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# **FORWARD PLAN**

**Compiled on behalf of the Mayor of Torbay**

**Forward Plan Published on 7 February 2014**

**For information relating to the Forward Plan or to request a copy in another format or language please contact:**

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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](mailto: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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**Allocations Policy - Review and potential changes**

The Allocations Policy are the rules the Council sets to decide who gets priority for social housing in Torbay. Social Housing includes properties and any Registered Provider (Housing Association) properties that the Council have nomination rights for. By law, the Council has to have an Allocations Policy which must be a public document and kept under review.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Public and partners
<b>Means of Consultation:</b>	A full 6 week public consultation will commence middle to end of October to inform final recommendations/ changes to the policy
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Deputy Mayor (Councillor David Thomas) Director of Children's Services – Richard Williams
<b>Corporate Priority:</b>	Protecting vulnerable children and adults
<b>Key Opportunities:</b>	Allocation Policy should be reviewed on a regular basis. Members wish to consult on potential changes, specifically regarding how eligibility is assessed and priority awarded.
<b>Key Risks:</b>	Certain changes may put the existing partnership arrangement at risk and as a result incur costs to the Council.
<b>Type of Decision:</b>	Policy Framework Plan Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 27 Feb 2014
<b>If you want to make representations contact:</b>	Julie Sharland, Children's Services,. Tor Hill House, 2nd Floor South, c/o Town Hall, Castle Circus, Torquay, TQ1 3DS telephone 01803 208065, email julie.sharland@torbay.gov.uk

**Cessation of operations of the parking enforcement camera car service**

To remove the mobile parking enforcement camera car from operating across the bay. This service was predominantly used to enforce no parking restriction areas outside school and on bus stops. Alternative provision based on education rather than enforcement is to replace this form of enforcement service.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Ward members Community Partnerships Head of Finance
<b>Means of Consultation:</b>	Transport Working Party were consulted on 23rd January 2014
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Safer Communities, Parking and Sport (Councillor Robert Excell) Commissioner of Place and Environment – Charles Uzzell
<b>Corporate Priority:</b>	Value for money
<b>Key Opportunities:</b>	This will reduce current operating costs of the vehicle and staff resources To work with schools to educate parents of the dangers to children of inappropriate parking rather than enforcement, ensuring that people abide by restrictions all the time not just if the camera car is operating outside a specific school Schools could assist with enforcement and take action themselves
<b>Key Risks:</b>	Reduced resources in the road safety unit where education is slow in reaching all Torbay schools Parents may not abide by restriction zones Cost of repayments on purchase of equipment cannot be recouped Increased inappropriate parking levels in enforcement zones
<b>Type of Decision:</b>	Key Decisions Mayor

<b>Decision Maker:</b>	Mayor
<b>Intended Decision Date:</b>	Not before Saturday, 8 Mar 2014
<b>If you want to make representations contact:</b>	Torbay Council Parking and Enforcement Service, c/o Residents and Visitor Services, Town Hall, Castle Circus, Torquay, TQ1 3DR, email <a href="mailto:susie.hayman@torbay.gov.uk">susie.hayman@torbay.gov.uk</a>



**Clennon Valley Sport and Leisure Regeneration Procurement**

To consider the recommendations of the Clennon Valley Regeneration Group in relation to the procurement of a developer to enhance sport and tourism facilities at Clennon Valley.

<b>Wards affected:</b>	Goodrington with Roselands; All Wards
<b>Consultees:</b>	Torbay residents, Community Partnerships, Land Owners, Ward Councillors, Sports Council, Neighbourhood Forum,
<b>Means of Consultation:</b>	A comprehensive consultation is being planned for March/April this year. This is in addition to the consultation that has already taken place which has included both on line and postal surveys, public meetings and face-to-face meetings with stakeholders.
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Safer Communities, Parking and Sport (Councillor Robert Excell) Executive Head of Residents and Visitor Services – Sue Cheriton
<b>Corporate Priority:</b>	Sympathetic regeneration
<b>Key Opportunities:</b>	To improve the quality of sports and leisure facilities in Torbay thus improving health and sporting outcomes for residents and visitors. To deliver sporting and regeneration outcomes without cost to Torbay Council. To improve Leisure and Tourism facilities. To promote economic development and employment opportunities.
<b>Key Risks:</b>	Long terms risks to the range and quality of sports facilities would arise from inaction or from the failure of the current tender process. Potential cost to Torbay Council from replacing or improving the facilities at a later date.
<b>Type of Decision:</b>	Key Decisions Mayor
<b>Decision Maker:</b>	Mayor
<b>Intended Decision Date:</b>	Thursday, 1 May 2014

**If you want to make  
representations contact:**

Iain Masters, tel: 01803 208975, email  
iain.masters@tedcltd.com, postal address Torbay  
Development Agency 3rd Floor Tor Hill House, Union Street,  
Torquay, TQ2 5QW.

