within equalities categories.	Ensure profile of volunteers meet needs of profile population.	Sufficient current resources	Co-ordinator together with senior management	Sept 2013

## Budget Proposals 2013/14: Major Decision: Business Unit: Families – Youth Offer

### Combined Impact Assessment: Full assessment

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Gail Rogers

**Position:** Service Manager

**Business Unit:** Localities

**Department:** Youth Offer (Parkfield and Youth Service)

**Date commenced:** 08/11/12

**Date:** 30.1.13

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Re-structure of Parkfield and remaining youth service functions		80			<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <p>The service will be restructured so that there will not be any reduction in capacity or opening hours.</p>	X		

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal is to re-structure Parkfield, bringing in the remaining youth service function (which is one Full Time Equivalent (FTE)).</p> <p>Support for the neighbourhood youth grant fund will be retained within the new structure for Parkfield.</p> <p>There are currently 15.6 FTE staff within the Parkfield service. Reasons for the re-structure are to generate a budget saving while retaining a level of youth provision sufficient to our duties under the statutory guidance (Education and Inspections Act).</p> <p>Delivery of services at Parkfield will be supplemented through partnerships with other youth providers, both internal and external. Key objectives are to work up a Youth Offer that meets the needs of young people in Torbay and to match our current resources and provision to this alongside partner contributions.</p>
2.	Who is intended to benefit / who will be affected?	<ul style="list-style-type: none"> <li>Children and young people of Torbay</li> <li>Staff</li> </ul>

No	Question	Details
3.	What is the intended outcome?	To bring together the Council's youth service provision under the structure of Parkfield. Parkfield will be retained as a youth centre and will act as a hub for the Council's Youth Offer.

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>Parkfield has been open for just over a year and is a youth centre facility primarily aimed at children and young people aged between 11 and 19. Parkfield offers a skate park, BMX track, sports hall / theatre with seating for up to 200 people, music recording and film editing facilities, sound proof recording / music room, high spec Apple IT suite and training opportunities. Services offered vary on a daily basis from organised clubs and activities to specialised support services that are specifically for young people.</p> <p>Parkfield currently has 360 members. Membership has the benefits of discounted prices for youth groups, climbing wall sessions. In addition to this until April 2013, members are given a card which gives them reduced price bus travel.</p> <p>10,938 children and young people have used the facility between April and December 2012. – The climbing wall, the IT suite, the music studio, the sports hall and general youth club evenings with advice, guidance and development are all popular, and the outdoor facilities of the BMX and skate track are in regular use.</p> <p>We have counted available youth work hours from Parkfield and matched this against our planned delivery needs. Our findings evidence a potential saving available of £45,000.</p>

No	Question	Details
5.	<b>How have you consulted on the proposal?</b>	<p>There is no identified change / reduction in service delivery at this current time, so no formal consultation is required with service users on this specifically. However, young people continue to be consulted in relation to youth provision and have a variety of opportunities to have their say about provision, including through the youth parliament and young people's boards at Parkfield. This feedback continues to inform service delivery at the centre.</p> <p>Staff will be consulted on this proposal through the Council's formal Human Resources (HR) policies.</p>
6.	<b>Outline the key findings</b>	<p>Staff feedback on these proposals will be considered through the formal HR policies.</p>
7.	<b>What amendments may be required as a result of the consultation?</b>	<p>None required at present.</p>



## Positive and Negative Equality Impacts

Positive and Negative Equality Impacts		Details	
No	Question	Positive Impact	Negative Impact
8.	Identify the potential positive and negative impacts on specific groups		
	All groups in society generally		
	Older or younger people	Young people gain further opportunities to be involved and have their say	
	People with caring responsibilities	Young carers will be supported through new groups at Parkfield for vulnerable young people.	
	People with a disability	Young people with disabilities are supported within this provision and there are plans to increase this as part of the new model.	
	Women or men		No differential impact
	People who are black or from a minority ethnic background (BME)	Young people from BME groups will be supported through plans for supporting vulnerable groups, and with partnership support.	
	Religion or belief (including lack of belief)		No differential impact
	People who are lesbian, gay or bisexual	LGBTQ young people will be supported through plans to support vulnerable groups.	
			This service is aimed at children and young people. There will be no change in capacity to deliver services as a result of this proposal.
			There will be no change in capacity to deliver services as a result of this proposal.

Details	
No	Question
	<p>People who are transgendered</p> <p>People who are in a marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic (including Child Poverty)</p>
	<p>If this is identified as a vulnerable youth group requiring support, this will be considered and addressed as appropriate.</p> <p>No differential impact</p> <p>Young women who are pregnant will remain supported through this provision.</p>
	<p>Young people who are experiencing poverty or low incomes will be prioritised. The new model will provide support to children and young people that improve the likelihood of remaining in education, training or employment.</p> <p>The proposal will not reduce the delivery resource and will not impact adversely on our equalities duty. By better targeting of needs and greater partnership work for delivery, we will create more diversity of support and are more likely to meet duties under the Equality Act.</p> <p>This proposal will not reduce service delivery and will not adversely affect any vulnerable / equalities groups. Greater partnership working arrangements will ensure that services provided support the diverse needs of Torbay's young people.</p>
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	We will work with partner agencies so we are able to offer an enhanced level of services and an extended programme of reaching vulnerable children and young people. This will engage and include a broader range of children and young people with broader characteristics and needs.
11.	Summarise any negative impacts and how these will be managed?	No anticipated negative impact.

### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<b>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken. Reasons for this identified above.</b>  It is recommended that this proposal is implemented.

### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	Review of service delivery alongside identified need to take place alongside the development of a Youth Offer.

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Review service delivery alongside identified need, within the development of a Youth Offer.	Ensure services meet diverse range of needs	Partnership time. Participation and engagement resource.	G Rogers	June 2013

**Budget Proposals 2013/14: Major Decision: Business Unit: School Improvement – Integrated Joint Agency for Children’s Disability**

**Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council’s budget.

**Name:** Suzie Franklin

**Position:** Head of Schools

**Business Unit:** Children’s Services

**Department:** Schools – Integrated Joint Agency for Children’s Disability

**Date Commenced:** November 2012

**Date:** 30/01/2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Integrated Joint Agency – Children's Disability Service 131		200		01/04/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> <li>Change in method of service delivery – service specifications on a like for like basis.</li> <li>Service users may experience a change in who delivers their services</li> </ul>		x	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal is to restructure the Children's Disability Service to ensure that the services we provide offer best value for money and are appropriately targeted at the needs of the service users.</p> <p>As part of this process it is likely that we will commission instead of delivering a number of existing services, any services commissioned will be commissioned as like for like meaning that there will no change for service users. Remaining services will be restructured and some may move to be delivered from within the safeguarding department.</p> <p>The service will continue to review and monitor short break (respite) packages to ensure that packages reflect agreed</p>

No	Question	Details
		<p>levels of need.</p> <p>Services will be specified on a like for like basis.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>Key Stakeholders include:</p> <ul style="list-style-type: none"> <li>• Disabled children, young people and their families/carers</li> <li>• Parent Participation Forum (PPF) - who consult with local parents/carers and work in partnership with the Local Authority and the NHS to improve provision for disabled children and young people</li> <li>• Partners across health services who currently fund some of the posts within the services</li> <li>• Schools who received training and other services</li> <li>• Staff within Children's Services</li> <li>• Paediatricians &amp; GP's</li> <li>• Local short break workforce (e.g. sitters, befrienders, Family to Family carers and others)</li> <li>• Torbay Leisure services who received Inclusion Training</li> <li>• Children's Society who facilitate the Young People's Disability Council</li> <li>• Voluntary sector partners.</li> </ul>
3.	<p><b>What is the intended outcome?</b></p>	<p>It is intended that the proposal will improve the governance arrangements and delivery of key services such as social care ensuring that all children are safe and have access to services to support their needs at the right time, in the right place and from the right professionals. By increasing the numbers of services that are commissioned we will be better placed to ensure that the quality of the services is as good as it can be and that there is improved accountability for the outcomes.</p>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>Torbay has approx. 29,500 children. National statistics* state 7.3% of the UK child population is reported as disabled using the DDA (Disability Discrimination Act) definition - which equates to 2,154 children in Torbay. However the Torbay Joint Strategic Needs Assessment 2012 shows Torbay's figures as significantly higher than this. Statistics show that 1.2% of children and young people have an impairment(s) that severely impact on their quality of life and those of their carers and family members and these families therefore require a high level of support** – in Torbay this equates to approx 354 children.</p> <p>There are currently 515*** children receiving some kind of service from Children's Integrated Service which would support the figures above. This support is detailed below – please note that some children may be open to more than one service and in that instance would be double counted:</p> <p>Occupational Therapy - 116 children (excl. those supported by the NHS Children's Occupational Therapists)  Social Work (inc. Short Breaks) - 258  Inclusion - 18  Portage/Early Support - 47  Learning Disability Nursing – 30  Sleep Torbay (within Learning Disability Service above)– 35  Triple P (within Learning Disability service above) - 11</p> <p>Children with disabilities are 3 times more likely to suffer abuse and neglect than non-disabled children**** – so the delivery of needs led and outcomes focussed support in the right place at the right time is paramount.</p> <p><i>*Prevalence of childhood disability and the characteristics and circumstances of disabled children in the UK: secondary analysis of</i></p>



No	Question	Details
		<p><i>the Family Resources Survey Blackburn, Spencer and Read April 2010</i>  <i>** DCSF, 2008</i>  <i>***As at 29<sup>th</sup> January 2013</i>  <i>****National Working Group on Child Protection and Disability (2003) "It doesn't happen to disabled children": child protection and disabled children. London: NSPCC.</i></p>
5.	<p><b>How have you consulted on the proposal?</b></p>	<p>We work closely with the Parent Participation Forum and meet regularly to discuss issues and emerging policy. They are aware that the service will be required to respond to the challenges of the current economic climate and that grants and funds that have previously been ring fenced to support the service are no longer available.</p> <p>A meeting of the PPF was held on the 7<sup>th</sup> December 2012 where this proposal was outlined to them.</p> <p>Staff have been consulted on the proposed restructure of the service. They have provided feedback which has in turn been considered and responded too.</p>
6.	<p><b>Outline the key findings</b></p>	<p>The PPF will be continually involved as this proposal progresses.</p>
7.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>Currently there are no amendments required as a result of the consultation with the PPF forum. There is a commitment to continue to consult with the PPF on this proposal and any future changes and/or commissioning that may take place.</p>

**Positive and Negative Equality Impacts**

No	Question	Details		
		Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally			Until the service has been commissioned the services provided will be like for like – therefore no change to service provision. If there are any minor changes to the service once it has been commissioned a further impact assessment will be completed.
	Older or younger people			Until the service has been commissioned the services provided will be like for like – therefore no change to service provision. If there are any minor changes to the service once it has been commissioned a further impact assessment will be completed.
	People with caring responsibilities			Until the service has been commissioned the services provided will be like for like – therefore no change to service provision. If there are any minor changes to the service once it has been commissioned a further impact assessment will be completed.
	People with a disability			Until the service has been commissioned the services provided will be like for like – therefore no change to service provision. If there are any minor changes to the service once it has been commissioned a further impact assessment will be completed.

No	Question	Details
		any minor changes to the service once it has been commissioned a further impact assessment will be completed.
	Women or men	There is no differential impact on this group as a result of the changes
	People who are black or from a minority ethnic background (BME)	There is no differential impact on this group as a result of the changes
	Religion or belief (including lack of belief)	There is no differential impact on this group as a result of the changes
	People who are lesbian, gay or bisexual	There is no differential impact on this group as a result of the changes
	People who are transgendered	There is no differential impact on this group as a result of the changes
	People who are in a marriage or civil partnership	There is no differential impact on this group as a result of the changes
	Women who are pregnant / on maternity leave	There is no differential impact on this group as a result of the changes
	Socio-economic (including child poverty)	There is no differential impact on this group as a result of the changes
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p>	<p>Children's Integrated Service is aimed at meeting the needs of all children and young people with learning difficulties and disabilities in Torbay who meet the relevant criteria for services, which is published by the individual teams within the service. The criteria for access to a service is not being changed by this proposal.</p>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	By restructuring services there will be improved governance and professional supervision for all staff which will ensure that the needs of children and young people are met in a targeted and timely manner. We will continue to work closely with the PPF to quality assure services and to enable us to respond to the needs of the community.
11.	Summarise any negative impacts and how these will be managed?	By having open and transparent communication with the PPF throughout the process of restructuring and commissioning we will be able to ensure that there is clarity about the services being provided, that these accurately reflect need and are delivered within required timescales.

### Section 4: Recommended course of action

No	Action	Details
12	State a recommended course of action [please refer to action plan]	<p><i>Where: -</i></p> <p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p>

### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	The service will be monitored as part of the expected performance framework for Children's Services. This will include the monitoring of referrals in to the service, response times, case allocation and capacity. The impact of interventions will be monitored through case supervision and assessments of need. Performance indicators will be reviewed after 6 months to monitor the impact of the proposals once implemented. This will be reviewed again after 12 months. We are currently auditing all cases held within the service; once this has been completed an action plan will be developed to address any issues identified. This will further inform the ongoing review of the service.

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Monitoring of the performance of commissioned services	To ensure the needs of disabled children are being met, and to inform future commissioning decisions.	Staff	Suzie Franklin	On-going
2	EIA's to be completed once commissioning takes place – if necessary	TBC	TBC	Suzie Franklin	TBC

## Budget Proposals 2013/14: Major Decision: Business Unit: School Improvement

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and put out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

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**Name:** Suzie Franklin

**Position:** Head of Schools

**Business Unit:** Children's Services

**Department:** Schools – Integrated Emotional Health Services

**Date Commenced:** November 2012

**Date:** 30/01/2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Integrated Emotional Health Services		50	Redundancy costs	01/04/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> Potential reduced capacity to deliver activities if case loads increase		x	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1. Page 140	Clearly set out the purpose of the proposal	<p>The proposal is to restructure the service to remove the role of Principle Educational Psychologist (PEP). The service will be delivered from within the Special Educational Needs (SEN) services department and will be led and managed by the SEN Services Manager. The specialist advisory teachers that are currently managed by the PEP will also transfer to the SEN services. Professional supervision of the educational psychologists will be commissioned (this could be via an internal or external provider) and provided internally by a senior educational psychologist who will provide supervision and training to others.</p> <p>The PEP has a small case load which will transfer to the remaining team members. There are another 2.2 FTE Educational Psychologists with a Trainee Educational Psychologist (TED) in receipt of a bursary placement. There is also a full time administrator who is also the referral coordinator for the service. There is an on-going risk regarding capacity within the service as case numbers fluctuate.</p>

No	Question	Details
2.	Who is intended to benefit / who will be affected?	<p>Key Stakeholders include</p> <ul style="list-style-type: none"> <li>• Children and Young People</li> <li>• Parents</li> <li>• Schools</li> <li>• Health Partners</li> <li>• Staff</li> </ul>
3.	What is the intended outcome?	<p>The service will be re-structured and directly managed by the SEN Operations Manager, this will result in a reduction in the number of managers in the service. This will lead to an improvement in service delivery through a closer engagement with SEN services and the professionals that are supporting the statutory assessments of need.</p>



## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	There are 187 cases that are active and open to the service. 53 are directly linked to statutory advice and guidance and have to be managed by a qualified psychologist.
5.	How have you consulted on the proposal?	This post was accepted as a voluntary redundancy. The restructure is taking place as part of an ongoing consultation with schools regarding the changes to the funding arrangements that support the service.
6. 142	Outline the key findings	This post was accepted as a voluntary redundancy. The restructure is taking place as part of an ongoing consultation with schools regarding the changes to the funding arrangements that support the service.
7.	What amendments may be required as a result of the consultation?	No changes required as a result of the consultation.

**Positive and Negative Equality Impacts**

No	Question	Details		
		Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups		If case loads increase significantly there will be reduced capacity within the team. This will be monitored and appropriate action taken if necessary.	There will be no differential impact as caseloads will be transferred to the remaining team members. Caseloads are currently changed regularly to provide rigor to case management.
	All groups in society generally		If case loads increase significantly there will be reduced capacity within the team. This will be monitored and appropriate action taken if necessary.	There will be no differential impact as caseloads will be transferred to the remaining team members. Caseloads are currently changed regularly to provide rigor to case management.
	Older or younger people			
	People with caring responsibilities People with a disability		If case loads increase significantly there will be reduced capacity within the team. This will be monitored and appropriate action taken if necessary.	There is no differential impact on this group as a result of the changes
	Women or men			There will be no differential impact as caseloads will be transferred to the remaining team members. Caseloads are currently changed regularly to provide rigor to case management.
	People who are black or from a minority ethnic			There is no differential impact on this group as a result of the changes

No	Question	Details
	background (BME)	
	Religion or belief (including lack of belief)	There is no differential impact on this group as a result of the changes
	People who are lesbian, gay or bisexual	There is no differential impact on this group as a result of the changes
	People who are transgendered	There is no differential impact on this group as a result of the changes
	People who are in a marriage or civil partnership	There is no differential impact on this group as a result of the changes
	Women who are pregnant / on maternity leave	There is no differential impact on this group as a result of the changes
	Socio-economic (including child poverty)	There is no differential impact on this group as a result of the changes
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p>	<p>Through the consultation regarding service development with the schools there are opportunities to improve the relationship with schools and ensure that both schools and the Local Authority meet their statutory duties.</p> <p>There will be continual monitoring of caseloads to ensure processing times of assessments do not exceed statutory timescales.</p>

**Section 3: Steps required to manage the potential impacts identified**

		<b>Details</b>
<b>No</b>	<b>Action</b>	
10.	Summarise any positive impacts and how they will be realised most effectively?	
11.	Summarise any negative impacts and how these will be managed?	It is possible that existing staff are unable to absorb the case work of the PEP and this could affect the service children are currently receiving. This could also mean that the Local Authority are unable to meet the statutory time frames regarding statements of special educational needs. To help mitigate this there are plans to continue with bursaries for Trainee Educational Psychologists who are placed in Torbay and who are able to undertake the initial work with children and young people. If there is a continuation in the rise of requests for statements consideration may need to be given in future to the employments of a further full or part time qualified EP.

**Section 4: Recommended course of action**

		<b>Details</b>
<b>No</b>	<b>Action</b>	
12.	State a recommended course of action  [please refer to action plan]	<b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.  It is recommended that the proposal is implemented.

**Section 5: Monitoring and Action Plan**

<b>No</b>	<b>Action</b>	<b>Details</b>
13.	<p><b>Outline plans to monitor the actual impact of your proposals</b></p>	<p>This will be monitored by the SEN Operations Manager as part of the regular service audit and supervision monitoring. Performance management will follow the agreed policies and practice as detailed in the core business toolkit used in Children's services. Specifically Monitoring will include</p> <ol style="list-style-type: none"> <li>1. Quality of services delivered and impact on the outcomes for children and young people</li> <li>2. Numbers of children requiring statements of special educational needs</li> <li>3. Numbers of children being referred to the service and the categories of needs</li> <li>4. Allocations of cases across the service</li> <li>5. Response times of the service</li> <li>6. Numbers of Appeals and outcomes of appeals</li> <li>7. Complaints</li> </ol>

## Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Identify external supervision arrangements	Professional terms and conditions for Psychologists require them to have regular clinical supervision. This should be provided by a senior or principle EP. We have an obligation to ensure that this level of supervision is available for at least one professional within the service. That individual would then be eligible to provide supervision for the remaining team members.	Monthly supervision by a qualified psychologist. Approx. cost implication £1200	SEN Service Manager	April 1 <sup>st</sup> 2013
2	Appoint Senior Educational Psychologist from within the existing team	There is a requirement for all Educational Psychologists to receive supervision. This can be most cost effectively achieved by appointing a senior EP from within the existing team to deliver this.	Cost approx. £1500	SEN Service Manager	April 1 <sup>st</sup> 2013

## Budget Proposals 2013/14: Major Decision: Business Unit: Children's Services: School Commissioning – Home to School Transport

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Tricia Harwood

**Position:** Admissions, Transport and Development Officer

**Business Unit:** School Commissioning

**Department:** Admissions

**Date Commenced:** 23.11.12

**Date:** January 2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Home to School Transport – change of policy to entitlement to free/subsidised transport		23	None	Phased from 1/9/13 and then over 3 financial years / 2 academic years	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>Cost of transporting children to chosen schools passed to parents in some circumstances.</li> <li>This decision may cause some financial hardship and/or limit the choice of schools available for some families to choose from.</li> </ul>			X

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>Please note that the consultation on this proposal will include phasing changes over a period to enable parents and pupils to plan for any proposed changes. See section 7 for more details</p> <p>To remove discretionary transport assistance for home to school / college transport . Children's Services will continue to provide the statutory services in relation to home to school / college transport.</p> <p>All local authorities have a statutory duty to make arrangements for the provision of transport as they consider necessary to facilitate school attendance. This includes:</p> <ul style="list-style-type: none"> <li>Providing transport assistance to pupils of statutory school age travelling to and from school if they live further than the statutory walking distance from their nearest school (this is two miles for pupils aged 7 and under and three miles for pupils aged 8 and over).</li> <li>Secondary pupils from low income families are entitled to free transport to any of the three nearest suitable schools that are more than two and less than six miles away, and to a denominational school up to 15 miles away.</li> <li>Normally assistance is in the form of a free bus pass.</li> </ul>



No	Question	Details
		<p>Local Authorities have a duty to have regard to parental wishes for a faith/denominational school. They also have a duty to raise the participation in Post 16 education and training.</p> <p>Currently Torbay Council provides additional non-statutory (discretionary) assistance in a range of circumstances, as follows:</p> <ol style="list-style-type: none"> <li>i. A financial contribution to the cost of a bus pass for pupils attending St Cuthbert Mayne on grounds of faith, where they live further than 3 miles away and do not qualify for statutory assistance. In 2012-13 the cost of a bus pass to the council is £515 and we charge parental contributions at £490 so the net cost to the council per paying pupil is £25. There is an additional subsidy of £245 per second child and £490 per third and subsequent child in a single family. The total annual cost to the council of this support to 62 pupils is approximately £4,000. The cost of purchasing an annual bus pass from Stagecoach by a parent is £575.</li> <li>ii. A financial contribution to the cost of a bus pass for pupils attending a selective school who live more than three miles away, are not entitled to statutory transport assistance and live within the designated transport area for the school. The net cost and subsidy are as in (i) above. The total annual cost of this support to 42 pupils is approximately £2,520.</li> <li>iii. The provision of a free bus pass to pupils from low income families to any secondary school between 2 and 6 miles away, even if it is not one of the three nearest suitable schools. This costs the council around £15,000 a year.</li> <li>iv. A financial contribution to the cost of a bus pass for 144 post-16 students studying in school sixth forms, where they live further than three miles away. The council makes a net contribution of £25 per student, or £415 per student for low income families. The annual cost to the council is approximately £22,320.</li> <li>v. A block contribution to South Devon College for assistance with transport of £70,000 per year.</li> </ol>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>Families who currently have access to free or subsidised transport on a statutory basis will continue to receive the appropriate assistance.</p> <p>Families who currently have access to free or subsidised transport on a discretionary basis will be impacted by this decision.</p> <p>There may also be an adverse impact on denominational (i.e. Church of England / Roman Catholic) schools and selective schools (i.e. Grammar schools) in Torbay and on South Devon College.</p> <p>The key stakeholders in relation to this proposal are:</p> <ul style="list-style-type: none"> <li>• Schools</li> <li>• South Devon College</li> <li>• Families</li> </ul>

No	Question	Details
		<ul style="list-style-type: none"> <li>Children / parents / carers</li> </ul>
3.	What is the intended outcome?	To review the policy and criteria in relation to discretionary transport assistance for home to school transport.

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>Pupils living more than 2 miles from school (aged 7 and under) or 3 miles (aged 8 and over) are legally entitled to free transport and are provided with a bus pass.</p> <ul style="list-style-type: none"> <li>The number of pupils currently eligible for discretionary transport on religion / faith grounds and paying a contribution towards the cost of transport is 62.</li> <li>The number of pupils currently eligible for discretionary transport to a selective school and paying a contribution towards the cost of transport is 42.</li> <li>Parents currently pay £490; the full cost of an annual Stagecoach bus pass is currently £575.</li> <li>At the moment, parents with a second child receiving this discretionary transport get a 50% discount in their contribution and third children within a family travel free. This discounted travel affects very few pupils.</li> </ul> <p>The greatest impact will be on post-16 students, some of whom will need to finance their own travel pass at a higher cost than they are currently paying.</p> <ul style="list-style-type: none"> <li>48 students attending school sixth forms from low income families currently receive a substantial transport subsidy, paying £100 towards the cost of an annual bus pass.</li> <li>Approximately 90 students purchase discretionary passes at a cost of £490 per year.</li> <li>1026 students on low income attending South Devon College receive free passes funded entirely by the College</li> </ul>

No	Question	Details
		<p>so these students will not be affected by this proposal.</p> <ul style="list-style-type: none"> <li>• A further 356 students attending South Devon College receive a discretionary transport subsidy provided in part by Torbay Council and partly by the College. They pay an annual contribution that varies according to the number of days they attend.</li> </ul> <p>Bursaries are now available for post-16 students in care, leaving care or in receipt of some income support. Discretionary bursaries are available for other students to help with costs such as transport. These are distributed directly by post-16 institutions.</p> <p>From September 2013, it is likely that all secondary schools across Torbay will offer post-16 provision. Students will therefore have the option of studying locally.</p> <p>A number of other Local Authorities across the country are removing discretionary transport subsidies.</p>
5.	How have you consulted on the proposal?	<p>This proposal is being considered the Overview and Scrutiny Priorities and Resources Panel on the 15<sup>th</sup> January 2013. The panel have invited members of the public and stakeholder organisations to attend and make representations if they wish to do so.</p> <p>Council at this stage in the budget process is being asked to approve this policy in 'principle,' as no consultation has as yet taken place. This consultation will take place over the next few months and the decision will be placed before Council for a final decision.</p>
6.	Outline the key findings	<p>This section will be updated as to the outcome of the consultation once this has taken place and before the Council makes a final decision on this proposal.</p> <p><u>Priorities and Resources:</u></p> <p>Representations made at the Priorities &amp; Resources (Overview &amp; Scrutiny) Panel:</p> <ul style="list-style-type: none"> <li>• <i>“Transport is a key barrier to participation”</i></li> <li>• <i>“...the reduction in funds is inevitably going to lead to some loss of patronage on bus services as parents and students decide to either relocate or find alternative means of transport such as the car”</i></li> <li>• <i>“...Several of the routes, particularly for South Devon College, only run at the start and end of the day there is no scope for minor reductions. Withdrawing a route would of course disadvantage all students, not just those who are receiving the support”</i></li> </ul>

<b>Details</b>	
<b>No</b>	<b>Question</b>
	<ul style="list-style-type: none"> <li>• <i>“Short-sighted decision that may increase the use of cars, or remove children from school”</i></li> </ul> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.21-4.24 of its report “Review of Priorities and Resources 2013/2014”</p>
<b>7.</b>	<p><b>What amendments may be required as a result of the consultation?</b></p> <p>Further to representations made regarding this proposal it has been agreed that there will be a consultation in February/March on phasing these proposals over 3 financial years ( two academic years) to enable parents and students to plan for changes phased over a longer period. This will mean some pupils/students will have completed their courses and others will have longer to plan for the necessary financial arrangements for travel to school/college to finish their courses if concessionary travel is removed. Parents of children moving school will be able to choose school places in the knowledge of the new policy.</p> <p>Bursaries are available for post-16 low income students who meet qualifying criteria. These are administered directly by schools / colleges.</p>

## Positive and Negative Equality Impacts

Details													
No	Question												
8.	Identify the potential positive and negative impacts on specific groups												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; text-align: center;">Positive Impact</th> <th style="width: 25%; text-align: center;">Negative Impact</th> <th style="width: 25%; text-align: center;">Neutral Impact</th> </tr> </thead> <tbody> <tr> <td> <p>All groups in society generally</p> </td> <td> <p>Policy only applies to children / young people attending school or further education. This decision may cause some financial hardship and/or limit the choice of schools available for some families to choose from.</p> </td> <td> <p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p> </td> </tr> <tr> <td> <p>Older or younger people</p> </td> <td> <p>Children / young people are the ones who travel from home to school and will therefore be affected by cuts in discretionary funding. This proposal will affect approximately 1000 children / young people. This decision may cause some financial hardship and/or limit the choice of schools available for some families to choose from.</p> </td> <td> <p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p> </td> </tr> <tr> <td> <p>People with caring responsibilities</p> </td> <td> <p>This decision does not differentially impact upon those with caring responsibilities over and above that detailed above in respect of all groups generally.</p> </td> <td> <p>Young people who are post-16 carers are eligible for bursaries. Those children / young people who are carers and under the age of 16 are entitled to the same transport provision as all other young people.</p> </td> </tr> </tbody> </table>	Positive Impact	Negative Impact	Neutral Impact	<p>All groups in society generally</p>	<p>Policy only applies to children / young people attending school or further education. This decision may cause some financial hardship and/or limit the choice of schools available for some families to choose from.</p>	<p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p>	<p>Older or younger people</p>	<p>Children / young people are the ones who travel from home to school and will therefore be affected by cuts in discretionary funding. This proposal will affect approximately 1000 children / young people. This decision may cause some financial hardship and/or limit the choice of schools available for some families to choose from.</p>	<p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p>	<p>People with caring responsibilities</p>	<p>This decision does not differentially impact upon those with caring responsibilities over and above that detailed above in respect of all groups generally.</p>	<p>Young people who are post-16 carers are eligible for bursaries. Those children / young people who are carers and under the age of 16 are entitled to the same transport provision as all other young people.</p>
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Details	
No	Question
People with a disability	The proposed changes to discretionary transport will not affect entitlement to transport on the basis of inability to walk to school/use public transport to travel to school.
Women or men	This decision does not differentially impact upon those of different gender over and above that detailed above in respect of all groups generally.
People who are black or from a minority ethnic background (BME)	This decision does not differentially impact upon those of different ethnicity over and above that detailed above in respect of all groups generally.
Religion or belief (including lack of belief)	There will be a negative impact on the families of approximately 60 pupils who attend a faith school and who do not qualify for low income support. These families may be expected to pay the full cost of the bus pass which is £575. They currently make a contribution of £490.
People who are lesbian, gay or bisexual	This decision does not differentially impact upon a persons sexuality over and above that detailed above in respect of all groups generally.
People who are transgendered	This decision does not differentially impact upon those who are transgendered over and above that detailed above in respect of all groups generally.
People who are in a	To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.
	Policy only applies to children / young

Details	
No	Question
	<p>marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic (including child poverty)</p>
	<p>people attending school or further education.</p> <p>Policy only applies to children / young people attending school or further education.</p> <p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p>
	<p>This decision may impact upon the disposable income of some families, impacting upon impact upon families will not be able to send their children to the school of their choice.</p>
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>Assistance with transport to and from school is provided for anyone living more than the statutory distance from their nearest school. There is an additional legal entitlement to support for pupils of statutory school age from low-income families to give them access to a wider choice of learning institutions. Transport is also provided for young people with disabilities who are unable to walk to school or use public transport on medical grounds.</p> <p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<p>Children's Services will continue to provide the statutory services in relation to home to school / college transport.</p> <p>Children / young people on low incomes attending South Devon College will continue to receive free passes.</p> <p>Young people who are post-16 carers are eligible for bursaries – bursaries are administered directly by post-16 institutions and young people are advised to talk to their school / college for assistance. Those children / young people who are carers and under the age of 16 are entitled to the same transport provision as all other young people.</p>
11.	Summarise any negative impacts and how these will be managed?	<p>The negative impact will be an additional cost for transport to school or college for a range of pupils and students and their parents. Statutory assistance will continue to be given to those who are entitled to it. The council will work with post-16 institutions where possible to encourage and support access to education and training for all young people up to the age of 18.</p> <p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p>

### Section 4: Recommended Course of action

No	Action	Details
12.	State a recommended course of action  [please refer to action plan]	<p><b>Outcome 2: Adjustments to remove barriers</b> – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality.</p> <p>There will be a consultation in February/March on phasing proposals over 3 financial years ( two academic years) to enable parents and students to plan for changes phased over a longer period. This will mean some pupils/students will have completed their courses and others will have longer to plan for the necessary financial arrangements for travel to school/college to finish their courses if concessionary travel is removed.</p>



## Section 5: Monitoring and Action Plan

		Details
13.	<b>Outline plans to monitor the actual impact of your proposals</b>	The number of appeals for discretionary assistance will be monitored.

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Consult schools / colleges and parents on proposed changes to the policy.	To ensure key stakeholders are consulted and notified of the proposal.		Tony Hele/Tricia Harwood	Feb/March 2013
2	Present a report to Council in May	To report on consultation and any propose changes to Home to School/College transport		Matthew Redwood	May 2012
2	Revise appeals paperwork reflect any agreed changes and to enable parents to request discretionary transport assistance in exceptional circumstances;	To ensure that the council is fulfilling its duty to have regard to parental preference for faith schools and to raise the participation age in education and training		Tony Hele/ Tricia Harwood	July 2013
3	Monitor the number of appeals made and allowed for discretionary transport assistance	To assess the impact of the change in policy		Tony Hele/ Tricia Harwood	Ongoing, termly

## Budget Proposals 2013/14: Major Decision: Business Unit: Adult Social Care

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and put out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Malcolm Dicken

**Position:** Head of New Ways of Working

**Business Unit:** Torbay and Southern Devon Health & Care NHS Trust

**Department:** Operations

**Date Commenced:** November 2012

**Date:** January 2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Introduce policy that alarms have to be funded privately after the first 3 months of provision unless there are exceptional circumstances.		30	None	01.04.13	<p><b>Risks / impact of proposals</b></p> <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul> <p>1. The 900 Service users who have historically been provided with an alarm on an on-going basis will have to decide whether they wish to manage without an alarm or choose to pay to fund the alarm (£2.99 per week + VAT – however if registered disabled the VAT is not payable) privately.</p> <p>2. New Clients that require a community alarm beyond the initial 3 months will need to fund the service from their own funds</p>			x

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal is to implement a revised policy in relation to the community alarms service. The alarms are currently funded on an on-going basis through the adult social care budget; the proposal is to limit the provision of the community alarms call service by only providing alarms free of charge for 3 months unless there are exceptional circumstances.</p> <p>After the initial 3 months provision the client will be able to decide if they would like to continue with a community alarm in which case they will have a choice to continue with the current service or to source an alternative provider. If the client</p>

No	Question	Details
		<p>decides to retain the current service then there would not be an additional installation fee, however a different provider may still want to raise an installation fee and we will then make arrangements to have the funded alarm removed.</p> <p>The proposal ensures that for short term crisis intervention, clients will still be provided with a funded service but this will be time limited to a period of 3 months, after which, the client will be expected to fund the services themselves if they wish to keep the alarm (The cost of privately funding is £2.99 per week + VAT – however if registered disabled the VAT is not payable). It also ensures that where a community alarm forms part of a TeleCare service it will continue to be funded by Adult Social Care.</p> <p>The policy will include the ability to continue funding alarms where circumstances dictate that this is appropriate.</p> <p>The criteria for someone to receive a community alarm under the new policy is as follows:</p> <p>Where the need for an alarm is assessed as critical or substantial (under FACS eligibility criteria) and clients are unable to arrange or provide an alarm themselves and there is no one else willing to assist them. Circumstances in which this might apply would include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Providing a community alarm for up to three months while someone is undergoing a period of assessment or rehabilitation to determine their long term care needs,</li> <li>• Providing a community alarm for an interim period while someone is subject to a safeguarding investigation,</li> <li>• Providing a community alarm while someone is awaiting the appointment of an attorney to act on their behalf under the Office of the Public Guardian (previously known as the Court of Protection)</li> <li>• When a community alarm is required as part of a of a telecare package, because an additional device (such as a smoke, falls or carbon monoxide detector) needs to be connected to the alarm, the alarm will be provided for as long as the telecare package is necessary to meet a 'critical' or 'substantial' need.</li> </ul> <p>Additionally if it was agreed that an individual has exceptional circumstances which require the provision of a community alarm for longer than 3 months, then the cost of the alarm would become part of the individual's personal budget as identified by the resource allocation system. This would be subject to regular review of need.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>The key stakeholders affected by this proposal are:</p> <ol style="list-style-type: none"> <li>1. Clients who are already in receipt of this funded service (approx 900 clients – of which there may be approximately 100 who will retain an on-going service due to exceptional circumstances. This equates to: 550 clients who will be</li> </ol>

No	Question	Details
		<p>reviewed as part of this proposal, 100 clients (estimated) who may need to continue with an on-going funded service due exceptional circumstances, 250 clients who will be funded as they have TeleCare as part of their community alarm.</p> <ol style="list-style-type: none"> <li>2. Clients who in the future will require the provision of a funded community alarm</li> <li>3. Frontline Care Professionals who will need to make a decision on which clients are entitled to the provision of a time limited service and those that do not</li> <li>4. Staff at the Community Alarm Centre that will be have to invoke the new process</li> </ol>
3.	<b>What is the intended outcome?</b>	<p>The outcome to be achieved is to change the current policy for community alarms resulting in a £30,000 saving against the current budget allocated for the provision of community alarms. This will be a phased introduction through the assessment of clients (approx 80 clients a month).</p>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details												
4.	Have you considered the available evidence?	<p>Research has been undertaken on how other authorities approach the provision of community alarms. The proposal to provide the service free of charge for 3 months in a crisis is slightly more generous than other authorities. The provision of a community alarm to support TeleCare is unaffected by this policy.</p> <p>Below is an summary of how other Local Authorities provide community alarms</p> <table border="1"> <thead> <tr> <th>LA</th> <th>Policy</th> <th>Install Cost</th> <th>Weekly Rental</th> </tr> </thead> <tbody> <tr> <td>Torbay Proposal</td> <td> <p>May fund the provision of a Community Alarm for up to 3 months as part of a crisis intervention package of care to either:</p> <ul style="list-style-type: none"> <li>- Prevent an admission to Care, or</li> <li>- Expedite a return home following a Care admission</li> </ul> <p>If you are over 65 and need a community alarm because you are at risk, it is very possible that you would qualify for Attendance Allowance. This is a non-means-tested benefit designed for people who need help with daily tasks.</p> </td> <td>£ 25.00</td> <td>£ 2.99</td> </tr> <tr> <td>Devon County Council</td> <td>If you are over 65 and need a community alarm because you are at risk, it is very possible that you would qualify for Attendance Allowance. This is a non-means-tested benefit designed for people who need help with daily tasks.</td> <td>No Published Costs. DCC refer clients to external market</td> <td>No Published Costs. DCC refer clients to external market</td> </tr> </tbody> </table>	LA	Policy	Install Cost	Weekly Rental	Torbay Proposal	<p>May fund the provision of a Community Alarm for up to 3 months as part of a crisis intervention package of care to either:</p> <ul style="list-style-type: none"> <li>- Prevent an admission to Care, or</li> <li>- Expedite a return home following a Care admission</li> </ul> <p>If you are over 65 and need a community alarm because you are at risk, it is very possible that you would qualify for Attendance Allowance. This is a non-means-tested benefit designed for people who need help with daily tasks.</p>	£ 25.00	£ 2.99	Devon County Council	If you are over 65 and need a community alarm because you are at risk, it is very possible that you would qualify for Attendance Allowance. This is a non-means-tested benefit designed for people who need help with daily tasks.	No Published Costs. DCC refer clients to external market	No Published Costs. DCC refer clients to external market
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Details			
No	Question	You can apply for a full financial assessment to see if you are entitled to any benefits that may help towards the cost of the service. Please contact Care Direct for more information.	£
	Bournemouth Borough Council	You can apply for a full financial assessment to see if you are entitled to any benefits that may help towards the cost of the service. Please contact Care Direct for more information.	£ 2.99
	BANES	There are some discounts available for those receiving means tested benefits.	£ 30.00
	South Somerset	Installation cost waived if client is on Income support, Pension Credit, Incapacity Benefit, Housing Benefit, Council Tax Benefit	£ 3.60
	Cornwall County Council	No mention of benefits or free provision of Alarms	£ 31.95
	Bristol City Council	No mention of benefits or free provision of Alarms	£ 40.54
			£ 25.00
5.	<b>How have you consulted on the proposal?</b>	<p>Advice has been sought from the Occupational Therapy/Social Care leads and the Heads of service.</p> <p>A policy has been drafted by Adele Tithcott (Operational Transformation Lead) and is currently undergoing ratification.</p> <p>Awaiting a decision on how the various Cost Improvement Schemes will proceed to public consultation, will these be individually consulted on or will they be grouped. Still awaiting how the Council and the Care Trust will want to consult with the public if indeed there will be any further consultation</p> <p>A new policy has been drafted and ratified by the Care and Clinical Policies Committee on the 23<sup>rd</sup> of January 2013 and if this proposal is accepted then it will be implemented with immediate effect for new clients.</p> <p>This proposal formed part of the Priorities &amp; Resources (overview &amp; Scrutiny) meetings that took place throughout January 2013</p> <p>This proposal was also included as part of the Councils budget consultation.</p>	
6.	<b>Outline the key findings</b>	<p>Through initial research and checking on the policies of other authorities we have concluded that Torbay is in a minority in the on-going funded provision of a Community Alarm.</p> <p>Below is the policy statement from Devon County Council which is representative of many other authorities.</p>	

No	Question	Details												
	<p><b>Devon County Council:</b></p> <p>If you find it hard to pay</p> <p>If you are over 65 and need a community alarm because you are at risk, it is very possible that you would qualify for Attendance Allowance. This is a non-means-tested benefit designed for people who need help with daily tasks.</p> <p>The policy that has been drafted for Torbay will mirror the above statement and training to frontline staff will ensure that clients are either directed to the fact that they can use either an existing benefit such as 'Attendance Allowance' or their individual budget.</p> <p><u>Priorities &amp; Resources:</u></p> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.3-4.8 of its report "Review of Priorities and Resources 2013/2014"</p> <p><u>Torbay Budget Consultation:</u></p> <p><b>Q4) Do you support this proposal?</b></p>	<table border="1" data-bbox="850 714 1045 1155"> <thead> <tr> <th></th> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>230</td> <td>78.5%</td> </tr> <tr> <td>No</td> <td>63</td> <td>21.5%</td> </tr> <tr> <td><b>Total</b></td> <td><b>293</b></td> <td><b>100.0%</b></td> </tr> </tbody> </table> <p>The majority (78.5%) of respondents support the proposal to reduce the Adult Social Care budget by only paying for community alarms for three months.</p> <p>There is little difference in the proportions of respondents who support this proposal between those with disabilities (79.6% in support) and those without disabilities (78.1% in support).</p> <p>Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from</p>		Number	Percent	Yes	230	78.5%	No	63	21.5%	<b>Total</b>	<b>293</b>	<b>100.0%</b>
	Number	Percent												
Yes	230	78.5%												
No	63	21.5%												
<b>Total</b>	<b>293</b>	<b>100.0%</b>												



No	Question	Details
		these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.  Please see Torbay Budget Consultation Report 2013 – 14 for more information
7.	<b>What amendments may be required as a result of the consultation?</b>	The ability to provide a Community Alarm for a fixed period of time (up to 3 months) for a crisis intervention has been agreed as this forms a vital cost effective part of a package of care for two reasons:  1. Can be used to prevent an unscheduled admission and therefore maintain the client at home 2. Part of a re-ablement following a crisis that can reduce both: a. Time in Hospital or Care Home b. Reliance on Domiciliary or Care Home support

### Positive and Negative Equality Impacts

No	Question	Details	
8.	<b>Identify the potential positive and negative impacts on specific groups</b>		
	All groups in society generally Older or younger people	<b>Positive Impact</b>  A small proportion of the 900 current users may establish that they are able to claim additional benefits such as Attendance Allowance.	<b>Negative Impact</b>  There is a financial impact on the current 900 users who will be reviewed and then required to fund the service themselves at £2.99 per week. This may cause financial hardship for those who want to retain the service.
		<b>Neutral Impact</b>  The predominant supply of a Community Alarm is provided to people who are generally over 65. Where the criteria for continuing provision is met, the service will continue to be provided free of charge.	

Details	
No	Question
	<p>People with caring responsibilities</p>
	<p>There could be a consequence to Carers and realistically this would be considered on case by case basis – Carers could potentially rely on a community alarm in order to allow them to leave the cared for person on their own for short periods of time, allowing the carer respite or the ability to go about routine tasks such as shopping etc. Without this there may be a need to provide alternative and potentially more expensive support packages such as domiciliary care. However this should be mitigated as the client may be FACS eligible and the alarm funded as part of their care package.</p>
	<p>Where the criteria for continuing provision is met, the service will continue to be provided free of charge.</p>
	<p>People who are registered disabled will pay a lower fee for the alarm as they will not be required to pay the VAT</p>
	<p>There could be a consequence to people with a disability and realistically this would be considered on case by case basis.</p> <p>It is more than likely that a person with a disability will have a community alarm, however where this is the case and they meet FACS criteria then the cost of the community alarm will be included as part of their care package based upon on their entitlement as calculated by the Resource Allocation System. If their overall package of care exceeds the RAS calculation then the client may need to top up with personal funds.</p>
	<p>Where the criteria for continuing provision is met, the service will continue to be provided free of charge.</p>
	<p>People with a disability</p>
	<p>Women or men</p>
	<p>No differential impact on this group</p>



### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<p>It has been decided that as community alarm could be a vital part of an overall care package of care either to prevent or to support a crisis intervention that we will fund the service for a period of up to 3 months.</p> <p>We will also be signposting those that wish to have a community alarm longer than the initial 3 months to find an ongoing service either through the use of their individual budget or to apply for additional benefits that they may be entitled to.</p> <p>Where the criteria for continuing provision is met, the service will continue to be provided free of charge.</p>
11.	Summarise any negative impacts and how these will be managed?	<p>One major negative is that clients may decide not to fund the service themselves and make themselves vulnerable to risks that could otherwise be mitigated (such as those continuing to live alone and independently but are liable to falls and then falling and unable to call for assistance in a timely and safe manner). If a client insists that they are unable to fund the service and we believe that the provision of the alarm is in their best interest then the policy makes an allowance for that.</p> <p>We have assumed that there will always be a number of clients that will have their alarm funded.</p>

### Section 4: Recommended Course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<p><b>Outcome 2: Adjustments to remove barriers</b> – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality.</p> <p>The reasons for recommending this option is due the following reasons:</p> <ol style="list-style-type: none"> <li>1. In most cases a community alarm is only required for short period of time to support a client who finds themselves in need of support to help alleviate a crisis. Therefore this proposal will still allow the provision of a funded community alarm as part of an interim intermediate care package. This is over and above what is provided by neighbouring local authorities and any legal obligations.</li> <li>2. If after the period of funded care the client decides that they would want to continue with the service then they have multiple options dependent on their personal situation:             <ol style="list-style-type: none"> <li>a. If they are eligible for additional benefits such as Attendance Allowance they may decide to use some of this benefit to fund their alarm</li> <li>b. If they meet FACS criteria then the cost of the alarm can be funded via their personal budget as part of their</li> </ol> </li> </ol>

		<p>overall care package within their RAS allowance</p> <p>c. If they do not meet any FACS criteria then they can fund an alarm themselves from any provider as there is an established market to choose from</p> <p>3. If a client has high needs then it is more than likely that they will have TeleCare as part of a community alarm and hence this will be provided as part of their package of care under their FACS entitlement.</p> <p>4. This policy ensures that we provide a community alarm to a greater number of clients for shorter periods of time rather than providing alarms to a limited number of clients on an on-going unlimited period of time.</p> <p>5. The standard process for dealing with exceptional circumstances (escalation to professional leads and general managers) will be used to ensure that the most vulnerable clients are not disadvantaged.</p>
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### Section 5: Monitoring and Action Plan

No	Action	Details
13.	<p><b>Outline plans to monitor the actual impact of your proposals</b></p>	<p>When this proposal is implemented, clients will have the choice to purchase with their own funds a service from several different private providers so we will be unable to track effectively if clients have continued with a similar service and their group as categorised by this EIA. If the client chooses an alarm from the Torbay Lifeline Service then we will be able to track and monitor the number of clients who have transferred and also the specific groups as specified in this EIA where the information is recorded.</p>

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	<p>Monitor the number of clients who continue to receive a Social Care Funded Community Alarm</p>	<p>Ensure that those who are vulnerable but unable to afford an alarm continue to receive the service</p>	<p>Alarm Service Database</p>	<p>Alarm Service Manager</p>	<p>Ongoing</p>
2	<p>Monitor the number of clients who transfer from Social Care Funded to Private Funded within the Torbay Lifeline Alarm Service.</p>	<p>Ensure that the policy does not negatively impact the number of users of the service who can afford the service.</p>	<p>Alarm Service Database</p>	<p>Alarm Service Manager</p>	<p>Ongoing</p>

## **Budget Proposals 2013/14: Minor Decision: Business Unit: Adult Social Care**

### **Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Dr Sonja Manton

**Position:** Assistant Director of Operations

**Business Unit:** Torbay South Devon Health Care Trust

**Department:** Operations

**Date Commenced:** 13 November 2012

**Date:** 31/01/2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Staffing: Redesign Zone team structures and reduce frontline/zone based staff		500	None identified to date	TBC	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>The capacity of the zones teams will be reduced in the long term.</li> <li>If the reduction in demand on the teams is not proportionate this will impact on response times and outputs.</li> <li>The potential of reduced performance against response times and reviews.</li> </ul>		X	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The purpose of this piece of work is to redesign and realign the functions currently provided in community services in Torbay so that outcomes are achieved in the most effective way, reducing hand-offs and inequities to staff and "Mrs Smith" and maximising the use of resources within constrained budgets.</p> <p>Specifically this includes:</p> <ol style="list-style-type: none"> <li>Zone alignment – to identify how the existing number and geographical span of zones can be aligned to the new localities of the Torbay and South Devon Clinical Commissioning Group - (and considering what this means for the Western Devon localities) so that benefits from flexible use of staff and economies of scale in management resource can be benefited from</li> </ol>

No	Question	Details
		<p>2. Care coordination and customer facing front end – to redesign the health and social care coordination service so that “Mrs Smith” benefits from this high level service consistently from Monday 8am until Sunday 10:30pm and this service is staffed appropriately according to demand throughout the day/week across the bay.</p> <p>3. Hospital Discharge – to look for further opportunities for efficiencies from integrated hospital discharge arrangements and closer zone based links</p> <p>4. To identify the most appropriate integrated assessment and care planning pathway for people with learning disabilities, identifying what specialist skills need to be retained separately and for what customer needs and what would be best accessed within existing zone structures</p> <p>5. To identify the most appropriate integrated assessment and care planning pathway for older people with mental health needs, identifying what specialist skills need to be retained separately and for what customer needs and what would be best accessed within existing zone structures</p> <p>6. Social Care Workforce – to analyse the current social care workforce supply and demand, roles and responsibilities and time spent, to allow the re-design of community social care support as part of an integrated multi-disciplinary team within reduced resources.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>Benefits to all existing and new customers who will be able to continue to access integrated care and support and have the opportunity to maximise their independence in a person centred way within the significantly reduced financial resources available to provide this assessment and care planning. There may be a slight reduction in our ability to meet all new customer demands in the same timescales as to date, if the reduced resources and the redesigned way in which they work does not allow us to compensate for the loss in resources.</p> <p>Key stakeholders are:</p> <ul style="list-style-type: none"> <li>• People needing care</li> <li>• Families</li> <li>• Social Care Professionals</li> <li>• Partners</li> </ul>
3.	<p><b>What is the intended outcome?</b></p>	<ul style="list-style-type: none"> <li>• Ensure that our teams are working together in the most effective way to provide care and support to our existing and new clients</li> <li>• Reduction of waste and hand-offs in our systems and processes</li> <li>• Maximise the opportunities derived from integrated working and economies of scale</li> <li>• Reduction in staffing costs</li> </ul>





No		Question		Details	
		generally			
		Older or younger people		Reduced responsiveness in assessment and care planning may be experienced if changes and redesign do not offset the reduced resources available. This may consequently mean a delay in service users receiving a service for their needs.	Children should not be affected by these proposals, as these are currently not supported by these teams, only adults (18+)
		People with caring responsibilities		Reduced responsiveness in assessment and care planning may be experienced if changes and redesign do not offset the reduced resources available. This may consequently mean a delay in service users receiving a service for their needs.	
		People with a disability	Maximisation of personal budgets to access as much care and support as possible within constrained budgets	Reduced responsiveness in assessment and care planning may be experienced if changes and redesign do not offset the reduced resources available. This may consequently mean a delay in service users receiving a service for their needs.	
		Women or men			Men and women will be affected equally as these proposals treat and affect both groups in the same way
		People who are black or from a minority ethnic background (BME)			No differential impact
		Religion or belief (including lack of belief)			No differential impact
		People who are lesbian, gay or bisexual			No differential impact

Details	
No	Question
	People who are transgendered
	People who are in a marriage or civil partnership
	Women who are pregnant / on maternity leave
	Socio-economic (including child poverty)
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>All adults supported by our teams will be treated in the same way and have access to the same opportunities as all other adults we support.</p> <p>The proposal will also:</p> <ul style="list-style-type: none"> <li>• Maximise personal budgets to enable clients to access as much care &amp; support as possible</li> <li>• Integrate the most appropriate assessment &amp; care planning pathways for people with learning disabilities &amp; mental health issues</li> </ul>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	These will be identified when detailed project plans are developed – the main positive impact is the ability to rearrange and realign our community services & co-ordinate care to protect the level of support and responsiveness we are able to provide to our clients within a significantly reduced staffing complement brought about through the reductions in adult social care budgets.
11.	Summarise any negative impacts and how these will be managed?	Details will be developed as part of project plans. Reductions in responsiveness in assessment and care planning may result through the reductions in resources available – appropriate and acceptable levels will be agreed with the council as part of the Annual Strategic Agreement. Where demand outweighs our ability to support we will prioritise based on urgency, complexity and risk.

### Section 4: Course of Action

No	Action	Details
12.	State a course of action [please refer to action plan]	<p><b>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</b></p> <p>There are no inequitable adverse impacts foreseen with this proposal as developed at this stage.</p>

**Section 5: Monitoring and Action Plan**

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	The full impact of decisions will only be known once it is introduced.

**Action plan**

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1					

## Budget Proposals 2013/14: Minor Decision: Business Unit: Community Safety - Community Partnerships

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and put out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Frances Hughes

**Position:** Executive Head Community Safety

**Business Unit:** Community Safety

**Department:** Community Safety – Community Partnerships

**Date Commenced:** November 2012

**Date:** January 2013

**Summary from Overall Proposal**

<b>Proposal – Outline</b>	<b>Savings 2013/14</b>		<b>Implementation Cost</b> Include brief outline + year incurred	<b>Delivery In place 01/04/13 If earlier or later state date</b>	<b>Risks / impact of proposals</b>	<b>Type of decision*</b>		
	<b>Income £ 000's</b>	<b>Budget reduction £ 000's</b>				<b>Internal</b>	<b>Minor</b>	<b>Major</b>
To reduce the amount of grant funding given to Community Partnerships by £30,000		30	N/A	01/04/13	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>• Community Partnerships will have a 50% reduction in the grant funding available to them;</li> <li>• A reduction in grant funding will mean that the Community Partnerships will have to review the way in which they operate and look for alternative funding streams;</li> <li>• The council will become an enabler, rather than a direct service provider;</li> <li>• The Community Partnership Management Group will determine how the funding is allocated, in accordance with the identified needs in the Community Plan;</li> <li>• Reputational damage to the Authority, but this can be offset with the plans to develop a Community Development Trust;</li> </ul>		x	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	<p><b>Clearly set out the purpose of the proposal</b></p>	<p>The proposal is to reduce the amount of grant funding to Community Partnerships (16 partnerships in total) by £30,000 in 2013/14. This reduction is part of an ongoing dialogue with the community and voluntary sector around changing their relationship with the Council and each other. After 10 years of Council-supported development the Community Partnerships have registered themselves as a formal legal entity (Company Limited by Guarantee), and the Council need to change their relationship with them to that of an enabler, rather than a provider.</p> <p>The reduction in funding would still give the Community Partnerships a grant allocation of £33,000. This would be given to the Board of the new Torbay Community Partnership entity for them to allocate across Community Partnerships in accordance with needs identified in the Community Plan. It would be for the Board to prioritise the funding allocation.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>The Community Partnerships exist in all Wards across Torbay, and the reduction in funding will affect all of them. However, how the remaining funding would be for the Torbay Community Partnership Board to allocate in accordance with the Community Plan priorities.</p> <p>Hele's Angels (which acts as the Community Partnership for Hele and Lower Barton in Torquay) is funded separately and 2013/14 is the second year of a two year, time limited arrangement to support this deprived ward. This funding is not included in this proposal.</p>
3.	<p><b>What is the intended outcome?</b></p>	<p>It is important to identify the specific outcomes that this proposal intends to deliver.</p> <p>That the Council changes its relationship with the community from a provider of services to an enabler. Rather than supporting the community with a full grant allocation, it will provide a smaller amount of finance and a one year staffing commitment to help the Community Partnership identify a sustainability plan.</p> <p>The Community Partnerships will also be active in this period in the establishment of a Community Development Trust for Torbay, aimed at increasing the resilience and sustainability of the community and voluntary sector as a whole.</p> <p>The aim of a Torbay Community Development Trust would be to recognise the assets of our communities – whether that be people, buildings, or land to support the future of a robust Voluntary and Community Sector. The Trust would be jointly owned – and would not take away any of the independence of its membership. But it would be the guardian and custodian of an overarching prioritised Community Development Strategy for Torbay, developing and implementing a fundraising strategy to increase the external funding secured for the Bay, and bring together the numerous strengths of the sector. The Trust will seek permission to represent the sector (in as far as anyone can represent such a wide and diverse group of people), but it will also be a self-sustaining entity (through social enterprises) that will create a revenue stream in its own</p>



No	Question	Details
		<p>right to support the sector and through this reduce the dependence on grant income.</p> <p>Development trusts are community organisations created to enable sustainable development in their area. They use self-help, trading for social purpose, and ownership of buildings and land, to bring about long-term social, economic and environmental benefits in their community. Development trusts create wealth in communities, and keep it there.</p> <p>A development trust is an organisation that is:</p> <ul style="list-style-type: none"> <li>• engaged in the economic, environmental and social regeneration of a defined area</li> <li>• independent, aiming for self-sufficiency and not for private profit</li> <li>• community based, owned and managed</li> <li>• actively involved in partnerships and alliances between the community, voluntary, private and public sectors</li> </ul> <p>Various umbrella groups for Torbay's voluntary and community sector have been set up in the past – but none have been formalised nor established with the specific aim of safeguarding the sector, with Trustees acting on the sector's behalf. The current funding environment makes working more effectively together even more important to ensure that future cuts in funding do not destabilise the sector.</p>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	The Community Plan is the over arching strategic document. The Community Partnerships (16 partnerships in total) cover all groups in the population. Over the past 3 years the staff support has been directed at the areas of greatest need in terms of deprivation and social capital – this will continue in 2013/14. The funds will need to be prioritised by the new Torbay Community Partnership entity.
5.	How have you consulted on the proposal?	This proposed budget cut was discussed with the Community Partnership Management Group – and the possibility of funding cuts was discussed at the Community Partnerships Annual Meeting in September 2012.  Formal notice was given on the 6 <sup>th</sup> December 2012 at the Community Partnership Management Group
6.	Outline the key findings	There were 18 Community Partnership representatives at the Annual meeting in September. While the specific budget had not been determined at this point the general principle was discussed and the group present recognised the need to seek alternative sources of funding. This is one of the reasons the decision was taken at the annual meeting to legally register the Community Partnership network – to enable it to access more funding sources.  This proposal also forms part of the Overview and Scrutiny - Priorities & Resources meeting that took place on the 11 <sup>th</sup> January 2013. Members of the public and stakeholders were invited to attend this meeting to have their say.  Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.10-4.15 of its report "Review of Priorities and Resources 2013/2014"

No	Question	Details
7.	<b>What amendments may be required as a result of the consultation?</b>	No amendments are required. The Torbay Community Partnership network has ongoing financial commitments, namely £5k to part fund the Community Fundraising Advisor post in the CVA and £5k to fund a panel partner which is a requirement to assist in the community accessing the government's Community First grant funding programme but the current proposed budget covers this.

