



Town Hall, Castle Circus,  
Torquay, Devon TQ1 3DR  
Main Switchboard (01803) 201201  
Fax (01803) 207006 DX 59006

Tuesday, 4 February 2014

## 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 **Rosetor Room, Riviera International Conference Centre, Chestnut Avenue, Torquay, TQ2 5LZ on Thursday, 13 February 2014 commencing at 5.30 pm**

The items to be discussed at this meeting are attached.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Steve Parrock'.

Steve Parrock  
Executive Director of Finance and Operations

(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:

**June Gurry, Town Hall, Castle Circus, Torquay, TQ1 3DR  
01803 207012**

Email: [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)  
[www.torbay.gov.uk](http://www.torbay.gov.uk)

# 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 Proposals 2014/15

To consider the recommendations of the Mayor on the Revenue Budget Proposals for 2014/15 (appendices attached in items 3a to 3??).

- |     |   |                         |
|-----|---|-------------------------|
| (a) | <u>Fees and Charges</u>   | (Pages 1 - 76)          |
| (b) | <u>Consultation and Equality Impact Assessments</u>                                   | (Pages 77 - 633)        |
| (c) | <u>National Non Domestic Rates Return 1</u>   | (Pages 634 - 641)       |
| (d) | <u>Draft Budget Digest</u>  | (Circulated separately) |
| (e) | <u>Riviera International Conference Centre - Business Plan</u>                        | (Pages 642 - 658)       |
| (f) | <u>Corporate Capital Strategy - Recommendation of the Overview and Scrutiny Board</u> | (Page 659)              |

# Agenda Item 3a

## PLANNED AND PROPOSED CHARGES FOR HOME TO SCHOOL TRANSPORT

	September 2013	September 2014	September 2015	Notes
<b>Discretionary pass for attendance at St Cuthbert Mayne</b>	£505 Second child £252.50 Third child free	Stagecoach ticket less £25 *	Full cost (pass to be purchased directly from operator)	*No second or subsequent sibling subsidy from September 2014
<b>Discretionary pass for attendance at a selective school</b>	£505 Second child £252.50 Third child free	Stagecoach ticket less £25 *	Full cost (pass to be purchased directly from operator)	*No second or subsequent sibling subsidy from September 2014
<b>Post-16 students attending a school sixth form</b>	£505 Second child £252.50 Third child free	Stagecoach ticket less £25 *	Full cost (pass to be purchased directly from operator)	*No second or subsequent sibling subsidy from September 2014
<b>Post-16 students attending school sixth form on low income</b>	£250	£400	Full cost (pass to be purchased directly from operator)	
<b>Subsidy for post-16 students attending South Devon College</b>	£40,000 (pay 06.04.14)	£20,000	0	
<b>SEN Post-16 students studying SEN courses</b>	Free	£600 (or stagecoach ticket less £25 if less)	£600	Aligned with cost of bus pass in future years
<b>SEN Post-16 students studying SEN courses on low income</b>	Free	£400	£600	Aligned with cost of bus pass in future years

N.B. Charges in red are subject to consultation and agreement by Council

**Extract from report to council where proposals were agreed:**

An alternative set of proposals has therefore been drawn up to phase out all discretionary transport assistance over a three year period. Specifically, this would involve:

a) ceasing discretionary support towards the costs of transport for pupils attending St Cuthbert Mayne because of parental preference. The proposal is to phase this in by removing sibling subsidies for both existing and new pupils in September 2014 and ceasing all subsidies in September 2015. The subsidy for 2014-15 will continue to be at the same level as 2012/13 - £25. Estimated savings would be in the region of £4,000 per year.

b) ceasing discretionary support towards the costs of transport for pupils attending selective schools. The proposal is to phase this in by removing sibling subsidies for both existing and new pupils in September 2014 and ceasing all subsidies in September 2015. The subsidy for 2014-15 will continue to be at the same level as 2012/13 - £25. Estimated savings would be in the region of £2,500 per year.

c) from September 2014, supporting all new low income applicants to the nearest 3 suitable secondary schools between 2-6 miles. From September 2015 Torbay's policy to come into line with the legal requirements so that all support for pupils attending a secondary school that is not one of the three nearest suitable secondary schools ceases. Estimated savings would be in the region of £15,000 per year.

d) ceasing discretionary support towards the costs of transport for post-16 students attending school sixth forms. The proposal is to phase this in by removing sibling subsidies for both existing and new pupils in September 2014 and ceasing all subsidies in September 2015. The subsidy for 2014-15 will continue to be at the same level as 2012/13 - £25. Estimated savings would be in the region of £22,000 per year.

e) increasing the contribution that parents of post-16 students from low income households pay towards a bus pass (currently £100) to £250 in September 2013, £400 in September 2014 and ceasing this subsidy in September 2015.

f) reducing the Council's contribution to the joint scheme run with South Devon College by £30,000 in September 2013 and by a further £20,000 in September 2014. The Council will cease its funding completely for this scheme in September 2015. Whilst the Council is reducing its contribution the scheme will still be available for students in the 2013/14 and 2014/15 academic years. Savings in total will be £70,000 per year.

**Schools, Children & Communities**

**Parkfield – My Place  
Indicative 2014/15 Prices**

Half Hall - **£15 per hour**  
Full Hall - **£30 per hour**

**Sports Hall**

Badminton Court

Adults - **£8 per hour**  
Juniors (under 18's) - **£5 per hour**

Retractable Seating

**£30 per hour** (seats 250)

Ground Floor Training Room

**£10 per hour** (max 20 people)

First Floor Meeting Room

**£10 per hour** (max 10 people)

Recording Room

**£10 per hour + £10 per hour for staff**

Apple IT Suite

**£40 per hour (to include technician)**

# Agenda Item 3a

## Appendix 2

ROOM	Basic Charge per hour inc. VAT Mon – Fri 8.30 am to 9 pm Saturday 10 am to 6 pm	Non profit per hour inc. VAT Inc. Torbay Council/NHS etc. Same hours	Out of Hours per hour	
			Past 9 pm Mon – Fri/Past 6 pm Sat All day Sunday	Basic Charge
Meeting Room	£10	£9	£20	£18
Training Room	£10	£9	£20	£18
Half Sports Hall	£15	£13.50	£30	£27
Full Sports Hall	£30	£27	£60	£54
IT Suite	£40	£36	£80	£72
Recording Studio	£15	£13.50	£30	£27
Café	£10	£9	£20	£18
Skatepark/BMX Track	£20	£18	£40	£36
Old House Rooms	£10	£9	£20	£18
Old House Lawn	£20	£18	£40	£36
Whole Centre - 8.30 am to 5 pm	£560	£504		
Whole Centre - 8.30 am to 9 pm	£700	£630	£60	£54
Whole Centre + Outside	£640	£576		
Whole Old House - 8.30 am to 5 pm	£500	£450		
Whole Old House + Lawn - 8.30 am to 5 pm	£580	£522	£50	£45
Retractable Seating in the Hall	£30			
Equipment:				
Conference Set up – Inc. 1 Mic & Stand & 2 Roaming Mics + Speakers		£90		
PA System – Inc. 1 Mic & Stand + Speakers		£50		

If you are looking for commercial rental please contact the Centre to discuss your requirements.



## PARKFIELD ACTIVITY PROGRAMME

We offer a range of activities that can be delivered to your schedule and that can be tailored to meet your needs. You can choose a range of activity programmes or just a one off event.

### Activities

- Indoor Climbing from £40 an hour (per group of 8) incl equipment hire
- Outdoor climbing/abseiling £120 half day / £180 per day (per group of 8)
- Forest School £100 half day / £150 per day (per group of 8)
- Coasteering £200 half day (maximum 16 per group)
- Kayaking £120 half day / £180 per day (per group of 8)
- Canoeing £120 half day / £180 per day (per group of 8)
- BMX £120 half day (per group of 8)
- Urban DJ workshops £150 half day (per group of 8)

Activities can be run progressively with a view to achieving a nationally recognised award such as National Indoor Climbing Achievement Scheme (NICAS) or a British Canoe Union BCU Paddle Sport award. We also offer activities for small groups or even 1 to 1 sessions, please call for details.

Half activity day 3hrs

Full activity day 6 hrs



Agenda Item 3a

Appendix 4

As seen on CBBC's WILD!

01803 698900

www.parkfieldtorbay.co.uk



# Summer Holiday Programme

Welcome to Parkfield's Summer Holiday Activity Programme. This programme is running from Tuesday 6<sup>th</sup> to Friday 30<sup>th</sup> August with a wide range of activities for 7 to 17 year olds which all take place at or near our Centre in Paignton. Please take some time to see what's on offer and call or e-mail us to book your place now! **For info the Centre will be CLOSED on MONDAYS**

## BRITISH CYCLING 4 DAY BMX COACHING & RACE DAY COURSE

Course 1 - Tues 6<sup>th</sup>, Wed 7<sup>th</sup>, Tues 13<sup>th</sup> & Wed 14<sup>th</sup> August

Course 2 - Tues 20<sup>th</sup>, Wed 21<sup>st</sup>, Tues 27<sup>th</sup>, & Wed 28<sup>th</sup> August

Every Day will start at 10 am to 3 pm BIKES AVAILABLE

Age: 7 to 17 Cost: £40 per course - BOOKING & SIGNED CONSENT FORM REQUIRED (Pay British Cycling on first day)

These courses will be run by British Cycling BMX Coaches. Each course involves 3 days of BMX coaching with the last day an opportunity to put that coaching into practice and race against each other. Goodies and medals will be up for grabs for everyone! You will need to bring warm clothing, waterproofs, water to drink and some lunch or money to purchase food and refreshments from the Parkfield Café.



## DJ SESSIONS with Pumpitlounder

Every Tuesday in August - 2pm to 4 pm

Age: 8+

Cost: £10 (Pay Pumpitlounder on the day) - BOOKING REQUIRED

Come down and spend two hours learning how to be a superstar DJ with help from our in house DJ Mitch!

## CLIMBING WALL HAVE A GO SESSIONS

Every Tuesday & Thursday - 1.30 pm & 3.30 pm

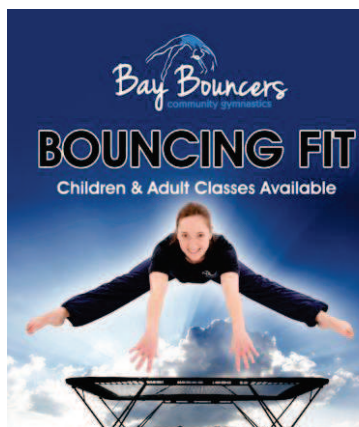
Every Wednesday - 1 pm & 3 pm

Age: 8 to 14

Cost: £5 per person

Payment at time of booking to secure place & a signed Parental consent form is required.

These sessions give you a great experience of the world of climbing & what you can achieve!



## GYMNASTICS & TRAMPETTE - Delivered by Bay Bouncers

Every Wednesday in August

1 pm to 2.30 pm (7 to 11 yrs)

2 pm to 3.30 pm (11 to 14 yrs)

3 pm to 4.30 pm (14 to 17 yrs)

Cost: £5 per person (Pay Bay Bouncers on day) BOOKING REQUIRED

The session will consist of a variety of activities in Gymnastics such as Floor agilities, Trampette, Vault, Sports Acrobatics, Rhythmic Gymnastics and developing overall fitness through Conditioning Exercises.

Sessions will vary according to age, ability and will be different each week! Gymnasts should wear shorts and t-shirt or similar, no jeans, buckles, belts or metal buttons. Hair tied up and no jewellery





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# Summer Holiday Programme



## COASTEERING

Every Thursday in August - 1 pm to 4 pm

**RUNS FROM ANSTEYS COVE (Meet in Ansteys Cove Car Park)**

**Cost: £15 Age: 8 to 17 BOOKING & CONSENT FORM REQUIRED**

As well as big thrills you will get to learn about the sea, how it works and you will definitely get a whole new perspective of our coastline. You will be exploring areas that very few people get the opportunity to. You will love it! All equipment provided just bring an old pair of trainers

## KAYAKING

Every Friday - 10 am to 12 noon (Meet at Parkfield)

Age: 8 to 17 Cost: £15 per session

**BOOKING & SIGNED PARENTAL CONSENT FORM REQUIRED**

Kayaking is perfect for all ages. All equipment provided. Come and try this popular water sport off our very own Preston Beach with our fully qualified instructors. It will be a splash!



## ZUMBA - HAVE A GO SESSION

Every Thursday - 12 noon to 1 pm for 8 to 12 year olds

Every Friday - 12 noon to 1 pm for 12 to 17 year olds

**Cost: £5 (Pay on the day) BOOKING REQUIRED**

Zumba is a rockin', high-energy fitness-party packed with specially choreographed, easy to learn routines with all the music kids' love, like Hip-hop and the latest chart hits. Class members will need comfy exercise type clothes, trainers and bring plenty of water!

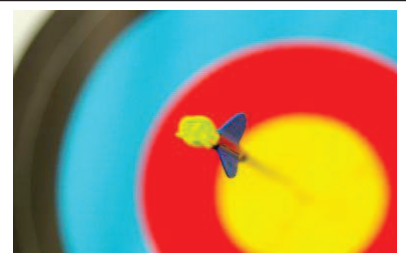
## INDOOR ARCHERY- HAVE A GO SESSION (1 hour)

Tuesday 6<sup>th</sup>, 13<sup>th</sup> & 20<sup>th</sup> - 12 noon, 2 pm & 4 pm

Thursday 8<sup>th</sup>, 15<sup>th</sup> & 22<sup>nd</sup> - 2 pm, 3.15 pm & 4.30 pm

**Cost: £5 Age: 8 to 11 BOOKING REQUIRED**

**BACK BY POPULAR DEMAND!** Want to learn to shoot some arrows like Robin Hood or Merlin then this session is for you. Come down and have a go and enjoy some friendly competitions with your friends.



## FOREST SKILLS TASTER SESSION IN OUR WALLED GARDEN

Wednesday 7<sup>th</sup>, 14<sup>th</sup> & 21<sup>st</sup> - 12 noon to 2 pm and 3 pm to 5 pm

**Cost: £5 - Age: 8+ BOOKING REQUIRED**

Come along and have a go at a range of Forest Skills activities which could include den building, fire making and craft sessions using the natural materials found around the garden and woodland.

Parkfield Centre is located just off the seafront at Paignton and can be accessed from the Esplanade, Lower Polsham Road and Colin Road. Facilities on site include a BMX Track, Skate Park, Climbing Wall, Sports Hall, Recording Studio, Media Suite, Meeting Rooms and a Café which has access to free Wifi. Annual Membership for 8 to 17 year olds is only £12! To find out more about what we do and our latest news take a look at our website [www.parkfieldtorbay.co.uk](http://www.parkfieldtorbay.co.uk) or follow us on Twitter and Facebook (Parkfield Torbay).

If you have any questions about Parkfield and this programme please contact the Centre on 01803 698900 or e-mail us at [Parkfield@torbay.gov.uk](mailto:Parkfield@torbay.gov.uk).

# Agenda Item 3a

## Appendix 5

COACHING SESSIONS	OPEN CLIMBING	CLIMBING COURSES	UNDER 18s	BIRTHDAY PARTIES
<p>1 hour taster (min 2 persons) £10.00 adults £5.00 under 18s</p> <p>2 hour coaching (min 2 persons) £20.00 adults £10.00 under 18s</p>	<p><b>Adults</b> £5.00 non members £4.00 members</p> <p><b>Under 18s</b> £4.00 non members £3.00 members</p> <p><b>Equipment hire</b> Shoes - £2.00 Gym harness - £1.50 Belay Set - £1.00 Helmet – free</p> <p>Full set £4.00 per person</p> <p>You will be required to demonstrate that you are a competent climber as laid out in the centre's Conditions of Use</p> <p>No booking necessary</p> <p><b>MEMBER OFFER</b></p> <p>Unlimited climbing for 1 month (over 18s only) £25.00</p>	<p><u>Saturday, 9<sup>th</sup> November to Saturday, 14<sup>th</sup> December</u> Kids Beginner Climbing Age 8 to 14 10.30am – 11.30am £40.00 non members £25.00 members</p> <p><u>Saturday, 9<sup>th</sup> November to Saturday, 14<sup>th</sup> December</u> Kids Improvers Climbing Age 8 to 14 11.30am – 12.30pm £40.00 non members £25.00 members</p> <p><b>HOLIDAY CLUB</b></p> <p>2 hour climbing session 10.30am – 12.30pm Age 8 to 17 £8.00</p> <p>Saturday 4<sup>th</sup> January 22<sup>nd</sup> February</p>	<p>NICAS drop in sessions Tuesday – 5pm-6pm Age 7 to 14 - £4.00</p> <p>Tiny Climbers Wednesday – 4pm-5pm Age 5 to 7 - £4.00</p> <p>NICAS drop in sessions Wednesday – 5pm-6pm Age 7 to 14 - £4.00</p> <p>NICAS drop in sessions Thursday – 5pm-6pm Age 7 to 14 - £4.00</p> <p>Youth Club Session Thursday – 7pm-8pm Age 11-18 £1.00 non members Free - members</p> <p>Tiny Climbers Saturday – 1.30pm-2.30pm Age 5 to 7 £4.00</p>	<p>Children's climbing parties for age 7 and over £13.00 per person to include 1 hour of climbing followed by food</p> <p>Minimum of 6 guests</p> <p>Available time slots</p> <p><u>Tuesday</u> 4pm-6pm</p> <p><u>Wednesday</u> 6pm-8pm</p> <p><u>Thursday</u> 4pm-6pm</p> <p><u>Friday</u> 4pm-6pm &amp; 5pm-7pm</p> <p><u>Saturday</u> 3pm-5pm</p> <p>Bookings to be made a minimum of 3 weeks in advance with a 50% deposit payable</p> <p>Ask at Reception for details</p>

ASK AT RECEPTION ABOUT BOOKING

## Group Bookings

### Parkfield Instructor

1 hour taster/coaching session  
£10.00 Adult; £5.00 Under 18s

Group of 1-8 (min fee £40)  
Group of 9-16 (min fee £80)  
Group of 17-24 (min fee £120)

2 hour taster/coaching session  
£20.00 Adult; £10.00 Under 18s

Group of 1-8 (min fee £80)  
Group of 9-16 (min fee £160)  
Group of 17-24 (min fee £240)

Equipment included

### Visiting Instructors

£3.00 per person (including instructors)  
for up to 3 hours excluding equipment hire

Our visiting instructors to student ratios are:

1-6 students x 1 instructor  
7-12 students x 2 instructors  
13-18 students x 3 instructors  
19-24 students x 4 instructors

Ask at Reception about booking a group session



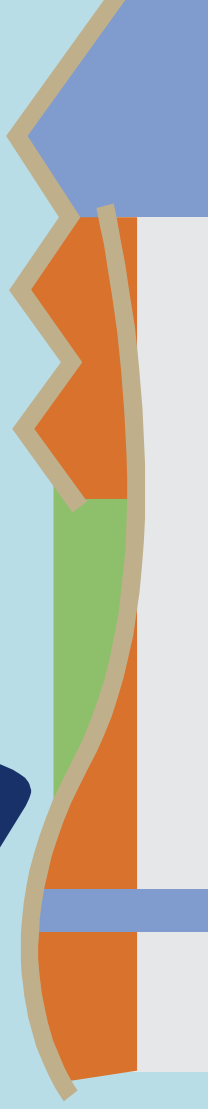
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# Parkfield Climbing Wall Programme



Adult Climbing Wall Annual Membership  
£5.00

Young Person Parkfield Annual Membership  
£12.00 (age 8 to 17)

## Wall opening hours

Tuesday to Friday  
12 noon to 9pm  
(last entry 8pm)

Saturday  
10:30am to 5:30pm  
(last entry 4:30pm)

# Agenda Item 3a

## Appendix 6

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>4.30pm-5.30pm Girls Football Age 11-16 – Free</p> <p>DJ Club with Pumpitlouder Age 8-16 4pm to 6pm £10 per session or £30 for 4 sessions (pay direct to Pumpitlouder)</p> <p>5pm-6pm Age 8 to 14 - £4.00 NICAS climbing drop in sessions</p> <p>7pm-9pm DJ &amp; Music Workshop IT Suite Age 11-17</p> <p>7.30pm-9pm Parkfield Young People's Management Board Age 11-18 – Free</p> <p>7.30pm-9pm Youth Parliament Group Age 11-18 - Closed group</p>	<p>4pm-5pm Tiny Climbers* Age 5-7 - £4.00</p> <p>5pm-6pm Age 8-14 - £4.00 NICAS climbing drop in sessions</p> <p>5pm-6.30pm Junior Youth Club Age 8-Year 6 THE BUILDING IS CLOSED FOR OPEN ACCESS DURING THIS SESSION</p> <p>7pm-8.30pm Parkfield Radio Age 11-17 Ask for Paul Taylor</p> <p>7.15pm-8.30pm Minecraft Group Age Year 5+ 12 places available Closed Group</p> <p>7pm-9pm Youth Room &amp; DJ &amp; Music Workshop Age 11-17</p>	<p>3.30pm-6.30pm Healthwise &amp; C-Card drop-in</p> <p>7pm-8pm 5-Aside Football IT Suite Age 11-17</p> <p>7pm-9pm Go Girls Age 11-17</p> <p>7pm-9pm DJ Music Workshop Youth Room (Wii, games and chill out) Age 11-17</p> <p>8pm-9pm Multi Sports Age 11-17</p>	<p>6pm-7pm Wheelchair Football Age 11-18</p> <p>7pm-9pm DJ &amp; Music Workshop IT Suite Multi Sports Age 11-17</p> <p>7.30pm-9pm Funky Friday Roller Disco 29<sup>th</sup> November Age 11-18 £1.00 – non members Free – members Families with children aged 5+ £5.00 per family (2 adults &amp; 2 children) £3.00 for 1 adult &amp; 1 child £1.00 for extra child £1.00 off the price if anyone in your family is a Parkfield member Adults must be over the age of 18</p>	<p>10.30am-12.30pm Junior Youth Club Age 8-Year 6</p> <p>12.30pm-2.30pm Multi Sports Age 11-16</p> <p>1.30pm-2.30pm Tiny Climbers* Age 5-7 - £4.00</p> <p>2pm-5pm DJ Sessions Age 11-16</p>

## External Groups

Wednesday 6pm – 9pm  
Riviera Twiristers Baton Twirling  
Contact: Lilian Yeoman 01803 524815

Wednesday 6.30pm – 8pm  
Tae Kwon-Do Torbay  
Contact: Andy Saunders 07866 500756

Saturday 10.30am – 12 noon  
Karate Academy  
Contact: Kim Burke 01626 360999

## Upcoming Courses

Saturday, 9<sup>th</sup> November to 14<sup>th</sup> December 2013

Kids Beginners Climbing Course (age 8 to 14)  
10.30am - 11.30am  
£40.00 Non Members; £25.00 Members

Kids Improvers Climbing Course (age 8 to 14)  
11.30am - 12.30pm  
£40.00 Non Members; £25.00 Members



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# Parkfield Weekly Programme



Parkfield membership costs £12.00 and is available for young people aged between 8 & 17

## Centre opening hours

Tuesday to Friday  
9am to 9pm

Saturday  
10:30am to 5:30pm

Monday - Closed  
Sunday - Closed

The onsite café is currently closed, but there is a small tuck shop running Wednesdays, Thursdays & Fridays

01803 698900

[parkfield@torbay.gov.uk](mailto:parkfield@torbay.gov.uk)  
[www.parkfieldtorbay.co.uk](http://www.parkfieldtorbay.co.uk)



### Local Land Charges Department Fees and Charges

	£ Current 2013/14	£ Proposed 2014/15
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)

<b>Registration Service Discretionary Fees and Charges</b>	<b>Current 2013/14</b>	<b>Proposed 2014/15</b>
Fee for attending a Marriage or Civil Partnership Ceremonies are as follows:-		
At Approved Premises in the Torbay district:-		
Monday to Friday - up to 6pm	£329	£404
Monday to Friday - 6pm to 8pm	£354	£429
Monday to Friday - from 8pm	£404	£479
Saturday - up to 6pm	£354	£429
Saturday - from 8pm, Sunday or Bank Holiday	£404	£479
At Cockington Court in the Cary Room:-		
Monday to Saturday – up to 6pm	£276	£276
Monday to Saturday – 6pm – 8pm	£354	£354
Monday to Saturday – after 8pm, Sunday or Bank Holiday.	£404	£404
Booking of Approved Premises Venue ceremony Non Refundable Deposit required ( to be deducted from final fee when paid )	0	£50
License for Approved Premises to hold ceremonies - NEW (valid 3 years)	£1,300	£1,300
License for Approved Premises to hold ceremonies - RENEW (valid 3years)	£950	£950
Non Statutory Ceremonies Fee:- ( inclusive of VAT)		
Naming ceremonies	£160	£160
Renewal of Vows	£160	£160
Commitment ceremonies	£160	£160
Talk through of Ceremony Fee:-		
Face to Face	£15	£15
Via E-mail	Free	Free
Any changes to all bookings will be subject to an admin fee of:- ( inclusive of VAT where applicable).	0	£10

# Agenda Item 3a

## Appendix 9

### Community Safety Discretionary Fees & Charges 2014/15

#### Food Safety Discretionary Fees

Type of Registration/Licence/Fee	2013/14 £	2014/15 £
Ear piercing/electrolysis/tattoo/acupuncture	178.00	183.34
Amendment to skin piercing registration	96.00	98.88
Export Certificates (fish) – Basic	30.00	30.90
Export Certificates (fish) – Advanced *	100.00	105.00
* If two or more Advanced Certificates are issued on the same day then the second, third, etc, are charged at the basic rate.		
<b>Zoo Licensing Act</b>		
First ever licence	500.00	525.00
Statutory six yearly inspection	250.00	262.50
Periodic three year inspection	250.00	262.50
Transfer of Licence	145.00	150.00
<b>Factual reports to Solicitors following accidents</b>		
Factual report	125.00+VAT	128.50+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	2013/14 £	2014/15 £
<b>Street Trading</b>		
Annual	730.00	750.00
Seasonal	575.00	592.00
3 months	325.00	335.00
1 month	140.00	144.00
Daily	98.00	100.00
Replacement or amendment		20.00

Traders size/days *	1-3 days £	4-6 days £	7-9 days £	10-12 days £	13-15 days £	16+ days £
Small 0-15	226.00	329.00	432.00	535.00	638.00	741.00
Medium 16-30	546.00	803.00	1060.00	1318.00	1576.00	1833.00
High 31+	875.00	1287.00	1699.00	2111.00	2523.00	2935.00

\* 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	2013/14 £	2014/15 £
<b>Hackney Carriage</b>		
Annual	155.00	158.00
Seasonal	98.00	100.00
Horse drawn annual	113.00	115.00
Seasonal **	65.00	67.00
Vehicle inspection	78.00	81.00
Meter test	41.00	45.00
Driver (New or renewal incl. Badge)	105.00	107.00
Excl. Criminal Record Bureau check	77.00	79.00
Drivers badge (replacement)	22.00	25.00
Transfer (permanent or temporary)/change of vehicle	67.00	72.00
Plate	57.00	58.50
Replacement bracket		15.00
Knowledge test	62.00	64.00
Failure to attend renewal appointment for vehicle & driver licences (additional charges) ***	35.00	36.00
<b>Private Hire</b>		
Annual	138.00	140.00
Vehicle inspection	78.00	81.00
Driver (initial or renewal incl. Badge)	105.00	107.00
Excl. Criminal Record Bureau check	77.00	79.00
Drivers badge (replacement)	22.00	25.00
Operator (per vehicle)	65.00	67.00
Transfer (permanent or temporary)/change of vehicle	67.00	72.00
Plate	57.00	58.50
Replacement bracket		15.00
Knowledge test	62.00	64.00
Failure to attend renewal appointment for vehicle & driver licences (additional charge)***	35.00	36.00
Door signs per pair	15.00	15.00
<b>New Drivers</b>		
Handbook & replacements (incl VAT)	15.00 inc VAT	15.00 inc VAT
Sex Shop Establishment: New Application (non refundable)	5697.00	6000.00
Sex Shop Establishment: Annual Licence Fee (non refundable)	5697.00	3500.00
Sex Shop Establishment: Transfer of Licence (non refundable)	5697.00	3500.00
Sexual Entertainment Venue: New Application (non refundable)	5697.00	6000.00
Sexual Entertainment Venue: Annual Licence Fee (non refundable)	5697.00	3500.00
Sexual Entertainment Venue: Transfer of Licence (non refundable)	5697.00	3500.00
<b>Sportsgrounds</b>		
General or Special Safety Certificate (Sportsgrounds) - new	515.00	530.00
General or Special Safety Certificate (Sportsgrounds) – alteration requested by sportsgrounds	257.00	265.00

\*\* 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.

**Gambling Fees**

	<b>Small Casinos (£)</b>	<b>Casino (existing) (£)</b>	<b>Bingo Premises (£)</b>	<b>Betting Premises (Tracks) (£)</b>	<b>Betting Premises (Other) (£)</b>	<b>Adult Gaming Centres (£)</b>	<b>Licensed FEC (£)</b>
<b>Application for new premises licence</b>	8000	-	3500	2500	3000	2000	2000
<b>Application to vary premises licence</b>	4000	2000	1750	1250	1500	1000	1000
<b>1<sup>st</sup> Annual Fee</b>	5000	3000	1000	1000	600	1000	750
<b>Application to transfer the premises licence</b>	1800	1350	1200	950	1200	1200	950
<b>Application for re-instatement of premises licence</b>	1800	1350	1200	950	1200	1200	950
<b>Application for a provisional statement</b>	8000	-	3500	2500	3000	2000	2000
<b>Application for a premises licence for a premises which already has a provisional statement</b>	3000	-	1200	950	1200	1200	950

## 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.

Activity	Cost	Fee subject to additional VAT
<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	2013/14 £	2014/15 £
<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.	£75.00 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	2013/14 £	2014/15 £
<b>E. Weighing Instruments</b>		
<b>a) 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.	£75.00 per officer / hour	£75.00 per officer/hour

Type of Registration/Licence/Fee	2013/14 £	2014/15 £
<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.	75.00	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.	75.00 + VAT	75.00 + VAT

Type of Registration/Licence/Fee	2013/14 £	2014/15 £
<b>K. Miscellaneous</b>		
Cancelled appointments (This fee, plus any costs incurred, may be charged).	75.00	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	52.00	52.00
Renewal of Registration	41.00	41.00
Changes in Details of Registration in relation to the premise, other than at renewal	41.00	41.00

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## Environmental Protection Discretionary Fees

Type of Registration/Licence/Fee	2013/14 £	2014/15 £
Animal Boarding Establishments Act 1963	210.00	215.00**
Animal Boarding Establishments Act 1963 renewal	110.00	115.00**
<i>**Plus costs of vets fees as required</i>		
Pet Animals Act 1951	210.00	215.00**
Pet Animals Act 1951 – renewal	110.00	115.00**
<i>**Plus costs of vets fees as required</i>		
Riding Establishments Act 1964 and 1970	£320.00** min. and £15.00 per horse in excess of 5	£330.00** min and £15.00 per horse in excess of 5
<i>**Plus costs of vets fees as required</i>		
Dangerous Wild Animals Act 1976	440.00	453.00**
<i>**Plus costs of vets fees as required</i>		
Breeding of Dogs Act 1973	210.00	215.00**
Breeding of Dogs Act 1973 renewal	110.00	115.00**
<i>**Plus costs of vets fees as required</i>		
Performing Animals registration	105.00	108.00**
<i>** Plus costs of vets fees as required</i>		
<b>Miscellaneous Charges</b>		
Motor Salvage Operators Licence	105.00	110.25
Carriage of Stray Dogs	60.00	62.00
Carriage of Stray Dogs (Government Fine £25.00) plus dog warden transportation costs	85.00	87.00
Payment Plan Arrangement Fee	10.00	10.00
<b>Private Water Supply Charges</b>		
Risk Assessment	195.00	200.00
Sampling Visit	75.00 + analysis costs	80.00 + analysis costs
Investigation	100.00	105.00
Granting Authorisation	100.00	105.00
Missed Appointment	30.00	36.00
<b>Scrap Metal Act</b>		
Site Licence Application Fee (3 years)	N/A	800.00
Collectors Licence Application Fee	N/A	400.00
Variation Cost	N/A	93.00
Renewal Fee – Site Licence	N/A	600.00
Renewal Fee - Collector	N/A	300.00



### Private Sector Housing – Discretionary Fees

Type of Registration/Licence/Fee	2013/14 £	2014/15 £
HMO Licensing	775.00	800.00
HMO Licensing – assisted application	775.00	800.00
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	120.00
Administrative Charge for landlords who fail to submit documentation when requested	30.00	36.00
Works in Default (minimum admin charge)		£100 or 30% of total works (whichever is greater)

### General Fees

Type of Registration/Licence/Fee	2013/14 £	2014/15 £
Personal Search/Solicitor Enquiries	62.00	64.00
Contaminated Land Searches	72.00 per hour	72.00 per hour
Consent under CNEA to distribute free printed matter – one distributor	95.00	100.00
For each additional distributor up to a maximum of six		20.00

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.

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## Appendix 10

### Assembly Hall

BASIC HIRE, PER HOUR (Minimum session hire 5 hours)

Late surcharge, per hour (after 11pm)

Sunday surcharge, per hour

Kitchen

FULL RATE	2% Increase
25.00	25.50
50.71	51.72
11.60	11.83
13.80	14.08

DISCOUNT	2% Increase
20.00	20.40
50.71	51.72
11.60	11.83
13.80	14.08

## Paignton Library

	FULL RATE	2% Increase
Triple meeting room (10, 11, 12)*	20.00	20.40
Double meeting room (10, 11) or (11, 12)*	18.00	18.36
Single Meeting room (10) or (11) or (12) or (13)*	12.00	12.24
Single meeting room (13)	12.00	12.24
Learning Centre(VAT)	15.00	15.30
Media Room(VAT)	5.00	5.10

DISCOUNT	2% Increase
9.00	9.18
8.00	8.16
5.50	5.61
5.50	5.61
9.00	9.18
2.50	2.55

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## Appendix 11

### Financial Services - Fees and Charges

	<b>Current 2013/14</b>	<b>Proposed 2014/15</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%
Penalty Charge for failure to provide information requested for Council Tax purposes	£70	£70

### 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

# Agenda Item 3a

## Appendix 13

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

The fees apply from 26 February 2010 to 21 November 2012

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

<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling	£172

<b>Full Applications</b> (and First Submissions of Reserved Matters)		
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

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<b>Full Applications</b> (and First Submissions of Reserved Matters) continued...		
<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 in excess of 3750 sq m to a maximum of £250,000
<b>The erection of buildings</b> (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£385
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£385 for first 540 sq m + £385 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£19,049 + £115 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £250,000

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<b>Full Applications</b> (and First Submissions of Reserved Matters) continued...		
<b>Erection of glasshouses</b> (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m	£2,150
<b>Erection/alterations/replacement of plant and machinery</b>		
Site area	Not more than 5 hectares	£385 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£19,049 + additional £115 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000

<b>Applications other than Building Works</b>		
<b>Car parks, service roads or other accesses</b>	For existing uses	£195
<b>Waste</b> (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + £115 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000
<b>Operations connected with exploratory drilling for oil or natural gas</b>		
Site area	Not more than 7.5 hectares	£385 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£28,750 + additional £115 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000

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<b>Other operations (winning and working of minerals)</b>		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
<b>Other operations</b> (not coming within any of the above categories)	Any site area	£195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690

<b>Lawful Development Certificate</b>	
LDC – Existing Use - in breach of a planning condition	Same as Full
LDC – Existing Use LDC - lawful not to comply with a particular condition	£195
LDC – Proposed Use	Half the normal planning fee.

<b>Prior Approval</b>	
Agricultural and Forestry buildings & operations or demolition of buildings	£80
Telecommunications Code Systems Operators	£385

<b>Reserved Matters</b>	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £385 due

<b>Approval/Variation/discharge of condition</b>	
Application for removal or variation of a condition following grant of planning permission	£195
Request for confirmation that one or more planning conditions have been complied with	£28 per request for Householder otherwise £97 per request

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<b>Change of Use of a building to use as one or more separate dwellinghouses, or other cases</b>		
Number of dwellings	Not more than 50 dwellings	£385 for each
Number of dwellings	More than 50 dwellings	£19,049 + £115 for each in excess of 50 up to a maximum of £250,000
<b>Other Changes of Use</b> of a building or land		£385
<b>Advertising</b>		
Relating to the business on the premises	£110	
Advance signs which are not situated on or visible from the site, directing the public to a business	£110	
Other advertisements	£385	

<b>Application for a New Planning Permission to replace an Extant Planning Permission</b>	
Applications in respect of major developments	£575
Applications in respect of householder developments	£57
Applications in respect of other developments	£195

<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>	
Applications in respect of householder developments	£28
Applications in respect of other developments	£195

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<b>CONCESSIONS</b>
<b>EXEMPTIONS FROM PAYMENT</b>
For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Conservation Area Consent
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995

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<b>CONCESSIONS</b> continued...
<b>REDUCTIONS TO PAYMENTS</b>
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £385
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £385
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (if not including residential)
Where an application consists of the erection of dwellings and the erection of other types of buildings (categories 1-4) the fees are added together and maximum can be exceeded
Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site or a sum of the fees if it is less than 150%



**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

# RESIDENTS & VISITORS SERVICES PROPOSED CHARGES FOR 14-15

## HIGHWAYS

Legislation reference Highways Act 1980	Matter for which a charge may be made	Comments	Charges 2013/14 O/S VAT	Proposed Charges 2014/15 O/S VAT
Permitted 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)	£40.00	£41.25
	Where a site visit is required during consideration of application	Outside H/A published notice period (10 days and less)	£80.00	£82.50
	Where an inspection of the site reveals non-compliance	charge for each site visit	REMOVE	REMOVE
	Where the operation obstructs an on-street parking bay administered by the Council	charge for each site visit	£80.00	£82.50
Scaffolding and gantry licence (Section 169)	Consideration and administration of application (10 days)	within H/A published notice period (more than 10 days)	£40.00	£41.25
	Where a site visit is required during consideration of application	Outside H/A published notice period (10 days and less)	£80.00	£82.50
	Where an inspection of the site reveals non-compliance	charge for each site visit	REMOVE	REMOVE
	Where the operation obstructs an on-street parking bay administered by the Council	charge for each site visit	£80.00	£82.50
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)	£40.00	£41.25
	Where a site visit is required during consideration of application	Outside H/A published notice period (10 days or less)	£80.00	£82.50
	Where an inspection of the site reveals non-compliance	charge for each site visit	£80.00	£82.50
	Where the operation obstructs an on-street parking bay administered by the Council	charge for each site visit	£80.00	£82.50
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)	£40.00	£41.25
	Where a site visit is required during consideration of application	Outside H/A published notice period (3 days or less)	£80.00	£82.50
	Where an inspection of the site reveals non-compliance	charge for each site visit	£80.00	£82.50
	Where the operation obstructs an on-street parking bay administered by the Council	charge for each site visit	£76.50	£78.75
Inspection of hoarding or fence set up during building (Section 172 & 173)	charge for loss of revenue	charge for loss of revenue	£20.50	TBC
	Inspections made by H/A to monitor compliance with statutory duties	charge for each site visit	£80.00	£82.50

Legislation reference Highways Act 1980	Matter for which a charge may be made	Comments	Charges 2013/14 O/S VAT	Proposed Charges 2014/15 O/S VAT
Control of construction of cellars under street (Section 179)	Consideration and administration of application Where a site visit is required during consideration of application Where an inspection of the site reveals non-compliance of application	charge for each site visit charge for each site visit	At cost £80.00 £80.00	At cost £82.50 £82.50
(Section 180(1))	Where a site visit is required during consideration of application Where an inspection of the site reveals non-compliance	charge for each site visit charge for each site visit	£80.00 £80.00	£82.50 £82.50
Control of light into cellars (Section 180 (2))	Consideration and administration of application Where a site visit is required during consideration of application Where an inspection of the site reveals non-compliance	charge for each site visit charge for each site visit	At cost £80.00 £80.00	At cost £82.50 £82.50
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 Where a site visit is required during consideration of application Where an inspection of the site reveals non-compliance	Works executed by H/A contractor Works executed by applicants contractor charge for each site visit charge for each site visit	At cost £40.00 £80.00 £80.00	At cost £41.25 £82.50 £82.50
Clearance of accident debris (Section 41 & 130)	Anything done by H/A in connection with clearance of accident debris		At cost	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	22.50 + VAT	23.25 + 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	Band 1-up to 10sqm-£219.50 pa Band 2- 10 to 20sqm-£326.50 pa. Band 3 - 20 to 30sqm-£439 pa. Band 4 - over 30sqm-£551 pa.	Band 1-up to 10sqm-£226.00 pa Band 2- 10 to 20sqm-£336.25 pa. Band 3 - 20 to 30sqm-£452.25 pa. Band 4 - over 30sqm-£567.50 pa.

## ROAD TRAFFIC REGULATION

Legislation reference Road Traffic Regulation Act 1984	Matter for which a charge may be made	Comments	Charges 2013/14	Proposed Charges 2014/15 O/S VAT
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  Total	£1,187.50 £116.50 £1,304.00	£1,223.00 £120.00 £1,343.00
	Optional signing schedule for alternative route for Section 14 (2) (under 14 days)	(under section 14 (2) (under 5 days)	£233.00	£240.00
	Additional exceptional administrative work by traffic authority	See New Roads & Street Works Act, Co-Ordination Code of Practice S7.3.22	£116.50	£120.00
	Advertising		At cost	At cost
	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	At cost
Suspension of parking (Section 49 [4])				
Route signs (Section 65 [1])	Consideration of request to permit a traffic sign to indicate the route to specified land or premises  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	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		£325.50	£335.25
Provision of access lines	Anything done by the local traffic authority in connection with or in consequence of a request to place access lines		£94.00	£96.75
Street Naming & Numbering				
Amending House/Number change New Development - Naming Street New Development - Per plot		Cost per address Cost per street Cost per plot	£38.50 £168.50 £36.00	£39.75 £173.50 £37.00

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 2013/14	Proposed Charges 2014/15 O/S VAT
Portable traffic signals (Reg 32 para 47 & TD 21/85)	Design work by H/A		At cost	At cost
Damage to council property	Anything done by the authority to repair damage caused by others		At cost	At cost
Technical Information	Any documentation supplied by the authority to others.	Basic Search Large Search Extra Large Search	£136.50 + VAT £235.00 + VAT £438.50 + VAT	£140.50 + VAT £242.00 + VAT £451.75 + VAT

STREET WORKS

Regulation Made Under NRSWA 1991	Matter for which a charge may be made	Comments	Charges 2013/14 O/S VAT	Proposed Charges 2014/15 O/S VAT
Random sample (Section 75)	Inspection fee per unit of inspection	Amended by Street Works (Inspection fees) (Amend.) Regs 1998	£47.50	£47.50
Investigatory work from routine inspection	Inspection fee per unit of inspection	Amended by HAUC agreement 1998	no charge	
Defect inspections (Section 72 (2))	Defect inspection, joint visit, remedial works in progress, remedial works complete - per unit of inspection		£68.00	£68.00
Defect Notice	Copy of defect notice		£50.00	£50.00
Inspection checklist	Copy of inspection checklist		£48.00	£49.50
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)			
	Authorisation for works on existing apparatus 1. Administration fee 2. Inspection fee (3 phases x £50.00 per inspection unit)			
		Total	£172.00 £197.00 £150.00 £519.00	£177.00 £203.00 £150.00 £534.50
		Total	£112.50 £150.00 £262.50	£116.00 £150.00 £270.25

MISCELLANEOUS LICENCES

Misc. Licences	Matter for which a charge may be made	Comments	Charges 2013/14 O/S VAT	Proposed Charges 2014/15 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) Outside H/A published notice period (3 days or less)	£40.00	£41.25
	Where a site visit is required		£80.00	£82.50



during consideration of application	charge for each site visit	£80.00	£82.50
Where an inspection of the site reveals non-compliance	charge for each site visit	£80.00	£82.50

## PARKING

Off Street Car Park Permits	Coverage	Comments	Charges 2013/14 INC VAT	Charges 2014/15 INC VAT
Annual Permit	Covers all Torbay Council Car Parks		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Annual Commuter	Available for use in all specified car parks ONLY (HARBOUR, SHEDDEN HILL, TORRE VALLEY, UNION SQUARE, COLIN ROAD, ROUNDHAM, VICTORIA, BREAKWATER, SHOALSTONE)		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Annual Site Specific	Can be used in one specified Long Stay car park only (NOT AVAILABLE FOR TOWN HALL, BEACON QUAY OR STATION LANE)		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Monthly Permit	Covers all Torbay Council Pay and Display Car Parks	Additon from Parking Review		Due to parking reviews unable to state as parking is treated separately
Monthly Commuter	Available for use in Sehdiden Hill, Torre Valley, Union Square, Colin Road, Roundham, Victoria, Breakwater, Shoalstone	Additon from Parking Review		Due to parking reviews unable to state as parking is treated separately
Monthly Site Specific	Can be used in ONE specified Long Stay car park only (note vailable for Town Hall, Beacon Quay, Harbour	Additon from Parking Review		Due to parking reviews unable to state as parking is treated separately
Six Month Permit	Covers use in all Torbay Council Car Parks	Ceased due to Parking Review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Six Month Site Specific	Can be used in one specified Long Stay car park only (NOT AVAILABLE FOR TOWN HALL, BEACON QUAY OR STATION LANE)	Ceased due to Parking Review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Three Month Permit	Covers use in all Torbay Council Car Parks	Ceased due to Parking Review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
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)	Ceased due to Parking Review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Weekly permit	Covers use in all Torbay Council Car Parks		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Commercial Weekly Permit	Covers use in Clemmon Valley, Lymington Road, Oxen Cove and Victoria Car Parks		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
3 Day Permit	Covers use in all Torbay Council pay and display car parks	Additon from Parking Review		Due to parking reviews unable to state as parking is treated separately
Swipe Card	Harbour Car Park only	Ceases when new system is introduced - Winter 2013	£12 O/S/VAT	Due to parking reviews unable to state as parking is treated separately
Residents Parking Permits	Coverage	Comments	Charges 2013/14 INC VAT	Charges 2014/15 INC VAT
Controlled Parking Zone - Residents Permit	Permit entitles the resident to park in any residents bay in that CPZ		£	Due to parking reviews unable to state as parking is treated separately
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	£	Due to parking reviews unable to state as parking is treated separately

Daily Parking Charges (Off Street - Car Parks ) 25th March - 31st October inclusive	Coverage	Comments	Charges 2013/14 inc VAT	Charges 2014/15 inc VAT		
Beach Car Parks	Up to 1 hour	Car park classifications and tariffs changed in the Parking Review	£ 1.50	Due to parking reviews unable to state as parking is treated separately		
	Up to 1.5 hours		£ 2.00	Due to parking reviews unable to state as parking is treated separately		
	Up to 2 hours		£ 2.50	Due to parking reviews unable to state as parking is treated separately		
	Up to 3 hours		£ 3.50	Due to parking reviews unable to state as parking is treated separately		
	Up to 4 hours		£ 4.50	Due to parking reviews unable to state as parking is treated separately		
	Up to 5 hours		£ 5.50	Due to parking reviews unable to state as parking is treated separately		
	Up to 24 hours		£ 9.00	Due to parking reviews unable to state as parking is treated separately		
	Night time charge (available 6pm to 8am)		£ 2.20	Due to parking reviews unable to state as parking is treated separately		
	Leisure Car Parks		Up to 1 hour	Car park classifications and tariffs changed in the Parking Review	£ 1.30	Due to parking reviews unable to state as parking is treated separately
			Up to 1.5 hours		£ 1.80	Due to parking reviews unable to state as parking is treated separately
Up to 2 hours		£ 2.20	Due to parking reviews unable to state as parking is treated separately			
Up to 3 hours		£ 3.00	Due to parking reviews unable to state as parking is treated separately			
Up to 4 hours		£ 4.00	Due to parking reviews unable to state as parking is treated separately			
Up to 5 hours		£ 5.00	Due to parking reviews unable to state as parking is treated separately			
Up to 24 hours		£ 8.00	Due to parking reviews unable to state as parking is treated separately			
Night time charge (available 6pm to 8am)		£ 2.00	Due to parking reviews unable to state as parking is treated separately			
Town Centre Car Parks		Up to 30 minutes	Car park classifications and tariffs changed in the Parking Review		£ 0.70	Due to parking reviews unable to state as parking is treated separately
		Up to 1 hour			£ 1.30	Due to parking reviews unable to state as parking is treated separately
	Up to 1.5 hours	£ 1.80		Due to parking reviews unable to state as parking is treated separately		
	Up to 2 hours	£ 2.20		Due to parking reviews unable to state as parking is treated separately		
	Up to 3 hours	£ 3.00		Due to parking reviews unable to state as parking is treated separately		
	Up to 4 hours	£ 4.00		Due to parking reviews unable to state as parking is treated separately		
	Up to 5 hours	£ 5.00		Due to parking reviews unable to state as parking is treated separately		
	Up to 24 hours	£ 8.00		Due to parking reviews unable to state as parking is treated separately		
	Night time charge (available 6pm to 8am)	£ 2.00		Due to parking reviews unable to state as parking is treated separately		
	All car parks	Up to 40 mins		Ceased due to parking Review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Up to 80 mins		See Separate appendix	Due to parking reviews unable to state as parking is treated separately			
Up to 2 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately			
Up to 3 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately			
Up to 4 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately			

	Up to 5 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Over 5 hrs and up to 24 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Night Time Charge (available 6pm until 8am)		See Separate appendix	Due to parking reviews unable to state as parking is treated separately

Daily Parking Charges (On Street) 25th March - 31st October Inclusive		Coverage	Comments	Charges 2013/14 INC VAT	Charges 2014/15 INC VAT	
Prime Sites	Up to 30 minutes		Classification of parking places and tariffs changed in the Parking Review	£ 1.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 1 hour			£ 1.50	Due to parking reviews unable to state as parking is treated separately	
	Up to 1.5 hours			£ 2.20	Due to parking reviews unable to state as parking is treated separately	
	Up to 2 hours			£ 3.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 3 hours			£ 4.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 4 hours			£ 5.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 24 hours			£ 10.00	Due to parking reviews unable to state as parking is treated separately	
	Night time charge (available 6pm to 8am)			£ 2.50	Due to parking reviews unable to state as parking is treated separately	
Town Centre Sites	Up to 30 minutes		Classification of parking places and tariffs changed in the Parking Review	£ 0.70	Due to parking reviews unable to state as parking is treated separately	
	Up to 1 hour			£ 1.30	Due to parking reviews unable to state as parking is treated separately	
	Up to 1.5 hours			£ 2.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 2 hours			£ 2.50	Due to parking reviews unable to state as parking is treated separately	
	Up to 3 hours			£ 3.50	Due to parking reviews unable to state as parking is treated separately	
	Up to 4 hours			£ 4.50	Due to parking reviews unable to state as parking is treated separately	
	Up to 24 hours			£ 10.00	Due to parking reviews unable to state as parking is treated separately	
Commuter Sites	Up to 4 hours			£ 1.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 8 hours			£ 2.00	Due to parking reviews unable to state as parking is treated separately	
Magdalene Road	All day			£ 1.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 20 mins		Ceased due to parking review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately	
	Up to 40 mins			See Separate appendix	Due to parking reviews unable to state as parking is treated separately	
	up to 80 mins			See Separate appendix	Due to parking reviews unable to state as parking is treated separately	
	Up to 2 hrs			See Separate appendix	Due to parking reviews unable to state as parking is treated separately	
				See Separate appendix	Due to parking reviews unable to state as parking is treated separately	
			See Separate appendix	Due to parking reviews unable to state as parking is treated separately		
			See Separate appendix	Due to parking reviews unable to state as parking is treated separately		
			See Separate appendix	Due to parking reviews unable to state as parking is treated separately		

Abbey Road, Castle Road (near Castle Circus), Lynton 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 (Pgrn), Torquay Road by Post Office			See Separate appendix	Due to parking reviews unable to state as parking is treated separately
			See Separate appendix	Due to parking reviews unable to state as parking is treated separately
			See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Lymington Road,	Up to 4 hrs	ceased due to parking review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 8 hrs	Ceased due to parking review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Magdalene Road,	Up to 4 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 20 mins		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 40 mins		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	up to 80 mins	Ceased due to parking review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 2 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Rock Walk, Torbay Road (Torre Abbey Meadow & Sands), Adelphi Road, Sands Road, Streatfield Road,	Up to 3 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 4 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
Babbacombe Road, Eastern Esplanade,	Up to 20 mins		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 40 mins		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	up to 80 mins	Ceased due to parking review	See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 2 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately
	Up to 3 hrs		See Separate appendix	Due to parking reviews unable to state as parking is treated separately

Winter Parking Charges (Off Street) 1 November - 24 March (inclusive)	Coverage	Comments	Charges 2013/14 INC VAT	Charges 2014/15 INC VAT
<b>Beach Car Parks</b>	Up to 1 hour	Car park classifications and tariffs changed in the Parking Review	£ 0.50	Due to parking reviews unable to state as parking is treated separately
	Up to 1.5 hours		£ 1.00	Due to parking reviews unable to state as parking is treated separately
	Up to 24 hours		£ 1.80	Due to parking reviews unable to state as parking is treated separately
	Night time charge (available 6pm to 8am)		£ 1.00	Due to parking reviews unable to state as parking is treated separately
<b>Leisure Car Parks</b>	Up to 1 hour	Car park classifications and tariffs changed in the Parking Review	£ 1.30	Due to parking reviews unable to state as parking is treated separately
	Up to 1.5 hours		£ 1.80	Due to parking reviews unable to state as parking is treated separately
	Up to 2 hours		£ 2.20	Due to parking reviews unable to state as parking is treated separately
	Up to 3 hours		£ 3.00	Due to parking reviews unable to state as parking is treated separately
	Up to 24 hours		£ 4.00	Due to parking reviews unable to state as parking is treated separately
	Night time charge (available 6pm to 8am)		£ 2.00	Due to parking reviews unable to state as parking is treated separately
<b>Town Centre Car Parks</b>	Up to 30 minutes		£ 0.70	Due to parking reviews unable to state as parking is treated separately
	Up to 1 hour		£ 1.30	Due to parking reviews unable to state as parking is treated separately

	Up to 1.5 hours		£	1.80	Due to parking reviews unable to state as parking is treated separately
	Up to 2 hours		£	2.20	Due to parking reviews unable to state as parking is treated separately
	Up to 3 hours		£	3.00	Due to parking reviews unable to state as parking is treated separately
	Up to 4 hours		£	4.00	Due to parking reviews unable to state as parking is treated separately
	Up to 5 hours		£	5.00	Due to parking reviews unable to state as parking is treated separately
	Up to 24 hours		£	8.00	Due to parking reviews unable to state as parking is treated separately
	Night time charge (available 6pm to 8am)		£	2.00	Due to parking reviews unable to state as parking is treated separately
Car park classifications and tariffs changed in the Parking Review					

Daily Parking Charges (On Street)		Comments	Charges		Charges	
1 November - 24 March Inclusive			2013/14 INC VAT		2014/15 INC VAT	
Prime Sites	Up to 30 minutes		£	0.20	Due to parking reviews unable to state as parking is treated separately	
	Up to 1 hour		£	0.50	Due to parking reviews unable to state as parking is treated separately	
	Up to 1.5 hours		£	1.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 2 hours		£	1.50	Due to parking reviews unable to state as parking is treated separately	
	Up to 3 hours		£	2.00	Due to parking reviews unable to state as parking is treated separately	
	Up to 4 hours		£	2.50	Due to parking reviews unable to state as parking is treated separately	
	Up to 24 hours		£	10.00	Due to parking reviews unable to state as parking is treated separately	
	Night time charge (available 6pm to 8am)		£	1.50	Due to parking reviews unable to state as parking is treated separately	
	Town Centre Sites	Up to 30 minutes		£	0.50	Due to parking reviews unable to state as parking is treated separately
		Up to 1 hour		£	1.00	Due to parking reviews unable to state as parking is treated separately
Up to 1.5 hours			£	1.50	Due to parking reviews unable to state as parking is treated separately	
Up to 2 hours			£	2.00	Due to parking reviews unable to state as parking is treated separately	
Up to 3 hours			£	3.00	Due to parking reviews unable to state as parking is treated separately	
Up to 4 hours			£	4.00	Due to parking reviews unable to state as parking is treated separately	
Up to 24 hours			£	10.00	Due to parking reviews unable to state as parking is treated separately	
Commuter Sites		Up to 4 hours		£	1.00	Due to parking reviews unable to state as parking is treated separately
		Up to 8 hours		£	2.00	Due to parking reviews unable to state as parking is treated separately
		All day		£	1.00	Due to parking reviews unable to state as parking is treated separately
	Magdalene Road	Available in Shedden Hill, Torre Valley, Kilmorie, Meadfoot Beach, Walls Hill, Broadlands, Cliff Park Road, Breakwater, Shoalstone				
		Up to 40 mins	Ceased due to parking review			See Separate appendix
		Over 40 mins and up to 24hrs	Ceased due to parking review			See Separate appendix

Commercial Vehicle Charges	Coverage	Comments	Charges 2013/14 INC VAT	Charges 2014/15 INC VAT
	Up to 80 mins	Coaches receive an additional one hour free of charge to the time purchased	£ 2.00	Due to parking reviews unable to state as parking is treated separately
	Up to 4 hrs	Coaches receive an additional one hour free of charge to the time purchased	£ 6.00	Due to parking reviews unable to state as parking is treated separately
	over 4 hrs and up to 24 hrs	Coaches receive an additional one hour free of charge to the time purchased	£ 10.00	Due to parking reviews unable to state as parking is treated separately
	Weekly		£ 38.00	Due to parking reviews unable to state as parking is treated separately
Parking Ticket Notices (PCN)	Coverage	Comments	Charges 2013/14 (O/S VAT)	Charges 2014/15 (O/S VAT)
	Depending on the Contravention	If Paid within 14 days of the date of the PCN	£ 25.00	Due to parking reviews unable to state as parking is treated separately
			£ 50.00	Due to parking reviews unable to state as parking is treated separately
	Depending on the Contravention	If Paid within 14 days of the date of the PCN	£ 35.00	Due to parking reviews unable to state as parking is treated separately
			£ 70.00	Due to parking reviews unable to state as parking is treated separately
Exemptions & Waivers	Coverage	Comments	Charges 2013/14 INC VAT	Charges 2014/15 INC VAT
Parking Dispensation Notice	Allows vehicle to be parked on any on street parking restriction if use of vehicle is essential to allow works to be carried out nearby			Due to parking reviews unable to state as parking is treated separately
Parking Suspension	Offered to contractors/utilities where clear access is required on highway			Due to parking reviews unable to state as parking is treated separately
Healthcare & Emergency Badge	Provides exemption from certain on street parking restrictions	Only available to healthcare workers	£ 15.00	Due to parking reviews unable to state as parking is treated separately

## RECREATION & PARKS

Outdoor Sport	Coverage	Comments	Charges 2013/14 INC VAT	Proposed Charges 2014/15 INC VAT
<b>SOCCER, RUGBY, HOCKEY</b>				
Seniors per match	(including showers/changing)		£ 56.50	No increases to effect income to the council
Juniors per match (15 years and under)			£ 21.50	No increases to effect income to the council
Seniors per match	(excluding showers/changing)		£ 27.00	No increases to effect income to the council
Juniors per match (15 years and under)			£ 13.50	No increases to effect income to the council
<b>FOOTBALL LEAGUE CLUBS ONLY</b>				
Season Fee – League and Cup fixtures	(including showers/changing)		£ 734.50	No increases to effect income to the council
Saturday Clubs – Seniors (18 games – additional games pro rata)			£ 41.00	No increases to effect income to the council
15 games			£ 612.00	No increases to effect income to the council
12 games			£ 490.00	No increases to effect income to the council
Sunday Clubs – Senior (12 games – additional games pro rata)			£ 490.00	No increases to effect income to the council
			£ 41.00	No increases to effect income to the council
<b>ALL JUNIOR TEAMS</b>				
Under 9's - 12 games			£ 61.50	No increases to effect income to the council
Additional games pro rata			£ 5.50	No increases to effect income to the council
Under 9's & 10's - 12 games			£ 82.00	No increases to effect income to the council
Additional games pro rata			£ 7.50	No increases to effect income to the council
Under 11's – 12 games			£ 102.00	No increases to effect income to the council
Additional games pro rata			£ 8.50	No increases to effect income to the council
Under 12's – 12 games			£ 119.50	No increases to effect income to the council
Additional games pro rata			£ 10.50	No increases to effect income to the council
Under 13's & 14's games – 12 games			£ 143.00	No increases to effect income to the council
Additional games pro rata			£ 11.50	No increases to effect income to the council
Under 18's – 12 games			£ 163.50	No increases to effect income to the council
Additional games pro rata			£ 12.50	No increases to effect income to the council
<b>HIRE OF PITCH</b>				
Seniors	per day (Tournaments etc ) per pitch		£ 138.00	No increases to effect income to the council
Juniors			£ 92.00	No increases to effect income to the council
Mini			£ 41.00	No increases to effect income to the council
Hire of Changing Rm per Day			£ 41.00	No increases to effect income to the council
<b>TRAINING SESSIONS</b>				
Use of field	(Not Pitch) per session		£ 13.50	No increases to effect income to the council
Showers/changing facilities per session			£ 31.00	No increases to effect income to the council
<b>SCHOOLS</b>				
Schools Sports Day	No marking or changing rooms		£ 13.50	No increases to effect income to the council
Schools Sports Day	With Changing rooms		£ 31.00	No increases to effect income to the council

<b>CRICKET SENIORS</b> All day Saturday or Sunday matches Afternoon or evening matches	excluding Saturday and Sunday	£ £	80.00 56.50	No increases to effect income to the council No increases to effect income to the council
<b>CRICKET JUNIORS</b> All day Saturday and Sunday matches Under 18's Under 14's Afternoon or evening matches Under 18's Under 14's	Excluding Saturday and Sunday	£ £ £ £	47.00 36.00 33.00 25.50	No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council
<b>ATHLETICS TRAINING SESSION</b> Torre Valley North, including marked track		£	46.00	No increases to effect income to the council
<b>OUTDOOR SPORT</b>				
<b>TENNIS</b> (per court, per hour) Playdec surface/classic Grass (Oldway only)/courts 7 -12 Grass (Oldway only)/court 13 Equipment hire Court equipment hire:- Hard Court		£ £ £ £	5.50 6.50 7.50 2.50	No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council
Grass Courts 7 - 12 Grass Court 13		£ £	12.50 13.50	No increases to effect income to the council No increases to effect income to the council
Booking fee Lost Ball	Including in court fee	£ £	1.50 2.50	No increases to effect income to the council No increases to effect income to the council
Approved local clubs Per court, per hour Floodlit, per court, per hour Abbey Oldway		£	5.50	No increases to effect income to the council
Junior rate per child during set times * Junior clubs receive a 50% discount				
<b>NETBALL SENIORS</b> Negotiated price with one group		£	12.50	No increases to effect income to the council
<b>NETBALL JUNIORS</b> Under 18's Under 14's		£ £	8.50 6.50	No increases to effect income to the council No increases to effect income to the council
<b>BOWLS</b> Abbey Park Upton Park and Cary Park Rink and equipment (max 5 people) Family Ticket (2 adults and up to 3 children)	Per person, per hour (including use of woods)	£ £ £ £	5.50 5.50 5.50 18.50	No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council



Season Ticket (Traditional bowling season) Upton Park Touting Teams per rink per match from:-		£ £ £	17.50 102.00 13.50	No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council
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HELICOPTER LANDINGS	Coverage	Comments	Charges 2013/14 + VAT	Proposed Charges 2014/15 + VAT
Price per landing up to 2hrs Additional hourly rate	Week Days - 09.00am - 17.00pm		£ 30.00 £ 10.00	£ 35.00 £ 12.00
Price per landing up to 2hrs Additional hourly rate	Out of hours inc 5pm til Dusk		£ 45.00 £ 15.00	£ 50.00 £ 18.00
Price per landing up to 2 hrs Additional hourly rate	Saturday		£ 45.00 £ 15.00	£ 50.00 £ 18.00
Price per landing up to 2hrs Additional hourly rate	Sunday		£ 60.00 £ 20.00	£ 65.00 £ 25.00
<b>BEACHES &amp; AMENITIES</b>	Coverage	Comments	Charges 2013/14 inc VAT	Proposed Charges 2014/15 inc VAT
<b>CHALETs</b> Annual 1st floor: Meadfoot existing Annual 1st floor: Meadfoot new Annual Ground: Meadfoot existing Annual Ground: Meadfoot new Annual charge - Broadlands Summer Season - Oddicombe (April – September inclusive) <b>Summer Per Week:-</b> April and May April, June and September July and August <b>Summer Per Day:-</b> April and May April, June and September July and August <b>Meadfoot Ground Floor Only</b> <b>Summer Per Week:-</b> April and May April, June and September July and August <b>Summer Per Day:-</b> April and May April, June and September July and August <b>Winter Season</b> October – March (inclusive) <b>Winter Per Month</b> Charges include limited use of electricity and water	Coverage	Comments	Charges 2013/14 inc VAT	Proposed Charges 2014/15 inc VAT
			£ 1,010.00	£ 1,500.00
			£	£ 2,000.00
			£	£ 950.00
			£ 1,500.00	£ 1,300.00
			£ 650.00	£ 1,545.00
			£ 65.00	£ 670.00
			£ 82.00	REMOVE FOR 2014
			£ 97.00	REMOVE FOR 2014
			£ 15.00	REMOVE FOR 2014
			£ 20.00	REMOVE FOR 2014
			£ 25.00	REMOVE FOR 2014
			£ 48.00	REMOVE FOR 2014
			£ 55.00	REMOVE FOR 2014
			£ 63.00	REMOVE FOR 2014
			£ 15.00	REMOVE FOR 2014
			£ 20.00	REMOVE FOR 2014
			£ 25.00	REMOVE FOR 2014
			£ 220.00	REMOVE FOR 2014
			£ 54.00	REMOVE FOR 2014

<b>BEACH HUTS</b> <b>Summer Season</b> (April – September inclusive)  <b>Summer Per Week:-</b> April and May April, June and September July and August <b>Summer Per Day:-</b> April and May April, June and September July and August <b>Winter Season:-</b> (October – March inclusive) Selected safe sites only Non refundable deposit per week  Winter Per Month:-			£  £ £ £  £ £ £  £ £ £  £ £ £	460.00 £  48.00 55.00 £ 63.00 £  13.00 14.00 £ 19.00 £  150.00 £ 10.00 £ 40.00  315.00 £ 220.00 £ 55.00 £ 210.00 £  150.00 £ 27.00 £ 52.00 £ 52.00 £	474.00  REMOVE FOR 2014  REMOVE FOR 2014  155.00 20.00 155.00 10.00  324.00 - 57.00 227.00  155.00 28.00 54.00 60.00
<b>SITE ONLY-SUMMER SEASON</b> Corbyn Head Preston, Broadlands, Goodrington & Preston Marine Parade Corbyn self maintained All other site locations					
<b>WINTER STORAGE (Beach Huts)</b> Storage site (including VAT) Admin transfer charge Beach Hut transfer charge Beach Hut scrappage charge					

<b>DECKCHAIRS</b> Per chair per week Per session Per day Directors chair <b>EVENT DECKCHAIR HIRE</b> Chairs per day Delivery/Collection minimum charge Prices on application	Weekly ticket - valid on all beaches	£ £ £ £ £ £	5.00 1.00 £1.50 £3.00 2.00 36.00	£ £ £ £ £ £	5.00 1.00 £1.50 £3.00 2.00 36.00	5.00 1.00 £1.50 £3.00 2.00 36.00
<b>SUNTRAPS / WINDBREAK</b> Per session		£	3.00	£	3.00	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	£ £ £ £ £ £	1.00 3.00 2.00 10.00 1.00 3.00	- 3.00 2.00 10.00 1.00 3.00
<b>LOCKERS</b> Deposit Daily Charge		£ £	3.00 1.00	£ £	3.00 1.00	3.00 1.00
<b>ALLOTMENTS</b> Annual Charge Per Square Metre with water Per Square Metre without water Tool Lockers - Shenwell Valley	Coverage			Comments	Charges 2013/14 O/S VAT	Proposed Charges 2014/15 O/S VAT
		£ £ £	4.10 2.60 2.10		4.10 2.60 2.10	4.20 2.70 2.50

PARKWOOD LEISURE TORBAY LEISURE CENTRE	Coverage	Comments	Charges 2013/14 INC VAT	Proposed Charges 2014/15 INC VAT
<b>SWIMMING</b>				
Adult			£ 3.00	No increases to effect income to the council
Junior			£ 2.50	No increases to effect income to the council
60+/Disabled			£ 2.50	No increases to effect income to the council
Early Morning	Members only		£ 3.00	No increases to effect income to the council
Family ticket	2 adults & up to 3 children		£ 7.50	No increases to effect income to the council
Season Tickets:-	3 Months		£ 70.00	No increases to effect income to the council
	6 Months		£ 129.50	No increases to effect income to the council
	12 Months		£ 231.00	No increases to effect income to the council
<b>AQUATONE</b>			£ 4.00	No increases to effect income to the council
<b>SPORTS ACTIVITIES</b>				
Squash	¾ hour	Peak	£ 6.00	No increases to effect income to the council
Junior Squash		Off Peak	£ 5.00	No increases to effect income to the council
Badminton	1 hour	Off Peak	£ 2.00	No increases to effect income to the council
Table Tennis	1 hour		£ 7.50	No increases to effect income to the council
5-a-side	1 hour		£ 6.00	No increases to effect income to the council
Health & Fitness Suite			£ 3.00	No increases to effect income to the council
			£ 33.50	No increases to effect income to the council
			£ 6.00	No increases to effect income to the council
<b>RECREATION ACTIVITIES</b>				
Adult Recreation			£ 4.50	No increases to effect income to the council
Creeks			£ 2.00	No increases to effect income to the council
50+ Recreation			£ 3.00	No increases to effect income to the council
Soccer School			£ 2.00	No increases to effect income to the council
Sequence/Tea Dance			£ 2.50	No increases to effect income to the council
<b>EQUIPMENT HIRE</b>				
Racket			£ 1.50	No increases to effect income to the council
Football			£ 1.50	No increases to effect income to the council
Towel			£ 2.00	No increases to effect income to the council
Shower Only			£ 2.00	No increases to effect income to the council
<b>AREA HIRE</b>				
Sports Hall	Whole per hour		£ 65.50	No increases to effect income to the council
Swimming Pool	Whole per hour		£ 65.50	No increases to effect income to the council
Swimming Pool	Third per hour		£ 30.50	No increases to effect income to the council
Minor Hall	Whole per hour		£ 23.00	No increases to effect income to the council
Beesley Room	Whole per hour		£ 20.50	No increases to effect income to the council

<b>AEROBICS</b> Aerobics per hour Step Aerobics per hour			£ 4.00 £ 4.00	No increases to effect income to the council No increases to effect income to the council
<b>ALL-WEATHER PITCH</b>  Whole Area 1 hour Whole Area - ½ hour Half Area - 1 hour	Off Peak Peak Floodlit Off Peak Off Peak Peak Floodlit		£ 25.50 £ 34.50 £ 46.50 £ 14.50 £ 14.50 £ 24.00 £ 30.50	No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council
<b>NON-MEMBER ENTRANCE FEES</b> Adult Junior 60+/ Sauna Per Person			£ 1.50 £ 1.50 £ 1.50 £ 4.50	No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council
<b>MEMBERSHIP</b> Adult Junior Family 60+/ Car Park Pass Holiday – 1 week			£ 29.00 £ 13.50 £ 42.50 £ 16.50 £ 8.50 £ 18.00	No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council No increases to effect income to the council
<b>SCHOOL</b> <b>SCHOOL</b>	Coverage	Comments	Charges 2013/14 INC VAT	Proposed Charges 2014/15 INC VAT
<b>COMMUNITY USE</b> Whole Area 7-a-side	Per hour Per Match		£ 39.50 £ 23.50	No increases to effect income to the council No increases to effect income to the council
<b>PALACE THEATRE</b>	Coverage	Comments	Charges 2013/14 exempt VAT	Proposed Charges 2014/15 exempt VAT
<b>Commercial Hire</b> Additional Technical Performance Charge Deposit Box Office Charge Credit Commission Merchandising Insurance Cover Poster Sites	Day Rate Per Hour (minimum 2) Per hour		£ 720.00 £ 75.00 £ 15.00 £ 138.50 20% 10% 3% 25% 10% 2.50 £	£ 720.00 £ 75.00 £ 15.00 £ 138.50 20% 10% 3% 25% 10% 2.50 £
<b>Use and moving of Tuned Piano</b> Grand (PLUS VAT) Upright (PLUS VAT) Additional Tuning (PLUS VAT)		Plus £10 per additional performance Plus £10 per additional performance Per additional tuning	£ 57.00 £ 45.00 £ 35.00	£ 57.00 £ 45.00 £ 35.00
<b>NON Commercial Hire</b> Additional Technical Performance Charge Deposit Box Office Charge Credit Commission Merchandising Insurance Cover Poster Sites	Day Rate Per Hour (minimum 3) Per Hour (minimum 3) Per Hour (minimum 2)	10:00 - 18:00 - Sunday's will incur an additional 25% on cost 18:00 - 23:00 - Sunday's will incur an additional 25% on cost	£ 510.00 £ 36.50 £ 58.00 £ 15.00 £ 138.50 5% 10% or £148 whichever is the greater plus VAT 3% 5% 10% £ 3.50	£ 510.00 £ 36.50 £ 58.00 £ 15.00 £ 138.50 5% 10% or £148 whichever is the greater plus VAT 3% 5% 10% £ 3.50



TORRE ABBEY MANSION			Charges 2013/14	Charges 2014/15
Adults			£7.50	£7.50
Seniors			£6.25	£6.25
Childrens - (3 - 15 yrs)			£3.00	£3.00
Family			£18.00	£18.00
Garden			£4.00	£4.00
Annual Ticket			£15.00	£15.00
Annual Ticket Seniors			£12.50	£12.50
Annual Ticket Family			£25.50	£25.50
<b>Pre-booked Prices</b>				
Education Group (Schools)			£3.00	£3.00
Adult Group			6.00	6.00



CHARGEABLE ACTIVITIES	Coverage	Comments	Charges 2013/2014	Proposed Charges 2014/15
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 per week per 3 weeks 6 weeks in advance 12 weeks in advance Overdue charges Yellow Band Overdue charge Blue Band Overdue charge White Band Overdue charge	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 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	16p per item per day 9p per item per day 9p per item per day 6p per item per day 6p per item per day £1.00 50p £1.00 £5.00 £10.00 16p per day £2.60 per week 50p per day £2.00 per week 40p per day Free for one week 16p per day
Hire of DVD	Joint arrangement with Devon & Plymouth libraries	Postage fees to be levied	Postage fees to be levied	Postage fees to be levied
Music Sets & Playsets				
Use of Library Computers use of Fax machine	Members - First Hr Members - Extra time Non-members Transmission within UK Transmission outside UK Printed Receipts	Free £1.00 per half hr £2.00 per half hr £1.00 75p each £1.50 £1.00 each 50p per page	Free £1.00 per half hr £2.00 per half hr £1.00 75p each £1.50 £1.00 each 50p per page	Free £1.00 per half hr £2.00 per half hr £1.00 75p each £1.50 £1.00 each 50p per page
Photocopies & Printouts	Black & White Black & White Colour (where available) Colour (where available)	A4 A3 A4 A3	10p per copy 20p per copy 50p per copy 75p per copy	10p per copy 20p per copy 50p per copy 75p per copy
Reproduction Rights & Royalties	Laser Copies Laminated Copies Photocopies (In connection with Local Studies/ref research) Digital Scans Digital Copies for slide shows Illustration in book Small reproductions	A4 A3 A4 A3 1 - 4 copies of A4 1 - 4 copies of A3 Staff Scanning & emailing of image staff scanning image & download to CD/DVD e.g Postcards, greeting cards, table	£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	£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
Royalty Fees & Charges				

	Large reproductions Photographic blow-ups Television, Video, Film strips, Slides Digitised images for use CD-ROMS, networks & the internet from	mats, book jackets. e.g Posters, Prints, advertisements For interior decoration	£75.00 + VAT £50.00 + VAT £50.00 + VAT £50.00 + VAT
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The above fees are for the UK rights for a single use of one black and white image or for a regional broadcast. For colour reproductions the above fee is doubled.

World rights, national broadcasts: above fee to be doubled again. Repeat showings, new additions, above to be halved. Requests for reproduction rights should be made in writing to the Head of Libraries, Torquay Library, Lymington Road, Torquay, TQ1 3DT (who will have discretion in exercising these charges)

HIRE OF MEETING ROOMS	Coverage	Comments	Charges 2013/2014	Proposed Charges 2014/15
Paignton Library & Information Centre:	Triple Meeting room (10, 11, 12)	Profit making Non-profit making	£20.00 £9.00	£20.50 £9.50
	Double Meeting room (10, 11) or (11, 12)	Profit making Non-Profit making	£18.00 £8.00	£18.50 £8.50
	Single meeting room (10) or (11) or (12) or (13)	Profit making Non-profit making	£12.00 £5.50	£12.50 £6.00
	Learning Centre	Profit making Non-profit making	£15.00 £9.00	£15.50 £9.50
	Media room	Profit making Non-profit making	£5.00 £2.50	£5.50 £3.00
	Interview Room		£5.00	No longer available
Torquay Library	Room Hire	Profit Non-profit making	£14.00 £7.00	£14.50 £7.50
Brixham Library	Room Hire	Profit Non-profit making	£9.00 £5.00	£9.50 £5.50
	Room hire & Laptops	Profit Non-profit making	£11.00 £6.50	£11.50 £7.00
Surcharges for hire outside library opening hours:		Weekdays Weekends	£20 per hr or part thereof £25 per hr or part thereof	£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	£1.50 50p
CHARGEABLE ACTIVITIES	Coverage	Comments	Charges 2013/2014	Proposed Charges 2014/15
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	60p Free
Book Sales:		Adult Fiction - Paperback Adult Fiction - hardback Mills & Boon, Westerns & Hale	£4.00 n/a £2.00	£4.00 n/a £2.00
			70p £1.00	70p £1.00

Romances	30p	30p
Adult Non-fiction hardback	£1.20	£1.20
Adult Non-fiction paperback	70p	70p
Childrens	50p	50p
Music Cassettes	30p	30p
Video's - yellow/blue	£2.00	£2.00
Video's - green/white	50p	50p
DVD	£2.00	£2.00
CD - Single Set	£1.00	£1.00
CD - Multi Set	£1.50	£1.50
Childrens audio set	50p	50p
Childrens Single tape/CD	20p	20p
X Box game	£8.00	£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.

KE

Incorrect charges - changed due to in year parking charges amendment  
Existing parking charges

### Budget Report From TWP Recommendations

#### 1.1 Off Street Parking

OFF	STREET	30 mins	1 hour	1.5 hours	2 hours	3 hours	4 hours	5 hours	All Day	Overnight
<b>Existing</b>	Beach	Summer	£1.50	£2.00	£2.50	£3.50	£4.50	£5.50	£9.00	£2.20
	Town Centres	Summer	£1.30	£1.80	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00
	Others	Summer	£1.30	£1.80	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00

OFF	STREET	30 mins	1 hour	1.5 hours	2 hours	3 hours	4 hours	5 hours	All Day	Overnight
<b>Existing</b>	Beach	Winter	£0.50	-	-	-	-	-	£1.80	£1.00
	Town Centres	Winter	£0.70	£1.80	£2.20	£3.00	£4.00	£5.00	£8.00	£2.00
	Others	Winter	£0.70	£1.80	£2.20	£3.00	-	-	£4.00	£2.00

#### Beach Car Parks

Abbey Park, Breakwater, Broadsands, 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

\*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	30 mins	1 hour	1.5 hours	2 hours	3 hours	4 hours	All Day	Overnight
<b>Existing</b>	Prime Sites	Summer	£1.00	£1.50	£2.20	£3.00	£4.00	£5.00	£2.50
	Town Centre	Summer	£0.70	£1.30	£2.00	£2.50	£3.50	£4.50	-
	Commuter	Summer	-	-	-	-	£1.00	£2.00	-

ON	STREET	30 mins	1 hour	1.5 hours	2 hours	3 hours	4 hours	All Day	Overnight
<b>Existing</b>	Prime Sites	Winter	£0.20	£0.50	£1.00	£1.50	£2.00	£2.50	£1.50
	Town Centre	Winter	£0.50	£1.00	£1.50	£2.00	£3.00	£4.00	-
	Commuter	Winter	-	-	-	-	£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

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

### 1.3 Permits and Dispensations

Permit Type	Coverage	Existing
Annual Permit	Covers use in all Torbay Council Car Parks	£510.00
Annual Commuter	Available for use in all specified car parks	£480.00
Annual Site Specific	Can be used in <b>one</b> specified Long Stay Car Parks	£450.00
Monthly All Car Parks	Covers use in all Torbay Council Car Parks the Harbour	£42.50
Monthly Commuter	Available for use in all specified car parks	£40.00
Monthly Site Specific	Can be used in <b>one</b> specified Long Stay Car Park only	£37.50
Weekly Permit	Covers use in all Torbay Council Car Parks except the Harbour	£33.00
3 Day Permit	Covers use in all Torbay Council Car Parks except the Harbour	£20.00
Off Peak Permit	Valid 3 pm to 10 am, covers use in all Torbay Council Car Parks except pay on exit	£50.00
Commercial Weekly	Covers use in Clennon Valley, Lymington Road, Oxen Cove, Victoria and Shedden Hill	£38.00

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



# **Mayor's Budget Consultation Results**

**January 2014**



## Executive Summary

1. In setting a budget for 2014/15 and beyond, Torbay Council faces an unprecedented challenge. The Council is facing an estimated budget gap of £22 million over the next two financial years and, like all local authorities, has to make difficult decisions about its services. Some services may need to be reduced or delivered in a different way or some may stop altogether.
2. The Mayor asked each Executive Lead and Executive Head to identify budget priorities within their service areas, together possible areas of savings and additional income generation. The draft proposals were then reviewed and prioritised by the Mayor and Conservative Group with the Mayor announcing his proposals for savings for 2014/15 and into 2015/16 in November 2013.
3. Of these proposals, approximately £11 million were identified as “internal” or “efficiency” savings, which means there should be no impact on the services which are delivered to the community. The remainder were categorised as having a “minor” or “major” impact according to the level of community impact or interest whilst also taking account of the impact of those groups with protected characteristics under the Equality Act 2010.
4. The budget proposals for each Business Unit, along with summaries of the services each Business Unit currently provides, are available on the Torbay Council website at [www.torbay.gov.uk/budget1415](http://www.torbay.gov.uk/budget1415).
5. Public consultation on the proposals started on 21 November 2013 and closed on the 16 January 2014. The proposals were widely communicated to the Torbay community via local newspaper (Herald Express & Western Morning News), local radio (Palm FM, Radio Devon and Heart FM), BBC One Spotlight, Twitter and Facebook and detailed on the Torbay Council website. Emails were sent to key stakeholders and a range of opportunities were provided for people to contribute to the consultation. People were also able to send representations via email and post to Torbay Council.
6. An Equality Impact Assessment (EIA) was prepared for each of the proposals assessed as “major” and those “minor” proposals with a high level of community interest. Each EIA evidences that the Council has fully considered the impact of the proposed changes to services and has carried out appropriate consultation on those changes with the key stakeholders. It enables the Council to make informed decisions about the authority’s budget.
7. In developing the EIA, service specific consultation was undertaken with both users and providers. Consultation took the form of meetings with service providers, client focus groups, letters to current and potential service users and providers, request for representation from local and national organisations and service-based online and paper questionnaires. The general public also had the opportunity to comment on the proposals.
8. The EIAs have been published on the Council website at [www.torbay.gov.uk/budget1415](http://www.torbay.gov.uk/budget1415) and outline how the consultation process was



undertaken and any positive and negative equality impacts on specific groups. The results of the consultation are appended to each EIA.

9. A further general questionnaire was prepared to supplement the service specific consultations. The questionnaire covered general questions concerning Torbay Council services and any proposals where there was a potential for some impact on the services the Council delivers. It was available online and as a paper questionnaire which was distributed via libraries, Connections offices and at the Mayor's public events. This asked for feedback on the proposals, as well as questions around current services and council tax increase. There has been good response to the consultation with 3,835 unique page views of web information and a total of 2760 respondents via paper and online surveys.
10. Where questions within the general questionnaire related to proposals which were also subject to service specific consultation, the results have been included within appropriate EIA.
11. The results for the non-service specific questions are summarised in Annex 1 to this report. Where written or email representation has been made around the general budget these have been summarised in Annex 2.
12. The Mayor organised two public events at which he was able to discuss the budget and the budget proposals with the public and key stakeholders. Over 270 people attended the events which were held on 2 December 2013 in Torquay and on 9 January 2014 in Paignton. The results are summarised in Annex 3.
13. In accordance with the Constitution, the Mayor's budget proposals were sent to all members of the Overview and Scrutiny Board for consideration. The Board established a Priorities and Resources Review Panel which then considered a number of the specific proposals and received representation from a range of organisations and individuals. The report from that review has been forwarded to the Mayor and is available on the Torbay Council website at [www.torbay.gov.uk/completereviews](http://www.torbay.gov.uk/completereviews).

## Headline Results

14. The response to the general budget questionnaire came from people who are largely representative of the demographic spread of Torbay. Of the 342 who identified their postcode as Torbay, 39% were from Torquay, 33% from Paignton and 12% from Brixham. This is in contrast to 2013 where 68% were from Torquay. The respondent profile is set out in Annex 4.
15. Through consultation the proposals which generated the most public interest were those in relation to:
  - Supporting People
  - Citizens' Advice Bureau
  - Libraries
  - English Riviera Tourism Company

- Acorn Centre

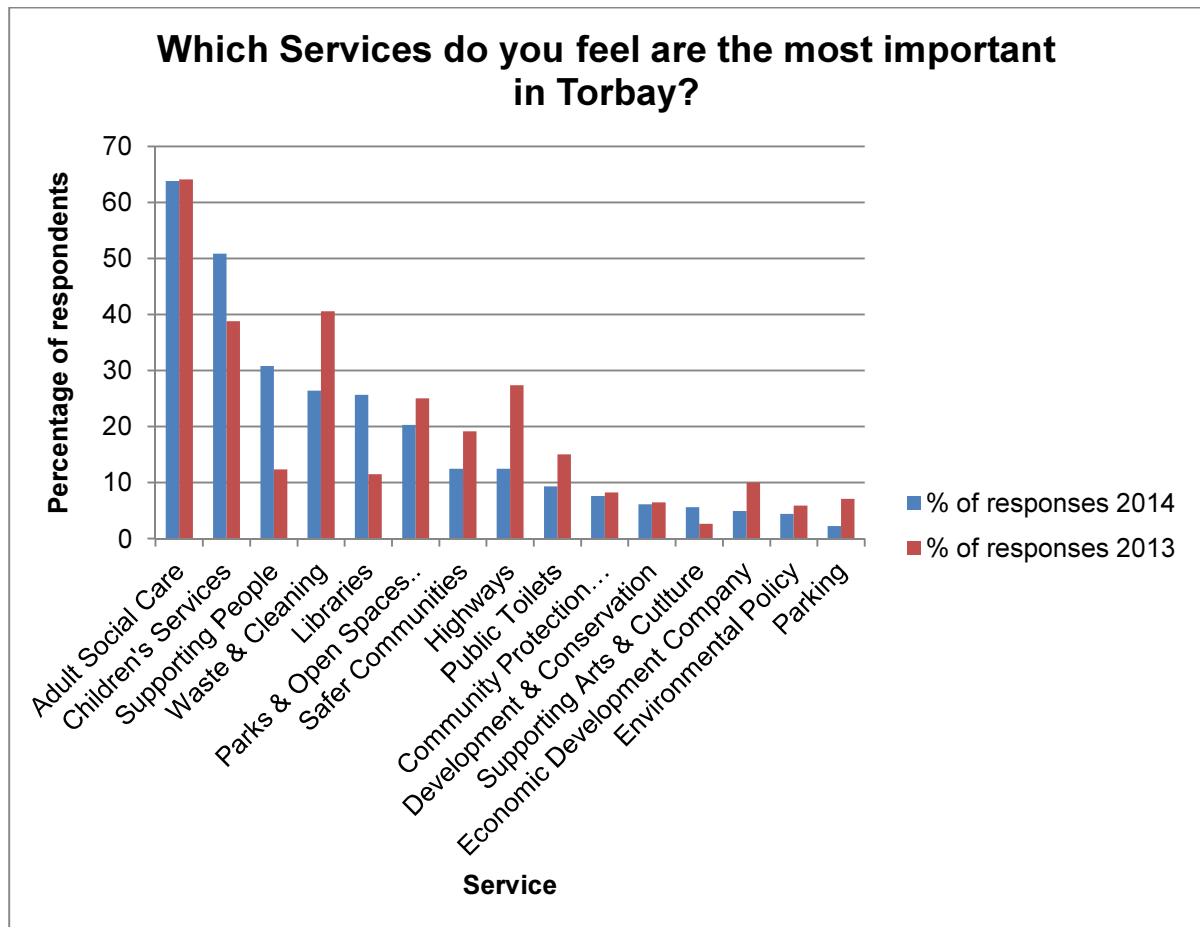
16. In the majority of cases, people were against the proposals put forward for these services. The main themes to emerge concerned the impact of a reduction in services on vulnerable client groups, the increase pressure the proposals may have on statutory services and voluntary sector groups and the short timescales of the introduction of the reductions.
17. From the general questionnaire, the proposals for reducing the maintenance of beaches and highways were not supported and were viewed as having a detrimental effect on tourism in Torbay.
18. Based on the consultation survey results, the majority of respondents were in favour of a Council Tax increase of 2% (56%).

## Annex 1 – General Budget Questionnaire Results

The results of those questions specific to a proposal with an Equality Impact Assessment (EIA) are included within the EIA. The other results are shown within this Annex.