**Council Tax 2014/15**

To approve the Council Tax for 2014/2015

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Overview and Scrutiny Board, Council and key stakeholders
<b>Means of Consultation:</b>	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
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver) Executive Director of Operations and Finance – Steve Parrock Executive Head of Finance - Paul Looby
<b>Corporate Priority:</b>	All corporate priorities
<b>Key Opportunities:</b>	This is a statutory requirement
<b>Key Risks:</b>	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.
<b>Type of Decision:</b>	Budget Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 27 Feb 2014
<b>If you want to make representations contact:</b>	Paul Looby, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone 01803 207283, email: paul.looby@torbay.gov.uk

**Local Enterprise Partnership (LEP) Strategic Economic Plan**

In order to draw down funding the LEP must write and agree with Government a Strategic Economic Plan. It is in Torbay's interest to endorse this in order to have an opportunity to access funding through the LEP.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Businesses and communities across the LEP area.
<b>Means of Consultation:</b>	The LEP is engaging in consultation as part of the development of the Strategic Economic Plan. This has included a business survey, workshops and other engagement.
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver) Director of Place and Resources – Charles Uzzell
<b>Corporate Priority:</b>	Boosting local employment
<b>Key Opportunities:</b>	The Strategic Economic Plan will form the basis for the LEPs bid into funding for the local growth deal. Endorsing the strategy will ensure Torbay's priorities are represented.
<b>Key Risks:</b>	Not endorsing the Plan will reduce Torbay's ability to influence how LEP funding is used.
<b>Type of Decision:</b>	Key Decisions Mayor
<b>Decision Maker:</b>	Mayor
<b>Intended Decision Date:</b>	Thursday, 27 Feb 2014
<b>If you want to make representations contact:</b>	Suzie Masterman, <a href="mailto:suzie.masterman@tedcltd.com">suzie.masterman@tedcltd.com</a> , Torbay Development Agency, 3rd Floor Tor Hill House, Union Street, Torquay, TQ2 5QW, Tel: 01803 207922, email <a href="mailto:suzie.materman@torbay.gov.uk">suzie.materman@torbay.gov.uk</a>

**Revenue Budget 2014/2015**

To approve the Council's Revenue Budget for 2014/15 including the setting of fees and charges for Council services and budget proposals for 2015/16.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Overview and Scrutiny Board, Council, key stakeholders
<b>Means of Consultation:</b>	<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 Lead Members and officers to outline 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 2014 before the Mayor proposes a revenue budget to the adjourned Council meeting on 13 February 2014.</p>
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	<p>Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver)</p> <p>Executive Director of Operations and Finance – Steve Parrock</p> <p>Executive Head of Finance - Paul Looby</p>
<b>Corporate Priority:</b>	All corporate priorities
<b>Key Opportunities:</b>	This is a statutory requirement
<b>Key Risks:</b>	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.
<b>Type of Decision:</b>	Budget Decision Council
<b>Decision Maker:</b>	Council

<b>Intended Decision Date:</b>	Thursday, 13 Feb 2014
<b>If you want to make representations contact:</b>	Paul Looby, Town Hall, Castle Circus, Torquay TQ1 3DR, telephone 207283, email paul.looby@torbay.gov.uk

### **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.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Overview and Scrutiny Board
<b>Means of Consultation:</b>	Meetings and circulation of papers
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Adult Social Care and Older People (Councillor Christine Scouler) Director of Adult Services - Caroline Taylor
<b>Corporate Priority:</b>	Protecting vulnerable children and adults
<b>Key Opportunities:</b>	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.
<b>Key Risks:</b>	The funding cuts facing the Council over the next three years together with the outcome of the comprehensive spending review.
<b>Type of Decision:</b>	Policy Framework Plan Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 27 Feb 2014

**If you want to make representations contact:**

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



**The Future of The Nest Nursery, Brixham**

The Nest Nursery continues to require an on-going budgetary subsidy from Children's Services. To reduce the budget subsidy provided the Local Authority are consulting on the future delivery of the nursery to inform decision making.

