

Monday, 11 January 2021

CABINET (REVISED AGENDA)

A meeting of **Cabinet** will be held on

Tuesday, 19 January 2021

commencing at **5.30 pm**

The meeting will be held remotely via Zoom (the links to the meeting are set out below)

<https://us02web.zoom.us/j/82302267360?pwd=N2szT0ZWc3BOeHlkcHVlVDh3T0taUT09>

Meeting ID: 823 0226 7360 Passcode: 556041

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Meeting ID: 823 0226 7360 Passcode: 556041

Members of the Committee

Councillor Steve Darling (Chairman)

Councillor Carter

Councillor Long

Councillor Cowell

Councillor Morey

Councillor Law

Councillor Stockman

Together Torbay will thrive

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Lisa Antrobus, Town Hall, Castle Circus, Torquay, TQ1 3DR

Email: governance.support@torbay.gov.uk - www.torbay.gov.uk

CABINET AGENDA (REVISED)

1. Apologies

To receive apologies for absence.

2. Disclosure 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. Communications

To receive any communications or announcements from the Leader of the Council.

4. Urgent Items

To consider any other items the Chairman decides are urgent.

5. Matters for Consideration

6. Budget 2021/2022

To receive the recommendations of the Overview and Scrutiny Board on the Cabinet's draft budget proposals for 2021/2022 (report attached) and to make final recommendations to the Council (Report on Cabinet's final draft budget proposals to follow).

(Pages 4 - 12)

7. Proposal for a 25 year lease to Eat That Frog for land at Parkfield

Please note this item has been deferred to allow further consultation with the community and partners.

(Pages 13 - 20)

8. **Microsoft 365 Contract** (Pages 21 - 26)
To consider a report that seeks approval to enter into an agreement with Microsoft for an Enterprise Subscription.
9. **MFD and Postal Services Contract** (Pages 27 - 32)
To consider a report on the above contracts.

Instructions for the Press and Public for joining the meeting

If you are using an iPad you will need to install Zoom which can be found in the App Store. You do not need to register for an account just install the software. You only need to install the software once. For other devices you should just be taken direct to the meeting.

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Click on the link provided on the agenda above and follow the instructions on screen. If you are using a telephone, dial the Zoom number provided above and follow the instructions. (**Note:** if you are using a landline the call will cost up to 13p per minute and from a mobile between 3p and 55p if the number is not covered by your inclusive minutes.)

You will be placed in a waiting room, when the meeting starts the meeting Host will admit you. Please note if there are technical issues this might not be at the start time given on the agenda.

Upon entry you will be muted and your video switched off so that only the meeting participants can be seen. When you join the meeting the Host will unmute your microphone, ask you to confirm your name and update your name as either public or press. Select gallery view if you want see all the participants.

If you have joined the meeting via telephone, your telephone number will appear on screen and will be displayed for all to see until the Host has confirmed your name and then they will rename your telephone number to either public or press.

Meeting Etiquette - things to consider when attending a virtual meeting

- Background – the meeting is public and people will be able to see what is behind you therefore consider what you will have on display behind you.
- Camera angle – sit front on, upright with the device in front of you.
- Who else is in the room – make sure you are in a position where nobody will enter the camera shot who doesn't want to appear in the public meeting.
- Background noise – try where possible to minimise background noise.
- Aim to join the meeting 15 minutes before it is due to start.

Revenue and Capital Budget 2021/2022

Report to the Cabinet

January 2021



1. Background

- 1.1 The Cabinet's Draft Revenue and Capital Budget proposals for 2021/2022 were published on 21 October 2020 and available on the Council's website at <https://www.torbay.gov.uk/budget-202122>. The Revenue Budget Digest set out the proposed budget for each Council service for 2021/2022. The website also included further documents which set out: the proposals for service change; income generation and efficiencies; proposed fees and charges; and Medium Term Resource Plan. The Priorities and Resources Review Panel was established to scrutinise the proposals and to make comments, observations and recommendations as necessary.
- 1.2 The Review Panel comprised the councillors on the Overview and Scrutiny Board (namely Councillors Barrand, Brown, Bye, Mandy Darling, Foster, Howgate, Kennedy and Loxton, with Councillor Atiya-Alla in place of Councillor Doggett and was Chaired by Councillor Howgate) and it met in public on 28 October and 2 November 2020 to hear evidence and on 5 November 2020 in private to agree the key findings and recommendations to the Cabinet. At its public meetings the Panel heard from the Leader of the Council and the Cabinet Members as well as from officers from the Senior Leadership Team.
- 1.3 The Panel considered all of the identified savings for 2021/2022 as well as the overall budgets for Children's Services, Adult Services and Public Health and the findings from their meetings are set out in this report.

2. Council Fit for the Future

- 2.1 Members acknowledged that the budget proposals had been developed during unprecedented times with a gap in the draft Revenue Budget of £2.6m at the time of going out to consultation. This was as a result of the ongoing pressures and uncertainty over future income as a result of Covid-19 and the lack of guaranteed funding announced from the Government for 2021/2022. The Section 151 Officer had given assurance that he was fairly confident that further funding would be received from the Government in respect of Covid-19 and the Local Government Finance Settlement would take into account the additional pressures faced by Councils to enable the Council to set a balanced budget for 2021/2022. He also outlined the options contained within the submitted report to enable the Council to balance the budget if sufficient funding was not received by the Government and advised that the Council would have a clearer picture in January 2021 when it was finalising its budget proposals.