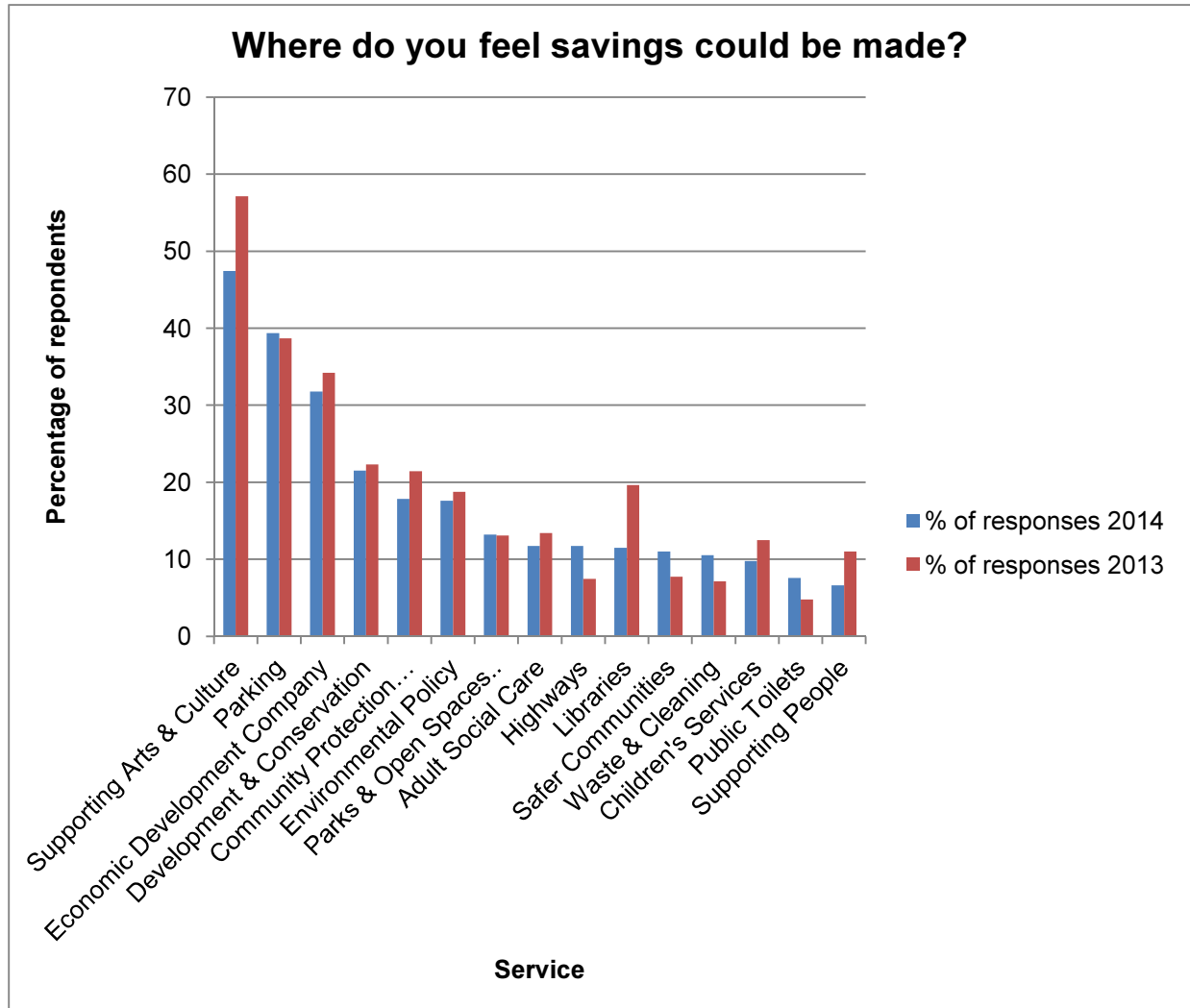
### Q1. Of the following services, which three do you feel are the most important in Torbay?

Respondents could select up to three services. Results are shown for 2014 and compared with the same question from the 2013 budget consultation.



**Q2. Please tell us the three services where you feel that savings could be made:**

Respondents could select up to three services. Results are shown for 2014 and compared with the same question from the 2013 budget consultation.



**Q3. How much do you feel we should increase council tax by?**

Respondents could select one box.

<b>How much do you feel we should increase council tax by?</b>	<b>Number</b>	<b>Percent</b>
0% increase	160	39.1
2% increase	231	56.5
No response	18	4.4
<b>Total</b>	<b>409</b>	<b>100</b>

## Children’s Services Proposals

### Q6f. Reduction in Neighbourhood Youth Grant

Do you support this proposal?	Number	Percent
Yes	295	72.1
No	70	17.1
No response	44	10.8
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 70 respondents who selected ‘No’ they do not support the proposal, 63 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
<b>Positive support to youth</b>	<p><i>“Young people should be encouraged to access youth services - this helps them to develop a good attitude to responsible citizenship.”</i></p> <p><i>“With unemployment at high levels it is unwise to withdraw support this kind of support. Our young people need more activities and support to keep them focussed ...”</i></p> <p><i>“Important help for young people.”</i></p>
<b>Less cut/no cut</b>	<p><i>“I would support a lesser reduction, youth work is important as a preventative measure.”</i></p> <p><i>“A reduction of 15% would seem more reasonable at a time when youth prospect and hope is at an all time low.”</i></p>
<b>Other</b>	<p><i>“Neighbourhoods need this grant. Many areas of Torbay need schemes to help young people...”</i></p>

## Residents and Visitor Services Budget Proposals

### Q8d. Increase income from Beach Huts

Do you support this proposal?	Number	Percent
Yes	350	85.6
No	39	9.5
No response	20	4.9
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 39 respondents who selected 'No' they do not support the proposal, 39 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said 'No' above
<b>Already expensive</b>	<p><i>"Already too expensive."</i></p> <p><i>"Beach huts are expensive as it is, the people of Torbay should be allowed to enjoy it beaches/huts for a reasonable price."</i></p>
<b>Families</b>	<p><i>"Beach huts need to be more accessible to the local communities to be able to allow children to explore a natural environment which is not available to all communities."</i></p> <p><i>"They are a vital pleasure for older people and families with young children in particular."</i></p>
<b>Other</b>	<p><i>"But only if beach huts are properly maintained..."</i></p> <p><i>"..Provide upgraded huts at higher costs...not to simply increase charges with no upgrade."</i></p>

**Q8e. Increase income from concessions at beaches**

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	345	84.4
No	42	10.3
No response	22	5.1
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 42 respondents who selected 'No' they do not support the proposal, 42 respondents made comments related to the proposal. These have been summarised into themes below:

<b>Category</b>	<b>Examples of comments – where respondents said 'No' above</b>
<b>Litter</b>	<p><i>"Beaches should be left unspoilt. More catering means more litter and rubbish."</i></p> <p><i>"Many traders struggle now, to keep going by adding more catering sites etc you will cut these profits and increase litter."</i></p>
<b>Other</b>	<p><i>"More than enough already."</i></p>



**Q8f. Reduce the maintenance budget for beaches**

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	150	36.7
No	229	56.0
No response	30	7.3
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 229 respondents who selected 'No' they do not support the proposal, 207 respondents made comments related to the proposal. These have been summarised into themes below:

<b>Category</b>	<b>Examples of comments – where respondents said 'No' above</b>
<b>Will affect tourism</b>	<p><i>"Nice beaches are a key part of Torbay's visitor offer..."</i></p> <p><i>"One of Torbay's assets is its beaches, to start neglecting them would have a direct impact on tourism."</i></p> <p><i>"The beaches are the heart of our tourism, we need them maintained."</i></p> <p><i>"Tourism is vital to the local economy, the state of beaches and maintenance of bins is important to maintain..."</i></p>
<b>Minimal savings</b>	<p><i>"Minimal saving and visually could have huge impact and affect tourism."</i></p> <p><i>"For the sake of £3k over two years, the negative visual impact to locals and visitors will show we have not prioritised maintaining the fabric of our beautiful coastline which draws so many people each year including locals."</i></p>
<b>Other</b>	<p><i>"Less bins means more rubbish on the streets, beaches need constant maintenance especially in winter."</i></p> <p><i>"We need to keep beaches safe and clean."</i></p>

**Q8g. Reduce the budget for cyclical highways maintenance (and remove the Transport Working Party)**

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	161	39.4
No	205	50.1
No response	43	10.5
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 205 respondents who selected 'No' they do not support the proposal, 198 respondents made comments related to the proposal. These have been summarised into themes below:

<b>Category</b>	<b>Examples of comments – where respondents said 'No' above</b>
<b>Poor condition of roads</b>	<p><i>"Highway maintenance is already poor."</i></p> <p><i>"Roads are already in a very poor state and need urgent repairs in many areas."</i></p> <p><i>"Too many pot holes now, would only get worse."</i></p>
<b>Will affect tourism</b>	<p><i>"High standards of highway infrastructure maintenance are important to support the vital tourist industry."</i></p> <p><i>"Maintenance of roads is vital in a tourist area like Torbay which sees increased volumes of traffic both in the summer season and winter ..."</i></p>
<b>Safety</b>	<p><i>"Highway repairs are a safety measure for both pedestrians and drivers."</i></p> <p><i>"What cost safety! Road users including cyclists could be endangered."</i></p>

**Q8h. Reduce the maintenance budget for car parks**

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	299	73.1
No	78	19.1
No response	32	7.8
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 78 respondents who selected 'No' they do not support the proposal, 73 respondents made comments related to the proposal. These have been summarised into themes below:

<b>Category</b>	<b>Examples of comments – where respondents said 'No' above</b>
<b>Will affect tourism</b>	<p><i>“Maintenance of car parks is essential in a tourist area.”</i></p> <p><i>“In a major tourist area like Torbay car parks and the quality and maintenance of them are more important now than ever as they are vital to tourists and local residents alike.”</i></p>
<b>Other</b>	<p><i>“Minimal savings for high visible impact.”</i></p> <p><i>“Reducing maintenance only leads to greater costs in the future.”</i></p>

**Q8i. Reduce the budget for arboriculture**

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	279	68.2
No	101	24.7
No response	29	7.1
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 101 respondents who selected 'No' they do not support the proposal, 98 respondents made comments related to the proposal. These have been summarised into themes below:

<b>Category</b>	<b>Examples of comments – where respondents said 'No' above</b>
<b>Safety</b>	<p><i>“Non-maintained trees will be a threat to public safety.”</i></p> <p><i>“The area needs regular arboriculture and planned maintenance in order to maintain a safe as well as aesthetic environment for both locals and tourists.”</i></p>
<b>Environmental importance</b>	<p><i>“Torbay trees are an essential ingredient of our healthy environment...”</i></p> <p><i>“.. Trees make both a vital visual and well as environmental contribution in Torbay.”</i></p>
<b>Other</b>	<p><i>“Planned maintenance will help reduce the chance of major work being needed. Reactive maintenance is often more expensive.”</i></p>

**Q8j. Reduce the budget for parks and open spaces**

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	201	49.1
No	176	43.0
No response	32	7.8
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 176 respondents who selected 'No' they do not support the proposal, 163 respondents made comments related to the proposal. These have been summarised into themes below:

<b>Category</b>	<b>Examples of comments – where respondents said 'No' above</b>
<b>Tourism</b>	<p><i>".. A holiday resort appearance is important and unkempt public areas would send a negative message to holiday makers."</i></p> <p><i>"As long as our open spaces are part of tourist attractions, they must look good."</i></p> <p><i>"Attractive parks and open spaces are beneficial to local residents and visitors. Tourists are most important for the local community."</i></p>
<b>Important service</b>	<p><i>"Maintenance is required to keep up the general appearance and the feeling of well being."</i></p> <p><i>"It's a great pleasure to walk/sit/rest/play in a well maintained public space."</i></p>
<b>Other</b>	<p><i>"...These areas 'sell' our location. Look at more cost effective ways of laying them out, meadows/wild flowers/cutting twice a year etc. Be more efficient and natural in your landscaping to save costs - use your environment to enhance these areas and keep maintenance costs down. Natural planting is much more popular and environmentally friends - not to mention less costly."</i></p>

## Q9. Further Comments and Suggestions

Respondents were given the opportunity to make suggestions for where alternative/additional savings could be made or income generated.

Category	Examples of themes
<b>Income generation</b>	<ul style="list-style-type: none"><li>• Small charge for use of bus pass</li><li>• Increase council tax</li><li>• Increase income from waste and recycling</li></ul>
<b>Internal</b>	<ul style="list-style-type: none"><li>• Review internal costs and efficiencies</li><li>• Combine services and functions</li><li>• Review Mayoral post</li></ul>
<b>Regeneration</b>	<ul style="list-style-type: none"><li>• Review empty shops</li><li>• Regenerate town centres</li></ul>
<b>Tourism</b>	<ul style="list-style-type: none"><li>• More all weather tourist facilities</li><li>• Explore different tourist markets</li></ul>
<b>Community / volunteers</b>	<ul style="list-style-type: none"><li>• More community involvement and volunteering</li><li>• Run services via the voluntary sector, the church</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Protect services for the vulnerable</li></ul>

## Annex 2 – Feedback from Correspondence

Correspondence was received from individuals via email and letter.

Categories/themes from all the correspondence received has been summarised in the table below.

Comments relating to specific proposals are included in those consultation results.

Feedback includes representation from the consultation event in Brixham facilitated by the Non-Coalition Group on the Council where 50 people attended.

Category	Example comments made by respondents
<b>Consultation process</b>	<ul style="list-style-type: none"> <li>• Improve access to consultation.</li> <li>• Need clearer information.</li> <li>• Wider circulation of consultation.</li> </ul>
<b>Supporting People</b>	<ul style="list-style-type: none"> <li>• PLUSS provides invaluable support and advocacy for people with learning difficulties to access employment.</li> <li>• Brixham Does Care and ACE (Access to Community Education) are a priority service for the town.</li> </ul>
<b>Grants and funding</b>	<ul style="list-style-type: none"> <li>• Sell or remove the grant for Riviera International Conference Centre.</li> <li>• English Riviera Tourism Company – valued resource.</li> </ul>
<b>Libraries</b>	<ul style="list-style-type: none"> <li>• Relocate other services into libraries.</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>• Provide minimum statutory services.</li> <li>• Higher council tax on holiday and second homes.</li> </ul>

## Annex 3 – Mayor’s Budget Events

Two public events were held by the Mayor to discuss the budget. The first one was held in Torquay in December 2013 and the second one in Paignton in January 2014.

278 members of the public and stakeholders attended the events. The Mayor introduced the event with the Executive Director of Torbay Council giving a presentation on the Budget process.

Members of the public were then invited to take part in an activity, facilitated discussion and question and answer session around the budget and general themes are collated below:

Category	Examples of themes
<b>Supporting People</b>	<ul style="list-style-type: none"> <li>• Services need to be preserved or this will impact on the vulnerable and increase in homelessness.</li> <li>• Need to work together to find alternative sources of funding or will face closures.</li> <li>• Vulnerable people need to be able to have an avenue to voice their opinions.</li> <li>• Could the cuts be spread over a period of years?</li> <li>• Cuts are too high and too fast.</li> <li>• Discussions how this could be funded or run in different ways e.g. support from the church and voluntary sector.</li> <li>• Representatives from the police voiced their concern over the impact of these budget proposals on crime rates and rough sleepers.</li> <li>• These services are extremely important and provide valuable support to vulnerable adults and their families.</li> </ul>
<b>Libraries and the arts</b>	<ul style="list-style-type: none"> <li>• Concern about provision/closures</li> </ul>
<b>Waste and Recycling</b>	<ul style="list-style-type: none"> <li>• Increase recycling.</li> <li>• Impose fines to increase income.</li> </ul>
<b>Licensing hours</b>	<ul style="list-style-type: none"> <li>• Reduce licensing hours.</li> </ul>



<b>Income generation</b>	<ul style="list-style-type: none"> <li>• Through New Homes Bonus.</li> </ul>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>• Importance of tourism to the area.</li> <li>• Build on the assets we have, environment, beaches, and parks.</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• More jobs for young people.</li> <li>• Focus on getting people back into work.</li> <li>• Cease support to Riviera International Conference Centre/sell building.</li> <li>• Concern about Citizens' Advice Bureau and implications of cuts.</li> <li>• Concern about availability of national grants to community and voluntary groups if local funding not available.</li> </ul>
<b>Council Tax</b>	<ul style="list-style-type: none"> <li>• The majority of people who took part in the activity at the first budget event were in favour of an increase of 2%.</li> <li>• Additional comments and questions also alluded to a 2% increase</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>• Cross agency/cross local authority services.</li> <li>• Assess council wages, mayoral position.</li> <li>• Use less agency staff.</li> <li>• Ring fence essential services.</li> <li>• Mayor will be meeting with MPs to discuss savings.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Cuts to preventative services will increase pressure on statutory services.</li> </ul>

## Annex 4 – Respondent Profile

Of the 409 responses received, 58% completed paper copies of the questionnaires and 42% responded online. This is contrary to the previous year where 45% complete paper copies and 55% online, see table below.

Number of respondents	2013 Number	2013 Percent	2014 Number	2014 Percent
Hard copy (Paper)	157	45.4	235	57.5
Online	189	54.6	174	42.5
<b>Total</b>	<b>346</b>	<b>100.0</b>	<b>409</b>	<b>100.0</b>

Of the 342 who identified their postcode as Torbay, 39% were from Torquay, 33% from Paignton and 12% from Brixham. This is in contrast to 2013 where 68% were from Torquay.

Home town of respondents	2013 Number	2013 Percent	2014 Number	2014 Percent
Torquay	227	67.6	159	38.9
Paignton	64	19.0	135	33.0
Brixham	45	13.4	48	11.7
<b>Total</b>	<b>336</b>	<b>100.0</b>	<b>342</b>	<b>83.6</b>

Number of respondents	Number	Percent
Male	171	45.7
Female	203	54.3
<b>Total</b>	<b>374</b>	<b>100.0</b>

**Budget Proposals 2014/15 and 2015/16: Adult Social Care**

<b>Name:</b>	Caroline Taylor / Dr Sonja Manton	<b>Position:</b>	Director of Adult Social Care / Chief Operating Officer
<b>Business Unit:</b>	Adult Social Care	<b>Directorate:</b>	Torbay & Southern Devon Health & Care Trust
<b>Executive Lead:</b>	Cllr Scouler	<b>Date:</b>	6 <sup>th</sup> February 2014

At any one time Torbay and Southern Devon Health and Care NHS Trust (TSDHCT) is working, on behalf of Torbay Council, to coordinate the delivery of adult social care services to around 2,200 people across Torbay. Approximately a third of these people will need to be cared for in residential or nursing homes and two thirds of the people will be receiving care in their own home.

To identify what services each person needs staff from the Trust first of all work with every individual to identify and assess their needs against the relevant eligibility criteria and policies. Through a separate process a personal budget is then calculated; this is the amount of money which can be spent on services for that person. The final part of the process is to discuss with each individual, their family and carers to agree a support plan which sets out how this personal budget could be used to purchase services and deliver the right outcomes for that individual. This process makes sure that the care which is provided is personalised and tailored to the needs of each individual.

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Summary of Proposals for Adult Social Care Services 2014/15 and 2015/16

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 <i>If earlier or later state date</i>	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<b>1. Underlying position:</b> Savings brought forward from 2013/14	500,000	0	N/A	In place	N/A	N/A	N/A	N/A
<b>2. Renegotiation of Contracts:</b> working with suppliers to reduce costs in the light of the increasing scarcity of resources.	90,000	170,000	Low	Incremental with effect from 1/4/14	Negotiations will be taking place with suppliers to reduce the cost of some block contracts. A lead in period is likely to be necessary to allow suppliers to adjust their structures and methods. Consequently the majority of savings are likely to be delivered in year 2.  Should any potential impact on service users be identified by the provider then an Equality Impact Assessment and consultation will be undertaken.	X		

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 If earlier or later state date	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<p><b>3. Review of All existing community care support plans:</b> to ensure that allocation of personal budget and services are equitable across all services and between service user groups. (At any one time there are around <b>1,391 people</b> receiving care at home)</p>	1,290,000	498,000	High – will require additional capacity within the Complex Care Review team	July 2014	<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>This proposal will ensure the consistent application of existing policies and thresholds for the provision of care services. The circumstances and needs of each individual service user will be reassessed as part of a formal review process. The level of need identified in the assessment, and how those needs can be met will then be discussed with each individual.</p>	X		
<p><b>4. Care Home Placement Numbers &amp; Rates</b> (there are <b>765 clients</b> placed in RH / NH care)</p>	371,000	360,000	Low	2014/15 & 2015/16	Over the last five years the number of people who need and chose to move into care homes has fallen by around 4% per year. It is assumed that this trend will continue over the next two years.	X		
<p><b>5. Equitable Application of Non-residential Charging policy;</b> a revised charging policy for non-residential service was introduced in 2012/13, this will now be applied consistently across all service groups.</p>	50,000	100,000	Medium	October 2014	The non-residential charging policy will be applied consistently for all people receiving chargeable services. This will include requiring people in receipt of Attendance Allowance and Disability Living Allowance to use a portion of their allowances to contribute to the cost of their care.	X		
<p><b>6. Community Alarms:</b> Full year effect of changes made in 2013/14</p>	94,000	0	Low	April 2014	This is the full year effect of the decision taken for the current year to cease funding for the provision of an alarm unless a service user has Fair Access to Care Services (FACS) eligible need.	X		

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 <i>If earlier or later state date</i>	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<b>7. Community Alarms:</b> funding alarms as part of personal budgets.	48,000	48,000	Medium	2014/15 & 2015/16	<p>Potential risks</p> <ul style="list-style-type: none"> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> <p>This does not alter eligibility for a community alarm; however alarms are currently funded from a separate budget over and above the funding of 'community care'. This proposal means that in future alarms will be funded from the personal budgets allocated to each individual.</p> <p>The circumstances and needs of each individual service user will be reassessed as part of a formal review process.</p> <p>A discussion will then take place with each individual to agree how the needs identified could be met. This will include consideration of whether a community alarm would be beneficial or helpful.</p>		X	
<b>8. Learning Disability Services:</b> the full year effect of changes already agreed.	150,000	0	Medium/High	April 2014	The changes already agreed, and put into place, for services for people with learning disabilities will deliver further savings in 2014/15.	X		
<b>9. Learning Disability Development Fund:</b> It is proposed that this fund is reduced.	17,000	17,000	Low	2014/15 & 2015/16	This is a development fund which has been used in the past to supplement the work of voluntary sector organisations and the Learning Disabilities Partnership board.			X

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 <i>If earlier or later state date</i>	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<b>10. Carers' services:</b> This proposal seeks to secure a 5% reduction in the cost of services which are currently £317,000	18,000	0	Low	April 2014	<ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul> Negotiations will take place with carers' organisations to reduce costs and improve efficiency. There is no anticipated impact on service users.	X		
<b>11. Voluntary Sector Block</b> <b>Contracts:</b> Negotiation with voluntary sector organisations to improve efficiency or reduce costs. The current value of all contracts with voluntary sector managed by the Trust is £256k.	38,000	38,000	Nil	2014/15 & 2015/16	This proposal will achieve the following: <ul style="list-style-type: none"> <li>10% reduction to 3 contracts (Devon County Council, Age UK and Brixham Does Care)</li> <li>No reduction to 4 contracts (Vocal, Parkview Society &amp; 2 Bipolar self management &amp; rent of premises)</li> <li>Withdrawal of funding ( some over two years) to 3 contracts – Relate, ACE and Rethink</li> </ul> This will generate a saving of £62,400  The additional £13,600 will be found as part of the ASC budget reduction total via efficiency savings.			X

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 If earlier or later state date	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<b>12. Redesign of Services:</b> to meet the financial challenges the Council faces, further work will be required to consider whether savings could be made by changing the way services are provided.	122,000	1,095,000	Medium/High	April 2015	<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 Trust will work with the Council during 2014 to identify opportunities for redesigning services so that costs can be reduced whilst still meeting the assessed needs of service users.</p> <p>These will potentially be major projects that will require full consultation and EIAs. However it will not be possible to embark on consultation until detailed proposals have been developed. It will take time to do this and it is expected that consultation will be able to take place throughout 2014.</p>			X
<b>13. Redesign of delivery model:</b> The Trust is committed to making savings in back office function in 2014/15, but given previous savings made these would be modest reductions, however it may be possible to agree a new care model for 2015/16	100,000	1,069,000	Medium/High	April 2015	<p>To achieve savings in 2015/16 will require the Council and Trust to work together to agree a new delivery model which may significantly change the way services are delivered and managed.</p> <p>These will potentially be major projects that will require full consultation and EIAs. However it will not be possible to embark on consultation until detailed proposals have been developed. It will take time to do this and it is expected that consultation will be able to take place throughout 2014.</p>			X
<b>Total saving 2014/15</b>		<b>£2,888,000</b>						
<b>Total saving 2015/16</b>		<b>£3,395,000</b>						
<b>Sub total</b>		<b>£6,283,000</b>						

**£1,566,000:** 2015/16 Further Joint working, shared commissioning, new income and efficiencies to be explored with the NHS and others.

**TOTAL** **£7,849,000**



## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): Community Alarms

<b>Officer Name:</b>	Malcolm Dicken	<b>Position:</b>	Head of TeleHealthCare and Commercial Activity
<b>Business Unit:</b>	Torbay and Southern Devon Health & Care NHS Trust	<b>Directorate:</b>	Community Transformation and Business Development Service
<b>Executive Lead(s):</b>	Cllr Christine Scouler	<b>Date:</b>	6 <sup>th</sup> February 2014

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	Cllr Christine Scouler	<b>Executive Head:</b>	Caroline Taylor/Dr Sonja Manton
<b>Date:</b>	6 <sup>th</sup> February 2014	<b>Date:</b>	6 <sup>th</sup> February 2014

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>Community Alarms:</b> funding alarms as part of personal budgets.</p>		<p>£96,000 (£48k 14/15 £48k 15/16)</p>	<p>Medium</p>	<p>2014/15 &amp; 2015/16</p>	<p>Potential risks</p> <ul style="list-style-type: none"> <li>Impact on community</li> <li>Knock on impact to other agencies</li> <li>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</li> </ul>			X

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

No	Question	Details
1.	<p>Clearly set out the proposal and what is the intended outcome.</p>	<p>The outcome of this proposal is twofold:</p> <ol style="list-style-type: none"> <li>1. To ensure that all current clients who are currently in receipt of a social care funded community alarm or TeleCare package:               <ol style="list-style-type: none"> <li>a. Have an appropriate Fair Access to Care Services [FACS] eligible need</li> <li>b. That the provision of the community alarm or TeleCare package is the most economic and appropriate way to meet that need</li> <li>c. That the cost for the community alarm or TeleCare package is met from the client Resource Allocation System [RAS] allocated budget. The RAS is the method that is used during the assessment process to calculate the personal budget that can be used to support their needs.</li> </ol> </li> <li>2. To ensure that all future clients:               <ol style="list-style-type: none"> <li>a. Have an appropriate FACS eligible need</li> <li>b. That the provision of the community alarm or TeleCare package is the most economic and appropriate way to meet that need</li> <li>c. That the cost for the community alarm or TeleCare package is met from the client RAS allocated budget</li> </ol> </li> </ol> <p>In December 2012 a proposal was submitted by Torbay and Southern Devon Health and Social Care Trust and accepted by Torbay Council. The proposal outlined that a Community Alarm would be provided only for a period of 3 months.</p> <p>Following internal consultation of the policy and the process and also after reviewing the current provision of community alarms we would like to clarify and simplify the process. This will remove the previously agreed 3 month free of charge offering as it has not been required and has been a source of confusion.</p> <p>The new proposal will be easier to implement as it follows the standard FACS assessment criteria and ensures that those in most need are still eligible.</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 a funded community alarm or TeleCare package:             <ol style="list-style-type: none"> <li>a. Approximately 550 Community Alarm only clients</li> <li>b. Approximately 225 TeleCare and Community Alarm clients</li> </ol> </li> <li>2. Clients who in the future will require the provision of a funded community alarm or TeleCare package:             <ol style="list-style-type: none"> <li>a. Approximately 10 Community Alarm only clients per year</li> <li>b. Approximately 50 TeleCare and Community Alarm clients per year</li> </ol> </li> <li>3. Frontline Care Professionals who will need:             <ol style="list-style-type: none"> <li>a. To undertake a review of current funded Community Alarm and TeleCare users and assess that there is a FACS eligible need that is met by the provision of an alarm or TeleCare</li> <li>b. Assist the client in making choices about how they may want to fund the provision of an Alarm or TeleCare as part of their personal budget</li> </ol> </li> <li>4. Staff at the Community Alarm Centre that will have to invoke the new process</li> </ol>
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## 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			
3.	Have you considered the available evidence?	<p>Research was undertaken prior to this proposal being submitted to the Council in December 2012 and below is a summary of how other Local Authorities provide community alarms.</p> <p>Should a client decide that they do not want to fund the provision of an Alarm or TeleCare through a personal budget or do not have a FACS eligible need then they will be signposted to other benefits that may allow them to fund the service privately.</p>			
Page 107		<b>LA</b>	<b>Policy</b>	<b>Install Cost</b>	<b>Weekly Rental</b>
		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
		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.	£ 30.00	£ 2.99
		BANES	There are some discounts available for those receiving means tested benefits.	£ 30.00	£ 3.60

Details															
No	Question	Details	Cost												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">South Somerset</td> <td style="width: 50%;">Installation cost waived if client is on Income support, Pension Credit, Incapacity Benefit, Housing Benefit, Council Tax Benefit</td> <td style="width: 12.5%; text-align: center;">£ 31.95</td> <td style="width: 12.5%; text-align: center;">£ 3.65</td> </tr> <tr> <td>Cornwall County Council</td> <td>No mention of benefits or free provision of Alarms</td> <td style="text-align: center;">£ 40.54</td> <td style="text-align: center;">£ 3.30</td> </tr> <tr> <td>Bristol City Council</td> <td>No mention of benefits or free provision of Alarms</td> <td style="text-align: center;">£ 25.00</td> <td style="text-align: center;">£ 3.46</td> </tr> </table>	South Somerset	Installation cost waived if client is on Income support, Pension Credit, Incapacity Benefit, Housing Benefit, Council Tax Benefit	£ 31.95	£ 3.65	Cornwall County Council	No mention of benefits or free provision of Alarms	£ 40.54	£ 3.30	Bristol City Council	No mention of benefits or free provision of Alarms	£ 25.00	£ 3.46	
South Somerset	Installation cost waived if client is on Income support, Pension Credit, Incapacity Benefit, Housing Benefit, Council Tax Benefit	£ 31.95	£ 3.65												
Cornwall County Council	No mention of benefits or free provision of Alarms	£ 40.54	£ 3.30												
Bristol City Council	No mention of benefits or free provision of Alarms	£ 25.00	£ 3.46												
4.	<b>How will / have you consulted on the proposal?</b>	<p>Following the previous agreed scheme, on-going advice has been sought from the Occupational Therapy /Social Care leads and the Heads of service.</p> <p>We have reviewed the current demands of the service to see how this would impact future clients.</p> <p>The revised proposal will follow the Care Trusts ratification process.</p> <p>Each person that currently has an Alarm or TeleCare will be reviewed as part of an individual assessment so consultation and feedback will be completed during the process and acted upon where required.</p> <p>Due to the nature of this proposal it would not be appropriate to undertake a blanket consultation process as each individual's circumstances and potential outcome will be different.</p> <p>This proposal was however included with the Consultation Questionnaire that was completed by the community. This was available in hard copy and via the Council's Internet site.</p> <p><b>Please see <i>appendix one for results of the consultation.</i></b></p>													
5.	<b>Outline the key findings</b>	<p>Feedback from the council led consultation highlighted that for certain individuals there may be an issue of affordability whereby the most vulnerable clients may not be able to fund an alarm. The current proposal ensures that clients will receive a Fair Access to Care Assessment (FACS) and an appropriate financial assessment.</p>													

No	Question	Details
6.	<p>What amendments may be required as a result of the consultation?</p>	<p>None.</p> <p>This proposal will ensure that as part of our Social Care provision each individual with an alarm will receive a personal assessment. Where appropriate vulnerable clients will have the opportunity to include the cost of an alarm as part of their allocated budget.</p> <p>It is acknowledged that some clients will have to make a choice on the services that they wish to receive in order to remain within their budget but as part of the current financial climate this is unavoidable.</p>

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people	A proportion of the 770 current users may establish that they are able to claim additional benefits such as Attendance Allowance.	There could be a financial impact on a proportion of the current 770 users who after review may not be deemed to have an eligible need and will be required to fund the service themselves at £2.99 per week	The predominant supply of a Community Alarm is provided to people who are generally over 65
	People with caring responsibilities		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.	
	People with a disability	People who are registered disabled will pay a lower fee for the alarm as they will not be required to pay the VAT		



No	Question	Details
		<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>
Women or men		No differential impact on this group
People who are black or from a minority ethnic background (BME)		No differential impact on this group
Religion or belief (including lack of belief)		No differential impact on this group
People who are lesbian, gay or bisexual		No differential impact on this group
People who are transgendered		No differential impact on this group
People who are in a marriage or civil partnership		No differential impact on this group
Women who are pregnant / on maternity leave		No differential impact on this group
Socio-economic impacts (Including impact on child poverty issues and deprivation)		<p>If individuals have to purchase their own alarms, depending on their personal circumstances this may negatively impact upon their financial position.</p>

<b>Details</b>	
<b>No</b>	<b>Question</b>
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)
	There are no anticipated public health impacts
<b>8a.</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)
	Inevitably some clients may be affected by more than one of the proposed Council changes. As all clients who are receipt of services are reviewed then any individual substantial client impact will be assessed by the care professional.
<b>8b.</b>	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)
	At present we are unaware of any other partner organisation proposals that would adversely affect this proposal

### Section 3: Mitigating action

<b>Details</b>	
<b>No</b>	<b>Action</b>
<b>9.</b>	<b>Summarise any negative impacts and how these will be managed?</b>
	Each person that currently has an Alarm or TeleCare will be reviewed as part of an individual assessment so any potential negative impact will be considered and addressed on a case by case basis.

**Section 4: Monitoring**

No	Action	Details
10.	<p><b>Outline plans to monitor the actual impact of your proposals</b></p>	<p>If a client decides to fund the Alarm or TeleCare via their personal budget and this is provided by our own Community Alarm service then this will be recorded and monitored via:</p> <ol style="list-style-type: none"> <li>1. Recorded in Paris as an outcome from the assessment and included in the clients Care Plan and Care Package</li> <li>2. Recorded in the Community Alarm database as a social care funded provision</li> </ol> <p>If a client decides to fund the Alarm or TeleCare via their personal budget and has this provided by an independent Community Alarm service then this will be recorded and monitored via:</p> <ol style="list-style-type: none"> <li>1. Recorded in Paris as an outcome from the assessment and included in the clients Care Plan and Care Package.</li> </ol> <p>If a client is not eligible for a funded service and decides to fund privately through our own Community Alarm service then this will be recorded and monitored via:</p> <ol style="list-style-type: none"> <li>1. Recorded in Paris as an outcome from the assessment.</li> <li>2. Recorded in the Community Alarm database as a private funded provision</li> </ol> <p>If a client is not eligible for a funded service and decides to fund privately through independent Community Alarm service then this will be recorded and monitored via:</p> <ol style="list-style-type: none"> <li>1. Recorded in Paris as an outcome from the assessment.</li> </ol>

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<i>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</i>		<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 has been provided to meet an identified need.</li> <li>2. This proposal is bringing the provision of the alarm in line with a clients assessed and agreed personal budget</li> <li>3. Therefore this proposal will still allow the provision of a funded community alarm as part of an overall care package. This is over and above what is provided by neighbouring local authorities.</li> <li>4. A Community Alarm or TeleCare will be provided either as a funded service :               <ol style="list-style-type: none"> <li>a. If they meet FACS criteria then the cost of the alarm can be funded via their personal budget as part of their overall care package within their RAS allowance</li> </ol> </li> <li>5. If A Community Alarm or TeleCare cannot be funded through Social Care then the service can be contracted by the client through a number of different providers in the following ways:               <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 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</li> </ol> </li> </ol>

<p>Page 115</p>		<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><b>Outcome 3: Continue with proposal</b> - Despite having identified some potential 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><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>		<p>6. 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. 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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## Appendix One:

### Community Alarms: Funding alarms as part of personal budgets

This proposal does not alter eligibility for a community alarm. This proposal means that in future alarms will be funded from the personal budgets allocated to each individual. The circumstances and needs of each individual service user will be reassessed as part of a formal review process. A discussion will then take place with each individual to agree how the needs identified could be met. This will include consideration of whether a community alarm would be beneficial or helpful. This is expected to save £96,000 over two years.

Do you support this proposal?	Number	Percent
Yes	310	75.8
No	73	17.8
No response	26	6.4
<b>Total</b>	<b>409</b>	<b>100.0</b>

57 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
<b>Affordability</b>	<p><i>“Realistically people who need alarms may not be able to afford them.”</i></p> <p><i>“Surely the people who need this service are the most vulnerable &amp; may not be able to afford this.”</i></p> <p><i>“Older people will choose between an alarm and eating/heating...”</i></p> <p><i>“But consideration as to the ability of the person to pay should be given.”</i></p>
<b>Will impact on vulnerable people</b>	<p><i>“More pressure on older vulnerable people just when they need support”</i></p> <p><i>“Many who have alarms are vulnerable people and many have limited financial resources.”</i></p> <p><i>“The council has a duty of care as responsibility to and for all vulnerable people.”</i></p> <p><i>“We have a high proportion of vulnerable people living on their own for whom a community alarm would be a life saver.”</i></p>
<b>Cost of implementation</b>	<p><i>“...Suspect greater cost to administer proposal than assumed.”</i></p> <p><i>“.. This is a preventative service...if help is timely, further falls, deterioration of mental health etc are prevented saving far more than the cost of the service.”</i></p>

Category	Examples of comments – where respondents said ‘No’ above
	<p><i>"If individuals had to pay for alarms out of their own budgets they would be less likely to have one putting themselves at risk of. Hospital admission and increasing the pressure on A&amp;E services."</i></p>
<p><b>Other</b></p>	<p><i>"I have an alarm but no personal budget, I would feel insecure without it..."</i></p>

# Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): Learning Disability Development Fund

<b>Officer Name:</b>	<b>Tim Nand-Lal</b>	<b>Position:</b>	<b>Commissioning Officer</b>
<b>Business Unit:</b>	<b>Adult Social Care Commissioning</b>	<b>Directorate:</b>	<b>Professional Practice – Adult Social Care</b>
<b>Executive Lead(s):</b>	<b>Cllr Christine Scouler</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultations with those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

## Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Caroline Taylor/Dr Sonja Manton</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>



Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>Learning Disability Development Fund:</b> It is proposed that this fund is reduced</p>	0	£34,000 (£17k - 2014/15 £17k - 2015/16)	Low	2014/15 & 2015/16	This is a development fund which has been used in the past to supplement the work of voluntary sector organisations and the Learning Disabilities Partnership board.			X

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

No	Question	Details
1.	<p>Clearly set out the proposal and what is the intended outcome.</p>	<p>The Care Trust allocates a proportion of its Adult Social Care funding, from the Council, to the Learning Disability Development Fund (LDDF). This was originally ring-fenced by central Government but this ring fencing was subsequently removed. There are no reserves from this Fund. The allocation for 2013/14 is £62,100 and this is likely to be committed by the end of the financial year.</p> <p>This proposal seeks to reduce the Learning Disability Fund by £17,000 in 2014/15 and a further £17,000 in 2015/16. In 2013/14 the amount available in the fund was £62,100, this proposal will see the fund reduce to £45,100 in 2014/15 and then to £28,100 in 2015/16. In 2015/16 the total fund available will have reduced by 60% overall from an original total of £69,000 prior to 2013/14.</p> <p>In 2013/14, £37,000 of this funding was used to pay the contract with Speaking Out in Torbay (SPOT). The only other funding that SPOT receives is £500 from Torbay Council for the LINK workers through Torbay VOICE. SPOT provides the following:</p> <ul style="list-style-type: none"> <li>• A user-led organisation supporting people with learning disabilities to be fully involved in all aspects of service development.</li> <li>• A group advocacy service to address key issues such as keeping safe, hate crime, housing, employment, personalisation and health.</li> <li>• Supports effective consultation and decision making (including reasonable adjustments, easy read information and consultation activities).</li> <li>• Works in partnership with the statutory sector and voluntary sector partners to identify and promote best practice.</li> <li>• Engages with key stakeholders to develop innovative, cost effective services that provide positive outcomes for people with disabilities. It has a defined focus on delivery of efficiency savings alongside creative and person centred services.</li> <li>• Works in partnership with the Care Trust, Council, Clinical Commissioning Group, Healthwatch and the Community Development Trust</li> <li>• Contributes to key meetings such as the Safeguarding Adults Board</li> <li>• Has an active involvement and leadership role with the Learning Disability Partnership Board.</li> </ul> <p>Over the last 3 years SPOT have not had any uplift to their contract but are looking for an increase to their funding to £48,000 a year to allow them to employ a support worker to further support consultation and identification of best</p>

No	Question	Details
		<p>practice.</p> <p>In addition the following items have been funded in 2013/14 from the fund:</p> <ul style="list-style-type: none"> <li>• £3000 to fund 6 months of the Total Communications Service which enables the Speech and Language Therapy Service to provide a communication service for people with communication difficulties, one day a week out of Paignton library.</li> <li>• £1,600 for the printing of health workbooks which are used in GP surgeries to aid communications for people with learning disabilities. 90% of people with learning disabilities have communication difficulties and these workbooks are designed in easy read. The workbooks help people with learning disabilities through their annual health checks and help develop their subsequent Health Action Plans. Without these workbooks it may be difficult to meet the communication needs of people with learning disabilities in General Practices.</li> <li>• Running the Learning Disability Partnership Board and funding learning disability engagement events. For example, the consultation events that have been held to feed into the Learning Disability Self Assessment Framework. It is estimated that this could cost approximately £2,700 for the year.</li> <li>• Paying the learning disability client who chairs the Partnership Board for this role, £375 a year.</li> <li>• £300 to part fund the running of the Learning Disability Blue Light day that was held in Paignton.</li> <li>• £10,000 of the 2013/14 fund has been allocated so that providers can bid for funding to pump prime initiatives. This was the original objective of the fund and is aimed at improving the quality of life of people with learning disabilities. Bids will be considered on how they support the Learning Disability Partnership Board priorities for 2013/14. These are: <ul style="list-style-type: none"> <li>• Supports people with learning disabilities with daytime opportunities</li> <li>• Supports people with learning disabilities with their health</li> <li>• Supports people with learning disabilities to get a job</li> <li>• Supports people with learning disabilities to stay safe</li> </ul> </li> </ul> <p>In 2014/15 it is proposed that the remaining £45,100 in the fund is focused on:</p> <ul style="list-style-type: none"> <li>• Funding SPOT</li> <li>• Total Communications</li> <li>• Health work books</li> <li>• LD client chairmanship of the LD Partnership Board</li> </ul> <p>The costs of running the Learning Disability Partnership Board and any engagement events would need to be funded from a corporate fund and there would be no funding to pump prime initiatives.</p>

No	Question	Details
		<p>In 2015/16 it is proposed that the remaining £28,100 is focused purely on SPOT who would still have to absorb a cut of 25% from their base figure. Reductions in 2015/16 may impact on the viability of some services including SPOT, which may lead to implications for their provision of an advocacy service for people with learning disabilities. The revised funding would mean we would have no funding to support engagement associated with the self assessment framework process, to support the running of the Learning Disability Partnership Board, to support the Total Communications service or to pump prime any initiatives.</p> <p>The Joint Health and Social Care Learning Disability Self - Assessment Framework is a single delivery and monitoring tool that supports Clinical Commissioning Groups (CCGs), and Local Authorities (LAs), to assure NHS England, Department of Health and the Association of Directors of Adult Social Services on the following:</p> <p><b>1. Key priorities in the:</b></p> <ul style="list-style-type: none"> <li>• Winterbourne View Final Report Annex B (WVBV)</li> <li>• Adult Social Care Outcomes Framework 2013-14 (ASCOF)</li> <li>• Public Health Outcomes Framework 2013-2016 (PHOF)</li> <li>• National Health Service Outcomes Framework 2013-14 (NHSOF)</li> <li>• Health Equalities Framework</li> </ul> <p><b>2. Key levers for the improvement of health &amp; social care services for people with learning disabilities;</b></p> <ul style="list-style-type: none"> <li>• Equality Delivery System</li> <li>• Safeguarding Adults at Risks requirements</li> <li>• Health &amp; Wellbeing Boards</li> <li>• Consultation and co-production with people with learning disability and family carers</li> </ul> <p><b>3. Progress Report on Six Lives and the provision of public services for people with learning disabilities.</b></p> <p>The allocation of the Learning Disability Fund is overseen by the Learning Disability Partnership Board (LDPB) and the Commissioning for Independence Board. As a result any changes to the size of the fund would need to be considered by these Boards. The LDPB passed a resolution at its 16 January 2014 meeting which recommended that the LDDF funding is not reduced.</p> <p>We are in the process of determining the initiatives that will be pump primed in 2013/14 but this part of the fund (£10k) will be allocated when this decision is made.</p>

No	Question	Details
2.	Who is intended to benefit / who will be affected?	<p>This proposal will affect the following groups and stakeholders:</p> <ul style="list-style-type: none"> <li>• SPOT (Speaking out Torbay) – may impact on their viability and ability to advocate.</li> <li>• People with learning disabilities and their carers – may be impacted if advocacy services are not available and they are not able to receive the support they need through Total Communications / health workbooks</li> <li>• Providers of services for people with learning disabilities – may see an increase in demand for their services.</li> <li>• People who need assistance with communication</li> <li>• People with Profound and Multiple Learning Disabilities (PMLD)</li> <li>• Learning Disability Partnership Board</li> <li>• GPs</li> <li>• Other parts of the Health and social care system</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
3.	Have you considered the available evidence?	<p>It is estimated that there are between 3275 and 5240 people with some form of learning disability in Torbay, with the majority of these being mild disabilities. 748 people in Torbay are read coded as having a learning disability. This code is used by GPs to categorise people on their IT systems. There are then 458 people who are actively accessing specialist services from the Community Learning Disability Team.</p> <p>SPOT works with at least 300 people with learning disabilities through engagement mechanisms such as focus groups, individual support and consultations. SPOT is the only organisation in Torbay that is commissioned to provide group advocacy and service development support for clients with learning disabilities.</p> <p>An evaluation was carried out of the Total Communication Service which operates one day a week in Paignton library and one day a week in the Passmore Edwards Centre in Newton Abbot. The evaluation was undertaken between November 2012 and February 2013. During this period there were 28 operational days across both sites and they saw 13 different people (at least one appointment each), alongside nine of their communication partners. In addition there were consultation appointments with staff representing 22 organisations.</p>

No	Question	Details
4.	How will / have you consulted on the proposal?	<p>The consultees were split into a number of stakeholder groups including clients, carers, providers/individuals who are currently funded by the LDDF and other stakeholders such as the Learning Disability Partnership Board who oversee the fund. A questionnaire was designed to obtain feedback from these stakeholders. This was available in a hardcopy format as well as electronically. An easy read questionnaire was also made available for people to complete, where required.</p> <p>A number of focus groups were held to obtain the views of clients as well as carers. Each provider/individual who was funded through the LDDF was offered a face to face meeting where the questions in the questionnaire were discussed and feedback obtained. The questionnaire was circulated widely, including to:</p> <ul style="list-style-type: none"> <li>• All providers who have a contract for learning disability services;</li> <li>• the Commissioning for Independence Board;</li> <li>• Safeguarding Adults Board; and</li> <li>• The South Devon and Torbay Clinical Commissioning Group.</li> </ul> <p>The dates of the consultation activity are shown in the report that contains the consultation results – please see appendix one for a copy of this report.</p> <p>In addition to the above a question was included within the general budget consultation questionnaire to see whether people agreed with the proposed reductions – results from this are also included in appendix one.</p>
5.	Outline the key findings	<p>The summary results are as follows:</p> <ul style="list-style-type: none"> <li>• 110 out of 112 people (98%) disagreed with the reduction of the Learning Disabilities Development Fund</li> <li>• 23 out of 42 people (54%) agreed with the allocation of funding for 2014/15</li> <li>• 44 out of 62 people (71%) disagreed with the allocation of funding for 2015/16.</li> </ul> <p>The responses identified a number of implications of the reductions in this fund including:</p> <ul style="list-style-type: none"> <li>• Reduced advocacy support for people with learning disabilities</li> <li>• Reduced quality of life for people through reduced independence or not feeling safe</li> <li>• Loss of client leadership of the Learning Disabilities Partnership Board</li> <li>• Reduced communication support for people with communication difficulties</li> <li>• Reduced levels of information</li> <li>• Potential impact on the effectiveness of health checks</li> </ul>

No	Question	Details
		<ul style="list-style-type: none"> <li>• Less client involvement and engagement in change</li> <li>• Lost opportunity to support innovation that may provide a better service</li> <li>• Possible increase in safeguarding referrals as preventative work may not be undertaken</li> <li>• More people may use other health and social care services</li> </ul> <p>There were varying views on how the funds should be allocated in 2014/15 and 2015/16. This ranged from seeing SPOT as the top priority to placing the money with the other areas.</p> <p>A question was included in the general budget consultation questionnaire about the proposal for the LDDF. 367 people responded to this question and of these 53% of respondents agreed with the proposed reduction and 47% disagreed. Some of the comments made as part of the responses were:</p> <ul style="list-style-type: none"> <li>• “... These are some of the most vulnerable people in society and an easy target. They are not able to cope without support.”</li> <li>• “Because it will impact on some of the most vulnerable in the community and supports empowerment and self management of conditions which actually delivers cost savings in real terms.”</li> <li>• “Cutting this budget would affect some of the most vulnerable people in our society. People who may not receive this support in any other way, putting a strain on families and carers.”</li> <li>• “Long-term this is counter-productive as reducing support of this kind increase crisis, respite and residential service demand.”</li> <li>• “... This will increase the burden on the public sector.”</li> <li>• “It is important to support people with learning difficulties.”</li> <li>• “Those who have disability need support and this cannot come from the family all the time.”</li> <li>• “It is a comparatively small sum and accommodating the needs of individuals with learning disabilities ...benefits the individuals and the community as well.”</li> <li>• “The cost saving is not worth it considering the benefits to those with learning disabilities.”</li> </ul>
6.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>From the respondents to the specific questionnaire there was overwhelming disapproval with the reduction in the fund by the people who responded to the specific questionnaire and supporting information. However, the consultation did not highlight any material and evidenced consequences of the proposals which the Council and the Trust had not already been aware of in the formulation of this proposal.</p> <p>The question that was included in the general budget questionnaire showed a small majority of people in favour of the reduction.</p>



No	Question	Details
		The Trust will continue to work with the providers to ascertain whether there are any alternative funding streams that can be accessed to mitigate against the reduction in funding from the Council/Trust.

**Positive and Negative Equality Impacts**

No	Question	Details		
		Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups		<p>Yes if they have a learning disability or communication difficulties. For example through the Total Communication Service children with speech, language and communication disorders and their families can link with the relevant Paediatric speech and language therapy service. SPOT supports both older and younger people to work with Torbay Care Trust, Torbay Council, Torbay Hospital and the Clinical Commissioning Group to support service developments.</p> <p>Yes if they have a learning disability or communication difficulties. For example the Total Communication service helps people with dementia by contributing to early support and good quality information for people and their carers, link in with Primary Care Nurses and Community Learning Disability Nurses.</p>	
	Older or younger people			
	People with caring responsibilities			
	People with a disability		Yes if they have a learning disability or communication difficulties	

No	Question	Details
		SPOT supports people with disabilities to have their say about key issues. Spot is currently working with statutory sector partners to inform decision making about health and social care.
	Women or men	Yes if they have a learning disability or communication difficulties. For example the Total Communications service supports people to access community facilities such as leisure centres.
	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 impacts (Including impact on child poverty issues and deprivation)	No differential impact
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	No differential impact
<b>8a.</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified	Any reduction in advocacy and support available for people with learning disabilities may mean that other adult social services could see an increase in demand. For example the Disability Information Service or care staff may need to handle more queries and provide greater support.

No	Question	Details
above)		
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>There is to be a review of learning disability day services. The details of this review are not yet known, but it may have an impact on people with learning disabilities. At the time of the review, the need for an advocacy service is likely, therefore, to be more significant.</p>

**Section 3: Mitigating action**

No	Action	Details
9.	<p>Summarise any negative impacts and how these will be managed?</p>	<p>Although the proposal is to reduce this fund, it is proposed to protect, as much as reasonably practicable, the advocacy service which SPOT provides.</p> <p>The consultation responses identified a number of implications of the reductions in this fund, see below. Action that is being taken to mitigate these issues is also shown below.</p> <ul style="list-style-type: none"> <li>• <i>Reduced advocacy support for people with learning disabilities</i> - Advocacy will be considered as part of the Information and Advice development work that is being undertaken in the Bay and facilitated by the Community Development Trust (CDT), and linkages will be made to neighbouring authorities and their mechanisms. In addition, there is no proposed reduction in the funding for the advocacy service provided through VOCAL.</li> <li>• <i>Reduced quality of life for people through reduced independence or not feeling safe</i> – A level of advocacy support and information will continue to be provided.</li> <li>• <i>Loss of client leadership of the Learning Disabilities Partnership Board</i> – Clients will continue to be involved and part of the Board. Alternative options will be explored in the future to see if the funding of the chair can be continued.</li> <li>• <i>Reduced communication support for people with communication difficulties</i> – Alternative funding sources are being explored for the continuation of the Total Communication service.</li> <li>• <i>Reduced levels of information</i> - Information and Advice is a significant piece of development work that is being undertaken in the Bay and facilitated by the CDT. Linkages will be made to neighbouring authorities and their mechanisms</li> <li>• <i>Potential impact on the effectiveness of health checks</i> – the health checks will continue and alternative ways of</li> </ul>

		<p>printing/funding the health work books will be explored.</p> <ul style="list-style-type: none"> <li>• <i>Less client involvement and engagement in change</i> - Mechanisms such as online feedback portals and seeking to introduce rate and review systems for services, with Healthwatch support, will provide a sound overview of service delivery and need for changes.</li> <li>• <i>Lost opportunity to support innovation that may provide a better service</i> – Information on possible funding sources will be available from existing sources, e.g. the CDT.</li> <li>• <i>Possible increase in safeguarding referrals as preventative work may not be undertaken</i> – the safeguarding picture will continue to be monitored and any corrective action considered depending on the trends that emerge. Prevention is a prime concern of the Safeguarding Adults Board and this subject will be monitored by them</li> <li>• <i>More people may use other health and social care services</i> - With increased advice and information people will be able to make better choices as to how to meet their needs; advocacy is a key part to this however there is likely to be an increase in demand on other parts of the system.</li> </ul> <p>Any specific issues that arise, following the budget reductions, can be escalated to commissioners for consideration/action. The Learning Disability Partnership Board and Commissioning for Independence Board will be able to receive any issues and consider corrective action. It should be noted that the Council has already invested in the Community Development Trust and as a result third sector organisations will be signposted to this organisation for support such as help with obtaining funding.</p>
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#### Section 4: Monitoring

No	Action	Details
10	Outline plans to monitor the actual impact of your proposals	It is proposed that after 6 months of any reduction in the LDDF, that the Learning Disability Partnership Board reviews the impact of the proposal. This forum has client, carer, and commissioner and provider involvement and so it will be possible to gauge the impact across a range of stakeholders. Any corrective action can then be considered.

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p>✓</p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts.</p> <p>It may be possible for the areas affected to attract other sources of funding. For SPOT it may be appropriate for them to be clear on the core services they are funded for and then to charge for other services.</p>

## APPENDIX ONE:

### Consultation Data: Reduction in the Learning Disability Development Fund

#### 1. CLIENTS

##### 1.1 Methodology

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal. In addition an easy read version of the questionnaire was developed and was made available. The results of the online survey are shown later in this report.

A number of client focus groups were also held with clients to obtain their views. This included clients with varying degrees of learning disabilities and consisted of:

- ROC (Robert Owen Communities) – arranging focus groups and enabling clients to complete questionnaires, 35 clients covered
- Hollacombe Community Resource Centre (CRC) – 3 focus groups involving 21 clients

This section summarises the results from the 56 clients highlighted above.

##### 1.2 Results

#### Q1. What are the main benefits, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
Health workbooks	<ul style="list-style-type: none"><li>• <i>Makes me better</i></li><li>• <i>It helps me</i></li><li>• <i>Work books are really good</i></li></ul>
SPOT (Speaking out Torbay)	<ul style="list-style-type: none"><li>• <i>SPOT helps people speak out</i></li><li>• <i>Help people to get jobs, money and help with housing</i></li><li>• <i>Lots of meetings and events held</i></li><li>• <i>Did something about healthy eating</i></li><li>• <i>Easy to read information is helpful</i></li></ul>
Total Communications	<ul style="list-style-type: none"><li>• <i>Good service helped with signs</i></li><li>• <i>To talk to people and lots of writing, doing forms and reports</i></li><li>• <i>A person used it for their job at Sainsburys</i></li><li>• <i>Learnt symbols and signs</i></li></ul>
Promote Innovation	<ul style="list-style-type: none"><li>• <i>Try something new</i></li></ul>

<b>Learning Disability events</b>	<ul style="list-style-type: none"> <li>• <i>Meeting the Police at the Blue Light Day makes people comfortable</i></li> </ul>
<b>Learning Disability Partnership Board (LDPB)</b>	<ul style="list-style-type: none"> <li>• <i>You can put your hands up and people can speak if they are able to</i></li> <li>• <i>Helps find jobs and money</i></li> <li>• <i>People can share their views and say what needs to be done</i></li> </ul>
<b>Innovation</b>	<p><i>New projects are a good idea</i></p>
<b>Learning Disability Events</b>	<p><i>Good seeing the Police and Fire Brigade, "trying on their uniforms and it made me feel safe".</i></p>

**Q2. What are the main disadvantages, if any, for people with learning disabilities with how the fund is currently allocated?**

Theme	Examples of comments
SPOT (Speaking out Torbay)	<i>Lack of information about SPOT</i>

**Q3. Do you agree with the proposal to reduce the Learning Disability Development Fund?**

	Number	Percent
No	56	100%
Yes	0	0%
No response	0	0%
<b>Total</b>	<b>56</b>	<b>100%</b>

**Q4. Please provide further details/comments below.**

Theme	Examples of comments
Lack of information	<i>Information is important for everyone People won't know what is going on</i>
Reduced advocacy	<i>All get far less help than we really need, won't get point across and will not be part of community</i>
Loss of Learning Disability Partnership Board (LDPB) client chair	<i>Chair of the LDPB does a good job and explains things well</i>

**Q5. What do you think the main impacts will be on people with learning disabilities if the proposal is implemented?**

Theme	Examples of comments
Loss of Learning Disability Partnership Board (LDPB) client Chair	<i>Safeguarding jobs is important</i>
Reduced advocacy	<i>Don't want to lose the voice of people with learning disabilities</i>
Reduced information	<i>Easy read information is important to communicate</i>



<b>Reduced health</b>	<i>Peoples health could be detrimentally affected</i>
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**Q6 & 7. Do you agree with the proposal for how the fund is allocated for 2014/15?**

	<b>Number</b>	<b>Percent</b>
No	15	55%
Yes	12	45%
No response	0	0%
<b>Total</b>	<b>27</b>	<b>100%</b>

<b>Theme</b>	<b>Examples of comments</b>
<b>Priorities</b>	<i>The ROC group felt that SPOT, the chair person and the Health books should be the priority</i>

**Q8 & 9. Do you agree with the proposal for how the fund is allocated for 2015/16?**

	<b>Number</b>	<b>Percent</b>
No	15	55%
Yes	12	45%
No response	0	0%
<b>Total</b>	<b>47</b>	<b>100%</b>

<b>Theme</b>	<b>Examples of comments</b>
<b>Priorities</b>	<ul style="list-style-type: none"> <li><i>Libraries and yearly health checks are very important but at the moment SPOT is the most important</i></li> <li><i>People wanted more than one service funded</i></li> <li><i>SPOT was a favourite however the majority of people wanted to know more about what it is and what it does</i></li> </ul>

**Q10. If you answered no to Q6 and/or Q8 please tell us how you feel that the fund should be allocated/prioritised?**

Theme	Examples of comments
Priorities	<i>The ROC clients wanted different things funded from books, DVDs, new sports equipment, help to clean rooms, projects within ROC, learning about being healthy and active etc</i>

## 2. CARERS

### 2.1 Methodology

The Older Persons Carers Group was approached as a key carers group in Torbay for people with learning disabilities. 20 members of this group were met on 17 December 2013 and gave their views on the proposal. In addition 2 carers completed hardcopy questionnaires. This section summarises the output from the Carers group as well as these 2 questionnaires.

### 2.2 Results

#### Q1. What are the main benefits, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
Communication	<i>Total communications is a valuable service and needs to be retained</i>
Health workbooks	<i>Workbooks are very good and aid communication</i>
Work of Learning Disability Partnership Board (LDPB)	<i>The Learning Disability Partnership Board should continue and be more widely promoted.</i>
SPOT (Speaking out Torbay)	<i>SPOT can speak up for Learning Disability clients and provide a voice for vulnerable clients.</i>
Learning Disability (LD) Events	<i>Some people valued the Learning Disability Blue Light day and found this informative.</i>

#### Q2. What are the main disadvantages, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
Advocacy	<ul style="list-style-type: none"><li><i>Some people were unsure what outcomes, SPOT achieved, as there was a view that feedback was not provided on them.</i></li></ul>

Reduced communication	<ul style="list-style-type: none"> <li>• <i>SPOT could communicate better with regards to what they do, what services they provide, how they can be accessed and better publicise their successes.</i></li> <li>• <i>Similarly, the other services provided through the LDDF could be better publicised.</i></li> <li>• <i>Some people were not aware of the Total Communication Service and what it does</i></li> </ul>
Cost Effectiveness	<ul style="list-style-type: none"> <li>• <i>Are all services cost effective, e.g. cost of Total Communications service?</i></li> </ul>

**Q3. Do you agree with the proposal to reduce the Learning Disability Development Fund?**

	Number	Percent
No	22	100%
Yes	0	0%
No response	0	0%
<b>Total</b>	<b>22</b>	<b>100%</b>

**Q4. Please provide further details/comments below.**

Theme	Examples of comments
Reduced of advocacy	<ul style="list-style-type: none"> <li>• <i>Without support people will return to being shut away, e.g. institutionalised</i></li> </ul>

**Q5. What do you think the main impacts will be on people with learning disabilities if the proposal is implemented?**

Theme	Examples of comments
Reduced advocacy	<ul style="list-style-type: none"> <li>• <i>SPOT trips to London to lobby on Learning Disability issues might not happen in the future (some people were not sure if they were still happening).</i></li> <li>• <i>There was a fear from some people that (without SPOT) there will be no one to speak out on behalf of people with Learning Difficulties.</i></li> <li>• <i>Some people felt that cuts in the fund, together with potential cuts to Day Care Services, might leave vulnerable people with nothing to do and no one to vocalise their concerns.</i></li> <li>• <i>Without support people will return to being shut away, e.g. institutionalised</i></li> </ul>

<b>Reduced Communication</b>	<ul style="list-style-type: none"> <li>• <i>It will be even harder for SPOT to communicate on what it is doing and offering</i></li> </ul>
<b>Poorer quality of life</b>	<ul style="list-style-type: none"> <li>• <i>Loss of quality of life</i></li> <li>• <i>Loss of independence</i></li> <li>• <i>Increase in mental health and physical health issues</i></li> <li>• <i>Further loss of services</i></li> </ul>

**Q6 & 7. Do you agree with the proposal for how the fund is allocated for 2014/15?**

**Mixed responses on allocation** - Some people valued retaining the Health work books, Learning Disability Partnership Board and Total Communications Service.

<b>Theme</b>	<b>Examples of comments</b>
<b>Service access</b>	<ul style="list-style-type: none"> <li>• <i>Some people were unclear about the criteria, where relevant, that exists to access some of these services.</i></li> </ul>
<b>Reduced advocacy</b>	<ul style="list-style-type: none"> <li>• <i>SPOT are an organisation who speak out for people with learning disabilities</i></li> </ul>
<b>Health workbooks</b>	<ul style="list-style-type: none"> <li>• <i>Now the health workbooks are tried and tested surely these should be funded by Health, e.g. GPs</i></li> </ul>
<b>Chairmanship of Learning Disability Partnership Board (LDPB)</b>	<ul style="list-style-type: none"> <li>• <i>Client chairmanship should continue</i></li> </ul>

**Q8 & 9. Do you agree with the proposal for how the fund is allocated for 2015/16?**

	<b>Number</b>	<b>Percent</b>
No	21	95%
Yes	1	5%
No response	0	0%
<b>Total</b>	<b>22</b>	<b>100%</b>

<b>Theme</b>	<b>Examples of comments</b>
<b>N/A</b>	<ul style="list-style-type: none"> <li>• <i>None recorded</i></li> </ul>

**Q10. If you answered no to Q6 and/or Q8 please tell us how you feel that the fund should be allocated/prioritised?**

Theme	Examples of comments
<p><b>SPOT</b> <b>(Speaking out Torbay)</b></p>	<ul style="list-style-type: none"> <li>• <i>Some people felt that SPOT should receive more money, in order to improve communications e.g. through a newsletter.</i></li> <li>• <i>Others felt it would be better to provide more money to the Older Carers Group, rather than SPOT.</i></li> <li>• <i>Some people felt that some Learning Disability clients were not getting information from SPOT.</i></li> <li>• <i>One person said they could not agree to such a large reduction in funds for SPOT but said that SPOT, in turn, must progress ability to use funds effectively</i></li> </ul>

### 3. Speaking Out Torbay (SPOT)

#### 3.1 Methodology

Speaking Out Torbay (SPOT) members have been able to complete the online survey or complete it in hardcopy. An easy read version of the questionnaire was also developed and was made available for people to complete. In addition SPOT were offered a face to face meeting which they took up on 5 December 2013. The outcome of this discussion is shown in this section.

#### 3.2 Results

##### Q1. What are the main benefits, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
SPOT (Speaking out Torbay)	<ul style="list-style-type: none"> <li>• Enables the community to have its say</li> <li>• Helps support people with learning disabilities</li> <li>• Feeds in the views of people with learning disabilities into key boards, groups etc</li> <li>• Plays a key role in the Learning Disability Partnership Board</li> <li>• Helps with consultation on change</li> <li>• Helps develop services and partnership working</li> <li>• Helps promote best practice</li> <li>• Provides easy read information</li> <li>• Helps engage with key stakeholders to develop, innovate and ensure cost effective services</li> </ul>

##### Q2. What are the main disadvantages, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
Core funding	<ul style="list-style-type: none"> <li>• SPOT needs core funding and should not necessarily be funded through the LDDF</li> </ul>

##### Q3. Do you agree with the proposal to reduce the Learning Disability Development Fund?

	Number	Percent
No	3	100%
Yes	0	0%
No response	0	0%
<b>Total</b>	<b>3</b>	<b>100%</b>

**Q4. Please provide further details/comments below.**

Theme	Examples of comments
Reduced advocacy	<ul style="list-style-type: none"> <li>• <i>More difficult for clients to raise issues</i></li> <li>• <i>May affect SPOT viability</i></li> </ul>
Reduced communication	<ul style="list-style-type: none"> <li>• <i>May affect communication with clients</i></li> <li>• <i>Will limit ability to consult people and work with them</i></li> </ul>
Reduced innovation	<ul style="list-style-type: none"> <li>• <i>May affect ability to develop new ideas</i></li> </ul>

**Q5. What do you think the main impacts will be on people with learning disabilities if the proposal is implemented?**

Theme	Examples of comments
Reduced information	<ul style="list-style-type: none"> <li>• <i>Nowhere for people to go for information</i></li> </ul>
Reduced advocacy	<ul style="list-style-type: none"> <li>• <i>Reduced voice for people with learning disabilities</i></li> </ul>
Difficult to implement change	<ul style="list-style-type: none"> <li>• <i>Likely to affect how clients are involved in developing change</i></li> <li>• <i>May make it more difficult to introduce cultural change</i></li> </ul>

**Q6 & 7. Do you agree with the proposal for how the fund is allocated for 2014/15?**

	Number	Percent
No	0	0%
Yes	3	100%
No response	0	0%
<b>Total</b>	<b>3</b>	<b>100%</b>

Theme	Examples of comments
Core Funding	<ul style="list-style-type: none"> <li>• <i>It was felt that the production of the health workbooks should be paid for from core funding and not the LDDF</i></li> </ul>



**Q8 & 9. Do you agree with the proposal for how the fund is allocated for 2015/16?**

	Number	Percent
No	0	0%
Yes	3	100%
No response	0	0%
<b>Total</b>	<b>3</b>	<b>100%</b>

Theme	Examples of comments
Reduced advocacy	<ul style="list-style-type: none"> <li>• <i>May affect SPOT viability</i></li> </ul>
Reduced quality of life	<ul style="list-style-type: none"> <li>• <i>Comes on top of other cuts which all have a detrimental impact on people with learning disabilities</i></li> </ul>

**Q10. If you answered no to Q6 and/or Q8 please tell us how you feel that the fund should be allocated/prioritised?**

Theme	Examples of comments
N/A	<ul style="list-style-type: none"> <li>• <i>None recorded</i></li> </ul>

## 4. CLIENT CHAIR OF LEARNING DISABILITY PARTNERSHIP BOARD

### 4.1 Methodology

The client chair of the Learning Disability Partnership Board was offered a face to face meeting which he took up and this took place on 18 December 2013. The chair also wrote in separately to give his views. The outcome of this discussion and the letter are shown in this section.

### 4.2 Results

#### Q1. What are the main benefits, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
SPOT (Speaking Out Torbay)	<ul style="list-style-type: none"><li>• <i>Fund helps give people a voice</i></li><li>• <i>SPOT have found it difficult to obtain funding from other sources and so the LDDF funding has been crucial</i></li></ul>
Quality of life	<ul style="list-style-type: none"><li>• <i>The chair enjoys being employed as the chair and he feels valued</i></li></ul>
Health workbooks	<ul style="list-style-type: none"><li>• <i>Health workbooks are helpful</i></li></ul>
Total Communication	<ul style="list-style-type: none"><li>• <i>Total Communications helps people to communicate better</i></li></ul>
Work of Learning Disability Partnership Board (LDPB)	<ul style="list-style-type: none"><li>• <i>Enables SPOT to do work for LDPB</i></li></ul>

#### Q2. What are the main disadvantages, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
Core funding	<ul style="list-style-type: none"><li>• <i>Sometimes have to refuse requests which are important</i></li></ul>

**Q3. Do you agree with the proposal to reduce the Learning Disability Development Fund?**

	Number	Percent
No	1	100%
Yes	0	0%
No response	0	0%
<b>Total</b>	<b>1</b>	<b>100%</b>

**Q4. Please provide further details/comments below.**

Theme	Examples of comments
Quality of Life	<ul style="list-style-type: none"> <li>• <i>Cuts being targeted at people with learning disabilities</i></li> <li>• <i>Cuts would have a big impact on Chair's quality of life</i></li> <li>• <i>Chair would find it difficult to find another job given his age</i></li> </ul>

**Q5. What do you think the main impacts will be on people with learning disabilities if the proposal is implemented?**

Theme	Examples of comments
Poorer communication	<ul style="list-style-type: none"> <li>• <i>People will not be able to get the services they need or want, e.g. Total Communications</i></li> </ul>
Poorer advocacy	<ul style="list-style-type: none"> <li>• <i>People will not be able to get the services they need or want, e.g. SPOT</i></li> </ul>

**Q6 & 7. Do you agree with the proposal for how the fund is allocated for 2014/15?**

	Number	Percent
No	0	0%
Yes	1	100%
No response	0	0%
<b>Total</b>	<b>1</b>	<b>100%</b>

**Q8 & 9. Do you agree with the proposal for how the fund is allocated for 2015/16?**

All important and so difficult to determine

Theme	Examples of comments
Priorities	<ul style="list-style-type: none"><li>• <i>All the areas are priorities</i></li></ul>
Core funding	<ul style="list-style-type: none"><li>• <i>Can the GP surgeries fund the printing of the health workbooks?</i></li><li>• <i>If SPOT can attract funding from other sources it may be possible to use the remaining funds to cover other areas</i></li></ul>

**Q10. If you answered no to Q6 and/or Q8 please tell us how you feel that the fund should be allocated/prioritised?**

Theme	Examples of comments
Priorities	<ul style="list-style-type: none"><li>• <i>Too much money is being taken from disadvantaged people every year. The funding should be taken from other sources.</i></li><li>• <i>How can you improve people's lives when money is constantly being reduced – you need a break from it? We are going back to the dark ages.</i></li><li>• <i>Can the Council use its reserves to help with the cuts?</i></li></ul>

## **5. TOTAL COMMUNICATIONS SERVICE**

The Joint Interim Head of Speech and Language Therapy, at South Devon Healthcare NHS Foundation Trust were contacted as the person with responsibility for the Total Communication Service. An opportunity was given for the team to complete the online survey or complete a hardcopy. In addition a face to face meeting was offered. This was felt to be unnecessary as an online questionnaire was completed instead. This response is therefore included in the online survey results which are shown in section 6.

## 6. ONLINE SURVEY

### 6.1 Methodology

An online survey was prepared and a link to the survey was sent to the following:

- Learning Disability providers who have contracts with the Care Trust (3 December 2013)
- Learning Disability Partnership Board (6 December 2013)
- Commissioning for Independence Board (13 December 201)
- South Devon and Torbay Clinical Commissioning Group (13 December 201)

The link was then made publicly available on the Council website from 18<sup>th</sup> December 2013 and a reminder was sent out before Christmas about the consultation. As a result 10 people submitted electronic questionnaires and the results from these questionnaires are summarised below.

### 6.2 Results

#### Q1. What are the main benefits, if any, for people with learning disabilities with how the fund is currently allocated?

Theme	Examples of comments
Advocacy	<ul style="list-style-type: none"> <li>• <i>People have a say about what is happening</i></li> <li>• <i>People able to be represented in decisions that affect them</i></li> </ul>
SPOT (Speaking out Torbay)	<ul style="list-style-type: none"> <li>• <i>Demonstrates service user involvement</i></li> <li>• <i>SPOT is known and trusted by service users</i></li> <li>• <i>SPOT uses innovative and creative ways of engaging</i></li> <li>• <i>SPOT has been invaluable in the annual engagement events for the self assessment framework</i></li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• <i>Pump priming initiatives are crucial in reducing reliance on statutory and traditional services</i></li> </ul>
Health workbooks	<ul style="list-style-type: none"> <li>• <i>Valuable tool for identifying the primary health needs of people with learning disabilities</i></li> <li>• <i>Aids service users to access healthcare, make them feel easier and understand more.</i></li> </ul>
Total Communication	<ul style="list-style-type: none"> <li>• <i>Excellent reviews on the total communications service</i></li> <li>• <i>Do a fantastic job with highly trained and qualified staff</i></li> </ul>
Learning Disability Events	<ul style="list-style-type: none"> <li>• <i>Fantastic way to network, compare information and gain knowledge</i></li> <li>• <i>Blue light day was fantastic in helping the emergency services understand our service users</i></li> </ul>

<b>Impact on clients</b>	<ul style="list-style-type: none"> <li><i>Torbay's Safeguarding Adults Boards responsibilities for the prevention of harm are supported by the providers funded through the LDDF.</i></li> </ul>
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**Q2. What are the main disadvantages, if any, for people with learning disabilities with how the fund is currently allocated?**

<b>Theme</b>	<b>Examples of comments</b>
<b>Loss of innovation</b>	<ul style="list-style-type: none"> <li><i>Has an opportunity been missed for people to apply for funding to improve the health and lives of people with learning disabilities</i></li> </ul>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li><i>There is not enough advocacy for people that need it, e.g. to assist people to represent themselves when others are not acting in their Best interests</i></li> <li><i>SPOT may not be representative of people with a Profound and Multiple Learning Disability (PMLD)</i></li> <li><i>SPOT could become professional service users with lessened objectivity</i></li> <li><i>Hard to get hold of SPOT and not had a SPOT meeting for over a year</i></li> </ul>
<b>Work of Learning Disability Partnership Board (LDPB)</b>	<ul style="list-style-type: none"> <li><i>The LDPB is a little disorganised and although trying to make a difference is lacking in time and effort by those with power to really make this a board that enables people to be involved in the decisions that might affect them.</i></li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li><i>Health issues for people with Learning Disability still misunderstood by professions, such as GPs and so awareness raising is important</i></li> </ul>

**Q3. Do you agree with the proposal to reduce the Learning Disability Development Fund?**

	Number	Percent
No	8	80%
Yes	2	20%
No response	0	0%
<b>Total</b>	<b>10</b>	<b>100%</b>

**Q4. Please provide further details/comments below.**

Theme	Examples of comments
Loss of innovation	<ul style="list-style-type: none"> <li>£10k pot helps give a better service</li> </ul>
Reduced advocacy	<ul style="list-style-type: none"> <li>People will be less satisfied with a reduced voice</li> </ul>
Difficult to implement change	<ul style="list-style-type: none"> <li>Changes that are needed could stagnate without the funding</li> </ul>
Efficient service	<ul style="list-style-type: none"> <li>Money should be saved from elsewhere and the LDDF should be reduced to a more appropriate proportion</li> <li>Given the current underspend there is no evidence to suggest the existing 2013/14 budget should remain at current level</li> </ul>
Total Communications	<ul style="list-style-type: none"> <li>Improved outcomes for many people not just those with a learning disability</li> </ul>
SPOT (Speaking out Torbay)	<ul style="list-style-type: none"> <li>Safeguarding funding for SPOT is my main concern</li> </ul>
Increased Safeguarding referrals	<ul style="list-style-type: none"> <li>May reduce number of low level concerns but increase number of safeguarding referrals as preventative work may not be undertaken</li> </ul>
Quality of Life	<ul style="list-style-type: none"> <li>Fund supports people to be independent and be safe</li> </ul>



**Q5. What do you think the main impacts will be on people with learning disabilities if the proposal is implemented?**

Theme	Examples of comments
Poorer advocacy	<ul style="list-style-type: none"> <li>• <i>Less advocacy available</i></li> <li>• <i>Less chance to be involved</i></li> </ul>
Impact on other services	<ul style="list-style-type: none"> <li>• <i>More people will use health and social care services</i></li> <li>• <i>Issues will not be identified early to prevent escalation</i></li> <li>• <i>Missed opportunity to improve quality of care</i></li> <li>• <i>Health workbooks enable Doctors and carers to focus on wider health issues</i></li> </ul>
Poorer communication	<ul style="list-style-type: none"> <li>• <i>Negative impact on people with communication difficulties</i></li> <li>• <i>Loss of total communication service would affect people's confidence, mental health, behaviour etc.</i></li> </ul>

**Q6 & 7. Do you agree with the proposal for how the fund is allocated for 2014/15 and what are your comments on this?**

	Number	Percent
No	4	40%
Yes	6	60%
No response	0	0%
<b>Total</b>	<b>100</b>	<b>100%</b>

Theme	Examples of comments
Priorities	<ul style="list-style-type: none"> <li>• <i>Total Communications delivers the most benefits and should be prioritised</i></li> <li>• <i>Could SPOT be used to cover the other resources that would be cut</i></li> <li>• <i>I do not think SPOT are the only people who can do this</i></li> <li>• <i>Could funding be made available from health budgets?</i></li> <li>• <i>Prefer to keep £10k pot and partnership fund events rather than SPOT</i></li> </ul>

**Q8 & 9. Do you agree with the proposal for how the fund is allocated for 2015/16?**

	Number	Percent
No	7	70%
Yes	2	20%
No response	1	10%
<b>Total</b>	<b>10</b>	<b>100%</b>

Theme	Examples of comments
Priorities	<ul style="list-style-type: none"> <li>• <i>SPOT not representative of people with PMLD</i></li> <li>• <i>Level of SPOT funding should be maintained and consideration given to extending scope of SPOT to cover other organisations</i></li> <li>• <i>SPOT do an excellent job but we cannot afford to stop funding health work books, total communications and the Partnership Board</i></li> </ul>

**Q10. If you answered no to Q6 and/or Q8 please tell us how you feel that the fund should be allocated/prioritised?**

Theme	Examples of comments
Priorities	<ul style="list-style-type: none"> <li>• <i>Money should be allocated to Total Communications</i></li> <li>• <i>See if match funding can be secured for more comprehensive user led group that would include people with MLD</i></li> <li>• <i>Varying priorities for allocation</i></li> </ul>

## 7. Other Stakeholders

### 7.1 Methodology

Reductions in the funding of the Learning Disability Development Fund (LDDF) could impact on the work of the Safeguarding Adults Board, the Commissioning for Independence Board and the Health service. As a result emails were sent to these two Boards as well as to the South Devon and Torbay Clinical Commissioning Group encouraging them to respond to the survey. Any electronic submissions from these organisations are shown in the online analysis in section 6.

In its role of co-ordinating the LDDF the Learning Disabilities Partnership Board (LDPB) considered the impacts of the reduction in this fund at its meeting on 16 January 2014. The LDPB were aware that at the time of the original budget proposals there was an under spend in the Learning Disabilities Development Fund (LDDF). However, it is anticipated that by the end of the financial year all the funding will have been allocated to worthwhile causes. At the meeting the LDPB passed a resolution to express its concerns about this proposal by 19 votes to 0, as follows:

***"The Learning Disability Partnership Board urges Torbay Council to reconsider the reduction in the Learning Disability Development Fund. This fund has enabled people with learning disabilities to be involved in decision making, have their say and participate in Torbay and has been used to stimulate innovation and creativity in the sector. The budget reduction would have a negative impact on vulnerable people with learning disabilities in Torbay. The LDPB recommends that funding is not reduced, in order to promote longer term savings as well as positive outcomes for people with learning disabilities."***

A hardcopy questionnaire was returned by the Hollacombe and Torquay CRC day services staff. It is not known how many staff were involved in the completion of this questionnaire. The results from this questionnaire are shown below.

### 7.2 Results

**Q1. What are the main benefits, if any, for people with learning disabilities with how the fund is currently allocated?**

Theme	Examples of comments
Health workbooks	<ul style="list-style-type: none"><li>• <i>Workbooks are excellent for service users</i></li></ul>
Total Communication	<ul style="list-style-type: none"><li>• <i>Total Communications service is excellent and is open to everyone</i></li></ul>

**Q2. What are the main disadvantages, if any, for people with learning disabilities with how the fund is currently allocated?**

Theme	Examples of comments
SPOT (Speaking out Torbay) advocacy	<ul style="list-style-type: none"> <li>Not sure what SPOT do and so refer to VOCAL</li> </ul>

**Q3. Do you agree with the proposal to reduce the Learning Disability Development Fund?**

No

**Q4. Please provide further details/comments below.**

Theme	Examples of comments
SPOT (Speaking out Torbay)	<ul style="list-style-type: none"> <li>Don't feel SPOT deserve the amount they get</li> </ul>

**Q5. What do you think the main impacts will be on people with learning disabilities if the proposal is implemented?**

Theme	Examples of comments
SPOT (Speaking out Torbay)	<ul style="list-style-type: none"> <li>If SPOT get all the money who will oversee that they support people who need them?</li> </ul>

**Q6 & 7. Do you agree with the proposal for how the fund is allocated for 2014/15?**

Yes

Theme	Examples of comments
None	<ul style="list-style-type: none"> <li>None</li> </ul>

**Q8 & 9. Do you agree with the proposal for how the fund is allocated for 2015/16?**

No

Theme	Examples of comments
Priorities	<ul style="list-style-type: none"> <li>• <i>Other advocate agencies should have a share in the funding</i></li> </ul>

**Q10. If you answered no to Q6 and/or Q8 please tell us how you feel that the fund should be allocated/prioritised?**

Theme	Examples of comments
Health workbooks	<ul style="list-style-type: none"> <li>• <i>Continue</i></li> </ul>
Total Communications	<ul style="list-style-type: none"> <li>• <i>Continue</i></li> </ul>
Client Chairmanship of Learning Disability Partnership Board (LDPB)	<ul style="list-style-type: none"> <li>• <i>Continue</i></li> </ul>
SPOT (Speaking out Torbay)	<ul style="list-style-type: none"> <li>• <i>Money to be shared for people to work more closely with people who have learning disabilities.</i></li> </ul>

## 9. Mayor's Budget Consultation Results:

### 9.1 Methodology

A questionnaire was produced and was distributed, in hard copy, to all Connections offices and libraries – this was open to all members of the public to complete.

An online version was made available on the Torbay Council website on 22<sup>nd</sup> November. The questionnaire was advertised via posters and the local media. The survey had a closing date of 16th January 2014. A total of 409 responses have been received.

The following question was asked within this questionnaire regarding the Learning Disability Development Fund (LDDF) proposal:

#### Reduce the Learning Disability Development Fund

This is a development fund which has been used in the past to supplement the work of voluntary sector organisations and the Learning Disabilities Partnership Board. This is expected to save £34,000 over two years.

Do you support this proposal?	Number	Percent
Yes	193	47.2
No	174	42.5
No response	42	10.0
<b>Total</b>	<b>409</b>	<b>100.0</b>

146 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said 'No' above
Will impact on vulnerable people	<p><i>"...These are some of the most vulnerable people in society and an easy target. They are not able to cope without support."</i></p> <p><i>"Because it will impact on some of the most vulnerable in the community and supports empowerment and self management of conditions which actually delivers cost savings in real terms."</i></p> <p><i>"Cutting this budget would affect some of the most vulnerable people in our society. People who may not receive this support in any other way, putting a strain on families and carers."</i></p>
May increase pressure on statutory services	<p><i>"Long-term this is counter-productive as reducing support of this kind increase crisis, respite and residential service demand."</i></p> <p><i>"...This will increase the burden on the public sector."</i></p>

Category	Examples of comments – where respondents said ‘No’ above
<p><b>Vital service</b></p>	<p><i>“It is important to support people with learning difficulties.”</i></p> <p><i>“Those who have disability need support and this cannot come from the family all the time.”</i></p>
<p><b>Small cost saving</b></p>	<p><i>“It is a comparatively small sum and accommodating the needs of individuals with learning disabilities ...benefits the individuals and the community as well.”</i></p> <p><i>“The cost saving is not worth it considering the benefits to those with learning disabilities.”</i></p>

**Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA) Voluntary Sector Block Contracts**

<b>Officer Name:</b>	<b>Julie Foster</b>	<b>Position:</b>	<b>Associate Director Adult Social Services</b>
<b>Business Unit:</b>	<b>Professional Practice – TSDHCT</b>	<b>Directorate:</b>	<b>Adult Social Care</b>
<b>Executive Lead(s):</b>	<b>Cllr Christine Scouler</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Executive Lead / Head Sign off:**

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Caroline Taylor/Dr Sonja Manton</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>



Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>Voluntary Sector Block Contracts:</b> Negotiation with voluntary sector organisations to improve efficiency or reduce costs. The current value of all contracts with voluntary sector managed by the Trust is £256k.</p>		<p>£76,000 (£38k 2014/15 £38k 2015/16)</p>	<p>Nil</p>	<p>2014/15 &amp; 2015/16</p>	<p>This proposal will achieve the following:</p> <ul style="list-style-type: none"> <li>• 10% reduction to 3 contracts (Devon County Council, Age UK and Brixham Does Care)</li> <li>• No reduction to 4 contracts (Vocal, Parkview Society &amp; 2 Bipolar self management &amp; rent of premises)</li> <li>• Withdrawal of funding ( some over two years) to 3 contracts – Relate, ACE and Rethink</li> </ul> <p>This will generate a saving of £62,400</p> <p>The additional £13,600 will be found as part of the ASC budget reduction total via efficiency savings.</p>	Internal	Minor	Major

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p><b>Original Proposal:</b></p> <p>The proposal is in 3 parts with total savings of £53,000 that have been consulted upon. The balance is with internal cross-organisational contracts which were not consulted upon as 10% reduction in current contract prices were specified as part of a tender process.</p> <ol style="list-style-type: none"> <li>1. Terminate seven contracts/grants with voluntary sector (save £38,000). These cover a variety of schemes provided by the third sector (several funded originally by the Mental Health Grant) aimed at improving mental health and wellbeing, promoting self help and inclusion and reducing pressure on statutory services. All services could be terminated on 31 March 2014 if the necessary notice is given in time to give a full year saving in 14/15.</li> <li>2. Reduce cost of Information and Advice Provision contracts by 10%. (Brixham does Care and Age UK) ( save £15,000)</li> <li>3. Require 5% increase on activity for the statutory services funded (Devon County Council recharge for Independent Mental Health Advocacy and Parkview Society Appropriate Adult.)</li> </ol> <p><b>Amended proposal (February 2014):</b></p> <p>This proposal will achieve the following:</p> <ul style="list-style-type: none"> <li>• 10% reduction to 3 contracts (Devon County Council, Age UK and Brixham Does Care)</li> <li>• No reduction to 4 contracts (Vocal, Parkview Society &amp; 2 Bipolar self management &amp; rent of premises)</li> <li>• Withdrawal of funding ( some over two years) to 3 contracts – Relate, ACE and Rethink</li> </ul> <p>This will generate a saving of £66,000</p> <p>The additional £10,000 will be found as part of the ASC budget reduction total via efficiency savings.</p>

No	Question	Details
2.	Who is intended to benefit / who will be affected?	The withdrawal of this funding is likely to end services provided as the organisations are dependent on this financial support. This will remove several services providing self help support, advice and information and advocacy. The loss of services could potentially result in higher referrals to statutory services.

## 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
3.	Have you considered the available evidence?	<p>Torbay's Joint Strategic Needs Assessment (JSNA) and strategic documents evidence the growth in the older population and mental health issues. The Learning Disabilities self-assessment, whilst in draft identifies areas for development.</p> <p>Through consultation with the organisations affected, evidence has been collated regarding the number of service users who are accessing each service.</p>
4. 162	Have you consulted on the proposal?	<p>An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.</p> <p>Further to this, each organisation affected was contacted individually to offer the opportunity of a face to face meeting with the organisations affected to discuss the impact of the proposal, explore the potential for them to continue to provide a reduced level of service and consider where there may be opportunity for them to reshape the services they provide. All organisations were asked to inform their members, service users, stakeholders and members of the public of the consultation and to invite them to participate in the process.</p> <p>6 Meetings were held, attended by 25 people.</p> <p>The online survey relating to Voluntary Sector budgets proposals was completed by 11 people, indicating their lack of support for the proposals.</p>

The section in the general on line survey on this proposal was completed by 409 people, of which 49.4% supported the proposal and 40.6% did not, with 10% making no responses.

65 letters were received (all for ACE and Bipolar Self Help group). These all expressed great concern about the potential loss of services on which individuals rely for support with serious physical disability and mental Health problems. It is estimated that over 1100 people will lose services they view are essential to their wellbeing if the proposals go ahead.

**Please see appendix one for a full report on the consultation results.**

Organisations	Function	Consultation
Vocal	Advocacy for communication issues ( Learning Disability)	Meeting ( local manager and chair of trustees), correspondence, survey. (Service users supported to use survey.)
Access to Community Education (ACE)	Social activity, access to adult education and support to combat social isolation	Meeting, correspondence, survey
Brixham does Care	Advice and information, benefits attainment, range of social activities, befriending etc aimed to tackle social isolation	Meeting, correspondence, survey
Age UK	Advice and information, benefit claim support, range of services to support older people at home.	Meeting, correspondence, survey
Parkview Society	Statutory Appropriate Adult Service	Survey, correspondence
Rethink ( DCC)	Statutory Independent Mental Health Advocacy contract let in partnership with Devon.	Meeting not offered as tendered process in progress on 3 year basis for 2014/15 with 10% reduction built in.
Rethink (DCC)	Mental Health Advocacy	survey
Relate	Relationship Counselling	Meeting with local manager, survey
Bipolar Self Management	Support in managing mental health condition	( Meeting held with service users, correspondence, survey)
Bipolar Self Management	Rent of premises	( Meeting held with service users, correspondence, survey)

**5. Outline the key findings**

The main themes arising from the consultation were as follows:

- Effective Use of funding (Provision of relatively small amounts of funding to the voluntary sector go a long way.)

