

Thursday, 7 April 2022

CABINET

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

Tuesday, 19 April 2022

commencing at **5.30 pm**

The meeting will be held in the Meadfoot Room, Town Hall, Castle Circus,
Torquay, TQ1 3DR

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

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

CABINET AGENDA

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. **Future use of Parkfield House and Grounds for Community Development** (Pages 4 - 29)
To consider a report on the above.
7. **Multiple Complex Needs Alliance - Contract Award Decision** (Pages 30 - 43)
To consider a report that seeks the award of a contract.
8. **Contract for Revenue and Benefits IT System** (Pages 44 - 49)
To consider a report that seeks approval to award a contract.
9. **Award of Contract for Live Streaming and Hybrid Meetings** (Pages 50 - 53)
To consider a report that seeks approval to award a contract.

Meeting Attendance

Torbay Council has taken the decision to continue operating in a Covid-19 secure manner in order to protect staff and visitors entering Council buildings and to help reduce the spread of Covid-19 in Torbay. This includes social distancing and other protective measures (e.g. wearing a face covering whilst moving around the building (unless exempt), the face covering can be removed once seated and using hand sanitiser). Our public meetings will continue to operate with social distancing measures in place and as such there are limited numbers that can access our meeting rooms. If you have symptoms, including runny nose, sore throat, fever, new continuous cough and loss of taste and smell please do not come into the office.

If you wish to attend a public meeting, please contact us to confirm arrangements for your attendance.

Meeting: Cabinet

Date: 19th April 2022

Wards affected: Preston and wider Paignton wards

Report Title: Future use of Parkfield House and Grounds for Community Development

When does the decision need to be implemented? As soon as possible

Cabinet Member Contact Details: Councillor Swithin Long, Cabinet Member for Economic Regeneration, Tourism & Housing, 07419 111618, Swithin.Long@torbay.gov.uk

Director Contact Details: Kevin Mowat, Director of Place, 01803 208433, Kevin.Mowat@torbay.gov.uk

Supporting Officer Contact Details: Becky Morgan, Partnership Development Manager, 07795290974. Becky.Morgan@torbay.gov.uk

1. Purpose of Report

- 1.1 The Parkfield Project Board seeks Cabinet approval in principle to dispose of land and buildings at Parkfield, Esplanade Road, Paignton; their being surplus to the Council's requirements and a valuable community asset which could be brought back into use for the benefit of Torbay residents (particularly children and young people).
- 1.2 It is particularly important to create a valuable community asset that will benefit and have a positive impact on children and young people in the Bay.
- 1.3 The Council wishes to dispose of the site to a partner or group of partners in the non-profit sector, who will develop it to achieve an agreed set of strategic outcomes. This disposal could be by way of a long leasehold arrangement of a minimum 25 years or by way of a Community Asset Transfer. In either case, the Council would retain ownership of the site, but management and development responsibility would be handed over to the recipient organisations; with the Council maintaining some oversight.

2. Reason for Proposal and its benefits

- 2.1 We want Torbay and its residents to thrive.

- 2.2 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.
- 2.3 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.
- 2.4 One of the principles of Torbay Council Asset Management Strategy 2022 – 2027 is to work collaboratively and promote joint working with Voluntary, Community and Faith Sector organisations to identify wider opportunities to benefit the community.
- 2.5 Local people are often best placed to manage community facilities in their area. They already make excellent use of these assets with local knowledge and hands on management, often resulting in lower overheads and better value for money outcomes. Community organisations can lever in significant funding and are also able to use volunteers to run facilities.
- 2.6 Community groups should be encouraged to take ownership of assets and have great pride in their local area. Managing these facilities can help empower local communities and can bring opportunities for greater independence and financial sustainability. A disposal of Parkfield and some of the wider grounds demonstrates the Council's commitment to using appropriate assets to form long term partnerships with suitable voluntary, community and sports organisations.

3. Recommendation(s) / Proposed Decision

- 3.1 Cabinet confirm an in-principle decision to dispose of Parkfield House by way of a leasehold disposal or community asset transfer on terms to be agreed.
- 3.2 That the Director of Place, in consultation with Parkfield House Project Board by authorised to seek Expressions of Interest from Community Partners to ascertain interest from the community in taking on the site by way of a leasehold disposal or community asset transfer. The Parkfield House Framework, attached as Appendix 1, will be used to shape and inform the Expressions of Interest and the Director of Place will seek detailed business cases from those Community Partners who are shortlisted.
- 3.3 On receipt and review of the detailed business cases from Community Partners the Director of Place, in consultation with Parkfield House Project Board, will make recommendations regarding disposal of the asset, which will be subject to final approval by Cabinet. It is anticipated that a recommendation can be made to Cabinet in November 2022 for disposal of the asset to a preferred partner(s).

Appendices

Appendix 1: Parkfield House Framework

Background Documents

Figure 1: Map of the Parkfield site with current occupancy

Supporting Information

1. Introduction

- 1.1 Parkfield House has been used operationally for many years most recently by Children Services and the Youth Offending Team. Leading up to and through the COVID period it has become clear that the building has been under – utilised. Children Services has now declared the building surplus to its service requirements and the Corporate Asset Management Group have confirmed that others Council services are not in need of the building. An Emerging Issue Paper was presented to Cabinet on 7th December 2021. It is now apparent given its locality and nature of the building there is potential as a community asset to support the wellbeing of our residents.
- 1.2 Torbay Council's objective is therefore to undertake an exercise to explore whether a long leasehold disposal and/or Community Asset Transfer (CAT) of the Parkfield site, to a partner or group of partners in the Voluntary, Community, and Social Enterprise sector; would be of interest. Any disposal would be set against an agreed set of strategic outcomes. Community Asset Transfer (CAT) is a change in management of land or buildings from public bodies (e.g. local authorities) to community and voluntary sector groups, such as a social enterprise, a Community Interest Company etc. for less than market value to achieve a local social, economic or environmental benefit.
- 1.3 The Parkfield House Project Board will work collaboratively with community partners to help shape and inform their Expressions of Interest and to form their detailed business cases, prior to the shortlisting process. This process will include the opportunity to create a head lease for the potential partner or group of partners in the non-profit sector, which could incorporate the existing tenants as sub-tenants, and their associated rental streams, into the development of the relevant business cases. Cabinet would need to consider the loss of income from the Council's general fund if these rents were made available as income to a new community partner under a long lease.
- 1.4 Torbay Council is committed to working in partnership with our communities and recognises that our community partners possess a vast range of skills, experience and knowledge; which make them ideally placed to reinvigorate Parkfield for the benefit of local people. We also recognise that a creative, innovative approach is needed to ensure that Parkfield as an asset can be brought back into use in a way which is sustainable for the long term.
- 1.5 The aim in undertaking an appropriate disposal/Community Asset Transfer in this way is:
- To ensure that Parkfield can be used to support the delivery of positive wellbeing outcomes for Torbay residents; both now and in future.
 - To ensure that Parkfield is developed in a way which is both community-led and sustainable; both financially and environmentally.

- To endeavour to safeguard the Parkfield site as a community asset, and if possible, to avoid commercial development of it in future.
- To demonstrate a commitment by this administration to working in partnership with the community, for the community.