- 2.2 The Panel welcomed that there were no major cuts proposed to services, which would adversely impact our communities who have already suffered as a result of Covid-19.
- 2.3 **Revised operating model for Corporate Security, CCTV and Environmental Enforcement.** Members noted that the Council was in the final stages of procuring a contract for environmental enforcement which would be operational from the start of 2021. This contract would improve the cleanliness of our environment and deal with issues such as fly tipping at zero cost to the Council and would be an intelligence-led approach between the Council, SWISCo and the contractor. The Council had changed its corporate security working practices and how the corporate estate was used and needed to adapt to these new ways of working which would realise the identified savings for this area.
- 2.4 **Improved use of Churston Library and Paignton Library and Information Centre.** Members were advised that due to the way the contract was set up for Churston Library and Paignton Library and Information Centre there was an opportunity to reduce building maintenance costs and increase income through improved community use and/or community management of the spaces. Whilst options for increasing footfall at all of the libraries were being explored the contracts for Torquay and Brixham Libraries did not offer the same opportunities for community involvement as the other two. The Deputy Leader of the Council advised that as a result of ongoing discussions and early engagement he was optimistic that the savings could be achieved in the next financial year. Members were not satisfied with the level of detail provided in respect of these proposals and requested further information to be provided to them in writing in order to come to a view. Members received and noted a written response “that the Council was looking at both greater community use of these libraries and also improved asset management arrangements and/or tenancies, (e.g. enhanced tenancy at Paignton). The impact of Covid-19 on these plans does present a significant risk for both initiatives as they rely on physical use of the assets. If the pandemic impacts physical use of these assets in the coming year then the targets will be difficult to achieve.” In light of the evidence provided, Members had great concern as to whether these savings were realistic and likely to be realised in 2021/2022 and given the impact of Covid-19 on the community it was highly doubtful that the savings of £34k proposed from greater public use of the library buildings in Churston and Paignton will be achieved and lettings for community groups were not likely to be possible within the financial year.
- 2.5. **Paperless billing of Council Tax and NNDR.** Members discussed options around encouraging higher take up of paperless billing and communication with the Council. It was noted that the Cabinet had taken a conscious decision for people to opt in to paperless initially to enable the Council to make improvements to its website and customer relationship management system with a view to increasing take up in the future. Many people prefer electronic communication and find it more convenient than paper so that they have access to the information when they are out and about. There would

always remain an option for people to receive bills and communications in paper form to ensure that services are accessible to all people. Members sought further clarification on how the Council would ensure that all services were accessible to all. Members received and noted the following written response:

“We have started to compile our engagement approach to ensure the community is part of our continuing journey towards greater digitalisation. There are two key strands that our worth highlighting in response to this question. Firstly, we will be promoting a survey through our current website to ask those who are already digitally engaged how we can improve our web offer. Secondly, to engage those who currently chose not to use the website, we will be asking why this is and what would change their minds when they call us for services that are on our website. We will take all feedback received into consideration when designing new or improved digital services.

Members supported these proposals, provided that all services remained accessible to all users.

- 2.6 **Redesign of Housing Benefit Administration.** Members supported the proposal to reduce costs and improve accuracy through further standardisation and simplifying processes for administering housing benefits.
- 2.7 **Full cost recovery in allotments.** Members noted that this related to making improvements to the way water was used by allotment holders to ensure that any costs were met by the holders and not the Council in accordance with the Council’s policy on full cost recovery for services. It was noted that the Cabinet proposed to consult with those allotment holders impacted by the proposal to look at ways of recovering rain water where possible and that South West Water would be approached to see if they were willing to set up or fund any schemes as part of their community payback scheme.
- 2.8 **Efficiencies resulting from the new Children’s Social Care case management system.** Members were satisfied, that the introduction of the new Liquid Logic software, which would release three business support officers through efficiencies and through the saving of £100k in travel this year as a result of working differently due to Covid-19, that the identified savings of £100k would be achieved and supported this proposal.
- 2.9 **Rationalisation of IT Licences.** Members supported the review and rationalisation of IT licences to ensure consistency across the whole of the Council and to remove any unnecessary licences.
- 2.10 **Redesign of parking services.** It was noted that these savings would be made as a result of simplifying processes within parking services, facilitating cashless payments as well as implementing incentive schemes to increase footfall in our town centres. Members were not satisfied that the proposed savings in respect of parking services were achievable and sought further information on the proposals. Members received and noted the following written response:

“Through business process re-engineering (BPR), linked to whole Council redesign, we will standardise and simplify the existing administrative processes within the Parking Service.

We will continue to facilitate increased cashless payments across the car parking estate. The ambition would be a completely cashless service saving circa £90,000 in cash collection services alone. This ambition has been boosted by a massive shift to contactless payments, in all sectors, driven by the necessities of infection control linked to the pandemic, which has been widely accepted by the community. Savings will need to be offset against the additional cost of merchant fees for card payments but these can and should be negotiated down at a corporate level. The introduction of a recently re-procured pay-by-mobile service is expected to increase patronage and therefore income. Furthermore, it is expected that a combination of an increased contactless payment offer, combined with an improved pay-by-mobile service, will lead to customers paying for a longer stay as the inconvenience of finding the right amount of cash is removed.”

2.11 **Redesign of Exchequer and Benefits.** Members supported the proposal to reduce costs and improve accuracy through further standardisation and simplifying processes for administering exchequer and benefits payments.

2.12 **Redesign of Financial Services.** This proposal related to savings from increased use of automated report and sharing of financial information between Torbay Council and SWISCo. Members requested further details in respect of this proposal to assure them that the savings were achievable. Members received and noted the following written response:

“The SWISCo link to finance is that the Council finance team are providing a shared service to SWISCo for a finance system (FIMS) and other finance processes such as VAT and payments, so will have additional income.