<p>Page 164</p>		<ul style="list-style-type: none"> <li>• Loss of voluntary sector capacity at a time when we need to build on it and have stated objectives to do so, evidenced by the commitment to the Community Development Trust (CDT)</li> <li>• Loss of immeasurable value of benefits to individuals and families, especially in tackling social isolation and promoting self reliance</li> <li>• Severe impact on statutory services if reduced or removed, increasing costs and pressures far in excess of the savings being made, and exacerbating the deterioration of health and wellbeing for individuals</li> <li>• User-led organisations have a key role to play in representing hard to reach groups and supporting Equality and Diversity within Torbay</li> <li>• There was great concern expressed about the loss of ACE and the Bipolar Self Management Group, two of the services likely to end if the proposal continues. It was expressed that many people would access statutory services more frequently, they would become socially isolated and, in extreme cases, an increase in suicide could be an outcome.</li> <li>• Regarding the Parkview Society, any decrease in this statutory Appropriate Adult service will result in referrals to health and social care teams. As these teams are not trained in this role and do not have capacity to take on additional roles, the proposal to reduce the service is not cost effective.</li> </ul>
<p>6.</p>	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>The consultation has provided feedback that the Voluntary Sector is able to provide a range of valuable services to the community in a very cost effective way.</p> <p>Our health and social care community will need to rely on these organisations to build networks of support in order to achieve its stated aims and objectives. Each organisation provides a well known, well used service to our population.</p> <p>Changes are suggested, based on the following rationale:</p> <ul style="list-style-type: none"> <li>• The vision of Torbay's Health and Wellbeing Board is: A Healthier Torbay: Where we work together to enable everyone to enjoy a healthy, safe and fulfilling life. One of the underlying principles contained in the Joint Health and</li> </ul>

Wellbeing Strategy is Early Intervention: improving overall outcomes and ultimately reducing cost with a focus on prevention rather than treatment. Priorities include: Support independent living; Support people with long-term conditions and support people with mental health needs.

- An aim of the future Integrated Care Organisation is that 'Services should enable people to take more responsibility for their own health and wellbeing'
- Outcomes based working is a national policy and Torbay could lead on this with a committed voluntary sector and the development of an integrated system for which it is known. To move to outcomes based way of working that recognises the value of the services, and seeks to engage other parts of the system in paying for the provision of the services which remove pressures and costs from other areas – e.g. police (Parkview), Information and Advice (GPs) Time needs to be given to enable this to happen.
- The statutory services will not be able to cope with increasing demand for services given proposed reductions in funding and there will be more signposting to the voluntary sector to enable people to organise their own care, with or without public funding depending on their eligibility. Once gone, such organisations will be hard to rebuild. They rely on the commitment and input of volunteers and the spirit of partnership with the Council, which may be damaged.

In order to mitigate the impact of the proposed reductions on these services, it is suggested that the proposal is changed with regard to the Parkview Society and Bipolar Self Management Group, so that no reductions should be made to these groups. The reduction in savings will be made up through the overall saving required of the Trust:

#### Specific Concerns : User Led Groups

- **Bipolar Self Management.** This small user led organisation reaches 1000 people with this disorder in Torbay, avoiding contact with statutory services. As the group provides support in managing a long term condition, other avenues of funding (i.e. NHS) should be explored. Removing the funding for this group will end it, which will have a significant impact on the health and wellbeing of many very vulnerable people who want to remain as independent of the statutory services as possible – ***Due to the specific concerns raised this proposal is withdrawn. (Reduction in saving: £8,500).***
- **Parkview Society.** There is a sound case for not making the proposed 10% (£1,400) reduction to this statutory service as it will result in referrals for attendance at the Police Custody Centre being passed on to social care staff during the day and out of hours. It will cost a significant sum to release and provide training to staff to provide a back up service to Parkview, much more than the proposed reduction. – ***Due to the specific concerns raised the proposal to reduce the budget to the Parkview Society group is withdrawn***

- **ACE** is a valuable user led group which provides a wide range of support services to people with physical and mental ill health. Removing the funding for this group will end it, which may have a significant impact on the health and well-being of the vulnerable people who want to remain as independent of the statutory services as possible. However, the group could be supported to provide services which could be accessed via Personal Budgets. In light of the views expressed in the consultation that if given additional time there may be opportunities to access different funding streams to enable the service to continue, the Council is now proposing the establishment of a one off transitional fund in the value of £5,000, which will be provided to the service over 2014/15 & 2015/16. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue for a future without Council funding.

Contract	Current Yr 1 reduction	Current Yr 2 reduction	Current Proposal	Proposed Changes
1. Vocal	0	0	Meeting to discuss the services/support they provide and how this might be utilised in the future	No Change
2. Access to Community Education (ACE)	3,000	22,000	Proposal to reduce funding by £3k from 1 April 2014 and cease funding from 1 April 2015	No Change
3. Brixham Does Care	6,300	No further reduction	Proposal to reduce contract by 10% from April 2014 but work with them to refocus/reinvest in Community Hubs/Community Support networks during 20/15	No Change
4. AGE UK Torbay	8,700	No further reduction	Proposal to reduce contract by 10% from April 2014 but work with them to refocus/reinvest in Community Hubs/Community Support networks during 20/15	No Change
5. Park View Society	1,400	No further reduction	Proposal to reduce contract by 10% from April 2014	Change proposed – no reduction to budget
6. Devon County Council (IMCA/IMHA)	4,700	4,700	Proposal to reduce contract by 10% from April 2014	No Change
7. RELATE South Devon	5,000	N/A	Proposal to cease funding from 1 April 2014	No Change



8. Bipolar Self Management ( <i>Rent of premises</i> )	2,500	N/A	Proposal to cease funding from 1 April 2014	Change proposed – no reduction to budget					
9. MDF The Bipolar Organisation	6,000	N/A	Proposal to cease funding from 1 April 2014	Change proposed – no reduction to budget					
10. Rethink (DCC BALANCE)	4,000	4,000	Proposal to cease funding from 1 April 2014	No Change					

**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>
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people		Older people especially those with a physical or learning disability or mental health problem may be affected by these proposals, especially where contracts will cease as they may no longer receive a service.	
	People with caring responsibilities		People caring for older or younger people with a physical or learning disability or mental health problem may be affected by these proposals, especially where contracts will cease as they may no longer receive a service.	
	People with a disability		Disabled people who need support with communication and education may be affected by the proposals especially where contracts will cease as they may no longer receive a service.	
	Women or men			No Differential 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

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 impacts (Including impact on child poverty issues and deprivation)</p> <p>Public Health impacts (How will your proposal impact on the general health of the population of Torbay)</p>
	<p>No Differential impact</p> <p>No Differential impact</p> <p>No Differential impact</p> <p>There will be reduced access to relationship and mental health support and advocacy which will impact most on those in poverty who cannot access services for which payment is required.</p> <p>There is the potential for reduced access to relationship and mental health support and advocacy which may impact on clients' mental health.</p>
8a.	<p><b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)</p> <p>This proposal together with further reductions being proposed across Supporting People services may mean that there is a greater demand placed on higher cost adult social care services if clients are not able to receive the support they require.</p>
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p> <p>There are no known wider public service proposals which will impact upon these services.</p>

### Section 3: Mitigating action

No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	<p>The withdrawal of this funding is likely to end services provided as the organisations are dependent on this financial support. This will remove several services providing self help support, advice and information and advocacy. The loss of services could potentially result in higher referrals to statutory services.</p> <p>The impact will be mitigated by the changes suggested to the proposal. This will leave the funding to Parkview and for the Bipolar Self Help Group in place and avoid the loss of these services. ACE will also receive £5k transitional funding over 2014/15 &amp; 2015/16. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue for a future without Council funding.</p>

### Section 4: Monitoring

No	Action	Details
10 170	Outline plans to monitor the actual impact of your proposals	<p>Ensure quarterly monitoring is in place for each service</p> <p>Monitor the following information:</p> <ul style="list-style-type: none"> <li>• Usage</li> <li>• waiting lists</li> <li>• Feedback from users</li> <li>• Unmet need</li> <li>• Identify areas of concern.</li> </ul>

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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>Continue as proposed for Age UK, Brixham does Care, Vocal, Relate and Rethink (non statutory) and ACE.</p> <p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its responsibilities. Whilst the consultation has highlighted the benefits derived from these services together with the impact upon those who currently receive the service, these services are not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>

		<p><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	✓	<p>Revised proposals for Parkview and Bipolar.</p> <p>Adverse impact on statutory services and vulnerable people identified by reduction in Appropriate Adult Service.</p>
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## **APPENDIX ONE:**

### **Consultation Data: Voluntary and Third Sector Contracts Budget Proposals**

#### **1. ACE**

##### **1.1 Methodology**

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to ACE on the 4<sup>th</sup> December Reminders and encouragement to complete was sent 11<sup>th</sup> & 18<sup>th</sup> December 2013.

Please see section 8 for results of the online consultation.

Further to this, each organisation affected was contacted individually to offer the opportunity of a face to face meeting. For ACE, this was held on 6th January 2014. This was facilitated by Lindsey Jeffrey and Chris Lethbridge, Commissioning Officers with Torbay and Southern Devon Health and Care NHS Trust and attended by the Board of Trustees and the Head of Adult and Community Learning at South Devon College. In addition the Board ensured that service users were supported to understand the proposal and to complete their responses either in writing or on-line.

A total of **51** responses relating to ACE were received as paper copies.

##### **1.2 Results**

The following shows the consultation results to a standard set of questions. The results from the group meetings and paper copy submissions and letters are collated together.

The responses have been grouped into themes with examples of any comments made.

**Q1. What are the main benefits, if any, for people who use the services with how the funds are currently allocated?**

Theme	Examples of comments
<p style="text-align: center;"><b>ACE - SERVICE USER-LED</b></p>	<p><i>ACE receives currently £25,000 of funding a year from <b>Torbay and Southern Devon Health and Social Care Trust</b>.</i></p> <p><i>Ace is a registered charity <b>run by and for disabled adult people</b>. Its purpose is to enable disabled people in Torbay to access educational and social activity through Adult &amp; Community Learning (ACL) at its Brixham College Centre. It currently has approximately 100 members (60 physically disabled students, 20 carers of physically disabled students, 20 volunteers working with physically disabled students).</i></p> <p><i>"Ace members are elected as Trustees and they manage their own charity."</i></p>
<p style="text-align: center;"><b>ACE - PROVISION OF EDUCATIONAL SERVICES</b></p>	<p><i>"Education specially adapted to people with varied disability."</i></p> <p><i>"The learning activities are designed for disabled people and delivered by skilled tutors who are trained in disability awareness. They are assisted by trained care workers, who help with personal care".</i></p> <p><i>"Ace spends its money excellently by making available adult education courses in a safe and welcoming environment for disabled people who otherwise would not have such access for physical and financial reasons"</i></p>
<p style="text-align: center;"><b>ACE - BENEFITS TO SERVICE USERS HEALTH</b></p>	<p><i>"ACE enables disabled people to keep themselves healthy through mental and physical activities."</i></p> <p><i>"ACE Allows the disabled client the opportunity to be included and involved in society and partake in normal things that able bodied take for granted, i.e. Swimming, drama, sports, gardening, pottery and crafts – all of which increase their physical strength and help improve mental health."</i></p> <p><i>"People can manage their condition more effectively"</i></p> <p><i>"People with newly diagnosed conditions have the knowledge and support from others with similar conditions."</i></p> <p><i>"People increase their fitness through appropriate exercise."</i></p> <p><i>"As an organisation, it produces solid and continuing health benefits for many ages."</i></p>
<p style="text-align: center;"><b>ACE - BENEFITS TO SOCIAL AND EMOTIONAL WELL- BEING</b></p>	<p><i>"Ace is a lifeline for people like me who would otherwise vegetate at home."</i></p> <p><i>"People gain self-esteem and confidence."</i></p> <p><i>"Most people using these groups are vulnerable, often lonely. This is where they find friendship, help, support and sociability, for some it is the only contact with the world outside their home."</i></p>



	<p><i>"It has bought me ... a reason to go out and get back into the community after being virtually housebound for three years."</i></p> <p><i>"Allows the disabled client the opportunity to be included and involved in society and partake in 'normal things' that able-bodied take for granted i.e. Swimming, drama, sports, gardening, pottery and crafts, all of which increase physical strength and help improve mental health. Improves confidence and independence."</i></p>
<p><b>ACE</b> - <b>BENEFITS TO CARERS</b></p>	<p><i>"...get some respite while members are at ACE."</i></p> <p><i>"Ace supports and provides respite time for Carers who have to deal with depressed and demanding family members."</i></p>
<p><b>ACE</b> - <b>PART OF THE COMMUNITY</b></p>	<p><i>"Gardening at ACE 'gives me back my independence and the chance to work equally with my able bodied friends. The Ace garden has won many awards in the Torbay Bay in Bloom competition."</i></p>
<p><b>ACE</b> - <b>PREVENTATIVE SERVICE</b></p>	<p><i>"All these services are used by disabled, distressed and needy people, living in the community. The organisations fill gaps in council/ government provided services."</i></p>
<p><b>ACE – PROPOSED FUNDING CUTS</b></p>	<p><i>"It will be very difficult for ACE members to replace all the funds withdrawn by these cuts. The membership could well wither and in time the group could become untenable."</i></p>

**Q2. What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?**

<b>Theme</b>	<b>Examples of comments</b>
<p><b>ACE</b> - <b>Disadvantages of current funding allocation to ACE</b></p>	<p><i>"None."</i></p> <p><i>"The only disadvantage would be if Ace was to end."</i></p> <p><i>"I'm not sure of any disadvantages, these people and groups simply need sufficient funding to be able to continue what they are doing."</i></p> <p><i>"As far as ACE is concerned, I don't see any disadvantages with how the funds are currently allocated."</i></p>

**Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?**

Theme	Examples of comments
NO	"No."
YES	"Yes, I think we must all help our country recover, but I think that the cuts should be fairly shared by all groups. I don't think ACE deserves to be stripped of all its funding."

	Number	Per cent
No	48	94%
Yes	1	2%
No response	2	4%
<b>Total</b>	<b>51</b>	<b>100%</b>

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
<p><b>ACE</b></p> <p><b>-</b></p> <p><b>MEETING THE NEEDS OF DISABLED ADULTS</b></p> <p><b>PREVENTING ISOLATION</b></p> <p><b>AND</b></p> <p><b>ENHANCING PHYSICAL AND EMOTIONAL WELL-BEING</b></p>	<p>"ACE group provides a balanced user friendly service which is tailored to the needs of less able bodied adults."</p> <p>"ACE is a unique, inclusive family of vulnerable people supported by dedicated volunteers. We work hard together, as a democratic group, for the health, happiness and advancement of all disabled people."</p> <p>"ACE provides a meeting place for vulnerable/disabled adults to meet in a safe and welcoming environment where they can interact socially and pursue hobbies sports etc. with staff and volunteers. This enables them to remain active both physically and mentally."</p> <p>"I wish to highlight ACE ... the funding currently received provides a 'life outside' for people who otherwise have little to distract them from the confines of their homes, preventing solitude."</p> <p>"I love the gardening classes making things grow. It gets me out – once a week a bit of fresh air and friends."</p> <p>"I find the art class helps me relax and I go home feeling quite different."</p> <p>"As well as the educational benefits, members also learn better ways of coping with their disability."</p>

<p><b>ACE - IMPACT OF PROPOSED FUNDING CUT</b></p>	<p><i>“As a Trustee of the charity Access to Community Education (ACE), I see the proposed cuts in funding to these services as a devastating blow. The outcome would eventually lead to the death of our charity and the service we currently provide. That is if an alternative source of funding cannot be obtained and at present that appears most unlikely. However we would be willing to accept a cut in our funding but a total withdrawal would mean the end of ACE.”</i></p>
<p><b>ACE - UNIQUE SERVICE</b></p>	<p><i>“ACE is unique and irreplaceable with a host of beneficial side-effects.”</i></p> <p><i>“ACE members have sustained a disability due to illness or a life changing accident e.g. Car accident, strokes, MS. The service that ACE provides is unique as it enables members to partake in activities in a supportive and safe environment which otherwise they would not be given the opportunity to do. ... ACE is their lifeline and enhances every aspect of their life, social, physical and psychological.”</i></p> <p><i>“Ace is unique in that it offers much more than an education. It encourages a community spirit where all, regardless of their disabilities, are given an opportunity to grow physically, mentally and spiritually, to gain confidence in their abilities in a safe and sensitive environment and in interaction with each other.”</i></p>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
<p><b>ACE - LOSS OF THIS SERVICE WILL BRING:</b></p> <p><b>Increased isolation Depression Loneliness Loss of independence Decline in physical and emotional health</b></p>	<p><i>“If the funding ceases in 2015 then that may lead to ACE ceasing resulting in many of its members experiencing solitude, isolation, ill health and their carers suffering similarly.”</i></p> <p><i>“It would have a huge impact on their life, causing isolation, loneliness and depression. An absence of the social interaction .... Could have a knock on effect with a decreased ability to be independent and decrease the ability to cope with their disability.”</i></p> <p><i>“If these proposals are fully implemented then many disabled people will be stranded and unable to help themselves as they do now.”</i></p> <p><i>“If the funding ceases in 2015 then that may lead to ACE ceasing, resulting in many of its members experiencing solitude, isolation, ill health and their carers suffering similarly.”</i></p> <p><i>“Solitude, loneliness, isolation, not being able to keep active mentally/mix socially/ enjoy a debate, a quiz to test their grey matter, a variety of classes &amp; physical enrichment taken for granted by people unhampered by disability.”</i></p> <p><i>“I will end up indoors, alone looking at TV like I used to – horrible to think of it.”</i></p> <p><i>“People will get depressed because they will have nowhere to go.”</i></p> <p><i>“It will inevitably impact on people who won’t be able to get out and</i></p>

	<p><i>about. It will impact on their health and that of their carers.”</i></p> <p><i>“The impact on ACE members would be isolation, depression, lack of confidence, leading to more ill health.”</i></p> <p><i>“Members of ACE will revert back into themselves and lose confidence. Many will spend all their days in their homes or care homes alone without stimulation.”</i></p> <p><i>“The main impact would be that ACE would cease functioning, many who currently use the facility would lose their only day-out.”</i></p>
<p><b>ACE - IMPACT ON OTHER PARTS OF THE HEALTH AND CARE SYSTEM</b></p>	<p><i>“It will lead to more people in Doctor’s waiting Rooms, seeking Anti-Depressants, thus placing a further burden upon the NHS and the community at large.”</i></p> <p><i>“...carers who currently have respite whilst their carer is at ACE would be seeking respite elsewhere.”</i></p>

**Q6. What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
<p><b>ACE - INCREASED PRESSURE ON HEALTH AND CARE SERVICES</b></p>	<p><i>“For the wider community there would be more pressure on the health service as mental and physical health goes hand in hand.”</i></p> <p><i>“I see more and more members of the community suffering from depression through isolation. More care workers will be required to cover the services being cut, unless these vulnerable members of the community are left to fend for themselves.”</i></p> <p><i>“The health service will need to cope with the consequences of cutting the funding to ACE. ACE is a positive experience for all concerned.”</i></p> <p><i>“More pressure on Social Services and Doctors.”</i></p> <p><i>“More strain on other types of health provision – often almost inaccessible to the disabled because of energy levels, cost and poor transport.”</i></p> <p><i>“This will impact greatly on other services i.e. Medical services, mental health services and social services.”</i></p> <p><i>“Other services will be impacted e.g. Health Authority, it is widely thought that lack of social interactions, physical and mental stimulation leads to ill health.”</i></p> <p><i>“I am sure there will be an increase in disabled adults using medical services, e.g. GPs and hospitals. There could well be an increase in mental health issues.”</i></p> <p><i>“Social services, care workers and doctors will be required to provide additional services at a far greater cost.”</i></p>

	<p><i>"As ACE is unique in its holistic approach to disability, if it has to close the members would not be able to find comparable assistance and would increasingly become dependent on statutory bodies such as NHS and council run bodies."</i></p>
<p><b>ACE</b> - <b>WIDER IMPACT ON COMMUNITY AND ON VOLUNTEERS</b></p>	<p><i>"ACE employs several members of the local community, plus support from a large number of volunteers, who incidentally gain quite a lot from working with ACE."</i></p> <p><i>"Tutors, care workers, taxi drivers and suppliers will be out of work."</i></p> <p><i>"It would also impact on our numerous volunteers – older people who because of ACE feel valued and worthwhile and younger people who have gone on to get jobs through the confidence building properties of ACE."</i></p> <p><i>"Loss of work to taxis, local suppliers for various projects, classes and equipment."</i></p> <p><i>"Ace is supported by local volunteers and employees from the local community. Therefore the charity provides both employment and promotes positive involvement within the voluntary sector."</i></p>
<p><b>ACE</b> - <b>IMPACT ON CARERS</b></p>	<p><i>"A massive impact on carers, who presently get some respite while members are at ACE."</i></p> <p><i>"There is also the question of the Carers of these individuals who will have no respite, should these services disappear."</i></p> <p><i>"For those nursed at home there would be respite time requested by their family carers, which ACE currently provides."</i></p> <p><i>"It would impact on the members' carers as ACE provides an opportunity for them to have a break from what is an extremely stressful role, their health would suffer and it could lead to relationship break down."</i></p>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

<b>Theme</b>	<b>Examples of comments</b>
<p><b>ACE</b> - <b>LOSS OF TRAINING FOR EMPLOYMENT</b></p>	<p><i>"As ACE provides education, e.g. Computer studies, young members will be less employable without these specifically adapted courses."</i></p>
<p><b>ACE</b> - <b>LOSS OF A UNIQUE SERVICE</b></p>	<p><i>"The service we at ACE provide is unique throughout Britain as far as we are aware."</i></p> <p><i>"Ace, I believe, is unique in its conception. Its value is immeasurable for disabled people who are often widows, pensioners and elderly."</i></p> <p><i>"Please consider this scenario: if you or a family member were</i></p>

	<p><i>rendered disabled tomorrow and the ACE group no longer existed, where would you go to receive the facilities presently provided by the ACE charity? Where, at the end of your hospitalisation, would you go to further your rehabilitation? All ACE members are fortunate that ACE does exist."</i></p> <p><i>"Ace is one of the few organisations that fill this void in social and community care."</i></p> <p><i>"ACE is pioneering! There is very little else like it in the country. Why have the very real possibility of it closing when in fact Torbay should be holding it up as a jewel in our community's' crown."</i></p>
<p><b>ACE</b> - <b>HEALTH AND WELL-BEING</b></p>	<p><i>"The company of others who struggle daily with physical/ mental disability – the laughter and comradeship – provides a lifeline. This 'family' gives members a reason to get up and out. We see changes in people as they become more confident."</i></p> <p><i>"Through being ACE members' disabled people have improved both physically in bodily mobility and emotionally."</i></p> <p><i>"I can only speak from a personal point of view. As a disabled and partially sighted person totally housebound, I can only state ACE has kept me sane and where I can see other people. The classes too have given me back my self-confidence."</i></p> <p><i>"I enjoy being part of a group and it makes me feel valued when I am able to contribute."</i></p>
<p><b>ACE</b> - <b>EQUAL ACCESS FOR DISABLED PEOPLE</b></p>	<p><i>"Disabled people ... have many obstacles such as no wheelchair access, toilets upstairs etc. and to remove their one opportunity [to] feeling just a little more normal is cruel and inhuman."</i></p> <p><i>"People need to be aware that disabled people are the same as everybody else."</i></p>
<p><b>ACE</b> - <b>VALUE FOR MONEY</b></p>	<p><i>"The Trustees of ACE also feel that the cost of our service is dirt cheap, in comparison to Local Authority Day Care charges. Less than one third the cost per head."</i></p> <p><i>"It works and it is very, very good value for money."</i></p>
<p><b>ACE</b> - <b>THE FUTURE</b></p>	<p><i>"The Trust must plan for an ageing population and a long-term need for charities like ACE."</i></p> <p><i>"It would be a crying shame, if after 25 years of dedicated work by volunteers, all that ACE has accrued should be cast aside and the hopes of its members present and future should be dashed."</i></p> <p><i>"Health and well-being must be the top of your agenda as it is ours. If people are well they do not rely on more services so in turn cost to the NHS and to councils is less in the long run. We need to ensure that the health impact to our members is discussed as members who feel vulnerable or more vulnerable will isolate themselves to feel safe and become housebound. They may well have reduced self-esteem, feel increasingly lonely and may even suffer from depression... Cost: Doctors visits, medication, mental health appointments, it all mounts up. .... I feel if our funding is ceased our members will be disadvantaged and their lives will be changed dramatically."</i></p>

**ACE**  
-  
**SAVE OUR SERVICE**

*"To review the current proposal of ceasing funding from April 2015 and give similar status to ACE that is proposed for Brixham Does Care and Age UK."*

*"I wish that the impacts of the cuts could be considered and that it could be done in a much fairer way."*

*"Please don't take it away from us."*

*"I consider these proposals very short sighted. The small amount saved will have to be spent many times over to care for people using these extremely good services."*

*"ACE has benefited the lives of so many people over the years; it would be such a shame if this facility was lost."*

*"We will miss the service very much."*

## 2. Age UK

### 2.1 Methodology

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to Age UK on the 4<sup>th</sup> December

Further to this, each organisation affected was contacted individually to offer the opportunity of a face to face meeting. For **Age UK** this was held on 6<sup>th</sup> January 2014. This was facilitated by Lindsey Jeffrey and attended by Richard Brett, and four Age Concern members. Discussion and general comments were captured rather than verbatim quotes. Richard advised that the group did not want to go through the actual form being presented/offered for feedback and that it was their choice to provide general feedback. This has been utilised to populate the following.

The following responses incorporate all response mechanisms, online, face to face and written.

Please also see section 8 for results of the online consultation.

### 2.2 Results

The following shows the consultation results to a standard set of questions. The responses have been grouped into themes with examples of any comments made. It should be noted that all areas were sought to be covered but that the provider did not wish to use the form in this exact format and their responses have been used to populate the appropriate topic areas.

#### Q1. What are the main benefits, if any, for people who use the services with how the funds are currently allocated?

Theme	Examples of comments
Advice, signposting and direction	<i>"We give very wide amount of advice, info advice and pointing people at practical help"</i> <i>"We give 'value for money', in terms of services we provide a 5 day a week service, covering a lot of topics and reaching a wide range of people for next to nothing"</i>
Support for Social inclusion	<i>"Older people in Torbay who need help with living have nowhere else to go, we're it"</i>



**Q2. What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?**

Theme	Examples of comments
<b>Budget continue to reduce</b>	<p><i>"In 2011/12 the service absorbed a 24% budget cut from council funding and restructured to continue to deliver an efficient and sustainable service"</i></p> <p><i>"Further cuts may break the service and mean that people have nowhere else to get these services"</i></p>

**Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?**

Theme	Examples of comments
<b>Combined cuts</b>	<p><i>"Whilst the direct cuts to the organisation are painful and bring into question the staff/volunteer ratio the combination of cuts will mean that the business will not be able to cope with the demand arising from the loss of SP and further reductions in CAB for which they are not trained or able to offer expert advice"</i></p>
<b>Volunteer development will be halted</b>	<p><i>"Without paid staff to be able to recruit, support and coordinate volunteers, the development of the sector which is increasingly cited as being relied upon to deliver future services will be undermined."</i></p> <p><i>"Volunteers do not appear or just organise themselves. An adequate and funded infrastructure is required."</i></p>
<b>Prevention</b>	<p><i>"The work that we do is significant in the preventative agenda. Without adequate resources this will not be possible and people will be adversely affected."</i></p>
<b>Value for money</b>	<p><i>"...Be mindful of the fact that this is not necessarily a good deal therefore [saving 10%] because once lost {services, volunteers etc} it is not that easy to reverse, its like a train running at full speed, if it stops it doesn't start again, people lose the momentum".</i></p> <p><i>"The impact is so much greater therefore than just the percentage saving."</i></p>

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
<p><b>Information and Advice</b></p>	<p><i>“Clients tend to walk in, sit down in front of us and with impact of cuts they will not be able to achieve this because they would not be able to sit down face to face – this is a person centred process”</i></p> <p><i>“Integrated Care, concern around impact for integrated if one aspect of this is broken – can’t be sure of impact on rest.”</i></p>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
<p><b>They will have no where else to go</b></p>	<p><i>“Older people in Torbay who need help with living have nowhere else to go, we’re it.”</i></p> <p>Of particular note referencing other budget cuts</p>
<p><b>Deterioration and great demand on the system</b></p>	<p><i>“Addressing lower to medium levels, if not addressed when they need to they become higher. Isolation and loneliness, prevention, get support in early. Prevention, cuts could impact on ability to meet people at the right stage, if don’t reach the right stage it becomes more of a serious issue.”</i></p> <p>More cost to other parts of the system and reduced well-being</p>

**Q6. What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
<p><b>Costs</b></p>	<p><i>“Costs will be transferred and increased for other parts of the system The service is good value for money and others will not be as good value”</i></p> <p><i>“Once stopped it will cost a lot to get going again”</i></p>
<p><b>Voluntary Sector Development</b></p>	<p><i>“Social care and health are looking to the voluntary sector to do more and more and get more volunteers involved. Cutting Age UK funding will undermine this – needs an infrastructure to manage and develop a volunteer workforce”</i></p>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

Theme	Examples of comments
N/A	<i>No Responses</i>

### 3. **BIPOLAR Self Help Group**

#### 3.1 **Methodology**

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to the Bipolar Organisation on the 4<sup>th</sup> December

Please see section 8 for results of the online consultation.

Further to this, each organisation affected was contacted individually to offer the opportunity of a face to face meeting. For the Bipolar Self Help Group, this was held on 9 January 2014. This was facilitated by Julie Foster and attended by two service users. A telephone consultation was held on 10 January 2014 with the Chief Executive of Bipolar UK, the national charity. Discussion and general comments were captured rather than verbatim quotes.

#### **Feedback from Correspondence**

This group and its supporters have been very active in its correspondence. In addition to the response letter from the organisation, we have received 13 letters/emails from individual service users, 2 from family members, 2 from MPs, 5 letters from professional staff (3 psychologists, 1 community psychiatric nurse, and 2 carers' workers)

It should also be noted that the volume of correspondence was higher than detailed here as duplicate letters were sent to numerous organisations and forwarded on. The comments contained within the correspondence receives is included in this feedback.

#### 3.2 **Results**

The following shows the consultation results to a standard set of questions. The responses have been grouped into themes with examples of any comments made.

**Q1. What are the main benefits, if any, for people who use the services with how the funds are currently allocated?**

Theme	Examples of comments
Avoids costs to wider system	<i>"above, all the group enables people to reduce the impact of the condition in severity and frequency of episodes of illness"</i>

<p><b>Purpose and benefits of group, offers service and tackles stigma and social isolation.</b></p>	<p><i>"A group run by people with Bipolar for people with Bipolar Disorder and their carers....has run for over 19 years in Torbay. This is unique to Torbay, it offers members understanding and acceptance that is not available elsewhere."</i></p> <p><i>"Open 2.5 days per week. Easily accessible and no referral required. Helps 'hard to reach, vulnerable people to reduce their social isolation and stigma by phone, emails, individual sessions, group meetings and workshops to develop self- management strategies and recovery"</i></p>
<p><b>Small core funding enables group to function</b></p>	<p><i>"Torbay is a 'beacon' amongst other areas of the UK in that it has invested in mental health services in the community and redressed some of the disparity between services for physical frailty and mental health. In the voluntary sector a small amount of money can go a long way and 'make such a difference to people".</i></p> <p><i>"Hours and hours of really valuable work is given for free by highly motivated and... Very experienced and knowledgeable volunteers. But without a minimum of funding for an office base and meeting room hire they simply couldn't function"</i></p>
<p><b>Funding pays for training to enable volunteers to support others</b></p>	<p><i>"96 % volunteers all experience bipolar disorder. The rest are affected by the condition as family and friends. The national charity support the local group to operate a service which includes one to one counselling advice and information and a self help group, which meets monthly. Funding is minimal. Volunteers highly motivated and experienced."</i></p>
<p><b>Wider focus than just individual service user – supports family and friends</b></p>	<p><i>"offers support for people to try to avoid conditions spiralling into other conditions such as alcoholism"</i></p> <p><i>"Loss of immeasurable benefits"</i></p>
<p><b>The funding includes £2500 for rent of facilities in 'Cool House' which supports users and carers with mental illness</b></p>	<p><i>"The loss of this income will impact on Cool House"</i></p>

**Q2. What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?**

Theme	Examples of comments
<p><b>No disadvantages - funds used effectively</b></p>	<p><i>"Funds are' monitored by the Management and Finance Team (8 volunteers involved. The team ensures that monies are carefully allocated"</i></p>
<p><b>Volume of activity represents excellent value for money.</b></p>	<p><i>"2012/13 – 2972 contacts 1532 if newsletter circulation excluded Reaching 33 people per week, excluding email contact at 32-40 per month."</i></p>

<b>Promotes involvement in monitoring, planning and recruitment in DPT</b>	<i>'we also promote opportunities for involvement in monitoring, planning and appointments in our local Mental Health service'</i>
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**Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?**

No

Theme	Examples of comments
<b>Removing funding goes against 'Big society' and David Cameron's plans to enable communities and individuals to help themselves.</b>	<i>"Robbing Peter to pay Paul"</i>
<b>Brixham does Care, Age UK, Rethink and Leonard Stocks centre are all essential in forming a network of support to people.</b>	<i>No suitable quote</i>

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
<b>Bipolar Self help group reputation</b>	<i>"offers extremely good value for money...long waiting list for our own 5 day Recovery and Self Management course"</i> <i>"highly regarded locally"</i> <i>"Provides support in a way statutory services cannot"</i>
<b>Removal of funds will mean group will fold</b>	<i>"Our service people will be left isolated, vulnerable, ill informed and less educated about self management which could increase the probability of relapse"</i> <i>"Health economics case for support. Bipolar affects 1% of population therefore 6500 in Torbay. Annual cost nationally is £2m"</i> <i>"Resources, once lost, are not easy to replace."</i>
<b>Loss of service could be a threat to life for some people</b>	<i>"At times it has been reported to us as life-saving"</i>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
<p><b>1000 people will lose their support</b></p>	<p><i>“There were nearly 3000 contacts with this group last year, estimated as providing 1000 service users and their families with much needed support in understanding and learning to manage their condition.”</i></p> <p><i>“One of the meeting attendees values the service so much that she has been attending for eight years, and has not needed the support of the statutory services for several years.”</i></p>
<p><b>Potential increased suicide risk</b></p>	<p><i>“Torbay has ‘an unacceptable high suicide rate ...especially among young men.”</i></p> <p><i>“..their self help courses, in my opinion, has saved my life”</i></p> <p><i>“I was having daily thoughts of suicide”</i></p> <p><i>“DO YOU WANT MORE SUICIDES IN TORBAY?”</i></p>
<p><b>Increased use of acute services and use of crisis team.</b></p>	<p><i>“There will be an increase in problems in managing their conditions without the group there to provide advice, information and support for effective self management.”</i></p>
<p><b>Increased demand for carers services and social care</b></p>	<p><i>‘Further demand on primary and secondary mental health teams. Increased use of acute services and use of crisis team. Increased demand for carers services and social care’</i></p>
<p><b>Less chance of people returning to meaningful occupation or training</b></p>	<p><i>‘Less chance for people to return to meaningful work, or training, than otherwise possible’</i></p>
<p><b>Support for families and friends on first diagnosis</b></p>	<p><i>“The help provided is ‘immeasurable”</i></p> <p><i>“My son has not had to be admitted to hospital for 5 years”</i></p> <p><i>“It has given those persons newly diagnosed HOPE and their carers/families vital information to help them”</i></p>

**Q6. What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
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<p><b>Huge impact on Mental Health services</b></p>	<p><i>“Community Psychiatric Nurses refer their clients with Bipolar Disorder to the self help group as they know it provides a vial source of expertise in self management and helping people to live independently without reliance on statutory services. It provides service not available elsewhere.”</i></p> <p><i>“Without this programme it is reasonable to expect that referrals to mental health and to psychology will increase as this will be the only place where people could access advice and support to manage their bipolar illness”</i></p> <p><i>“Haytor Mental Health facility is stretched to breaking point”</i></p>
<p><b>Increased number of visits to GP</b></p>	<p><i>“CPN’s/Psychiatrists/GPs are doing an impossible load of work. We need to be empowered to look after ourselves as much as we can”</i></p>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

Theme	Examples of comments
<p><b>Valuable Volunteering opportunity created</b></p>	<p><i>‘We have trained some members to become highly skilled, enabling and experienced volunteers, trainers and facilitators.’</i></p>
<p><b>Contribution to research projects</b></p>	<p><i>‘Our group works closely with and contributes to research projects’</i></p>
<p><b>Filling gap left by statutory services</b></p>	<p><i>“our members tell us that accessing mental health services is increasingly difficult and people are discharged very rapidly, therefore our group fills the gap on both counts”</i></p>

#### **4. Brixham Does Care**

##### **4.1 Methodology**

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to Brixham Does Care on the 4<sup>th</sup> December. Reminders and encouragement to complete was sent 11<sup>th</sup> & 18<sup>th</sup> December 2013.



Further to this, each organisation affected was contacted individually to offer the opportunity of a face to face meeting. For **Brixham Does Care** this was held on 08 January 2014. This was facilitated by Tim Nand-Lal and attended by 10 members. Discussion and general comments were captured rather than verbatim quotes.

The following responses incorporate all response mechanisms, online, face to face and written.

The responses of 11 people are included in this feedback.

Please also see section 8 for results of the online consultation.

## 4.2 Results

The following shows the consultation results to a standard set of questions. The responses have been grouped into themes with examples of any comments made.

### Q1. What are the main benefits, if any, for people who use the services with how the funds are currently allocated?

Theme	Examples of comments
<b>Addresses Social Isolation</b>	<p><i>"Brixham Does Care objectives are to provide a source of solace and encouragement to those whose lives are impaired by loneliness, ill health or the threat of despair"</i></p> <p><i>"Provides support, visiting and befriending services for free to people"</i></p>
<b>Information &amp; Advice</b>	<p><i>"Help in the completion of the Attendance Allowance forms and hence help people obtain their appropriate benefits. This is often following referral from the Job Centre.</i></p> <p><i>In Paignton and Torquay there is Age Uk and the CAB that can help people. In Brixham there is just a CAB presence for ½ day a week."</i></p>
<b>Carers Support</b>	<p><i>"Brixham Does Care offers services to everyone in the community Don't have to be a member to access the services"</i></p>
<b>Signposting</b>	<p><i>"Receive referrals from social care and from the Compass GP surgery to support people with isolation/depression"</i></p>
<b>Community Development</b>	<p><i>"To enhance their quality of life, education, health and social welfare and to promote independence of vulnerable people and offer befriending support to all those in need. Brixham Does Care objectives are to provide a source of solace and encouragement to those whose lives are impaired by loneliness, ill health or the threat of despair. To offer support and guidance through periods of crises and distress. We offer a wide range of services including advocacy, carers support, information advice and signposting, minibus trips and coach</i></p>

	<i>outings, luncheon club, books on wheels, jigsaw lending and volunteer opportunities”</i>
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	Number	Percent
Strongly agree	11	100%
Agree	0	0%
Neither agree or disagree	0	0%
Disagree	0	0%
Strongly disagree	0	0%
No response	0	0%
<b>Total</b>	<b>11</b>	<b>100%</b>

**Q2. What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?**

Theme	Examples of comments
<b>Insufficient Funding</b>	<ul style="list-style-type: none"> <li><i>There is a waiting list for support with Attendance Allowance</i></li> <li><i>It is evident that more benefits could be obtained and more community connections established if there was more funding</i></li> </ul>
<b>Overall allocation not transparent</b>	<ul style="list-style-type: none"> <li><i>We are unable to answer this without detailed knowledge of individual service funding and the reach and impact of the other services.</i></li> </ul>

	Number	Percent
Strongly agree	11	100%
Agree	0	0%
Neither agree or disagree	0	0%
Disagree	0	0%
Strongly disagree	0	0%
No response	0	0%
<b>Total</b>	<b>11</b>	<b>100%</b>

**Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?**

	Number	Percent
No	11	100%
Yes	0	0%
No response	0	0%
<b>Total</b>	<b>11</b>	<b>100%</b>

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
<b>Social Isolation and Depression</b>	<ul style="list-style-type: none"> <li><i>The ageing population means that a significant proportion of elderly people live alone and need a befriending service</i></li> </ul>
<b>Signposting and support</b>	<ul style="list-style-type: none"> <li><i>More people are coming in now than before, including because of reductions in statutory services</i></li> </ul>
<b>Benefits support and advocacy</b>	<ul style="list-style-type: none"> <li><i>There is a waiting list for BDC to help people complete the Attendance Allowance forms</i></li> </ul>

	Number	Percent
Strongly agree	11	100%
Agree	0	0%
Neither agree or disagree	0	0%
Disagree	0	0%
Strongly disagree	0	0%
No response	0	0%
<b>Total</b>	<b>11</b>	<b>100%</b>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
Limited Access	<ul style="list-style-type: none"> <li>Inability to provide services at times when people can access them – will be shut during times in the week</li> </ul>
Lunch Club	<ul style="list-style-type: none"> <li>Closure with the loss of interaction and support</li> </ul>

	Number	Percent
Strongly agree	11	100%
Agree	0	0%
Neither agree or disagree	0	0%
Disagree	0	0%
Strongly disagree	0	0%
No response	0	0%
<b>Total</b>	<b>11</b>	<b>100%</b>

**Q6 What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
GPs & Health Services	<ul style="list-style-type: none"> <li>Presently take referrals for support and care from GPs</li> <li>More demand would be placed on statutory services</li> <li>Less low level and early support leading to higher needs and costs to the system</li> <li>Discharge services are particularly important</li> </ul>
Transport	<ul style="list-style-type: none"> <li>Volunteer Driver service may end – leading to missed appointments and/or costly alternatives to the statutory sector</li> </ul>

	Number	Percent
Strongly agree	11	100%
Agree	0	0%
Neither agree or disagree	0	0%

Disagree	0	0%
Strongly disagree	0	0%
No response	0	0%
<b>Total</b>	<b>11</b>	<b>100%</b>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

Theme	Examples of comments
N/A	<i>None</i>

## 5. Parkview

### 5.1 Methodology

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to all Parkview on the 4<sup>th</sup> December

Please see section 8 for results of the online consultation.

Further to this Parkview was contacted to offer the opportunity of a face to face meeting but this was declined.

One item of correspondence was received.

### 5.2 Results

The following shows the consultation results to a standard set of questions. The responses have been grouped into themes with examples of any comments made.

#### Q1. What are the main benefits, if any, for people who use the services with how the funds are currently allocated?

Theme	Examples of comments
Statutory service	<i>Appropriate Adult service required under PACE 1984</i>

#### Q2 What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?

Theme	Examples of comments
Use of funding	<i>Our service provides 365 days per year service 9am-9pm for £38 per day</i>

#### Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?

Yes

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
Understand need for reductions	<i>'Understand need for reductions'</i>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
Resulting costs	<i>This proposed cut will inevitably cost Torbay Council more than the £1400 saved as Parkview will need to reduce capacity and the ensuing referrals will be forwarded to Social services. It will cost much more to send qualified social workers to attend Police Custody and provide training.</i>

**Q6. What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
Time spent in custody by vulnerable individuals	<i>Our service responds within minutes between 9am-9pm to vulnerable people detained in custody. With reduced service, people will spend longer waiting for a Torbay Council appointed rep to attend.</i>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

Theme	Examples of comments
N/A	<i>None</i>

## 6. RELATE

### 6.1 Methodology

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to Relate on the 4<sup>th</sup> December

Please see section 8 for results of the online consultation.

Further to this, Relate were contacted to offer the opportunity of a face to face meeting - this was held on 9<sup>th</sup> January 2014. This was facilitated by Julie Foster and attended by the Local Manager. Discussion and general comments were captured rather than verbatim quotes.

No separate correspondence was received.

### 6.2 Results

The following shows the consultation results to a standard set of questions. The responses have been grouped into themes with examples of any comments made.

#### Q1. What are the main benefits, if any, for people who use the services with how the funds are currently allocated?

Theme	Examples of comments
Prevents relationship breakdown	<i>"in turn prevents family breakdown...the ripple effect is massive"</i>
Relate is only service offering support to couples, families, children and young people	<i>Children and young people often suffer greatly from relationship breakdown and need skilled support at the right time to prevent difficulties in terms of their own ability to form long lasting relationships. Impacts on school and work attendance.</i>

#### Q2. What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?

Theme	Examples of comments
Use of funding	<i>The £5000 contract is used to subsidize the cost of sessions for people without the means to pay.( unit cost is £57 but only 5% pay this) 'we don't want to turn people away'</i>



**Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?**

No

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
Good use of money	<i>All voluntary sector 'organisations use their money as cost effectively as possible ...Any cuts would be of huge detriment'. They 'should not be seen as 'fluffy' as they follow the same policies, procedures and protocols as other mainstream organisations'</i>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
Some people will not be able to access services due to cost	<i>'Will not be able to subsidize clients and they would not be able to access the service as very limited funds'</i>

**Q6 What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
Relationship issues are often referred to GP so increase in their workload and nowhere to refer on.	<i>Relationship and mental health problems are frequent causes of referral to GP</i>
Children more likely to be referred to statutory services	<i>Lack of intervention leads to low school attendance ,teenage pregnancy etc '</i>
Increased referrals to CAMHS, A and E and Mental Health services	<i>80% have issues with family breakdowns, this leads to self-harming' and other problems</i>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

Theme	Examples of comments
<b>Do not wish to lose support for vulnerable people</b>	<i>'Don't want to lose funding as ring fenced to go for those most in need, don't want to lose support for vulnerable people'</i>

## 7. VOCAL

### 7.1 Methodology

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to Vocal on the 4<sup>th</sup> December

Please see section 8 for results of the online consultation.

Further to this, each organisation affected was contacted individually to offer the opportunity of a face to face meeting. For Vocal, this was held on 14<sup>th</sup> January 2014. This was facilitated by Julie Foster and attended by the local manager and the Chair of Trustees. Service users were supported to understand the proposal and to make a combined response on line. Discussion and general comments were captured rather than verbatim quotes.

### 7.2 Results

The following shows the consultation results to a standard set of questions. The results from the survey, group meetings and any other submissions are collated together.

The responses have been grouped into themes with examples of any comments made.

#### Q1. **What are the main benefits, if any, for people who use the services with how the funds are currently allocated?**

Theme	Examples of comments
<b>Use of funding</b>	<i>Vocal receives £15,800 per year to provide advocacy for people with a learning disability. This provides 12 hours per week of advocacy support with associated costs (management /training etc). In 12/13 54 people with 104 issues were helped.</i>
<b>Ability to attract other investment/grants etc</b>	<i>Having this 'core' contract gives other organisations confidence in investing in us to expand our work e.g. Lloyds Bank, Mencap which gives Torbay better value for money and access to other initiatives (e.g. multi media communication system) Our work is also subsidized by fundraising.</i>

**Q2. What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?**

Theme	Examples of comments
<b>Demand is greater than current supply</b>	<i>The value of the contract was reduced in 2008 by 20% and has remained the same. 'Demand for our service has increased – we are now required to operate a waiting list....we do constantly manage risk...and ensure cover when urgently required'. Referral rates decrease when waiting list in place 'as professionals choose not to refer when they know we cannot meet demand'.</i>

**Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?**

No

Theme	Examples of comments
<b>Vocal</b>	<i>Vocal is pleased that the Council is not proposing to reduce its funding over the next two years and is keen to stress that it has done a great deal of work to keep costs to a minimum so that maximum available funding can be spent on direct service user contact. However, no further reduction would make the service unviable.</i>
<b>Rethink</b>	<i>The non-statutory advocacy service for people with a mental health problem is very valuable and any reduction will impact other advocacy services.</i>
<b>Supported employment</b>	<i>This will have a major impact on access to employment for people with a learning disability.</i>

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
<b>Impact on other advocacy services</b>	<i>Vocal works as part of the Devon Advocacy Consortium and closely with a range of other advocacy services. Reduction to any funding will impact on other agencies and decrease the availability of advocacy for vulnerable people generally.... 'Cuts to funding of other services within Torbay will increase demand on our services and in the long run, reduce availability for all.</i>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
<p><b>Supports effective involvement and communication with services</b></p>	<p><i>All service users are vulnerable and the additional support offered by Vocal enables them to engage more effectively with services. For example, a service user might need help to deploy their personal budget to best effect, particularly if this is being reduced as a result of reduction in provided services.</i></p> <p><i>A further example is from a mother of three children facing potential care proceedings. She was unable to understand what was required of her to keep her children safe. This was explained to her in simple terms and the proceedings were not required, this avoiding great distress to the mother and children and very significant costs to the council.</i></p> <p><i>Support with communication ensures the right outcomes are identified with minimum of difficulties and delays.</i></p>

**Q6. What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
<p><b>Impact on care management services</b></p>	<p><i>Community Learning Disability Team staffs refer frequently to Vocal to get support for service users in arranging care. Without this, more time would need to be spent by Council staff. See Q5.</i></p>
<p><b>Impact on service from other cuts</b></p>	<p><i>'Cuts to funding of other services within Torbay will increase demand on our services and in the long run reduce availability for all'</i></p>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

Theme	Examples of comments
<p><b>Vocal services</b></p>	<p><i>'Vocal has operated in Torbay for 20 years. We have good links in adult and children's services. We are able to work with other providers in order to support effective service delivery in future'. Monitoring, audit and facilitation are also services offered.</i></p>



## 8. Online Survey Results:

### 8.1 Methodology

An online survey was developed in order to consult on this proposal, supported by information about the proposal. Respondents were advised of how they could make further representations in writing to Torbay Council regarding the proposal.

The online survey opened on the Council website on 18<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014 - A total of 11 responses were received. The online survey was also sent to all organisations as detailed in sections 1 – 7 above on the 4<sup>th</sup> December

Further to this, each organisation affected was contacted individually to offer the opportunity of a face to face meeting. Six meetings were held please see sections 1 – 7 for results of this consultation.

### 8.2 Results

The following shows the consultation results to a standard set of questions. The responses have been grouped into themes with examples of any comments made.

#### Q1. **What are the main benefits, if any, for people who use the services with how the funds are currently allocated?**

Theme	Examples of comments
<b>Core funding offers stability and a basis on which to attract other funding. Without core funding, the groups are likely to close.</b>	<p><i>“the small sum awarded to ACE annually over the last few years has been crucial to the group’s ability to manage its core business, providing the stability from which it is able to seek additional funds through small grants and awards to fund particular projects and initiatives for which there is no sustainable funding”</i></p>
<b>Groups are small and self regulating, making full use of funds</b>	<p><i>“For ACE...all of the funding they receive goes in direct support of its activities”</i></p> <p>For Brixham does Care <i>“the people of Brixham thank TSDHCT for their ongoing support and financial support to their local charity, without whose support these services would be unavailable...the funding we receive ...is almost all directed towards staffing and support costs”</i></p> <p><i>“Vocal currently receives funding of £15,800 pa to provide advocacy service for adults with a learning disability and communication difficulty. This provides 12 hours of paid advocacy support and the associated management and support systems. Our advocate supports a team of trained volunteers. Last year 54 people with 104 issues were helped.”</i></p>
<b>Wide range of activities and benefits to customers and carers – tackles</b>	<p><i>“Opportunities provided by ACE include swimming, fitness, art, gardening and literature with appropriate support. The group has formed ‘a ‘family’ they look out for each other as much as they are able’. This has been in existence for 20 years. Carers are supported through time away from their responsibilities.”</i></p>

social isolation, and community support	
Tackling inequalities	<p><i>“The benefits of the current allocation of funds is that it looked to narrow the historical disparity between physical and mental health conditions not only for individuals with a mental health diagnosis and in particular bipolar, but individuals concerned about the potential, carers, families and loved ones. Torbay has historically demonstrated best practice in striving to achieve parity. Torbay has also been proactive in recognising both the prevalence and significant impact of bipolar (a profound and life-long mental illness) and the immense benefits of peer support both in terms of individuals and families in Torbay, front line services in Torbay and local communities”</i></p>
Support of voluntary sector avoids involvement with health services	<p><i>Re ACE “Its current funding from health must likewise be an economical benefit to the Health Authority, as the mental, emotional and physical well-being of ACE members is clearly helped through their involvement in ACE and the mutual support it provides.”</i></p>

**Q2. What are the main disadvantages, if any, for people who use these services with how the funds are currently allocated?**

Theme	Examples of comments
Restrictions due to level of funding	<p><i>“The single largest disadvantage we can identify is that we are restricted in offering sufficient support to people through lack of funding”</i></p> <p><i>ACE – “the only disadvantage to ACE members in the way funds are currently allocated is in the uncertainty surrounding them. For successive years the ‘not knowing’ of whether the money would or would not be allocated has caused considerable stress for those who rely on ACE for social contact, for the physical and psychological health benefits that their group provides. For the Trustees this uncertainty is even more telling because, as well as dealing with their own physical disabilities and making decisions on behalf of the group they feel most acutely their responsibility towards their members, many of whom have conditions that pre-clued self-advocacy. This consultation survey is a typical case in point; many of the most vulnerable members of ACE will not be able to complete it.”</i></p> <p><i>VOCAL – “Demand for our service has increased. – We are now required to operate a waiting list – this is far from ideal..... When we are required to operate a waiting list the referral rates reduce, professionals choosing not to refer when they know we can not meet demand”</i></p> <p><i>“For the allocated £6k allocated to the Bi Polar Group the disadvantage is the support that can be offered has to be measured and is limited that said it is a local point of contact which shouldn't be dismissed.”</i></p>



*"There are no disadvantages with the way the funds are currently allocated. If more funds were available then ACE could offer a broader programme to those who attend. If the funds are cut completely then this would be detrimental to those who attend ACE possibly resulting in isolation and ill health."*

**Q3. Do you agree with the proposal to reduce the Voluntary and Third Sector budget?**

	Number	Percent
No	10	91%
Yes	1	9%
No response	0	0%
<b>Total</b>	<b>11</b>	<b>100%</b>

**Q4. Please provide further details/comments below and which, if any, specific service you wish to highlight.**

Theme	Examples of comments
<b>Recognition of need to save money but query if this is the best way.</b>	<p><i>"When savings have to be made across the board it is reasonable to study all expenditure carefully to ensure that public money is allocated with wisely and is providing a worthwhile service for those in need. Most organizations can make adjustments to save money."</i></p> <p><i>"I understand the need to reduce the budget, but is this the best way forward. If it has been well researched and this will cause the least disruption to the community then it must be."</i></p> <p><i>"Some reduction or re-allocation of funds is inevitable so the 'yes'/'no' structure of this question is unhelpful, giving no opportunity for negotiated positions. In relation to ACE, the Trustees are clear that some reduction of their funding is a given. What they cannot accept is that to remove their funding altogether after April 2015 is a good move for anyone."</i></p>
<b>Impact of these savings on other parts of the health and care system</b>	<p><i>"In relation to ACE, the Trustees are clear that some reduction of their funding is a given. What they cannot accept is that to remove their funding altogether after April 2015 is a good move for anyone."</i></p> <p><i>"If the historical lessons have not been learned i.e. that reducing financial support to the voluntary sector increases demand and places greater pressure on statutory health and social care, then perhaps now would be a good opportunity to address these difficult decisions."</i></p> <p><i>"Voluntary Organisations make a significant contribution to the health and well-being of the residents of Torbay. Grants provided by the trust</i></p>

	<p><i>are topped up by fundraising initiatives, meaning the trust gets far more for its money.”</i></p> <p><i>“We absolutely appreciate Torbay is facing a budget deficit, but our concern particularly with regard to the Torbay Bipolar UK support services is that the relatively speaking small level of savings will not only have a severe negative impact on the lives of individuals/families in Torbay who access our support every year (approximately 1,000 in the past year), but actually add to your overall costs owing to the withdrawal of our bipolar support services. It is estimated that the annual health costs to the NHS in England of treating bipolar is £342 million (Young et al, Journal of Affective Disorders Oct 2011. More than 60% of this cost is accounted for by hospitalisation. Without the benefits of dedicated peer support services focusing on self management these costs will be higher.”</i></p>
<p><b>Negative Impact on individuals</b></p>	<p><i>“Testimony from individuals - much of it very moving and powerful - will come through this consultation process through members, their families and their carers.”</i></p> <p><i>“Without the core funding it is inevitable that ACE will fold in the future and fundraising is becoming more difficult because of the ongoing cutbacks. If ACE ceases to operate, where else can its members go?”</i></p>

**Q5. What do you think the main impacts will be on people who use these services?**

Theme	Examples of comments
<p><b>Impact on social isolation, well-being and maintaining independence</b></p>	<p><i>“The impact will be far reaching: social isolation, physical isolation imposed by transportation issues, broken friendships, nowhere like it for the recently disabled people to come and regain confidence and a sense of belonging, strains on GP and mental health care facilities, healthcare benefits of bespoke exercise, creativity and learning lost: the list is comprehensive.”</i></p> <p><i>“Volunteers would miss their sense of worth and friends. Several 24/7 carers would not get a day off and would also miss the moral support they get from ACE.”</i></p> <p><i>“Our support services in the past year including those with a diagnosis, those concerned about the potential of a diagnosis and families, friends and loved ones affected by bipolar. The bipolar services in Torbay focus on peer support with core values including taking responsibility for our illness through self management and empowering people to make meaningful life choices. Peer support absolutely cuts the immense feeling of isolation that bipolar brings about, provides an understanding of and tools for self management, helps explain the effectiveness of medication and mental health professional support, offer empathy, signposting to wider support services (including those available national through Bipolar UK), challenges stigma, discrimination, bias and emphasise full community inclusion. Torbay's bipolar peer support services are life changing and indeed at times life saving.”</i></p> <p><i>“Isolation, depression, health problems due to the isolation”</i></p>

**Q6. What do you think will be the impacts on other services or parts of the community if these proposals are adopted?**

Theme	Examples of comments
<p><b>Loss of jobs and local businesses</b></p>	<p><i>"The loss of jobs for care workers and tutors. Loss of income for taxi companies. Loss of income for swimming pool"</i></p> <p><i>"Effect on local businesses - particularly the taxi companies employed by ACE, lost revenue for local swimming pools, ACE gardeners use local businesses in maintaining the gardens etc."</i></p> <p><i>"Increased unemployment for some and loss of revenue to others. For one, who is going to employ me at my time of life if the charity ceases to exist and I lose my job, I'm 60 this year and not due to retire until I am 66? Along with me there are four Care Workers and six Tutors so a few more unemployment statistics along with Jobseekers allowance claimants. Of course, benefits are also being cut so maybe I'll be selling the big issue if I can't afford to pay my bills. Joking aside though as this is a serious matter; it is also a worry for us who work with these organisations. Our taxi company will lose its contract and the local swimming pools will lose revenue for the annual pool hire they charge. So this will also affect local businesses."</i></p>
<p><b>Increased pressure on statutory services</b></p>	<p><i>"NHS could be used more since with no ACE members may well develop symptoms such as depression and other minor ailments"</i></p> <p><i>"Less opportunity for people to access services placing greater demand on statutory services and putting greater pressure on the voluntary sector. In Brixham there are fewer caring organisations than there are in Paignton and Torquay. Therefore it is likely that the impact of fewer services in Brixham would have most dramatic consequences."</i></p> <p><i>"Lost respite care for those caring for the disabled at home will undoubtedly put pressure on other services, in some cases leading to the cost of providing residential care instead."</i></p> <p><i>"Cuts to funding of other services within Torbay will increase demand on our services and in the long run reduce availability for all. Cutting funding of non statutory mental health advocacy will lead to an increase in referrals to our service."</i></p> <p><i>"Bi Polar The CCG/DPT will have an increased level of support required from patients without a support structure."</i></p> <p><i>"Other services in the health sector may become burdened with people who are not ill seeking help when companionship and someone to talk to would help them"</i></p>

**Q7. Do you have any other comments or insight in respect of these proposals that you would ask to have considered?**

Theme	Examples of comments
<p><b>Alternatives to proposals to consider</b></p>	<p><i>"I think it would be a great shame for ACE to have to close since it's become such a big part of a group of people's lives. I presume an exercise will take place to ascertain the minimum amount that is required to keep going and hope that somehow this could be raised."</i></p>
<p><b>Consultation methodology</b></p>	<p><i>"All groups will naturally view the proposals from their own position. It may have been better to construct a consultation process reflecting that, tailored to each group rather than this homogenous approach. Some of those most vulnerable, most affected people will not be able to respond directly to this consultation. Issues of transport, not having the ability to speak out, physical limitations imposed by disability all affect opportunities to attend public meetings. Physical limitations, lack of internet accessibility, poor IT literacy (particularly for the elderly and infirm) all impact on the ability for those most affected to complete this questionnaire. Visiting groups in action, seeing what is done, receiving direct feedback from those involved would be more effective in assessing the need for continued funding - I would say for groups like ACE but actually, ACE is pretty unique."</i></p>
<p><b>Value added benefits of contract</b></p>	<p><i>"We work with service commissioners to check that individuals care plans are being provided and that they are happy with the care that they receive. Our contract in Torbay benefits significantly by the activities of the rest of our organisation which operates in south and west Devon. We actively seek funding from other agencies and trust funds in order to support the delivery of advocacy. Torbay benefits from these initiatives. Our contract with Torbay is subsidised by our other fundraising activities – these are not sufficient to stand alone but add considerable value to the work that we do as part of this contract."</i></p>

## 9. Mayor’s Budget Consultation Results:

### 9.1 Methodology

A questionnaire was produced and was distributed, in hard copy, to all Connections offices and libraries – this was open to all members of the public to complete.

An online version was made available on the Torbay Council website on 22<sup>nd</sup> November. The questionnaire was advertised via posters and the local media. The survey had a closing date of 16th January 2014. A total of 409 responses have been received.

The following question was asked within this questionnaire regarding the voluntary and Third Sector Contracts Budget Proposals:

#### Negotiation with voluntary sector organisations to improve efficiency or reduce costs.

Terminate five contracts / grants with the voluntary sector. These cover a variety of schemes aimed at improving mental health and wellbeing, promoting self-help and inclusion and reducing pressure on statutory services (including Access to Community Education, Relate South Devon, Bipolar Self Management, MDF the Bipolar Organisation and Rethink. Reduce cost contracts for the provision of information and advice by 10%, currently provided by Brixham does Care and Age UK. Work with Parkview Society and Devon County Council to negotiate a reduction in the cost of their contracts. This is expected to save £76,000 over two years.

Do you support this proposal?	Number	Percent
Yes	202	49.4
No	166	40.6
No response	41	10.0
<b>Total</b>	<b>409</b>	<b>100.0</b>

145 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
<b>Will impact on vulnerable people</b>	<p><i>“Because it will impact on some of the most vulnerable in the community...”</i></p> <p><i>“Do not penalise the most vulnerable people in society.”</i></p> <p><i>“The council should honour their responsibility to provide care for the most vulnerable people of our society.”</i></p> <p><i>“The proposal would discriminate against vulnerable people who need it.”</i></p>

Category	Examples of comments – where respondents said ‘No’ above
	<p><i>“This proposal targets the most vulnerable in our community and only increases risks to individuals and communities.”</i></p>
<p><b>Increase pressure on statutory services</b></p>	<p><i>“These organisations are working with some of the most vulnerable people. Withdrawing funding will result in greater costs further down the line.”</i></p> <p><i>“This affects the vulnerable and does not save money in the long run as the early intervention prevents using more expensive services later on..”</i></p> <p><i>“This strikes at provision for some of the most vulnerable and needy in our society and will adversely impact other services – e.g. NHS mental health, NHS care of the elderly, safety of the community.”</i></p>
<p><b>Vital service</b></p>	<p><i>“Good services for mental health and wellbeing are vital for our community”</i></p>
<p><b>Affect on voluntary sector</b></p>	<p><i>“Due to cuts...a lot more responsibility has fallen on voluntary sector organisations. If these shut...where do people go for help?”</i></p>
<p><b>Other</b></p>	<p><i>“It’s already underfunded”</i></p> <p><i>“Too many cuts to mental health already”</i></p>

# Budget Proposals 2014/15 and 2015/16: Business Services

<b>Name:</b> Mark Bennett	<b>Executive Head</b>
<b>Business Unit:</b> Business Services	<b>Operations and Finance</b>
<b>Executive Lead(s):</b> Cllr Derek Mills	<b>Date:</b> 6 <sup>th</sup> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
1. <b>Reduction in non-pay expenditure to reflect rate of current spend</b>	0	119,000	NIL	01/04/2014	Reduction covers all areas across Business services. There is the potential that any increase in demand could not be financed e.g. scrutiny printing, recruitment, research and consultation	X		
2. <b>School census recharge:</b>  The proposal is to recharge all schools for the support they currently receive in relation to the completion and submission of the termly school census.	14,500	0	NIL	01/04/2014	There is the potential risk that schools may not wish to pay for this service. The Council does not have to co-ordinate the submission of the census but is responsible for data quality. If not delivered further savings would have to be found elsewhere.			

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Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>3. Health and Wellbeing Board Support recharge</b></p> <p>The proposal is to recharge the Clinical Commissioning Group (CCG) and Public Health for the support provided to the Health and Wellbeing Board.</p>	14,400	0	NIL	01/04/2014	This proposal is subject to negotiation with both the CCG and Public Health. If not delivered further savings would have to be found elsewhere.	X		
<p><b>4. Health Scrutiny Support – recharge</b></p> <p>The proposal is to recharge the Clinical Commissioning Group (CCG) and Public Health for the support provided to Health Scrutiny.</p>	15,400	0	NIL	01/04/2014	This proposal is subject to negotiation with both the CCG and Public Health. If not delivered further savings would have to be found elsewhere.	X		
<p><b>5. Management - Policy &amp; Performance – Maternity</b></p> <p>One off saving for 2014/15 from maternity leave</p>	0	15,500	NIL	01/04/2014	This proposal represents a saving only for 2014/15 and is added back to into the base budget for 2015/16.		X	
<p><b>6. Management Policy &amp; Performance Business Support</b></p> <p>Reduction in management Posts 0.8fte</p>	0	22,500	Redundancy costs	Q3 2014	There is the potential for loss of experience and capacity.			X



Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
7. In year salary savings Associated with in year reduction in posts	0	20,000	NIL	01/04/2014	This proposal reflects full year impact of 2013/14 reduction in posts	X		
8. Restructures across the service	0	195,800	Redundancy costs to be determined	01/04/2015	Further restructures in 2015/16 may result in reduced capacity across the service to deliver projects.	X		
9. Additional income from Schools	11,000	0	Nil	01/04/2014	Additional income from services which schools can buy back from HR / payroll services. There is the potential risk that schools may chose not to pay for the service.	X		
Total income / saving 2014/15	55,300	161,500						
Total income / saving 2015/16	0	195,800						
<b>Overall Income / Saving</b>	<b>£55,300</b>	<b>£357,300</b>						
<b>TOTAL</b>	<b>£412,600</b>							

# Agenda Item 3b

## Appendix 6

### Budget Proposals 2014/15 and 2015/16: Children's Services

<b>Name:</b> Richard Williams	<b>Position:</b> Director of Children's Services
<b>Business Unit:</b> Children's Services	<b>Directorate:</b> Children's Services
<b>Executive Lead(s):</b> Cllr Ken Pritchard	<b>Date:</b> February 2014

#### \*Type of Decision

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

#### Area of Children's Services: Schools

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>1. Restructuring of Schools Services.</b></p> <p>This proposal concerns the reappportionment of staff salaries from Local Authority budgets to the Dedicated Schools Grant (DSG).</p>	0	50,000	None	01/04/14	There are no risks identified with this proposal and no potential impact on service users.	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*			
	Income £	Budget reduction £				Internal	Minor	Major	
<b>Early Years encompassing</b>									
<b>2. Commissioning out of the Nest Nursery</b> This proposal concerns the commissioning out of the Nest Nursery to the private, voluntary and independent sector following out the successful commissioning out of other Local Authority Nurseries during 2012/13.	0	45,000	NIL	01/09/15	This proposal is not being taken forward as part of the budget process.  Consultation continues in form of a procurement process deadline Feb 14, for decision at Council 27 <sup>th</sup> Feb	NA			
<b>3. Restructure of Early Years Services</b> This proposal concerns a restructuring of the Early Years Services as a result of the changes that are being introduced through the Children's and Families Bill. The proposal also encompasses the reapportionment of the 2 year old Nursery Funding from Dedicated Schools Grant to the Local Authority Budget	0	994,000	Associated redundancy Costs	£625,000 01/04/14 £369,000 01/04/15	It is proposed that the Early Years Service will continue to provide support to those settings who receive Ofsted judgements of inadequate. Those settings who receive an Ofsted judgement of adequate or above will receive a minimum support visit every term but will be required to buy back additional training and support from the Early Years service rather than receiving this free which is currently the position. This is in accordance with revised statutory requirements.			X	

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
4. Reduction in the Action for Children Contract by 10% in 2014/15 and 2015/16	0	200,000	No Implementation Costs	£100,000 01/04/14  £100,000 01/04/15	The Local Authority has an option within the current contract for Children's Centres (delivered by Action for Children) to reduce the contract value by 10% a year. This proposal may limit the ability of Action for Children to deliver some current services and achieve targets.		X	
5. Efficiencies within School Transport: This proposal will reduce the subsidy for post 16 students on SEN courses over the next two years.	0	38,000	No Implementation Costs	£12,000 01/04/14  £26,000 01/04/15	In July 2013, the Council agreed to phase out subsidy of discretionary transport for students including post 16 students on mainstream courses.		X	
Total income / saving 2014/15	0	787,000						
Total income / saving 2015/16	0	540,000						
<b>SUB TOTAL</b>	<b>0</b>	<b>£1,327,000</b>						

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>•</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
6. Review of Housing Options Service	0	150,000	Associated redundancy costs	£80,000 01/04/14  £70,000 01/04/15	This proposal is to review the current Housing Options Service and the option of this being integrated with other Corporate Teams to provide a more streamlined service for clients. There are no risks identified currently for service users.	X		
7. Reduction of 50% to the grant given to the Citizen Advice Bureau	0	75,000	No implementation costs	01/04/14	The Citizens Advice Bureau may not be able to deliver as many advice sessions to their client base.  This proposal may increase the demand across other services.		X	
8. Reduction in Infrastructure Grant	0	25,000	No implementation costs	01/04/14	There are no risks associated with this proposal as the nature of the project work being undertaken by the Voluntary Sector has come to a natural conclusion and in future will be picked up through the creation of the Community Development Trust.		X	
Total income / saving 2014/15	0	180,000						
Total income / saving 2015/16	0	70,000						
<b>SUB TOTAL</b>	<b>0</b>	<b>£250,000</b>						

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
9. Full year effect of in year savings as a result of restructures across the whole service.	0	248,000	Redundancy Costs	01/04/14	Decision already taken and implemented – full year effect only	X		
10. Restructure of Improvement/Quality Services	0	50,000	No Implementation Costs	01/04/14	No risks identified. There will be no impact upon front line services	X		
11. Management Reductions across whole service area	0	50,000	Redundancy Costs	01/04/14	No risks identified. There will be no impact upon front line services	X		
Total income / saving 2014/15		<b>348,000</b>						
Total income / saving 2015/16		<b>0</b>						
<b>SUB TOTAL</b>	<b>0</b>	<b>£348,000</b>						

## DRAFT Budget Proposals 2014/15 and 2015/16: Children's Services – Safeguarding

### Area of Children's Services: Family Services

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>Review of Family Services encompassing:</b>  <b>12. Restructure of Attendance Improvement Service</b>	0	75,000	Redundancy Costs	01/04/14	<p>The restructure will still see the local authority delivering its statutory requirement in relation to the administration of Parenting Orders etc. The non Statutory element of the service will be undertaken directly by schools through partnership working with the local authority. There should be no impact on service users.</p> <p>There is a risk that this proposal may see an increase in demand for statutory intervention.</p>		X	

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>13. Restructure of the Family Solutions/Integrated Family Support Services (IFSS)</b>  This proposal relates to a Restructure of the Family Solutions and IFSS Services which will see the existing services integrated into the current Safeguarding and Wellbeing service.	0	418,200	Redundancy Costs	01/04/14	It is not envisaged that this proposal will have an impact on current service users.	X		
Total income / saving 2014/15	0	<b>493,200</b>						
Total income / saving 2015/16	0	<b>0</b>						
<b>SUB TOTAL</b>	<b>0</b>	<b>£493,200</b>						



**Area of Children's Services:**

**Disability Services**

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*			
	Income £	Budget reduction £				Internal	Minor	Major	
<b>Disabilities Services encompassing</b>									
<b>14. Review of Day care and Domiciliary Care service</b>  This proposal ensures that packages of care are reviewed against criteria set. Also includes a review of specialist services which provides services for children with disabilities.	0	2014/15 124,000  2015/16 52,000	None	01/04/14  01/04/15	As part of the review process of care packages, there is the potential that some families will no longer receive some services. This proposal may also result in a reduction in grant for some service providers.  Kool Club and Quids for Kids is subject to further consultation for decision later this year			X	
<b>15. Restructure of Disability Services Social Work Team</b>	0	24,000	Redundancy Costs	01/04/14	No services will cease as a result of this proposal and there is no anticipated impact on service users.		X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• <i>Potential risks</i></li> <li>• <i>Impact on community</i></li> <li>• <i>Knock on impact to other agencies</i></li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>Safeguarding Unit encompassing:</b>								
<b>16. Restructure of Services</b>	0	25,000	Redundancy Costs	01/04/14	No risks identified. Services will continue as normal following restructure. There is no anticipated impact on service users.	X		
Total income / saving 2014/15	0	<b>173,000</b>						
Total income / saving 2015/16	0	<b>52,000</b>						
<b>SUB TOTAL</b>	<b>£0</b>	<b>£225,000</b>						

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>Review of Youth Service encompassing:</b></p> <p><b>17. Restructure of Youth Offending Team, Care to Community Team and Targeted Youth Support Team</b></p> <p>This proposal will see the current Youth Offending Team, Care to Community Team and Targeted Youth Support Team being integrated into a new single team within the Safeguarding and Wellbeing Service.</p>	0	357,800	Redundancy Costs	01/04/14	It is not envisaged that any service users will be affected by this proposal.	X		

<b>Proposals – Outline details</b> <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	<b>Savings for 2014/15 &amp; 2015/16</b>		<b>Implementation Cost</b> <i>Include brief outline + year incurred</i>	<b>Delivery Date</b> <i>When will this proposal realise income / savings</i>	<b>Risks / impact of proposals</b> <ul style="list-style-type: none"> <li>• <i>Potential risks</i></li> <li>• <i>Impact on community</i></li> <li>• <i>Knock on impact to other agencies</i></li> </ul>	<b>Type of decision*</b>	
	<b>Income £</b>	<b>Budget reduction £</b>				<b>Internal</b>	<b>Minor</b>
<p><b>18. Changes to Management Arrangements and re-focusing of Youth Provision Parkfield Youth Centre</b></p> <p>The proposal is to transfer facilities management of Parkfield to the Torbay Development Agency (TDA). Youth work delivery will also be changed but will not reduce the current service provision for young people.</p>	0	170,000	Redundancy Costs	£120,000 01/04/14  £50,000 01/04/15	The proposal allows for five sessions of youth work to be delivered in the evenings from Parkfield. There is no anticipated impact on service users.  An Equality Impact Assessment has been undertaken in relation to the change in youth service provision.	X	
<p><b>19. Reduction in Neighbourhood Youth Grant</b></p> <p>This proposal reduces the Neighbourhood Youth Grant by 25%. This reduction is based on the surplus of this grant in 2013/14 following a reduced level of applications received.</p>	0	30,000	No implementation costs	01/04/14	Risks in relation to this proposal will be minimal as youth groups are becoming more financially established and are continued to be supported in securing funding from alternative financial streams.  Remaining funding will be refocused towards youth skills and enterprise, plans for which are currently being developed in partnership with other organisations.		X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
Total income / saving 2014/15	0	507,800						
Total income / saving 2015/16	0	50,000						
<b>SUB TOTAL</b>	<b>£0</b>	<b>£557,800</b>						

**TOTAL INCOME / SAVING ACROSS CHILDREN'S SERVICES**

Total income / saving 2014/15	0	£2,489,000
Total income / saving 2015/16	0	£712,000
<b>TOTAL</b>	<b>£000</b>	<b>£3,201,000</b>

# Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA) Reduction in Grant for Action for Children

Agenda Item 3b  
Appendix 4

<b>Officer Name:</b>	<b>Rachael Williams</b>	<b>Position:</b>	<b>School Service Manager (Early Years)</b>
<b>Business Unit:</b>	<b>School Improvement</b>	<b>Directorate:</b>	<b>Childrens Services</b>
<b>Date started:</b>	<b>November 2013</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation with those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	<b>Ken Pritchard</b>	<b>Executive Head:</b>	<b>Richard Williams</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
Reduction in the Action for Children Contract by 10% in 2014/15 and 2015/16		200,000	No Implementation Costs	£100,000 01/04/14  £100,000 01/04/15	<p>The Local Authority has an option within the current contract for Children's Centres (delivered by Action for Children) to reduce the contract value by 10% a year. This proposal may limit the ability of Action for Children to deliver some current services and achieve targets.</p> <p>The potential impact of this two year proposal will be explored through consultation with Action for Children. An Equality Impact Assessment has been undertaken in relation to this proposal.</p>		X	

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>In 2012 the Local Authority commissioned the delivery of Children Centre services to Action for Children. Services for Torbay's Children's Centres are delivered in Torquay (Echo, Zig Zags, Watcombe, Cockington), Paignton (Parkside, Oldway), Brixham (Furzeham). Children's Centres provide a universal service available to all families with a child aged 0 to 5 years and include services such as stay and play sessions, young Mums to be, parents to be, dad's clubs as well as providing targeted family support for more vulnerable families.</p> <p>This proposal seeks to reduce the contract with Action for Children by 10% in 2014/15 and 10% in 2015/16. This would reduce their contract to £900,000.</p> <p>The Local Authority will work with Action for Children to ensure that any alternations to services have a minimal impact for families who use the services.</p> <p>The original contract awarded to Action for Children in 2011, has a clause which allows the local authority to implement a 10% budget reduction for each year of the assigned contract years.</p>
2.	Who is intended to benefit / who will be affected?	<p>The following groups may be affected by this proposal:</p> <ul style="list-style-type: none"> <li>• Action for Children as the current service provider</li> <li>• Current and potential service users – families with children aged 0 to 5 and expectant parents.</li> <li>• Partner organisations who deliver services from the children centre sites for example, health visitors, Job CentrePlus.</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
3.	Have you considered the available evidence?	<p>The current children's centre contract covers all aspects of the Department for Educations Core Purpose. As listed below</p> <p>Children's Centres must:-</p> <ol style="list-style-type: none"> <li>1. Improve outcomes for young children and their families, with a particular focus on the most disadvantaged families, in order to reduce inequalities in:               <ul style="list-style-type: none"> <li>Child development and school readiness</li> <li>Supported by improved:                   <ul style="list-style-type: none"> <li>Parenting aspirations, self esteem and parenting skills</li> <li>Child and family health and life chances.</li> </ul> </li> </ul> </li> </ol> <p>To deliver the core purpose they need to</p> <ol style="list-style-type: none"> <li>2. Assess need across the local community</li> <li>3. Provide access to universal early years services in the local area including high quality and affordable early years education and childcare</li> <li>4. Provide targeted evidence based early interventions for families in greatest need, in the context of integrated services</li> <li>5. Act as a hub for the local community, building social capital and cohesion</li> <li>6. Share expertise with other early years settings to improve quality.</li> </ol> <p>Sector Leaders believe that all children's centre activity should be underpinned by the principles of:</p> <ol style="list-style-type: none"> <li>7. Respecting and engaging parents</li> <li>8. Working in partnership across professional/agency boundaries.</li> </ol> <p>Torbay has two designated Childrens Centres. Torquay and Paignton with Brixham. The Childrens Centres were inspected in 2011 and achieved good inspection grades, these inspections took place under a previous inspection schedule and both centres are due to be re-inspected.</p> <p>The Children Centres and their planned outreach activities are based within areas of deprivation, they provide a universal</p>

No	Question	Details
		<p>service that is available to all families with a child under the age of 5 (approximately 6,690 children across Torbay). In addition to the universal services the Children Centre provides targeted family support to children under the age of 5. The children's centres currently reach 34% of all children living in Torbay within each quarter of the year.</p>
4.	<p><b>How have you consulted on the proposal?</b></p>	<p>In November 2013 the Local Authority informed the Action for Children of the proposal to implement the 10% budget reduction (£100K) listed in the contract. In December 2013 Action for Children conducted their internal budget review and setting process. This involved the senior leadership team of Torbay Children's Centres and the Regional Manager of Action for Children. In January 2014 the Children's Centre Manager met with the School Service Manager (Local Authority) to outline the proposed budget savings and the impact on service users and the delivery model.</p> <p>The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue.</p> <p>As a result of these findings no public consultation has been undertaken.</p> <p>See Appendix 1 for results of the general budget consultation</p>
5.	<p><b>Outline the key findings</b></p>	<p>In January 2014 the Local Authority met with the Centre Leader to hear the impact on services for 2014 – 2015. The impact is summarised below:-</p> <ul style="list-style-type: none"> <li>• The budget reduction will predominately be created from staff reductions. In 2013 Action for Children recruited to fixed term contracts, in March 2014 and August 2014 six posts are due to terminate resulting in a £73,000 saving.</li> <li>• The reduced staffing will inevitably reduce Action for Children's capacity to deliver service provision beyond that which has been scheduled.</li> <li>• The termination of a Family Support Worker (30 hours) will impact upon the Children's Centre deliver of threshold two (child's journey) group interventions.</li> <li>• Other savings will be found from casual hours, volunteers expenses, provision of external training, reduction in cleaning hours in all centres, reduction in stationary, printing and equipment.</li> <li>• In addition Action for Children propose to review the services purchased such as IT support and occupied service charges. These will be subject to consultation and approval by Action for Children's national team.</li> </ul> <p>The savings declared by Action for Children will not impact on the number of services that are universally available to families. All groups that are currently provided will continue. At each group there may be a reduced amount of staff but these will remain at safe levels for families and workers.</p>
6.	<p><b>What amendments may be required as a result of</b></p>	<p>The Local Authority do not propose to alter the budget reductions set out as part of the contract award. To mitigate the risks to identified staff it has been agreed that Action for Children will need to continue to invest in the volunteering</p>

No	Question	Details
	the consultation?	<p>programme offered and this will be run on a frequent basis to ensure a strong bank of volunteers are available to support the running of groups.</p> <p>Through income generation Action for Children propose to find a solution to the reduction of the Family Support Worker. This position will be offered on a fixed term contract and will form part of bid writing opportunities that become available for joint programmes of work. The Local Authority will also consider (after due consultation with clients) a proposed change to the universal services provided to ensure more targeted services take priority.</p>

**Positive and Negative Equality Impacts**

No	Question	Details		
7.	Identify the potential positive and negative impacts on specific groups			
		Positive Impact	Negative Impact	Neutral Impact
	Older or younger people			The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue.
	People with caring responsibilities			The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue.
	People with a disability			No differential impact identified at this stage
	Women or men			The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will

No	Question	Details
		continue.
	People who are black or from a minority ethnic background (BME)	No differential impact identified at this stage
	Religion or belief (including lack of belief)	No differential impact identified at this stage
	People who are lesbian, gay or bisexual	No differential impact identified at this stage
	People who are transgendered	No differential impact identified at this stage
	People who are in a marriage or civil partnership	No differential impact identified at this stage
	Women who are pregnant / on maternity leave	The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue.
	Socio-economic impacts (Including impact on child poverty issues and deprivation)	The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue.
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue.
<b>8a.</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes)	There are no other proposals by the Council which will impact upon the services provided by Action for Children.

No	Question	Details
	elsewhere which might worsen the impacts identified above)	
8b.	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	There are no known public sector proposals which will impact upon the services provided by Action for Children.

### Section 3: Mitigating action

No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue.

### Section 4: Monitoring

No	Action	Details
10	Outline plans to monitor the actual impact of your proposals	The Council will continue to work closely with Action for Children to monitor the impact of the proposals.

### Section 5: Recommended course of action

No	Action	Outcome	Tick	Reasons/justification for recommended action
11.	State a recommended course of action	<b>Outcome 1: No major change required - E/A</b> <i>has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</i>	✓	The budget reductions outlined will not impact on the number of services that are universally available to families. All groups that are currently provided will continue. There is therefore no adverse impact in relation to equalities.

		<b>Outcome 2: Adjustments to remove barriers –</b> <i>Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality</i>		
		<b>Outcome 3: Continue with proposal -</b> <i>Despite having identified some <u>potential</u> 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’.</i>		
		<b>Outcome 4: Stop and rethink –</b> <i>EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</i>		

## Appendix 1

### General Budget consultation

Torbay Council's Consultation Team undertook a general Budget consultation using a survey which was made available to the public. This included a question specifically relating to the proposal, the results are collated as follows.

#### **Q6c) Reduction to the Action for Children Contract- do you support this proposal? If no please tell us why you do not support this proposal.**

The proposal is to reduce the contract for Children's Centres (delivered by Action for Children) by 10% a year. This is expected to save £200,000 over two years.

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	250	61.1
No	113	27.6
No response	46	11.0
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 46 respondents who selected 'No' they do not support the proposal, 34 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments— where respondents said 'No' above
Will impact on vulnerable people	<i>"I feel the cut is against a vulnerable sector of the community and these centres are very important to the people who use them."</i>
Vital support to children	<i>"We are a deprived area with huge social issues, children need support and services to develop."</i>
Less cut/no cut	<p><i>"A cut of 100k pa seems extreme and I suspect will de-stabilise valued services"</i></p> <p><i>"Reducing inequalities in child development and school readiness' is the purpose of a children centre. A 5% cut would be drastic enough."</i></p>

# Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA) - School Transport Review Charges for post 16 Students on SEN (Special Educational Needs) Courses

## Agenda Item 3b Appendix 3b

<b>Officer Name:</b>	Tricia Harwood	<b>Position:</b>	Admissions, Transport & Development Officer
<b>Business Unit:</b>	Schools Commissioning	<b>Directorate:</b>	Children's Services
<b>Date Started :</b>	9 <sup>th</sup> August 2013	<b>Date of current version:</b>	6 <sup>th</sup> February 2014

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off

<b>Executive Lead(s)</b>	<b>Ken Pritchard</b>	<b>Executive Head:</b>	<b>Richard Williams</b>
<b>Date:</b>	6 <sup>th</sup> February 2014	<b>Date:</b>	6 <sup>th</sup> February 2014



Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Efficiencies within School Transport:</b></p> <p>This proposal will reduce the subsidy for post 16 students on SEN courses over the next two years.</p>	<p>Year 1 (14/15) 12,000</p> <p>Year 2 (15/16) 26,000</p>		No Implementation Costs	01/04/14	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <p>In July 2013, the Council agreed to phase out subsidy of discretionary transport for students including post 16 students on mainstream courses.</p> <p>The potential impact of this proposal will be explored through consultation. An Equality Impact Assessment will be undertaken in relation to this proposal.</p>		X	

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>The proposal is to introduce contributory charges for post-16 transport for students on SEN courses. Children's Services will continue to provide a statutory service in relation to home to school / college transport and will continue to subsidise SEN transport for post-16 students on SEN courses where a need is identified.</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 (5-16) 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> <p>In July 2013 Torbay Council agreed to phase out the subsidy of discretionary transport for all students including SEN post-16 students on mainstream courses. This means that from September 2014 all post 16 students on mainstream courses (even if they have a special educational need) will be charged a £400 contribution for transport to school/college for the year and from September 2015 they will pay the full price for an annual bus pass.</p> <p>The position of post 16 students on SEN courses has now been reviewed in light of the changes to charging post 16 students on mainstream courses. This proposal seeks to introduce a contributory charge for post 16 students on SEN courses to remove the inequity of some students paying for transport (all those on mainstream courses) whilst others currently make no contribution (those on SEN courses).</p> <p>From September 2014 all students attending mainstream courses (including SEN students on mainstream courses) will be charged a £400 contribution for transport to school/college and from September 2015 they will pay the full price for a bus pass. Under this proposal a similar contribution will be introduced for post 16 students on SEN courses of £400 for the year from September 2014 and £600 from September 2015. This would be reviewed annually and aligned with the cost of a bus pass to other students.</p> <p>Where post 16 students attending SEN courses are assessed as needing special transport e.g. taxi or minibus they will</p>

No	Question	Details
		<p>continue to receive support from the local authority over and above the contributory amount i.e. all additional costs over £400 from September 2014 and £600 from September 2015 will be met by the local authority.</p> <p>While this proposal is being put forward as part of the budget setting process and will deliver savings for the Council, it is intended the proposal will remove the inequity of the current charging policy and ensure that all post-16 students are treated the same in terms of the contribution they are asked to make for transport to school/college.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>Post 16 students on SEN courses who receive discretionary transport assistance - in 2012-13 there were 50 students, of whom 7 received a bus pass and 43 had special SEN transport provided. For 2013-14 this number has reduced slightly to 45 students because South Devon College are now making their own transport arrangements for students.</p> <p>Parents / carers of children who are post-16 students on SEN courses.</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																		
3.	<p><b>Have you considered the available evidence?</b></p>	<p>In 2012-13 there were 50 post-16 students on SEN courses who received free transport to school/college, 7 by bus and 43 by taxi or other SEN transport. To date the figures for 2013-14 are 38 students travelling by taxi or other SEN transport and 12 travelling by bus. This excludes students travelling by bus to South Devon College as the college now arranges this transport directly. Numbers will vary from year to year as needs are very specific. Details of transport provision are as follows:</p> <table border="1" data-bbox="1244 94 1315 1691"> <thead> <tr> <th data-bbox="1244 94 1286 1691"></th> <th colspan="2" data-bbox="1244 672 1286 940">Bus Pass</th> <th colspan="2" data-bbox="1244 392 1286 672">Taxi/Minibus</th> <th data-bbox="1244 94 1286 392">Total</th> </tr> <tr> <td data-bbox="1286 94 1315 1691"></td> <td data-bbox="1286 672 1315 940">2012/13</td> <td data-bbox="1286 392 1315 672">2013/14</td> <td data-bbox="1286 392 1315 672">2012/13</td> <td data-bbox="1286 94 1315 392">2013/14</td> <td data-bbox="1286 94 1315 392">2012/13</td> </tr> </thead> <tbody> <tr> <td data-bbox="1286 94 1315 1691"></td> <td data-bbox="1286 672 1315 940"></td> <td data-bbox="1286 392 1315 672"></td> <td data-bbox="1286 392 1315 672"></td> <td data-bbox="1286 94 1315 392"></td> <td data-bbox="1286 94 1315 392"></td> </tr> </tbody> </table>		Bus Pass		Taxi/Minibus		Total		2012/13	2013/14	2012/13	2013/14	2012/13						
	Bus Pass		Taxi/Minibus		Total															
	2012/13	2013/14	2012/13	2013/14	2012/13															

No	Question	Details										
		4	n/a	12	12	16	12	12	16	12	12	11
	South Devon College SEN Section	4	n/a	12	12	16	12	12	16	12	12	11
	Exeter College SEN Section	1	-	1	1	2	1	1	2	1	1	1
	Bridgwater College	-	-	1	-	1	-	-	1	-	-	-
	Paignton Community & Sports Academy	-	1	2	-	2	-	-	2	2	1	1
	Royal School for the Deaf	-	-	1	-	1	-	-	1	1	-	-
	West of England School	-	-	1	-	1	-	-	1	1	2	2
	Dartington Bidwell Brook School	-	-	1	-	1	-	-	1	1	1	1
	Mayfield School	-	-	13	14	13	14	14	13	13	14	14
	On Track Education Services Totnes	2	-	11	8	13	8	13	13	8	8	8
	Combe Pafford	-	11	-	-	-	-	-	-	-	-	11

The annual cost of a bus pass for students in Torbay for 2013-14 is £505.  
The cost of providing SEN transport to 38 students for 2013-14 is expected to be in the region of £70,000 - £75,000.