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally		There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.	
	Older or younger people		Initiatives supporting these groups have to date received the largest share of the Community Partnership grants so they are likely to be more affected. The funds will need to be prioritised by the new Torbay Community Partnership entity.	
	People with caring responsibilities		There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.	
	People with a disability		There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.	

Details	
No	Question
	Women or men
	There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.
	People who are black or from a minority ethnic background (BME)
	There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.
	Religion and Belief
	There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.
	People who are lesbian, gay or bisexual
	There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.
	People who are transgendered
	There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.

Details	
No	Question
	<p>People who are in a marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic (including child poverty)</p>
	<p>There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.</p> <p>There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.</p> <p>There will be less council funding available for community activities at the neighbourhood level to support local residents. The funds will need to be prioritised by the new Torbay Community Partnership entity.</p>
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>The proposals meet the general duty as:</p> <ul style="list-style-type: none"> <li>• the council is still funding the Community Partnerships albeit at a lower level</li> <li>• the council will still support the community and voluntary sector with staff resources to assist the development of a Community Development Trust</li> <li>• the Community Partnerships role is to engage a wide cross section of the community and this will remain the case.</li> </ul>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<ul style="list-style-type: none"> <li>Community Partnership will have to operate more cohesively across boundaries to support each other to achieve their objectives</li> <li>As a new legal entity, Community Partnerships will have access to funding sources outside of Torbay Council,</li> <li>The creation of a Community Development Trust for Torbay is a more sustainable model for community and voluntary sector development which the community and voluntary sector is leading in order to consolidate the sector and Torbay Council will support this will staff resources.</li> </ul>
11.	Summarise any negative impacts and how these will be managed?	<ul style="list-style-type: none"> <li>The Community Partnerships do not exist just because of the funding. They are an established forum within the communities they serve.</li> <li>Any reduction in funding will require the Community Partnership to reassess their delivery and funding model going forward.</li> <li>The Council will work with the Torbay Community Partnership Board to help them affect the necessary changes.</li> <li>The potential decline in funding to activities targeted at youth and older people will be compensated by better links with the Torbay Older Citizen's Forum plus more external fundraising with the support of the CVA based Community Fundraising Advisor.</li> </ul>

### Section 4: Recommended course of Action

No	Action	Details
12.	State a recommended course of action  [please refer to action plan]	<p><b>Outcome 2: Adjustments to remove barriers</b> – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality.</p> <p>The decline in grant funding available for activities supporting youth and older people will be compensated by signposted the Community Partnerships to other sources of funding.</p>

	It is recommended that this proposal is implemented.
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### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	The new Community Partnership Board will be asked to monitor the impact of this budget cut and report to the Council on a quarterly basis.

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	To consult with the Community Partnership group on the proposals to reduce the funding to Community Partnerships	3 month consultation on changes in funding is required as part of the council's budget process	Officer time	Community Safety Business unit	January 2013
2	Torbay Council will work with the new Torbay Community Partnership Board	Ongoing dialogue and partnership working will ensure that the community partnership are continued to be supported in their work	Officer time	Community Safety Business unit	By 1 <sup>st</sup> April 2013
3	Torbay Council will make staff resources available to support the development of a Community Development Trust for Torbay in support of the whole of the community and voluntary sector	The development of a Community Development Trust will be a new venture to consolidate the community and voluntary sector and make it more sustainable. The council staff resources will be required to support this change.	Officer Time	Community Safety Business Unit	April 2013 to March 2014.



**Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Fran Hughes

**Position:** Executive Head Community Safety

**Business Unit:** Community Safety

**Department:** Community Safety – Community Protection

**Date Commenced:** November 2012

**Date:** January 2013

## Summary from Overall Proposal

Proposal – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 if earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Reduce the number of investigation and enforcement staff within the Community Protection Team. This will result in a 50% reduction in the proactive contaminated land and air quality work undertaken; a further prioritisation of complaints received based on risk and vulnerability and a move towards allocating resources on the basis of threat, risk and harm. Some customers will therefore not receive a bespoke service to investigate their complaints.		47	Redundancy payments at 31/03/2013	01/04/2013	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>20% of customers will not receive a bespoke service as they do not meet the risk and vulnerability threshold;</li> <li>The data from those 20% will be used as intelligence to monitor trends in activity and allocate resources;</li> <li>50% reduction in the scientific work associated with air quality and contaminated land duties</li> <li>Low risk issues and complaints will not be dealt with.</li> </ul>		x	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>A reduction in the provision of community protection services, i.e. complaints relating to pollution, noise, etc.</p> <p>The aim is to focus the work of the team on the highest areas of threat, risk and harm. In order to do this, we will apply a filter to all complaints at the first point of contact which assesses the risk and vulnerability of the client. Those who meet the new thresholds will receive a bespoke service as currently. For those who do not meet the thresholds they will be offered advice and other sources of support, e.g. website, mediation, etc. We will not commence a bespoke investigation but will use the information as part of our intelligence gathering. These intelligence processes will look for trends in activities and risks and be used to allocate resources when they become available.</p> <p>We will be developing the thresholds over the coming months, but the aim will be to reduce the workload of the team by 20%</p>
2.	Who is intended to benefit / who will be affected?	<p>Those members of the public who are vulnerable or who have a high risk issue affecting their wellbeing will continue to receive a service when they contact us as is the current arrangement.</p> <p>Those members of the public who are assessed as not being vulnerable or who are not experiencing a significant risk to their well being will not receive a bespoke investigation and will be signposted to other sources of assistance.</p> <p>The wider population of Torbay will be affected by the changes to reduce the scientific work we proactively undertake. We will only deliver the statutory minimum service in these areas.</p>
3.	What is the intended outcome?	<p>The intended outcome is to manage demand to Community Protection and ensure that finite resources are targeted at the areas of highest threat, risk and harm.</p> <p>The Council's statutory obligations in this area of work are under the Environmental Protection Act 1990 Section 79 where the legal duty states:</p> <p style="padding-left: 40px;">"It shall be the duty of every local authority to cause its area to be inspected from time to time to detect any statutory nuisances."</p>

No	Question	Details
		<p>All other issues, e.g. fly tipping, environmental crime enforcement are powers of the council but are not statutory duties of the local authority. Hence they will not be investigated unless they have been witnessed by members of the public who are prepared to supply witness statements.</p> <p>Not undertaking enforcement or investigatory activities may impact upon TOR2 and the relationship between enforcement and frontline delivery and service costs. For example, if enforcement reduces then there may be additional costs of clear up by TOR2, and a reduced regulatory deterrent may mean that people are more inclined to flytip.</p>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

## Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	We already collect data on demand (Please see the Community Safety Service Review for more details <a href="http://www.torbay.gov.uk/index/yourcouncil/financialservices/budget/budgetsummary.htm">http://www.torbay.gov.uk/index/yourcouncil/financialservices/budget/budgetsummary.htm</a> ) and we aim to reduce the workload by 20% based on this new system. We have trialled a similar method of working in private sector housing standards based on an agreed format which the Police use for assessing vulnerability, which has demonstrated that this type of assessment can be practically implemented.
5.	How have you consulted on the proposal?	A public budget questionnaire has been made available on the 2 <sup>nd</sup> January - this has been made available online and at our connections offices & libraries. This questionnaire asks local residents views on this proposal.  This proposal was also part of the Priorities & Resources (Overview & Scrutiny) meetings that took place throughout January.
6.	Outline the key findings	<p><u>Priorities &amp; Resources:</u></p> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.10-4.15 of its report "Review of Priorities</p>

No	Question	Details												
	and Resources 2013/2014"	<u>Torbay Budget Consultation:</u>												
	Please Note: This question includes both Community Protection & Street Wardens													
	<b>Q5) Do you support this proposal?</b>	<table border="1" data-bbox="383 1344 558 1456"> <thead> <tr> <th data-bbox="383 1344 430 1456"></th> <th data-bbox="430 1344 478 1456">Number</th> <th data-bbox="478 1344 558 1456">Percent</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 1456 430 1489">Yes</td> <td data-bbox="430 1456 478 1489">228</td> <td data-bbox="478 1456 558 1489">78.4%</td> </tr> <tr> <td data-bbox="383 1489 430 1523">No</td> <td data-bbox="430 1489 478 1523">63</td> <td data-bbox="478 1489 558 1523">21.6%</td> </tr> <tr> <td data-bbox="383 1523 430 1556"><b>Total</b></td> <td data-bbox="430 1523 478 1556"><b>291</b></td> <td data-bbox="478 1523 558 1556"><b>100.0%</b></td> </tr> </tbody> </table>		Number	Percent	Yes	228	78.4%	No	63	21.6%	<b>Total</b>	<b>291</b>	<b>100.0%</b>
	Number	Percent												
Yes	228	78.4%												
No	63	21.6%												
<b>Total</b>	<b>291</b>	<b>100.0%</b>												
	Most respondents (78.4%) support the proposal to reduce the community protection budget by reducing the amount of work carried out on pollution, prioritising services to vulnerable people and reducing the number of street wardens.	Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.												
		Please see Torbay Budget Consultation Report 2013 – 14 for more information												
7.	<b>What amendments may be required as a result of the consultation?</b>	To be considered following ratification at Full Council												

**Positive and Negative Equality Impacts**

No	Question	Details
8.	Identify the potential positive and negative impacts on specific	

No		Question			Details		
groups		Positive Impact	Negative Impact	Neutral Impact			
	All groups in society generally		Low risk issues and complaints will not be dealt with but we will have regard to all the information which we receive and will use it to make sure we identify trends or patterns of environmental issues and areas which require a more detailed investigation.	Those who are affected by a high risk issue or who are vulnerable will still receive the same level of service as currently. The filter system will be based on risk and the vulnerability of the individual; therefore there should be a neutral impact on most clients.			
	Older or younger people			No differential impact			
	People with caring responsibilities			No differential impact			
	People with a disability			No differential impact			
	Women or men			No differential impact			
	People who are black or from a minority ethnic background (BME)			No differential impact			
	Religion and Belief			No differential impact			
	People who are lesbian, gay or bisexual			No differential impact			
	People who are transgendered			No differential impact			
	People who are in a marriage or civil partnership			No differential impact			
	Women who are pregnant / on maternity leave			No differential impact			

Details	
No	Question
	Socio-economic (including child poverty)
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>In the development of this proposal, we have tried to balance the reality of a significant cut in Central Government funding to protect the most vulnerable members of our community as far as possible.</p> <p>By virtue of the fact that we will prioritise cases which are high risk or where the client is vulnerable, we will ensure that those who need the service most will continue to receive it. All other clients will be able to report their concerns and we will monitor this information and ensure it is turned into intelligence to enable the Business Unit to deploy its resources to best effect.</p>

### Section 3: Steps required to manage the potential impacts identified

Details	
No	Action
10.	<p><b>Summarise any positive impacts and how they will be realised most effectively?</b></p> <p>Vulnerable clients and those with high threat, risk and harm will receive a priority service.</p>
11.	<p><b>Summarise any negative impacts and how these will be managed?</b></p> <p>In the development of this proposal, we have tried to balance the reality of a significant cut in Central Government funding to protect the most vulnerable members of our community as far as possible. The proposal recognises the need for additional support based on threat, risk and harm and the vulnerability of the client involved. We are aware of high profile cases, such as the Pilkington Serious Case Review (SCR), and the assessment matrix will take this into account. The vulnerability matrix is based on best practice and is already in use by the police</p>

### Section 4: Recommended Course of Action

Details	
No	Action
12.	<p><b>State a recommended course of action</b></p> <p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p>

<b>[please refer to action plan]</b>	<p>The matrix which assesses risk and vulnerability will be kept under review and cross referenced with the intelligence received to ensure that those who need services continue to receive them. The impact on TOR2 will also be monitored through regular dialogue as part of existing arrangements.</p> <p>It is recommended that this proposal is implemented.</p>
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### Section 5: Monitoring and Action Plan

<b>No</b>	<b>Action</b>	<b>Details</b>
13.	Outline plans to monitor the actual impact of your proposals	The new intelligence based model will act as a check and balance on the effectiveness of the assessment matrix.

### Action plan

<b>No.</b>	<b>Action</b>	<b>Reason for action / contingency</b>	<b>Resources</b>	<b>Responsibility</b>	<b>Deadline date</b>
2	Utilise the new intelligence model to assess the effectiveness of the risk and vulnerability matrix.	To ensure that the threshold is set at an appropriate level.	Officer time	Community Safety Business Unit	Quarterly
3	Meet regularly with TOR2 to assess the impact of the changes and ensure that there are no unintended consequences	To ensure that there are no unintended consequences from the councils actions	Officer time	Community Safety Business Unit	Quarterly as part of existing contract monitoring arrangements.



## **Budget Proposals 2013/14: Minor Decision: Business Unit: Community Safety - Street Wardens**

### **Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Fran Hughes

**Position:** Executive Head Community Safety

**Business Unit:** Community Safety

**Department:** Community Safety

**Date Commenced:** November 2012

**Date:** January 2013

## Summary from Overall Proposal

Proposal – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 if earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Reduce the number of Street Wardens by 2 FTE, with the results that Street Wardens will be spread across a wider geographical area		45	None	01/04/2013	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>Reductions in the visible presence provided by the Street Wardens as less officers will have to cover the same geographical areas covered by the Street Warden programme.</li> <li>Reductions in the support for the Junior Street Wardens (JSW Crew).</li> <li>Support will continue to be provided to those most vulnerable in the community.</li> <li>Reduced resource across the wider service area including Anti Social Behaviour (ASB) investigation, victim support and environmental crime investigation. Will increase workload in other areas.</li> <li>A reduced ability to support community development at the same level as currently.</li> </ul>		x	

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>Reduce the number of Street Wardens employed by the Council from 7 to 5 – there are currently two vacant posts (There is an additional Street Warden employed by the Torquay BID rather than the council that operates in Torquay Town Centre).</p> <p>Torbay Council currently employs 6 Street Wardens and 1 Senior Street Warden to cover the areas of Watcombe, Hele, Torre, Queen Elizabeth Drive, Paignton. The Wardens role is multi-faceted and includes:-</p> <ul style="list-style-type: none"> <li>• A visible presence in communities;</li> <li>• Supporting community activities and events;</li> <li>• Undertaking various regulatory interventions (e.g. deterring dog fouling, litter and ASB);</li> <li>• Coordinating the Junior Street Warden Programme (JSW Crew);</li> <li>• Providing support to the most vulnerable in our communities;</li> <li>• Facilitating community events;</li> <li>• Supporting partners to deliver high community confidence;</li> </ul> <p>More details can be found at: <a href="http://www.torbay.gov.uk/index/yourservices/communityprotection/policingandsafety/streetwardens/htm">www.torbay.gov.uk/index/yourservices/communityprotection/policingandsafety/streetwardens/htm</a></p> <p>The Street wardens will still expected to cover the same geographical areas but will have less time to spend there. There will still be a Street Warden in all the existing areas, but the resilience of the scheme and the ability fo the wardens to participate in all of the activities that they currently support will be reduced.</p>
2.	Who is intended to benefit / who will be affected?	<p>The areas of Torre, Hele, Watcombe and Blatchcome will be affected.</p> <p>There will be less of a visible Street Warden presence in each area, as the Wardens will have to cover wider areas to accommodate the staff losses.</p> <p>However, 2 Street Warden posts are currently vacant.</p>

No	Question	Details
		<p>PCSOs still operate in Torbay and will continue to operate in the affected areas.</p> <p>We will have to reduce the amount of support for JSW Crew, community development including initiatives such as the Preventative Community Team in Watcombe and Hele.</p> <p>Police, Community Partnerships, JSW Crew, other community representatives are key stakeholders</p>
3.	<p><b>What is the intended outcome?</b></p>	<p>Not to fill the two vacant posts. The reduction will result in less Street Warden cover being provided in all of the areas street wardens currently staff. Although there will still be one Street Warden allocated to each area, at times of officer holiday/sickness, etc, the cover will be lost.</p>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>Street Wardens are deployed in the most deprived areas of Torbay. 15% (21,000) of the population live in areas in the top 10% most deprived in England (2010).</p> <p>They provide a visible presence in terms of patrolling on foot; they support community events; check on vulnerable members of the community; support community environmental projects and environmental clean ups; support health improvements through lifestyle changes and reduce the inequalities gap; investigate cases of antisocial behaviour and support victims; provide a conduit between the community and the council and other statutory partners; reduce costs to all agencies through early interventions and sound intelligence from communities.</p>
5.	How have you consulted on the proposal?	<p>This proposal forms part of the public budget consultation online/paper survey which has been undertaken.</p> <p>This proposal also forms part of the Overview and Scrutiny - priorities and resources meetings that took place throughout January where members of the public and stakeholders have been invited to attend and have their say.</p>
6.	Outline the key findings	<p><u>Priorities &amp; Resources:</u></p> <p>Representations made at the Priorities &amp; Resources (Overview &amp; Scrutiny) meeting:</p> <ul style="list-style-type: none"> <li>• “Street wardens are saving the Council money i.e. There has been a reduction in anti-social behaviour”</li> <li>• “Street warden service needs to retain seven street wardens”</li> <li>• “There should be a partnership approach with police and housing associations”</li> </ul>

No	Question	Details										
		<p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.10-4.15 of its report "Review of Priorities and Resources 2013/2014"</p> <p><u>Torbay Budget Consultation:</u></p> <p>Please Note: This question includes both Community Protection &amp; Street Wardens</p> <p><b>Q5) Do you support this proposal?</b></p> <table border="1" data-bbox="550 674 726 1115"> <thead> <tr> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>228</td> <td>78.4%</td> </tr> <tr> <td>63</td> <td>21.6%</td> </tr> <tr> <td><b>Total</b></td> <td><b>291</b></td> </tr> <tr> <td></td> <td><b>100.0%</b></td> </tr> </tbody> </table> <p>Most respondents (78.4%) support the proposal to reduce the community protection budget by reducing the amount of work carried out on pollution, prioritising services to vulnerable people and reducing the number of street wardens.</p> <p>Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.</p> <p>Please see Torbay Budget Consultation Report 2013 – 14 for more information</p>	Number	Percent	228	78.4%	63	21.6%	<b>Total</b>	<b>291</b>		<b>100.0%</b>
Number	Percent											
228	78.4%											
63	21.6%											
<b>Total</b>	<b>291</b>											
	<b>100.0%</b>											
7.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>To be considered following ratification at Full Council</p>										

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups		<p>There will be a reduced Street Warden capacity in all affected areas, which are in the top 10 most deprived areas in the country. However the remaining service will be targeted towards the most vulnerable in each area.</p>	<p>The Street Warden Scheme will remain focused on Torbay's most deprived communities and all of the current areas served by the Street Warden Scheme will continue to get a service. This service will be targeted towards the most vulnerable in each area.</p>
	Older or younger people		<p>There will be less opportunities for younger people as the JSW Crew Scheme is reduced. We will not be able to provide the range and frequency of JSW Crew activities in each area Less support for elderly clients as wardens often identify and work with those most vulnerable in the community – Where vulnerability issues are not being addressed through statutory services, the wardens often provide informal but vital support in terms of ensuring vulnerable individuals do not become isolated and have access to key services. With less wardens the ability to ensure this continues will be reduced.</p>	<p>The Council will ensure the equality of the remaining scheme to avoid discrimination.</p>
	People with caring			<p>No differential impact – see above</p>

No	Question	Details	
	responsibilities		
	People with a disability		No differential impact – see above
	Women or men		No differential impact – see above
	People who are black or from a minority ethnic background (BME)		No differential impact – see above
	Religion and Belief		No differential impact – see above
	People who are lesbian, gay or bisexual		No differential impact – see above
	People who are transgendered		No differential impact – see above
	People who are in a marriage or civil partnership		No differential impact – see above
	Women who are pregnant / on maternity leave		No differential impact – see above
	Socio-economic (including child poverty)		No differential impact – see above
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	The Street Warden Scheme will remain focused on Torbay's most deprived communities and all of the current areas served by the Street Warden Scheme will continue to get a service. This service will be targeted towards the most vulnerable in each area.	



### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	The proposal recognises the need for support in the current Street Warden areas, and will retain a Street Warden service in all these areas. However, there will be times when continuity of service cannot be maintained due to less staff resources. We will however work closely with the Police, who provide PCSOs in the same areas to ensure that we effectively coordinate our activities to ensure that we do not duplicate activity, but compliment each other's role and effectively work together to support and safeguard our communities.
11.	Summarise any negative impacts and how these will be managed?	The budget proposal maintains a Street Warden in all the geographical areas currently covered by the Street Wardens. We will be working with the communities affected, through the Community Partnerships and other community representatives to work up a business plan for each of the areas for the coming year. The business plan will detail our commitment to each area, through negotiation and based on each communities requirements.

### Section 4: Recommended Course of Action

No	Action	Details
12.	State a recommended course of action  [please refer to action plan on page 9]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>To formally implement the proposal to permanently reduce the number of Street Wardens from 7 – 5, although this has in effect already occurred as there are 2 vacant posts.</p> <p>It is recommended that this proposal is implemented.</p>

### Section 5: Monitoring and Action Plan

		Details
No	Action	
13.	Outline plans to monitor the actual impact of your proposals	The Street Wardens will still be working in the specified geographic locations. They will report any significant changes, community tensions or increased vulnerability in their areas. The Partnership Tasking process will also monitor trends in crime, hate crime and community tension and prioritise these for action, if thresholds are met. The newly established Vulnerability Group will also deal with individual cases of vulnerability where this is identified, through a multiagency approach – This group will ensure that issues of vulnerability are escalated across partner agencies so that those of concern receive an appropriate level of support and/or signposting.

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
2	Maintain the Partnership Tasking process to ensure that trends are identified quickly.	Partnership working will ensure that risks and vulnerability are identified quickly and a multi agency approach displayed where necessary.	Officer time	Community Safety Business Unit	Ongoing
3	Work with Police PCSOs to effectively coordinate activities, avoid duplication and work together to support and safeguard vulnerable communities.	Partnership working will ensure that the most vulnerable receive an appropriate level of resources.	Officer time	Community Safety Business Unit	Ongoing
4	Work with community partnerships and other community representatives in each area to determine the business plan for the street wardens for the coming year.	To ensure resources are targeted at the areas of highest need and importance to the community	Officer time	Community Safety Business Unit	End March 2013

## Budget Proposals 2013/14: Major Decision: Business Unit: Supporting People

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Lisa Smith / Tracey Field

**Position:** Acting Supporting People Managers

**Business Unit:** Supporting People

**Department:** Supporting People

**Date Commenced:** November 2012

**Date:** January 2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Accommodation Plus – <ul style="list-style-type: none"> <li>Reshaping floating support/supportive landlord model with a cessation of current contract.</li> </ul>		200		1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>			X

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal is to end the Accommodation Plus service managed by Westcountry Housing and delivered on a sub-contract basis by Rethink. There are currently 56 people in the service, which has a capacity of 70 units. 28 clients receive support from their landlord and it is proposed that if any of these individuals are still receiving support at service end they will be given a time limited personal budget to allow them to continue to receive support from the landlord. A further 28 clients are receiving their support within a floating support model and if there any clients who still require a service then they will be transferred across to a generic floating support service. Referrals into the service will cease to prevent the need for additional clients to be transferred elsewhere.</p> <p>The key objectives are:-</p> <ul style="list-style-type: none"> <li>To ensure that the clients in the service do not loose a service by providing a personal budget or transferring them to a generic floating support service</li> <li>To realise savings of £200,000 within the Supporting People Budget</li> </ul>

No	Question	Details
		In the future these clients needs will be met by general needs floating support services or by the new Accommodation for Recovery and Independence Service.
2.	Who is intended to benefit / who will be affected?	<ul style="list-style-type: none"> <li>Existing clients of the service, these are people who experience poor mental health</li> <li>The service provider</li> <li>Landlords</li> <li>Other clients using generic services who may impacted upon through longer waiting lists</li> </ul>
3.	What is the intended outcome?	<ul style="list-style-type: none"> <li>Clients in the service continue to be supported, where their needs indicate that support is required</li> <li>Supportive landlords receive an appropriate level of support and governance</li> <li>The Supporting People budget is reduced by £200,000</li> </ul>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

## Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	The cost model of the service was reviewed against the costs of other services and it was found a service could be delivered in a more cost-effective way.

No	Question	Details
5.	How have you consulted on the proposal?	<p>Consultation has been undertaken with Westcountry Housing the service provider. They are undertaking consultation with their sub-contractor (Rethink), landlords and clients.</p> <p>This proposal was also considered at the Priorities &amp; Resources meeting which took place on the 11<sup>th</sup> January.</p>
6.	Outline the key findings	<p>The provider and commissioner agree that the model is complex and unclear. This lack of clarity extends to governance and quality arrangements.</p> <p><u>Priorities and Resources:</u></p> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.16-4.18 of its report "Review of Priorities and Resources 2013/2014"</p>
7.	What amendments may be required as a result of the consultation?	<p>As a result of discussions with the provider they have been given notice that funding for this service will be withdrawn at the end of the current financial and are in agreement with this proposal. They will be working during the intervening period to move clients on from the service where it is appropriate to do so and putting mechanisms in place to provide support for those landlords whose tenants access personal budgets to provide continued support once the service ends.</p>

### Positive and Negative Equality Impacts

No	Question	Details						
8.	Identify the potential positive and negative impacts on specific groups	<table border="1"> <thead> <tr> <th>Positive Impact</th> <th>Negative Impact</th> <th>Neutral Impact</th> </tr> </thead> <tbody> <tr> <td>All groups in society generally</td> <td>The service end will reduce system capacity which will impact overall access to Supporting People services</td> <td></td> </tr> </tbody> </table>	Positive Impact	Negative Impact	Neutral Impact	All groups in society generally	The service end will reduce system capacity which will impact overall access to Supporting People services	
Positive Impact	Negative Impact	Neutral Impact						
All groups in society generally	The service end will reduce system capacity which will impact overall access to Supporting People services							

No		Question		Details	
		Older or younger people		across all client groups	The service does not work with younger people their needs are met in other services.
		People with caring responsibilities		The service end will reduce system capacity which will impact overall access to Supporting People services across all client groups	
		People with a disability		This service works specifically with people who experience poor mental health. There may be an overall reduction in available services for new clients with poor mental health. However a brand new service for people with poor mental health starts in March 2013, so this will mitigate against any impact	
		Women or men		The service end will reduce system capacity which will impact overall access to Supporting People services across all client groups	
		People who are black or from a minority ethnic background (BME)		The service end will reduce system capacity which will impact overall access to Supporting People services across all client groups	
		Religion or belief (including lack of belief)		The service end will reduce system capacity which will impact overall access to Supporting People services across all client groups	
		People who are lesbian, gay or bisexual		The service end will reduce system capacity which will impact overall access to Supporting People services	

No		Question	Details	
		People who are transgendered	across all client groups	The service end will reduce system capacity which will impact overall access to Supporting People services across all client groups
		People who are in a marriage or civil partnership		No differential impact
		Women who are pregnant / on maternity leave		The service end will reduce system capacity which will impact overall access to Supporting People across all client groups
		Socio-economic (including child poverty)		
9.		Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	Clients will receive a more outcomes focused service in the new model, or in alternative services. This outcomes focus will support people to become more independent and reduce the stigma that they may experience from being people who experience poor mental health.	

**Section 3: Steps required to manage the potential impacts identified**

No		Action	Details
10.		Summarise any positive impacts and how they will be realised most effectively?	The service will be more cost-effective in the new model. People will receive a more focused service which should improve outcomes for individuals.
11.		Summarise any	The main negative impacts are that there will be a reduced system capacity for Supporting People services. We are



negative impacts and how these will be managed?	working to improve throughput in other services, to free up resources more quickly. Prioritisation for services is being reviewed to ensure that the people most in need are those who are prioritised for service. Supporting People will be monitoring the access times to service following the changes to understand the impact and may make further commissioning decisions should the impact become unacceptable.
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#### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>There will be alternative provision to meet the needs of clients. Nobody 'in' a service will lose a service, but there will be longer waits for 'new' clients.</p> <p>It is recommended that this proposal is implemented.</p>

#### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	Set up a monthly report at the Single point of referral Hub which shows waiting times, and numbers of people waiting for service. This to be monitored from Feb 2013, impacts are likely to be seen from April 2013 so monitoring from Feb 2013 will show baseline information.

**Action plan**

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Monitoring of referrals and wait times	To enable contingency commissioning decisions should the wait be unacceptable.	A waiting list monitoring report at the referral hub	Supporting People/Referral Hub	End Feb 2013

## Budget Proposals 2013/14: Major Decision: Business Unit: Supporting People

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Lisa Smith / Tracey Field

**Position:** Acting Supporting People Managers

**Business Unit:** Supporting People

**Department:** Supporting People

**Date Commenced:** November 2012

**Date:** January 2013

### Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p>Cumberland Complex</p> <ul style="list-style-type: none"> <li>To reconfigure the Cumberland Complex Service to ensure it meets clients needs.</li> </ul>		100		On-going	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	x		x

### Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal is to reconfigure the service provided within the Cumberland Complex to a model of support and care to ensure clients are receiving appropriate services. There are a number of clients within the service who in addition to their support needs have a package of care. The proposal is to assess the needs of each client and establish a single contract which will roll-in existing packages of care. By amalgamating this it will create an additional clear cost saving of £60,000 from the social care budget (this is in addition to the £100,000 saving as identified above)</p> <p>The key objectives are</p> <ul style="list-style-type: none"> <li>To avoid cost shunting across to care</li> <li>To ensure clients are a service that is appropriate to their needs</li> <li>To realise a saving of £100,000 within the Supporting People budget</li> </ul>
2.	Who is intended to benefit / who will be	<p>Clients of the service will receive clearly defined care and support, as per their needs. The work will generate efficiency savings to both the Supporting People budget and the Adult Social Care budget.</p>

No	Question	Details
	affected?	
3.	What is the intended outcome?	<ul style="list-style-type: none"> <li>To improve governance and quality arrangements for the contracting of this service.</li> <li>Outcomes for clients will be improved as they will be clearly defined.</li> <li>For the Authority to have a clearer view of the resource going into this service.</li> </ul>

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	The needs of clients have been reviewed and future commissioning of the service will be more needs led in terms of pricing than previously.
5.	How have you consulted on the proposal?	<p>This proposal has been discussed with the provider, commissioners and with Mental Health Community Team Leaders.</p> <p>As service users will continue to have their needs met, and this change will have minimal if any impact on them, they have not been consulted on regarding this proposal.</p> <p>This proposal was also considered at the Priorities &amp; Resources meeting which took place on the 11<sup>th</sup> January.</p>
6.	Outline the key findings	<p>The provider is happy that this enables a continuation of this service.</p> <p>This piece of work has been done in conjunction with the Mental Health commissioner, the General Manager of the</p>

Details	
No	Question
	<p>Learning Disability team, the general manager for Older People's Mental Health services and the Head of Contracting and Provider partnerships for Devon Partnership NHS Trust</p> <p>Priorities &amp; Resources:</p> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.16-4.18 of its report "Review of Priorities and Resources 2013/2014"</p>
7.	<p>What amendments may be required as a result of the consultation?</p> <p>None</p>

### Positive and Negative Equality Impacts

No	Question	Details
8.	<p>Identify the potential positive and negative impacts on specific groups</p>	
	<p>All groups in society generally</p>	<p><b>Positive Impact</b></p> <p>The majority of the clients are older people and they will benefit from a more clearly defined service model</p> <p><b>Negative Impact</b></p> <p></p> <p><b>Neutral Impact</b></p> <p>This proposal is around a specific group of 34 people so would not impact on wider society</p>
	<p>Older or younger people</p>	<p>The majority of the clients are older people and they will benefit from a more clearly defined service model</p> <p>The service users will continue to have their assessed needs met.</p>
	<p>People with caring responsibilities</p>	<p>Carers and families will be reassured that their family member will be receiving support and care appropriately</p>
	<p>People with a disability</p>	<p>The majority of the clients have some</p> <p>The service users will continue to have</p>

No	Question	level of disability and they will benefit from a more clearly defined outcome focused service model	Details
	Women or men		their assessed needs met.
	People who are black or from a minority ethnic background (BME)		There is no differential impact as a result of gender.
	Religion or belief (including lack of belief)		There is no differential impact as a result of ethnicity.
	People who are lesbian, gay or bisexual		There is no differential impact as a result of religion.
	People who are transgendered		There is no differential impact as a result of sexuality.
	People who are in a marriage or civil partnership		There is no differential impact as a result of transgender
	Women who are pregnant / on maternity leave		There is no differential impact as a result of people who are in a marriage or civil partnership
	Socio-economic (including child poverty)		There is no differential impact as a result of pregnancy/maternity leave.
<b>9.</b>	<b>Is there scope for</b>		There is no differential impact as a result of Socio-economic (including child poverty)

<b>No</b>	<b>Question</b>	<b>Details</b>
	<p><b>your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p>	<p>The proposal will lead to a more outcomes focused service which will improve equality and opportunity for clients.</p>



**Section 3: Steps required to manage the potential impacts identified**

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	It will be a more cost-effective outcomes service, and duplication of funding will end.
11.	Summarise any negative impacts and how these will be managed?	None

**Section 4: Recommended course of action**

No	Action	Details
12.	State a course of action [please refer to action plan]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>The change is one designed to improve and enhance quality and governance, leading to improved outcomes for clients.</p> <p>It is recommended that this proposal is implemented.</p>

**Section 5: Monitoring and Action Plan**

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	Continuous quarterly contract management and monitoring of the savings to the ASC budget

**Action plan**

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	None required- This is a commissioning change, so has required contract negotiation but no impact on service delivery				

## **Budget Proposals 2013/14: Major Decision: Business Unit: Supporting People**

### **Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Lisa Smith / Tracey Field

**Position:** Acting Supporting People Managers

**Business Unit:** Supporting People

**Department:** Supporting People

**Date Commenced:** November 2012

**Date:** January 2013

### Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Offender management floating support <ul style="list-style-type: none"> <li>Reconfiguration of support to offenders.</li> </ul>		170		1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> <li>Meeting needs of service users through generic floating support services and cessation of bespoke offender programme.</li> <li>Specific training to be provided to staff to meet offender clients specific needs.</li> </ul>			x

### Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal is to end the contract currently in place with Sanctuary Supported Living for the provision of a specific floating support service for clients of the Probation Service. The average stay in this service is 3 months and referrals into the service will be tailed off to ensure there are no clients in the service at contract who will need to be transferred to another service.</p> <p>Key objectives:-</p> <ul style="list-style-type: none"> <li>To continue to provide support to this client through other existing services</li> <li>To provide support to this client group in a way that offers better value for money to the Authority</li> <li>To realise a saving of £170,000 within the Supporting People budget</li> </ul>

No	Question	Details
2.	Who is intended to benefit / who will be affected?	<p>The groups who will be most affected by the proposal are:-</p> <ul style="list-style-type: none"> <li>• Offenders</li> <li>• Offender Managers within the Probation Service who have direct access to the provision for their clients</li> <li>• The service provider and their staff</li> <li>• Clients accessing generic support services may experience delays through increased overall demand on the service</li> </ul> <p>The key stakeholder is Devon &amp; Cornwall Probation Service. They currently contribute £30,000 of the total annual service cost of £200,000, but are the main beneficiaries of the outcomes delivered by the service.</p>
3.	What is the intended outcome?	<p>The intended outcome of this proposal is to continue to provide support to this client group, but by combining it with other existing services achieves efficiencies and ensures that support continues to be provided but in a way that offers better value for money to the Authority resulting in a saving of £170,000 within the Supporting People budget.</p> <p>Staff within existing floating support services are up skilled workers to enable them to work with individuals who are subject to Multi-Agency Public Protection Arrangements (MAPPA)</p>

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

## Evidence, Consultation and Engagement

Details	
<b>No</b>	<b>Question</b>
<b>4.</b>	<b>Have you considered the available evidence?</b>
	<p>The proposal will affect the clients of the Probation Service, in that they will no longer have a floating support service targeted specifically for the client group. The needs of offenders in terms of housing related support can be met within a generic service.</p>
<b>5.</b>	<b>How have you consulted on the proposal?</b>
	<p>We have consulted with the Probation Service and the service provider on the proposal. As part of this process the provider was asked to identify options on how they may be able to reduce the cost of service delivery.</p> <p>It is not possible to identify the future users of this service, and therefore it has not been possible to engage them in any specific consultation.</p> <p>This proposal was also considered at the Priorities &amp; Resources meeting which took place on the 11<sup>th</sup> January.</p>
<b>6.</b>	<b>Outline the key findings</b>
	<ul style="list-style-type: none"> <li>• Concerns were expressed by the provider that there was a risk that staff skills in relation to dealing with MAPPA cases would be lost if the service were to end as these specific skills may not be found in staff within a generic support service. This concern has been echoed by the Probation Service, however, DCPT are unable to guarantee a financial contribution to the service beyond the end of the current financial year.</li> <li>• The current provider delivers one of the generic floating support services and they agree this client groups housing related support needs can be met within a generic provision, but are concerned about the ability of the service to work with MAPPA clients.</li> <li>• This is a high cost service. The proposal submitted by the provider to reduce the value of the contract offered a reduction in cost against a proportionate reduction in capacity, but this does not offer better value for money.</li> </ul> <p><u>Priorities &amp; Resources:</u></p> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.16-4.18 of its report "Review of Priorities and Resources 2013/2014"</p>
<b>7.</b>	<b>What amendments may be required as a</b>
	<p>The need to up skill staff within the generic floating support provision to have a level of understanding around working with individuals who are subject to MAPPA has been identified and as a result arrangements will be made to enable staff</p>

No	Question	Details
	result of the consultation?	<p>to be skilled up in this area prior to the commencement of the new arrangements.</p> <p>The impact on system capacity overall and therefore waiting times is unclear at this stage contingency plans will be put in place to provide increased capacity, should it be required.</p>

### Positive and Negative Equality Impacts

No	Question	Details		
8.	Identify the potential positive and negative impacts on specific groups		<b>Negative Impact</b>	<b>Neutral Impact</b>
	All groups in society generally		There will be an overall system capacity issue- which will mean all people are likely to have to wait longer for Supporting People services	This service works specifically with offenders but they will continue to receive a service within a wider service.
	Older or younger people			No differential impact on this group, other than that detailed above in respect of an overall system capacity issue.
	People with caring responsibilities			No differential impact on this group other than that detailed above in respect of an overall system capacity issue.
	People with a disability			No differential impact on this group other than that detailed above in respect of an overall system capacity issue.





Details	
No	Question
	Socio-economic (including child poverty)
	issue.
	No differential impact on this group other than that detailed above in respect of an overall system capacity issue.
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?  The service promotes equality of opportunity by providing support to prevent homelessness, hospital admission, crisis and health deterioration.

### Section 3: Steps required to manage the potential impacts identified

Details	
No	Action
10.	Summarise any positive impacts and how they will be realised most effectively?  The proposal to amalgamate the specific support into generic floating support will mean that there will be a general reduced system capacity for Supporting People services. We are working to improve throughput in other services, to free up resources more quickly. Prioritisation for services is being reviewed to ensure that the people most in need are those who are prioritised for service. Supporting People will be monitoring the access times to service following the changes to understand the impact and may make further commissioning decisions should the impact become unacceptable.
11.	Summarise any negative impacts and how these will be managed?  The concern raised regarding the service working with MAPPA clients will be addressed by skilling-up the wider workforce. It is worth noting that MAPPA clients have multi-agency management plans in place.

#### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan on page 9]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>It is recommended that this proposal is implemented.</p>

#### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	Waiting times at the hub will be monitored to assess the impact on the overall system of this reduction in capacity.

#### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Training staff in respect of dealing with MAPPA clients	To ensure staff in general needs services are skilled in working with offenders who are MAPPA cases	Probation to provide training, so no resource for required for the authority	Devon and Cornwall Probation Trust	31st March
2	Monitor waiting times in the hub	To enable commissioners to understand the impact of changes	Referral hub to build a report	Supporting People/Referral Hub	End Feb 2013 and on-going

## Budget Proposals 2013/14: Major Decision: Business Unit: Supporting People

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Lisa Smith / Tracey Field

**Position:** Acting Supporting People Managers

**Business Unit:** Supporting People

**Department:** Supporting People

**Date Commenced:** November 2012

**Date:** January 2013

Summary from Overall Proposal (Updated as required)

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Social inclusion floating support <ul style="list-style-type: none"> <li>Service re-design</li> </ul>		200		1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>			x

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The proposal is to work with Westcountry Housing to remodel the Social Inclusion Floating Support Service (SIFS), to deliver at a reduced cost and capacity (232 units reducing to approximately 150 units) and extend that contract for a further 1 or 2 years. The reduction in capacity will be managed over the coming months to ensure that it is operating at the new maximum level by 1<sup>st</sup> April 2013, meaning that no existing clients will lose their service or be transferred elsewhere.</p> <ul style="list-style-type: none"> <li>To realise a saving of £200,000 within the Supporting People budget</li> <li>To provide greater value for money to the Authority within the delivery of this service</li> </ul>
2.	Who is intended to benefit / who will be affected?	<p>The Supporting People (SP) programme funds and develops support services to help vulnerable people live independent lives. Support prevents homelessness and promotes independence through help with budgeting, accessing services, building social networks, resettling into a new home, maintaining tenancy and mortgage conditions and so on.</p> <p>The SIFS contract was awarded in July 2009 and there is the capacity to extend the contract rather than to re-procure the service. The purpose of the service is to:</p> <ul style="list-style-type: none"> <li>Improve quality of services in order to prevent homelessness, hospital admission, crisis and health deterioration</li> </ul>

No	Question	Details
		<ul style="list-style-type: none"> <li>• Provide more personalised services that achieve outcomes for people and meet identified needs in the community</li> <li>• Improve value for money</li> </ul> <p>All client groups will be affected by this change. The service is intended to be innovative and to act as an early intervention thereby preventing the need for people to access other more acute and more intensive services. The service works with people ranging from low level to complex needs through all client groups including those with poor mental health and difficult to engage clients, who are often re-referred into services.</p> <p>By reducing the overall system capacity there is a risk that there will be an increase in homelessness presentations. There may be also an increased demand for more expensive acute services as the opportunity for early intervention is reduced by the overall system reduction. There is also the unknown impact of the welfare reforms.</p>
3.	What is the intended outcome?	<ul style="list-style-type: none"> <li>• To provide support to prevent homelessness, hospital admission, crisis and health deterioration</li> <li>• To reduce the annual Supporting People budget by £200,000</li> <li>• In comparison to a more recently let floating support contract this service is high cost and does not offer good value for money to the Authority, the new service although offering reduced capacity will provide better value for money.</li> </ul>

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

## Evidence, Consultation and Engagement

Details	
<b>4.</b>	<p><b>Have you considered the available evidence?</b></p> <p>In making the decision to reduce this service an impact assessment was done on all commissioned services to ascertain where the least impact would be in making a service reduction, this service along with the others in the overall proposal was felt to be able to be re-shaped with minimal impact compared to other services.</p>
<b>5.</b>	<p><b>How have you consulted on the proposal?</b></p> <p>The provider has been consulted with in regard to their ability to deliver to this new model and cost.</p> <p>It is unknown who the future users of this service will be, and therefore it is not possible to engage them in meaningful consultation on this proposal.</p> <p>It is clear that those who access the service value its input and would not want it to cease.</p> <p>This proposal was also considered at the Priorities &amp; Resources meeting which took place on the 11<sup>th</sup> January.</p>
<b>6.</b>	<p><b>Outline the key findings</b></p> <p>The provider has put forward a proposal which achieves the outcomes sought by the Council, but it does mean that the service will be likely to have to make redundancies.</p> <p><u>Priorities &amp; Resources:</u></p> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.16-4.18 of its report "Review of Priorities and Resources 2013/2014"</p>
<b>7.</b>	<p><b>What amendments may be required as a result of the consultation?</b></p> <p>None</p>

## Positive and Negative Equality Impacts

No		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally		The proposal will reduce overall system capacity, and may mean longer waits for supporting people services	Individuals will continue to be able to access the service.
	Older or younger people			There is no differential impact as a result of age.
	People with caring responsibilities			There is no differential impact as a result of caring responsibilities
	People with a disability			There is no differential impact as a result of disability.
	Women or men			There is no differential impact as a result of gender.
	People who are black or from a minority ethnic background (BME)			There is no differential impact as a result of ethnicity.
	Religion or belief (including lack of belief)			There is no differential impact as a result of religion.
	People who are lesbian, gay or bisexual			There is no differential impact as a result of sexuality.
	People who are transgendered			There is no differential impact as a result of transgender

No		Question		Details	
		People who are in a marriage or civil partnership			There is no differential impact
		Women who are pregnant / on maternity leave			There is no differential impact as a result of pregnancy/maternity leave.
		Socio-economic (including child poverty)			There is no negative economic impact as a result of this proposal.
9.		Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?		<ul style="list-style-type: none"> <li>The service promotes equality of opportunity by providing support to prevent homelessness, hospital admission, and crisis and health deterioration.</li> </ul>	



### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	
11.	Summarise any negative impacts and how these will be managed?	The main negative impacts are that there will be a reduced system capacity for Supporting People services. We are working to improve throughput in the service, to free up resources more quickly which is designed to minimise the impact upon future service users, although individual interventions will be shorter as a result. Prioritisation for services is being reviewed to ensure that the people most in need are those who are prioritised for service. Supporting People will be monitoring the access times to service following the changes to understand the impact and may make further commissioning decisions should the impact become unacceptable.

### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<p><b>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</b></p> <p>Nobody currently 'in' the service will lose a service, but if the measures to increase through put are not successful this may mean that there will be longer waits for 'new' clients wanting to access the service.</p> <p>It is recommended that this proposal is implemented.</p>

**Section 5: Monitoring and Action Plan**

		<b>Details</b>
<b>No</b>	<b>Action</b>	
13.	Outline plans to monitor the actual impact of your proposals	Waiting lists at the hub will be monitored, and if the impact becomes unacceptably high, then consideration will be given to procuring a new service to manage the impact.

**Action plan**

<b>No.</b>	<b>Action</b>	<b>Reason for action / contingency</b>	<b>Resources</b>	<b>Responsibility</b>	<b>Deadline date</b>
1	Waiting lists at the hub to be monitored.	To ensure that waiting lists are acceptable. If they become unacceptable then consideration to be given to procuring a new service.	Report to be built at referral hub	Supporting People/Referral Hub	End Feb 2013 and on-going

**Budget Proposals 2013/14: Major Decision: Business Unit: Resident & Visitor Services – Beach Services**

**Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Sue Cheriton

**Position:** Executive Head – Resident and Visitor Services

**Business Unit:** Residents & Visitor Services

**Department:** Resort Services

**Date Commenced:** December 2012

**Date:** January 2013

### Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Beach Services	30	142	TBC	1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>			x

### Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>Budget Savings Breakdown</p> <p>Beach Services</p> <p>112,000 Reducing staffing on beaches (Less Agency Staff Required) – recommended that the revised service is as follows:            3 x Mobile teams April to end of September            Fully staffed beach service on managed beaches from 1<sup>st</sup> July to 1<sup>st</sup> September for 2013 – this may vary year on year to fall into main school holiday times.            Automated key boxes provided for short let beach hut users outside the new staffed season.</p> <p>18,000 Reduced maintenance and vandalism (Contractors)            2,000 Reduced marketing/printing</p> <p>10,000 Reduced maintenance (Property/Cliff) – this would mean that only</p>



## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>This service supports 22 beaches and Coves. The season currently starts in May and closes in September, during which time 9 of these beaches are staffed. The proposal is to reduce the staffing on the beaches to between 1<sup>st</sup> July and 1<sup>st</sup> September with a mobile attendant service for the May/June and September months (i.e. no beach static attendants for May/June and September).</p> <p>Currently the beach staff are responsible for the following:</p> <ul style="list-style-type: none"> <li>• Over 1000 beach huts provided on seasonal and short lets basis, the staff assist in the maintenance of beach huts, storage over the winter and take bookings.</li> <li>• Putting out and taking payment for deck chairs.</li> <li>• Beach safety supervision including, first aid services, lost children, beach safety inspections and storm response</li> <li>• Monitoring sea conditions with the provision of the safety flags to advise swimmers of conditions throughout the day, and measuring water quality and displaying this for public information purposes</li> <li>• Enforcement of the dog bans and use of hazardous equipment like inflatables</li> </ul> <p>Staffed Summer Sites breakdown:</p> <p>Oddicombe (and Beach Huts)  Meadfoot - (Staff will look after southern end (Kilmorie) and Beach Huts  Abbey Sands - (Staff also look after Beacon Cove, Princess Gardens, Princess Pier, Livermead and Institute Beaches, Watcombe Beach)  Corbyn Head</p>

No	Question	Details																												
		<p>Preston - (Staff look after Hollicombe Beach and Beach Huts)  Paignton - (Staff look after Fairy Cove and provide first aid assistance for the new Paignton Play Park)  Goodrington - (Staff look after Goodrington North, Roundham Head, Fishcombe Cove and Beach Huts)  Broadlands - (Staff look after Elberry Cove and Beach Huts)  Breakwater – (and Beach Huts)  Shoalstone Pool (and Beach Huts) – note this service is being reviewed following the budget being withdrawn in 2011/12 and a temporary arrangement put in place. This is still under discussion for the summer season in 2013.</p> <p>Last year staff dealt with 2,290 incidences, a breakdown of these are as follows:</p> <table border="1" data-bbox="539 1055 1324 1664"> <thead> <tr> <th data-bbox="539 1205 655 1664">INCIDENT REPORT (taken from years 2011)</th> <th data-bbox="539 1055 655 1205">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 1205 699 1664">MINOR FIRST AID CASUALTY</td> <td data-bbox="655 1055 699 1205">1272</td> </tr> <tr> <td data-bbox="699 1205 778 1664">MAJOR FIRST AID CASUALTY</td> <td data-bbox="699 1055 778 1205">366</td> </tr> <tr> <td data-bbox="778 1205 821 1664">AMBULANCE CALLED</td> <td data-bbox="778 1055 821 1205">12</td> </tr> <tr> <td data-bbox="821 1205 865 1664">LOST CHILDREN</td> <td data-bbox="821 1055 865 1205">12</td> </tr> <tr> <td data-bbox="865 1205 908 1664">DOGS ON BEACH</td> <td data-bbox="865 1055 908 1205">44</td> </tr> <tr> <td data-bbox="908 1205 987 1664">POLICE ASSISTANCE REQUIRED</td> <td data-bbox="908 1055 987 1205">14</td> </tr> <tr> <td data-bbox="987 1205 1067 1664">VERBAL/THREATENING BEHAVIOUR</td> <td data-bbox="987 1055 1067 1205">9</td> </tr> <tr> <td data-bbox="1067 1205 1110 1664">RED FLAG RAISED</td> <td data-bbox="1067 1055 1110 1205">48</td> </tr> <tr> <td data-bbox="1110 1205 1153 1664">OFF-SHORE WIND SIGNS</td> <td data-bbox="1110 1055 1153 1205">417</td> </tr> <tr> <td data-bbox="1153 1205 1197 1664">OSCAR 4 CALLED</td> <td data-bbox="1153 1055 1197 1205">35</td> </tr> <tr> <td data-bbox="1197 1205 1240 1664">COAST GUARD CALLED</td> <td data-bbox="1197 1055 1240 1205">8</td> </tr> <tr> <td data-bbox="1240 1205 1283 1664">RESCUE ASSISTANCE GIVEN</td> <td data-bbox="1240 1055 1283 1205">2</td> </tr> <tr> <td data-bbox="1283 1205 1324 1664">RESCUE EQUIPMENT USED</td> <td data-bbox="1283 1055 1324 1205">0</td> </tr> </tbody> </table>	INCIDENT REPORT (taken from years 2011)	TOTAL	MINOR FIRST AID CASUALTY	1272	MAJOR FIRST AID CASUALTY	366	AMBULANCE CALLED	12	LOST CHILDREN	12	DOGS ON BEACH	44	POLICE ASSISTANCE REQUIRED	14	VERBAL/THREATENING BEHAVIOUR	9	RED FLAG RAISED	48	OFF-SHORE WIND SIGNS	417	OSCAR 4 CALLED	35	COAST GUARD CALLED	8	RESCUE ASSISTANCE GIVEN	2	RESCUE EQUIPMENT USED	0
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No	Question	Details
		<p>Promenades will be litter picked daily each morning and swept as needed. Essential maintenance will be done as soon as practicable on a priority basis. Non-essential maintenance will be carried out within budget constraints. Beach huts and chalets will be maintained to a standard that ensures basic security and weatherproofing. (Not cosmetic) A recorded check of all lifebuoys will be made twice a week.</p> <p>The minor beaches not permanently staffed throughout the season will receive at least two visits per week during the summer period.</p> <p>During the winter the Out of Season - Beach Service Customer Promise as published on Torbay Councils website is printed below:</p> <ul style="list-style-type: none"> <li>• All main beaches will be visually checked at least 4 times per week, for health and safety and any signs of pollution or damage.</li> <li>• Litter will be removed from main beaches and nearby walkways by hand at least twice a week and beach litterbins emptied twice per week.</li> <li>• Larger items such as tree trunks and maritime debris may remain on beaches until practicable to remove.</li> <li>• Minor beaches will be checked at least once a week and handpicked of minor litter once a week if staff levels allow.</li> <li>• Damage will be repaired when it presents an immediate safety risk to the public; otherwise it may not be done until risk of extreme weather has passed when it will be prioritised.</li> <li>• Seaweed will not be removed from any beach during the winter as this provides a natural sea defence against the scouring out of the beaches by aggressive sea conditions.</li> <li>• The usual procedures will not be possible to maintain after major storms or extreme sea conditions.</li> <li>• No beach will be supervised during the winter season.</li> <li>• A recorded check of all lifebuoys will be made twice a week on main beaches and once a week on minor beaches.</li> </ul> <p>When complying with this standard at current staffing levels it is possible to spend just 15 minutes at any location, should circumstances require more than this then that time is lost from other sites.</p> <p>With the proposed savings the Council will not be able to meet the current summer customer promise in the early and late season could also be adversely affected as there may be many other extra demands on the time of the remaining</p>

No	Question	Details
		<p>staff.</p> <p>The reductions proposed in maintenance and cliff works will impact the amount of reactive maintenance that can be achieved. In this instance only Health and Safety works will be undertaken for 2013/14 to meet these saving targets.</p> <p>The increase in beach hut income will be a result of increasing the number and standard of beach huts available to customers on selected beaches. The reduction in maintenance could affect the rental income of the existing beach hut stock, with customers being unhappy with the offer.</p> <p>The Blue Flag criteria require the beaches to be staffed at core times each day between 1<sup>st</sup> May and 30<sup>th</sup> September. Therefore to reduce staffing to the proposed levels on the beaches would mean that Torbay may no longer be able to apply or receive the Blue Flag Award for any of it beaches.</p>
5.	<p><b>How have you consulted on the proposal?</b></p>	<p>This proposal was considered as part of the Priorities &amp; Resources review panel meeting taking place on the 16<sup>th</sup> January 2013, in which members considered this proposal and members of the public were able to attend.</p> <p>This issue has been included as part of the corporate budget consultation.</p> <p>English Riviera Tourism Company (ERTC) have been consulted and have raised concerns as their current published guide specifies the beaches that have award status in their print – however it should be noted that the booklet does state that “the information is correct at the time of printing”. This was raised at an ERTC Board Meeting and concerns were raised with Council Board members at that time.</p>
6.	<p><b>Outline the key findings</b></p>	<p><u>Priorities &amp; Resources:</u></p> <p>Representations made at the Priorities &amp; Resources (Overview &amp; Scrutiny) Panel:</p> <ul style="list-style-type: none"> <li>• “Seaside is Torbay’s biggest capital asset”</li> <li>• “Maintenance of beach huts and deckchairs already deplorably low - Income from those will decrease”</li> <li>• “Tourist industry trying to extend the season, council doing the opposite”</li> <li>• “Greatest concern is that the beach service and general appearance will decline”</li> <li>• “Beaches are the shop window of the resort”</li> <li>• “People are holidaying in the colder months of the season (April, May, September, October) – they’ll vote with</li> </ul>

No	Question	Details												
		<p><i>their feet if the proms are grubby and they can't get any assistance</i></p> <ul style="list-style-type: none"> <li>• <i>“Concerned about safety on the beaches”</i></li> </ul> <p>Please Note: The comments of the Overview and Scrutiny Board are set out in paragraphs 4.34-4.37 of its report “Review of Priorities and Resources 2013/2014”</p> <p><u>Torbay Budget Consultation:</u></p> <p><b>Q6.1) Do you support this proposal?</b></p> <table border="1" data-bbox="555 672 735 1113"> <thead> <tr> <th></th> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>222</td> <td>75.0%</td> </tr> <tr> <td>No</td> <td>74</td> <td>25.0%</td> </tr> <tr> <td><b>Total</b></td> <td><b>296</b></td> <td><b>100.0%</b></td> </tr> </tbody> </table> <p>Most respondents (75.0%) supported this proposal.</p> <p>Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.</p> <p>Please see Torbay Budget Consultation Report 2013 – 14 for more information</p>		Number	Percent	Yes	222	75.0%	No	74	25.0%	<b>Total</b>	<b>296</b>	<b>100.0%</b>
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7.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>To be considered following ratification at Full Council</p>												

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally		The proposal is to reduce the full time staffing on the beaches. Full time staffing would now be in place from 1 <sup>st</sup> July to 1 <sup>st</sup> September, with mobile units servicing the beaches in April, May, June and September.	
	Older or younger people		The proposal is to reduce the full time staffing on the beaches. Full time staffing would now be in place from 1 <sup>st</sup> July to 1 <sup>st</sup> September, with mobile units servicing the beaches in April, May, June and September.  There were 12 lost children reported on the beaches in total in 2011. The full time staffing will be in place for the school summer holiday.	
	People with caring responsibilities People with a disability	A number of our beaches currently provide access for disabled people i.e. pre-existing slopes/ramps – Assisted access facilities are also currently provided at Abbey Sands, Broadlands, Goodrington, Paignton.		There is no differential impact on this group

<b>Details</b>	
<b>No</b>	<b>Question</b>
	<p>The beach service provides specially adapted beach wheelchairs and boardwalks for disabled users to access the beach and the shoreline. These would not be available when the staff are not on duty.</p>
	<p>Women or men</p> <p>There is no differential impact on this group</p>
	<p>People who are black or from a minority ethnic background (BME)</p> <p>There is no differential impact on this group</p>
	<p>Religion or belief (including lack of belief)</p> <p>There is no differential impact on this group</p>
	<p>People who are lesbian, gay or bisexual</p> <p>There is no differential impact on this group</p>
	<p>People who are transgendered</p> <p>There is no differential impact on this group</p>
	<p>People who are in a marriage or civil partnership</p> <p>There is no differential impact on this group</p>
	<p>Women who are pregnant / on maternity leave</p> <p>There is no differential impact on this group</p>
	<p>Socio-economic (including child poverty)</p> <p>There is no differential impact.</p>
<b>9.</b>	<p><b>Is there scope for your proposal to</b></p> <p>In addition to the normal un-staffed period October – May, as a result of the proposal beaches will not be staffed from May to July and from the beginning of September – this will mean that there will be no beach attendants on the beaches during this</p>

No	Question	Details
	eliminate discrimination, promote equality of opportunity and/or foster good relations?	<p>time. It should also be noted that 13 of the 22 beaches and covers do not have a permanent staff presence at any point in the year.</p> <p>A number of our beaches currently provide access for disabled people i.e. pre-existing slopes/ramps</p>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	A number of our beaches currently provide access for disabled people i.e. pre-existing slopes/ramps
11.	Summarise any negative impacts and how these will be managed?	<ul style="list-style-type: none"> <li>• Beach flags will not be put up during this time – although flags are not currently up from October through to May</li> <li>• Public information regarding water quality will not be supplied daily as currently provided– although permanent signage can be put in place to mitigate this but information will be very general and not day specific which is currently based on testing and rainfall levels</li> <li>• Staff will not be on site to provide information, deal with incidents, enforce dog bans on designated beaches, first aid, supply beach furniture, support to lost children, minor beach maintenance – however this is not currently carried out from October through to May</li> <li>• Beach cleaning will not be carried out daily during this time – however TOR2 currently provide a beach cleaning service and the removal of seaweed between May and September, with the exception of Oddicombe, Meadfoot and Breakwater which are cleaned by beach staff. The proposed mobile service would visit these beaches daily in May/June and September.</li> <li>• There is the potential that as a result of the change in the staffing of the beaches that Torbay may lose its Blue Flag status on all beaches – Torbay currently holds blue flags on the following beaches:- Oddicombe (the only beach who has never lost it's Blue Flag status since the award first began), Meadfoot Beach, Paignton Sands (which did lose it status part way through the season due to water quality issues), Broadsands, Breakwater/Shoalstone Beach</li> <li>• Beach concession owners may notice a reduction in the number of people visiting/using their services – this will need to be monitored.</li> </ul>

	<ul style="list-style-type: none"> <li>Staff will not be as available as they currently are to provide specially adapted beach wheelchairs and boardwalks for disabled users to access the beach and the shoreline. There are however a number of beaches which have permanent slopes to allow access for disabled people.</li> </ul>
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#### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<p><b>Outcome 3: Continue with proposal</b> - Despite having identified some <i>potential</i> for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty to have 'due regard'.</p> <p>It is recommended that this proposal is implemented.</p>

#### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	<p>Beach user &amp; beach hut user surveys are currently undertaken annually – The Council will also monitor the rates of accidents reported, complaints received etc.</p> <p>Beach concession owners will be asked to advise if they see a decline in the number of visitors/users of their services</p>

**Action plan**

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Annual survey – Beach Hut User/ Beach User/ Beach Concession	To monitor the ongoing impact of the proposal		Beach Manager	Annually



## **Budget Proposals 2013/14: Major Decision: Business Unit: Residents & Visitors Services (RVS)**

### **Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Sue Cheriton

**Position:** Executive Head Residents & Visitor Services

**Business Unit:** Residents & Visitor Services

**Department:** Libraries

**Date Commenced:** November 2012

**Date:** January 2013

**Summary from Overall Proposal**

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<ul style="list-style-type: none"> <li>Resources fund reductions</li> </ul>		50		1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>Resources fund reductions will mean that fewer books, DVDs, CDs, spoken word items and online resources will be purchased. In the last 2 years this will mean that the resources fund has been reduced by 25%.</li> <li>There will be fewer new items for customers to choose from.</li> <li>Existing stock will become out of date and its physical condition will deteriorate as normal shelf life will need to be extended.</li> <li>There will be a loss of income through reduced acquisition and provision of income generation items such as DVDs and CDs.</li> <li>There will be a slower response to requests for stock items not immediately available on library shelves</li> </ul>			X

### Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>Torbay libraries purchase a range of books and media in a wide range of formats to meet individual needs. Items are purchased in line with Torbay Libraries Stock Policy Statement.</p> <p>The proposal is to reduce the amount spent on these materials in order to meet budget reduction requirements.</p> <p>Within the resources fund monies are set aside for subscription to the RNIB talking book service for blind or visually impaired customers. This allocation will <b>not</b> be affected by the general reduction to the resources fund.</p>
2.	Who is intended to benefit / who will be affected?	All customers will be affected by this reduction. This may impact adversely on people with protected characteristics if the services they use are disproportionately affected.
3.	What is the intended outcome?	The reduction of resources fund allocation in order to meet general budget reductions without impacting adversely on any particular groups.