Other parts of saving are linked to business process re-engineering (BPR) and less finance staff from a greater use of automated reporting.”

2.13 **Reduced fraud and error in Business Rates and Council Tax.** Members noted that this was an invest to save proposal which would utilise technology and increase data matching to reduce the level of fraud within these areas. The additional staff were required in order to carry out the processes for data matching and checking evidence which would then help bring in additional funding to the Council through increased payment of Business Rates and Council Tax. Members supported this proposal.

2.14 **Reduced spend on print, post and confidential shredding.** Members supported the proposal to continue to reduce printing, postage and confidential shredding costs, which have already been achieved in year due to the different ways of working, with most staff working from home and utilising electronic forms of communication. Assurance was given that staff would not go back to previous ways of working once Covid-19 was under control and

that the Council's redesign process was looking at permanent solutions to make efficiencies and improve working practices in the long term, building on the success to date, which would also have a positive environmental impact.

- 2.15 **Reduced travel costs.** Members supported the proposal to reduce travel costs for Children's Social Care given the savings already achieved in year through utilising remote meeting facilities and electronic technology as opposed to in person visits, with these methods being supported by the young people as this was their normal means of communication. It was suggested that consideration should also be given to reviewing travel across the whole of the Council to reduce costs further and help to tackle climate change.
- 2.16 Members noted that many of the fees and charges had remained the same as 2020/2021 and questioned why they were not all increased at least by inflation. The Deputy Leader of the Council advised that some of the adjustments were based on the cost recovery model, however, with the current fragile economy the Cabinet and Senior Officers felt the need to protect our residents and local businesses and to encourage them to use our services and submit planning applications etc. to enable more housing to be developed and therefore some remained unchanged.
- 2.17 Members noted that the budget allocation for the staff pay award and pensions was only expressed in percentage terms and suggested that it would be helpful if approximate cost values in pounds were also included in future reports, which the Chief Finance Officer agreed to implement.
- 2.18 Members were concerned in respect of the lack of detail for some of the proposals to enable them to fully understand what was proposed and how it would be achieved, and also the lack of reassurance provided by some of the Cabinet Members and Officers as to the deliverability of some of the proposals.

3. Thriving People

- 3.1 **In-house delivery of Torre Abbey Café.** Members noted the proposal to save £50k from the in-house delivery of the café which had been brought about as a result of a detailed business case from the new manager of Torre Abbey, who had previously worked for the National Trust and had a proven track record of successfully running a similar facility and who also had plans for increased use of Torre Abbey. Members were not satisfied, on the evidence presented to them, that this was a realistic saving in light of the ongoing Covid-19 pandemic which would likely impact on footfall and sales, with people needing to social distance or other restrictions imposed by the Government.
- 3.2 The Panel congratulated Children's Services for their improvements which led to the reduction in their proposed budget for 2021/2022 by £2m but questioned if this budget reduction was appropriate in light of the rising referrals as a result of an increase in referrals via the front door through the Multi-Agency Safeguarding Hub (MASH) (40% increase – it was noted that this

had mainly increased the edge of care and family work rather than resulted in an increase in the number of looked after children) and the lack of certainty over the future funding of the Troubled Families Programme. The Cabinet Member for Children's Services and Director of Children's Services gave assurance that the proposed reduction was reasonable in light of the ongoing efficiencies in Children's Services with the anticipated budget position for 2020/2021 predicted to be further improved by the end of the current financial year. This was why they had not proposed more than £2m reduction so as to have capacity should the referrals result in an increase to the number of children looked after by the local authority.

- 3.3 **Efficiencies within Home to School Transport.** Members supported the proposal to introduce efficiencies to the home to school transport service through further improvements to route mapping as well as moving to contracted escorts.
- 3.4 Members noted that the budget for Adult Services had already been set and this was the second year of a three year budget which had previously been agreed between the Council and the Integrated Care Organisation (ICO). The additional funding from the Government, was also noted, which had been passed onto the ICO and service providers to help them with Covid-19. Members thanked providers, the voluntary sector and adult social care staff for their dedication shown during unprecedented times and for supporting the vulnerable people in Torbay during the ongoing pandemic.
- 3.5 Members noted the budget for Public Health was ring-fenced and included a reserve balance of around £450k due to some of the services not being able to function as a result of Covid-19, although it was expected that these services would bounce back in the future and the reserve would then be used. It was noted that the Public Health Team was a small team of approximately 13 FTE posts who had been working under extreme pressure as a result of Covid-19 and Members expressed their appreciation for all of their good work.

4. Thriving Economy

- 4.1 **Increased income from leased properties.** This proposal relied on the income generated from the full occupation of Tor Hill House, including the 4th Floor office space and retail units. Members were concerned as to the deliverability of this proposal when there were many empty units within the town centre and the Council has previously been unable to let all the available space. The Cabinet Member for Economic Regeneration, Tourism and Housing gave assurance that the Town Deal funding secured to improve Torquay Town Centre and the One Public Estate Programme for public services had generated interest in office space in the town and also there was a further need for employment space, following the successful letting of the space in the EPIC building in Paignton.
- 4.2 Members supported the work being undertaken to support the economy and expressed appreciation for the additional funding awarded from the Government for the Torquay Town Deal and anticipated funding for Paignton

from the Future High Streets Fund with options for improvement to Brixham being explored with the Town Council and community. They also acknowledged the Council's investment in the Bay and welcomed further investment through the Economic Growth Fund as well as the investment from the Fragrance Group in the development of four new hotels in Torbay which would help to enhance the area and provide much needed jobs.

- 4.3 Members raised concern in respect of the poor quality of some of the Council's infrastructure, lighting and sea defences and how this would impact on the Council's ambition to be a 'premier tourism resort'. It was suggested that more investment should be made in these areas in order to address these concerns.

5. Tackling Climate Change

- 5.1 **Implementation of Resource and Waste Management Strategy.** This proposal relied on significant changes to the current delivery model (e.g. trialling of three weekly residual waste collection in some areas and increased recycling) and changes in public behaviour in relation to waste and recycling. Members were not satisfied, based on the evidence provided, that saving £600k was realistic or achievable due to the reliance on changes to public behaviour. The Panel felt there would need to be a significant communication effort to engage with the public with the new Resource and Waste Management Strategy. As a consequence, some of the savings envisaged in the first year of operation would have to be offset by the costs of a public engagement strategy, and it was possible that savings may take several months to achieve as new measures bed in. Members felt that it would be helpful to see a more detailed breakdown on how the savings would be generated, which may give a greater confidence that the expected savings anticipated would in fact be both ambitious and realistic.

It was noted that the Resource and Waste Management Strategy was currently out to public consultation and therefore changes could be made before its final approval by Council. The Panel supported the increase in recycling and reduction in other waste and felt that the Council was not being ambitious enough when setting its targets in this area. It was also suggested that other schemes could be introduced such as having a recycling bin next to a waste bin in public spaces across Torbay to encourage increased recycling when people are out and about.

- 5.2 **Street lighting contract management.** Members supported the proposal to improve the way the street lighting contract was managed and investment in green technology to help reduce the impact of climate change.
- 5.3 **Capital Budget for A Climate fit for the future.** Members noted that the capital budget allocated for 2021/2022 was £4.7m to implement the solar farms at Brokenbury and the former landfill site near the Willows, which only equated to 5% of the overall capital budget. While the investments in solar farms and the promotion of greater recycling are welcome, the overall spend of £4.7m on measures to tackle the Climate Emergency is modest, and the

range of actions should be greater. These should include a more ambitious approach to decarbonising the Council's estate, with the goal of ensuring all Council buildings operate on a carbon neutral basis. Specific and strategic targets for tree planting, rewilding and the encouragement of walking and cycling are urgently required. The Panel felt that a more robust approach to this issue is needed if we are to progress towards our goal of a carbon neutral future and to achieve savings over the medium term from energy-saving measures.

- 5.4 Members discussed the impact of flooding as a result of climate change and rising sea levels and supported the Capital Investment in flooding schemes such as Cockington and Monksbridge due to take place in 2021/2022 with the main priority area being Paignton seafront, which had been included as part of the Future High Streets Funding bid for Paignton Town Centre due to the impact on the town centre.
- 5.5 The Panel discussed other initiatives to support the climate and improve people's health and wellbeing e.g. electric charging points, encouraging increased take up of electric or hybrid vehicles, cycling, walking, decarbonising Council buildings and making them carbon neutral, which it was hoped the new Climate Emergency Officer would be able to move forward. Members noted that there were some initiatives for staff and other working people such as the car share scheme but felt that this should be expanded further to encourage greater recycling and reduction in our carbon footprint.
- 5.6 Members noted that the new Climate Emergency Officer and new Housing Officer would be working with the pre-existing Housing Delivery Working Group to work with existing housing providers to encourage greater use of green and carbon neutral options to improve their existing stock as well as working with providers and developers to encourage greener and more environmental building of new homes. The Council has greater control, through TorVista (housing company) to build sustainable homes on Council land. All of which supports the Housing Strategy Delivery Plan. It was also noted that Members have an advocacy role in their communities in encouraging sustainable investment and development, which can also help with fuel poverty as thermal efficiency also reduces fuel costs.

6. Recommendations

That the Cabinet be recommended:

- 6.1 that, in light of the assumptions within the following proposals not being robust, the impact of Covid-19, the reliance on public behaviour and the uncertainty around some of the funding from the Government, the Cabinet be requested to review the following proposals as there is a high risk that they will not be delivered or the full savings realised in 2021/2022:
 - (a) Improved use of Churston Library - £14k;
 - (b) Improved use of Paignton Library and Information Centre - £20k;

- (c) Implementation of the Resource and Waste Management Strategy - £600k;
 - (d) In-house delivery of Torre Abbey Café - £50k;
- 6.2 that all opportunities for increased use of solar or other green energy sources be explored by the Council and that the Cabinet encourage greater take up of green energy and thermal efficiency across all communities to help tackle climate change and reduce fuel poverty;
- 6.3 to develop a programme for installation of electric charging points with agreed timescales for delivery;
- 6.4 to include a specific budget dedicated to making the Council estate carbon neutral;
- 6.5 to improve collaboration with other local authorities and make best use of the Co-operative Council's Innovation Network learning from best practice for the benefit of Torbay;
- 6.6 to consider reviewing travel across the whole of the Council to reduce costs further and help to tackle climate change; and
- 6.7 to set a more ambitious target for an increase in recycling and reduction in other waste and promote other recycling schemes such as having a recycling bin next to a waste bin in public areas across Torbay to encourage increased recycling when people are out and about.

That the Overview and Scrutiny Board be recommended:

- 7.1 to undertake a review of enforcement activity across Torbay; and
- 7.2 to undertake a review of the Council Redesign Programme in respect of accessibility of services and the impact on the community.

Meeting: Cabinet

Date: 19th January 2021

Wards Affected: Preston

Report Title: Proposal for a 25 year lease to Eat That Frog for land at Parkfield.

Cabinet Member Contact Details: Councillor Cordelia Law, Cabinet Member for Children's Services, cordelia.law@torbay.gov.uk

Director/Assistant Director Contact Details: Rachael Williams, Assistant Director Children's Services, rachael.williams@torbay.gov.uk

1. Purpose of Report

- 1.1 Children's Services seeks Cabinet approval for a 25 year lease to Eat That Frog C.I.C. (ETF) for land at Parkfield, Paignton.
- 1.2 ETF is commissioned by Children's Services to deliver services to some of the most vulnerable young people in the bay.
- 1.3 ETF are already based at and using the land at Parkfield. This lease will ensure that it has a long term base from which to establish itself and deliver those services.
- 1.4 A 25 year term will enable ETF to access external funding to support and subsidise its invaluable work with young people. If the longer lease is not approved then ETF will be unable to access these external grants and their work will be compromised and may not be able to continue from these facilities.

2. Reason for Proposal and its benefits

"We want Torbay and its residents to thrive."

"We want Torbay to be a place where we have turned the tide on poverty and tackled inequalities; where our children and older people will have high aspirations and where there are quality jobs, good pay and affordable housing for our residents."

- 2.1 These proposals enable Children's Services to deliver the Council's ambitions above by ensuring that young people have the opportunity to succeed. ETF is commissioned to work with some of the most vulnerable young people in the area. Their aim is to give them the life skills and experience needed to thrive. Their work supports the Council in fulfilling its statutory responsibilities as corporate parent and tackles the inequalities arising from deprivation and vulnerability.
- 2.2 Without a long term lease ETF will not be able to fully establish itself within the local area; this could negatively impact on the services it can deliver and the long term aspirations held by ETF and Children's Services for its delivery.

3. Recommendation(s) / Proposed Decision

- (i) That the Council issues a 25 year lease to Eat that Frog for land at Parkfield as outlined in the plan attached as Appendix 1; and
- (ii) That the Director of Place be given delegated authority to negotiate the terms of the lease to ensure that the Council's position is protected should Eat That Frog be unable to achieve the grant success they are hoping for.

Appendices

Appendix 1: Plan of area to be leased

Background Documents

Supporting Information

1. Introduction

1.1 ETF is a Torbay Based social enterprise (not for profit organisation). They are an award winning organisation which now employs 64 people and bring in £2m worth of funding to Torbay each year to benefit the community.

1.2 ETF has been working on the Parkfield site through the many and varied changes, and has been providing services from the site since 2013 which include:

- Provision of education and qualifications (contracted by the DfE as a Specialist Post 16 Institution, Torbay Council (SEND) and the ESFA for provision of Adult Education Budget
- Delivery of Prince's Trust Team programme
- Specialist interventions for mentoring and social justice contracted from DWP and grant funds
- Volunteering through ETF and its partners linked to social enterprise and community projects

Their services are to enable people facing barriers to life and work to overcome or manage these. Through these services they also operate social and community services which will be positively impacted by the compound at Parkfield. These include our "Community Fridge" and "Community Lunch Club" which will utilise fresh food from the community garden at Parkfield.

1.3 The services that ETF offer have grown substantially and they want to develop these further by accessing external funding grants. To support this aspiration, Children's Services are seeking to formalise its commitment and provide ETF a 25 year lease of the outbuildings and associated areas (see Appendix 1) to allow ETF to develop the site as follows:

- Providing a training centre for young and disadvantaged people to develop skills and overcome barriers
- Operate a community allotment/garden providing food for the Community Fridge
- Develop a social enterprise making and selling goods from the site, providing work experience for young and disadvantaged people on their journey to work

2 Options under consideration

2.1 ETF are seeking to invest in the outbuildings and grounds at Parkfield, and they have a track record in securing funding for this type of project, actually getting to a stage two application with the Lottery "Power to Change" for Parkfield outbuildings and grounds for £300,000 but were not able to continue without a secure lease. Funding for capital works from organisations like the lottery need a lease which covers 25 years, to protect the investment made under charitable grounds.

2.2 A shorter lease would not allow ETF to access these grants. If a 25 year lease is not granted then ETF may consider relocating to a different site. This could result in a more expensive service to access for Children's Services and it would leave the outbuildings at Parkfield vacant. Without significant funding from the Council to maintain these buildings they are likely to fall in to serious disrepair.

3 Financial Opportunities and Implications

- 3.1 The Council will be committing to a long term arrangement which would prevent the land being used for any other purpose including disposal. However, the outbuildings and grounds are in a poor state of repair and have listed building status. They are also subject to a restrictive covenant from English Heritage so are costly for Torbay Council to maintain and the options for alternative use are very limited. ETF represent one of the few uses allowed under the terms of the covenant.
- 3.2 Eat That Frog will pay rent at market value at £800 per annum.

4 Legal Implications

- 4.1 The Council would be committed to a long term arrangement. The detailed terms are to be agreed and are dependent in part on the requirements of the funders, however it is intended that unconditional break clauses will be incorporated into the lease in favour of the Council to provide flexibility to pursue alternative uses of the site in future years. In addition, the lease will include the usual terms and conditions which protect the Council as the landowner.

5 Engagement and Consultation

- 5.1 The proposal has been raised and discussed as an agenda item at various local forums, with all other interested parties and to those directly affected by the proposal.
- 5.2 This includes Children Services as the commissioner, Parkfield User Group Preston and Paignton Community Partnerships, Torbay Green spaces and the staff, young people, their families and other services users of ETF.
- 5.3 The feedback has been supportive.

6 Purchasing or Hiring of Goods and/or Services

- 6.1 No works or services will be purchased or hired as a direct result of this proposal.

7 Tackling Climate Change

- 7.1 This proposal has no differential impact on climate change.