The alternative of continuing to fully fund SEN transport is not sustainable, as the transport budget is insufficient to meet the current need and increasing demands are being made on it for statutory transport assistance for pupils with Special Educational Needs. For example, the cost of bus passes increased by 4% in 2012, adding £22,000 to the annual transport budget; Mayfield School has added 10 places and Combe Pafford has an additional 35 places. A primary centre for alternative primary provision has been established in Brixham, and 16 pupils are currently being transported to this provision.

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 on low incomes to help with costs such as transport. These are distributed directly by post-16 institutions.

Many other local authorities have already introduced charges for post-16 transport for SEN students. For example, Devon County Council is asking for a contribution of £500 for 2013-14, Essex is charging £510, Leicester are charging £252, Lincolnshire are charging £405; and Cambridgeshire charges range from £450-£618. Some of these local authorities have a discounted rate for students from low income families; others rely on bursaries to support low income students.

No	Question	Details
4.	How have you consulted on the proposal?	<p>Consultation on this proposal commenced following the announcement of the Mayor's draft budget proposals in November 2013.</p> <p>Consultation papers were sent directly to year 11 and year 12 SEN students who would be most immediately affected by the proposals.</p> <p>All secondary schools, special schools and South Devon College were contacted and asked to disseminate information to a) governing bodies and b) parents/students who would be affected by the proposals. Whilst it is suggested that not all of the schools did this, it is believed that the consultation responses received are a fair representation of the views held by parents.</p> <p>The consultation was also promoted through the Parent Participation Forum. A drop in session was held in Paignton for anyone who required further information.</p> <p>To ensure that all potential future users of this service were given the opportunity to have their say, information along with a questionnaire was made available online and in paper as part of the wider consultation on the Mayor's budget.</p> <p>The consultation was open for 10 weeks and closed on 16<sup>th</sup> January 2014.</p> <p>See appendix 1 for the consultation report</p>
5.	Outline the key findings	<p>A total of 23 responses were received. These were a mix of completed response sheets and emails. Only one person attended the drop in session.</p> <p>The great majority of respondents disagreed with the proposal. There were three main areas of concern:</p> <p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• People on low incomes are concerned about finding the money</li> <li>• There are concerns if the charge can't be paid in instalments</li> <li>• Families don't have a choice not to pay because of the raising of the participation age</li> <li>• The changes should be phased in over a longer period</li> </ul> <p><b>Fairness</b></p> <ul style="list-style-type: none"> <li>• There often isn't a local institution to choose for students with special needs so students have to travel a long way and</li> </ul>

No	Question	Details
		<p>therefore have to have transport</p> <ul style="list-style-type: none"> <li>It's not fair to target people who will never be able to travel independently</li> <li>Young people with special needs often have to spend longer in education than other young people</li> </ul> <p><b>Practicality</b></p> <ul style="list-style-type: none"> <li>These students can't function independently and this would make them more dependent</li> <li>As above, students often can't attend a local institution because it does not cater for their needs</li> </ul>
6.	<p>What amendments may be required as a result of the consultation?</p>	<p>No amendments are proposed. The bursary for students on low income will address many of the issues raised.  Note: original proposal figures have been adjusted slightly to take into account current estimated numbers of pupils using transport</p>

### Positive and Negative Equality Impacts

No	Question	Details	
7. Page 244	<p>Identify the potential positive and negative impacts on specific groups</p> <p>Older or younger people</p>	<p><b>Positive Impact</b></p> <p>Children's Services will continue to provide a statutory service in relation to home to school / college transport, as set out in question 1 above and young people who need special transport will continue to have this provided.</p> <p>Bursaries are now available for young people who are post-16 carers, in care, leaving care or in receipt of income support these bursaries are administered directly by post-16 institutions and young people are advised to talk to their school / college for assistance.</p>	<p><b>Negative Impact</b></p> <p>This proposal will affect approximately 50 young people. This proposal may cause some financial hardship and/or limit the choice of schools available for some families to choose from. However bursaries are available for post-16 students on low incomes.</p>
			<p><b>Neutral Impact</b></p>

No	Question	Details	
	<p>Bursaries are available for post-16 students on low incomes.</p> <p>Children's Services will continue to provide the statutory services in relation to home to school / college transport, as set out in question 1 above and young people who need special transport will continue to have this provided.</p> <p>Bursaries are available for post-16 students on low incomes.</p>	<p>Parents / carers of post 16 students on SEN courses may be affected by this proposal. However bursaries are available for post-16 students on low incomes.</p>	
	<p>Where students on SEN courses need special transport e.g. taxi or minibus, they will continue to receive support from the local authority and these costs will be covered by the local authority.</p> <p>Under the changes already agreed in relation to school transport post 16 SEN students attending mainstream courses will from September 2014 be required to make a contribution towards the costs of their transport. This proposal will remove the inequity between those attending SEN courses and those attending mainstream courses as all students will be required to make a contribution towards their transport costs.</p> <p>Post-16 bursaries are available for students on low incomes.</p>	<p>This proposal will affect approximately 50 young people on post 16 SEN courses. This proposal may cause some financial hardship and/or limit the choice of schools available for some families to choose from. However bursaries are available for post-16 students on low incomes.</p>	
	<p>Women or men</p>	<p>This proposal does not differentially impact on women or men</p>	
	<p>People who are black or</p>		

No	Question	Details
	from a minority ethnic background (BME)	This proposal does not differentially impact on those from different ethnicities
	Religion or belief (including lack of belief)	This proposal does not differentially impact on those from different religions
	People who are lesbian, gay or bisexual	This proposal does not differentially impact on those who are lesbian, gay or bisexual
	People who are transgendered	This proposal does not differentially impact on those who are transgendered
	People who are in a marriage or civil partnership	This proposal does not differentially impact on those who are married or in a civil partnership
	Women who are pregnant / on maternity leave	This proposal does not differentially impact on those who are pregnant or on maternity leave
	<p>Socio-economic impacts (Including impact on child poverty issues and deprivation)</p>	<p>Children's Services will continue to provide the statutory services in relation to home to school / college transport, as set out in question 1 above and young people who need special transport will continue to have this provided.</p> <p>Bursaries are now available for young people who are post-16 carers, in care, leaving care or in receipt of income support these bursaries are administered directly by post-16 institutions and young people are advised to talk to their school / college for assistance.</p> <p>Bursaries are available for post-16 students on low incomes.</p>
	Public Health impacts (How will your proposal impact on the general health of the	This proposal does not have any public health impacts.



No	Question	Details
8a.	<p>population of Torbay)</p> <p><b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	None identified at this stage
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	None identified

### Section 3: Mitigating action

No	Action	Details
9.9 247	<p><b>Summarise any negative impacts and how these will be managed?</b></p>	<p>The negative impact will be an additional cost for transport to school or college for post-16 students attending SEN courses. The Council is proposing to phase in the changes to the policy to mitigate the potential impact. Students from families on low income will be required to make a contribution of £400 for the year in September 2014, and in September 2015 will be required to fund the total cost of a bus pass (estimated at £600 for the academic year). Other students will receive a £25 subsidy in September 2014 and will fund the total cost of a bus pass for September 2015. Payment by instalments will be permitted.</p> <p>The local authority will continue to subsidise transport costs over and above the contribution where there is a need identified.</p> <p>There is an appeals process where parents and students 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: Monitoring

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	The number of appeals for discretionary assistance will be monitored.

#### Section 5: Recommended course of action

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p><b>State a recommended course of action</b> Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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>A bursary is available for students on low income to offset travel contributions. There will be an appeals process for any student with exceptional circumstances. These students will not be asked to pay more than other post-16 students. All additional transport costs will be met by the council.</p>

		<p><b>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</b></p>		
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**Appendix 1**

**Consultation Data: HOME TO SCHOOL/COLLEGE TRANSPORT CHARGES FOR POST-16 SEN STUDENTS**

**1. INDIVIDUAL RESPONDENTS**

**1.1 Methodology**

A simple response sheet with an opportunity to write any relevant comments was prepared with supporting information about the proposal. This was displayed on the council’s web site. The consultation opened on 22 November 2013 with a closing date of 16 January 2014. In addition, the consultation papers were sent directly to all known year 11 and year 12 SEN students who are currently receiving transport support.

All secondary schools and special schools were written to, also South Devon College. They were asked to alert Governing Bodies and parents of SEN students to the consultation. Whilst it is suggested that not all of the schools did this, it is believed that the consultation responses received are a fair representation of the views held by parents.

A drop-in session was held in the foyer of Paignton Library during the consultation period. One person attended this session.

Proposals were discussed with the steering group of the Parent Partnership Forum and information about the proposal was then sent by email to all members.

A total of 23 responses were received. This includes email correspondence.

**1.2 Results**

Only one direct question was asked: whether or not the respondent agreed with the proposal to introduce charges. Results were as follows:

Agree	Disagree	Not able to comment
1	21	1

Respondents categorised themselves as follows (some ticked more than one category):

	Number	Percent
Student with special educational needs	3	13%
Parent of student with special educational needs	17	74%
Parent of student with no special educational needs	2	9%
School/college governor	1	4%
Member of school/college staff	1	4%

Concerns expressed by individuals are split into themes and indicative comments are included below:

Theme	Examples of comments
<b>Cost</b>	<p><i>My parent can't afford to pay for the bus pass because we have trouble with money</i></p> <p><i>All families won't be able to afford the cost of transport. Every child between 16 and 18 has a right to an education and a lot of parents with special needs children are older carers.</i></p> <p><i>I am on a state pension... and will be unable to afford the additional cost</i></p>

Theme	Examples of comments
	<p><i>These charges may dissuade parents of SEN children from enrolling them on courses (that they may be quite capable of undertaking) because of the costs involved. SEN children have enough problems to face day to day without added financial pressures.</i></p> <p><i>As we are on an extremely low income and live as far away from school as is possible this additional expense and worry will cause distress and anxiety for us.</i></p> <p><i>The amount being asked to contribute is large. It might be easier for families if this can be paid weekly/monthly.</i></p> <p><i>The school leaving age has been raised to 18 years for all young people who are not in full-time employment or an apprenticeship. For most young people attending special schools, full-time employment or apprenticeships will never be an option. Families will have no choice but to pay...if they want to continue receiving support with transport to the school that they must by law attend.</i></p>
<p><b>Fairness</b></p>	<p><i>The majority of SEN children have delayed development and need more time for education, not less. They need more opportunities and socialising to develop independence. They are not adults at the same age of others and do not need to be discriminated against.</i></p> <p><i>Not all post 16 educational establishments offer the same support and facilities for young people with SEN. A non-SEN student has the option to choose a local school/college whereas the SEN students have no choice but to go to the school/college that offers the support they need.</i></p> <p><i>Children with special needs require special transport with escorts. They aren't ever going to be able to travel independently, it's greatly unfair to target them again for cuts. We as families are already having respite and help cut from us. This extra cost is crippling.</i></p> <p><i>It is not equitable to try and equate a child with severe disabilities with that of a normal 16 year old... I accept the point that a normal 16 year old might want a bus pass but they would also have the option to attend a local school or walk/ride a bike. My daughter has no option</i></p>

Theme	Examples of comments
	<p>and so should not have to pay.</p> <p>We don't see why we should have to contribute to transport costs when this is the student's designated school. The student is unable to use the bus without an escort and we only live a short distance from school.</p> <p>These young people have themselves had to face lots of inequities in life</p>
<p><b>Practicality</b></p>	<p>There is no local school for my son so he has to travel 12 miles to a special school... if this were to happen then he would be placed in full time care, or I would be requesting a place at the local school which would mean a 1:1, ramps, changing rooms, hoists and other specialist equipment, plus staff trained in resuscitation etc.</p> <p>For SLD and PMLD students there are limited places available, they cannot attend their nearest 6<sup>th</sup> form college in the same way as other students.</p> <p>These children cannot get a bus, walk or cycle to school on their own... you will be making them more dependent on their families rather than encouraging their independence and putting further stress on families already pushed to the limits by the demands of caring for children with special needs</p>

## 2. INSTITUTION RESPONSES

The only response was from South Devon College. They commented that the proposed changes would have an immediate and significant negative impact on all families of SEN learners and in particular a disproportionate negative impact on low income families.

They proposed a phased alternative as follows:

Contribution level	2014	2015	2016
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Low income	£150	£300	£600
All others	£300	£450	£600

They believe this would still reduce costs and address inequality and would align with the decision made by the council on post 16 transport for other students that was phased.

### 3. General Budget consultation

Torbay Council's Consultation Team undertook a general Budget consultation using a survey which was made available to the public. This included a question specifically relating to the proposal, the results are collated as follows.

**Question: Efficiencies within School Transport - do you support this proposal. If no please tell us why you do not support this proposal.**

This proposal would reduce the subsidy for post-16 students on Special Educational Needs courses and introduce a contributory charge. This is expected to save £38,000 over two years.

Do you support this proposal?	Number	Percent
Yes	284	69.4
No	96	23.5
No response	29	7.1
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 96 respondents who selected 'No' they do not support the proposal, 77 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
<p><b>Affect access to education</b></p>	<p><i>“This will prejudice some students from accessing further education. Not conducive to equality and diversity.”</i></p> <p><i>“This will potentially stop some young people with specials needs attending.”</i></p>
<p><b>Families</b></p>	<p><i>“Parents with children with special needs are restricted with earning level because of caring responsibilities.”</i></p> <p><i>“Already these pupils have disadvantaged condition of learning, why penalise them further?”</i></p> <p><i>“Support for students with Special Educational Needs is vital in the current economic climate.”</i></p>
<p><b>Less cut/no cut</b></p>	<p><i>“School transport should not be subject to any changes because families are struggling enough financially.”</i></p>
<p><b>Other</b></p>	<p><i>“Access (to education) would be limited by the reduction.”</i></p>



## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA)

<b>Officer Name:</b>	<b>Julie Sharland</b>	<b>Position:</b>	<b>Strategic Housing Manager</b>
<b>Business Unit:</b>	<b>Housing Partnership/ Voluntary Sector</b>	<b>Directorate:</b>	<b>Children's Services</b>
<b>Executive Lead(s):</b>	<b>Cllr Ken Pritchard</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	<b>Ken Pritchard</b>	<b>Executive Head:</b>	<b>Richard Williams</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Reduction of 50% to the grant given to the Citizen Advice Bureau		£75,000	Nil	01.04.14	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <p>The Citizens Advice Bureau may not be able to deliver as many advice sessions to their client base. This proposal may increase the demand across other services.</p> <p>The potential impact of this proposal will be explored through consultation. An Equality Impact Assessment has been undertaken in relation to this proposal.</p>			X

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>Torbay Council currently has a 12 month extension (until 31<sup>st</sup> March 2014) to an original three year Service Level Agreement (SLA) with the Citizens Advice Bureau (CAB). This is as a result of the Mayor's proposal at overview and scrutiny board on 24<sup>th</sup> January 2013 to maintain the CAB funding at the same level in 2013/14.</p> <p>It is proposed to reduce the level of grant funding by £75,000 to £75,100 with effect from 1<sup>st</sup> April 2014. In line with statutory guidance, and the SLA, Torbay Council is required to give three months notice of any reduction in grant.</p> <p>CAB provided their Business and Development plan 2013 - 2016 as requested by the Mayor. Objectives for 2013/14 are to maintain existing funding sources for core service .</p>
2.	Who is intended to benefit / who will be affected?	<p>The CAB service is a charity that provides free advice and is available to all residents across Torbay .</p> <p>A reduction in grant funding may affect the future sustainability of the service.</p> <p>The majority of enquiries dealt with by the CAB are related to benefit and debt advice. Changes to the Incapacity Benefit have led to an increase in assistance with medical reviews over the past months, with a need to take on three additional staff.</p> <p>Reduced capacity to the service could result in increased waiting times/ delays for advice.</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
3.	Have you considered the available evidence?	<p>The CAB service is available to all residents across Torbay – as a result of the reduction in grant funding the capacity to deliver the service could result in increased waiting times/delays for advice.</p> <p>The Local Authority is planning to produce a report that identifies Financial Inclusion for the residents (vulnerable groups) in Torbay. This will inform us of potential support gaps. Partner provision will be part of this analysis with wider work planned with partners to commence early January as part of the Council's strategic approach to Welfare Reform. It is still too early to recognise any specific impacts relative to the changes to date.</p> <ul style="list-style-type: none"> <li>• In 2012/13 CAB dealt with 12,963 contacts from people seeking advice</li> <li>• 28,114 issues for these people across a wide range of issues affecting their lives, a 16% increase over the previous year.</li> <li>• In 2012/13 CAB helped the people of Torbay (many of whom are the poorest and most vulnerable) increase their incomes by over £1.7 million which not only enhanced the lives of recipients but provided a substantial inflow of resources into Torbay with consequent benefits to the local economy</li> <li>• In 2012/13 CAB helped clients manage over £11 million worth of debt and through this work helped to alleviate the social costs to the wider community resulting from debt including homelessness, family break up, child poverty and mental illness</li> <li>• We have 53 volunteers from across the social and economic spectrum of our Torbay communities working within the service and were planning to train a further 10 people next year</li> </ul> <p>Earlier this year CAB received project partnership funding of £347,000 from Advice Services Transition Fund, - Big Lottery &amp; Cabinet Office to be spent over 2 years to develop an accessible, sustainable quality information and advice service, designed to meet the needs of the people of Torbay.</p> <p>The delivery model is specifically looking at promoting self help, prevention and early intervention in social welfare law to empower the client and manage increased demand in the face of reduced advice capacity ( i.e legal aid cuts).</p>

No	Question	Details
		<p>It is planned to achieve this by;</p> <ul style="list-style-type: none"> <li>• Development of an online social welfare law advice portal</li> <li>• Development of a Telephone advice line – single number access</li> <li>• Referral system – linked to on line advice portal/telephone service.</li> </ul> <p>Local providers/ voluntary sector organisations and Commissioners involved and interested in the broader development and future of Information, Advice and Advocacy services have recently met to consider how they might build on/ link into this new funding provision. There is recognition from all partners that an Information, Advice and Advocacy Strategy for Torbay is needed to ensure appropriate continued quality provision, and setting up a steering group and completion of a scoping exercise would be a logical first step. The current intention is to take a proposal to the Health and Well Being Board, hopefully later this year and produce a Strategy by April 2014.</p>
4.	<p><b>How have you consulted on the proposal?</b></p>	<p>Consultation on this proposal is now complete following the announcement of the Mayor's draft budget proposals in November 2013. Targeted consultation has taken place with the following:</p> <p>Torbay CAB General public</p> <p>The newly formed Information, Advice and Advocacy – supported by CDT steering group ( see above)</p> <p>To ensure that all potential future users of this service are given the opportunity to have their say, information along with a survey will be made available online and in paper as part of the wider consultation on the Mayor's budget.</p> <p>See Appendix 1 for a copy of the consultation report.</p>
5.	<p><b>Outline the key findings</b></p>	<p>Strong public support to maintain the CAB service, and not to reduce funding at the 50 % cut proposed.</p> <ul style="list-style-type: none"> <li>• Customers like the ability to receive face to face advice</li> <li>• Customers recognise and trust the brand</li> <li>• Customers feel that Welfare reform will lead to an increase demand and access to specifically debt and welfare advice that is affordable.</li> </ul> <p>CAB has seen a 4% increase in enquiries 12/13</p> <p>Key future challenges outlined by the CAB</p>

No	Question	Details
		<p>Fundamental reform of the welfare benefit system continues to mean people need help and advice to understand the changes and learn how to manage on an often significantly reduced income i.e. financial capability /debt/ benefit/ income maximisation advice. Government cuts to legal aid for welfare benefit advice and the withdrawal of services from local firms of solicitors has placed increased pressure on our service</p> <p>Specialist money advice and financial capability services will have increased importance as more people struggle with reduced living standards and debt. Government cuts to debt advice services in April 2013 have created a major challenge in coping with increased demand as we continue to help people avoid the pitfalls of debt. Integrated debt and financial capability services will continue to be developed and introduced to cope with the increased demand in face of reduced debt advice capacity</p> <p>CAB have proposed that a £30,000 reduction covering the next 2 years is a more appropriate level to enable continuation of the Service and more time to identify alternative funding/ delivery options.</p> <p>Children's Services are not taking these recommendations forward</p> <p>Councillors to make final decision on any changes to proposed saving.</p>
6.	<p><b>What amendments may be required as a result of the consultation?</b></p>	

**Positive and Negative Equality Impacts**

No	Question	Details						
7.	<p>Identify the potential positive and negative impacts on specific groups</p>							
	<p>Older or younger people</p> <p>People with caring responsibilities</p>	<table border="1"> <thead> <tr> <th data-bbox="981 1691 1021 2199">Positive Impact</th> <th data-bbox="981 1131 1021 1691">Negative Impact</th> <th data-bbox="981 40 1021 1131">Neutral Impact</th> </tr> </thead> <tbody> <tr> <td data-bbox="1021 1691 1348 2199"></td> <td data-bbox="1021 1131 1348 1691"> <p>CAB Client profile 12/13:</p> <ul style="list-style-type: none"> <li>43% of clients are over 50 which increases to 59% for our GP outreach and home visiting service</li> <li>15% of clients were retired</li> </ul> </td> <td data-bbox="1021 40 1348 1131"></td> </tr> </tbody> </table>	Positive Impact	Negative Impact	Neutral Impact		<p>CAB Client profile 12/13:</p> <ul style="list-style-type: none"> <li>43% of clients are over 50 which increases to 59% for our GP outreach and home visiting service</li> <li>15% of clients were retired</li> </ul>	
Positive Impact	Negative Impact	Neutral Impact						
	<p>CAB Client profile 12/13:</p> <ul style="list-style-type: none"> <li>43% of clients are over 50 which increases to 59% for our GP outreach and home visiting service</li> <li>15% of clients were retired</li> </ul>							

No	Question	Details
	People with a disability	CAB Client profile 12/13: <ul style="list-style-type: none"> <li>42% of clients had a disability or health problems. This increases to 64% for our GP outreaches and home visiting service</li> </ul>
	Women or men	CAB Client profile 12/13: 56% female, 44% male
	People who are black or from a minority ethnic background (BME)	CAB Client profile 12/13: 8% 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 impacts (Including impact on child poverty issues and deprivation)	CAB Client profile 12/13: <ul style="list-style-type: none"> <li>21% of clients were unemployed</li> <li>50% of client's had an income below £600pcm(less than £19.72 per day)</li> <li>26% of clients had an income below £400pcm(less than £13.15 per day)</li> </ul>
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	<ul style="list-style-type: none"> <li>42% of clients had a disability or health problems. This increases to 64% for our GP outreaches and home visiting service</li> </ul>

No	Question	Details
8a.	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	Information and Advice provided within the Local Authority is under increasing demand and with proposals to cut Customer Services and Housing Options, there is likely to be a need to increase capacity within the Community and Voluntary Sector.
8b.	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	As above

### Section 3: Mitigating action

No	Action	Details
9. 1 2 2	<b>Summarise any negative impacts and how these will be managed?</b>	<p>The IAA steering group and the Strategic Welfare Reform group, will facilitate a piece of work that scopes the current provision of Information, advice and advocacy Services across Torbay. This will identify gaps that will inform future Community and Voluntary Sector provision, specific Community help and any future commissioning of Services, depending on funding availability.</p> <p>A separate piece of analysis is also planned to map the individual journey for the most vulnerable customers e.g mental health needs to mitigate the impacts of funding cuts to a range current support services.</p> <p>In light of the views expressed in the consultation that if given additional time there may be opportunities to access different funding streams to enable the service to continue, the Council is now proposing the establishment of a one off transitional fund to the value of £45,000, which will be provided to the service in 2014/15. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue in the future with less Council funding than is currently provided.</p>



**Section 4: Monitoring**

		<b>Details</b>
<b>No</b>	<b>Action</b>	
10.	Outline plans to monitor the actual impact of your proposals	Strategic Welfare reform group (includes partners/organisations from the Community and Voluntary Sector) will continue to monitor impact of changes. Regular meetings with the CAB

**Section 5: Recommended course of action –**

<b>No</b>	<b>Action</b>	<b>Outcome</b>	<b>Tick</b>	<b>Reasons/justification for recommended action</b>
11.	<b>State a recommended course of action</b>	<b>Outcome 1: No major change required - E/A</b> <i>has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</i>	✓	Access to a range of face to face advice services are available in Torbay and on – line/ telephone. These include (examples , and not the complete list) Connections, Libraries, Housing Options, Social Housing Partners, Age UK, Homemaker, Church Organisations and other Community and Voluntary sector organisations. Torbay Councils Family information Community Directory and National help lines for Debt advice are examples .  In light of the views expressed in the consultation that if given additional time there may be opportunities to access different funding streams to enable the service to continue, the Council is now proposing the establishment of a one off transitional fund in the value of £45,000, which will be provided to the service in 2014/15. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue for a future with less Council funding than is currently provided
		<b>Outcome 2: Adjustments to remove barriers –</b> <i>Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality</i>		

		<p><b>Outcome 3: Continue with proposal</b> - Despite having identified some <u>potential</u> 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><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>		

**Appendix 1**

**Consultation Data: Reduction in the Citizen Advice Bureau (CAB) Grant**

- 1. Members of the Public and the Citizen’s Advice Bureau**
- 1.1 Methodology**

**Local Authority/ Citizen Advice Bureau Meeting** – The Strategic Housing Manager met with the CAB Manager and Trustee to outline the proposed budget savings and discuss the potential impact on service users and delivery.

**Written Representation** - Written summary response to the savings proposal alternative savings proposal, including Key Service Outcomes document provided by CAB . ( refer to separate document)

**Public Consultation response** – summary below

**1.2 Results**

**Q6e) Reduce the grant to the Citizens Advice Bureau**

It is proposed to reduce the grant given to the Citizens Advice Bureau by 50%. This is expected to save £75,000 over two years.

Do you support this proposal?	Number	Percent
Yes	133	32.5
No	242	59.2
No response	34	8.3
<b>Total</b>	<b>409</b>	<b>100.0</b>

Category	Examples of comments – where respondents said ‘No’ above
<b>Will impact on vulnerable people</b>	<p>“an important source of independent advice and because of the support they give vulnerable people”</p> <p>“Citizen advice bureaux are used by the most vulnerable part of the society.”</p> <p>“It is very important that people have a place that they know to contact in case of any legal or benefit problems - people need the debt management service as well”</p>
<b>Essential free, impartial advice</b>	<p>“This is the only place in the Bay where people with major problems, housing, finance etc can get free qualified advice and help”</p> <p>“Cutting the CAB budget and cutting Housing Options budget makes no sense at a time when there is an increasing need for more welfare benefit, debt, and housing advice to prevent homelessness.”</p>

Category	Examples of comments – where respondents said ‘No’ above
	<p>“Citizens Advice provide a first class service to people who cannot afford legal advice. Coupled with the drastic reduction in legal aid funding this proposal will deny people the fundamental right to equality before the law.”</p>
<p><b>No alternative service</b></p>	<p>“Use of the CAB has increased dramatically over recent years, that service is not available elsewhere”</p> <p>“There is no alternative service for people to go for advice and information.”</p>
<p><b>Increased demand</b></p>	<p>“The organisation will become more needed as cuts bite ...”</p> <p>“Help and guidance will be needed more than ever in these hard times”</p>

**CAB Consultation response**

**“Impact of proposed cuts”**

As with Citizens Advice Bureaux throughout the country, the Local Authority grant provides funding for our core service which is the foundation on which the service is built.

**A 50% cut (£75,000) would mean the bureau’s operations would have to be drastically cut making the service unsustainable.**

**The cut could mean:-**

- Closing the Brixham service
- Closing the Torquay Debt Unit
- Providing a vastly reduced service at Paignton to deliver drop in advice sessions and some appointments.
- Closing the telephone advice service
- End of standby supervision so the Paignton bureau will have to close on days when the Manager is sick or on leave
- No training capacity

- The strategic management of the bureau would no longer be possible. There would be no opportunity to network, develop partnerships and raise extra funding for advice projects for the benefit of the local community. It would also mean it would be impossible to meet statutory governance requirements which are essential for our charity to continue operating.
- Ending all current time limited ring fenced projects funded from successful bids as the organisation could not prove financial sustainability to funders or have the necessary strategic management to be able to bid for continuation funding.

After taking account of fixed running costs we would be left with only one part time member of staff to manage and supervise the service undertaking both a strategic and operational role. We would no longer be financially resilient or have the resources to meet the legal and governance requirements for running a charity.

### **CAB Proposal**

We would therefore ask that the proposal that would make our bureau unsustainable is withdrawn. In order for us to continue to meet the growing advice needs of the people of Torbay we would ask that the cut is reduced to £30,000 covering the two years 2014/15 and 2015/16 (i.e. the core grant reducing from £150,100 to £120,100 in each of the two years). This would enable the bureau to remain sustainable and provide us with the opportunity to explore more resilient, sustainable and enterprising advice models for the provision of social welfare law services to meet the needs of the Torbay Community.”

# Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA) Review of Day care and Domiciliary Care service

<b>Officer Name:</b>	<b>Elaine Atkinson</b>	<b>Position:</b>	<b>Service Manager Safeguarding.</b>
<b>Business Unit:</b>	<b>Children's Safeguarding</b>	<b>Directorate:</b>	<b>Children's Services</b>
<b>Date started:</b>	<b>November 2013</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

## Executive Lead / Head Sign off

<b>Executive Lead(s)</b>	<b>Ken Pritchard</b>	<b>Executive Head:</b>	<b>Richard Williams</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>Review of Day care and Domiciliary Care service</b></p> <p>This proposal ensures that packages of care are reviewed against criteria set. Also includes a review of specialist services which provides services for children with disabilities.</p>		<p>176,000</p> <p>Revised to £124,000 (review element only)</p>	None	01/04/14	<p>As part of the review process of care packages, there is the potential that some families will no longer receive some services. This proposal may also result in a reduction in grant for some service providers.</p> <p>The potential impact of this proposal was explored through consultation. An Equality Impact Assessment was undertaken in relation to this proposal.</p>			X

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>For children with disabilities and their families Torbay Council has a responsibility for assessing need and developing packages of care to meet the needs identified. As part of these packages of care Torbay Council provides a range of day care and domiciliary services, as well as commissioning some services from other providers.</p> <p>Previously the Council received funding from the Aiming High initiative to support the provision of day and domiciliary care services for short periods of time for children with disabilities and their families; however, this funding has been withdrawn nationally. Despite the withdrawal of this funding, children and their families have continued to receive services and packages of care and some of these have included services funded through Aiming High grants. These packages of care had not been reviewed against the needs of children and their families.</p> <p>In light of changes to national funding arrangements and the removal of the Aiming High funding the Council reviewed it's criteria for assessment earlier in the year and is currently going through a process of reviewing children's care packages to ensure they continue to meet identified needs. As a result of this re-assessment of need, some families are now receiving reduced packages of care but do continue to have their needs which the local authority has a statutory responsibility for met.</p> <p>As part of this review, the services which Torbay Council provides both in house and commissions from other providers have also been reviewed. As a result it is proposed to make the following changes:</p> <ul style="list-style-type: none"> <li>• Terminate the contract for the provision of the Kool Club which is provided by the Lifeworks organisation of Bidwell Brooke Foundation. This service provides social and leisure opportunities for 14 to 18 year olds every fortnight on a Saturday to assist in the development of their life skills to help the transition into adulthood. The service has capacity for 12 young people. The proposal to terminate this contract has been developed given attendance figures for the service.</li> <li>• Terminate the contract for Quids for Kids which is provided by the Citizen's Advice Bureau. This service was set up to help families with children with a disability aged 0 to 18 increase their income by ensuring they are claiming their full benefit entitlement. The proposal to terminate this contract has been developed as families are able to access universal services which provide the same advice and support to all families. Providing assistance to families in claiming their maximum benefit entitlement is also something which social workers are able to support families with.</li> <li>• Develop a framework agreement for remaining external providers of day care services. This will ensure that all commissioned services meet defined criteria in terms of quality and safeguarding arrangements.</li> </ul>
2.	Who is intended to benefit	



No	Question	Details
	/ who will be affected?	<ul style="list-style-type: none"> <li>• Disabled children who are clients of the Children's Disability service, in particular those who are receiving services from Quids for Kids or attending Kool Club.</li> <li>• Parents / Carers of disabled children in particular those who are receiving services from Quids for Kids or attending Kool Club.</li> <li>• Lifeworks Organisation of Bidwell Brooke Foundation – Kool Club</li> <li>• Citizen's Advice Bureau – Quids for Kids</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.

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### Evidence, Consultation and Engagement

No	Question	Details
3.	Have you considered the available evidence?	<p>There are approximately 300 families who have children which receive services from the Children's Disability team.</p> <p>Approximately 200 children are using services which are provided in house, while approximately 100 are using services provided by external providers.</p> <p><b>Kool Club:</b> Currently there are eight young people who are attending this provision. The Kool Club is provided every fortnight on a Saturday.</p> <p><b>Quids for Kids:</b> Figures for contact to the service are outlined in the table below:</p>

No	Question	Details			
		Date	Number of contacts	Number of repeat contacts	Total contacts
		July 2011 to Dec 2011	57	Not known	57
		Jan 2012 to Dec 2012	98	29	127
		Jan 2013 to date (Nov)	47	66	113
		Through consultation with the organisations affected, evidence will be collated regarding the number of service users who are accessing each service and this section will be updated accordingly.			
4.	How have you consulted on the proposal?	<p>Consultation on this proposal will commence following the announcement of the Mayor's draft budget proposals in November 2013. Targeted consultation will take place with the following:</p> <ul style="list-style-type: none"> <li>• Current clients of the services affected and their families</li> <li>• Parent participation forum (PPF)</li> <li>• Current providers of the service (Lifeworks Organisation and Citizen's Advice Bureau)</li> <li>• General public</li> </ul> <p>Providers will be consulted on this proposal as part of a meeting and given the opportunity to outline what they feel the impact of this proposal will be.</p> <p>Parents and carers who are accessing the services and those who have children that access these services will be written to and given the opportunity to have their say about the proposals. This will give them the opportunity to outline what the potential impact of any service change will be for them.</p> <p>To ensure that all potential future users of this service are given the opportunity to have their say, information along with a survey will be made available online and in paper as part of the wider consultation on the Mayor's budget.</p> <p>The consultation period for the Mayor's budget will be open for 8 weeks and close on 16<sup>th</sup> January 2014.</p> <p>In relation to the development of a new framework for external providers of services, parents and the Parent Participation Forum (PPF) will be given the opportunity to assist in the development of this framework and outline what they feel should be included as part of this framework.</p>			

No	Question	Details
5.	Outline the key findings	<p>75% of the responses' to a questionnaire evidenced Parents and Carers felt that the service their child receives through their Short Breaks Care Plan at this time is appropriate for their family's needs. Their overriding concern should funding stop, or a reduction in services take place this would then affect the <u>whole</u> family. They identified the risks if this happened, as a potential for family or marriage breakdown, a rise in their stress levels, how would they continue to manage their child at home and for how long. 25% either didn't have any service now or had not been offered any services. The provision for some of these families whose children did not meet the criteria for the Children's Disability Team where offered activates through the Inclusion Project under the Aiming High for Disabled Children Program which ended April 2013.</p> <p>See Appendix 1 for consultation results</p>
6.	What amendments may be required as a result of the consultation?	<p>Children and young people with disabilities, who continue to meet the criteria for assessment, will be offered re assessment. This will identify how their needs will be best met.</p> <p>For those families who feel they are entitled to a service, we will undertake to offer an assessment to identify their current needs. Sign Posting and information sources are offered to those families outside the criteria of the team. Identifying inclusive providers of activities for their children and young people.</p>

### Positive and Negative Equality Impacts

No	Question	Details	
7.33	Identify the potential positive and negative impacts on specific groups	Older or younger people	
		<p><b>Positive Impact</b></p> <p>Specified standards for quality and safeguarding will ensure quality of provision of external services for young people.</p>	<p><b>Negative Impact</b></p> <p>Young people receiving services from Kool Club will be affected by this proposal as alternative provision may need to be secured. Any change in service provision may cause some anxiety and distress to young people accessing this service. The potential impact of these proposals will be fully</p>
			<p><b>Neutral Impact</b></p>

No		Question		Details	
				assessed through the consultation.	
	People with caring responsibilities	Specified standards for quality and safeguarding will ensure quality of provision of external services for young people. Benefits advice and support is available through other universal services.		There is the potential that if families are not able to access benefits advice from universal services they will not be able to maximise their full benefit entitlement and potentially receive less income.	
	People with a disability	Specified standards for quality and safeguarding will ensure quality of provision of external services for young people.		Young people receiving services from Kool Club will be affected by this proposal as alternative provision may need to be secured. Any change in service provision may cause some anxiety and distress to young people accessing this service. This will be explored through consultation with the families. The potential impact of these proposals will be fully assessed through the consultation.	
	Women or men				No differential impact identified at this stage
	People who are black or from a minority ethnic background (BME)				No differential impact identified at this stage
	Religion or belief (including lack of belief)				No differential impact identified at this stage
	People who are lesbian, gay or bisexual				No differential impact identified at this stage
	People who are transgendered				No differential impact identified at this stage

Details	
No	Question
	People who are in a marriage or civil partnership / Women who are pregnant / on maternity leave
	Socio-economic impacts (Including impact on child poverty issues and deprivation)
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)
	Benefits advice and support is available through other universal services.
	There is the potential that if families are not able to access benefits advice from universal services they will not be able to maximise their full benefit entitlement and potentially receive less income.
	No differential impact identified at this stage
	No differential impact identified at this stage
	No differential impact identified at this stage
8a.	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)
	None identified
8b	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)
	Other proposals in relation to the wider contract with Citizen's Advice Bureau may mean that they are not able to provide the range of universal advice services currently available.
	Further potential impacts will be assessed through the consultation, this will be updated once the consultation has been undertaken.
	No differential impact identified at this stage

### Section 3: Mitigating action

Details	
No	Action
9.	<b>Summarise any negative impacts and how these will be managed?</b>
	Families whose children are accessing the Kool club will be consulted in relation to potential alternative provision to mitigate against potential impact.
	Families who are accessing Quids for Kids will be signposted to universal services where similar services are available to

	<p>advice regarding benefit claims. Support, information and advice will also be provided by social workers, who are working with the families on a regular basis.</p> <p>The proposed reduction in the funding for Kool Club and Quid for Kids will be the subject of further consultation and will be presented to Full Council in later in 2014 for a decision.</p>
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**Section 4: Monitoring**

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	Children and young people with disabilities, who continue to meet the criteria for assessment, will be offered re assessment. A revised or renewed Short Breaks Service Plan will identify how their needs will be best met. Those needs will be outcome focused and time limited. For those children who will need to transfer to other appropriate services a transition plan will be in place. Regular update attendance registers and evaluations will be undertaken to measure the impact of the closure of any projects.

**Section 5: Recommended course of action –**

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

		<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><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>		

## Appendix 1

### Consultation Data: Review of Day Care and Domiciliary Care

#### 1. Families with Children and Young People 0yrs to 18yrs with physical and or Learning Disabilities

##### 1.1 Methodology

A questionnaire was compiled and sent to Families with children and Young people with disabilities that are registered with the Torbay Children's Disability Service. Also a mail shot to all the families that are registered on the Torbay Disability register 'DeCiDe'.

The letter which accompanied the questionnaire gave an outline of the need to respond to the questionnaire as a response to the overall proposal. The letters went out to families on the 19<sup>th</sup> December 2013 with a return date of the 16<sup>th</sup> January.

There were 300 mail outs to families on 19<sup>th</sup> Dec 2013. Up to the 16<sup>th</sup> Jan 2014 15 completed questionnaires were returned.

The services include Day Care Service sections, Torbay Special Needs Playscheme, Torbay Special Needs Saturday Club, Torbay Sensory group, Torbay Inclusion Project, The Torbay CIS Befriending Service and Direct Payments, Kool Club & Quids for Kids Project.

##### 1.2 Key Themes from the Consultation

Due to the sensitivity of the proposal consultation, specific responses from respondents are not included in this report. However they have all been considered & summarise within this report.

**Question 1.** Which services do you receive to support your family i.e. Saturday Club, Playscheme, Befriending etc.

75% of responses identified the services they used, 25% indicated they don't have any Day Care Services. Services are indicated above.

**Question 2** Were you given a choice of which service was available to you? If so, why did you choose this service?

70% of respondents indicated that they were given a choice and the services where appropriate for their child's development, well being and safety.

**Question 3** What do you like about the services your child attends?

80% of the responses identified the outcomes for their children using the services as being the timing of sessions, the variety of activities, the safe environment and management of the services.

**Question 4** What don't you like about the services your child attends?

50% of the responses have concerns about reduction in services or funding due to be lost. 20% of respondents have issues with the provision of transport with 30% stating they have no dislikes about the services they use.

**Question 5** What support is/has been given to you to help your child or young person gain independence? How has the support given to you helped you and your family?

80% of respondents are clear about the aims of the services they use and are confident that a pace of independence and self esteem is gained by their child at stages that take into consideration their abilities. 20% indicate they have no support

**Question 6** If the support service had not been available what would you have done? And what do you think would have happened to you and your family?

**Plus**

**Question 7** What concerns would you have if support services were not available for your family?

These 2 questions have been reviewed together as they have raised the same concerns for families. 90% of respondent are concerned for their family's well being of both their child with a disability and the extended family, if support is not consistent and at a level they feel supports them to care for their disabled child at home. 10% felt their health and relationships would suffer as a result of being fulltime carers for their disabled child.



**General Budget consultation**

Torbay Council's Consultation Team undertook a general Budget consultation using a survey which was made available to the public. This included a question specifically relating to the proposal, the results are collated as follows.

**Question: Reduce the Learning Disability Development Fund – do you support this proposal. If no please tell us why you do not support this proposal.**

This is a development fund which has been used in the past to supplement the work of voluntary sector organisations and the Learning Disabilities Partnership Board. This is expected to save £34,000 over two years.

Do you support this proposal?	Number	Percent
Yes	193	47.2
No	174	42.5
No response	42	10.0
<b>Total</b>	<b>409</b>	<b>100.0</b>

Of the 174 respondents who selected 'No' they do not support the proposal, 146 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
<p><b>Will impact on vulnerable people</b></p>	<p>“... These are some of the most vulnerable people in society and an easy target. They are not able to cope without support.”</p> <p>“Because it will impact on some of the most vulnerable in the community and supports empowerment and self management of conditions which actually delivers cost savings in real terms.”</p> <p>“Cutting this budget would affect some of the most vulnerable people in our society. People who may not receive this support in any other way, putting a strain on families and carers.”</p>
<p><b>May increase pressure on statutory services</b></p>	<p>“Long-term this is counter-productive as reducing support of this kind increase crisis, respite and residential service demand.”</p> <p>“... This will increase the burden on the public sector.”</p>
<p><b>Vital service</b></p>	<p>“It is important to support people with learning difficulties.”</p> <p>“Those who have disability need support and this cannot come from the family all the time.”</p>
<p><b>Small cost saving</b></p>	<p>“It is a comparatively small sum and accommodating the needs of individuals with learning disabilities ...benefits the individuals and the community as well.”</p> <p>“The cost saving is not worth it considering the benefits to those with learning disabilities.”</p>

### Planned actions for those at risk

This report is linked to the Budget Reduction Proposals submitted with Equality Impact Assessments submitted for the closure of the Quid's for Kids Service, closure of the Kool Club and Inclusion Project Children and young people with disabilities, who continue to meet the criteria for assessment, will be offered re assessment. This will identify how their needs will be best met.

For those families who feel they are entitled to a service, we will undertake to offer an assessment to identify their current needs.

### Summary

As part of the budget proposal developing a framework agreement and commissioned services:  
The current provision of Short breaks including both Day Care and Over night is currently under review and a commissioning team has been set up to establish a comprehensive and compliant and equitable service.  
Simultaneously all children who currently receive a service are undergoing an assessment to review their needs .

**Budget Proposals 2014/15 and 2015/16: Commercial Services**

<b>Name:</b> Anne-Marie Bond	<b>Position:</b> Executive Head of Commercial Services
<b>Business Unit:</b> Commercial Services	<b>Directorate:</b> Finance and Operations
<b>Executive Lead(s):</b> Cllr Derek Mills	<b>Date:</b> 6 <sup>th</sup> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial year income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £'s	Budget reduction £'s				Internal	Minor	Major
<b>2014/2015</b>								
<b>1. Voluntary reduction of hours (0.8 fte) in Governance Support</b>	0	21,700	None	01.04.13	Impact already absorbed. Reduced level of resources when resources already strained within Governance Support. Clear expectations with departments and members will need to be established.	X		
<b>2. Voluntary reduction of hours (0.2 fte) in Land Charges</b>	0	4,700	None	01.12.13	Multi-skilling of staff from other departments will provide additional resources and resilience to Land Charges team to cope with increasing demand.	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £'s	Budget reduction £'s				Internal	Minor	Major
<b>3. Re-structures of the teams and reductions in the number of posts (6 posts)</b>	0	211,700	1 x vacant post – no costs 5 x posts – associated redundancy costs	Various until 31.03.14	Reduced capacity to across the teams. Reductions cannot be achieved without impact upon service delivery. Clear expectations with departments and members will need to be established as to the level of service able to be delivered going forward.	X		
<b>4. Tight control of non pay budgets</b>	0	6,400	None	In place	Further reduction of limited non pay related budget lines. This limits opportunities for training and the purchase of technical and legal resources.	X		
<b>5. Increased target for income generation</b>	65,000	0	None	01.04.14	An increase in activity in the property market has seen increased fees being generated. There are no changes to the level of fees being charged.	X		
<b>7. Savings generated by merger of Coronial districts with Plymouth City Council</b>	0	20,000	None	01.04.14	Following the Ministry of Justice decision to merge the Coronial areas for Plymouth and Torbay, work is proceeding to move to one administrative office. This will result in savings. Given timings, these savings will be staggered, the projected overall savings is split over 2 years.	X		
<b>8. Removal of Elections General Expenditure</b>	0	2,000	None	01.04.14	This budget line covers ancillary budget matters for elections. In practice this budget line is not used, as expenses are incorporated in the Governance Team's budget.	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*														
	Income £'s	Budget reduction £'s				Internal	Minor	Major												
9. Deletion of budget for a Special Responsibility Allowance (SRA)	0	6,500	None	01.04.14	Members can only claim one SRA, but the full budget has always been included to allow for changes in member structures. The deputy mayor has always had a portfolio, and it is not thought that the Deputy Mayor would ever not have a portfolio. The SRA that is proposed be deleted has never been used.	X														
10. Increased income target for Registrars	7,500	0	None	01.04.13	Increase fees for weddings in approved premises, so that fees comparable with those charged in Devon.  <table border="0"> <tr> <td></td> <td>Current</td> <td>Proposed</td> </tr> <tr> <td>Mon – Fri</td> <td>£325</td> <td>£400</td> </tr> <tr> <td>Saturday</td> <td>£350</td> <td>£425</td> </tr> <tr> <td>Sunday</td> <td>£400</td> <td>£475</td> </tr> </table> Part year impact. The majority of weddings are booked up to a year in advance, so a full year effect will only be seen in year two.		Current	Proposed	Mon – Fri	£325	£400	Saturday	£350	£425	Sunday	£400	£475			X
	Current	Proposed																		
Mon – Fri	£325	£400																		
Saturday	£350	£425																		
Sunday	£400	£475																		
11. Reduction in non-pay budgets	0	23,000	None	01.04.14	Further reduction of limited non pay related budget lines. This limits opportunities for training and the purchase of technical resources.	X														

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £'s	Budget reduction £'s				Internal	Minor	Major
<b>2015/16</b>								
<b>12. Re-structure of teams</b>	0	143,000 (approx)	Associated redundancy costs	Autumn 2014 – March 2015	Reduction in capacity. Resources already strained. The reductions will have an impact upon service delivery. There will need to be decisions as to what work the teams stop providing. Clear expectations/standards of service with members and departments will need to be established.	X		
<b>13. Savings generated by merger of Coronial districts with Plymouth City Council</b> 2005	0	17,500	None	01.04.15	Following the Ministry of Justice decision to merge the Coronial areas for Plymouth and Torbay, work is proceeding to move to one administrative office. This will result in savings. Given the timing of the merger, the savings will be staggered over two years.	X		
<b>14. Increased income targets</b>	60,000	0	None	01.04.15	The income figures adopted for year 1 were cautious. It is hoped that confidence from the 13/14 and 14/15 figures will allow for further increased income targets	X		
Total income / saving 2014/15	72,500	296,000						
Total income / saving 2015/16	60,000	160,500						
<b>SUB TOTAL</b>	<b>£132,500</b>	<b>£456,500</b>						
<b>TOTAL</b>	<b>£589,000</b>							

## **INSURANCE FUND**

In addition to the savings target set for Commercial Services, we were asked to find savings of 5% from the costs of insurance. 5% of the insurance costs equates to £50,000.

The Council's Insurance Manager has reviewed this together with Martin Phillips, Principal Accountant, and they have taken account of the recent actuarial review received from our brokers. This review indicates a contribution amount to meet the Council's claims losses which is less than the current reserve in the Revenue Budget. Therefore as a result of this it will be possible to release £90,000 from the Insurance Revenue Budget.

Additionally an increase of £50,000 in the insurance trading income has been identified.

Total Savings from Insurance Budget in Year 1: **£140,000**

## **CONCLUSION**

Commercial Services were set a combined target of £685,000, including Insurance requirements. For the 2013/14 budget, one off funding of £40,000 was used to build the budget, therefore in order to achieve a balanced budget, total savings of **£745,000** were necessary to be identified.

**The income and savings as detailed within this document amount to £746,000, with £508,500 in Year 1 (including the insurance savings) and £236,500 in Year 2.**



## Budget Proposals 2014/15 and 2015/16: Community Safety

<b>Name:</b> Fran Hughes	<b>Position:</b> Executive Head Community Safety
<b>Business Unit:</b> Community Safety	<b>Directorate:</b> Public Health
<b>Executive Lead(s):</b> Councillor Robert Excell	<b>Date:</b> 6 <sup>th</sup> February 2014

### Introduction

The Community Safety budget savings are in part being met by the public health budget (£200k). Where possible this has been shown in the table below. However some of this funding will need to be used to achieve a restructure across a number of areas to meet public health outcomes framework objectives which is likely to necessitate the recruitment of new skills. This will include additional resources within the food safety remit.

### \*Type of Decision

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

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Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
1. Restructures across the service	0	112,600	Potential Redundancy costs	£27,600 01/04/14  £85,000 01/04/15	Savings in 2014/15 (£27,600) arisen from change in hours of Trading Standards Officer post.  Further restructures in 2015/16 may result in reduced capacity across the service to deliver projects.	X		

Agenda Item 3b  
Appendix 12

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>2. Additional crematorium income</b></p>	90,000	0	NIL	<p>£70,000 01/04/14</p> <p>£20,000 01/04/2015</p>	No risk associated with this proposal as this additional projected income is due to the annual RPI uplift on the contract income and a rent review.	X		
<p><b>3. Additional Income from ring fenced community safety grant:</b></p> <p>Proposal is this funding will be allocated to support the Street Warden Scheme</p>	50,000	0	NIL	01/04/2014	This is funding available to the Community Safety Partnership which could be allocated to support the Street Wardens. This would enable the Street Wardens programme to continue and deliver on key crime and disorder objectives as well as cross cutting into other key community issues.	X		
<p><b>4. Environmental Health Officer (EHO) in Housing Standards</b></p> <p>Supported by public health income stream targeted at public health outcomes framework objectives</p>	46,000	0	NIL	01/04/2014	This will enable 1 FTE professionally qualified officer to remain within the housing standards team. This will directly contribute to the delivery of the public health outcomes framework with regard to the impact of housing on health, excess winter deaths, fuel poverty and housing in our most deprived communities.	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
5. Cease to provide funding to Community Partnerships	0	34,500	NIL	01/04/14	There is no statutory requirement to fund Community Partnerships. Last year the council reduced the community partnership funding by 50%. It is proposed that the funding now ceases altogether.		X	
6. Revenue reductions associated with changes in community development and transfer of staff to Community Development Trust	0	18,900	NIL	01/04/14	There is no risk associated with this reduction. These are efficiency savings associated with the changes in the way the council delivers community development and the transfer of staff to the new Community Development Trust.		X	
7. Cease to provide contract monitoring for the schools meals services  This is currently provided on behalf of Children's Services and they are exploring how this service should be delivered in the future.	0	-7,700	NIL	July 2014 to coincide with the end of the contract	The schools meals contract is due to end in June 2014 and Children's Services are currently consulting with schools on how they wish to see schools meals delivered in the future. The food safety team will still need to inspect school meals to ensure compliance with food safety and food standards.			X
8. Reduce the amount of funding for NHS complaints advocacy.  This service is being re-tendered and	0	20,000	NIL	01/04/14	This service is in the process of being re-tendered. It is a statutory duty of the council under the Health and Social Care Act and the council assumed responsibility for it on 1 <sup>st</sup> April 2013. In April we entered into a			X



Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
11. Public Health contribution to service delivery to achieve the Public Health Outcomes framework objectives delivered through Environmental Health	38,000	0	NIL	01/04/14	This money has to be spent on delivery public health outcomes framework objectives. This is a contribution to work undertaken within Environmental Health.	X		
12. Additional income stream in Health and Safety and savings from expenditure across the services	5,000	10,000	NIL	01/04/14	There are no anticipated risks associated with this proposal.	X		
13. Reduce the funding available for the street warden service	0	22,000	NIL	01/04/15	Potentially reduced capacity of the street warden scheme.  The potential impact of this proposal will be explored through consultation in 2014. An Equality Impact Assessment will be undertaken in relation to this proposal.			X
14. Reduce the amount of funding allocated to Rogue Landlord enforcement	0	10,000	NIL	01/04/14	This will reduce the Mayor's contribution to £90,000. There is no anticipated change to the existing commitment to service delivery as this £10,000 was a contingency for legal costs which can be covered from within the	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*			
	Income £	Budget reduction £				Internal	Minor	Major	
Total income / saving 2014/15	218,000	119,000			project.				
Total income / saving 2015/16	28,000	112,000			The council has also applied for additional funding in relation to rogue landlords which, if successful, will increase the amount spent overall.				
<b>TOTAL</b>		<b>£477,000</b>							

Note: In addition to the public health funding shown above there is an additional £116k ring fenced public health funding allocated to the team which will be utilised specifically on public health outcomes framework achievement, where there are known gaps in existing service namely: vulnerability/domestic abuse; food safety/nutritional standards and analytical support on health and wellbeing issues.

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): Community Partnerships

<b>Officer Name:</b>	<b>Fran Hughes</b>	<b>Position:</b>	<b>Executive Head Community Safety</b>
<b>Business Unit:</b>	<b>Community Safety</b>	<b>Directorate:</b>	<b>Public Health</b>
<b>Executive Lead(s):</b>	<b>Councillor Robert Excell</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

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Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	<b>Councillor Robert Excell</b>	<b>Executive Head:</b>	<b>Fran Hughes</b>
<b>Date:</b>		<b>Date:</b>	

**Summary from Overall Budget Proposals:**

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost Include brief outline + year incurred	Delivery When will this proposal realise income / savings	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
Cease to provide Community Partnerships with funding		34,500	NIL	01/04/14	There is no statutory requirement to fund Community Partnerships. Last year the council reduced the community partnership funding by 50%. It is proposed that the funding now ceases altogether.		X	



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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>Community Partnerships were set up as a network of community representatives in every Ward in Torbay, they provide an opportunity for people who live or work in Torbay to discuss issues of common concern, influence the way in which services are provided and improve their local area.</p> <p>Community Partnerships have traditionally been funded by the council since they were set up approximately 10 years ago. In the 12/13 budget setting process their funding was reduced by 50% to £32,000. This funding was given to the Community Partnership Management Board for them to allocate between the partnerships as they felt was appropriate. Since that time the Community Partnership have set themselves up as a Limited Company with a new governance structure. The Community Partnerships have remained extremely active since this previous reduction in budget, and rely on volunteers in each geographical area to support their ongoing work.</p> <p>The proposal is to cease to provide funding for Community Partnerships from 1<sup>st</sup> April 2014.</p>
2.	Who is intended to benefit / who will be affected?	<p>This proposal will negatively affect Torbay Community Partnerships Limited and each geographically based community partnership –as their ability to fund locally based initiatives will be reduced. However, the Community Partnership Board will need to support the priorities of the partnership and seek funding from other sources in order to support the long term sustainability of their work.</p> <p>Community Partnerships give a voice for the population of their wards including people from hard to reach and vulnerable groups, there is the potential that the community may not be able to access their Community Partnership as easily if the partnerships are not able to source alternative forms of funding.</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
3.	Have you considered the available evidence?	<p>The Community Partnerships are a network of community representatives in every Ward in Torbay, and there are 16 in total; 9 in Torquay, 5 in Paignton and 2 in Brixham.</p> <p>The Partnerships are run by 160 volunteers, estimated as an in kind contribution of £35,000 to the community. Residents' participation in Community Partnership activities varies from time to time and between areas, but a telephone survey of 2,001 residents undertaken in 2010 indicated that 49% of respondents knew about the Torbay Community Partnerships and 15% of those said that they had attended a meeting or event. At today's population rate that would be equivalent to 10,000 residents being involved in a community partnership. (The overall confidence interval for the survey assuming maximum variance in was +/- 2.1% at 95%).</p> <p>In the last 10 years the Community Partnerships have brought over £600,000 of external funding into the Bay, and have conducted over 200 consultations to inform local service provision. They have built 2 parks, implemented 2 public realm improvements projects, established two information and advice centres, set up one community shop, and run over 100 other community based projects.</p> <p>The Partnerships were positively evaluated by PriceWaterhouseCoopers in 2004 and by the then Government Office of the South West in 2010.</p> <p>The Community Partnerships have now set themselves up as a limited company and are therefore a more stable structure than was previously the case. However, they are also reliant on external funding sources. The Community Partnerships are administering the ~Community First national grant funding arrangements locally. -They also act as the key conduit for certain funding streams in areas of deprivation eg the Community First programme. As well as supporting</p>

No	Question	Details															
4.	<p>How will / have you consulted on the proposal?</p>	<p>Localities with funding, the Community Partnerships are the focal point for most of the statutory agencies when they are undertaking community engagement activities and Community Partnerships are active contributors to wider social change through their representation on a large number of partnership bodies across Torbay e.g. Policy Development Group (Communities), Stronger Communities Board, Ageing Better Partnership.</p> <p>On the 28th November 2013, the Trustees of the Torbay Community Partnership had a Board meeting and one of the items discussed was future of Torbay Council's funding. This meeting followed an email consultation with the 160 Steering Group members of the Partnership initiated on the 23rd November. The result of this discussion was that the Board recognised the fact that Torbay Council's funding is going to cease (the Board have advised that they had been planning for this event), and therefore they have decided not to challenge the proposal.</p> <p>Consultation on this proposal was also undertaken through the Mayor's Budget Consultation. People were asked whether they agreed with the proposal to cease the funding to the Community Partnerships – the following responses were given:</p> <table border="1" data-bbox="727 611 1023 1173"> <thead> <tr> <th>Do you support this proposal?</th> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>277</td> <td>67.7</td> </tr> <tr> <td>No</td> <td>80</td> <td>19.6</td> </tr> <tr> <td>No response</td> <td>52</td> <td>12.5</td> </tr> <tr> <td><b>Total</b></td> <td><b>409</b></td> <td><b>100.0</b></td> </tr> </tbody> </table> <p>Please see appendix one for further results.</p>	Do you support this proposal?	Number	Percent	Yes	277	67.7	No	80	19.6	No response	52	12.5	<b>Total</b>	<b>409</b>	<b>100.0</b>
Do you support this proposal?	Number	Percent															
Yes	277	67.7															
No	80	19.6															
No response	52	12.5															
<b>Total</b>	<b>409</b>	<b>100.0</b>															
5.	<p>Outline the key findings</p>	<p>As above – please see appendix one for further results.</p>															

No	Question	Details
6.	What amendments may be required as a result of the consultation?	None

## Positive and Negative Equality Impacts

Positive and Negative Equality Impacts		Details	
No	Question	Positive Impact	Negative Impact
7.	Identify the potential positive and negative impacts on specific groups		
	Older or younger people		<p><b>Negative Impact</b></p> <p>The demographic of membership of community partnership tends to be the older population, and therefore older people may be negatively impacted by the decision. They may have less opportunity to influence general services in their area.</p>
	People with caring responsibilities		<p><b>Neutral Impact</b></p> <p>As the community partnerships have now been established as a separate legal entity they could be self sustaining and operate without council support. The emerging Community Development Trust will be supporting the Community Partnerships are part of the new arrangements that have been put in place.</p>
	People with a disability		No identified differential impact at this stage
	Women or men		No identified differential impact at this stage
	People who are black or from a minority ethnic background (BME)		No identified differential impact at this stage
	Religion or belief (including lack of belief)		No identified differential impact at this stage
	People who are lesbian, gay or bisexual		No identified differential impact at this stage

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 impacts (Including impact on child poverty issues and deprivation)</p>
	<p>Public Health impacts (How will your proposal impact on the general health of the population of Torbay)</p>
	<p>No identified differential impact at this stage</p> <p>No identified differential impact at this stage</p> <p>No identified differential impact at this stage</p>
	<p>The partnerships provide a funnel for agencies and communities to come together and tackle some of the socio economic problems in each area, The removal of funding may result in having limited co-ordinated responses to those challenges. The Community Partnerships are also the conduit for much wider social change e.g. in the development of neighbourhood plans which directly influence the future direction of travel for Torbay.</p> <p>The partnerships provide a funnel for agencies and communities to come together and tackle some of the public health issues in each area, The removal of funding may result in having limited co-ordinated responses to those challenges. The Community Partnerships really understand the community that they serve. They know who the community leaders are, where there are areas of concern and understand the tensions which may exist at a local level. A valuable source of community cohesion and community understanding may be lost of the Community Partnerships did not exist.</p>

<b>Details</b>	
<b>No</b> <b>8a.</b>	<b>Question</b> <b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)
	There are no other known Council proposals which will impact upon the Community Partnerships.  If the removal of funding means that the community partnerships do not become sustainable as they are not able to attract different sources of funding then the wider council and partner agencies may lose an avenue of communicating with the public at a Ward Level. The opportunity for the community to influence decision makers in a coordinated way may also be lost. This may make user consultation and engagement across a range of services more difficult.
<b>8b.</b>	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)
	There are no known other public service proposals that would impact upon the Community Partnerships.

### Section 3: Mitigating action

<b>Details</b>	
<b>No</b> <b>9.001</b>	<b>Action</b> <b>Summarise any negative impacts and how these will be managed?</b>
	Through the Community Development Trust ongoing support will be provided to the successful operation of the Community Partnerships. This will be in the form of advice, support and access to a wider network of community and voluntary sector organisations from across Torbay. This will formally be part of the service level agreement that exists between the council and the Community Development Trust. The Community Partnerships will continue to have the opportunity to sit on the partnership boards as currently.

### Section 4: Monitoring

<b>Details</b>	
<b>No</b> <b>10.</b>	<b>Action</b> <b>Outline plans to monitor the actual impact of your proposals</b>
	Regular liaison with the Community Partnerships Limited and the Community Development Trust.

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	✓	No further action required.



## APPENDIX ONE:

### Community Safety Budget Proposals:

Community Safety: Current Net Budget 2013/14: £2.24 million

Savings proposed for 2014/15 and 2015/16: £477,000

#### Q7) Cease to provide funding for Community Partnerships

The proposal is to cease to provide funding to the Community Partnerships. This is expected to save £34,500 over two years.

Do you support this proposal?	Number	Percent
Yes	277	67.7
No	80	19.6
No response	52	12.5
<b>Total</b>	<b>409</b>	<b>100.0</b>

73 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
Represents the community	<p><i>“These are another low cost way of achieving things at the local level. With imagination, they could take up some of the gap left by reductions in other services, especially those relating to the environment, and harness the increased input of local people.”</i></p> <p><i>“Community partnerships represent the communities’ interest and should be funded.”</i></p> <p><i>“Community Partnerships are now a key part of local organisation, including local plans.”</i></p>
Vital service	<p><i>“Community Partnerships have only just become established and are a useful tool of communication with the council.”</i></p> <p><i>“The unpaid work in support, help, guidance and community involvement given by these organisations is too great to abandon and is the key to family and individual support.”</i></p>
Other	<p><i>“Minimal savings, what impact on the community?”</i></p>

**Budget Proposals 2014/15 and 2015/16: Corporate Budgets**

<b>Name:</b> Paul Looby	<b>Position:</b> Executive Head
<b>Business Unit:</b> Finance	<b>Directorate:</b> Operations and Finance
<b>Executive Lead(s):</b> Mayor	<b>Date:</b> 6 <sup>th</sup> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
1. Treasury Management	0	350,000	NIL	01/04/2014	No impact identified	X		
2. Insurance	0	140,000	NIL	01/04/2014	No impact Identified	X		
3. Brixham Town Council CTSS Grant	0	37,000	NIL	01/04/2014	This proposal is subject to negotiation with Brixham Town Council and consultation will be undertaken to assess potential impact.		X	
4. Riviera International Conference Centre (RICC)	0	50,000	NIL	£20,000 2014/15 £30,000 2015/16	Proposal developed in partnership with the RICC to reduce the subsidy.		X	
5. Review of waste	0	1,300,000		£250,000 2014/15 £1,050,000 2015/16	To review waste to establish where savings can be made			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• <i>Potential risks</i></li> <li>• <i>Impact on community</i></li> <li>• <i>Knock on impact to other agencies</i></li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
Total income / saving 2014/15	0	797,000						
Total income / saving 2015/16	0	1,080,000						
<b>Overall income/saving:</b>	<b>0</b>	<b>1,877,000</b>						
<b>TOTAL</b>	<b>£1,877,000</b>							

**Budget Proposals 2014/15 and 2015/16: Finance**

<b>Name:</b> Paul Looby	<b>Position:</b> Executive Head Finance
<b>Business Unit:</b> Finance	<b>Directorate:</b> Operations and Finance
<b>Executive Lead(s):</b> Mayor	<b>Date:</b> 6 <sup>th</sup> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>Q1. Restructure savings already delivered in 2013/14:</b>  Restructure Within Children's Finance team. Deletion of 2 posts 1.1 fte (completed July 2013.)  Deletion of Principal, Accountant post Housing (completed September 13)	0	24,000	NIL	July 2013  September 2013	<ul style="list-style-type: none"> <li>• Potential for reduction in financial support and advice across the Children's Services and Housing Services due to reduced capacity.</li> <li>• Due to reduced capacity service departments will be required to take greater responsibility for financial management.</li> <li>• Key risk is response times to requests for information may be slower and there may be limited capacity to support financial advice for new projects and initiatives.</li> </ul>	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
2. Internal staffing savings	0	101,000		April 2014	<ul style="list-style-type: none"> <li>Service departments may be required to take greater responsibility for financial management.</li> <li>Key risk is response times to requests for information may be slower and there may be limited capacity to support financial advice for new projects and initiatives.</li> <li>Reduction in performance levels for key performance indicators.</li> </ul>	X		
3. Reduction to Devon Audit Partnership (DAP) Budget  Torbay, Devon and Plymouth have agreed future arrangements for the internal audit contract and have provisionally agreed a 30% reduction to the contract over the next three years. These proposals outline savings for the next 2 years with a further saving in 2016/17.	0	54,000	NIL	£27,000 April 2014 £27,000 April 2015	<ul style="list-style-type: none"> <li>Requires agreement of the Devon Audit Partnership Committee.</li> <li>Due to reduced audit coverage there is a risk that DAP will not be able to provide assurance that there are adequate systems in place for internal control across the council.</li> </ul>	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>4. Reduction in non pay budgets</b>            i.e. printing, stationery, publications across the entire business unit.</p>	0	15,000	NIL	April 2014	<ul style="list-style-type: none"> <li>• No impact. Achieved through use of IT and electronic delivery of data.</li> </ul>	X		
<p><b>5. Additional income for provision of services.</b></p>	15,000	0	NIL	April 2014	<ul style="list-style-type: none"> <li>• No impact.</li> </ul>	X		
<p><b>6. Charge all hardship claims, arising from the introduction of the local council tax scheme, directly to the collection fund.</b>             This proposals enables the council to transfer the existing hardship budget to the Collection Fund which will attract a contribution to any write offs from the Police and Fire Authority.</p>	0	15,000	NIL	April 2014	<ul style="list-style-type: none"> <li>• No Impact</li> </ul>	X		
<p><b>7. Remove budget for discretionary council tax which now forms part of the council tax support scheme (CTSS).</b>             This will have no impact on payments for discretionary council tax as the CTSS makes provision for these payments.</p>	0	56,000	NIL	September 2013	<ul style="list-style-type: none"> <li>• No Impact</li> </ul>	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>8. Review of working arrangements</b></p> <p>Proposals to be developed during 2014/15.</p>	0	144,000	Associated redundancy costs	April 2015	<ul style="list-style-type: none"> <li>There is the potential for a reduction in the range and level of financial support and advice to all services, a reduction in the quality of support provided for the budget process and final accounts.</li> <li>Response times to queries may be considerably slower and capacity to support major projects through financial advice may be impacted upon.</li> <li>Processing times for housing and council tax may increase with adverse impact upon customers.</li> <li>Increased workload with respect to the collection of income and impact upon the collection of outstanding debt.</li> <li>Ongoing pressures with workloads arising from ongoing welfare changes.</li> <li>If performance declines and housing benefit service fails to meet their target for reducing errors in processing claims no additional subsidy will be achieved.</li> </ul>	X		
Total income / saving 2014/15		15,000						
Total income / saving 2015/16		0						
<b>Overall Income / Saving</b>		<b>£15,000</b>						
<b>TOTAL</b>		<b>£463,000</b>						

**Budget Proposals 2014/15 and 2015/16: Information Services**

<b>Name:</b> Bob Clark	<b>Position:</b> Exec Head – Information Services (CIO; SIRO)
<b>Business Unit:</b> Information Services	<b>Directorate:</b> Operations and Finance
<b>Executive Lead(s):</b> Cllr Derek Mills	<b>Date:</b> 6 <sup>th</sup> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

<b>Proposals – Outline details</b> <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review you document the saving / income relates to.</i>	<b>Savings for 2014/15 and 2015/16</b>		<b>Implementation Cost</b> Include brief outline + year incurred	<b>Delivery date</b> <i>When will this proposal realise income / savings</i>	<b>Risks / impact of proposals</b> <ul style="list-style-type: none"> <li>• <i>Potential risks</i></li> <li>• <i>Impact on community</i></li> <li>• <i>Knock on impact to other agencies</i></li> </ul>	<b>Type of decision*</b>		
	<b>Income £</b>	<b>Budget reduction £</b>				<b>Internal</b>	<b>Minor</b>	<b>Major</b>
<p><b>1. Savings associated with vacancy management and reduced hours within ICT</b></p> <p>Achieved through vacancy management and not filling of posts – approx 4 FTE</p>	0	129,000	None	01/04/14	<p>There is the potential for further reduction in service levels particularly in the ICT Service Desk and PC Support areas.</p> <p>There is also the risk that the Development and Application support team will be unable to adequately resource some of the departmental system developments to their specified timescales.</p> <p>There is a possibility that departmental services across the Council could be put at risk if the team are unable to adequately support their systems and meet their own internal timescales</p>	X		



Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 and 2015/16		Implementation Cost Include brief outline + year incurred	Delivery date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
						0	4,000	X
<p><b>2. ICT – Infrastructure</b></p> <p>Proposal include:</p> <ul style="list-style-type: none"> <li>To reduce maintenance on the new UPS system</li> <li>Renegotiating data circuit rentals</li> <li>Cancel contract for Websense E-mail Virtual Image Agent scanning software</li> </ul> <p>It should be noted there is a budget pressure of around £7000 to cover additional hardware maintenance and Smartphone encryption</p>			None	01/04/14	<p>The cancellation of the Websense Virtual Image Agent scanning system will mean that e-mails will not be checked for inappropriate images.. ICT will have no way of monitoring and stopping inappropriate content via e-mail entering the organisation.</p>	X		

Proposals – Outline details Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 and 2015/16		Implementation Cost Include brief outline + year incurred	Delivery date When will this proposal realise income / savings	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>3. ICT – General overheads</b></p> <ul style="list-style-type: none"> <li>Reduce staff training budget £1,000 saving</li> <li>Reduce budgets on mileage, public transport; subscriptions, conferences, Furniture and equipment, H&amp;S equipment; training room equipment/consumables; stationery (£4,500)</li> </ul>	0	5,500	None	01/04/14	<p>There is the potential that ICT technical skills will be reduced over time if staff are unable to attend the necessary ICT Technical Training which supports the delivery of changing and new technologies.</p>	X		
<p><b>4. ICT – Central telephones</b></p> <ul style="list-style-type: none"> <li>Renegotiating call rates from BT (New OGC contract) (£5,000)</li> <li>Deletion of line rentals for Paignton Old Town hall and Oldway (£10,000)</li> <li>Cancellation of kit maintenance for Paignton Old Town hall and Oldway £7,000</li> </ul>	0	22,000	None	01/04/14	<p>No impact identified. BT contract is only for 1 year. Will need to re-new contract for 2015/16</p>	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 and 2015/16		Implementation Cost Include brief outline + year incurred	Delivery date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>5. Additional Income generation – IT training</b></p> <ul style="list-style-type: none"> <li>• Increase income by selling ICT MOS self service training to schools and other public / voluntary sector bodies.</li> </ul>	25,000	0	None	01/04/14	<p>If we are successful at selling self service courses there is an opportunity to further increase the income generated (target £50k yr 2.) to help support the overall ICT Budget.</p>	X		
<p><b>6. Review ICT Training provision.</b></p> <ul style="list-style-type: none"> <li>• The aim is for the service to become self funding by 2015/16</li> <li>• Evaluate options of establishing ICT training as a trading unit</li> </ul>	0	70,000	Costs will need to be determined if partnership or trust arrangement is pursued.	01/04/15	<p>There is the potential that by establishing an internal trading unit costs are moved to Departmental budgets so the saving to the local authority may be minimal.</p> <p>Delivering ICT Training via a partnership or semi-outsourced organisation may not deliver the full range of bespoke training we currently provide. Cost of ICT training could actually increase.</p>	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 and 2015/16		Implementation Cost Include brief outline + year incurred	Delivery date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>7. Savings associated with vacancy management within Customer Services</b></p> <p>Achieved through vacancy management and not filling of posts – approx 2 FTE</p>	0	60,000	None	By 01/04/14	<ul style="list-style-type: none"> <li>There is the potential for reductions in Customer Call centre contact rates which could impact on the reputation of the Council due to a reduction in service level.</li> <li>There is the potential for customer dissatisfaction and potential increase in the number of complaints</li> <li>Reduced resource to enable take-on of customer contact from other Council services.</li> </ul>		X	
<p><b>8. Future State Project – review of TOR2 call handling</b></p>	0	40,000	NIL	01/04/14	<ul style="list-style-type: none"> <li>Council Call centre may still have to receive calls from public and re-direct.</li> <li>There could potentially be some additional costs in relation to ICT Systems; Web self service and Call centre repurposing</li> </ul>		X	

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 and 2015/16		Implementation Cost Include brief outline + year incurred	Delivery date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>9. Review Connections Offices operating model.</b></p> <p>This proposal seeks to review the current face to face customer service provision across the three Connections offices. A number of options will be subject to public consultation in 2014.</p>	0	54,000 approx	There will be additional costs associated with this proposal. To be researched	01/04/15	A set of options will be developed in relation to connections offices which will be subject to full consultation and Equality Impact Assessments in 2014			X
<p><b>10. Continue to roll out the Customer Access Improvement Programme (CAIP)</b></p>	0	60,000	TBC	01/04/15	Business case will be developed and evaluated during 2013/14 to see if the approach is financially and operationally feasible. There is the potential that the project may not deliver all of the projected savings.	X		
<p><b>11. <u>Post Room - Vacancy management -</u></b></p> <p>Do not fill corporate admin vacancy (1 fte)</p>	0	20,000	None	By 01/04/14	There is the potential that there may be delays in the distribution of post	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 and 2015/16		Implementation Cost Include brief outline + year incurred	Delivery date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>12. Further review of <u>Information Services</u> and <u>infrastructure</u></b>	0	198,000	TBC	2015/16	To be determined as part of the review	X		
Total income / saving 2014/15	25,000	280,500						
Total income / saving 2015/16	0	382,000						
<b>Sub Total</b>	<b>£25,000</b>	<b>£662,500</b>						
<b>TOTAL</b>	<b>£687,500</b>							

# Budget Proposals 2014/15 and 2015/16: Resident and Visitor Services

<b>Name:</b> Sue Cheriton	<b>Position:</b> Executive Head of RVS
<b>Business Unit:</b> Residents and Visitor Services	<b>Directorate:</b> Place and Resources
<b>Executive Lead(s):</b> Cllr Excell, Cllr Butt, Cllr Hill, Cllr Richards	<b>Date:</b> 6 <sup>th</sup> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>Commissioning Partnerships, Culture and Business Development</b>								
1. <b>Strategic Director (Place) support</b> Reduction in allocation to project funds	0	7,000	None	2014/15	There is the potential for reduced capacity to support special project initiatives.  No anticipated impact on community.	X		
2. <b>Corporate Security/CCTV</b> Income development	140,000	0	Potential set up costs for externalising/ transferring services (approx £20K)	£20k 2014/15 £120k 2015/16	The set up of a private company to deliver private work may be required  Approaches from private clients already being received.  There is the potential for reduced response to Torbay services.  No anticipated impact on community.	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>3. Parking and Enforcement (Council Future State Project (FSP))</b> Better use of enforcement or reduced patrols</p>	0	70,000	None	2014/15	Better use of enforcement or reduced patrols – joint arrangements across RVS and other departments.	X		
<p><b>4. LGPS</b> Saving generated by employees not taking up Local Government Pension Scheme</p>	0	50,000	None	2014/15	There is the potential that new employees wish to take up pension scheme	X		
<p><b>5. Assistant Director and Management</b> Reduced back office and resources including supplies and services. Reduced income pressure fund for parking</p>	0	113,000	None	2014/15	Better use of the resources in 2013/14 has realised additional savings.  The income pressure fund for parking shortfall will be reduced to nil. There is the potential for reduced car parking support/maintenance if income not achieved  If parking income is low further reductions may be required from highways maintenance.	X		
<p><b>6. Additional Income:</b> Generated from Riviera Wheel, the fair and equivalent</p>	30,000	0	None	2014/15	There is the potential risk that planning permission may not be granted in the future for the Riviera Wheel.			X



Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
7. TCCT Reduction in grant over two years to Torbay Coast and Countryside Trust (TCCT)	0	100,000	None	£50,000 2014/15  £50,000 2015/16	There is the potential that TCCT will not be able to deliver projects such as the further development of Occombe Farm.  Maintenance of land managed on behalf of the Council will likely to be affected.			X
8. Reduced parking enforcement (PCN's) Achieved through vacancy management	0	40,000	None	2014/15	There is the potential risk that parking income may reduce if there is less parking enforcement.  No anticipated impact on community.	X		
9. Savings generated from improved appeal processes Development of IT Systems	0	40,000	Any potential cost IT software (TBC)	2015/16	There is the potential risk that it may take longer periods to respond to appeals.  The development of any IT system for the public will require an EIA.		X	
10. ERTC Reduction in grant over two years to the English Riviera Tourism Company (ERTC)	0	100,000	Some redundancy payments may be incurred	£15k 2014/15  £85K 2015/16	There is the potential risk that this will reduce destination marketing and delivery of the visitor service information.			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>11. TOR2 Reductions</b> <ul style="list-style-type: none"> <li>Future State Project (FSP) – shared saving</li> <li>Client reductions (FSP) Savings generated from efficiencies in monitoring TOR2 contract</li> </ul>	0	210,000	None	£190,500 2014/15 £19,500 2015/16	Proposed FSP Council contribution offered by TOR2 as part of FSP.  There is the potential risk that the reduction proposed is not realised by TOR2.  There is no anticipated impact on community. However, consultation may be required should any saving impact on services.  There is the potential risk of reduced contract monitoring of overall contract conditions and delivery of the services.  Public complaints will be dealt with by TOR2 and not by the Council.	X		
<b>12. On Street Parking</b> Income generation	50,000	0	None	2015/16	Income to be generated through new areas  There is the potential risk that income cannot be generated.		X	
<b>13. On Street Parking</b> Reduced Maintenance	0	20,000	None	2015/16	There is the potential for public dissatisfaction with reduced maintenance to on street parking.			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>14. Review subsidised public transport</b>	0	150,500	To be identified once review completed	£150,500 2015/16	A review and needs assessment to be undertaken of all subsidised transport.  The potential impact of any future proposed changes will be assessed through consultation and Equality Impact Assessment.			X
<b>15. Acorn Centre Grant</b> Cessation of funding	0	51,500	None	2015/16	There is the potential risk that should the centre not source alternative funding services will be reduced at the centre.  To mitigate against the reductions, the Council has established a reserve of £25,000 for the Acorn Centre, which can be drawn upon in 2015/16. This reserve has been established so as to provide additional funding to enable the Centre to move forward with its plans of increasing its revenue so as to alleviate the impact of the long term loss of the Council funding.			X
<b>16. Sports Development</b> Future State Project (FSP) transfer of sports booking and league support to TOR2 or alternative provider	0	26,000	None	£1,000 2014/15  £25,000 2015/16	There is the potential of reduced strategic and funding support. There could be a loss of support to sports clubs on funding options if this cannot be provided by clubs or the emerging Community Development Trust.			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <i>Potential risks</i> <ul style="list-style-type: none"> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>17. Palace Theatre</b> Increase income and explore opportunities for alternative delivery with nil subsidy	0	44,000	None	£22,000 2014/15  £22,000 2015/16	There is the potential risk that the required income cannot be generated.		X	
<b>18. Arts and Events Development</b> Arts – recharging staff resources as part of future grant allocation	20,000	0	None	£10,000 2014/15  £10,000 2015/16	Recharge staff resources as part of future grant applications.  There is the potential risk that reductions in Arts Council Grant from 2015 could impact on capacity to deliver programmes of work.	X		
<b>19. Events Budget</b> Contribution to organisations applying for funding to delivery events locally		20,000	None	£20,000 2014/15	There are likely to be less organisations which are supported which would reduce number of events programmed	X		
<b>20. Torre Abbey</b> Increase income and reducing subsidy	20,000	30,000	None	2015/16	Increase in income through commercial bookings and better marketing.  There is the potential risk increased income cannot be generated			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>21. Museums Grants</b> Savings generated through Future Museums Project	0	20,000	None	2015/16	There is the potential risk that if savings cannot be achieved from the Future Museum Project savings may need to be identified elsewhere within this service.		X	
<b>22. Sport Development</b> Remove a grant for Tennis Tournament which has not been applied for in the last financial year	0	2,000	None	2014/15	Remove grant to Tennis Tournament which has not been claimed in the last financial year.		X	
<b>Library Services</b>								
<b>23. Review of library services to include:</b> <ul style="list-style-type: none"><li>Vacancy management</li><li>A review of opening hours in static libraries</li><li>Cessation of mobile library provision</li><li>Options for partnership delivery of library services</li><li>Review of the management and support services</li></ul>	0	364,500	Potential redundancy costs which would be identified as part of the review	£127,000 2014/15 £237,500 2015/16	As a result of the review there is now the proposal to remove the mobile library service.  A variety of factors have been taken into account in terms of removing the current vehicle including current usage and the fact that the vehicle is at the end of its useful life. Alternative provision will be considered for users who are housebound.  The budgetary reductions will also be met by the deletion of 2 x vacant posts and 1 x post due to become vacant in April 2014. The duties and responsibilities of these positions have been/will be assimilated by other members of staff. There will be no adverse impact on service users.			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>Street Scene and Place</b>								
<b>24. Beaches</b> Increase income from beach huts and explore options for income collection through joint arrangements (Future State Project)	30,000	20,000	None	£30,000 2014/15  £20,000 2015/16	There is the potential risk increased income cannot be generated.			X
<b>25. Beaches</b> Increase income from concessions through introduction of additional sites for catering	10,000	0	None	2014/15	Introduce additional concessions at the following beaches: Princess / Hollicombe / Abbey with options for further beach concession options being developed.			X
<b>26. Engineering Services</b> Income	50,000	0	None	2014/15	Currently there is more work from external providers generating income. There is the potential that if income is not achieved then savings would need to be identified across the service.		X	
<b>27. Highways</b> Structural Maintenance elements – reducing ordered / cyclical work values / reduced highway repairs	0	150,000	0	£55,000 2014/15  £95,000 2015/16	There is the potential for public dissatisfaction as condition of highways may deteriorate over time.  Reduced funding for highway repairs			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
through cyclical and ordered works Part Future State Project (FSP)					across all areas and discretionary element of footway and carriageway repairs may be removed completely.			
<b>28. Highways</b> Cyclical Maintenance – Development of IT systems and reducing maintenance on cyclical works lining and surface repairs Part Future State Project (FSP)	0	80,000	None	2014/15	There is the potential for public dissatisfaction and there may be no response to public concerns relating to road safety, congestion or parking. Only high risk elements may be actioned.  Removal of Transport Working Party with decisions made by Executive Lead and Communication reduced to only statutory of consultation with members of the Transport Working Party it is agreed two meeting will be supported each year to review strategic and policy matters  Reduced maintenance across the infrastructure. Reduced road safety education.		X	

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>29. Highways</b> Street Lighting	0	75,000	None	£50,000 2014/15  £25,000 2015/16	There is the potential risk of reduced monitoring of street light contract.  There is the potential for outages in street lighting / more faults / longer response times and a reduced ability to support Seafront Illuminations.		X	
<b>30. Highways</b> Section 38 Commuted Sums Increase charges	20,000	0	None	2014/15	Currently there increasing volumes in section 38 commuted sums and there is the option to increase charges. There is the potential risk that income cannot be generated.		X	
<b>31. Car Park Infrastructure</b> Reduce maintenance	0	19,000	None	£15,000 2014/15  £4,000 2015/16	There is the potential for less relining and patching in car parks, leading to longer term deterioration of the assets.		X	
<b>32. Beaches Infrastructure</b> Reduced maintenance and repairs	0	3,000	None	2014/15	There is the potential for less repainting of railings, bin replacement and surface works, leading to longer term deterioration of the asset.  There could be an option for concessions to take on minor maintenance of beaches.		X	



Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"><li>Potential risks</li><li>Impact on community</li><li>Knock on impact to other agencies</li></ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<b>33. Public Toilets</b> Water usage reduction through reducing capacity in cisterns	0	15,000	None	2014/15	There is the potential risk of not achieving expected reduction due to increased customer use.	X		
<b>34. Natural Environment and Sports Facilities</b> Arboriculture (Trees)	0	30,000	None	2014/15	There is the potential for public dissatisfaction as tree works become more reactive tree works rather than planned maintenance.  A potential reduction in regular inspection of trees and an immediate response only on health and safety concerns. Potential for reduced inspection of parks and monitoring of contractors (FSP).	X		
<b>35. Natural Environment and Sports Facilities</b> Parks and open spaces – part of Future State Project (FSP)  Transfer to clubs of repairs to parks and cyclical maintenance.	0	90,000	None	£50,000 2014/15 £40,000 2015/16	There is the risk that leases may take longer to implement which could affect savings.  There may be reduced ability to support improvement projects.  Saving relies on reductions being found by TOR2/Glendale.			X

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	Income £	Budget reduction £				Internal	Minor	Major
<b>36. Parks and Open Spaces</b> Reduction in maintenance	0	70,000	None	£50,000 2014/15  £20,000 2015/16	There is the potential for public dissatisfaction from reduced maintenance of parks.  There may be reduced visible grass cutting and maintenance of flower beds.		X	
Total income / saving 2014/15	170,000	1,055,500						
Total income / saving 2015/16	200,000	955,000						
<b>Overall Income / Saving</b>	<b>370,000</b>	<b>2,010,500</b>						
<b>TOTAL</b>	<b>£2,380,500</b>							

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA) – Torbay Coast and Countryside Trust

<b>Officer Name:</b>	<b>Sue Cheriton</b>	<b>Position:</b>	<b>Executive Head of Resident &amp; Visitor Services</b>
<b>Business Unit:</b>	<b>Resident &amp; Visitor Services</b>	<b>Directorate:</b>	<b>Place and Resources</b>
<b>Executive Lead(s):</b>	<b>Cllr Ray Hill</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	<b>Cllr Ray Hill</b>	<b>Executive Head:</b>	<b>Sue Cheriton</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
TCCT - Reduction in grant over two years to Torbay Coast and Countryside Trust (TCCT)	0	100,000	None	£50,000 2014/15 £50,000 2015/16	<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>There is the potential that TCCT will not be able to deliver projects such as the further development of Occombe Farm. Maintenance of land managed on behalf of the Council will likely to be affected.</p>			X

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

No	Question	Details
1.	<p>Clearly set out the purpose of the proposal and what is the intended outcome.</p>	<p>Outcome – To reduce the grant subsidy to Torbay Coast and Countryside Trust by £100k over two years. The services provided by the Torbay Coast and Countryside Trust (TCCT) are in the most part discretionary services. The management of the public rights of way (South West Coast Path) are a statutory obligation as set out in the CROW Act 2000 as is the management of lands within the SSSI or the ANOB. Berryhead has Scheduled Monument status which means there is a statutory obligation to protect and maintain the asset.</p> <p>The Trust was formed in 1999 and took over the management of Torbay Council's countryside estate, it was paid an annual management fee of £200,000 by the Council to provide a land management service across 1200 acres. This fee has remained largely unchanged over the 13 years of the Trust's operation, although on route there has been the transfer of additional land (the estate is now 1750 acres) and income-generating assets and occasional adjustments for inflation.</p> <p>The estate comprises 76% of Torbay's Public Open Space and the Trust is fully responsible for its maintenance and insurance.</p> <p>The Trust has been successful in developing new activities and income sources to help regenerate the estate and has succeeded in attracting over £8m of external investment in improving and maintaining the infrastructure of the estate. In 1999 the Trust employed just 9 people; it now employs 32 and provides placements for another 10 apprentices.</p> <p>Over the years TCCT have been working to be cost neutral across all their sites. The Trustees are working on proposals that would enable to trust to generate new sources of income.</p> <p>The Trust is indebted with overdraft and loans at the bank totalling £900k (varies as overdraft facility is used) and the Council has paid £800k in advance of land at Preston Down Road. It is anticipated at sometime in the future the Council will sell the Preston Down Road site which will probably be included in the emerging Local Plan as a site for residential development. As the Trust has a lease on the site it will be entitled to a proportion of any capital receipt (proportion will be subject to negotiation).</p> <p>There have been discussions with the Trust for the Council to take back control of the sites the Trust leases that have some development potential in return for the Council clearing some or all the Trust's debts. These discussions have not created an agreed outcome at this stage.</p>

No	Question	Details
2.	Who is intended to benefit / who will be affected?	<p>The proposed reduction over the next two years will probably see a reduction in the quantity and/or quality of the land management undertaken by the Trust. This could reduce the quality of our coastal footpaths and other amenity land maintained by the Trust on the Council's behalf.</p> <p>The Trust does have plans to increase their income/surplus by increasing their trading activities. If this is successful it should be able to mitigate the Council's reduction in management fee.</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																
3.	Have you considered the available evidence?	<p>TCCT have been advised of the proposal. They have indicated there are two potential outcomes:</p> <ol style="list-style-type: none"> <li>1. A reduction in service (as described above) equivalent to the reduction in funding; or</li> <li>2. If the Council and Trust can come to an agreement on the paying off the Trust's debts in return for control of land with development potential, they believe that the proposed business plan and development option is deliverable with the income to support the reduction of the grant.</li> </ol> <p>Although the second outcome has been discussed agreement has not yet been reached. . .</p> <p>Capital grants from the Coastal Communities Fund and the Heritage Lottery Fund also provide TCCT with other income opportunities to support the organisation.</p> <table border="1" data-bbox="970 562 1318 1682"> <thead> <tr> <th></th> <th>Period</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>No of complaints received regarding condition of the coast path</td> <td>Q2 2013/14</td> <td>4</td> <td>4</td> </tr> <tr> <td>Develop and agree a 3 year maintenance plan and maintain the buildings and landholdings in line</td> <td>2012/13</td> <td>90%</td> <td>100%</td> </tr> <tr> <td>Value of grant funding generated against the proportion of the total income - revenue</td> <td>2012/13</td> <td>28%</td> <td>30%</td> </tr> </tbody> </table>		Period	Actual	Target	No of complaints received regarding condition of the coast path	Q2 2013/14	4	4	Develop and agree a 3 year maintenance plan and maintain the buildings and landholdings in line	2012/13	90%	100%	Value of grant funding generated against the proportion of the total income - revenue	2012/13	28%	30%
	Period	Actual	Target															
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Maintaining Green Flag Award for Cockington Country Park	2012/13		Yes						Yes																																																																									
Develop the marketing strategy and delivery targets 2010-12	2012/13		90%						90%																																																																									
4.	<p><b>How will / have you consulted on the proposal?</b></p>	<p>Consultation has taken place with the Chair of TCCT and the Directors of the organisation. This has led to the development of proposals for negotiation and also an indication of the impact the cuts will have on service standards.</p> <p>It is expected that the service development proposal will be consulted on if any proposals proceed in the future.</p> <p>Torbay Council have also consulted with:</p> <ul style="list-style-type: none"> <li>All residents in Torbay via the Mayor's budget consultation</li> </ul>																																																																																



No	Question	Details															
5.	Outline the key findings	<p>The TCCT budget proposal was included within the Mayor's General Consultation – where the following questions were asked:</p> <p>Q. It is proposed to reduce the grant to the Torbay Coast and Countryside Trust by £50,000 in 2014/15 and by £50,000 in 2015/16. This is expected to save £100,000 over two years. Do you support this proposal?</p> <table border="1" data-bbox="395 611 691 1171"> <thead> <tr> <th>Do you support this proposal?</th> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>249</td> <td>60.9</td> </tr> <tr> <td>No</td> <td>131</td> <td>32.0</td> </tr> <tr> <td>No response</td> <td>29</td> <td>7.1</td> </tr> <tr> <td><b>Total</b></td> <td><b>409</b></td> <td><b>100.0</b></td> </tr> </tbody> </table> <p>124 respondents also made comments relating to the proposal where they stated that they did not agree with it. These are attached at appendix one of this report.</p>	Do you support this proposal?	Number	Percent	Yes	249	60.9	No	131	32.0	No response	29	7.1	<b>Total</b>	<b>409</b>	<b>100.0</b>
Do you support this proposal?	Number	Percent															
Yes	249	60.9															
No	131	32.0															
No response	29	7.1															
<b>Total</b>	<b>409</b>	<b>100.0</b>															
6.	What amendments may be required as a result of the consultation?	<p>There are no changes to the proposal in light of the consultation although outcome 2 (as specified within section 1 above) is still to be investigated.</p>															

## Positive and Negative Equality Impacts

Positive and Negative Equality Impacts		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups			
	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 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 impacts (Including impact on child poverty issues and deprivation)		No Differential Impact	
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)		No Differential Impact	

No	Question	Details
8a.	<p><b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>There are no other proposed changes within the Council budgets which will impact upon the TCCT.</p> <p>If the savings plan proposed or income levels are not achieved it is expected that maintenance of the countryside around Torbay under lease to TCCT may suffer. This will affect all those who use the SW Coast Path if the maintenance of this land reduces.</p> <p>The Scheduled Monument and ANOB areas may be affected by reduced maintenance which may result in restricted public access in future years if this no longer can be maintained to a level to allow public access.</p>
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>There are no other public service proposals of which the Council are aware of which will impact upon the TCCT.</p>

**Section 3: Mitigating action**

No	Action	Details
9.	<p><b>Summarise any negative impacts and how these will be managed?</b></p>	<p>The biggest impact will be what the Trust can achieve on the remaining grant to ensure that key assets are maintained. The Council will work with the Trust to identify areas that need to be the priority and explore other help to ensure that the assets that the public value most continue to be maintained.</p>

**Section 4: Monitoring**

No	Action	Details
10.	<p><b>Outline plans to monitor the actual impact of your proposals</b></p>	<p>The performance indicators will be adjusted to reflect the agreed changes in delivery of the service. Once these are set the Council will monitor on a quarterly basis. There will be a constant review on the performance of the Trust and any adjustments dealt with as part of the monthly meetings with the Chairman and Director.</p>

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p><b>State a recommended course of action</b></p>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p>✓</p>	<p>The proposals do not amount to discrimination, either direct or indirect.</p>

## APPENDIX ONE:

### Grant to Torbay Coast and Countryside Trust

It is proposed to reduce the grant to the Torbay Coast and Countryside Trust by £50,000 in 2014/15 and by £50,000 in 2015/16. This is expected to save £100,000 over two years.

Do you support this proposal?	Number	Percent
Yes	249	60.9
No	131	32.0
No response	29	7.1
<b>Total</b>	<b>409</b>	<b>100.0</b>

124 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
<b>Will affect tourism</b>	<p><i>“We need to keep investing in our coast for tourism and coastal erosion reasons.”</i></p> <p><i>“Tourism is important to this area and I can see this might impact on visitors and the environment.”</i></p> <p><i>“Massively important part of our economy is tourism. Coast and countryside is a major factor in this.”</i></p>
<b>Protect the environment</b>	<p><i>“The conservation of the environment is fundamental to sustainable development to protect natural resources.”</i></p> <p><i>“This organisation is working to conserve and enhance the very natural assets that make Torbay special and attract visitors to this area at all times of year, quite apart from the very real long-term need to save the environment for future generations.”</i></p>
<b>Vital resource</b>	<p><i>“We need to protect and care for our coast and countryside, they are valuable assets.”</i></p> <p><i>“It is important for both residents and tourists to have access to a well maintained coast path and parkland.”</i></p>

# Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): English Riviera Tourism Company

<b>Officer Name:</b>	Sue Cheriton	<b>Position:</b>	Executive Head of RVS
<b>Business Unit:</b>	RVS	<b>Directorate:</b>	Palace and Resources
<b>Executive Lead(s):</b>	Cllr Jeanette Richards (supported by Cllr Butt)	<b>Date:</b>	6 <sup>th</sup> February 2014

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	Cllr Jeanette Richards (supported by Cllr Butt)	<b>Executive Head:</b>	Sue Cheriton
<b>Date:</b>	6 <sup>th</sup> February 2014	<b>Date:</b>	6 <sup>th</sup> February 2014

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• <i>Potential risks</i></li> <li>• <i>Impact on community</i></li> <li>• <i>Knock on impact to other agencies</i></li> </ul>	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
ERTC - Reduction in grant over two years to the English Riviera Tourism Company (ERTC)	0	100,000	Some redundancy payments may be incurred	£15k 2014/15  £85K 2015/16	There is the potential risk that this will reduce destination marketing and delivery of the visitor service information.			X

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

No	Question	Details
1.	Clearly set out the purpose of the proposal and what is the intended outcome.	It is proposed to reduce the Contract Commissioning Fee of £505,200 (2013/14) given to the English Riviera Tourism Company (ERTC) by £15,000 in 2014/15 and £85,000 in 2015/16
2.	Who is intended to benefit / who will be affected?	<ul style="list-style-type: none"> <li>• The ERTC Company and Board</li> <li>• ERTC promotional partners who rely on the ERTC to promote their business may be affected</li> <li>• Attractions may also be affected as people may not have the option of getting information from the traditional sources</li> <li>• Fewer enquiries will be able to be responded to via face to face, phone or email. So potential visitors may have a lesser service overall.</li> <li>• Potential visitors to the bay</li> <li>• Local residents who jobs rely directly or indirectly on the tourism industry and those who see this as vital to the general economy of the area</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
3.	Have you considered the available evidence?	<p>Tourism Statistics for the English Riviera:</p> <p>National Statistics – 2012 for Torbay (Visit England) – latest available</p> <ol style="list-style-type: none"> <li>1. 2012 saw a 1% uplift in total visitors (trips) to the English Riviera compared to 0% for the whole of Devon</li> <li>2. 2012 saw a 16% uplift in total staying visitor spend to the English Riviera compared to 15% for the whole of Devon</li> <li>3. 2012 saw a 18% uplift in total overseas visitors to the English Riviera compared to 10% for the whole of Devon</li> <li>4. 2012 saw a 28% uplift in total day visits to the English Riviera compared to 9% for the whole of Devon</li> </ol> <ul style="list-style-type: none"> <li>• Total direct value of tourism to Torbay in 2012 was: £427,870,000</li> <li>• Total indirect value of tourism to Torbay in 2012 was: £563,217,000</li> <li>• Total number of jobs provided by tourism in 2012 was: 12,020</li> <li>• 21% of the total population in 2012 were dependent on tourism for employment</li> </ul> <p>There are a number of quarterly performance indicators that show that tourism across the bay is improving:</p>

No	Question	Details																				
	Sample = 51 businesses on the monitor monthly	<table border="1"> <thead> <tr> <th data-bbox="181 1288 213 1680">Indicator</th> <th data-bbox="181 891 213 1288">2012/13</th> <th data-bbox="181 501 213 891">2013/14 (to date)</th> <th data-bbox="181 107 213 501">Notes</th> </tr> </thead> <tbody> <tr> <td data-bbox="213 1288 357 1680">Businesses who consider their business to be the same/better than the previous year</td> <td data-bbox="213 891 357 1288">51%</td> <td data-bbox="213 501 357 891">75%</td> <td data-bbox="213 107 357 501">2013/14 up to Sept</td> </tr> <tr> <td data-bbox="357 1288 491 1680">Businesses who reported turnover is the same of higher than the previous quarter last year</td> <td data-bbox="357 891 491 1288">47%</td> <td data-bbox="357 501 491 891">92%</td> <td data-bbox="357 107 491 501">2013/14 up to Sept</td> </tr> <tr> <td data-bbox="491 1288 625 1680">Attractions who reported their visitor number were the same or higher than previous year</td> <td data-bbox="491 891 625 1288">71%</td> <td data-bbox="491 501 625 891">100%</td> <td data-bbox="491 107 625 501">2013/14 up to Sept</td> </tr> <tr> <td data-bbox="625 1288 730 1680">Business confidence on future booking levels for the next quarter</td> <td data-bbox="625 891 730 1288">38%</td> <td data-bbox="625 501 730 891">76%</td> <td data-bbox="625 107 730 501">2013/14 up to Sept</td> </tr> </tbody> </table>	Indicator	2012/13	2013/14 (to date)	Notes	Businesses who consider their business to be the same/better than the previous year	51%	75%	2013/14 up to Sept	Businesses who reported turnover is the same of higher than the previous quarter last year	47%	92%	2013/14 up to Sept	Attractions who reported their visitor number were the same or higher than previous year	71%	100%	2013/14 up to Sept	Business confidence on future booking levels for the next quarter	38%	76%	2013/14 up to Sept
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4.	How will / have you consulted on the proposal?	<p>The Director of Place and Resources has advised the ERTC's CEO, Chairman and Board Directors of the proposed reductions. Visit England has also been consulted by the ERTC.</p> <p>There were two consultations undertaken – one that was a general online and paper based questionnaire which asked local people directly whether the public supported the reduction to the ERTC budget.</p> <p>The second was an online survey emailed directly to the Promotional Partners (307 businesses that contribute to the ERTC through promotional activity) of the ERTC which identified all the functions carried out on their behalf to assess the value of the areas of service currently provided. This would inform the ERTC of which service they would reduce to meet the budget savings across both years.</p> <p>Both surveys took place between 10<sup>th</sup> December 2013 and 16<sup>th</sup> January 2014</p>																				

No	Question	Details
5.	Outline the key findings	<p>On the general question on do you support the proposal to reduce the grant to the ERTC : 409 people responded:</p> <p>288 supported the reduction  90 did not support the reduction  31 provided no response</p> <p>95 people made specific comments relating to the proposal under the following themes</p> <ul style="list-style-type: none"> <li>• Concerns that the reduction would affect tourism</li> <li>• That it was seen as a vital service</li> <li>• Reduction is too much</li> <li>• Thoughts it would have long term affect</li> </ul> <p>The second questionnaire was sent to the 300+ Promotional Partners who support the ERTC. These partners are directly involved and benefit from the services provided by the ERTC.</p> <p>Only 74 responses were received although it is acknowledged that many of the smaller facilities are closed in the winter and many people may be away.</p> <p>Considering a number of services provided the most valuable to the responders were Destination Marketing functions (75%) and PR and Media Activity (39.1%).</p> <p>The provision of visitor information services were also considered important or very important by 40.5% of those respondents.</p> <p>The least important were developing skills and training including courses, industry support activity like advice conferencing and exhibitions. With market research valued by as many people as not. 52 of the 75 respondents participate in the 'How's Business Survey' each month which is a key indicator on the local market place.</p> <p>The value of the Agatha Christie Festival was considered of low importance and respondents were mixed in their comments on the impact directly for their businesses of this festival, but did acknowledge this was good for the wider economy of the bay.</p> <p>There was little appetite from the respondents to pay for services further or volunteer any time to support the service provision more than they are doing currently.</p> <p>There is a need to review the print and leaflets as some publications were considered not important.</p>

No	Question	Details
		<p>The Destination Guide and Web Site Services were considered the most important to the respondents in terms of Destination marketing activity with the spring campaign seen as the most important out of the seasonal campaigns that currently take place.</p> <p>The question of alternative options for funding through a Tourism Business Improvement District (TBID) or Bay wide BID (retail, tourism BID etc) were asked of the consultees. The results showed that the majority of respondents were in favour of a TBID and equal numbers were in support of a Bay wide BID. The comments suggested that those who were opposed to the BID option felt that different areas have different priorities.</p> <p>Please see appendix one for the report containing the consultation results.</p>
6.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>There are no changes to the proposals as a result of the consultation but the ERTC has specified that following the survey results that it is likely destination marketing would see the greatest reduction to meet the reduction in the grant in 2015/16.</p>

**Positive and Negative Equality Impacts**

<b>Positive and Negative Equality Impacts</b>		<b>Details</b>	
<b>No</b>	<b>Question</b>	<b>Positive Impact</b>	<b>Negative Impact</b>
7.	Identify the potential positive and negative impacts on specific groups		
	Older or younger people		Loss of counter/phone Visitor Information Services (if this were to be removed) would impact on older people who do not have web access
	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 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 impacts (Including impact on child poverty issues and deprivation)		18% of Torbay working population work in Tourism related businesses. If visitors reduce this may impact on income for families
	Public Health impacts (How will your proposal impact on		No differential impact

No	Question	Details
8a.	<p>the general health of the population of Torbay)</p> <p><b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>There are no other proposals within the budget which impact upon the ERTC directly.</p>
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>The tourism economy could be affected by reduced services if no other income can be found to supplement the service or and services have to be reduced by the ERTC.</p> <p>The Council is the only public sector organisation that supports the ERTC, and therefore no other public sector proposals will impact upon them.</p>

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### Section 3: Mitigating action

No	Action	Details
9.00	<p><b>Summarise any negative impacts and how these will be managed?</b></p>	<p>The tourism economy could be affected by reduced services if no other income can be found to supplement the service or and services have to be reduced by the ERTC.</p> <p>For the General Survey respondents there was a concern that income to businesses would be affected.</p> <p>We will monitor this by the How's Business monitor which is produced each month by South West Research on behalf of ERTC. Visit England measure the job allocation and value of tourism each year.</p> <p>Alternative provision or funding is being explored like sectorial tax incentives scheme.</p>

### Section 4: Monitoring

Details	
<b>No</b>	<b>Action</b>
10.	Outline plans to monitor the actual impact of your proposals
The Council does monitor the economy by the How's Business monitor which is produced each month by South west Research on behalf of ERTC. Visit England measure the job allocation and value of tourism each year. Feedback from the business community will also be considered and evaluated following any reductions in service.	

**Section 5: Recommended course of action –**

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p>✓</p>	<p>There are no additional impacts identified that had not already been considered. The impacts are considered to be balanced against all groups.</p>

## Appendix One:

### Consultation Data: English Riviera Tourism Company (ERTC) Service Evaluation

#### 1. Torbay tourism industry businesses

##### 1.1 Methodology

An online survey was developed which was supported by information about the proposal.

The online survey opened on the 14<sup>th</sup> December 2013 with a closing date of 15<sup>th</sup> January 2014.

A total of 74 responses were received.

Tables were constructed and percentages calculated using the overall number of questionnaires received (74) as the denominator unless otherwise stated.

##### 1.2 Results

The following tables show the consultation results to a standard set of questions which were sent to Torbay tourism industry businesses for a response. The responses have been grouped into themes with examples of any comments made.

#### Tourism Strategy Development

**Q1. The current adopted Tourism Strategy is titled “Turning the Tide for Tourism in Torbay”. Have you read the strategy?**

	Number	Percent
No	17	23.0%
Yes	55	74.3%
No response	2	2.7%
<b>Total</b>	<b>74</b>	<b>100%</b>



**Q2. If you have read it, do you support what the strategy is trying to achieve? (This question was only asked of those that said yes to Q1).**

	<b>Number</b>	<b>Percent</b>
No	<b>0</b>	<b>0%</b>
Yes	<b>55</b>	<b>74.3%</b>
No response	<b>19</b>	<b>25.7%</b>
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q2a If you don't support the strategy, please tell us why.**

No comments were received in response to this question.

## ERTC Services

Q3. How important are the following ERTC Services to your business?

	Very important		Important		Neither important or unimportant		Unimportant		Not important at all		No response		Total	
	No	%	No	%	No	%	No	%	No	%	No	%	No	%
English Riviera Visitor Information Centre (counter service in central Torquay)	30	40.5%	31	41.8%	5	6.7%	1	1.3%	6	8.1%	1	1.3%	74	100%
English Riviera Destination Marketing (web site, social media and guide)	56	75.6%	14	18.9%	2	2.7%	1	1.3%	0	0.0%	1	1.3%	74	100%
Market Research (How's Business and Visitor Surveys)	13	17.5%	23	31.0%	30	40.5%	3	4.0%	4	5.4%	1	1.3%	74	100%
PR and Media Activity (Press Releases, Journalist Visits)	29	39.1%	24	32.0%	13	17.5%	4	5.4%	2	2.7%	2	2.7%	74	100%
Welcome English Riviera Training Programme	6	8.1%	15	20.2%	27	36.4%	16	21.6%	9	12.1%	1	1.3%	74	100%
Industry Support (Advice, Updates, Conferences, Networking, Exhibition)	18	24.3%	31	41.8%	13	17.5%	5	6.7%	6	8.1%	1	1.3%	74	100%
Delivery of the Agatha Christie Festival	18	24.3%	21	28.3%	22	29.7%	8	10.8%	4	5.4%	1	1.3%	74	100%

**Visitor Information (English Riviera Visitor Information Centre)**

**Q4. If there were no counter service available in central Torquay, how do you believe this would affect your business?**

Theme	Examples of comments
Negative	<p><i>"May badly impact the guest experience in the bay resulting in less returning guests."</i></p> <p><i>"It would reflect very badly on Torquay."</i></p> <p><i>"It would be unthinkable to have no counter service tourism is based on the personal touch and as my business is based on Torquay harbour I would say that during the summer season at large number of customers ask to be directed to tourist office for details of where to stay and what to do. Also very noticeable this year when office was closed on Sundays."</i></p>
Neutral	<p><i>"We already supply guests with visitor information. We organise days out for them, taxis, restaurants, theatres. We advise them of places to see and of activities coming up. We collect guests from both the coach and railway stations by arrangement. We cater for special dietary requirements, by prior arrangement. We pamper our guests in the same way as many of our colleagues do."</i></p> <p><i>"As we currently have good return visits from a lot of our guests, and our website seems to work very well at home and worldwide, to be honest the loss of a counter service would not affect us directly. Although I do appreciate that they do a good job with a lot of accommodation providers, and with visitor attractions."</i></p> <p><i>"Not much as we are in Paignton. Certainly our guests are unimpressed at losing their Tourist Info Centre in Paignton so no doubt a similar view will be felt if the Torquay branch were to close."</i></p>
Not much Impact	<p><i>"Would not make much impact"</i></p> <p><i>"I do not believe it would affect trade, we would however need to provide further information to guests about the local area, this would be manageable."</i></p>

Theme	Examples of comments
	<i>"Marginally but I suggest an e-platform system could replace it - strategically placed around the Bay with touch screen and intelligent interface system to allow visitors to easily access all the information required"</i>

**Q5. Would you be willing to contribute to this service in any of the following ways? (Please tick as many as you like).**

	Number	%	No response	%
Financially e.g. sponsorship, membership fee, annual donation	19	25.6%	55	74.32
As a volunteer e.g. assist in the office or on the counter at visitor information	12	16.2%	62	83.7%
Provide extended Visitor Information Service (providing a visitor information point within your business)	22	29.7%	52	70.2%
Other	6	8.1%	68	91.8%
<b>Total</b>				

\*Respondents were allowed to choose more than one answer therefore this percentage is not applicable.

**Q5a. Please tell us how you would be willing to contribute in other ways below.**

Theme	Examples of comments
BID	<i>"Prepared to consider membership / support for the tourism BID"</i>
Rates	<i>"If we all had to pay a percentage of our rates to it"</i>
Website	<i>"Provide a link to my own website and feature the centre in our guest information packs"</i>

Visitor Information Literature

Q6a. How important are the following leaflets and visitor Information to your customers?

	Very important		Important		Neither important or unimportant		Unimportant		Not important at all		No response		Total	
	No	%	No	%	No	%	No	%	No	%	No	%	No	%
Free Tear off Maps	33	44.5%	26	35.1%	7	9.4%	4	5.4%	3	4.0%	1	1.3%	74	100%
Agatha Christie Leaflet	13	17.5%	23	31.0%	23	31.0%	7	9.4%	7	9.4%	1	1.3%	74	100%
Global Geopark Leaflet	5	6.7%	16	21.6%	34	45.9%	8	10.8%	9	12.1%	2	2.7%	74	100%
Events Leaflet	32	43.2%	23	31.0%	14	18.9%	1	1.3%	3	4.0%	1	1.3%	74	100%

### Destination Marketing

The ERTC are responsible for marketing the English Riviera brand to grow visitor numbers to the destination and do this in a number of ways.

**Q7. Please tell us how important the following are to your business?**

	Very important		Important		Neither important or unimportant		Unimportant		Not important at all		No response		Total	
	No	%	No	%	No	%	No	%	No	%	No	%	No	%
The Official English Riviera Destination Guide	35	47.2%	30	41.1%	5	6.7%	2	2.7%	1	1.3%	1	1.3%	74	100%
The Official English Riviera Web Site	56	75.6%	16	21.9%	0	0.0%	0	0.0%	1	1.3%	1	1.3%	74	100%
The My Riviera App and Social Media	21	28.3%	34	46.6%	9	12.1%	6	8.1%	3	4.0%	1	1.3%	74	100%
Facebook	10	13.5%	23	31.5%	24	32.4%	5	6.7%	11	14.8%	1	1.3%	74	100%
YouTube	10	13.5%	18	24.3%	28	37.8%	5	6.7%	11	14.8%	2	2.7%	74	100%
Twitter	9	12.1%	18	24.3%	27	36.4%	9	12.1%	10	13.5%	1	1.3%	74	100%

**Q8. How important is it to your business that the Official English Riviera Destination Guide is promoted nationally?**

	Number	Percent
Very important	50	67.5%
Important	19	25.6%
Neither important or unimportant	2	2.7%
Unimportant	1	1.3%
Not important at all	1	1.3%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q9. Does your business use the following? (Please tick as many as you like)**

	No response	Percent	Number	Percent
ERTC Widgets on your website (What's On, Things To Do etc.)	49	66.2%	25	33.7%
ERTC Official Image Library	40	54.0%	34	45.9%
<b>Total</b>				

\* Please note the % is calculated from 74 the total number of respondents therefore the total percentage is most applicable.

### **Seasonal Marketing Campaigns**

**Q10. Which is the most important season for the ERTC to assist your business with marketing campaigns?**

	Number	Percent
Spring	38	51.3%
Summer	23	31.0%
Autumn	2	2.7%
Winter	7	9.4%
No response	4	5.40%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q11. How important is the WE (Winter Escapes) campaign to your business?**

	Number	Percent
Very important	8	10.81%
Important	17	22.97%
Neither important or unimportant	22	29.7%
Unimportant	14	18.91%
Not important at all	12	16.21%
No response	1	1.35%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q12. If the Seasonal Marketing Campaigns were not available, what impact, if any, do you feel this would have on your business?**

Theme	Examples of comments
Negative	<p><i>"lower trade in a difficult season"</i></p> <p><i>"Winter accommodation sales would become even more depressing!"</i></p> <p><i>"Huge impact as we are open all year and rely totally on guests staying as our income as we don't have a pension or other jobs."</i></p>
Neutral	<p><i>"Not sure as I have no idea of whether my guests have seen them or been influenced to book by seeing them."</i></p> <p><i>"Not aware of the Winter Escapes campaign"</i></p> <p><i>"Hard to tell to be honest as it is hard to assess their effectiveness. The summer months are normally fine as long as the weather plays its part however the shoulder months I find make or break your season. If there is more focus on attracting visitors throughout the year I think this is key to the success of all Torbay businesses, not just accommodation providers."</i></p>
Not at all	<p><i>"I think that it is more important to get Torbay on the National weather map. To report news stories good or not so good on T.V. and radio as well as within the National press. Beyond that visitors will look at Trip Advisor and other similar sites to find accommodation within the resort area during the Spring and</i></p>



Theme	Examples of comments
	<p><i>Summer. Like most seaside resorts Torbay is very quiet in the late Autumn and Winter."</i></p> <p><i>"We are closed for 2-3 months in the winter when we take a break and renovate rooms so winter marketing does us no good. What we really want is many more reasons for visitors to come in the spring, Feb, March April and May and autumn, Oct and Nov. Visitors must have a compelling reason for coming here so marketing campaigns are not much good without more attractions that do not rely on sunshine."</i></p> <p><i>"Very little. At the moment virtually all of our winter business (such as it is) is people visiting friends /family or people coming for work. We really need to get away from "turkey and tinsel" and "cheap deals" and give other visitors a good reason to come during the winter with some major events. E.g. a walking festival in January/February."</i></p>

### Market Research

**Q13. Does your business take part in the monthly How's Business Survey?**

	Number	Percent
No	20	27.02%
Yes	52	70.27%
No response	2	2.70%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q14. How important is it for you to understand how your business is performing?**

	Number	Percent
Very important	36	48.64%
Important	27	36.48%
Neither important or unimportant	8	10.81%
Unimportant	0	0.00%
Not important at all	2	2.70%
No response	1	1.35%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q15. How important is it to your business in being able to access Market Research and Intelligence Data?**

	Number	Percent
Very important	14	18.9%
Important	22	39.7%
Neither important or unimportant	28	37.8%
Unimportant	5	6.7%
Not important at all	4	5.4%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q16. Have you ever accessed Market Research data from the ERTC to assist you with your own Business Development?**

	Number	Percent
No	58	78.37%
Yes	13	17.56%
No response	3	4.05%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q17. If yes, please tell us how this information was used.**

Theme	Examples of comments
<i>Performance management</i>	<i>"We use the data to bench mark against other businesses and to help make decisions when it comes to special offers at different points of the year etc. It has also been vital in helping us make decisions about increasing investment in our business."</i>
Promotion	<i>"Deciding on out of season campaigns."</i>
<i>Strategic planning</i>	<i>"To help in guest targeting/segmentation strategy."</i>

## Skills and Training

**Q18. Has your business attended any ERTC training?**

	Number	Percent
No	48	64.8%
Yes	25	33.7%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q19. Has your business taken part in the Welcome English Riviera Customer Service Course?**

	Number	Percent
No	10	13.5%
Yes	15	20.2%
No response	49	66.2%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q20. How important is it to you that the ERTC provides relevant Training Programmes?**

	Number	Percent
Very important	4	5.4%
Important	13	17.5%
Neither important or unimportant	36	48.6%
Unimportant	8	10.8%
Not important at all	12	16.2%
No response	1	1.35%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q21. Would your business be prepared to pay for your staff to attend specific Tourism Training Programmes? (E.g. Welcome Riviera course £40)**

	Number	Percent
No	46	62.1%
Yes	24	32.4%
No response	4	5.4%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q22. Are there any particular Training Courses that you would like to see the ERTC offer, please tell us which below?**

Theme	Examples of comments
Marketing	<i>"Accounting and web site design"</i> <i>"Social media marketing"</i>
Accommodation and hospitality courses	<i>"hospitality sales: Housekeeping, Food and Hygiene - all the basic accommodation and hospitality courses"</i>
Don't employ staff	<i>"Have no staff "</i> <i>"We can't afford staff".</i>

### **Industry Support**

**Q23. Do you attend the ERTC Industry Updates?**

	Number	Percent
No	23	31.0%
Yes	50	67.5%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q24. How important are these updates to your business?**

	Number	Percent
Very important	4	5.4%
Important	13	17.5%
Neither important or unimportant	36	48.6%
Unimportant	8	10.8%
Not important at all	12	16.2%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q25. Would you be prepared to pay to attend these events? (In the region of £50 to £100 per delegate)**

	Number	Percent
No	62	83.7%
Yes	10	13.5%
No response	2	2.7%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q26. Do you attend the annual Tourism Exhibition in the spring?**

	Number	Percent
No	18	24.3%
Yes	55	74.3%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q27. How important is this event to your business?**

	Number	Percent
Very important	14	18.9%
Important	21	28.3%
Neither important or unimportant	31	41.8%
Unimportant	5	6.7%
Not important at all	2	2.7%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q28. Do you receive the ERTC Industry Newsletters?**

	<b>Number</b>	<b>Percent</b>
No	11	17.1%
Yes	62	83.7%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q29. If yes, how useful do you find the Industry Newsletters?**

	<b>Number</b>	<b>Percent</b>
Very useful	7	9.4%
Useful	42	57.5%
Neither useful or not useful	13	17.8%
Not useful	0	0.0%
Not useful at all	0	0.0%
No response	12	16.2%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q30. Have you visited the ERTC's Promotional Partner web site?**

	<b>Number</b>	<b>Percent</b>
No	27	36.4%
Yes	46	62.1%
No response	1	1.3%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q31. If yes, how useful did you find the site?**

	<b>Number</b>	<b>Percent</b>
Very useful	8	10.8%
Useful	28	37.8%
Neither useful or not useful	9	12.1%
Not useful	1	1.3%
Not useful at all	0	0.0%
No response	28	37.8%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Agatha Christie Festival**

**Q32. Do you feel your business benefits from the Agatha Christie Festival?**

	Number	Percent
No	39	52.7%
Yes	33	44.5%
No response	2	2.7%
<b>Total</b>	<b>74</b>	<b>100</b>

**Q33. If the Agatha Christie Festival were to stop, what impact, if any, do you feel this would this have on your business?**

Theme	Examples of comments
Negative	<p><i>"Detrimental to bookings and international awareness."</i></p> <p><i>"A lot of people attend specifically for the Agatha Christie week. We would lose about 75% of bookings for that week. "</i></p> <p><i>"Reduced bookings and income."</i></p>
Neutral	<p><i>"Honestly we have had guests make trips to see the house etc at all times of year but never had anyone book specifically for the festival."</i></p> <p><i>"Again, difficult to judge. Although we do not benefit, the whole area does benefit ."</i></p> <p><i>"Not dependant on it "</i></p>
None at all	<p><i>"Very minimal impact."</i></p> <p><i>"None at all. Agatha is clearly a draw to Torquay but seems to happen all year round. We have never had any guests staying during Agatha week that mention the festival "</i></p> <p><i>"Nil, although it would be sad since anything that promotes the area must be of indirect benefit."</i></p>

## **Future Funding**

The ERTC are exploring the opportunities that could be presented by developing a TBID across Torbay to generate increased funds to market the English Riviera as a year round destination. This would mean that all tourism businesses (accommodation, attractions, and activities) would be asked to contribute an additional levy on their Business Rates. This is yet to be decided but the levy is typically 1.5% annually.

### **Q34. Would you in principle support this new initiative of a TBID?**

	<b>Number</b>	<b>Percent</b>
No	<b>26</b>	<b>35.1%</b>
Yes	<b>45</b>	<b>60.8%</b>
No response	<b>3</b>	<b>4.0%</b>
<b>Total</b>	<b>74</b>	<b>100%</b>

### **Q35. Please tell us why you have answered yes / no to question Q34.**

<b>Theme</b>	<b>Examples of comments</b>
In support	<p><i>"It would be good to be able to extend the season."</i></p> <p><i>"It might encourage attractions / activity providers to stay open all year round and so provide better opportunities for the guests we have staying with us."</i></p> <p><i>"Yes with reservations. There would need to be some sort of guarantee that a fair proportion of the monies raised in Paignton and Brixham would go to promoting those towns and not just all going to support initiatives in Torquay. There is already (rightly or wrongly) a perception that areas outside of Torquay do not get a fair share of existing available resources. Unless addressed I fear that a Bay wide TBID would not be supported. "</i></p>
Neutral	<p><i>"We are not based in Torbay but just outside the area, therefore would not benefit from TBID - we are happy to continue to pay for Membership as it is an important tool in our marketing strategy."</i></p> <p><i>"The devil will be in the detail i.e. the cost and outcomes of such a venture, but ERTC activities need to be maintained if Torbay</i></p>



Theme	Examples of comments
	<p><i>is going to continue to grow as a tourist destination. "</i></p> <p><i>"thank heavens I'm registered as a private house, so don't pay commercial business rates, so feel it would be unfair to say either way."</i></p>
Not in support	<p><i>"our rates are excessive already, I cannot justify a further increase"</i></p> <p><i>"We are only a B &amp; B and times are hard enough with overheads and we only trade ~March till Oct and do not trade in the winter due to the high heating costs etc. As do a lot of local B &amp; Bs. So we would not benefit from year round trade hence we would be funding the larger hotels who do stay open doing turkey and tinsel etc."</i></p> <p><i>"Can't afford any more costs."</i></p>

**Q36. Would you in principle support a Bay Wide Business Improvement District?**

	Number	Percent
No	35	47.2%
Yes	32	43.2%
No response	7	9.4%
<b>Total</b>	<b>74</b>	<b>100%</b>

**Q37. Please tell us why you have answered yes / no to question Q36**

Theme	Examples of comments
In support	<p><i>"It would bring new ventures to Torbay."</i></p> <p><i>"Anything that would increase tourism to The Bay!"</i></p> <p><i>"Again, certain areas of the bay lack investment, A bay wide project would allow a balanced approach to support the wide range of business which exists through the tourist industry."</i></p>
Neutral	<p><i>"I think the different areas of Torbay have different priorities and it would be difficult to bring together improvement ideas that please businesses in all areas."</i></p> <p><i>"Unsure. I think Paignton may suffer and not get its fair share. Apart from the play park which is great for children, our trade however is mainly 40 - 80 year olds!! The only developments we seem to see are 3 new accommodation providers with a fourth on its way(oldway) coming into the town causing the smaller hotels/b &amp; b loss of trade and more price wars to try and compete with their prices."</i></p> <p><i>"Support in principle but concerned about the lack of support for the Traditional English Bed and Breakfast. We have a lot of Swiss Guests and they really appreciate the personal attention and homely feel of a small guest house, as well as the authenticity of these kind of establishments. The standard of a small guest House can be as good or even better then a Brand Hotel. An English Bed and Breakfast is a brand in itself. Naturally, the accommodation needs to be clean, comfortable and up to date."</i></p>
Not in support	<p><i>"I prefer to spend my money marketing my own business rather than paying so that others may benefit."</i></p> <p><i>"I do not feel that the ERTC has done anything for my business."</i></p> <p><i>"The areas of the bay are different - each with its own character - I would not support a "one deal fits all" solution. In addition many of the holiday businesses are not in a single area or belt and the bay would benefit from attracting an assortment of businesses so that more locals work for a living and so increase the councils revenues rather than expenditure."</i></p>

## 2. Feedback from correspondence

In total 8 Emails and written letters were received. In summary the representations made addressed the following:

Theme	Examples of comments
<p><b>In Support of the ERTC</b></p>	<ul style="list-style-type: none"> <li>• <i>"In support of the ERTC without their input we would undoubtedly see a decline in the number of visitors."</i></li> <li>• <i>"This would lead to lower secondary spend in the area and almost certainly a reduction in the number of people we could afford to employ, and this in turn would have a negative impact on the economy of Torbay itself."</i></li> <li>• <i>"Tourism in Torbay and Torquay is vital to the prosperity of the bay and that the local population and local service benefit from the income and employment tourism brings with it."</i></li> <li>• <i>"The Council should provide practical resources and support for any bids for 3rd party money to assist with the regeneration of the area and tourism... after all it is our main asset!"</i></li> <li>• <i>"ERTC seems to have unified the tourism industry in Torbay. It also seems to have been effective, has the support of notable attractions in the bay, together with the support of a number of associations in the bay and seems to have a very effective board of directors."</i></li> <li>• <i>"I am against any cuts in the ERTC Budget as their fantastic work is of great benefit to the bay and employment."</i></li> <li>• <i>"The parks need to be cared for, the beaches kept clean and the huts repainted. We need to entice more holidaymakers to Torquay, not more homeless people. The hotels and B &amp; B's employ many unskilled and lower paid workers, who would otherwise be unemployed; they use local builders and tradesmen, and send guests to the restaurants and attractions. The hotels bring money into the area. We have supported the ERTC's work, and have been pleased with their tireless work to raise Torquay's profile as a tourist destination."</i></li> </ul>

Theme	Examples of comments
	<ul style="list-style-type: none"> <li data-bbox="544 280 1326 456">• <i>"Reducing the spend on the ERTC is not in the best interests of the economy of the Bay due to the high number of jobs both direct and indirect that are linked to a successful ERTC and hence Torbay tourism"</i></li> <li data-bbox="544 501 1390 645">• <i>"Large cuts to the ERTC budget will mean the company will cease to exist. And with the ERTC, a number of tourism businesses will not survive, the economy will worsen and unemployment will inevitably rise."</i></li> </ul>

### 3. **Mayor's Budget Consultation Results:**

#### 3.1 **Methodology**

A questionnaire was produced and was distributed, in hard copy, to all Connections offices and libraries – this was open to all members of the public to complete.

An online version was made available on the Torbay Council website on 22<sup>nd</sup> November. The questionnaire was advertised via posters and the local media. The survey had a closing date of 16th January 2014. A total of 409 responses have been received.

The following question was asked within this questionnaire regarding the ERTC Proposal:

#### **Grant to English Riviera Tourism Company**

It is proposed to reduce the grant to the English Riviera Tourism Company by £15,000 in 2014/15 and £85,000 in 2015/16. This is expected to save £100,000 over two years.

<b>Do you support this proposal?</b>	<b>Number</b>	<b>Percent</b>
Yes	288	70.4
No	90	22.0
No response	31	7.6
<b>Total</b>	<b>409</b>	<b>100.0</b>

95 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said ‘No’ above
<b>Will affect tourism</b>	<p><i>“You need tourism to bring in more money and the tourist needs to be nurtured for them to want to come back.”</i></p> <p><i>“Tourism is an essential part of Torbay’s economy and needs to be supported.”</i></p> <p><i>“Torbay relies on tourism for a large amount of its income. We should be doing what we can to promote Torbay as a holiday destination, the cost of this should outweigh the expenses.”</i></p> <p><i>“Tourism is the life blood of the bay, without an efficient and well run tourist company tourist numbers might drop... having negative effects on the well being of the area.”</i></p>
<b>Vital service</b>	<p><i>“The ERTC provides vital services to enhance the Bay’s tourist trade.”</i></p> <p><i>“The ERTC has been enormously successful in improving tourism in Torbay and should be supported in order to continue.”</i></p> <p><i>“Tourism is vital to Torbay’s economy. Many businesses rely on it. Jobs rely on it. Tourism is our main economy provider and with no marketing, tourism will decline and unemployment will rise.”</i></p>
<b>Other</b>	<p><i>“I agree in a reduction but not so extreme.”</i></p> <p><i>“Short term economies for a much greater loss in the long term...”</i></p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA) - Acorn Centre Grant

<b>Officer Name:</b>	Sue Cheriton	<b>Position:</b>	Executive Head of RVS
<b>Business Unit:</b>	RVS	<b>Directorate:</b>	Place and Resources
<b>Executive Lead(s):</b>	Cllr Robert Excell	<b>Date:</b>	6 <sup>th</sup> February 2014

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	Cllr Robert Excell	<b>Executive Head:</b>	Sue Cheriton
<b>Date:</b>	6 <sup>th</sup> February 2014	<b>Date:</b>	6 <sup>th</sup> February 2014

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Acorn Centre Grant Cessation of funding	0	51,500	None	2015/16	<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> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <p>There is the potential risk that should the centre not source alternative funding services will be reduced at the centre.</p> <p>To mitigate against the reductions, the Council has established a reserve of £25,000 for the Acorn Centre, which can be drawn upon in 2015/16. This reserve has been established so as to provide additional funding to enable the Centre to move forward with its plans of increasing its revenue so as to alleviate the impact of the long term loss of the Council funding.</p>			X



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

No	Question	Details
1.	Clearly set out the purpose of the proposal and what is the intended outcome.	<p>The proposal will cease the grant paid to the Acorn Centre in 2015/16. This is a historic grant which has been paid at least for ten years and was originally for the Acorn Centre to provide a salary for the manager to ensure the venue could support predominantly sports use. This is significantly more than any other standard community centre grant aided in Torbay. Since the Acorn Centre was set up other departments have in the past also funded the centre including Children Services for specific services provided. This level of reduction may make the Acorn Centre less viable as a sports location in the future. They have been in receipt of lottery funding for sports facilities and any closure may affect this agreement.</p> <p>To assist the Acorn Centre having a sustainable future the authority are exploring the option to lease the outside sports pitches and car park to enable this to provide income to the centre. It is however recognised that in the short-term the income will be insufficient to replace the funding withdrawn on the grant.</p>
2.	Who is intended to benefit / who will be affected?	<p>This is a local facility for the Barton and Watcombe area – which are areas of deprivation. Local people could lose the facility if the grants removal made the centre unviable and as a result had to close. Local residents use the facility as a community space and for badminton/dry side sports. There is a car park which could be charged for by the centre to increase their revenue to support the loss of the grant. Some local agencies including Children Services use the centre for running sessions and activity programmes. These agencies could also be affected if the centre became unviable. If the centre closed then under the covenants and lease this would revert back to Torbay Council (as defined in the lease dated May 1965 with various additions in area leased in 11/1988, 1/1993 and 12/1999). The facilities were leased originally as a 'youth club' and support of young people still forms a key priority for the centre.</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
3.	Have you considered the available evidence?	There is little statistical analysis for the Acorn Centre held by the Council. They are not required to provide any performance data to show the use of or the outcomes of the activity taking place. Originally (from 1993) the Council ran the extension which was a designated sports hall, but this is now managed by the Acorn Centre itself.
4.	How have you consulted on the proposal?	<p>There were two surveys undertaken as part of the consultation. The first comprised of a question within the general questionnaire, as to whether there was support for the ceasing of the grant to the Acorn Centre in 2015/16.</p> <p>A further online survey was made available, which was specifically relating to the Acorn Centre. Respondents were able to give their views on the budget proposal to reduce the grant to the Acorn Centre in the next financial year 2015/16 and it sought wider views on the development at the site or the leasing of additional facilities to help support the sustainability of the centre in the longer term.</p> <p>The consultation opened 11<sup>th</sup> December and closed on 16<sup>th</sup> January.</p> <p>Consultation also took place with the Chairman of the Acorn Centre through telephone discussions and both he and the Manager at the centre presented their views to the Overview and Scrutiny meeting for priorities and resources on this budget item.</p> <p><b>Please see appendix one for results from the consultation.</b></p>

No	Question	Details
5.	Outline the key findings	<p>For the first general survey on whether the public supported the proposal there were 409 responses. These were:</p> <ul style="list-style-type: none"> <li>• 225 supported the proposal</li> <li>• 139 did not support the proposal</li> <li>• 45 did not give a response.</li> </ul> <p>Comments that were received against the proposals fell into the following broad categories: That respondents believed:</p> <ul style="list-style-type: none"> <li>• it was an essential community resource</li> <li>• That the centre supported an area of high deprivation</li> <li>• Provided facilities that supported health and sport agendas</li> </ul> <p>On the second survey which included looking at alternative income streams through the leasing and developing the facilities, there were 239 in total responses. Consultees were asked whether they agreed with the proposal to cease the budget or not – 234 said they did not agree with the reduction and 4 said they did agree and 1 person gave no response.</p> <p>The majority of responses came from females (57.7%). The age groups were fairly spread with the least responses from those under 24 years and over 74 year of age.</p> <p>33 of those who responded lived outside Torbay with the majority residing in Torquay postcode areas.</p> <p>For those who did not support the service reduction they identified the following reasons for this:</p> <ul style="list-style-type: none"> <li>• Loss to the Community (including youth from the local area) = 35</li> <li>• Loss of the amenity and activities provided at the centre = 24</li> <li>• Acorn Centre could not survive without grant aid = 11</li> <li>• Financial implications (other) = 9</li> <li>• Other = 4</li> </ul> <p>Additional questions were asked :</p> <p>Those who supported the proposal to transfer the sport fields and car parking to the Acorn Centre and further development of the facility:</p>

No	Question	Details
Page 6.378		<ul style="list-style-type: none"> <li>• 38 responded – YES to the question</li> <li>• 199 responded – NO to the question</li> <li>• 2 provided no response</li> </ul> <p>For those who did not support the proposal identified the following as their reasoning:</p> <ul style="list-style-type: none"> <li>• Those who thought they could not make the income needed from other sources = 12</li> <li>• Those who felt that Council should fund this facility = 8</li> <li>• Other reasons = 19</li> </ul> <p>Consultees were asked for suggestions about ways they thought that could save money – the responses are as follows:</p> <ul style="list-style-type: none"> <li>• Those who felt that funding should be diverted from other areas of Council expenditure to support the Acorn Centre = 14</li> <li>• Those who felt that it could be more commercially run to increase income = 16</li> <li>• Save the money and support others = 6</li> <li>• Other = 12</li> </ul>
	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>There are no amendments required as a result of the outcome of consultation.</p>

## Positive and Negative Equality Impacts

Positive and Negative Equality Impacts		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people		Loss of sports, youth and community centre to their local area	
	People with caring responsibilities		Loss of facilities for local children who are in care	
	People with a disability		Loss of facilities for local disabled people	
	Women or men			No differential 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 impacts (Including impact on child poverty issues and deprivation)		The loss of the centre if this was to be unviable would impact on a deprived area of Torbay. Those on low incomes due to cost of transport may not be able to access other facilities elsewhere.	
	Public Health impacts (How will your proposal impact on the general health of the		The Barton area has higher deprivation level of inequalities for health and wellbeing. The loss of the centre if this	

No	Question	Details
	population of Torbay)	became unviable would affect those living locally
<b>8a.</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	
<b>8b.</b>	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	

### Section 3: Mitigating action

No	Action	Details
9.	<b>Summarise any negative impacts and how these will be managed?</b>	There may be opportunities for other uses, better use of the café facilities and more commercial rates could be levied to improve the income of the centre. This would offset the implications of the reduction in Council funding. The leasing of the car park and sports fields could also provide additional income streams.

### Section 4: Monitoring

No	Action	Details
10.	<b>Outline plans to monitor the actual impact of your proposals</b>	The impact will be monitored by regular meetings with the manager and the Chairman of the centre. A fast transfer of assets – sports fields and car park needs to take place to maximise the benefit to the centre.

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some <u>potential</u> 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	✓	<p>Whilst there is some potential for adverse impact, in light of the savings that need to be identified by the Council, the Council has to prioritise its statutory responsibilities. This grant is not statutory. The impacts will be mitigated as far as possible by the Council working closely with the Acorn Centre to seek alternative income streams.</p>

## APPENDIX ONE:

### Consultation Data: Acorn Centre Grant

#### 1. Acorn Centre Service Users

##### 1.1 Methodology

An online survey was developed to ask respondents their views on the budget proposal to reduce the Acorn Centre Grant by 100% (£50,300) in the financial year 2015/16.

The online survey opened 11<sup>th</sup> December 2013 with a closing date of 16<sup>th</sup> January 2014.

A total of 239 responses were received.

##### 1.2 Results

The following tables show the consultation results of the online survey, for which the link was sent to the Acorn Centre who forwarded it to users of the service for a response. The responses have been grouped into themes with examples of any comments made.

The proposal is to cease funding of The Acorn Centre Community and Sports Centre in 2015/16. This is expected to save £50,300.

#### Q1. Do you support the proposed reduction to the Acorn centre Grant?

	Number	Percent
No	234	97.9%
Yes	4	1.7%
No response	1	0.4%
<b>Total</b>	<b>239</b>	<b>100.0%</b>

#### Q2. If you do not support the proposal, please tell us why.

Theme	Examples of comments
Community (35)	<i>"This centre provides and invaluable service to the whole community, it needs supporting for all the good work it does for all ages."</i>
	<i>"This is at the centre of the community they have been a massive support to myself and many others. It's all in the news about community spirit being non-existent and this is why the closure of so many local support networks. Keep children off the streets and many fantastic workshops and classes. A huge plus for a local community."</i>



Theme	Examples of comments
	<p><i>“Having to explain or justify the significant important social and community contribution such a centre makes is not only short sighted but extremely unfair and narrow in perspective. If we are to encourage and maintain a social inclusive policy that enables local people to work together and improve their health, education, community and environment then the amount of funding should be increased not reduced or cut completely. There is little doubt that such a small short term saving is nothing more than long term false economy which will have far reaching consequences not only in financial terms but in the negative impact to the overall quality of life for the whole community.”</i></p>
<p>Activities/Amenity/ Service (24)</p>	<p><i>“The Acorn Centre is a valuable source for education, sport and recreation in the Barton and Hele area of Torquay. Kids are always told they need to find somewhere to be to keep them off the streets and out of trouble and if the Acorn was to close, the streets are exactly where they would go. The amount of clubs and sports organisations that use the Centre would lose their training/meeting point.”</i></p> <p><i>“Lots of people use the Acorn Centre from the very young to the old. It has helped a lot of children who have problems not only in families but children with behaviour problems as well. Something going on all the time and you are always made welcome.”</i></p> <p><i>“The Acorn Centre provides an amazing cross-sectional facility. Such a wide range of different activities for all ages. I would have been totally stuck without the centre for childcare in the holidays. Both my boys loved it and the staff are all fantastically dedicated. I see it as an essential part of the community. To provide such opportunities for local children that they would be otherwise unable to obtain is priceless.”</i></p>
<p>Support (11)</p>	<p><i>“The reduction of grant support will not only impact on the loss of much needed community support but also mean likely loss of jobs for Acorn staff. The Acorn Centre sits within some of the most deprived wards in Torbay, Watcombe, Hele, Barton and supports thousands of individuals, most of which are on low income and rely on the support provided by the centre.”</i></p> <p><i>“It is a vital support to the community in Watcombe Barton and Hele. They have over a thousand people a week in and it's not just seen as a community centre. Are you cutting leisure centres budgets that probably don't do the work that Acorn Centre does? Probably not but this centre does more.”</i></p>
<p>Financial (9)</p>	<p><i>“The Centre needs longer to realise its ambitions to redevelop the buildings and increase its earned income. Tapering the grant would enable this to happen.”</i></p>

Theme	Examples of comments
	<i>"Because with the amount of cuts the council are making £50,300 is a drop in the ocean. Other job positions and funding allocation has been kept that I do not feel benefit Torbay as a community as much as The Acorn Centre does. Why not take the 50 thousand of Parkfield's budget as it is so massively under used for a building that size."</i>
Other (4)	<i>"Where will all the local children go?"</i>

To enable the Acorn Centre to become self funding, Torbay Council also propose to transfer the associated fields and car park areas under lease to the Acorn Centre.

**Q3 Do you support the proposal to enable the Acorn Centre to become self funding?**

	Number	Percent
No	199	83.3%
Yes	38	15.9%
No response	2	0.8%
<b>Total</b>	<b>239</b>	<b>100.0%</b>

**Q4 If you do not support the proposal, please tell us why.**

Theme	Examples of comments
Other (19)	<i>"Because your version of self funding isn't the right version. Help them with their new build so they can become a new greener, cleaner, self funding centre."</i> <i>"It would be heart breaking to think my children won't have this place to go to growing up, as I did when I was. It was great and is a place I still talk about with friends from years ago, Its memories. Please don't, it would be stupid!"</i>
Income Issues (12)	<i>"If they do go self funding it is possible that they may not survive and we would lose the most welcomed facility."</i> <i>"The Acorn Centre does not have the funds to provide the upkeep for the fields and car parks especially as the car parks need work."</i>
Council funding (8)	<i>"The council should fund local centres to help with keeping children off the streets, so they can have fun with friends, meet new friends, and build confidence and discipline."</i>

**Q5 If you have any other suggestions about possible ways to save money for The Acorn Centre please tell us below:**

Theme	Examples of comments
Increase income (16)	<p><i>“Use and run the building much more as a business to bring in revenue. Place community workers and support workers at the centre rather than in other offices so as they are in the heart of the community they are working in and more accessible. Much more partnership working with other agencies for example Play Torbay and people that actually have money. Review program and fill it up with activities that benefit everyone and that more internal funding can be accessed for. Do a needs analysis around the surrounding area to provide activities and support that people will want and use.”</i></p>
	<p><i>“Give them the freedom to tender for services. Ask them - surely those involved are in the best position to say.”</i></p>
Divert Funding from elsewhere (14)	<p><i>“Yes stop giving Tax payers money to businesses like Riviera Centre and give more to the Acorn which is a charity.”</i></p>
	<p><i>“Re-direct funds from non-essential projects.”</i></p>
Other (12)	<p><i>“Rather than take away the funding all together the council should continue to provide the funding and only consider reducing/removing it once the Acorn Centre IS self funding. The idea to transfer the fields and car park to the Acorn Centre is a good idea as this would help them increase their income and consequently improve the facilities for the communities use. Removing the funding in a big bang approach could result in the Acorn centre closing and that would be a great loss for Torbay.”</i></p>
	<p><i>“Invest more into the local community.”</i></p>
Save money (6)	<p><i>“There is a lot of smaller groups for children and the Acorn Centre is a lot bigger than most, maybe take the cuts from smaller groups and get other groups to work with the centre then instead of cutting all different groups, it's funding with just one big Acorn Centre which covers all aspects of family support already.”</i></p>

**Q6 Are you male or female?**

	Number	Percent
Male	97	40.6%
Female	138	57.7%
No response	4	1.7%
<b>Total</b>	<b>239</b>	<b>100.0%</b>

**Q7 Which of the following age groups apply to you?**

	Number	Percent
0 - 15	5	2.1%
16 - 24	15	6.3%
25 - 34	40	16.7%
35 - 44	52	21.8%
45 - 54	35	14.6%
55 - 64	51	21.3%
65 - 74	34	14.2%
75 - 84	6	2.5%
85 +	0	0.0%
No response	1	0.4%
<b>Total</b>	<b>239</b>	<b>100.0%</b>

**Q8 What is your home postcode?**

	Number	Percent
TQ2	95	39.7%
TQ1	60	25.1%
Outside of Torbay	33	13.8%
TQ3	24	10.0%
TQ4	6	2.5%
TQ4	5	2.1%
No response	16	6.7%
<b>Total</b>	<b>239</b>	<b>100.0%</b>

**Q9 Do you consider yourself to be disabled in any way?**

	Number	Percent
No	215	90.0%
Yes	15	6.3%
No response	9	3.8%
<b>Total</b>	<b>239</b>	<b>100.0%</b>

**Q10 Please tell us how your disability affects you (*respondents could tick more than one answer*).**

	Number	Percent
Mobility	11	47.8%
Another way	9	39.1%
Vision	2	8.7%
Hearing	1	4.3%
<b>Total</b>	<b>23</b>	<b>100.0%</b>

## 2. Mayor's Budget Consultation Results:

### 2.1 Methodology

A questionnaire was produced and was distributed, in hard copy, to all Connections offices and libraries – this was open to all members of the public to complete.

An online version was made available on the Torbay Council website on 22<sup>nd</sup> November. The questionnaire was advertised via posters and the local media. The survey had a closing date of 16th January 2014. A total of 409 responses have been received.

The following question was asked within this questionnaire regarding the Acorn Centre Proposal:

#### Acorn Centre Grant

The proposal is to cease funding of the Acorn Community and Sports Centre in 2015/16. This is expected to save £51,500 over two years.

Do you support this proposal?	Number	Percent
Yes	225	55.0
No	139	34.0
No response	45	10.8
<b>Total</b>	<b>409</b>	<b>100.0</b>

124 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments – where respondents said 'No' above
<b>Essential community resource</b>	<p><i>"This is important to the local community."</i></p> <p><i>"The Acorn Centre is one of the most active and progressive centres in the Bay, and has been providing valuable support to its local area for many years with the support of committed voluntary workers."</i></p> <p><i>"Young people in particular need sports venues and a community centre is vital for informal education and personal development and gives residents a sense of community."</i></p>

Category	Examples of comments – where respondents said ‘No’ above
<b>Supports an area of high deprivation</b>	<p><i>“The Acorn centre is a brilliant local resource in a highly deprived area.”</i></p> <p><i>“Provides a valuable service to an area of high deprivation.”</i></p> <p><i>“The service is highly valuable to people in one of our most deprived areas.”</i></p>
<b>Health &amp; sport</b>	<p><i>“Community and sport needs more not less governmental support.”</i></p> <p><i>“There is little provision within this area for sporting activities.”</i></p>
<b>Other</b>	<p><i>“It could be reduced but not by as much. Does an important job.”</i></p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): Libraries

<b>Officer Name:</b>	<b>Sue Cheriton/Nick Niles</b>	<b>Position:</b>	<b>Executive Head Residents &amp; Visitor Services/Library Manager</b>
<b>Business Unit:</b>	<b>Residents &amp; Visitor Services</b>	<b>Directorate:</b>	<b>Place</b>
<b>Executive Lead :</b>	<b>Cllr Dave Butt</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off

<b>Executive Lead(s)</b>	<b>Cllr Dave Butt</b>	<b>Executive Head:</b>	<b>Sue Cheriton/Nick Niles</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>



Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>Review of library services to include:</b></p> <ul style="list-style-type: none"> <li>Vacancy management</li> <li>A review of opening hours in static libraries</li> <li>Cessation of mobile library provision</li> <li>Options for partnership delivery of library services</li> <li>Review of the management and support services</li> </ul>	0	364,500	<p>Potential redundancy costs which would be identified as part of the review</p>	<p>£127,000 2014/15</p> <p>£237,500 2015/16</p>	<p>As a result of the review there is now the proposal to remove the mobile library service.</p> <p>A variety of factors have been taken into account in terms of removing the current vehicle including current usage and the fact that the vehicle is at the end of its useful life. Alternative provision will be considered for users who are housebound.</p> <p>The budgetary reductions will also be met by the deletion of 2 x vacant posts and 1 x post due to become vacant in April 2014. The duties and responsibilities of these positions have been/will be assimilated by other members of staff. There will be no adverse impact on service users.</p> <p>There will be further work in 2014 to review the entirety of future library delivery.</p>			X

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>This proposal sought to review library services across the Bay including - Torquay Library, Paignton Library, Brixham Library, Churston Library and the Mobile Library, with a view to achieving the budgetary reductions. This included a review of:</p> <ul style="list-style-type: none"> <li>• Vacancy management</li> <li>• A review of opening hours and mobile library provision</li> <li>• Options for partnership delivery of library services</li> <li>• Review of the management and support services</li> </ul> <p>As a result of the review there is now the proposal to remove the mobile library vehicle.</p> <p>A variety of factors have been taken into account in terms of removing the current vehicle:</p> <ol style="list-style-type: none"> <li>1. Only a very small proportion (approximately 3%) of current customers, live further than 2 miles from a static library. The needs of these customers, and of others who might be unable to access a local library for reasons of disability and mobility, will be assessed to establish alternative ways of meeting those needs.</li> <li>2. The current vehicle continues to operate beyond its original lease period of 7 years, and subsequent extensions to the lease totalling 3 years, and is now at the end of its useful life.</li> <li>3. An annual renewal of the lease is not a cost effective option and could not continue indefinitely. £2750 is the extension cost for 2014/15 which is in addition to the current vehicle costs of £23,000 per year.</li> <li>4. As the vehicle gets older it is, inevitably, in need of an increasing level of maintenance, both planned and unforeseen, to ensure it is roadworthy. This could be increasingly expensive, as was the case in 2011 when £5,000 of unforeseen maintenance was required to get the vehicle back on the road following a major failure. There is also a likelihood of increased disruption to planned service delivery.</li> <li>5. As the vehicle gets older, there is increasing likelihood that the vehicle will fail completely. Torbay has no back up vehicle and arrangements with TOR2 in respect of the provision of an alternative delivery method, as part of the cyclical maintenance contract, are not robust enough to cope with such a failure.</li> <li>6. The cost of a replacement vehicle is likely to be in the region of £115,000 and would commit Torbay to an increased level of revenue expenditure for a period of 7 years minimum</li> </ol> <p>The budgetary reductions will also be met by the deletion of 2 x vacant posts and 1 x post due to become vacant in April</p>

No	Question	Details
		<p>2014. The duties and responsibilities of these positions have been/will be assimilated by other members of staff. There will be no adverse impact on service users.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>This section will be updated following the development of any proposals in relation to libraries However; any proposals may affect current and potential service users, friends of library groups, residents associations, other service providers that use the library venue i.e. parents groups and staff working within the libraries.</p> <p>In respect of the deletion of posts, the duties and responsibilities of these positions will be assimilated by other members of staff and there will be no adverse impact on service users.</p> <p>In respect of the deletion of the mobile library service, current service users will be affected.</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															
3.	Have you considered the available evidence?	<p><b>General Data</b></p> <ul style="list-style-type: none"> <li>• There are 4 libraries within Torbay – Torquay, Paignton, Brixham, Churston as well as mobile library provision.</li> <li>• The links below outline library opening times.               <ul style="list-style-type: none"> <li>○ <a href="http://www.torbay.gov.uk/index/your-services/libraries/library-locations/torquay-library.htm">http://www.torbay.gov.uk/index/your-services/libraries/library-locations/torquay-library.htm</a></li> <li>○ <a href="http://www.torbay.gov.uk/index/your-services/libraries/library-locations/paignton-library.htm">http://www.torbay.gov.uk/index/your-services/libraries/library-locations/paignton-library.htm</a></li> <li>○ <a href="http://www.torbay.gov.uk/index/your-services/libraries/library-locations/brixham-library.htm">http://www.torbay.gov.uk/index/your-services/libraries/library-locations/brixham-library.htm</a></li> <li>○ <a href="http://www.torbay.gov.uk/index/your-services/libraries/library-locations/churston-library.htm">http://www.torbay.gov.uk/index/your-services/libraries/library-locations/churston-library.htm</a></li> </ul> </li> <li>• Torbay Mobile Library Service - Link provides the mobile library schedule for a specified postcode area –               <ul style="list-style-type: none"> <li>○ <a href="http://www.torbay.gov.uk/index/your-services/libraries/library-locations.htm">http://www.torbay.gov.uk/index/your-services/libraries/library-locations.htm</a></li> </ul> </li> </ul> <p>A variety of historical statistical information exists which will be subject to analysis through the needs assessment:</p> <ul style="list-style-type: none"> <li>• Specific data – mobile library           <ol style="list-style-type: none"> <li>1. Use of the service is declining both in terms of number of items being borrowed and numbers visiting the vehicle.               <table border="1" data-bbox="1043 107 1150 1585"> <thead> <tr> <th></th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013 to December</th> </tr> </thead> <tbody> <tr> <td>Items issued</td> <td>37,705</td> <td>30,336</td> <td>27,803</td> <td>21,320</td> </tr> <tr> <td>Visits</td> <td>12,579</td> <td>10,302</td> <td>10,118</td> <td>7,334</td> </tr> </tbody> </table> </li> <li>2. The average (mean) number of visits per customer is 10, ranging from 1 to 46 per year.</li> <li>3. Torbay has a population of 131,000. There are currently 740 active borrowers through the mobile library, who have used the service in the last year. These can be broken down by category:</li> </ol> </li> </ul>		2010	2011	2012	2013 to December	Items issued	37,705	30,336	27,803	21,320	Visits	12,579	10,302	10,118	7,334
	2010	2011	2012	2013 to December													
Items issued	37,705	30,336	27,803	21,320													
Visits	12,579	10,302	10,118	7,334													

No	Question	Details
		<ul style="list-style-type: none"> <li>• Adults 656</li> <li>• Age 16/17 2</li> <li>• Age 5 – 15 44</li> <li>• Under 5 14</li> <li>• Playgroup 4</li> <li>• School 1</li> </ul> <p>4. Over 75% of current users are aged 60 or above. Over 60% are aged 70 or above.</p> <p>5. 69% of customers are female</p> <p>6. Torbay currently has 4 static libraries. 97.2% of mobile library customers live within a 2 mile radius of a static library and 45.9% live within a 1 mile radius as shown in appendix 2</p>
4.	<p><b>How will / have you consulted on the proposal?</b></p>	<p>Consultation was undertaken via an online and paper survey which was made available to library customers and the general public from 11 December 2013 to 16 January 2014. This was a specific libraries survey which ran alongside a more general council survey. 2038 responses were received in response to the libraries survey.</p> <p>1 petition against reductions, containing 37 signatures, was received from the Friends of Paignton Library.</p> <p>29 letters/emails were received against proposed reductions.</p> <p>Senior officers met separately with the friends groups of Torquay and Brixham, at their request, to discuss the proposals and how they could help the service.</p> <p>Please see appendix one for detailed consultation results.</p>
5.	<p><b>Outline the key findings</b></p>	<ul style="list-style-type: none"> <li>• 99.2% of responses received were from customers who made use of library services</li> <li>• Over half (52.9%) of respondents use libraries at least once a week. 81.8% of respondents use libraries at least once a month.</li> <li>• Borrowing books was the main reason for using a library (70%)</li> <li>• Paignton was the most used library by all respondents (48.77%), followed by Torquay (46.86%), Brixham(36.65), Churston (32.19%) and the mobile library (9.67%)</li> </ul>

No	Question	Details
		<p>For each library there was strong support shown for multi-use of premises, though comments received also acknowledged the Paignton and Brixham were already maximising service delivery with other services co-located.</p> <p>Partnership delivery of services received the second highest level of support, though comments expressed concern about the deprofessionalisation of the service if volunteers take over the running of a library.</p> <p>Although there was consistent support for reduction in opening hours (around 20%) this was tempered by comments about a salami slicing approach resulting in less accessibility, reduced usage and lack of service viability.</p> <p>Library closure received negligible support for Brixham, Paignton and Torquay. The results were higher for Churston – (8.5%) and the mobile library (7.1%) – please see appendix one for more details.</p> <p><b>Please see appendix one for the consultation results.</b></p>
6.	<p>What amendments may be required as a result of the consultation?</p>	<p>Whilst there was significant opposition to the cessation of the mobile library service, given the mitigating action/proposed alternative provision, there are no amendments to the proposal as a result of the consultation responses.</p>

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups		<p>A large percentage of customers are over 60 and this could be a barrier in terms of mobility and their ability to access other libraries.</p> <p>Alternative means of service provision will need to be explored for people who find it difficult to access static libraries.</p> <p>This could involve accessing the RNIB talking books service, use of volunteers or extension of existing housebound delivery service, as well as the use of e-books.</p>	
	People with caring responsibilities		<p>This group could be affected if a locally accessible service is removed. No figures are known for the number of customers in this category.</p>	
	People with a disability		<p>Travelling to other libraries could be a barrier for some disabled customers.</p> <p>However all static libraries are accessible (level/ramped access, automatic doors, lifts). Alternative means of service provision will need to be explored for people who find it difficult to access static libraries. This could involve accessing the RNIB talking books service, use of volunteers or extension of existing housebound delivery service, as well as the use of e-books.</p>	

No	Question	Details
	Women or men	The majority of mobile library customers are women. Both genders will be affected adversely. Pregnant women and women on maternity leave may find barriers in getting to static libraries.
	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	The majority of mobile library customers are women. Pregnant women and women on maternity leave may find barriers in getting to static libraries.
	Socio-economic impacts (Including impact on child poverty issues and deprivation)	Potential adverse effect relating to availability of own car or ability to afford public transport
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	None
<b>8a.</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	There are no other Council proposals which will impact upon current service users.



No	Question	Details
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>There are no other known public service proposals which will impact upon current service users.</p>

### Section 3: Mitigating action

No	Action	Details
9.	<p><b>Summarise any negative impacts and how these will be managed?</b></p>	<p>Loss of locally accessible service , particularly to the elderly, disabled or those who are unable to access a static library for reasons of mobility</p> <p>Alternative delivery to those identified as being housebound for any reason:</p> <ul style="list-style-type: none"> <li>• replicate current service to individuals' homes via library courier van</li> <li>• work with Brixham Does Care for customers in that area</li> <li>• consider use of volunteers as part of a home delivery service</li> <li>• explore other means of provision such as e-books and RNIB Talking Book Service</li> <li>• increase awareness of library housebound ticket whereby friend/relation etc can collect books on behalf of customers</li> <li>• offer our residential homes service for those facilities currently serviced by a mobile library stop</li> <li>• explore deposit collections in other local facilities – post office/shop/pub/community centre etc</li> </ul>

Section 4: Monitoring

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	Monitoring of uptake of alternative service delivery methods by Library Manager.

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some <u>potential</u> 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	✓	<p>A range of alternative options will be considered to ensure that customers are offered alternative provision where reasonable and practical.</p>

## APPENDIX ONE:

### Consultation Data: Review of Library Services

#### 1. Review of Library Services

##### 1.1 Methodology

The consultation was conducted via online and paper surveys which were made available to the general public.

The online survey opened on 11 December 2013 and closed on 16 January 2014. 412 responses were received.

Paper copies were made available in all of the libraries: Brixham, Churston, Paignton, Torquay and the mobile library, from 13 December 2013 to 16 January 2014. 1,626 completed questionnaires were returned.

2,038 responses were received in total.

##### 1.2 Results

The following set of tables show the consultation results of the Review of Library Services survey.

The percentages in data tables have been calculated using the overall number of responses received (2,038) as the denominator unless otherwise stated.

For free text (open ended questions) the responses have been categorised into popular themes with the most frequent listed first. The numbers in brackets indicate the number of responses in that category. Individual comments may be classified under more than one category.

#### Using the Library

##### Q1) How often do you use a Library in Torbay?

	Number	Percent
Every day	189	9.3%
At least once a week	1,078	52.9%
At least once a month	589	28.9%
A few times a year	120	5.9%
Never	17	0.8%
No response	45	2.2%
<b>Total</b>	<b>2,038</b>	<b>100%</b>

**Q2) Which library do you use the most?**

	Number	Percent
Torquay	612	30.0%
Brixham	500	24.5%
Churston	401	19.7%
Paignton	314	15.4%
Mobile	113	5.5%
No response	98	4.8%
<b>Total</b>	<b>2,038</b>	<b>100%</b>

**Q3) Which library(ies) do you also use?**

	Number	Percent
Paignton	680	33.4%
Torquay	343	16.8%
Churston	255	12.5%
Brixham	247	12.1%
Mobile	84	4.1%

**Q4) What is the main reason(s) you visit the library**

	Number	Percent
Fiction books	1,613	79.1%
Non-fiction books	1,242	60.9%
Reference information from various sources	594	29.1%
Read newspapers and magazines	569	27.9%
Films / DVDs	552	27.1%
Use computers	497	24.4%
Ask for information or advice	462	22.7%
Children's books	438	21.5%
Use photocopier or fax machine	391	19.2%
Music	315	15.5%
Family or local history	285	14.0%
To study	235	11.5%
Audio books	199	9.8%
Get help using a computer	168	8.2%
Use online databases	153	7.5%
Use meeting rooms	150	7.4%

	Number	Percent
To look for jobs	142	7.0%
Other	133	6.5%
Torquay Local Studies Library	129	6.3%
Use WIFI	106	5.2%

Frequent responses in the other category included: childrens activities (49), to use the café or coffee mornings (18) and part of a library “friends” group (14).

**Q5) Do you take part in any of the following groups?**

	Number	Percent
Library “Friends” group	293	14.4%
Activities for the under 5 years	242	11.9%
Reader groups	118	5.8%
Local history group	82	4.0%
Prime Time Club for Older Adults	40	2.0%
Poetry for Pleasure	38	1.9%
The Red Fox Club	17	0.8%
Book Club for the blind and visually impaired	11	0.5%

**Q6) When do you prefer to visit the library?**

**All respondents:**

	09:30 – 13:00	13:00 – 17:00	17:00 - 18:00
Monday	49.7%	37.6%	14.3%
Tuesday	46.7%	31.1%	12.6%
Wednesday	46.6%	31.8%	12.9%
Thursday	45.7%	33.6%	13.7%
Friday	45.6%	34.6%	13.9%
Saturday	47.0%	27.1%	

**Respondents who use Brixham Library the most:**

	09:30 – 13:00	13:00 – 17:00	17:00 - 18:00
Monday	57.6%	40.2%	12.8%
Tuesday	54.4%	38.4%	14.8%
Wednesday	55.0%	29.8%	12.0%
Thursday	52.2%	38.2%	12.2%
Friday	56.6%	29.8%	14.6%
Saturday	60.8%	24.4%	

*Percentages calculated as a proportion of those respondents who named Brixham as the library they used the most.*

**Respondents who use Churston Library the most:**

	09:30 – 13:00	13:00 – 17:00	17:00 - 18:00
Monday	52.4%	40.6%	12.7%
Tuesday	53.4%	33.9%	12.0%
Wednesday	48.6%	29.9%	10.2%
Thursday	52.1%	43.9%	18.0%
Friday	46.6%	41.6%	11.0%
Saturday	43.9%	22.2%	

*Percentages calculated as a proportion of those respondents who named Churston as the library they used the most.*

**Respondents who use Paignton Library the most:**

	09:30 – 13:00	13:00 – 17:00	17:00 - 18:00
Monday	44.9%	33.8%	11.8%
Tuesday	39.2%	32.5%	11.1%
Wednesday	38.9%	32.8%	8.6%
Thursday	42.4%	35.4%	13.1%
Friday	40.8%	33.1%	8.6%
Saturday	51.9%	30.6%	

*Percentages calculated as a proportion of those respondents who named Paignton as the library they used the most.*

**Respondents who use Torquay Library the most:**

	09:30 – 13:00	13:00 – 17:00	17:00 - 18:00
Monday	51.6%	40.7%	20.4%
Tuesday	44.8%	26.8%	14.1%
Wednesday	48.0%	38.2%	19.6%
Thursday	44.1%	26.3%	14.9%
Friday	45.9%	37.9%	19.9%
Saturday	45.1%	35.6%	

*Percentages calculated as a proportion of those respondents who named Torquay as the library they used the most.*

**Respondents who use the Mobile Library the most:**

	09:30 – 13:00	13:00 – 17:00	17:00 - 18:00
Monday	24.8%	18.6%	1.8%
Tuesday	27.4%	16.8%	1.8%
Wednesday	21.2%	14.2%	0.9%
Thursday	24.8%	22.1%	1.8%
Friday	15.9%	20.4%	2.7%
Saturday	4.4%	3.5%	

*Percentages calculated as a proportion of those respondents who named the Mobile Library as the library they used the most.*

**Q7) What time of day are you least likely to want to use the library?**

	All respondents	Brixham	Churston	Paignton	Torquay	Mobile
09:30 – 10:30	29.4%	25.8%	33.9%	32.8%	32.4%	30.1%
10:30 – 11:30	11.7%	11.4%	12.5%	13.4%	12.6%	11.5%
11:30 – 12:30	9.8%	12.4%	10.2%	11.1%	8.8%	6.2%
12:30 – 13:30	14.3%	15.2%	18.0%	15.3%	13.1%	14.2%
13:30 – 14:30	14.0%	16.6%	15.2%	15.6%	12.9%	12.4%
14:30 – 15:30	12.3%	16.4%	10.0%	14.6%	11.1%	12.4%
15:30 – 16:30	17.8%	23.6%	16.0%	19.4%	16.0%	18.6%
16:30 – 17:30	31.8%	35.6%	32.2%	37.3%	29.9%	36.3%
17:30 – 18:00	53.6%	58.4%	56.1%	57.6%	51.3%	70.8%

## Proposals for Library Services

**Q8) For the library in Brixham would you support any of the following options?**

	Yes		No		No answer	
	Number	Percent	Number	Percent	Number	Percent
A reduction in opening hours	418	20.5%	755	37.0%	865	42.4%
Partnership delivery of service e.g. volunteers / community run library / community interest company	558	27.4%	479	23.5%	1,001	49.1%
Re-development of library site e.g. to permit other usage	329	16.1%	700	34.3%	1,009	49.5%
Multi-use of library site e.g. additional services also provided from the library site	940	46.1%	225	11.0%	873	42.8%
Close the library	43	2.1%	1,121	55.0%	874	42.9%

**Q9) If you do not support any of the options for Brixham Library please tell us why.**

Theme	Comments made by respondents who did not support one or more of the options for Brixham Library.
<b>Don't close the library (190)</b>	<p><i>"Closure must be the very very last resort, because once they go, they will never return. All other options must be duly considered first."</i></p> <p><i>"For the people of Brixham it would be a great loss."</i></p> <p><i>"DO NOT CLOSE. It is a valuable community resource - about the only one left."</i></p>
<b>Community asset / hub (176)</b>	<p><i>"Libraries are a very important community resource a life line to many older and vulnerable people and should be preserved at all costs."</i></p> <p><i>"Library is part of our community and is an asset which we cannot lose."</i></p> <p><i>"The library is more than a collection of books. It is and always has been the hub of the community. By all means add other services if you need to, but closure is NOT an option."</i></p>
<b>Opening hours (95)</b>	<p><i>"A library is in my opinion such a valuable part of a community. Opening of the library has been cut enough already."</i></p> <p><i>"Recent opening hours reduction have curbed access- further cuts may reduce footfall."</i></p>



<b>Partnership delivery / volunteers (55)</b>	<p><i>"I rely on specialist help - you will not get this from volunteers. Do not put volunteers in libraries - what happens when they don't turn up? Volunteers are ok for small libraries but not for Brixham, Paignton or Torquay."</i></p> <p><i>"The library is far too important to consider closing and the help given in the library needs to be of a high standard which might not be possible if it is run by volunteers."</i></p>
<b>Children's / family resource (53)</b>	<p><i>"I visit the library with my children and it is difficult since the reduction in hours last year. We cannot take another cut in hours. I rely on their books to help my children with reading and development we need the library to help with education and support."</i></p> <p><i>"It is important to have libraries in town. It encourages children to read a variety of books and provides a quiet place for students to study."</i></p>
<b>Multi-use (45)</b>	<p><i>"Brixham already multi-use &amp; further sub-letting would restrict book areas."</i></p> <p><i>"Brixham Library is already used for connections and can't support additional services without impacting on the service provided."</i></p>
<b>Educational / cultural resource (41)</b>	<p><i>"Library facilities are an essential cultural asset that must not be allowed to close."</i></p> <p><i>"Because libraries are very important to the whole community and reading should be encouraged if we want a literate and well-educated society."</i></p>
<b>Older people (28)</b>	<p><i>"An important meeting/social place particularly for the elderly, somewhere warm and safe and a good all round information centre."</i></p> <p><i>"Accessible local service essential for children's and elderly resident's` use".</i></p>
<b>Re-development (23)</b>	<p><i>"Closing the library is not a reasonable option and it is not big enough to redevelop or to consider multi-use."</i></p> <p><i>"I am against closure/redevelopment as it provides an invaluable service to the community. Access to books and computers are one of the most valuable services you supply."</i></p>

**Q10) For the library in Churston would you support any of the following options?**

	Yes		No		No answer	
	Number	Percent	Number	Percent	Number	Percent
A reduction in opening hours	475	23.3%	597	29.3%	966	47.4%
Partnership delivery of service e.g. volunteers / community run library / community interest company	562	27.6%	401	19.7%	1,075	52.7%
Re-development of library site e.g. to permit other usage	361	17.7%	586	28.8%	1,091	53.5%
Multi-use of library site e.g. additional services also provided from the library site	861	42.2%	206	10.1%	971	47.6%
Close the library	173	8.5%	936	45.9%	929	45.6%

**Q11) If you do not support any of the options for Churston Library please tell us why.**

Theme	Comments made by respondents who did not support one or more of the options for Churston Library.
<b>Community asset / hub (112)</b>	<p><i>“Library is v important community service and is always busy when we come here - should not be closed down. Staff are excellent. Service is very valuable to both children and elderly in local area. Accessible on foot by lots of people.”</i></p> <p><i>“The library service is too good to lose and is part of the local community. It serves all age groups and is a great asset to Torbay.”</i></p> <p><i>“I feel that the library is a community hub and should not be interfered with”.</i></p>
<b>Don't close the library (92)</b>	<p><i>“Churston is well supported by its local community therefore its closure would be wrong.”</i></p> <p><i>“Invaluable resource - used extensively closure is not an option to be considered.”</i></p>
<b>Parking / Accessibility (49)</b>	<p><i>A lovely little library for local users, with some car parking for those visiting from outside the area. For those living in the area, closing the library would mean a long and, for some, difficult trip to find another library to use.</i></p> <p><i>“Churston library is the only one to have its own car park (and free) - invaluable for people with small children and elderly/disabled people.”</i></p>

<p><b>Children's / family resource (42)</b></p>	<p><i>"For the children the activities are brilliant as on a small scale and the children are known to the staff as we go regularly so they feel important and want to share their reading experiences."</i></p> <p><i>"If reducing hours saved money and kept the library open, I would volunteer. Libraries are too important for our children to close and for my older parents."</i></p>
<p><b>Older people (40)</b></p>	<p><i>"Churston is vital part of local community, vital for local residents &amp; elderly."</i></p> <p><i>"Many elderly residents live in the Churston area. The library is a source of social contact for them."</i></p>
<p><b>Opening hours (38)</b></p>	<p><i>"The opening hours are already at the minimum requirement."</i></p> <p><i>"The library needs to keep open for as many hours as possible so that working people or people in education can also use the facilities."</i></p>
<p><b>Partnership delivery / volunteers (33)</b></p>	<p><i>"Libraries should be run by trained professional staff."</i></p> <p><i>"Volunteers would not have the same commitment as the staff."</i></p>
<p><b>Re-development (18)</b></p>	<p><i>"If the site were redeveloped that would be the end of the library."</i></p> <p><i>"Wouldn't support closure or redevelopment of the site as it would take away resources from the local community."</i></p>
<p><b>Cut / close Churston Library (16)</b></p>	<p><i>"Churston is probably the best to cut as without it people in the bay still aren't that far from a library."</i></p> <p><i>"If the costs savings are sufficient, then closure would enable the larger libraries to survive with all their extra reference facilities. Retired people have access to public transport to Paignton."</i></p>
<p><b>Multi-use (13)</b></p>	<p><i>"Because you have already cut back the opening hours and the site is too small for mixed usage. Please leave Churston alone."</i></p> <p><i>"It is not large enough to have other services too."</i></p>
<p><b>Leave it as it is (13)</b></p>	<p><i>"The library should be left as it is."</i></p> <p><i>"Churston is an excellent library run by excellent staff. It would be a shame to change it or close it."</i></p>

**Q12) For the library in Paignton would you support any of the following options?**

	Yes		No		No answer	
	Number	Percent	Number	Percent	Number	Percent
A reduction in opening hours	406	19.9%	731	35.9%	901	44.2%
Partnership delivery of service e.g. volunteers / community run library / community interest company	594	29.1%	442	21.7%	1,002	49.2%
Re-development of library site e.g. to permit other usage	374	18.4%	624	30.6%	1,040	51.0%
Multi-use of library site e.g. additional services also provided from the library site	940	46.1%	197	9.7%	901	44.2%
Close the library	30	1.5%	1,102	54.1%	906	44.5%

**Q13) If you do not support any of the options for Paignton Library please tell us why.**

Theme	Comments made by respondents who did not support one or more of the options for Paignton Library.
<b>Community asset / hub (107)</b>	<p><i>"Libraries are extremely important to the community."</i></p> <p><i>"It's an essential amenity for all ages - when opened there was a public need and I don't think that has changed."</i></p> <p><i>"The library acts as a hub for the local community &amp; it is paramount that this venue continues to be supported &amp; accessible."</i></p>
<b>Recently opened (72)</b>	<p><i>"Sad to waste money spent on such a recent investment."</i></p> <p><i>"So much money was spent on that library; I can't justify any changes or losing it."</i></p>
<b>Don't close the library (69)</b>	<p><i>"I would not support the closure of the library."</i></p> <p><i>"Paignton is a fabulous library and should NOT be closed for any reason at all."</i></p>
<b>Multi-use (39)</b>	<p><i>"Paignton has multi functions already."</i></p> <p><i>"Paignton library already provides a home for other community services and is a valuable resource."</i></p>

<b>Opening hours (37)</b>	<i>"Library is a valuable community resource and should be accessible to all at various times of the day; reduction in staff hours seems extreme."</i> <i>"To reduce the hours means less access for the public and ultimately less usage."</i>
<b>Leave it as it is (13)</b>	<i>"Paignton library is needed as it is, with all its staff and resources, no cuts!"</i> <i>"Paignton library is a valuable service to the community and should left as it is."</i>
<b>Partnership delivery / volunteers (26)</b>	<i>"Properly qualified and paid librarians are needed not cheap volunteers."</i> <i>"Paignton really needs a library and such a large one cannot be managed by volunteers."</i>
<b>Children's / family resource (25)</b>	<i>"Used by family, daughter, son and family extensively increasing as family grow library should be developed as key resources and community resource centre."</i> <i>"It is a vital lifeline for many especially older/elderly folk and children."</i>
<b>Educational / cultural resource (20)</b>	<i>"Excellent learning resource for children and adults."</i> <i>"Reading is learning – invaluable for education."</i>

**Q14) For the library in Torquay would you support any of the following options?**

	Yes		No		No answer	
	Number	Percent	Number	Percent	Number	Percent
A reduction in opening hours	399	19.6%	789	38.7%	850	41.7%
Partnership delivery of service e.g. volunteers / community run library / community interest company	586	28.8%	485	23.8%	967	47.4%
Re-development of library site e.g. to permit other usage	392	19.2%	664	32.6%	982	48.2%
Multi-use of library site e.g. additional services also provided from the library site	929	45.6%	251	12.3%	858	42.1%
Close the library	31	1.5%	1,143	56.1%	864	42.4%

**Q15) If you do not support any of the options for Torquay Library please tell us why.**

Theme	Comments made by respondents who did not support one or more of the options for Torquay Library.
<b>Community asset / hub (113)</b>	<p><i>"The library is a vital part of the local community and needs to be available to the public without the need to travel further."</i></p> <p><i>"The library is a vital part of our community and I (we) c/o don't want any reductions in any of its services."</i></p> <p><i>"Torquay library is an important facility which offers a varies amount of facilities to people who could struggle without them i.e. computers, use of meeting rooms."</i></p>
<b>Don't close the library (70)</b>	<p><i>"Wouldn't support closure or redevelopment of the site as it would take away resources from the local community."</i></p> <p><i>"Torquay Library should not be closed - how can a town like Torquay not have a Library - however, multi-use should be a viable option."</i></p>
<b>Opening hours (40)</b>	<p><i>"The library is vital for Torquay, it is well supported, it should not have its opening hours reduced - many working people can only use it evenings."</i></p> <p><i>"The library offers services to the young and old in the community. As a working person, I sometimes find it difficult to get to the library during the week and reducing hours (again) would make that more of a problem for me."</i></p>
<b>Leave it as it is (30)</b>	<p><i>"Generally, I know it's all very difficult but you really must leave the libraries alone. To damage our libraries is to damage our cultural scene."</i></p> <p><i>"I think you should leave Torquay library as it is."</i></p>
<b>Service provided / staff (25)</b>	<p><i>"The staff are really helpful; please don't get rid of them. I love going to the library, please don't close it."</i></p> <p><i>"The library offers very good service in all departments and the staff are always helpful and polite."</i></p>
<b>Children's / family resource (24)</b>	<p><i>"Because the support libraries provide makes a big difference to the progress of children's reading and writing, especially those from disadvantaged families."</i></p> <p><i>"The library is valuable in promoting children's literacy and it runs lots of free activities for families, which are all very well attended."</i></p>
<b>Partnership delivery / volunteers (20)</b>	<p><i>"Volunteers not always available or reliable."</i></p> <p><i>"The library should be run by professionals, not volunteers who are not reliable and poor knowledge."</i></p>

<b>Computers / Internet (14)</b>	<p><i>“Torquay library is an important facility which offers a varies amount of facilities to people who could struggle without them i.e. computers.”</i></p> <p><i>“The library service is a life line for many people...a great number of the residents of Torbay only have access to computers and books via the library.”</i></p>
<b>Educational / cultural resource (12)</b>	<p><i>“A Library is a precious facility providing a wealth of opportunities for learning and development and should be available to all as an investment in every ones future.”</i></p> <p><i>“Libraries are very important for education and leisure and should remain open with no cuts to hours or services.”</i></p>

**Q16) For the mobile library would you support any of the following options?**

	Yes		No		No answer	
	Number	Percent	Number	Percent	Number	Percent
A reduction in opening hours	372	18.3%	662	32.5%	1,004	49.3%
Partnership delivery of service e.g. volunteers / community run library / community interest company	613	30.1%	378	18.5%	1,047	51.4%
Multi-use of library site e.g. additional services also provided from the library site	805	39.5%	243	11.9%	990	48.6%
Close the library	144	7.1%	945	46.4%	949	46.6%

**Q17) If you do not support any of the options for the mobile library please tell us why.**

Theme	Comments made by respondents who did not support one or more of the options for the mobile library.
<b>Vital service for people unable to visit static libraries (145)</b>	<p><i>“As my husband and I are both in our 80s we would find it difficult to get to the main library regularly, so we'd like to keep the mobile library running.”</i></p> <p><i>“The mobile library is a cohesive community facility that provides access to library facilities to those who are unable to access the static library service”.</i></p> <p><i>“I believe the mobile library provides a vital lifeline to outlying areas and to those members of 'our' society who do not have transport, access to transport or who are unable to travel for other reasons.”</i></p>

<b>Older people (49)</b>	<p><i>"A free outreach service meeting the need of elderly and vulnerable out in the community."</i></p> <p><i>"The mobile library is a real lifeline to the elderly and those without transport. Most of the people who use this service would be unable to carry heavy books using public transport. It is also a meeting place for local people. Please do not abolish this service."</i></p>
<b>Don't close the library (44)</b>	<p><i>"Do not close the library as it is the only easy access to the library facilities for those without transport and for those with physical difficulties in getting to a main library."</i></p> <p><i>"I would not want the mobile library to close, but could understand if it is reduced to every other week."</i></p>
<b>Partnership delivery / volunteers (17)</b>	<p><i>"All Libraries need experienced professional staff."</i></p> <p><i>"A professional experienced person is essential."</i></p>
<b>Leave it as it is (17)</b>	<p><i>"I think the mobile library should be left as it is as it performs a specific role."</i></p> <p><i>"Once again it is a wonderful service so would not like to see it changed."</i></p>
<b>Meeting place / social (15)</b>	<p><i>"This is the only physical contact many communities have with the rest of the area. It is their focal point for meeting like minded people to discuss books etc. It is a vital service to the community."</i></p> <p><i>"The Mobile Library is excellent at making contact with isolated people."</i></p>

**Q18) If you have any other suggestions about possible ways to save money or generate income for library services please tell us.**

Theme	Suggestions
<b>Membership / hire charges (53)</b>	<p><i>"I would support an annual charge for use of library services something in the region of £5."</i></p> <p><i>"Many of us, I'm sure would agree to a small charge for annual library usage, though I can see that this works against the unemployed and those on low wages. Politically not desirable. Still, I'd rather pay something than have the service severely reduced."</i></p> <p><i>"Charge a very modest fee and I mean modest, for borrowing books etc."</i></p>
<b>Increase multi usage (49)</b>	<p><i>"Introduce a retail approach to each library - hire the premises out, when library is closed to create multifunctional community buildings."</i></p> <p><i>"Use the venue for night school type courses but available during the day. Toddler activities. Coffee shop for Churston and Torquay libraries."</i></p>



<p><b>Sell refreshments (44)</b></p>	<p><i>"Possibility of cafe - generates income and gets people into libraries - possibly run by volunteers (keeps costs down)."</i></p> <p><i>"Drinks / vending machines so you can sit and read and have a drink"</i></p>
<p><b>Charge for sessions / activities (42)</b></p>	<p><i>"Start charging people to attend toddler groups."</i></p> <p><i>"Establish regular talks and short courses from communities and organisation. Charge a small fee to attend."</i></p>
<p><b>Library shop (25)</b></p>	<p><i>"Sell some books and DVDs."</i></p> <p><i>"You could have a library shop of some sort e.g. book exchanges / DVD / music. Leaflet drop to advertise what the library does. Very active promotion in schools or is this already done."</i></p>
<p><b>Book donations (24)</b></p>	<p><i>"Request more book donations to save buying costs?"</i></p> <p><i>"Encourage users to donate recent issue books/unwanted presents, and separate sponsor publications to avoid library purchases. (this book was donated by.....)."</i></p>
<p><b>Charge for computer / WIFI use (24)</b></p>	<p><i>"Charge everybody a pound to use the computer".</i></p> <p><i>"If any Torbay libraries are faced with shorter open hours or staff cuts it is surely time to charge for computer usage, even 50p per hour would generate an income (ticket holders included)."</i></p>
<p><b>Make savings elsewhere (20)</b></p>	<p><i>"Life is not just about money but I would support putting Council Tax up if it meant leaving the libraries alone."</i></p> <p><i>"Cut other services, cut non-vital services, libraries are vital."</i></p>
<p><b>Charge more for meeting rooms (18)</b></p>	<p><i>"Charge more for the meeting rooms in Paignton."</i></p> <p><i>"Try to rent out the rooms a bit more especially the smart new ones in Paignton - charging people access public insurance puts them off renting."</i></p>
<p><b>Use volunteers (18)</b></p>	<p><i>"Try to enlist the help of more volunteers maybe."</i></p> <p><i>"It might be possible to have a partnership of volunteers etc."</i></p>
<p><b>Reduce opening hours (16)</b></p>	<p><i>"Overall, I suppose a reduction in opening hours might be acceptable."</i></p> <p><i>"As a last resort reduce opening hours am/pm."</i></p>
<p><b>Close Churston Library (15)</b></p>	<p><i>"I would just like to emphasise that the most sensible and economic proposal is to close Churston library as there are two suitable alternatives - Paignton and Brixham libraries within a reasonable distance from Churston."</i></p> <p><i>"Perhaps selling off Churston library as it's a valuable site and you would still have the library in the town centres."</i></p>

## Respondent Profile

### Q19) Gender

	Number	Percent
Male	710	34.8%
Female	1,237	60.7%
No response	91	4.5%
<b>Total</b>	<b>2,038</b>	<b>100%</b>

### Q20) Age

	Number	Percent
0 – 15	62	3.0%
16 – 24	49	2.4%
25 – 34	117	5.7%
35 – 44	214	10.5%
45 – 54	232	11.4%
55 – 64	410	20.1%
65 – 74	545	26.7%
75+	377	18.5%
No response	32	1.6%
<b>Total</b>	<b>2,038</b>	<b>100%</b>

**Q21) Postcode**

	Number	Percent
TQ5 (Brixham)	612	30.0%
TQ4 (Paignton)	346	17.0%
TQ1 (Torquay)	340	16.7%
TQ2 (Torquay)	291	14.3%
TQ3 (Preston/Paignton)	194	9.5%
TQ9 (Totnes)	6	0.3%
TQ6 (Dartmouth)	5	0.2%
EX7 (Dawlish)	2	0.1%
TQ7 (Kingsbridge)	2	0.1%
BA20 (Yeovil)	1	0.1%
EX9 (Budleigh Salterton)	1	0.1%
PL2 (Plymouth)	1	0.1%
TA5 (Bridgwater)	1	0.1%
TQ12 (Newton Abbot)	1	0.1%
No response	235	11.5%
<b>Total</b>	<b>2,038</b>	<b>100%</b>

**Q22) Employment status**

	Number	Percent
Retired	981	48.1%
Employed part time	271	13.3%
Employed full time	260	12.8%
Self-employed	120	5.9%
Full time education	78	3.8%
Looking after the home	75	3.7%
Unemployed	73	3.6%
Sick / disabled	50	2.5%
Other	26	1.3%
Full time carer	21	1.0%
On a gov't supported training programme	3	0.1%
No response	80	3.9%
<b>Total</b>	<b>2,038</b>	<b>100%</b>

**Q23) Disability – Do you consider yourself to be disabled in any way?**

	Number	Percent
Yes	294	14.4%
No	1,625	79.7%
No response	119	5.8%
<b>Total</b>	<b>2,038</b>	<b>100%</b>

**If yes, please tell us how it affects you:**  
(respondents could tick more than one box)

	Number	Percent
Mobility	215	10.5%
Hearing	73	3.6%
Vision	58	2.8%
Other	43	2.1%

**2. Feedback from other correspondence.**

1 petition was received from the 'Friends of Paignton Library' this contained 37 signatures against the proposed reductions to the library service.

