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FORWARD PLAN

Compiled on behalf of the Mayor of Torbay

Forward Plan published on 12 February 2013

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Torbay Council

Forward Plan of Key Decisions

Explanatory Note

Torbay Council is required to publish a Forward Plan of all key decisions to be taken in the following four months. The first Plan became effective on 1 March 2002. It is updated monthly and is available at least 14 days before the beginning of each month.

Although Government regulations suggest that Key Decisions should only refer to Executive functions, Torbay Council has decided that those Council functions that would have been a Key Decision if they were to have been decided by the Mayor will also be included in the Forward Plan. This will include changes to the Council's Policy Framework and decisions that are not in accordance with the Council's Budgetary Framework.

The Regulations define a key decision as a decision that is likely to:

- (i) result in incurring expenditure or making of savings which are significant; or
- (ii) be significant in terms of its effects on communities living or working in the area.

The Council has produced comprehensive criteria to define "significant" and these are set out on the following page.

The Forward Plan consists of a brief description of the decisions that are to be made, (listed under the themes on which the Community Plan is based) followed by pages that give a fuller description of each of those matters. The Council has decided that the vision and the Community Plan themes should be adopted as the Council's vision and priorities. Where an issue does not directly link to one of the themes it will refer to 'corporate support', which aims at improving service deliver, efficiency and quality.

Copies of the documents referred to in the Forward Plan may be obtained by contacting the Democratic Services Section by telephone (01803 207064), email (democratic.services@torbay.gov.uk) or post (Town Hall, Castle Circus, Torquay, TQ1 3DR).

The Forward Plan is available free of charge on request from the Democratic Services Section of Torbay Council and is available for inspection at the Connections offices in Torquay, Paignton and Brixham. It is also available on the Council's website (<http://www.torbay.gov.uk/forward-plan>).

Gordon Oliver
Mayor of Torbay

To request a copy in another format or language phone 01803 207087

Definitions of "significant"

Expenditure and savings

A proposed decision shall be regarded as a Key Decision by way of “**incurring expenditure or making of savings which are significant**” if any one or more of the following apply:

- (1) In the opinion of the Chief Finance Officer, there is likely to be a budget variation (other than one within a Business Unit) of more than £250,000;
- (2) In the opinion of the Chief Finance Officer, it is likely to result in capital expenditure above that provided for in the capital programme and it is likely to involve an additional call on the Council’s internal resources of more than £250,000;
- (3) In the opinion of the relevant Commissioner, the decision is likely to have a material effect on Council services, including where:
 - (i) an existing service will be reduced by more than 10 per cent or will cease altogether;
 - (ii) a service which is currently provided in house will be outsourced (or vice versa); or
 - (iii) a partnership will be entered with a third party which is likely to involve a material element of risk transfer to the Council;
- (4) The proposal involves the acquisition or disposal of land having a value estimated by the Chief Finance Officer to be likely to exceed £250,000;
- (5) The proposal involves the disposal of a capital asset (other than land) having a value estimated by the Chief Finance Officer to be likely to exceed £250,000;
- (6) Where in the opinion of the Executive Head of Human Resources the proposal is likely to result in compulsory redundancies or major changes to the terms and conditions of employment of 100 or more employees across the Council’s functions;

Effect of communities

A proposed decision shall be regarded as a Key Decision by way of being “**significant in terms of its effects on communities living or working in the area**” if the relevant Commissioner, in consultation with the relevant Cabinet Member, considers that it ought to be included in the Forward Plan having regard to all the circumstances including the following principles:

- (1) A decision may affect a great number of people, or a number of wards, but not significantly and these decisions shall **not** normally be regarded as key;
- (2) A decision that has a significant impact on communities living or working in only one ward will normally be treated as a Key Decision e.g. a school closure or the introduction or amendment of traffic calming measures;
- (3) Where a decision is only likely to have a significant impact on a very small number of people in one ward it will **not** normally be key. But the people affected should be informed of the forthcoming decision in sufficient time for them to exercise their rights to see the relevant papers and make an input into the decision making process;

- (4) Consideration should be given to the level of public interest in the decision. The higher the level of interest the more appropriate it is that the decision should be considered to be key.