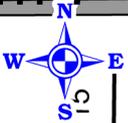
8 Associated Risks

- 8.1 If the long term lease is not granted then ETF may not be able to deliver the services commissioned by the Children Services; this may incur additional revenue costs to the Council if the services are out sourced. If the services are not delivered then the Council would be failing in its statutory role as corporate parent and in fulfilling its duty to the most vulnerable in Torbay.
- 8.2 If the lease is granted then the Council is in a long term commitment and the land will not be available for any other purpose or for disposal. However, to date there are no alternative options for the site and the land is subject to a covenant and a deed which would prevent its disposal.

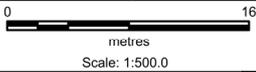
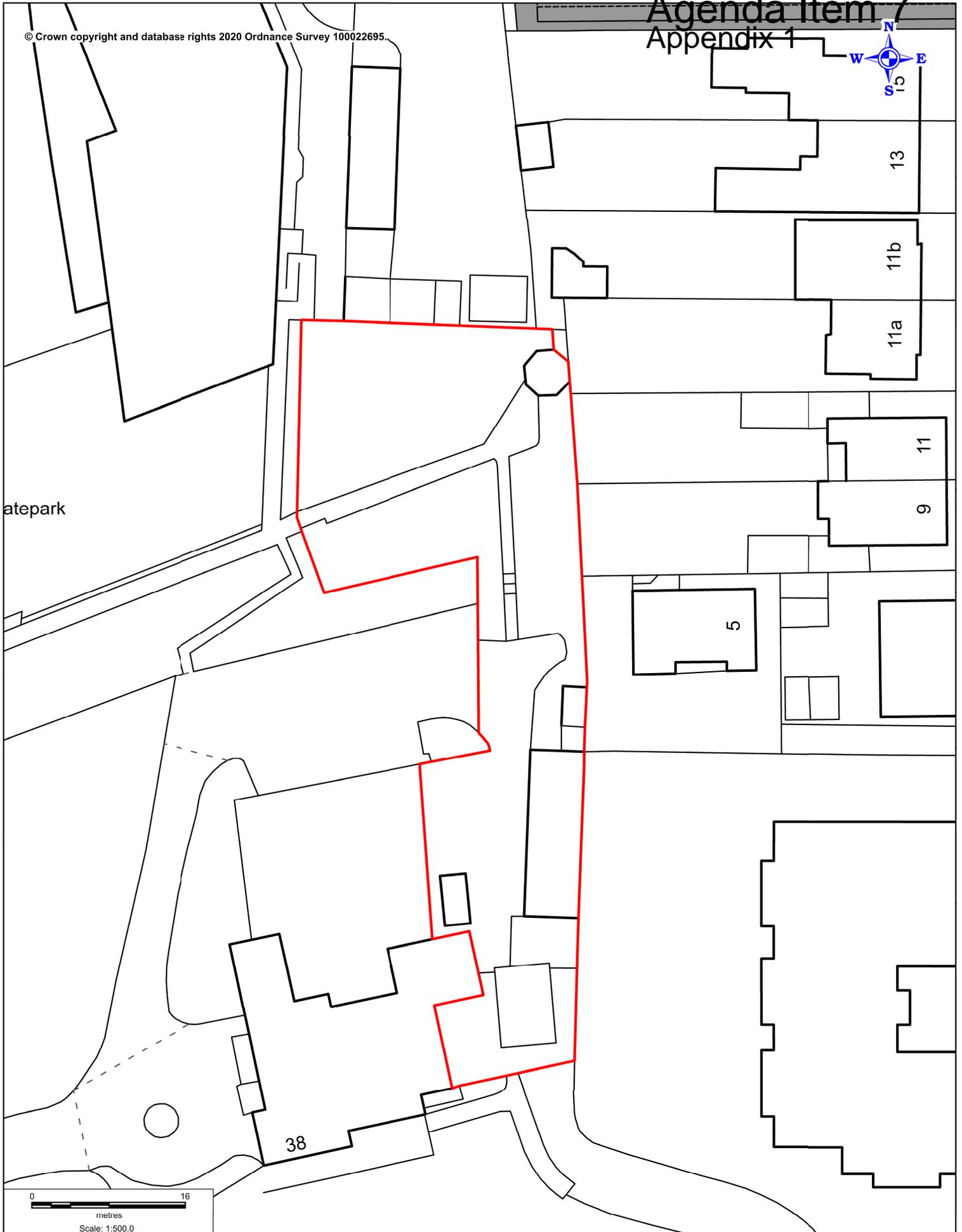
Equality Impacts

9.	Identify the potential positive and negative impacts on specific groups		
	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people	Long term commitment to a service which directly and specifically benefits young people in the area		
People with caring Responsibilities	Long term commitment to a service which directly and specifically benefits young people in the area		
People with a disability			There is no differential impact
Women or men			There is no differential impact
People who are black or from a minority ethnic background (BME) <i>(Please note Gypsies / Roma are within this community)</i>			There is no differential impact
Religion or belief (including lack of belief)			There is no differential impact
People who are lesbian, gay or bisexual			There is no differential impact
People who are transgendered			There is no differential impact
People who are in a marriage or civil partnership			There is no differential impact

	Women who are pregnant / on maternity leave			There is no differential impact
	Socio-economic impacts (Including impact on child poverty issues and deprivation)	Long term commitment to ensure young people from deprived backgrounds are given the support they need and the opportunities to thrive Opportunity to break cycles of poverty		
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	Long term commitment to ensure vulnerable young people are given the support they need and the opportunities to thrive Service provides life skills for the future; creating a healthy and prosperous community in the bay		
10.	Cumulative Council Impact (proposed changes elsewhere which might worsen the impacts identified above)	ETF and its services support the Council in its statutory role as corporate parent and in its commitment to helping and supporting the most vulnerable.		
11.	Cumulative Community Impacts (proposed changes within the wider community (inc the public sector) which might worsen the impacts identified above)	Without the delivery of the services commissioned from ETF, the Council would be failing in part of its responsibilities and duty to the community.		