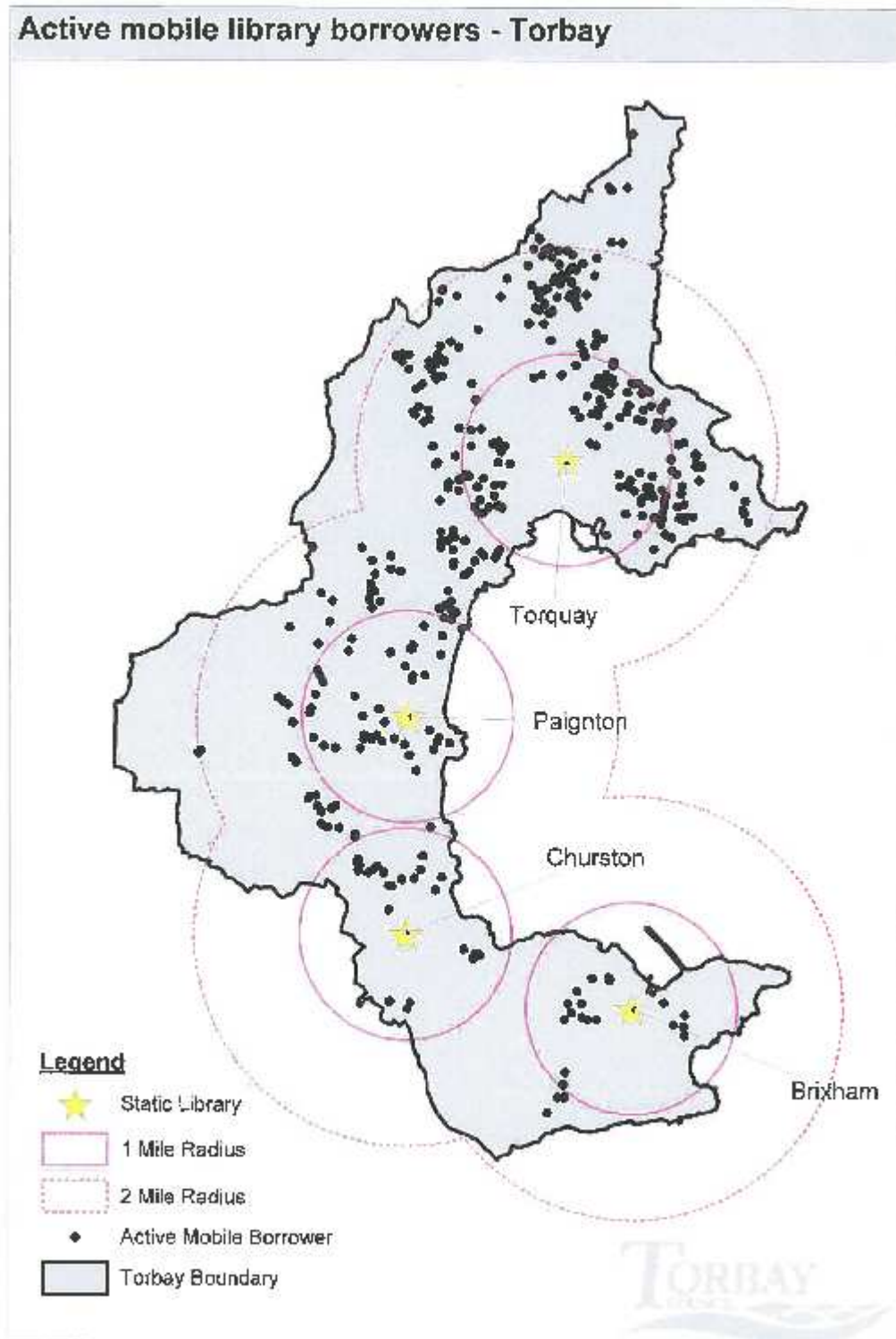
29 letters/emails were also received against the proposed reductions to the library service.

Theme	Examples of comments
<b>Against the proposed reductions to the library service (29)</b>	<ul style="list-style-type: none"> <li>• <i>"I am very concerned about the proposed cuts to funding to this excellent library. The library has become a community hub for Paignton with many amenities offered...."</i></li> <li>• <i>"...we would ask you to consider new ways of providing a library service fit for the 21<sup>st</sup> century which offers more choice and increased activities rather than reductions that will ultimately make the service non-viable...."</i></li> <li>• <i>"...I feel that it must be a very difficult position that your Council is in but please be fairer when making cuts to the library service in Torbay and think of the valuable service that they endeavour to provide to the public...."</i></li> <li>• <i>"...please do not reduce the library service – the loss of even one librarian would be tragic"</i></li> </ul>

Theme	Examples of comments
	<ul style="list-style-type: none"><li data-bbox="539 241 1394 349">• <i>“I am dismayed to hear of the proposed drastic cuts to Torbay library service. This facility is of great importance to our community....”</i></li></ul>

## APPENDIX 2

### Distribution of current mobile library customers



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## Budget Proposals 2014/15 and 2015/16: Spatial Planning

<b>Name:</b> Charles Uzzell	<b>Position:</b> Director
<b>Business Unit:</b> Spatial Planning	<b>Directorate:</b> Place & Environment
<b>Executive Lead(s):</b> Cllrs David Thomas, Ray Hill	<b>Date:</b> 6th February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation <b>Cost</b> <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• <i>Potential risks</i></li> <li>• <i>Impact on community</i></li> <li>• <i>Knock on impact to other agencies</i></li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p>21</p> <p>1. South Devon Link Road (SDLR) Payment Restructure</p>	0	101,000	Nil – internal transfer	2014/15	<ul style="list-style-type: none"> <li>Restructure of financial arrangements for construction of SDLR. Saving made in 2013/14 in Spatial Planning Budget then SDLR budget to transfer to Residents &amp; Visitor Services. Saving achieved by lengthening the repayment period of £6 million of prudential borrowing to build the road.</li> </ul>	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*	
	Income £	Budget reduction £				Internal	Minor Major
<p><b>2. Increased Planning Income</b></p>	50,000	0	Nil	2014/15	<p>Based on receipts so far in the 2013/14 financial year and fees anticipated for major planning applications where pre-application discussion has taken place a conservative figure of £50,000 increased income per annum is projected for 2014/15 and 2015/16. Building Regulation receipts are currently anticipated to be some £30,000 below target in 2013/14 but the indications are that the uplift in planning will find its way through to building projects over the next few years so standstill figures are projected. Planning and Building Regulations. Income is constantly monitored and in the event that receipts appear not to achieve anticipated levels, in-year savings on expenditure can be made by reductions in staffing levels, shared services etc.</p>	X	



Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>3. Reduced cost of Building Control</b></p>	0	40,000 (£25k in 14/15 £15k in 15/16)	Nil	2014/15 & 2015/16	As part of the proposed 14/15 budget cuts the Council considered the Business Case for joining the Devon Building Control partnership. This could not be agreed as being beneficial to the Council, as the service is already very efficient and there are little to no savings to be realised by joining the partnership. In order to achieve this saving now, the amount of non-fee earning work done by Building Control will be reduced, fees can be increased slightly and there should be a small rise in income. In addition Building Control are actively engaged in considering further business opportunities to increase income.		X	

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>4. Deletion of Enforcement Officer Post</b></p> <p>Vacancy management</p>	0	30,000	Nil	2014/15	<p>There are 2 enforcement officer posts in the establishment. This is a deletion of a vacant post where recruitment is difficult. Candidates currently need extensive planning knowledge as well as policing type skills. It is felt that it would be more efficient to allow the current enforcement post to concentrate on the policing type duties with technical planning support on enforcement matters coming from the remainder of the development management team. There may be opportunities to fill the post in 2015/16 if proactive work on enforcement can be shown to generate planning applications and fees to self fund the position. It is understood that grant monies have been awarded administered by the Community Safety Team which can deliver an HIMO enforcement function for a fixed term. The matter can then be reviewed.</p>	X		

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
<p><b>5. Further salary savings in discretionary services unless new income streams established</b></p>	0	126,000	Nil	2015/16	There are several initiatives currently being discussed to change the way the Spatial Planning service is delivered, particularly in discretionary areas such as energy conservation and heritage matters, which could generate sufficient income for the Council, enabling a saving but still providing a valuable service to the local community. It is envisaged therefore that for the remainder of 2013/14 and in 2014/15 these potential initiatives will be examined thoroughly in anticipation of delivery and saving in 2015/16.		X	
<p><b>6. Additional Income</b></p> <p>Additional income to be found via planning applications</p>	9,000	0	Nil	2015/16		X		
Total income / saving 2014/15	50,000	156,000						
Total income / saving 2015/16	9,000	141,000						
<b>Overall Income / Saving</b>	<b>£59,000</b>	<b>£297,000</b>						
<b>TOTAL</b>	<b>£356,000</b>							

**Budget Proposals 2014/15 and 2015/16: Supporting People**

**Agenda Item 3b**  
**Appendix 3b**

<b>Name:</b> Frances Mason	<b>Position:</b> Head of Supporting People
<b>Business Unit:</b> Supporting People	<b>Directorate:</b> Adult Services
<b>Executive Lead(s):</b> Cllr Scouler	<b>Date:</b> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision	
	Income £	Budget reduction £					Internal	Minor
	2014/15	2015/16	2014/15	2015/16				
<b>1. Young People Support &amp; Accommodation Service:</b> 45 units of accommodation for young people (16-24) who would otherwise be statutorily homeless or children in need requiring statutory social work intervention. Reduce by 55%	0	0	135,800	0	March 2014	<ul style="list-style-type: none"> <li>• The current contract expires 17 February 2014</li> <li>• Reduction in accommodation may impact on Housing Duty to provide advice and assistance for vulnerable 16-24 year olds.</li> <li>• Potential increase in child in need assessments for homeless 16 &amp; 17 year olds and potential increased demand for safeguarding services.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>		X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £					Internal	Minor	Major
	2014/15	2015/16	2014/15	2015/16					
<p><b>2. Integrated families service:</b> 14 units of accommodation based support, 14 outreach and 6 emergency units for homeless families with support needs annual. Reduce by 100% over 2 years</p>	0	0	87,400	43,700	Aug 2014	<ul style="list-style-type: none"> <li>Current contract expires 4 Aug 2014</li> <li>There is the potential that children may stay on child protection plans longer than anticipated.</li> <li>There is the potential for increased demand on other services such as Children's Services e.g. Housing Options and health services.</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X
<p><b>3. Domestic abuse outreach service:</b> Support for people who have experienced domestic abuse to remain safe in their own homes.  Reduce by 100% - although will be funded through public health domestic abuse reserves</p>	0	0	105,000	0	April 2014	<ul style="list-style-type: none"> <li>No impact of this proposal as the service will continue to be funded through Public Health.</li> <li>Current contract expires June 2014 and service specifications are being developed by the domestic abuse steering committee.</li> </ul>		X	

Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £					Internal	Minor	Major
	2014/15	2015/16	2014/15	2015/16					
<p><b>4. Supported Employment:</b> Supported employment for people with Learning Disabilities (LD) - including those with aspergers and other autistic spectrum conditions. Includes Project Search which is a partnership between the Council, hospital and South Devon College.</p> <p>Remove supported employment but retain project search element of service</p>	0	0	300,000	Nil	April 2014	<ul style="list-style-type: none"> <li>Potential for significant impact on people with LD, especially those with aspergers and other autism spectrum conditions.</li> <li>There is the potential for an increased demand on agencies such as Job centre Plus, and South Devon college who make referrals to the supported employment service.</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £					Internal	Minor	Major
	2014/15	2015/16	2014/15	2015/16					
<b>5. Leonard Stocks Centre :</b> Assessment, engagement and referral centre for homeless people with complex needs including poor mental and physical health. Includes outreach support for rough sleepers (24 units of accommodation) All residents have an assessed local connection.  Reduce by £150,000	0	0	150,000	0	April 2014	<ul style="list-style-type: none"> <li>Contract expires April 2014</li> <li>This service provides the main source of emergency accommodation for single priority homeless in line with council's statutory housing duty.</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 & 2015/16				Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £	2014/15	2015/16				Internal	Minor	Major
<p><b>6. Jatis x2</b> 25 units of temporary accommodation based support for people in structured treatment for drug and alcohol issues. Referrals must have an assessed local connection with Today.  Reduce by 100%</p>	0	239,800	0	0	Nil	April 2014	<ul style="list-style-type: none"> <li>Current contract expires March 2014</li> <li>Potential reduction in successful treatment completions</li> <li>Potential reduction in problematic substance misusers engaged in employment and in settled accommodation</li> <li>Potential impact on rough sleepers and prolific offending because unlikely alternative accommodation could be found.</li> <li>There is the potential for a reduction in appropriate emergency accommodation which may result in vulnerable people rough sleeping.</li> <li>There is the potential for increased demand for adult social care services</li> <li>Consultation and Equality Impact Assessment undertaken to assess impact of the proposal.</li> </ul>			X
<p><b>7. Social inclusion floating support service (SIFS)</b> Brief intervention and short term crisis support for people in</p>	0	350,000	0	0	Nil	April 2014	<ul style="list-style-type: none"> <li>Current contract expires March 2014</li> <li>Reduced capacity for early intervention.</li> <li>Potential for increase for evictions and increased demand on housing options service.</li> <li>Potential for increased demand on other public services such as adult social care</li> </ul>			X



Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £					Internal	Minor	Major
	2014/15	2015/16	2014/15	2015/16					
housing difficulties. Reduce by 100%									
<b>8. Community Outreach Support Service (COSS)</b> Generic floating support (see 7 above) Reduce by 100%	0	0	358,700	0	March 2014	<ul style="list-style-type: none"> <li>and hospitals</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> <li>Current contract expires March 2014</li> <li>Reduced capacity for early intervention.</li> <li>Potential for increase in evictions and increased demand on housing options service.</li> <li>Potential for increased demand on other public services such as adult social care and hospitals</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X
<b>9. Criminal Justice Accommodation Service (CJAS)</b> 10 units of accommodation for offenders with complex needs on licence who have an assessed local connection with Torbay Reduce by 100%	0	0	60,000	0	April 2014	<ul style="list-style-type: none"> <li>Current contract expires March 2014</li> <li>Potential increase in homeless offenders who may have multiple and complex needs (e.g. poor mental health, substance misuse).</li> <li>Potential for increased pressure on other services such as housing options</li> <li>Potential inability to comply with MAPPA duty to co-operate on high risk offenders.</li> <li>Consultation and Equality Impact Assessment undertaken to assess the</li> </ul>			X

Proposals – Outline details	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision*		
	Income £	Budget reduction £					Internal	Minor	Major
	2014/15	2015/16	2014/15	2015/16					
<p><b>Proposals – Outline details</b> Please outline which financial years income / savings will be realised <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.</p>									
<p><b>10. Reaching Out South West:</b> Provided by a partnership of 7 providers. Comprising pre-engagement and resettlement support mostly working with people with mental health issues at present. Reduce by 100%</p>	0	0	Nil	450,000	April 2015	<ul style="list-style-type: none"> <li>Current contract due to expire March 2015</li> <li>Potential impact on other public services such as Devon Partnership Trust (DPT) and adult social care services</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X
<p><b>11. Folks at home</b> Outreach service to older people including resettlement support for people moving from residential care to extra care housing. Reduce by 48%</p>	0	0	95,400	0	April 2014	<ul style="list-style-type: none"> <li>Current contract expires March 2014</li> <li>Potential impact on other public services such as adult social care, hospital and housing options.</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X
<p><b>12. Sheltered housing:</b> Accommodation based support for older people living in the</p>	0	0	305,700	0	April 2014	<ul style="list-style-type: none"> <li>Contracts expire 17 March 2014</li> <li>There is the potential that needs are not identified early resulting in an increased demand for other services such as adult</li> </ul>			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND</b> identify which service area (activity area) within your service review document the saving / income relates to.	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £					Internal	Minor	Major
	2014/15	2015/16	2014/15	2015/16					
social housing sector. Reduce by 100%						<ul style="list-style-type: none"> <li>There is the potential for loneliness and isolation among clients.</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			
<b>13. Extra care:</b> Schemes which provide care and support to older people as an alternative to residential and nursing care, enabling people to remain in their own homes with access to support and care on site.  Proposal to reduce by £11,000	0	0	11,000	0	April 2014	<ul style="list-style-type: none"> <li>The services are jointly commissioned and funded with Torbay Southern Devon Health and Care Trust (TSDCT). Reduction or removal of SP funding could potentially increase demand for adult social care services and the hospital.</li> <li>Equality Impact Assessment undertaken to assess impact of the proposal.</li> <li>renegotiation of contract allowed savings to be delivered in advance of council decision and without impact to service users</li> </ul>			X
<b>14. Link workers:</b> Supporting the take up and monitoring of personal budgets  Reduce by 100%	0	0	39,400	0	April 2014	<ul style="list-style-type: none"> <li>Staff employed by TSDHCT and DPT, this funding is only a proportion of the cost</li> <li>Potential cost pressure on adult social care budget.</li> </ul>			X

Proposals – Outline details <i>Please outline which financial years income / savings will be realised</i> <b>AND identify which service area (activity area) within your service review document the saving / income relates to.</b>	Savings for 2014/15 & 2015/16			Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>Potential risks</li> <li>Impact on community</li> <li>Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £		Budget reduction £				Internal	Minor	Major
	2014/15	2015/16	2014/15				2015/16		
<b>15. Personal budgets:</b> Supports people with learning disabilities who have medium to long term support needs personal budgets. Personal budgets can also be used to fund short term resettlement support to move people out of residential care into extra care.  Reduce by 100%	0	0	250,000	0	April 2014	<ul style="list-style-type: none"> <li>Funding is attached to individual support plans.</li> <li>Some people will have ongoing support needs which may mean an increase in demand for adult social care services.</li> <li>Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X
<b>16. Review of staffing arrangements to match service demand</b>	0	0	53,200	186,000	April 2014 and 2015	<ul style="list-style-type: none"> <li>There is the potential for reduced capacity to support projects.</li> </ul>		X	
<b>SUB TOTAL</b>	0	0	2,541,400	679,700					
<b>TOTAL</b>				<b>£3,221,100</b>					

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA)

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>12/08/13</b>	<b>Date of current version:</b>	<b>6/02/14</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off :

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6/02/14</b>	<b>Date:</b>	<b>6/02/14</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Young People Support &amp; Accommodation Service:</b> 45 units of accommodation for young people (16-24) who would otherwise be statutorily homeless or children in need requiring statutory social work intervention.</p> <p>2014/15 2015/16</p> <p><b>Annual contract / budget value:</b> <del>£246,950</del> 0</p>		Reduce by 55% £135,795		March 2014	<ul style="list-style-type: none"> <li>• <b>Potential risks</b></li> <li>• <i>Impact on community</i></li> <li>• <i>Knock on impact to other agencies</i></li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul>			X
					<ul style="list-style-type: none"> <li>• The current contract expires 17 February 2014</li> <li>• Reduction in accommodation may impact on Housing Duty to provide advice and assistance for vulnerable 16-24 year olds.</li> <li>• Potential increase in child in need assessments for homeless 16 &amp; 17 year olds and potential increased demand for safeguarding services.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>The service currently provides an outreach pre-engagement service to work with the young person (16-24) before they enter the accommodation, potentially linking them to services which avert the need for accommodation. The service also then provides an outreach re-settlement service for clients when they leave the accommodation service and move into more independent living. Expected stay is 18 months in pipeline and expected stay in accommodation of 9 months.</p> <ul style="list-style-type: none"> <li>• The proposal is to alter the service delivery of the young people support and accommodation service currently delivered by Independent Futures as the main provider, with Westcountry and Parkview delivering in a partnership and sub contracting arrangement.</li> <li>• The aim is to support budget savings for the Local Authority.</li> <li>• This service currently supports 45 accommodation based units, split over 4 buildings and provides outreach support initially to engage young people and resettlement support when they leave the service. In total the service delivers 120 contracted support hours per month in outreach (approximated at 10 clients for this EIA).</li> <li>• The service fits as part of a pipeline of services for young people which includes a homelessness prevention service, emergency accommodation and supported lodgings.</li> <li>• The current contract ends in February 2014</li> </ul> <p><b>Proposals</b></p> <p>Proposal - to reduce capacity of the service by 55%. This would result in cost savings to the LA of £135,795</p> <p><b>Objectives</b></p> <p>Re-negotiate the contract to reduce the contract capacity.</p>

No	Question	Details
2.	Who is intended to benefit / who will be affected?	<p>Proposal will impact on young people who are priority under homeless legislation or leaving care and young people who could be prevented from becoming homeless or children in need.</p> <p>The young people service provides accommodation and support for the following groups of young people and they will be most affected</p> <ul style="list-style-type: none"> <li>• homeless 16 &amp; 17 year olds,</li> <li>• 16 &amp; 17 year olds leaving care</li> <li>• 16-24 young people requiring supported accommodation.</li> <li>• Service Provider if capacity is reduced.</li> <li>• Potential redundancy costs for staff and use of building issues.</li> </ul> <p>Clients currently in the service will need support to move on to other accommodation.</p> <p>Key stakeholders affected are:</p> <ul style="list-style-type: none"> <li>• Current service users: young people and their families</li> <li>• The Service Provider; staff employed within the service who may be subject to redundancy</li> <li>• Housing Services who use supported accommodation as housing solution for young people either through their prevention or statutory homeless work</li> <li>• Children's Services will need to respond to the demand for accommodating young people who are assessed as 'children in need' under Section 20 of the Children's Act and for providing move on accommodation for young people leaving care.</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
3.	Have you considered the available evidence?	<p>Supporting People currently commission the Service to provide 45 units of supported accommodation across Torquay and Paignton in shared housing and self contained properties, plus initial outreach and resettlement support when they leave accommodation.</p> <p>Placement numbers into the current service for 2012/13 are 37 different young people. Between service start on 21 February 2012 and 31 March 2012 there were 24 young people recorded as entering the service</p> <p>34 out of 36 young people leaving the service in 2012/13 did not need to enter emergency accommodation, meaning homelessness was avoided.</p> <p>92.3% of young people who were NEET (Not in Employment, Education or Training) when they entered the service were supported to access EET whilst in the service (12/13).</p> <p>Two care leavers and 2 young people on cusp of care used the service in the year 2012/13. Data from 2013/14 shows 5 care leavers left the Service in quarter 1.</p> <p>Children's Services social care data identifies the number of young people entering the social care system is increasing. When these young people reach age 16 they could access Supporting People young people services as part of their move on options from foster care or residential placements. A decrease in the number of supported accommodation units may increase waiting times meaning a delay in appropriate move on and meaning the needs of young people could increase due to no earlier intervention.</p> <p>The number of young people aged 16-24 is approx 12700 (census 2011). 217 young people aged 16-17 approached the youth homelessness prevention service as homeless in 2012/13. 19 of these young people who could not return home following family mediation moved into supported accommodation.</p> <p>Latest figures show proportion of children in poverty in Torbay is significantly above the England average at 24%. The rate of teenage pregnancies in Torbay is significantly higher than England at 52.2 per 1000 15-17</p>

No	Question	Details
		<p>year olds. Levels of adult obesity, hospital stays for alcohol related harm and hospital stays for self harm are worse in Torbay than England average.<sup>1</sup> The service can impact on these figures by supporting vulnerable young people with varying needs to move on to sustainable independence and live healthy lifestyles and to make healthy and safe life choices.</p> <p>In 2012/13, regarding clients entering all short term Supporting People services (including young people entering this service):</p> <ul style="list-style-type: none"> <li>• Where known, 122 were accepted as requiring secondary mental health services, and 139 were accepted as requiring Probation/Youth Offending Team services</li> <li>• Where known, 27.6% (293) were statutory homeless with 156 of them owed a homelessness duty, another 137 (12.9%) were not statutory homeless but considered homeless by the service</li> <li>• Where known, 31 were assessed as at high risk of domestic abuse and supported through the MARAC (Multi Agency Risk Assessment Conference)</li> </ul>
<p>4. Page 440</p>	<p><b>How have you consulted on the proposal?</b></p>	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online. Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p>

<sup>1</sup> Torbay Health Profile 2013, Public Health England, 24 September 2013, [www.healthprofiles.info](http://www.healthprofiles.info)

No	Question	Details
		<p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family</p>

No	Question	Details
<p style="text-align: center;">Page 442</p>		<p>members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap</p> <p>See Appendix 1 for consultation results</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and</p>

No	Question	Details
		carers, where 160 people attended.
5.	Outline the key findings	<p>There were 12 responses received which referred to this proposal. There was also 1 focus group held for clients where 8 people attended.</p> <p>The proposal to reduce the funding for the Young People's Support and Accommodation Service by 55% will significantly impact on the capacity of the service to effectively support the number of young people it is currently able to assist. There will be a significant reduction in the number of young people the service is able to support and also in the level of support that is available for those who are able to access the service. The provider will have to reduce the number of units of accommodation available, this will potentially lead to an increase in homelessness, as the number of young people accessing the already limited accommodation with Torbay increases. Reduced access to the service will also increase the risk of mental ill health, substance misuse and criminal behaviour, if the support provided to develop confidence and life skills is no longer there. Many young people accessing the service they have no-one else to turn to and this was highlighted by 4 of the young people who attended the focus group, who stated that they would not still be alive if it were not for the service. Many young people would find it more difficult to gain the skills and access education, training and employment needed to enable them to live an independent and productive life.</p> <p>The current service has been specifically designed to provide early intervention and prevention for some of the most vulnerable people in our communities. The proposed cuts will over time lead to increased costs elsewhere in the system as clients start to use more intensive, higher cost statutory services.</p> <p>The provider has highlighted its concerns regarding the risk to clients, staff, property and the local community if the level of support provided within the service is reduced and want to be able to continue to provide a service that is safe, appropriate and affordable for this very vulnerable client group.</p>
6.	What amendments may be required as a result of the consultation?	<p>Mitigating action: Negotiation with provider on whether remaining 46% of service could be spot purchased by Torbay Children's Services for post 16 placements to meet statutory requirements</p> <p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</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>
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people	Housing Options and Children's Services will meet statutory need for accommodating young homeless people and care leavers	Young People may be placed in emergency accommodation for a longer period of time whilst longer sustainable accommodation is sourced by the Housing Options team. 94% of the clients entering this service in 2012/13 were aged 16 to 18 (only have data for 18 out of 37 which applies for all of the below stats)	
	People with caring responsibilities			The number of young carers using the service is not identifiable. No impact from client record data analysis as all young people using the service are without dependent children.
	People with a disability			No impact from analysis of client record data.
	Women or men		89% of clients entering the service in 2012/13 were female	
	People who are black or from a minority ethnic background (BME)			No impact from analysis of client record data
	Religion or belief (including lack of belief)			No impact from analysis of client record data



No	Question	Details
		supports vulnerable young people with varying needs to live healthy lifestyles and gain independence.
8a.	<p><b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>A reduction in the number of supported accommodation units will directly impact upon Housing Options service and requirements for temporary accommodation for those homeless young people aged 16 to 24 where the Council has accepted a housing duty. The Housing Options service are commissioning a portfolio of emergency accommodation and will need to take account of the proposed 50% reduction in supported accommodation for young people.</p> <p>The proposed 100% reduction to Supporting People floating support services means there will no alternative supporting people support available to mitigate the impacts.</p>
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>No other public service changes known that could add to cumulative impact of proposal.</p>

**Section 3: Mitigating action**

No	Action	Details
9.	<p>Summarise any negative impacts and how these will be managed?</p>	<p>Negative impacts as outlined in section 7 above:</p> <ul style="list-style-type: none"> <li>94% of the clients entering this service in 2012/13 were aged 16 to 18, therefore young people will be disproportionately affected by this proposal.</li> <li>89% of clients entering the service in 2012/13 were female. Females will be disproportionately affected by this proposal.</li> <li>In 2012/13, where economic status is known, 56% of people who entered short term Supporting People services</li> </ul>



		<p>(across all services) had a status that meant they were eligible for welfare benefits, Therefore people on welfare benefits will be proportionately affected by the proposed change.</p> <p>It will be very difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to. We will monitor the impacts as set out in section 10 below on a quarterly basis.</p> <p>Other mitigating actions</p> <ul style="list-style-type: none"> <li>• <u>A reduction to support to young people may result in an increase in children looked after under Section 20 of the Children's Act - this will be managed through the decommissioning process for existing clients to share information with social care staff about on-going support needs for young people.</u></li> <li>• <u>Increase number of young people presenting to Housing Options for accommodation, advice and assistance - this will be managed through the decommissioning process for existing clients to share information with Housing Options. The on-going risk will be managed by the Housing Options service who plan to commission a portfolio of emergency accommodation; this will meet the immediate housing need of young people who are homeless.</u></li> </ul>
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**Section 4: Monitoring**

No	Action	Details
107	Outline plans to monitor the actual impact of your proposals	<p>The following impacts will be monitored and reported to the Commissioning for Independence Board, chaired by the Director of Adult Social Services:</p> <ul style="list-style-type: none"> <li>• Numbers of young people requiring homeless assessments.</li> <li>• Numbers of young people identified as in Priority Need by Housing Options requiring emergency accommodation</li> <li>• Numbers of young people seeking advice and assistance from Housing Options</li> <li>• Numbers of young people requiring Initial Assessments to determine if they are 'children in need'</li> <li>• Waiting times for young people seeking supported accommodation.</li> </ul>

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p><b>State a recommended course of action</b> Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal - Despite</b> having identified some potential 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>✓</p> <p>X</p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria (over 18's), they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust, if any 16 – 17 year old requires support from Children's Services they will be appropriately referred.</p> <p>In light of the views expressed in the consultation that if given additional time there may be opportunities to access different funding streams to enable the service to continue, the Council is now proposing the establishment of a one off transitional fund in the value of £74,700, which will be provided to the service in</p>

		<p><b>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</b></p>		<p>2014/15. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue for a future with less Council funding than is currently provided.</p>
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### Appendix 1

#### Young People’s Support and Accommodation Service (YPAS)- Reduce by 55%

There were 12 responses received which referred to this proposal. There was also 1 focus group held for clients where 8 people attended. The service is provided by Independent Futures, with some elements of delivery sub-contracted to Westward Housing and Parkview Guesthouse.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>“The 55% reduction in funding for the Young People’s Support and Accommodation Service will create risks of homelessness, mental ill health, increasing substance misuse and criminal behaviour, whilst decreasing opportunities for training and employment.”</p> <p>This is illustrated through a number of case studies supplied by the provider, the type of which impacts on health etc. have been summarised below:</p> <ul style="list-style-type: none"> <li>• Support with behaviour, attitudes and beliefs</li> <li>• Attending mental health appointments</li> <li>• Increased confidence</li> <li>• Skills to live independently</li> </ul>

Category	Examples of comments
	<ul style="list-style-type: none"> <li>• Volunteering</li> <li>• Building confidence</li> </ul> <p>Two focus groups were held with service users from YPAS. They mentioned the reputation and quality of the service including the safety and security of some of the accommodation provided. Some commented on the support with life skills that they had received and how their confidence had grown. Four out of eight service users said that they would not be still alive if it were not for the service. One service user now volunteers on the Community Forum of a South West based housing association, monitoring key performance indicators and participating in the editorial panel of their quarterly newsletter.</p>
<p><b>Impact on individual and ability to live independently</b></p>	<p>“When I first moved in I was depressed, pregnant, self harming. I had no family to help me. I had no confidence and hated myself. I joined courses passed qualifications and had things to look forward to.”</p> <p>“Teaching me how to survive on my own”</p> <p>“If this would diminish I could see many young people such as myself wasting their life away while being miserable for the rest of their meaningless existence.”</p> <p>“Although I would be housed it is the support I get that gives me a greater chance to make a better life later on”</p>
<p><b>Financial Impact of the Proposals</b></p>	<p>“The current services have been specifically designed by both commissioners and providers to provide early intervention and prevention functions for some of the most vulnerable people in our communities. The proposed cuts will almost certainly increase costs in the medium to long term as clients without a preventative support service start to use more intensive, high cost statutory services.”</p>

Category	Examples of comments
<p><b>Impact on the Service / Provider</b></p>	<p>“We will need to take a balanced view based on the risks to clients, staff, property and the local community. We will need to clarify what sort of level of service and how many units of accommodation the reduction in contact value is proposed to cover before we can make further decisions.”</p>
<p><b>Opportunities to Discuss Alternative Options / Source Other Funding</b></p>	<p>“We want to be able to continue to provide services that are safe, appropriate and affordable for these two vulnerable client groups. We want to continue to discuss what options there may be with commissioners.”</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA)

<b>Business Unit:</b>	Supporting people	<b>Directorate:</b>	Adults & Resources
<b>Date Started :</b>	20 <sup>th</sup> August 2013	<b>Date of current version:</b>	6 <sup>th</sup> February 2014

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation with those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

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 Executive Lead / Head Sign off :

<b>Executive Lead(s)</b>	<b>Executive Head:</b>
Cllr Christine Scouler	Fran Mason
<b>Date:</b>	<b>Date:</b>
6 <sup>th</sup> February 2014	6 <sup>th</sup> February 2014

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Integrated families service: (also known as Stone Court)</b>                      14 units of accommodation based support, 14 outreach and 6 emergency units for homeless families with support needs annual. Reduce by 100% over 2 years</p> <p><b>Annual contract value: £126,580</b></p>		Reduce by 100%: 84,387  Equates to 8 months saving		Aug 2014	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <ul style="list-style-type: none"> <li>• Current contract expires 4 Aug 2014</li> <li>• There is the potential that children may stay on child protection plans longer than anticipated.</li> <li>• There is the potential for increased demand on other services such as Children's Services e.g. Housing Options and health services.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>	Internal	Minor	Major

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<ul style="list-style-type: none"> <li>• The Integrated Families Service (Stone Court) provides 14 units of outreach support and 14 units of Supported People supported accommodation. Outreach support is offered to families living in the community to prevent them from becoming homeless and is used to help families resettle when they move out of the supported accommodation. Supported accommodation is utilised by families who have experienced homelessness and need on-site support to learn independent living skills before moving onto live in their new homes.</li> <li>• There are 6 units of emergency accommodation part of the contract, these are funded by Housing Services. This part of the contract will end along with the Supporting People funded element. The mitigating action is Housing Options are commissioning a portfolio of emergency accommodation to commence in line with the overall contract end.</li> <li>• The current contract expires August 2014 with the option to extend for a further 2 years.</li> <li>• Housing Services are procuring an emergency accommodation framework to go live July 2014. Initial discussions have commenced on the viability of continuing with the emergency element within this contract.</li> </ul> <p>This proposal is to end the Integrated Family Services contract resulting in savings of £126,580 (initial part year effect - 8 months savings = £84,387)</p>
2.	Who is intended to benefit / who will be affected?	<p>The Service provides supported accommodation to 14 different families at any one time and outreach support to a further 14 families at any one time. All families are at risk of homelessness, are homeless or are moving on from emergency accommodation. Each family can stay in the supported accommodation service for a maximum of 9 months and receive outreach support for a further 9 months.</p> <p>Vulnerable families will be most affected. This includes families working with Children's Services either at an early intervention or social care level (i.e. families on child protection plans and Common Assessment Framework plans). The service supports families to adhere to statutory plans and is a key partner in the safeguarding of children using the service.</p> <p>Housing Services will be affected and see an increase in assistance required for families.</p>



No	Question	Details
		<p>The service is accessed through the Safeguarding Hub Enquiry Form (SHEF) which means each referral is completed and processed via Childrens Services and referred through the allocation panel process. This means information is shared between agencies to enable the families most in need to be prioritised.</p> <p>Key stakeholders affected are:</p> <ul style="list-style-type: none"> <li>• Family Health Partnership</li> <li>• Children's Services</li> <li>• Children's Centres</li> <li>• Health Visitors</li> <li>• Midwives</li> <li>• Service Provider; staff employed within the service may be subject to redundancy.</li> <li>• Housing Services</li> <li>• Homeless families &amp; other Service Users</li> <li>• Community Outreach Support Service and the Social Inclusion Floating Support Service (proposal to reduce by 100%, see separate Floating Support EIA)</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
3.	Have you considered the available evidence?	<p>16 families entered the service in 2012/13 (from the service start date of 7/8/12)</p> <p>18 families left the service in 2012/13 (from the service start date of 7/8/12) of whom 94% successfully moved on to independent living, or more independent living, or ended the outreach element of the service having achieved positive outcomes.</p> <p>In 2012/13, regarding clients entering short term Supporting People services (across all services):</p> <ul style="list-style-type: none"> <li>• Where known, 122 were accepted as requiring secondary mental health services, and 139 were accepted as requiring Probation/Youth Offending Team services</li> <li>• Where known, 27.6% (293) were statutory homeless with 156 of them owed a homelessness duty, another 137 (12.9%) were not statutory homeless but considered homeless by the service</li> <li>• Where known, 31 were assessed as at high risk of domestic abuse and supported through the MARAC (Multi Agency Risk Assessment Conference)</li> </ul> <p>Latest figures show proportion of children in poverty in Torbay is significantly above the England average at 24%. The rate of teenage pregnancies in Torbay is significantly higher than England at 52.2 per 1000 15-17 year olds. Levels of smoking in pregnancy, breastfeeding, adult obesity, and hospital admission for alcohol related harm are worse in Torbay than England average.<sup>1</sup> The service can impact on these figures by supporting vulnerable families with varying needs to move on to sustainable independence and live healthy lifestyles and to make healthy and safe life choices.</p>

<sup>1</sup> Torbay Health Profile 2013, Public Health England, 24 September 2013, [www.healthprofiles.info](http://www.healthprofiles.info)

No	Question	Details
4.	How have you consulted on the proposal?	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online. Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.</p>

No	Question	Details
		<p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> </ul>

No	Question	Details
		<ul style="list-style-type: none"> <li>Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap.</p> <p>See Appendix 1 for consultation results</p> <p><b>Other including members of the public/non service users</b>  A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
5.	<p><b>Outline the key findings</b></p>	<p>There were 4 responses received which referred to this proposal. There was also 1 focus group held for clients where 6 people attended.</p> <p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p> <p>It was felt that the service helps in the following ways:</p> <ul style="list-style-type: none"> <li>Support to address domestic abuse</li> <li>Support to attend meetings for child protection</li> <li>Parenting Support</li> <li>Budgeting/dealing with debt</li> <li>Engagement with health services</li> </ul>

No	Question	Details
		<p>Concerns were raised that the 100% reduction in funding for the Integrated Families Service will create a risk to children, whose vulnerability could potentially missed without the skilled staff in this service.</p> <p>Financially it was felt that without this preventative service there was an increasing likelihood of children requiring intervention from statutory Children's Services."</p> <p>"The resource's closure would have a major impact on people's lives who are already marginalised, excluded and sometimes feared by society and children could be placed in very dangerous, inappropriate and unsafe conditions."</p> <p>It is felt that the suggested cuts in funding would result in a service that had too high a risk of failure and would therefore be unviable.</p>
6.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>Potential mitigating action: Negotiation with provider and Housing options on change of use to emergency accommodation for homeless families with support.</p> <p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</p>

**Positive and Negative Equality Impacts**

<b>Positive and Negative Equality Impacts</b>		<b>Details</b>	
<b>No</b>	<b>Question</b>	<b>Positive Impact</b>	<b>Negative Impact</b>
7.	Identify the potential positive and negative impacts on specific groups		
	Older or younger people		No differential impact
	People with caring responsibilities		All households in this Service have dependent children. Specific information is not available for this service.
	People with a disability		No differential impact
	Women or men		68% of the people leaving the service in 2012/13 were female. Cutting this service will have a detrimental impact on homeless families, some of whom are single mothers, and their ability to develop parenting skills and avoid second unplanned pregnancies.
	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 /		Rate of teenage pregnancies

No	Question	Details
	on maternity leave	significantly higher than England. <sup>1</sup> This service can help prevent unplanned pregnancies and break the cycle of teenage pregnancy
	Socio-economic impacts (Including impact on child poverty issues and deprivation)	<p>In 2012/13, where economic status is known, 56% of people who entered short term Supporting People services (across all services) had a status that meant they were eligible for welfare benefits</p> <p>Impact could be increase or continue child poverty- Latest figures show proportion of children in poverty is significantly above England average.<sup>1</sup> Service supports families (mostly of a low income) to live sustainable independent lives and to identify and gain employment opportunities. There may also be an increase in homelessness applications, increased use of temporary accommodation and possibly family break-up, and a possible increase on hospital admissions, all of which will result in higher costs to the Authority</p> <p>National costs are: temporary accommodation: £336 a week</p>
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	<p>Indicators show that levels of smoking in pregnancy, breastfeeding, adult obesity, hospital admission for alcohol related harm are worse in Torbay than England average.<sup>1</sup> The service supports</p>



No	Question	Details
		families to live healthy lifestyles and engage in positive parenting. The effect of the withdrawal of this service may impact on the differential healthy life expectancy between communities.
8a.	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	The proposed 100% reduction to SP floating support services means there will no alternative supporting people support available to mitigate these impacts.
8b.	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	

**Section 3: Mitigating action**

No	Action	Details
9.	<b>Summarise any negative impacts and how these will be managed?</b>	<p>Negative impacts as outlined in section 7 above:</p> <ul style="list-style-type: none"> <li>• All households in this Service have dependent children, therefore people with caring responsibilities will be disproportionately affected by this proposal.</li> <li>• 68% of the people leaving the service in 2012/13 were female, therefore females will be disproportionately affected by this proposal.</li> <li>• In 2012/13, where economic status is known, 56% of people who entered short term Supporting People services (across all services) had a status that meant they were eligible for welfare benefits, Therefore people on welfare</li> </ul>

Page 464		<p>benefits will be proportionately affected by the proposed change.</p> <p>It will be very difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to. We will monitor the impacts as set out in section 10 below on a quarterly basis.</p> <p>Other mitigating actions:</p> <ul style="list-style-type: none"> <li>• <u>Support to families with children on child protection plan will be reduced, resulting in longer time on Child Protection plans or increase in children looked after.</u> - this will be managed through the decommissioning process for existing clients to share information with social care staff about on-going support needs for families.</li> <li>• <u>Increase in number of families presenting to Housing Options for accommodation, advice and assistance - this will be managed through the decommissioning process for existing clients to share information with Housing Options.</u> The on-going risk will be managed by the Housing Options service who plan to commission a portfolio of emergency accommodation; this will meet the immediate housing need of families who are homeless.</li> <li>• <u>Increase demand on health visiting service to support clients - this will be managed through the decommissioning process for existing clients to identify families with additional support needs that can be met through health visiting service.</u></li> </ul>
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**Section 4: Monitoring**

<b>No</b>	<b>Action</b>	<b>Details</b>
10.	Outline plans to monitor the actual impact of your proposals	<p>The following impacts will be monitored and reported to Commissioning for Independence Board, Chaired by the Director of Adult Services.</p> <ul style="list-style-type: none"> <li>• Monitor for increase in number of families requiring homeless assessments and reasons</li> <li>• Monitor for increase in numbers of families accepted as statutorily homeless by Housing Options requiring emergency accommodation</li> <li>• Monitor for increase in numbers of families seeking advice and assistance from Housing Options and type</li> </ul>

		<p>of advice/assistance required</p> <ul style="list-style-type: none"> <li>• Monitor waiting times for families seeking supported or other accommodation</li> <li>• Monitor number of safeguarding incidents</li> </ul>
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**Section 5: Recommended course of action –**

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p><b>State a recommended course of action</b> Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal - Despite</b> having identified some potential 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>✓</p> <p></p> <p>X</p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p> <p>In light of the views expressed in the consultation that if</p>

				<p>given additional time there may be opportunities to access different funding streams to enable the service to continue, the Council is now proposing the establishment of a one off transitional fund in the value of £78,700, which will be provided to the service in 2014/15. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue for a future without Council funding.</p>
		<p><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>		

**Appendix 1**

**Consultation Results: Integrated Families Service (also known as Stone Court) - Reduce by 100%**

There were 4 responses received which referred to this proposal. There was also 1 focus group held for clients where 6 people attended.

The service is provided by Independent Futures.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>The provider has submitted a number of case studies which demonstrate the impact the service has on the health, wellbeing and quality of life of existing and potential clients. The type of support provided which impacts on health etc. have been summarised below:</p> <ul style="list-style-type: none"> <li>• Support to address domestic abuse</li> <li>• Support to attend meetings for child protection</li> </ul>

Category	Examples of comments
	<ul style="list-style-type: none"> <li>• Parenting Support</li> <li>• Budgeting/dealing with debt</li> <li>• Engagement with health services</li> </ul> <p>One focus group was held with service users of the Integrated Families Service. In their feedback they commented on the empowering, supportive nature of the service and how it keeps families together. Service users highlighted the help they had received in accessing parenting skills and college courses, counselling and mental health services. They also mentioned support with finance and budgeting.</p>
<p><b>Quality of Service</b></p>	<p>“Stone Court offers a valuable and experienced staffing who instil self worth, determination, confidence and safeguarding to very vulnerable children and adults.”</p> <p>“Stone Court work collaboratively with other agencies in a very professional manner and often are excellent mediums of communication at times of great stress and fear to the families involved.”</p> <p>“Our greatest concern is that vulnerability in a child may be missed if we cannot provide a service with sufficiently experienced and skilled staff to pick up on safeguarding concerns.”</p>
<p><b>Impact on Statutory Services and National Priorities</b></p>	<p>“The 100% reduction in funding for the Integrated Families Service will create a risk to children, increasing the likelihood of children requiring intervention from statutory Children’s Services.”</p> <p>“The resource’s closure would have a major impact on people’s lives who are already marginalised, excluded and sometimes feared by society and children could be placed in very dangerous, inappropriate and unsafe conditions.”</p>

Category	Examples of comments
<b>Financial Impact of the Proposals</b>	<p>“The current services have been specifically designed by both commissioners and providers to provide early intervention and prevention functions for some of the most vulnerable people in our communities. The proposed cuts will almost certainly increase costs in the medium to long term as clients without a preventative support service start to use more intensive, high cost statutory services.”</p>
<b>Impact on the Service / Provider</b>	<p>“We will have to take a balanced view based on risks to clients, staff, property and the local community. We will not be prepared to continue to try and run a service with unreasonable risks. We believe that the current proposal is too risky and we will need to identify funding for a support service of sufficient quality to be able to deal with the issues presented by homeless families, for example, child protection, mental health, domestic violence, drug and alcohol issues to be continued within the project before we can confirm what the future use of the project is.”</p>
<b>Opportunities to Discuss Alternative Options / Source Other Funding</b>	<p>“We want to be able to continue to provide services that are safe, appropriate and affordable for these two vulnerable client groups. We want to continue to discuss what options there may be with commissioners.”</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): Supported Employment Service

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>30<sup>th</sup> July 2013</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off :

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<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Supported Employment:</b> Supported employment for people with Learning Disabilities (LD) - including those with aspergers and other autistic spectrum conditions. Includes Project Search which is a partnership between the Council, hospital and South Devon College.</p> <p><b>Total annual contract Value £338,000 (£300,000 Supported Employment £38,000 Project Search)</b></p> <p><b>This proposal is to end the community based supported employment service but retain Project Search resulting in a £300,000 budget reduction</b></p>	Contribution in kind from hospital & South Devon College	Reduce by £300,000		April 2014	<ul style="list-style-type: none"> <li>• Potential for significant impact on people with LD, especially those with aspergers and other autism spectrum conditions.</li> <li>• There is the potential for an increased demand on agencies such as Job centre Plus, and South Devon college who make referrals to the supported employment service.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X



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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>The proposal is to alter the service delivery of the Supported Employment Service.</p> <p>The service is currently provided by Pluss and consists of 2 parts:</p> <ul style="list-style-type: none"> <li>• The delivery of a <b>community based supported employment</b> service for 55 people with learning disabilities and people with autistic spectrum conditions</li> <li>• The provision of Project Search, a partnership project with Torbay hospital and South Devon college, which provides internship opportunities, vocational qualifications and job searching, based at Torbay hospital, for 11 young people (aged 18-25) with learning disabilities and autistic spectrum conditions</li> </ul> <p>This proposal is to end the community based supported employment service but retain Project Search resulting in a £300,000 budget reduction. The service is funded solely by the local authority.</p>
2.	Who is intended to benefit / who will be affected?	<p>The community based supported employment service works with 55 people who have learning disabilities and people who have autistic spectrum conditions. Within this, a large proportion of these people have Aspergers (higher functioning autism) who have great potential to work due to their academic ability, but struggle to compete in the open job market due to their communication difficulties. Ending the service would therefore also specifically impact on people with autistic spectrum conditions and specifically Aspergers.</p> <p>Retaining Project Search would leave an avenue for young people with learning disabilities and autistic spectrum conditions to access some form of support into employment, but the project only works with 10 people per year, and only with the 18-25 age group.</p> <p>Overall this proposal would specifically impact on people with learning disabilities and autistic spectrum conditions over the age of 25.</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
3.	Have you considered the available evidence?	<p>Around 3000 people in Torbay have a learning disability, although most of these people have a mild learning disability. This is above average compared to the rest of the country. 750 people in Torbay are counted by their GP as having a learning disability. 450 people receive a service from the specialist Community Learning Disability Team.</p> <p>Around 15% of people with Autistic Spectrum Condition are employed. The 2012/13 Adult Social Care outcomes framework shows that the percentage of people with a learning disability who are employed in Torbay is 4.9% compared to 7.2% nationally. Around 15% of people with Autistic Spectrum Condition are employed. There are no figures available for Torbay.</p> <p>Included as an appendix is the Autism self assessment which was submitted to the Department of Health in September 2013, which lists the Supported Employment service as one of the only support services available in Torbay for adults with autistic spectrum conditions.</p>
4.	How have you consulted on the proposal?	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget</p>

No	Question	Details
		<p>announcement (as for many services the proposals will affect staff)  A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.  The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.  A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as</p>

No	Question	Details
		<p>attended a focus group</p> <p>Two separate focus groups were held for carers and relatives of service users of the Supported Employment Service.</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul>

No	Question	Details
		<p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap</p> <p>See Appendix 1 for consultation results</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
<p>5. Page 475</p>	<p><b>Outline the key findings</b></p>	<p>There were 16 responses received which referred to this proposal. There were also 4 focus groups held for clients and carers where 48 people attended.</p> <p>The respondents expressed the view that the direct consequence of the closure of the service is that current and future generations of adults and young people with learning disabilities and/ or autism, will be unable to move into employment and achieve the independence, choice and control that a job and a working life brings. Service users and their families spoke about having hope since receiving this service and felt that ending the service would have a detrimental effect on those who are motivated to become employed but cannot do so without the support of the service. It was stated that there are no other specialist services in Torbay for people with Autistic Spectrum Conditions (ASC) and the Jobcentre does not have the specialist knowledge to support people with learning disabilities or autistic spectrum condition into work. People at the focus group asked what was the point of the Council investing in special schools if there was nothing afterwards, as the purpose of school is to prepare people for work?</p>

No	Question	Details
		<p>There was concern that the number of organisations willing to employ people with additional needs would reduce as the service plays a key role in working with employers to promote the case for employing people with additional needs and supporting both the organisation and the employee when people are employed.</p> <p>It was felt that ending the service would lead to a further strain on service provisions e.g. learning disability teams, social workers and GP's due to depression and financial strain people will feel and a number of parents stated that without the service their children would be in day services.</p> <p>People at the focus group spoke of the money that would be saved if people got work instead of being reliant on benefits. This was underpinned by further feedback stating "...for every £1 spent on adults with moderate care needs, an average of £1.30 will go back to local government, central government, the NHS and individuals. The National Audit Office (2009) also found that if local services identified and supported just 4% of adults with high functioning autism and Asperger syndrome, the outlay would become cost neutral over time." Currently only 4.9% of adults with a learning disability in the bay are known to be in paid employment."</p> <p>It was also stated that successive national reports have highlighted the need to improve expectations that people with a range of disabilities should participate in paid employment and the critical role of local authorities in leading that work, along with its obligations under the Autism Act.</p> <p>It was expressed that the provider is keen to explore alternative options with the Council to access part-funding from other funding streams, but this cannot be achieved within the timescales given in the proposal.</p>
6.	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>The Provider has submitted alternative savings proposal for consideration by council. If implemented this would mitigate the impact of the initial proposal by retaining a reduced service for this client group for a longer period of time pending investigation of alternative funding sources.</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>
7.	Identify the potential positive and negative impacts on specific groups		<p>This proposal would impact disproportionately on people over the age of 25, as Project Search which will be retained, only works with people up to the age of 25. Therefore, anyone over the age of 25 would no longer have a supported employment service available to them in Torbay.</p> <p>This proposal would impact on people with caring responsibilities. This is because the service is free of charge and does not form part of a person's RAS allocation. Therefore if the service(s) were to end, service users would not be entitled to an alternative service, meaning an increase of time spent caring for those with caring responsibilities for them.</p>	
	Older or younger people			
	People with caring responsibilities			
	People with a disability		<p>People with learning disabilities and autistic spectrum conditions would be affected. These services are the only specialist employment services for people with learning disabilities and autistic spectrum conditions in Torbay. People with these disabilities who want to work in Torbay would therefore not be able to access this type of support. (Work Choice has limited numbers of places and is only available to people who are in an immediate position to</p>	

No	Question	Details
		work 16 hours a week or more) The current service works with people who are capable of working but need more support to achieve this goal.
Women or men		No differential 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 impacts (Including impact on child poverty issues and deprivation)		The proposals will have an impact on the economic well being of people with learning disabilities and autistic spectrum conditions as the services are currently supporting people into employment.
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)		No impacts identified
<b>8a.</b> <b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified)	The cumulative impact of the ending of other Supporting People services will result in there being no other supporting people services for people with learning disabilities and Autistic Spectrum Conditions to access.	



No	Question	Details
	above)	
8b.	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	We are not aware of any proposals to other public services.

**Section 3: Mitigating action**

No	Action	Details
9.	<b>Summarise any negative impacts and how these will be managed?</b>	<p>Negative impacts identified in Section 7:</p> <ol style="list-style-type: none"> <li>1. This proposal would impact disproportionately on people over the age of 25, as Project Search which will be retained, only works with people up to the age of 25. Therefore, anyone over the age of 25 would no longer have a supported employment service available to them in Torbay.</li> <li>2. This proposal would impact on people with caring responsibilities. This is because the service is free of charge and does not form part of a person's RAS allocation. Therefore if the service(s) were to end, service users would not be entitled to an alternative service, meaning an increase of time spent caring for those with caring responsibilities for them.</li> <li>3. People with learning disabilities and autistic spectrum conditions would be affected. These services are the only specialist employment services for people with learning disabilities and autistic spectrum conditions in Torbay. People with these disabilities who want to work in Torbay would therefore not be able to access this type of support. (Work Choice has limited numbers of places and is only available to people who are in an immediate position to work 16 hours a week or more) The current service works with people who are capable of working but need more support to achieve this goal.</li> <li>4. The proposals will have an impact on the economic well being of people with learning disabilities and autistic spectrum conditions as the services are currently supporting people into employment.</li> </ol> <p>Managing this impact</p>

		<p>Where people have a Care Manager, we will inform them of the ending of the service so they can re assess individuals. However, this will have an impact on the workload of the Care Managers within the Learning Disability Team. This however is unlikely to minimise any impacts, as this service is free and not part of a person's RAS assessment, meaning that in most cases, people would not be entitled to alternate services from Adult Social Care. In addition, more than half the people the service works with have an autistic spectrum condition, and do not have any other support apart from this service. There is no other service to refer them to. We would talk to the Jobcentre as they would be required to support individuals that are currently supported by Pluss. However, a strong theme to emerge from the consultation was that people have not received the level of support they require from the Jobcentre.</p> <p>Monitoring the impact:</p> <p>We will monitor for:</p> <p>Employment outcomes for people with a learning disability Employment outcomes for people with Autistic Spectrum Conditions (this may not be possible to source)</p>
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**Section 4: Monitoring**

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	<ul style="list-style-type: none"> <li>• Employment Outcomes for people with learning disabilities – this data is currently collected annually by Adult Social Care and could be reported annually. In addition, data from the Jobcentre could be reported quarterly.</li> <li>• Employment outcomes for people with autistic spectrum conditions – it is not known whether this data is available. As many adults with Autistic Spectrum Conditions do not have a formal diagnosis, this data may be difficult to obtain. We will try to obtain from colleagues at the Jobcentre and report quarterly.</li> </ul>

**Section 5: Recommended course of action –**

No	Action	Outcome	Tick	Reasons/justification for recommended action
			✓	

11.	<p><b>State a recommended course of action</b> Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal - Despite</b> having identified some <u>potential</u> 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><b>Outcome 4: Stop and rethink – EIA has</b> identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>X</p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>
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## Appendix 1

### Consultation Results: Supported Employment- Reduce by 100%

There were 16 responses received which referred to this proposal. There were also 4 focus groups held for clients and carers where 48 people attended.

This service is provided by Pluss.

During consultation a proposal was received from the Provider to reduce the contract value and the number of clients supported, and that full details can be found in the EIA.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>“The direct consequence of the closure of the service is that these people, as well as all future generations of adults and young people with learning disabilities and/ or autism, will be unable to move into employment and achieve the independence, choice and control that a job and a working life brings.”</p> <p>“The first time my daughter talked about, “when I get a job”, I wept with joy.”</p> <p>“The support provided by Pluss to my daughter and many others, not only means occupation and employment but helps them gain confidence and gives hope for the future.”</p> <p>“... we are just so pleased that she may soon be able to do some work and be a positive member of society.”</p> <p>“He now has a proper paid part time job and in addition has come to be more self reliant and confident. He loves his work... Pluss helped him in every aspect of work including how to use the bus service, it has changed his life.”</p>

Category	Examples of comments
<p align="center"><b>Impact on Statutory Services and National Priorities</b></p>	<p>“The proposal will have an adverse impact on young disabled people who are motivated to become employed.”</p> <p>People at the focus groups spoke of having hope since receiving a service from Pluss. Many service users stated that they wanted more than anything to work, some people had families they wished to support. People spoke of being bored and depressed when they cannot work.</p> <p>“Successive national reports have highlighted the need to improve expectations that people with a range of disabilities should participate in paid employment, and the critical role of local authorities in leading that work:  Improving Work Opportunities for People with a Learning Disability (DWP, 2006):  Valuing Employment Now (HM Govt, 2009):  Realising Ambition (DWP, 2009)”</p> <p>“The current driver for locally commissioned supported employment provision is the 2012/13 Adult Social Care Outcomes Framework (ASCOF). Torbay clearly has a real need for this service because only 4.9% of adults with a learning disability in the bay are known to be in paid employment.”</p> <p>“The Torbay requirement to have its offer clear for the delivery of its obligations under the Autism Act and associated strategy serves to reinforce the critical importance of this supported employment service to its delivery. Without the service, Torbay’s offer will be significantly damaged and reduced.”</p> <p>“Equality Act 2010 - If the service is withdrawn its closure could be seen as potentially in breach of section 20(3) of the Act (particularly when seen against a backdrop of other areas developing dedicated services with</p>

Category	Examples of comments
	<p>integral employment support).”</p> <p>“It doesn’t make sense to end these services as we await a Government paper on disability employment strategy and look to establish a local offer to young people with EHC plans.”</p> <p>“It feels that the rights of the most vulnerable are the first to be targeted and it will lead to a further strain on service provisions eg learning disability teams, social workers and GP's due to depression and financial strain we will feel.”</p> <p>Several people at the focus group stated that their children would be in day services if they weren't with Pluss. One person stated that she would have been seeking an out of area training place for her son, which would have cost £75,000 per year for 3 years.</p> <p>People at the focus group asked what was the point of the Council investing in special schools if there was nothing afterwards – surely school is there to prepare you for work?</p> <p>“If the proposal is implemented there is a high likelihood that significant costs will be incurred elsewhere across Torbay Council in terms of both services and welfare benefits... will inevitably see a displacement of support needs and an increased demand for social care support.”</p>
<p><b>Financial Impact of the Proposals</b></p>	<p>“The supported employment service also contributes significantly to the local preventative agenda and to a reduced take up of other Torbay Council services including adult social care and children’s services.”</p> <p>“...for every £1 spent on adults with moderate care needs, an average of £1.30 will go back to local government, central government, the NHS and individuals. The National Audit Office (2009) also found that if local services identified and supported just 4% of adults with high functioning autism and asperger syndrome, the outlay would become cost neutral</p>

Category	Examples of comments
	<p>over time.”</p> <p>People at the focus group spoke of the money that would be saved if people got work instead of being reliant on benefits. Also, some people would be eligible for day services. One service user spoke proudly of paying taxes to help others now he has a job</p>
<p><b>Impact on the Wider Community</b></p>	<p>“The loss of this service will also negatively impact upon service users families and carers (immediately and for future generations) as they will be more likely to be in need of support from the local authority as their cared for family member would probably need more help.”</p> <p>“Cutting the service will barely cause a ripple in the ranks of the mainstream community. People with learning disabilities and their families seldom have a loud voice. Their protests will be easily curtailed or dismissed.”</p> <p>“Pluss has engaged with local employers ...this is beneficial for all future employees (not just those with autism), as it makes a workplace more open to diversity, and supportive of difference.”</p>
<p><b>Opportunities to Discuss Alternative Options / Source Other Funding</b></p>	<p>“Working with Pluss to secure part-funding this service from other areas within Torbay Council.”</p> <p>“Working with Pluss to secure part-funding for this service from other agencies and other funding streams.”</p> <p>“Please note that without Torbay Councils continuing investment in this valuable service for people with learning disabilities and people with autistic spectrum conditions, then there will be no realistic likelihood of securing alternative funding streams.”</p> <p>“Pluss remains eager to meet with Torbay elected members and senior</p>

Category	Examples of comments
<p align="center"><b>No Alternative Support or Service available to Clients</b></p>	<p>Torbay officers to discuss strategies that would see the retention of a supported employment service for the citizens of Torbay, and, could reduce the financial burden that Torbay Council will face if it decides to proceed with a variation on the proposal.”</p> <p>“I am particularly concerned that an invest to save approach is completely absent in the thinking around the cuts when it comes to Pluss's Supported Employment services.”</p> <p>“Without the support of Pluss, we would never have had the courage to even 'think' about him working. He would not have been able to access mainstream job seeking services”</p> <p>“We as parents/carers will not be around for ever, so it is vital that people like the qualified, knowledgeable workers at Pluss are able to help people who have difficulties to become independent people slowly but surely.</p> <p>People at the focus groups pointed out that Pluss not only worked with individuals, but also with employers, promoting the case for employing people with additional needs, and supporting them fully if they do employ someone. This then promotes confidence in employers that they can successfully employ people with additional needs.</p> <p>It was also stated out that there are no other specialist services in Torbay for people with Autistic Spectrum Conditions (ASC) and Pluss is invaluable in understanding and supporting people with ASC and their families as it is a 'hidden' disability, which employers often struggle to understand.</p> <p>People were clear that the Jobcentre does not have the specialist knowledge to support people with learning disabilities or autistic spectrum condition into work.</p>



## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA):

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>30<sup>th</sup> July 2013</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off :

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<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

**Summary from Overall Budget Proposals:**

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	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Leonard Stocks Centre :</b> Assessment, engagement and referral centre for homeless people with complex needs including poor mental and physical health. Includes outreach support for rough sleepers (24 units of accommodation) All residents have an assessed local connection.</p> <p>£153,000</p> <p>The current budget for this service is £305,662.50 per annum.</p> <p><b>The proposal is to reduce the budget by 50% to approximately £153,000 per annum.</b></p>		£153,000 reduction		April 2014	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <ul style="list-style-type: none"> <li>• Contract expires April 2014</li> <li>• This service provides the main source of emergency accommodation for single priority homeless in line with council's statutory housing duty.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>The Leonard Stocks centre is an Engagement and Resettlement service based at Factory Row in Torquay. It houses and supports 24 homeless individuals at any time. The service is run by Chapter One, in partnership with the Shekinah Mission. The contract was awarded in July 2009 and has been extended to April 2014. The service works with people to address the issues that led them to homelessness. People using the service often have complex needs, such as drug or alcohol dependency, offending histories and mental health issues, and are often entrenched in homelessness. There are staff on site 24 hours a day, 7 days a week. Some people move from Leonard Stocks into their own accommodation, and some have moved on to more specialist services, such as Jatis, the Supporting People funded drug and alcohol service. Leonard Stocks is also used by Torbay Council's Housing Services to house some of the people to whom the Council has a duty under Housing legislation. A snapshot view of the week beginning 14<sup>th</sup> October 2013, shows that Housing Services had 6 people who they had a duty to, under Housing legislation, placed at Leonard Stocks (National costs for emergency accommodation is £336 a week<sup>1</sup>). In addition, Severe Weather Watch (formerly Winter Watch), which gives overnight accommodation to anyone who is street homeless in adverse weather, to help prevent deaths, is run from Leonard Stocks. The Governments' 'No Second Night Out' scheme (which aims to prevent anyone spending a second night being street homeless) is also run from Leonard Stocks.</p> <p>The proposal is to reduce the funding to the Leonard Stocks centre by 50%, from its current value of £305,662.50 to approximately £153,000 per annum.</p>
2.	Who is intended to benefit / who will be affected?	<p>Initial discussions with the provider have indicated that if the funding for Leonard Stocks was reduced by 50%, they would be unable to work with individuals with complex needs. This is because the current level of funding is required to fund the amount of staff needed to run the service safely whilst working with people with complex needs. In addition, it is likely that the capacity of the service would reduce.</p> <ul style="list-style-type: none"> <li>Reduction in capacity of Leonard Stocks, and changes so that the service could no longer work with people with complex needs, could impact on individuals. The waiting list for the Leonard Stocks Centre on the 11<sup>th</sup></li> </ul>

<sup>1</sup> Supporting People Financial benefits Realisation Tool, Cap Gemini. The tool adds inflation to the figures

No	Question	Details
<p style="text-align: center;">Page 490</p>		<p>November 2013, is 25 people. There is no other service in Torbay that works with people who are street homeless and/or have complex needs. These individuals would therefore still have a need for accommodation and support to address their needs.</p> <ul style="list-style-type: none"> <li>● If the capacity of Leonard Stocks were reduced, this will lead to longer waiting lists and longer waiting times to access the service. It is possible that this will have an impact on the health and wellbeing of the individual if they have to wait longer for accommodation and support, and it is possible that this will impact on the workload of Housing Services, as more people will be in contact with them awaiting accommodation.</li> <li>● If Leonard Stocks were unable to work with people with complex needs, these people could either present at the Council's Housing Services, or be 'sofa surfing' or street homeless. The Council would have a duty to some of these individuals and this would have an impact on the Housing Services budget, as they would have to pay for emergency accommodation for these individuals (National costs for emergency accommodation is £336 a week<sup>2</sup>). A snapshot view of the week beginning 14<sup>th</sup> October 2013, shows that Housing Services had 6 people who they had a duty to under Housing legislation, placed at Leonard Stocks) The Manager of Housing Services has indicated their view that it would be difficult to source emergency accommodation that would be willing to house some of the people with complex needs that they currently house at Leonard Stocks.</li> <li>● It is possible that there would be an increase in street homelessness if Leonard Stocks were not able to work with people with complex needs and there was a reduction in the capacity of the service. This is because the Council would only have a duty under Housing law to some of the people who are housed at Leonard Stocks. Without Leonard Stocks, it is possible that a proportion of people who the Council do not have a duty to, would become street homeless as there is no other service that works with this group. Figures for 2012/13 show that 74 of the 106 clients were rough sleepers (street homeless) when entering the service.</li> <li>● The impact of increased numbers of rough sleepers with complex needs such as drug and alcohol dependency, offending history and mental health issues would be: <ol style="list-style-type: none"> <li>1. Impact on individuals – people would not have the opportunity to be supported to address the issues that led to their homelessness, and they may not address these issues without support. This</li> </ol> </li> </ul>

<sup>2</sup> Supporting People Financial benefits Realisation Tool, Cap Gemini. The tool adds inflation to the figures

No	Question	Details
		<p>could lead to a deterioration in an individuals physical and mental health</p> <p>2. Impact on the wider community and visitors– An increase in people with complex needs who are street homeless could impact on the community due to more people being visible on the streets and a potential increase in fear of crime.</p> <ul style="list-style-type: none"> <li>● If Leonard Stocks could no longer work with people with complex needs, it would not be able to run the ‘Severe Weather Watch’ scheme which provides shelter for anyone rough sleeping in severe weather with the aim of preventing deaths.</li> <li>● If Leonard Stocks could not work with people with complex needs, this could also impact on the delivery of the Governments ‘No second night out’ scheme which is currently run from Leonard Stocks and carries out outreach work to try to prevent anyone spending a second night rough sleeping. Even if the outreach work continued, workers would not be able to house people with complex needs at Leonard Stocks to prevent them spending a second night out.</li> </ul>

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**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
3.	Have you considered the available evidence?	

No	Question	Details																								
		<p>The service is geared towards short-term (13 week) intervention. 102 clients left the service in 2012/13- most (64) stayed for up to 13 weeks/ 3 months, 24 needed longer, staying for 3-6 months, and 14 for longer with 2 over 2 years.</p> <p>106 clients entered the service in 2012/13. The age breakdown is below</p> <table border="1" data-bbox="331 864 624 1680"> <thead> <tr> <th>Age</th> <th>Number of clients entering the service</th> </tr> </thead> <tbody> <tr> <td>18-30</td> <td>35</td> </tr> <tr> <td>31-40</td> <td>32</td> </tr> <tr> <td>41-50</td> <td>24</td> </tr> <tr> <td>51-60</td> <td>10</td> </tr> <tr> <td>61+</td> <td>5</td> </tr> <tr> <td>Total</td> <td>106</td> </tr> </tbody> </table> <p>There were 38% who were long term sick or disabled.</p> <p>74 of the 106 clients were rough sleepers when entering the service, 10 others had a primary need relating to offending and 14 others had a primary need relating to drug and/or alcohol misuse</p> <table border="1" data-bbox="884 658 1075 1680"> <thead> <tr> <th>Year</th> <th>Number of clients entering LSC</th> </tr> </thead> <tbody> <tr> <td>2009/10</td> <td>91</td> </tr> <tr> <td>2010/11</td> <td>121</td> </tr> <tr> <td>2011/12</td> <td>91</td> </tr> <tr> <td>2012/13</td> <td>106</td> </tr> </tbody> </table> <p>The service was 95.8% full in 2012/13 and 95% full in 2011/12 The reason that this is less than 100% is not due to lack of demand, but due to time between clients to clean and repair rooms.</p>	Age	Number of clients entering the service	18-30	35	31-40	32	41-50	24	51-60	10	61+	5	Total	106	Year	Number of clients entering LSC	2009/10	91	2010/11	121	2011/12	91	2012/13	106
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4.	How have you consulted on the proposal?	<p><b>Providers of Supporting People funded services</b></p>																								

No	Question	Details
<p style="text-align: center;">Page 493</p>		<p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not</p>

No	Question	Details
		<p>been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul>



No	Question	Details
		<p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap.</p> <p>See Appendix 1 for consultation results.</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
<p>5. <b>Outline the key findings</b></p>		<p>There were 12 responses received which referred to this proposal. This included a petition signed by 31 people. There were also 2 focus groups held for clients where 10 people attended.</p> <p>People at the focus groups spoke of how Leonard Stocks gave them an opportunity to have a roof over their heads and be warm and safe. People felt that it would be impossible to move on in life without somewhere to live, in this case provided by the service.</p> <p>Several people stated that they would have died if Leonard Stocks were not there as they would have continued in a downward spiral of drug use, homelessness, crime, and ill health. It was felt that there would be more people on the streets which would not only be detrimental to the people sleeping rough but on the whole community</p> <p>Financially, it was noted that failure to provide this sort of accommodation would have a knock on effect on offender management services, the prison service, police and hospitals. It was believed that all of these agencies would see an increased resource requirement, both in terms of cost and time.</p>

No	Question	Details
6.	What amendments may be required as a result of the consultation?	Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.

**Positive and Negative Equality Impacts**

No	Question	Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people			No differential impact
	People with caring responsibilities			No differential impact
	People with a disability		Leonard Stocks has rooms that are adapted to the needs of those with physical disabilities and therefore provides a means of housing people who are homeless and have a disability, which would not be available elsewhere. 38% of the clients entering the service in 2012/13 were long term sick or disabled.	
	Women or men			Figures for 2012/13 show that 89% of the people who used Leonard Stocks were men, but the service is available to both men and women
	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			No differential impact

Details	
No	Question
	or bisexual
	People who are transgendered
	People who are in a marriage or civil partnership
	Women who are pregnant / on maternity leave
	Socio-economic impacts (Including impact on child poverty issues and deprivation)
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)
	Impacts include increasing homelessness as many clients were rough sleepers prior to accessing Leonard Stocks (74 of 106 in 2012/13). Potential impact on crime as offenders use the service- and having accommodation is known to reduce re-offending <sup>3</sup> . Clients often have complex needs and are signposted by Leonard Stocks to GPs and specialist services such as mental health, drug treatment etc. The service promotes healthy and safe life choices to clients who often have chaotic lifestyles.
	<p>The main cumulative impact would be the impact on the Council's ability to provide emergency accommodation for people who are homeless and have complex support needs as detailed above in section 2.</p> <p>The cumulative impact of the ending of Supporting People services will result in their being no other supporting people services for people to access. For example, there would be no floating support to support people in a private tenancy, no alternative accommodation services for people with drug/alcohol issues etc</p>
<b>8a</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)
<b>8b.</b>	<b>Cumulative Impacts –</b>

<sup>3</sup> Transforming rehabilitation: a summary of evidence on reducing reoffending, Ministry of Justice Analytical Series, 2013, p5, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/243718/evidence-reduce-reoffending.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/243718/evidence-reduce-reoffending.pdf)

No	Question	Details
	Other public services (proposed changes elsewhere which might worsen the impacts identified above)	Supporting People are not aware of any other public service changes.

**Section 3: Mitigating action**

No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	<p>Negative impacts identified in section 7:</p> <ol style="list-style-type: none"> <li>1. Leonard Stocks has rooms that are adapted to the needs of those with physical disabilities and therefore provides a means of housing people who are homeless and have a disability, which would not be available elsewhere. 38% of the clients entering the service in 2012/13 were long term sick or disabled.</li> <li>2. Impacts include increasing homelessness as many clients were rough sleepers prior to accessing Leonard Stocks (74 of 106 in 2012/13). Potential impact on crime as offenders use the service- and having accommodation is known to reduce re-offending</li> <li>3. Clients often have complex needs and are signposted by Leonard Stocks to GPS and specialist services such as mental health, drug treatment etc. The service promotes healthy and safe life choices to clients who often have chaotic lifestyles.</li> </ol> <p>It will be very difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to.</p> <p>We will monitor potential</p> <ul style="list-style-type: none"> <li>• Increase in homelessness</li> <li>• Increase in crime</li> <li>• Increase in fear of crime</li> <li>• Increase in rough sleeping</li> </ul>

		<ul style="list-style-type: none"> <li>• Potential increase in temporary accommodation budget</li> </ul> <p>The impacts will be monitored and reported to the Commissioning for Independence Board chaired by the Director of Adult Services.</p>
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**Section 4: Monitoring**

<b>No</b>	<b>Action</b>	<b>Details</b>
10.	Outline plans to monitor the actual impact of your proposals	<ul style="list-style-type: none"> <li>• Monitoring numbers of homelessness assessments - this information can be obtained from colleagues in housing and reported quarterly</li> <li>• Monitoring numbers of people accepted as statutorily homeless requiring emergency accommodation- this information can be obtained from colleagues in housing and reported quarterly</li> <li>• Monitoring temporary accommodation costs – this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>• Monitoring fear of crime – this information can be obtained from colleagues in community safety</li> <li>• Monitoring crime figures – this information can be obtained from colleagues in the police and reported quarterly</li> <li>• Monitoring rough sleepers – this information can be obtained from the rough sleepers count, or ‘No second night out’ if continued.</li> </ul> <p>The following impacts will be monitored and reported to the Commissioning for Independence Board chaired by the Director of Adult Services.</p>

**Section 5: Recommended course of action –**

<b>No</b>	<b>Action</b>	<b>Outcome</b>	<b>Tick</b>	<b>Reasons/justification for recommended action</b>
			✓	

11.	<p><b>State a recommended course of action</b> Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p> <p>In light of the views expressed in the consultation that if given additional time there may be opportunities to access different funding streams to enable the service to continue, the Council is now proposing the establishment of a one off transitional fund in the value of £135,000, which will be provided to the service in 2014/15. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue for a future without Council funding.</p>
		x		

		<p><b>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</b></p>		
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**Appendix 1**

**Consultation Results: Leonard Stocks Centre- Reduce by 50%**

There were 12 responses received which referred to this proposal. This included a petition signed by 31 people. There was also 2 focus groups held for clients where 10 people attended.

The service is provided by Chapter 1, with some elements of delivery sub-contracted to Shekinah Mission.

Theme	Examples of comments
<p><b>Impact on Individuals</b></p>	<p>People at the focus groups spoke of how Leonard Stocks gave them an opportunity to have a roof over their heads and be warm and safe. People spoke of the “miserable” time they had living on the streets and that it was impossible to move on in life without somewhere to live. “How can you apply for a job if you are filthy?”</p> <p>Several people stated that they would have died if Leonard Stocks were not there as they would have continued in a downward spiral of drug use, homelessness, crime, and ill health. One person stated that without Leonard Stocks, they would have committed suicide due to</p>

Theme	Examples of comments
	<p>mental health issues.</p>
<p><b>Impact on Statutory Services</b></p>	<p>“...offenders remain homeless and as a result continue offending, possibly for longer. This may mean the onus then falls on the statutory agencies but the overall cost to our community could be considerable.”</p> <p>People at the focus group spoke of the fact that Leonard Stocks had stopped them using other services such as A&amp;E and outreach services. People also stated that they would be in prison, in contact with the police more, and costing these services money, if they weren't in Leonard Stocks.</p>
<p><b>Increase in Homelessness and Crime</b></p>	<p>“... is accommodation which usually provides the foundation for making changes. Whilst the statutory agencies seek to address offending they cannot provide effective interventions without suitable accommodation.”</p> <p>“There will only ever be one result from your proposed cuts and that'll be an increase in crime. Certainly not a good selling point for tourists or investment in the area.”</p> <p>People at the focus group spoke of “not being able to deal” with being on the streets. Several people stated that if they were back on the streets, they would return to committing crime and would probably end up in prison.</p>



Theme	Examples of comments
<p><b>Impact on wider community</b></p>	<p>“The centre is often the alternative to remanding in custody if a defendant has no other address to which he or she can, reliably, be bailed .If the centre is forced to close there will simply be more offenders and ex-offenders on the street and, therefore, more risk to the public and greater cost to the taxpayer.”</p> <p>“It is only an intelligent guess that this is going to lead to more crime, petty theft, burglaries, breaking into empty homes to squat, possible suicides coming out of total desperation. It also has to be considered how all this will then affect everyone living in Torbay and visiting Torbay.”</p> <p>People at the focus group stated that they thought it would damage the town and tourism if more people were homeless and on the streets.</p> <p>People at the focus group spoke of the impact on their families and the wider community, if they were homeless, using drugs and committing crime. For example, some people have children, who benefit greatly from their parent being supported in Leonard Stocks.</p> <p>“The proposed drastic and immediate cut could close a Centre which is not only a humanitarian necessity but saves society a great deal in the long run by helping the homeless to become honest and productive citizens.”</p>
<p><b>Financial Impact</b></p>	<p>“What on earth is the council thinking in cutting funding to the most vulnerable in the bay? Please stop wasting money on palm trees and stupid things around the bay and put it to good use help the helpless it is our duty.”</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA)

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>12/08/13</b>	<b>Date of current version:</b>	<b>06/02/14</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Executive Lead / Head Sign off :

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>06/02/14</b>	<b>Date:</b>	<b>06/02/14</b>

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Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Jatis</b></p> <p>25 units of temporary accommodation based support – 10 units for people in structured treatment for drug and alcohol use. 15 units for people who are abstinent. Referrals must have an assessed local connection with Torbay.</p> <p><b>Annual contract value: £239,800</b></p>		Reduce by 100%: £239,800		April 2014 (but there would have to be 3 months notice given to end the contract)	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <ul style="list-style-type: none"> <li>• Current contract expires March 2014</li> <li>• Potential reduction in successful treatment completions</li> <li>• Potential reduction in problematic substance misusers engaged in employment and in settled accommodation</li> <li>• Potential impact on rough sleepers and prolific offending because unlikely alternative accommodation could be found.</li> <li>• There is the potential for a reduction in appropriate emergency accommodation which may result in vulnerable people rough sleeping.</li> <li>• There is the potential for increased demand for adult social care services</li> <li>• Consultation and Equality Impact Assessment undertaken to assess impact of the proposal.</li> </ul>	Internal	Minor	Major

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

No	Question	Details
1.	<p><b>Clearly set out the proposal and what is the intended outcome.</b></p>	<p>The accommodation services for people recovering from drug and alcohol use are currently provided by Jatis, a small local organisation. There are 2 services:</p> <ul style="list-style-type: none"> <li>• Structured treatment service – this service provides 15 units (beds) of accommodation, in shared houses, for people who are currently involved in treatment for drug/alcohol use. The service provides support for people to gain independent living skills, and access voluntary work/paid work or training/education, in addition to support around a persons recovery.</li> <li>• Abstinence service – this service provides 10 units (beds) of accommodation in shared houses, for people who are abstinent from drugs and alcohol and provides support for people to re integrate into the community. Similarly to the structured treatment service, the service provides support for people to gain independent living skills, and access to work/education/training.</li> </ul> <p>The maximum length of stay in both services is 18 months, and all people who use the service must have a local connection to Torbay. People are often referred from the statutory drug and alcohol treatment service, and some are referred from the Leonard Stocks centre which provides temporary accommodation and support for people who are homeless (please see separate Equality Impact Assessment for the Leonard Stocks centre).</p> <p>Jatis also offer additional services on top of their contract, for which they do not charge the local authority. This includes 'pre engagement' work where the service works with people prior to them accessing the service to support them (for example whilst someone is waiting to come into the service). Jatis also provide many leisure activities for people in the service, for example football and camping trips.</p> <p>The proposal is to end both services. The contract value for the structured treatment service is £141,278 per annum. The contract value for the abstinence service is £98,462 per annum. The combined contract value is £239,800 per annum.</p>
2.	<p><b>Who is intended to benefit / who will be affected?</b></p>	<p>The primary group of people who will be affected are people who are recovering from drug/alcohol use and need to be in a stable and supported environment in order to be successful in their recovery. If the current service provider services were to end, there would be no supported accommodation for people recovering from substance use.</p>

No	Question	Details
		<p>People being successful in their recovery is not only about them stopping using drugs/alcohol, but the lifestyle changes that are associated with this, and which the Jatis services support.. For example:</p> <ul style="list-style-type: none"> <li>• There is a proven link between drug use and crime, and many of the people that use the Jatis services are involved in the criminal justice system. Jatis supports people to comply with orders and desist from offending. Without the service, it is possible that some of these people would return to drug use and offending.</li> <li>• As mentioned, some of the people in the Jatis services are referred from the Leonard Stocks centre, which works with people who are homeless. In these cases, it is common that drug/alcohol use is a major factor in people becoming homeless. These people need accommodation and support in order to address their drug/alcohol use. Without a service like the Jatis project, it is possible that some of these people would return to drug/alcohol use and homelessness.</li> <li>• The Jatis project works with many people who have families and children. Some of these people are involved with the local authorities' Children's Services. Jatis supports people to rebuild their relationships with their families. Without this support, it is possible that some people would return to drug/alcohol use and would not rebuild their relationships.</li> </ul> <p>Commissioning colleagues in public health recognise that Jatis services are an integrated part of the wider drug treatment system. Probation have noted the levels of successful support that Jatis provide to support people to desist from offending.</p> <p>The wider impact of the services ending is as follows:</p> <ul style="list-style-type: none"> <li>• Less people will be supported to be successful in their recovery. As noted above, this could lead to an increase in offending, which has an impact on the local community. An increase in offending represents a significant financial cost to the Criminal Justice system (police, probation, courts, prison). Levels of offending associated with only small numbers of offenders who use drugs can be significant, resulting in significant impacts.</li> <li>• If less people are successful in their recovery due to the ending of the services, there may be an impact on Housing services, as some of the people who are referred to Jatis from Leonard Stocks are people to whom the Council has a duty under Housing Law. Through Jatis, these people are successfully housed without the intervention of Housing services. If the Jatis service ended, Housing services would retain the statutory duty to these individuals and would have to house them.</li> <li>• Jatis are part of the Rehabilitation Panel which looks at funding for residential rehabilitation for people to recover from substance use. Through their involvement in this panel, people have been diverted from residential rehabilitation to Jatis, representing a considerable saving to the local authority.</li> </ul>

- The Jatis provision maximises the local spend on peoples recovery as it increases the chances that an individual will be successful. If the services ended, this would no longer be the case.

Jatis have connections with other local authorities and have stated that if Torbay ends the contracts, they will seek clients from elsewhere to enable them to maintain their business. This could result in increased pressures on other services. 36 people entered the 2 services in 2012/13. These were 31 males and 5 females. The age breakdown was as follows:

Age range	Number of clients
18-24	1
25-34	17
35-44	13
45-54	3
55-64	2
<b>Total</b>	<b>36</b>

None had a physical disability.

The table below shows the number of people entering the 2 services over the last 3 years, showing numbers have remained similar :

Year	Number of clients
2010/11	41
2011/12	35
2012/13	36

In 2012/13, 38 people left the 2 services. The abstinence based service was 96% full during that year and the average length of stay was 7 months. The structured treatment service was 97% full during that year and the average length of stay was 8.4 months.

In 2012/13, regarding clients entering short term Supporting People services (across all services):

- Where known, 122 were accepted as requiring secondary mental health services, and 139 were accepted as requiring Probation/Youth Offending Team services
- Where known, 27% (293) were statutory homeless with 156 of them owed a homelessness duty, another 137 (13%)

No	Question	Details
		<p>were not statutory homeless but considered homeless by the service</p> <ul style="list-style-type: none"> <li>Where known, 31 were assessed as at high risk of domestic abuse and supported through the MARAC (Multi Agency Risk Assessment Conference)</li> </ul> <p>Jatis are an integrated part of the wider drug treatment system in Torbay and South Devon.</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
3.000	Have you considered the available evidence?	<p>The evidence suggests that the service has a positive impact on people's lives and recovery from substance misuse. The Supporting People outcomes for Jatis services are good (for example in the year 2012/13, of those with an expressed need (n=29), 72.4% achieved paid work whilst in 1 of the 2 services and 88.6% of those with an expressed need (n=35) participated in education or training). This is taken from outcomes records for 37 of the 38 clients who left the service in 2012/13 (1 outcome record was missing).</p> <p>In addition, there is evidence to suggest that the service has a positive impact on people's recovery.</p> <p><b>Benefits to the treatment system:</b> A review of a cohort of clients who have been through Jatis structured treatment accommodation service compared the cohort to the general treatment population in Torbay:</p> <p>47.5% (n=28) are currently maintained in treatment, evidencing stability that the service provides to enable treatment engagement.</p>

No	Question	Details
		<ul style="list-style-type: none"> <li>• JATIS client have much lower (therefore better) proportions of unsuccessful discharge compared to the general treatment population for the same period - 17.2% vs 31.1%.</li> <li>• JATIS client have slightly better proportions of successful discharge compared to the general treatment population for the same period, 2009-2012 - 51.7% vs 46.9%</li> </ul> <p>Figures show that levels of hospital stays for alcohol related harm and hospital stays for self harm, and that long term unemployment are significantly worse in Torbay than the England average.<sup>1</sup> The service can impact on these figures by supporting vulnerable people to recover from previous lifestyles, enter training/employment, and to make healthy and safe life choices</p>

<sup>1</sup> Torbay Health Profile 2013, Public Health England, 24 September 2013, [www.healthprofiles.info](http://www.healthprofiles.info)



#### How have you consulted on the proposal?

##### **Providers of Supporting People funded services**

The consultation period ran from Thursday 21 November 2013 to 16 January 2014

On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.

Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)

A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.

The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.

A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.

##### **Current and previous users of Supporting People funded services, and their carers, relatives and advocates.**

A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.

Posters were sent to Providers to insert the details of the consultation events and promote these to service users.

A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.

Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.

Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.

There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group

Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.

The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.

Individual written submissions (email and letter) were received from service users, relatives, and family members.

**Stakeholders including statutory partners, referral agencies, local and national partner organisations**

An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.

Stakeholders included:

- Torbay and Southern Devon Health and Care NHS Trust
- Devon Partnership Trust
- Devon and Cornwall Probation Trust
- South Devon Clinical Commissioning Group
- Torbay Council Housing Services
- Torbay Council Children's Services
- Police
- Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital

Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap

See Appendix 1 for results.

**Other including members of the public/non service users**

		<p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
<p>5.</p>	<p><b>Outline the key findings</b></p>	<p>There were 27 responses received which referred to this proposal. There were also 2 focus groups held for clients where 21 people attended.</p> <p>Those using the service felt that the support they offered was vital in them addressing their substance misuse. The service also addressed the emotional issues that people had, giving people more confidence and self worth, enabling them to move towards employment, their own home and a drug free life as part of the community.</p> <p>Those responding felt that if the service closed, there was a greater chance of people committing suicide, ending up as homeless or in prison or relapsing into substance misuse and/or criminal behaviours. Consequently, their ability to cope and deal with issues and their health would diminish significantly.</p> <p>It was felt that the costs associated with dealing with the increased crime, drug use and health issues resulting from the closure of the service would outweigh any savings achieved through that closure</p> <p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</p>
<p>6.</p>	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</p>

**Positive and Negative Equality Impacts**

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

Question		Details		
No	groups	Positive Impact	Negative Impact	Neutral Impact
	Older or younger people			All but 2 of the 36 people entering the service in 2012/13 were aged between 18 and 54.
	People with caring responsibilities		Many of the people that Jatis works with have families and dependent children, so there could be a wider impact of the service closing if people return to drug use. This could impact on their family relationships and economic situation.	
	People with a disability			No differential impact has been identified.
	Women or men			The service was predominantly used by men in 2012/13 (86%) but is available to both genders
	People who are black or from a minority ethnic background (BME)			No differential impact has been identified
	Religion or belief (including lack of belief)			No differential impact has been identified
	People who are lesbian, gay or bisexual			No differential impact has been identified
	People who are transgendered			No differential impact has been identified
	People who are in a marriage or civil partnership			No differential impact has been identified
	Women who are pregnant / on maternity leave			No differential impact has been identified
	Socio-economic impacts (Including impact on child poverty issues and deprivation)		Out of the 36 people who entered the service in 2012/13, 56% had a status that meant they were eligible for welfare benefits There would be a socio economic impact if the services were to close as	

Details	
No	Question
	<p>Jatis are successful at supporting people into training/education and employment. This reduces peoples' reliance on benefits.</p> <p>The service supports vulnerable people to recover from previous lifestyles, enter training/employment, and to make healthy and safe life choice. Therefore the ending of this service would have an impact on public health as it means there would be less support for people to recover from using substances.</p>
8a.	<p><b>Public Health impacts</b> (How will your proposal impact on the general health of the population of Torbay)</p> <p><b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)</p> <p>The cumulative impact of the ending of other Supporting People services will result in there being no other services for people with substance use issues to access. Generic floating support services which may have been able to provide non specialist support, such as SIFs and COSS, are proposed to be reduced by 100% (see separate EIA for floating support services). There would therefore be no alternative support for people. People who use substances are more likely to become homeless and be involved in the criminal justice system. Proposed cuts to the Leonard Stocks centre and the Criminal Justice Accommodation service will remove any alternative services for this group.</p>
8b.	<p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p> <p>Supporting People are not aware of any other public service changes at this time.</p>

**Section 3: Mitigating action**

No	Action	Details
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<p>9.</p>	<p><b>Summarise any negative impacts and how these will be managed?</b></p>	<p>Negative impacts identified in section 7:</p> <ol style="list-style-type: none"> <li>1. Many of the people that Jatis works with have families and dependent children, so there could be a wider impact of the service closing if people return to drug use. This could impact on their family relationships, their caring role as a parent, and economic situation.</li> <li>2. Out of the 36 people who entered the service in 2012/13, 56% had a status that meant they were eligible for welfare benefits. There would be a socio economic impact if the services were to close as Jatis are successful at supporting people into training/education and employment. This reduces peoples' reliance on benefits.</li> <li>3. The service supports vulnerable people to recover from previous lifestyles, enter training/employment, and to make healthy and safe life choice. Therefore the ending of this service would have an impact on public health as it means there would be less support for people to recover from using substances.</li> </ol> <p>It will be very difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to.</p> <p>We will monitor potential</p> <ul style="list-style-type: none"> <li>• Reduction in successful treatment completions</li> <li>• Reduction in substance users engaged in employment &amp; in settled accommodation (Council, public health outcome)</li> <li>• Potential increase in homelessness, and offending</li> <li>• Potential increase in rough sleeping</li> <li>• Redundancy of staff of small local business who deliver the contract</li> <li>• Increase in people moving to Torbay from other areas to access support supplied by Jatis for drug and alcohol use</li> <li>• Potential increase in temporary accommodation budget</li> </ul> <p>The impacts will be monitored and reported to commissioning for Independence Board chaired by the Director of Adult Services</p>
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No	Action	Details
10.	<p><b>Outline plans to monitor the actual impact of your proposals</b></p>	<ul style="list-style-type: none"> <li>• Monitoring successful treatment completions – this information can be obtained from public health colleagues and reported quarterly</li> <li>• Monitoring numbers of homelessness assessments - this information can be obtained from colleagues in housing and reported quarterly</li> <li>• Monitoring numbers of people accepted as statutorily homeless requiring emergency accommodation– this information can be obtained from colleagues in housing and reported quarterly</li> <li>• Monitoring crime figures – this information can be obtained from colleagues in the police and reported quarterly</li> <li>• Redundancy of staff due to this proposal – this information can be obtained from the provider and reported alongside the first quarters impact data.</li> <li>• Numbers of people moving to Torbay from other areas to access support from Jatis – this information can be obtained from the provider and reported quarterly</li> <li>• Monitoring temporary accommodation costs – this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>• Monitoring rough sleeper numbers - this information can be obtained from the rough sleepers count, or ‘No second night out’ if continued, and reported quarterly</li> </ul> <p>The impacts will be monitored and reported to commissioning for Independence Board chaired by the Director of Adult Services</p>

**Section 5: Recommended course of action –**

No	Action	Outcome	Tick	Reasons/justification for recommended action
11.	<p><b>State a recommended course of action</b></p>	<p><b>Outcome 1: No major change required - EIA</b>  <i>has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</i></p> <p><b>Outcome 2: Adjustments to remove barriers –</b>  <i>Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote</i></p>	<p>✓</p>	

<p>equality</p>	<p><b>Outcome 3: Continue with proposal</b> - Despite having identified some <u>potential</u> 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>x</p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p> <p>In light of the views expressed in the consultation that if given additional time there may be opportunities to access different funding streams to enable the service to continue, the Council is now proposing the establishment of a one off transitional fund in the value of £203,800, which will be provided to the service in 2014/15. This transitional fund is designed to provide the service with sufficient time to explore opportunities to enable the service to continue for a future without Council funding.</p>
<p><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>			

Appendix 1

Consultation Results: Jatis services - Reduce by 100%



There were 27 responses received which referred to this proposal. There were also 2 focus groups held for clients where 21 people attended.

The services are provided by the Jatis Project.

Theme	Examples of comments
<p><b>Potential for Death/suicide</b></p>	<p>“Well plain and simply I could be dead by now. My drinking and drug taking was sending me down a dark road with no return. I would have lost my kids because of drink alone so I owe Jatis my life and with their follow up care I should be good forever now.”</p> <p>“I don't know- expect would have been homeless, dead or in prison.”</p> <p>“At the time I came here from hospital. If I hadn't I probably would of ended up homeless, seriously ill or even dead”</p> <p>People at the focus groups made similar points to those above.</p>
<p><b>Potential for Homelessness</b></p>	<p>“If the service wouldn't have been available I would have been homeless, lost all contact with my children and been in prison.”</p> <p>“I would still be using drugs and probably be on the streets.”</p> <p>“I would of continued in a vicious circle of drugs and crime and homelessness and jail.”</p> <p>People at the focus groups made similar points to those above.</p>

Theme	Examples of comments
<p><b>Return to substance misuse and crime</b></p>	<p>“I think that many addicts, deprived of these services, could only look forward to an inevitable spiral down into an eventually fatal lifestyle.”</p> <p>“...without the support Jatis provides, many will sink back into crime, thus creating more problems and extra cost for the courts, the police, prisons ,probation and the public.”</p> <p>People at the focus groups made similar points to those above.</p>
<p><b>Ability to cope and deal with issues</b></p>	<p>“I believe that the major advantage of this service is the bringing together of people from many age groups and backgrounds. All with the single aim of beating addiction, serving not only to strengthen our resolve, but also, with the help of extremely empathetic and caring staff, to restructure our future lives in such a way as to render our previous reliance upon addiction unnecessary.”</p> <p>People at the focus groups made similar points to those above.</p>
<p><b>Impact on statutory services and cost to the local authority</b></p>	<p>“Any reduction in the funding which Torbay Council provides for this is likely to mean that far more offenders do not receive the help they need and as a result remain using and offending for much longer. The cost to our community will, therefore, be much greater and will mean that any savings are negated.”</p> <p>“It would be insane to close support services. So would be committing crime to feed drug habits on daily basis which would mean me using more police, court, hospital time and using Shrublands again and again and again.”</p> <p>“I would of gone back to the local drug services which I had done on many occasions in the past and probably got a methadone prescription, carried on using illicit substances and ended up in jail costing the Local Authority a great deal of money.”</p>

Theme	Examples of comments
<p><b>Health and Wellbeing of individuals</b></p>	<p>People at the focus groups made similar points to those above.</p> <p>“This service offers a safe and drug free home environment with the tailored additional support I need.”</p> <p>“I have been able to change myself in a way that under a safe and secure environment has nurtured me in a good way. That I have been able to regain the skills to be in the public community. I like that its abstinence based so no-one can use which makes it safer for me.”</p> <p>“Being in a safe environment with fellow service users. Learning to engage into society. And use other facilities. My communication and confidence are now in abundance and have now achieved a solid relationship with my estranged children.”</p> <p>“Helped me to admit that I had big issues with harmful alcohol abuse and to face these issues daily. Helped to identify and minimise risks to myself and others. Helped me by being delivered in a supportive environment which has enabled me to engage with work.”</p> <p>People at the focus groups made similar points to those above.</p>
<p><b>Quality of life and self worth</b></p>	<p>“It has given me confidence and the belief that I can achieve anything; given me the tools to help me cope with independent living; helped me manage my finances.”</p> <p>“They help me with past problems and present, with addiction, with techniques to help remain abstinent. Always encourage volunteering and training so I can get work in the future, encourage honest and healthy lifestyle. Without them I don't like to think where I would have</p>

Theme	Examples of comments
	<p>ended up.”</p> <p>“Feel safe and secure. I feel very settled here and able to address my issues and I am beginning to make structure in my everyday life, i.e. Shopping for food, keeping appointments, looking after my health with the goal of volunteering and training.”</p> <p>“I have attended parenting groups, and also attend college and I have also secured two volunteer placements.”</p> <p>People at the focus groups made similar points to those above.</p> <p>“It’s saved me, if I carried on using drugs my life would be awful.”</p>
<p><b>Quality of service-‘a lifeline’</b></p>	<p>“I honestly don’t know what I would have done; probably continued using drugs, drinking alcohol, committing more crime and putting more pressure on the community. And then the end result for me would have been prison and then ultimately my death. This project is a lifeline for so many.”</p> <p>“The fact that while the staff there do an utmost professional job they all still warm, friendly and very welcoming to service users. They have a great deal of knowledge and understanding of the whole sorry tale of addiction.”</p> <p>People at the focus groups made similar points to those above.</p>

Theme	Examples of comments
<p><b>Ability to live independently and rebuild life</b></p>	<p>“Kept me clean from drug use and alcohol and given me the tools to live a normal and productive life.”</p> <p>“The Jatis project helped me with my drink and drug problems, helped me become more relaxed and focussed on life. Helped me deal with budgeting and financing every day life. Employment opportunities, housekeeping, time keeping, and lead a meaningful sober life.”</p> <p>“It has given me confidence and the belief that I can achieve anything; given me the tools to help me cope with independent living; helped me manage my finances.”</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA)

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>12/08/13</b>	<b>Date of current version:</b>	<b>06/02/2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation with those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Executive Lead / Head Sign off :

<b>Executive Lead(s)</b>	<b>Cllr Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>06/02/2014</b>	<b>Date:</b>	<b>06/02/2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>1.Social Inclusion Floating Support service (SIFS)</b> Brief intervention and short term crisis support for people in housing difficulties.</p> <p><b>Annual contract value: £350,000</b></p>		Reduce by 100%: £350,000		April 2014	<ul style="list-style-type: none"> <li>• SIFS Current contract expires March 2014. COSS contract expires 17 Feb 2014</li> <li>• Reduced capacity for early intervention.</li> <li>• Potential for increased evictions and increased demand on housing options</li> <li>• Potential for increased demand on other public services such as adult social care and hospitals</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>	Internal	Minor	Major
<p><b>2. Community Outreach Support Service (COSS)</b> Generic floating support</p> <p><b>Annual contract value: £358,700</b></p>		Reduce by 100%: £358,700		March 2014		Internal	Minor	Major

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>Community Outreach, through the Social Inclusion Floating Support (SIFS) and Community Outreach Support Service( COSS) contracts, support people aged 18+ with low to medium support needs to live independently. This includes people with physical disabilities and sensory impairments, mental health problems, learning disabilities, people who are homeless &amp; people who misuse substances. Length of stay in the service is 9 months and the service provides 260 hours per week of support for SIFS and 300 hours per week for COSS, totalling 560 hours per week between the two services.</p> <p>Proposal: To achieve savings by terminating the contracts of the floating support services provided by West Country Housing Association's Social Inclusion Floating Support (SIFS) service and Sanctuary Supported Living's Community Outreach Support Service (COSS), a total of £707,636 for 2 contracts.</p> <p>Community outreach provides a flexible, dynamic, responsive and person -centred support service for people who have a range of needs in order to deliver a preventative intervention that supports sustainable life skills and independent living. The services aim to enable people to enhance their lives through a supportive and encouraging process; and are intended to be innovative and act as an early intervention thereby preventing the need for people to use other acute and more intensive services.</p> <p>Originally housing support was the key focus of the service, but this has now widened to provide intervention and low-level support in situations which traditionally came under the remit of Adult Social Care. In addition, these services offer brief intervention sessions (ie very short term, time limited support of up to four sessions, or one off drop in surgeries) to prevent needs escalating into a crisis requiring more intensive and costly intervention, for example homelessness.</p>
2.	Who is intended to benefit / who will be affected?	<p>All client groups could be affected by this change, as the range of support services offered by the two organisations is wholly generic. The community outreach service is intended to be innovative and short-term (with assessed needs being met in 9 months) and to act as an early intervention where possible thereby preventing the need for people to access other more acute and more intensive services. In the year 2012/13 a total of 456 people entered the two services (SIFs 274, COSS 182).</p>



No	Question	Details
		<p>Key stakeholders are:</p> <ul style="list-style-type: none"> <li>• Current/previous Service users</li> <li>• Torbay Council Housing Services</li> <li>• Service Providers and staff</li> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust (DPT)</li> <li>• National and local partner organisations, including Probation Trust</li> <li>• Wider public (non service users)</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.

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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.

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### Evidence, Consultation and Engagement

No	Question	Details
3.	Have you considered the available evidence?	<p>In the year 2012/13 a total of 456 people entered the two services (SIFs 274, COSS 182) These clients had a range of needs including physical and sensory disabilities, mental health issues and complex needs.</p> <p>Of the clients entering the SIFs service in 2012/13, 27% had a mental health problem, and 16% had a physical or sensory disability. Of the clients entering the COSS service in 2012/13, 33% had a mental health problem, and 13% had a physical or sensory disability.</p> <p>Many service users have complex needs or are homeless, of the clients entering the SIFs service in 2012/13, 17% had complex needs and 19% were homeless &amp; of the clients entering the COSS service in 2012/13, 21% had complex needs</p>

No	Question	Details						
<p style="text-align: center;">Page 52 4.08</p>		<p>and 12% were homeless.</p> <p>In 2012/13, regarding clients entering short term Supporting People services (across all services):</p> <ul style="list-style-type: none"> <li>• Where known, 122 were accepted as requiring secondary mental health services, and 139 were accepted as requiring Probation/Youth Offending Team services</li> <li>• Where known, 27.6% (293) were statutory homeless with 156 of them owed a homelessness duty, another 137 (12.9%) were not statutory homeless but considered homeless by the service</li> <li>• Where known, 31 were assessed as at high risk of domestic abuse and supported through the MARAC (Multi Agency Risk Assessment Conference)</li> </ul> <p>The table below shows historic data for clients entering SIFS. Note this is not available for COSS as the contract commenced end of 2011/12.</p> <table border="1" data-bbox="544 107 651 1680"> <thead> <tr> <th>Year</th> <th>Number of clients entering SIFS</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>254</td> </tr> <tr> <td>2012/13</td> <td>274</td> </tr> </tbody> </table> <p>Latest figures show proportion of children in poverty in Torbay is significantly above the England average at 24%. Levels of adult obesity, hospital stays for alcohol related harm and hospital stays for self harm, long term unemployment are worse in Torbay than England average.<sup>1</sup> The service can impact on these figures by supporting vulnerable people with varying needs to live independent lives and enter training/employment and to make healthy and safe life choices.</p>	Year	Number of clients entering SIFS	2011/12	254	2012/13	274
Year	Number of clients entering SIFS							
2011/12	254							
2012/13	274							
<p>4.08</p>	<p><b>How have you consulted on the proposal?</b></p>	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services</p>						

<sup>1</sup> Torbay Health Profile 2013, Public Health England, 24 September 2013, [www.healthprofiles.info](http://www.healthprofiles.info)

No	Question	Details
		<p>who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority. The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some</p>

No	Question	Details
		<p>providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap.</p> <p>See Appendix 1 for consultation results.</p> <p><b>Other including members of the public/non service users</b></p>

No	Question	Details
		<p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
5.	<p><b>Outline the key findings</b></p>	<p>There were 30 responses received which referred to the proposal for the Community Outreach floating support service provided by Sanctuary Supported Living. There were also 2 focus groups held for clients where 8 people attended.</p> <p>There were 35 responses received which referred to the proposal for the Social Inclusion floating support service provided by Westward Housing. This included a petition signed by 88 clients. There were also 2 focus groups held for clients where 14 people attended.</p> <p>People felt that the service enabled people to develop independent living skills, tackle debt and finance issues and avoid eviction and/or homelessness. As the service supports a wide range of people, issues around mental and physical health or drug and alcohol abuse are also helped by the service.</p> <p>Without the service, people felt that there would be an increase in homelessness through eviction or through debt. An increase in drug abuse and the health and psychological issues related to it was also suggested. A number of people felt that there would be an increased risk of suicide without the service there to support them.</p> <p>It was also noted that there would be an increase in use of statutory services, including hospitals, drug treatment services and housing teams, meaning that any savings achieved through the closure of these services would soon be spent on these more expensive interventions.</p> <p>The providers noted that if the services closed, then a number of staff would be made redundant. It was also noted that demand for the service remained high, with over 50 people on the waiting list.</p>

No	Question	Details
6.	What amendments may be required as a result of the consultation?	Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.

**Positive and Negative Equality Impacts**

No	Question	Details		
		Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people			Of those entering service in 2012/13: Age breakdown- 78 aged 18-24, 181 aged 25-44, 157 aged 45-60 and 40 aged 61+.
	People with caring responsibilities		18% of clients were recorded as having dependent children in their household, therefore service end may impact on children as well as the adults receiving the service	
	People with a disability		Of the clients entering the SIFs service in 2012/13, 27% had a mental health problem, and 16% had a physical or sensory disability. Of the clients entering the COSS service in 2012/13, 33% had a mental health problem, and 13% had a physical or sensory disability	
	Women or men			No differential impact
	People who are black or			No differential impact

Question		Details	
<b>No</b>			
	from a minority ethnic background (BME)		
	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 impacts (Including impact on child poverty issues and deprivation)	In 2012/13, where economic status is known, 56% of people who entered short term Supporting People services (across all services) had a status that meant they were eligible for welfare benefits	
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	The effect of the withdrawal of these services may impact on the differential healthy life expectancy between communities.	
<b>8a</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)		There are proposed reductions to the Housing Options service meaning early advice and information relating to housing will be reduced as the statutory service focuses on immediate homelessness. With the reduction to the SIFS and COSS service more people will require emergency housing advice increasing demand on Housing services.
<b>8b.</b>	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)		Community based adult social care services commissioned by Torbay and Southern Devon Health and Care NHS Trust are facing similar budget reductions which will impact on those people living in the community requiring care and support. Generic floating support services help to prevent needs escalating and avoid more costly adult social care interventions which will be less available than now.

No	Question	Details
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**Section 3: Mitigating action**

No	Action	Details
9.	<p>Summarise any negative impacts and how these will be managed?</p>	<p>Negative impacts identified in section 7:</p> <ol style="list-style-type: none"> <li>1. 18% of clients were recorded as having dependent children in their household, therefore service end may impact on children as well as the adults receiving the service</li> <li>2. Of the clients entering the SIFs service in 2012/13, 27% had a mental health problem, and 16% had a physical or sensory disability. Of the clients entering the COSS service in 2012/13, 33% had a mental health problem, and 13% had a physical or sensory disability</li> <li>3. In 2012/13, where economic status is known, 56% of people who entered short term Supporting People services (across all services) had a status that meant they were eligible for welfare benefits</li> <li>4. The effect of the withdrawal of these services may impact on the differential healthy life expectancy between communities.</li> </ol> <p>It will be very difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to. We will monitor the following:</p> <ul style="list-style-type: none"> <li>• Potential increase in number of people accepted as statutorily homeless by Housing Options requiring emergency accommodation</li> <li>• Potential increase in numbers of people seeking advice and assistance from Housing Options and type of advice/assistance required</li> <li>• Potential increase in temporary accommodation budget</li> <li>• Potential increase in bed based care placements made by Adult Social Care and Devon Partnership Trust.</li> <li>• Potential increase in safeguarding referrals</li> </ul>

**Section 4: Monitoring**



No	Action	Details
10.	<p>Outline plans to monitor the actual impact of your proposals</p>	<p>The following impacts will be monitored and reported to the Commissioning for Independence Board, chaired by the Director of Adult Social Services:</p> <ul style="list-style-type: none"> <li>• Monitor numbers of people approaching Housing Options Service for housing advice- this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>• Monitoring numbers of homelessness applications and placements in temporary accommodation for those whom a statutory homelessness duty is owed – this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>• Monitoring temporary accommodation costs – this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>• Monitoring numbers of safeguarding referrals – this information can be obtained from colleagues in Safeguarding and reported quarterly</li> <li>• Monitoring numbers of applications for statutory care assessments – this information can be obtained from colleagues in Adult Social Care and can be reported quarterly</li> </ul> <p>The following impacts will be monitored and reported to the Commissioning for Independence Board, chaired by the Director of Adult Social Services:</p>

Section 5: Recommended course of action –

No	Action	Outcome	Tick	Reasons/justification for recommended action
11.	<p><b>State a recommended course of action</b> Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for</p>	<p><b>Outcome 1: No major change required - EIA</b> <i>has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</i></p> <p><b>Outcome 2: Adjustments to remove barriers –</b> <i>Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality</i></p>	<p>✓</p>	

	your decision	<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>	x	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>
		<p><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>		

Appendix 1

**Consultation Results: Social Inclusion Floating Support - Reduce by 100%**

There were 35 responses received which referred to this proposal. This included a petition signed by 88 clients. There were also 2 focus groups held for clients where 14 people attended.

The service is provided by Westward Housing.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential</b></p>	<p>The provider has submitted a number of case studies which demonstrate the impact the service has on the health, wellbeing and quality of life of existing and potential clients. The type of support provided which impacts on health etc. have been summarised below:</p>

Category	Examples of comments
<p><b>Clients</b></p>	<ul style="list-style-type: none"> <li>• Developing independent living skills</li> <li>• Support with debt</li> <li>• Support to avoid eviction/homelessness</li> <li>• Support with mental health</li> <li>• Attending health appointments</li> </ul> <p>“Exacerbation of mental health issues, fewer opportunities to regain/retain independence, increase in homelessness and associated social and health difficulties.”</p> <p>“More people who will be made homeless, deaths and suicides. Removing the service doesn't just affect me but the whole family.”</p> <p>“It will stop the ability to overcome issues that stop them being safe and more productive citizens” .</p> <p>“I did have floating support to help me be independent by living on my own but i do have learning difficulty, were I don't understand how to do somethings that why I need help with be living independent.”</p> <p>“If you have help, you have a chance to change” .</p> <p>Two focus groups were held with service users from SIFs. The service supports a number of service users who have learning disabilities or literacy problems who were concerned at the loss of support to help them with correspondence and bills. Service users also commented on the knowledge of support workers and their skill in signposting to and/or liaising with other agencies and professionals. One example given was of a service user who was assisted to get help with travel costs to attend an important hospital appointment in London.</p>

<b>Category</b>	<b>Examples of comments</b>
<p align="center"><b>Impact on Statutory Services and National Priorities</b></p>	<p>“The cost to local authority housing services and emergency housing provision has increased. The same will happen in Torbay as demand for emergency services increases.”</p> <p>“The absence of SIFS will shift the volume and cost of providing support to Torbay’s most vulnerable people to other budget-pressured and in-demand public services (housing, social care, health, mental health teams, Drug &amp; Alcohol Teams, A&amp;E departments, public health, criminal justice, voluntary sector provision).”</p> <p>“Wrong on all levels, crime will go through the roof as long as people engage in addiction. These services are fantastic and in the long run will save money through less crime. People not being in hospitals etc.”</p> <p>“Because me and my family would end up homeless, due to no one supporting me with bills and paper work.”</p>
<p align="center"><b>Financial Impact of the Proposals</b></p>	<p>“In other areas where the Floating Support Services have been removed (such as in Cornwall in 2011) there has been a significant increase in evictions and homelessness, as well as a noticeable increase in admissions to hospital (including the mental health units), and an increase in domestic abuse and crime.”</p> <p>Petition - 88 signatures - asked what would happen if service ended - 11 indicated hospital, 13 indicated homeless, 10 indicated prison.</p> <p>“...currently 69 people access the two generic floating support contracts with three people on the waiting list. If all of these people were assessed as needing continuing support this would equate to spend of £184,080 pa.”</p>

Category	Examples of comments
<p><b>Impact on the Service / Provider</b></p>	<p>“There would be potential staff redundancies which would have a ‘knock on effect’ to other services in the area which share resources and offices with the SIFS team.”</p> <p>“The loss of services in Torbay will also have a ‘knock on’ effect on central functions of Westward, such as IT, HR and Finance.”</p>
<p><b>Opportunities to Discuss Alternative Options / Source Other Funding</b></p>	<p>“We believe that the proposals can be implemented differently in order to reduce the Impact, we already work with other local authorities to achieve efficiency savings within contracts – whilst still retaining services we have done this in Cornwall, Devon and Plymouth.”</p> <p>“We understand the need to reduce costs, but we do need more time to work this through. We cannot achieve this by May 2014 and are putting at risk some of Torbay’s most vulnerable people by rushing this proposal through, therefore we would ask for an extension to the contracts for a year to give us time to work with commissioners and the Council to achieve the cuts needed.”</p> <p>“We propose that a group consisting of Council officers and providers meets together urgently to plan and propose alternatives.”</p>

**Consultation Results: Community Outreach Support Service - Reduce by 100%**

There were 30 responses received which referred to this proposal. There were also 2 focus groups held for clients where 8 people attended.

This service is provided by Sanctuary Supported Living.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>“Clients with a sensory loss we feel with be adversely affected by the proposals ... will lose access to two fully qualified BSL trained staff who are able to communicate with them in their own language.”</p> <p>“Increase in debt and using “pay day loans” as clients fail to deal with their debt. Where there is an increase in debt this will have an effect on people’s mental and physical health. Rent arrears will increase resulting in potential risk of loss of home. CAB are already over stretched and do not have capacity to respond to increase in demand as there is currently a waiting list. The loss of the Supporting People service will mean that early invention work around debt management will not be as effective, currently Torbay is achieving 90% in reducing debt against a national average of 76%.”</p> <p>“I believe this is going to have a terrible impact on people who face crisis, support needs, or someone to talk to if they need some kind of brief intervention.”</p> <p>“I think there will be serious cases of people whose mental health problems will be exacerbated, debt problems will increase and they will lose their homes, families will break up under the pressure and eventually, some will attempt to take their own life”</p>
<p><b>Impact on individual and ability to live independently</b></p>	<p>“Saved my life really, I was giving up. Unaware of benefits and entitlements I could get, helped to claim benefits, sort bills and put my financial affairs together.”</p> <p>“With help I stay on an even keel regarding my finances. All this has a positive effect on my mental wellbeing and stops me having another breakdown.”</p> <p>“I need the support so I don’t lose my independence- I don’t want to go back to going into a home”</p>

Category	Examples of comments
<p align="center"><b>Impact on Statutory Services and National Priorities</b></p>	<p>“I don't have the ability to read or write. I don't want to get behind on anything or get into debt or lose my flat.”</p> <p>“If you cut the non statutory services in such a drastic way it will have a huge financial knock on effect to the statutory services and therefore will cost more money in the long run. These services are preventative and stop people going into crisis and draining the resources of statutory services.”</p> <p>“This will lead to an increase pressure on current sensory team who would need to manage more crisis related issues which are hard to resolve given that 90% are resolvable if right support information was given earlier leading to quicker action.”</p> <p>“There will be untold pressure upon the statutory agencies in Torbay. They cannot manage now, let alone with our service. It will be disastrous for the whole community. People will be evicted and lose their homes – they will get exploited and people will end up having to go into supported homes again as clients with learning disabilities cannot manage without some form of support”</p> <p>“I would be homeless and suffering from serious depression which would lead me down a never ending spiral“</p> <p>“If homeless people were back on the streets then more crime such as shop lifting and muggings would be more of an occurrence and there would be more anti social behaviour and also the homeless people's health would deteriorate resulting in more strain on the NHS. The same thing would happen if people with mental health problems were not receiving the support required.”</p> <p>“Many service users in the focus groups said that they would have been homeless, drinking, using drugs, in prison or dead if the service had not</p>

Category	Examples of comments
	<p>been available”</p>
<p><b>Financial Impact of the Proposals</b></p>	<p>“These proposed cuts may give the Council a short term gain in their overall budget line figure but the effects of these cuts will have fair reaching effects within the Council future expenditure and that of its strategic partners including the police and health services.”</p> <p>“The Cuts will also affect the budgets of Torbay Care Trust, the South Devon Care Trust, and Fire Service as well as the police as clients who no longer receive support we target or use front line emergency and care services which will mean that resources will have to be redirected to address this counter balance.”</p> <p>“The overall budget is disproportion to that other departments within the Council with a 70% cut being proposed to Supporting People Budget and only a 25% cut to other departments.”</p> <p>“ ...currently 69 people access the two generic floating support contracts with three people on the waiting list. If all of these people were assessed as needing continuing support this would equate to spend of £184,080 pa.”</p> <p>“ .... cuts to services will result in so many redundancies that this will have an adverse impact on the local economy....”</p>
<p><b>Impact on the Service / Provider</b></p>	<p>“In terms of Sanctuary the impact on these proposals will be we will have see a total of 12 members of staff who will face redundancy as a result of the proposals to withdraw 100% of funding from the COSS service.”</p> <p>“The proposal may have an effect on future allocations within our general</p>



Category	Examples of comments
	<p>needs stock for potential tenants with significant support needs. There will not be a support service with trained staff who will be able to help support potential tenants with their support needs to manage and maintain a tenancy particularly those with complex needs.”</p> <p>“Sanctuary tenants in need of support will run the risk of losing their tenancy.....other staff will not be able to use the wealth of knowledge and skills provided by the support staff.”</p>
<p><b>Quality of Service Provision</b></p>	<p>“Community Outreach Service we have supported 252 clients have successfully moved on from the service since we started the providing the service in Feb 2012”</p> <p>“Demand for the service remains high and is evidenced, by the waiting list which stands at 50, we currently share the waiting list with Westcountry SIFS.”</p> <p>“My Support Worker was always pleasant, professional and cheerful, she was helpful and supportive, she listens and I felt like someone cares”</p> <p>Two focus groups were held with service users from COSS. A number of service users commented on the support they had received concerning benefits such as the Bedroom Tax and Employment Support Allowance. Two service users mentioned the consistency of support worker and the trust that built up between the service user and the support worker. Service users felt they were understood and valued being given options.</p>
<p><b>Opportunities to Discuss Alternative Options / Source Other Funding</b></p>	<p>“We would have welcomed the chance to have worked with you to identify savings within our services, this is the approach we have taken with other local authorities. We are still open to work with you to look at how services can be secured.”</p> <p>“The budgetary problem will not be solved in isolation it can only be</p>

Category	Examples of comments
	<p>achieved through agencies both statutory and voluntary working together that includes the Council in working with the new Clinical Commissioning Group around saving or future partnership working and integration of social care funding. The CCG itself in its letter to the Scrutiny Team on the 17<sup>th</sup> of December proposing that some areas of the proposals including the Community Outreach Service should be withdrawn in order for more integrated and partnership approach to the future direct and commissioning of these services.”</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA)

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>12/08/13</b>	<b>Date of current version:</b>	<b>06/02/14</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

**Executive Lead / Head Sign off :**

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<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>06/02/14</b>	<b>Date:</b>	<b>06/02/14</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Criminal Justice Accommodation Service [CJAS]</b>- 10 units of accommodation for offenders with complex needs on licence who have an assessed local connection with Torbay</p> <p><b>Annual contract value: £60,000</b></p>		Reduce by 100%: £60,000		April 2014	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <ul style="list-style-type: none"> <li>• Current contract expires March 2014</li> <li>• Potential increase in homeless offenders who may have multiple and complex needs (e.g. poor mental health, substance misuse).</li> <li>• Potential for increased pressure on other services such as housing options</li> <li>• Potential inability to comply with MAPPA duty to co-operate on high risk offenders.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>The Criminal Justice Accommodation Service (CJAS) provides 10 units of accommodation at three sites in Torbay. Their purpose is to engage with offenders with a local connection to Torbay, involved in the criminal justice system to help them to settle within the community and then successfully move them on to their own accommodation. The service is therefore an important part in the rehabilitation pathway for a number of people. Referrals are accepted from Devon &amp; Cornwall Probation Trust (DPT), Turnaround (the integrated offender management scheme) and the Prison Service. The priority client group is 18+ year old male and female offenders, offenders discharged from prison, offenders in the community who are subject to statutory supervision by Offender Managers, offenders involved in treatment for substance mis-use. Length of stay is a maximum of 2 years.</p> <p>Proposal: To reduce the contract by 100% for the Criminal Justice Accommodation Service (CJAS). The current value of this contract is £60,000</p>
2.	Who is intended to benefit / who will be affected?	<p>If this service is terminated there will be a lack of offender-specific accommodation in Torbay. There may be an impact on reoffending rates which will impact on the Police and criminal justice system .</p> <p>Key stakeholders are:</p> <ul style="list-style-type: none"> <li>• Current service provider</li> <li>• Current and potential clients, some of whom have complex needs, poor mental health</li> <li>• Devon and Cornwall Probation Trust</li> <li>• Torbay Council Housing Services</li> <li>• MAPPA (Multi-Agency Public Protection Arrangement) process</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																																				
3.	Have you considered the available evidence?	<p>15 people entered this service in the year 2012/13. This represents the number of people who entered the service in the last year, and therefore the service supports a small proportion of the number of offenders involved in the criminal justice system.</p> <p>The service works directly with offenders. The aim is to engage with and resettle people in accommodation as a first step to permanent housing and a change of lifestyle which supports the Council's strategic priority of reducing and preventing homelessness, and also looks to preventing a 'revolving door' of people continually accessing services.</p> <p>Between 1st June 2012 and the 31st May 2013, 4337 offenders commenced an Order with the Devon and Cornwall Probation Trust. Of these, 696 (16%) are supervised within Torquay.</p> <p>Of the 696: male offenders are disproportionately represented, with 86% of the commencements:.</p> <table border="1" data-bbox="788 450 927 1682"> <thead> <tr> <th></th> <th>Number</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td><b>Male</b></td> <td>601</td> <td>86%</td> </tr> <tr> <td><b>Female</b></td> <td>95</td> <td>14%</td> </tr> <tr> <td><b>Total</b></td> <td>696</td> <td>100%</td> </tr> </tbody> </table> <p>Source: <i>Torquay Caseload and Commencement Data - ad hoc report July 2013</i></p> <p><b>Age range</b></p> <table border="1" data-bbox="1034 450 1318 1682"> <thead> <tr> <th></th> <th>Number</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td><b>18-24 years</b></td> <td>178</td> <td>26%</td> </tr> <tr> <td><b>25-34 years</b></td> <td>230</td> <td>33%</td> </tr> <tr> <td><b>35-44 years</b></td> <td>161</td> <td>23%</td> </tr> <tr> <td><b>45-54 years</b></td> <td>94</td> <td>14%</td> </tr> <tr> <td><b>55-64 years</b></td> <td>20</td> <td>3%</td> </tr> <tr> <td><b>65+</b></td> <td>13</td> <td>2%</td> </tr> <tr> <td><b>Total</b></td> <td>696</td> <td>100%</td> </tr> </tbody> </table> <p>Source: <i>Torquay Caseload and Commencement Data - ad hoc report July 2013</i></p>		Number	Percentage	<b>Male</b>	601	86%	<b>Female</b>	95	14%	<b>Total</b>	696	100%		Number	Percentage	<b>18-24 years</b>	178	26%	<b>25-34 years</b>	230	33%	<b>35-44 years</b>	161	23%	<b>45-54 years</b>	94	14%	<b>55-64 years</b>	20	3%	<b>65+</b>	13	2%	<b>Total</b>	696	100%
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**Race**

Within Torquay, the largest proportion of offenders were recorded as White (90%).

**Offence Type**

Within Torquay, the largest proportion of offenders committed an offence of Violence (35%), followed by Theft (12%).

	<b>Number</b>	<b>Percentage</b>
<b>Burglary</b>	59	8%
<b>Criminal damage</b>	31	4%
<b>Driving offences</b>	70	10%
<b>Drug offences</b>	80	11%
<b>Fraud and forgery</b>	58	8%
<b>Public order or riot</b>	45	6%
<b>Robbery</b>	7	1%
<b>Sexual</b>	29	4%
<b>Theft</b>	86	12%
<b>Violence</b>	220	32%
<b>Other</b>	9	1%
<b>Unknown</b>	2	-
<b>Total</b>	696	100%

Source: *Torquay Caseload and Commencement Data - ad hoc report July 2013*

There is no other service that engages with offenders in this way in Torbay.

In 2012/13, regarding clients entering short term Supporting People services (across all services):

- Where known, 122 were accepted as requiring secondary mental health services, and 139 were accepted as requiring Probation/Youth Offending Team services
- Where known, 27.6% (293) were statutory homeless with 156 of them owed a homelessness duty, another 137 (12.9%) were not statutory homeless but considered homeless by the service
- Where known, 31 were assessed as at high risk of domestic abuse and supported through the MARAC (Multi Agency Risk Assessment Conference)

No	Question	Details
		<p>Lack of accommodation can contribute to re-offending. A Ministry of Justice report in 2013 states that ‘Offenders with accommodation problems have been found to be more likely to reoffend. Access to stable accommodation is important in enabling ex offenders to access employment and training opportunities which may in turn support their rehabilitation. Accommodation needs can also impact on family relationships and the chances of successful reintegration into the community on release from prison, which are important in reducing reoffending.’<sup>1</sup></p>
4.	<p><b>How have you consulted on the proposal?</b></p>	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council’s website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus</p>

<sup>1</sup> Transforming rehabilitation: a summary of evidence on reducing reoffending, Ministry of Justice Analytical Series, 2013, p5, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/243718/evidence-reduce-reoffending.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/243718/evidence-reduce-reoffending.pdf)



No	Question	Details
		<p>group for clients in the supported employment service used different questions, chosen by by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>● Torbay and Southern Devon Health and Care NHS Trust</li> <li>● Devon Partnership Trust</li> <li>● Devon and Cornwall Probation Trust</li> <li>● South Devon Clinical Commissioning Group</li> <li>● Torbay Council Housing Services</li> <li>● Torbay Council Children's Services</li> <li>● Police</li> <li>● Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team,</li> </ul>

No	Question	Details
		<p>Torbay Hospital</p> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap</p> <p>See Appendix 1 for results.</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
<p>Page 552</p>	<p><b>Outline the key findings</b></p>	<p>There was 1 response received which referred to this proposal. There was also 1 focus group held for clients where 3 people attended.</p> <p>Responses suggested that the service helps to:</p> <ul style="list-style-type: none"> <li>• Provide a stable environment</li> <li>• Help to access other services and professionals.</li> <li>• Support people to find their own accommodation</li> <li>• Support people to get into training/education/employment.</li> <li>• Give people a greater self worth</li> <li>• Reduce crime</li> <li>• Avoid relapse in to drug or alcohol abuse.</li> </ul> <p>If the service ended, people felt that:</p> <ul style="list-style-type: none"> <li>• There would be an increased risk of homelessness amongst offenders leaving prison,</li> <li>• There would be less chance of rehabilitation from criminal behaviour or drug and alcohol dependency/abuse</li> <li>• There would be an increase in recall to prison.</li> </ul>

No	Question	Details
		<p>Without the preventative service being available the respondents felt there would be a greater use of other agencies, including:</p> <ul style="list-style-type: none"> <li>• GPs,</li> <li>• Mental health services</li> <li>• Police</li> <li>• Wider criminal justice sector (e.g. prison).</li> </ul> <p>The costs associated with this were thought to be greater than the cost of the service, meaning that any short term savings would soon be lost through the increased spend on other agencies.</p> <p>The provider would “have welcomed the chance to have worked with you to identify savings within our services, this is the approach we have taken with other local authorities. We are still open to work with you to look at how services can be secured.”</p> <p>This proposal would also lead to the redundancy of 2 full time members of staff.</p>
Page 553	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</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>
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people		This service is for clients aged 18+ Of these, 3 clients were aged 18 to 24, and 12 were aged 25 to 45. There may be an increase in reoffending rates, referrals to mental health services and homeless applications from offenders.	No differential impact
	People with caring responsibilities			No differential impact
	People with a disability			No differential impact shown from analysis of clients who entered the service in 2012/13.
	Women or men		The service can be accessed by both men and women, but the client group accommodated tends to be primarily male. (14 out of 15 placements in 2012/13 were male). Therefore males will be disproportionately affected by the proposed change.	
	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

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 impacts (Including impact on child poverty issues and deprivation)</p>
	<p>Public Health impacts (How will your proposal impact on the general health of the population of Torbay)</p> <p><b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)</p> <p><b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)</p>
	<p>In 2012/13, where economic status is known, 56% of people who entered short term Supporting People services (across all services) had a status that meant they were eligible for welfare benefits</p> <p>Potential increase in reoffending rates including anti social behaviour and crime</p>
	<p>No differential impact</p> <p>No differential impact</p> <p>No direct link to public health outcomes however successful resettlement into accommodation and support to address lifestyle issues may have a positive impact on life expectancy.</p>
	<p>Supporting People are proposing budget reductions of approximately 70% and therefore there will be no other accommodation based or outreach services to meet the needs of offenders.</p>
8b.	<p>The Probation Service will be out-sourced from April 2014 and the impact of this is currently unknown.</p>

### Section 3: Mitigating action

No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	<p>Negative impacts as outlined in section 7 above:</p> <ul style="list-style-type: none"> <li>• This service is for clients aged 18+. Of these, 3 clients were aged 18 to 24, and 12 were aged 25 to 45. There may be an increase in reoffending rates, referrals to mental health services and homeless applications from offenders.</li> <li>• The service can be accessed by both men and women, but the client group accommodated tends to be primarily male. Therefore males will be proportionately affected by the proposed change.</li> <li>• In 2012/13, where economic status is known, 56% of people who entered short term Supporting People services (across all services) had a status that meant they were eligible for welfare benefits, Therefore people on welfare benefits will be proportionately affected by the proposed change.</li> </ul> <p>It will be very difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to. We will monitor the impacts as set out in section 10 below on a quarterly basis.</p>

### Section 4: Monitoring

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	<p>The following impacts will be monitored and reported to the Commissioning for Independence Board, chaired by the Director of Adult Social Services:</p> <ul style="list-style-type: none"> <li>• Monitor for increase in number of clients with offending history requiring homeless assessments and reasons</li> <li>• Monitor for increase in numbers of clients with offending history accepted as statutorily homeless by Housing Options requiring emergency accommodation</li> <li>• Monitor for increase in numbers of clients with offending history seeking advice and assistance from Housing Options and type of advice/assistance required</li> <li>• Monitor re-offending rates through Police and Probation data</li> <li>• Monitor MAPPA compliance for accommodation needs being met</li> </ul>

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p>X</p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>

**Appendix 1**

**Consultation Results: Criminal Justice Accommodation Service - Reduce by 100%**

There was 1 response received which referred to this proposal. There was also 1 focus group held for clients where 3 people attended.

The service is provided by Sanctuary Supported Living.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>"Within the Criminal Justice Accommodation there is potentially a significant proportion of these clients who may be at risk of homelessness as a result of the ending of this contract."</p> <p>"Having somewhere stable with right atmosphere to live - feels like home - staff not on top of you, there when you need them. Lifestyle different"</p> <p>One focus group was held with CJAS service users. They spoke of the impact of the service upon themselves as individuals and how it supported them in signposting to and/or liaising with other agencies and professionals, including mental health services. They also mentioned support to find accommodation and to get into training and apprenticeships. They commented on the emotional support they received and the growth in self belief which made them feel more positive and less inclined to commit crime, and that the loss of the service would lead them to return to drug taking, criminality and ultimately a return to prison.</p>
<p><b>Impact on Statutory Services and National Priorities</b></p>	<p>"Clients will resort on emergency front line services to respond to their needs, this will impact on both health and police services. Increase inappropriate use of GP services. This will add to the costs of health and emergency services."</p> <p>"Vulnerable client will be put at risk from themselves and others, these risk may not be successfully managed or in some cases remain unnoticed by professionals within the Community."</p> <p>One service user said that this was the longest time he had been out of prison on ten years. All of those attending the focus group expressed concern at what would happen to others coming out of prison if this service were to end. They</p>



Category	Examples of comments
	<p>felt that people would not know where to go for help, have no prospects for education or employment, and that the system would not be able to cope. People would become homeless and sleep rough or return to prison. They felt this would impact on other services including mental health services and the police, and would cost more.</p>
<p><b>Financial Impact of the Proposals</b></p>	<p>“These proposed cuts may give the Council a short term gain in their overall budget line figure but the effects of these cuts will have fair reaching effects within the Council future expenditure and that of its strategic partners including the police and health services.”</p> <p>“The Cuts will also affect the budgets of Torbay Care Trust, the South Devon Care Trust, “and Fire Service as well as the police as clients who no longer receive support we target or use front line emergency and care services which will mean that resources will have to be redirected to address this counter balance.”</p> <p>“The overall budget is disproportion to that other departments within the Council with a 70% cut being proposed to Supporting People Budget and only a 25% cut to other departments.”</p>
<p><b>Impact on the Service / Provider</b></p>	<p>“Risk of redundancy - A further two members of staff through the closure of the Criminal Justice Accommodation .....</p>
<p><b>Opportunities to Discuss Alternative Options / Source Other Funding</b></p>	<p>“We would have welcomed the chance to have worked with you to identify savings within our services, this is the approach we have taken with other local authorities. We are still open to work with you to look at how services can be secured.”</p> <p>“The budgetary problem will not be solved in isolation it can only be achieved through agencies both statutory and voluntary working together that includes the Council in working with the new Clinical Commissioning Group around saving or future partnership working and integration of social care funding.”</p>



## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA):

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>30<sup>th</sup> July 2013</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Reaching Out South West:</b>                      Provided by a partnership of 7 providers. Comprising pre-engagement and resettlement support mostly working with people with mental health issues at present. Reduce by 100%</p>		£450,000 in year 2 (from March 2015)		March 2015 (notice would need to be issued on this contract 3 months in advance of this)	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul>			X

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

No	Question	Details
1.	<p>Clearly set out the proposal and what is the intended outcome.</p>	<p>The proposal is to end the contract end date of 12<sup>th</sup> March 2015.</p> <p>The Accommodation for Recovery and Independence service is a supported accommodation and outreach service. The service is currently provided by a partnership 'Reaching Out South West' which consists of Chapter 1 (lead provider), Jatis, Supported Independent Living Schemes (SILS) and Folks at Home. The aim of the service is to offer accommodation and support to enable people to learn the skills needed to be independent, maintain a tenancy, and make a positive contribution to the community.</p> <p>The service provides short term supported accommodation for 70 people at any one time, and 100 hours a week of outreach support to people who are either coming into the service, or moving into their own accommodation at the end of the service. The service offers 4 – 8 weeks in the pre-engagement phase, an expected stay in accommodation of up to 9 months, and up to 4 months resettlement support, meaning a maximum overall stay in the service of 15 months.</p> <p>The service works with vulnerable people (for example those with mental health issues, learning disabilities, physical health issues, people who are homeless, have an offending history, or drug and alcohol issues) from the age of 18 to 65.</p> <p>The service is currently working predominately with people with mental health issues. This is due to the fact that it is a relatively new service which replaced mental health specific services.</p> <p>People are referred to the service by other professionals working with them, for example care co-ordinators from the Community Mental Health Teams, Care managers from the Community Learning Disability teams, Offender managers from probation etc. People can also refer themselves into the service. The service also has a lot of referrals from the Leonard Stocks centre, which works with people who are homeless.</p> <p>The proposal is to end the contract at the current end date of 12<sup>th</sup> March 2015.</p>

No	Question	Details
2.	Who is intended to benefit / who will be affected?	<p>The service works predominately with people with mental health issues and those referred on from the Leonard Stocks centre which works with people who are homeless.</p> <p>The proposal to end the service would impact on the ability of people with mental health issues and other vulnerable people to live independently, as the service works with people to enable them to manage their own tenancy and integrate into the community. This has the potential to impact on individuals' lives, as living without support could be distressing and could impact on their mental health.</p> <p>On a wider level, the key stakeholders in this service are the Community Mental Health teams, who are the major referral agents into this service. Devon Partnership NHS Trust (DPT) has very little of its 'own' supported accommodation to refer people into and this service plays a key role in the pathway for people with mental health issues.</p> <p>For example, people move from hospital after a period of poor mental health into this service. In addition, it is used as move on from people from residential care. Specific examples of cases where this has happened can be cited. Potentially without this service, people could have to stay longer in residential care, and is not conducive to promoting full independence. From hospital, there is the potential that more people would present as homeless to the local authority .</p> <p>There are no alternative accommodation services for people to access.</p> <p>The service also works with people who are referred on from Leonard Stocks centre. There would be no alternative supported accommodation service for people, therefore these people would have to access private sector accommodation (which may be difficult due to deposits and rent in advance) If they could not do this, they would present to the Council as homeless.</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																
3.	Have you considered the available evidence?	<p>The service started on 19 March 2013. 40 clients transferred over from other Supporting People services which had been decommissioned.</p> <p>In the first 2 quarters of 2013/14 (up until 6 October 2013) 42 people were recorded as entering the service. Their age ranges are below:</p> <table border="1" data-bbox="715 1252 1050 1680"> <thead> <tr> <th>Age range</th> <th>Number of clients</th> </tr> </thead> <tbody> <tr> <td>18-24</td> <td>9</td> </tr> <tr> <td>25-34</td> <td>12</td> </tr> <tr> <td>35-44</td> <td>9</td> </tr> <tr> <td>45-54</td> <td>10</td> </tr> <tr> <td>55-64</td> <td>1</td> </tr> <tr> <td>65+</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>42</b></td> </tr> </tbody> </table> <p>13 (31%) of these clients were female and 29 (69%) were male            Out of the 42 clients who entered the service, 5 were identified with a physical disability.</p> <p>Between service start and 6 October 2013, 16 people left the service. When entering the service 8 of these needed support to better manage their physical health and all of these achieved this outcome. 11 of the 16 (69%) needed support to better manage mental health and all of them achieved this. 11 needed support to obtain settled accommodation and all achieved this.</p>	Age range	Number of clients	18-24	9	25-34	12	35-44	9	45-54	10	55-64	1	65+	1	<b>Total</b>	<b>42</b>
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35-44	9																	
45-54	10																	
55-64	1																	
65+	1																	
<b>Total</b>	<b>42</b>																	

No	Question	Details																																																
		<p>People aged 18-64 predicted to have a mental health problem in Torbay, projected to 2020<sup>1</sup></p> <table border="1" data-bbox="220 685 469 1680"> <thead> <tr> <th></th> <th>2014</th> <th>2016</th> <th>2018</th> <th>2020</th> </tr> </thead> <tbody> <tr> <td>Common mental disorder</td> <td>11,984</td> <td>11,952</td> <td>11,977</td> <td>11,886</td> </tr> <tr> <td>Borderline personality disorder</td> <td>336</td> <td>335</td> <td>335</td> <td>333</td> </tr> <tr> <td>Antisocial personality disorder</td> <td>256</td> <td>255</td> <td>256</td> <td>255</td> </tr> <tr> <td>Psychotic disorder</td> <td>298</td> <td>297</td> <td>298</td> <td>295</td> </tr> <tr> <td>Two or more psychiatric disorders</td> <td>5,340</td> <td>5,325</td> <td>5,339</td> <td>5,302</td> </tr> </tbody> </table> <p>This table is based on the report Adult psychiatric morbidity in England, 2007: Results of a household survey, published by the Health and Social Care Information Centre in 2009. The report found the following percentages of people with the above mental health problems:</p> <table border="1" data-bbox="644 840 895 1680"> <thead> <tr> <th></th> <th>% males</th> <th>% females</th> </tr> </thead> <tbody> <tr> <td>Common mental disorder</td> <td>12.5</td> <td>19.7</td> </tr> <tr> <td>Borderline personality disorder</td> <td>0.3</td> <td>0.6</td> </tr> <tr> <td>Antisocial personality disorder</td> <td>0.6</td> <td>0.1</td> </tr> <tr> <td>Psychotic disorder</td> <td>0.3</td> <td>0.5</td> </tr> <tr> <td>Two or more psychiatric disorders</td> <td>6.9</td> <td>7.5</td> </tr> </tbody> </table> <p><sup>1</sup>Estimates suggest that there are higher rates of learning disability in Torbay than the national average. Torbay is within the top quintile with a rate of 5.8 per 1,000 reported to have a learning disability. However, within Torbay there are estimated to be some 2,000 persons with a learning disability who are not known to services.<sup>2</sup></p>		2014	2016	2018	2020	Common mental disorder	11,984	11,952	11,977	11,886	Borderline personality disorder	336	335	335	333	Antisocial personality disorder	256	255	256	255	Psychotic disorder	298	297	298	295	Two or more psychiatric disorders	5,340	5,325	5,339	5,302		% males	% females	Common mental disorder	12.5	19.7	Borderline personality disorder	0.3	0.6	Antisocial personality disorder	0.6	0.1	Psychotic disorder	0.3	0.5	Two or more psychiatric disorders	6.9	7.5
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4.	How have you consulted on the proposal?	<p><b>Providers of Supporting People funded services</b></p>																																																

<sup>1</sup> Projecting Adults Needs and Service Information, [www.pansi.org.uk](http://www.pansi.org.uk). The prevalence rates have been applied to Office of National Statistics population projections for the 18-64 population to give estimated numbers

<sup>2</sup> 2012/13 Joint Strategic Needs Assessment for Torbay, Torbay and Southern Devon Health and Care NHS Trust, Torbay Council and other agencies, [www.torbay.gov.uk/jsna](http://www.torbay.gov.uk/jsna) page 32



No	Question	Details
		<p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p>

No	Question	Details
<p style="text-align: center;">Page 568</p>		<p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap.</p> <p>See Appendix 1 for consultation results.</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p>

No	Question	Details
		<p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
5.	<p><b>Outline the key findings</b></p>	<p>There were 2 responses received which referred to this proposal. There was also 1 focus group held for clients where 5 people attended.</p> <p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b>  The focus group talked about the sense of self worth and self esteem the service gives them – provides encouragement and motivation and builds confidence. Some mentioned that the service supports them in making good choices.</p> <p><b>Impact on individual and ability to live independently</b>  Without the service, the focus group mentioned they would be back on drugs, committing crime, in prison, homeless or dead.</p> <p><b>Quality of Service</b>  Focus groups talked about the quality of the staff in the service</p> <p><b>Impact on Statutory Services and National Priorities</b>  Focus groups spoke of impacts on prison service, health, homelessness and wider Torquay community.</p>
6. 07 09	<p><b>What amendments may be required as a result of the consultation?</b></p>	<p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</p>

**Positive and Negative Equality Impacts**

No	Question	Details						
7.	<p>Identify the potential positive and negative impacts on specific groups</p> <p>Older or younger people</p>	<table border="1"> <thead> <tr> <th data-bbox="1094 1467 1220 1713">Positive Impact</th> <th data-bbox="1094 1713 1220 1872">Negative Impact</th> <th data-bbox="1094 1872 1220 2201">Neutral Impact</th> </tr> </thead> <tbody> <tr> <td data-bbox="1220 1467 1334 1713"></td> <td data-bbox="1220 1713 1334 1872"></td> <td data-bbox="1220 1872 1334 2201"> <p>All but 2 of the 42 clients entering the service are under the age of 55.</p> </td> </tr> </tbody> </table>	Positive Impact	Negative Impact	Neutral Impact			<p>All but 2 of the 42 clients entering the service are under the age of 55.</p>
Positive Impact	Negative Impact	Neutral Impact						
		<p>All but 2 of the 42 clients entering the service are under the age of 55.</p>						

No	Question	Details
	People with caring responsibilities	None of the 42 clients entering the service are recorded as having dependents
	People with a disability	17% of people who entered the service in the first 2 quarters of 2012/13 had a learning disability.
	Women or men	No differential impact has been identified
	People who are black or from a minority ethnic background (BME)	No differential impact has been identified with regard to a person's minority ethnic background
	Religion or belief (including lack of belief)	No differential impact has been identified with regard to religion or belief
	People who are lesbian, gay or bisexual	No differential impact has been identified with regard to people who are lesbian, gay or bisexual
	People who are transgendered	No differential impact has been identified with regard to people who are transgendered
	People who are in a marriage or civil partnership	No differential impact has been identified with regard to people who are in a marriage or civil partnership
	Women who are pregnant / on maternity leave	No differential impact has been identified with regard to women who are pregnant/on maternity leave
	Socio-economic impacts (Including impact on child poverty issues and deprivation)	Out of the 42 people who entered the service in the first half of 2013/14, 69% had a status that meant they were eligible for welfare benefits. There is a potential impact in terms of general deprivation to people with mental health issues and other vulnerable adults as they may need support to live successfully in the community

No		Question	Details
		Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	The service promotes healthy and safe life choices to clients who often have chaotic lifestyles, and there is therefore the potential for a deterioration in this.
8a.		<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	The cumulative impact of the ending of other Supporting People services will result in their being no other services for people with mental health issues to access. Generic floating support services which may have been able to provide non specialist support, such as SIFs and COSS, are proposed to be reduced by 100% (see separate EIA for floating support services).
8b.		<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	Supporting People are not aware of any other public service changes at this time.

### Section 3: Mitigating action

No	Action	Details
9.1	<b>Summarise any negative impacts and how these will be managed?</b>	<p>Negative impacts identified in Section 7:</p> <ol style="list-style-type: none"> <li>1. 17% of people who entered the service in the first 2 quarters of 2012/13 had a learning disability.</li> <li>2. Out of the 42 people who entered the service in the first half of 2013/14, 69% had a status that meant they were eligible for welfare benefits.</li> <li>3. The service promotes healthy and safe life choices to clients who often have chaotic lifestyles, and there is therefore the potential for a deterioration in this.</li> </ol> <p>It will be difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to.</p> <p>We will monitor potential:</p>

		<ul style="list-style-type: none"> <li>• Increase in numbers of homelessness assessments for those with mental health issues</li> <li>• Increase in numbers of people with mental health issues accepted as statutorily homeless requiring emergency accommodation</li> <li>• Potential increase in temporary accommodation budget</li> <li>• Increase in referrals to Community Learning Disability team</li> <li>• Increase in referrals to Community Mental Health services</li> <li>• Increase in need of Community Mental Health services enabling services</li> <li>• Delays on hospital discharge for people with mental health issues</li> <li>• Increase in numbers of people with mental health issues entering residential care</li> </ul>
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**Section 4: Monitoring**

<b>No</b>	<b>Action</b>	<b>Details</b>
10	<p>Outline plans to monitor the actual impact of your proposals</p>	<ul style="list-style-type: none"> <li>• Numbers of people with mental health issues requiring homeless assessments – this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>• Monitor numbers of people with mental health issues accepted as statutorily homeless by Housing Options requiring emergency accommodation – this information can be obtained from colleagues in Housing Options and can be reported quarterly</li> <li>• Monitoring temporary accommodation costs – this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>• Numbers of people referred to Community Learning Disability team – this information can be obtained from colleagues in the Community Learning Disability team and reported quarterly</li> <li>• Numbers of people referred to Community Mental Health Services (CMHS) – these figures can be obtained from colleagues in CMHS and reported quarterly</li> <li>• Numbers of people in need of Community Mental Health services enabling services – these figures can be obtained from colleagues in CMHS or Devon Partnership Trust and reported quarterly</li> <li>• Delays in hospital discharge for people with mental health issues</li> <li>• Numbers of people with mental health issues entering residential care – this information could be obtained from colleagues in CMHT or Devon Partnership Trust and reported quarterly</li> </ul>

		The following impacts will be monitored and reported to the Commissioning for Independence Board chaired by the Director of Adult Services.
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**Section 5: Recommended course of action –**

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal - Despite having identified some <u>potential</u> 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’.</b></p>	✓	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>

		<b>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</b>	
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**Appendix 1**

**Consultation Results: Reaching Out South West - Reduce by 100%**

There were 2 responses received which referred to this proposal. There was also 1 focus group held for clients where 5 people attended.

Category	Examples of comments
<b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b>	The focus group talked about the sense of self worth and self esteem the service gives them – provides encouragement and motivation and builds confidence. Some mentioned that the service supports them in making good choices.
<b>Impact on individual and ability to live independently</b>	Without the service, the focus group mentioned they would be back on drugs, committing crime, in prison, homeless or dead.
<b>Quality of Service</b>	Focus groups talked about the quality of the staff in the service
<b>Impact on Statutory Services and National Priorities</b>	Focus groups spoke of impacts on prison service, health, homelessness and wider Torquay community.



## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA):

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>30<sup>th</sup> July 2013</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off:

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Folks at home</b> Outreach service to older people including resettlement support for people moving from residential care to extra care housing.</p> <p>Reduce by 48%</p>		Proposed saving £95,400		April 2014	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <ul style="list-style-type: none"> <li>• Current contract expires March 2014</li> <li>• Potential impact on other public services such as adult social care, hospital and housing options.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X

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

		Details
1.	<b>Clearly set out the proposal and what is the intended outcome.</b>	<p>Proposal - reduce the Folks @ Home Older People Outreach contract by 48% from March 18<sup>th</sup> 2014</p> <p>Reducing the contract value of this contract by 48% would reduce the effectiveness and reach of the service but achieve savings of close to £100k.</p>
2.	<b>Who is intended to benefit / who will be affected?</b>	<ul style="list-style-type: none"> <li>• Existing and future Clients - Reduction of Folks @ Home service could cause issues such as loss of independence and accommodation without the support received</li> <li>• Torbay and Southern Devon Care Trust – risk of increased need for Domiciliary Care as clients struggle to maintain their independence without the support offered by this service and people are unable to access preventative services in the future.</li> <li>• Torbay and Southern Devon Care Trust – As part of the developing Living Well @ Home service (which will deliver an integrated Care and Support service across Torbay), it has been proposed that funding currently earmarked for Older People services in Supporting People would be used from 2015 to enable the support element of this contract to be delivered. Reducing funding now would impact heavily on the preventative element of the Living Well @ Home service and limit the opportunities for integration.</li> <li>• Wider community – without these resources available, future clients could lose independence more quickly, and more pressure may be placed on informal support networks including family and neighbours.</li> <li>• Voluntary agencies – dedicated volunteers may have more opportunities to support people although this would put pressure on their limited resources as a result</li> <li>• Potential reduction in successful extra care placements from residential care since service provides resettlement support for those moving from residential care into extra care housing</li> <li>• Support Workers - Provider would need to reduce staff numbers significantly as a result of the reduction</li> <li>• If the reduction results in a significant change in service, it may be necessary to re-procure the service under procurement rules and undertake formal consultation.</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
3.	Have you considered the available evidence?	Current population trends point to an increase in older people both nationally and locally, which will most likely lead to an increase in need for support and care services in the future.
4.	How have you consulted on the proposal?	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute</p>

No	Question	Details
		<p>to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p>

No	Question	Details
		<p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap</p> <p>See Appendix 1 for consultation results</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
5.	Outline the key findings	<p>There were 80 responses received which referred to this proposal. There were no focus groups held as clients</p>

No	Question	Details
		<p>preferred to make individual representations.</p> <p>People felt that Folks @ home is recognised as the service that 'fills the gap' for vulnerable elderly people who do not meet the criteria for statutory services. The service supports people to stay in their own homes or to move to more suitable accommodation to reflect their physical and health needs. Tasks range from help with bills and finances to installation of aids and other adaptive technology in their homes. They also provide emotional support to people.</p> <p>Without the service, there is a high risk that client's health and safety would be compromised in unsuitable accommodation, that increased social isolation would lead to deteriorating mental health and that this would lead to clients relying on statutory services and moving into residential care.</p> <p>It is felt that the costs to health services, such as hospitals and ambulance service, and to the Adult Social Care budget through increased use of residential care and increased domiciliary care requirements would far exceed that spent on the current service.</p> <p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</p>
6.	<p><b>What amendments may be required as a result of the consultation?</b></p>	

## Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups			
	Older or younger people	No positive impact	Older people may be at greater risk of social isolation, falls and need for help from statutory services etc. Those living in the community may find it harder to maintain a tenancy As F@H is only available to older people (55+), they will be disproportionately affected. Client Record Data indicates that 62% of clients entering the service in 2012-13 were above the age of 65, with 17% over 85.	
	People with caring responsibilities		Potential for more pressure on carers to support older people with less opportunity for respite or other support for themselves There are negative health implications for older people who informally care for their partners/siblings and others.	
	People with a disability			Older People with a disability will be affected in the same way that older people without a disability are by this proposal. Client Record forms for 2012-13 indicate that 77% of clients entering the service had a disability. The following figures are the proportion of all clients entering the service in 2012-13, who had specific disabilities: Mobility - 46% Chronic (e.g. COPD/ Cancer etc) – 24%



No	Question	Details
		Visual – 17% Mental (e.g. Dementia) 17% Hearing - 8% Learning Disability – 4% Note: some clients present with multiple disabilities
	Women or men	54% of clients entering the service in 2012-13 were female. This is broadly in line with population trends with women living longer than men, but indicates that more women will be proportionately affected by this decision
	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	Support given to bereaved partners may be lost, with the potential that this could lead to a decline in the health and wellbeing for the surviving partner
	Women who are pregnant / on maternity leave	Not applicable
	Socio-economic impacts (Including impact on child poverty issues and deprivation)	The loss of support for older people to live independently could lead to increased risk of homelessness, malnutrition and other health issues. Increased pressure on other council budgets are also likely, particularly the Adult Social Care budget as people are unable to cope in the wider community.

Question		Details	
No			
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)		There may also be an impact on CCG budgets due to an increase in hospital admissions. The effect of the withdrawal of this service may impact on the healthy life expectancy of older people.
<b>8a.</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	The proposal to reduce SP floating support services (community based support) will mean that there is a further negative cumulative impact as the proposal states a 100% reduction to floating support so older people will not be able to access any other generic service for support.	
<b>8b.</b>	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	Cumulative impact of proposed reductions across services and increasing reliance on voluntary sector will impact on	

### Section 3: Mitigating action


No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	<ol style="list-style-type: none"> <li>1. Older people may be at greater risk of social isolation, falls and need for help from statutory services etc. Those living in the community may find it harder to maintain a tenancy.</li> <li>2. Potential for more pressure on carers to support older people with less opportunity for respite or other support for themselves</li> <li>3. There are negative health implications for older people who informally care for their partners/siblings and others.</li> <li>4. Support given to bereaved partners may be lost, with the potential that this could lead to a decline in the health and wellbeing for the surviving partner.</li> </ol>

		<p>5. The loss of support for older people to live independently could lead to increased risk of homelessness, malnutrition and other health issues.</p> <p>6. Increased pressure on other council budgets are also likely, particularly the Adult Social Care budget as people are unable to cope in the wider community. There may also be an impact on CCG budgets due to an increase in hospital admissions.</p> <p>7. The effect of the withdrawal of this service may impact on the healthy life expectancy of older people.</p> <p>Whilst increased engagement with voluntary agencies will offer some level of service to offset the loss, the greater the reduction in contract value will impact on how much assistance these agencies will be able to provide in the short term.</p> <p>The implementation of a financial assessment to determine ability to pay could be considered, although new administrative procedures would need to be set up to accommodate this.</p> <p>The proposed overall reduction in Supporting People services will cumulatively affect the extent to which risks can be mitigated as there will be no other services to refer people to.</p>
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**Section 4: Monitoring**

<b>N67</b>	<b>Action</b>	<b>Details</b>
1005	<p>Outline plans to monitor the actual impact of your proposals</p>	<p>The following impacts will be monitored and reported to Commissioning for Independence Board, Chaired by the Director of Adult Services</p> <p>The following will be monitored:</p> <ul style="list-style-type: none"> <li>• Increase in delayed discharges from hospital</li> <li>• Increase in respite visits</li> <li>• Increase in number of people requiring Residential Care</li> <li>• Acute rises in the number Social Care packages</li> <li>• Increased waiting times for outreach service</li> </ul> <p>As well as showing any impact of the reduction in service capacity, this data will inform any future</p>

**Section 5: Recommended course of action –**

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p><b>State a recommended course of action</b> Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p></p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>

**Appendix 1**

**Consultation Results: Folks @ Home - Reduce by 50%**

There were 80 responses received which referred to this proposal. There were no focus groups held as clients preferred to make individual representations. The service is provided by Folks@Home.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>“Folks @ home is recognised as the service that ‘fills the gap’ for vulnerable elderly people who do not meet the criteria for statutory services.”</p> <p>“Many older people find that as they age, their housing situation no longer meets their needs due to their physical health and abilities. Without Folks@home, these vulnerable individuals would be unable to move home and therefore risk their safety and their health by remaining in unsuitable housing. This will lead to crisis situations, hospital admissions and place an increased burden on the emergency services”</p> <p>“If Folks at Home had been unavailable to the clients I have referred, their well being and health would have been negatively affected.”</p> <p>“Folks @ home work with clients to successfully reduce their alcohol intake.”</p> <p>“I suffer from severe anxiety and depression and I thought socialising was beyond my capability but my support worker has shown me otherwise which has given me a new lease of life.”</p> <p>“We were in emergency accommodation when I met my support worker. She re-housed us, set us up with our utility companies, liaised with the council and our landlord when the welfare reform came in to place. She</p>

Category	Examples of comments
	<p>successfully applied to charities to get us a fridge, and cooker. She referred us for an OT assessment to get a shower chair as I am a frequent faller.”</p>
<p><b>Impact on Statutory Services and National Priorities</b></p>	<p>“Inappropriate 999 calls will increase as vulnerable older people do not know who to turn to.”</p> <p>A number of client responses highlighted the need for other services should the Folks at Home service no longer be available to them. These mainly focused around hospitals and residential care.</p> <p>“I think I would have carried on falling over and having to be admitted to hospital.”</p> <p>“Without this I will end up in Residential Care.”</p> <p>“I will find it more difficult to discharge some patients safely, meaning acute hospital beds are being used inappropriately for people who are not unwell, but who “fall through the net” because there is no service to support them.”</p>
<p><b>Financial Impact of the Proposals</b></p>	<p>m. ... Without the service, bed blocking would increase and hospital discharges would be delayed.”</p> <p>“Folks@home successfully reduce existing care packages funded by Torbay Care Trust and through enabling life skills, often eliminate the need for care packages to be put in place for many clients. Withdrawal of support to clients will generate a significant increase in care packages.”</p> <p>“Folks@home reduces the burden on residential care and care packages significantly. The cost of those accessing residential care and the</p>

Category	Examples of comments
	<p>increase in care packages would outweigh the cost of Folks@home's service significantly."</p>
<p><b>Impact on the Service / Provider</b></p>	<p>"Folks@home faces closure with this level of funding cut, as it would not be viable to continue the service in its present form."</p> <p>"Six staff would be made redundant if the service is forced to close. Their specialist skills and knowledge built over many years of training and experience would be lost."</p>
<p><b>Quality of Service Provision</b></p>	<p>"Folks@home are housing experts, specialists in working with older people, older people's benefit experts, housing re-locators, enablers and skilled professionals in all aspects of issues faced by older people."</p> <p>"I like that my support worker has a clear understanding of my support needs and the best way to help me keep my independence and reduce my stress."</p> <p>"I am paralysed from the chest down so have had input from lots of people, my support worker from folks at home has achieved more than any of the other agencies and in far less time".</p>
<p><b>Opportunities to Discuss Alternative Options / Source Other Funding</b></p>	<p>"If councillors were aware of the incredible work that this service provides to the community and the desperate individuals it helps, a reduction in funding would not be considered."</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): Sheltered Housing

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>19<sup>th</sup> August 2013</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation with those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off :

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

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Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Sheltered housing:</b> Accommodation based support for older people living in the social housing sector.</p> <p><b>Annual contract value: £305,700 this is the figure in our budget savings and is the allocated budget</b></p>		Reduce by 100%: £305,700		April 2014	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <ul style="list-style-type: none"> <li>• Contracts expire 17 March 2014</li> <li>• There is the potential that needs are not identified early resulting in an increased demand for other services such as adult social care.</li> <li>• There is the potential for loneliness and isolation among clients.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>Sheltered Housing Services currently provide low level support (up to 1.5 hours per week) to between 630 and 700 residents in sheltered housing and have recently begun to offer this support to around 30-40 of people in the wider community.</p> <p>The proposal is to terminate all existing Sheltered Housing contracts when they are due to end on March 18<sup>th</sup> 2014 (4 in total) worth £305,700</p> <p>If alternative, voluntary support can be made available to people then this could limit the impact of the proposal. However it is not clear to what extent this will be possible and what capacity or appetite there is for the voluntary sector to do so.</p>
2.	Who is intended to benefit / who will be affected?	<ul style="list-style-type: none"> <li>• Sheltered Housing Residents – will either have their support removed, or will need to pay for support .</li> <li>• Torbay and Southern Devon Care Trust – Potential risk of increased need for Domiciliary Care support</li> <li>• Clinical Commissioning Group –there may be increase in hospital admissions and delayed discharge e.g. for falls etc</li> <li>• Torbay and Southern Devon Care Trust (Adult Social Care) – As part of the developing Living Well@Home service (which will deliver an integrated Care and Support service across Torbay), it has been proposed that funding currently earmarked for Older People services in Supporting People would be used from 2015 to enable the support element of this contract to be delivered. The Living Well at Home service planned to join together both Domiciliary Care and Housing Support functions to create greater value for money services. Reductions in funding now could impact heavily on the preventative, Housing Support element of the Living Well @ Home service and limit the opportunities for integration between the Council and Adult Social Care.</li> <li>• Wider community – without these resources available, future clients may lose independence and pressure could be placed on informal support networks including family and neighbours.</li> <li>• Voluntary agencies such as Age UK – dedicated volunteers may have more opportunities to support people although this would put more pressure on their resources as a result .</li> </ul> <p>Key stakeholders affected are:</p>

No	Question	Details
		<ul style="list-style-type: none"> <li>• Sheltered Housing Providers, including staff employed within the service who may be subject to redundancy</li> <li>• Sheltered housing residents</li> <li>• Wider population of older people</li> <li>• Housing Services</li> <li>• Adult Social Care</li> <li>• Clinical Commissioning Group</li> <li>• Voluntary and community sector organisations such as Age UK</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.

## D G E Evidence, Consultation and Engagement

No	Question	Details
3. G 3	Have you considered the available evidence?	Current population trends point to an increase in older people both nationally and locally, which will most likely lead to an increase in need for support and care services in the future.
4.	How have you consulted on the proposal?	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, draft Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p>

No	Question	Details
		<p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p>

No	Question	Details
		<p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap</p> <p>See Appendix 1 for consultation results.</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>

No	Question	Details
5.	Outline the key findings	<p>There were 40 responses received which referred to this proposal. This included a petition signed by 306 people. There were also 4 focus groups held for clients where 37 people attended.</p> <p>The overriding concern raised by sheltered housing residents was that the cut in funding would leave them vulnerable, alone, isolated and depressed with no one to support them. They like the fact that they are in a secure building and there is always someone available to provide help. Many feel they are able to live independently and manage better because they know someone is there if needed.</p> <p>Respondents identified a number of impacts on other statutory services which they felt would result from ending the support, including increased unplanned hospital admissions (including increased call on the ambulance service), increased length of stay in hospital, increased likelihood of readmission to hospital within 28 days of discharge and an increased number of people moving into residential care. It was stated that the Cap-gemini study in 2009 found that the net financial benefits on the Supporting People programme for those in sheltered housing were £646.9m against an overall investment of £198.2m, making the likely costs of ending the service triple the level of current investment.</p> <p>There was also concern expressed around the risk of people losing their homes, if they did not have the help needed to maintain their tenancy or manage their finances. Service users were worried about the increased risk they might pose to others or that other might pose to them.</p> <p>The providers who responded highlighted issue of staff redundancies and the knock-on effect of staff potentially applying for benefits whilst they seek alternative employment.</p> <p>On a wider basis they also raised the issue of how allocations into sheltered housing may be managed in the future if support is withdrawn, which will make it more difficult for some people to maintain their tenancy.</p>
6.	What amendments may be required as a result of the consultation?	<p>Provider organisation and Police, probation and health services requested a delay in implementation of the proposals so that alternative sources of funding can be investigated.</p>

**Positive and Negative Equality Impacts**

No	Question	Details
7.	Identify the potential	

Question		Details		
No	positive and negative impacts on specific groups	Positive Impact	Negative Impact	Neutral Impact
	Older or younger people		Older people may be at greater risk of social isolation, falls and need for help from statutory services etc. Those living in the community may find it harder to maintain a tenancy	
	People with caring responsibilities		Potential for more pressure on carers to support older people with less opportunity for respite or other support for themselves.	
	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 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		Support given through Sheltered Housing to bereaved partners may be lost.	
	Women who are pregnant / on maternity leave			No differential impact
	Socio-economic impacts		The loss of support for older people to	

Details	
No	Question
	(Including impact on child poverty issues and deprivation)
	live independently could lead to an increased risk of homelessness – malnutrition, and other health issues - Increased pressure on other council budgets are also likely, particularly the Adult Social Care budget as older people become unable to cope living at home in the wider community.
	Potential issues with malnutrition as well as mental health issues (e.g. depression) brought on by increased isolation.
8a.	Public Health impacts (How will your proposal impact on the general health of the population of Torbay) <b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)
Page 5	The proposal to reduce Supporting People floating support services (community based support) will mean that there is a negative cumulative impact as the proposal states a 100% reduction to floating support so clients in sheltered will not be able to access any other generic service for support.
50	The budget proposal for Folks@home, (a specialist older persons floating support service) is to reduce by 48%. The cumulative impact of this will be increased waiting times for older people requiring a housing support service.
8b/c	Cumulative Impacts – <b>Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)
00	Cumulative impact of proposed reductions across services and increasing reliance on voluntary sector will impact on voluntary sector capacity.

### Section 3: Mitigating action

Details	
No	Action
9.	Summarise any negative impacts and how these will be managed? <ol style="list-style-type: none"> <li>Older people may be at greater risk of social isolation, falls and need for help from statutory services etc. Those living in the community may find it harder to maintain a tenancy</li> <li>Potential for more pressure on carers to support older people with less opportunity for respite or other support for</li> </ol>




		<p>themselves.</p> <ol style="list-style-type: none"> <li>3. Support given through Sheltered Housing to bereaved partners may be lost.</li> <li>4. The loss of support for older people to live independently could lead to an increased risk of homelessness – malnutrition, and other health issues</li> <li>5. Increased pressure on other council budgets are also likely, particularly the Adult Social Care budget as older people become unable to cope living at home in the wider community.</li> <li>6. Potential issues with malnutrition as well as mental health issues (e.g. depression) brought on by increased isolation.</li> </ol> <p>Whilst increased engagement with voluntary agencies will offer some level of service to offset that lost, the greater the reduction in contract value will impact on how much assistance these agencies will be able to provide in the short term.</p> <p>Alternatively, some of the cost of support could be passed on to clients i.e. In the case of sheltered housing the cost of alarm provision could be transferred to residents, meaning that 1-1 support may not be affected by a reduction in contract value. It should be noted that for those on the lowest income, there may not be the capacity to pay for this.</p> <p>The implementation of a financial assessment to determine ability to pay could be considered, although new administrative procedures would need to be set up to accommodate this.</p> <p>The ability to mitigate risks is also minimised through the cumulative effect of the proposed reductions of Supporting People services as they will be no other services to offer support.</p>
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**Section 4: Monitoring**

No	Action	Details
100	<p>Outline plans to monitor the actual impact of your proposals</p>	<p>The following impacts will be monitored and reported to Commissioning for Independence Board, Chaired by the Director of Adult Services</p> <p>Possible plans could be:</p> <ul style="list-style-type: none"> <li>• Monitor the number of people from Sheltered Housing visiting A&amp;E</li> <li>• Monitor number of moves from Sheltered housing into Residential Care</li> <li>• Monitor hospital discharge rates</li> <li>• Monitor for increase in respite care</li> <li>• Monitor for increase in number of people accessing Residential Care and reasons</li> </ul> <p>These results will not only illustrate any impact of the proposals but also inform future commissioning plans within Torbay Council, Adult Social Care and/or Clinical Commissioning Group</p>

Section 5: Recommended course of action –

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some <u>potential</u> 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><b>Outcome 4: Stop and rethink –</b> EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p></p>	<p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>

**Appendix 1**

**Consultation Results: Sheltered Housing- Reduce by 100%**

There were 40 responses received which referred to this proposal. This included a petition signed by 306 people. There were also 4 focus groups held for clients where 37 people attended.