Our Pledges

Working for a healthy, prosperous and happy Bay

- **Sympathetic regeneration**
- **Boosting local employment**
- **Protecting vulnerable children and adults**
- **A cleaner, greener, healthier Bay**
- **Expansion of our tourism and heritage offer**
- **A safer Bay**
- **Value for money**



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Acquisition of Torbay and Southern Devon Health and Care Trust (formally Torbay Care Trust) by an NHS Foundation Trust and the commissioning contract for Adult Social Care

Torbay Council to date has successfully provided for adult social care through an integrated model of health and social care which has had national acclaim. As part of the ongoing reforms of the NHS the former care trust are now in a position to be 'acquired' by another NHS Foundation Trust through a technical acquisition process. Council are asked to consider if they wish to continue to commission adult care through a new Foundation Trust in order to continue to provide a joined up system of health and social care for local communities in the Bay.

Wards affected:	All Wards
Consultees:	Mayor and Councillor working group, NHS commissioners, Care Commissioning Group and Scrutiny members
Means of Consultation:	Circulation of papers, presentations.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Adult Social Care and Older People (Councillor Christine Scouler) Chief Operating Officer / Director of Adult Services - Caroline Taylor
Corporate Priority:	Protecting vulnerable children and adults; Value for money
Key Opportunities:	Commissioning Adult Social care through a new NHS Foundation Trust provider will provide further opportunities to build on integrated social and health care and provide opportunities for further innovation for the benefit of local communities against the background of constraints in public sector budgets-this may provide prospects for services to be delivered differently and within our future resource plans.
Key Risks:	The risk is that any NHS Foundation Trust 'bidder' may not be able to meet council requirements for service delivery/future budget constraints and alternative provision may need to be made.
Type of Decision:	Key Decision Council

Decision Maker:	Council
Intended Decision Date:	14 May 2013
If you want to make representations contact:	Caroline Taylor, telephone (01803) 207701, email caroline.taylor@torbay.gov.uk, address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Capital Investment Plan Budget 2013/14 to 2016/17

To approve the Capital Plan Budget for 2013/2014 to 2016/2017.

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board
Means of Consultation:	Traditionally the Mayor will request the Overview and Scrutiny Board to consider options for new capital investment and potential additions to the Capital Plan, in the light of projected resources, in January 2013. However, Council approved a four year allocation in February 2012, therefore there is no need to approve a new Capital Investment Plan for 2013/14. The Overview and Scrutiny Board and Council will continue to receive quarterly update reports which will include any new funding announcements or new capital pressures.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Finance and Audit Chief Operating Officer / Director of Adult Services - Caroline Taylor Executive Head of Finance - Paul Looby
Corporate Priority:	All corporate priorities
Key Opportunities:	To review the use of capital resources for investment in line with the Council's identified priorities, as set out in the Corporate Plan and Community Plan.
Key Risks:	The main risks associated with reviewing the Capital Plan Budget are the robustness of estimates of likely resources, realistic assumptions of costs and therefore the effect on service provision of not undertaking certain high priority projects.
Type of Decision:	Budget Decision Council
Decision Maker:	Council
Intended Decision Date:	13 Feb 2013

If you want to make representations contact:

Martin Phillips, telephone (01803) 207285, fax (01803) 207492, email martin.phillips@torbay.gov.uk, postal address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 4JP.

Clennon Valley Cycling Facilities

To enter into a partnership with British Cycling to provide an outdoor velodrome and off road cycle track at Clennon Valley, Paignton. The facility would require match funding of £800,000 but would be the South West's Centre of Excellence for Cycling.