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EM Plan No: EM3436
Date: 17th February 2020
Title: Land at Parkfield, Paignton.

Asset No: P0697AE, P0697AK & P0697ZZ
LR Title No: DN127384
Scale: 1:500
Area: 1418.39m²

TORBAY
COUNCIL



Meeting: Cabinet

Date: 19 January 2021

Wards Affected: All

Report Title: Microsoft 365 Contract

Cabinet Member Contact Details: Councillor Carter, Cabinet Member for Corporate and Community Services, christine.carter@torbay.gov.uk

Director/Assistant Director Contact Details: Matthew Fairclough-Kay, Interim AD of Corporate Services, 01803 207449, matthew.fairclough-kay@torbay.gov.uk

1. Purpose of Report

- 1.1 Microsoft 365 Contract to provide office applications, simple collaboration, video conferencing and file storage.

2. Reason for Proposal and its benefits

The benefits of Microsoft 365 over traditional “on-premise” applications are numerous.

- Simple collaboration between council staff, partners, suppliers and customers.
- Reliable access from anywhere, enabling a flexible, mobile workforce to better serve Torbay’s residents and visitors.
- Improved IT Security & Information Governance compliance.

- 2.1 This has been planned for some years; other councils, including Devon and Plymouth, have already adopted the technology along with many schools, police forces, and other public and private sector organisations. TDA are in the process of migrating to Microsoft 365 and SWISCo have already adopted the technology. The NHS signed a deal in July this year.

- 2.2 Sharing the same collaboration tools as our strategic partners advances the aims of the IT Strategy – to standardise, simplify & share – and encourages communication between organisations.

We want Torbay and its residents to thrive.

We want Torbay to be a place where we have turned the tide on poverty and tackled inequalities; where our children and older people will have high aspirations and where there are quality jobs, good pay and affordable housing for our residents.

We want Torbay to be the premier resort in the UK, with a vibrant arts and cultural offer for our residents and visitors to enjoy; where our built and natural environment is celebrated and where we play our part in addressing the climate change emergency.

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- 2.1 The proposals in this report help us to deliver this ambition by improving collaboration and information access for all services throughout the council, and between the organisation and strategic partners.
- 2.2 The reasons for the decision are delivery of the benefits of 365. These were detailed in the business case approved in 2019 and are now supplemented by the risk that if we do not adopt the technology we risk being a block to effective partnership working by virtue of out-dated systems.

3. Recommendation(s) / Proposed Decision

Agree with Microsoft an Enterprise Subscription covering all standard Microsoft Office 365 products, the annual revenue implication of this decision is £216,000.

Microsoft 365 includes the latest version of Microsoft Office. Our current version expires in 2023, a capital investment of around £500,000 would be required at this time to licence an upgrade, taking the recommendation avoids that cost.

Supporting Information

1. Introduction

The council has been investigating Microsoft 365 for some years and the business case was developed well before covid-19 hit. Since then, the obvious benefits of Microsoft 365 to remote working have added another dimension, with some departments forced to purchase parts in advance of a corporate rollout because all other partners were exclusively using it.

Torbay Council is undergoing a re-design of services and new ways of working, both of which will make remote and mobile working more likely.

2. Options under consideration

No other options are being considered, this course of action was agreed in 2019.

3. Financial Opportunities and Implications

Annual revenue of £216,000

Microsoft 365 includes the latest version of Microsoft Office. Our current version expires in 2023, so a capital investment of around £500,000 would be required by then to licence an upgrade just to stay with on-premise software.

4. Legal Implications

None.

5. Engagement and Consultation

A Microsoft Partner has been identified with the assistance of procurement services. Staff are engaged in the project with champions being identified in each department.

6. Purchasing or Hiring of Goods and/or Services

Purchasing through a Microsoft Licencing partner gives access to discounted prices.

7. Tackling Climate Change

A flexible, mobile workforce with video conferencing and remote access to information reduces the need for staff to travel into the office.

Dedicated cloud computing datacentres are much more efficient than local datacentres - Microsoft has been carbon neutral since 2012 and has committed to be carbon negative by 2030.

8. **Associated Risks**

Risks associated with not making this decision are a greater difficulty in collaborating with partners and an ultimately more expensive piecemeal licencing scenario, as individual departments are forced to adopt the tools to keep pace with partners.

Equality Impacts

9.	Identify the potential positive and negative impacts on specific groups			
		Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
	Older or younger people			x
	People with caring Responsibilities			x
	People with a disability			x
	Women or men			x
	People who are black or from a minority ethnic background (BME) <i>(Please note Gypsies / Roma are within this community)</i>			x
	Religion or belief (including lack of belief)			x
	People who are lesbian, gay or bisexual			x
	People who are transgendered			x
	People who are in a marriage or civil partnership			x
	Women who are pregnant / on maternity leave			x

	Socio-economic impacts (Including impact on child poverty issues and deprivation)		X
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)		X
10..	Cumulative Council Impact (proposed changes elsewhere which might worsen the impacts identified above)	None identified	
11.	Cumulative Community Impacts (proposed changes within the wider community (inc the public sector) which might worsen the impacts identified above)	None identified	

Meeting: Cabinet

Date: 19 January 2020

Wards Affected: All

Report Title: MFD and Postal Services Contract

Cabinet Member Contact Details: Councillor Carter, Cabinet Member for Corporate and Community Services, christine.carter@torbay.gov.uk

