

Meeting: [Cabinet](#) **Date:** [20 August 2024](#)

Wards affected: [All](#)

Report Title: [Establishment of Cabinet Working Parties and Council Local Plan Working Party](#)

When does the decision need to be implemented? [As soon as possible](#)

Cabinet Member Contact Details: [Councillor David Thomas, Leader of Torbay Council,](#)
David.Thomas@torbay.gov.uk

Director Contact Details: Matthew Fairclough-Kay, Director of Corporate Services,
matthew.fairclough-kay@torbay.gov.uk

1. Purpose of Report

- 1.1 To establish Cabinet Working Parties and make a recommendation to the Council to establish a Local Plan Working Party.

2. Reason for Proposal and its benefits

- 2.1 The Working Parties will ensure that all political groups on the Council are represented and will also guide Officers in ensuring that there is good engagement with relevant interested parties and external representatives to ensure that the Council is:
- Putting our residents at the heart of everything we do;
 - Making evidence based decisions;
 - Making the most out of Council owned assets; and
 - Working together.

3. Recommendation(s) / Proposed Decision

1. That the following Cabinet Working Parties be established:

- **Cabinet Capital Projects Working Party**

Terms of Reference: To receive detailed briefings on capital projects, to ensure Members have up to date information on key capital projects and be aware of upcoming project milestones and future Council decisions related to the overall Programme and to allow officers to seek members views (individual and collective) on certain project elements where options are available.

Membership: 3 Conservatives (to include the Cabinet Member for Finance (who will Chair the meetings)), 2 Liberal Democrats and 1 Independent.

- **Cabinet Oldway Working Party**

Terms of Reference: To review proposals for use of buildings and grounds and oversee delivery of works from allocated monies.

To ascertain community views in respect of these matters with relevant members from the local community and representatives from the business, public and voluntary sectors are to be invited to meetings when needed.

Membership: 3 Conservatives (to include the Cabinet Member for Place Development and Economic Growth, (who will Chair the meetings)), 2 Liberal Democrats and 1 Independent.

- **Cabinet Road Network and Travel Working Party**

Terms of Reference: To consider current and emerging road network and travel matters (encompassing all forms of transportation around the Bay and parking) and make recommendations to the appropriate decision maker.

Membership: 3 Conservative (to include the Cabinet Member for Pride in Place, Transport and Parking, (who will Chair the meetings)), 2 Liberal Democrats and 1 Independent.

2. That Cabinet recommends to Council:

- That the Local Plan Working Party be established with the following Terms of Reference and Membership:

Terms of Reference : To assist Officers with the preparation of the revised draft Local Plan including the content, timing and scope of key consultation and submission documents in accordance with the timetable as set by the Local Development Scheme (or similar document required by subsequent legislation); to make appropriate recommendations to Cabinet and Council; and to respond to issues that may arise during examination.

Membership: 3 Conservatives (to include the Cabinet Member for Place Development and Economic Growth (who will chair the meetings)), 2 Liberal Democrats and 1 Independent.

This Working Party will be disbanded once it has completed its review of the revised Local Plan documents.

Appendices

None

Background Documents

Constitution: Local Protocol on Working Parties

1. Introduction

1.1 The Council, its committees, the Leader of the Council, the Cabinet, Cabinet Committees and the Chief Executive may establish a working party or amend the terms of reference or membership of existing working parties. In establishing working parties, the appointing body or person will determine the precise terms of reference of the working party (having regard to the terms of reference of any other working parties), initial membership and (if appropriate) duration of the working party.

1.2 The Cabinet has identified the need to appoint three Cabinet Working Parties whose purpose will be to act as a consultee for the development of operational policies and working practices relating to their specific areas in accordance with their agreed Terms of Reference. These are:

- Cabinet Oldway Working Party
- Cabinet Road Network and Travel Working Party
- Cabinet Capital Projects Working Party

The Cabinet is also recommending that the Council establish a Local Plan Working Party with terms of reference as set out in the recommendations above.

1.2 The Working Parties will follow the Local Protocol on Working Parties, the Working Parties and in particular will operate as follows:

They will consist of a small group of cross-party members with officers in attendance at meeting to provide support and advice, with a remit to consider policies and specific matters;

They will not have any decision-making powers and can only make recommendations to Cabinet, Council, or an Officer when required;

They will act in the manner of “consultative panels” receiving reports from officers on potentially sensitive or controversial matters or their views sought on operational policies on which they will be expected to provide guidance to the decision maker. In the case of the Local Plan Working Party, they will be tasked with investigating complex policy issues e.g. the Local Plan (Policy Framework document) and will be expected to formulate recommendations for the Cabinet to consider before submitting the Policy Framework document to Council for final approval;

It is at the discretion of the Chairman/woman of each working party whether the press and public shall be permitted to attend any meetings. Details of meetings that are open to the press and public will be published, along with the agendas for those meetings.