Wards affected:	Goodrington with Roselands
Consultees:	Ward Councillors, British Cycling, Sustrans, Cycling Clubs
Means of Consultation:	Meetings and circulation of draft business case.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Safer Communities and Transport (Councillor Robert Excell) Director of Place and Resources - Charles Uzzell Executive Head of Residents and Visitor Services - Sue Cheriton
Corporate Priority:	A cleaner, greener, healthier Bay; Boosting local employment; Expansion of our tourism and heritage offer; Sympathetic regeneration
Key Opportunities:	This will be a key facility for cycling within the South West with the nearest similar facilities being in Bournemouth and Newport. The facility will provide training facilities for cycling and allow off road training for young cyclists. The facility can also be used for racing events. The off road track can also be used for other sports such as wheelchair racing, roller blading, jogging or model car racing.
Key Risks:	The cost of running the facility could be a revenue pressure in future years. Soft market testing has indicated that the income should cover running expenses but may not be enough to cover the capital repayment costs. Cost of construction could be higher than expected however, the works are reasonably low risk.
Type of Decision:	Key Decision Council
Decision Maker:	Council

Intended Decision Date:	28 Feb 2013
If you want to make representations contact:	Patrick Carney, (01803) 207710, Fax (01803) 207639, Email Patrick.Carney@torbay.gov.uk, Address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Community Sport and Recreation in Brixham and Churston

To consider alternative options for meeting the communities need for sporting and recreation facilities in the Churston and Brixham area.

Wards affected:	Berry Head with Furzeham; Churston with Galmpton; St Marys with Summercombe
Consultees:	Local Community Partnerships Sports Clubs Ward Councillors The Neighbourhood Forum
Means of Consultation:	The issue has been discussed at the Churston & Galmpton with Broadsands Community Partnership, The Brixham and Churston Neighbourhood Forum, Brixham Town Council and it will be the subject of further community consultation. Meeting with all sports clubs affected have or will be held and the Torbay Sports Council will be consulted. The Torbay Coast and Countryside Trust have been consulted.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Safer Communities and Transport (Councillor Robert Excell) Director of Place and Resources - Charles Uzzell Executive Head of Residents and Visitor Services - Sue Cheriton
Corporate Priority:	A cleaner, greener, healthier Bay; Value for money
Key Opportunities:	To consider two alternative options that both aim to provide additional sporting and recreation facilities to meet the needs of the local community. The alternative option that members are asked to consider involves selling a minor part of land previously allocated for sport use at Brokenbury for housing so as to fund the delivery of an environmental and farm shop scheme on the remaining land at Brokenbury and better overall environmental, tourism and sporting facility outcomes elsewhere.

Key Risks:	There is a risk that if the alternative land that is to be acquired for the delivery of the proposed sports pitches cannot be used for that purpose that there may be a loss of provision for sports facilities in the community.
Type of Decision:	Key Decisions Mayor
Decision Maker:	Mayor Council
Intended Decision Date:	15 May 2013 15 May 2013
If you want to make representations contact:	For property and project issues contact Iain Masters, telephone (01803) 208975, email iain.masters@torbay.gov.uk , address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR. For sports policy and recreation policy issues contact Ian Williams, telephone (01803) 208974, email ian.williams@torbay.gov.uk , address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR. For planning policy issues contact Pat Steward, telephone (01803) 208811, email pat.steward@torbay.gov.uk , address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR.

Corporate Plan 2012 - 2015

The Corporate Plan articulates at a strategic level the key priorities and actions the Council will undertake in the short to medium-term, including those activities that deliver its responsibilities within the current Community Plan.

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board
Means of Consultation:	Meetings and circulation of papers.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Business Planning and Governance (Councillor Ken Pritchard) Chief Operating Officer / Director of Adult Services - Caroline Taylor Executive Head of Business Services - Mark Bennett
Corporate Priority:	All corporate priorities
Key Opportunities:	The Plan will clearly identify the priorities the Council intends to deliver during the lifetime of the document. Torbay's community will be able to see how successful the Council has been as well as the further challenges that remain in delivering its priorities.
Key Risks:	A key risk is that the Corporate Plan for 2012 - 2015 will not meet the priorities of residents. To overcome this risk consultation results will be used to help inform the development of the Council priorities. A further risk is that, once the Corporate Plan is agreed, the Council does not deliver against the priorities that have been identified. To mitigate against this, monitoring arrangements will be put in place to ensure that the plan is delivered. This will include using the Balanced Scorecard approach to monitor against key projects and performance indicators.
Type of Decision:	Policy Framework Plan Council
Decision Maker:	Council