1.6 The scope of a leasehold transfer would include the following areas shown on the attached Site Plan:

1 - BMX Track

4 – Parkfield House Stable Block

5 – Parkfield House

6 – Community woodland

7 – Remainder

Pedestrian and vehicular rights of way

The Council would be willing to explore through a head lease arrangement, the inclusion of the areas currently occupied by Torbay Education Limited (2, 2a and 2b) and Natural Environment Services (3).

1.7 Parkfield House is a Grade II listed building, which presents both opportunities and challenges. We want to ensure that any partner(s) taking on the site are fully sighted on the implications of this. The most recent Asset Condition Survey was completed in 2019. A further update has been commissioned and will be provided as soon as possible. The survey will outline the current condition of the building. We will recommend that partner(s) read this thoroughly and consider the practical and financial implications of this, as part of their planning. We will also provide a guidance note on managing a Listed building. This will set out the restrictions and challenges and highlight the importance of being a custodian of a Listed building.

1.8 Significant preparatory work has already been undertaken to support a disposal to a partner or group of partners in the Voluntary, Community, and Social Enterprise sector:

- A detailed project plan and timeline is in place to ensure a robust and transparent process for deciding which partner(s) should take over management of the site.
- Engagement with interested parties, including Paignton Community Partnership and various community sector partners who are interested in taking on the site (either individually or as a collaborative).

- A draft framework has been developed, setting out the strategic outcomes the site should deliver and the parameters within which partner(s) and Council would work together.

1.9 Approval to dispose of Parkfield House would support a number of objectives:

- To ensure that Parkfield can be used to support the delivery of positive wellbeing outcomes for Torbay residents, both now and in future.
- To ensure that Parkfield is developed in a way which is both community-led and sustainable; both financially and environmentally.
- To safeguard the Parkfield site as a community asset, and to avoid commercial development of it in future.
- To demonstrate a commitment by this administration to working in partnership with

2. Options under consideration

2.1 None.

3. Financial Opportunities and Implications

3.1 At present, the repair and maintenance costs of the site are prohibitive to the Council and will only increase the longer the site is disused.

3.2 At the last survey in November 2019, the estimated cost of repairs to the building was in the region of £20,000 (£5,000 of which were urgent; these have largely been undertaken now). A new survey will be undertaken upon approval of this proposal, to ensure the most up to date information can be provided to partner(s).

3.3 Disposal would enable the Council to release this liability, the receiving organisation(s) would have the opportunity to generate income from the site not only to restore it but also to develop it further in the long term, in line with agreed conditions. There is potential for the site to become self-sustaining, or even generate additional revenue which could be reinvested into further developments under the right management services.

3.4 Notwithstanding the restrictive covenants, an open disposal to the market might produce a higher offer in terms of passing rent or an upfront premium for a long lease term. Therefore, the recommended disposal route might not produce 'best value' from a financial perspective but a successful disposal to a community-based partner is likely to produce indirect financial benefits and significant 'social value' for many years.

- 3.5 If a new head lease were created and the rent from the existing tenants were to benefit the new head tenant then Cabinet would need to consider the impact of the loss of income from the Council's general fund.

4. Legal Implications

- 4.1 There are no legal implications with this proposal.

5. Engagement and Consultation

- 5.1 Formal consultation is not required; extensive engagement has already taken place over the last several years and is on-going through this process. A communications and engagement plan will be integral to this project.

As part of their proposals, partners wishing to take on the site will be asked to describe how they will engage with the local residents, in particular children and young people, to ensure that the development of the site is informed by community feedback on an ongoing basis.

The following representation is included on the Project Board:

- Children's Services (Nancy Meehan)
- Place (Kevin Mowat)
- Adult and Community Services (Joanna Williams)
- Elected Members and Regeneration (Cllr Swithin Long)
- TDA (Paul Palmer)

6. Purchasing or Hiring of Goods and/or Services

- 6.1 Not applicable.

7. Tackling Climate Change

- 7.1 In line with Torbay Council's Community and Corporate Plan, we are committed to tackling the Climate Emergency and working with others to create a Carbon Neutral Community. We are also committed to protecting the natural environment in Torbay, which is one of our greatest assets.

We would like any development of Parkfield to contribute towards these aims by:

- (i) Ensuring that waste is minimised, and recycling/repurposing is maximised.

- (ii) Ensuring that opportunities for energy efficiency are explored and implemented where feasible.
- (iii) Ensuring that the grounds are used and maintained in a way which is good for wildlife and provides habitat for animals, birds, and insects.
- (iv) Ensuring that any food provided on the site is sustainably produced.

Due to the amount of green space on the site, it presents plentiful opportunities to provide community activities which support our aims of becoming a Carbon Neutral Community, and we would welcome inclusion of such activities in any proposals.

8. Associated Risks

- 8.1 The associated risk of disposal to a community partner is if that partner lacks the necessary experience, skills and financial acumen to deliver the anticipated community outcomes identified with the disposal. This could ultimately lead to a potential early surrender of the asset back to the Council.
- 8.2 To mitigate this possibility the Council will require a detailed business and delivery plan. This will include information on the outcomes, aims, objectives and targets the proposal would deliver, including how these would be monitored and assessed over the life of the project. This will also include an indicative 5-year capital and revenue budget plan including all anticipated grant funding, identifying whether this had already been secured and any other income expected, sources etc.

9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people	A community asset will have a positive impact.		
People with caring Responsibilities			There is no differential impact.
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			There is no differential impact.

background (BME) (Please note Gypsies / Roma are within this community)			
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)	A community asset will have a positive impact.		
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			There is no differential impact.

10. Cumulative Council Impact

10.1 None.

11. Cumulative Community Impacts

11.1 None.

TORBAY COUNCIL

Leasehold Disposal of Parkfield House & Grounds



FRAMEWORK

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1. Purpose of this document

This framework document sets out the basis on which a leasehold disposal and/or Community Asset Transfer of the Parkfield site (in part) could take place, and the process we will follow to decide which partner/community partner(s) are best placed to receive the asset and take forward its development.

The framework will set out the outcomes which the Parkfield site should deliver for the community, the responsibilities of Torbay Council and the tenant/community partner(s) in this process, and how we will work together.

2. Background and Context

Torbay Council recognises that the Parkfield site has been under-utilised for some time, and that it offers potential as a community asset to support the wellbeing of our residents, in particular our children and young people. Torbay Council's objective is to undertake a leasehold disposal and/or Community Asset Transfer (CAT) of the Parkfield site, to a partner or group of partners in the Voluntary, Community, and Social Enterprise sector, who will utilise/develop the asset to achieve an agreed set of strategic outcomes.

Community Asset Transfer (CAT) is a **change in management of land or buildings** from public bodies (e.g., local authorities) to community and voluntary sector groups, such as a social enterprise, a Community Interest Company etc. for less than market value to achieve a local social, economic, or environmental benefit.

Torbay Council is committed to working in partnership with our communities and recognises that our community partners possess a vast range of skills, experience, and knowledge. This makes them ideally placed to reinvigorate Parkfield for the benefit of local people of all ages, including children and young people. We also recognise that a creative, innovative approach is needed to ensure that Parkfield as an asset can be brought back into use in a way which is sustainable for the long term.