Director/Assistant Director Contact Details: Matthew Fairclough-Kay, Interim AD of Corporate Services, 01803 207449, matthew.fairclough-kay@torbay.gov.uk

1. Purpose of Report

- 1.1 **Postal Goods & Services** – Collection of bulk first and second class mail from Torquay Town Hall and introduction into Royal Mail post streams for delivery for to households. Services supplied and Whistl and Royal Mail. Extension of current contract to accommodate the completion of the Printing Services tender
- 1.2 **Corporate MFD contract** – Providing office printing and scanning for offices across the Council. Extension of current contract to accommodate the completion of the printing services tender

2. Reason for Proposal and its benefits

Current tender for Printing Services includes MFD provision and postal services within various lots, future copier and postal volumes could be affected by the tender outcome which would change the volumes and requirements of the current MFD and postal contract, the extension will allow us to make the most financially beneficial decision for the Council.

We want Torbay and its residents to thrive.

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We want Torbay to be the premier resort in the UK, with a vibrant arts and cultural offer for our residents and visitors to enjoy; where our built and natural environment is celebrated and where we play our part in addressing the climate change emergency.

- 2.1 This decision affects all services within the council who currently use MFD's and the internal Postal Service. Every piece of mail which leaves the Council does so

through either Whistl or Royal mail postal streams allowing all services to have timely contact with their customers in support of a thriving Torbay.

2.2 The reasons for the decision are:

Postal Service

We currently use two of the nine approved suppliers from CCS RM1063/RM6017 and have rarely been approached over the last 10 years by any of the others. In any case, we could not provide for them the profile of our mail for any new contract period at this time until Full Council decisions regarding the printing tender have been made so the risk of any challenge must be minimal as we are still under contract until 28/2/2021 and can provide no accurate information on our requirements beyond that period.

MFD Service

We currently use Xerox copiers from CCS framework which is due to finish in February 2020, due to the office copiers being part of a lot on the current printing services tender we are seeking an extension to allow the printing services tender to be completed. The extension will also for allow for further analysis of requirements in light changes resulting from the pandemic which will likely reduce our requirements for any future contract.

3. Recommendation(s) / Proposed Decision

- (i) That Whistl agree a 6 month extension of the expiring CCS Postal Goods & Services Contract (RM1063 expires 28/2/2021) to include:
- The current service levels subject to our requirements;
 - The current pricing (subject to Royal Mail's normal price increases in January); and
 - A clause with 90 days' notice for the Council to terminate.

At a cost of £110,000 (See supporting information for further detail)

- (ii) An extension to the MFD contract on the CCS framework until the printing services tender is completed. A clause with 90 days' notice for the Council to terminate will be included. This will cost £40,000 for six months.

Supporting Information

1. Introduction

Torbay Council is undergoing a re-design of services and part of that will include a re-design of printing and postal services. A decision is expected from Full Council in February 2021 which will determine how these services go forward, so we are unable to commit currently to a longer contract period or have one in place to run concurrently with the expiration of the current contracts.. This short term waiver will allow us to tender via compliant channels, once we are fully aware of the Full Council decision and the impact it has on our requirements, in order that we are not committing the Authority to a contract which we may not be able to utilise in an economical way.

2. Options under consideration

No other options are currently being considered

3. Financial Opportunities and Implications

Postal Services: An extension to the current contract would produce a spend of
£85,000 (Whistl)
£25,000 (Royal Mail)

Total = £110,000

Not extending the current contract would incur extra cost as we would be unable to access reduced postal rates through Down Stream Access providers

MFD contract: An extension to the current contract would produce a spend of
£40,000 (6 months)
£80,000 (12 months)

Cost may be lower due to reduced usage i.e. Covid homeworking

4. Legal Implications

Without the Extension we would be operating without a formal contract in place which could be open to challenge for other suppliers.

5. Engagement and Consultation

Contract discussions have taken place with procurement services and the printing services tender group.

6. Purchasing or Hiring of Goods and/or Services

Postal Services

Purchasing through the postal framework gives the best pricing for all postal services, we require 2 services to gain best value for our different streams of mail. 1st class, handwritten, recorded and special delivery is provided directly by Royal Mail.

2nd class business post which has machine readable clear addressing is provided by downstream access provider Whistl, which gives improved postal rates.

MFD Contract

The current contract will have been in place for 5 years in Feb 2021, the proposal is to have a new contract in place during 2021 when the decision is finalised on the printing services tender. All processes have been overseen by procurement services.

7. Tackling Climate Change

The extension to the current contract hasn't taken climate change into account, any future tender will look into ways of reducing the Councils carbon footprint.

8. Associated Risks

Risks associated with not making this decision will be a temporary increase in the cost of MFD and Postal Services, and potential challenge from other providers.

Equality Impacts

9.	Identify the potential positive and negative impacts on specific groups			
		Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
	Older or younger people			x
	People with caring Responsibilities			x
	People with a disability			x
	Women or men			x
	People who are black or from a minority ethnic background (BME) <i>(Please note Gypsies / Roma are within this community)</i>			x
	Religion or belief (including lack of belief)			x
	People who are lesbian, gay or bisexual			x
	People who are transgendered			x
	People who are in a marriage or civil partnership			x
	Women who are pregnant / on maternity leave			x

	Socio-economic impacts (Including impact on child poverty issues and deprivation)		X
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)		X
10..	Cumulative Council Impact (proposed changes elsewhere which might worsen the impacts identified above)	None identified	
11.	Cumulative Community Impacts (proposed changes within the wider community (inc the public sector) which might worsen the impacts identified above)	None identified	