<b>Wards affected:</b>	Berry Head with Furzeham
<b>Consultees:</b>	Full consultation will be undertaken with parents, staff, unions, Brixham Town Council and local early years, childcare and school providers.
<b>Means of Consultation:</b>	Public and staff consultation exercises including letters and meetings and opportunities to make individual representations.
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Children, Schools and Families (Councillor Ken Pritchard) Director of Children's Services – Richard Williams
<b>Corporate Priority:</b>	
<b>Key Opportunities:</b>	The childcare market in Brixham becomes sustainable with a removed/reduced financial subsidy being provided by the Local Authority.
<b>Key Risks:</b>	Procurement process results in new alternative providers being identified.
<b>Type of Decision:</b>	Key Decisions Mayor
<b>Decision Maker:</b>	Mayor
<b>Intended Decision Date:</b>	Thursday, 27 Feb 2014
<b>If you want to make representations contact:</b>	Early Years and Childcare Advisory Service on (01803) 208328, email <a href="mailto:earlyyears@torbay.gov.uk">earlyyears@torbay.gov.uk</a> postal address Early Years and Childcare Advisory Service, Tor Hill House 2nd Floor North, c/o Town Hall, Castle Circus, Torquay, TQ1 3DR

**Torbay Child Poverty Commission "Torbay Gains" report and recommendations.**

To consider the final report and recommendations by the Independent Child Poverty Commission - Author Michelle Kennedy.

In this final report the Commission has made recommendations for those responsible for tackling child poverty across Torbay and highlights areas of work for the whole community.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	As above
<b>Means of Consultation:</b>	The Commission has gathered evidence from a range of sources - see full report for information;/detail
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Children, Schools and Families (Councillor Ken Pritchard) Director of Children's Services – Richard Williams
<b>Corporate Priority:</b>	
<b>Key Opportunities:</b>	We thought we knew many of the characteristics of families in poverty in Torbay; where they are and how they live, and what services they are in touch with. But this commission has heard evidence which has added new voices and experiences. Members of the commission have been keen to make a difference. They have taken and submitted evidence, challenged assumptions and put in place mechanisms to ensure that the recommendations do not just gather dust, but that they are implemented, monitored and that those responsible held to account.
<b>Key Risks:</b>	We are mindful that some of our recommendations will require culture change and resources which in this time of financial restraint will be challenging. But the cost of not addressing them will be more so.
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council

<b>Intended Decision Date:</b>	Thursday, 27 Feb 2014
<b>If you want to make representations contact:</b>	Julie Sharland, Strategic Housing Manager, Childrens Services, Tor Hill House, 2nd Floor South, c/o Town Hall, Torquay, TQ1 3DS. telephone 01803 208065, email <a href="mailto:julie.sharland@torbay.gov.uk">julie.sharland@torbay.gov.uk</a>

**Torbay Hospital and Torbay Council Partnership - Parking and Security**

Proposal and Business Case for Torbay Council and South Devon Healthcare Trust to enter in to a formal partnership arrangement to deliver the master plan solution, design, build and operation of the site traffic access, roadways, and car parking facilities. To jointly operate car parking, enforcement, associated security and CCTV operation for the Torbay Hospital site.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Torbay Hospital stakeholders and staff
<b>Means of Consultation:</b>	Consultation process will commence once an 'in principle' decision by Torbay Council and the South Care Health Care Trust Board is approved.
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Safer Communities, Parking and Sport (Councillor Robert Excell) - Commissioner of Place and Environment Executive Head of Residents and Visitor Services - Sue Cheriton
<b>Corporate Priority:</b>	Value for money
<b>Key Opportunities:</b>	To enable the public agencies working through a joint arrangement to bring together expertise and share operational teams to deliver the service maximising benefit to the public purse.
<b>Key Risks:</b>	Potential risks include: No capital financing available to fund the development Failure to deliver the project due to other factors around the infrastructure plans for the Torbay Hospital site Public reaction to joint proposal
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 1 May 2014

**If you want to make representations contact:**

Sue Cheriton, Residents and Visitor Services, LG Floor, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone 01803 207972, email [sue.cheriton@torbay.gov.uk](mailto:sue.cheriton@torbay.gov.uk)