These services are provided by Sanctuary Housing, Westward Housing, Guinness Care and Support and Independent Futures.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>“The removal of the service will impact on the well-being and safety of service users. The type of support provided which impacts on health etc. have been summarised below:</p> <ul style="list-style-type: none"> <li>• Increase incidence of unplanned hospital admissions, as a result of no falls prevention work &amp; no proactive support to assist in maintaining health.</li> <li>• Increased length of stays in hospital.</li> <li>• Increased likelihood of readmission to hospital within 28 days.</li> <li>• Increased likelihood of moving into registered care.</li> <li>• Increased ill-health and use of PCT services.</li> <li>• Increased reliance on family and friends, if they live locally.</li> <li>• Increased fear of crime, and increased incidence of ASB.</li> <li>• Risk of losing their home as no support to assist individuals to maintain their tenancy.</li> <li>• Increase of safeguarding risks and risks not being managed effectively.</li> <li>• Vulnerable service users will be put at risk from themselves and others.</li> <li>• Increased risk of social isolation which could impact on mental health and increase cases of depression.</li> <li>• Decrease in quality of life and independence.”</li> </ul> <p>Client responses highlighted issues of isolation and loneliness, linked with deteriorating mental and physical health.</p>

Category	Examples of comments
	<p>“These cuts will have a significant impact on all of us who live in Sheltered Housing, leaving us vulnerable, alone, isolated and depressed with no one to support us”.</p> <p>Focus groups highlighted the support with Finances, bills and paperwork and other tasks that enable people to continue to live independently</p>
<p><b>Impact on Statutory Services and National Priorities</b></p>	<p>“Other statutory bodies will also be impacted by the proposal to reduce funding by 100%. These include:</p> <ul style="list-style-type: none"> <li>• Increased use of emergency front line services, especially paramedics.</li> <li>• Increased length of stay in hospitals.</li> <li>• Increased re-admission to hospital within 28 days.</li> <li>• Increased risk of social isolation, which could impact on mental health and increase cases of depression.”</li> </ul> <p>Many of the client responses reflected the quote below from the Westward Housing petition.</p> <p>“Many of us will experience increasing mental, physical and emotional health problems of which the impact on the medical professions and hospital admissions will significantly increase, as will the increase of care home placements and the additional costs this will incur as many resident's will not be able to live un-supported without help.”</p> <p>People at the focus groups suggested that they would end up in residential homes or rely more on Social services and nurses.</p>
<p><b>Financial Impact of the Proposals</b></p>	<p>“The Capgemini study in 2009 found that the net financial benefits on the Supporting People programme for those in sheltered housing were £646.9m against an overall investment of £198.2m. Therefore the likely costs should the service be removed are triple the current investment.”</p>

Category	Examples of comments
	<p>“These figures are supported by a recent impact assessment carried out by another Supporting People team (Cornwall Council). The funding for sheltered housing services was cut by 40%. The impact assessment showed that following the cut, the number of people receiving a domiciliary care package increased by 30%” .</p>
<p><b>Impact on the Service / Provider</b></p>	<p>“The impact of the proposals could be that all staff face redundancy. This in turn will have an impact on Torbay Council, as staff seek alternative employment and apply for benefits to support them in the interim.”</p> <p>“On a wider basis, the withdrawal of support from our sheltered housing services will also have an impact on Sanctuary. With over 350 units of accommodation, consideration will have to be given to how we manage future allocations.”</p>
<p><b>Quality of service</b></p>	<p>“I like the fact I can trust and rely on the support advisors at all times, and I am not judged by them.”</p> <p>Focus groups emphasised the important of the support worker’s knowledge of each individual resident so that they are aware when something is “not right”.</p>
<p><b>Safety and Security</b></p>	<p>“I like the fact that I am in a secure building and there is always help on site and through the Call 24 system. I would not have been able to manage and improve my quality of life if this had not been available.”</p> <p>“Helped me get on to my feet and given me confidence. It has also made me feel secure that if I had any health or emotional problems, I would be able to manage because someone was there for me.”</p>
<p><b>Opportunities to Discuss Alternative Options / Source Other Funding</b></p>	<p>“We propose that a group consisting of Council officers and providers meets together urgently to plan and propose alternatives.”</p> <p>“We would have welcomed the chance to have worked with you to identify savings within our services, this is the approach we have taken with other local authorities. We are still open to work with you to look at how services can be secured.”</p>

Category	Examples of comments
	<p>“The budgetary problem will not be solved in isolation it can only be achieved through agencies both statutory and voluntary working together that includes the Council in working with the new Clinical Commissioning Group around saving or future partnership working and integration of social care funding</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA): Housing Link Workers

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>9 September 2013</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off :

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>		<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Link workers:</b> Supporting the take up and monitoring of personal budgets</p> <p>Reduce by 100%</p> <p><b>Annual contract value: £39,400</b></p>		Reduce by 100%: £39,400			<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul> <ul style="list-style-type: none"> <li>• Staff employed by TSDHCT and DPT, this funding is only a proportion of the cost</li> <li>• Potential cost pressure on adult social care budget.</li> <li>• Consultation and Equality Impact Assessment undertaken to assess the impact of the proposal.</li> </ul>			X



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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>The proposal is to withdraw the Supporting People funding for the 2 housing link worker posts. Supporting People part funds both posts. The balance of funding is paid by Torbay Care Trust and Devon Partnership Trust.</p> <p>The overall objective of the role is: "to improve housing outcomes for vulnerable clients who need to secure and maintain appropriate housing and housing related support." The link workers support Torbay Care Trust social care teams and Devon Partnership Trust mental health teams to identify housing issues and solutions for clients using statutory services. The support solutions are often in Supporting People funded services. Further budget savings proposals mean that these solutions will no longer be available.</p> <p>The link workers also support the decommissioning of services by identifying appropriate move on options and packages of support.</p> <p>The link workers have coordinated the personal budgets programme, where individual support packages have been negotiated with service providers to meet specific outcomes identified by clients. Further budget savings proposals include a 100% reduction to the personal budget programme.</p>
2.	Who is intended to benefit / who will be affected?	<p>The proposal will impact on clients engaged in adult social care and mental health services who require specialist housing support information. These are the client groups specifically supported by the link workers.</p> <p>The effect will impact on statutory staff managing clients' care plans who will need to identify housing and support solutions without input from the link workers.</p> <p>Key stakeholders include:</p> <ul style="list-style-type: none"> <li>• Service users</li> <li>• Housing Link Workers</li> <li>• Housing Services who will be required to provide prevention information and liaise directly with social care staff in mitigating risk of homelessness. Increase in work activity.</li> <li>• Mental Health Teams who will be required to liaise directly with Housing Options team in mitigating risk of homelessness. Increase in work activity.</li> <li>• Health and social care zone teams who will be required to liaise directly with Housing Options team in mitigating risk of homelessness. Increase in work activity.</li> <li>• Health – Hospital through delayed discharges</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
3.	Have you considered the available evidence?	<p>The posts were initiated as a pilot project in 2008 to improve working relationships between health and social care teams and housing options service, with the aim to improve housing and support outcomes for vulnerable people engaged in health and social care (statutory) services. The posts have evolved over the past 5 years and the link worker posts have been utilised to roll out the personal budget programme and support the decommissioning of some Supporting People services. The posts support the statutory services to reduce the use of bed based care by pro-actively supporting move on from residential care and hospital. With the budget proposals including a 100% reduction to the personal budget programme and a significant reduction to Supporting People services, there is a reduction in the workload from the Supporting People team.</p> <p>Further detail on the number of clients worked with to date by the postholders will be added as part of the formal consultation process.</p>
4.	How have you consulted on the proposal	<p><b>Providers of Supporting People funded services</b></p> <p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p>

No	Question	Details
		<p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both; and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b>  A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.  A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b>  An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p>

No	Question	Details
<p style="text-align: center;">Page 610</p>		<p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>• Torbay and Southern Devon Health and Care NHS Trust</li> <li>• Devon Partnership Trust</li> <li>• Devon and Cornwall Probation Trust</li> <li>• South Devon Clinical Commissioning Group</li> <li>• Torbay Council Housing Services</li> <li>• Torbay Council Children's Services</li> <li>• Police</li> <li>• Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap</p> <p>See Appendix 1 for consultation results.</p> <p><b>Other including members of the public/non service users</b></p> <p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended</p>
<p><b>5.</b></p>	<p><b>Outline the key findings</b></p>	<p>There were 7 responses received which referred to this proposal.</p> <p>The respondents felt that the link workers provide a vital part of an holistic approach to people's support, as without the support to access suitable accommodation and housing related support, the mental health conditions of clients would deteriorate significantly.</p> <p>The resultant delay in stepping down from residential care, leaving hospital or moving from substandard or otherwise inappropriate accommodation would result in worsening health and greater need for statutory, higher level services. The costs of these services would outweigh any savings achieved through the removal of this funding.</p>

No	Question	Details
		The loss of these workers would also be a loss of knowledge and experience that cannot be replaced.
6.	<b>What amendments may be required as a result of the consultation?</b>	Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.

### Positive and Negative Equality Impacts

No	Question	Details			
7.	<b>Identify the potential positive and negative impacts on specific groups</b>		<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Neutral Impact</b>
	Older or younger people				No differential impact. Clients supported are aged 18-65.
	People with caring responsibilities				No differential impact.
	People with a disability			People with disabilities, sensory impairments and complex mental health problems engaged in statutory health and social care services may be affected by longer stays in hospital and residential care due to the reduction in specialist housing support from the link workers.	
	Women or men				No differential impact
	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 impacts (Including impact on child poverty issues and deprivation)	
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	No differential impact
<b>8a.</b>	<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	There are significant reductions in the Supporting People budgets, This means the available supported housing and support options for vulnerable people will be significantly reduced. The role of the link workers has been to identify suitable housing options and as these options will be reduced, finding accommodation will be more difficult, thus there will possibly be an impact on Housing Options team and health and social care teams who have statutory responsibility for the clients.
<b>8b.</b>	<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified)	Supporting People are not aware of any other proposals in public services that will worsen the impacts identified above.

No	Question	Details
	above)	

**Section 3: Mitigating action**

No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	<p><b>Negative impacts identified in section 7</b> - People with disabilities, sensory impairments and complex mental health problems engaged in statutory health and social care services may be affected by longer stays in hospital and residential care due to the reduction in specialist housing support from the link workers.</p> <p>Possibilities to minimise this impact are:</p> <ol style="list-style-type: none"> <li>1. Housing Options take a more active role in sourcing accommodation for people involved with Community Mental Health teams or Adult Social Care. However, this would have an impact on Housing Options workload. Care managers and Care co-ordinators could take over work to ensure prompt moves from hospital and residential care by prompt sourcing of appropriate accommodation. However, this is not their area of skill, and would impact on their workload. It will be very difficult to minimise the negative impact of the ending of the link worker posts as they perform a specialised role in finding housing solutions for complex cases.</li> </ol> <p>We will monitor for the following:</p> <p>Delayed discharge from hospital after admission for mental health issues.  Delayed discharge from residential care  Increase in homeless presentations and acceptances at Housing Options</p>

**Section 4: Monitoring**

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	The following impacts will be monitored and reported to Commissioning for Independence Board, Chaired by the Director of Adult Services.

	<ul style="list-style-type: none"> <li>Monitoring numbers of homelessness assessments - this information can be obtained from colleagues in housing and reported quarterly</li> <li>Monitoring numbers of people accepted as statutorily homeless requiring emergency accommodation- this information can be obtained from colleagues in housing and reported quarterly</li> <li>Monitoring temporary accommodation costs – this information can be obtained from colleagues in Housing Options and reported quarterly</li> <li>Monitoring delayed discharge from hospital after admission for mental health issues and delayed discharge from residential care – this information is not recorded, but anecdotal evidence from Community Mental Health teams and Adult Social Care zone teams will be sought and reported quarterly</li> </ul>
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**Section 5: Recommended course of action –**

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.  Page 614	<b>State a recommended course of action</b>	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some potential 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>✓</p> <p></p> <p>x</p>	<p></p> <p></p> <p>The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern</p>



				Devon Health & Care Trust.
		<b>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</b>		

## Appendix 1

### Link Workers - Reduce by 100%

There were 7 responses received which referred to this proposal.

Category	Examples of comments
Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients	<p>“...service users will not get the appropriate housing support and advice at the right time which in turn will exacerbate their own mental health conditions and increase their risk of becoming homeless.”</p> <p>“...become a tremendous loss for the Carers and persons cared for.”</p>
Impact on individual and ability to live independently	<p>“The link workers are crucial in providing a quality holistic service to people with mental health issues and should be retained to ensure access to appropriate accommodation.”</p>

Category	Examples of comments
<p><b>Quality of Service</b></p>	<p>“I cannot praise the work ... highly enough ... directly supported hundreds of people in maintaining housing tenancies, finding emergency accommodation and supporting our service with complex legal issues around housing related matters. This has then impacted positively on service users mental health recovery.”</p>
<p><b>Impact on Statutory Services and National Priorities</b></p>	<p>“Move on for people from in-patient beds and step down for those ready to leave residential care may well become more delayed as a result of closure of these services and the loss of the SP link worker assigned to mental health.”</p> <p>“This may contribute to people staying longer in mental health in-patient units, potentially becoming homeless or their condition deteriorating as a consequence of living in unsuitable accommodation.”</p>
<p><b>Financial Impact of the Proposals</b></p>	<p>“Reducing these services will impact negatively on the clients, the service provided by our team and the community, likely to increase costs in health services, police services, children services and criminal justice. It is a false economy.”</p>

## Budget Proposals 2014/15 and 2015/16: Equality Impact Assessment (EIA)

<b>Business Unit:</b>	<b>Supporting People</b>	<b>Directorate:</b>	<b>Adults &amp; Resources</b>
<b>Date Started :</b>	<b>9<sup>th</sup> September 2013</b>	<b>Date of current version:</b>	<b>6<sup>th</sup> February 2014</b>

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

### Executive Lead / Head Sign off :

Page 617

<b>Executive Lead(s)</b>	<b>Cllr Christine Scouler</b>	<b>Executive Head:</b>	<b>Fran Mason</b>
<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>	<b>Date:</b>	<b>6<sup>th</sup> February 2014</b>

Summary from Overall Budget Proposals:

Proposals – Outline	Savings for 2014/15 and 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery <i>When will this proposal realise income / savings</i>	Risks / impact of proposals	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p><b>Personal budgets:</b> People with Learning Disabilities who have medium to long term support needs were transferred to personal budgets. Personal budgets are also used to fund short term resettlement support to move people out of residential care into extra care.</p>		Reduce by 100%: £250,000		Once budget decision agreed support plans can be reviewed ideally 3 months to implement	<ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> <li>• <b>If statutory service please state relevant legislation section and Act together with any statutory guidance issued.</b></li> </ul>			X

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

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome.	<p>This proposal is to achieve savings by reducing the funding to the personal budget programme by 100% (£250,000)</p> <p>Personal Budgets (PB) are a way of delivering Social Care Services and have been initiated by central government. Supporting People piloted the use of personal budgets and evidenced achievement of positive outcomes for clients who require short term interventions to move from bed based care (i.e. residential care) to more independent living. Supporting People (SP) personal budgets are also used to support clients who have utilised SP services long term and have on-going support needs. In circumstances where services have not been recommissioned, personal budgets have been available to clients with long term needs to avoid disruption to support delivery when the SP approach (outcomes focused and enabling), is effectively meeting needs.</p> <p>Following assessment of eligible social care needs, PB funding is allocated by Torbay and Southern Devon Health and Care NHS Trust (TSDHCT) to assist in meeting those needs in the way that suits the customer best. Customers can then choose, and detail in a Support Plan, how they wish to arrange their support and how they wish to manage it (Direct Payments, Commissioned services or mixed package).</p>
2.	Who is intended to benefit / who will be affected?	<p>All client groups could be affected by this change, as the use of personal budgets has involved a range of clients from across society and acts innovatively as an early intervention thereby preventing the need for people to access other more acute and more intensive services, in particular adult social care services. Clients with long term needs who receive an SP personal budget will be affected and will need to be assessed by Adult Social Care to identify their individual support packages. Key stakeholders will include:</p> <ul style="list-style-type: none"> <li>• Service users</li> <li>• Housing Link Workers (who often help to facilitate Personal Budgets)</li> <li>• Adult Social Care – zones</li> <li>• Learning Disability services</li> <li>• Mental Health teams/Devon Partnership Trust</li> <li>• Range of service providers who offer PB's</li> </ul>

No	Question	Details
		<ul style="list-style-type: none"> <li>Anyone who has completed a TSDHCT supported self assessment (SSA) tool that has led to the identification of eligible care needs. They must also have savings under £23,250 (as identified by finance and benefits assessment).</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
3.	Have you considered the available evidence?	<p>The value of the budget in 2013/14 is £250,000. This is used in the main for intensive brief intervention work which lasts typically up to twelve weeks (although can be extended to 24 weeks). There are currently around 30 people receiving brief intervention. There are a number of cases in which a personal budget has been set up in perpetuity; the budget is still reviewed regularly and is subject to change. In all such cases this prevents a cost-shunt to Adult Social Care budgets. This number currently stands at around 10 cases.</p> <p>Because of the short-term nature of Personal Budgets, and that at any one time there can be any number in payment, it is impossible to accurately predict spending patterns. At the time of writing (almost midway through the financial year) £100,070 has been committed from this budget.</p> <p>There is some anecdotal evidence that funding reductions to existing contracted services in 2012-13, and the subsequent lengthening of waiting lists for these services, has led to increased use of personal budgets for brief interventions or priority cases that cannot be met by contracted services.</p>
4.	How will / have you* consulted on the proposal?	<p><b>Providers of Supporting People funded services</b></p>

No	Question	Details
	<p><i>*delete as appropriate</i></p>	<p>The consultation period ran from Thursday 21 November 2013 to 16 January 2014</p> <p>On 21<sup>st</sup> November Providers were sent written details outlining the proposal(s) for their service(s) and given the Consultation Summary document detailing the overall proposals for the Supporting People (SP) programme, Equality Impact Assessments (EIAs) for their services and access to view the EIAs of other services online.</p> <p>Initial provider meetings/conversations were set up with SP Contract Managers in the week prior to the formal draft budget announcement. This was to explain the proposals and consultation process to providers and to allow the providers time to arrange meetings with their staff to take place on the day of the budget announcement (as for many services the proposals will affect staff)</p> <p>A client profile template was developed and sent to Providers to complete to identify clients in support services who were also in receipt of a statutory service. This information was used to inform the service EIAs and evidence where there might be an impact on the expenditure in other parts of the Authority.</p> <p>The Consultation Summary document and questionnaire were available on the Supporting People page of the Council's website.</p> <p>A follow up email was sent to Providers on 8<sup>th</sup> January asking if they were responding collectively, individually or both, and asking them to encourage referral agencies to respond to the consultation.</p> <p><b>Current and previous users of Supporting People funded services, and their carers, relatives and advocates.</b></p> <p>A standard letter outlining the specific proposals for each service was sent to the service provider to distribute to their service users. The letter outlined where service users could access and complete the client consultation questionnaire and explained the consultation process including the opportunity to attend focus groups or face to face interviews.</p> <p>Posters were sent to Providers to insert the details of the consultation events and promote these to service users.</p> <p>A number of focus groups proportionate to size of service were held for each of the affected services. Where services had more than 20 clients then 2 focus groups were offered, with the option for more if required, subject to the availability of resources to facilitate them. Focus groups used the same questions as the client questionnaire. However 1 focus group for clients in the supported employment service used different questions, chosen by the external agency that facilitated this particular group.</p> <p>Focus groups were facilitated by representatives from Torbay Voice with a member of the SP team present to record comments. Where a focus group was organised but there were no attendees, the focus group has not been counted.</p> <p>Face to face interviews (with Torbay Voice representatives) or telephone interviews were offered to those choosing not to or unable to attend focus groups using the same questions.</p> <p>There may be a small duplication of respondents as some may have completed a questionnaire as well as attended a</p>

No	Question	Details
		<p>focus group</p> <p>Providers were encouraged to undertake their own consultations using the same questions, and some providers issued the questionnaires to their clients.</p> <p>The client questionnaire was available on the SP page of the Council's website and providers advised of this so that they could direct service users to it, or support service users to complete it themselves.</p> <p>Individual written submissions (email and letter) were received from service users, relatives, and family members.</p> <p><b>Stakeholders including statutory partners, referral agencies, local and national partner organisations</b></p> <p>An email was sent to all stakeholders attaching the SP Consultation Summary document and stakeholder questionnaire, a summary of SP services and a link to the EIAs for each service. Stakeholders were also encouraged to respond to the overall Council budget proposals and a link to the wider Council budget consultation was included in the email.</p> <p>Stakeholders included:</p> <ul style="list-style-type: none"> <li>● Torbay and Southern Devon Health and Care NHS Trust</li> <li>● Devon Partnership Trust</li> <li>● Devon and Cornwall Probation Trust</li> <li>● South Devon Clinical Commissioning Group</li> <li>● Torbay Council Housing Services</li> <li>● Torbay Council Children's Services</li> <li>● Police</li> <li>● Referral agencies such as: Community Mental Health Teams, Disability Information Service, Housing Options team, Torbay Hospital</li> </ul> <p>Other local and national partners such as: British Association of Supported Employment, Shelter, The Alzheimers Society, MIND and Mencap.</p> <p>See Appendix 1 for consultation results.</p> <p><b>Other including members of the public/non service users</b></p>



No	Question	Details
		<p>A general questionnaire was placed on the Council's website by the Council's Policy and Performance Team asking about all of the Council budget proposals including a section on Supporting People. The SP section contained a link to the SP consultation documentation on the specific budget proposals for SP services.</p> <p>Further representations were made in writing (via letter, email and petition) by organisations and members of the public.</p> <p>A total of 285 representations were received, as well as 21 focus groups that were facilitated for clients and carers, where 160 people attended.</p>
5.	<p><b>Outline the key findings</b></p>	<p>There were 20 responses received which referred to this proposal.</p> <p>Services are currently provided by Parkview Society, Folks@Home, Sanctuary Housing.</p> <p>Below are a selection of comments from the consultation, grouped into themes.</p> <p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p> <p>"Clients supported under Personal Budgets are able to receive intensive support with direct access to the service when they are in a crisis situation... this will result in loss of support to many clients who are facing crisis, need urgent re-housing or are being re-housed from residential care into extra care housing.</p> <p>"Support from staff is focussed around promoting the service user's ability to live independently in a selection of accommodation. The service intends to provide support in the medium term to long term, with the aim that service users will hopefully be able to then move on to greater independence."</p> <p>"I am now able to manage my finances on my own as she has increased my income and re-taught me money management skills."</p> <p>"It has built my confidence, increased my income and improved my living conditions."</p> <p><b>Impact on Statutory Services and National Priorities</b></p> <p>"Without support... will enter a crisis situation risking their health and their safety and they would almost certainly both access residential care, at a cost to Torbay Care Trust."</p>

No	Question	Details
		<p>“The clients were previously covered by a Supporting People accommodation support contract which expired in March 2013. In recognition of the long-term enduring mental health issues impacting on these clients, IB’s were established to maintain their quality of life, independence and integration in local community. These needs will not disappear as a result of budget reductions.”</p> <p>“If I had not received support I would have no way of leaving residential care, I would have debt collectors after me. I think I would have gone down-hill very quickly and would be very likely to be in and out of hospital as a result of my self-neglect.”</p> <p>“...proposal to cut the personal budgets of people with learning disabilities at a time when personalisation is being promoted by government.”</p> <p><b>Financial Impact of the Proposals</b></p> <p>“The proposed reductions will cost Torbay more in short and long term as support and monitoring delivered by Parkview support workers will inevitably be replaced by increased workload burdens on local GP’s, Community Mental Health Teams, Torbay Care Trust Adult Social Care Teams and Devon and Cornwall Police.”</p> <p>“With the cuts in personal budgets that is proposed by a 100% we feel in particular this may have an adverse effect on clients that we are supporting through these budgets... This will resort in them potentially having to move into residential care settings which will cost the Local Authority.”</p> <p>“It is considered that those people supported by SP personal budgets would need to be re-referred to DPT for additional services should those budgets be cut.”</p> <p><b>Impact on the Service / Provider</b></p> <p>“Diverse and competitive range of services provided by Parkview in Torbay are able to be delivered as a result of economies of scale. Narrowing of our range of services will result in increased service costs to Council, Torbay Care Trust and Mental Health Services.”</p> <p><b>Quality of Service Provision</b></p>

No	Question	Details
		<p>"The service's willingness to consider challenging service users has ensured that there have not been issues of significance, which required SP, relevant CMHT's and other referring agencies, to ask for formal feedback/complain over the service seeking to be overly risk averse with new referrals."</p> <p>"My support worker is voice for people without a voice."</p>
6.	<p>What amendments may be required as a result of the consultation?</p>	<p>Provider organisation and Police, probation and health services request a delay in implementation of the proposals so that alternative sources of funding can be investigated.</p>

**Positive and Negative Equality Impacts**

No	Question	Details
7.	<p>Identify the potential positive and negative impacts on specific groups</p>	
	<p>Older or younger people</p>	<p><b>Positive Impact</b></p> <p><b>Negative Impact</b></p> <p><b>Neutral Impact</b></p> <p>No differential impact</p>
	<p>People with caring responsibilities</p>	<p>No differential impact</p>
	<p>People with a disability</p>	<p>Client groups of all ages (18+) across society are affected but most especially people with poor mental health.</p>
	<p>Women or men</p>	<p>No differential impact</p>
	<p>People who are black or from a minority ethnic background (BME)</p>	<p>No differential impact</p>
	<p>Religion or belief (including lack of belief)</p>	<p>No differential impact</p>
	<p>People who are lesbian, gay or bisexual</p>	<p>No differential impact</p>
	<p>People who are</p>	<p>No differential impact</p>

No		Question	Details	
		transgendered		
		People who are in a marriage or civil partnership		No differential impact
		Women who are pregnant / on maternity leave		No differential impact
		Socio-economic impacts (Including impact on child poverty issues and deprivation)	Client groups of all ages (18+) across society are affected but most especially people with poor mental health, and people who are threatened with homelessness or at risk of becoming homeless.	
		Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	The withdrawal of this service may impact on the ability of people to recover from drug/alcohol misuse and manage their physical and mental health appropriately.	
<b>8a.1</b> <b>8a.2</b> <b>8a.3</b> <b>8a.4</b> <b>8a.5</b>		<b>Cumulative Impacts – Council wide</b> (proposed changes elsewhere which might worsen the impacts identified above)	The proposed 100% cut to SP floating support services means there will no alternative support available to mitigate the impacts. These services help people to take control of their finances, avoid or reduce debts and prevent the need for other statutory services. Potential impacts could include, Council Tax arrears, failure to pay rent leading to eviction, homelessness and pressure on temporary accommodation and associated costs.	
<b>8b.</b>		<b>Cumulative Impacts – Other public services</b> (proposed changes elsewhere which might worsen the impacts identified above)	Increased reliance on Adult Social Care services that would have been prevented by this service. Increased use of Residential Care, less effective discharge from hospital, Increased A&E and other unplanned hospital visits. Increased waiting times for any remaining SP funded services . Potential for impacts on police , probation services.	

### Section 3: Mitigating action

No	Action	Details
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**Summarise any negative impacts and how these will be managed?**

Negative impacts identified in section 7:

1. Client groups of all ages (18+) across society are affected but most especially people with poor mental health, and people who are threatened with homelessness or at risk of becoming homeless.
2. The withdrawal of this service may impact on the ability of people to recover from drug/alcohol misuse and manage their physical and mental health appropriately.

Managing this impact:

It will be very difficult to minimise negative impacts due to the cumulative effect of the overall reduction in Supporting People services, meaning that there are no alternative services to refer people to. Where people have a Care Manager/Care Co-ordinator, we will inform them of the ending of the service so they can re assess individuals. However, this will have an impact on the workload of the Care co-ordinators and Care Managers, and potentially an impact on Adult Social Care budgets if people are found to not meet the FACS criteria and therefore are entitled to a service.

Monitoring this impact:

It will be possible in the short term to track individuals who receive personal budgets to understand the impact of the withdrawal of the funding and its impact on other statutory services.

Personal Budgets are implemented as a rapid response to a poor or deteriorating situation when it is thought that one of the contracted services would not be able to provide support in time, or when a degree of complexity takes a client outside the normal contract commissioned for outreach work. The budget needs to cover recurring pressure for those with longer term needs who would otherwise present cost pressure to Adult Social Care & to facilitate short term support to move people from more intensive, costly services, i.e. residential care, hospital to lower level support.

A reduction in the budget may mean that clients fall outside of commissioned services and access other more costly statutory services following a crisis, such as ambulance call outs, emergency admissions to hospital, delayed hospital discharge and increased temporary and permanent residential care placements.

There is also the potential for increased numbers of people at risk of homelessness, in debt and rent arrears which will add pressure to the Housing team in the council.

## Section 4: Monitoring

Details	
10.	<p>The following impacts will be monitored and reported to Commissioning for Independence Board, Chaired by the Director of Adult Services:</p> <p>Tracking of the individuals who received personal budgets will be reported in the short term (6 months) to ascertain the direct impact on other statutory services.</p> <p>As well as showing any impact of the reduction in service capacity, this data will inform any future commissioning strategies produced by Torbay Council, Adult Social Care and/or the Clinical Commissioning Group</p>

## Section 5: Recommended course of action –

No	Action	Outcome	Tick	Reasons/justification for recommended action
11	State a recommended course of action	<p><b>Outcome 1: No major change required - EIA</b> has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <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><b>Outcome 3: Continue with proposal -</b> Despite having identified some <u>potential</u> 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>	✓	
12			x	The purpose of this proposal is not to discriminate directly or indirectly, and does not amount to unlawful discrimination. The Council has to deliver significant savings, and in doing so has to prioritise its statutory responsibilities. Whilst the consultation has highlighted the benefits derived from the service together with the impact upon those who currently receive the service, this service is not statutory. The Council

				<p>will endeavour, with its partners and the community, to mitigate against any adverse impacts. If any individual affected by the decision meets the FACS criteria, they will receive a service to meet their needs from Torbay &amp; Southern Devon Health &amp; Care Trust.</p>
		<p><b>Outcome 4: Stop and rethink</b> – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>		

### Appendix 1

#### Consultation Results: Personal Budgets - Reduce by 100%

There were 20 responses received which referred to this proposal.

Services are currently provided by Parkview Society, Folks@Home, Sanctuary Housing.

Category	Examples of comments
<p><b>Impact on the Health, Wellbeing and Quality of Life of Existing and Potential Clients</b></p>	<p>“Clients supported under Personal Budgets are able to receive intensive support with direct access to the service when they are in a crisis situation... this will result in loss of support to many clients who are facing crisis, need urgent re-housing or are being re-housed from residential care into extra care housing.</p> <p>“Support from staff is focussed around promoting the service user’s ability to live independently in a selection of accommodation. The service intends to provide support in the medium term to long term, with the aim</p>

<b>Category</b>	<b>Examples of comments</b>
	<p>that service users will hopefully be able to then move on to greater independence.“</p> <p>“I am now able to manage my finances on my own as she has increased my income and re-taught me money management skills.”</p> <p>“It has built my confidence, increased my income and improved my living conditions.”</p> <p>“Without support... will enter a crisis situation risking their health and their safety and they would almost certainly both access residential care, at a cost to Torbay Care Trust.”</p> <p>“The clients were previously covered by a Supporting People accommodation support contract which expired in March 2013. In recognition of the long-term enduring mental health issues impacting on these clients, IB's were established to maintain their quality of life, independence and integration in local community. These needs will not disappear as a result of budget reductions.”</p> <p>“If I had not received support I would have no way of leaving residential care, I would have debt collectors after me. I think I would have gone down-hill very quickly and would be very likely to be in and out of hospital as a result of my self-neglect.”</p> <p>“...proposal to cut the personal budgets of people with learning disabilities at a time when personalisation is being promoted by government.”</p>
<p><b>Impact on Statutory Services and National Priorities</b></p>	<p>“The proposed reductions will cost Torbay more in short and long term as support and monitoring delivered by Parkview support workers will inevitably be replaced by increased workload burdens on local GP's, Community Mental Health Teams, Torbay Care Trust Adult Social Care Teams and Devon and Cornwall Police.”</p>



Category	Examples of comments
	<p>“With the cuts in personal budgets that is proposed by a 100% we feel in particular this may have an adverse effect on clients that we are supporting through these budgets... This will resort in them potentially having to move into residential care settings which will cost the Local Authority.”</p> <p>“It is considered that those people supported by SP personal budgets would need to be re-referred to DPT for additional services should those budgets be cut.”</p>
<p><b>Impact on the Service / Provider</b></p>	<p>“Diverse and competitive range of services provided by Parkview in Torbay are able to be delivered as a result of economies of scale. Narrowing of our range of services will result in increased service costs to Council, Torbay Care Trust and Mental Health Services.”</p>
<p><b>Quality of Service Provision</b></p>	<p>“The service’s willingness to consider challenging service users has ensured that there have not been issues of significance, which required SP, relevant CMHT’s and other referring agencies, to ask for formal feedback/complain over the service seeking to be overly risk averse with new referrals.”</p> <p>“My support worker is voice for people without a voice.”</p>

**Budget Proposals 2014/15 and 2015/16: Business Unit Overview: Torbay Development Agency**

<b>Name:</b> Steve Parrock	<b>Position:</b> Chief Executive – TDA
<b>Business Unit:</b> Torbay Development Agency (TDA)	<b>Directorate:</b> Place
<b>Executive Lead(s):</b> Mayor	<b>Date:</b> 6 <sup>th</sup> February 2014

**\*Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Proposals – Outline details <i>Please outline which financial years income / savings will be realised AND identify which service area (activity area) within your service review document the saving / income relates to.</i>	Savings for 2014/15 & 2015/16		Implementation Cost <i>Include brief outline + year incurred</i>	Delivery Date <i>When will this proposal realise income / savings</i>	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>	Type of decision*		
	Income £	Budget reduction £				Internal	Minor	Major
1. TEDC – Vacancy Management	0	77,800	Nil	2014/15	Recently vacated posts will not be replaced. Specialist advice may need to be procured from others e.g. on capital projects	X		
2. TEDC - Innovation centres	0	10,000	Nil	2014/15	Miscellaneous administrative savings across the Innovation Centres following centralisation of finance functions	X		
3. Client Side - Repairs & Maintenance	75,000 – 2014/15 175,000 – 2015/16	–	Nil	2014/15 & 2015/16	Any reduction in the central repairs budget may lead to a gradual deterioration in the condition of council assets but no immediate threat to service delivery. Continued disposal of surplus assets will help mitigate but this may become unsustainable in the longer term.	X		

4. Client Side - Building Savings – Pearl Assurance & Commerce House	0	125,000	Nil	2014/15	Saving already identified as being deliverable following recent decisions to vacate leased offices.	X	
5. TEDC - Local Government Pension Scheme (LGPS)	0	6,000	Nil	2014/15	New Staff joining the TDA are not eligible to join the LGPS scheme.	X	
6. TEDC - Reduction in office overheads	0	7,000		2014/15	Miscellaneous administration savings within Tor Hill House.	X	
7. TEDC - Pay the Council for office accommodation	50,000 2014/15 50,000 2015/16	0	Nil	2014/15 & 2015/16	The TEDC would like to pay market rent (to be assessed) for its office accommodation which is presently provided 'free of charge'. There is a risk that fee income generated in the future might not be sufficient to pay the rent	X	
8. TEDC – Pay the Council for some or all of the support services provided	83,700 2014/15 129,300 2015/16	0	Nil	2014/15 & 2015/16	This item is linked to Item 7 but refers to non property costs (also to be confirmed, such as HR, IT and other support costs). There is a risk that fee income generated in the future might not be sufficient to pay for the full range of services currently provided	X	
9. Client Side – Administrative Estate budget saving	0	75,000	Nil	2015/16	It is envisaged that as Torbay Council reduces its headcount additional administrative estate savings can be made	X	
Total income / saving 2014/15	133,700	300,800					
Total income / saving 2015/16	179,300	250,000					
<b>Overall Income / Saving</b>	<b>£313,000</b>	<b>£550,800</b>					
<b>TOTAL</b>	<b>£863,800</b>						

# Agenda Item 3c

## NATIONAL NON-DOMESTIC RATES RETURN - NDR1

2014-15

Please e-mail to: [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk) by no later than 31 January 2014.  
In addition, a certified copy of the form should be returned by no later than 31 January 2014 to  
Dennis Herbert, Department for Communities and Local Government, Zone 5/J6 Eland House, Bressenden Place, London SW1E 5DU

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Select your local authority's name from this list:

Thurrock
Tonbridge and Malling
Torbay
Torridge

Authority Name  
E-code  
Local authority contact name  
Local authority contact number  
Local authority fax number  
Local authority e-mail address

Torbay
E1102
Wendy Urban
01803 207520
<a href="mailto:wendy.urban@torbay.gov.uk">wendy.urban@torbay.gov.uk</a>

Ver 1.2

### PART 1A: NON-DOMESTIC RATING INCOME

#### COLLECTIBLE RATES

1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments £ **35,196,577**

#### TRANSITIONAL PROTECTION PAYMENTS

2. Sums due to the authority **56,123**

3. Sums due from the authority **0**

#### COST OF COLLECTION (See Note A)

4. Cost of collection formula **205,044**

5. Legal costs **0**

6. Allowance for cost of collection **205,044**

#### SPECIAL AUTHORITY DEDUCTIONS

7. City of London Offset **0**

#### DISREGARDED AMOUNTS

8. Amounts retained in respect of Enterprise Zones **0**

9. Amounts retained in respect of NDD areas **0**

10. Amounts retained in respect of Renewable Energy Schemes (See Note B) **0**

of which:

11. sums retained by billing authority **0**

12. sums retained by major precepting authority **0**

#### NON-DOMESTIC RATING INCOME

13. Line 1 plus line 2, minus lines 3 and 6 - 10 **35,047,656**

Local Authority : Torbay

### PART 1B: PAYMENTS

The payments to be made, during the course of 2014-15 to:

- i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
- ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
- iii) transferred by the billing authority from its Collection Fund to its General Fund,

are set out below

Column 1 Central Government £	Column 2 Torbay £	Column 3 £	Column 4 Devon and Somerset Fire £	Column 5 Total £
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Non-Domestic Rating Income for 2014-15

**NATIONAL NON-DOMESTIC RATES RETURN - NDR1**

**2014-15**

Please e-mail to: [ndr.statistics@communities.gsi.gov.uk](mailto:ndr.statistics@communities.gsi.gov.uk) by no later than 31 January 2014.  
In addition, a certified copy of the form should be returned by no later than 31 January 2014 to  
Dennis Herbert, Department for Communities and Local Government, Zone 5/J6 Eland House, Bressenden Place, London SW1E 5DU

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

14. Non-domestic rating income from rates retention scheme	17,523,828	17,173,351	0	350,477	35,047,656
15. (less) qualifying relief in Enterprise Zones	0				0
16 TOTAL:	17,523,828				35,047,656
<b>Other Income for 2014-15</b>					
17. add: cost of collection allowance		205,044			205,044
18. add: amounts retained in respect of Enterprise Zones		0			0
19. add: amounts retained in respect of NDD Area		0			0
20. add: amounts retained in respect of renewable energy schemes		0	0		0
21. add: qualifying relief in Enterprise Zones		0	0	0	0
22. add: City of London Offset		0			0
<b>Estimated Surplus/Deficit on Collection Fund</b>					
23. Estimated Surplus/Deficit at end of 2013-14	£ -1,695,822	£ -1,661,906	£ 0	£ -33,916	£ -3,391,644
<b>TOTAL FOR THE YEAR</b>					
24. Total amount due to authorities	£ 15,828,006	£ 15,716,489	£ 0	£ 316,561	£ 31,861,056

Please investigate the error messages shown below and make the appropriate changes to the form. Any comments should be added at the bottom of Part 4

Line 14 column 5 doesn't equal line 13. Please check why.

**Local Authority : Torbay**

**PART 1C: SECTION 31 GRANT (See Note C)**

Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013 Autumn Statement.

	Column 2 Torbay £	Column 3 £	Column 4 Devon and Somerset Fire £	Column 5 Total £
<b>2014-15 Multiplier Cap</b>				
25. Cost of 2% cap on 2014-15 small business rates multiplier	184,484	0	3,721	188,205
<b>Small Business Rate Relief</b>				
26. Cost to authorities of temporary doubling in 2014-15	930,935	0	18,999	949,934
27. Cost to authorities of maintaining relief on "first" property	98,050	0	2,001	100,051
<b>"New Empty" Property Relief</b>				
28. Cost to authorities of giving relief to newly-built empty property	24,760	0	505	25,265
<b>"Long Term Empty" Property Relief</b>				
29. Relief on occupation of "long-term empty" property	99,041	0	2,021	101,062
<b>Retail Relief</b>				
30. Relief provided to retail properties	247,601	0	5,053	252,654

**NATIONAL NON-DOMESTIC RATES RETURN - NDR1**

**2014-15**

Please e-mail to: [ndr.statistics@communities.gsi.gov.uk](mailto:ndr.statistics@communities.gsi.gov.uk) by no later than 31 January 2014.  
In addition, a certified copy of the form should be returned by no later than 31 January 2014 to  
Dennis Herbert, Department for Communities and Local Government, Zone 5/J6 Eland House, Bressenden Place, London SW1E 5DU

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

**TOTAL FOR THE YEAR**

31. Total amount of Section 31 grant due to authorities

£	£	£	£
1,584,871	0	32,300	1,617,171

**Certificate of Chief Financial Officer / Section 151 Officer**

I confirm that the entries in this form are the best I can make on the information available to me and amounts are calculated in accordance with regulations made under Schedule 7B to the Local Government Act 1988. I also confirm that the authority has acted diligently in relation to the collection of non-domestic rates.

Name of Chief Financial Officer  
or Section 151 Officer : .....

Signature : .....

Date : .....

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
2014-15

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.2

**Local Authority : Torbay**

**PART 2: NET RATES PAYABLE**

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
<b>GROSS RATES PAYABLE (See Note D)</b>				
1. Rateable Value at 15/01/2014	98,671,775	0	0	98,671,775
2. Small business rating multiplier for 2014-15 (pence) 47.1				
3. Gross rates 2014-15 - (RV x multiplier)	46,474,406	0	0	
4. Estimated growth/decline in gross rates	-673,506	0	0	
5. Forecast gross rates payable in 2014-15	45,800,900	0	0	45,800,900
<b>TRANSITIONAL ARRANGEMENTS (See Note E)</b>				
6. Revenue foregone because increases in rates have been deferred	74,754	0	0	74,754
7. Additional income received because reductions in rates have been deferred	13,632	0	0	13,632
8. Net cost of transitional arrangements	61,123	0	0	
9. Changes to net cost of transitional arrangements as a result of estimated growth/decline	-5,000	0	0	
10. Forecast net cost of transitional arrangements	56,123	0	0	56,123

**TRANSITIONAL PROTECTION PAYMENTS (See Note F)**

11. Sum due to/(from) authority	56,123	0	0	56,123
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**MANDATORY RELIEFS (See Note G)**

**Small Business Rate Relief**

12. Forecast of relief to be provided in 2014-15	3,957,822	0	0	3,957,822
13. of which: relief on existing properties where a 2nd property is occupied	198,000	0	0	198,000
14. Additional yield from the small business supplement	863,413	0	0	863,413
15. Net cost of small business rate relief (line 12-line 14)	3,094,409	0	0	3,094,409

**Charitable occupation**

16. Forecast of relief to be provided in 2014-15	3,356,139	0	0	3,356,139
--	-----------	---	---	-----------

**Community Amateur Sports Clubs (CASCs)**

17. Forecast of relief to be provided in 2014-15	146,510	0	0	146,510
--	---------	---	---	---------

**Rural rate relief**

18. Forecast of relief to be provided in 2014-15	0	0	0	0
--	---	---	---	---

19. Forecast of mandatory reliefs to be provided in 2014-15 (Sum of lines 15 to 18)	6,597,058	0	0	
20. Changes as a result of estimated growth/decline in mandatory relief	200,000	0	0	
21. Total forecast mandatory reliefs to be provided in 2014-15	6,797,058	0	0	6,797,058

**UNOCCUPIED PROPERTY (See Note H)**

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NDR1**  
**2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.2

**Local Authority : Torbay**

**PART 2: NET RATES PAYABLE**

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
<b>Partially occupied hereditaments</b>				
22. Forecast of 'relief' to be provided in 2014-15	635	0	0	635
<b>Empty premises</b>				
23. Forecast of 'relief' to be provided in 2014-15	1,131,526	0	0	1,131,526
24. Forecast of unoccupied property 'relief' to be provided in 2014-15 (Line 22 + line 23)	1,132,162	0	0	
25. Changes as a result of estimated growth/decline in unoccupied property 'relief'	500,000	0	0	
<b>26. Total forecast unoccupied property 'relief' to be provided in 2014-15</b>	<b>1,632,162</b>	<b>0</b>	<b>0</b>	<b>1,632,162</b>

**DISCRETIONARY RELIEFS (See Note J)**

<b>Charitable occupation</b>				
27. Forecast of relief to be provided in 2014-15	72,237	0	0	72,237
<b>Non-profit making bodies</b>				
28. Forecast of relief to be provided in 2014-15	339,997	0	0	339,997
<b>Community Amateur Sports Clubs (CASCs)</b>				
29. Forecast of relief to be provided in 2014-15	4,891	0	0	4,891
<b>Rural shops etc</b>				
30. Forecast of relief to be provided in 2014-15	0	0	0	0
<b>Small rural businesses</b>				
31. Forecast of relief to be provided in 2014-15	0	0	0	0
<b>Other ratepayers</b>				
32. Forecast of relief to be provided in 2014-15	0	0	0	0

33. Forecast of discretionary relief to be provided in 2014-15 (Sum of lines 27 to 32)	417,125	0	0	
34. Changes as a result of estimated growth/decline in discretionary relief	0	0	0	
<b>35. Total forecast discretionary relief to be provided in 2014-15</b>	<b>417,125</b>	<b>0</b>	<b>0</b>	<b>417,125</b>

36. Relief given to Case A hereditaments	of which:	0
37. Relief given to Case B hereditaments	0	

**DISCRETIONARY RELIEFS FUNDED THROUGH SECTION 31 GRANT (See Note K)**

<b>"New Empty" properties</b>				
38. Forecast of relief to be provided in 2014-15	50,000	0	0	50,000
<b>"Long term empty" properties</b>				
39. Forecast of relief to be provided in 2014-15	200,000	0	0	200,000
<b>Retail relief</b>				
40. Forecast of relief to be provided in 2014-15	500,000	0	0	500,000

41. Forecast of discretionary reliefs funded through	750,000	0	0	
--	---------	---	---	--



**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
2014-15

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.2

**Local Authority : Torbay**

**PART 2: NET RATES PAYABLE**

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
S31 grant to be provided in 2014-15 (Sum of lines 38 to 40)				
42. Changes as a result of estimated growth/decline in Section 31 discretionary relief	0	0	0	
<b>43. Total forecast of discretionary reliefs funded through S31 grant to be provided in 2014-15</b>	<b>750,000</b>	<b>0</b>	<b>0</b>	<b>750,000</b>

**NET RATES PAYABLE**

	£	£	£	£
44. Forecast of net rates payable by rate payers after taking account of transitional adjustments, unoccupied property relief, mandatory and discretionary reliefs	36,148,432	0	0	36,148,432

Checked by Chief Financial Officer :

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
**2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.2

**Local Authority : Torbay**

**PART 3: COLLECTABLE RATES AND DISREGARDED AMOUNTS**

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
<b>NET RATES PAYABLE</b>				
1. Sum payable by rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs	36,148,432	0	0	36,148,432
<b>(LESS) LOSSES</b>				
2. Estimated bad debts in respect of 2014-15 rates payable	451,855	0	0	451,855
3. Estimated repayments in respect of 2014-15 rates payable	500,000	0	0	500,000
<b>COLLECTABLE RATES</b>				
4. Net Rates payable less losses	35,196,577	0	0	35,196,577
<b>DISREGARDED AMOUNTS</b>				Total Renewable Energy
5. Renewable Energy	0	0	0	0
6. Transitional Protection Payment		0	0	
7. Baseline		0	0	
<b>DISREGARDED AMOUNTS</b>		£	£	£
8. Total Disregarded Amounts		0	0	0

Checked by Chief Financial Officer :

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
**2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.2

**Local Authority : Torbay**

**PART 4: ESTIMATED COLLECTION FUND BALANCE**

**OPENING BALANCE**

1. Opening Balance (From Collection Fund Statement)	£	£
		<input type="text"/>

**CREDITS**

2. Total amount credited, or to be credited, to the Collection Fund in 2013-14	£	£
	<input type="text" value="36,120,931"/>	
3. Transitional protection payments received, or to be received in 2013-14	<input type="text"/>	
4. Transfers/payments to the Collection Fund for end-year reconciliations	<input type="text"/>	
5. Transfers/payments into the Collection Fund in 2013-14 in respect of a previous year's deficit	<input type="text" value="0"/>	
<b>6. Total Credits</b>		<input type="text" value="36,120,931"/>

**CHARGES**

7. Total amount charged, or to be charged, to the Collection fund in 2013-14	£	£
	<input type="text" value="2,845,561"/>	
8. Transitional protection payments made, or to be made, in 2013-14	<input type="text"/>	
9. Payments made, or to be made, to the Secretary of State in respect of the central share in 2013-14	<input type="text" value="18,230,013"/>	
10. Payments made, or to be made to, major precepting authorities in respect of business rates income in 2013-14	<input type="text" value="364,600"/>	
11. Transfers made, or to be made, to the billing authority's General Fund in respect of business rates income in 2013-14	<input type="text" value="17,865,412"/>	
12. Transfers made, or to be made, to the billing authority's General Fund; and payments made, or to be made, to a precepting authority in respect of disregarded amounts in 2013-14	<input type="text" value="206,989"/>	
13. Transfers/payments from the Collection Fund for end-year reconciliations	<input type="text"/>	
14. Transfers/payments made from the Collection Fund in 2013-14 in respect of a previous year's surplus	<input type="text" value="0"/>	
<b>15. Total Charges</b>		<input type="text" value="39,512,575"/>
<b>16. Adjustment for 5-Year Spread</b>		<input type="text"/>

**ESTIMATED SURPLUS/(DEFICIT) ON COLLECTION FUND IN RESPECT OF FINANCIAL YEAR 2013-14**

17. Opening balance plus total credits, less total charges, plus adjustment for 5-year spread	£	£
		<input type="text" value="-3,391,644"/>

Checked by Chief Financial Officer :

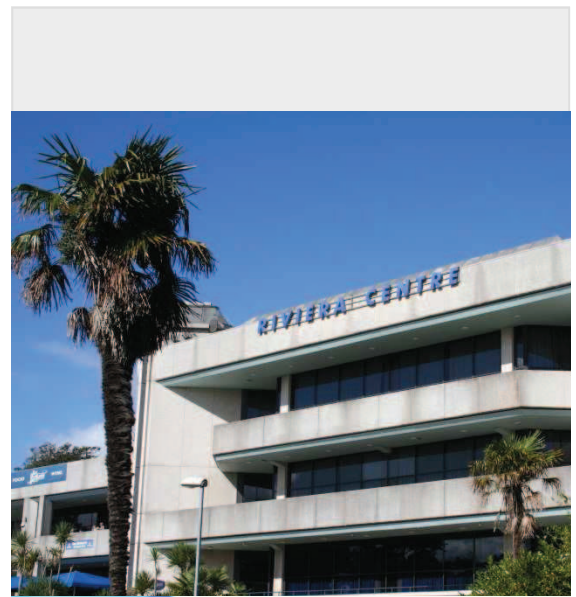
# Agenda Item 3e



RIVIERA  
INTERNATIONAL  
CONFERENCE  
CENTRE  
TORQUAY

## BUSINESS PLAN

2013 - 2016



# Riviera International Conference Centre

## Business plan 2013-2015

### 1 Foreword by Chair

The Riviera Centre celebrated its 25<sup>th</sup> Anniversary in Spring 2012 with several major events of significant benefit to the local economy including the Young Farmers event and the National Union of Teachers national conference. The leisure business also had a good year in 2012/13 providing facilities for both residents and visitors to enjoy swimming and fitness programmes.

However the Riviera Centre has experienced a challenging time in recent years. In 2008 the Council decided to seek a partner to redevelop the site and as information about this became increasingly public, the forward business started to decline with confidence in the ability for promoters to hold their events at the Centre ebbing. At the same time the National economic position deteriorated following the financial crisis of 2008 and this has also affected business as the Centre operates in the discretionary spend sector for both principal areas of its business.

As a result, the new Board appointed in April 2012 has pursued a vigorous cost cutting exercise taking around £500k gross (£350k net) out of the budget per year and withdrawing from areas of business which fail to make a contribution to the financial viability of the Centre.

The RICC is part of a £20bn Business Tourism Industry which supports more than half a million jobs directly and indirectly in Britain. The RICC specialises in the Association sector eg Rotary or Professional Associations, which has proven to be relatively resilient to the current recession but subject to greater competition from other Centres.

Notwithstanding the decline which has been seen in recent years, Tourism is still a key part of the Economy for Torbay and South Devon and the Council's adopted Tourism strategy identifies support for Business Tourism as one of 5 key themes and provision of conferencing facilities is seen as a key part of this offer within the strategy.

The Company is now building on this initiative to attract new conference events and secure the return of others to the Bay. It is also working with the Mayor to help deliver his ambition to attract new events to the Bay.

The Leisure aspects of the business which at the moment account for more than 50% of turnover are a significant community asset and also support the tourism sector with wet weather facilities. Both WAVES and Lifestyle are involved in helping people to be fitter with formal programmes of activity.

The Board is hopeful that 2013/14 will represent the low point in the decline of the Company's turnover and that prospects for the next 2 years indicate the possibility of an improvement in trading. The trading position of the Company remains finely balanced and investment is needed in attracting new events and bookings.

The Company notes the Council's consultation budget issued in November 2013, envisages a cumulative reduction in the support grant of £120,000 over three years, alongside a continuation of the Capital Programme in 2014/15 to enable investment in major repairs to the pool roof and other parts of the building and its equipment. This will mean the revenue support grant for the Company at £549,000pa in 2015 will be at its lowest level ever, after allowing for the impact of inflation.

The Board is satisfied that this proposal provides an appropriate level of support to the Company to assist it in the task of improving its overall financial performance.

Alex Rowe  
Chair  
January 2014

## **2 Facilities**

The Centre provides the following facilities

### **2.1 Conference and Events**

**Forum:** 1500 seated auditorium (approx 1,000 ground floor, 500 balcony) with stage, bar and food servery. Total of 1,320 sq m of floor space with retractable seating on the balcony.

**Arena:** Exhibition Hall and Bar with a total of 1,750 x sq m of floor space on the ground floor and first floor.

**Rosetor:** large meeting/break out/function room – 350 seated theatre style, up to 250 on rounds for dinner, up to 700 for reception, total of 600 sq m floor space.

**Burdett Room:** Meeting room, up to 200 seated theatre style, 180 sq m floor space.

**Grace Murrell Suite:** meeting/function room(s), 240 sq m total floor space, but can be sectioned off into 2 or 4 separate meeting rooms.

Extensive **Kitchen facilities** able to support banquets of up to 1100 people on cook chill method.

Also able to offer **Outside Catering** for events & private functions.

#### **Staffing:**

Conference Bureau, sales and marketing: 5 staff 4 FTE

Events management, catering and support: 13 staff 4FTE plus call off casual staff as required

Kitchen and Bars: Head Chef, Bars Manager and 12 staff; 11 FTE plus call off casual staff as required

### **2.2 Leisure**

**Waves:** 25m Fun pool with Wave machine, flume and children's play area with associated changing accommodation and party venue

Staffing: Manager and up to 20 staff on call, off contract as required

**Lifestyle:** 60 station Gym with sauna and Jacuzzi health and beauty suite, 16 bike exercise room, Aerobics, Dance and Exercise Studio

Staffing: Manager and 8 staff; 6.5 FTE and call off as required

**Brasserie:** 90 covers café primarily supporting the leisure business

Managed by FOH Manager with 3 staff; 2FTE and call off as required

### **2.3 Support facilities and staff**

In addition a small support management and support team work to support these activities at the Centre

**Management** General Manager who leads on Conference and events and Finance manager who leads on Leisure - office suite on lower ground floor

**Reception, Retail and amusements areas and Car Park** 350 spaces managed by FOH manager with 3 staff; 3FTE

**Finance/HR** team: 5 Staff; 3FTE

**Maintenance** team 4 staff; 4FTE

A total of 80 staff (65FTE approx) are currently employed by the Centre plus casual staff when required. Overall staff numbers have reduced significantly over the last 18 months (down from 101FTE in 2011/12) following a drive to reduce costs.

## **2.4 Constitution and Lease**

The Company is constituted as a not for profit company formed in 2002. No payment is made to the Directors. The major benefit of this form of constitution is the relief of Business Rates which is worth of the order of £250k pa to the company and none payment of VAT on leisure activities at the centre worth of the order of a further £50k pa.

The Building is owned by Torbay Council and leased to the Company. The Centre Lease/Management Agreement has a further 5 years to run from April 2014, with provision in the agreement for continued revenue support from the Council throughout this period. Given the long term nature of the Business and the inability to attract grants due to the short term nature of the remaining lease the Company is requesting the grant of a new term from the Council of up to 40 years.

## **3 Analysis of 12/13 key achievements, performance and results**

### **3.1 Conference and Events**

The Centre makes an important contribution to the economic life of the Bay. 17 major events (those that generate accommodation) took place at the Centre in 2012/13 with approximately 18,000 delegates attending, this equates to an estimated 40,630 sleeper nights, generating an approximate income of £8.7m to the Bay. (Each delegate for a 24hour event is estimated to be worth £215 per stay in Torbay). It is not just the large hotels who benefit from impact of the Centre; many small businesses also derive substantial benefits e.g. taxi firms, restaurants etc

The Centre hosted an additional 48 large events during 2012/13, (these are large events of over 200 delegates for one day or less). In addition the facilities were used for 163 meetings and events for local businesses, charities and organisations, of 200 people or less, plus a further 112 local meetings and events held by Torbay Council, Torbay NHS Local Commissioning Group, Local NHS Trusts and the TDA.

The level of business secured by the Conference Centre is underpinning investment in the hotel sector with the attraction of branded hotels to the Bay. Further investment of the type is anticipated in the near future in Torquay.

The Centre uses a modified version of research undertaken in 2006 by the four National Tourist Boards about the value of conferences and events. This assessed the value of Association events at £221 per sleeper night. The value for Torbay was adjusted to 86% of the national rate at £191, to reflect local conditions. This was updated to reflect current values in 2010 at +12.5% = £215 per sleeper night. No further national research into this has yet been undertaken by the industry so we are continuing to use this formula.

The conference and events activity is cyclical and the economic benefit to the Bay has ranged between £7m to £9m pa in recent years, using the above model. Whilst the actual number of major events attending the RICC has not reduced dramatically over recent years, there has been a reduction in the number of delegates attending those events, which reflects national trends as a result of the recession.

The Centre is also an important venue for events, entertainment and some sporting activity, making an important cultural contribution to local life.

The Centre also operates a profitable outdoor events business including events at Plymouth Pavilions.

Thus the Council's subsidy for conference and events of c£430k (i.e. two thirds of the 12/13 total subsidy of £645k) is multiplied by 20 times in the local economy (when taking into account the estimated £8.7m income to the Bay).

## 3.2 Leisure

**3.2.1 Waves** provides a valuable swimming facility for the Bay which is already short of at least one 25m pool. 96,671 swims took place in the pool last financial year (last 3yrs average 97,150). 194 swimming lesson sessions took place (3 year average 189). 96 private hires were also secured.

Waves supports a number of social inclusion initiatives for the area by offering the following concession/discounted Rates:-

- Registered Disabled
- Registered Carers - 1470 last year (3 year average 1758)
- DeCIDE ID - Directory of children with disabilities
- Library & Leisure Card – 2823 last year (3 year average 3194)
- NHS
- Torbay Holiday Helpers Network
- Groups of 10+
- Under 3's - Go free
- Support 'Local' Charity Letters

Waves also runs/belongs to the following schemes:-

- Weight Management Course (Pool & Lifestyle)
- GP Referrals Scheme (Pool & Lifestyle)
- English Riviera Attractions Passport

**3.2.2 Lifestyle** with average membership for 2013 at 1060 – (About one third are 50+ members) makes a significant contribution to the fitness of residents. Member visits in 2012 were 73,150 and Non-member visits 13,600; private hire usage from studio hire, massage, beauty room and WABBA training were 6,300; giving a total 93,050 visits (Average for last 3 years 93,664). More than 650 people have participated in the GP referral scheme with 369 completing the scheme and 252 becoming members. 10 day taster sessions remain very attractive with 1069 being sold last year.

Fit for the Future is a further key initiative being supported by Lifestyle.

**Local events** As well as the Leisure facilities, the event areas are regularly used to support local community events – some examples include:

- Torbay Schools Festival of Music (formerly Schools Proms)
- Civic Carol Concert
- Local elections
- Robert Owens Community Conference
- Devon Fire & Rescue Roadshow for senior schools
- South Devon College and Open University Award ceremonies
- Torbay Amateur Boxing Evenings
- Several local school award/speech days
- Torbay Care Trust Awards
- Schools summer concert
- Foreign Student Classrooms & Discos
- Community based meetings/forums, such as; Save Our Station (Coastguard); Fire Service Meeting

These aspects of the business have proved to be very resilient during the recession. Pricing of the leisure offer and events has also been reviewed to simplify the charging structure and maximise revenue where possible.



### 3.3 Brasserie

The offer at the Brasserie has changed significantly during the last year to improve its profitability. For example Sunday lunches have been discontinued and the menu simplified. The Galley was closed at the same time as these changes were made. The Brasserie is now operating more as a coffee shop. Over 23 000 meals and snacks were offered and over 37,000 teas and coffees served with a total of 61,444 (3 year average 55,489).

### 3.4 Support services

The management team have worked hard over the last year to reduce costs in the business with the following significant reductions delivered, although there have been some compensating increases in costs to fund alternative provision.

<b>Summary of Savings</b>		
	<b>2012/13 Saving</b>	<b>2013/14 Gross Saving</b>
- Revised Security arrangements	13,891	69,472
- Outsourcing of Cleaning	18,000	36,870
- Restructuring management team	133,337	139,491
- Closure of the Galley	6,000	10,000
- Restructuring Kitchen staff	40,000	51,000
- Changes to Front of House Supervision	18,810	26,840
- Restructuring Sales Executives team	19,770	36,500
- Changes to Waves Supervision	11,000	16,500
- Reduction of Lifestyle Staff	13,267	15,000
- Improved buying	47,130	54,040
- Restructuring Halls support	5,930	14,200
- New board of directors unpaid	29,360	29,360
<b>Total</b>	<b>356,495</b>	<b>499,273</b>

### 4 Business prospects for 13/14 and beyond

Business prospects are starting to improve with the Country gradually coming out of recession and there is a feeling that some confidence is returning to the Conference Industry. Whilst we are not yet seeing a major improvement in our diary for 14/15 we are certainly seeing an increase in enquiries & provisional bookings for 15/16 (as can be seen in the table on pages 12/13).

Enquiries for all other types of events also seem more buoyant and having recently revisited our delegate packages, rates & menus we are anticipate an increase in the use of our smaller function rooms for meetings and private bookings.

The Leisure business remains appealing to and well used by, both residents and visitors. Membership retention in the Health Club remains high and we are investigating how we might extend the gym should investment become a possibility. Use of the Leisure pool also remains high due to the inclement weather we experience during holiday times, and the investment we were able to make in the pool features in 12/13 has seen a dramatic increase of parent and toddler users.

The cafe/public catering outlet remains in need of investment before a substantial improvement in the trading position can be expected, but small inexpensive changes plus a change in Line Management have already resulted in a recent increase in footfall and spend.

#### 4.1 SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Clear political support for the business</li> <li>• Investment in the facilities offered with major programme of repair for plant and equipment and other essential repairs eg pool hall windows and roof</li> <li>• Costs now in line with revenue and budgeted support from Council</li> </ul>	<ul style="list-style-type: none"> <li>• Impact of closure rumours from 2010 led to downturn in bookings in 2012/13 &amp; 2013/14</li> <li>• Building needs further investment in major repairs programme and needs upgrading</li> <li>• Limitation of fun pool and changing expectations of customers</li> <li>• Inability to extend lifestyle due to limited changing accommodation and layout</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• Country starting to come out of recession</li> <li>• Upturn in event enquiries for future years</li> <li>• Untapped market for regional and local events</li> <li>• Business tourism one of 5 strands in the adopted ERTC Tourism strategy</li> <li>• South Devon Link Road under construction</li> </ul>	<ul style="list-style-type: none"> <li>• Increased competition from other venues nationally and locally</li> <li>• Alternative facilities for leisure and fitness opening locally</li> <li>• Trend for major events to locate at the Centre of the country and reduction in the popularity of seaside locations</li> </ul>

#### 4.2 Deep Dives

The Board has undertaken a series of deep dives into each aspect of the Business with a review programmed for each Board meeting during 2013/14.

The primary aim of these sessions is to work with the manager to

- understand performance for the last 12 months
- identify any further areas for reduction in costs
- ensure there is an understanding of the market we operate in with business trends
- assess scope for expanding business
- identify any obstacles to this or investment needs

The main results from this exercise have been

- to agree an action plan for each part of the Business including further costs reduction, action to grow the business and market it more effectively
- to implement a detailed review of the pool operational arrangements without compromising safety
- develop marketing plan for the Centre
- a rigorous holding to account on GP margins
- steps to ensure we do not lose market share for Lifestyle
- to establish key performance indicators from which to assess future performance

Given there are unlikely to be further opportunities for significant cost reductions except possibly the pool, the main focus of the Action plan following the deep dives is to aggressively market the Centre and secure new business on terms which are favourable to the financial performance of the Centre overall.

### **4.3 Marketing plan**

The area identified with greatest potential is to focus on attracting repeat business and a renewed effort in respect of local and regional business. A brief overview of our Marketing activities is as follows:-

This is focussed through the Conference Bureau to promote the RICC and the English Riviera as a conference destination and through the RICC's corporate marketing to promote the leisure facilities, regional event facilities and public events held at the RICC.

#### **RICC and Conference English Riviera destination Marketing**

##### **Current Marketing Activities**

- Conference Torquay rebrand to Conference English Riviera
  - Website redevelopment, redesign and optimisation (ongoing)
  - Advertising and directory adverts
  - New RICC and Location photography
  - New exhibition stands
- Industry Networking and promotional events and exhibitions such as International Confex, and EIBTM
  - preshow marketing, preparation and general administration including Eblasts
  - attendance, lead generation, analysis and follow up
- Advertising
  - industry publications and directories, both hard copy and on line,
  - includes advert design, preparation, liaison and general admin
- RICC website redevelopment
  - merging of information from conference focused website to main website.
- PR and social media: ongoing

##### **Planned marketing Activities**

- New Initiative for October: South West Venue Show.
  - Email, promotion. preparation and preshow marketing.
- Finish Photography for RICC and location
- Continuing programme of optimisation and development of the Conference English Riviera Website
- Ongoing development of the RICC National Conference pages on the Riviera Centre website
- Continuation of the above marketing activity
- New conference English Riviera Brochure

#### **Leisure & Regional Event Marketing**

##### **Current marketing activities**

The marketing strategies and tactics vary considerably for each Department: Bay Brasserie, Lifestyle Health & Fitness Suite, Waves Leisure Pool and Conferences and Events. All trade in different industries with different competitors and have different target markets. However, put simply the below list details into the range of marketing channels, both online and offline, that are utilised (in different measures) to promote the leisure and regional event facilities:

- Broad cast
  - Press & Publications
  - Radio

- Literature/POS
  - Leaflets, Brochures, Posters
  - Displays
  - Business Cards
  - Postal Mailings
- Outdoor
  - Signage
  - Bus Stop Posters
  - Banners
- Online
  - Web Listings & Links
  - Social Media
  - Website
  - Email / Newsletters
- Miscellaneous
  - Community Schemes
  - Photography / Design
  - Merchandise
  - Discounts / Vouchers
  - Customer Surveys
  - Benchmarking
- PR
  - Networking & Exhibitions
  - Charity events (organisation & donations)
  - Press Releases

### **Planned marketing activities**

A continuation of the above mix of marketing channels for all Departments plus the following:

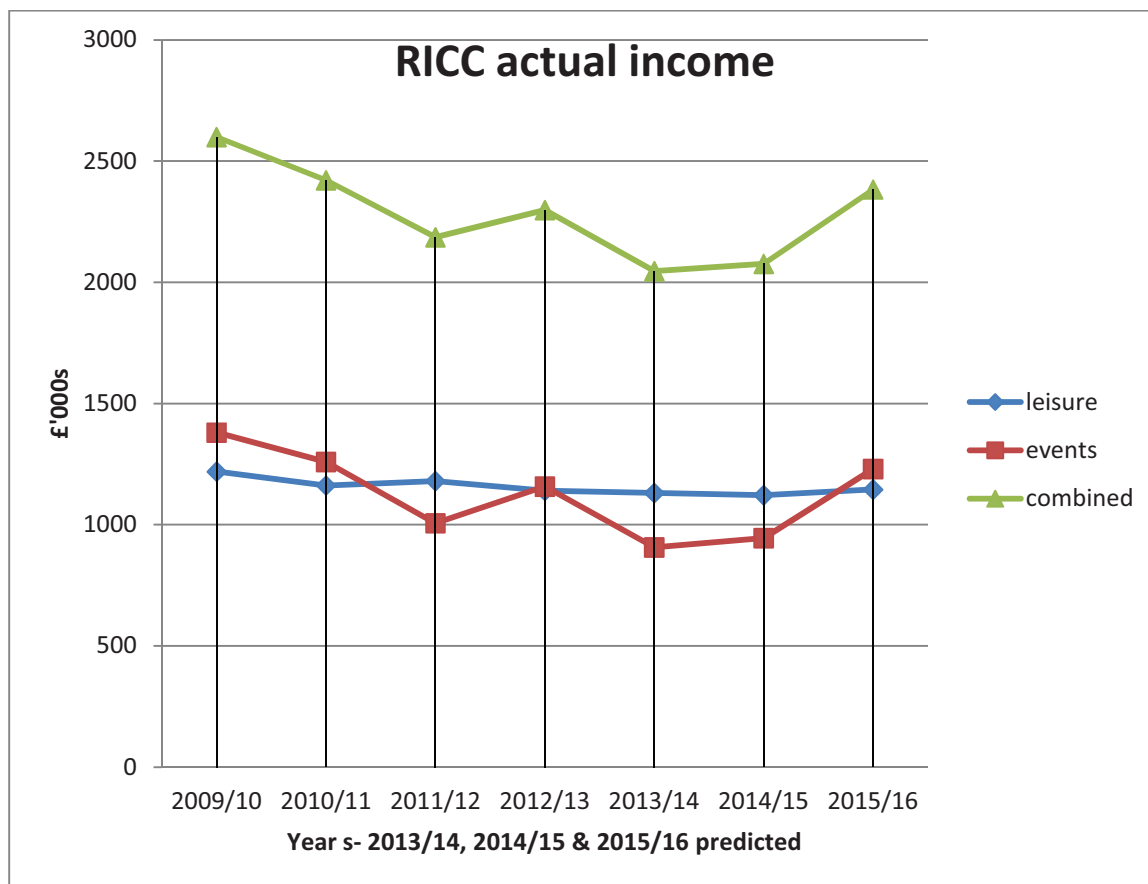
- Video
- Virtual tours

## **5 High level financial summary** Assumptions and risk factors

### **5.1 Income**

Income to the business has been declining in recent years primarily due to the recession but also due to the impact of the threat of closure of the Centre in 2010/2011 and the impact of increased competition. The current Mayor elected in 2011 regards the Centre as fundamental to the future of Business Tourism in the Bay. As a consequence he has supported capital investments in the Centre to the value of £1,000,000 in the current financial year.

However the following graph indicates the trends just after the Banking crisis of September 2008 when business activity declined severely and the uncertainty about the future of the business in 2010 referred to above. The picture would be even more pronounced if an adjustment was made for inflation. The forecast for the next two years is also included.



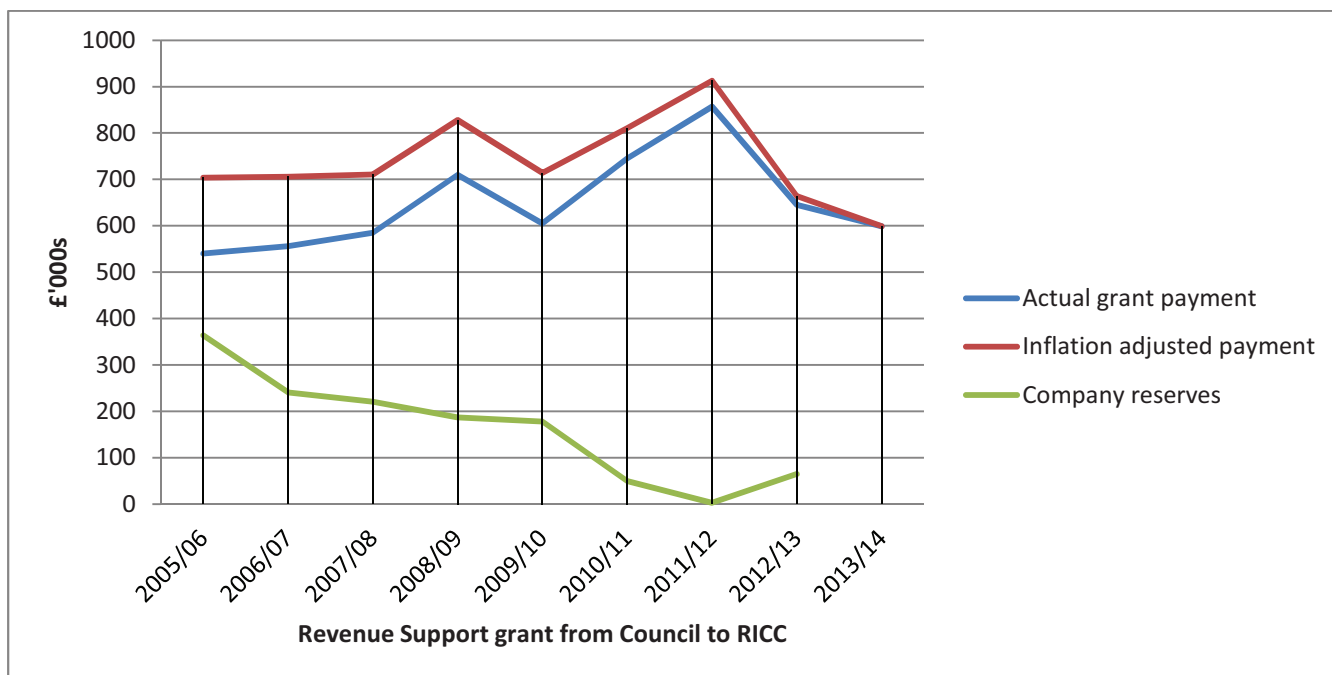
## 5.2 Financial support from the Council

The Business has always required financial support from the Council to sustain both the economic and community benefits which are derived from its use.

In recent years the amount required increased significantly with the impacts of recession, possible closure and increased competition from other venues. This directly countered the trends in income highlighted in section 5.1

Year	Revenue	Additional grant	Total Revenue support Grant	Grant in today's terms adjusted by RPI	Reserves at year end	Comment
05/06	£540,000		540,000	704,000	363,700	
06/07	£555,700		555,700	706,000	240,900	
07/08	£585,300		585,300	711,000	221,350	
08/09	£585,000	125,000	710,000	828,000	181,250	Additional grant to reflect impact of Sept/08 bank crisis
09/10	£605,000		605,000	714,000	178,240	Reserves run to a low level
10/11	£620,000	125,000	745,000	811,000	49,830	Additional grant to reflect recession
11/12	£632,000	150,000 75,000	857,000	913,000	3,100	Additional grant to reflect recession in Jan & March
Average				769,571		
<b>Start of new RICC Board – April 2012</b>						
12/13	£645,000		645,000	664,000	64,850	
13/14	£599,000		599,000	599,000	n/a	

## Council Grant Support to the RICC 2005-2013



The graph and chart indicates the trend in the level of the Council’s revenue support for the company through to 2011/12 was upward both in actual and real terms until April 2012. At the same time the reserves of the company declined from £363,687 to £3,100 as the company used its own resources to also bridge the funding gap particularly after 2009/10.

Since April 2012, when the new Board came into office, a reduction in the cost of the centre to the community through the grant from the Council has been secured of over £250,000 in actual payments year on year; put another way and taking inflation into account, a reduction of £170,000pa over the long term average level of support for the business in real terms has been delivered in the last 18mths.

The need for subsidy arises as a result of 4 key factors.

1. The company understands all other venues (other than the QE2 Centre in London) attract events through subvention (subsidy per delegate attracted) from the Local Council. Eg It is understood Bournemouth International Centre was supported to the sum of £1.555m in 2009/10 through subvention. Torbay has to compete with this factor in the deals it makes with promoters of events.
2. The peripherality of Torbay relative to other conference centres means events have to be subsidised/quoted at a more competitive price to secure them and the associated economic benefit.
3. Municipal Leisure facilities as a whole generally do not cover operating costs particularly in the case of swimming pools and in addition some discounts are offered to increase inclusion
4. High fixed costs in a labour and utilities dependant business in the current building, means that to eliminate subsidy, the total revenue needs to grow to an unrealistic level

The subsidy for conference and event is, based on past research, thought to be around two thirds of the grant with the remaining one third relating to the leisure business.

### 5.3 Support for Capital expenditure

The Riviera Centre cost of the order of £15m to construct in the mid ‘80s. Whilst £3m of this was funded through the European Regional Development Fund, it represented a major investment by the Council of the time and has an equivalent cost today of the order of £35m. The building was opened more than 25 years ago and now needs

investment in major repairs and renewals. The Company is appreciative of the financial support from the Council, as the owner of the building, in investing in the basic fabric of the building.

The table below highlights the sums made available by the Council over recent years and planned for the forthcoming year.

Year	Capital investment	Comment
05/06	161,000	Replacement of forum theatre Chairs and major catch up repairs
06/07	78,000	Repair of chillers and other catch up repairs
07/08	261,000	Air conditioning plant
08/09	0	
09/10	0	
10/11	7,000	Architectural fees
11/12	0	
<b>Start of new RICC Board – April 2012</b>		
12/13	137,000	Fenestration repairs and other structural work
13/14	774,000	Plant replacement and equipment renewal
14/15	209,000	Equipment renewal; refurbishment and pool roof repair

#### 5.4 Conference and Events Business prospects for the next 5 years

The RICC is a long term business. Forward bookings for major events\* as at October 2013 over the next five years are already as follows:

Status	2012/13	2013/14	2014/15	2015/16
Contracted	17 events	22 events	8 events	4 events
Agreed			7 event	2 event
Provisional			7 events	7 events
Tentative			4 events	12 events
Total delegates	18,000	19,130	16,000	27,000
Estimated sleeper nights	40,630	44,630**	23,700	55,500
<b>Economic Value at £215per 24hr</b>	<b>£8.7m</b>	<b>£7.2m**</b>	<b>£5.1m</b>	<b>£11.9m</b>

*\*For the purpose of the above table, events included are only those expected to create sleeper nights, the figures do not include economic benefit generated by day visitors.*

*\*\* 13/14 figures heavily influenced by the Centenary British Chess Championships – whilst the event generated a considerable amount of sleeper nights, it is estimated that the 24hr value per delegate is considerably lower than the average, therefore a reduced delegate rate of £130.00 was used as a multiplier.*

Thus a total of nearly 80,000 delegate nights are predicted over the next 2 years and this can be expected to grow in the final 2 years of this period as enquiries materialise & firm up.

The total value of all events to the business for the next 3 years is estimated as follows:

Status	2013/14	2014/15	2015/16
Unspecified		236,766	236,823
Tentative	2,559	114,141	373,869
Provisional	6,838	226,879	241,890
Agreed	750	83,027	96,618
Confirmed	804,521	192,987	189,417
Christmas	65,666	67,889	67,889
Bureau income	25,690	23,700	23,700
<b>Total</b>	<b>£906,024</b>	<b>£945,389</b>	<b>£1,230,206</b>

The prospects as identified above represent an encouraging turn around in fortunes and it is to be hoped that 2013/14 does represent the low point in the Company's trading position. However the lead time to attracting new events is general quite significant, typically two to three years, so it will be some time before the current focus on marketing the Centre brings results.

### **5.5 Leisure Business prospects for the next 5 years**

As will have been noted from the graphs above at section 5.1, the Leisure business has been more stable. However it has been difficult to raise prices during the last 3 years due to the impact of the recession on the Torbay economy.

Business in WAVES is very weather dependent and has gained from the wet weather experienced in the period 2009-2012. 2013 was much drier with heat wave conditions in July but it appears the less settled weather of late July and August led to high levels of business during the school holiday.

Lifestyle is less weather dependent but admissions are lower during very hot weather.

For the purposes of the forecast for the next 2 years it has been assumed that income and costs will be broadly similar to the last 2 years as it is felt that there is limited potential to attract additional use of the facilities without major investment.

## **6 High level Financial forecast 2013/14 to 2015/16**

### **6.1 Revenue budget requirements**

The primary assumption for the future is that there are limited prospects for growth in the leisure business. Even a 10% increase in admissions has a limited impact on the bottom line, whereas one major event can have a similar impact. However every effort is being made to ensure these aspects of the Business are as efficient as possible and have been the subject of detailed scrutiny by the Board over the last year. Action Plans are being implemented as a result of this.

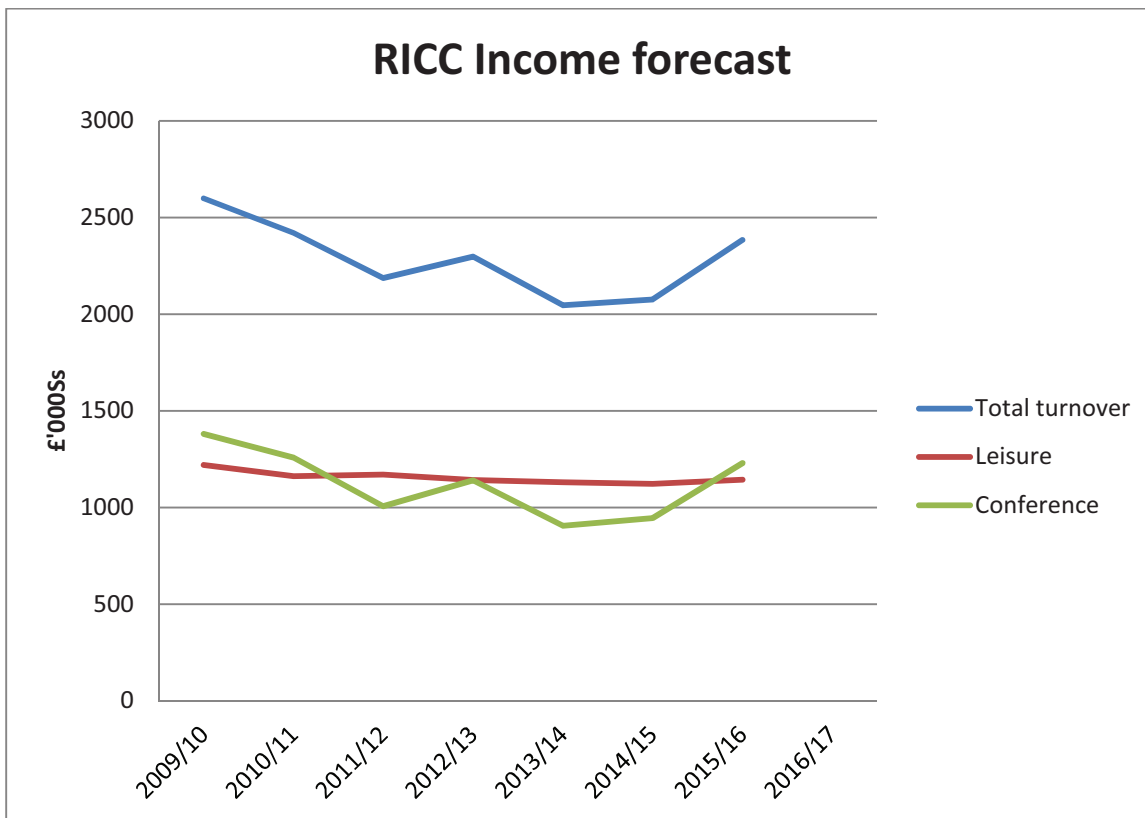
The Boards primary focus is therefore to rebuild the Conference and Events profile of the Centre as a venue for Local, Regional and National Events.

The table below sets out a forecast of expected income and expenditure for the current year and next 2 years. This is then shown graphically and illustrates there is a reasonable prospect of income growth over this period. The budget incorporates the consultation proposals from the Council to bring down the revenue support for the Company to £579k in 2014/15 and to £549k in 2015/16 and 2016/17.

Major changes in the financial prospects of the Company have been included, including price increase where it is felt the market will be the change; an allowance for the anticipated improved efficiency of the new boilers, but a full years operation will be needed to fully assess this; provision of pensions in Accordance with new statutory scheme.



<b>RIVIERA INTERNATIONAL CONFERENCE CENTRE</b>						
<b>Trading and Profit and Loss Account Summary</b>						
		New Board as of April 12	Estimated Mar13	Estimated Feb14	Estimated Feb14	Estimated Feb14
<b>Years to 31 March</b>						
	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Turnover</b>						
Leisure	1,169,932	1,142,272	1,049,760	1,130,794	1,122,335	1,144,781
Conference	1,006,135	1,140,807	999,338	906,024	945,389	1,230,206
Other	10,392	15,009	12,108	9,255	8,400	8,400
<b>Total Turnover</b>	<b>2,186,459</b>	<b>2,298,088</b>	<b>2,061,206</b>	<b>2,046,073</b>	<b>2,076,124</b>	<b>2,383,387</b>
<b>Cost of Sales</b>						
Leisure	188,124	178,393	145,768	148,642	148,203	151,167
Conference	279,757	284,932	237,029	227,201	223,595	281,350
<b>Total Cost of Sales</b>	<b>467,881</b>	<b>463,325</b>	<b>382,797</b>	<b>375,843</b>	<b>371,798</b>	<b>432,517</b>
	21.4%	20.2%	18.6%	18.4%	17.9%	18.1%
<b>Gross Profit</b>						
Leisure	981,808	963,879	903,992	982,152	974,132	993,614
Conference	726,378	855,875	762,309	678,823	721,794	948,856
Other	10,392	15,009	12,108	9,255	8,400	8,400
<b>Total Gross Profit</b>	<b>1,718,578</b>	<b>1,834,763</b>	<b>1,678,409</b>	<b>1,670,230</b>	<b>1,704,326</b>	<b>1,950,870</b>
	78.6%	79.8%	81.4%	81.6%	82.1%	81.9%
<b>Wages &amp; Salaries</b>	<b>1,751,837</b>	<b>1,427,827</b>	<b>1,267,672</b>	<b>1,204,466</b>	<b>1,204,328</b>	<b>1,304,979</b>
	80.1%	62.1%	61.5%	58.9%	58.0%	54.8%
<b>Administrative expenses</b>	<b>904,976</b>	<b>1,033,401</b>	<b>1,044,924</b>	<b>1,043,752</b>	<b>1,041,858</b>	<b>1,095,836</b>
	41.4%	45.0%	50.7%	51.0%	50.2%	46.0%
<b>Trading loss</b>	<b>(938,235)</b>	<b>(626,465)</b>	<b>(634,187)</b>	<b>(577,988)</b>	<b>(541,860)</b>	<b>(449,945)</b>
	-42.9%	-27.3%	-30.8%	-28.2%	-26.1%	-18.9%
Revenue Grant from Torbay Council	857,100	644,800	599,000	599,000	579,000	549,000
Capital Grant from Torbay Council	0	43,725	0	0	0	0
Amortisation of Grants	34,400	0	0	0	0	0
<b>(Loss)/Profit before Taxation</b>	<b>(46,735)</b>	<b>62,060</b>	<b>(35,187)</b>	<b>21,012</b>	<b>37,140</b>	<b>99,055</b>
	-2.1%	2.7%	-1.7%	1.0%	1.8%	4.2%
Capital works paid for directly or funded by Torbay Council		93,413	773,862	773,862	209,000	
Weekly Staff Numbers	83	53	50	50	50	50
Monthly Staff Numbers	41	34	30	30	30	31
Full Time Equivalent	101	71	65	65	65	66



The draft business plan seen by the Council in November/December 2013 was based on projections prepared in October 2013 to coincide with the Council's budget cycle. The Board expects to eliminate the loss forecast at that time for the current year and is on course to do so as is shown in these latest estimates. Revised budgets for 2014/15 and projections for 2015/16 have also been prepared, but it should be noted that much of the income is not yet contracted and is therefore at risk.

## 6.2 Capital programme requirements

The Company is dependent upon its Landlord, The Council for financial investment in capitalised repairs and improvements as the P&L account is unable, at the present time, to generate resources for this. The Council has made £1.1m available from the current Capital Plan and this has been used for the highest priority issues at the building

- Structural repairs
- Fenestration repairs to the Pool hall sea facing windows
- Replacement of Boilers and Air conditioning/handling plant
- Essential equipment replacement and refurbishment of facilities
- Roof repairs will follow these works in early 2014.

Given the building is now over 25 years old, further investment in renewals and improvements will be needed. The table below sets out some of the more vital capital repairs required over the next 5 years and the Company is seeking the support of the Council for funding to undertake these works from 2014/15 onwards.

Item	Approx cost (all plus VAT)	Comment
Install air conditioning units for Lifestyle to manage temperature in the Gym	£13,000	Current conditions lead to many complaints, especially at peak times.
Replace obsolete lighting to Forum, Arena, Pool and Stairwells	£140,000	Forum - £44,215; Arena - £42,015; Pool - £25,215; Stairwell – £28,775
Car Park – repair worn surfaces*	£70,000	Various options for the work range from £30,000 - £150,000
Swimming pool steelworks– inspect, repair & repaint AHU rods & brackets*	£50,000	
Swimming pool steelworks – repaint roof structure*	£120,000	
Swimming pool – repair/repaint flume tower*	£30,000	
Replace obsolete ceiling tiles in the Forum (main conference auditorium)	£62,000	Parts are no longer available for repairs to current ceiling tile system.
Sanding & resealing Granwood flooring in Arena	£16,000	An inspection will first be required to ascertain whether sufficient depth remains to carry out this work. If insufficient depth remains then at some stage the flooring will need to be completely replaced.
Replace Forum Carpet	£30,000	The current carpet is 14 or 15 years old and is heavily worn in places, with permanent stains in certain areas.
Refurbish & modernise event toilet blocks	£40,000	8 blocks at approx £5,000 per block. These toilets have not been refurbished during the Centres history and are badly in need of attention.
Replace kitchen & bars AHU's (on roof)	£33,000	
Upgrade public lift, replace cabling/control panel	£28,000	There is an option to only replace cabling/control panel for approx £13k but this would not remove the risk of ongoing repairs.
Pool circulation pumps & strainers	£12,000	Spare parts/pumps are possibly being salvaged from Plymouth Pavilions following the closure of their pool, but it is yet unknown as to whether they will be compatible with RICC plant.
Empty, clean, repair & refill pool water sand filters	£11,000	It is recommended that this is carried out before too long.
Replace flooring in staff corridor	£3,500	Flooring has shrunk & become detached from ground in areas – cracks & splits currently being covered with tape.
Replace fan coil units in Reception & Burdett	£11,500	Could be done in stages – approx 5 will need replacing at a cost of £2,300 each.
Replacement/refurb of refrigeration equipment	£42,000	The majority of fridge/freezer equipment, inc the blast chillers and walk in fridge/freezers, run on a refrigerant which is being phased out and will become obsolete, this could be overcome with replacements parts.(Figure is worst case scenario).
Replacement parts for ovens (plated system)	£9,600	It is assumed that the ovens more than 5 years life left in them, this figure is based on replacement fan motors for each unit.
Replace/renew banquet chairs:- Phase 1 x 250 Phase 2 x 450	£7,500 £13,500	Current banquet chairs were purchased when the building was first opened, many have been decommissioned due to weakness in the frame creating a risk of collapse.
<b>Total</b>	<b>£742,600</b>	

\* As identified within TDA feasibility study

## **7 High level Action Plan**

The Company has set itself the objective of rebuilding income back to the levels experienced 3 years ago at around £2.5m pa whilst at the same time not seeking a support grant from the Council above the level agreed for the current year.

The main components of the plan to achieve this are:

- 1 Implement marketing plan to secure further business over and above current forecast.
- 2 Implement each deep dive action plans to ensure each sector of the business is as efficient as it can be and is focussed on growing the business.
- 3 Complete fundamental review of all areas of the Business when appropriate
- 4 Undertake prioritised investment in key areas of the business to improve profitability or minimise overhead cost eg Bay Brasserie replacement of worn out furniture and fittings, changes to operational plan for WAVES, “Changing village concept” for changing rooms, traditional circuit training facility for Lifestyle. These plans to be implemented as the P&L account allow.
- 5 Continue major upgrades of the building, as capital funds from the Council allow.
- 6 Seek 40 year lease renewal from the Council to provide long term security to the business, and the potential to attract grants for further improvements.

## **8 Conclusion**

The Board is hopeful that having controlled costs and implemented a new marketing strategy that the current year represents the lowest point in the financial fortunes of the centre. It believes this business plan sets out a coherent way forward for the business and seeks support for it from the Council so that the Centre can continue to make a major contribution to the economic and community life of Torbay residents.

February 2014

## Overview & Scrutiny *Confidence in your Council*



### **Corporate Capital Strategy**

#### **Report of the Overview and Scrutiny Board – January 2014**

At its meeting on 29 January 2014, the Overview and Scrutiny Board considered the draft Corporate Capital Strategy and asked a range of questions of the Mayor and officers.

**The Overview and Scrutiny Board recommend to the Council that the Corporate Capital Strategy be amended to highlight the opportunities available for releasing Council-owned land for affordable housing (to be provided by registered social landlords).**