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available	Statistics collated by CIPFA show that Torbay ranked 6 highest of 15 comparator authorities for £ spend per 1000 population on materials (resources). The 2011/12 'actuals' figure saw Torbay spend £1672 per 1000 population with the average spend within the comparator group totalling £1529.

		Details												
5.	<p><b>Question</b> evidence? How have you consulted on the proposal?</p>	<p>This proposal formed part of the Public Budget Consultation which took place throughout December 2012/January 2013</p>												
6.	<p><b>Outline the key findings</b></p>	<p><u>Torbay Budget Consultation:</u></p> <p><b>Q6.5) Do you support this proposal?</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Number</th> <th style="text-align: center;">Percent</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">220</td> <td style="text-align: center;">73.8%</td> </tr> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">78</td> <td style="text-align: center;">26.2%</td> </tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: center;"><b>298</b></td> <td style="text-align: center;"><b>100.0%</b></td> </tr> </tbody> </table> <p>The majority of respondents (73.8%) supported the proposal to reduce the book fund</p> <p>Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.</p> <p>Please see Torbay Budget Consultation Report 2013 – 14 for more information</p>		Number	Percent	Yes	220	73.8%	No	78	26.2%	<b>Total</b>	<b>298</b>	<b>100.0%</b>
	Number	Percent												
Yes	220	73.8%												
No	78	26.2%												
<b>Total</b>	<b>298</b>	<b>100.0%</b>												
7.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>To be considered following ratification at Full Council</p>												

## Positive and Negative Equality Impacts

No	Question	Details		
8.	Identify the potential positive and negative impacts on specific groups	All customers, regardless of any protected characteristic, could be affected by this reduction. This may impact adversely on people with protected characteristics if the services they use are disproportionately affected.  Subscriptions to RNIB Talking Book service will not be part of the overall reductions.		
		Positive Impact	Negative Impact	Neutral Impact
	All groups in society generally		Reduction in the number of stock items that are purchased resulting in fewer items to choose from.	Library services will plan to ensure that the reductions do not adversely affect any particular group – this will also form part of ongoing monitoring
	Older or younger people		Reduction in the number of stock items that are purchased resulting in fewer items to choose from.  Reduction in numbers of large print materials which are popular with the elderly who may need larger font sizes.  Reduction in educational and leisure reading materials for early years readers, school children and students  Reduction in reading materials for non English speaking children	Subscriptions to RNIB Talking Book service will not be part of the overall reductions.
	People with caring responsibilities		Reduction in the number of stock items that are purchased resulting in fewer items to choose from.	
	People with a		Reduction in the number of stock items	Subscriptions to RNIB Talking Book

<b>Details</b>		
<b>No</b>	<b>Question</b>	<b>Details</b>
	disability	<p>that are purchased resulting in fewer items to choose from.</p> <p>Disabled customers who have difficulty reading standard print sizes or holding a book could be affected by reductions in purchase of large print items or spoken word materials.</p> <p>Reduction in purchase of items that attract concessions for disabled customers such as music CDs</p>
	Women or men	Reduction in the number of stock items that are purchased resulting in fewer items to choose from.
	People who are black or from a minority ethnic background (BME)	<p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p> <p>Reduction in the number of stock items that are purchased, including books in other languages</p>
	Religion or belief (including lack of belief)	Reduction in the number of stock items that are purchased resulting in fewer items to choose from.
	People who are lesbian, gay or bisexual	Reduction in the number of stock items that are purchased resulting in fewer items to choose from.
		service will not be part of the overall reductions.

Details	
No	Question
	<p>People who are transgendered</p> <p>People who are in a marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic (including child poverty)</p>
	<p>Reduction in the number of stock items that are purchased</p> <p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p> <p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p> <p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p> <p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from. This could, for example, affect children in families whose first language is not English.</p>
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>Library Services will</p> <ul style="list-style-type: none"> <li>• plan to ensure that the reductions do not affect adversely any particular group listed above</li> <li>• continue to use stock management and profiling tools (Engage) to ensure that stock is managed as a Bay wide resource and circulated from library to library to ensure that choice remains fresh and relevant to community need</li> <li>• endeavour to meet customer requests for specific titles</li> <li>• Record and act upon feedback received about quality and range of materials available in libraries</li> <li>• Ensure that key staff who are responsible for services to specific customer groups continue to engage with customers and other agencies in order to gauge satisfaction levels and respond if problems occur.</li> </ul>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	People who are eligible to the RNIB talking book service will not be affected by these reductions. As long as use of the service by subscribers is for the purpose intended, subscriptions will continue to be paid by Libraries.
11.	Summarise any negative impacts and how these will be managed?	<p>There will be a general reduction in choice of new materials and this will impact on all customers, regardless of whether they have a protected characteristic. Libraries will ensure that value for money in stock purchasing matters is a key principle.</p> <p>Stock selection practices will remain under scrutiny to ensure the right type of stock, in the right quantities, is being purchased from the remaining resources</p> <p>We will plan to ensure that no particular customer group is impacted unfairly.</p> <p>Feedback from customers/customer groups will be monitored</p>

### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<p><b>Outcome 2: Adjustments to remove barriers</b> – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality.</p> <p>Involve stock team and other relevant staff, including those with responsibility for particular customer groups (e.g. young people, elderly, disabled) in the planning and subsequent monitoring of next year's resources fund allocation.</p> <p>It is recommended that this proposal is implemented.</p>



### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	<p>Monthly monitoring to ensure resources are being spent according to budget and fairly.</p> <p>Monitoring of feedback from customers about stock choice and quality to identify if particular groups are being affected adversely, so corrective action can be taken.</p> <p>Regular analysis of stock profiles to ensure that holdings are appropriate for customer needs.</p> <p>Monitoring of reservations for items not in stock to ensure that particular groups are not being affected adversely.</p> <p>Monthly Stock Team meetings will continue to discuss stock related items and identify areas of concern.</p> <p>Staff with responsibility for particular customer groups will continue to advise senior managers if issues arise.</p>

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Devise plan for the reduction in resources fund expenditure that ensures that impact is reduced on those with protected characteristics	To limit impact of reductions upon those with protected characteristics	Staff	Nick Niles, Liz Kent and Stock/ICT team, Young People' s Services Librarian/Inclusion Services Librarian	31.3.13
2	Build in monitoring processes and ensure all staff are aware of their responsibilities	To limit impact of reductions upon those with protected characteristics	Staff	Nick Niles/Liz Kent and Stock/ICT team, Young People' s Services Librarian/Inclusion	31.3.13

3	Implement proposal				Staff	Services Librarian Nick Niles	1 April 2013
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## Budget Proposals 2013/14: Major Decision: Business Unit: Residents & Visitors Services (RVS) Brixham Park & Ride

### Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Sue Cheriton

**Position:** Executive Head – Residents & Visitor Services

**Business Unit:** Residents & Visitor Services

**Department:** Streetscene

**Date commenced:** November 2012

**Date:** January 2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<ul style="list-style-type: none"> <li>Stop Brixham Park &amp; Ride.</li> </ul>		20		1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>			x

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>Torbay Council currently operates a seasonal park and ride in Churston which serves central Brixham. The proposal is to stop this facility. The service operates from April through to January each year. The months the site is closed relates to poor weather which impacts on the surface area at the site. The service operates from 8.30am – 6.30pm. The site is rented on an annual basis from a local land owner, the bus service to Brixham town centre is operated as part of Stagecoach's regular services at no cost to the authority.</p> <p>The Council allows free parking at the site therefore no income is generated for the Council. This concessionary parking was agreed by Council at the time of demolishing the multi-storey car park in Brixham town centre to compensate for any negative impact on the local economy.</p>
2.	Who is intended to benefit / who will be affected?	<p>The proposal will affect existing and potential users. It can potentially affect users of car parks in central Brixham as car parks could reach capacity during major events. The proposal could impact upon all residents/users of Brixham town centre as the roads may become more congested as a result of this proposal.</p>

<b>Details</b>	
<b>No</b>	<b>Question</b>
<b>3.</b>	<b>What is the intended outcome?</b>
	That the park and ride facility is no longer available to serve Brixham. The site remains available and could be used to reinstate the service should demand be sufficient and alternative resources be identified such as voluntary contributions.

**Section 2: Equalities, Consultation and Engagement**

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

**Evidence, Consultation and Engagement**

<b>Details</b>	
<b>No</b>	<b>Question</b>
<b>4.</b>	<b>Have you considered the available evidence?</b>
	<p>Current surveys show that the usage of the facility is low outside of the summer months of July and August. There are 300 spaces available at the park and ride site, however maximum occupancy which occurs during August only reaches 65 vehicles on site. The park and ride is closed during the winter months from January to Easter each year and with the exception of July and August usage is low with an average of 15 vehicles a day using the site with sufficient parking capacity in the Town Centre available</p> <p>During the summer months the Council Car Parks can become full on occasions  In addition to Council car parks the town centre also has the private MDL Car Park which holds 368 vehicles, the usage of this car park is unknown at this present time.</p> <p>There is soon to be a fast ferry service from Torquay to Brixham with integrated transport linking to bus services and cycle routes to be in operation by Summer 2013.</p> <p>The bus operates as part of Stagecoach's standard public service with all their standard accessibility provision. The customers at the park and ride represent a cross section of the community being used by visitors and residents.</p>

Details													
No	Question												
5.	<p>How have you consulted on the proposal?</p> <p>This proposal has been included as part of the public budget consultation running throughout January 2013 (closing date 21<sup>st</sup> January 2013). The questionnaire has been sent to members of the Viewpoint Panel and has been made publicly available in all connections offices, libraries and also online.</p>												
6.	<p>Outline the key findings</p> <p><u>Torbay Budget Consultation:</u></p> <p><b>Q6.2) Do you support this proposal?</b></p> <table border="1"> <thead> <tr> <th></th> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>197</td> <td>67.0%</td> </tr> <tr> <td>No</td> <td>97</td> <td>33.0%</td> </tr> <tr> <td><b>Total</b></td> <td><b>294</b></td> <td><b>100.0%</b></td> </tr> </tbody> </table> <p>Two thirds of respondents (67%) supported the proposal to stop the Brixham Park and Ride Service.</p> <p>Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.</p> <p>Please see Torbay Budget Consultation Report 2013 – 14 for more information</p>		Number	Percent	Yes	197	67.0%	No	97	33.0%	<b>Total</b>	<b>294</b>	<b>100.0%</b>
	Number	Percent											
Yes	197	67.0%											
No	97	33.0%											
<b>Total</b>	<b>294</b>	<b>100.0%</b>											
7.	<p>What amendments may be required as a result of the consultation?</p> <p>To be considered following ratification at Full Council</p>												

## Positive and Negative Equality Impacts

Positive and Negative Equality Impacts		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally		Motorists will need to find alternative places to park the town centre i.e. car parks. This proposal could potentially cause congestion in the local area during busy periods.	The changes will apply to all groups.
	Older or younger people		Motorists will need to find alternative places to park the town centre i.e. car parks. This proposal could potentially cause congestion in the local area during busy periods.	The changes will apply to all groups.
	People with caring responsibilities			The changes will apply to all groups.
	People with a disability	Disabled spaces are provided in Town Centre car parks. Disabled parking spaces are provided currently within the town centre car parks, consideration will be given to increasing the number of spaces if required.	Disabled people could potentially be disadvantaged as the park and ride can offer a direct service to Brixham Town Centre.	
	Women or men			The changes will apply to all groups.
	People who are black or from a minority ethnic background (BME)			The changes will apply to all groups.
	Religion or belief (including lack of			The changes will apply to all groups.

No		Question	Details	
		belief)		
		People who are lesbian, gay or bisexual		The changes will apply to all groups.
		People who are transgendered		The changes will apply to all groups.
		People who are in a marriage or civil partnership		The changes will apply to all groups.
		Women who are pregnant / on maternity leave		The changes will apply to all groups.
		Socio-economic (including child poverty)		The changes will apply to all groups.
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	Due to the minimal use of this provision it is anticipated that sufficient spare parking capacity exists within Brixham town centre and that this decision will not have a negative impact or discriminate against any specific group.		

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	Due to the minimal use of this provision it is anticipated that sufficient spare parking capacity exists within Brixham town centre and that this measure will have no negative impact therefore measures to manage this proposal are not required.



	<p>11. Summarise any negative impacts and how these will be managed?</p> <p>The loss of parking to Brixham will have to be managed through a publicity campaign advising users on other ways to access Brixham and other parking facilities in Brixham.</p> <p>The availability of disabled parking spaces in the town centre will be monitored, and the numbers increased if necessary.</p>
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**Section 4: Recommended course of action**

No	Action	Details
12.	<p>State a recommended course of action</p> <p>[please refer to action plan]</p>	<p><b>Outcome 2: Adjustments to remove barriers</b> - Publicity will be required to inform the public of the changes and the various options. Car parking for disabled drivers will be provided in town centre car parks</p> <p>It is recommended that this proposal is implemented.</p>

**Section 5: Monitoring and Action Plan**

No	Action	Details
13.	<p>Outline plans to monitor the actual impact of your proposals</p>	<p>The car parks in Brixham have a real time monitoring system which will allow the capacity of the existing car parks to be monitored.</p>

**Action plan**

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	<p>Consider alternatives to the current provision by operating a park and ride from a Council Car Park at Goodrington.</p>	<p>To provide an alternative at peak times</p>	<p>Liaison with Stagecoach</p>	<p>Public Transport Team</p>	<p>Dec 2012</p>

2	Monitor availability of Disabled spaces within the town centre.	To consider increasing the number of disabled spaces within the town centre	Officer time	Parking team	On-going		
3	Undertake a media campaign to ask visitors coming to Brixham to use public transport and also from surrounding towns of Totnes and Dartmouth.	Mitigate any impact on the economy of Brixham	Liaison with bus companies and DCC	Public Transport Team	Dec 2012		

## **Budget Proposals 2013/14: Major Decision: Business Unit: Residents & Visitors Services (RVS) Replace Free Parking**

### **Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Sue Cheriton

**Position:** Executive Head – Residents & Visitor Services

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**Business Unit:** Residents & Visitor Services

**Department:** Streetscene

**Date Commenced:** November 2012

**Date:** January 2013

### Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Replace free parking with pay and display parking in some areas	50		£10,000	1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <ul style="list-style-type: none"> <li>Proposal to increase existing parking areas.</li> </ul>			X

### Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	Some coastal areas which currently have free parking such as Goodrington, Paignton and Meadfoot will now have pay and display parking.  Goodrington 15 spaces, Preston 35 spaces, Meadfoot 40 spaces
2.	Who is intended to benefit / who will be affected?	The people who visit the facilities will be affected, this includes residents of Torbay, tourists and day visitors to the Bay.  Some businesses in the area could also be affected if the charges reduce the number of visitors  No churches will be affected
3.	What is the intended outcome?	Increased income from parking allowing re-investment into transportation.  Income is ring fenced for transportation issues only and will primarily help towards funding concessionary fares for the over 60s

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>The areas are popular and surveys have shown that some long term parking takes place restricting parking for short stay visitors. Evidence from previous schemes show that drivers will pay for parking in areas of high demand.</p> <p>Civil Enforcement Officers have visited these sites and they can be used by camper vans staying for long periods of time or commuters taking up spaces for those that want to enjoy the local amenity area. Previous schemes such as Paignton Eastern Esplanade show an average of 2500 customers per week in an area which was used before as commuter parking.</p>
5.	How have you consulted on the proposal?	<p>No consultation to date, the implementation will require a formal advert and Traffic Regulation Order (TRO). Any objections to the TRO will have to be considered before implementation.</p> <p>TROs will be advertised for the scheme when designed</p>
6.	Outline the key findings	<p>Evidence from previous schemes demonstrates that it is likely the proposals will attract objections.</p>
7.	What amendments may be required as a result of the consultation?	<p>In considering the objections the Council could choose to alter the charges or the timings of charges.</p>

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally	Whilst charges are not popular they do promote the turnover of spaces.	People will have to pay to park in these areas	
	Older or younger people	Whilst charges are not popular they do promote the turnover of spaces.		No differential impact on this group
	People with caring responsibilities	Whilst charges are not popular they do promote the turnover of spaces.		No differential impact on this group
	People with a disability	The changes will include the provision of disabled spaces		Blue badge holders are exempt from the charge.
	Women or men	Whilst charges are not popular they do promote the turnover of spaces.		No differential impact on this group
	People who are black or from a minority ethnic background (BME)	Whilst charges are not popular they do promote the turnover of spaces.		No differential impact on this group
	Religion or belief (including lack of belief)	In some circumstances charges on Sunday do not apply – no impact on churches		No differential impact on this group
	People who are lesbian, gay or bisexual	Whilst charges are not popular they do promote the turnover of spaces.		No differential impact on this group
	People who are transgendered	Whilst charges are not popular they do promote the turnover of spaces.		No differential impact on this group.
	People who are in a marriage or civil partnership	Whilst charges are not popular they do promote the turnover of spaces.		No differential impact on this group

<b>Details</b>		
<b>No</b>	<b>Question</b>	
	Women who are pregnant / on maternity leave Socio-economic (including child poverty)	Whilst charges are not popular they do promote the turnover of spaces.  The charges may deter some individuals/families accessing these recreational areas. There will be on-street parking available however these may involve a longer walk to these areas.
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	Blue badge holders are exempt from the charges.  There will be no impact on churches.
		No differential impact on this group

### Section 3: Steps required to manage the potential impacts identified

<b>Details</b>	
<b>No</b>	<b>Action</b>
10.	Summarise any positive impacts and how they will be realised most effectively?  By introducing charges for parking this encourages a turnover of spaces meaning more people have an opportunity to park and access the area.  Disabled parking provision will be provided and in some circumstances there will be no charges on a Sunday.
11.	Summarise any negative impacts and how these will be managed?  Charging for parking is never popular and often attracts negative publicity for the Bay. The reasons for charging needs to be clearly explained and the level of charges set carefully.

#### Section 4: Course of Action

No	Action	Details
12.	State a course of action	<p><b>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</b></p> <p>It is recommended that this proposal is implemented.</p>

#### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	<p>The proposals will be subject to formal advertisement and a 6 month review will be carried out which will be presented to the Transport Working Party.</p> <p>Information that will be included in the reviews is as follows:</p> <p>information on usage, tickets sold, feedback from customers, residents and areas where displacement parking has taken place.</p>

#### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Parking restrictions to be designed.	To ensure layout is safe and provides access.	Engineering Services	P Carney	Dec 2012
2	Formal advertisement and consideration of objections.	Statutory requirement	Parking Services	S Hurley	End March 2013
3	Implementation		Community and Events	P Carney	April/May 2013



## **Budget Proposals 2013/14: Major Decision: Business Unit: Residents & Visitors Services (RVS) Ring and Ride Facility**

### **Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Name:** Sue Cheriton

**Position:** Executive Head – Residents & Visitor Services

**Business Unit:** Residents & Visitor Services

**Department:** Streetscene

**Date Commenced:** November 2012

**Date:** January 2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<ul style="list-style-type: none"> <li>Replace ring and ride with alternative forms of transport.</li> </ul>		50		1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> <li>There could potentially be an increase in the demand for transport currently delivered by the Ring &amp; Ride service dependant on the type of provision in the future.</li> </ul>			X

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The Ring and Ride service is currently a mini bus owned by the Council which provides a transport service for people who are unable to use regular public transport. The proposal is that this service will now be provided by alternative transport options rather than a dedicated mini bus.</p> <p>The service currently operates 4.5 hours per day on five days each week and serves approx 125 passengers a month. The service runs set bus journey's which link some isolated communities (pick up at addresses of user) to key services like shops and town centres. The service is programmed on set days and fares range from £3.50 to £5.60 per journey. The service is offered to residents who have difficulty using conventional transport due to disability, age or mobility restrictions.</p>
2.	Who is intended to benefit / who will be affected?	The users of the service will be most affected.
3.	What is the intended outcome?	<p>There will be a continuity of service, however users will experience a change in how the service is provided.</p> <p>It is now more cost effective for the service to be run in this way due to the low number of users (previously the bus was used for school transport, however this is no longer the case)</p>

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>The service currently carries approximately 125 passengers a month. Benchmarking with other local authorities has found that this service is delivered in a number of ways and in some cases not at all. The service is a non-statutory service.</p> <p>It also carries 10 school children and a carer each day for Children's Services however they have indicated that from 1<sup>st</sup> April 2013 they are looking for an alternative provider for this service.</p> <p>Torbay Council originally inherited the Ring and Ride Service from Torbay Voluntary Services during March 2002. Officers are unaware of any voluntary organisation or bus operator that wishes to manage this service. The Ring and Ride service is not a commercially viable service and a previous enquiry with a local operator some years ago produced a quote in excess of what the Council were already paying.</p>
5.	How have you consulted on the proposal?	<p>Children's Services have indicated that they no longer wish to use the service.</p> <p>This proposal has been included as part of the public budget consultation running throughout January 2013 (closing date 21<sup>st</sup> January 2013). The questionnaire has been sent to members of the Viewpoint Panel and has been made publicly available in all connections offices, libraries and also online.</p>

		Details												
6.	<b>Question</b> Outline the key findings	<p><u>Torbay Budget Consultation:</u></p> <p><b>Q6.3) Do you support this proposal?</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Number</th> <th style="text-align: center;">Percent</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">252</td> <td style="text-align: center;">86.9%</td> </tr> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">38</td> <td style="text-align: center;">13.1%</td> </tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: center;"><b>290</b></td> <td style="text-align: center;"><b>100.0%</b></td> </tr> </tbody> </table> <p>Nearly all respondents (86.9%) support replacing the Ring and Ride service with alternative forms of transport.</p> <p>There is little difference in the proportions of respondents who support this proposal between those with disabilities (83.7% in support) and those without disabilities (88.5% in support).</p> <p>Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.</p> <p>Please see Torbay Budget Consultation Report 2013 – 14 for more information</p>		Number	Percent	Yes	252	86.9%	No	38	13.1%	<b>Total</b>	<b>290</b>	<b>100.0%</b>
	Number	Percent												
Yes	252	86.9%												
No	38	13.1%												
<b>Total</b>	<b>290</b>	<b>100.0%</b>												
7.	<b>What amendments may be required as a result of the consultation?</b>	<p>To be considered following ratification at Full Council</p>												

**Positive and Negative Equality Impacts**

		<b>Details</b>		
<b>No</b>	<b>Question</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Neutral Impact</b>
8.	<b>Identify the potential positive and negative impacts on specific groups</b>			
	All groups in society generally	Currently the service is only provided 5 days a week, however there is the potential that under a different provider customers will be able to access the service 7 days a week.		
	Older or younger people		An unintended benefit for some of the users of the service is an element of socialisation whilst on the bus. The use of smaller vehicles will limit this benefit, however the service will continue to meet its intended outcome of transporting individuals	The service will continue to the same frequency.
	People with caring responsibilities			No differential impact
	People with a disability		The existing bus has a tail lift for wheelchairs which will be lost.	The service will still provide transport which is accessible for the people with a disability.
	Women or men			Whilst the service is available to all, the higher percentage of users are women. The service will still be available to all.
	People who are black or from a minority ethnic background (BME)			No differential impact.

No	Question	Details
	Religion or belief (including lack of belief)	No differential impact.
	People who are lesbian, gay or bisexual	No differential impact.
	People who are transgendered	No differential impact.
	People who are in a marriage or civil partnership	No differential impact.
	Women who are pregnant / on maternity leave	No differential impact.
	Socio-economic (including child poverty)	No differential impact.
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	We will continue to provide a service, although it will be provided in a different way by a different form of transport than the currently provided dedicated bus

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	Currently due to lack of resources the times when the service can be booked is restricted, by using an alternative service with its own call operator, calls could potentially be taken 7 days a week.
11.	Summarise any negative impacts and how these	The new service provider will be encouraged to pick up numerous customers to allow social interaction. The provider will also be required to provide DDA compliant vehicles.

	will be managed?
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#### Section 4: Recommended Course of Action

No	Action	Details
12.	State a recommended course of action	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>It is recommended that this proposal is implemented.</p>

#### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	A customer satisfaction survey will be carried out at regular intervals to monitor the quality of the service.

#### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Procurement of Service	To ensure a cost effective service is provided.	Public Transport Team	R Brown	Feb 2013
2	Publicity Campaign	To inform existing and potential users of the changes	Public Transport Team	R Brown	March 2013
3	Commence new service		Public Transport Team	R Brown	April 2013





## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Remove school crossing patrol subsidy		120	None if costs are funded by academies	1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> <li>Adverse public reaction if service withdrawn</li> <li>Poor relationship with academies</li> <li>Increase cost for academies</li> </ul>			X

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	Currently school crossing patrols are funded by the Council, however in other local authorities, this service is often funded by education. It is proposed that where the service is provided for an academy, that the academy should fund the service as there have been national changes to the way academy schools are funded and the funding for this service will now transfer directly to them. If they refuse to fund the service it will be withdrawn. For non academy schools the service will continue to be funded by the Highway Authority. The Council currently operates 23 school crossing patrol sites.
2.	Who is intended to benefit / who will be affected?	<ul style="list-style-type: none"> <li>Residents</li> <li>Schools</li> <li>Children and young people</li> <li>Parents</li> <li>Governors</li> </ul> <p>If the academies agree to fund the service there should be very little change as the Council will continue to manage the service to ensure consistency of service. If the academies do not fund the service this will affect the perception of road safety risk on the routes to schools.</p>
3.	What is the intended outcome?	That the service continues but is funded by the academies as in other authority areas.

## Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>The Council operate 23 sites which all serve primary schools/academies:            14 are located in Torquay            7 are located in Paignton            2 are located in Brixham.</p> <p>Sites are identified through a risk assessment based on the number of children crossing and the speed of vehicles.</p>
5.	How have you consulted on the proposal?	All academies were written to in 2012 advising them of this budget proposal i.e. that they will be required to fund this service from April 2013. To date no responses have been received.
6.	Outline the key findings	To date no responses have been received from the academies.
7.	What amendments may be required as a result of the consultation?	To be considered following ratification at Full Council

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally Older or younger people	With academies being funded to deliver all services, they are able to decide best upon their local needs, and design a crossing patrol service which is the most appropriate for their needs.	This decision will impact upon children, but only if the academies choose not to fund this service themselves. However this is a decision for the academies, as funding for this has been transferred to them. If the Academies choose not to fund crossing patrols, then there is an increased risk of children who walk to school alone being involved in road traffic accidents, however this risk is difficult to quantify.	Provided Academies agree to fund the service there will be no change. If funding is provided by academies then children's safety is not compromised.
	People with caring responsibilities	With academies being funded to deliver all services, they are able to decide best upon their local needs, and design a crossing patrol service which is the most appropriate for their needs.	There is no differential impact over and above that outlined for younger people above.	If funding is provided by academies then children's safety is not compromised.
	People with a disability	With academies being funded to deliver all services, they are able to decide best upon their local needs, and design a crossing patrol service which is the most appropriate for their needs.	Disabled parents, accompanying their children to school may find it more difficult to cross safely. This decision will impact upon children and their disabled parents, but only if the academies choose not to fund this service themselves. However this is a decision for the academies, as funding for this has been transferred to them. If the Academies choose not to fund crossing patrols, then there is an increased risk of children and their	If funding is provided by academies then children's safety is not compromised.

Details	
No	Question
	disabled parents being involved in road traffic accidents, however this risk is difficult to quantify.
Women or men	There is no differential impact over and above that outlined for younger people above.
People who are black or from a minority ethnic background (BME)	There is no differential impact over and above that outlined for younger people above.
Religion or belief (including lack of belief)	There is no differential impact over and above that outlined for younger people above.
People who are lesbian, gay or bisexual	There is no differential impact over and above that outlined for younger people above.
People who are transgendered	There is no differential impact over and above that outlined for younger people above.
People who are in a marriage or civil partnership	There is no differential impact over and above that outlined for younger people above.
Women who are pregnant / on maternity leave	There is no differential impact over and above that outlined for younger people above.
Socio-economic (including child poverty)	There is no socio-economic impact of this decision.
<b>9.</b>	<b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b>
	Continuity of the service ensures that sustainable journeys to school are promoted by improving the perception of safety to children, parents and carers and other vulnerable road users who access schools.

### Section 3: Steps required to manage the potential impacts identified

		Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<ul style="list-style-type: none"> <li>The service of providing School Crossing Patrols for participating schools can continue.</li> <li>The Council will continue to promote green travel options for schools.</li> <li>Academies can have increased influence on the continuing provision of the service.</li> <li>Safety of parents and their children continues.</li> </ul>
11.	Summarise any negative impacts and how these will be managed?	<ul style="list-style-type: none"> <li>Academies, as a result of receiving the funding for the delivery of this service, will have a decision to make as to the continuation of the service. There is a risk that they may choose to fund other elements of education over and above this service.</li> <li>Academies may choose not to fund their service, which may affect the safety of vulnerable road users and the potential to promote green travel. The Council's Road Safety team will continue to manage the service and will collate any feedback from the affected Academies or vulnerable road users. The continuing management will include regular site visits and ensure that risk assessments are in place for each location. If any Academy chooses not to continue to provide a service at their school then the Road Safety Team will continue to provide advice to the academy on any road safety issues. Collision data for all of Torbay is reviewed on an annual basis in partnership with the Police.</li> </ul>

### Section 4: Recommended course of action

		Details
12.	State a recommended course of action  [please refer to action plan]	<p><b>Outcome 1: No major change required</b> - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>On the basis that Academies are prepared to fund the provision of their School Crossing Patrol service the potential impact to vulnerable road users using the schools are not impacted.</p>

## Section 5: Monitoring and Action Plan

Details	
<b>No</b>	<b>Action</b>
13.	<p>Outline plans to monitor the actual impact of your proposals</p> <p>The Council's Road Safety team will continue to manage the service and will collate any feedback from the affected Academies or vulnerable road users. The continuing management will include regular site visits and ensure that risk assessments are in place for each location.</p> <p>If any Academy chooses not to continue to provide a service at their school then the Road Safety Team will continue to provide advice to the academy on any road safety issues. Collision data for all of Torbay is reviewed on an annual basis in partnership with the Police.</p>

### Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Torbay Council to contact the academies attached to inform them that they will be charged for the service.	To allow academies to consider future budgets.	Staff resources	Road Safety Team	Completed.
2	Funding of school crossing patrols at Academy sites to be funded by the Academies concerned.	To ensure that the service can continue within reduced budgets.	Sites to be staffed with appropriate equipment	Academy Head Teacher Road Safety Team	1/4/13
3	Sites to be managed by Road Safety Team.	To ensure that both Council and Academy funded sites are appropriate managed.	Council to provide management of staff and HR Support.	Road Safety Team	1/4/13
4	Sites where Academies chose not to fund the SCP service to be monitored.	To ensure that the removal of any service does not impact on vulnerable road users.	Council to monitor collision data and liaise with Academies.	Road Safety Team Highways Officers Police Academies	From date of removal.
5	Road Safety Team to continue to provide road safety advice.	To continue to review road safety and take actions where necessary.	Staff resources	Road Safety Team	Ongoing

## **Budget Proposals 2013/14: Major Decision: Business Unit: Residents & Visitors Services (RVS) Subsidised Bus Routes**

### **Combined Impact Assessment: Full assessment (Part 2)**

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1<sup>st</sup> April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

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**Name:** Sue Cheriton

**Position:** Executive Head – Residents & Visitor Services

**Business Unit:** Residents & Visitor Services

**Department:** Streetscene

**Date Commenced:** November 2012

**Date:** January 2013

## Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<ul style="list-style-type: none"> <li>Reduce subsidised bus routes.</li> </ul>		35		1/4/13	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>			X

## Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>The Council currently fund a number of bus services that cannot run on a commercial basis or fund parts of the service (ie in the evenings) if this element of the service is non profit making. Often a subsidised service can become commercial as the route becomes established meaning the subsidy can be withdrawn and re-invested in other areas which does not have a service. This reduction in funding will mean that one part of a service, the route 66 non term time service, will be withdrawn.</p> <p>Service 66 operates from Brixham Bolton Cross to Newton Abbot via Torbay Hospital, Foxhole and South Devon College. This is the only bus route operating along the Western Corridor between Brixham and Paignton however it is believed that Subsidised Bus Route 67 Brixham – Torbay Hospital via Paignton, may be able to accommodate some customers who are currently using Route 66.</p>
2.	Who is intended to benefit / who will be affected?	<p>The people most affected will be the passengers who use the Route 66 during non term times.</p> <p>We don't currently have a profile of the users of the service however we intend to put notices within the buses during the next School Holidays (18<sup>th</sup> – 22<sup>nd</sup> February 2013) highlighting the fact that the service will be withdrawn during future School Holidays. We will also ask Stagecoach to give customers a questionnaire to fill in and send or e-mail back to the</p>



No	Question	Details
		Council during this time. We anticipate that this will identify those who will be affected with the withdrawal of the service.
3.	What is the intended outcome?	The service will no longer operate during non term times.

### Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

### Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>Current passenger numbers using the service are 17,737 per year during the non term times.</p> <p>From 15.2.2010 the subsidy for Route 66 was reduced from £64,533 per annum to £34,999 per annum and the subsidy was altered to only support journeys during School Holidays until 2013.</p> <p>During 2010/11 – 14,622 passenger journeys were made.  During 2011/12 – 17,737 passenger journeys were made.</p> <p>To date during 2012 up until December 12 – 12,054 passenger journeys have been made.</p>

No	Question	Details									
5.	<p><b>How have you consulted on the proposal?</b></p>	<p>The current service provider has been informed that the Council intend to withdraw funding</p> <p>On 19.11.2009 we wrote to Stagecoach to award the tender and stated 'I trust we can work together to promote this part of the service with the aim that eventually the whole route will become commercially viable throughout the year.</p> <p>On 5.9.2012 we wrote to Stagecoach confirming the subsidy was coming to an end and asking if the route still wasn't commercially viable could we meet to discuss this.</p> <p>No response was received from the Managing Director therefore the issue was raised at our quarterly meeting on 8.11.12.</p> <p>On 4.12.2012 Strategic Services (David Whiteway) met with Stagecoach to discuss issues.</p> <p>On 8.1.13 we wrote to Stagecoach confirming financial support until the end of March 2013 and requesting their plans when the subsidy comes to an end.</p> <p>This proposal has been included as part of the public budget consultation running throughout January 2013. The questionnaire has been sent to members of the Viewpoint Panel and has been made publicly available in all connections offices, libraries and also online.</p>									
6.	<p><b>Outline the key findings</b></p>	<p>The feedback we have had from Stagecoach is that this route is still not commercially viable during School Holidays and they are still deciding what to do when the subsidy comes to an end.</p> <p><u>Torbay Budget Consultation:</u></p> <p><b>Q6.4) Do you support this proposal?</b></p> <table border="1" data-bbox="1193 674 1321 1115"> <thead> <tr> <th></th> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>134</td> <td>45.4%</td> </tr> <tr> <td>No</td> <td>161</td> <td>54.6%</td> </tr> </tbody> </table>		Number	Percent	Yes	134	45.4%	No	161	54.6%
	Number	Percent									
Yes	134	45.4%									
No	161	54.6%									

		Details	
No	Question	Total	100.0%
		295	100.0%
		<p>Less than half of respondents (45.4%) supported this proposal.</p> <p>There is little difference in the proportions of respondents who support this proposal between those with disabilities (42.4% in support) and those without disabilities (46.5% in support).</p> <p>Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.</p> <p>Please see Torbay Budget Consultation Report 2013 – 14 for more information</p>	
7.	What amendments may be required as a result of the consultation?	To be considered following ratification at Full Council	

**Positive and Negative Equality Impacts**

		<b>Details</b>	
<b>No</b>	<b>Question</b>	<b>Positive Impact</b>	<b>Negative Impact</b>
8.	Identify the potential positive and negative impacts on specific groups		
	All groups in society generally		<p>A removal of a bus route will affect all groups using the bus service. At this point we are not aware of the particular groups who use the bus service outside of term time as no survey has been completed.</p> <p>Alternative bus routes are available to the majority of residents, although some residents may have to walk further then currently required to pick up services. Passengers may also need to change buses.</p>
	Older or younger people		<p>There is no evidence to show that this group will be affected although there may be a significant number of over 60s affected who may use this bus service to visit Torbay Hospital. However alternative bus routes are available to this destination and others currently served by this bus route.</p> <p>The subsidy has been in respect of the service during non term times. Therefore access to education should not be affected. Younger people may be affected during non term times.</p>
			<b>Neutral Impact</b>

<b>Details</b>	
<b>No</b>	<b>Question</b>
	<p>People with caring responsibilities</p> <p>People with a disability</p>
	<p>Women or men</p> <p>People who are black or from a minority ethnic background (BME)</p> <p>Religion or belief (including lack of belief)</p> <p>People who are</p>
	<p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p>
	<p>There is no evidence to show that this group will be affected although there may be a significant number of disabled people affected who may use this bus service to visit Torbay Hospital. There are alternative bus routes available to Torbay Hospital, but this may mean that users need to change buses or walk further then currently required to catch a bus. The buses are fully accessible for disabled persons.</p>
	<p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p>
	<p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p>
	<p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p>
	<p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p>

Details	
No	Question
	<p>lesbian, gay or bisexual</p> <p>People who are transgendered</p> <p>People who are in a marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic (including child poverty)</p>
	<p>group will be differentially affected over and above that detailed for all groups in society generally.</p> <p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p> <p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p> <p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p> <p>There is no evidence to show that this group will be differentially affected over and above that detailed for all groups in society generally.</p> <p>This decision will not have a negative socio-economic effect as the destinations reached by this service are reachable by other services, but may mean that travellers need to change buses.</p>
9.	<p><b>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</b></p> <p>The removal of the bus service outside of term time maintains equality of opportunity as travellers will still be able to access the destinations served by this bus route.</p>

### Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	
11.	Summarise any negative impacts and how these will be managed?	The availability of other routes which serve the destinations served by this bus route will be publicised to current users of the service.

### Section 4: Recommended course of action

No	Action	Details
12.	State a recommended course of action [please refer to action plan]	<b>Outcome 3: Continue with proposal -</b> This proposal should continue with current users of this route being advised as to the alternative routes available to them.

### Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	Access to key services by public transport to be monitored through NI175 The Public Transport Officer will monitor feedback from the customer questionnaires during the next School Holidays.

## Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Access to key services by public transport to be monitored through NI175	To ensure there is appropriate access through public transport.	Staff time	Public Transport Team	On-going
2	The Public Transport Officer will monitor feedback from the customer questionnaires during the next School Holidays.	To monitor the impact of the decision	Staff time	Public Transport Team	March 2013





Report No: **xx/2012** Public Agenda Item: **Yes**

Title: **Review of Reserves 2013/14**

Wards Affected: **All Wards in Torbay**

To: **Priorities & Resources Panel** 30th November 2012  
**Council** 6th December 2012

Key Decision: **Yes**

Change to Budget: **No** Change to Policy Framework: **No**

Contact Officer: **Martin Phillips**  
 Telephone: **(01803) 2077285**  
 E.mail: **martin.phillips@torbay.gov.uk**

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## 1. What we are trying to achieve and the impact on our customers

1.1 The Council holds a number of reserves as part of its approach to prudent resource management. These reserves are applied to both specific and general purposes for the benefit of the communities of the Bay. The application and use of the reserves supports the achievement of service delivery and improvements in the Bay, as outlined in the Community and Corporate plans and related strategies.

## 2. Recommendations

2.1 That Council approve the transfer of the surplus of £1.4m identified on a number of individual reserves to the Comprehensive Spending Review Reserve.

## 3. Key points and reasons for recommendations

3.1 A Review of Reserves is a key part of the Council's budget setting process. Consideration of reserve levels is linked to legislation for budget setting contained in both the Local Government Act 2003 and the Localism Act 2011.

3.2 As a result of the increasing risk from the financial pressures facing the Council, in particular from social care and the requirement for ongoing significant budget reductions, on achieving a balanced revenue budget it is recommended that the surplus on a number of reserves, of approximately £1.4m identified, is transferred to the Comprehensive Spending Review Reserve.

**For more detailed information on this proposal please refer to the supporting information attached.**

Paul Looby  
 Chief Finance Officer

## Supporting information to Report xxx/2012

### A1. Introduction

A1.1 The background as to the Council's responsibilities in relation to its reserves and the Council's current reserve policies are in appendix two to this report.

### A2 Review of Reserves 2013/14

#### A2.1 Overview

A2.2 As at 31/03/2012 Torbay Council's reserves were as follows:-

31/3/11		31/3/12	31/3/13 est.	Change
£m		£m	£m	£m
4.0	General Fund Reserve	4.0	4.0	0
5.3	Uncommitted Reserves	3.6	3.4	(0.2)
14.9	Timing of Spend Reserves	15.4	8.9	(6.5)
2.8	Partner/Ring Fenced Reserves	3.6	2.6	(1.0)
2.5	School Reserves	3.5	3.0	(0.5)
9.1	Specific Reserves	10.4	6.2	(4.2)
<b>38.6</b>	<b>Total Reserves</b>	<b>40.5</b>	<b>28.1</b>	<b>(12.4)</b>

A2.3 A list of the Council's Reserves as at 31/03/2012 is attached at Appendix 1.

A2.4 The table in A2.2 shows that the total reserves held by the Council increased by 5% during 2011/12 with over 50% of that increase in schools' reserves. The General Fund Reserve remained at £4.0 million during the same period. This is discussed in more detail below.

A2.5 Each reserve has been assessed by the Service Manager and their finance manager for its estimated balance as at 31<sup>st</sup> March 2013 and for the estimated additions or withdrawals from the reserve during 2013/14 and future years. This is included in the table at Appendix 1. This table is shown after the recommendations arising from this report.

A2.6 The table in A2.2, (based on the review of reserves), shows that the level of reserves is expected to decrease during 2012/13 to £28.1m. The actual balance at year end will depend on spend during the year and any year end service carry forwards from unspent revenue funds and/or unspent grant allocations.

A2.7 More information on all Council Reserves is available that shows details about each reserve, including the reason/purpose of the reserve, how and when the reserve can be used and the process for retention of each reserve to ensure continuing relevance and adequacy.

A2.8 The CIPFA guidance on Reserves and Balances (LAAP 77 issued November 2008) advises that "Chief finance officers should take account of the strategic, operational and financial risks facing the authority. The assessment of risks should include external risks, such as flooding, as well as internal risks". The CIPFA guidance lists a number of assumptions to be considered when forming a budget, which although these directly link to the setting of a budget, the level of risk and uncertainty of these assumptions will be relevant in determining an appropriate level of reserves. These assumptions and notes to consider in relation to reserves are listed in Appendix Two.

A2.9 There has been national comment about Councils using reserves to support revenue budgets.

In December 2010 the Minister for Communities & Local Government said:

"Just like any household facing challenging times, all good councils should be considering the merits of temporarily dipping into the money they have set aside as part of their plans to address immediate financial challenges, with a view to building up their reserves again in the sunnier days to come."

The Chief Finance officer is reluctant to use reserve funds, which can only be spent once, to support ongoing expenditure as that is not financially sustainable as it only delays the impact of the required budget reductions. However if the Council identifies any surplus funds from the review of reserves then this could be used to support one off expenditure. Any use of reserves for ongoing spend on an invest to save basis must be repaid and will become a call on future year's budgets.

#### A2.10 Earmarked Reserves

A2.11 Specific comments on the following reserves are listed below along with any recommendations. For the Earmarked Reserves where no specific comment has been made below, it is suggested that no changes are made, however officers can provide further detail if required. Where possible the predicted balance as at 31/3/13 on a number of reserves has been reduced by 10%.

#### A2.12 Uncommitted Earmarked Reserves – balance £3.6m 31/3/12 (£3.4m 31/3/13)

A2.13 In the 2011/12 revenue outturn report presented to Council in July 2012, it was recommended that a number of uncommitted reserves were now included within the Comprehensive Spending Review Reserve, that was originally established in 2010/11. The purpose of this reserve was identified as follows:

- short term support for the (revenue) budget while services adjust spending to new levels
- financing of any costs in relation to reducing services and therefore staff numbers
- to support any initial costs of changing service delivery that will result in future savings

Any use of this reserve for invest to save schemes must be supported by a robust business case and signed off by the Chief Finance Officer.

A2.14 The unallocated balance of £1.0m on the unringfenced performance reward grant, (in service carry forward reserve as at 31/3/12), has also now been transferred to this reserve from being held as a service carry forward. This can support the budget pressures facing the Council and its partners.

A2.15 The balance on this reserve will be impacted by the Council's current 2012/13 budget situation, where the quarter two monitoring report is reporting a significant overspend from pressures on social care – both adults and Childrens. £1.1m from this reserve has already been transferred in 2012/13 to support Childrens services. If other compensating savings can not be achieved in other budgets/services then this reserve will have to be used to fund any overspend in 2012/13.

A2.16 The cost of severance packages for staff as the Council faces budget reductions are a significant budget pressure. As a guide the cost of "exit packages" as reported in the Council's accounts, (which include schools), for 2010/11 and 2011/12 was £3m over the two years. To date in 2012/13 a further £0.6m has already been incurred. The significant budget reductions facing the Council for 2013/14 is likely to entail additional severance costs, which have been estimated at £1m, with a further £0.5m for each of the following years.

A2.17 Given the significant budget challenges facing the Council and the associated costs of reducing staff numbers it is recommended that the surplus identified on a number of reserves of approx £1.4m is transferred to this reserve and this reserve is solely used for funding any in year over spends and the costs associated with budget reductions. In addition given the uncertainty of the Council's funding levels in 2013/14, due to both the expected late announcements of grants and the late finalisation of the new Council funding legislation, any funding shortfall in setting the 2013/14 budget could have to be funded from this reserve pending identification of further

budget reductions.

A2.18 Timing of Expenditure Reserves – balance £15.4m 31/3/12 (£8.9m 31/3/13)

A2.19 These reserves arise as a result of differences in timing between the reserve being established and the expenditure being incurred. Some of these are short term, such as services' carry forwards and the collection fund, where the expenditure should be incurred within 12 months. Other reserves are spreading costs over a number of years, such as the PFI sinking fund that equalises the costs of the annual unitary charge over the 25 years of the contract. No significant changes are proposed to these reserves as these are required for specific purposes or future spending plans and any proposed use of these reserves will create a future budget pressure.

A2.20 Collection Fund

The Collection Fund Adjustment Account (formally Collection Fund Reserve) is slightly different from all other reserves. Legislation requires any balance (surplus or deficit) to be applied at the next Council Tax setting to the three precepting authorities (Torbay, Devon & Cornwall Police Authority and Devon and Somerset Fire Authority). (Note Brixham Town Council as a minor precepting body does not bear any share of surplus or deficit). Any balance represents the sum collected over or under the assumed Council Tax collection rate and is normally distributed in the following financial year.

In relation to the Torbay share of the Collection Fund surplus, there is a surplus in this reserve as at 31/03/12 of £3.1m of which £2.2m was planned to be used in 2012/13. Estimates of future year surpluses will be dealt with in the report to Members on the Council Tax Base during the 2013/14 Budget Setting process and reflected in the Medium Term Resource Plan.

A2.21 Prudential Borrowing Reserve

The balance on the prudential borrowing reserve is to be used to both spread the costs of timing differences arising from the Council's statutory revenue provision calculation and the actual repayments from services for unsupported borrowing, and also to support the reduction in Council borrowing costs in future years by either repayment of Council borrowing over the next four years in line with approved Treasury Management Strategy or by voluntary revenue provision transfers. As a result the Chief Finance Officer considers it would not be prudent to significantly reduce the balance of this reserve. However due to the uncertain financial climate facing the Council it is proposed the balance on this reserve be reduced by 10%.

A2.22 Partner/RingFenced Reserves – balance £7.1m 31/3/12 (£5.6m 31/3/13)

A2.23 These reserves are outside the Council's direct control in that the reserves are linked to funds held by partner organisations, schools, economic development company or the ring fenced harbour account.

A2.24 The balance held by schools under delegated funds will change based on expenditure in schools and are likely to reduce as more Council schools become academies. A notional £0.5m annual reduction in the balances held by schools has been shown in Appendix 1.

A2.25 Specific Issue Reserves - balance £10.4m 31/3/12 (£6.2m 31/3/13)

These are reserves set aside for specific expenditure purposes.

A2.26 Insurance Reserve

The balance as at March 2012 for both the insurance reserve and the insurance provision before the addition of any current year surplus was approximately £4.5 million. The Council's insurance team in consultation with the Chief Finance Officer review the earmarked amounts on an annual basis and take advice from an insurance actuary to ensure the adequacy of the reserves. The last actuarial review was a "mini" review as at March 2012. (The next full review is due March

2014). In addition the ongoing position with Municipal Mutual Insurance (MMI) Limited and any potential calls on the Council's resources that may arise are reviewed.

Of the total of £4.5 million, £2.1 million covers earmarked amounts for specific insurance risks such as Municipal Mutual Insurance (MMI) - both Torbay Council and Devon County Council liabilities, residual Devon County Council liability relating to services transferred to Torbay in 1998, a number of uninsured risks such as environment issues and industrial diseases (e.g asbestos) and monies for risk management initiatives. The balance within the reserve and provision which is earmarked for current and as yet unknown claims as at March 2012 is £2.4 million which is broadly in line with the actuarial assessment of potential liabilities combined with an allowance for the Council's "stop loss" i.e the level the Council's exposure is limited to. However, given the Council's overall financial position it is suggested that a one off reduction in the total reserve of £0.350m is possible. This does however reduce the level of the insurance reserve, which is a risk that should be considered. Given the potential long lead in time for certain insurance claims, such as those relating to children and certain types of industrial diseases, any shortfall in this reserve may not be realised for a number of years. In addition from April 2013 the Council is responsible for the Public Health function, (from the NHS), which will result in potential additional liabilities for the Council, which may or not be fully insurable. Officers are currently reviewing the insurance implications of this transfer of responsibility.

In relation to Municipal Mutual Insurance (MMI) there is increasing uncertainty over the ability of MMI to achieve a "solvent run off of claims" which will result in a liability for the Council under the scheme of arrangement. (The MMI liability arises from the financial difficulties this insurer faced in the 1990's). In March 2012 MMI lost a Supreme Court judgment in relation to responsibility for mesothelioma cases which has increased the risk of a solvent run off not being achieved. The last MMI annual accounts (June 2012) state that the board "will be unable to foresee a position....to achieve payment of agreed claims in full and hence consideration will be given to triggering the scheme of arrangement". In November 2012 the Council was informed that the scheme of arrangement has now been triggered. In light of this increased uncertainty it is suggested that the Council's current insurance reserve for this potential liability remains unchanged.

#### A2.27 Pensions Reserve

The Council's employer's contribution rate of 17% is assessed by the actuary as the rate to generate a cash figure that will cover the Council's long term pension liabilities based on the actuarial estimate of the Council's pay costs. As the number of Council staff declines and therefore the Council's pay costs – (both from the TUPE of staff to other service providers such as TOR2 and the Economic Development Company and from budget reductions) - the cash figure generated from a 17% rate the Council will make to the fund may not meet the cash figure identified by the actuary. This is offset in part by the transfer of pension liabilities for future employment to the other service providers which will reduce the Council's forecast liability; however the Council retains the liability for those staff up to date of transfer and in some cases has guaranteed to fund future pension costs such as with TOR2.

The next actuarial review, undertaken in April 2013 – effective from April 2014, will result in higher employer contribution rates as result of the declining Council staff numbers. However as the Local Government Pension Scheme is significantly reformed from 2014, the future increase in contributions from declining numbers is likely to be offset by a reduction in future liabilities from the reforms. However to offset the shortfall in contributions up to 2014, due to declining staff numbers and therefore reduced cash contributions to the fund, the balance on the reserve will be applied as a lump sum payment to the Scheme in 2012/13. If a lump sum payment is not made any shortfall from the Council's lower cash contributions will be reflected in the Council's future contribution rate which will be a budget pressure fro 2014/15 onwards.

#### A2.28 Other Specific Reserves:

The Employment Fund (£0.3m) was set up as part of the outturn 2011/12 to support employment initiatives. The use of this reserve to support employment is being considered but has not yet been allocated to a specific proposal. However a proposal on the use of this reserve to support local businesses is expected to be presented to Council in the next few months. It is

proposed this balance be reduced by 10%.

Riviera Centre Reserve (£0.250m) was set up to support the future options for the centre. This has not yet been allocated to a specific proposal. It is proposed this balance be reduced by 50%.

The TDA Capital Scheme reserve (£0.4m) is held to support regeneration schemes in the Bay. It is intended that this could be used to support the development of an innovation centre at White Rock or support any potential funding shortfall on the Brixham Regeneration project. It is proposed this balance be reduced by 50%.

Land Charges (£0.2m). Changes in central government guidance and interpretation of legislation regarding the “environmental” data Councils hold has led to considerable uncertainty regarding the charging of fees and in particular whether Councils will be required to repay fees previously charged. This issue is still being considered on a national basis which the Council will continue to monitor; therefore it is recommended that the balance on this reserve is maintained. It is proposed this balance be reduced by 10%.

On the review of reserves a number of other balances have been identified as surplus. These total £0.4m including funds from LABGI, employment issues, service carry forwards, elections and the equipment fund. It is recommended that the surplus on these reserves of approximately £0.4m identified is transferred to the Comprehensive Spending Review Reserve. In addition, where possible the level of a number of these other reserves has also been reduced by 10%.

#### A2.29 Potential Liabilities

The Council, as identified in its Statement of Accounts, has given a number of guarantees. The Council has also entered a number of contracts which could lead to a future liability such as dilapidation costs on leased in buildings. In particular the Council has provided a guarantee to bankers to the Torbay Coast and Countryside Trust for £975,000 to provide cover for the Trust's loan and overdraft facility. If the bankers call the guarantee the Council will have to fund the £975,000 from its own resources which will probably result in the use of reserves.

In addition the Council has provided a number of guarantees for pension liabilities to services now outsourced, such as Provider Trust and the Economic Development Company, however it is unlikely that these guarantees will result in a cash payment from the Council.

#### A3 Review of Provisions and other Potential Liabilities

A3.1 In addition to earmarked and general reserves the Council also holds provisions for a number of issues where the Council has a clear liability which is probable to result in a payment but the amount and timing of the potential payment is uncertain.

A3.2 As at 31/03/2012 Torbay Council's provisions were as follows:-

<b>10/11</b>		<b>11/12</b>	<b>Change</b>
£m		£m	£m
0.6	Insurance Provision	0.6	0
0.1	Pay Modernisation (incl. schools)	0.1	0
1.3	Restructure/Budget Reductions	0.6	(0.7)
1.0	Other Provisions	0.3	(0.7)
<b>3.0</b>	<b>Total Provisions</b>	<b>1.6</b>	<b>(1.4)</b>

A3.3 The provisions above were based on the latest information as to the value of the potential liability, as such no changes in the value of these are proposed. It is expected that the majority of these provisions will be used within 2012/13 except insurance where the “time lag” on claims being notified and settled is often over one year.