Our aim in undertaking an appropriate leasehold disposal/Community Asset Transfer in this way is:

- To ensure that Parkfield can be used to support the delivery of positive wellbeing outcomes for Torbay residents, both now and in future.
- To ensure that improving outcomes for children and young people are considered as a priority
- To ensure that Parkfield is developed in a way which is both community-led and sustainable; both financially and environmentally.
- To endeavour to safeguard the Parkfield site as a community asset, and if possible, to avoid commercial development of it in future.
- To demonstrate a commitment by this administration to working in partnership with the community, for the community.

3. Decision Making Process

The following process will be followed:

1. Community partners will be invited to submit full proposals to Parkfield Project Board (via the TDA). These would provide detailed information on how they would deliver their vision, the outcomes their plans would achieve once implemented, how they would assess/measure success, and how they would ensure financial sustainability of the model.
2. Business cases would then be the subject of a technical review by Council officers and the TDA for compliance with the framework, and any necessary legal or financial checks required at this stage would be undertaken, in line with due diligence.
3. Any proposal that meets the aims set out above and is technically compliant with this framework, will then be considered by the Parkfield Project Board and the Council's Senior Leadership Team, with recommendations then passed on to the Cabinet for the final decision.

We are committed to an open, fair, and transparent process. To ensure the future of Parkfield as a community asset, it is important that the decision-making process is robust, and that all necessary due diligence is carried out.

The Parkfield Project Board is made up as follows:

- Senior Responsible Officer - Kevin Mowat
- Project Lead Officer - Becky Morgan
- Lead Elected Member – Councillor Swithin Long
- TDA Lead Officer - Paul Palmer
- Adults Lead Officer - Jo Williams
- Children's Lead Officer - Nancy Meehan
- Communications & Engagement Lead Officer - Kate Spencer

4. The Parkfield Site

4.1. [Scope of the leasehold disposal/Community Asset Transfer](#)

The scope of the leasehold disposal / CAT includes the following areas shown in Figure 1 on page 6, taken from the Report on Title undertaken in 2019:

- 1 - BMX Track
- 4 – Parkfield House Stable Block
- 5 – Parkfield House
- 6 – Community woodland
- 7 – Remainder

Pedestrian and vehicular rights of way

The Council would be willing to explore through a head lease arrangement, the inclusion of the areas currently occupied by Torbay Education Limited (2, 2a and 2b) and Natural Environment Services (3).

4.2. Format of Leasehold Disposal/Community Asset Transfer

There are two options:

- A Community Asset Transfer on a leasehold basis, which transfers the ownership and/or management of the site within scope from Torbay Council to a community organisation, at less than its full market value, in order to further local social, economic and/or environmental objectives as set out in this framework.
- A straightforward long-lease arrangement without Community Asset Transfer.

In either case, we commit to offering a long-term lease of minimum 25 years, to include tenant only break clauses, which allow the leaseholders to hand the asset back to Torbay Council at 3-yearly intervals, should the necessity arise.

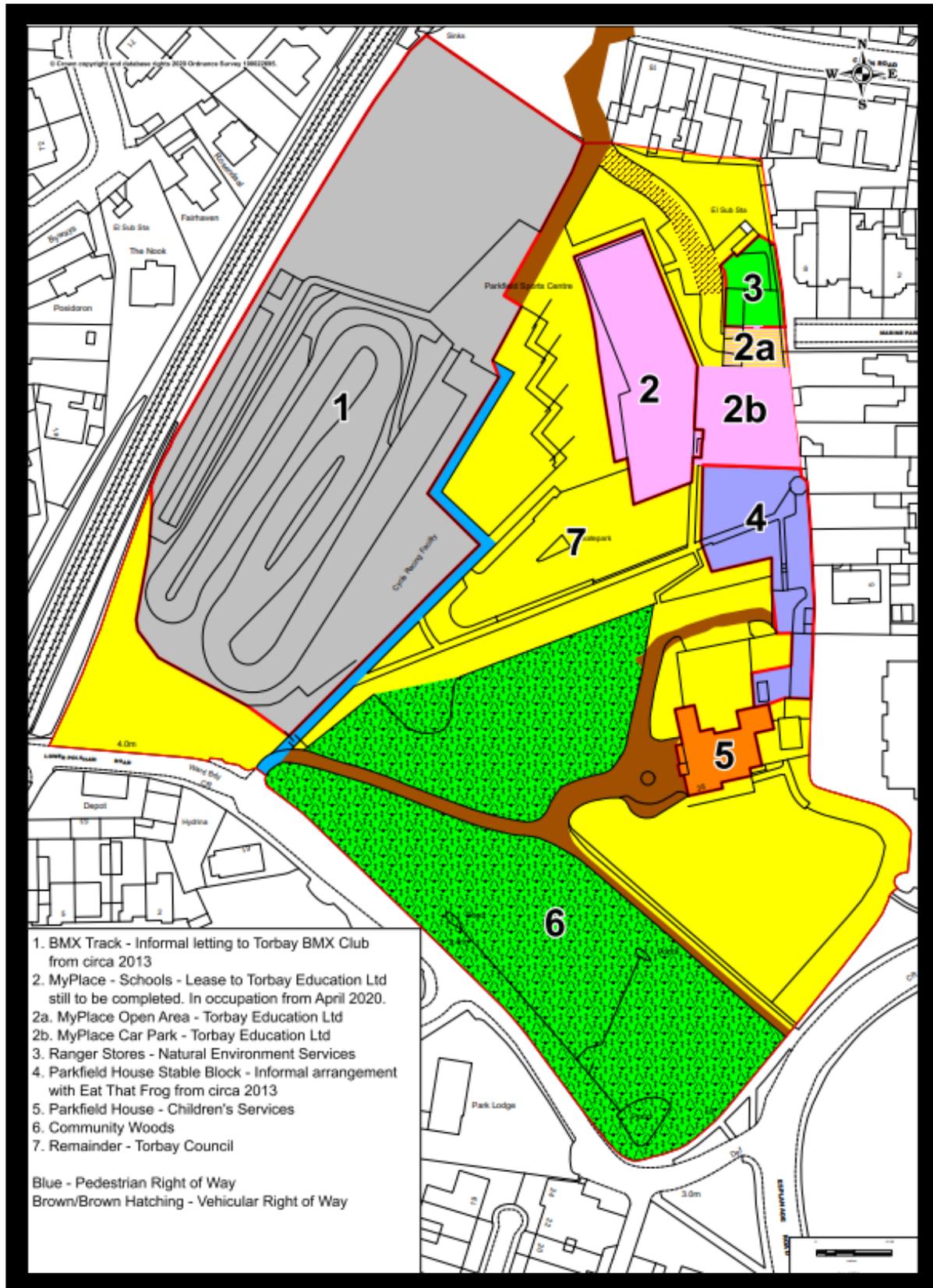
4.3. Building Condition and Status at Parkfield House

Parkfield House is a Grade II listed building, which presents both opportunities and challenges. The walls and gate piers on the site, and a garden house to the north of Parkfield (known as the folly), are also listed. The southern part has significant mature tree cover, most of the trees being the subject of Tree Preservation Orders (TPOs).