Intended Decision Date:	28 Feb 2013
If you want to make representations contact:	Claire Barrow, telephone (01803) 208832, email claire.barrow@torbay.gov.uk or Mark Bennett, telephone (01803) 207360, email mark.bennett@torbay.gov.uk , address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Council Tax for 2013/2014

To approve the Council Tax for 2013/2014

Wards affected:	All Wards
Consultees:	Overview an Scrutiny Board, Council and key stakeholders.
Means of Consultation:	The Overview and Scrutiny Board will consider the Mayor's proposals in relation to the Revenue Budget. The Board's views will be reported to the Mayor to enable him to recommend an appropriate level of Council Tax.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Finance and Audit Chief Operating Officer / Director of Adult Services - Caroline Taylor Executive Head of Finance - Paul Looby
Corporate Priority:	All corporate priorities
Key Opportunities:	This is a statutory requirement.
Key Risks:	If the level of Council Tax is not set, the Council will be unable to collect income and therefore will not be able to provide services.
Type of Decision:	Budget Decision Council
Decision Maker:	Council
Intended Decision Date:	28 Feb 2013
If you want to make representations contact:	Paul Looby, telephone (01803) 207283, fax (01803) 207319, email paul.looby@torbay.gov.uk, postal address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Joint Health and Wellbeing Strategy

The Council and the South Devon and Torbay Clinical Commissioning Group must, through the Health and Wellbeing Board, agree a Joint Health and Wellbeing Strategy.

The Joint Health and Wellbeing Strategy sets out how organisations in Torbay will work together to meet the needs identified in the Joint Strategic Needs Assessment. It explains what the health and wellbeing priorities are in Torbay and how joint action will be taken to make a real impact on people's lives.

Once agreed, the Strategy will be used to inform the commissioning plans of the Council, the Clinical Commissioning Group and the NHS Commissioning Board.

Wards affected:	All Wards
Consultees:	Stakeholder organisations General public
Means of Consultation:	<p>Since the establishment of the Shadow Health and Wellbeing Board, a number of discussions have taken place to discuss the possible outcomes and priorities which should be included in the Strategy.</p> <p>A wider consultation has been launched with all stakeholder organisations in Torbay. An online survey is available to the whole community at www.torbay.gov.uk/consultation.</p>
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Children, Schools and Families (Councillor Chris Lewis) Director of Public Health - Debbie Stark Overview and Scrutiny Manager - Kate Spencer
Corporate Priority:	A cleaner, greener, healthier Bay; Protecting vulnerable children and adults
Key Opportunities:	To ensure that all partner organisations work effectively together.
Key Risks:	That partner organisations are not committed to the outcomes and priorities in the Joint Health and Wellbeing Strategy.

Type of Decision:	Policy Framework Plan Council
Decision Maker:	Council
Intended Decision Date:	28 Feb 2013
If you want to make representations contact:	Kate Spencer, telephone (01803) 207014, email kate.spencer@torbay.gov.uk or consultation@torbay.gov.uk , postal address Torbay Council, Town Hall, Torquay, TQ1 3DR