#### A4 General Fund Reserve - Risk Assessment and Sensitivity/Scenario Appraisal



- A4.1 The Council's General Fund Reserves of £4.0 million represents 3.2% of the Council's net 2012/13 budget. Using the Audit Commission profiling information this level of "unallocated financial reserves" is low compared to other unitary Councils.
- A4.2 The CIPFA guidance on reserves does not recommend a statutory minimum level of reserves. It states that "Local Authorities should make their own judgements on such matters taking into account all the relevant local circumstances which will vary between Authorities". CIPFA also state that "a well managed authority with a prudent approach to budgeting should be able to operate with a relatively low level of reserves".
- A4.3 A risk assessment of all 2012/13 budgets suggest that the maximum overspend in any year, if all services were subject to adverse pressures and where there isn't any specific service related earmarked reserve, would be £7.5 million or 6% of net revenue budget. An estimate should be added to reflect any, as yet unknown, in year budget pressures, potential Bellwin scheme claims (emergency planning) and to reflect the financial risks inherent in any significant new partnerships, outsourcing or capital developments, say £1.0 million. This would result in a required General Fund reserve of £8.5 million or 7% of net budget. The current level of General Fund Reserve will cover just under 50% of this sum.
- A4.4 This risk assessment overall is higher than the previous year as the higher value areas of volatility that were identified as a high risk last year have continued to cause pressures on the Council's revenue budget still exist, in particular the budget monitoring issues in relation to Childrens and Adult Social Care. In addition the challenges of achieving the significant budget reductions creating a higher risk of budget variations.
- A4.5 A key consideration within this risk assessment is the level of the risk of budget variances passed to partners or other suppliers via service delivery contracts. A key partner for the Council is the Torbay Care Trust as the level of funding to the Care Trust is over £42 million per annum. For 2012/13 the Care Trust and Council have not agreed to share the risk of any over or under spends on the most volatile budget area. Although the Council and Care Trust are currently discussing risk share arrangements for 2013/14 as part of the 2013/14 budget process, at this stage it is unlikely that a risk share will be agreed for 2013/14. The risk assessment above continues to reflect this significant uncertainty.
- A4.6 However a prudent risk based approach to budget setting and reserve levels will have mitigated some risks of an overspend, although it should be noted that two areas of high risk, (Childrens and Adult Social Care), have already declared significant overspends in 2012/13. It is unlikely that all budgets will be adversely affected in the same year or that there will be no underspend arising from savings or additional income. Therefore the General Fund Reserve should as a minimum be equal to 50% of the total assessed risk in any financial year which equals to 3.4% of net budget. This for 2013/14 will result in a required general fund reserve balance of £4.2 million. At this stage the current general fund balance of £4.0 million is below the target level of 3.4% of the Council's net budget requirement.
- A4.7 Following consideration of the above, in the opinion of the Chief Finance Officer, the current level of general fund reserve should not be reduced and ideally increased to reflect the higher level of risk, as balances would fall below a prudent minimum level. Therefore it is recommended that members give consideration to increase the level of this reserve as part of its Medium Term Resource Plan.
- A4.8 The 2013/14 budget to be presented to Members will also include an assurance statement from the Chief Finance Officer about the adequacy of the proposed financial reserves, in accordance with the requirements of section 25 of the Local Government Act 2003.

#### Capital Investment Plan

- A4.9 It is assumed that in the circumstances of a significant overspend within the Council's capital programme this will be covered by alterations to the timing of the Council's capital programme, use of the capital contingency or from additional borrowing within the Council's approved

Prudential Indicators. Any additional borrowing costs would have to be met from the Council's revenue budget.

- A4.10 The Council's capital plan has a contingency of £1.1 million – this is approximately 1% of the current four year capital plan. It should be noted that all capital projects should have contingencies within the individual project costs.

## **A5 Chief Finance Officer Statement.**

- A5.1 I am satisfied that the Council's General Fund and Earmarked Reserves, including Insurance Reserves, are adequate for the Council's Financial Plans and to meet any known or predicted liabilities over the period in which the liabilities are expected to become due for payment.
- A5.2 An updated statement on the level of reserves and their adequacy in relation the Council's financial plans, will be presented to members when Council considers the final budget proposals in February 2013.

## **A6 Governance of Reserves.**

- A6.1 Appendix 1 shows the projected balances of the reserves at the end of the current financial year and future years. These balances are based upon planned levels of spending. In the event of any unplanned expenditure occurring in the financial year current Standing Orders and Financial Regulations will apply.
- A6.2 The Reserves will continue to be reported as part of the Council's Statement of Accounts and subject to a formal annual review and challenge as part of the budget process by both members and senior officers. Councillors should consider the Councils General Fund Reserve as part of the annual budget setting process.
- A6.3 As the purpose of each earmarked reserve is clearly stated it is not considered necessary to report movements on earmarked reserves on a quarterly basis to Council or to the Overview & Scrutiny Board. Any quarterly reporting of issues relevant to earmarked reserves will be on an exception basis. Where appropriate a "withdrawal from reserve" form is completed and signed by the Chief Finance Officer and the Mayor.
- A6.4 Any budget variations that are reported to Council which can not be funded from existing revenue resources will then, as a consequence, impact on the projected balance on the General Fund Reserve.
- A6.5 Schools reserves are part of the delegated schools funding and these reserves remain at the discretion of the Head Teachers and Governing Bodies.

## **A7 Opportunity Costs**

- A7.1 Where a reserve is above the target levels, Members need to consider the opportunity costs of maintaining these reserve levels. Members need to consider that a reserve above a target level will provide benefits from reduced financial risk in that reserve and the cash flow benefits holding these levels brings from increased investment returns. These benefits need to be compared to any benefits (or opportunities) that may arise from using the reserve to support service delivery or a specific project. This "opportunity cost" of maintaining reserve levels compared to alternative spending options needs to be carefully considered.

## **A8 Risk assessment of preferred option**

- A8.1 Outline of significant key risks
- A8.2 It is important that the issues raised in this report are considered by Members and appropriate action is taken, where necessary, to ensure that the Council has adequate reserves in the short and medium term. Failure to consider the issues raised within this report and take appropriate action could result in the Council having insufficient reserves that could adversely impact on the



revenue budget.

- A8.3 The two major risk facing the Council at present are the challenging budget reductions as part of the Government's Comprehensive Spending Review. There is press speculation that the deficit reduction plans could be extended beyond the current four year spending review.
- A8.3 The second is the challenge of ensuring both a balanced budget for 2012/13 and a robust 2013/14 budget for social care – both adults and childrens. Both services significantly overspent in 2011/12 and are predicted to do so again for 2012/13.

## **Appendices**

- |            |   |
|------------|---|
| Appendix 1 | Council Reserves as at 31/3/12            |
| Appendix 2 | Background to Reserves and Council Policy |

## 2013/14 - Review of Reserves

<u>Reserves</u>	Balance as at 1/4/12 £'000	Balance as at 1/4/13 £'000	Balance as at 1/4/14 £'000	Balance as at 1/4/15 £'000	Balance as at 1/4/16 £'000
<b>General Reserves</b>					
General Fund	3,964	3,964	3,964	3,964	3,964
	3,964	3,964	3,964	3,964	3,964
<b>Earmarked Reserves:</b>					
<b>Uncommitted Reserves:</b>					
Comprehensive Spending Issues	3,026	3,386	2,736	2,236	1,736
Change Management & Financial Strategy	150	0	0	0	0
Budget Pressures	444	0	0	0	0
	3,619	3,386	2,736	2,236	1,736
<b>Timing of Expenditure:</b>					
Capital Funding Reserve	1,119	1,722	661	261	261
Collection Fund Reserve	3,072	2,162	871	795	813
Council Elections	38	59	101	143	0
Prudential Borrowing	2,257	1,131	1,081	1,031	981
PFI Sinking Fund	3,328	3,369	3,360	3,273	3,179
Service C/fds & Unspent Grants	5,279	297	128	11	2
Civic Hub Reserve	315	190	65	0	0
LABGI	10	0	0	0	0
	15,418	8,929	6,266	5,513	5,235
<b>Partner/Ring Fenced Reserves</b>					
Devon Audit Partnership	42	34	34	34	34
EDC Reserves (paid in advance)	1,574	1,000	500	0	0
School Balances	3,518	3,018	2,518	2,018	1,518
Harbours Reserves	1,165	791	529	401	347
Public Health	436	436	0	0	0
Education Schools					
Redundancy/Retirement	331	271	211	151	91
	7,065	5,550	3,793	2,605	1,991
<b>Specific issues</b>					
Art Objects Purchased Fund	22	11	11	11	11
Crematorium	50	45	45	45	45
Asset Issues & Disposal Costs	188	137	112	87	62
Dilapidations	212	217	217	217	217
Employment Fund	305	275	225	175	125
Equipment Reserves	265	108	58	48	0
Employment Issues	214	135	85	35	0
Education Early Retirement	144	127	124	101	78
Insurance Reserves	3,861	3,491	3,471	3,451	3,431
IT Equipment Reserve	822	211	78	28	28
Land Charges	192	173	173	173	173
Pearl Assurance House R & M	55	0	0	0	0
Planning Reserve	405	305	0	0	0
Regeneration Reserve	292	0	0	0	0
Riviera centre	211	125	125	125	125
Seaside Towns	50	0	0	0	0
Supporting People Commissioning	734	561	288	74	0
Tourism	161	0	0	0	0
Pension	944	0	0	0	0
TDA - Capital Schemes Reserve	427	214	214	214	214
South Devon Link Road	500	0	0	0	0
Waste Strategy	330	118	118	118	118
	10,384	6,254	5,344	4,902	4,627
Total Earmarked Reserves	36,486	24,120	18,139	15,256	13,589
<b>TOTAL RESERVES</b>	<b>40,450</b>	<b>28,084</b>	<b>22,102</b>	<b>19,219</b>	<b>17,553</b>

## **Background to Reserves, Torbay Council Policy and CIPFA advice**

### **Legislative Requirements.**

It is the responsibility for a Council's Chief Finance Officer to advise on the level of reserves that they should hold and to ensure there are clear protocols for their establishment and use. Under the Local Government Act 2003 (amended 2011) the Chief Financial Officer has a duty to report on the robustness and adequacy of Council reserves when the Council is considering its budget requirement.

This requirement is in addition to the requirements of the Local Government Finance Act 1992, which requires Councils to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

The Localism Act 2011 introduced new requirements in relation to reserves for the calculation of the Council Tax requirement. These include:

“such allowance as the authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to a revenue account for the year in accordance with proper practices,

the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure, and

such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for”.

There is no standard or guidance for a minimum level of reserves for each Council, it is the responsibility of each Council, with advice from the Chief Financial Officer, to make their own judgments on such matters taking into account all the relevant circumstances which will vary between Councils.

### **Purpose of Reserves**

Torbay Council, like most Councils, holds reserves for two main purposes

A contingency to cover the impact of unexpected events or emergency. This is often known as a Council's General Fund Reserve. This reserve also, in effect provides a working balance to help cushion the impact of uneven cash flows.

A means of building up funds often referred to as Earmarked Reserves, to meet known or predicted liabilities. These Earmarked Reserves could include:

- Sums set aside for known or anticipated liabilities.
- Sums set aside for major schemes.
- Insurance reserves.
- Trading reserves – e.g Harbours.
- Reserves retained for Service Department use.
- School balances.
- Council Tax Collection Fund Balances.

The annual Review of Reserves is a key part of a Council's Risk Management process. If a reserve is assessed not to be adequate, an appropriate contribution from future year's revenue budgets should be planned for, conversely if a reserve is assessed as over provided, the surplus can be used as part of future year budget funding. This review focuses on earmarked reserves and the Council's general fund reserve.

There are other reserves that Councils hold that arise out of legislation and accounting rules but these are not “cash” backed and can not be used for any other purpose. These include revaluation reserve, capital adjustment account and the pension reserve.

### **Policy for Reserves**

It is considered good practice for Councils to have “a soundly based policy on the level and nature of reserves and balances that has been approved by members and reflected in the budget and medium-term resource plan”. The following is the Council’s current policy for reserves:

#### **Earmarked Reserves:**

“Torbay Council will hold earmarked reserves to meet known or specified liabilities. The purpose of each reserve will be clearly stated when established along with a suggested target range for the balance on the reserve. Each reserve will be allocated to the responsibility of a service manager who will at least twice a year review the reserve for both relevance and adequacy. This is to ensure a thorough understanding of the needs and risks of the service/function to which the reserve relates. If a Reserve is assessed as not required or a change in use is requested this will be reported in the next Budget Monitoring Report to Council”.

#### **General Fund Reserve:**

“The Council will maintain a General Fund Reserve as a contingency to cover the impact of unexpected events or emergency. The Council will at least annually review the reserve and assess the target range for the balance on this reserve in light of the Council’s overall financial position”.

#### **Financial Planning**

“The Council will reflect the results of its policy on reserves in its Medium Term Resource Plan and other financial planning such as the Treasury Management Strategy and Capital Plan. The approved level of balances will be monitored to ensure the Council’s financial standing is sound and supports the Council in the achievement of its long term objectives”.

Cabinet on 23/10/07 approved (report 271/2007 refers) the Council’s policy for Reserves as set out in that report which included that the policy be endorsed not only for 2008/09 but also for all future years. Members, however, are free to recommended changes to the policy if required.

### **Monitoring of Reserves**

The Council monitors and maintains its levels of reserves and balances within the range determined by its agreed policy. Details of each reserve are contained on a specific database which estimates a target range for each reserve. As the use of Reserves tends to be planned there isn’t a requirement for detailed quarterly monitoring of reserves. Any significant changes in Reserve use or activity will be reported on an exception basis to Council during the quarterly budget monitoring process. The detailed monitoring of reserves is undertaken on an annual basis by this detailed Review of Reserves. The Council will also consider any appropriate Reserve movements as part of the Council’s outturn reporting.

#### **Principles to Assess the Adequacy of Reserves and Scenario Analysis**

The CIPFA guidance on Reserves and Balances (issued November 2008) advises that “Chief finance officers should take account of the strategic, operational and financial risks facing the authority. The assessment of risks should include external risks, such as flooding, as well as internal risks, such as budget pressures”. The CIPFA guidance lists a number of assumptions to be considered when forming a budget, which although these directly linked to the setting of a budget, the level of risk and uncertainty of these assumptions will be relevant in determining an appropriate level of reserves.

The assumptions and notes to consider in relation to the current conditions are listed below:

Budget Assumption	Sensitivity	Financial Standing and Management
Inflation & interest rates	<p>Inflation is, on balance, a low risk at the current level.</p> <p>Interest rates are a key factor. A 1% change in rates can result in a £0.7m variation</p>	<p>With the current rates of both RPI and CPI inflation is a risk on a number of Council budgets such as utilities. However with the current pay freeze and economic conditions keeping some other inflationary pressures overall inflation rates area low risk.</p> <p>Interest rates (bank base rate) are currently 0.5% and are expected to stay at that level of most if not all of 2013/14. This has an adverse impact on Council investments. The Council's medium term borrowing requirement is already secured at fixed rates.</p>
Level and Timing of Capital Receipts	<p>A 10% drop in value has an impact of reducing receipts by £0.5 million</p>	<p>As a result of the economic conditions there has been a drop in the level of receipts received by the Council and the value of potential receipts on some assets have been reassessed at a lower level.</p> <p>To support the generation of capital receipts there is the Asset Rationalisation Plan which aims to generate the required level of receipts over the four year life on the plan. Due to the low bank rate the major risk associated with capital receipts is the value rather than the timing although a delay in receipts will reduce investment income and could lead to temporary borrowing.</p>
Treatment of Demand led pressures	<p>An average childcare placement costs £40k per annum.</p> <p>A 1% increase in the employer's contribution rate is £0.4m</p>	<p>Certain budgets are often volatile due to changes in demand levels such as for both adult and childrens' social care (from a rising number of children on the "at risk" list) which indicate that this is an area of potential risk. In year recovery plans and planning for the management of future year demand will be critical.</p> <p>The reducing number of Council staff contributing to the pension scheme reduces the Council's cash contributions to the fund which is likely to lead to higher employer contributions in the future. (Subject to any reductions on employee benefits from changes to the scheme).</p>

Treatment of planned efficiency savings/productivity gains/new income streams

The Council is faced with significant budget reductions over the next four years. Some of the savings required may not be achievable from April 2012 due to the time lag in developing and implementing significant changes or cuts to services.

		<p>Efficiencies are identified as part of the budget setting process and are assumed to be achievable when set as part of a setting a balanced budget.</p> <p>Future efficiencies arising are not assumed until realised.</p>
Financial risks inherent in any new funding partnerships, outsourcing or major capital developments.	A 1% variation on the whole capital plan is approx. £1m	<p>This is a key risk for the Council with the level of both any service changes and its capital programme.</p> <p>Each project is managed in terms of risk and has a project board, however consideration could be given to earmarking reserves to mitigate any potential risk</p>
Availability of reserves, government grants and other funds to deal with major contingencies and the adequacy of provisions	A 1% change on the Council's net spend is £1.25 million	The Council's insurance reserve is separately reviewed on an annual basis. The Council would have access to the Bellwin scheme for uninsurable major incidents.
General financial climate		<p>The impact of interest rates, inflation and capital receipts have already been noted, however there are other risks associated with the current economic conditions. These would include lower income levels on services such as land charges and planning, lower levels of tax collection and higher levels of bad debts being incurred etc</p> <p>The money market conditions and in particular the issues associated with Icelandic banks has highlighted risks associated with Council loans and investments. The Council has had no experience of default of any of its investments. The arrangements to manage this risk are outlined in the annual Treasury Management Strategy.</p>

The CIPFA guidance issued in November 2008 was, in part, a response to a higher level of scrutiny of risk arising both from the default of Icelandic banks – including a significant number of local authority investments, and from the costs of the major floods in the summers of 2007 and 2008. The conclusion is that Councils should have adequate insurance cover and an appropriate level of reserves to enable them to manage the demands placed on them from such major circumstances.

### **Links to other Strategies**

The level of reserves has clear links to a number of other Council plans and strategies. The level of reserves will depend on and be incorporated in these other documents. These include:

#### **Capital Investment Plan:**

A number of reserves are linked to the purchase or replacement of assets. This expenditure will be treated a Capital Expenditure and funded from the earmarked reserve.

#### **Medium Term Resource Plan:**

The results of this review of reserves, in particular the General Fund Reserve balance, will need

to be incorporated into the Medium Term Resource Plan. In addition any significant under or over provision on earmarked reserves will need to be included.

Treasury Management Strategy:

The Treasury Management Strategy includes the implications of the level of reserves held for potential cash flow for investment decisions. In addition it will assess the cash flow and financing implications of any significant movement in reserves.



CORPORATE CAPITAL STRATEGY

**SUMMARY VERSION**

**OCTOBER 2012 REVISION**



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Appendix 1 - Definition of Capital Expenditure

Produced By:

**Corporate Asset Management Team  
Torbay Council,  
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TORQUAY**

Contact Officer – Martin Phillips (Tel: 01803 207285)

## 1. Introduction

The Corporate Capital Strategy is the policy framework document that sets out the principles to be used as guidance in the allocation of capital investment across all the Council's services and informs decisions on capital spending priorities within the Council's 4-year Capital Investment Plan.

Capital investment is technically described as: ***Expenditure on the acquisition, creation, or enhancement of 'non current assets' i.e. items of land, property and plant which have a useful life of more than 1 year.***

Most non current assets are properties that are used in service delivery. The Council's land, buildings and infrastructure asset base of some 1,500 properties has a current use Balance Sheet value of £340 million. (In addition the Council has an interest in assets held by Diocese and Foundation schools and assets of companies the Council have a financial interest such as TOR2 and the Economic Development Company).

Although the Strategy focuses on the Council's management of its own investment in assets, a wider view of capital investment throughout the bay by both the public and private sectors will have a major influence on meeting Council aims and objectives.

This Strategy was revised in 2011 in the light of the significant reductions in central government support for capital investment over the period of the Comprehensive Spending Review where there will be a 60% reduction in total capital spending in the public sector and the unringfencing of capital allocations. The Capital Strategy is presented to Council as a Policy Framework document, and links with the Treasury Management Strategy and the Corporate Asset Management Plan. Both documents are available from Council offices and on the Council's Website:

<http://www.torbay.gov.uk/index/yourcouncil/financialservices/amp.htm>

**The Capital Strategy sets out the guiding principles on the following elements:**

- Approach to borrowing
- Grant allocation
- Capital Receipts
- Revenue Resources
- Prioritisation
- Alternative Funding and Delivery Options

In considering the principles, the Council needs a balance between guidance and prescription to allow a flexible and dynamic approach to be taken but reflective of times of uncertainty.

This document is a summary Strategy focusing on the key policies for the allocation of capital resources to schemes in line with Council priorities and statutory responsibilities. There is a more detailed Capital Strategy which both outlines the Council's policies in relation to the allocation and prioritisation of capital funds and, in addition, an overview of the Council's arrangements for the management of its capital programme. This document is available on the Council's intranet site:

<http://www.torbay.gov.uk/index/yourcouncil/financialservices/capitalstrategy.htm>

## 2. Guiding Principles

## 2.1 Approach to Borrowing

The Council is able to borrow money on the money market or from the Public Works Loan Board to fund capital schemes, however all schemes will have to be funded by the Council as there is no longer revenue support from government for “supported borrowing”. The Council is only able to borrow under the guidance under the Prudential Code.

The Mayor wants to reduce the ongoing costs of its borrowing on its revenue budget which is likely to result in fewer schemes funded from borrowing.

The Council has traditionally taken a cautious approach to new borrowing, paying particular regard to the robustness of forward predictions of affordability, with the aim that projects should be self-funding (i.e. create a revenue stream so that the cost of borrowing is cost neutral on Council Tax). It is essential that any new proposals for a self funding or invest to save scheme supported by borrowing has a robust business case that is presented to senior members and officers prior to approval by Council.

In recent years, there has been the need for borrowing that has no identifiable future revenue stream, for example, to repair assets such as Princess Promenade. Here a broader view has been taken of the value of repairing the asset to the overall economy of the Bay. The cost of such borrowing falls on the tax payer through payments of debt interest on the Council’s revenue account and repayment of debt over a specified period of time. There may still be a need for such borrowing but each proposal should be reviewed on a case by case basis with the project evaluation clearly stating how the borrowing is to be afforded. Given the financial challenges facing this Council over the next few years it is likely that such schemes will be an “exception”.

### ***Recommendations***

- (i) *The Council continue to consider prudential borrowing as an option to fund capital projects. Each project will be considered on its merit taking into account:*
- *The requirements of the “Prudential Code” – including Authorised Borrowing Limits*
  - *Ability to repay both debt interest and loan principal (minimum revenue provision)*
  - *Ability to generate future income streams or cost savings*
  - *Where there is an economic value to the community that is wider than the Council (this should have a strong business case).*
  - *A robust business case*

## 2.2 Grants

The Council receives capital grant funding from government and is able to bid for grant funding directed to particular government priorities or from other grant awarding bodies.

The Council now has greater flexibility in allocating capital grant funding which allows the Council to direct funding to local priorities which may not be in line with government allocations which are, to some extent, based on local need.

### **Recommendations**

- (i) *The Council initially pools all unringfenced capital grant funding prior to allocation to projects and takes a four year view of the estimated levels of grant funding.*
- (ii) *The Council allocates capital grant funding, estimated value over the four years of the capital investment plan, to service areas in line with agreed priorities. Service intentions of the identified government body awarding the grant may be taken into account in determining allocations.*
- (iii) *In line with the approved Capital Investment Plan, the Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and the Chief Finance Officer approves individual schemes subject to a business case being presented.*
- (iii) *The Council continues to bid for additional external grant funding but restricts schemes to those which support corporate priorities or statutory service objectives and where it can be proved that the project is sustainable, and requirements for match-funding and future revenue consequences have been considered and approved. All bids are to be agreed with the Mayor and Chief Operating Officer prior to submission.*

## **2.3 Capital Receipts**

The Council receives capital receipts and capital contributions from:

- Asset Disposals
- Right to Buy Clawback
- S106 Monies and Community Infrastructure Levy (CIL)

### **Asset Disposals**

The current policy is to pool all receipts from the sale of all assets sold to support the Capital Investment Plan in line with funding the Council's priorities. The 2012/13 Capital Investment Plan had a capital receipts target to support the approved Plan of £5m. All capital receipts received should be allocated to support this target and not allocated to new schemes.

The Council will consider exceptions to this policy where rationalisation of assets used for service delivery is undertaken and in respect of school sites where the Secretary of State has approved the disposal.

In considering asset disposals, the Council also needs to take into account the policy on Community Asset Transfers where the Council will consider, on a case by case basis, the potential transfer of land to an alternative provider after a full assessment of the long term (full life) risks and rewards of the transfer, including the achievement of best value including potential market value, linked to the Council's aims and objectives. It is expected that in 13/14 the policy will be reviewed to include a review of the process and any new demands such as Community Right to Buy.

### **Right-to-Buy Clawback**

The Council's policy of recycling 100% of these receipts into new affordable housing acknowledges the Council's role as strategic housing enabler by providing some direct re-investment to replace the properties lost from the public sector through the Right-to-Buy system.

### **S106 monies and Community Infrastructure Levy**

S106 monies come from developer contributions through the planning system. The current policy is to allocate monies to services in line with the planning agreements.

Any S106 monies received without a service allocation within the planning agreement will be allocated in line with Council capital scheme priorities. Any monies received for infrastructure from the Community Infrastructure Levy (when introduced) will not be allocated to a specific service but will be allocated under the CIL arrangements in line with Council capital scheme priorities.

### **Recommendation**

- (i) *No change to current policy on capital receipts and contributions.*
- (ii) *That any Community Infrastructure Levy for infrastructure works will be allocated under the CIL arrangements in line with Council capital scheme priorities. \**

*\* Subject to any specific funding requirements such as the South Devon Link Road*

## **2.4 Revenue & Reserves**

The Council is able to use revenue funding and reserves for capital schemes. However, as a result of competing revenue budget pressures, the Council's policy is generally not to use revenue or reserve funds to directly fund capital projects.

### **Recommendation**

- (i) *No change to current policy on revenue & reserves.*

## **2.5 Prioritisation**

It is always difficult to make choices between competing priorities within a top tier Council that delivers so many varied services. It will also be important to ensure sufficient flexibility to take advantage of any funding opportunities that may occur mid year or fill any gaps where slippage occurs.

The 2012/13 Capital Investment Plan, approved by Council in February 2012, changed the management of its capital plan for 2012/13 onwards.

The key stages in the revised process are as follows:

- a) Officers and Members identify and submit capital schemes, on an ongoing basis, to the Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer for inclusion in the capital reserve list in a specified format (an outline business case). If the initial business case is supported the scheme will be included for potential inclusion in the Capital Investment Plan.
- b) Estimate of capital funding available for four years is made
- c) Capital schemes are prioritised in line with Capital Strategy and corporate priorities
- d) Council allocates un ring fenced capital grant funding to schemes in line with its priorities. Service intentions of the identified government body awarding the grant will be considered in determining allocations.

e) Initial four year allocations of funding to schemes/services for planning purposes approved by Council as part of annual Capital Budget.

f) Council delegates the approval of specific capital schemes within the approved capital plan in (e) above to the Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer.

g) If a scheme is to progress further and be approved/funded there will be a requirement for a detailed business plan. This will apply to both new schemes and schemes identified for funding within the initial four year allocation of funding. Detailed business plan to be submitted to the Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer:

If scheme is to be funded from initial four year (approved) allocations the scheme will be approved by Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer and progressed when funding confirmed or,

if new funding, in addition to the approved four year allocation in (e) above, is to be used and if scheme is supported by Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer it will be recommended to Council for approval.

h) Proposals for invest to save or self financing schemes, (usually financed from prudential borrowing), will also require a detailed business case to be submitted to the Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer. If scheme is supported it will be recommended to Council for approval.

i) The capital plan will be updated and any recommendations for schemes to be approved by Council included in the next quarterly Capital Monitoring Report.

j) Previous Council approvals for capital schemes to be funded from prudential borrowing will be considered for funding from future capital funding to avoid ongoing increased revenue costs.

k) Other schemes that do not require financial support but include the use of Council assets as a Council contribution to a scheme will also be subject to the capital scheme approval process.

## **Recommendation**

(i) *No change to current policy on prioritisation approved by Council in February 2012.*

## **2.6 Alternative Funding and Delivery Opportunities**

As Council capital funding is reduced the Council will consider alternative methods of supporting capital expenditure within the Bay, using alternative funding, such as social investment, private sector finance and third sector funding or by other bodies delivering capital schemes instead of the Council.

The Council could aim to use its assets to support schemes or aim to maximise funding from any source possible, such as European Funding etc.

## Recommendation

*The Council continues to bid for additional external funding and/or work with other bodies to secure capital investment or consider use of its own assets in a development, but restricts schemes to those which support corporate priorities or statutory service objectives and where it can be proved that the project is sustainable, and requirements for match-funding and future revenue consequences have been considered and approved along with an assessment of the opportunity costs of alternative options. All schemes are to be agreed with the Mayor and Chief Operating Officer prior to submission and/or contractual commitment.*

## Appendix 1 - Definition of Capital Expenditure

Capital investment is simply described as:

**Expenditure on the acquisition, creation or enhancement of “non current**

**assets”**  
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(non current assets are items of land & property which have a useful life of more than 1 year)

This definition of capital expenditure that the Council has to comply with for the classification and, therefore, the funding of capital expenditure is linked to International Financial Reporting Standards. "Qualifying Capital Expenditure" under s25 of Local Government Act 2003 is defined when:

***"The expenditure results in the acquisition, construction or enhancement of fixed assets (tangible and intangible) in accordance with "proper practices""***

"Proper Practice" (from 01/04/10) is under International Financial Reporting Standards (IFRS) rules. The relevant standard is IAS16 which has the following definition of capital expenditure:

**"Expenses that are directly attributable to bringing an asset to the location and condition necessary for it to be capable of operating in the manner intended by management".**

"Directly attributable". i.e if building a school – costs linked to the actual construction of the building, not temporary accommodation, moving people around etc. – i.e "What helps you build the building?".

Subsequent Capital Expenditure on an asset is defined as:

**"Expenses that make it probable that future economic benefits will flow to the authority and whose cost can be measured reliably"** Subject to..... "if the expenditure is to replace a component, the old component must be capable of being written out of the balance sheet".

Future economic benefits i.e it is not necessary for the expenditure to improve the condition of the asset beyond its previously assessed standard of performance – the measurement is against the actual standard of performance at the date of expenditure.





CORPORATE  
ASSET MANAGEMENT PLAN  
2013 to 2017

2012 REVISION

**FOREWORD**

The effective use of assets is a key factor in delivering to the community of Torbay the objectives and priorities they have set for the Council. This plan sets the agenda for us to achieve that by adopting the following guiding aim:

*“The principle aim of an Asset Management Plan should be to ensure that the opportunity cost of financial resources tied up in land and buildings is minimised, and that capital and revenue expenditure on the portfolio is directed efficiently and effectively to provide value for money.”*

The Council is fully committed to the principle of the most efficient use of assets and this document establishes the objectives, processes and actions that all Council Members and Officers will follow to achieve that aim.

.....  
Mayor & Leader of Torbay Council  
Gordon Oliver

.....  
Torbay Council Chief Operating Officer  
Caroline Taylor

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- 2.0 Asset Management Practice Objectives and Principles
- 3.0 Organisation
- 4.0 Consultation
- 5.0 Performance Monitoring
- 6.0 Challenges and Opportunities

### Appendices

- AM-A CAMT Terms of Reference
- AM-B SAMP Template
- AM-C Key Asset Management Performance Indicator Analysis
- AM-D Torbay Online Asset Database Extracts
- AM-E Property Strategy Action Plan (PSAP)
- AM-F Tenanted Non-Residential Property Portfolio Strategy and Review Action Plan
- AM-G Repairs and Maintenance Programme

## **EXECUTIVE SUMMARY**

This Plan defines Torbay Council's Corporate Asset Management Strategy for the five-year period commencing April 2012 to 2016 and is reviewed annually. Torbay Council has commissioned the Torbay Economic Development Company trading as Torbay Development Agency (TDA) to deliver the Corporate Asset Management Plan (CAMP)

Torbay Council has a considerable number of assets, which are not only essential to service delivery but underpin much of the Bay's economy. Unfortunately many of these assets are in poor condition and not fit for purpose. This plan sets out strategies to rationalise the number of assets, replace them where appropriate and improve the condition of those remaining.

The overarching objectives of the CAMP are to:

- Identify and explain the importance of effective Asset Management
- Identify and explain the best practice processes that need to be followed in order to deliver effective Corporate Asset Management with regard to best practice:
  - Audit Commission recommendations in their national publication "Room for Improvement"
  - The Governments Operational Efficiency Programme (Asset Management and Sales & Property)
  - RICS Public Sector (CLG) Asset Management Guidelines
  - RICS Local Authority Asset Management Best Practice Guidelines
- Identify the specific issues that currently affect Torbay Council's land and building assets and the ability of those assets to deliver the current Community and Corporate Plan objectives
- Identify strategies to address and resolve systemic backlog maintenance to reduce Category D and Priority 1 (Health and Safety) maintenance items by 2015.
- Integrate the objectives of the adopted Local Plan and the Torbay Economic Strategy with the Council's regeneration property objectives
- Link previously separate policies relating to Strategic Asset Management, Energy Efficiency, Carbon Reduction and the centrally funded Corporate Repairs and Maintenance programme
- Establish a Property Strategy Action Plan summarising the required actions arising from those recommendations
- To incorporate the Heritage Strategy and in particular the Action Plan

The plan is set out in six sections briefly summarised as follows.

1.0 Plan Context	Sets the CAMP within context of delivering the Council's vision and priorities
2.0 Asset Management Practice, Objectives & Principles	Defines the good practice aims, objectives and principles for the Council's use of assets
3.0 Organisation	Outlines the processes adopted by the Council
4.0 Consultation	Describes the processes adopted to ensure corporate asset management planning is correctly aligned to Community priorities
5.0 Performance Monitoring	Describes the processes for monitoring and reporting progress to the Council and Community
6.0 Challenges & Opportunities	Identifies the challenges and opportunities for Torbay Council's assets

## **1.0 PLAN CONTEXT**

Torbay Council's vision is:

### **“Working for a healthy, prosperous and happy Bay”**

The means of delivering this vision for the built environment has been developed by Torbay Council in consultation with the community and is defined within the Council's key strategic documents:

Torbay Community Plan 2007+ - “Turning the Tide”

Torbay Council Corporate Plan 2008+

Torbay Economic Strategy 2010-2015

Torbay Local Plan

Torbay Heritage Strategy

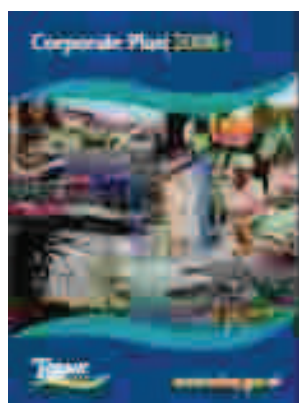
Geopark Management Plan

Torbay Biodiversity and Geodiversity Action Plan

Service Strategies

A relatively small number of major assets are in very poor condition but there is little prospect of funding the repair or renewal without accompanying enabling redevelopment e.g. Oldway Mansion. This plan outlines a generic approach to tackle the repair of these assets through engagement with the private sector.

The effective use of council owned assets can also help stimulate the economy and act as the catalyst for regeneration and house building. This Plan will encourage and facilitate partnerships between private developers and Torbay Council to help regenerate and develop key assets owned by the Local Authority.



All actions recommended within the Corporate Asset Management Plan strive to promote the use of assets in a way that positively assists the Council deliver the current Community and Corporate Plans and the following pledges:

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

The management of transport infrastructure assets is not held within this plan. In 2014-15, the Council will have to comply with transport infrastructure accounting regulations.

## **2.0 ASSET MANAGEMENT PRACTICE, OBJECTIVES & PRINCIPLES**

### **Best Practice in Asset Management**

The efficient use of resources by Local Authorities is a specific Government requirement embodied in NI179 where Asset Management efficiencies can be measured.

The government have sponsored various reports which have been published in 2008/9 regarding best practise in asset management.

National Government has developed a Public Sector Operation Efficiency Programme (OEP) which has work strands on Property and Asset Management and Sales.

This was developed by the Audit Commission In their "Room for Improvement" document reviewing Asset Management practice in Local Government.

The culmination of this work is the publication by the RICS on behalf of CLG of Public Sector Asset Management Guidelines and Best Practice Guides for Local Government Asset Management.

It is pleasing to note that this Asset Management Plan reflects many of the key steps advised in those documents - although there is always room to strive for continuous improvement.

### **Service Objective**

The Council's Best Value Performance Plan historically stated the overriding property objective applicable to all the Council's Services is:

*"To hold property needed for service delivery that is fit for purpose in terms of condition, sufficiency, suitability and cost."*

### **Regeneration Objectives**

The Economic Strategy has been developed as a response to the challenging economic conditions within Torbay and looks to create the environment for investment from businesses and others to take the Bay forward. A number of physical regeneration opportunities are projects which sit on Council land. Torbay is therefore well placed to combine the economic prosperity ambitions of the Bay with its own corporate service property objectives. The new Torbay Economic Development Company will be well placed to deliver this Commission.

### **Heritage**

The Council commissioned the Torbay Economic Development Company to update the 2004 Heritage Strategy building on the foundations within the 2004 version to produce the 2011 version. The Heritage Strategy has been put in place to protect and enhance the heritage assets of Torbay for future generations, both those of local and national significance. Also it aspires to use this 2011 Strategy to ensure that Torbay's heritage assets are used as a key driver for the regeneration of the Bay and to focus resources on our most valued heritage assets. The Council has a large number of Heritage Buildings within its portfolio and therefore there is appropriate regard to and priority given in planning asset management to those Council properties within the Built Heritage Action Plan.

## **Asset Management Principles**

To achieve these objectives, it is proposed that the Council manage the use of assets in a manner that adheres to the following guiding principles:

### **To manage assets strategically:**

- To provide effective property solutions for service delivery using assets in a way that promotes not constrains service delivery
- Establish five year Service Asset Management Plans for all services, which address the property needs of the service
- Establish a Regeneration Plan that best utilises the council's assets to realise the combination of corporate and regenerative objectives
- Where possible utilise surplus land for Housing purposes, whereby a higher than planning policy level of affordable housing could be delivered in a range of formats to preserve as far as is possible the land value
- Provide a clear Corporate process for the Council to prioritise and endorse specific plans and initiatives
- Ensure appropriate technical resources are available to support the development and implementation of Council endorsed initiatives
- Ensure buildings are suitable, accessible and fit for the purpose they are used

### **To continuously maintain and improve assets:**

- Maintain accurate records of elements in need of repair
- To consider the optimum utilisation of all assets whether operational or non operational
- Establish clear responsibilities for rectifying items of disrepair
- Establish clear responsibilities for addressing major replacement items
- Ensure appropriate technical resources are available to manage repair works
- Ensure major repair projects are procured to provide best value for money and in a manner that complies with Government regulations
- Ensure statutory obligations such as DDA, Asbestos and Water Hygiene are complied with

### **To release value and minimise cost:**

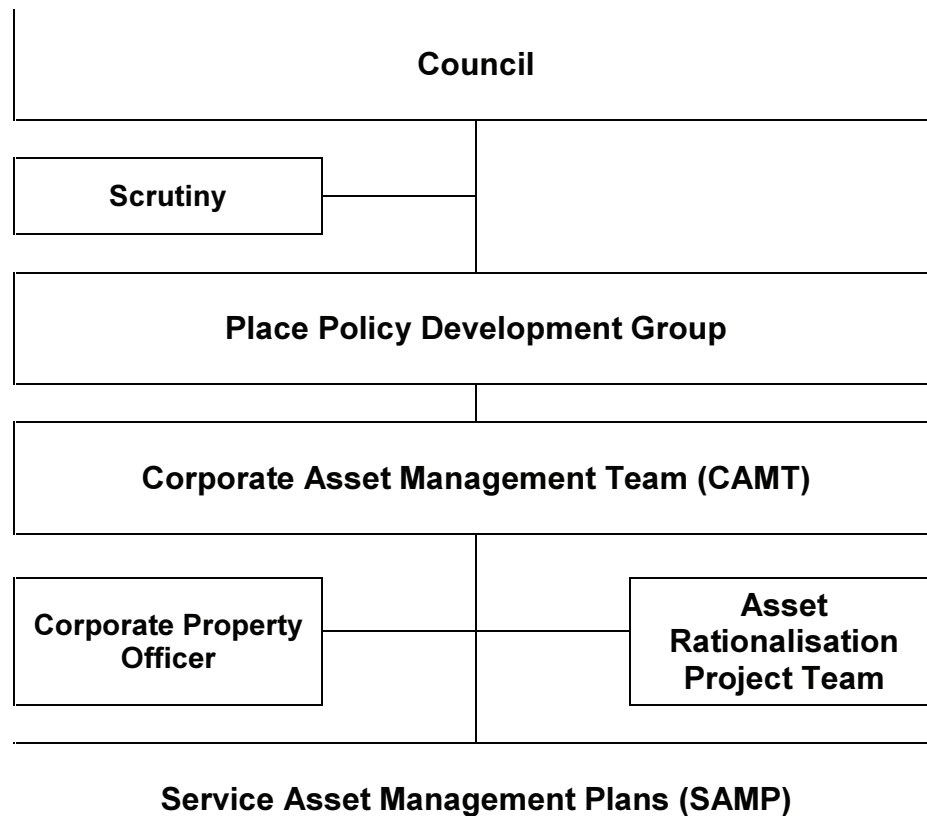
- Challenge and review the manner of use of assets
- Periodically review all assets to identify appropriate assets for alternative use or disposal
- Ensure the Council's disposal list is effectively implemented
- Ensure that non operational investment properties are performing
- Monitor running costs to target potential savings and implement more cost alternative solution
- Provide effective facilities management to assets, including energy efficiency and carbon reduction programmes

### **To provide accurate data for informed decision-making**

- Develop improved information databases
- Ensure data is actively managed to remain accurate
- Establish protocols for the responsibility of updating data
- Ensure appropriate technical resources are available to carry out surveys to update data

### **3.0 ORGANISATION**

Torbay Council has adopted the following processes and procedures for the delivery of Corporate Asset Management Planning.



#### **Service Asset Management Plans (SAMP)**

Formal SAMP's for all services for a five-year period have been developed and were completed by services in 2010-11. These will be reviewed after March 2013. A key action point for the Strategic Action Plan will be to use the outcomes to drive the current Corporate Asset Management Plan. This will provide a fully integrated line of asset management planning and consultation from front line service delivery to corporate planning.

An example template of the formal SAMP's layout is attached at Appendix AM-B.

#### **Corporate Property Officer (CPO)**

The Chief Executive of Torbay Economic Development Company is responsible for advising CAMT and managing the Council's overall Corporate Asset Management process. Professionally trained property officers within the Council's Asset Management Team provide support and expertise on Asset Management.



### **Corporate Asset Management Team (CAMT)**

The team's prime function is to provide a forum to ensure that accommodation and asset issues are considered and dealt with in a manner that reflects the Council's corporate priorities.

CAMT comprises of Senior Council Officers from each Business Unit and Partner Public Sector Organisations, including Devon & Cornwall Constabulary, Devon and Somerset Fire and Rescue Service and Torbay Care Trust.

The current organisation, membership and terms of reference are attached at Appendix AM-A. Tasks undertaken by CAMT include:

- To develop and evaluate proposals for change of use, alteration, development, acquisition or disposal of service delivery assets
- To prioritise and manage the maintenance of assets and compliance with statutory obligations such as DDA, asbestos and water hygiene
- To implement the Council's prioritisation process for Capital Expenditure
- To carry out yearly reviews of the Corporate Asset Management Plan and Capital Strategy

Council Members or the appropriate Senior Council Officers will ratify all recommendations prior to implementation.

### **Capital Strategy and Plan**

The Council's Capital Strategy is dealt with in detail in a separate strategic plan. However, as the Capital Strategy and Asset Management Plan have such strong fundamental links both are dealt with together to ensure a common approach.

The Corporate Capital Strategy is the policy framework document that sets out the principles to be used as guidance in the allocation of capital investment in property across all the Council's services and informs decisions on capital spending priorities within the Council's 4-year Capital Plan Budget.

The 2012/13 Capital Investment Plan, approved by Council in February 2012, changed the management of its capital plan for 2012/13 onwards.

The key stages in the revised process are as follows:

- a) Officers and Members identify and submit capital schemes, on an ongoing basis, to the Chief Executive in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer for inclusion in the capital reserve list in a specified format (an outline business case). If the initial business case is supported the scheme will be included for potential inclusion in the Capital Plan.
- b) Estimate of capital funding available for four years is made
- c) Capital schemes are prioritised in line with Capital Strategy and corporate priorities
- d) Council allocates un ring fenced capital grant funding to schemes in line with its priorities. Service intentions of the identified government body awarding the grant will be considered in determining allocations.
- e) Initial four year allocations of funding to schemes/services for planning purposes approved by Council as part of annual Capital Budget.

f) Council delegates the approval of specific capital schemes within the approved capital plan in (e) above to the Chief Executive in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer.

g) If a scheme is to progress further and be approved/funded there will be a requirement for a detailed business plan. This will apply to both new schemes and schemes identified for funding within the initial four year allocation of funding. Detailed business plan to be submitted to the Chief Executive in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer:

If scheme is to be funded from initial four year (approved) allocations the scheme will be approved by Chief Executive in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer and progressed when funding confirmed or,

if new funding, in addition to the approved four year allocation in (e) above, is to be used and if scheme is supported by Chief Executive in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer it will be recommended to Council for approval.

h) Proposals for invest to save or self financing schemes, (usually financed from prudential borrowing), will also require a detailed business case to be submitted to the Chief Executive in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer. If scheme is supported it will be recommended to Council for approval.

i) The capital plan will be updated and any recommendations for schemes to be approved by Council included in the next quarterly Capital Monitoring Report.

j) Previous Council approvals for capital schemes to be funded from prudential borrowing will be considered for funding from future capital funding to avoid ongoing increased revenue costs.

k) Other schemes that do not require financial support but include the use of Council assets as a Council contribution to a scheme will also be subject to the capital scheme approval process.

The Capital Strategy (Appendix B) should be referred to for further detail.

## **4.0 CONSULTATION**

### **Consultation with the Community**

The Corporate Asset Management Plan is set specifically in context of the Community Plan and Corporate Plan to ensure that all of the extensive consultation carried out by Torbay Council with the community of Torbay is reflected within it.

### **Consultation with Stakeholders and Services**

Effective consultation with Stakeholders and Services is ensured in a number of ways.

#### *CAMT Membership*

All service Business Units are represented at CAMT through service representatives. The representatives have a clear mandate and role as follows:

- Highlight the role and aims of CAMT to all Business Units and Services within the service area
- Establish asset issues as a standing item on all management meetings within the services
- Collate any issues via the Business Unit Representative and present them to CAMT for consideration
- Feedback to all relevant Business Units or Services information from CAMT
- Provide any information on funding bid applications

#### *Business Unit Business Plans*

Each Business Unit sets yearly Business Plan that feeds into the Best Value Performance Plan. Guidelines on the preparation of business plans require the use of assets to be considered within the plan. Asset issues can then be identified by CAMT by a review of the plans and by referral by the CAMT representative. It is recognised that the Torbay Economic Development Company and Housing through the Employment & Regeneration programme along with other regeneration initiatives will require use of assets to deliver their objectives.

#### *Best Value Reviews*

The guidelines for each Business Unit include a requirement to address the extent to which land and property can be used to improve service delivery.

#### *Stakeholders*

The CPO meets when appropriate with major Stakeholders to consult on asset issues, potential disposals and specific project delivery. This includes consultation with the relevant Community Partnership. Community Partnerships provide an opportunity for people who live or work in the different parts of Torbay to discuss issues of common concern, influence the way in which services are provided and improve their local area. Any relevant issues are included on subsequent CAMT agendas.

## **5.0 PERFORMANCE MONITORING**

### **Corporate Asset Management Monitoring**

The overall progress and performance of the Corporate Asset Management Plan aims and objectives are monitored in one of the following ways:

- CAMT will review progress of major action points at each meeting
- The Corporate Asset Management Plan will be reviewed by Council each year

### **Key Asset Management Performance Indicators**

The following performance indicators have been adopted by the Council for use in asset management performance monitoring. These indicators have been developed by the property industry and approved by Government as follows:

PI1	Condition and Maintenance Indicators
PI2	Energy, Water Consumption and CO2 emissions
PI3	Suitability
PI4	Building Accessibility

The PI out-turns are reported to Council within the yearly review of the Corporate Asset Management Plan. The outcomes for 2011 to 2012 with comparison to previous years and comments on trends and specific issues is included attached at Appendix AM-C

### **Benchmarking**

The Council is a member of the Institute of Public Finance (IPF) Asset Management Forum and regularly attends and participates in events. The Council is also a member of the National Best Value Benchmarking Scheme (NBVBS).

## **6.0 CHALLENGES AND OPPORTUNITIES**

The asset portfolio is large, diverse in nature, includes large numbers of very low value assets and includes 65 listed buildings with restrictions on use.

There are a number of specific challenges listed below for Torbay Council's assets that arise from a combination of the Council's history, Community Plan and Corporate Plan objectives, proposed changes to service delivery and the nature & condition of the asset portfolio.

- 6.1           Regeneration and Housing
- 6.2           Suitability of Assets
- 6.3           Asset Rationalisation Project
- 6.4           Economic Development of Council Assets
- 6.5           Repair and Maintenance
- 6.6           Asbestos and Water Hygiene
- 6.7           Energy Management
- 6.8           Office Rationalisation
- 6.9           Data Management
- 6.10          Community and Shared Use
- 6.11          Tenanted Non Residential Properties

## **6.1 Regeneration and Housing**

### *Where we are now*

Torbay Council and the Torbay Economic Development Company is working together reviewing the most appropriate delivery methods for Torbay's major regeneration projects focusing on the Town Centres and other sites that will benefit from the completion of the South Devon Link Road in 2015. Work continues to provide development schemes for each of the Town Centres.

The prime emphasis going forward will be to focus on an Employment & Regeneration programme that brings employment, new homes, offices, retail opportunities, business development, improved tourist facilities and public realm improvements to Torbay.

Working in partnership with our planning colleagues on the local neighbourhood plans.

### *Actions to date*

- Work continues with key projects within the Employment & Regeneration programme to produce suitable development schemes i.e A 3<sup>rd</sup> innovation centre at Whiterock, Paignton; better sports facilities at Clennon Valley, Paignton; Palm Court redevelopment, Oldway and facilitating a new supermarket into Brixham Town Centre and producing suitable development schemes for the Town Centres/ harbour areas
- Formulation of a Strategic Land Task group looking at the regeneration opportunities surrounding the new South Devon Link Road
- Progression of the 'Planning for a successful Torbay' Strategy & the adoption of the Affordable Housing and Planning Contributions Supplementary Planning Document
- Preparation of Strategic Housing Land Availability Assessment (Baker Associates)

### *Where we need to be*

- Joined up and able to promote inward investment / regeneration projects
- Working together including with the private sector to deliver the Employment & Regeneration programme which will include Council assets
- Ensuring all investment in the Bay has regenerative benefits
- Ensure all projects are consistent with the Council's planning policy framework (Torbay Local Plan)
- Ensuring maximum funding is secured from all possible public sector forms
- Promoting the new South Devon link road between Torquay and Penn Inn

### *Issues*

- Considerable resources may continue to be required to deliver the stepped changes required
- Current state of the property market will delay progress on projects
- Public sector investment will be required to stimulate the market
- Public sector investment, particularly grant, is shrinking given the national financial picture, innovative solutions are required

## Action Plan

Action	Target Date	Responsibility	Current Status
<ul style="list-style-type: none"> <li>Deliver an inward investment programme</li> </ul>	Ongoing	TEDC	Ongoing
<ul style="list-style-type: none"> <li>Working with the private sector to deliver the regeneration programme</li> </ul>	Ongoing	TEDC	Ongoing
<ul style="list-style-type: none"> <li>Maintain rolling Employment &amp; Regeneration programme to monitor progress</li> </ul>	Ongoing	TEDC	Ongoing
<ul style="list-style-type: none"> <li>Working with the Council/ local neighbourhoods and colleagues to complete the South Devon link road implementation</li> </ul>	Ongoing	TEDC / Teign-bridge Council/ Torbay Council	Ongoing

### Risks

- The Property Market
- Public Sector funding sources
- Human Resources – the right people for the right job
- Political support may waiver

### Benefits

- A joined up regenerated Bay
- Private sector involvement to help facilitate regeneration of Torbay
- Improved economic prosperity for the Bay circa 2000+ jobs
- To increase supply of affordable homes for rent and shared ownership to meet the needs of local people
- Improved Corporate property values by raising and improving the economic profile of the Bay

## **6.2 Suitability of Assets**

### *Where we are now*

Torbay is a geographically diverse area with a highly transient population and limited economic resources. A wide variety of public services need to be provided requiring a wide variety of assets. The current asset portfolio was inherited from a number of sources when the authority gained unitary status in 1998. Under these circumstances maintaining suitable assets is extremely challenging and will remain a constantly ongoing task.

### *Actions to date*

The Council has raised the importance of the need to change the use of assets through the CAMT process and the following actions have been implemented:

- Service Asset Management Plans have been developed for all services
- Opportunities for change of use are specifically considered cross service at CAMT
- A number of surplus assets have been disposed of or identified for disposal
- A review of assets with potential for affordable housing use has been carried out
- A comprehensive review of Cultural Services assets has been instigated
- Development of a five year rolling programme of condition surveys and a five year maintenance plan
- Suitability survey template established and completed by most services which then feeds into the Suitability Performance Indicator

### *Where we need to be*

Torbay Council needs to develop the review of assets in a way that ensures:

- All assets are suited to the purpose for which they are used
- An effective means to constantly review and challenge the use of assets
- A review of the council's substantial portfolio of Tenanted Non Residential Property (TNRP) principally around the reasons for holding the assets. See Section 6.11 for further details
- Disposal of assets that are surplus to the Council's requirements

### *Issues*

- Continuation of the Service Asset Management Plans and Suitability Surveys are essential to provide the background information required to develop a 5 year property plan and investment strategy. These will form the basis of a property review. The plans will be subject to a challenge process by CAMT
- The Disposal Programme is being progressed
- The Action Plan particularly in regard to service asset management plans is a comprehensive project which will require resources if it is to be delivered



## Action Plan

Action	Target Date	Responsibility	Current Status
• Completion of all Service Asset Management Plans	Ongoing	CPO with service heads	100% Achieved
• Complete Suitability Surveys	Ongoing	Service users / CPO	Achieved
• Maintain 5-year rolling Maintenance Programme	Achieved	CPO / TEDC	Achieved and Ongoing
• Maintain rolling programme of Condition Surveys	Achieved	CPO / TEDC	Achieved and Ongoing
• Continue programme for asset disposal	Ongoing	CPO / Heads of Service	Ongoing

### *Risk*

There is a high risk that without these actions to deliver a more structured and comprehensive approach opportunities for improvement and reduction in costs will be missed.

### *Benefits*

The proposed strategy will deliver:

- A coordinated planning process from front line service delivery to corporate decision making
- Clear identification of areas requiring priority action
- Improved data and information to enable informed decision making
- A clear plan for the improved use of assets for all services linked to Council and Community priorities
- Better identification of surplus assets and potential capital receipts for funding priority schemes
- A direct benefit to all the Community and Corporate Plan Key Objectives

### **6.3 Asset Rationalisation Project**

#### *Where we are now*

The further development of Torbay Online Asset Database (TOAD) has produced significant levels of data that has assisted in a comprehensive review of the Council's Assets. This initially identified circa 100 potential assets for disposal. These were all scored and reviewed for planning, ownership and valuation issues in order to produce a matrix and disposal programme and community consultation took place. In May 2008, a report went to Cabinet agreed that 36 were declared surplus, 5 will be retained and the Council will invite community interest for the possible transfer of 2 assets. A further 5 Assets were approved for disposal in July 2009 and another 5 in October 2010. Agents have been appointed to deliver the disposal programme and work is progressing. This process needs to be ongoing to ensure an annual review of further assets that can be sensibly disposed of where they are proven to have no operational or financial justification to be retained.

#### *Actions to date*

The Council has developed a working group to deliver the objectives and the following actions have been completed:

- The first Community Asset Transfer was completed in February 2012 and the second in September 2012
- Nineteen assets have been sold (September 2012) and a further 3 are under offer
- There have been total receipts of £3,235,550, an aggregate saving on repairs and outgoings of £596,250 and further yearly savings of £44,720
- The sale of vacant sites has enabled the provision of 63 new residential units
- A Comprehensive Matrix Based Assessment of each asset including legal, planning and valuation matters
- Consultation on the possible disposal list to all elected Members, Community Partnerships, Brixham Town Council and Members of Public
- Community interest currently for the possible transfer of 5 assets
- The development and Member approval of a Community Asset Transfer Policy
- The appointment of an agent and auctioneer to assist in the disposal programme
- Press advertisements and notices erected on sites inviting Community organisations to confirm/make an initial expression of interest in any of the confirmed disposal list of properties
- Generic Disposal Assessment procedure prepared and flowcharted

#### *Where we need to be*

Torbay Council needs to dispose of more non essential and poorly utilised assets to:

- Maintain efficiency
- To service the capital programme by bringing forward assets for disposal as the programme dictates
- To achieve wider regeneration objectives as appropriate
- Priority to disposal of assets that no longer have valid use or are not cost effective

## Issues

- The number of potential assets for disposal present some considerable challenges to ready them for disposal - this is an intensive and time consuming project
- The current state of the property market may delay progress on sales
- If it is seen appropriate to obtain planning permissions prior to selling assets this will cause a delay
- Demand from services for assets which have been declared potentially surplus
- Future Government Legislation and Local Policies such as Local Development Orders to create enterprise areas

## Action Plan

Action	Target Date	Responsibility	Current Status
• Regular review of assets for disposal	Ongoing	CPO with service heads	Ongoing
• Provide Interface with Internal Stakeholders	Ongoing	CPO with service heads	Ongoing
• Prepare Generic Disposal Assessment procedure	Achieved	CPO with service heads	Ongoing as requirements change
• Progress Community Asset Transfer Requests through Stage 2	Ongoing	CPO, Community Partnership Officer, Asset Panel Members	Ongoing
• Progress the Disposal Programme	Ongoing	Agents, Disposal Officer, CPO	Ongoing

## Risks

- There is a high risk that without these actions and more resource, opportunities for driving value or delivering regeneration may be missed
- The Property Market
- There is a high risk that demand from services for assets will have an effect on receipts

## Benefits

The proposed strategy will deliver:

- A coordinated process of disposals and asset rationalisation
- Assets from which to drive capital receipts
- Assets that can help the economic and social regeneration of the Bay

## **6.4 Economic Development of Council Assets**

### *Where we are now*

Torbay has limited economic resources and is heavily reliant on a narrow economic base with dominant sectors including hospitality and retail being primarily low pay and other large sectors facing challenges.

To rebalance the economy attracting new investment is essential and creating the physical environment for growth is important. Council assets therefore have a direct role in developing growth and should be developed in a way that supports that aim.

Further focus is required on how assets can stimulate wider economic activity for instance by using underused assets to support work and enterprise clubs, ensuring appropriate assets are transferred to the local community and that employment land is brought forward.

### *Actions to Date*

The Council has recognised the impact of assets on developing the economy and the following actions have been implemented:

- The establishment of the Torbay Economic Development Company (TEDC) with a specific commission to create economic initiatives and develop and implement strategies including inward investment, the physical regeneration programme and the tourism strategy
- Development schemes to further improve Torquay harbour area and Torquay town centre
- A regeneration scheme for Brixham harbour area
- A regeneration scheme for Paignton town centre including Oldway redevelopment
- A new Innovations Centre providing business incubator units has been constructed in Torquay and further locations are also being considered
- A new Paignton and Community library/advice centre

### *Where we need to be*

Torbay Council needs to develop the use of assets in a way that delivers:

- A high quality holiday / tourism environment
- Attractive growth and relocation opportunities for new and existing businesses that supports delivery of the inward investment programme, new business and an increase in the business rate base for Torbay
- Business and employment opportunities for young local people to remain in Torbay
- Economic diversity
- Good working partnerships with community, voluntary and private sectors
- Improved retail environment
- Realistic opportunities for asset transfer
- The right infrastructure for growth in the marine and maritime sectors
- To bring forward service and employment land for future development
- To continue to work on key projects within the Employment & Regeneration programme to produce suitable development schemes i.e. A third innovation centre at Whiterock, Paignton; better sports facilities at Clennon Valley, Paignton; Palm Court redevelopment; a new supermarket into Brixham Town Centre and producing suitable development schemes for the Town Centres/harbour areas

## Issues

- There is a need to continue linkages and communication through the commissioned services to ensure a coordinated approach to development opportunities
- Disposal process needs to be co-ordinated with the economic development strategy
- The ongoing financial pressures facing the Council

## Action Plan

Action	Target Date	Responsibility	Current Status
• Establish regular dialogue between services and TEDC	Immediate	CPO / TEDC	Ongoing process
• Progress Employment & Regeneration Programme through various delivery routes for the portfolio of projects	15 – 20 year delivery programme	TEDC Programme Manager	Ongoing
• Develop planning application for Claylands site in Paignton for commercial use	Winter 2012/13	Council / TEDC	Ongoing

## Risk

There is a high risk that without these actions, the economy of Torbay will stagnate and hinder delivery of the Council's Strategy.

That employment land designated elsewhere will be land banked or not developed quickly enough to respond to growth needs within the local economy.

## Benefits

The proposed strategy will deliver:

- Assets that benefit economic growth wherever possible
- Partnership approaches to regeneration and development schemes
- Additional receipts to fund Corporate objectives
- Increased business rate income for the Council
- A direct benefit to the Community and Corporate Plan

## **6.5 Repair and Maintenance**

### *Where we are now*

Torbay Council has a significant and serious issue regarding the disrepair of assets in common with many other local authorities. Backlog repairs totalling £31.8 million (excluding schools) have currently been identified of which almost £13.4 million (excluding schools) are categorised as urgent (Priority 1). Expenditure on repairs totalled almost £1.4 million during 2011 to 2012 and the backlog will not be eradicated without additional activity. In excess of £10 million of additional areas of capital expenditure have been identified over the last 3 years. This is as a result of the improved data collected and as a result of TOAD becoming more comprehensive and areas such as piers and multi storey car parks amongst others being further investigated. This is not necessarily new repairs but repairs that have been outstanding for a long period of time and have now been formally identified and assessed.

Estimated backlog value presently excludes costs relating to major repairs at Torre Abbey (Phase 2), Sea Defences, some promenades and decorative lighting.

### *Actions to date*

The Council continues to implement a repair programme to address disrepair that has succeeded in sustaining assets in a condition that has enabled continued service delivery. The following actions have been implemented:

- Expenditure is prioritised through an assessment system managed by CAMT
- Delivery of the repair programme is monitored at CAMT meetings
- A rolling record of outstanding repairs is updated by condition surveys carried out by the TEDC technical team. The data is kept within TOAD and is managed by CAMT
- The repair and maintenance budget and responsibility for expenditure has been centralised within the role of the Executive Head of Regeneration
- A five year rolling Condition Survey programme is underway
- A Repair and Maintenance programme has been developed. This is attached at Appendix AM-F. This programme prioritises works by condition grading and priority level
- A move to a 70:30 split between planned and reactive maintenance
- Agreed at CAMT that all works under the de-minimus level of £500 are the responsibility of building asset managers

### *Where we need to be*

Torbay Council needs to continue implementing repair programmes and developing strategies to deliver:

- Year on year reduction in backlog repairs that will ultimately remedy the backlog
- A reduction in Category D /Priority 1 repairs by 2015
- Comprehensive and accurate data defining the current condition of all assets and data management to track all works
- Integration of schools maintenance programme
- A move to life cycle costing and the development of a long term planned maintenance programme
- Keep risk registers up to date
- In some instances there is no prospect of sufficient funding being made available to repair an asset. Solutions need to be developed linking to regeneration or asset rationalisation or private sector investment need to be considered, including the use of Prudential borrowing
- When condition surveys have been completed, notification needs to be sent to the building asset manager

## Issues

- Based on current levels of R&M expenditure the overall backlog is increasing to such an extent that the Council's planned expenditure is not currently keeping place with inflation and whilst the overall backlog continues to deteriorate, some individual assets are deteriorating beyond repair
- The Council's total central Repairs and Maintenance expenditure (including schools) represents 1.1% of the Council's gross budget
- A budget increase is required if there is to be any meaningful progress in reducing backlog repairs
- Significant issues have been identified with areas such as Multi Storey Car Parks and piers amongst others
- In some instances other services are unilaterally commissioning repairs and maintenance e.g. Children's Services. Further service consolidation should improve efficiency and reduce overheads
- Data management has been significantly improved and is a very useful and integral management tool in the effective management of R&M

## Action Plan

Action	Target Date	Responsibility	Current Status
• Develop and fully Utilise Planned Maintenance Data	Ongoing	CPO / TEDC	Ongoing
• Maintain rolling programme for Condition Surveys	Achieved	CPO / TEDC	Achieved and Ongoing
• Maintain the rolling programme of prioritised R&M	Ongoing	CPO / TEDC	Achieved and Ongoing

## Risk

Whilst there is no immediate risk of failure of any particular asset there is a high risk that without these additional actions the current poor condition of assets will continue to deteriorate.

## Benefits

The proposed strategy will deliver:

- A continual improvement in the condition of assets and service delivery
- Improved data and understanding regarding the condition of assets
- Best value for money procurement of remedial works complying with procurement regulations
- Effective project management of major works
- A reduction in the fall in value of assets due to deterioration in condition
- A direct benefit to all the Community and Corporate Plan Key Objectives

## **6.6 Asbestos/Water Hygiene**

### *Where we are now*

Torbay Council has many assets of an age, use and type of construction that results in the presence of asbestos within their construction. A Corporate Policy for Asbestos has been put in place in recognition of that and the need for effective data and control to avoid health risks. The aim of providing up to date and maintainable asbestos registers for all assets has been set and an implementation plan put in place. A Corporate Policy on water hygiene has been prepared. A Water Hygiene monitoring programme has been implemented. A Water Hygiene Risk Assessment of each asset has been completed and remedial works are in progress.

### *Actions to date*

The Council has nominated a specific service team to take responsibility for asbestos and the following actions have been implemented:

- A formal Asbestos Policy outlining roles, responsibilities and action plans has been ratified by the Council
- A specific contact point for asbestos has been established
- An external partnership asbestos consultant has been appointed to provide the required level of technical expertise for fully detailed survey work
- A survey programme has been commissioned
- All corporate assets have now received a Type 2 asbestos survey and the reports are available on TOAD
- Assets which have incidences of asbestos containing materials are re-inspected upon an annual basis to check for possible deterioration of the asbestos which may be harmful to occupants and visitors
- Water Hygiene Draft Corporate Policy has been completed
- A Water Hygiene contract commenced 2008 ensuring that all corporate assets are monitored and maintained to help reduce the risk of an outbreak of Legionnaires disease in line with current legislation
- Bi-annual Water Hygiene risk assessments are in place
- Asbestos Report and Water Hygiene Reports have been integrated and made available from TOAD
- Asbestos reports have been made available to Service Heads and explained to building managers

### *Where we need to be*

Torbay Council needs to continue implementing the structured action plan to deliver:

- Awareness of and compliance with the Council's Asbestos and Water Hygiene Policies

### *Issues*

- Continuing the ongoing annual Asbestos inspections are required together with weekly and monthly water hygiene monitoring of assets.



## Action Plan

Action	Target Date	Responsibility	Current Status
<ul style="list-style-type: none"> <li>Introduce enhanced control and monitoring to ensure Contractors are aware of Asbestos issues</li> </ul>	Immediate	CPO / TEDC	Achieved and Ongoing
<ul style="list-style-type: none"> <li>Maintain rolling programme of re-inspection</li> </ul>	Achieved	CPO / TEDC	Achieved and Ongoing
<ul style="list-style-type: none"> <li>Introduce a Water Hygiene Monitoring process with an approved contractor</li> </ul>	Achieved	CPO / TEDC	Achieved and Ongoing
<ul style="list-style-type: none"> <li>Introduce a bi-annual Risk Assessment of water systems</li> </ul>	Achieved	CPO / TEDC	Achieved and Ongoing

### *Risk*

There is a high risk that without these actions health and safety regulations will be breached resulting in health risks and the closure of assets.

### *Benefits*

The proposed strategy will deliver:

- Improved data and understanding of assets
- Compliance with statutory requirements and duties of care
- Safe working environments for contractors carrying out works
- A direct benefit to the Community and Corporate Plan

## **6.7 Energy Management**

### *Where we are now*

Torbay Council spend on energy in the financial year 2011/2012 has risen to £1.43 million (excluding schools) due to spiralling energy costs, £0.20 million more than the previous year. This is despite a 10% reduction in energy consumption down to 14,800MWh. The Council spend on water fell by £32,500 to £280,000 with a corresponding fall of 9% in consumption.

Effective energy management will continue to reduce consumptions and lower emissions across Torbay Council's Corporate Estate, reducing costs to the tax payer. Torbay Council's Corporate Energy Management Strategy strives to promote the use of energy and water in a way that positively assists Torbay Council in delivering the priorities from the Corporate Plan.

### *Actions to date*

- Torbay Council has recognised the matters of carbon management and associated topics with the production of the Corporate Energy Management Strategy
- Short listed carbon reducing projects being implemented and further projects being identified
- Salix fund of £280,000 50% spent, but being re-plenished by loan repayments. This is managed by the Corporate Energy Manager
- The Carbon Trust Standard was achieved which forms part of the early action metrics for the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. In addition automated meter reading has been rolled out across the major energy using sites of Torbay Council
- A position in the top 12% was achieved for Torbay Council in the league table of the CRC Energy Efficiency Scheme
- Voltage optimisation has been installed in Torquay Town Hall. BMS (Building Management System) has been installed into Tor Hill House to manage the working environment of the re-furbished offices
- Part night street lighting has been introduced across Torbay producing a significant reduction in energy consumption

### *Where we need to be*

Torbay Council needs to continue with the implementation of the structured action plan to deliver:

- Consumption reduction of 5% per annum
- Efficiency savings of £1,750,000 over 5 years
- Carbon emissions reduction of 20% over 5 years
- Identify and explain the objectives, importance and best practice processes of effective corporate energy management
- Identify the specific issues that currently affect Torbay Council's energy usage in buildings, street lighting and decorative lighting

## Action Plan

Action	Target Date	Responsibility	Current Status
<ul style="list-style-type: none"> <li>Reduce consumption by 5% per annum</li> </ul>	Ongoing	Corporate Energy Manager	Ongoing
<ul style="list-style-type: none"> <li>Reduce carbon emissions by 20% over 5 years</li> </ul>	March 2013	Corporate Energy Manager	Ongoing
<ul style="list-style-type: none"> <li>Identify and explain the objectives, importance and best practice processes of effective energy management</li> </ul>	Review Yearly	Corporate Energy Manager	Ongoing
<ul style="list-style-type: none"> <li>Identify the specific issues that currently affect Torbay Council's energy usage in buildings, street lighting and decorative lighting</li> </ul>	Review Yearly	Corporate Energy Manager	Ongoing
<ul style="list-style-type: none"> <li>Develop partnership with South West Water to trial and install water saving devices throughout public conveniences and office toilets</li> </ul>	March 2014	Corporate Energy Manager	Trials being initiated

### *Risk*

The activities that will deliver the year on year targets for the reduction of utilities costs and carbon emissions are set out in the Carbon Management Plan and the Climate Change Strategy. These can only be delivered with the cooperation of all the Council staff, together with top down support and 'buy in' from the Council management structure.

The Carbon Reduction Officer post which was created to implement the Carbon Management Plan has been lapsed.

### *Benefits*

The strategy will deliver:

- Reduced energy consumption
- Lower emissions
- Reduced costs

## **6.8 Office Rationalisation**

### *Where we are now*

The Office Rationalisation Project (ORP) emerged from the previously much larger Castle Circus Regeneration Project (CCRP). Due to the changed financial circumstances that the public sector now finds itself in, the project has been scaled back from its original objectives.

ORP is now essentially about relocating staff to reduce the number of buildings that we operate out of and thus lower our ongoing costs e.g. rents, maintenance, heating and energy, etc.

As part of the project, planning and implementation has taken place for the next set of office moves along with some limited aspects of refurbishment. This will support the overall project objective to rationalise the number of buildings the council operates in.

### *Actions to date*

- Political direction obtained to pursue revised business case
- Phase 2 refurbishment of Tor Hill House has been completed, which has enabled Children's Services staff to relocate to here from various sites e.g. Oldway and Union House
- Ongoing work is being undertaken to reduce the council's paper and other storage issues e.g. the 'Tidy Friday' approach. This includes identifying short and medium-term information and storage management solutions
- Safer Communities Team has been relocated from Paignton Police Station
- Union House has been vacated by Torbay Council staff (the Care Trust still occupies part of the building). A dilapidation agreement has been reached with the landlord, as part of our termination of the lease with this non-council owned building

### *Where we need to be*

- Completion of minor works sub-project to enable more staff to be relocated to the Town Hall Site and support the Green Travel initiative e.g. provision of extra showers
- All staff, records and equipment need to be relocated from Oldway Mansion to enable the sale of this site to the developers Akkeron
- All staff, records and equipment need to be relocated from Roebuck House, in order to give vacant possession to this non-council owned building
- Further review of project business case in light of the potential change in the council's office space requirements, as a result of any outcomes from the ongoing council 2013/14 and 2014/15 budget setting process

### *Action Plan*

<b>Action</b>	<b>Target Date</b>	<b>Responsibility</b>	<b>Current Status</b>
<ul style="list-style-type: none"> <li>Political decision required on business case to be taken forward</li> </ul>	September 2011	ORP Project Manager	Complete
<ul style="list-style-type: none"> <li>Refurbishment of Tor Hill House (THH)</li> </ul>	October 2011	ORP Project Manager	Complete
<ul style="list-style-type: none"> <li>Vacation of Union House by council staff</li> </ul>	August 2012	ORP Project Manager	Complete
<ul style="list-style-type: none"> <li>Completion of minor refurbishments (THH Children's Reception, showers, Lower Ground Floor Library)</li> </ul>	August 2012	ORP Project Manager	Ongoing
<ul style="list-style-type: none"> <li>Vacation of Oldway Mansion by council staff</li> </ul>	December 2012	ORP Project Manager	Ongoing
<ul style="list-style-type: none"> <li>Vacation of Roebuck House by council staff</li> </ul>	March 2013	ORP Project Manager	Ongoing

### *Risk*

If rigorous action is not pursued on the ORP then the Authority risks continued inefficient use of office space in its buildings and therefore significant savings are not being harvested. This risk is all the more serious when one considers that the costs of refurbishing Tor Hill House need to be met from savings made from ORP.

### *Benefits*

- Efficient use of office accommodation
- Savings generated through the efficient use of office accommodation
- Authority possesses an office building in Tor Hill House which is an improved asset
- By undertaking some office moves, service transformations can take place to improve service delivery e.g. Children's Services

## **6.9 Data Management**

### *Where we are now*

Torbay Council has inherited assets from several sources during development to unitary status in 1998 and has a large and diverse portfolio. Gathering consolidated and maintainable data has therefore proved challenging and underpins progress in many other areas. An option appraisal resulted in the development of the Torbay Online Asset Database (TOAD) being chosen as the best solution. This is a long-term and staged project addressing processes and IT development.

### *Actions to date*

The Council has achieved significant progress in improving asset data systems and the following actions have been implemented:

- The central register of assets has been reviewed and fully reclassified to reflect the Council's existing structures
- Modules providing valuation, condition, lettings and DDA data have been developed and linked to the TOAD central register
- Facilities for attaching CAD plans, Asbestos Reports, Water Hygiene Reports, location plans and photographs have been developed and linked to the TOAD central register
- Formal protocols have been established for the entry and update of existing categories of data
- An operators manual and training programme has been completed
- The reporting module has been further developed
- Significant changes to the TOAD system have been completed to enable the system to manage the International Financial Reporting Standards (IFRS) reporting requirements

Examples of TOAD data information screens are attached at Appendix AM-D.

### *Where we need to be*

Torbay Council needs to continue implementing the structured action plan to deliver:

- Asset data that is comprehensive, accurate, maintainable and easily accessible
- Integration of data on Infrastructure Assets including Harbours, Highways and Bridges
- Asset data that can be readily realigned to changes in service delivery and partnering
- A comprehensive Health and Safety module on TOAD

### *Issues*

- IT to agree priority additions to fields on TOAD to accommodate the above

## Action Plan

Action	Target Date	Responsibility	Current Status
<ul style="list-style-type: none"> <li>Complete Training manual and establish training programme</li> </ul>	Ongoing	TOAD Administrator	Achieved and training is ongoing as required
<ul style="list-style-type: none"> <li>Continue to update and maintain the asset data</li> </ul>	Ongoing	TOAD Administrator	Ongoing
<ul style="list-style-type: none"> <li>Continue to update the linkage between MapInfo &amp; TOAD</li> </ul>	Ongoing	TOAD Administrator	Ongoing
<ul style="list-style-type: none"> <li>Develop a Health and Safety Module</li> </ul>	Ongoing	TOAD Administrator	Ongoing

### *Risk*

There is a risk that without continuing these actions and without support from Commissioned Services asset data will become inaccurate and hard to access hindering effective analysis and decision making. The asset database is an in house system and so there is a risk that staff changes could impact on the system.

### *Benefits*

The proposed strategy will deliver:

- Comprehensive asset data held at one source
- Ease of access to data for all relevant persons
- Asset data in a form that can be updated and maintained as a live and current record
- An enhanced ability to identify specific issues, excessive costs and inefficient use
- An enhanced ability to monitor and report performance
- A direct benefit to all the Community and Corporate Plan Key Objectives

## **6.10 Community and Shared Use**

### *Where we are now*

Torbay Council operates in partnership with many other organisations in delivering services to Torbay. The need for providing integrated services to the community results in shared use providing many advantages. Shared use also enhances the opportunity to use diverse assets in more suitable ways. The need and desire to use assets in a shared way will increase and provide opportunities for resolving other asset issues.

The Quirk Review looked at the clear benefits to local groups owning or managing community assets – such as community centres etc. The review is focused on how to optimise the community benefit to publicly owned assets by considering options for transfer of asset ownership and management to community groups. In response to the Quirk Review the Cabinet approved the Community Asset Transfer Policy on 27 May 2008 and the policy was enacted from August 2008.

### *Actions to date*

The Council is pursuing a number of specific shared use initiatives and has implemented a number of actions as follows:

- The development of a joint community library and advice centre in Paignton in partnership with the Police, Age Concern and South Devon College who run the Adult and Community Learning Service
- Shared occupation of administrative buildings with the Torbay Care Trust
- Multi health and care teams located within Council and Health Trust properties
- Invitation and engagement of other Agencies to participate in the accommodation review
- Police and Fire Authorities & Primary Care Trust representation on CAMT
- Torbay has already been leasing assets to community based organisations for many years
- Invitations continue to be invited from Community Organisations to confirm/make an initial expression of interest in any of the confirmed disposal list of properties
- Torbay worked with the Development Trusts Association (DTA) through their Advancing Assets Programme to ensure best practise is adhered to in the new Community Asset Transfer process
- DTA identified a case study community asset transfer in Torbay which they assessed for submission to the Department for Communities and Local Government (DCLG)
- Torbay is one of two national pilots working with Community Matters to deliver multiple asset transfers in Paignton Town Centre and Clifton with Maidenway
- Transfer of the Babbacombe Cliff Railway to friends of the Cliff Railway
- A Lease of land at Hollicombe for use as a community garden was granted in February 2012 following the successful stage 2 application under the Community Asset Transfer Policy process
- A lease of land rear of 41/43 Hartop Road, Torquay for use as a community garden was granted in September 2012 following the successful stage 2 application under the Community Asset Transfer Policy process
- The transfer of Brixham Town Hall (excluding the library and museum) to Brixham Town Council has been completed
- The Communities Team is working with groups on stage 1 applications
- Stage 2 applications have been approved with negotiations continuing with trustees regarding the lease for a community garden (land adj 23 Raleigh Road, Torquay) and one community orchard (land at Grange Road / Goodrington Road)



*Where we need to be / Issues*

Torbay Council will explore Asset Based Community Development in line with current government thinking and initiatives under the Community Asset Transfer Policy.

Torbay Council needs to develop and implement strategies that deliver:

- Increased numbers of shared facilities both in Council and other ownership by working with other public sector partners
- Uses for existing Council assets that are better suited to purpose
- Closer partnership working relationships
- The identification of assets that can be offered to the community
- Sustainable transfer of assets to interested community groups
- To continue discussions regarding the possible transfer of assets in Brixham to the Brixham Town Council
- To review the Community Asset Transfer Policy in light of the Localism Act
- To develop a policy relating to the community 'right to bid' for assets of community value contained in the Localism Act when this becomes law (probably in Autumn 2012)

Action Plan

Action	Target Date	Responsibility	Current Status
<ul style="list-style-type: none"> <li>• Identify new opportunities from Service Asset Management Plans</li> </ul>	Ongoing	Service heads / CAMT	Achieved and Ongoing
<ul style="list-style-type: none"> <li>• CAMT to continue to monitor all partnership initiatives</li> </ul>	Ongoing	CAMT / Service heads	Achieved and Ongoing
<ul style="list-style-type: none"> <li>• Review all stage two applications for Community Asset Transfer requests received as a result of the Asset Rationalisation Project</li> </ul>	End December 2012	CPO, Community Asset Support Officer, Asset Panel Members	Ongoing
<ul style="list-style-type: none"> <li>• Continue to work with all community groups at stages one and two of the asset transfer process</li> </ul>	Ongoing	CPO, Community Asset Support Officer, Asset Panel Members	Ongoing
<ul style="list-style-type: none"> <li>• To continue the work of the Partnership Asset Management Steering Group with other Public Sector Partners on the Torbay Strategic Partnership to work together on a joint way forward to maximise the value of partnership assets and streamline related operational activities</li> </ul>	Ongoing	CPO / TEDC	Project is ongoing
<ul style="list-style-type: none"> <li>• To work with Brixham Town Council concerning their request for the transfer of assets within Brixham</li> </ul>	April 2013	CPO, Community Asset Support Officer	Ongoing
<ul style="list-style-type: none"> <li>• To complete the leases to two community groups on agreed community transfers</li> </ul>	March 2013	Community Team / TEDC / Legal Team	Ongoing
<ul style="list-style-type: none"> <li>• To bring forward one stage 1 application</li> </ul>	December 2012	Community Team	Ongoing
<ul style="list-style-type: none"> <li>• To develop a policy relating to the 'Community Right to Bid'</li> </ul>	April 2013	Community Team / TEDC / Legal Team	Ongoing

### *Risk*

There is a risk that without these continuing actions opportunities to maximise the potential for shared use will not be delivered. There has to be balance between the sale of assets for profit and transfer for social gain to benefit the community.

There is a risk that the other Public Sector Partners may not be committed to working together to look at the use of assets.

### *Benefits*

The proposed strategy will deliver:

- Enhanced opportunities to identify and deliver shared use facilities
- Development of initiatives in line with Community and Corporate Objectives
- Additional resource to support local charities and organisations to effectively develop initiatives
- The transfer of assets to community organisations could see a reduction in the maintenance backlog
- In the cases where there are restrictive covenants on land or building it would be beneficial to transfer these to communities as the value of the land or buildings on the open market could be reduced due to the covenants

## **6.11 Tenanted Non Residential Properties**

Torbay Council holds a variety of Tenanted Non-Residential Properties (TNRP) on which it has granted either leases or licences to third parties. These assets range from golf clubs, industrial sites, Quaywest Water Park to leases to sports clubs and other voluntary sector groups and licences to run donkey ride and ice cream concessions.

There are currently 771 leased assets and licences, which generate income of circa £2.6M per annum. The amount of income per agreement varies greatly with 47 assets generating an annual income in excess of £10,000 each and 63 generating an annual income between £5,000 & £9,999 each. The rest of the agreements are below these figures.

These assets are held either as investments or for service delivery / socio-economic purposes. The definition of investment assets is narrow (Cipfa regulations) with them being defined as assets which are used solely to earn rentals or for capital appreciation or both. For Torbay Council the Chief Accountant has taken the view that, unless there is strong evidence to the contrary, the assumption is that all council property is linked to a service objective e.g. regeneration, tourism etc. Examples of TNRP held as investment assets include Torquay Golf Club and Unit 3 Riviera Park, Torquay.

### *Actions to date*

- The TEDC continues to manage the TNRP to maximise revenue and to minimise costs
- The Council has commissioned condition, asbestos and water hygiene surveys on the TNRP with the tenants having been informed of the outcome
- Work has started on benchmarking with other Authorities regarding the TNRP strategy and disposal policy

### *Where we need to be*

Torbay Council needs to continue to develop and implement strategies to ensure that:

- The justification for holding the TNRP is linked to the corporate goals and objectives
- The performance of the TNRP is reviewed to determine whether they should be retained or disposed of
- A disposals policy is set up for the TNRP

### *Issues*

- To review the performance of TNRP it is useful to consider 3 fundamental questions:
  - Why are TNRP assets held?
  - How well are they performing in meeting the purposes for which they are held?
  - Are there better ways in which these purposes could be fulfilled?
- Need to determine criteria for measuring performance
- Where held for socio-economic purposes the measurement of performance becomes more challenging as we are dealing with subjective judgements and because there is a need to link these purposes to the corporate goals and objectives
- Need to consider other policies such as the Shoreline Management Plan to determine the long term options arising from climate change

- Consideration needs to be given to the Council's revenue position. The yield of particular properties to be challenged within the policy

#### *Risks*

- Currently each TNRP asset is allocated to a particular service department, which assists with management issues and they receive the income. However this may give rise to a couple of risks when assessing the performance of the TNRP.
  - Depending upon the criteria set for measuring performance the perception from the service departments could be that their properties are performing well to protect their asset base.
  - The service department may be reluctant to agree that an under performing TNRP should be disposed of since they would lose the rental income from their revenue budget. Any capital receipt goes into the 'corporate pot' to fund the capital programme and may not necessarily be re-invested in the service department's assets.
- As part of the disposal policy there will be a need to consider the long term aspirations of the Council for the larger assets. For example, it may not be appropriate to dispose of an under-performing café within a park if it may be needed for a comprehensive re-development in the future
- There may be public resistance to the disposal of TNRP

#### *Action Plan*

<b>Action</b>	<b>Target Date</b>	<b>Responsibility</b>	<b>Current Status</b>
<ul style="list-style-type: none"> <li>• Continue to develop a strategy to review the performance of the TNRP</li> </ul>	March 2013	CPO / TEDC	Draft Policy prepared and attached at Appendix AM-F
<ul style="list-style-type: none"> <li>• To continue to develop a TNRP Disposal Policy</li> </ul>	March 2013	CPO / TEDC	Included in above
<ul style="list-style-type: none"> <li>• To consider whether it is appropriate for a proportion of the proceeds from the sale of a TNRP to be re-invested in the service department</li> </ul>	March 2013	CPO / Chief Finance Officer	Included in above

#### *Risk*

There is a risk that there are insufficient resources within the Asset Management Service of the TEDC to take this forward in the timescale

#### *Benefits*

The strategy will bring clarity about why Torbay Council holds Tenanted Non-Residential Properties, which is essential to drive good performance and value for money in terms of investment and/or socio-economic outcome

## **Into The Future**

The Strategy detailed above will be delivered and monitored by implementing the specific action points detailed. Delivery will be by the Torbay Economic Development Company (TEDC)

It is accepted that the period of delivery may in some instances be long term and will inevitably be influenced by an ongoing and realistic assessment of available resources. However, the plan firmly defines the vision of how the Council will achieve a more effective use of assets and sets a firm commitment to retain the goals and actions until all are complete.

A number of significant achievements have already been secured and into the future there are many issues that are relevant to a successful Corporate Asset Management Plan. There are at this review 4 areas of particular importance:

- Improved and more effective data collection and analysis through TOAD will lead to a better understanding of the Council's Assets and it is most likely that this will identify further areas of prospective capital expenditure
- The continuing work of the TEDC will continue to create opportunities to make regenerative changes to the built environment and help stimulate the market.
- There will be increasing Government scrutiny of the Asset Management Function and a need to follow closely the asset management guidance that has been issued.
- When the regulations relating to the Localism Act come into effect (possibly Autumn 2012) it may impact upon the resources within both the TEDC and the Council. The intention is that the Community Right to Buy will give the community the right to bid for assets when they come onto the market if they are deemed to be of community interest, such as local post offices or pubs. The Local Authority may be required to hold a register of such available assets, which will have been nominated by the community. The Local Authority will be responsible for setting the criteria under which a 'community asset' will be defined.

## **Appendix AM-A**

### **Corporate Asset Management Team (CAMT) Terms of Reference**

#### **Role and Responsibilities**

The remit and terms of reference for the Corporate Asset Management Team were defined within a Report to the Directors titled "Roles and Responsibilities for Corporate Asset Management and Property Issues" dated 27<sup>th</sup> March 2001.

- Provide the strategic focus for dealing with accommodation and property issues within the Council and provide the route through which property issues are considered corporately
- Develop and refine the Council's Asset Management Plan, as required by Central Government, to "optimise the utilisation of assets in terms of service benefits and financial return"
- Develop the Council's Capital Strategy
- Consider and recommend courses of action to Heads of Service or Directors as appropriate
- Identify and make recommendations on proposed priorities for action/programme development
- Identify resources required to enable schemes or actions to be undertaken
- Identify and map property resources in Torbay and record suitability for function

#### **Meeting Programme**

Corporate Asset Management Team will meet periodically with a joint agenda "Strategic Issues" and "Property Issues"

The subject matter and composition of the meeting is defined below

#### ***Aim of Meeting***

- To support / inform Capital Planning
- To share information between Council Services on Council assets
- To make decisions about property issues if within Officer Delegated Powers

#### ***Meeting Composition***

The composition of the meeting combines representatives from all Directorates and Officers responsible for Corporate Policy and is currently as follows:

Corporate Representatives:

Corporate Property Officer (Chairman)  
Executive Head Finance  
Heads of Service as required

Directorate Representatives:

People  
Environment  
Operational Support

Partnership Organisation Representatives:

Torbay Care Trust  
Devon & Cornwall Constabulary  
Devon & Somerset Fire & Rescue

The composition of the meeting may be varied dependent upon specific agenda items

**Meeting Dates**

Yearly meeting schedules will be circulated at the beginning of each calendar year and reminders will be sent by way of circulation of the agenda

**Minutes**

Minutes distributed to Group Members and Director's Management Team

**Strategic Agenda**

An agenda will be circulated one week prior to each meeting.

The standard agenda headings are defined below.

- 1 Asset Rationalisation / Disposals Update
- 2 Capital Budget Update (Monitoring, Setting, Strategy)
- 3 Asset Management Update (AMP, Asset Register/TOAD)
- 4 Update on new external funding bids/projects
- 5 Update from Chief Executive of TEDC on strategic issues

**Property Agenda**

An agenda will be circulated one week prior to each meeting.

The standard agenda headings are defined below.

- 1 Office moves and Office Rationalisation Project update
- 2 Matters arising from Asset Rationalisation Team, SLT and SLB
- 3 Maintenance Programme / Asbestos Register / Legionella update
- 4 Property Performance Indicators update
- 5 Specific Asset / Property issues

## **Appendix AM-B**

### **Service Asset Management Plan Template**

#### **1.0 Service Background and Outcomes**

*Brief bullet point summary outlining scope of services and key outcomes expected along with relevant comments from your service strategy.*

#### **2.0 Predicted Service Delivery Changes**

*Brief bullet point summary confirming possible future changes to service delivery, which are likely to have implications for service assets (acquisition, adaptation or disposal), together with likely timescales.*

#### **3.0 Scope of Service AMP**

*Do all SAMP cover all assets under your Business Unit / Service? If not, please confirm which ones and why not.*

#### **4.0 Identification of Current Property Portfolio**

*Provide a comprehensive list of current assets, responsible officers and asset functions and users.*

#### **5.0 Identification of Property Surveys**

*Identify (where relevant) dates for the following surveys:*

- *Date of Condition Survey*
- *Date of DDA Survey (Public Access)*
- *Date of Water Hygiene Risk Assessment*
- *Date of Asbestos Survey*

#### **6.0 Preferred Options & Action Plan**

*For each of the assets identified comment on the current position and what action if any is required to implement any required changes.*

#### **7.0 Implement Audit and Review**

*Table of specific actions required to improve service delivery, the priority rating and the date for review.*



## Appendix AM-C

### Key Asset Management Performance Indicator Analysis (Including Schools)

Indicator	Description	Category	2010/11		2011/12		2012/13		2013/14		National Average (2009/10)	Comments
			Out-turn	Target	Out-turn	Target	Out-turn	Target	Out-turn	Target		
P11- 1A	% GIA that falls in each of the Condition Categories (A = Good, D = Bad)	A B C D	2% 52% 32% 14%	2% 45% 35% 18%	7% 50% 30% 13%	12% 55% 25% 8%	18% 60% 19% 3%	Targets calculated as improvements of 5%. Further data has been captured and assets have been resurveyed. This has impacted on the 11/12 figures				
P12- 1Bi	Total Value of Backlog of Work (1 = Urgent, 3 = Desirable)	Priority 1 Priority 2 Priority 3	£13,260,646 £10,194,109 £9,629,691	£14,208,743 £9,801,200 £11,692,285	5% reduction		Further data has been captured and assets have been resurveyed. This has impacted on the 11/12 figures					
P13- 1Bii	Required Maintenance Cost as a % in Levels 1-3 (1 = Urgent, 3 = Desirable)	Operational 1 Operational 2 Operational 3	40% 31% 29%	40% 27% 33%	35% 22% 43%	30% 17% 53%	11% 45% 44%	Targets calculated as improvements of 5%. Further data has been captured and assets have been resurveyed. This has impacted on the 11/12 figures				
P14- 1Dii	Repair & Maintenance spend per m2		£6.03	£7.40	£7.77	£8.16	Targets based on 5% increase. Academy Schools have been removed which has impacted on the m2					
P14B- 2A	Energy cost per m2		£7.26	£10.23	£9.72	£9.23	Targets based on 5% reduction. Energy prices have risen by approximately 20-25%					
P14C- 2B	Water costs per m2		£3.27	£2.37	£2.25	£2.14	Targets based on 5% reduction. Water spend has reduced significantly as a result of Tor Hill House being put on a water meter. Consumption has also been reduced					
P14D- 2C	CO2 emissions per m2 in tonnes		0.044	0.045	0.043	0.041	Targets based on 5% reduction					
P15 – 3Ci	% of properties where a suitability survey has been carried out within the last 5 years that are graded good or satisfactory		94%	94%	95%	96%	77%					
P16- 4 BV156	% of public buildings which are DDA compliant		54%	54%	54%	54%	Not recorded					

# Appendix AM-D Extracts

# Torbay Online Asset Database (TOAD)

## Core Asset Data Tab

The screenshot displays the 'Core Asset Data Tab' for asset T3037 - Pearl Assurance House. The interface includes a navigation menu on the left with categories like 'Full List', 'Search', 'Favourites', 'Schools', and 'Exclusions etc.'. The main content area shows a table of asset details:

Address	101-107 Union Street	Asset Type	Operational
		Property Category	Other Land and Buildings
		Sub Category	Offices, Admin, Bldg & Land associated with
		Type	Building
		Year Built	0
Eastings	251438	Subject to a Condition Survey	Yes
Northings	64232		
Map Ref	26SW	Building manager	
OS Ref		Contact Number	
Terrier Ref.	0		
Deeds Ref.			
Land Registry Title Number			
TC Ownership	Leased	Holding Service Code	E1711
Directorate	Environment Commissioner		
Business Unit	Chief Executive Torbay Development Agency	Manager Service Code	
Property	...		
Service Area	... Please see Area Tab		
Status	NOT ENTERED	UPRN	10002986652
Listed Building	No	NHDR Value	0.0000
		Council Tax Band	
		Current Use	Council Office Accommodation
Acquired Date	07/02/2005	Disposal Date	
Acquired Cost	0.00	Disposal Price	0.00
Acquired Powers		Disposal Powers	
Vendor		Purchaser	
Buildings in Acc.	Yes	Buildings in Dep.	No
Purchasing Committee	Environment Services	Archive Date	

## Floors Tab

The screenshot displays the 'Floors Tab' for asset T3037 - Pearl Assurance House. The interface shows a list of floors and their associated rooms:

- 01 Ground Floor**
  - Lobby & Stairs
- 02 First Floor**
  - Communications
  - Disabled Toilet
  - Gen's Toilets
  - Interview Room A
  - Interview Room B
  - Interview Room C
  - Kitchenette
  - Office
  - Reception
  - Stair & Landing
  - Stair & Landing
  - Store
- 03 Second Floor**
  - Corridor
  - Kitchen
  - Ladies Toilets
  - Meeting Room
  - Office
  - Office
  - Office
  - Office
  - Stair & Landing
  - Stair & Landing
  - Store
- 04 Third Floor**
  - Store

A pop-up window titled 'T3037 - Pearl Assurance House' is overlaid on the floor list, showing a table with the following data:

Name	Office
Reference	100
Description	
TOTAL HSA and	TOTAL HSA Sq Ft
1.00	17.75
Notes	

## Valuations Module

**TOTAL Values for Pearl Assurance House**

	Historical Cost	Current Value
Gross Value:	0.00	0.00
Enhancements in Year:	0.00	0.00
Enhancements to Date:	0.00	0.00
Gross Cost:	0.00	0.00
Residual Value:	0.00	0.00
Depreciation this Year:	0.00	0.00
Depreciation to Date:	0.00	0.00
Impairment (LEB):	0.00	0.00
Impairment (LEB) to Date:	0.00	0.00
Impairment (PR):	0.00	0.00
Impairment (PR) to Date:	0.00	0.00
Disposal of Asset:	0.00	0.00
Net Value:	0.00	0.00

Depreciation Diff. 0.00  
Reval. Reserve 0.00

## Condition Survey Module

**Block Details**

Block Name: Pearl Assurance House  
 Condition Date: True  
 Pricing Base Date: 17/05/2007  
 Surveyed by: Kendall Kingscott  
 Premises Type: III  
 Survey Date: 17/05/2007  
 Ref.: T3037  
 Internal Area:  
 Notes: Pearl Assurance House is a pool war 3-storey building constructed of a concrete frame with brick cavity wall envelope and metal windows with stone/pre-cast concrete surrounds. The roof construction is flat off a concrete deck with felt covering and lead detailing. The ground floor consists of retail outlet, Torbay Council occupy the upper floors on a leasehold basis.  
 Report Status: Final  
 Reports:  
 View this Block  
 View ALL Blocks for this Asset  
 Show Archived Lines  
 Tenants Report  
 View Header  
 View Sub Elements  
 View Details  
 Update Form

Summary Property Strategy Action Plan (PSAP)

Ref	Objective	Key Action	Key Change/Goal	Benefit/Outcome for Stakeholders	Lead Officers	Key Resources	Target	Target Deadline	Performance Monitoring
	Description of the strategic objective that is sought	Description of each specific action that will deliver the objective	Description of the specific change or goal that each action should produce	Description of the benefits that each action will deliver to service delivery groups and residents of Torbay	Description of the Officers taking ownership of each action	Description of the key teams upon which delivery of each action is dependent	Description of the hard and measurable outputs that each action must produce	Date deadline for target delivery	Description of how progress and performance will be assessed for each action
	Suitable Assets Aligned to Service Delivery	Service Asset Management Plans	All Business Units or Services to have five year plans for continued use of assets	Planned and more efficient use of assets producing improved service delivery	CPO	CAMT, CPO, Asset Registrar, Service Asset Representatives	Completion of all SAMPs and development of 5 year corporate plan. To be reviewed yearly.	Ongoing	Reviewed in CAMP yearly update
		Implementation of Service Asset Suitability Reviews	Asset use reviews completed for all services as part of SAMP process	Planned and more efficient use of assets producing improved service delivery	CPO	CAMT, CPO, Asset Registrar, Service Asset Representatives	Completion of all surveys and development of 5 year plan	Ongoing	Reviewed in CAMP yearly update
		Implementation of specific DDA improvement works arising from survey work	Completion of identified physical improvement projects	Improved accessibility to the public	CPO	CAMT, Property Services Group	Completion of projects within agreed timescales	Annual	Reviewed in CAMP yearly update – currently on hold because the budget for DDA works has been removed



Ref	Objective	Key Action	Key Change/Goal	Benefit/Outcome for Stakeholders	Lead Officers	Key Resources	Target	Target Deadline	Performance Monitoring
	Description of the strategic objective that is sought	Description of each specific action that will deliver the objective	Description of the specific change or goal that each action should produce	Description of the benefits that each action will deliver to service delivery groups and residents of Torbay	Description of the Officers taking ownership of each action	Description of the key teams upon which delivery of each action is dependent	Description of the hard and measurable outputs that each action must produce	Date deadline for target delivery	Description of how progress and performance will be assessed for each action
	Effective Repair and Maintenance	Implementation of reorganised R&M delivery process	Reduction of backlog maintenance	Improved service delivery from assets that are fit for use and publicly acceptable	CPO	CAMT, CPO, Finance, Service Asset Representatives	Delivery of 4+ year rolling programme and elimination of category D and C1 works within 5 years	Ongoing	Delivery report included in CAMP yearly update
		Implementation of five yearly rolling programme of condition surveys	All properties to have a condition survey within last five years	Improved understanding of condition and improved targeting of repair resources	CPO	CAMT, CPO, Finance, Property Services Group	100% completion rate	Ongoing	Delivery report included in CAMP yearly update
		Completion of Asbestos Surveys	Complete asbestos register in place	Healthy and safe working environment and easy delivery of improvement & development works	CPO	CAMT, Property Services Group	Completion of Asbestos Surveys & re-inspections	Ongoing	Monitoring at CAMT. Delivery report included in CAMP yearly update
		Rolling review of non service & investment assets	Establish a clear policy for non service & investment assets	Planned development of these assets will maximise returns to fund Council Priorities	CPO, TEDC Business Manager, Head of Asset Management	CAMT, Service Asset Representatives	To be undertaken annually	Ongoing	Review by CAMT. Report included in CAMP yearly update

Ref	Objective	Key Action	Key Change/Goal	Benefit/Outcome for Stakeholders	Lead Officers	Key Resources	Target	Target Deadline	Performance Monitoring
	<b>Description of the strategic objective that is sought</b>	<b>Description of each specific action that will deliver the objective</b>	<b>Description of the specific change or goal that each action should produce</b>	<b>Description of the benefits that each action will deliver to service delivery groups and residents of Torbay</b>	<b>Description of the Officers taking ownership of delivery of each action</b>	<b>Description of the key teams upon which delivery of each action is dependent</b>	<b>Description of the hard and measurable outputs that each action must produce</b>	<b>Date target delivery</b>	<b>Description of how progress and performance will be assessed for each action</b>
	Economic Regeneration	Managed workspace and business incubation	Enhanced support for local Business with particular emphasis on the needs of start up companies	Improved economic performance and increased survival rate for start up businesses	TEDC commission	Regeneration	Funding Bids prepared project due for completion subject	Ongoing	Place Policy Development Group
		Employment and Regeneration programme	Circa £300m of regeneration development with circa 2000 jobs	Improve economic performance and GVA	TEDC commission (TEDC Programme Manager)	Regeneration, Asset Management, Planning, Legal advisors, Procurement	Completion of various projects within the programme	Ongoing 20 year programme	Place Policy Development Group
		Brixham Town Centre	New supermarket and other commercial and residential accommodation	Improved economic performance	TEDC commission	Regeneration, Legal advisors	New facilities		Place Policy Development Group
	Integrated Disposals Programme	Implementation of an accelerated disposal programme	The disposal of appropriate Council owned sites for developments including affordable housing	Rationalisation of Property portfolio Reduced maintenance costs Increased capital programme Increased access to affordable housing	CPO, Service Heads	CAMT, CPO, Disposals Officer, Planning Service, Finance	Identified sites sold	Ongoing	Monitoring at CAMT and Place Policy Development Group. Delivery report included in CAMP yearly update

Ref	Objective	Key Action	Key Change/Goal	Benefit/Outcome for Stakeholders	Lead Officers	Key Resources	Target	Target Deadline	Performance Monitoring
	Description of the strategic objective that is sought	Description of each specific action that will deliver the objective	Description of the specific change or goal that each action should produce	Description of the benefits that each action will deliver to service delivery groups and residents of Torbay	Description of the Officers taking ownership of delivery of each action	Description of the key teams upon which delivery of each action is dependent	Description of the hard and measurable outputs that each action must produce	Date and deadline for target delivery	Description of how progress and performance will be assessed for each action
	Effective Use and Rationalisation of Administrative Buildings	Office Rationalisation Project	Consolidation of Office Accommodation as part of project	Improved efficiency and service delivery and cost savings	Project Manager		Refurbished Offices	March 2013	Project Team
	Improved Data Management	Development of update protocols for live data modules	Defined operating processes in place that can be monitored and audited	Accurate information available to enable informed and transparent decision making, improved prioritisation and more effective action planning	CPO, Asset Registrar	CAMT, IT, Finance, Service Asset Representatives	Data fields in TOAD completed and verified	Ongoing	Review by CAMT. Delivery report included in CAMP yearly update
		Development of user manual	Defined operating and user instructions in place and available to all officers	Accurate information available to enable informed and transparent decision making, improved prioritisation and more effective action planning	CPO, Asset Registrar	CAMT, IT, Finance, Service Asset Representatives	User Manual complete	Completed and updated as new modules are developed	Review by CAMT. Delivery report included in CAMP yearly update

## **APPENDIX AM-F**

### **TENANTED NON-RESIDENTIAL PROPERTY PORTFOLIO STRATEGY AND REVIEW ACTION PLAN**

#### Background

Torbay Council (the 'Authority') holds a variety of Tenanted Non-Residential Properties (TNRP). They are held either as investments or for service delivery / socio-economic purposes.

The Audit Commission 'Room for Improvement' report said that authorities should 're-view property holdings and reduce them where possible by identifying and disposing of surplus and under-utilised properties'.

In the past this has only proactively happened for the Authority's non-tenanted land and buildings but in the 2011 Corporate Asset Management Plan it was mentioned that the Authority would develop a strategy for reviewing the TNRP portfolio. As well as looking at possible disposals it is also important to maximise income and possibly expand / change the portfolio to suit the Authority's strategic objectives.

To review the performance of the TNRP it is useful to consider 3 fundamental questions

- Why are TNRP assets held?
- How well are they performing in meeting the purposes for which they are held?
- Are there better ways in which these purposes could be fulfilled?

The Royal Institution of Chartered Surveyors (RICS) has published a number of leaflets on local Authority asset management with one covering TNRP assets let to third parties (other than housing stock).

In accordance with this leaflet, which focused on the key priorities in the management of TNRP in the local government arena, the Association of Chief Estates Surveyors (ACES) Commercial Asset Management Working Group developed a 'Model TNRP Strategy and Review Action Plan'. The plan is based upon this model.

The RICS leaflet states that if there is not clarity about why TNRP is to be retained, it should be disposed of, on the best terms that may reasonably be obtained.

With regards to assets that contribute to socio-economic benefits the RICS leaflet says that 'measurement of performance becomes more challenging, as we are dealing much more with subjective judgments and because we need to ensure that the socio-economic purposes are directly linked to corporate goals and objectives'. The 'model' suggests a simple three tier ranking approach to assess the socio-economic benefits – high, medium and low.



## TNRP STRATEGY AND REVIEW ACTION PLAN

### 1) ROLE OF THE TNRP PORTFOLIO TO THE AUTHORITY

- Financial investment by producing income used to off set the revenue costs of direct and indirect services thus reducing the impact on the Council tax; and capital receipts to support the capital programme.
- Socio-economic by supporting the wider corporate objectives of the Authority through strategic influence, control and occupational use.

### 2) LEADERSHIP AND ACCOUNTABILITY

Driving improvement in the performance of the TNRP is a continual and demanding process. Circumstances often change before optimum performance is achieved. Leadership is important in:

- Developing and promoting a strategy for the TNRP;
- Generating corporate interest in, and awareness of, the gains to be had from improved performance;
- Engendering support and commitment within the organisation;
- Addressing the business case for TNRP, together with the supporting action plan; and
- Ensuring the efficient and effective pursuit of agreed TNRP management strategies.

There are important roles in TNRP management and these are illustrated in the table below.

Role	Responsibilities
Elected Members	Executive Leads - providing commitment to TNRP strategic aims and setting key required corporate objectives / outcomes; Scrutiny – ensuring TNRP performance is kept under review
Chief Operating Officer and Commissioners	Supporting and monitoring the TNRP Action Plan; Ensuring sufficient resources are available to effectively manage the Strategy and Action Plan.
Corporate Property Officer and Executive Heads / Members of CAMT	Linking TNRP to corporate goals and objectives; Managing TNRP in accordance with the Strategy and Action Plan

### 3) BRIEF DESCRIPTION OF THE PORTFOLIO

The TNRP portfolio has been accumulated over many years. Some of the properties used to perform functions / services done directly by the Authority but are now let to third parties to perform that function on behalf of the Authority. For example, beach / park cafes and the Torbay Leisure Centre.

Other tenanted properties were initially acquired for other purposes. For example, the Authority holds 2 residential houses at Tweenaway Cross, which were acquired by Devon County Council (and transferred to the Authority when it obtained unitary status) in conjunction with the potential road improvement scheme. Whilst the scheme was being progressed these properties were let to a Housing Association.

Other land & properties were let to support regeneration and economic development schemes to support and provide accommodation for small to medium size enterprises.

There are currently 771 leases and licences, which generate income of circa £2.6M per annum. The amount of income per agreement varies greatly with 47 assets generating an annual income in excess of £10,000 each and 63 generating an annual income between £5,000 and £9,999 each. The rest of the agreements are below these figures.

The Authority has granted a number of long term leaseholds in exchange for a capital receipt. For example, in July 2007 a 125-year lease at a peppercorn rent was granted to Apollo Cinemas Ltd for a premium of £1.2M.

A detailed breakdown showing categories of lettings and general management policies is given in section 7 below.

#### 4) STRATEGY AIM

To move from the historic legacy to a more balanced sustainable portfolio to meet the future financial and corporate objective needs of the Authority within 5 years.

#### 5) STRATEGIC OBJECTIVES

To:-

- optimise the financial return, both revenue and capital growth.
- support the wider corporate priorities, in particular social and physical regeneration, economic development and safeguarding strategic influence, control and future development opportunities.

#### 6) MANAGEMENT POLICY

Financial

The portfolio will be managed to:-

- Primarily generate income.
- Charge full market rents, unless a specific policy exists to determine otherwise.
- Carry out timely lease renewals and rent reviews.
- Maximise occupancy through appropriate marketing.
- Minimise rent arrears through timely intervention.
- Subject to finance being available, undertake planned maintenance based on condition surveys in accordance with the Council's obligations under the terms of the lease and to ensure that tenants are aware of their own repairing obligations.

- To endeavour that, if appropriate, all properties have up to date asbestos and water hygiene surveys and to have up-to-date electricity and gas safety and energy performance certificates.
- Where appropriate, improve performance through securing grant assistance, using property as match funding and working in partnership with the private/voluntary sector.
- Measure and improve the performance through the use of appropriate 'performance indicators'.

Socio-economic to support corporate objectives

To

- use the portfolio 'strategically' to safeguard, control and promote the use of land for purposes supporting the corporate objectives through the 'occupational use' of property.
- measure and monitor the 'socio-economic benefits' through a simple and clear ranking system.

## 7) PROPERTY ASSET CATEGORIES AND GENERAL MANAGEMENT POLICIES

### 1) Investment Assets

Assets which are held solely to earn rentals or for capital appreciation or both. To review the financial returns and, if considered poor, then, unless needed for a future re-development scheme, the presumption would be to dispose either to the tenant or on the market.

### 2) Assets Held for Socio-Economic Reasons.

#### 2a) Leases held on a peppercorn rent

Let to occupiers generally with community based relevance i.e. community centres, voluntary sector or allotments, which indirectly support corporate objectives. Leases be retained but be subject to review every 3 years.

Where a peppercorn is payable as a result of the Authority receiving a premium for a long lease, then consideration be given to the reasons why a long lease was granted rather than a freehold disposal.

#### 2b) Leases let on market rent but tenants receive a grant

A number of leases are let to the voluntary sector & community groups at market rent but some tenants receive a grant to help off-set the rent. Presumption to retain ownership to support the voluntary sector / community group but will undertake a review to assess condition, suitability and sufficiency; identify opportunities to lever in external/grant investment; and to assess to what extent each voluntary body contributes to the Council's objectives – if not, is the grant still appropriate (and at what level?) or should the asset be sold?

#### 2c) Commercial leases granted for service delivery

Commercial leases of parts of operational assets such as kiosks/cafes in parks or the leisure centre. Presumption to retain and actively manage to generate revenue to support service delivery but review periodically with the service department.

#### 2d) Leases granted at a peppercorn rent for service delivery under a contract

A number of leases have been granted to organisations who have been commissioned to provide a particular service on behalf of the Authority. For example, land & buildings have been leased to the Torbay Care Trust, Torbay Coast & Countryside Trust and TOR2. The presumption is to retain ownership for the duration of the service contract.

#### 2e) Leases – Public Utilities and Other land and property

Sites leased for electricity sub and gas governor stations which generally produce a low level of income. Other examples include telephone masts situated on multi-storey car parks or land in high locations. To identify opportunities for rationalisation / disposal or additional income generation unless such action may be prejudicial, for instance in terms of potential redevelopment.

#### 2f) Properties let to Registered Social Landlord under business tenancies

A number of properties are let to a RSL whilst they are being held for another purpose e.g. highway scheme. The presumption is to retain whilst needed for the scheme but review periodically with the service department.

#### 2g) Community Asset Transfer Leases

A number of leases have been granted to community groups through the Community Asset Transfer process for land previously declared surplus by the Authority. Presumption to retain ownership for duration of the lease.

#### 2h) Licences

The Authority has granted a number of licences for people to operate on its land. For example, donkey rides on Paignton Green and ice cream concessions at Kilmorie Car Park, Galmpton and Daddyhole Plain.

The presumption will be to continue to offer such licences unless they become too intensive in terms of management time and/or the service department considers they no longer want the service to continue.

N.B. Licences have been included in the above list but, since they do not form an interest in land then they can not be sold. If they are considered no longer needed for service delivery then the licence will not be re-advertised on expiry.

## 8) CONDITION SURVEYS

Surveys of the TNRP are undertaken on a 5-yearly rolling programme for those properties for which the Authority has some repairing liability to identify outstanding repairs which are the responsibility of either the Authority or the tenant or both.

## 9) DISPOSAL POLICY

Assets that do not meet the performance test and that are identified for disposal may be disposed of in accordance with the Authority's disposal procedure. Consideration will also be given to the sale of properties that are on the performance margin and where the capital receipts generated could be better deployed.

Disposals will also be discussed with the Finance Officer and a programme agreed as appropriate to support the Authority's revenue budget and capital programme needs.

Each disposal to be considered on its merits but consideration may be given to re-invest all, or a proportion of the sale proceeds in the service department.

## 10) ACQUISITIONS POLICY

Consideration shall be given to the acquisition of appropriate properties to improve the performance of the portfolio (i.e. adjacent to existing ownership or leasehold interest where the Authority owns a freehold reversionary interest and in both cases will benefit from the marriage value, property to support regeneration) and to achieve a more balanced portfolio, in both financial and socio-economic terms.

Funding will be from capital receipts from assets sold out of the TNRP portfolio or prudential borrowing if the annual rents from the property to be acquired exceed the annual financing cost (i.e. occupational lease where the Authority own freehold).

## 11) OTHER POLICIES

When assessing the socio-economic reasons for holding onto the TRNP the service department will need consider whether there are any policies within their service area, which may influence / dictate the suitability of retaining the TNRP e.g. Shoreline Management Plan.

## 12) BENEFITS

The aim of this strategy and following the review action plan is that:-

- Capital receipts are achieved with minimum impact to income.
- Review will be flexible and allows time to be developed to reflect views of stakeholders and accommodate any political/economic changes during the review period.
- Ultimately better assets are retained as investments.
- Reasons for holding assets are identified by specific purposes.
- Socio-economic outputs are fully identified, considered and linked to corporate objectives.

- Key priorities for improved management, use of resources and performance are identified and can be planned.
- Future targets and timescales can be set.

## REVIEW ACTION PLAN

Purpose – To carry out a review to demonstrate the value for money in continuing to hold the TNRP portfolio – the Performance Test

Subject to sufficient resources being identified, to undertake the review in three stages as follows:-

### STAGE 1 – Identify quick wins

A 'Quick and Dirty' exercise to identify obvious assets for disposal and further review by allocating them to the categories set out in section 7 of the TNRP strategy, and applying the general management policies set out therein.

### STAGE 2 – Analyse why properties are held

Identify pure 'investment' and 'socio-economic' properties that also support the wider corporate objectives assets.

Where assets support wider corporate objectives identify and analyse, together with appropriate stakeholders including Executive Leads, Executive Heads, the Corporate Property Officer and Members of CAMT. Evaluate their socio-economic benefits and rank each asset as follows:-

**High** –critical or major contribution as identified by the Authority e.g. a key regeneration site or property occupied by a community group supported and partly funded by the Authority. If asset disposed of ultimately to support socio-economic benefit, such as to kick start a major regeneration scheme or meet an approved high priority Authority objective, then may consider a disposal at less than the best price, so long as sale price plus value of the benefits at least equals best price that could have been obtained – review periodically but presume retain ownership regardless of financial return.

**Medium** - important contribution – i.e. located in a key regeneration area or occupied by a community group supported but not funded by the Authority - review periodically the importance of the socio/economic role and financial performance.

**Low** – minor or insignificant contribution – i.e. located on edge of regeneration area so retention to support scheme not essential e.g. property, which is difficult to let and run down, or property that happens to be occupied by a community group but not one that Authority particularly supports or that has no linkages to corporate objectives - review frequently and consider disposal if financial performance poor.

Measure the performance of all assets on the basis of the 'internal rate of return' (IRR).

The IRR is the discounted rate that generates a zero net present value for a series of cash flows using discounted cash flow processes. It is important that all costs and benefits are included in the assessment and, not least, management costs. In simple terms it is a method of measuring both potential revenue and capital growth over a given period – the ‘time weighted return’. Most authorities adopt a 10 year term.

Also measure performance annually in the future by reference to the following performance indicators:-

- % management costs against gross revenue.
- Assets remaining void for greater than 6 months in a year

Set annual targets based on the previous year’s performance.

Agree a target rate of return with the Chief Finance Officer. Any assets not meeting this target consider for disposal.

Subject those assets identified for disposal to further tests as follows:-

- Does the legal tenure and/or statutory constraints preclude disposal?
- Would a disposal require the repayment of grant monies?
- Is it a strategic property to be held to control and/or facilitate future development opportunities?
- Does the property contribute to corporate objectives through socio-economic benefits?
- Could the property meet identified future operational, or with partners’ co-locational requirements?
- Are there any redevelopment or other income or capital generating opportunities i.e. redevelopment site, special purchaser, marriage value, ransom strip, over sailing rights, release of covenants?
- Could the financial performance be significantly increased through minor investment?
- Are there any other opportunities?

If answer no to all tests – Dispose. Otherwise further analyse the benefits of retention and actively manage. But also ask the question: can the capital achieved from the disposal be more effectively used than owning the asset?

Future disposals programme

Offer pure investment assets for disposal where they do not meet the target IRR agreed when and as necessary with the Chief Finance Officer. Base the target IRR, known as the ‘hurdle rate of return’, on the Authority’s alternative investment options – the opportunity cost.

Assets that have socio-economic benefits offer for disposal if they are ranked as:-

- ‘Low’ and fail to meet the target IRR.
- ‘Medium’ and significantly fail to meet the target IRR.
- ‘High’ and are being disposed of to meet a high priority Authority objective.

As the assessment of socio-economic benefits is a subjective exercise support a proposal to dispose with an option appraisal where appropriate.

### STAGE 3

Stand back and look periodically through the process as more data is collected, analysed and recorded, to see whether the desired outcomes and objectives are being achieved.

On completion of stage 3, use the comprehensive data on property categories, financial and other performance, range and scale of contribution of the TNRP to socio-economic benefits, to assess to what extent the aim has or will be achieved.

Has, or will the process ultimately, through identifying assets for disposal, further investment and perhaps purchase, achieve a more balanced and better aligned TNRP portfolio, both in terms of financial and socio-economic strategic objectives? If not then consider further appropriate review and rationalisation.

During the whole review period hold regular discussions with the Chief Finance Officer to advise on the relative benefits and risks associated with the TNRP to achieve the strategic aim and objectives for the TNRP portfolio.

The balance of the portfolio may change over time as it will be determined in particular by the financial position - need for revenue v capital, level of risk the Authority is prepared to take, and to what extent it wishes to use the TNRP to drive non-financial objectives e.g. to kick start regeneration.





**Meeting: Audit Committee  
Council**

**Date: 19<sup>th</sup> December 2012  
6<sup>th</sup> February 2013**

**Wards Affected: All Wards in Torbay**

**Report Title: Treasury Management Strategy 2013/14 - (incorporating the Annual Investment Strategy 2013/14 and the Minimum Revenue Provision Policy 2013/14)**

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**Supporting Officer Contact Details: Pete Truman, Principal Accountant, 01803 207302, pete.truman@torbay.gov.uk**

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## 1. Purpose

- 1.1 The Strategy outlined in this report aims to support the provision of all Council services by the management of the Council's cash flow, debt and investment operations in 2013/14 and effectively control the associated risks and the pursuit of optimum performance consistent with those risks.

## 2. Proposed Decisions

- 2.1 The Treasury Management Strategy is considered under a requirement of the CIPFA Code of Practice on Treasury Management which was adopted by the Council on 25<sup>th</sup> March 2010.
- 2.2 The approval of an Annual Investment Strategy by Council is a requirement of the Guidance on Local Government Investments issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003.
- 2.3 In addition, the Local Government Act 2003 requires the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
- 2.4 The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy; this sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

### 3. **Action Needed**

#### Audit Committee

- 3.1 **It is recommended that Audit Committee endorse the Treasury Management Strategy for 2013/14.**

#### Council

- 3.2 **The Council is recommended to approve the Treasury Management Strategy for 2013/14 (incorporating the Annual Investment Strategy 2013/14) set out at Appendix 1 to this Report;**
- 3.3 **The Council is recommended to approve the Prudential and Treasury Indicators 2013/14 laid out in Annex 1 of this report;**
- 3.4 **The Council is recommended in line with the Council's Constitution and Financial Regulations to approve:**
- (i) **that the Chief Finance Officer be authorised to take any decisions on borrowing and investments. (Delegations to the Section 151 Officer, paragraph 3.1(a)); and**
  - (ii) **that the Chief Finance Officer be authorised to invest temporarily or utilise surplus monies of the Council; (Financial Regulations, paragraph 14.5);**
- 3.5 **The Council is recommended to approve the Annual Minimum Revenue Provision Policy Statement for 2013/14 as shown in Annex 2 to this report.**

### 4. **Summary**

- 4.1 The overall objectives of the Treasury Management Strategy are:
- To ensure sufficient funding is available for day-to-day activities and capital projects through effective cash flow management
  - To seek to reduce the impact on the revenue account of net interest costs through optimal levels of borrowing and investment levels
  - To prioritise control of risks in investing cash and to then achieve maximum returns from those investments commensurate with proper levels of security and liquidity.
- 4.2 Following changes to the Capital Investment Plan in terms of timing of both expenditure and funding, an element of borrowing is currently surplus to capital financing requirements over the medium term. As a result, the proposed borrowing strategy is to not borrow until future schemes are approved and, if borrowing is required, delay borrowing until rates are due to rise. The aim is to reduce the level of external borrowing over the next four years by a minimum target of £25 million to realign funding levels between the revised Capital Investment Plan and projected Capital Financing Requirement.
- 4.3 As at 31<sup>st</sup> March 2012 the Council's long term liabilities exceeded its Capital Financing Requirement by £26m, however the Council's Capital Investment Plan 2012/13 - quarter three shows schemes totaling £34m to be funded from borrowing

over the four years, of which £11m is temporary pending confirmation of capital resources.

- 4.4 Further reductions in the level of borrowing, potentially up to another £25 million, will also form part of this Strategy to reflect the effect of current interest rate conditions on the revenue budget. Any such repayment, if market conditions permit, would require ongoing capital expenditure to be funded from the Council's internal cash resources. These would need to be financed when the Council's internal balances reduce e.g. by reserves being spent or as borrowing reach maturity.
- 4.5 The current low interest rate environment creates high penalty costs for repaying loans and forecasts indicate this position will continue through the next financial year giving little opportunity to carry out the strategy in para 4.2 during 2013/14. Rates are forecast to start to rise in 2014/15.
- 4.6 Economic and market conditions are highly volatile and extremely difficult to predict and repayments of borrowing will be implemented as soon as favourable conditions arise. Risks include the impact of a reduction in the UK credit rating and the effect of Quantitative Easing.
- 4.7 The Annual Investment Strategy incorporates robust processes for managing credit risk which will be appropriate for varying levels of cash balances arising from this Strategy while maintaining the ability to maximise interest returns. The Council's investment priorities, in line with CLG Guidance, are: -
- (a) the security of capital
  - (b) the liquidity of its investments.

The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

- 4.8 Other key points in the Treasury Management Strategy are as follows:
- A challenging interest rate environment with Bank Rate to remain at a very low level for an extended period and not to begin rising before the end of 2014.
  - The Council's return on investments continues to out-perform the benchmark.
  - Borrowing portfolio well positioned to meet the Capital Investment Plan without exposure to increased interest rate risk
  - Capital Investment Plans include £34M of schemes funded from borrowing of which up to £11M is temporary
  - Long term liabilities are set to increase significantly over the next four years as a result of the Energy from Waste scheme
  - Threat to the UK's AAA sovereign credit rating

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## Supporting Information

### 5. Position

5.1 The Council defines its treasury management activities as:

***“The management of the authority's investments and cash flows, it's banking, money market and capital market transactions; the effective control of the***

***risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.***

- 5.2 It is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This report, together with the Capital Investment Plan, forms an integrated strategy to ensure the affordability of capital projects.
- 5.3 The provisional 2013/14 budget for interest payments has therefore been set at a level which will cover the Council’s borrowing requirements in the Capital Investment Plan together with cash flow costs arising from capital projects and capital receipts.
- 5.4 The interest receipts budget for 2013/14, which is directly linked to the Council’s borrowing position, is based on an average investment balance of £76 million and an average investment rate of 1.45% (the estimate for 2012/13 was 1.34%). This includes monies held by the Council’s external Fund Manager and well exceeds the benchmark rate forecast to remain at around 0.50%
- 5.5 The budget for payment of interest on debt for 2013/14 is based on an overall borrowing rate of 4.31% which is unchanged from the previous year.
- 5.6 The Treasury Management Strategy is directly linked to the Council’s policy on reserves and balances, to be presented to Council in February 2012. From this report a mid-range target of £32 million has been extrapolated for which cash backing should be maintained in the medium term. This level has been factored into the investment balance in paragraph 5.4 above.
- 5.7 The core balances for which cash backing reflects the level of Council reserves, provisions, unapplied grants and contributions and working capital. This links to the Capital Investment Plan and Medium Term Resource Plan which form the basis of the Council’s longer term strategic cash flow forecasts.
- 5.8 The proposed strategy for 2013/14 is set out at Appendix 1 to this report and covers the following:
- Prudential and Treasury Indicators;
  - Capital expenditure and the Capital Financing Requirement
  - the minimum revenue provision (MRP) policy
  - prospects for interest rates;
  - economic conditions and scenario planning;
  - the borrowing strategy;
  - the Annual Investment Strategy;
  - policy on use of external service providers;
  - reporting arrangements and management evaluation;
  - lending to Housing Associations and alternative investments
  - other matters

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, CLG MRP Guidance, the CIPFA Treasury Management Code and CLG Investment Guidance.

5.9 This report was updated during January 2013 to incorporate the Quarter 3 position of the Capital Investment Plan.

## 6. Possibilities and Options

6.1 NA

## 7. Preferred Solution/Option

7.1 NA

## 8. Consultation

8.1 NA

## 9. Risks

9.1 The main risks to Treasury Management activities will arise from interest rate levels and volatility, liquidity and cash flow requirements and creditworthiness of investment counterparties.

9.2 The management of specific risks is outlined in the Treasury Management Practices as required by the CIPFA Code of Practice approved by Council on 25<sup>th</sup> March 2010. Detailed controls are set by the Chief Financial Officer within the Schedules to the Treasury Management Practices and these are reviewed annually.

9.3 Other sections of this report below deal further with risk management and mitigation of particular elements of the 2013/14 Strategy.

## Appendices

Appendix 1	Treasury Management Strategy 2013/14
Annex 1	Prudential and Treasury Management Indicators
Annex 2	Policy on Minimum Revenue Provision for 2013/14
Annex 3	Interest Rate Forecasts 2012 – 2016
Annex 4	Economic Background
Annex 5	Creditworthiness Policy
Annex 6	Specified and Non-specified Investments

## Additional Information

## Treasury Management Strategy 2013/14

This Appendix sets out full details for all aspects of the Treasury Management Strategy for 2013/14.

### A1 Prudential Indicators and Treasury Indicators

Local Authorities are required to set indicators to demonstrate they have fulfilled the objectives of the Prudential Code and CIPFA Code of Practice on Treasury Management. The indicators for 2013/14 and future years are set out at Annex 1

### A2 Capital Expenditure and the Capital Financing Requirement

A2.1 Capital expenditure plans are a key element in the form the first of the Prudential Indicators at Annex 1. Figures are as per the Capital Investment Plan Quarter 3 2012/13 report and are summarised below.

Capital expenditure £M	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
<b>Total</b>	<b>22.1</b>	<b>23.6</b>	<b>25.4</b>	<b>8.6</b>	<b>9.2</b>	<b>4.7</b>

A2.2 The figures include a borrowing requirement of £34M over the medium term of which up to £11M is temporary awaiting confirmation of capital income.

A2.3 These plans feed into the overall Capital Financing Requirement (CFR) which is explained at Annex 1 and summarised below.

CFR £M	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
<b>Total</b>	<b>137</b>	<b>138</b>	<b>142</b>	<b>142</b>	<b>147</b>	<b>148</b>

### A3 Minimum Revenue Provision (MRP) policy statement

A3.1 The Council is required to set aside an amount for the repayment of borrowing used for capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP). It is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

A3.2 CLG regulations have been issued which require the full Council to approve an MRP Statement in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision.

A3.3 The MRP Policy for 2013/14 is set out at Annex 2 to this report.

### A4 Core funds and expected investment balances

A4.1 The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

<b>Year End Resources</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
<b>£M</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
Fund balances/reserves	51	38	26	22	21	23
Capital receipts	0	0	0	0	0	0
Provisions	2	1	1	1	1	1
Other	1	0	0	0	0	0
<b>Total core funds</b>	<b>54</b>	<b>39</b>	<b>27</b>	<b>23</b>	<b>22</b>	<b>24</b>
Working capital	25	15	22	25	28	28
<b>Total Cash Requirement</b>	<b>79</b>	<b>54</b>	<b>49</b>	<b>48</b>	<b>50</b>	<b>52</b>
Excess LTL>CFR	26	24	19	19	13	11
<b>Expected Investments</b>	<b>105</b>		<b>68</b>	<b>67</b>	<b>63</b>	<b>63</b>

#### A5 Prospects for Interest Rates

A5.1 The Council has appointed Sector as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Annex 3 draws together a number of current City forecasts for short term (Bank Rate) and longer fixed interest rates. The following table gives the Sector central view.

<b>Annual Average %</b>	<b>Bank Rate</b>	<b>PWLB Borrowing Rates</b>		
		<b>(including certainty rate adjustment)</b>		
		<b>5 year</b>	<b>25 year</b>	<b>50 year</b>
Dec 2012	0.50	1.50	3.70	3.90
March 2013	0.50	1.50	3.80	4.00
March 2014	0.50	1.70	3.90	4.10
March 2015	0.75	2.20	4.30	4.50
March 2016	1.75	2.90	5.00	5.20

A5.2 These levels are artificially low in the short term due to market conditions and the impact of quantitative easing.

A5.3 **Sensitivity of Forecasts.** The projections within this report are based on officers “central” view of market rates applicable in 2013/14. These are subject to variation from interest rate changes and cash flow changes. An illustration of the potential impact of these changes is shown in the following table:

Variation	Central Case	Change +/-	£ Variation*
Change in Investment rates (new investments)	1.45%	1%	£1.102 million
Change in Borrowing Rates (change in penalty cost on early repayment of an indicative £5 million)**	n/a	1%	-£0.9million/ +£0.8 million
Change in Average cash flow (assume increased investments)	£76 million	£10 million	£0.145 million

\* Based on current levels of borrowing and investment

\*\*The strategy provides for no additional borrowing in 2013/14 for capital funding and all existing borrowing is at fixed rate so any change in Borrowing Rates will have no effect on interest payable.

## A6 Economic Conditions and scenario planning

A6.1 An commentary on the economic background to this strategy, issued by Sector, is provided at Annex 4.

A6.2 The volatility of economic conditions will continue to have a significant impact on the Council’s Treasury Management function.

A6.3 The Council is still facing a situation where Bank Rate and therefore investment returns are at record lows, well below the level payable on borrowings.

A6.4 A lack of growth in the economy could mean a threat to the UK’s AAA sovereign rating which would drive up gilt yields and therefore PWLB borrowing (and early repayment) rates.

A6.5 The Council has linked its medium term financial planning to these uncertain conditions. The impact of these conditions on the Councils investment budget has been identified and has formed part of the budget planning process for future years.

A6.6 The impact of the economic conditions will continue to be identified in Treasury Management strategies linked to the Council’s medium term financial planning.

A6.7 The current economic conditions are still very unstable and as a result there are a range of market movements that could occur over the next few years which will provide a challenge to officers. The current strategy and budgets reflect that uncertainty and are based on prudent views of market movements and counterparty limits are set to minimise the Council’s exposure to risk.



A6.8 The crisis in the Eurozone and the potential effect on markets will continue to be monitored by Officers for threats to treasury activities. In September 2011 the Chief Finance Officer (CFO) repeated a measure taken the previous year in placing a blanket duration limit of three months on all deposits (except to UK part-nationalised banks) to mitigate potential risks arising from the problems in Greece and other countries. This measure remains in place.

A6.9 Varying the Council's counterparty limits could increase or decrease investment yield with a corresponding change in the level of security (risk) over the counterparty. In the current market conditions any extension of counterparty limits and maximum length of investments could increase investment yield. However this would need to be considered against the higher risk of impairment.

## A7 Borrowing Strategy

A7.1 The following table provides an analysis of current borrowing levels against the Capital Financing Requirement (CFR) derived from the approved Capital Investment Plan. This also forms one of the Prudential Indicators at Annex 1.

£m	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
<b>External Debt at 31 March</b>						
External Borrowing	153	152	152	152	152	151
Other long-term liabilities (OLTL)	10	10	9	8	8	8
<b>Total Borrowing and Other Long Term Liabilities</b>	<b>163</b>	<b>162</b>	<b>161</b>	<b>160</b>	<b>160</b>	<b>159</b>
<b>The Capital Financing Requirement</b>	<b>137</b>	<b>138</b>	<b>142</b>	<b>142</b>	<b>147</b>	<b>148</b>

A7.2 In previous years, based on approved capital schemes and with uncertainty over market and regulatory risks, the Council adopted a strategy to take full funding of its capital borrowing in advance prior to predicted rate increases.

A7.3 Following changes to the Capital Investment Plan in terms of timing of both expenditure and funding, an element of borrowing is currently surplus to capital financing requirements over the medium term. As a result, the proposed borrowing strategy is to not borrow until future schemes are approved and, if borrowing is required, delay borrowing until rates are due to rise. The aim is to reduce the level of external borrowing over the next four years by a minimum target of £25 million to realign funding levels with the revised Capital Investment Plan and projected Capital Financing Requirement.

- A7.4 £1.4million of PWLB loans were repaid in January 2013 in line with the strategy.
- A7.5 The option to further reduce borrowing, potentially up to an additional £25 million above that in para A7.3., will also form part of this strategy to reduce the risks involved in holding cash balances and the impact in the short term on revenue resources. This measure would require the Council to internally borrow cash resources to fund capital spending. At some point in the future the Council would have to re-borrow when these internal resources fell below operational cash flow requirements or borrowing reaches maturity.
- A7.6 The current market conditions make repayment prohibitive due to high penalty costs and these conditions are now forecast to continue further until 2014/15 (see section A5). Opportunities to repay borrowing are therefore not expected in 2013/14. However, the volatile conditions in the economic climate make predicting rate movements extremely difficult and Officers will act on this strategy as soon as the rate environment moves to favourable position.
- A7.7 The Mayor has been in correspondence with HM Treasury over the option of an early repayment of £50m of PWLB. If this results in an early repayment of PWLB borrowing the Treasury Management Strategy will be reviewed.
- A7.8 Based on current PWLB repayment terms, gilt yields need to rise by around 0.50%-0.75% on their current levels for any repayment to be affordable and by 1.00%-1.50% to reach the level at which the Council would ideally begin to make repayments.
- A7.9 Any repayment of borrowing will only be applied following a thorough assessment of:
- any change to the level of the borrowing requirement
  - additional capital projects funded from borrowing
  - assessment of working capital and other Council cash backed resources such as Reserves, Provisions and capital grants
  - prevailing market conditions
  - anticipated cash flow and any temporary borrowing requirements
  - future market expectations
  - the need to re-borrow in the medium to longer term as loans reach maturity
- A7.10 Rescheduling of existing debt will also be considered if opportunities arise, to supplement the primary aim of repaying loans.
- A7.11 No new borrowing is envisaged for 2013/14. However, if in future years capital plans change and there is a borrowing need based on internal cash levels, the Council may seek to secure new funding prior to the anticipated rise in borrowing rates in future years.
- A7.12 The majority of the Council's cost of interest and associated Revenue Provision relate to historic borrowing "supported" by central government and other debt transferred from Devon County Council on Local Government Reorganisation in 1998. (Borrowing is no longer fully supported due to reductions in Council grant) This supported borrowing along with prudential borrowing for capital resources which

leads in most cases to an increase in the value of the Council's own assets on its Balance Sheet.

A7.12 Borrowing from PWLB or other sources is only one option the Council has to finance its expenditure on capital projects e.g. the Council could use finance leases or provide financing via PFI agreements such as the Energy from Waste Plant.

A7.13 As a matter of policy approved borrowing sources are from the Public Works Loan Board and market instruments from counterparties listed by the Financial Services Authority. Local Authority Bonds will also be considered going forward but in the short term is unlikely to be progressed as the Council does not have a borrowing need.

## **A8 ANNUAL INVESTMENT STRATEGY**

### **Investment Policy**

A8.1 The Council's investment policy has regard to the CLG's Guidance on Local Government Investments and the (2011 revised) CIPFA Treasury Management in Public Services Code of Practice.

A8.2 The Council's investment priorities, in line with CLG Guidance, are: -  
the security of capital  
the liquidity of its investments.

A8.3 The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

A8.4 The borrowing of monies purely to invest or on-lend and make a return is unlawful and the Council will not engage in such activity.

A8.5 Annex 5 to this report details the policy for selection of counterparties and management of investments to achieve the objectives of the Investment Policy.

A8.6 Investment instruments identified for use in the financial year are listed at Annex 6 under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be set within the schedules accompanying the Council's Treasury Management Practices.

A8.7 In view of the difficult market conditions officers continue to review alternative investment instruments such as loans to Housing Associations (see section A11) and diversification in investment property.

A8.8 The Investment Strategy is based on current projected cash levels. If any significant changes occur to cash levels, such as the early repayment of PWLB borrowing, then the Investment Strategy will need to be reviewed.

### **Investment Strategy**

A8.9 The investment strategy for 2013/14 is strongly influenced by the market and credit risks outlined above but needs to be balanced with the need to maximise revenue within these risks.

- A8.10 Officers consider the government guarantee implicit in deposits with UK part-nationalised banks continue to offer the safest haven for cash to the extent that a proportion of funds have been locked in with these institutions at rates over the normal market levels. Further sums and maturities will be invested on this basis subject to liquidity requirements and changes in market conditions.
- A8.11 Opportunities for deposits with other counterparties remains limited and will generally be for shorter durations while the current uncertainties prevail in the market.
- A8.12 A proportion of funds will be held in business reserve and notice accounts to ensure appropriate liquidity is maintained.
- A8.13 The Fund Manager's strategy and performance will be subject to continuous monitoring and the CFO will vary the size of the holding in line with the aims of the overall strategy.

#### **A9 Policy on the use of external advisors**

- A9.1 The Council re-appointed Sector Treasury Services as its external treasury management advisor in January 2010. The position is to be reviewed in 2013.
- A9.2 The Council recognises the value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Chief Finance Officer will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.
- A9.3 The Council acknowledges that the responsibility for treasury management decisions remains with the Council at all times and will ensure that undue reliance is not placed upon the external advisors.

#### **A10 Reporting Arrangements and Management Evaluation**

- A10.1 The CFO will inform the Executive Lead for Finance of any long-term borrowing/repayment undertaken or any significant events that may affect the Council's treasury management activities. The CFO will maintain a list of staff authorised to undertake treasury management transactions on behalf of the Council.
- A10.2 The Chief Finance Officer is authorised to approve any movement between borrowing and other long-term liabilities within the Authorised Limit. Any such change will be reported to the next meeting of the Council.
- A10.3 The impact of these policies will be reflected as part of the Council's revenue budget and therefore will be reported through the quarterly budget monitoring process.
- A10.4 The Council's management and evaluation arrangements for Treasury Management are as follows:
- Weekly monitoring report to the Chief Finance Officer, Executive Lead for Finance, Director of Place & Resources and majority opposition Group
  - Monthly meeting of the Treasury Manager/Chief Accountant to review previous months performance and plan following months activities

- Regular meetings with the Council's treasury advisors
- Annual meetings with the Council's appointed Fund Managers
- Membership and participation in the CIPFA Benchmarking Club
- The Audit Committee is the body responsible for scrutiny of Treasury Management.

## **A11 Lending to Housing Associations**

A11.1 The Council has been in discussion with Housing Associations seeking loan facilities. In the current economic climate Housing Associations can find it difficult to secure funding for new affordable housing. Use of the Council's cash resources in this manner will reduce the differential between borrowed funds and poor investment returns.

A11.2 The CFO has agreed to offer to lend £10 million to Chapter One over 25 years at a rate based on the PWLB equivalent plus an appropriate margin. For security purposes the loan is to be secured against existing commercial assets owned by the Housing Association.

A11.3 The Chief Finance Officer will consider extending the offer of lending to other Housing Associations if conditions allow.

A11.4 Consideration of any and all loans will be subject to due diligence.

## **A12 Other Matters**

A12.1 **Advancing cash.** If approved the Council will advance cash to Torbay Council schools at a rate equivalent to that of the forecast investment yield (to reflect the lost investment opportunity), with the option of an additional 0.25% risk premium. The service will have to identify the funding for this advance from revenue or reserves in the year of the advance.

A12.2 **Investing cash for Local Payment Scheme (LPS) Schools.** If agreed by the Chief Finance Officer the Council will invest LPS school surplus balances on a temporary basis and endeavour to match Bank Rate on these investments on a variable basis. This will be for cash on a longer-term basis and will not apply to daily cash flow balances.

A12.3 **Soft Loans.** New Financial Instruments require the recognition of soft loans i.e. where a loan is made at a lower than 'competitive' rate the cost implicit in achieving the lower rate must be reflected in the Council's accounts.

A12.4 **Anti-Money Laundering.** Training has been undertaken to ensure relevant staff are able to comply with Regulations.

A12.5 **Intranet.** The Council's treasury management procedures and other relevant documents can be accessed on the Council's intranet site within the financial services pages.

**A12.6 Loans to linked organisations.** The Chief Finance Officer, in consultation with the Executive Lead for Finance, is authorised to agree loans to linked organisations, (such as academy schools, housing associations, Council associate and subsidiary companies).

## Prudential & Treasury Management Indicators 2011/12 – 2015/16

### Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans (per the Capital Investment Plan Q2 2012/13 report).

Capital expenditure £M	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Adults & Operations	2.2	0.8	1.8	0.1	0	0
Children, Schools & Families	10.1	8.4	8.1	2.4	0.2	0
Place & Environment	9.2	14.1	15.5	6.1	9.0	4.7
Communities and Local Democracy	0.6	0.3	0	0	0	0
<b>Total</b>	<b>22.1</b>	<b>23.6</b>	<b>25.4</b>	<b>8.6</b>	<b>9.2</b>	<b>4.7</b>

### Capital Financing Requirement (CFR)

The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely. The minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each asset's life.

The CFR includes any other long term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has £10M of such schemes within the CFR which could rise in 2015/16 if the Council's share of the Energy from Waste liability is accounted for as an "on balance sheet" PFI scheme.

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
£m	Actual	Estimate	Estimate	Estimate	Estimate	Estimate

#### Capital Financing Requirement

<b>Total CFR</b>	<b>137</b>	<b>138</b>	<b>142</b>	<b>142</b>	<b>147</b>	<b>148</b>
<b>Movement in CFR</b>	<b>(1)</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>1</b>

#### Movement in CFR represented by

Net financing need for the year - capital	3	7	9	5	9	5
Less MRP/VRP and other financing movements	(4)	(6)	(5)	(5)	(4)	(4)
<b>Movement in CFR</b>	<b>(1)</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>1</b>

Temporary borrowing of up to £11million is included in the above CFR. Capital resources to this amount are expected and once confirmed will reduce the CFR by £11million.

#### Gross Borrowing & Long term Liabilities and the Capital Financing Requirement

In order to ensure that borrowing will only be for a capital purpose, the Council should ensure that gross external borrowing does not, except in the short term, exceed the total CFR.

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
£m	Actual	Estimate	Estimate	Estimate	Estimate	Estimate
<b>External Debt at 31 March</b>						
External Borrowing	153	152	152	152	152	151
Other long-term liabilities (OLTL)	10	10	9	9	8	8
<b>Total Borrowing and Other Long Term Liabilities</b>	<b>163</b>	<b>162</b>	<b>161</b>	<b>161</b>	<b>160</b>	<b>159</b>
<b>The Capital Financing Requirement</b>	<b>137</b>	<b>138</b>	<b>142</b>	<b>142</b>	<b>147</b>	<b>148</b>
<b>Excess of LTL&gt;CFR</b>	<b>(26)</b>	<b>(24)</b>	<b>(19)</b>	<b>(19)</b>	<b>(13)</b>	<b>(11)</b>



## **Affordability Prudential Indicators**

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

### **Ratio of financing costs to net revenue stream.**

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
%	Actual	Estimate	Estimate	Estimate	Estimate	Estimate
Ratio	8.57	8.05	8.33	8.49	8.17	7.99

### **Incremental impact of capital investment decisions on council tax.**

This indicator identifies the revenue costs associated with capital decisions as part of the next year's budget process. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

	2013/14	2014/15	2015/16	2016/17
£	Estimate	Estimate	Estimate	Estimate
<b>Council tax - band D</b>	0.00	0.00	0.00	0.00

The Council approved a 4- year Capital Investment Plan in 2012/13. There are no new schemes being presented for approval for 2013/14 and central government has removed supported borrowing. Therefore, there will be no new incremental increases to Council Tax.

However, if £11 million of temporary borrowing becomes permanent (expected capital receipts and grants are not confirmed) there will then be an incremental impact of £14 on the Torbay element of a Band D Council Tax.

### **Limits on Borrowing and Long-Term Liabilities**

***The Operational Boundary.*** This is the limit beyond which external borrowing and long-term liabilities are not normally expected to exceed. In most cases, this would be linked to the CFR, but may be lower or higher depending on the levels of actual borrowing.

Operational boundary £m	2012/13 Current	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Borrowing	163	163	163	163	162
Long term liabilities	10	10	9	8	8
Total	173	173	172	171	170

**The Authorised Limit for external borrowing and long-term liabilities.** A further key prudential indicator represents a control on the maximum level of borrowing. This

Authorised limit £m	2012/13 Current	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Borrowing	182	182	187	192	197
Other long term liabilities	10	10	9	8	8
Total	192	192	196	200	205

represents a limit beyond which external borrowing is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

### **Limits on Activity**

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing and are required for upper and lower limits

<b>Interest rate Exposures</b>				
<b>£m</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>
<b>Limits on variable interest rates based on net debt</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>
<b>Limits on fixed interest rates:</b>				
• <i>Debt only</i>	<b>163</b>	<b>163</b>	<b>163</b>	<b>163</b>
• <i>Investments only</i>	<b>70</b>	<b>61</b>	<b>60</b>	<b>57</b>
<b>Limits on variable interest rates</b>				
• <i>Debt only</i>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>
• <i>Investments only</i>	<b>62</b>	<b>59</b>	<b>58</b>	<b>56</b>
<b>Maturity Structure of fixed interest rate borrowing 2013/14</b>				
	<b>Lower</b>	<b>Upper</b>		
Under 12 months	0%	5%		
12 months to 2 years	0%	20%		
2 years to 5 years	0%	20%		
5 years to 10 years	0%	50%		
10 years to 25 years	0%	100%		
25 years to 40 years	0%	100%		
Over 40 years	0%	80%		

### **Investment Treasury Indicator and Limit**

Total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end. The limits below allow for the external Fund Manager holding along with 50% of the in-house total to be fixed longer term.

<b>Maximum principal sums invested for over 364 days</b>					
<b>£m</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Principal sums invested > 364 days	£m	£m	£m	£m	£m
	66	66	58	56	52

## Policy on Minimum Revenue Provision for 2013/14

1. The Minimum Revenue Provision is a statutory charge that the Council is required to make from its revenue budget. This provision enables the Council to generate cash resources for the repayment of borrowing. The 2013/14 budget is £4.9 million.
2. The calculation of the provision is prescribed by legislation, which states that Councils are required to “determine for the current financial year an amount of MRP that it considers to be prudent” and prepare an annual statement on their MRP calculation to their full Council.
3. One of the aims of this legislation is to ensure that the repayment of principal owed for capital expenditure funded from unsupported borrowing is charged on a prudent basis which closely links to the asset’s life. The provision for all assets, irrespective of asset life, for expenditure funded from supported borrowing and prudential borrowing prior to 2007/08 will continue to be charged at a minimum 4% per annum which is in line with central government’s “support” for these costs within the Council’s formula grant.
4. Torbay Council’s Annual Minimum Revenue Provision Policy Statement states that the calculation of the MRP is as follows which has 2 stages:
  - i) The Council will budget as a minimum for a provision of 4% of its capital financing requirement calculated as at 31<sup>st</sup> March of the preceding financial year. The capital financing requirement (CFR) is a calculation of a Council’s “need to borrow” which is, in summary, the total of expenditure funded from borrowing less any repayments or similar previously made.

To calculate the 4% provision the Council will use the “regulatory method” as identified in the Department of Communities and Local Government’s (DCLG) Informal Commentary on the legislation.

This calculation allows for the adjustments of the following items:

- Deducting any expenditure and revenue provision made in relation to unsupported borrowing after 2007/08. The charge for unsupported borrowing after 2007/08 is calculated separately as described in paragraph ii below.
- “Adjustment A” which relates to a previous calculation change in 2004
- Adjustment of MRP to ensure no disadvantage results to Councils from the regulations compared to previous MRP regulations
- Adjustment of MRP to ensure no disadvantage results to Councils from the requirements for accounting for Private Finance Initiative schemes

- ii) For capital expenditure funded from unsupported or prudential borrowing the Council will make a provision based on the cumulative expenditure incurred on each asset in the previous financial years using a prudent asset life, which reflects the estimated usable life of that asset.

The Council will use the “asset life method” for the calculation, the MRP for each asset will be calculated using an annuity calculation based on the Council’s estimated pooled borrowing interest rate for the relevant year as detailed in the Treasury Management Strategy for that year. This will be adjusted for:-

- An adjustment to the MRP calculation will be made where there is expenditure in the previous financial year, but the asset is not yet operational. MRP will be calculated on the total expenditure on that asset in the year after the asset becomes operational.
- 5) Where relevant, the suggested asset lives for certain types of capitalised expenditure as detailed in the MRP guidance issued by DCLG will be used.
- 6) The Council will continue to charge services for their use of unsupported borrowing using a prudent asset life (or a shorter period) and an annuity calculation. Where possible the same asset life and borrowing interest rate will be used for both the charge to services and the calculation of the MRP.
- 7) Where assets prior to 2007/08 have been purchased by unsupported borrowing (before the current legislation applied) and a MRP at 4% is provided for, the Council will aim, over the long term, to balance the annual costs of the MRP on these assets with the repayments made by services. This may result in a Voluntary Revenue Provision (VRP) or reserve transfer being made.
- 8) The Council will not change its existing “Adjustment A” calculation.
- 9) To mitigate any negative impact from the changes in accounting for leases and PFI schemes the Council will include in the annual MRP charge an amount equal to the amount that has been taken to the balance sheet to reduce the balance sheet liability for a PFI scheme or a finance lease. The calculation will be based on the annuity method using the Internal Rate of Return (IRR) implicit in the PFI or lease agreement.
- 8) In relation to borrowing transferred to the Council from Devon County Council for the Council’s share of the Devon County Council debt for local government reorganisation, the Council will budget to make a VRP over 40 years to ensure cash resources for the repayment of the debt is available on maturity.

## Interest Rate Forecasts 2013 – 2016

Sector's Interest Rate View															
	Now	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16
<b>Sector's Bank Rate View</b>	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	1.75%
3M onth LIBID	0.40%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.60%	0.60%	0.70%	0.80%	1.10%	1.40%	1.70%	1.90%
6M onth LIBID	0.56%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.80%	0.90%	1.00%	1.10%	1.30%	1.60%	1.90%	2.20%
12M onth LIBID	0.92%	1.00%	1.00%	1.00%	1.00%	1.00%	1.10%	1.10%	1.20%	1.30%	1.30%	1.50%	1.80%	2.10%	2.40%
5yrFW IBRate	1.66%	1.50%	1.50%	1.50%	1.60%	1.60%	1.70%	1.70%	1.80%	2.00%	2.20%	2.30%	2.50%	2.70%	2.90%
10yrFW IBRate	2.64%	2.50%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	3.00%	3.20%	3.30%	3.50%	3.70%	3.90%
25yrFW IBRate	3.88%	3.70%	3.80%	3.80%	3.80%	3.80%	3.90%	3.90%	4.00%	4.10%	4.30%	4.40%	4.60%	4.80%	5.00%
50yrFW IBRate	4.04%	3.90%	4.00%	4.00%	4.00%	4.00%	4.10%	4.10%	4.20%	4.30%	4.50%	4.60%	4.80%	5.00%	5.20%
<b>Bank Rate</b>															
<b>Sector's View</b>	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	1.75%
UBS	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-
CapitalEconom ists	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-
<b>5yrFW IBRate</b>															
<b>Sector's View</b>	1.66%	1.50%	1.50%	1.50%	1.60%	1.60%	1.70%	1.70%	1.80%	2.00%	2.20%	2.30%	2.50%	2.70%	2.90%
UBS	1.66%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CapitalEconom ists	1.66%	1.30%	1.30%	1.30%	1.30%	1.30%	1.30%	1.30%	1.50%	1.60%	-	-	-	-	-
<b>10yrFW IBRate</b>															
<b>Sector's View</b>	2.64%	2.50%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	3.00%	3.20%	3.30%	3.50%	3.70%	3.90%
UBS	2.64%	2.80%	3.00%	3.10%	3.20%	3.40%	3.50%	3.60%	3.70%	3.80%	-	-	-	-	-
CapitalEconom ists	2.64%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	-	-	-	-	-
<b>25yrFW IBRate</b>															
<b>Sector's View</b>	3.88%	3.70%	3.80%	3.80%	3.80%	3.80%	3.90%	3.90%	4.00%	4.10%	4.30%	4.40%	4.60%	4.80%	5.00%
UBS	3.88%	4.00%	4.20%	4.30%	4.40%	4.50%	4.50%	4.50%	4.50%	4.50%	-	-	-	-	-
CapitalEconom ists	3.88%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	-	-	-	-	-
<b>50yrFW IBRate</b>															
<b>Sector's View</b>	4.04%	3.90%	4.00%	4.00%	4.00%	4.00%	4.10%	4.10%	4.20%	4.30%	4.50%	4.60%	4.80%	5.00%	5.20%
UBS	4.04%	4.10%	4.30%	4.40%	4.50%	4.60%	4.60%	4.60%	4.60%	4.60%	-	-	-	-	-
CapitalEconom ists	4.04%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	-	-	-	-	-

## Economic Background (provided by Sector on 20<sup>th</sup> November 2012)

### The Global economy

The Eurozone debt crisis has continued to cast a pall over the world economy and has depressed growth in most countries. This has impacted the UK economy which is unlikely to grow significantly in 2012 and is creating a major headwind for recovery in 2013. Quarter 2 of 2012 was the third quarter of contraction in the economy; this recession is the worst and slowest recovery of any of the five recessions since 1930. A return to growth @ 1% in quarter 3 is unlikely to prove anything more than a washing out of the dip in the previous quarter before a return to weak, or even negative, growth in quarter 4.

The **Eurozone sovereign debt crisis** has abated somewhat following the ECB's pledge to buy unlimited amounts of bonds of countries which ask for a bailout. The immediate target for this statement was Spain which continues to prevaricate on making such a request and so surrendering its national sovereignty to IMF supervision. However, the situation in Greece is heading towards a crunch point as the Eurozone imminently faces up to having to relax the time frame for Greece reducing its total debt level below 120% of GDP and providing yet more financial support to enable it to do that. Many commentators still view a Greek exit from the Euro as inevitable as total debt now looks likely to reach 190% of GDP i.e. unsustainably high. The question remains as to how much damage a Greek exit would do and whether contagion would spread to cause Portugal and Ireland to also leave the Euro, though the longer a Greek exit is delayed, the less are likely to be the repercussions beyond Greece on other countries and on EU banks.

Sentiment in financial markets has improved considerably since this ECB action and recent Eurozone renewed commitment to support Greece and to keep the Eurozone intact. However, the foundations to this "solution" to the Eurozone debt crisis are still weak and events could easily conspire to put this into reverse.

**The US economy** has only been able to manage weak growth in 2012 despite huge efforts by the Federal Reserve to stimulate the economy by liberal amounts of quantitative easing (QE) combined with a commitment to a continuation of ultra low interest rates into 2015. Unemployment levels have been slowly reducing but against a background of a fall in the numbers of those available for work. The fiscal cliff facing the President at the start of 2013 has been a major dampener discouraging business from spending on investment and increasing employment more significantly in case there is a sharp contraction in the economy in the pipeline. However, the housing market does look as if it has, at long last, reached the bottom and house prices are now on the up.

Hopes for a broad based recovery have, therefore, focused on the **emerging markets**. However, there are increasing concerns over flashing warning signs in various parts of the Chinese economy that indicate it may be heading for a hard landing rather than a gradual slow down.

### The UK economy

The Government's austerity measures, aimed at getting the public sector deficit into order over the next four years, now look as if they will fail to achieve their objectives within the original planned timeframe. Achieving this target is dependent on the UK economy growing at a reasonable pace but recession in the Eurozone, our biggest trading partner, has depressed growth whilst tax receipts have not kept pace with additional welfare benefit payments. It will be important for the Government to retain investor confidence in UK gilts so there is little room for it to change course other than to move back the timeframe.



Currently, the UK is enjoying a major financial benefit from some of the lowest sovereign borrowing costs in the world as the UK is seen as a safe haven from Eurozone debt. There is, though, little evidence that consumer confidence levels are recovering nor that the manufacturing sector is picking up. On the positive side, growth in the services sector has rebounded in Q3 and banks have made huge progress since 2008 in shrinking their balance sheets to more manageable levels and also in reducing their dependency on wholesale funding. However, availability of credit remains tight in the economy and the Funding for Lending scheme, which started in August 2012, has not yet had the time to make a significant impact. Finally, the housing market remains tepid and the outlook is for house prices to be little changed for a prolonged period.

**Economic Growth.** Economic growth has basically flat lined since the election of 2010 and, worryingly, the economic forecasts for 2012 and beyond were revised substantially lower in the Bank of England Inflation quarterly report for August 2012 and were then further lowered in the November Report. Quantitative Easing (QE) was increased again by £50bn in July 2012 to a total of £375bn. Many forecasters are expecting the MPC to vote for a further round of QE to stimulate economic activity regardless of any near-term optimism. The announcement in November 2012 that £35bn will be transferred from the Bank of England's Asset Purchase Facility to the Treasury (representing coupon payments to the Bank by the Treasury on gilts held by the Bank) is also effectively a further addition of QE.

**Unemployment.** The Government's austerity strategy has resulted in a substantial reduction in employment in the public sector. Despite this, total employment has increased to the highest level for four years as over one million jobs have been created in the private sector in the last two years.

**Inflation and Bank Rate.** Inflation has fallen sharply during 2012 from a peak of 5.2% in September 2011 to 2.2% in September 2012. However, inflation increased back to 2.7% in October though it is expected to fall back to reach the 2% target level within the two year horizon.

**AAA rating.** The UK continues to enjoy an AAA sovereign rating. However, the credit rating agencies will be carefully monitoring the rate of growth in the economy as a disappointing performance in that area could lead to a major derailment of the plans to contain the growth in the total amount of Government debt over the next few years.

### **Sector's forward view**

Economic forecasting remains difficult with so many external influences weighing on the UK. There does, however, appear to be consensus among analysts that the economy remains relatively fragile and whilst there is still a broad range of views as to potential performance, expectations have all been downgraded during 2012. Key areas of uncertainty include:

- the potential for the Eurozone to withdraw support for Greece at some point if the costs of such support escalate were to become prohibitive, so causing a worsening of the Eurozone debt crisis and heightened risk of the breakdown of the bloc or even of the currency itself;
- inter government agreement on how to deal with the overall Eurozone debt crisis could fragment; the impact of the Eurozone crisis on financial markets and the banking sector;
- the impact of the Government's austerity plan on confidence and growth and the need to rebalance the economy from services to manufactured goods;
- the under-performance of the UK economy which could undermine the Government's policies that have been based upon levels of growth that are unlikely to be achieved;



- the risk of the UK's main trading partners, in particular the EU and US, falling into recession ;
- stimulus packages failing to stimulate growth;
- elections due in Germany in 2013;
- potential for protectionism i.e. an escalation of the currency war / trade dispute between the US and China.
- the potential for action to curtail the Iranian nuclear programme
- the situation in Syria deteriorating and impacting other countries in the Middle East

The focus of so many consumers, corporates and banks on reducing their borrowings, rather than spending, will continue to act as a major headwind to a return to robust growth in western economies.

Given the weak outlook for economic growth, Sector sees the prospects for any changes in Bank Rate before 2015 as very limited. There is potential for the start of Bank Rate increases to be even further delayed if growth disappoints.

Sector believes that the longer run trend is for gilt yields and PWLB rates to rise due to the high volume of gilt issuance in the UK, and the high volume of debt issuance in other major western countries. The interest rate forecast in this report represents a balance of downside and upside risks. The downside risks have already been commented on. However, there are specific identifiable upside risks as follows to PWLB rates and gilt yields, and especially to longer term rates and yields: -

- UK inflation being significantly higher than in the wider EU and US causing an increase in the inflation premium in gilt yields
- Reversal of QE; this could initially be allowing gilts held by the Bank to mature without reinvesting in new purchases, followed later by outright sale of gilts currently held
- Reversal of Sterling's safe haven status on an improvement in financial stresses in the Eurozone
- Investors reverse de-risking by moving money from government bonds into shares in anticipation of a return to worldwide economic growth
- The possibility of a UK credit rating downgrade (Moody's has stated that it will review the UK's Aaa rating at the start of 2013).

## Creditworthiness Policy

1. This Council applies the creditworthiness service provided by Sector. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard and Poors. The credit ratings are supplemented by with the following overlays:
  - Credit watches and credit outlooks from the credit rating agencies
  - Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings
  - Sovereign ratings to select counterparties from only the most creditworthy countries
2. This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of Credit Default Swap (CDS) spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. The Chief Finance Officer applies and monitors suitable financial and durational limits to each of these bands.
3. The Sector creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.
4. All credit ratings will be monitored on a weekly basis. The Council is alerted to changes to ratings of all three agencies through its use of the Sector creditworthiness service and the CFO will vary the approved lending list as appropriate to these changes.
  - if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
  - in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
5. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA+. The list of countries that qualify using this credit criteria as at the date of this report are shown below and this list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

AAA		AA+
Australia	Netherlands	France
Canada	Norway	Hong Kong
Denmark	Singapore	USA
Finland	Sweden	
Germany	Switzerland	
Luxembourg	United Kingdom	

6. Sole reliance will not be placed on the use of this external service. In addition the CFO will also use market data and market information, information on government support for banks and the credit ratings of that government support.
7. The Council uses an external fund manager to manage a proportion of the investment portfolio available to offset the borrowing requirement. The use of an external fund manager allows the Council to spread its treasury risk in relation to type of investment, investment counterparties and manager opinion.
8. The external fund manager will comply with the Annual Investment Strategy. The agreement between the Council and the fund manager additionally stipulates guidelines and duration and other limits in order to contain and control risk.
9. The fund manager mandate allows for additional amounts to be placed and the CFO will exercise this option if this is deemed to be in the best interests of the Council up to a limit of 35% of the total portfolio. As Council's cash investment reduce it is likely the Fund Manager holding will be correspondingly decreased. The Council retains the right to withdraw all or part of the fund at seven days notice.

### Specified and Non-Specified Investments

**SPECIFIED INVESTMENTS:** All such investments will be sterling denominated, with **maturities up to maximum of 1 year**, meeting the minimum 'high' quality criteria where applicable.

	Minimum 'High' Credit Criteria	Use
Debt Management Agency Deposit Facility	--	In-house
Term deposits – local authorities	--	In-house
Term deposits – banks and building societies	Creditworthiness system colour band "Green"	In-house and Fund Manager
UK nationalised/part-nationalised banks	Sovereign rating AA+	In-house and Fund Manager
Government guarantee (explicit) on ALL deposits by high credit rated (sovereign rating) countries – non UK	Sovereign rating AA+	In-house and Fund Manager
-	AAA	In-house and Fund Manager

**NON-SPECIFIED INVESTMENTS:** These are any investments which do not meet the Specified Investment criteria.

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made it will fall into one of the above categories.

The maturity limits recommended will not be exceeded. Under the delegated powers the Chief Finance Officer can set limits that are lower based on the latest economic conditions and credit ratings.

	<b>Minimum Credit Criteria</b>	<b>Use</b>	<b>Max % of total investments</b>	<b>Max. maturity period *</b>
UK nationalised/part-nationalised banks (maturities over one year)	Sovereign rating AA+	In-house and Fund Manager	50%	3 years
Term deposits (over one year) – local authorities	--	In-house	50%	5 years
Term deposits (over one year) – banks and building societies	Creditworthiness system colour band "Purple"	In-house and Fund Manager	75%	2 years
Collateralised deposit	See note 1	In-house	20%	5 years
Certificates of deposits issued by banks and building societies (maturities under one year)	Creditworthiness system colour band "Green"	In-house and Fund Manager	50%	1 year
Certificates of deposits issued by banks and building societies (maturities over one year)	Creditworthiness system colour band "Purple"	In-house and Fund Manager	50%	1 year
	Sovereign rating AA+	In-house and Fund Manager	100%	5 years

	<b>Minimum Credit Criteria</b>	<b>Use</b>	<b>Max % of total investments</b>	<b>Max. maturity period*</b>
Bonds issued by multilateral development banks	AA+	In-house and Fund Manager	50%	5 years
Sovereign bond issues (other than the UK govt)	Sovereign rating AA+	In-house and Fund Manager	50%	5 years
Structured Deposits	Creditworthiness system colour band "Orange"	In-House	25%	2 years
Term deposits with unrated counterparties with unconditional guarantee from HMG or credit-rated parent institution.  Specific counterparty to be approved by CFO	Sovereign rating (guarantor) Sovereign AA+ or Creditworthiness system colour band "Red"	In-house and Fund Manager	20%	1 year
Commercial paper issuance by UK banks covered by UK Government guarantee	Sovereign rating AA+	Fund Manager	35%	5 years
Commercial paper other	Creditworthiness system colour band "Red"	Fund Manager	35%	5 years
Floating Rate Notes	Long-term AA	In-house and Fund Manager	35%	5 years
Property Fund: <i>the use of these investments would constitute capital expenditure</i>	--	In-house and Fund Manager	35%	5 years

	<b>Minimum Credit Criteria</b>	<b>Use</b>	<b>Max % of total investments</b>	<b>Max. maturity period*</b>
Collective Investment Schemes structured as Open Ended Investment Companies (OEICs):- 1. Bond Funds 2. Gilt Funds	AAA	Fund Manager	35%	5 years
Corporate Bonds	AA	In-house and Fund Manager	35%	5 years
	Sovereign rating AA+	In-house and Fund Manager	35%	5 years

\*Of which in any class of investment:

- 10% maximum 3 years (or over)
- 25% maximum 2 to 3 years

#### Notes

1. As collateralised deposits are backed by collateral of AAA rated local authority LOBOs, this investment instrument is regarded as being a AAA rated investment as it is equivalent to lending to a local authority.



## Medium Term Resource Plan

This plan from November 2012 will be a rolling plan that will be updated on an ongoing basis when changes are known e.g. legislation, funding notification and estimates of income and expenditure.

“The Plan” will be available on the Council website.

For further information please email [financial.services@torbay.gov.uk](mailto:financial.services@torbay.gov.uk)

Plan last updated on 4<sup>th</sup> February 2013

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## 1 KEY SUMMARIES

### Overall Summary

Having taken into account the income and expenditure estimates and assumptions detailed in this Plan the table below summarises the estimated income and expenditure pressures faced by the Council and shows the estimated funding gap.

	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Estimated Income (Formula Grant, Council Tax.& Collection Fund)	123,746	126,765	119,580	119,172	118,742
Expenditure	123,746	126,765	130,369	135,063	139,110
<b>Total Estimated Cumulative Funding Gap</b>			<b>10,789</b>	<b>15,891</b>	<b>20,368</b>
<b>In- year Funding Gap</b>			<b>10,789</b>	<b>5,102</b>	<b>4,477</b>

Table last updated 4<sup>th</sup> February 2013

### Summary Income Position

Pulling together all the information identified in section 5 of this Plan for the main sources of income is shown in the table below.

	2012/13 Actual £'000	2013 /14 Estimate £'000	2014/15 Estimate £'000	2015/16 Estimate £'000	2016/17 Estimate £'000
<b>Revenue Support Grant &amp; Business Rate Retention</b>	60,050	72,493	65,344	63,825	62,263
<b>Council Tax</b>	61,823	52,448	53,536	54,647	55,779
<b>Collection Fund</b>	1,873	1,825	700	700	700
<b>Total</b>	<b>123,746</b>	<b>126,766</b>	<b>119,580</b>	<b>119,172</b>	<b>118,742</b>

Table last updated 4<sup>th</sup> February 2013

## 2 TIMETABLE

The key dates in the next 12 months in relation to the Council's budget process are as follows:

2013/14 Budget Approved	Council	February 2013
2013/14 Council tax Set	Council	February 2013
2013/14 Budget Digest published with future years	Chief Finance Officer	March 2013
2012/13 Outturn Reports	Council	July 2013
2014/15 Budget Development	Mayor & Chief Operating Officer	January 2013 – November 2013
2014/15 Budget Consultation	Chief Operating Officer	Autumn 2013
2014/15 Finance Background reports available	Overview & Scrutiny Board	Autumn 2013
2014/15 Mayor's Budget Proposals	Council	December 2013
2014/15 Budget Approved	Council	February 2014
2014/15 Council tax Set	Council	February 2014

Medium Term Resource Plan is a standing document and will be updated when new information or estimates are available.

### 3 KEY INDICATORS & ASSUMPTIONS

A selection of key indicators and assumptions are presented in the table below.

	2011/12 Actual	2012/13 Target	2013/14 Target	2014/15
<b>Assumptions:</b>				
Council Tax Rise	-	-	0%	0%
Reduction in Funding	-	-	£3.2m	£7.5m
Savings Required	-	-	£9.3m	£11.0m
Business Rate Growth	-	-	1%	0%
New Homes Growth	-	-	0.2%	0.5%
<b>Key Indicators</b>				
Performance against Budget (% variance)	0%	1%	0%	0%
Long Term Borrowing against long term assets	47%	40%	40%	40%
General Fund Reserve against budget	3.2%	3.2%	3%	3%
Schools reserves against DSG	6%	5%	5%	5%
Earmarked Reserves against budget	23%	17%	12%	11%
Liquidity – current assets against current liabilities	3:1	2:1	2:1	2:1

The estimates within this plan are the Chief Finance Officer's "central view" of estimated expenditure and income. To arrive at this central view alternative scenarios and sensitivity would have been considered if appropriate.

## 4 OVERVIEW

The Medium Term Resource Plan (MTRP) is a key financial planning document and supports the Council in ensuring it uses its resources in the best way possible to meet the needs of communities in the Bay and to plan effectively for the use of those resources in the medium term. The Plan sets out the resource projections for the next four years, the financial challenges and will help the Council deliver the priorities as set out in the Corporate Plan.

Local government has always been subject to a number of significant challenges as a result of changes to national policies and increasing demands. However with the government's commitment to reduce the public sector deficit and the period of austerity the country is facing, local government has never faced a more uncertain future primarily driven by the ongoing reduction to the funding provided to support local services.

The major challenge faced by local government is the uncertainty over future grant allocations. The Chancellor made his Autumn Statement on 6 December which set out revised spending plans for 2013/14 and 2014/15. The Council did not receive its provisional revenue funding allocation until the 19<sup>th</sup> December, with some grant determinations still being outstanding at the date of this Plan. This made any accurate medium term financial planning during the autumn extremely difficult. Despite this uncertainty this Plan covers the period up to 2016/17 and is based on the best available information at this time. There are other significant changes which have added to the uncertainty during 2012:

- (i) the Business Rates Retention Scheme being introduced from April 2013.
- (ii) Local Council Tax Reduction Scheme introduced from April 2013.
- (iii) A reduction in the number of specific grants for local government.
- (iv) The reductions in relation to academy schools and the value of the new LACSEG grant (which is still to be announced by central government at the date of updating this report).

The Plan will provide the context for future financial planning and the Council will need to consider how to address the implications of reduced funding over the remaining 2 years of the Comprehensive Spending Review (CSR) period and the likely deficit reduction plan after that period in conjunction with development of the Council's Corporate Plan and priorities.

The Plan highlights the financial challenges faced by the Council and the fact this Plan estimates the Council will have to close an estimated budget gap in excess of £20m from 2014/15 over next three years based upon existing service demands and "normal" budget pressures including inflation and demographics for the Bay.

Given the size of the potential reductions the Council could consider within the next 12 months developing a rolling 4 year strategy for meeting these reductions rather than the current annual saving process.

The format for this Plan is to provide an update of the key emerging issues arising from central government announcements, assuming the planned reduction in core government funding to Councils of 28% in real terms over the four years of the CSR ( 2011/12 to 2014/15) The impact upon reductions to

capital funding is reflected within the Council's Capital Investment Plan.

Due to the expected scale of reductions faced by the Council it will not be possible to achieve these savings by further efficiencies and it is inevitable that some services will face reductions or will be subject to significant changes.

As articulated through the Corporate Plan, despite these difficult times, the Council's strategy will be to continue to deliver value for money services and quality services and an affordable council tax level for local residents. During the autumn of 2012 the Council embarked upon a consultation exercise with residents and stakeholders on the scale and type of reductions to services to address the budget gap in 2013/14. In early December 2012 the Mayor presented his proposed revenue budget for 2013/14, together with spending targets for Council services in order to achieve the required budget reduction. These proposals were prepared before the local government grant allocations were announced by central government. The Council's provisional allocation from central government has now been received and the reduction is broadly in line with the Council's expectation.

### **National Context**

The Council faces significant challenges due to the ongoing uncertainties about the international and national economic position as well as the impact upon the local economy. The coalition government embarked upon a deficit reduction programme when it came to power in May 2010. At a strategic level it indicated that Local Government would see a 28% real terms reduction in resources from Central Government over the four year period. This policy has had, and will continue to have, a direct impact upon local authorities including Torbay with significant reductions in government grant over the remaining 2 years of the Comprehensive Spending Review period. A key factor determining the ability of the government to reduce the deficit is the economy and whilst the government are optimistic that the deficit can be reduced the latest figures from the International Monetary Fund predicted in October 2012 that the UK economy would contract by 0.4% in 2012.

The expectation is ongoing budget reductions are likely to continue for the rest of this decade. These reductions have to be set in context of the Council having to absorb the impact of rising costs, in particular to meet the care needs of an increasingly elderly and frail population as well as additional pressures within Children's Social Care which are outlined later within this Plan.

In addition the coalition Government has introduced a number of significant changes to local government finance which are adding further uncertainty for financial planning. These include the Business Rates retention scheme, the Local Council Tax Reduction Scheme, changes to grant funding and restrictions and incentives to limit council tax increases. All of which are outlined later in the Plan.

It is clear that the Council continues to face its most challenging period since it became a Unitary authority in 1998 and it will need to develop a strategy which addresses the funding shortfall in future years and take measures that will try to minimise the impact of the spending cuts to a deprived area such as Torbay.

The Council has in place a number of approaches for ensuring value for money and efficiencies are achieved across all services. The Council has undertaken a detailed Service Review exercise during 2012 which will assist the budget consultation process and budget setting process.

**The Council must continue to explore new ways of delivering Council services with an emphasis of maintaining service levels whilst maximising value for money and reducing its cost base through generating further efficiencies. However, in a number of services it is becoming increasingly difficult to generate further efficiencies without reducing service levels, and the Council must start to plan for a reduction in services provided to customers over the medium term.**

## 5 INCOME

### Central Government Grant

The CSR announcement in October 2010 suggested that, over the 4 year period, the level of grant from the Government would fall by some 28% in real terms and these assumptions were built into the last MTRP. Due to the uncertainty about future grant allocations and the introduction of the business rates retention scheme accurate predictions of future grant allocations are extremely difficult however it is expected that there will be significant ongoing reductions to the grant allocated.

The table below provides an estimated position on future funding levels over the next four years. It must be emphasised that due to the uncertainty with respect to government grant reductions in 2014/15 onwards this is an estimated position at this time.

	2013/14	2014/15	2015/16	2016/17
	£'m	£'m	£'m	£'m
Business Rates – 49% share	17.865	18.419	18.879	19.257
Top Up payment	10.398	10.720	10.988	11.208
Revenue Support Grant	42.731	34.996	33.246	31.584
LSSG Grant	0.034	0.034	0.033	0.031
LACSEG Grant (estimate - funding to be announced)	1.296	1.000	0.500	0
Distribution from the Devon Business Rate Retention Pool	0.170	0.175	0.180	0.183
<b>Total “General” Income</b>	<b>72.494</b>	<b>65.344</b>	<b>63.826</b>	<b>62.263</b>
% reduction		9.9%	2.3%	2.4%

Table last updated 4<sup>th</sup> February 2013

For the purposes of this Plan it has been assumed Torbay will have a £10.231m reduction in its core grants from central government over the four year period. This estimate is based on a combination of factors including:

- the fall in the overall resources available to local government;
- the impact of the transfer of specific grants to revenue support grant;
- the impact of the transfer of resources from local authorities to fund academy schools;
- the impact of any technical changes to the formulae used to allocate grant.