We want to ensure that any partner(s) taking on the site are fully sighted on the implications of this. We have undertaken an Asset Condition Survey (March 2022), which outlines the current condition of the building. We would recommend that partner(s) read this thoroughly and consider the practical and financial implications of this, as part of their planning.

A copy of the Asset Condition Survey is included in the information pack, along with additional guidance produced by English Heritage on managing a listed building.

Figure 1: Map of the Parkfield site with current occupancy



4.4. Incumbrances (Legal Restrictions and Covenants)

There are several restrictions and covenants on the site, which should be taken into consideration when developing proposals. These are:

National Trust

The National Trust holds a residual beneficiary interest in the property under a Deed of Covenant. Torbay Council is required to inform the National Trust of plans for the site and seek consent for any changes, therefore it is important that any proposals respect the restrictions outlined within the Deed of Covenant. These include:

- BMX Track and My Place (parts 1 and 2 on the map) - Not without the previous consent to use or permit the land at any time to be used for any purpose other than a nursery, garden, parkland, or recreational area, in each case accessible to the public at large.
- Parkfield House (part 5 on the map) - Not without the previous consent to use or permit the same as a time to be used for any noisy noxious or offensive behaviour or as a public house or amusement arcade; or to alter or permit to be altered the external elevations of the buildings on this part of the property, nor make or permit to be made any additions or alterations without the written consent of the National Trust.
- Woodland and gardens (including part 6 on the map) - Not without the previous consent to use or permit the same at any time to be used other than as a nursery garden recreational area or parkland accessible to the public at large and without the erection of any buildings or places of amusement.

Big Lottery Fund

The Big Lottery Fund have a Deed of Dedication on the site, which runs until latest 9 March 2030. Torbay Council will seek a Release of Deed for disposal of the land (in this case, “disposal” includes assignment, transfer or charge on the land, the granting of any lease or licence on the land, or any other possession or sharing arrangements with another party, in respect of the land). Torbay Council will also seek prior written consent to use the land for purposes other than the original MyPlace project.

Western Power

Pursuant to a transfer of a substation dated 16 May 2011, part of the Property is subject to rights of way to and from the substation in favour of Western Power Distribution.

Public Access

All existing public rights of way through the site, and access gates from Esplanade Road, Polsham Road, and Colin Road, must be maintained.

4.5. Current Occupation

There are several current occupants of the Parkfield site, which will potentially be affected by a disposal. These are:

My Place

MyPlace (part 2 on the map) is currently let to Torbay Education Limited. Please note that this area is outside of scope of this disposal.

BMX Track

An informal arrangement has been in place to allow Torbay BMX Club use of the BMX Track area (part 1 on the map) since 2013, which includes access to a small portacabin. This area is within scope of the disposal.

Stable Block

An informal arrangement has been in place to allow Eat That Frog CIC to utilise the Stable Block and Stable Yard area (part 4 on the map) since 2013, including use of a portacabin. This area is within scope of the disposal.

In all cases, we would encourage those submitting proposals to engage with the current occupiers and identify possible opportunities to work collaboratively, either formally or informally.

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5. The Council's Commitment to Partners

5.1. The Way We Work with You

As a Council, we want to see a community development of Parkfield succeed, and for Parkfield to flourish as a community asset. We do have a responsibility to maintain oversight, but our intention is to support, rather than control, the development of Parkfield by community partner(s).

Once a disposal/Community Asset Transfer has taken place, we will continue to work with the partner providing a named relationship manager, so that the partner(s) taking on the site will have a single point of contact within Torbay Council who they can go to for information, guidance, and signposting.

We would request that a Council representative is included in the relevant governance group which will steer the development of the site going forward. This will help to ensure Torbay Council can retain some oversight but will also help to strengthen communication and relationships; as well as enabling us to identify ways in which we might be able to offer support. It is recommended that this Council representative would ideally be a senior Council officer.

5.2. Site Maintenance

Until such time as a transfer has taken place, the Council commit to the following ongoing maintenance of the site:

- To undertake regular grass-cutting during the growing season (March to October)
- To undertake regular trimming of hedges along public rights of way to prevent obstruction to access
- To maintain security and safety of the building at Old Parkfield, including regular inspection of the interior

5.3. Funding

Financial support may be available via the Torbay Community Renewal Fund, subject to eligibility. The fund aims to support people and communities most in need across the UK, creating opportunities to trial new approaches and innovative ideas at a local level.

The fund has four national priority investment areas:

- Investment in skills
- Investment for local business
- Investment in communities and place
- Supporting people into employment

Key local growth priorities include:

- Embedding inclusive economy principles to tackle inequality, exclusion and poverty leading to a more sustainable economy
- Raising skills level across all age groups
- Bringing about greater resilience in the local economy

More information can be found here: <https://www.torbay.gov.uk/business/community-renewal-fund/>

5.4. Other Support

The Council needs to take a neutral and objective view, and as such cannot support with the development of individual plans and proposals. However, we can facilitate connections and discussions between interested parties, if requested, and will do our best to signpost you to support if you need it. Council and TDA officers will be available to answer questions regarding this framework.

During the process, if you have any questions or queries, please contact Becky Morgan, Partnership Development Manager at becky.morgan@torbay.gov.uk

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6. Requirements of Partners

6.1. Community Wellbeing Outcomes

Torbay Council has no pre-determined view on how the outcomes in this framework should be delivered, nor which partners should deliver them. We would like the site to be used to contribute towards the following outcomes for our community, which align to the strategic objectives in the Torbay Council Community and Corporate Plan.

Whilst the emphasis should be on delivery of these outcomes for Children and Young people, we fully support and encourage these being delivered in a way which is inter-generational, where appropriate. This is of benefit to Children and Young people, their families, and the wider community.

How these outcomes would be delivered is for partners to decide – creative solutions are welcome, and collaborative proposals are highly encouraged. We would like Parkfield to be used to:

- (i) Provide a space which supports the wellbeing of our local community, in a way which feels safe and inclusive.
- (ii) Provide opportunities for people to engage in meaningful activity, connect with others in their community and develop their own networks of support.
- (iii) Provide opportunities for people to develop skills, knowledge, and confidence, which will help them to raise their aspirations, and maximise their capabilities.
- (iv) Provide opportunities for early intervention and prevention, connecting people to other community assets and support which may help them to improve their wellbeing or circumstances.
- (v) Provide opportunities for physical activity and enjoyment of the natural environment.
- (vi) Ensure that opportunities on offer are accessible to those on low incomes.
- (vii) Ensure that appropriate Safeguarding measures are in place to protect the most vulnerable in our community who may be accessing the offer at Parkfield.
- (viii) Provide opportunities for partnership working between organisations which support the wellbeing of local people or provide employment.
- (ix) Work collaboratively with the tenants of My Place to further the achievements of these outcomes across the whole Parkfield site (this would be where appropriate and allow for the conditions required to run an educational establishment).
- (x) Provide opportunities for volunteering, work experience, and/or employment of local residents; in particular young people who are NEET or at risk of becoming NEET, and those furthest from the labour market.
- (xi) Foster a sense of pride in Parkfield as a community asset for all of Torbay.

