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# **FORWARD PLAN**

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

**Forward Plan Published on 1 October 2014**

**3 October 2014 to 31 January 2015**

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

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# Torbay Council

## Forward Plan of Key Decisions

### Explanatory Note

Torbay Council is required to publish a Forward Plan of all key decisions to be taken in the following four months. The first Plan became effective on 1 March 2002. It is updated monthly.

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

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

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

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

The Forward Plan consists of a brief description of the decisions that are to be made, consultation information, key risks and key opportunities.

Copies of the documents referred to in the Forward Plan may be obtained by contacting the Governance Support Team by telephone (01803 207087), email ([governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)) or post (Town Hall, Castle Circus, Torquay, TQ1 3DR).

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

Gordon Oliver  
Mayor of Torbay

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

## Definitions of "significant"

### Expenditure and savings

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

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

### Effect of communities

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

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

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

## **Our Pledges**

### *Working for a healthy, prosperous and happy Bay*

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



## Forward Plan Contents:

<b>Matter for decision</b>	<b>Expected date of Decision</b>	<b>Decision Maker</b>	<b>Page</b>
Children's Service 5 year funding strategy	Thursday, 30 Oct 2014	Council	1
Disposal of Real Estate Assets	Thursday, 30 Oct 2014	Mayor	2
Options Paper for Directorate of Public Health	Thursday, 30 Oct 2014	Council	4
Saving Proposals 2015/2016	Monday, 22 Sep 2014	Mayor	6
	Thursday, 30 Oct 2014	Council	
Torbay Sports Strategies 2014 - 2021	Thursday, 4 Dec 2014	Mayor	8
Update to the Community Safety Enforcement and Prosecution Policy	Thursday, 30 Oct 2014	Council	10

**Children's Service 5 year funding strategy**

Paper detailing the spending pressures being experienced by Children's Services and its impact on financial resources for the period 2014/15 to 2018/19

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Children's Services staff, voluntary and independent sector providers, Health
<b>Means of Consultation:</b>	team meetings, briefings
<b>Documents to be considered:</b>	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
<b>Responsible Executive Lead and Officer:</b>	Mayor (Mayor Gordon Oliver) Director of Children's Services – Richard Williams Finance Manager - Lisa Finn
<b>Corporate Priority:</b>	Protecting vulnerable children and adults
<b>Key Opportunities:</b>	To enable Safeguarding and Wellbeing to be on a sound financial footing going forward Vulnerable children continue to be kept safe The number of and length of a child in care is minimised where it is appropriate to do so.
<b>Key Risks:</b>	That the reduction in looked after children is not achieved and there is an increase call on reserves to cover increasing expenditure.
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 30 Oct 2014
<b>If you want to make representations contact:</b>	Lisa Finn, Finance Manager, Financial Services, Tor Hill House, TQ2 5QW, Telephone 01803 208283, email lisa.finn@torbay.gov.uk

### Disposal of Real Estate Assets

To consider a report proposing the disposal of the following assets which are no longer required by the Council:

The following will be considered at the Council meeting on 25 September 2014

1. 2 Fore Street/2 Brewery Lane, Bolton Cross, Brixham (Plan EM2461 B0140)
2. 386 Teignmouth Road, Torquay (Plan EM1076)

The following will be considered at the Council meeting on 30 October 2014

1. Hillrise Playground, Brixham (Plan EM2445 B0361)
2. Land at Whitstone Road, Paignton (Plan EM2429 P0338 P1082)
3. Land at corner of Sands Rd, Paignton (Plan EM2429 P0338 P1082)
4. Land adjoining Davies Avenue (Plan EM2454 P0012)
5. Land at junction of Dart Avenue & Marldon Avenue, Torquay (Plan EM2426a T3121 T3119)
6. Land at junction of Dart Avenue & Tamar Avenue, Torquay (Plan EM2426 T3119)
7. Pendennis Playground 1, Pendennis Rd, Torquay (EM2448)
8. Land junction at Clennon Lane & Fore Street, Torquay (Plan EM2449 T3109)
9. Land adjacent no 7 Weaver Court, Torquay (Plan EM2455 T0956)
10. Land at Stentiford Hill – Part, Torquay (Plan EM2456 T0395ZZ)
11. Open land at Sanford Road, Torquay (Plan EM2457 T0240)
12. Land at Pym Close, Torquay (Plan EM2458 T3050)
13. Garth Road, Torquay (Plan EM2459)

<b>Wards affected:</b>	Berry Head with Furzeham; Churston with Galmpton; Cockington with Chelston; Roundham with Hyde; Shiphay with the Willows; Tormohun; Watcombe
<b>Consultees:</b>	Local Ward Members, local community and Torbay Local Access forum
<b>Means of Consultation:</b>	Circulation of explanatory letter and consultation with local Ward Members, local Community Partnerships and Torbay Local Access Forum
<b>Documents to be considered:</b>	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.

<b>Responsible Executive Lead and Officer:</b>	Deputy Mayor Executive Lead for Strategic Planning, Housing, Energy and Environmental Policy (Councillor David Thomas)  Mayor (Mayor Gordon Oliver) Director of Place – Charles Uzzell Planning and Housing Manager - Liam Montgomery
<b>Corporate Priority:</b>	Corporate support
<b>Key Opportunities:</b>	Disposals of land to obtain capital receipts and reduce expenditure on management and maintenance
<b>Key Risks:</b>	Continued costs of maintenance and management and loss of capital receipt
<b>Type of Decision:</b>	Key Decisions Mayor
<b>Decision Maker:</b>	Mayor
<b>Intended Decision Date:</b>	Thursday, 25 Sep 2014  Thursday, 30 Oct 2014
<b>If you want to make representations contact:</b>	Liam Montgomery, Torbay Development Agency, 3rd Floor, Tor Hill House, Union Street, Torquay, TQ2 5QW, Telephone 208720, email: liam.montgomery@tedcltd.com

**Options Paper for Directorate of Public Health**

To put forward strategic options for the future Operating Model and structure of Public Health.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Public Health England, NHS England, South Devon and Torbay Clinical Commissioning Group, South Devon Healthcare NHS Foundation Trust, Torbay and South Devon Health Care Trust
<b>Means of Consultation:</b>	Consultation will take place via Public Health England with key partners throughout October, to be included in the report for Council.
<b>Documents to be considered:</b>	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Health and Wellbeing (Councillor Chris Lewis) Executive Director of Operations and Finance and Chief Executive of Economic Development Company - Steve Parrock
<b>Corporate Priority:</b>	Protecting vulnerable children and adults
<b>Key Opportunities:</b>	To consider a shared Director of Public Health (DPH) with Devon County Council. The Council has had an interim DPH for a year whilst options have been explored. This paper will set out new ways of working which should see benefits across Torbay as well as expand the level of resources and knowledge available to Torbay.
<b>Key Risks:</b>	If not agreed, a recruitment process for our own DPH is likely to be required and current DPH is only acting up till March 2015. Any shared agreement may not prove to be satisfactory and may need to be reversed.
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 30 Oct 2014

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

Julia Baldie, Human Resources Advisor, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207374, [julia.baldie@torbay.gov.uk](mailto:julia.baldie@torbay.gov.uk)

**Saving Proposals 2015/2016**

To approve the Council's savings proposals for 2015. These savings proposals build upon the decisions made by Council in February 2014 relating to the 2015/16 budget and will be the basis of the budget which Council will ultimately approve in February 2015.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Overview and Scrutiny Board, Council, Key Stakeholders
<b>Means of Consultation:</b>	<p>Reports in relation to the savings will be circulated to the Council's key stakeholders (in accordance with statute).</p> <p>The Mayor will request Executive Lead Members and officers to outline the implications of the provisional saving proposals for consideration by the Overview and Scrutiny Board in accordance with its published timetable. The Overview and Scrutiny Board will report back their comments and recommendations to the Mayor and Council before the Mayor confirms the savings proposals to the Council meeting on 25 September 2014.</p>
<b>Documents to be considered:</b>	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
<b>Responsible Executive Lead and Officer:</b>	Mayor (Mayor Gordon Oliver) Executive Director of Operations and Finance – Steve Parrock Executive Head of Finance - Paul Looby
<b>Corporate Priority:</b>	All Corporate Priorities
<b>Key Opportunities:</b>	The early identification of saving proposals allows additional time for service change to be implemented.
<b>Key Risks:</b>	Significant budget reductions need to be delivered due to the Comprehensive Spending Review and services need time to effectively plan for the changes.
<b>Type of Decision:</b>	Budget Decision Council
<b>Decision Maker:</b>	Mayor Council

<b>Intended Decision Date:</b>	Monday, 22 Sep 2014 Thursday, 30 Oct 2014
<b>If you want to make representations contact:</b>	Steve Parrock, Executive Director of Operations and Finance, Tor Hill House, Castle Circus, Torquay, TQ1 3DR, telephone 208973, <a href="mailto:steve.parrock@torbay.gov.uk">steve.parrock@torbay.gov.uk</a>

**Torbay Sports Strategies 2014 - 2021**

Torbay has reviewed its Sports Facilities and Playing Pitch Strategies as the previous documents had reached their end date. Sport England provided funding to have these reviewed and new strategies developed to reflect the needs of the community for the next seven years. These have been consulted on widely and now require adopting by the Council as policy documents.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	All clubs and facility operators Sports Council Community partnerships Councillors General public
<b>Means of Consultation:</b>	Individual interviews by meeting/telephone On-line survey Presentations at partnership groups
<b>Documents to be considered:</b>	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Safer Communities, Highways, Environment and Sport (Councillor Robert Excell) Director of Place – Charles Uzzell Service Manager Business Development - Steve Hurley
<b>Corporate Priority:</b>	A cleaner, greener, healthier Bay
<b>Key Opportunities:</b>	To establish current provision of facilities compared to need To prioritise the future development of facilities by all partners To establish a plan to access external funding To support the health and well being agenda To look at future management options on facilities
<b>Key Risks:</b>	Raising expectations of partners when strict financial constraints are in place Conflicting priorities for different groups/partners Funding from external partners not materialising/ or reducing Partners not working together for the benefit of all sports Constraints within schools/curriculum
<b>Type of Decision:</b>	Key Decisions Mayor

<b>Decision Maker:</b>	Mayor
<b>Intended Decision Date:</b>	Thursday, 4 Dec 2014
<b>If you want to make representations contact:</b>	Catherine Williams, Community and Sports Officer, Torbay Council, Castle Circus, Torquay, TQ1 3DR, telephone 01803 207976, email Catherine.williams@torbay.gov.uk

### Update to the Community Safety Enforcement and Prosecution Policy

A new Compliance Code came into effect on 6 April 2014 which all regulators including the councils community safety team must have regard to. This change requires minor amendments to be made to the Community Safety Teams Enforcement and Prosecution Policy.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Consultation with business across Torbay through known business forums to be undertaken
<b>Means of Consultation:</b>	Consultation with business across Torbay through known business forums to be undertaken
<b>Documents to be considered:</b>	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Safer Communities, Highways, Environment and Sport (Councillor Robert Excell) Executive Director of Operations and Finance – Steve Parrock Executive Head of Community Safety - Fran Hughes
<b>Corporate Priority:</b>	A safer Bay
<b>Key Opportunities:</b>	Opportunity to review an existing policy under which the Community Safety Team operates and ensure that the work of the team is compliant with these new requirements.
<b>Key Risks:</b>	No significant risks as this is an update to an existing system of work which have already been accommodated.
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 30 Oct 2014
<b>If you want to make representations contact:</b>	Frances Hughes, Executive Head Community Safety, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, Telephone 208002, fran.hughes@torbay.gov.uk