All non-working party members will be entitled to attend and receive documentation submitted to working parties.

The relevant Cabinet Member will Chair the Working Party.

These Working Parties are ongoing, except for the Local Plan Working Party (which will be established for the duration of the review of the Local Plan) and are acting as a consultee.

The role of Cabinet Working Parties is different from the role of the Overview and Scrutiny which carries out more detailed investigations into specific topics and holds decision-makers to account either via Task and Finish Groups over several meetings or via Spotlight Reviews which take place in a single meeting. Except for the Local Plan all other Policy Framework documents will be reviewed by the relevant Overview and Scrutiny body in accordance with the Standing Orders in Relation to Budget and Policy Framework,

2. Options under consideration

- 2.1 Not to appoint the Working Parties, this option is not recommended as it will lose the opportunity for wider public engagement with cross party Councillors.

3. Financial Opportunities and Implications

- 3.1 There are no financial implications associated with the operation of the Working Parties. They will be facilitated using existing Council resources.

4. Legal Implications

- 4.1 None

5. Engagement and Consultation

- 5.1 The Cabinet Members have been consulted on these proposals as well as the Group Leaders.

6. Procurement Implications

6.1 Not applicable

7. Protecting our naturally inspiring Bay and tackling Climate Change

7.1 Not applicable. Further climate considerations will be developed as part of any decisions arising from the recommendations of the Working Parties.

8. Associated Risks

8.1 None

9. Equality Impact Assessment

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Age	<p>18 per cent of Torbay residents are under 18 years old.</p> <p>55 per cent of Torbay residents are aged between 18 to 64 years old.</p> <p>27 per cent of Torbay residents are aged 65 and older.</p>	There is no differential impact.	Not applicable	Not applicable
Carers	At the time of the 2021 census there were 14,900 unpaid carers in Torbay. 5,185 of these provided 50 hours or more of care.	There is no differential impact.	Not applicable	Not applicable
Disability	In the 2021 Census, 23.8% of Torbay residents answered that their day-to-day activities were limited a little or a lot by a physical or mental health condition or illness.	There is no differential impact.	Not applicable	Not applicable
Gender reassignment	In the 2021 Census, 0.4% of Torbay's community	There is no differential impact.	Not applicable	Not applicable

	<p>answered that their gender identity was not the same as their sex registered at birth. This proportion is similar to the Southwest and is lower than England.</p>			
Marriage and civil partnership	<p>Of those Torbay residents aged 16 and over at the time of 2021 Census, 44.2% of people were married or in a registered civil partnership.</p>	<p>There is no differential impact.</p>	<p>Not applicable</p>	<p>Not applicable</p>
Pregnancy and maternity	<p>Over the period 2010 to 2021, the rate of live births (as a proportion of females aged 15 to 44) has been slightly but significantly higher in Torbay (average of 63.7 per 1,000) than England (60.2) and the South West (58.4). There has been a notable fall in the numbers of live births since the middle of the last decade across all geographical areas.</p>	<p>There is no differential impact.</p>	<p>Not applicable</p>	<p>Not applicable</p>
Race	<p>In the 2021 Census, 96.1% of Torbay residents described their ethnicity as white. This is a higher proportion than the South West and England. Black, Asian and minority ethnic individuals are more likely to live in areas of Torbay classified as being amongst the 20% most deprived areas in England.</p>	<p>There is no differential impact.</p>	<p>Not applicable</p>	<p>Not applicable</p>

Religion and belief	64.8% of Torbay residents who stated that they have a religion in the 2021 census.	There is no differential impact.	Not applicable	Not applicable
Sex	51.3% of Torbay's population are female and 48.7% are male	There is no differential impact.	Not applicable	Not applicable
Sexual orientation	In the 2021 Census, 3.4% of those in Torbay aged over 16 identified their sexuality as either Lesbian, Gay, Bisexual or, used another term to describe their sexual orientation.	There is no differential impact.	Not applicable	Not applicable
Armed Forces Community	In 2021, 3.8% of residents in England reported that they had previously served in the UK armed forces. In Torbay, 5.9 per cent of the population have previously served in the UK armed forces.	There is no differential impact.	Not applicable	Not applicable
Additional considerations				
Socio-economic impacts (Including impacts on child poverty and deprivation)		There is no differential impact.	Not applicable	Not applicable
Public Health impacts (Including impacts on the general health of		There is no differential impact.	Not applicable	Not applicable

the population of Torbay)				
Human Rights impacts		There is no differential impact.	Not applicable	Not applicable
Child Friendly	Torbay Council is a Child Friendly Council and all staff and Councillors are Corporate Parents and have a responsibility towards cared for and care experienced children and young people.	There is no differential impact.	Not applicable	Not applicable

10. Cumulative Council Impact

10.1 None

11. Cumulative Community Impacts

11.1 None