6.2. Financial Sustainability

Financial Sustainability is an important element of the decision-making process, as we need to ensure that any proposed development has the best chance of success; so that it can continue to be of benefit to our community in the long term. Local Authorities continue to face significant financial challenges, and Torbay is no different; therefore, external funding sources are essential.

Potential tenants/community partners will need to submit a business and delivery plan for their proposal. A template and criteria have been provided in Appendix 1 to make clear what information is required. The plan should clearly set out the forecast income and expenditure, along with any assumptions of what is expected from the Council as the landlord (for example, foregone rent, one off and/or ongoing grants, expectations on the repairing liability, etc).

It is also important that the business plan sets out how external grant funding might be achieved, and other income/sponsorship which could be delivered.

Some on site commercial activity might well be necessary and is expected to help provide financial stability by way of a revenue stream. Such activity is acceptable providing it is of no detriment to the delivery of the community outcomes and complies with the restrictive covenants outlined in 4.2.

The plan should also set out how reserves can be accumulated to provide the capital required to manage the listed building over the life of the asset.

6.3. Environmental Sustainability

In line with Torbay Council's Community and Corporate Plan, we are committed to tackling the Climate Emergency and working with others to create a Carbon Neutral Community. We are also committed to protecting the natural environment in Torbay, which is one of our greatest assets.

We would like any development of Parkfield to contribute towards these aims by:

- (i) Ensuring that waste is minimised, and recycling/repurposing is maximised.
- (ii) Ensuring that opportunities for energy efficiency are explored and implemented where feasible.
- (iii) Ensuring that the grounds are used and maintained in a way which is good for wildlife and provides habitat for animals, birds, and insects.
- (iv) Ensuring that any food provided on the site is sustainably produced.

Due to the amount of green space on the site, it presents plentiful opportunities to provide community activities which support our aims of becoming a Carbon Neutral Community, and we would welcome inclusion of such activities in any proposals.

6.4. Collaboration

One of the greatest strengths of our community sector is its ability to work collaboratively for the benefit of the community. We recognise that the sector offers a vast range of skills and expertise, the sum of which is greater than its component parts. Collaborative

proposals, developed by a group of partners working together, are welcomed in this process.

In such cases, one organisation would still need to be the named “lead” on the final business case, for the purposes of holding the lease, any insurances, funding bids etc. How this translates operationally is entirely up to the group and what works best for them. We would ask that all of the partners involved in a collaborative proposal are listed.

6.5. Community Engagement

Proposals should be informed by what people in our community, including Children and Young People, tell us is important to them. When submitting proposals, we ask that you demonstrate the use of full spectrum community engagement and feedback in developing your plans.

Those submitting proposals may wish to gather their own feedback, or use relevant feedback already gathered by others (for example, Healthwatch).

As part of the decision-making process, we will also seek feedback from focus groups in the community on Expressions of Interest submitted. We will share this feedback with you, to help you shape your final proposals/business plans.

DRAFT

APPENDIX 1 - DETAILED BUSINESS CASE REQUIREMENTS:

The Parkfield Project Board will invite short-listed partners to progress to a detailed business stage where a full business and delivery plan would need to be presented for the project/proposal. This submission would be assessed under the following criteria:

Documentary Evidence Required	Criteria
Business Plan and Governance Documentation	Outcomes, aims, objectives and targets the proposal would deliver, including Key Performance Indicators to show how these would be monitored and assessed over the life of the project.
	<p>What type of organisation would be running the project.</p> <p>The capacity of the organisation to deliver the project including:</p> <p>Decision making structures and form of governance</p> <p>Management and staff structures, showing where these are paid or voluntary, whether these are experienced, and/or what training plans are in place.</p>
	Identifying whether the project would create new jobs, learning opportunities, and how these are linked to the Corporate Plan and other relevant strategies.
	An indicative 5-year capital and revenue budget plan including all anticipated grant and revenue funding, identifying whether this had already been secured and any other income expected, sources etc.
	Relationships with any other partners on the project.
	<p>Legislation and regulation considered within the project and how this would be addressed, e.g.</p> <p>Health and Safety regulations</p> <p>Child Protection Policy</p> <p>Equality regulations</p> <p>Licensing.</p>
	How the project would address:

	<p>Inequalities</p> <p>Crime prevention</p> <p>Environmental issues.</p>
	The catchment area for the project.
	Length of lease required to deliver the project and proposed Heads of Terms.
	Any development proposals relating to the buildings or land.
	Risk Analysis of the proposals.
Project Plan	<p>Indicative timescales on how the project would be delivered from start up to fully operational.</p> <p>Description of any proposed development.</p> <p>Detailed breakdown of timings/costs for any proposed building works or refurbishment proposals, and how this would be funded.</p> <p>Description of how achievement of the specified outcomes would be measured</p> <p>Description of how the community (particularly children and young people) would be engaged with to inform the development on an ongoing basis</p>

Parkfield Project Plan – Timeline for Cabinet 19.04.22

Parkfield Project Plan - High Level Timeline

RAG	Key Milestone	Target date	Responsible Officer	Status	Jan 2022	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2023	Feb	Mar
Green	Draft framework for disposal	26.03.22	Becky Morgan	Complete	█	█	█												
Yellow	Decision to dispose on long lease made at Cabinet	19.04.22	Swithin Long	In Progress				█											
Red	Process launched with partners and plans/business cases	17.06.22	Becky Morgan	Pending					█	█									
Red	Technical review of business cases and clarifications sought	15.07.22	Paul Palmer	Pending						█	█								
Red	Assessment of shortlisted Business Plans by Project Board and recommendation made	29.07.22	Kevin Mowat	Pending							█								
Red	Suibmit recommendation to Cabinet process	12.8.22	Swithin Long	Pending								█	█						
Red	Cabinet meeting for decision	20.09.22	Swithin Long	Pending									█						
Red	Decision contingency period (if required)	15.11.22	Swithin Long	Pending										█	█				
Red	Transfer process complete															█	█	█	█

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Notes on the timeline:

1. The timeline is designed to ensure that the process can be completed before the pre-election period in 2023
2. The timeline allows for a period of consideration by Cabinet of up to 8 weeks, if required
3. The timeline ensures that the transfer process can be completed by the end of the financial year 22/23, which is desirable for both the Council and partners for planning purposes

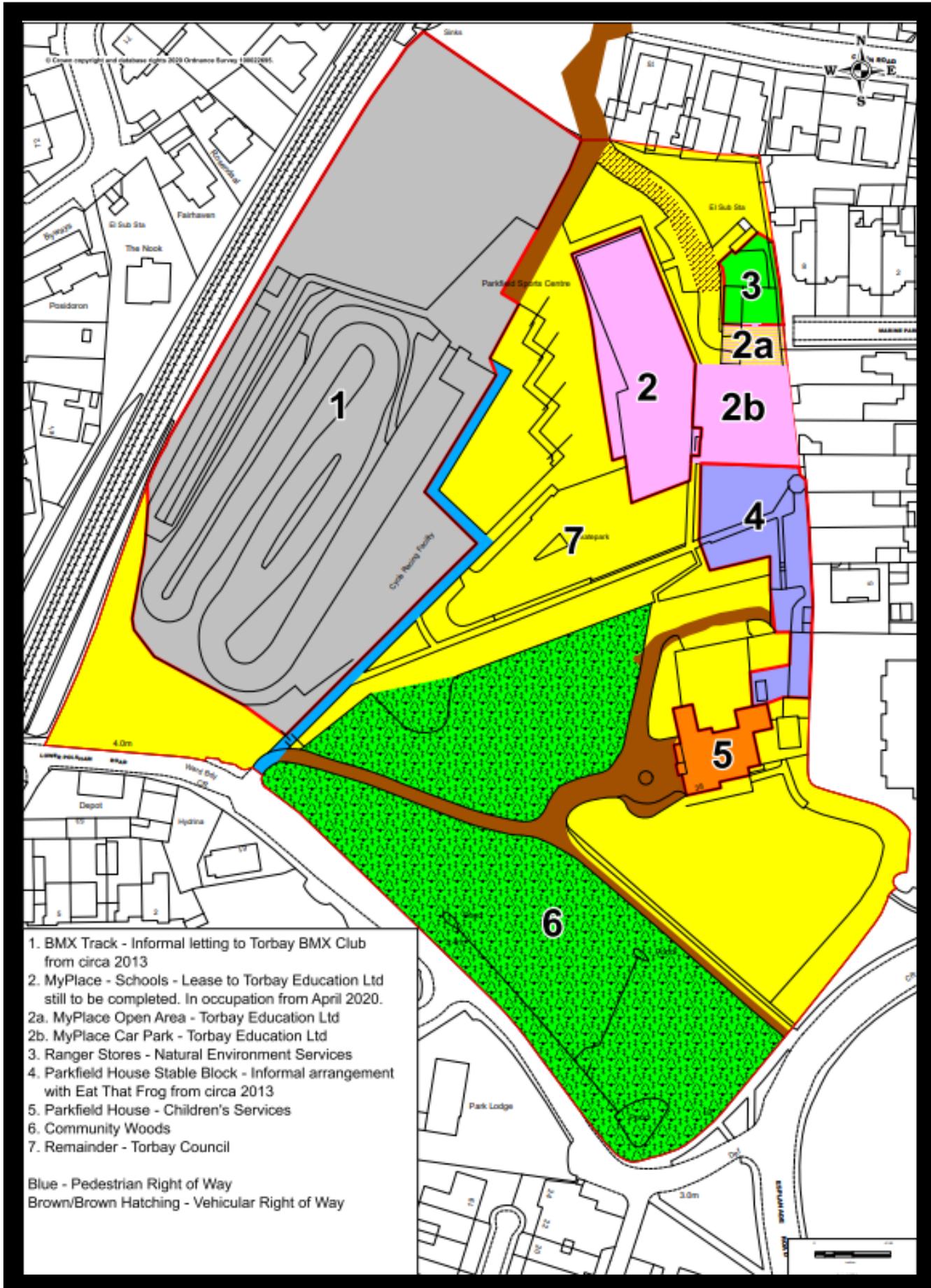


Figure 1: Map of the Parkfield site with current occupancy
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Meeting: Cabinet **Date:** 19 April 2022

Wards affected: All

Report Title: Multiple Complex Needs Alliance – Contract Award Decision

When does the decision need to be implemented? 19 April 2022

Cabinet Member Contact Details: Councillor Jackie Stockman – Cabinet Member for Adults and Public Health, Email: jackie.stockman@torbay.gov.uk. Councillor Christine Carter – Cabinet Member for Corporate and Community Services, Email: christine.carter@torbay.gov.uk. Councillor Swithin Long - Cabinet Member for Economic Regeneration, Tourism and Housing, Email: swithin.long@torbay.gov.uk

Director/Divisional Director Contact Details: Lincoln Sargeant - Director of Public Health, Email: Lincoln.Sargeant@torbay.gov.uk. Joanna Williams – Director for Adults and Community Services, Email: joanna.williams@torbay.gov.uk. Tara Harris – Divisional Director Community and Customer Services, Email: Tara.Harris@torbay.gov.uk

1. Purpose of Report

- 1.1 The MCN (Multiple Complex Needs) Alliance is a local authority commissioning programme seeking to improve the system response and outcomes for people needing support with drug & alcohol issues, domestic violence, and homelessness. An open procurement has now been completed for three separate Lots to work under an Alliance Agreement. This Alliance Agreement involves working to a shared budget envelope, with a focus on partnership working. It commits providers to work towards a financial painshare/gainshare model.
- 1.2 The purpose of this report is to gain Cabinet approval to award a contract to suppliers for:
 - Lot 2 (Drug and Alcohol Treatment).
 - Lot 3 (Domestic Abuse).
- 1.3 Lot 1 (Homeless support) is unable to be awarded at this time. Further information regarding this specific lot is outlined in Appendix 2 to protect commercial confidentiality.

2. Reason for Proposal and its benefits

- 2.1 SLT and Cabinet approval was given in January 2020 to proceed with commissioning a Multiple Complex Needs (MCN) Alliance as an alternative commissioning approach to single service procurement for the adult drug and alcohol service, domestic abuse and sexual violence service and the homeless hostel provision. This has been enacted, with the award recommendations identified for Cabinet decision.
- 2.2 The key benefits to commissioning this Alliance at a delivery level are that people can access support more easily, have a better experience and achieve better outcomes than commissioning services individually.
- 2.3 The Alliance model delivers an integrated understanding of people's needs and response to these, including early identification and response to emerging issues by the Alliance composition of Suppliers and Commissioners working together under an Alliance framework.
- 2.4 Anticipated financial benefits of the MCN Alliance include better financial decisions for the system; efficiencies from better integration of services; and better positioning for national Government and other bid opportunities, which increasingly require a system response between partners within an area.
- 2.5 The MCN Alliance will help build safer communities by enhancing the system response to domestic abuse and sexual violence by bringing the service into an integrated Alliance. In addition, it will better support people with a drug and alcohol dependency which will contribute to reducing alcohol and drug related concerns amongst residents and visitors.
- 2.6 The MCN Alliance will support the corporate and community strategic aims by supporting vulnerable people and their families which is supporting Torbay residents to thrive. This is central to addressing inequalities in Torbay, being an integral aspect to Turning the Tide on Poverty. In addition, it will contribute to ensuring Torbay becomes the premier resort in the UK.

3. Recommendation(s) / Proposed Decision

- 3.1 That Cabinet authorise the awarding of places on the MCN Alliance and subsequent award of service contracts for the entire duration of the initial term of the Alliance;
- 3.2 That Cabinet authorise the lot-specific recommendations contained in Exempt Appendix 1; and
- 3.3 That the recommendation as set out in paragraph 13.4 of Exempt Appendix 2 be approved and accordingly the Chief Executive be authorised to make the associated changes to this service provision.

Appendices

Appendix 1: Lot-Award Recommendations (Commercial in Confidence)

Appendix 2: Homeless Hostel Contingency Options (Commercial in Confidence)

Supporting Information

1. Introduction

- 1.1 SLT and Cabinet approval was given in January 2020 to proceed with commissioning a Multiple Complex Needs (MCN) Alliance as an alternative commissioning approach to single service procurement for the Adult Drug and Alcohol Service, Domestic Abuse and Sexual Violence Service and the Homeless Hostel provision.
- 1.2 Work done prior identified there was significant overlap in demand these services by adults and families with multiple and complex needs. It also found that commissioning these services in silos caused inefficiencies from inter and intra-agency discoordination, duplication, and failure demand.
- 1.3 With little systemic change since, services remain complicated to navigate for users and providers alike and often not able to provide an adequate whole-person response for someone living a complex life and/or with multiple needs.
- 1.4 The MCN Alliance addresses these challenges by delivering a contracting mechanism for providers and commissioners to work together to achieve shared goals and improve outcomes holistically. It provides a more integrated understanding of people's needs and response to these, including early identification and response to emerging issues by the

Alliance composition of Suppliers and Commissioners working together under an Alliance framework.

2. Options under consideration

- 2.1 From an overall Alliance standpoint, two options have been considered. The recommended option is to continue with the MCN Alliance and award places on the Alliance framework. This is the option for which a cabinet decision is being sought.
- 2.2 The alternative option would be to abandon the Alliance procurement and not award. Realistically, this would result in a decision to abandon the MCN Alliance delivery model.
- 2.3 Further options in relation to the Homeless Hostel specifically are detailed in Appendix 2 due to commercial sensitivities.

3. Financial Opportunities and Implications

- 3.1 The Council's indicative Funding Envelope for the initial term (from 01/02/23 – 31/03/27) of the Alliance is £12,974,341, as advertised within the tender. This is broken down as £503,941 for Year 1 (01/02/23 - 31/03/23) and £3,117,600 per annum each year thereafter (Years 1 & 2 are fixed).
- 3.2 Indicative budgets for each Lot were advertised (based upon incumbent contract value) for pricing submissions. However, the agreement of each annual service budget within the overarching envelope will be the responsibility of the Alliance.
- 3.3 In practical terms, the domestic abuse and sexual violence service will also have access to additional grant monies from the Department of Levelling-Up, Housing and Communities (DLUHC) for new safe accommodation obligations under the Domestic Abuse Act 2021. Funding will depend on the amount received from DLUHC annually, but indicatively bidders were told to plan for an additional £140,000 p/a in their pricing submission.
- 3.4 Drug and alcohol treatment will benefit from increased funding as part of the Government's new Drug Strategy. While the scope of this funding allocation is wider than just the MCN Alliance, a significant proportion will be allocated to the MCN Alliance to increase the numbers in treatment and the quality of support provided as per the conditions of this grant.
- 3.5 The setting of the funding envelope does not preclude the Alliance or its individual members (including the Authority) leveraging other sources of funding to maximise achievement of Alliance objectives.
- 3.6 The Alliance agreement encourages partners to work towards a Gainshare/Painshare regime: providing meaningful incentives to exceed minimum performance and deliver improvements that benefit the alliance and persons using services holistically.

- 3.6 The budgetary implications of the recommendation for Lot 1 are outlined in Appendix 2 due to commercial sensitivities.

4. Legal Implications

- 4.1 The MCN Alliance provides the vehicle to discharge the following duties in Torbay:
- The Public Health Ring-Fenced Grant condition of having regard to the need to improve the take up of, and outcomes from, its drug and alcohol misuse treatment services.
 - To secure accommodation for statutorily homeless people.
 - To provide accommodation-based support to victims of domestic abuse and their children in refuges and other safe accommodation under The Domestic Abuse Act 2021

5. Engagement and Consultation

- 5.1 In June 2018, SLT authorised a programme to explore the feasibility and scope of a Drug and Alcohol Treatment system redesign using an alliance commissioning approach. As part of this Healthwatch Torbay were commissioned to carry out an independent consultation with adults with substance misuse issues. A key finding from this work was the desire from service users for more accessible, integrated services that addressed their needs holistically.
- 5.2 Further engagement with service users with a variety of presenting needs was held in 2019 with service users and other key agency stakeholders: this included informal drop-in discussions about experiences and ideas at a community venue, as well as a service user forum. This found there was a keen appetite for service co-design among those with lived experience. Another key finding was that active outreach and engagement in environments in which they can already be found and feel comfortable in are preferred (i.e., 'come to us'). This will inform the approach to service co-design during mobilisation.
- 5.3 The Alliance will be responsible for developing a service model informed by the breadth of stakeholders, including (but not limited to) people with current lived experience of services and their families; people in recovery; statutory partners such as Police, Probation, and the NHS; the community, voluntary and social enterprise sector. This will commence during the mobilisation phase, post-award.

6. Purchasing or Hiring of Goods and/or Services

- 6.1 Social value requirements have been scored within tender submissions on a quantitative and qualitative basis, using the National Themes, Outcomes and Measures (TOMs) methodology in relation to social value.

7. Tackling Climate Change

- 7.1 Full climate change impact scoping, including a Carbon Neutral Impact Assessment will be developed during mobilisation of the Alliance. There is nothing at this stage indicating that the proposals will have an adverse impact upon the climate. There is a potential opportunity to reduce energy consumption via the collocation of teams and reducing estate.

8. Associated Risks

- 8.1 There are risks in not proceeding with the awarding of places in the MCN Alliance. Foremost among these is the risk to service continuity and the Authority's ability to meet its statutory obligations on homelessness, domestic violence and drug and alcohol treatment from February 2023. Not awarding would necessitate going back out to market again as soon as possible on a standalone basis. This option is uncertain in outcome as there is no guarantee new bids would be submitted, placing the continuation of statutory services at serious risk.
- 8.3 There are also significant opportunity costs associated with not being able to re-design services using an alliance commissioning approach. Long-standing inefficiencies such as avoidable failure demand will continue to persist and opportunities for medium-term cost savings via initiatives such as co-location and cross-skilling which much harder to achieve outside of an Alliance structure and common budget.
- 8.4 A key risk associated with proceeding is that the prospective Alliance partners are unable to form an effective relationship and governance structure during the mobilisation, due to a lack of appetite to take on shared risk and/or external pressures. Findings from the market engagement and subsequent tender evaluation indicate this has a low likelihood of materialising, at least severely enough to undermine the Alliance as a whole.

9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people	Those engaged with the services who have contact with children and young people and present a risk to these will be more actively engaged with to ensure young people are safeguarded.		The service is not specifically commissioned to deliver services to U18s and older adults. Therefore, these are not directly affected by this proposal.
People with caring Responsibilities	A need to support the carers of those who experience drug & alcohol issues will continue and will work to broaden all services within scope of the alliance. By designing a system that will be easier for individuals and their significant others to use there will be a positive impact on the levels of stress and frustration that may be experienced in navigating a complex system with multiple hand off points.		
People with a disability	The services will continue to make themselves accessible to customers with disabilities. The services will need to consider any differing engagement, access and support needs people have and where possible design services to take account of these.		
Women or men	The services will continue to provide access to treatment & support services on a basis of need not gender. The service will give due regard to the emerging evidence base about the differing support needs of men and women who have experienced trauma and design services where possible to take account of these.		

People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)	Service design and delivery should be more flexible under the proposed changes meaning that any differing engagement, access, and support needs based on ethnic background can be more easily accounted and adapted for.		
Religion or belief (including lack of belief)	Service design and delivery should be more flexible under the proposed changes meaning that any differing engagement, access, and support needs based on religion or belief can be more easily accounted and adapted for.		
People who are lesbian, gay or bisexual	Service design and delivery should be more flexible under the proposed changes meaning that any differing engagement, access, and support needs based on sexuality can be more easily accounted and adapted for.		
People who are transgendered	Service design and delivery should be more flexible under the proposed changes meaning that any differing engagement, access, and support needs based on gender identity and/or transition can be more easily accounted and adapted for.		
People who are in a marriage or civil partnership			There is no differential impact: This should not affect the services delivered as relationships and marriage are not used to determine who receives this/these service(s).
Women who are pregnant / on maternity leave	Women who are pregnant or have small children will continue to be a priority group to access support. The service provision for pregnant women is a priority as pregnancy is often a catalyst for change and will continue to be a priority group due to the harm substance misuse		

	and trauma during pregnancy can have on an unborn child. Services will continue to make themselves open and accessible, with established pathways between treatment and maternity services remaining in place.		
Socio-economic impacts (Including impact on child poverty issues and deprivation)	The majority of service users will be from more deprived areas. This proposal focuses on commissioning, designing, and delivering services and the systems within which they operate, to become increasingly focused on improving the life chances and outcomes for some of the most deprived members of our community.		
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	The proposal will positively impact on the general physical & mental health of the Torbay population by improving the lives of those seeking support & therefore contributing to the community within which they live. People accessing support in any services will experience improved outcomes in physical & mental health as well as improved occupational/employment opportunities, ability to maintain secure and stable housing, positive relationships.		

10. Cumulative Council Impact

10.1 None identified to date.

11. Cumulative Community Impacts

11.1 The MCN Alliance has the potential to realise cumulative community impacts beyond the immediate scope of its commissioned services. Bringing together multiple providers into a single structure will enable them to better leverage other skills, expertise, and contacts from the wider support ecosystem (supporting agencies, voluntary and community sector etc.), as each party will bring its own network of support.

11.2 Commissioning these services as an Alliance also better prepares them for any increase in demand due to the deteriorating economic situation/cost of living crisis. Reducing failure demand, pooling resources and skills should allow for a more efficient deployment of resources over time and increased capacity.

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Meeting: Cabinet **Date:** 19 April 2022

Wards affected: All

Report Title: Contract for Revenue and Benefits IT System

When does the decision need to be implemented? 18 May 2022

Cabinet Member Contact Details: Cabinet Member for Corporate and Community Services
(Councillor Carter)

Director/Assistant Director Contact Details: Divisional Director for Corporate Services
(Matthew Fairclough-Kay)

1. Purpose of Report

- 1.1 The Council requires an IT system to manage the revenues and benefits functions, which is due for renewal. The value of the contract requires a Cabinet decision.

2. Reason for Proposal and its benefits

- 2.1 We want Torbay and its residents to thrive, the proposal in this report will help our revenues and benefits teams engage. The IT system offers streamlined processes from front-line customer contact and service delivery through to back-office administration. The product will continue to work directly for these teams and our residents, it will also deliver greater functionality through integration with other IT systems being mobilised throughout the Council and will specifically provide:

- An integrated portal
- Automated council tax processing
- Self-service registration
- A comprehensive range of e-forms
- E-billing and e-notifications
- A fully integrated electronic document management system

The system, supports the following themes through efficient and integrated service delivery of revenue collection and benefit processing:

- thriving people; thriving economy; tackling climate change; Council fit for the future;
- the Council's responsibilities as corporate parents;

- tackling poverty, deprivation and vulnerability;
- people with learning disabilities.

3. Recommendation(s) / Proposed Decision

1. That Cabinet approves contract renewal on a 5+1+1 year contract term and for the value as set out in the Exempt Appendix.
2. That Cabinet notes this is to be funded from existing budgets in Community and Customer Services and IT Services.

Appendix

PART 2

Appendix 1: Supporting Information

Document is Restricted

Meeting: Cabinet **Date:** 19 April 2022

Wards affected: All Wards

Report Title: Award of Contract for Live Streaming and Hybrid Meetings

When does the decision need to be implemented? 1 May 2022

Cabinet Member Contact Details: Councillor Carter, Cabinet Member for Corporate and Community Services

Director/Divisional Director Contact Details: Anne-Marie Bond, Chief Executive, anne-marie.bond@torbay.gov.uk

1. Purpose of Report

- 1.1 To award a contract to enable the Council to live stream our Council meetings and provide hybrid meeting facilities for the Cabinet and Planning Committee meetings to enable increased public engagement and participation. The value of the contract exceeds £50,000 and requires formal Cabinet approval.

2. Reason for Proposal and its benefits

- 2.1 The proposal in this report will provide new ways for people to participate in our key decision-making meetings.
- 2.2 The reasons for the decision are to enable the Council to undertake live streaming and providing hybrid facilities for some of its key meetings through this contract to help determine a long term solution.

3. Recommendation(s) / Proposed Decision

1. That the preferred supplier be awarded a contract for live streaming and hybrid meetings from 1 May 2022 until 31 July 2023.

Background Documents

None

Supporting Information

1. Introduction

- 1.1 The Council had temporary arrangements in place from May to July 2021 for hybrid meetings because of Covid-19 restrictions. This mainly took place with decision-makers in attendance in the Assembly Room in the Town Hall with other participants joining the meeting via Zoom. There were a number of technical issues experienced during this time and learning from this experience, initial investigations were carried out with three suppliers to see if we could install permanent equipment in our Meadfoot Room to enable us to use hybrid meeting facilities for the longer term.
- 1.2 The solutions involved fixing equipment to the building, which is a Listed Building, which was not deemed appropriate at the time and there was no approved budget so this was not taken forward.
- 1.3 As part of the budget setting process for 2022/23 the Council approved a budget to live stream our Council meetings at the Riviera International Conference Centre and use hybrid functionality for our Cabinet and Planning Committee. For a full evaluation to be undertaken and ensure a suitable permanent solution is identified, taking into account the latest technology, it is proposed to put in temporary arrangements up until July 2023 so as to trial these arrangements at the Riviera International Conference Centre and in the Meadfoot Room at the Town Hall, Torquay.
- 1.4 The proposed arrangements will start in May 2022.

2. Options under consideration

- 2.1 Go out to the market for a solution, this was discounted as the process requires a minimum of four months and we want to start trialing the arrangements from May, before agreeing the long term future requirements and specification.

3. Financial Opportunities and Implications

- 3.1 The Council approved the funding for this on 3 March 2022.

4. Legal Implications

- 4.1 None.

5. Engagement and Consultation

5.1 This is an internal process and officers within Procurement, Governance Support, the Chief Executive, Section 151 Officer and Directors have been consulted and involved in the development of this proposal.

6. Purchasing or Hiring of Goods and/or Services

6.1 Not applicable.

7. Tackling Climate Change

7.1 The award of the contract will have a positive impact on climate change as it will reduce the number of people who need to attend meetings in person as they will either be able to join remotely or watch a live stream.

8. Associated Risks

8.1 None

9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			There is no differential impact.
People with caring Responsibilities			There is no differential impact.
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) (Please note Gypsies / Roma are within this community)			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)			There is no differential impact.
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			There is no differential impact.

10. Cumulative Council Impact

10.1 None

11. Cumulative Community Impacts

11.1 None