In 2013/14 Public Health will be transferring to local authorities, this is a commissioned service with a series of contracts with a number of providers.

The service is funded by a grant in excess of £7m. This grant is ring-fenced for at least 2 years, so for the purposes of the Plan has not been included within the overall figures.

The Council will continue to explore all other opportunities for further grant funding building upon opportunities such as Social Investment Bonds, the availability of European Union grant funding and other opportunities as they arise. Whilst these areas may provide access to further sources of income they are unlikely to mitigate the decrease in formula grant in future years and the impact this will have upon all services, particularly discretionary services.

In addition to these reductions it should be noted that Torbay continues to suffer through “grant damping”. Torbay’s, formula grant allocation reduced by £4m in 2011/12, rising to £4.2m in 2012/13 , falling to £2.5m in 2013/14 and £1.7m in 2014/15 – which was reallocated to top up the grant allocations for other local authorities.

### **Government Grants (Direct and Indirect)**

In recent years successive Governments have moved to amalgamate a number of specific grants into either one, large, specific grant or absorb grants into the Revenue Support Grant. The Local Government Association, supported by local authorities, has supported this approach so that spending decisions can be made at a local level by authorities as opposed to being prescribed by central government.

The Council does receive specific grants that are not transferring to the revenue support grant such as Dedicated Schools Grant (where the majority goes directly to schools), Public Health Grant and the Housing Benefit Administration Grant (which is treated as part of the revenue account), and a number of other smaller grants. The DSG will reduce as more schools convert to academies, the housing benefit grant will reduce with the introduction of universal credit and the Public Health Grant is likely to be ring fenced for at least 2 years.

Reductions to grants have been included within the estimated income position which includes the removal of the council tax freeze grant for 2012/13 and the council tax freeze grant for 2013/14. The Early Intervention Grant has fallen by £1.8m in 2013/14. This grant has also been transferred to revenue support grant.

For the purposes of this plan it has been assumed that the section 256 funding from the NHS will continue through to 2014/15 but will not be available from 2015/16. This funding must be paid to Council’s from the NHS and spent on Adult Social Care and providing health benefits.

The government has assessed the Council’s spend on supporting schools as £2.6m. As schools convert to academies Council Funding will reduce and the balance on this funding will form part of a new grant called the Local Authority Central Spending Equivalent Grant (LACSEG). The LACSEG grant allocations for 2013/14 are due to be announced March 2013.

### **Income Assumption – Council Tax**

Council Tax income is dependent upon 3 elements in the calculations, namely the Council Tax base, the level of Council Tax and the assumed level of in-year



collection. For 2012/13 the base rose by 0.41%, and the Council Tax remained at the same level as the previous year (£1,261.17) due to the application of the council tax freeze grant and the in-year collection rate was assumed to continue to be 96.5%.

Despite the recession, there has been a small increase in the number of properties on the Council Tax list through a combination of factors. However the calculation of the tax base for 2013/14 is further complicated by the impact of the introduction of the Local Council Tax Reduction Scheme from April 2013. This will result in all council tax benefit claimants (except pensioners) paying a 25% liability on their council tax which has an impact upon council's tax base i.e. a reduction in the number of band d equivalent properties when calculating the tax base.

Associated with size of the tax base is the assumed level of collection in-year of Council Tax due. Due to the impact of the recession, the Council reduced its collection rate from 97.5% to 96.5% some years ago. The level of council tax collection in year has remained at 96.5%, when prior year recovery is included the collection rate is higher, so one option could be to consider increasing this to 97%. However, this decision needs to be kept under review for two reasons:

i) With the continuing impact of the economic downturn, it may not be prudent to increase the rate of collection.

ii) in previous plans due to the relatively high level of Council Tax Benefit paid out, it was reasonable to consider retaining an assumption of 96.5% for the period of this plan. However, one of the implications from the introduction of the local council tax scheme the council tax income rate, linked to the number and value of claims, is more uncertain and needs to be kept under review for future years.

In terms of growth in the tax base, a minimal increase in the base is expected of 0.2% across all years of the plan.

As mentioned above the Council has been able to collect outstanding council tax in a following year(s). This income falls into the Collection Fund and is applied as part of the council's overall income in the following financial year following collection. In 2013/14 £1.825m will be applied from the fund i.e. the collection fund surplus. However, due to the uncertainty with future collection rates and the impact upon the collection fund, the surplus has been reduced to £0.7m in each of the future years of this Plan from 2014/15 onwards.

The final determinant for external income is the level of Council Tax. In 2012/13 the Council set at rate of £1,261.17 per Band D property which reflected a nil increase over 2011/12 and was funded from the one off council tax freeze grant. The loss of this grant in 2013/14 has been reflected within the council's overall income assumptions.

The MTRP makes an assumption that the Council will accept the 2013/14 Council Tax Freeze Grant therefore the council tax increase will be 0%. Members are advised that if the one year "discount" offered by the government in 2013/14 and 2014/15 is accepted it will have to be reversed in 2015/16 resulting in an additional budget pressure of £0.6m which is part of an ongoing annual reduction in potential Council Tax income of £1.1m.

For planning purposes the assumed council tax levels and tax base is shown in the table below.

	<b>2013 /14 Estimate £'000</b>	<b>2014/15 Estimate £'000</b>	<b>2015/16 Estimate £'000</b>	<b>2016/17 Estimate £'000</b>
Council Tax Base	41,587	41,617	41,648	41,677
Council Tax Level (Band D)	£1,261.17	£1,286.39	£1,312.12	£1,338.36
Council Tax Income	52,448	53,536	54,647	55,779

Table last updated 4<sup>th</sup> February 2013

### **Council Tax Freeze Grant**

The coalition Government introduced a council tax freeze grant into the local government finance system in 2011/12. For 2011/12 the grant was paid to those authorities that froze their council tax and this was equivalent to a 2.5% increase in council tax. This grant was built into local authorities base grant in each year of the Spending Review period.

The Government extended this for a further year in 2012/13 and accepted by Torbay but this grant was only payable for one year therefore for 2013/14 the Council had to make budget reductions to cover this income shortfall. This amounts to a loss of £1.5m, which forms part of the overall estimated budget gap the Council faces and has to be funded from service efficiencies and reductions.

On 8 October 2012 the Coalition Government announced an extension of the Council Tax Freeze Grant for a further 2 years. To fund this grant the government have set aside an extra £450m. The freeze grant for 2013/14 is payable for two years is equivalent to a 1% increase in council tax.

The Council Tax Freeze Grant for Torbay is estimated to be £0.6m payable in 2013/14 and 2014/15. For the purposes of this Plan it is assumed the Council will accept the grant. In addition the, government announced that it was proposing to lower the local authority tax referendum threshold to 2%. This means if a local authority wants to raise council tax by more than 2%, local residents would have the right to keep council tax bills down through a binding referendum veto.

It should be noted as with the council tax freeze grant in 2012/13, if the latest council freeze grant is accepted the Council will be faced with a £0.6m shortfall in 2015/16 from both the removal of the grant and as part of an ongoing annual reduction in potential Council Tax income of £1.1m.

For planning purposes the MTRP assumes that the Council will increase council tax by 2% in 2014/15 and future years. Which is in the short term below predicted rates of inflation and in the long term equal to the Bank of England target rate for inflation. In addition this is below Central Governments referendum limit for 2013/14.

## **Business Rate Income and New Homes Bonus**

With the introduction of the (part) localisation of business rates and the new homes bonus grant as a central government funding distribution method to Councils replacing, in part, the previous needs led funding assessment there is a clear incentive to Councils to support both residential and business growth in their areas to access funding. This link needs to be clear in all financial planning.

As the funding for this distribution is not “new money” but money recycled from reducing Revenue Support grant paid to Councils, it is a clear risk to the Council that unless its rates of growth and therefore “reward” is greater than the funding being withdrawn the Council will have future budget pressures.

## **Fees and Charges**

The Council receives in excess of £11m from fees and charges. Some charges are set by legislation (e.g. licensing charges) whereas others the Council has discretion to determine the charge. Services are required to set their charges in accordance with the Council’s Income Strategy which sets the criteria that need to be considered when setting charges.

No assumptions have been made with respect to fees and charges within the figures included as part of the Medium Term Resource Plan however, Service Managers will be expected to develop these in line with the Strategy and will need to consider all options for income generation in the context of the challenging financial period facing the Council whilst taking into account issues of subsidies to encourage usage and the impact of charges upon residents and their ability to pay in these difficult economic times.

## 6. Expenditure Pressures – Base Assumptions

The 2012/13 budget approved by Council in February 2012 provides the base position of the financial strategy. To some extent the estimation of expenditure pressures facing the Council are assessable given certain assumptions. The starting point is clearly the 2012/13 base budget from which projections can be made using known or estimated data on such areas as:

- (a) Existing commitments in future years;
- (b) Projected inflation and cost pressures; and
- (c) Demographic changes in the population.

although this is not a fully exhaustive list and the council has used zero based budgeting when appropriate to challenge existing service budgets.

The starting figure for the plan is the 2012/13 budget and that the services provided in that figure will continue at the same level and performance. On top of this are certain key assumptions which have been applied and these are:

- (a) Pay inflation: An assumption of a 1% rise is made for 2013/14 for staff in line with Government expectation followed by rises of 1% in each of the following years. 2012/13 was the third year of a local government pay freeze and indications from the local authority employers' representatives is they want to start discussions with unions with respect to a pay award in 2013/14.
- (b) Increments. These are gradually being reduced over the period of the plan to reflect the impact that job evaluation will have on pay and grade structures - £0.3m.
- (c) General inflation: Inflation is a routine and unavoidable cost pressure for Torbay and is part of the Council's budgetary process. A unique inflationary factor is applied to over 40 individual items of expenditure with reference to Office for National Statistics estimates - £2.2m.

Historically local authorities have suffered inflation that has been at a higher level than the RPI. However, due to the challenging financial environment faced by the Council, unless there are significant inflationary pressures for specific costs pressures a strategic decision has been taken that all inflationary factors will be no higher than 2% - which is lower than the current rate of RPI and CPI.

If inflation continues to remain high, services will need to find additional savings or efficiencies to offset higher rates of inflation. However, all contractual inflation will be amended in line with the appropriate contract and an additional uplift will be applied for energy costs such as electricity and gas. Other cost rises such as landfill tax are significantly in excess of any inflation index. The current level for landfill tax is £64 per tonne and will rise by £8 per tonne to £72 per tonne in 2013/14; this represents a 12.5% increase and will cost the Council an estimated £276,000 making the total landfill cost to the authority an estimated

£2.5m in 2013/14.

- (d) Capital Programme. The 4 year Capital Investment Plan was approved by Council in February 2012 and the latest position is presented to Members on a quarterly basis. In addition the Priorities and Resources Panel will consider the Capital Strategy and Council will receive and approve the Strategy which may have an impact on the programme on the revenue budget. For the purposes of this Plan it has been assumed that any changes to approved capital plan in 2013/14 and beyond which have not already been identified, will be funded by capital grant (with no revenue borrowing implications), capital receipts or if borrowing is used (assume to be prudential borrowing) then this will be offset by new revenue streams or assumed savings.

The Capital Investment Plan includes a target, over the four years of the Plan of £6m of capital receipts. The Plan also includes a potential £20m expenditure on the South Devon Link Road to be funded primarily from prudential borrowing which will be a pressure on future year revenue budgets after the Road is operational.

### **Local Council Tax Reduction Scheme**

Another significant change for 2013/14 was the requirement to introduce a local council tax scheme for residents in receipt of council tax benefit from April 2013. The Council approved a scheme in December 2012 which will result in most council tax benefit claimants having to pay towards their council tax bill. Pensioners are protected and excluded from the scheme.

As part of the scheme the coalition government will reduce the council's funding for this service by 10%. In response to this reduction in financial support, the Council has consulted on the proposed scheme and worked closely with other Devon authorities. As a result of this work all Devon authorities have devised similar schemes.

The key financial risk of these new arrangements is the impact upon the Council's collection rate for council tax income and any provision required to offset this risk through either a Hardship Fund or increased provision for bad debts. In addition as the grant from central government will be fixed at the beginning of the financial year any increase in the number of council tax benefit claimants or increases in council tax during the year will be an additional cost pressure for the Council.

The introduction of this new scheme and the introduction of other Welfare Reforms will have an impact upon the residents of the Bay and is likely to result in increased demands across a range of services.

### **Service Pressures**

All local authorities are faced with making a number of difficult decisions in the face of some of the largest cuts to local government grant within a generation. Irrespective of these cuts it is inevitable that residents, voluntary sector and community group's expectations will be that there is no deterioration to grant funding or service levels and they are at least maintained during this predicted period of austerity. Whilst the Council will attempt to minimise the impact of funding cuts upon local services through innovative methods of service delivery and maximising efficiencies wherever possible, the expected reduction in

future grant funding cannot be managed without significant reductions to service levels and changes in the way services are delivered.

With the introduction of the Local Council tax Scheme, proposed Welfare Changes – with further reductions to the Welfare bill of £10bn from 2015 - and the expected cuts to all public spending across all government bodies, this will have a disproportionate impact in a deprived area such as Torbay. The evidence would suggest there is a general trend for more deprived areas to face relatively larger percentage cuts through the total impact of public taxation changes.

The Council needs to develop a realistic Strategy that is flexible and able to respond to the conflict of significantly reduced resources but ongoing services demands and needs reflected in the local economy of the Bay and the need to protect the most vulnerable members of the community.

A summary of some of the service pressures which the Council will still be faced with and emerging pressures that may arise once the full impact of the cuts to public expenditure are realised are listed below. This will need to be addressed from a diminishing resource base:

- The impact of rising unemployment and workless rates within the local economy and impact upon young adults not in education, employment or training (NEETS) which accounts for 5.1% of young people in the Bay. The most recent data suggests this figures are in line with the South West average and compare favourably with some urban authorities which reflects the impact of investment.
- The pressure within the Bay for affordable homes and the impact of public sector reductions on increased demands within the housing service and increased demands for social housing.
- Welfare reform proposals including a reduction in local housing allowance rates to claimants, shared accommodation rates increased from under 25s to under 35s, from April 2013 the Government will be implementing a Benefit Cap threshold set at approximately £350 per week for single adults with no children and £500 per week for couples (with or without dependant children) and lone parents with dependant children.
- Service pressures within Children's Services with the increased numbers of children looked after within the Bay and the need to deal with the ongoing Safeguarding issues. The number of Children Looked After have increased steadily from 199 at November 2010 to 258 at the end of September 2012 and the number of Torbay children on child protection plans has risen from 220 at March 2011 to 252 at the end of September 2012.
- The impact to service pressures with Children's Services due to increasing numbers and complexity of cases is considered as part of the budget assumption for 2013/14.
- The changing demographics within the Bay mean service demands will continue within Adults Social Care due to increasing client numbers with ever increasing and complex needs and the impact of Ordinary Residency cases which are increasing costs. The Trust also has similar Safeguarding issues to deal with, along with the impact of the proposed restructuring

and reform of Social and Health Care.

- The Waste agenda continues to have significant ongoing cost pressures for the Council. The Council has a contractual obligation with TOR2 and savings will be delivered over the course of the contract. However with the impact of increasing landfill tax charges for disposal of waste, the Council is a partner with Devon and Plymouth Council's in the development of an 'Energy for Waste' plant. This is expected to deliver savings in future years which will be built into the Council's future spending plans.
- The Council has put significant sums of its own resources to fund the national Concessionary fares scheme, but increases in demand for this volatile budget are outside of the control of the Council and will need to be closely monitored in future years.
- The Council has seen a reduction in its income levels, in particular within car parking and planning applications. Further pressures are expected in future years which will be primarily linked to the state of the economy.
- The Council continues to have in place strict controls on the recruitment of staff during the continued period of austerity as enforced by the Council's Establishment Control Panel.
- Other base budget adjustments which are or may be unavoidable or are subject to previous decisions which have been included within the base are as follows:
  - The impact of major capital improvement to be funded from prudential borrowing such as the South Devon Link Road.
  - Any increases to the Carbon Tax.
  - Impact of the actuarial review of the employer's pension contribution – current assumption nil impact will be confirmed autumn 2013.
  - The requirement to set aside resources to replenish reserves for any invest to save initiatives.

## Demographics

As well as the anticipated reduction in funding, the Council's budget is also being squeezed from the other direction with a continuing increase in the number of vulnerable people accessing Council services, notably within Adult Social Care, and Children's services.

Torbay has a higher-than-average elderly population and it is expected that this will grow significantly over the next twenty years. Some headline statistics include:

- Torbay's population of 131,000, one of the largest area of urban population to the west of Bristol;
- 23.6% of population aged 65 and over, higher than both the national figure of 16.3%, and 19.6% for the South West
- Proportion aged 50+ is 44.5%, this is expected to rise to 48% by 2017

The additional cost of providing care to this growing population will have to be accommodated within existing budgets at least until 2015. Provision has been made in the plan for future year's demographic growth of £2.5m per

annum but this will be under significant pressure to resource within ongoing efficiencies and changes to service delivery.

In addition to the pressure on Adult Social Care there will also be general growth in population. It is anticipate that over the plan period the local population will grow by over 4,000 with a consequent pressure on services (e.g. housing, benefits, education, community facilities, and transport).



## **7 OTHER**

### **Reserves**

There continues to be a considerable amount of attention and debate given to the level of reserves held by local authorities. The Coalition Government have expressed a view that all Council's could be utilising reserves on a temporary basis during this period of austerity.

Members will be aware the Council annually reviews and revises the level and appropriateness of the reserves being held following recommendations from the Chief Financial Officer taken in the light of the requirements of the Local Government Act 2003 and CIPFA guidance.

As part of the budget process a review of reserves has been undertaken and will be presented to the Priorities and Resources Panel for discussion. As in previous years all reserves will be robustly challenged by officers to assess where monies can be released to support the financial pressures faced by the Council. However, it is essential that reserves are sufficient to meet future demands and commitments and to ensure the level of reserves takes into account the current and future risks faced by the Council. Where reserves are reduced and released these can only be used to fund one off initiatives and not ongoing commitments.

Due to a number of spending decisions and commitments in 2012/13 the level of uncommitted and earmarked reserves is expected to fall by the end of 2012/13. However, the final level of reserves will be dependant on how the Council manages its in-year spending pressures and the cost of redundancies which will arise from the required reductions in staffing levels to meet the 2013/14 budget targets. In accordance with the current policy any redundancies will be funded from the CSR reserve and are estimated to be approximately £1.5m in 2013/14.

### **Treasury Management Strategy**

Council approves an annual Treasury Management Strategy. This plan is significantly influenced by the council's approved capital expenditure plan particularly in relation to the timing of spend and the level of prudential borrowing approved that is required to be financed.

The Strategy includes estimates for interest rates which will impact on the Councils' investment income and interest payable budgets. These changes are reflected in the Medium Term Resource Plan.

### **Changes to Council Functions and Initiatives**

There are a number of changes in local government functions that will be included in the Council's financial planning. A number of significant changes are listed below.

<b>Change in Functions</b>	<b>Description</b>	<b>Timing</b>
Public Health	New Function from NHS	April 2013
Social Fund	New Function from DWP	April 2013
Academy Schools	Transfer of schools	April 2011 ongoing
Housing Benefit	Transfer to Universal Credit	October 2013 to March 2017
Council Tax Support Scheme	New scheme replacing Council Tax Benefit	April 2013

In addition there are a number of initiatives being implemented by the Council which will also be included in the Council's financial planning. A number of significant changes are listed below.

<b>Initiative</b>	<b>Description</b>	<b>Timing</b>
Waste Reduction	Energy From Waste Scheme	September 2014
Early Intervention	Local Integrated Services Trust	2014/15

### **Risks**

The projected budget gap over the life of this is an estimated position and is subject to change and is based upon a series of assumptions and projections which will be regularly reviewed for future years to ensure they continue to be realistic.

There is therefore a risk that the projections for the budget deficit may prove to be under-estimates – primarily due to the number of significant changes to the system for local government finance and the unknown level of cuts expected in future years. There is uncertainty as to the full impact upon the Council of changes in funding arising from the impact of Academy Funding, any changes to the formulae etc. To mitigate this risk, the MTRP will be regularly updated to take account of changing circumstances and new intelligence.

The main financial planning risks that will affect the projections are likely to be:

- The effect of the Local Government Resource Review on grant levels for the life of the plan
- Impact of the Business Rate Retention Scheme on Council income linked to business rate growth
- Impact of New Homes Bonus grant income linked to housing growth
- Impact of the Council Tax Reduction Scheme on Council income

- The amount of the LACSEG grant the Council will receive following the “topslicing” of Formula Grant in order to transfer funding to academies
- Inflation continues to run at a much higher rate than the rates that have been assumed, with no sign of interest rates rising to provide an offsetting income stream
- Income projections built into the budget may not be achievable due to factors outside of the council’s control e.g. a worsening economic outlook.
- On going cost of social care both childrens and adults.

## 8 BACKGROUND INFORMATION

### Local Government Resource Review

On 18 July 2011, the Secretary of State for Communities and Local Government, Eric Pickles MP, made a statement in Parliament and launched a consultation paper concerning proposals for business rates retention. The implementation of the scheme forms part of the Local Government Finance Bill which was introduced to Parliament in December 2011. This has now been passed as legislation.

The Business Rates retention scheme removes the centralised control of local government finance that currently exists and provides local government with greater autonomy over a share of locally raised resources, and a greater connection with the success and growth of local businesses.

The main part of the bill results in fundamental change to the system for local government finance i.e. all local authorities will retain a proportion of the business rates generated in a local area. This change is part of the coalition Government's intention to provide incentives for local authorities to drive and encourage economic growth, as local authorities will be able to retain a share of any growth or bear the cost of any reductions in business rates. This is a fundamental change from the existing system whereby all business rates collected by local authorities are paid to central government and then redistributed back to local authorities calculated on a needs based formula. Whilst local authorities will receive grant allocations based on their needs linked to a 2012/13 funding baseline in the future it will also be based on how much economic growth can be generated.

As part of the consultation paper, the government provided numerous complex options as to how the scheme will work. In essence all local authorities will receive a base line position for the amount of Business Rate income they will receive and will be able to retain a share of any additional income above the baseline which provides all local authorities with a clear incentive to encourage business growth. For Torbay as a unitary council without fire responsibilities this share is 49%.

These changes do not include changes to how business rates are set or how they are paid as business rate setting powers will remain with the government and the revaluation process will remain unchanged. There are also no changes to the relief currently received by charities and voluntary organisations.

On 18 October 2012, the coalition government announced that it was postponing the next business rates revaluation until 2017 – which was due in 2015. The coalition government's reasoning was as business rates are the third largest outgoing for local firms after rent and staff costs a delay in the revaluation will mean shops will not be faced by unexpected hikes in their business rate bills over the next five years. As business rates are linked to inflation, there will be no real terms increase in rates over this period. The Government's view is this reform will provide certainty for business to plan and invest, supporting local economic growth.

However business leaders locally have been disappointed with the announcement as this will mean retailers will continue to pay a business rate levy based on rental values as at 2008, before the effects of the economic crash had been felt. It is expected that following the future revaluation of NNDR the NNDR baseline will be reset however this will need to be closely monitored to ensure that this does not adversely affect the Council's NNDR income.

## **The Scheme**

The Business Rates Retention scheme is a fundamental change to the local government finance system and is complex. Under the new proposals the overall level of funding for a local authority will reflect the amount which would have been received under Formula Grant – i.e. revenue support grant and a share of the redistributed business rates - had there been no change to the system. This will be achieved by firstly splitting the business rates collected into the following proportions:

- 50% to Central Government
- 1% to the Fire Authority
- 49% to be retained by Torbay Council

As with the current system some authorities collect more business rates than they have redistributed from government and some collect less. To ensure a 'level playing field' at the start of the scheme councils that collect more are classified as "tariff" authorities and those who collect less (such as Torbay) are "top up" authorities i.e. tariff authorities will pay over their excess to government whereas top ups will be paid to authorities with lower business rate tax bases such as Torbay.

Top ups and tariffs will automatically increase with RPI inflation and authorities will be allowed to keep part of any increase in the growth of the business rates but conversely would face a fall in resources if their business rate income declines.

Torbay will be a top up authority for the purposes of the business rates retention scheme, as will Devon and Plymouth Council's whereas the district councils in Devon are all tariff authorities.

To provide protection for authorities that have a decline in business rates the government intends to introduce a Safety Net to ensure that no authority loses more than a predefined level of funding which has been set at 7.5%. Up to this limit the cost of the declining business rates is shared between the Council and Central Government.

## **Pooling**

As part of the Local Government Finance Bill local authorities are allowed to form "pools" for the purpose of business rates retention. Where authorities decide to enter into a pooling arrangement they will be treated as "one authority" with respect to setting a funding baseline. This provides authorities with an opportunity to retain more of the business rates generated in an area due to the way the system will operate. This will help support economic growth and regeneration across a region as opposed to restricting such growth within local authority boundaries

All Devon authorities have been working together to assess the potential benefits of pooling. As mentioned, all Devon Districts are tariff authorities and will pay a levy to government under the proposed scheme whereas Devon County, Plymouth and Torbay are top up authorities. The analysis indicates that if all Devon authorities entered into a pooled arrangement the 'top-up' and 'tariffs' would be netted off they would all be financially better off than if they acted alone: assuming there was not a significant decline in the business rate base across Devon.

### **Advantages of Pooling**

The main benefits of pooling are:

- a reduction in volatility in business rates income if there is a decline;
- risks are spread across a larger "pool" or number of authorities;
- a greater proportion of business rates collected within Devon will stay in the region – the latest estimates suggest an additional £15m will stay in Devon over a 5 year period resulting in additional income of £1.5m for Torbay over that period.

The issues to consider are:

- appropriate governance arrangements need to be agreed by members of the pool;
- there needs to be a lead authority for the pool;
- agreement needs to be reached as to how retained business rates income is shared within the pool.

Torbay is supportive of a pooling arrangement and the Devon wide group have developed governance arrangements and agreed that any sharing of additional business rate income is on the basis that no individual authority would be no worse off if it had not entered the pool. The proposed pooling and governance arrangements have been endorsed by all of the Devon authorities and signed by the Chief Operating Officer and Chief Finance Officer in consultation with the Mayor and Executive Lead for Finance.

A final decision as to whether a local authority wants to be part of a pool can be taken up to 28 days after the government announce the Local Government Finance Settlement i.e. after the December announcement. It should be noted that if one of the Devon authorities decide to withdraw from the arrangements, the pool will be disbanded for 2013/14 and the next opportunity for a pool arrangement will not be until 2014/15.

### **Impact of the current economic conditions**

The Bay's economy is relatively weak when compared to other regions of England. Torbay's seaside holiday image masks a weak economy with a narrow sectoral base and levels of deprivation more often associated with inner city areas e.g.

- Significant Deprivation - 12 lower super output areas (LSOA) within the most deprived 10% nationally. An increase from 10 in 2007.
- Overall, the 61st most deprived authority (out of 326), 10 places worse

than 2007 and ranks the Bay the most deprived Local Authority area in the South West

The GDP in the Bay continues to remain low with low median earnings for local residents. A key risk of any public sector cuts is the impact upon the Bay which is heavily reliant upon the public sector for employment and wealth generation. Some key statistics include:

- The latest figures show Torbay has a GDP of only 68% of the EU average, 4% lower than Cornwall's (72%) and 43% below the UK total of 111%.
- A low wage low skill economy based around tourism and service sector health accommodation/food and retail.
- The Tourism sector is a major part of our economy and contributes £382m to the economy generates 18% of all jobs in the Bay.
- The area is reliant on the public sector, with 36.7% working in public administration, education and health compared with 28.7% in the South West and 27% in Great Britain.
- The average weekly pay of full time employees in the Bay is £406.20 (2011) and this is £96.40 less than the average across Great Britain.
- A high proportion of the working age population are in receipt benefits, 16.5% compared with the national average of 12.5% and 10.3% for the South West.

Unemployment levels in Torbay are also higher than the national and regional averages

- Unemployment levels at 8.5% compared with 5.2% in the southwest and 7.4% nationally.
- 4.3% of the local working age population claimed Job Seekers Allowance in September 2012 compared to 3.8% nationally and 2.5% in the southwest. The July figure was the highest since 1998. The seasonal nature of Torbay's economy means that this figure may rise later in the year.

However, whilst employment level among younger people is a national problem the 18-24 Jobs Seekers allowance figures within the Bay are more encouraging. The rate is still high at 8.1%, however the corresponding rate for September 2011 was 1.8% higher. Figures are above the national averages of 7.4 % and regional average of 5.1%

Members will be aware the Department for Transport approved the South Devon Link Road. As well as improving traffic flows along this route, it is estimated that almost 8,000 jobs will be created in the area with 3,600 created in Torbay. Research indicates that for every £1 invested in the construction of the bypass will provide a £9 stimulus to the local economy providing an economic boost to the area.

Furthermore, whilst the UK is official no longer in recession, there is continued uncertainty with the national economy and increased concerns within Europe and the inevitable impact upon the UK. The International Monetary Fund (IMF) has said economic growth in the world's leading economies is now expected to be 1.3% this year and 1.5% in 2013 – down from the 1.4% and 1.8% predicted in July. Countries' efforts to reduce their deficits and the continuing weakness in the banking sector were cited as a drag on advanced economies.

Regarding the UK, the IMF noted that, unlike many other advanced economies in Europe, domestic demand remained sluggish. This was because the UK's financial sector had been hit particularly hard by the global financial crisis, while the 'ongoing repair of overstretched private and public balance sheets weighs on the domestic demand'.

Locally the economic conditions are weak and if the country falls back into recession this will have a significant impact upon the Bay with the subsequent impact upon welfare advice, housing and council benefit applications and business support services.

Similar to 2011, there was not the expected summer seasonal reduction in Benefit claims that would normally accompany increased business activity and employment in the tourist and retails sectors. The housing benefit case load, as at the beginning of November 2012 is 20,166 live cases and is expected to continue to rise for the foreseeable future.





## Torbay Coast & Countryside Trust

### Services Delivered by the Trust – 2013-14

- **Public liability, insurance and risk management** across the 1756 acre (708 ha) estate
- Responding to **public queries and complaints**
- Maintenance of 151 acres (61 ha) of **parks and amenity grassland**
- Maintenance of 338 acres (137 ha) of **conservation grassland and coastal slope**
- Maintenance of 419 acres (170 ha) of **woodland**, which includes 21 acres (8.5ha) of **high-risk woodland** classified because of its proximity to roads, footpaths and property
- Management of 658 acres (266ha) of **in-hand farmland**
- Management of 190 acres of **tenanted farmland** (77ha)
- Maintenance of 38 miles (61 km) of **footpaths** including the South West Coast Path 12.5 miles (20km)
- Free public access to all Public Open Space
- The areas above include the management of statutory responsibilities for 7 **Sites of Special Scientific Interest** and 14 **County Wildlife Sites**
- Maintenance of **Listed Buildings**: Gamekeepers Cottage, Warren Barn, Berry Head Guardhouse and Artillery Store
- Maintenance of **Scheduled Ancient Monuments** at Berry Head and Wall's Hill
- Management of **Berry Head to Sharkham Point as a National Nature Reserve and European Special Area of Conservation**, with specific responsibilities for monitoring, management planning and reporting to Natural England
- 12 **trainees** on 9-month placements gaining NVQs
- 11,000 **volunteer hours** donated, equivalent to 6 full-time members of staff
- 12,500 people attending one of our 140 **events**, with 95% rating the event very good or excellent
- Opening of 3 **Visitor Centres** with tourism information
- Hosting 200 guided site visits by **schools and community groups** based in Torbay with 95% rating the visit very good or excellent
- Giving **talks and presentations** to 36 schools and local community groups
- Delivery and development of the **English Riviera Global Geopark**
- **Promotion** of Torbay's natural environment to residents and visitors through our publications (4 x year Events Diary and Newsletter, websites)
- Provision of **advice to Council departments** and agencies on all aspects of Biodiversity and Green Infrastructure
- Secretariat for **Sea Torbay**, liaison with stakeholders involved in the Bay, applications for funding to deliver specific projects in the Integrated Coastal Zone Management Plan
- Demonstration of and advice on **renewable energy solutions** relevant to Torbay
- Development of the **South Devon Biomass Company** to deliver 300 tonnes of locally-sourced wood-chip to Torbay biomass boilers with all profits returned for investment in Torbay's green spaces
- Delivery of the **Cockington Green Heart** project in partnership with the Council and TDA; including the launch and delivery of a £400,000 fundraising appeal
- Development of **regeneration and quality of life projects** with the Council and other agencies as opportunities arise, acting as a voluntary sector partner with a strong track record and reputation
- Delivery of £200,000 profit from the Trust's **enterprises**, to fund the core charitable objects
- Raising £136,000 in **charitable fundraising** to fund the core charitable objects
- Raising £196,000 from **grant sources** to fund the core charitable objects

### ERTC Tourism Outcomes 2013/14

- The ERTC will continue to work in partnership with Torbay Council to deliver the adopted Turning the Tide for Tourism Strategy 2010 – 2016 to protect employment within the sector which provides approximately 13,000 jobs and £380m of related spend for the local economy.
- The ERTC will continue to modernise and lead on the implementation of official destination marketing and promotion with a key aim to attract new visitors, extend the traditional season, and grow visitor numbers in excess of 1.1 million staying visitors and 2.5 million day visits.
- Through the expansion of the English Riviera Promotional Partners Campaign the ERTC will work to continue to secure increased funds from the private sector, to an anticipated level of £225k for 2013/14, a 30% increase since 2009, to support the delivery of official destination marketing activity.
- The ERTC will continue to manage and modernise the official Visitor Information Service, making further efficiencies, and extending the reach of this service to reach in excess of 1 million visitors. This will be achieved through increased online customer contact through the use of all digital and social media channels including the continued promotion of the new My Riviera Apps.
- The ERTC will continue to work with relevant tourism agencies in order to identify any additional funding available to support the work of the ERTC. Current projects include working with Visit England and the ERTC has been successful in accessing RGF funds via the national seaside thematic marketing campaign being led by Visit England. This means the English Riviera is included in a national marketing campaign for 2013 that would have not been achieved otherwise.
- The ERTC will continue to raise quality standards through the continued promotion and delivery of sector specific training, including Welcome English Riviera and national quality accreditation schemes including English Riviera Approved. This is resulting in more tourism businesses embracing national quality standards and becoming officially accredited and trained in customer service.

- The ERTC will continue to help raise the positive profile of Torbay through their continued participation and success in achieving respected Tourism Awards and through their PR work. The ERTC's PR work in 2012 resulted in £2.5m of domestic and international media coverage for the destination. The ERTC has won four tourism awards to date in addition to the resort being rated the top seaside destination in the country by Trip Advisor in the 2012 Traveller's Choice Awards.
- The ERTC will continue to work closely with the industry to ensure long term unification across the sector through the delivery of regular industry communications and sector specific industry events including leading on staging the annual English Riviera Tourism and Business Exhibition and Conference with key partners to secure strong allegiance to the English Riviera brand.

### **TEDC Objectives and Outcomes for 2013/14**

Torbay Council established its Economic Development Company (TEDC) in 2011. The Council recognises that stronger public private sector intervention is essential to support the key local employment sectors including tourism, the marine economy and the town centres. It wishes to nurture economic growth in the wider economy e.g. Hi Tech and Manufacturing sectors, and maximise its own use of resources, with regard Council owned assets especially, for economic development.

The Company has a private sector company structure with a maximum board of twelve directors, led by the Chairman John Richards. Torbay Council nominates up to three Torbay Councillors as directors. The benefits of this approach include the agility and flexibility of a company structure, an integrated approach to delivery, a stronger partnership with the local business community and a wider range of experiences. The TEDC is also well placed to apply for government and EU funds for which local authorities are not eligible and if appropriate to seek commercial loans.

The TEDC receives income from a variety of sources but the main sources are:

- Commissioning Agreement Contract Fee from Torbay Council
- Government and EU Grants
- Professional Property Services Fee Income
- Property Income

The company's main client (and sole shareholder) is Torbay Council.

The company exists to:

- Lead on economic growth and regeneration in Torbay
- Work alongside Torbay Council and act as its ambassador for economic development
- Encourage and facilitate business development and inward investment
- Raise the profile of Torbay as a business location and make the region more attractive to entrepreneurs and the public as a whole
- Efficiently manage land and property assets ensuring they remain fit for purpose
- Deliver professional property and project management services for Torbay Council, local schools and other organisations in support of their operations

Former Torbay Council regeneration and property related employees transferred to the new company upon its commencement and today make up approximately 85% of its workforce. Expanding the TEDC's client base and charging for professional services has enabled the company to retain a critical mass whilst delivering a more diverse and cost efficient operation to Torbay Council through economies of scale.

The TEDC has many performance indicators but its primary objectives are to:

- Help create 5000 new jobs over the next five years
- Support Torbay Council in developing a more productive economy by supporting local business and creating a business landscape for success
- Prepare Torbay's Economic Strategy and deliver any actions assigned to it
- Effectively manage Torbay Council's property and land assets
- Identify business development and external funding opportunities in support of the purpose of the Company and the economic priorities of Torbay Council and its clients
- Reduce Torbay Council's Commissioning Agreement Contract Fee 'year on year' in real terms for five years from commencement
- To increase 'year on year' third party fee income from the delivery of Professional Asset Management and Property Services

Outcomes recently achieved:

- Delivered two major business events bringing together over 800 businesses
- Maintained innovation centre occupancy at over 85% creating 100 jobs and over £3M of turnover growth for tenants
- Secured new contracts in delivering business support resulting in over 100 individuals being assisted to start a new business
- Created 90 new jobs through the TEDC's inward investment programme
- Enabled developments at Abbey Crescent, Oldway and Brixham Fishmarket restaurant
- Achieved full occupancy at Cockington Court Craft Centre
- Helped secure delivery of the South Devon link Road
- Acquired the Cockington Village Car Park
- Enabled delivery of the prestigious Beechfield housing project
- Managed the Council's assets effectively to deliver capital receipts, prioritised repairs and maintenance and a low of level of risk with regards public health
- Reduced Torbay Council's TEDC Contract Fee for the third year running
- Significant increased third party earned income
- Developed a close and effective partnership with the Local Enterprise Partnership (LEP)

There will be many challenges ahead as the public sector continues to retract, with local authorities at the forefront of the spending restrictions being imposed by government. This will increase the competition on resources and will likely result in further collaborative working, shared services and outsourcing as Councils and others continue to look for the most effective and efficient delivery options. Such pressures are creating opportunities for the TEDC.

The Company continues to draw upon a well skilled workforce with a strong public private service ethos and a track record of effective and efficient delivery. The company will continue to demonstrate value for money through: job creation, the attraction of private sector investment and public sector grant funding, the efficient and effective management of land and property assets, and the realisation of value from surplus/underutilised assets.

In 2013/14 the TEDC will:

- Deliver economic development and property services to Torbay Council
- Increase the level of revenue and grants raised from external sources
- Deliver an ambitious physical regeneration, inward investment and events programme to secure growth and new jobs
- Develop and promote a targeted range of professional property services across Devon, building on the excellent track record that the TEDC has established in Torbay
- Strive to be the leading provider of managed workspace and innovation centre services to start up businesses in the South West
- Expand the project management and FM services to more schools and the further/higher education sector
- Continue to bring vacant residential property back into use
- Deliver operational efficiencies and release capital from underperforming assets
- Work alongside the Local Enterprise Partnership to promote Torbay
- Achieve Investors In People and ISO901 Accreditation

Over the next three years the TEDC intends to become a leading provider of professional services in economic development, regeneration and asset/property management services across the South West. In support of that aim the company will aggressively seek opportunities to develop its existing business operations through strategic partnerships, the acquisition of new assets and commissions.

## **DEVON BUSINESS RATES POOLING ARRANGEMENT**

### **1. INTRODUCTION**

1.1 This agreement relates to a business rates pool to cover all of the County of Devon. This will cover all local authorities in the county, namely:

- Devon County Council
- East Devon District Council
- Exeter City Council
- Mid Devon District Council
- North Devon District Council
- Plymouth City Council
- South Hams District Council
- Teignbridge District Council
- Torbay Council
- Torridge District Council
- West Devon Borough Council

1.2 The designated lead authority for the purposes of administering the 'Devon Pool' (the pool) will be Plymouth City Council.

### **2. AIMS AND OBJECTIVES**

2.1 The main aim of the pool is to maximise the retention of locally generated business rates and to ensure that it further supports the economic regeneration of the wider County of Devon. The modelling work that has been undertaken by the pooling authorities demonstrates that financially the County of Devon would retain a greater share of business rates revenue through pooling than it would otherwise do, as long as it experiences economic growth. This will act as a further incentive for all the pooling authorities to proactively work together to drive economic growth within Devon.

2.2 The pool will also aim to manage, as far as possible, the volatility that the partner authorities would otherwise face through the business rates retention scheme and to prevent potential cross boundary arguments over growth.

2.3 If at all possible no authority within the pool should be worse off than if it were not in the pool.

2.4 All transactions between parties within the pool will be made in a timely manner to minimise cash flow consequences between Member Authorities.

### **3. GOVERNANCE**

3.1 The governing Board for the pool will consist of the following representatives from each authority within the pool:

Leader or other Cabinet Member if delegated by the Leader  
Chief Executive or nominated delegate

- 3.2 The Board will nominate a Lead Authority.
- 3.3 The Board will meet at least twice a year, but a meeting can be called at any time by mutual agreement. The Board will meet at the beginning of the financial year to determine the initial allocation of resources. The Board will also meet at an appropriate time in the year subject to any statutory requirements to re-affirm membership of the pool for the following financial year, or to agree to dissolve the pool. At the same meeting it will also agree any changes required to the governance arrangements of the pool including reviewing the arrangements for the distribution of pooled funds. It is anticipated that the Board can form part of the Devon Local Government Steering Group meeting that is held quarterly and attended by Devon Chief Executives and Leaders, with two of the meetings each year including pool business.
- 3.4 The Board will be served with appropriate Legal and Financial support as required.

#### **4. POOLED FUND**

- 4.1 The 'Devon Pool' proposes to distribute pooled funds using a "no worse off" basis. Funds will be distributed to each member authority to a position no worse than it would have been had the pool not existed. Clearly this will only be possible if the pooling arrangements result in an aggregate financial position that is no worse than would have been the case had the pool not existed. The annual Local Government Finance Review is expected to make available figures for the level of business rates revenue that each local authority is able to retain. Where those authorities are in a pool, this is expected to demonstrate both the revenue retained by the pool as a whole and the amount that each individual authority could expect to gain if it were not a member of a pool.
- 4.2 Where pooling generates a net gain the additional resources (above and beyond the "no worse off" basis) will be distributed in the following proportions:-
- i) 50% of the gain will be distributed using each authority's baseline funding level and
  - ii) 50% of the gain will be distributed using NDR baseline.
- 4.3 Similarly where pooling generates a net loss the reduced resources (below the "no worse off" basis) will be apportioned in the following proportions:-
- iii) 50% of the loss will be distributed using each authority's baseline funding level and
  - iv) 50% of the loss will be distributed using NDR baseline.



- 4.4 The Lead Authority can allocate all reasonable and agreed costs of administration to the pool (including initial set up costs). These will be first priority call on the pool before any other distributions are made.
- 4.5 The distribution mechanism will remain in place for the duration of the pooling agreement.

## **5. ADMINISTRATION OF THE POOL**

- 5.1 The Board will nominate a Lead Authority.
- 5.2 The Lead Authority will be responsible for all accounting and administration of the Pooled Fund including all auditing and financing requirements as set out in relevant legislation.
- 5.3 The Lead Authority will be the designated body through which payments from and to the Pooled Fund are made. Each Member Authority will transfer the relevant funds to the Lead Authority enabling that Authority to transfer such funds to the Government or top up authorities as appropriate. All payments to and from the pool will be in accordance with the dates as agreed by the lead officer for each member authority.
- 5.4 Where any Member Authority (including the Lead Authority) fails to make payments on due dates resulting in financial consequences (fines, interest payments, etc) then such costs will be borne by the Member Authority concerned and not the pool.
- 5.3 The Lead Authority will be accountable to the Board and shall produce an annual account report in a timely manner to allow member authorities to reflect any relevant amounts and issues in their own annual accounts. In addition interim statements will be shared with all member authorities on a quarterly basis.
- 5.4 The Lead Authority will act as the point of contact with central government on behalf of the pool.
- 5.5 Each Member Authority will maintain its own business rates collection fund.

## **6. DISSOLUTION OF THE POOL**

- 6.1 Membership of the pool is on a voluntary basis and all Member Authorities will be able to leave the pool if they choose to. Pool members will need to have due regard to the pool's rationale and the impact on remaining members and should give notice no later than 30 September (or earlier if required by statute) and will take effect in the following financial year.
- 6.2 Notwithstanding any statutory requirement to do otherwise, the Board will meet by no later than 30 September each year to consider the continuation or dissolution of the pool. If it is determined that the pool will be dissolved any surplus/unallocated

resources held by the pool will be distributed to member authorities based on the distribution described in section 4 above.

**7. UNFORESEEN CIRCUMSTANCES**

7.1 As these arrangements are new it is possible that circumstances may arise that have not been considered. Where such situations arise these matters will be considered by the Board and additional agreements agreed. Unless there is legal constraint otherwise, such new arrangements may be applied retrospectively, if agreed by the Board.

**8. APPROVAL**

8.1 The pooling arrangements as set out in the agreement above are approved by the Chief Executive and section 151 Officer below.

Signed on behalf of .....

Name

Name

Position

Position

Date

Date



Department for  
Communities and  
Local Government

**NATIONAL NON-DOMESTIC RATES RETURN 1  
NNDR1 2013-14**

Please e-mail to : [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct authority name.

Please check the figures shown in the cells with a blue border and enter your own figures if you disagree with those suggested.

**A provisional version of the form should be returned to the Department for Communities and Local Government by  
Monday 7 January 2013**

The final version of this form, including a signed copy, must also be sent to the Department for Communities and Local Government by  
**Thursday 31 January 2013**

Select your local authority's name from this list:

Tonbridge and Malling  
Tonbridge  
Tonbridge  
Tower Hamlets  
Trafford  
Tunbridge Wells

Check that this is your authority :

Check that this is your E Code :

Local authority contact name :

Telephone number of local authority contact :

Fax number for local authority contact :

E-mail address of local authority contact :

Ver 1.4

1. Number of hereditaments on the rating list on 30 September 2012		5,038
2. Aggregate rateable value on the rating list on 30 September 2012		£ 99,690,024
<b>GROSS CALCULATED RATE YIELD</b>		<b>£</b>
3. Enter line 2 x small business non-domestic rating multiplier (0.462)		46,056,791.09
<b>MANDATORY RELIEFS</b>		
<b>Small business rate relief</b>	<b>£</b>	
4. Additional yield generated to finance the small business rate relief scheme		714,980.94
5. Cost of small business rate relief for properties within billing authority area		3,775,378.06
6. Net cost of the small business rate relief (Line 5 minus Line 4)		3,060,397.12
7. Cost of relief to charities		2,860,063.61
8. Cost of relief to Community Amateur Sports Clubs		146,873.13
9. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops		0.00
10. Cost of relief for partly occupied premises		3,652.11
11. Cost of relief for empty premises		1,055,509.50
<b>12. Total mandatory reliefs (Sum of lines 6 to 11)</b>		<b>7,126,495.47</b>
<b>DISCRETIONARY RELIEFS</b>		
13. Cost of relief to charities		72,643.16
14. Cost of relief to non-profit making bodies		326,088.30
15. Cost of relief to Community Amateur Sports Clubs		4,779.24
16. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops		0.00
17. Cost of relief to other rural businesses		0.00
18. Other Section 47 reliefs (Localism Act discounts)		0.00
<b>19. Total discretionary reliefs (Sum of lines 13 to 18)</b>		<b>403,510.70</b>
<b>20. Gross Rate Yield after reliefs (Line 3 minus lines 12 &amp; 19)</b>		<b>38,526,784.92</b>
21. Estimate of 'losses in collection'		480,512.40
22. Allowance for Cost of Collection		206,988.70
23. Special Authority Deductions - City of London Offset		0.00

NATIONAL NON-DOMESTIC RATES RETURN 1 2013-14		Torbay
Ver 1.4		
<b>Section 2</b>		
<b>Enterprise Zones</b>		
24. Estimated level of discount to be awarded in 2013-14		£ 0.00
25. Estimated value of non-domestic rates in the Enterprise Zone area in 2013-14	0.00	
26. Enterprise Zone baseline	0.00	
27. Total estimated value of business rates to be retained in 2013-14 (Line 25 minus line 26)		0.00
<b>New Development Deals</b>		
28. Estimated value of non-domestic rates in the New Development Deals area in 2013-14	0.00	
29. New Development Deals baseline	0.00	
30. Total estimated value of business rates to be retained in 2013-14 (Line 28 minus line 29)		0.00
<b>Renewable Energy Schemes</b>		
31. Total estimated value of business rates to be retained in 2013-14		0.00
32. Net Rate Yield excluding transitional arrangements and rate retention (Line 20 minus the sum of lines 21 to 23, 27, 30 & 31)		37,839,283.82
<b>Rate retention adjustments</b>		
33. Estimate of the change in rateable value between 1 October 2012 and 30 September 2013		765,920.00
34. Estimate of the change in receipts as a result in the change in rateable value (line 33 times the multiplier)		353,855.04
	%	
This equates to a percentage change of	0.77	
35. Local authority's estimate of adjustment due to appeals		1,733,113.94
36. Net Rate Yield excluding transitional arrangements but after rate retention adjustments (Line 32 plus lines 34 and minus line 35)		36,460,025.00
<b>Section 3</b>		
<b>Transitional arrangements</b>		
37. Addition revenue received because reduction in rates have been deferred	28,238.21	
38. Revenue foregone because increase in rates have been deferred	212,809.84	
39. Net cost of transitional arrangements (Line 38 minus line 37)		184,571.63
40. Net Rate Yield after transitional arrangements and rate retention (Line 36 minus line 39)		36,275,453.00

NNDR Summary for : Torbay	
These figures show the percentage shares of the NNDR you estimate your authority will collect in 2013-14. They are based on line 36. See the <i>Tier Split</i> tab for full information	
	£
Amount of NNDR to be paid to central government	18,230,013.00
Amount to be retained by Torbay under the rates retention scheme	17,865,412.00
Amount to be passed to Devon and Somerset Fire Authority	364,600.00

Certificate of Chief Financial Officer	
I certify that the entries in lines 3, 12, 19, 20, 36, 39 and 40 of this form are the best I can make on the information available to me and that the figures given in lines 1 and 2 used in the calculating the amount shown in lines 36 and 40 are, to the best of my knowledge and belief those shown in the rating list for my authority as at 30 September 2012, subject to any order made before 15 January 2013 under the Local Government Act 1972 implementing boundary changes. I also certify that the authority has made proper arrangements for securing efficiency and effectiveness in relation to the collection of non-domestic rates. I also certify to the best of my knowledge and belief that any amount included as legal costs in line 22 and discretionary relief in line 24 meet the conditions set out in the Non-Domestic Rating (Rates Retention) Regulations 2013.	
Chief Financial Officer : .....	
Date : .....	



**Meeting:** Overview & Scrutiny Board  
Council

**Date:** 24th January 2013  
6<sup>th</sup> February 2013

**Wards Affected:** All

**Report Title:** Capital Investment Plan Update - (3rd Quarter 2012/13)

**Executive Lead Contact Details:** mayor@torbay.gov.uk

**Supporting Officer Contact Details:** martin.phillips@torbay.gov.uk

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## **1 Purpose**

- 1.1 This report is an overview of the Council's approved four year Capital Investment Plan for the quarter ending December 2012. The report provides details of expenditure and funding of service and community assets within the Council's approved Capital Investment Plan and is a key element of meeting the Council's aims and objectives. The report also provides details of capital resources identified for 2013/14, primarily from recent Government announcements, and other sources, which will impact on the 2013/14 and future years' programmes.

## **2 Proposed Decision**

### Overview & Scrutiny Board

- 2.1 That the Board review the report and make recommendations to Council as appropriate.

### Council

- 2.2 That Council notes the latest position on the four year Capital Investment Plan.

## **3 Reasons for Decision**

- 3.1 Quarterly reporting to both the Overview and Scrutiny Board and to Council is part of the Council's financial management process.
- 3.2 The Capital Investment Plan forms part of the Council's annual budget setting process.

## **4 Summary**

- 4.1 This report updates the 4-year Capital Plan Budget for 2012/13 – 2015/16 approved by Council in February 2012, adjusted for re profiling arising in 2011/12 and amended by any further revision to both projects and timing in 2012/13. It also incorporates any recent funding announcements for both 2012/13 and future years. The Plan has also been extended to incorporate the

2016/17 financial year, however as this is after both the next national and Council elections no estimates of funding will be introduced at this stage.

- 4.2 The Council has a requirement to approve prudential indicators on an annual basis which include those that relate to capital expenditure and funding. These were included as an appendix to the 2013/14 Treasury Management Strategy Report reviewed by Audit Committee in December 2012 and will be presented to Council in February 2013.
- 4.3 Under the Council's constitution the Capital Strategy and Asset Management Plan are required to be approved by Council. These were reviewed by the Priorities & Resources Panel in November 2012 and will be presented to Council in February 2013.
- 4.4 The Capital Strategy set the principles in how the Council manages its Capital Expenditure and Capital resources, including the approval of individual capital schemes. There are no significant changes proposed to this strategy for 2013/14.
- 4.5 The overall funding position of the 4-year Capital Investment Plan Budget of £71.5 million, covering the period 2012/13 – 2016/17, is in balance but still relies upon the generation of over £6.2 million of capital receipts before the end of the current Plan period. Of this sum £1.0 million has been received by 31 December 2012, leaving a balance of £5.2 million to be realised.
- 4.6 Of the total £71.5 million of the 4 year programme, £23.6 million is currently scheduled to be spent in 2012/13. As at the end of the third quarter actual spend and commitments (orders raised on finance system) are £14.9 million – 63% of projected spend for the year.
- 4.7 The latest estimate for capital expenditure for the next financial year 2013/14 is £25.4m. This estimate is based on current approved capital expenditure. There are no additional funds to be added to the Capital Investment Plan for 2013/14.
- 4.8 It should be noted that re profiling of project spend between years can be the result of valid project management reasons such as scheme re engineering, further consultation and clarification with users or detailed tendering.
- 4.9 The Annual Capital Investment Plan review report (Council 1 Feb 2012) identified potential capital resources of £31.4million in total for the four years of the Plan period and indicated provisional allocations by type of works such as infrastructure. Since then, services have presented detailed business cases for schemes they wish to pursue and the Chief Executive and subsequently, the Chief Operating Officer have now approved funding of around £19 million for a number of specific schemes. Details of schemes approved in quarter three 2012/13 are shown at paragraph 5.10 in this report.
- 4.10 Movements in 2012/13 Estimated expenditure
- 4.11 The movements in the estimate of expenditure in 2012/13 on the Capital Investment Plan between the estimate at Quarter Two 2012/13 of £24.8m and the current estimated budget for 2012/13 of £23.6m, split by the categories of funding, are as follows:

Scheme	Variation in Q2	Change £m	Reason
<b>Estimate at Quarter Two 2012/13</b>		<b>24.8</b>	Capital Budget Monitoring 2012/13 (Report 6 Dec 2012)
<b>“Old” Funding Regime</b>			
Barton Primary Project	Re phased to 2012/13	0.3	Budget moved to reflect spend in this financial year
Brixham Harbour Regeneration	Additional required in 12/13	0.1	Additional works incurred in relation to deck strengthening
Enhancement of Development Sites	Re phased to 2013/14	(0.1)	Revised cashflow on expected programme
SWIM Torquay	Move part budget to 2013/14	(0.1)	Part of scheme subject to tender process
Princess Promenade Phase 3	Moved to 2013/14	(0.1)	Delay due to co ordination of works with banjo.
		<b>0.1</b>	
<b>“New” Funding Regime</b>			
Schools projects	Re phased to 2013/14	(0.1)	Revised cash flow on expected programme
Manscombe Quarry and Meadfoot Sea Road	Additional budget -cliff face stabilisation	0.1	Allocation of infrastructure resources – to be spent in 2013/14
Disabled Facilities Grants	Re phased to 2013/14	(0.4)	Reviewed for likely timing of expenditure
Transport Western Corridor	Re phased to 2013/14	(0.1)	Scheme to proceed after adjacent works completed
		<b>(0.6)</b>	
<b>“New” Ring fenced funding</b>			
Integrated Transport Street Lighting	Increased budget	0.1	‘Part night’ lighting funded from revenue energy savings
Colin Road Culvert	New budget	0.1	Flood Defence works at Colin Road Paignton
Sustainable Travel – ferry scheme	Re phased to 2013/14	(0.3)	Review of design to match grant
Green Deal	New Grant	0.5	Grant to reduce “fuel poverty”
		<b>0.4</b>	
<b>Prudential Borrowing</b>			
Council Fleet Vehicles	Re phased to 2013/14	(0.2)	No purchased expected in remainder of 2012/13
Office Rationalisation Project	Re Phased to 2013/14	(0.5)	Budget moved to future years for next phase of works
Princess promenade – Western Section	Re phased to 2013/14	(0.1)	Contractor submitted revised cash flow
On Street Parking	Re phased to 2013/14	(0.2)	Delays in implementing scheme
		<b>(1.0)</b>	
<b>General Capital Contingency</b>			
General Contingency	Re phase budget	(0.1)	Reduced expectation of usage in 2012/13
		<b>(0.1)</b>	
<b>Estimate – Quarter Three 2012/13</b>		<b>23.6</b>	

## Supporting Information

### 5 Position

- 5.1 The Council approved the original 4-year Capital Investment Plan Budget for the period 2012/13 – 2015/16 in February 2012. This plan has been subsequently updated for any further revision to both projects and timing, resulting in the latest revision attached to Annex 1. The Plan totals £71.5 million over the 4 year period of which £23.6 million relates to 2012/13 and £25.4m relates to 2013/14.
- 5.2 The purpose of this report and the Monitoring statement attached is to highlight any existing or potential issues which may affect the delivery of the major projects included in the Plan and to consider any potential effect on corporate resources. This report has been updated since being presented to Overview & Scrutiny Board to reflect a new “green deal” grant.
- 5.3 Expenditure to the end of this third quarter was £10.8 million with a further £4.1m of commitments on the Council’s finance system. The expenditure of £10.8m is 46% of the latest budget for 2012/13. This compares with £15 million (or 68% of outturn) for the second quarter last year.

	<b>2009/10</b> <b>£m - (%)</b>	<b>2010/11</b> <b>£m - (%)</b>	<b>2011/12</b> <b>£m - (%)</b>	<b>2012/13</b> <b>£m - (%)</b>
Quarter One	8 – (16%)	10 – (23%)	3 – (14%)	<b>2 – (8%)</b>
Quarter Two	11 – (22%)	13 – (30%)	7- (32%)	<b>4 – (17%)</b>
Quarter Three	13 – (27%)	9 – (21%)	5 – (22%)	<b>5 – (21%)</b>
Quarter Four	17 – (35%)	11 – (26%)	7- (32%)	<b>X</b>
<b>Total In Year</b>	<b>49</b>	<b>43</b>	<b>22</b>	<b>24</b>

- 5.4 Main Variations & Management Action
- 5.5 **”New Funding Regime”**
- 5.6 As part of the approval of the Capital Investment Plan by Council – February 8<sup>th</sup> 2012 the following was approved
- 5.7 *“That the approval of specific capital schemes in the Capital Investment Plan 2012/13 to 2015/16 be delegated to the Chief Executive in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer”*
- 5.8 An estimate of funds was identified in the Capital Investment Plan (February 2012) for the four years of the Plan, which was provisionally allocated to a number of “priority” areas. In a number of services, requests have now been submitted for funding which has been approved by the Chief Executive and, since September 2012, the Chief Operating Officer in line with the Council delegated approval.
- 5.9 Subsequent to the initial approval funding and expenditure adjustments have been made to the four year estimate of funding
- 5.10 A summary of allocations to date over the four years of the Plan from this estimate of funds over four years is shown in the table below:



<b>Scheme</b>	<b>Allocation Council Feb 12 £m</b>	<b>Allocated to Q2 2012/13 £m</b>	<b>Allocated In Q3 2012/13 £m</b>	<b>Total Un allocated £m</b>
	(Revised)			
Employment Schemes – such as Riviera Centre investment	2.0	0.1	0	1.9
Torre Abbey – Council maximum funding pending English Heritage Grant and other income.	2.0	2.0	0	0
Princess Pier Structural Repairs – Council match funding to a bid for to the Environment Agency	1.4	1.4	0	0
Grants for both Disabled Facilities and Childrens Adaptations	3.2	0.8	0	2.4
Provision for Infrastructure Works	2.0	1.2	0.2	0.6
Improving Leisure Facilities	1.7	0.9	0	0.8
Schools – Basic Need (including school places) and capital repairs	9.6	9.4	0	0.2
Transport – Structural Repairs and Integrated Transport	6.2	6.1	0	0.1
Adult Social Care	1.0	0.1	0	0.9
Affordable Housing	0.1	0.1	0	0
<b>Total Schemes</b>	<b>29.2</b>	<b>22.1</b>	<b>0.2</b>	<b>6.9</b>

- 5.11 The Capital Investment Plan as at quarter three shows the approved schemes to the extent that funding has been received or confirmed. Where the value of the approved schemes exceeds the known funding, temporary prudential borrowing has been used pending the future receipt of funds, at which point the funding will be swapped. However if funding is not realised then the Capital Investment Plan will have to be reduced accordingly or alternative sources of funding allocated such as prudential borrowing.
- 5.12 Details of schemes approved by the Chief Operating Officer from the four year capital allocation in quarter three are as follows:

<b>Scheme</b>	<b>Budget Approved £m</b>	<b>Details</b>
Manscombe Quarry stabilisation	0.128	Repair works following landslide
Meadfoot Sea Road Cliff works	0.020	Work to stabilise rock face
<b>Total Quarter Three</b>	<b>0.148</b>	

#### 5.13 Manscombe Quarry Stabilisation

There has been a landslip from the Quarry at Manscombe (owned by Council but rented to TCCT) which has impacted on a domestic property. The repair and restatement works required are estimated at £0.128m and the Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer" has approved this expenditure using the provision for infrastructure works. It is expected the bulk of this work will be completed in 2013/14.

#### 5.14 Meadfoot Sea Road Cliff works

There has been a rock fall at Meadfoot Sea Road. The cliff stabilisation works required are estimated at £0.02m and the Chief Operating Officer in consultation with the Mayor, Executive Lead for Finance and Chief Finance Officer has approved this expenditure using the provision for infrastructure works.

5.15 Princess Promenade Phase 3 – work to enhance this area are linked with the broader Princess Promenade (Western Section) scheme and coordinating the works have resulted in revised projections of expenditure indicating that £0.2 m of the combined budgets have been rephased in to 2013/14.

#### 5.16 School Projects

Cashflow changes are required for the following schemes:

Cockington Primary Expansion - £0.040m re-profiled to 2013/14

Warberry Primary Expansion - £0.050m re-profiled to 2013/14

Roselands Primary Expansion - £0.060m re profiled to 2013/14

Re-profiling for these 3 projects is a result of further assessment of likely expenditure patterns.

5.17 Transport – Western Corridor – delays in other road improvements have delayed work on this scheme so £0.15m budget has been rephased to next year.

#### 5.18 Disabled Facilities Grants

Officers have reviewed the likely expenditure on approved grants and consider that, although a programme of work has been arranged, approximately £0.5m will not be spent until next financial year. The expenditure profile of these

budgets is difficult to predict since although grants are approved by officers, the timing of expenditure is solely down to the applicants.

#### 5.19 **"Old Funding Regime"**

Relates to the schemes in the Capital Investment Plan that were allocated to services from capital funding that originated in 2011/12 and earlier financial years.

#### 5.20 **Children's, Schools, and Families**

Barton Primary School - £0.350m budget for this scheme has been moved to 2012/13 from 2013/14 as it is now considered that this budget will be spent in the current financial year.

#### 5.21 **Place and Resources**

Enhancement of Development Sites - It is not expected that there will be much expenditure in this financial year so budget of £0.075 m has been moved to next financial year.

Brixham Harbour Regeneration - additional works, primarily on deck strengthening, require an increase in budget of £0.1 m which will be funded from a Capital Reserve.

SWIM Torquay – the Council's contribution is linked to a larger scheme which has experienced some delays in tendering so £0.08m budget is now transferred to 2013/14.

#### 5.22 **"New" Ring fenced funding**

Colin Road Culvert Replacement - The Council successfully bid for £0.074 m from the Environment Agency for Flood Prevention work to Colin Road Culvert in Paignton. It is planned that the work will be carried out in the current financial year.

Street Lighting – Energy Efficiency Improvements – The Council has previously received funds from central government via a company called Salix to implement schemes to reduce carbon and energy usage. £0.1m will be used to support improvements to street lighting. The ongoing revenue savings will be used, in part, to repay Salix for the cost of these works.

Sustainable Transport Fund – Ferry etc. – Designs for this scheme are being reviewed to fit with available grant. As a result expenditure is delayed and £0.3m has been rephased to 2013/14.

Green Deal Fuel Poverty Grant – a new grant awarded by the Department of Energy and Climate Change, applied for by the Council, to install energy efficient insulation and heating equipment in homes to reduce the impact of "fuel poverty". The Council is intending to work with South Devon College on implementing this scheme and the expenditure has to be incurred by end of March 2013.

## **5.23 Schemes funded from Prudential Borrowing**

- 5.24 Torre Abbey Pathway £0.050 m - A scheme to improve pedestrian access to Torre Abbey Mansion and the Riviera International Conference Centre has been approved, with funding from a number of sources including prudential borrowing, reserves and external contributions.
- 5.25 Office Rationalisation project – the latest phase of the project is coming close to completion with Roebuck house now vacated by Council staff. Hand over of the vacant building to the landlord will take place in quarter four 2012/13. The budget has now been re profiled to move £0.5m into future years pending the next phase of the project being assessed.
- 5.26 Council Fleet Vehicles – there is no further expenditure on vehicles expected in quarter four 2012/13 therefore the last approved allocation of £0.250m has been moved to future years.
- 5.27 South Devon Link Road – The total cost of the scheme has now been revised up by £2.1m to reflect the Council's share of the external contributions due from developers in the area. Council in December 2012 approved a reporting setting appropriate rates for development to help fund this share. Any shortfall will have to be funded by the Council, potentially by an increased level of prudential borrowing which would have a future revenue budget impact.
- 5.28 On Street Parking Meters – delays in implementing pay on exit at Lower Union Lane and other on street parking measures has resulted in £0.2m being re profiled to 2013/14.

## **5.29 General Contingency**

Currently there are no major potential variations in the Capital Investment Plan and consequently it is unlikely that the contingency will be required this financial year so £0.050m budget has been moved to 2013/14.

## **6 Potential Schemes 2013/14**

- 6.1 The latest estimate for capital expenditure for the next financial year 2013/14 is £25.4m. This estimate is based on approved capital expenditure. At present there isn't any additional funds to be added to the funds available for the Capital Investment Plan. There are however a number of potential schemes that could be presented for approval over the next year from the approved capital allocation, new prudential borrowing schemes or schemes funded from earmarked capital receipts. If approved these schemes will then be added to the Capital Investment Plan.
- 6.2 These potential schemes are shown in the table below:

<b>Scheme</b>	<b>Cost £</b>	<b>Funding</b>
<u>Innovation Centre - White Rock</u> Council, in principle, approved project pending acceptable business case and approval of European funding	£2.0m	Unsupported borrowing
<u>Parking Bays</u> Construction of parking bays at a number of locations in Torbay.	£0.030m	Capital Investment Plan allocation
<u>Cycling Track – Clennon Valley</u> Report due to be presented to Council to support a £1.6m scheme for a cycling circuit part funded by British Cycling	£0.8m	Unsupported Borrowing
<u>Riviera Centre</u> Repair and improvements to building and equipment to ensure Centre can continue to operate	£0.9m	Capital Investment Plan allocation
<u>TCCT – Cockington Village</u> Match funding to a external bid for works to the estate at Cockington including the Linhay.	£0.250	Unsupported Borrowing
<u>Harbours – new pontoons</u> Report due to be presented to Council to support the construction of additional pontoons for mooring	£0.8m	Unsupported Borrowing
<u>Employment Fund</u> Report due to be presented to Council on the potential use of the New Growth Points grant to provide an fund to support job creation.	£0.7m	New Growth Points Grant
<u>Torquay Town Hall car park</u> Report due to be presented to Council on the potential development of the Car park site and any cost and income implications for the Council	TBC	Capital Receipts

## 7. Income Monitoring

7.1 The funding identified for the latest Capital Investment Plan budget is shown in Annex 1. This is based on the latest prediction of capital resources available to fund the budgeted expenditure over the next 4 years. A summary of the funding of the Capital Investment Plan is shown in the Table below:

	2012/13	2013/14	2014/15	2015/16	2016/17	Total @ Q3 12/13	Potential Funds	Total Funds 4 yrs
	A	B	C	D	E	F	G	H
<b>Funding</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Supported Borrowing	1	0	0	0	0	1	0	1
Unsupported Borrowing	6	8	5	8	5	32	(9)	23
Grants	15	13	4	0	0	31	10	41
Contributions	0	1	0	0	0	1	3	4
Reserves	1	1	0	0	0	2	0	2
Revenue	0	0	0	1	0	1	0	1
Capital Receipts	1	2	0	0	0	3	3	6
<b>Total</b>	<b>24</b>	<b>25</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>72</b>	<b>7</b>	<b>79</b>

Notes to Table:

Column F –reflects the Capital Investment Plan as at quarter three 2012/13 and shows the approved schemes to the extent that funding has been received or confirmed. Where the value of the approved schemes exceeds the known funding, temporary prudential borrowing has been used pending the future receipt of funds, at which point the funding will be swapped.

Column G – reflects the balance on the four year Capital Investment Plan that has not yet been allocated and the expected funding sources that have not yet been confirmed. When funding is confirmed the use of temporary prudential borrowing will be reversed.

## 7.2 Capital Receipts

The Council has received £1.0m capital receipts in the year to date with a few other disposals including proceeds from recent auction disposals “in the pipeline”. All previous receipts prior to 2012/13 had been utilised to fund capital expenditure in 2011/12 so the balance of receipts at the start of the year was nil, leaving a target of £3.2 million over the four years of the Capital Investment Plan.

However the anticipated total resources of £31.4 million used at the Annual Review of the Capital Investment Plan included an assumption of a further £3 million from potential capital receipts; therefore the total target for capital receipts is £6.2 million by 2015/16. Allowing for capital receipts received so far, the remaining target is currently £5.2 million.

The total of over £5m is challenging. However within this total there are a number of expected individual receipts that are individually significant including the Oldway Estate, Brixham Town Square (Tesco) and the old Paignton Library. It is still anticipated that successful marketing of the earmarked sites and the remaining assets on the approved disposal list, along with any other major developments on Council owned land such as the potential Torquay Town Hall car park development, will eventually generate sufficient receipts to meet the overall sales target. The Council’s Asset Rationalisation Board encourages

services to identify surplus assets for disposal and to generate resources to fund investment in the remaining assets.

### 7.3 **S106 Contributions and Community Infrastructure Levy**

To the end of quarter 3 in 2012/13, invoices to a total of £0.170m from S106 income for (non housing) capital purposes were raised to developers. When these funds are received they will be used to support the current funding allocations in the four year Capital Investment Plan and not allocated to new schemes.

7.4 The total cost of the South Devon Link Road scheme and the level of capital income has now been “grossed” up by £2.1m to reflect the Council’s share of the external contributions due from developers in the area. Council in December 2012 approved a reporting that set appropriate rates for contributions for new development to help fund this share. However, as the contributions are not guaranteed, this income target has been shown as being initially financed from prudential borrowing pending the receipt of the contributions.

### 7.5 **Grants**

Since the last Capital monitoring report plan was approved by Council in September 2012 some additional grants have been notified:

Additional 2012/13 capital grant of £0.236m for Disabled Facilities Grants. This is an unringfenced grant which can be used in future years. It will initially be used to support the allocations in the four year Capital Investment Plan and not allocated to new schemes. This is an unringfenced grant although it is intended to support disabled facility grants.

£0.253m capital grant from Dept for Education for Early Education for Two Year Olds has been notified. This is an unringfenced grant which can be used in future years. It will initially be used to support the allocations in the four year Capital Investment Plan and not allocated to new schemes. This is an unringfenced grant although it is intended to support implementation of early education for two year olds.

7.6 In addition as part of the 2013/14 local government finance settlement a number of capital grants have been confirmed.

<b>Govt Department</b>	<b>Grant</b>	<b>2013/14 £m</b>	<b>2014/15 £m</b>
Dept for Transport	Integrated Transport	0.971 *	-
	Highway Capital Maintenance	1.161 *	-
	Additional Highway Maintenance	0.211	0.113
Dept of Health	Community Capacity	0.445 *	0.455 *

Some of these grant allocations, (marked \* above), were estimated and included as part of the resources for future years as part of last year’s annual Capital Investment Plan review so they do not represent additional resources to be added to the Plan, but confirmation of the grants from the respective central government department.



This additional highways maintenance grant, which is an unringfenced grant will be initially used to support the allocations in the four year Capital Investment Plan and not allocated to new schemes.

- 7.7 Announcements for 2013/14 are due for education and Disabled Facilities Grants, but as the time of writing this report these have not yet been announced.

## **8. Prudential Indicators**

- 8.1 The Council set its Prudential Indicators and monitoring arrangements for affordable borrowing in February 2012. The Authorised Limit for External Debt including long term liabilities (the maximum borrowing the Council can legally undertake) and the Operational Boundary (the day-to-day limit for cash management purpose) are monitored on a daily basis by the Executive Head of Finance and reported to Members quarterly.

- 8.2 The limits are as follows

• <b>Authorised Limit</b>	<b>£192 m</b>
• <b>Operational Boundary</b>	<b>£173 m</b>

External Debt, and long term liabilities, such as the PFI liability, as at end of December 2012 was £163 million. No borrowing, or repayment of borrowing, was undertaken during the third quarter of 2012/13. (Note: *In the first week of January, as part of the Council's approved treasury management strategy to reduce the level of external borrowing, £1.4m was repaid to the PWLB reducing the level of external debt and long term liabilities to below £162m*). The current level of debt is within the Operational Boundary and the Authorised Limit set for the year. No management action has been required during the quarter.

- 8.3 The Council's capital expenditure has an overall positive impact on the Council's Balance Sheet. The majority of expenditure in the Capital Investment Plan is on the Council's own assets which will therefore increase the value attached to the Council's fixed assets. This also applies to investment in assets funded from borrowing where the increase in asset value will exceed any increase in the Council's long term liabilities. As at 31 March 2012 the Council's "Non Current Assets" were valued at over £320 million. (Note when Council schools transfer to Academy status the value of the asset is removed from the Council's balance sheet, however the Council remains liable for any outstanding borrowing or other long term liability in relation to the asset being transferred).

## **9 Possibilities and Options**

Council could consider reducing the Capital Investment Plan to reflect any potential reduction in capital receipts or other capital resources.

## **10 Consultation**

Where appropriate individual capital schemes have public consultation and negotiation with stakeholders.



## 11 **Risks**

That capital receipts, other capital contributions such as S106 and Community Infrastructure Levy and future year grant allocations will be not be received to support the plan.

The contingency is approximately 1.6% of total planned expenditure on a total programme of £72 million. There could be inflationary cost pressures on the programme thus increasing expenditure.

## **Appendix**

Annex 1 Capital Investment Plan Budget 2012/13 - 2016/17 (Jan 2013)

# Agenda Item 3k

## Appendix 1

### CAPITAL INVESTMENT PLAN - QUARTER 3 2012/13 - EXPENDITURE

Annex 1

						Revised 4-year Plan Jan 2013					
	Actuals & Commitments 2012/13	Previous (Q2) 2012/13	2012/13 Q3 Adjustments	New Schemes 2012/13	Total 2012/13 Revised	2013/14	2014/15	2015/16	2016/17	Total for Plan Period	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
<b>Old Funding Regime (pre 12/13)</b>											
<b>Adults &amp; Resources</b>											
Mental Health Care Initiatives	0	22	0	0	22	0	0	0	0	22	
Various ICT Improvements	50	53	0	0	53	0	0	0	0	53	
	50	75	0	0	75	0	0	0	0	75	
<b>Childrens, Schools &amp; Families</b>											
Asbestos Removal	4	14	0	0	14	0	0	0	0	14	
Barton Primary Cap Project	1,559	1,657	350	0	2,007	2,050	140	50	0	4,247	
Capital Repairs & Maintenance 2011/12	109	299	0	0	299	0	0	0	0	299	
Childrens Centres	24	58	0	0	58	350	0	0	0	408	
Combe Pafford Construction Workshop	10	10	0	0	10	0	0	0	0	10	
Curledge St - Remodelling	791	785	0	0	785	30	0	0	0	815	
Education Review Projects	18	33	(13)	0	20	300	0	0	0	320	
EOTAS Halswell House	3	2	0	0	2	0	0	0	0	2	
Foxhole Community Multi Use Games Area	32	27	4	0	31	0	0	0	0	31	
Foxhole Schools - Amalgamation	7	43	0	0	43	0	0	0	0	43	
Minor Adaptations Childcare	85	82	13	0	95	0	0	0	0	95	
My Place Parkfield	76	56	0	0	56	0	0	0	0	56	
Oldway Primary Disabled Changing Rooms	37	43	2	0	45	0	0	0	0	45	
Paignton Community Sports College - Astro turf pitch	33	1	0	0	1	0	0	0	0	1	
Paignton Community Sports College Mobile Replce 14-19 Project	136	232	0	0	232	0	0	0	0	232	
Preston Primary - ASD Unit	717	863	0	0	863	16	0	0	0	879	
Primary Places 2011/12	3	87	(26)	0	61	0	0	0	0	61	
Roselands - Remodelling	19	0	19	0	19	0	0	0	0	19	
School Security	6	14	0	0	14	0	0	0	0	14	
Short Breaks for Disabled Children	14	39	0	0	39	0	0	0	0	39	
Special Education Needs - reactive works	0	32	0	0	32	0	0	0	0	32	
Torquay Community College Re-build (Building Schools for the Future)	(179)	256	0	0	256	0	0	0	0	256	
Westlands 14-19 Project	403	461	0	0	461	0	0	0	0	461	
Youth Modular Projects	0	51	0	0	51	0	0	0	0	51	
	3,907	5,145	349	0	5,494	2,746	140	50	0	8,430	
<b>Place &amp; Resources</b>											
Babbacombe Beach Road	0	0	0	0	0	70	0	0	0	70	
Barton Gas Safety Works	0	1	(1)	0	0	0	0	0	0	0	
Barton Infrastructure	0	0	0	0	0	105	0	0	0	105	
Barton Playing Fields	12	11	0	0	11	0	0	0	0	11	
Cliff Stabilisation	4	0	0	0	0	0	0	0	0	0	
Enhancement of Development sites	3	75	(65)	0	10	140	59	0	0	209	
Former B&Q site Torre (24 units)	0	0	0	0	0	858	0	0	0	858	
Haldon Pier - Structural repair Phase I/2	155	815	0	0	815	250	0	0	0	1,065	
Harbour Bxm Development Phase 1&2 ( Quay & Buildings)	181	231	35	0	266	0	0	0	0	266	
Highway Capital Maintenance annual programme	0	0	0	0	0	0	0	0	0	0	
Integrated Transport programme	432	545	0	0	545	0	0	0	0	545	
Housing - Advances Budget to be allocated	0	27	0	0	27	75	0	0	0	102	
NGP - Great Parks Access	25	66	(20)	0	46	421	0	0	0	467	
NGP - HCA Match Land Acquisitions	24	591	0	0	591	721	0	0	0	1,312	
NGP - Strategic Cycleway	21	187	0	0	187	0	0	0	0	187	
NGP - Torbay Innovation Centre Ph 3	0	0	0	0	0	498	0	0	0	498	
NGP - Windy Corner Junction	0	1	0	0	1	0	0	0	0	1	
Paignton Geoplay Park	139	131	0	0	131	0	0	0	0	131	
Sanctuary HA - Hayes Road	0	0	0	0	0	250	0	0	0	250	
Sanctuary HA - Raleigh Ave (4 units)	0	16	0	0	16	0	0	0	0	16	
Sanctuary HA - Royal Standard Hele Rd (2 units)	0	0	0	0	0	30	0	0	0	30	
Sea Change - Cockington Court	51	77	0	0	77	0	0	0	0	77	
Sovereign HA - Beechfield (102 units)	4	0	0	0	0	140	0	0	0	140	
Torbay Enterprise Project	0	0	0	0	0	250	0	0	0	250	
Westcountry HA - Preston Down Road (12 units)	0	0	0	0	0	25	25	0	0	50	
	1,050	2,774	(51)	0	2,723	3,833	84	0	0	6,640	
<b>Public Health</b>											
Insulation Scheme	0	30	(20)	0	10	20	0	0	0	30	
Private Sector Renewal	82	170	(28)	0	142	28	0	0	0	170	
	82	200	(48)	0	152	48	0	0	0	200	
	5,089	8,194	250	0	8,444	6,627	224	50	0	15,345	
<b>New Funding Regime (12/13 onwards)</b>											
<b>Childrens, Schools &amp; Families</b>											
Capital Repairs & Maintenance 2012/13	38	240	0	0	240	150	100	100	0	590	
Cockington Primary expansion	152	255	(40)	0	215	2,240	1,000	45	0	3,500	
Ellacombe Primary expansion	1	0	0	0	0	0	600	0	0	600	
Mayfield expansion	1,061	1,309	0	0	1,309	20	0	0	0	1,329	
Roselands Primary expansion	44	129	(60)	0	69	425	6	0	0	500	
Schools Access	63	98	0	0	98	0	0	0	0	98	
Torre CoE Primary expansion	42	85	0	0	85	800	550	15	0	1,450	
Warberry CoE Primary expansion	177	439	(50)	0	389	1,290	21	0	0	1,700	
Whiterock Primary expansion	1	0	0	0	0	0	0	0	0	0	
	1,578	2,555	(150)	0	2,405	4,925	2,277	160	0	9,767	
<b>Place &amp; Resources</b>											
Affordable Housing	0	0	0	0	0	145	0	0	0	145	

	Revised 4-year Plan Jan 2013									
	Actuals & Commitments 2012/13 Qtr 3	Previous (Q2) 2012/13	2012/13 Q3 Adjustments	New Schemes 2012/13	Total 2012/13 Revised	2013/14	2014/15	2015/16	2016/17	Total for Plan Period
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Flood Defence schemes (with Env Agency)	0	0	0	0	0	0	155	0	0	155
Livermead Sea Wall structural repair	17	352	0	0	352	0	0	0	0	352
Manscombe Quarry Cliff stabilisation	0	0	(90)	128	38	90	0	0	0	128
Meadfoot Sea Road Cliff stabilisation	0	0	0	20	20	0	0	0	0	20
Oldway Estate works	0	0	0	0	0	400	0	0	0	400
Paignton Community Library	15	0	0	0	0	0	0	0	0	0
Princess Pier - Structural repair (with Env Agency)	0	0	0	0	0	0	1,850	0	0	1,850
Princess Promenade Phase 3	0	200	(100)	0	100	100	0	0	0	200
Riviera Centre renewal	63	138	0	0	138	0	0	0	0	138
Social Care - Hollacombe CRC	0	60	0	0	60	0	0	0	0	60
SWIM Torquay - improve facilities	15	100	(80)	0	20	580	0	0	0	600
Torre Abbey Renovation - Phase 2	3,900	2,969	0	0	2,969	1,237	0	0	0	4,206
Transport Gateway Enhancement	40	100	0	0	100	0	0	0	0	100
Transport Integrated Transport Schemes	102	333	0	0	333	575	575	620	0	2,103
Transport Structural Maintenance	560	840	0	100	940	840	840	840	0	3,460
Transport Western Corridor	0	250	(150)	0	100	150	0	0	0	250
<b>Public Health</b>	4,711	5,342	(420)	248	5,170	4,117	3,420	1,460	0	14,167
Disabled Facilities Grants	306	1,056	(425)	0	631	425	0	0	0	1,056
	306	1,056	(425)	0	631	425	0	0	0	1,056
Govt Dept Non-ringfenced grants to be allocated to Projects	0	0	(253)	253	0	253	0	0	0	253
	6,595	8,953	(1,248)	501	8,206	9,720	5,697	1,620	0	25,243
<b>New Ring Fenced or Specific Funding (12/13)</b>										
<b>Adults &amp; Resources</b>										
Corporate Telephony System	0	205	0	0	205	0	0	0	0	205
	0	205	0	0	205	0	0	0	0	205
<b>Childrens, Schools &amp; Families</b>										
Devolved Formula Capital	740	576	0	0	576	500	0	0	0	1,076
	740	576	0	0	576	500	0	0	0	1,076
<b>Place &amp; Resources</b>										
DfT Better Bus Areas	27	115	(50)	0	65	450	0	0	0	515
DfT Local Sustainable Transport Fund (Ferry/Cycle)	10	900	(300)	0	600	595	295	0	0	1,490
Torbay Leisure Centre - structural repairs	544	544	0	0	544	0	0	0	0	544
Transport Structural Maintenance		0	0	0	0	0	0	0	0	0
Env Agency - Colin Road Culvert Replacement	0	0	0	74	74	0	0	0	0	74
TCCT - release of land at Occombe Cross	0	0	0	65	65	0	0	0	0	65
<b>Public Health</b>										
Green Deal Fuel Poverty Fund	0	0	0	524	524	0	0	0	0	524
	581	1,559	(350)	663	1,872	1,045	295	0	0	3,212
	1,321	2,340	(350)	663	2,653	1,545	295	0	0	4,493
<b>Prudential Borrowing Schemes</b>										
<b>Place &amp; Resources</b>										
Beach Huts Acquisitions (Broadsands)	0	100	0	0	100	0	0	0	0	100
Council Fleet Vehicles	91	341	(250)	0	91	250	0	0	0	341
Empty Homes Scheme	0	0	0	0	0	75	200	225	0	500
Office Rationalisation Project Ph 2 - Project Remainder	1,267	2,546	(500)	0	2,046	500	0	0	0	2,546
On Street Parking meters	38	241	(182)	0	59	182	0	0	0	241
Princess Promenade (Western Section) Repairs	525	2,066	(100)	0	1,966	600	0	0	0	2,566
South Devon Link Rd - Council contribution	(11)	0	0	0	0	4,822	2,147	7,324	4,699	18,992
Torre Abbey Pathway	1	0	0	50	50	0	0	0	0	50
	1,912	5,294	(1,032)	50	4,312	6,429	2,347	7,549	4,699	25,336
	1,912	5,294	(1,032)	50	4,312	6,429	2,347	7,549	4,699	25,336
<b>Contingency</b>										
General Capital Contingency	0	51	(51)	0	0	1,080	51	0	0	1,131
	0	51	(51)	0	0	1,080	51	0	0	1,131
<b>TOTALS</b>	<b>14,917</b>	<b>24,832</b>	<b>(2,431)</b>	<b>1,214</b>	<b>23,615</b>	<b>25,401</b>	<b>8,614</b>	<b>9,219</b>	<b>4,699</b>	<b>71,548</b>
<b>CAPITAL INVESTMENT PLAN - QUARTER 3 2012/13 - FUNDING</b>										
Supported Borrowing		1,048	0	0	1,048	207	0	0	0	1,255
Unsupported Borrowing		6,196	(962)	158	5,392	8,894	4,530	8,899	4,699	32,414
Grants		14,917	(758)	851	15,010	12,968	3,749	95	0	31,822
Contributions		327	(150)	42	219	691	25	0	0	935
Reserves		274	99	30	403	789	51	0	0	1,243
Revenue		40	0	100	140	75	200	225	0	640
Capital Receipts		2,030	(660)	33	1,403	1,777	59	0	0	3,239
<b>Total</b>		<b>24,832</b>	<b>(2,431)</b>	<b>1,214</b>	<b>23,615</b>	<b>25,401</b>	<b>8,614</b>	<b>9,219</b>	<b>4,699</b>	<b>71,548</b>



# Torbay Budget Consultation 2013-14 Report

January 2013

Event and Budget Simulator Feedback  
Survey Results

Number of questionnaires returned:

Method	Number of questionnaires returned	Percent of responses
Paper	157	45.4%
Internet	189	54.6%
<b>Total</b>	<b>346</b>	<b>100.0%</b>
<b>ViewPoint Respondents</b>	<b>258</b>	<b>74.1%</b>

The consultation opened in September 2012 and was closed on 21 January 2013

Policy, Performance and Review Team

Torbay Council

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# 1. Introduction

The Mayor announced his draft budget for 2013/14 at the beginning of December which included a number of proposals for savings across all Council departments. Details of these proposals were published online, along with a series of service reviews which outlined details of what services do and how much they cost to run.

In proposing the budget for 2013/14 Torbay Council faces an unprecedented challenge. The Council, along with all local authorities, is entering the third year of the Government's Comprehensive Spending Review. For local government this means a reduction of 28% in Government funding over the four year period. Torbay Council needs to find up to £10million through a mixture of service savings, further efficiencies and increases in income.

The majority of the proposed savings are being found within re-structures and internal efficiencies, however, some services may need to be reduced, delivered in a different way, or some may stop altogether. It is these proposals that the public were asked to comment on.

# 2. Methodology

Consultation activity on the budget for 2013/14 was launched in September 2012 with an event. Members of the public and representatives from a variety of organisations were invited to attend. This event gave attendees the opportunity to hear from the Mayor about his priorities and about the challenge the local authority faces in setting future budgets. Attendees were then asked to consider how they would save £8million across Council services. The aim of the event was to raise awareness of the challenge faced by the local authority.

In September 2012 an online budget simulator was also developed which allowed members of the public the opportunity to 'balance' their own Council budget. The simulator was programmed to ensure that members of the public had to find £8million savings. The budget simulator was promoted through the press, social media (Twitter and Facebook) and via our own website.

An initial questionnaire was published online in September 2012, this did not include any details of the proposals but allowed members of the public to say what they felt the most important services were as well as those services which where they felt savings could be made. This initial stage consultation was promoted through the press, social media and our website. We also contacted partners on our stakeholder database to let them know about the survey.

In December 2012, the Mayor announced his draft budget proposals which outlined details of savings across departments. Following this announcement the survey was updated with details of the draft budget and it was promoted again. The Council's ViewPoint panel were also invited to complete the survey and paper copies were made available on libraries and connections offices across Torbay.

The questionnaire closed on Monday 21 January 2013.

- Over 40 members of the public attended the consultation launch event in September
- 47 members of the public took part in the budget simulator
- 346 responses were received to the questionnaire, of which 258 were ViewPoint Panel members.

## **3. Summary of results**

### **3.1 Event and Budget Simulator Feedback**

- At the event held in September 2012, there was some support for raising Council Tax and a variety of savings were suggested across all Council departments.
- Through the online budget simulator, respondents suggested smaller reductions in children's services and larger reductions for environmental policy and development and conservation.

### **3.2 Survey Feedback**

- Respondents feel that adult social care, waste and cleaning and children's services are the most important services
- Respondents felt that savings could be made in arts and culture, parking and the Economic Development Company.
- There was a fairly balanced view in relation to raising Council Tax, with 51.3% of respondents saying they would choose the Government's offer of a one-grant if Council Tax was frozen.
  
- Most respondents (78.5%) support limiting the period of time for which community alarms are paid for to three months.
- Most respondents (78.4%) support reducing community protection.
- Most respondents (75.0%) support reducing the beach season.
- More than half of respondents (67.0%) support stopping the Brixham park and ride.
- Nearly all respondents (86.9%) support replacing the ring and ride service with other forms of transport.
- Less than half of respondents (45.4%) support reducing support for subsidised bus routes
- Most respondents (73.8%) support reducing the book fund.

## 4. Results – Event and Budget Simulator

### 4.1 Event

An event was held in September 2012 to launch the consultation on the budget for 2013/14. The event launched the first stage of the consultation which was promoted as more of a conversation with the public about the challenge faced by the local authority.

More than 40 members of the public attended the event. The Mayor outlined his priorities and the financial pressures which the local authority will face over the next few years.

Attendees at the event were then asked as part of a round table discussion to consider the Council's budget and identify where they would save £8million across services. They were also given the option to increase charges and Council Tax to reduce the impact of the cuts. In undertaking the round table discussion, attendees were provided with information about services, including how much it costs to run those services.

The aim of the event was to raise awareness of the challenge the Council faces, but also to highlight that in trying to find £8 to £10million in savings, elected members may have to make difficult decisions about some services.

Key feedback from the event and the round table discussion included:

- Some support for increasing Council Tax
- There was some support for looking into other ways in which the Council can generate income
- All tables found it difficult to find the £8million in savings they were asked to find, not one group were able to find the total amount.

The table below outlines the current budget for services along with the savings attendees identified through the round table discussion:

	Current Budget	Savings suggested from / to
Adult Social Care	£42,300,000	£600,000 - £1,500,000
Supporting People	£5,300,000	£50,000 - £500,000
Children's - Family Services	£6,000,000	£300,000 - £550,000
Children's - Safeguarding	£13,700,000	£50,000 - £900,000
Safer Communities	£837,000	£50,000 - £500,000
Community Protection, Food Safety, Licensing and Trading Standards	£1,200,000	£50,000 - £100,000
Libraries	£1,500,000	£50,000 - £200,000
Supporting Arts & Culture	£768,000	£50,000 - £550,000
Highways	£4,300,000	£300,000 - £550,000
Parks, Open Spaces, Beaches and Sport	£2,900,000	£50,000 - £600,000
Public Toilets	£930,000	£100,000 - £600,000
Economic Development Company	£1,900,000	£250,000 – £550,000
Environmental Policy	£1,100,000	£100,000 - £350,000
Development and Conservation	£253,000	£250,000
Waste and Cleaning	£11,100,000	£50,000 - £1,000,000



## 4.2 Budget Simulator

As part of the consultation an online budget simulator was developed which gave members of the public to 'balance their own Council budget'. This was programmed to ensure that those using the simulator had to find £8million savings across Council departments. This also offered the opportunity to raise Council Tax and consider alternative forms of income generation.

Although only 47 people took part in the budget simulator, it is important to present their feedback as part of this consultation.

The table below outlines the average budget change which respondents wanted to see by each department. Key findings include:

- Smaller reductions for Children's Services (between 4.7% and 5%)
- Larger reductions in Environmental Policy, Development and Conservation (around 14.5%).

	Average Budget Change
Adults	-10.8%
Children's - Family Services	-5.0%
Children's - Safeguarding	-4.7%
Safer Communities	-11.2%
Community Protection, Food Safety, Licensing & Trading Standards	-11.7%
Economic Development Company	-11.2%
Libraries	-10.3%
Supporting Arts & Culture	-11.2%
Highways	-8.0%
Parks & Open Spaces, Beaches & Sport	-9.9%
Public Toilets	-9.0%
Supporting People	-10.1%
Environmental Policy	-14.5%
Development & Conservation	-14.8%
Waste & Cleaning (TOR2)	-11.5%

There was also support for increasing charges by 5%, particularly within beach hut income and registrar's income (77% and 74% respectively). Please see table below.

	Number	Percent
5% increase in parking income	18	38%
5% increase in beach hut income	36	77%
5% increase in registrar income	35	74%
5% increase in sports pitches income	27	57%

## 5. Results - Survey

### 5.1 Services which respondents feel are the most important in Torbay

Respondents were asked to state which services (up to three) which they felt were the most important. The table below shows:

- Almost two thirds (64.1%) of respondents felt that Adult Social Care is important
- Two fifths (40.6%) felt Waste and Cleaning services are important
- Just over a third (38.8%) felt that Children's Services is important.
- A small number (2.6%) felt that supporting Arts and Culture is important.

#### Q1) Of the following services which three do you feel are the most important in Torbay?

	Number	Percent
Adult Social Care (Including: Residential and Nursing Home Provision; Domiciliary and Day Care Services; Disability Services; Mental Health Services; Support to Carers)	218	64.1%
Waste and Cleaning	138	40.6%
Children's Services (Including: Family Services, Safeguarding)	132	38.8%
Highways	93	27.4%
Parks & Open Spaces, Beaches & Sport	85	25.0%
Safer Communities	65	19.1%
Public Toilets	51	15.0%
Supporting People	42	12.4%
Libraries	39	11.5%
Economic Development Company	34	10.0%
Community Protection, Food Safety, Licensing & Trading Standards	28	8.2%
Parking (Including: Parking Enforcement)	24	7.1%
Development and Conservation	22	6.5%
Environmental Policy	20	5.9%
Supporting Arts and Culture	9	2.6%

### 5.2 Services where respondents felt savings could be made

Respondents were also asked to tell us from which three services they felt savings could be made. The table below shows:

- Over a half (57.1%) felt savings could be made in Supporting Arts and Culture
- Over a third (38.7%) felt savings could be made in Parking
- Just over a third (34.2%) felt savings could be made in the Economic Development Company
- Of the important services identified in question one, 13.4% of respondents felt that savings could be made in Adult Social Care while 7.1% of respondents felt savings could be made in Waste and Cleaning.
- A small number (4.8%) felt that savings could be made in Public Toilets.

**Q2) Please tell us the three services where you feel that savings could be made?**

	Number	Percent
Supporting Arts and Culture	192	57.1%
Parking (Including: Parking Enforcement)	130	38.7%
Economic Development Company	115	34.2%
Development and Conservation	75	22.3%
Community Protection, Food Safety, Licensing & Trading Standards	72	21.4%
Libraries	66	19.6%
Environmental Policy	63	18.8%
Adult Social Care (Including: Residential and Nursing Home Provision; Domiciliary and Day Care Services; Disability Services; Mental Health Services; Support to Carers)	45	13.4%
Parks & Open Spaces, Beaches & Sport	44	13.1%
Children's Services (Including: Family Services, Safeguarding)	42	12.5%
Supporting People	37	11.0%
Safer Communities	26	7.7%
Highways	25	7.4%
Waste and Cleaning	24	7.1%
Public Toilets	16	4.8%

### 5.3 Income

The survey gave respondents the opportunity to consider income through Council Tax. The question outlined the Government's offer of a one-off grant for freezing Council Tax which for Torbay is the equivalent of a 1% increase (£600,000) or the alternative option to increase Council Tax by 2% which would generate £1,200,000.

**Q3) How much do you feel we should increase Council Tax by?**

	Number	Percent
<b>0%</b> (accepting one-off the Government grant which would give us £600,000)	158	51.3%
<b>2%</b> (£1,200,000 income. An increase of £25.22 per year or £0.49 per week)	150	48.7%
<b>Total</b>	<b>308</b>	<b>100.0%</b>

There is a fairly balanced view in relation to Council Tax increases, 51.3% of respondents saying they would accept the Government's grant, while 48.7% would increase Council Tax by 2%.

## 5.4 Adult Social Care Proposals

The survey gave respondents the opportunity to consider the Community Alarms proposal for Adult Social Care. Respondents were giving the following information to outline what the proposal means:

- Limit the provision of community alarm call service by providing alarms free of charge for 3 months unless there are exceptional circumstances
- The proposal is expected to save £25,000.

Respondents were then asked to state whether they agreed with this proposal.

### Q4) Do you support this proposal?

	Number	Percent
Yes	230	78.5%
No	63	21.5%
<b>Total</b>	<b>293</b>	<b>100.0%</b>

The majority (78.5%) of respondents support the proposal to reduce the Adult Social Care budget by only paying for community alarms for three months.

There is little difference in the proportions of respondents who support this proposal between those with a disability (79.6% in support) and those without a disability (78.1% in support).

Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the table below:

	Comments made by respondents
<b>£25,000 small amount of money</b>	<p><i>"£25,000 is such a small percentage of £43 million it is almost negligible surely another service less important could provide with £25,000 savings."</i></p> <p><i>"The saving is £25,000 - a drop in the ocean, and it defeats the purpose of services provided."</i></p>
<b>Concern about service after 3 months</b>	<p><i>"What happens after 3 months? Surely people who have these alarms need them it's not a toy for fun."</i></p> <p><i>"I assume you mean that after 3 months there is either no cover or people pay for it. I feel that the provision of a full time alarm cover is important for emergencies and for people to feel safe by knowing that they can always call for help."</i></p> <p><i>"Community alarms are used by some of the most vulnerable and many will go without if they have to pay after 3 months".</i></p>
<b>Withdrawing would increase the cost of healthcare</b>	<p><i>"Community alarms saves lives - e.g. It enables vulnerable elderly people to alert services when they have fallen and are unable to move, thus reducing hospital admissions and highlighting vulnerable adults to health and social care team members."</i></p> <p><i>"This will increase costs for health and social care services who will have increased callouts due to accidents etc, not to mention increasing risk of vulnerable people coming to harm."</i></p>

## 5.5 Community Safety Proposals

The survey gave respondents the opportunity to consider the proposals for Community Safety. Respondents were giving the following information to outline what the proposals means:

- A reduction in the amount of contaminated land and air pollution work undertaken
- The prioritisation of dealing with complaints received based on risk and vulnerability (e.g. relating to noise, anti social behaviour)
- A reduction in the number of Street Wardens (currently vacant posts exist)
- The proposal is expected to save £89,000.

### Q5) Do you support this proposal?

	Number	Percent
Yes	228	78.4%
No	63	21.6%
<b>Total</b>	<b>291</b>	<b>100.0%</b>

Most respondents (78.4%) support the proposal to reduce the community protection budget by reducing the amount of work carried out on pollution, prioritising services to vulnerable people and reducing the number of street wardens.

Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the table below:

	Comments made by respondents
<b>Anti-Social Behaviour / Social Issues</b>	<p><i>"Anti social (behaviour) is not an area we should compromise on! We should continue to clamp down on those that knowingly have a detrimental impact on the lives of decent people/citizens. This has a wide ranging impact on the individuals and the community as a whole."</i></p> <p><i>"Noise can be awful in some areas: loud music, all night parties; on the way home from the pub or domestic disputes. If people cannot go out at night we become trapped in our houses and feel unsafe walking around (only in certain areas)."</i></p> <p><i>"The coming months are likely to see an increase in social issues impacting on our most deprived communities. Reducing support in our communities will cost more in the long term."</i></p>
<b>Have never seen / rarely seen Street Warden</b>	<p><i>"I rarely see a street warden on our streets, already this net budget is not sufficient for our needs."</i></p> <p><i>"I have complained of noisy neighbours in the past. We / I have never seen a street warden."</i></p> <p><i>"What do "street wardens" do? I am not aware of ever having seen one. So maybe I can say "yes" to the proposal to reduce their number!"</i></p>
<b>Environmental protection</b>	<p><i>"We need these services badly these days especially the air pollution work and contaminated land."</i></p> <p><i>"False economy if result is a rise in air pollution and anti social behaviour."</i></p> <p><i>"A reduction in the amount of contaminated land and air pollution work undertaken would increase the health risk to people."</i></p>

## 5.6 Residents and Visitor Services Proposals

### 5.6.1 Beach Services

The survey gave respondents the opportunity to consider the proposal for Beach Services. Respondents were giving the following information to outline what the proposal means:

- Reduce the beach season to 12 weeks (i.e. no beach attendants), from mid June to mid September instead of April to mid September
- The proposal is expected to save £142,000.

#### Q6.1) Do you support this proposal?

	Number	Percent
Yes	222	75.0%
No	74	25.0%
<b>Total</b>	<b>296</b>	<b>100.0%</b>

Most respondents (75.0%) supported this proposal.

Respondents who said no, they did not support the proposal were asked to say why they didn't support it. The main issue in relation to beach services was the impact on tourism; examples of these are outlined in the table below:

	Comments made by respondents
<b>Impact on tourism</b>	<p><i>"Blue flag beaches are essential for the economy and to bring visitors to the region. If services are cut it will be a short term gain. If visitors stop coming we will be much worse off as a region."</i></p> <p><i>"Clean safe beaches are essential to tourism in Torbay."</i></p> <p><i>"This is a holiday "coastal" resort. How can the council make great claims about the number of blue flag beaches, then consider this proposal? Surely it will only mean fewer visitors."</i></p> <p><i>"Visitors are the life blood of the bay. Any measure that reduces facilities or adverse publicity must be avoided."</i></p> <p><i>"Not enough is done as it is, we used to be the place to come to, now we have very few amenities for visitors &amp; locals as it is."</i></p> <p><i>"With no industry or secure commercial infrastructure in Torbay we rely heavily on tourism. Our beaches are free to all and in my view every effort should be made to make our tourist's stay comfortable and as safe as possible."</i></p> <p><i>"Locals and tourists use the beaches all year but particularly from April until October and the beaches should be supervised and cleaned every day during this period."</i></p>

## 5.6.2 Brixham Park and Ride

The survey gave respondents the opportunity to consider the proposal for Brixham Park and Ride. Respondents were giving the following information to outline what the proposal means:

- Stop the Brixham Park & Ride service
- The proposal is expected to save £20,000.

### Q6.2) Do you support this proposal?

	Number	Percent
Yes	197	67.0%
No	97	33.0%
<b>Total</b>	<b>294</b>	<b>100.0%</b>

Two thirds of respondents (67%) supported the proposal to stop the Brixham Park and Ride Service.

Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the table below:

	Comments made by respondents
<b>Increased traffic congestion</b>	<p><i>"Brixham is heavily congested during the summer months. Any strategy which helps to combat the clogging of ingress and egress roads and associated noise and pollution has to be beneficial to both visitors and residents."</i></p> <p><i>"I feel the park and ride greatly reduces congestion in Brixham during the peak season. I do however agree that outside of the school holiday periods it seems to be largely unused so it may be better to limit it to school holidays only. This should save approx 50% of the money without greatly affecting the area."</i></p> <p><i>"No park and ride will increase traffic into Brixham and thus having an effect on number of visitors to the bay."</i></p>
<b>Impact on parking</b>	<p><i>"It saves car pollution coming into the town, a little money for buses, and car parks it helps with locals getting into car parks etc."</i></p> <p><i>"Parking in Brixham is already a big enough problem. This proposal would only make matters worse."</i></p> <p><i>"As car parking is a contentious issue in Brixham there should be support for local traders i.e. park and ride so that Brixham does not become a ghost town, no park and ride will inevitably mean fewer visitors"</i></p> <p><i>"There is insufficient parking in Brixham during the summer months and you cannot stay in the car parks all day. to stop the park and ride service would mean that visitors either drive out of Brixham having not found a parking space and/or stay only a short time and so do not spend money there."</i></p>
<b>Impact on visitor numbers</b>	<p><i>"No-one will visit Brixham, loss of revenue to shops, cafe's etc, we will be virtually cut off from Torbay."</i></p> <p><i>"Brixham is a tourist hot spot parking is limited stopping the park and ride could harm tourism a major money earner for the area."</i></p> <p><i>"Surely Brixham will lose even more visitors."</i></p>



### 5.6.3 Ring and Ride Service

The survey gave respondents the opportunity to consider the proposal for the Ring and Ride Service. Respondents were giving the following information to outline what the proposal means:

- Replace the Ring & Ride service with alternative forms of transport
- The proposal is expected to save £50,000.

#### Q6.3) Do you support this proposal?

	Number	Percent
Yes	252	86.9%
No	38	13.1%
<b>Total</b>	<b>290</b>	<b>100.0%</b>

Nearly all respondents (86.9%) support replacing the Ring and Ride service with alternative forms of transport.

There is little difference in the proportions of respondents who support this proposal between those with a disability (83.7% in support) and those without a disability (88.5% in support).

Respondents who said no, they did not support the proposal were asked to say why they didn't support it. The main issue in relation to this proposal was the impact on more vulnerable people especially older people and those who are disabled, examples of these are outlined in the table below:

	Comments made by respondents
<b>Impact on older people / those with a disability</b>	<p><i>"The ring and ride provides simple (and learnt) access to the community for those who may not have any other forms of mobility. to make these people learn an alternative transport structure will bring stress to individuals."</i></p> <p><i>"What happens about people in wheelchairs who don't drive because of medical conditions need to get to hospitals; day centres; meeting like minded people?"</i></p> <p><i>"In many parts of Torquay there are elderly people who do not have easy access to bus routes."</i></p> <p><i>"I believe a lot of older people with no transport use this service and it is like a lifeline for them. Bus services have reduced to areas away from the town centre and taxis are very expensive. Many elderly people just cannot afford them and are just stuck in their homes relying on friends or good neighbours."</i></p>

Some respondents felt that they were not able to make an informed decision as were the alternative means of transport were not detailed, as highlighted by the comments below:

*"Depends what 'alternative transport' means - most probably it will mean no transport."*

*"What alternatives do you propose? Will they be convenient to users?"*

*"What alternative forms of transport? Until this is known I cannot say yes or no."*



## 5.6.4 Subsidised Bus Routes

The survey gave respondents the opportunity to consider the proposal for subsidised bus routes. Respondents were giving the following information to outline what the proposal means:

- Reduce subsidised bus routes, which may mean providers stop some routes
- The proposal is expected to save £35,000.

### Q6.4) Do you support this proposal?

	Number	Percent
Yes	134	45.4%
No	161	54.6%
<b>Total</b>	<b>295</b>	<b>100.0%</b>

Less than half of respondents (45.4%) supported this proposal.

There is little difference in the proportions of respondents who support this proposal between those with a disability (42.4% in support) and those without a disability (46.5% in support).

Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the table below:

	Comments made by respondents
<b>Impact on more vulnerable people</b>	<p><i>"You will only save peanuts and condemn many old or disabled people who live on hills or estates on the edge of town to rely on taxi's or become home bound - this will hit the poorest in our town as usual."</i></p> <p><i>"It would depend on the routes to be cut and the way the subsidy is paid. Getting people off the roads is good in lots of ways. Isolating communities especially if they have a high proportion of vulnerable people helps nobody and ends up putting extra demands on other services."</i></p> <p><i>"There is a high population of elderly in Torbay and they have retired here for a reason. To stop their bus fares would be detrimental to culture within the over 65's."</i></p> <p><i>"Elderly people probably use these routes and it is important for them to have the continued access - especially if they do not drive."</i></p> <p><i>"Some elderly will become isolated"</i></p>
<b>Impact environment</b>	<p><i>"Everyone is expected to use more public transport to reduce emissions and help environment etc!"</i></p> <p><i>"I thought we were trying to encourage people to use public transport. if anything we should be increasing the service and reducing prices to make this service attractive and cost effective to the public."</i></p>
<b>Lack of alternative form of transport</b>	<p><i>"This would be hard on people with no other means of transport."</i></p> <p><i>"Lots of people are dependent on buses and also we need to give alternatives to car use. Bus routes should be as extensive as possible. It would be better for there to be a charge for bus passes for people with an adequate income."</i></p> <p><i>"Some bus routes are vital for those without other means of transport."</i></p>

### 5.6.5 Book Fund

The survey gave respondents the opportunity to consider the proposal for the Book Fund. Respondents were giving the following information to outline what the proposal means:

- A reduction in the book fund will mean that the libraries will not buy as many new books
- The availability of educational / specialised literature maybe reduced
- The proposal is expected to save £50,000.

#### Q6.5) Do you support this proposal?

	Number	Percent
Yes	220	73.8%
No	78	26.2%
<b>Total</b>	<b>298</b>	<b>100.0%</b>

The majority of respondents (73.8%) supported the proposal to reduce the book fund.

Respondents who said no, they did not support the proposal were asked to say why they didn't support it. The main issue in relation to this proposal was in relation to the educational benefits libraries offer, examples of these are outlined in the table below:

	Comments made by respondents
<b>Educational impact</b>	<p><i>"Many of the foreign students who visit Torbay like to visit the libraries and use the educational resources."</i></p> <p><i>"Libraries &amp; learning are important and should be promoted better than they are."</i></p> <p><i>"Books are important for education and leisure"</i></p> <p><i>"Elderly people probably use these routes and it is important for them to have the continued access - especially if they do not drive."</i></p> <p><i>"Some elderly will become isolated"</i></p> <p><i>"The stocking of libraries is important for those unable to access books for themselves, particularly educational material."</i></p>

General comments were received about library provision and these have been forwarded on to the relevant department.

## 5.7 Further Suggestions for Savings or Income

Respondents were given the opportunity to outline any ideas they had for finding alternative or additional savings or generating income.

### 5.7.1 Savings

Comments regarding alternative or additional savings have been grouped by theme and examples outlined in the table below.

	Comments made by respondents
<b>Reduce staff numbers</b>	<p><i>"Reduce the hiring of consultants in favour of council officers doing the work they are paid for or reduce staff numbers."</i></p> <p><i>"Reduce the number of typists in the pool who normally are vastly underworked."</i></p> <p><i>"Get rid of dog wardens, put some of their duties to parking wardens."</i></p>
<b>Reducing council staff wages</b>	<p><i>"A reduction of the salaries and pensions paid in accordance with the reductions being experienced in the private sector."</i></p> <p><i>"Salaries of higher paid council staff are too high - any staff member of £50k + should have a pay freeze for the next 5 years."</i></p> <p><i>"Too many people who are employed by the council are receiving large salaries"</i></p>
<b>Councillor number and allowances</b>	<p><i>"A councillor's job used to be a voluntary one, yet year on year rises in councillors' wages increase, why?"</i></p> <p><i>"But Torbay does not need a mayor and I feel his salary would be better invested into the communities of Torbay"</i></p> <p><i>"Stop paying politicians for holding office in Torbay; return to expense only payments"</i></p> <p><i>"Reduce the number of meetings, in the chambers over subject, such as planning - this would reduce the expenses of councillors who can claim for each attendance. Perhaps streamline the regulations &amp; clarify them - expensive in the short term but savings on expenses would level this out!"</i></p>
<b>Council Initiatives</b>	<p><i>"Don't spend money on projects which are then dismantled 6 months down the line i.e. The renovation of the top of the banjo last year &amp; now it is being demolished."</i></p> <p><i>"Stop buying palm trees @£20,000! This is nothing more than a very expensive gimmick which will bring no tangible benefit to Torbay."</i></p> <p><i>"Do not go ahead with the expansion of Torbay harbour it will be a waste of money and damage the environment."</i></p>
<b>Roadworks</b>	<p><i>"Stop putting in more traffic lights at Tweenaway, Roselands, South Devon College etc and use cheaper and more efficient roundabouts."</i></p> <p><i>" Do all major road works 24hrs a day where feasible, from my observations in 7 days there is approx 40-45 hrs spent on a project i.e. Some 26% of the time that could be spent on the project. All plant stands idle on sites, which are causing long holdups, engines polluting even more, the less time taken must produce savings overall."</i></p> <p><i>"Reduce the amount of money spent on new road signage until times get better, we have survived without them so far."</i></p>

<p><b>Removing free bus passes</b></p>	<p><i>“Free bus travel - ask those eligible to pay £1 for a day’s pass. This could be passed on to the council and set against other priorities.”</i></p> <p><i>“Instead of free bus passes if everyone paid 50p or £1.00 per trip this would help.”</i></p> <p><i>“Regarding the bus-pass system - for all but the disabled, introduce an additional 50p 'anywhere in Torbay' surcharge for residents who currently get the bus-pass just because of their age.”</i></p>
<p><b>Shared Services</b></p>	<p><i>“Merge with Devon County Council.”</i></p> <p><i>“Discuss with DCLG the possibility of amalgamating South Hams, Torbay &amp; Teignbridge into one South Devon unitary authority. In the meantime transfer the remaining functions of the lea to Devon County Council - what's the point of an LEA with so many schools now self-governing.”</i></p>

### 5.7.2 Income Generation

Comments regarding income generation have been grouped by theme and examples outlined in the table below.

	<p><b>Comments made by respondents</b></p>
<p><b>Parking charges</b></p>	<p><i>“Stop the free and subsidised parking for council employees and councillors.”</i></p> <p><i>“Improve parking control and generate greater income from parking fines. Enforce the spaces licensed for use by business of the paved areas. If they exceed them increase fines or increase their useable area and the charges.”</i></p> <p><i>“Allow parking between the pier and the Redcliff Hotel on the promenade to be all year round therefore generating income from existing parking meters.”</i></p> <p><i>“Parking for the disabled, they can have their own parking bays but must still pay.”</i></p> <p><i>“Stop free parking for councillors”</i></p> <p><i>“Get traffic wardens to do their job properly and efficiently, give tickets to people who double park and don’t stand round as they do waiting for someone’s ticket to expire, they may get more tickets if they actually move round more. Give tickets to people who park in disabled bays and disabled designated areas.”</i></p>
<p><b>Tourist Tax</b></p>	<p><i>“Tourist tax! Say 50p per day per person - this won't put people off and raise money. Done all over Europe.”</i></p> <p><i>“Introduce local bed tax for hotels, B&amp;B and holiday accommodation and no you don't need to employ any extra staff to collect it.”</i></p>
<p><b>Council Tax</b></p>	<p><i>“There are houses in Torbay that are not paying the correct council tax after they have built extensions, I know of one that was still rated as a 2 bed cottage for 16 years after it had become a 5 bed house. The property changed twice in that time. Have the building regs. Staff check this and inform the rating services.</i></p> <p><i>“Charge full council tax for people with 2 or more homes in the bay if they want more property here fine but I don't see why they should pay less council tax because they have a second home if you can afford 2 or more homes than you can afford to pay the rates for it too.”</i></p>

## 5.8 Survey Respondent Profile

Q8) Are you completing this questionnaire as:

	Number	Percent
Resident of Torbay	88	25.4%
An organisation	0	0.0%
A voluntary / community group	0	0.0%
A business	1	0.3%
A landlord	1	0.3%
Other	0	0.0%
ViewPoint (Resident's Panel)	256	74.0%
<b>Total</b>	<b>346</b>	<b>100.0%</b>

Q9) Are you male or female?

	Number	Percent
Male	170	50.6%
Female	166	49.4%
<b>Total</b>	<b>336</b>	<b>100.0%</b>

Q10) Which of the following age groups apply to you?

	Number	Percent
16-24	1	0.3%
25-34	12	3.5%
35-44	25	7.3%
45-54	68	19.8%
55-64	79	23.0%
65-74	98	28.6%
75+	60	17.5%
<b>Total</b>	<b>343</b>	<b>100.0%</b>

Q11a) Do you consider yourself to be disabled in any way?

	Number	Percent
Yes	101	30.9%
No	226	69.1%
<b>Total</b>	<b>327</b>	<b>100.0%</b>

**Q11b) If yes, please tell us how it affects you:**

85 respondents described their disabilities as:

	Number	Percent
It affects my mobility	62	72.9%
It affects my hearing	21	24.7%
It affects my vision	13	15.3%
It affects me in another way	12	14.1%

**Q12) What is your ethnic origin?**

	Number	Percent
White	332	99.4%
Mixed race	1	0.3%
Asian or Asian British	1	0.3%
Black or Black British	0	0.0%
Other	0	0.0%
<b>Total</b>	<b>334</b>	<b>100.0%</b>

**Q13) What is your home postcode?**

Responses to this question were aggregated to show which town respondents lived in:

	Number	Percent
Brixham	45	13.4%
Paignton	64	19.0%
Torquay	227	67.4%
Other areas in Devon	0	0.0%
Outside Torbay or Devon	1	0.3%
<b>Total</b>	<b>337</b>	<b>100.0%</b>