Revenue Budget Proposal 2013/2014

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board, Council and key stakeholders.
Means of Consultation:	<p>Reports in relation to the budget proposals will be circulated to the Council's key stakeholders (in accordance with statute).</p> <p>The Mayor will set provisional spending targets.</p> <p>The Mayor will request Executive Leads and officers to prepare reports on the implications of the provisional spending targets for consideration by the Overview and Scrutiny Board in accordance with its published timetable. The Overview and Scrutiny Board will report back their comments and recommendations to the Mayor and Council in 2013 before the Mayor proposes a revenue budget to Council on 6 February 2012.</p>
Documents to be considered:	A report will be available five days before the meeting.
Responsible Executive Lead and Officer:	<p>Executive Lead for Finance and Audit Chief Operating Officer / Director of Adult Services - Caroline Taylor Executive Head of Finance - Paul Looby</p>
Corporate Priority:	All corporate priorities
Key Opportunities:	This is a statutory requirement.
Key Risks:	If no budget is approved, the Council will not be able to allocate resources to individual services and therefore services would not be able to be delivered.
Type of Decision:	Budget Decision Council
Decision Maker:	Mayor
Intended Decision Date:	13 Feb 2013
If you want to make representations contact:	Paul Looby, telephone (01803) 207283, fax (01803) 207319, email paul.looby@torbay.gov.uk, postal address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR.

School Term and Holiday Dates 2014/15 and 2015/16

The determination of school term and holiday dates for community and voluntary controlled schools is a statutory function

Wards affected:	All Wards
Consultees:	Torbay schools and governing bodies, members of the Children's Services Joint Consultative Committee, Diocesan representatives and Trade Unions
Means of Consultation:	Circulation of draft proposals and letter inviting comment
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Children, Schools and Families (Councillor Chris Lewis) Director of Children's Services - Richard Williams
Corporate Priority:	All corporate priorities
Key Opportunities:	The determination of school term and holiday dates for community and voluntary controlled schools is a statutory function. All maintained schools are required to be open for pupils on 190 days and teachers must be available for work for 195 days to include 5 professional development days.
Key Risks:	The determination of school term and holiday dates for community and voluntary controlled schools is a statutory function.
Type of Decision:	Key Decisions Officer
Decision Maker:	Director of Children's Services
Intended Decision Date:	13 Mar 2013
If you want to make representations contact:	Matthew Redwood, telephone (01803) 208238, email matthew.redwood@torbay.gov.uk, address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Strategic Agreement between Torbay and Southern Devon Health and Care NHS Trust and Torbay Council

A legal and statutory Strategic Agreement between Torbay and Southern Devon Health and Care NHS Trust and Torbay Council regarding the delivery of Adult Social Services on behalf of the Council. The Strategic Agreement sets out the performance targets for Torbay and Southern Devon Health and Care NHS Trust, specifies financial inputs and outputs, agrees key areas for development, charges applied to service users and specifies the performance monitoring arrangements.

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board
Means of Consultation:	Meetings and circulation of papers
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Adult Social Care and Older People (Councillor Christine Scouler) Chief Operating Officer / Director of Adult Services - Caroline Taylor
Corporate Priority:	Protecting vulnerable children and adults
Key Opportunities:	This is the draft Strategic Agreement between Torbay and Southern Devon Health and Care NHS Trust and Torbay Council. It outlines the key performance expectations for the delivery of adult social care by Torbay and Southern Devon Health and Care NHS Trust assuming a specific level of funding for the forthcoming financial year.
Key Risks:	The funding cuts facing the Council over the next three years together with the outcome of the comprehensive spending review.
Type of Decision:	Policy Framework Plan Council
Decision Maker:	Council
Intended Decision Date:	28 Feb 2013

If you want to make representations contact:

Caroline Taylor, telephone (01803) 207116, email caroline.taylor@torbay.gov.uk, address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Torbay Growth Fund

Creation of a fund incentivising businesses to locate in Torbay and create jobs.

Wards affected:	All Wards
Consultees:	Mayor and Councillors.
Means of Consultation:	Circulation of papers and meetings.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver) Chief Executive of Economic Development Company, Director of Place and Resources - Steve Parrock, Charles Uzzell Planning and Housing Manager - Liam Montgomery
Corporate Priority:	Boosting local employment
Key Opportunities:	The fund will offer a financial incentive to businesses who locate and grow in Torbay. It will be directly linked to creating new jobs.
Key Risks:	If no incentives are in place Torbay risks becoming less competitive and losing companies and associated jobs to other areas.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	28 Feb 2013
If you want to make representations contact:	Suzie Masterman, telephone (01803) 207922, email suzie.masterman@tedcltd.com, postal address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR