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Wednesday, 26 February 2014

Meeting of the Council Revised Agenda

Dear Member

I am pleased to invite you to attend a meeting of Torbay Council which will be held in **Rosetor Room, Riviera International Conference Centre, Chestnut Avenue, Torquay, TQ2 5LZ** on **Thursday, 27 February 2014** commencing at **5.30 pm**

The items to be discussed at this meeting are attached.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Steve Parrock".

Steve Parrock
Executive Director of Finance and Operations

(All members are summoned to attend the meeting of the Council in accordance with the requirements of the Local Government Act 1972 and Standing Orders A5.)

Working for a healthy, prosperous and happy Bay

For information relating to this meeting or to request a copy in another format or language please contact:

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01803 207012

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

Meeting of the Council Agenda

1. **Opening of meeting**

2. **Apologies for absence**

3. **Minutes**

To confirm as a correct record the minutes of the meetings of the Council held on 6 and 13 February 2014.

(Pages 1 - 22)

4. **Declarations 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.)

5. **Communications**

To receive any communications or announcements from the Chairman, the Mayor, the Overview and Scrutiny Co-ordinator or the Executive Director of Finance and Operations.

6. **Petitions**

To receive the following petitions and any oral representations from the public in accordance with Standing Order A12 as set out below.

- (a) Petition objecting to Torbay Council budget cuts which will close Factory Row homeless hostel and other vital supporting people projects

Approximately 3000 signatures. In accordance with Standing Orders the petition will be considered at this meeting.

- 7. Public question time**
To hear and respond to any written questions or statements from members of the public which have been submitted in accordance with Standing Order A24.
- (a) Public Question - Torre Marine (Page 23)
- 8. Members' questions** (Pages 24 - 25)
To respond to the submitted questions asked under Standing Order A13:
- 9. Notice of motions**
To consider the attached motion, notice of which has been given in accordance with Standing Order A14 by the members indicated:
- (a) Notice of Motion - Affordable Housing (Page 26)
- 10. Torbay Child Poverty Commission "Torbay Gains" report and recommendations (Mayoral Decision)** (Pages 27 - 54)
To consider the recommendations of the Torbay Child Poverty Commission 'Torbay Gains' report.
- 11. Local Enterprise Partnership (LEP) Strategic Economic Plan (Mayoral Decision)** (Pages 55 - 73)
To consider a report on the submission of the Strategic Economic Plan.
- 12. Torbay Council Employing Apprentices Strategy (Mayoral Decision)** (Pages 74 - 95)
To consider a report on the introduction of a formal apprentice strategy for Torbay Council.
- 13. The Future of The Nest Nursery, Brixham (Mayoral Decision)** (Pages 96 - 98)
To consider a report on the future of the Nest Nursery, Brixham.
- 14. Report of the Overview and Scrutiny Board - Corporate Capital Strategy** (Page 99)
To consider the views of the Overview and Scrutiny Board in respect of the Corporate Capital Strategy.
- 15. Strategic Agreement between Torbay and Southern Devon Health and Care NHS Trust and Torbay Council** (Pages 100 - 179)
To consider the attached report setting out the annual agreement between Torbay and Southern Health and Care NHS Trust and Torbay Council.
- 16. Review of Torbay's Allocation Policy** (Pages 180 - 226)
To consider a report on the review of Torbay's Allocation Policy.
- 17. Council Tax 2014/15**
To consider a report on the setting of the Council Tax for 2014/15.

18. **Revenue Budget Monitoring Report - Q3** (Pages 227 - 244)
To consider the attached monitoring report.
19. **Capital Investment Plan Monitoring Report - Q3** (Pages 245 - 261)
To consider the submitted monitoring report.
20. **Provisional Calendar of Meetings 2014/15** (Pages 262 - 265)
To agree the draft calendar of meetings for the 2014/15 Municipal Year.

Note

An audio recording of this meeting will normally be available at www.torbay.gov.uk within 48 hours.

21. **Exclusion of the Press and Public**
To consider passing a resolution to exclude the press and public from the meeting prior to consideration of the following item on the agenda on the grounds that exempt information (as defined by in Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) is likely to be disclosed.
22. **Monitoring Officer Report on a Human Resources Issue** (To Follow)
To consider an exempt report on the above (report held by Human Resources Department).



Minutes of the Council

6 February 2014

-: Present :-

Chairman of the Council (Councillor Parrott) (In the Chair)
Vice-Chairman of the Council (Councillor Barnby)

The Mayor of Torbay (Mayor Oliver)

Councillors Addis, Amil, Baldrey, Brooksbank, Butt, Cowell, Davies, Darling, Doggett, Ellery, Excell, Faulkner (A), Faulkner (J), Hernandez, Hill, Hytche, James, Kingscote, Lewis, Mills, Morey, Pentney, Pountney, Pritchard, Richards, Scouler, Stockman, Stocks, Stringer, Thomas (D), Thomas (J) and Tyerman

100 Opening of meeting

The meeting was opened with a prayer.

101 Apologies for absence

Apologies for absence were received from Councillors Bent and McPhail.

102 Minutes

The Minutes of the meeting of the Council held on 5 December 2013 were confirmed as a correct record and signed by the Chairman.

103 Communications

The Chairman:

1. thanked all those who sponsored him to take part in the Boxing Day Dip at Torquay. The funds raised were donated to RNLI, the Motor Neurone Disease Association and the RAF Air Training Corps; and
2. advised that he had received a petition of approximately 3,000 signatures (including online signatures) for a 'Save our Services' campaign and this would be forwarded to the relevant officer.

The Mayor reported on the recent storm damage experienced in Torquay and Dawlish, which included his response to the urgent question submitted by Councillor Cowell:

The Mayor had visited the sites where damage had incurred at Meadfoot Beach and Torquay Seafront and discussed with traders the damage at Oddicombe Beach. He also advised that he had visited Dawlish to inspect the damage caused by the storms to the railway and expressed sorrow for those residents whose homes had been affected.

The Mayor stated that these storms were possibly the worst in living memory. With more storms predicted for the coming weekend, the Mayor considered there was an urgent need to be reactive at low tide to put in place repairs quickly to limit further damage.

The Mayor referred to the funds available from the Government and the changes to the Bellwin Fund which would enable better accessibility to bid for funding. A bid for Haldon Pier was being considered.

The Mayor then outlined the actions he had taken working in partnership with colleagues in Cornwall, Plymouth, Devon County and Somerset County Councils, the meeting held with local Members of Parliament and advised of the meeting to be held with the Transport Secretary.

104 Members' questions

Members received a paper detailing the questions, as attached to the agenda, notice of which had been given in accordance with Standing Order A13. The Chairman also reported that he had accepted an urgent question under Standing Order A13.2(ii) which was tabled at the meeting.

Verbal responses were provided at the meeting (the urgent question was answered by the Mayor under Minute 103). Supplementary questions were then asked and answered in respect of questions 1 and 2 and the urgent question.

105 Notice of Motion - Minimum Wage (Mayoral)

Members considered a motion in relation to the minimum wage, notice of which was given in accordance with Standing Order A14.

It was proposed by Councillor Tyerman and seconded by Councillor Thomas (J):

This Council supports the suggestions made by Chancellor George Osborne that the UK economy can support a significant rise in Minimum Wage to reinstate the purchasing power of the Minimum Wage to the level before the financial crash in 2008.

Recognising that there are many residents in Torbay who are paid at Minimum Wage and who would receive significant benefit from a restoration of its purchasing power to 2007 levels, Council instructs the Executive Director of Operations and Finance to write to the Low Pay Commission, who make recommendations on wage rates, to give support to the proposals presented by the Chancellor.

In accordance with Standing Order A14.3(a), the motion stood referred to the Mayor. The Mayor advised he would accept the motion and the record of his decision is attached to these Minutes.

106 Notice of Motion - Badger Cull (Mayoral)

Members considered a motion in relation to badger culls, notice of which was given in accordance with Standing Order A14.

It was proposed by Councillor Doggett and seconded by Councillor Darling:

This Council notes the appalling consequences of tuberculosis in cattle for farmers and farming communities and that the scientific evidence for a pilot cull of badgers to control TB is split and further notes that the pilot culls have failed to kill their target of badgers within the cull period.

This Council notes that the cost of £4121 per animal with a total cost of more than £7 million according to Care for the Wild, is an unsustainable drain on the treasury.

This Council calls on our Members of Parliament to oppose any extension of the cull to other areas and resolves not to allow any pilot culls to take place within the boundaries of Torbay and instructs the Executive Director of Operations and Finance to notify the Secretary of State for Environment Fisheries and Food as well as our MPs accordingly.

In accordance with Standing Order A14.3(a), the motion stood referred to the Mayor. The Mayor considered that, although he did not support badger culls, at the present time there was not a problem of badgers and tuberculosis in Torbay and therefore rejected the motion.

107 Torbay Hospital and Torbay Council Partnership for Parking

The Council considered the submitted report on an 'in principle' proposal to enter into a joint partnership agreement with the South Devon Healthcare NHS Foundation Trust to fund improvements to provide additional visitor and staff parking on the Torbay Hospital site. The report also set out proposals for the Council to manage the enforcement of parking on the site for the next ten years. The Chairman advised that a revised officer recommendation had been tabled.

It was proposed by Councillor Excell and seconded by Councillor Pritchard:

- (i) that the Council, agrees in principle, to make available up to £1.7 million funding through prudential borrowing to provide increased surface level parking on the Torbay Hospital site:
 - (a) subject to a business case being submitted by the Residents and Visitor Service (RVS) that is satisfactory to the Executive Director of Operations in consultation with the Mayor and Executive Head for Finance. Such business case to be

approved by a future meeting of the Full Council and is approved by the Board of the South Devon Healthcare NHS Foundation Trust (SDHFT), to enable delivery of the car parking project at the Torbay Hospital site with the borrowing costs to be funded from increased income at the Torbay Hospital site; and

- (ii) That, subject to the approval of the business case as outlined in (i) (a) above, the Director of Place be given authority, in consultation with the Executive Head of Finance and the Executive Lead for Safer Communities, Parking and Sport to enter into a 10 year Joint Partnership Agreement (or other suitable legal structure) with the South Devon Healthcare NHS Foundation Trust (SDHFT) to fund an increase in parking spaces on the Torbay Hospital site and to provide enforcement to all car parks over the next ten years.
 - (a) subject to the operational business case including the payment of the Council's interest and repayment costs of borrowing and is approved by the Board of the South Devon Healthcare NHS Foundation Trust (SDHFT).

An amendment was proposed by Councillor Morey and seconded by Councillor Cowell:

That consideration of the report be deferred to allow time to work up an options appraisal.

In accordance with Standing Order A19.4, a recorded vote was taken on the amendment. The voting was taken by roll call as follows: For: Councillors Addis, Baldrey, Cowell, Darling, Davies, Doggett, Ellery, Faulkner (A), Faulkner (J), James, Morey, Pentney, Pountney, Stocks, Stockman, Stringer and Tyerman (17); Against: the Mayor, Councillors Amil, Barnby, Brooksbank, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, Mills, Pritchard, Richards, Scouler, Thomas (D) and Thomas (J) (16); Abstain: Councillors Butt and Parrott; and Absent: Councillors Bent and McPhail (2). Therefore, the amendment was declared carried and became the substantive motion before Members for consideration.

In accordance with Standing Order A19.4, a recorded vote was taken on the substantive motion. The voting was taken by roll call as follows: For: Councillors Addis, Baldrey, Cowell, Darling, Davies, Doggett, Ellery, Faulkner (A), Faulkner (J), James, Morey, Pentney, Pountney, Stocks, Stockman, Stringer and Tyerman (17); Against: the Mayor, Councillors Amil, Barnby, Brooksbank, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, Mills, Pritchard, Richards, Scouler, Thomas (D) and Thomas (J) (16); Abstain: Councillors Butt and Parrott; and Absent: Councillors Bent and McPhail (2). Therefore, the substantive motion was declared carried.

108 Western Corridor Improvement & Great Parks Phase 2 Entrance – Acquisition of Land Through Compulsory Purchase Orders

Members considered the submitted report on a proposal to make a compulsory purchase order for land required for the junction improvement scheme at Kings Ash Road/Spruce Way in Paignton, in order for it to be acquired if agreement could not be reached with the land owners.

It was proposed by Councillor Hill and seconded by Councillor Excell:

- (i) that negotiations with the landowners for acquisition of the land required for the scheme be commenced to completion and to acquisition by agreement when possible;
- (ii) that authority be delegated to the Executive Head of Commercial Services to make a Compulsory Purchase Order for the land required for the Kings Ash Road/Spruce Way Junction Improvement Scheme affecting land adjacent to Kings Ash Road in accordance with the following:-
- (iii) that Torbay Council makes a Compulsory Purchase Order under sections 239, 240, 249, 250 and 260 of the Highways Act 1980 for the acquisition of all interests in the land (except those already owned by the Council) and new rights within areas shown (shaded pink for areas of land in respect of which all interests are to be acquired and shaded blue for the areas over which new rights are to be acquired) on plan number 8/09/12_04, attached as Appendix 1 to the submitted report for the purpose of highway improvement;
- (iv) subject to approval of (ii) above, that the Executive Head of Commercial Services be authorised to:-
 - (a) take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order including the publication and service of all notices and the presentation of the Council's case at any Public Inquiry;
 - (b) acquire interests in land and new rights within the Compulsory Purchase Order either by agreement or compulsorily; and,
 - (c) approve agreements with land owners setting out terms for the withdrawal of objections to the Order, including where appropriate seeking exclusion of land or new rights from the Order; and
- (v) That detailed design and preparation of proposals continue for the junction improvement scheme with new access in order that a scheme can be implemented by a future developer(s) of Phase 2 (not Torbay Council), following acquisition of all required sections of land.

On being put to the vote the motion was declare carried (unanimous).

109 Health and Wellbeing Terms of Reference

The Council considered the terms of reference for the Health and Wellbeing Board for inclusion in the Council's Constitution.

It was proposed by Councillor Mills and seconded by Councillor Lewis:

to approve the terms of Reference for the Health and Wellbeing Board as set out in the submitted report.

On being put to the vote, the motion was declared carried (unanimous).

110 Revenue Budget Proposals 2014/15

At the invitation of the Chairman, the Mayor outlined his budget proposals for 2014/15.

A copy of the record of decision setting out the recommendations of the Mayor in respect of the budget proposals (both revenue and capital) is attached to these Minutes.

The Chairman advised that in accordance with Standing Orders F2.13 and F3.12 in relation to the Budget and Policy Framework this item was referred to an adjourned meeting of Council to be held on 13 February 2014 to enable full consideration to be given to the implications of the proposals set out in the report circulated on 6 February 2014.

111 Chairman/woman and Vice-Chairman/woman select

In accordance with the Council's Standing Orders (A9.1), the Council was required to select, by elimination ballot, the Chairman/woman-Elect and Vice-Chairman/woman-Elect for the next Municipal Year 2014/15.

It was proposed by Councillor Baldrey and seconded by Councillor Hytche:

That Councillor Barnby be selected as Chairwoman (Elect) for the 2014/15 Municipal Year.

On being put to the vote, the motion was declared carried (unanimous).

It was proposed by the Councillor Lewis and seconded by Councillor Morey:

That Councillor Hill be selected as Vice-Chairman (Elect) for the 2014/15 Municipal Year.

On being put to the vote, the motion was declared carried (unanimous).

112 Adjournment

At this juncture, the Chairman adjourned the meeting to 5.30 pm on Thursday 13 February 2014.

Chairman

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Record of Decisions

Notice of Motion - Minimum Wage

Decision Taker

Mayor on Thursday, 6 February 2014

Decision

That the motion be supported.

Reason for the Decision

To respond to the motion.

Implementation

This decision will come into force and may be implemented on Wednesday 19 February 2014 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

At the Council meeting on 6 February 2014, members received a motion, as set out below, notice of which had been given in accordance with Standing Order A14 by Councillors Tyerman and Thomas (J):

This Council supports the suggestions made by Chancellor George Osborne that the UK economy can support a significant rise in Minimum Wage to reinstate the purchasing power of the Minimum Wage to the level before the financial crash in 2008.

Recognising that there are many residents in Torbay who are paid at Minimum Wage and who would receive significant benefit from a restoration of its purchasing power to 2007 levels, Council instructs the Executive Director of Operations and Finance to write to the Low Pay Commission, who make recommendations on wage rates, to give support to the proposals presented by the Chancellor.

Alternative Options considered and rejected at the time of the decision

None

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

11 February 2014

Signed: _____
Mayor of Torbay

Date: 11 February 2014

Record of Decisions

Revenue Budget 2014/2015

Decision Taker

Mayor on Thursday, 6 February 2014

Decision

- (i) That it be recommended to Council:
- (a) that the revenue budget for 2014/15 (paragraph 4.6 of the submitted report) and the associated fees and charges be approved;

<http://www.torbay.gov.uk/index/yourcouncil/financialservices/budget/budget1415.htm>
 - (b) that the equality impact assessments and details of the consultation and feedback as set out in the submitted papers are considered by Members when reaching their final decision;
 - (c) that an earmarked contingency of £2m be created specifically to mitigate against any budget pressures that may arise within Children's Services Safeguarding and Wellbeing;
 - (d) that the spending reductions proposed for 2015/16 be agreed to form the basis of the 2015/16 budget, save for those which still require consultation and which will be presented to Council in September 2014 for decision;
 - (e) that the final notified Dedicated Schools Grant be used in accordance with the nationally laid down Schools Financial Regulations (paragraph 6.1(a) of the submitted report) and that the Chief Finance Officer be authorised to make amendments as required when the final figures are confirmed;
 - (f) that the Members' Allowances Scheme be implemented in 2014/2015 in accordance with the decision of the Council at its meeting on 1 February 2012 subject to the annual local government pay percentage increase (paragraph 6.1 (b) of the submitted report);
 - (g) that the Chief Finance Officer in consultation with the Mayor and Executive Lead Member for Finance be authorised to approve expenditure from the Comprehensive Spending Review Reserve;
 - (h) that in accordance with the requirement of the Local Government Act 2003, to consider and note the advice given by the Chief Finance Officer with respect to the robustness of the budget estimates and the adequacy of the Council's reserves (sections 8 and 9 of the submitted report);
 - (i) that the Chief Finance Officer, in consultation with the Mayor and Executive Lead Member for Finance, be authorised to make adjustments to and introduce new fees and charges within the budget during 2014/15 if it is in the best

interest for the Council;

- (j) that the Chief Finance Officer, in consultation with the Mayor, Executive Lead Member for Finance and appropriate officers, be authorised to determine the allocation and expenditure of any new grant monies, unallocated grants or other additional income that may be received during the year 2014/15;
- (k) that the Chief Finance Officer be authorised to make adjustments to the budgets for any technical changes;
- (l) that the Chief Finance Officer prepare the appropriate documentation for the Council to approve the setting of Council Tax at the meeting on 27 February 2014 and all other returns to be made by the appropriate date;
- (m) that the Review of Reserves report be noted and the following be approved (report found on attached link);

<http://www.torbay.gov.uk/reviewofreserves1415.doc>

1. the transfer of the surplus on a number of individual reserves to the Comprehensive Spending Review Reserve;
 2. the transfer of the surplus of £0.1m identified on a number of individual reserves to a new Geopark Conference Reserve;
 3. the transfer of the surplus of £0.250m identified on a number of individual reserves to the IT Replacement Reserve;
 4. the transfer of £0.4m from the pensions reserve to the Comprehensive Spending Review Reserve;
 5. the transfer of £1.5m from the PFI Sinking Fund to Children's Services on an "invest to save" basis and any budget pressures that arise. Children's Services will budget to repay the reserve in future years.
- (n) that Capital Strategy and Asset Management Plan be approved and endorsed (report found on attached link);

<http://www.torbay.gov.uk/summarycapitalstrategy1415.doc>

<http://www.torbay.gov.uk/assetmanagementplan1418.doc>

- (o) that the latest position on the 4 year Capital Investment Plan be noted (report found on attached link);

<http://www.torbay.gov.uk/DemocraticServices/documents/s16816/Capital%20Plan%20monitoring%20Q2%201314.pdf>

- (p) that the Treasury Management Strategy and the recommendations in the report be approved and endorsed (report found on attached link);

<http://www.torbay.gov.uk/DemocraticServices/documents/s17304/Treasury%20Management%20Strategy.pdf>

[Management%20Strategy%202014-15.pdf](#)

- (q) that the latest updated Medium Term Resource Plan be noted (report found on attached link);

<http://www.torbay.gov.uk/mediumtermresourceplan.doc>

- (r) that it be noted that Torbay has continued to be part of the Devonwide Pool as part of the Business Rates Retention scheme;

- (s) that the completed NNDR1 form be noted (found on attached link) which forms part of the Council's overall income to fund the 2014/15 budget;

<http://www.torbay.gov.uk/index/yourcouncil/financialservices/budget/budget1415.htm>

- (t) the collection fund deficit as set out in section 4 of the report which forms part of the council's overall income to fund the 2014/15 budget be noted; and

- (u) that the Chief Finance Officer be recommended to develop a policy for retail relief in accordance with the DCLG guidance; and

- (ii) that due to the size of the reductions required to deliver a balanced budget and their impact, Council accept all the risks in preparing this budget both in terms of the impact upon service delivery and the potential for budget pressures which may require remedial action during the year. These risks have been identified in detail in this report and associated budget proposals prepared by officers for their respective Business Units.

Reason for the Decision

The Council has a statutory obligation to set a budget each year. The approval of the 2014/15 budget will assist the Council in delivering its key objectives and meet its statutory obligations.

For the Mayor to respond to the recommendations of the Overview and Scrutiny Board.

Implementation

The recommendations of the Mayor will be considered at the adjourned meeting of Council to be held on 13 February 2014.

Information

Further to the Mayor's Provisional Spending Targets issued on 21 November 2013 for consultation, the submitted report outlined the basis of the Mayor's budget proposals for 2014/15, provided a summary of the approach for developing the proposals and the outcome of the local government finance settlement for 2014/15 and the provisional allocation for 2015/16, together with its effect on the overall financial position of the Council. The report also included the Chief Finance Officer's statement on the robustness of the budget proposals.

In addition to the Revenue Budget proposals for 2014/15, the report encompassed the review

of reserves, the Capital Strategy and Asset Management Plan and the Treasury Management Strategy.

Due to the scale of the reductions faced by the Council, extensive consultation had been undertaken on the budget proposals. The report had been compiled, taking into account the findings and conclusions reached by the Priorities and Resources Review Panel who had considered the views expressed by members of the public and a range of stakeholder representatives as part of the budget consultation process.

At the Council meeting on 6 February 2014, the Mayor made a statement on the budget for 2014/15 and responded to the Priorities and Resources Panel, as outlined in paragraph 5 of the submitted report.

Alternative Options considered and rejected at the time of the decision

Alternative options were set out in the report and not discussed at the meeting.

Is this a Key Decision?

Yes – Reference Number: I015447

Does the call-in procedure apply?

No

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

11 February 2014

Signed: _____
Mayor of Torbay

Date: 11 February 2014

Minutes of the Adjourned Council

13 February 2014

-: Present :-

Chairman of the Council (Councillor Parrott) (In the Chair)
Vice-Chairman of the Council (Councillor Barnby)

The Mayor of Torbay (Mayor Oliver)

Councillors Addis, Amil, Baldrey, Bent, Brooksbank, Butt, Cowell, Davies, Darling, Doggett, Ellery, Excell, Faulkner (J), Hernandez, Hill, Hytche, James, Kingscote, Lewis, McPhail, Mills, Morey, Pentney, Pountney, Pritchard, Richards, Scouler, Stockman, Stocks, Thomas (D), Thomas (J) and Tyerman

113 Apologies for absence

Apologies for absence were received from Councillors Faulkner (A) and Stringer.

114 Declarations of interests

At the invitation of the Chairman, the Monitoring Officer reminded members of the dispensations granted to all members in respect of members interests in relation to the setting of the council tax and matters relating to Council controlled companies where members were appointed as unpaid directors by the Council.

The following non pecuniary interests were declared:

Councillor	Minute Number	Nature of interest
Councillor James	115	Member of Brixham Town Council
Councillor Morey	115	Member of Brixham Town Council
Councillor Stockman	115	Member of Brixham Town Council
Councillor Thomas (J)	115	Non-paid trustee of Shekinah Mission

115 Budget Proposals 2014/15

Further to the meeting of the Council held on 6 February 2014, members considered the recommendations of the Mayor in relation to the Revenue Budget 2014/15, the review of reserves, the Capital Strategy and Asset Management Plan and the Treasury Management Strategy, as set out in the submitted report.

The Chairman advised that the Government had written to all councils outlining an expectation to hold recorded votes at budget meetings. The intention was to enable greater transparency on members' voting on budget decisions. Forthcoming legislation would make this mandatory, but to meet the Government's expectations, the Chairman stated he would be requiring a recorded vote on the budget, including amendments.

The Chairman also reported that a revised officer recommendation had been tabled in respect of paragraph 2.1(d) of the submitted report.

It was proposed by the Mayor and seconded by Councillor Thomas (D):

- (i) That it be recommended to Council:
 - (a) that the revenue budget for 2014/15 (paragraph 4.6 of the submitted report) and the associated fees and charges be approved;

<http://www.torbay.gov.uk/index/yourcouncil/financialservices/budget/budget1415.htm>
 - (b) that the equality impact assessments and details of the consultation and feedback as shown in agenda item 3b included within this agenda are considered by Members when reaching their final decision;
 - (c) that an earmarked contingency of £2m be created specifically to mitigate against any budget pressures that may arise within Children's Services Safeguarding and Wellbeing;
 - (d) that the spending reductions proposed for 2015/16 be agreed to form the basis of the 2015/16 budget save for those which still require consultation and which will be presented to Council in September 2014 for decision;
 - (e) that the final notified Dedicated Schools Grant be used in accordance with the nationally laid down Schools Financial Regulations (paragraph 6.1(a) of the submitted report) and that the Chief Finance Officer be authorised to make amendments as required when the final figures are confirmed;
 - (f) that the Members' Allowances Scheme be implemented in 2014/2015 in accordance with the decision of the Council at its meeting on 1 February 2012 subject to the annual local government pay percentage increase (paragraph 6.1 (b) of the submitted report);
 - (g) that the Chief Finance Officer in consultation with the Mayor and Executive Lead Member for Finance be authorised to

approve expenditure from the Comprehensive Spending Review Reserve;

- (h) that in accordance with the requirement of the Local Government Act 2003, to consider and note the advice given by the Chief Finance Officer with respect to the robustness of the budget estimates and the adequacy of the Council's reserves (sections 8 and 9 of the submitted report);
- (i) that the Chief Finance Officer, in consultation with the Mayor and Executive Lead Member for Finance, be authorised to make adjustments to and introduce new fees and charges within the budget during 2014/15 if it is in the best interest for the Council;
- (j) that the Chief Finance Officer, in consultation with the Mayor, Executive Lead Member for Finance and appropriate officers, be authorised to determine the allocation and expenditure of any new grant monies, unallocated grants or other additional income that may be received during the year 2014/15;
- (k) that the Chief Finance Officer be authorised to make adjustments to the budgets for any technical changes;
- (l) that the Chief Finance Officer prepare the appropriate documentation for the Council to approve the setting of Council Tax at the meeting on 27 February 2014 and all other returns to be made by the appropriate date;
- (m) that the Review of Reserves report be noted and the following be approved (report found on attached link);

<http://www.torbay.gov.uk/reviewofreserves1415.doc>

1. the transfer of the surplus on a number of individual reserves to the Comprehensive Spending Review Reserve;
2. the transfer of the surplus of £0.1m identified on a number of individual reserves to a new Geopark Conference Reserve;
3. the transfer of the surplus of £0.250m identified on a number of individual reserves to the IT Replacement Reserve;
4. the transfer of £0.4m from the pensions reserve to the Comprehensive Spending Review Reserve;
5. the transfer of £1.5m from the PFI Sinking Fund to

Children's Services on an "invest to save" basis and any budget pressures that arise. Children's Services will budget to repay the reserve in future years.

- (n) that Capital Strategy and Asset Management Plan be approved and endorsed (report found on attached link);
<http://www.torbay.gov.uk/summarycapitalstrategy1415.doc>
<http://www.torbay.gov.uk/assetmanagementplan1418.doc>
 - (o) that the latest position on the 4 year Capital Investment Plan be noted (report found on attached link);
<http://www.torbay.gov.uk/DemocraticServices/documents/s16816/Capital%20Plan%20monitoring%20Q2%201314.pdf>
 - (p) that the Treasury Management Strategy and the recommendations in the report be approved and endorsed (report found on attached link);
<http://www.torbay.gov.uk/DemocraticServices/documents/s17304/Treasury%20Management%20Strategy%202014-15.pdf>
 - (q) that the latest updated Medium Term Resource Plan be noted (report found on attached link);
<http://www.torbay.gov.uk/mediumtermresourceplan.doc>
 - (r) that it be noted that Torbay has continued to be part of the Devonwide Pool as part of the Business Rates Retention scheme;
 - (s) that the completed NNDR1 form be noted (found on attached link) which forms part of the Council's overall income to fund the 2014/15 budget;
<http://www.torbay.gov.uk/index/yourcouncil/financialservices/budget/budget1415.htm>
 - (t) the collection fund deficit as set out in section 4 of the report which forms part of the council's overall income to fund the 2014/15 budget be noted; and
 - (u) that the Chief Finance Officer be recommended to develop a policy for retail relief in accordance with the DCLG guidance; and
- (ii) that due to the size of the reductions required to deliver a balanced budget and their impact, Council accept all the risks in preparing this

budget both in terms of the impact upon service delivery and the potential for budget pressures which may require remedial action during the year. These risks have been identified in detail in this report and associated budget proposals prepared by officers for their respective Business Units.

In accordance with Standing Order A14.4, an amendment was proposed by Councillor Darling and seconded by Councillor Stockman:

This Council objects that the Mayor's budget has not appropriately considered:

- (a) The short term opportunities for budgetary reductions in respect of how the Council is governed for example:
- Reducing the number of Executive Leads to 5;
 - Streamlining the Committee structure e.g. the merger of Audit Committee and the Overview and Scrutiny Board; and
 - Abolition of Policy Development Groups; and
- (b) The long term strategic vision for the Bay for a sustainable future for the Local Authority. This to be achieved by the establishment of a Commission, led by Overview and Scrutiny, to include key partners and ensuring cross party representation. Such a Commission to consider, amongst other things:
- Opportunities for local government reorganisation;
 - Merger with other public sector services;
 - Reduction in the number of Councillors to 24; and
 - Changing the current mayoral system of governance.

A recorded vote was taken on the amendment. The voting was taken by roll call as follows: For: Councillors Baldrey, Cowell, Darling, Davies, Doggett, Ellery, Faulkner (J), James, Morey, Pentney, Pountney, Stocks and Stockman (13); Against: the Mayor, Councillors Addis, Amil, Barnby, Bent, Brooksbank, Butt, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, McPhail, Mills, Pritchard, Richards, Scouler, Thomas (D), Thomas (J) and Tyerman (21); Abstain: Councillor Parrott (1); and Absent: Councillors Faulkner (A) and Stringer (2). Therefore, the amendment was declared lost.

In accordance with Standing Order A14.4, an amendment was proposed by Councillor Cowell and seconded by Councillor Pentney:

The Council objects that the Mayor has not appropriately considered the Overview and Scrutiny Board's recommendation in respect of the Riviera International Conference Centre (RICC) and therefore the Mayor to arrange for a 3 month feasibility study to be undertaken on the RICC for alternative options, to inform current and future years' budget proposals. This study to be carried out by the Torbay Development Agency, in partnership with the RICC Board, to include no change, significant change of provision of the

services offered by the Centre (including consideration of the DragonGate proposals), or closure.

A recorded vote was taken on the amendment. The voting was taken by roll call as follows: For: Councillors Baldrey, Cowell, Darling, Davies, Doggett, Ellery, Faulkner (J), James, Morey, Pentney, Pountney, Stocks and Stockman (13); Against: the Mayor, Councillors Addis, Amil, Barnby, Bent, Brooksbank, Butt, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, McPhail, Mills, Pritchard, Richards, Scouler, Thomas (D), Thomas (J) and Tyerman (21); Abstain: Councillor Parrott (1); and Absent: Councillors Faulkner (A) and Stringer (2). Therefore, the amendment was declared lost.

In accordance with Standing Order A14.4, an amendment was proposed by Councillor Pountney and seconded by Councillor Ellery:

- (i) That £750,000 of the current year's under spend within Adults Services be used to create a new transitional reserve fund for Supporting People's Services; and
- (ii) that the Director of Adult Social Services, in consultation with the relevant Executive Lead and Director of Finance, be authorised to determine where the additional monies will be most effectively applied, to include:
 - (a) PLUSS
 - (b) Folks at Home
 - (c) Sheltered Housing
 - (d) Social Inclusion Floating Service
 - (e) Community Outreach Support Service

A recorded vote was taken on the amendment. The voting was taken by roll call as follows: For: Councillors Baldrey, Cowell, Darling, Davies, Doggett, Ellery, Faulkner (J), James, Morey, Pentney, Pountney, Stocks and Stockman (13); Against: the Mayor, Councillors Addis, Amil, Barnby, Bent, Brooksbank, Butt, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, McPhail, Mills, Parrott, Pritchard, Richards, Scouler, Thomas (D), Thomas (J) and Tyerman (22); and Absent: Councillors Faulkner (A) and Stringer (2). Therefore, the amendment was declared lost.

In accordance with Standing Order A14.4, an amendment was proposed by Councillor James and seconded by Councillor Davies:

That the Events Budget, within Residents and Visitor Services, be reduced by £87,000 and these funds be reallocated as follows:

- (a) £50,000 to English Riviera Tourism Company for the establishment of a Tourism BID; and
- (b) £37,000 to reinstate the budget reduction to Brixham Town Council.

A recorded vote was taken on the amendment. The voting was taken by roll call as follows: For: Councillors Baldrey, Cowell, Darling, Davies, Doggett, Ellery, Faulkner (J), James, Morey, Pentney, Pountney, Stocks and Stockman (13); Against: the Mayor, Councillors Addis, Amil, Barnby, Bent, Brooksbank, Butt, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, McPhail, Mills, Pritchard, Richards, Scouler, Thomas (D), Thomas (J) and Tyerman (21); Abstain: Councillor Parrott (1); and Absent: Councillors Faulkner (A) and Stringer (2). Therefore, the amendment was declared lost.

Following the Mayor's announcement during his opening budget speech that resources would be made available in year to avoid the cuts proposed for post 16 SEN school transport in 2014/15, Councillor Ellery requested to withdraw his notice of motion in respect of post 16 SEN school transport and this was supported by Councillor Darling.

In accordance with Standing Order A14.4, an amendment was proposed by Councillor Cowell and seconded by Councillor Doggett:

The Council objects to the Mayor's proposals for the removal of the mobile library in 2014-15 as the Full Needs Assessment for the Library Service is yet to be completed. Any decision on library service should be deferred until 2015-16.

A recorded vote was taken on the amendment. The voting was taken by roll call as follows: For: Councillors Baldrey, Cowell, Darling, Doggett, Ellery, Faulkner (J), James, Morey, Pentney, Pountney, Stocks and Stockman (12); Against: the Mayor, Councillors Addis, Amil, Barnby, Bent, Brooksbank, Butt, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, McPhail, Mills, Pritchard, Richards, Scouler, Thomas (D), Thomas (J) and Tyerman (21); Abstain: Councillors Parrott and Davies (2); and Absent: Councillors Faulkner (A) and Stringer (2). Therefore, the amendment was declared lost.

(Note: At this juncture, the Chairman advised that as the meeting would exceed four hours in duration, Members would be required (in accordance with Standing Order A11) to determine whether the meeting should continue. It was agreed to continue the meeting.)

The original motion was then put to the vote. The voting was taken by roll call as follows: For: the Mayor, Councillors Addis, Amil, Barnby, Bent, Brooksbank, Butt, Excell, Hernandez, Hill, Hytche, Kingscote, Lewis, McPhail, Mills, Parrott, Pritchard, Richards, Scouler, Thomas (D), Thomas (J) and Tyerman (22); Against: Councillors Baldrey, Cowell, Darling, Doggett, Ellery, Faulkner (J), James, Morey, Pentney, Pountney, Stocks and Stockman (12); Abstain: Councillor Davies; and Absent: Councillors Faulkner (A) and Stringer (2). Therefore, the motion was declared carried.

(Note: During consideration of minute 115, Councillor James, Morey and Stockman declared their non pecuniary interests.)

Chairman

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Question to the Executive Lead for Highways, Transport and Environment (Councillor Hill)

A number of residents on Torre Marine, Torquay (on the former South Devon College site) are keen for the Council to adopt the roads. This will enable them to then enlist the Council's help to deal with a number of issues such as parking, littering, street lighting etc.

I gather that the main reason for the Council being unable to adopt the roads is because McCarthy and Stone are yet to finish developing their portion of the site.

Apparently McCarthy and Stone have started, and then stopped work on the site on 3 occasions.

What encouragement or pressure are the Council able to bring to bear on McCarthy and Stone to complete their development on the site, which will then enable the Council to adopt the roads? Or is there an alternative way that the Council can adopt the roads before McCarthy and Stone complete their works?

Submitted by Swithin Long

Agenda Item 8

Meeting of the Council

Thursday, 6 February 2014

Questions Under Standing Order A13

Question (1) by Councillor Baldrey to the Executive Lead for Highways, Transport and Environment (Councillor Hill)	How is Torbay Council in partnership with TOR2 using the persuasion of 'pester power' by children to their parents to promote recycling through Schools? Perhaps families registering to recycle could be entered into a quarterly draw? This could help Torbay achieve our target of 50 percent recycling.
Question (2) by Councillor James to the Executive Lead for Business Planning and Governance (Councillor Mills)	What is the pay difference between genders in the council, especially for those on the lowest level of council pay?
Question (3) by Councillor James to the Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Oliver)	Of the people who have had to start paying council tax since 2013 due to the council tax benefit changes, please will you give us updated figures on how many people have missed a payment, how many people are still in arrears in paying their council tax, how many have faced summons and how many have gone to court? Also, has anybody faced a prison sentence?
Question (4) by Councillor James to the Executive Lead for Children, Schools and Families (Councillor Pritchard)	Recently newspapers have raised this issue of victims of domestic violence losing their children who are taken into care. Could this be considered a punishment? Has Children's Services done this in Torbay (in cases where the children themselves have not come to any harm) and if so, how many children have been affected?
Question (5) by Councillor James to the Executive Lead for Highways, Transport and Environment	In light of the recent horrendous weather we have experienced, which scientists say we should expect a lot more of in coming years due to man-made climate change, does the Executive Lead for Highways, Transport and Environment agree that tackling climate change is a very important issue and will he be encouraging local people to become as environmentally responsible as possible so we can do our part to help mitigate this very serious threat?

(Councillor Hill)	
Question (6) by Councillor James to the Executive Lead for Business Planning and Governance (Councillor Mills)	When will the council be announcing its target for employment of apprentices as promised last year to Overview and Scrutiny?
Question (7) by Councillor Stockman to the Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Oliver)	The results of the consultations for his budget demonstrate that a majority of those residents who took part were in favour of a 2% Council Tax Rise. Can the Mayor share with us the ECONOMIC basis for not acting upon this, as these funds would have enabled the Council to continue to support the most vulnerable in our Communities whilst seeking new ways of working together.
Question (8) by Councillor Darling to the Deputy Mayor and Executive Lead for Strategic Planning, Housing and Energy (Councillor Thomas (D))	<p>Are you aware of the following councils that are officially supporting the supermarket levy?</p> <p>Weymouth and Portland Oxford Wyre Forest South Hams Derby Southwark Lambeth Sefton</p> <p>Derby and Lambeth have also taken the decision that they want to submit the proposal for a supermarket levy and are at the engagement stage with local people.</p> <p>Has this new information resulted in any further progress on this matter by Torbay Council?</p>

Agenda Item 9a

Council Meeting, 27 February 2014

Liberal Democrat Notice of Motion

Council Motion – Council surplus assets for affordable housing

This Council notes:

That the Council has a target of building 100 affordable homes per annum.

That there are 1,459 households identified as in housing need on the Torbay Home Choice Register. On average there are 350 allocations per year in Torbay through this register.

From the statistics from Office of National Statistics 2012:

- Total number of homes in Torbay – 64,220
- Total number of private rented stock - 13,980 (21.8% of Torbay stock - National average 12%)
- Total affordable housing stock in Torbay – 5,040 (8% of Torbay stock - National average 17.5%)

The number of affordable housing completions over the last 5 yrs

Year	Number of affordable housing completions
2008/09	119
2009/10	117
2010/11	127
2011/12	35
2012/13	35

The number of current projected affordable housing completions (subject to change)

Year	Projected number of affordable housing completions
2013/14	195
2014/15	127
2015/16	35
2016/17	17

Therefore, this Council resolves:

- (i) that the Council's Corporate Asset Management Plan be amended to ensure that a proportion of Council owned assets are released for redevelopment as affordable housing, in partnership with registered providers; and
- (ii) that sufficient Council owned assets to deliver a target of 50 to 65 homes per year be identified.

Proposed by Councillor Darling

Seconded by Councillor Pentney



Meeting: Council

Date: 27 February 2014

Wards Affected: All

Report Title: Torbay Child Poverty Commission – final report and recommendations
“Torbay Gains”

Is the decision a key decision? Yes

When does the decision need to be implemented? After the call-in period

Executive Lead Contact Details: Councillor, Ken Pritchard Executive Lead for Children, Young People and Families. Ken.Pritchard@torbay.gov.uk

Supporting Officer Contact Details: Richard Williams, Director Children’s Services.
richard.williams@torbay.gov.uk 01803 208401

1. Purpose and Introduction

- 1.1 Torbay Council supported the Child Poverty Strategy “A Call for Action” in July 2012. As a priority first step the Strategy proposed the establishment of an independent Commission to collect and hear evidence which would add new voices, experiences and to build upon the initial findings, needs assessment and actions.
- 1.2 The Commission is chaired by independent child poverty expert Michelle Kennedy, who has worked across government and with Local Authorities and partners to implement and support better outcomes for families in poverty.
- 1.3 It is hoped that this Final Report of the Commission will provide a basis for the leaders of Torbay and partners to play a part in shaping the future of the borough and improving the opportunities of some of the most disadvantaged families. It is intended that Torbay Council through the Health and Wellbeing Board, will work with key partners such as the Mayor, Torbay Development Agency Community Development Trust and Clinical Commissioning Board to use the work of the Child Poverty Commission and its recommendations to inform their corporate planning and annual budget setting processes.

2. Proposed Decision

That the Mayor be recommended:

- 2.1 That the Council adopt and endorse the recommendations set out in the Torbay Child Poverty Commission Final Report “Torbay Gains”, as set out in Appendix 1;

- 2.2 that an action plan be formulated which the Health and Wellbeing Board hold responsibility for its implementation; and
- 2.3 that the Child Poverty Commission be recalled on an annual basis to review progress and to hold the Health and Wellbeing Board to account.

3. Reason for Decision

- 3.1 The recommendations will provide a basis for everyone who lives or works in The Bay to play a part in shaping the future and improving the opportunities and wellbeing of families and children in poverty.
- 3.2 It outlines the support, changes and areas of work within communities needed to tackle Child Poverty in Torbay and make a difference.
- 3.3 The impact of child poverty can blight children's lives, leading to poor education and health outcomes, greater risk of family breakdown, low employment chances and ever greater demands on services and the benefits bill. But we also know that child poverty wastes the aspirations, hopes and talents of many children and their parents.

Supporting Information

4. Position

The report has been presented to the Health and Wellbeing Board with the recommendations that individual agencies take responsibility to take it into their own organisations for endorsement.

5. Possibilities and Options

- 5.1 The recommendations will underpin the priorities within the new Children and Young Peoples plan.
- 5.2 One of the common themes that emerged from the Commissions work is the importance of a stronger shared leadership and partnership working from the council and partners on this agenda , including championing and developing the talent and skills of parents and young people in poverty.

6. Fair Decision Making

The Commission is an independent body and consultation took place with a wide range of partners, organisations and individuals. Link <http://www.torbay.gov.uk/DemocraticServices/mgListOutsideBodies>

7. Public Services (Social Value) Act 2012

This is not applicable.

8. Risks

- The number of Children living in Poverty will not reduce, poor outcomes for Children, Young People and Families.
- Increased risk of family breakdown and more children being looked after
- In sufficient funding and commitment to tackle the challenges

Appendices

Appendix 1 - Child Poverty Commission – “Torbay Gains” final report and recommendations

Additional Information

None

'Torabay Gains'



Torbay Child Poverty Commission

Final Report

M Kennedy Nov 2013

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Foreword

We know that the impact of child poverty can blight children's lives, causing as it can poor education and health outcomes, greater risk of family breakdown, low employment chances and ever greater demands on services and the benefits bill. But we also know that child poverty wastes the aspirations, hopes and talents of many children and their parents.

Torbay is lucky to have a fabulous location, many opportunities and areas for investment and a great reputation as a holiday destination. It should be able to use this to develop the future for its children and set them on the path to success.

The [Torbay Child Poverty Strategy](#) is a good starting point for action and confirms many of our findings. We thought we knew many of the characteristics of families in poverty in Torbay; where they are and how they live, and what services they are in touch with. But this commission has heard evidence which has added new voices and experiences. We now know the effect of travel costs, isolation and depression, poor parenting skills, instability in housing tenure and difficulties in finding out about training and employment opportunities. And we also know about the many good examples of services and communities working together to help themselves and of strong structural support from services for families. We also know that children and young people in Torbay are positive about their skills and talents and want to develop and share them in the local area.

In chairing this commission I have been hugely impressed by the commitment of Torbay council, the voluntary sector and business representatives to want to tackle child poverty. The members of the commission have been keen to make a difference. They have taken and submitted evidence, challenged assumptions and put in place mechanisms to ensure that the recommendations do not just gather dust, but that they are implemented, monitored and that those responsible held to account.

The setting up of this commission is a bold step and we are pleased to share our findings and thoughts with stakeholders and the wider public.

This report brings those findings together and is the beginning of what I hope will become a serious change to tackling child poverty in Torbay so that everyone can gain from it.

Michelle Kennedy – Chair Torbay Child Poverty Commission

Summary of Recommendations

In this final report the Commission has made recommendations for those responsible for tackling child poverty across Torbay and highlights areas of work for the whole community. We are mindful that some of our recommendations will require culture change and resources which in this time of financial restraint will be challenging. But the cost of not addressing them will be more so.

Communities

1. *Agencies and partners should develop joint policy and whole family working approaches to target families in poverty and make better use of resources, including information and intelligence sharing*
2. *Community development approaches such as Hele's Angels should be considered for wider roll out across Torbay - to increase community resilience, build on the assets of local people and ensure step down capacity from social care intervention*
3. *Targeted outreach should be incorporated into policy to ensure isolated families with pre-school children are identified and supported, particularly through the use of community members, the third sector and health.*
4. *Participation approach for Young People and families should be embedded and inform service delivery and outcomes*

Early Years, Schools, Education

5. *Early Years providers and services to ensure they have systems in place to identify and target 2, 3 and 4 year olds vulnerable to poor outcomes and support the take up of Nursery Education*
6. *Early Years providers and services support families in poverty to ensure children have the social, developmental and communication standards of their peers in order to be ready for school*
7. *Guidance to be provided to School Governing bodies and Head Teachers on the use of Pupil Premium funding to ensure it is used effectively to benefit the most vulnerable children and young people with particular focus on improving outcomes for children in poverty*
8. *Schools should be encouraged through community engagement to provide breakfast, after school and holiday clubs to promote healthy eating, physical activity and provide opportunities for joint family learning particularly reading skills and to provide support for working families*
9. *Partners including schools and colleges should look at ways of adapting the curriculum or providing new skills training to children (and their parents) to learn to basic nutrition. cooking skills (NB Save the Children FAST programme)*
10. *Schools and employers need to develop stronger collaborative links to ensure that work/life skills are developed and matched, opportunities maximised and relationships fostered. Work placements and experiences, mentoring and training should be of good quality and value.*
11. *Financial literacy and budgeting should be built into school curricula*

Financial Inclusion and Debt

12. *Torbay should ensure a good range of accessible community advice services are commissioned and delivered for families in poverty, to ensure access to financial, debt, welfare and legal advice as well as budgeting and financial management*

13. *Income maximisation and money advice services should be integrated into whole family care assessment procedures as a means of supporting and promoting pathways to employment*
14. *Income maximisation and money advice services should be available in community settings across Torbay*
15. *Financial support and income maximisation services commissioned by the council and others should promote pathways to employment and include information and signposting*

Housing

16. *Torbay Council should continue to press to improve the quality, affordability and safety of housing in the private rented sector and work with landlords to develop longer term tenancies that provide greater security and stability for families with children.*
17. *Torbay Council should work in partnership with Registered Providers of affordable housing and the Community and Voluntary sector Providers to encourage appropriate Community Investment, and resident involvement - good housing improves health and is good for communities.*
18. *Torbay Council should adopt a corporate commitment to prevent homelessness which has strategic recognition across all services and partners*

Business and Employment

19. *Torbay Council, the Mayor, Torbay Works and business partners should continue to focus on and develop ambitious plans for enterprise and employment in the area which should include positive measures to skill, train and employ local people.*
20. *Business partners, education providers and local public service providers should work more actively together to develop and encourage local young people to be job ready and to aspire to jobs and careers across all sectors*
21. *Employers, education providers and local public service should promote and encourage funding schemes and initiatives aimed at employing young people (especially young parents) and at developing entrepreneurial skills, innovation and opportunities for self employment*
22. *Public sector procurement strategies should be geared towards supporting local business and creating local jobs and to maximising opportunities for small business and the self employed.*
23. *Public sector employers should lead by example in tackling child poverty by offering employment pathways such as work placements, work taster sessions, mentoring, apprenticeship schemes leading to sustainable jobs, family friendly flexible work policies etc*
24. *Job Centre Plus and partners should continue to be encouraged to work jointly in a whole family approach that promotes employment as the path out of poverty and discourages benefit dependency.*
25. *Public transport operators should be actively encouraged to provide fares which are affordable. Torbay council should work with partners / employers to develop fair transport policies that support local employment.*

Health and Wellbeing

Many of the recommendations relating to public health have been picked up by other areas of evidence and included in those sections i.e. Schools.

Further recommendations are included as part of the 'Next Steps' section for the Health and Well Being Board.

Introduction

The Commission established by Torbay Council is chaired by independent child poverty expert Michelle Kennedy, who has worked across government and with Local Authorities and partners to implement and support better outcomes for families in poverty. Other Commission members includes cross party councillors (including lead member for children's services), business representation, voluntary and community sectors, the Director of Children's Services and Save The Children .

MEMBERSHIP OF CHILD POVERTY COMMISSION

Michelle Kennedy, Independent Chair

Councillors	Ken Pritchard	Executive Lead for Children, Young People and Families Chair, Torbay Council
	Julien Parrott	Overview and Scrutiny Lead
	Neil Bent	Children's Champion
	Jenny Faulkner	'Making a positive contribution'
	Chris Lewis	Executive Lead for Children, Young (Dec 2012- July 2013)
	Alison Hernandez	People and Families Contribution to Financial Inclusion report (Dec 2012 – May 2013)
	Robert Excell	Executive Lead for Safer Communities, Parking and Sport (June 2013 -)
Officers	Richard Williams	Director of Children's Services
	Julie Sharland	Strategic Housing Manager
Save the Children	Anna Kettley	Head of Programmes, South of England
Voluntary sector	Nikki Henderson	Nov 2013 – April 2013

The Commission has met in public five times in 2013 in locations around the borough, hearing from experts and listening to the community. Priorities for evidence are: Business and Employment, Financial Inclusion and Debt, Housing, Community and Schools.

This Report seeks to:

- introduce the Commission
- establish the context in which its work has taken place
- set out a selection of its evidence and analysis

- provide a set of examples and good practice
- make recommendations for Torbay and partners to tackle and mitigate child poverty

It is hoped that this Final Report of the Commission will provide a basis for the leaders of Torbay and partners to play a part in shaping the future of the borough and improving the opportunities of some of the most disadvantaged families. It is intended that Torbay Council through the Health and Wellbeing Board, will work with key partners such as the Mayor, Torbay Development Agency Community Development Trust and Clinical Commissioning Board to use the work of the Child Poverty Commission and its recommendations to inform their corporate planning and annual budget setting processes

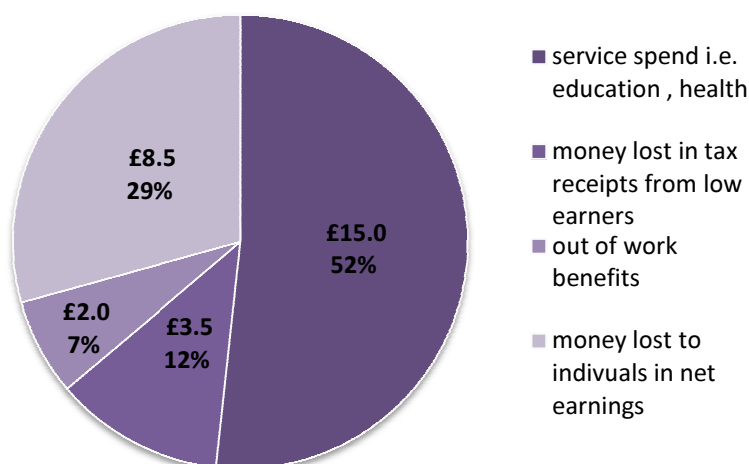
Context

Like many seaside towns, Torbay's English Seaside Riviera image whilst providing wonderful beaches, fabulous family holidays and great opportunities for the over 60's also has high youth unemployment, high teenage pregnancy rates, low wages, a seasonal economy and a growing number of families living at or below the poverty line, many in private rented accommodation.

The estimated cost of the 6210 children living in poverty in the Bay is £65m per year with each child living below the poverty line costing £5648 to local services such as schools, health and police

Torbay Council like most Local Authorities is also facing tough economic times with £10m being cut from the budget this year (2013-14) and similar savings to be found next year. We know that the cost of child poverty takes a heavy toll on local public services, communities and families. Nationally child poverty is estimated to cost £25 billion.

Annual national cost of child poverty (£billions)



The current, national cost of child poverty is estimated to be £29 billion per year, broken down into:

£15 billion (52%) spent on services to deal with consequences of child poverty, such as increase NHS and school costs;

£3.5 billion lost in tax receipts from people earning less as a result of having grown up in poverty;

£2 billion spent on benefits for people spending more time out of work as a result of having grown up in poverty

£8.5 billion lost to individuals in net earnings (after paying tax).

And child poverty in Torbay is estimated to cost £65m per year¹ with each child living below the poverty line costing the economy around £10,861. This includes over half being spent on service costs (£5648) such as education and health as well as lost earnings, tax receipts and benefit payments in effect, the amount of money that is drained from each area due to child poverty.

On top of budget constraints and extra costs, the impact of welfare and housing reform will also bring enormous challenges to families in poverty in Torbay, including an estimated loss of income for households claiming benefits of £31 per week – or £1615 a year in 2015/16 .This excludes the impact of Universal Credit.

Average loss of income as a result of welfare and housing reforms for those on benefits:

£31 per week

This is equivalent to around £1 in every £7 of household income for these households. It is important to note that this does not represent an average cash loss of £1,615 a year – as in some cases households will move on and off benefit, and about one fifth of savings are a result of increasing benefits by less than inflation in the future (meaning spending will fall not fall in cash terms, but will fall in its real value). Rather, the average impact represents the loss in income compared with what benefits would have been in the absence of reform.²

Torbay has 2060 children in couple families in poverty and 4155 in lone parent households.

Whilst the majority of households (59%) hit by welfare reform are those in work and the pattern for the south west is estimated at 69%, these households will be struggling to cope with loss of income and increased risk of poverty.

Torbay like many similar coastal towns is likely to suffer the impact of housing benefit reform, and in particular changes to

Local Housing Allowance, more acutely than most with an estimated 19.5% of claimants suffering an average annual loss of £1039.

In addition to the changes to welfare reform outlined above, the introduction of Universal Credit this autumn will also impact on family income and employment opportunities.

Changes to Local Housing Allowance likely to affect 19.5% of claimants- suffering an average annual loss of £1039.

The new system which is being rolled out on a phased basis is geared to making the transition in and out of employment and benefits easier with the introduction of a single non-means tested benefit. It guarantees transitional protection at the point of transfer for existing claimants but not new ones and recent analysis from the Joseph Rowntree Foundation³ shows that lone parents are substantially better off compared with the current system working fewer than two days per week , but have broadly the same entitlement as now when working more than this, and that couple parents are also better off working part-time, but will often find themselves worse off when working more than two days per week (this analysis takes account of rent, Council tax and childcare , where relevant).

¹ <http://www.cpag.org.uk/content/new-cpag-report-and-data-local-authorities-and-child-poverty>

² 'Local impacts of welfare reform'; LGA .CESI Aug 2013

³ Hirsch.D and Hartfree.Y(2013) Does Universal Credit enable households to reach a minimum income standard? Joseph Rowntree Foundation

It is also unclear yet as whether the impacts of welfare reform will be mitigated by either the modest improvement to incomes made by Universal Credit for certain group or by households moving or finding work and for some households it may actually be a financial disincentive.

Whilst the financial context for Torbay and the impact of welfare reform are particularly challenging for families in poverty, there are also a number of major opportunities for mitigation and tackling the issues outlined above which need to be grasped now .These include a significant number of regeneration projects including the Riviera Renaissance , South Devon Link and Neighbourhood Revitalisation work as well as new frameworks for employment support such as the DWP Universal Credit Local support framework .

Commission framework

As an independent body the Commission has as its overarching aim, the scrutiny of Torbay's child poverty strategy 'A Call for Action' to examine how and what those responsible for making a difference are doing.

The main principles under which the group work include:

- A partnership approach to engage specific 'hot spots' identified in the child poverty needs assessment
- Stakeholder groups/ experts invited to present evidence and be questioned
- Identification of how the drivers and outcomes of child poverty are being addressed
- Promoting a change to the thinking and behaviour of all those involved in tackling child poverty to improve the future prospects and aspirations of families in poverty.

Membership of the group includes representation from the following bodies:

- Independent Chair
- Torbay Councillors x5
- Local Business
- Voluntary sector stakeholders
- National children's charity
- Director of Children's Services
- Additional ad hoc experts as required

Process

As well as hearing expert evidence and scrutinising the current child poverty strategy the commission has focused on four main areas of evidence gathering. These are loosely grouped around the four 'child poverty building blocks' outlined in Torbay's CP strategy.

The four areas are:

- Community and Schools
- Financial Inclusion and Debt,
- Housing
- Business and Employment

Additional sessions have also been held to consider evidence from Health and Public Health as well as to hear the voices and views of young people.

Each session has been held in public at a local community space, with the Commission taking reports and hearing evidence from a number of stakeholders, including local councillors, expert witnesses and community representatives.

Reporting structure

The Commission as an independent body will produce an interim report in August 2013 and final report in the autumn of 2013. The final report will be presented to the Health and

Wellbeing Board in December 2013 and will be available to full council and other agencies as appropriate.

Evidence

Overview of child poverty in Torbay

The picture of child poverty in Torbay has changed little over recent years, both in the profile of families and also the area's most affected. There is however a much greater understanding of the drivers and mechanisms for change and more emphasis put on partnership working and the role of communities. Whilst parental employment and income are crucial to tackling child poverty and breaking the cycle of deprivation, there is also the need to mitigate the effects of poverty and raise aspiration. Young parents and families with children under 5 need targeted support to raise their children in ways that ensure they are healthy, socially developed and ready for school. Families with older children also require support, advice and guidance at critical transition points such as secondary school transfer and getting ready for the world of work. Partners and services including schools and business have a major role to play in working with young people and families in poverty to encourage and support clear pathways to good quality training and employment that pays.

Nearly a quarter of children in Torbay are living in relative poverty
6210 children in poverty or 23.3% (English average 20.6%)
Of these children two thirds are in lone parent households
- 4155 in lone parent households (67%)
Most children in poverty are in workless households (4880 children or 79%)
Areas where most children in poverty live :
Watcombe Ellacombe , , Tormohum, Blachcombe
At Key Stage 2 64% of pupils on Free School Meals achieve Level 4+ English and Maths as opposed to 80% of their peers but **half achieve the GCSE's of their peers** (32% of pupils achieve 5 GCSE's A*-C English and Maths as opposed to 64.8% of their peers)
240 Young people (16-18) not in education, training or employment in 2012
665 young people (18-24) claiming Job Seekers Allowance in July 2013, with 145 unemployed for more than 12 months (consistently above national average although falling)

Children and Young People are resourceful and creative and want a future in the Bay. They need to be encouraged, listened to and supported into meaningful education and work.

Issues such as transport and the cost of childcare are significant in Torbay and there are very real concerns with the impact of welfare and housing reform, particularly for those in the private rented sector. More action is needed to improve health outcomes for those in greatest social and economic disadvantage.

Community, Education and Schools

Communities

Evidence from the community confirms that local people and organisations have the knowledge and skills to really reach those in most need and help them to help themselves. The voluntary and community sector in Torbay is working well with statutory services and models such as Hele's Angels the Windmill Community Centre and partners such as Anode and Eat that Frog are all delivering real change through developing skills, building social capital and delivering crucial services, including pathways to work.

The Commission heard repeatedly how families in poverty are struggling with basic issues such as not enough food, isolation, depression, bad housing conditions and debt. For many vulnerable families these issues so overshadow their lives that reaching out for support with health, housing or employment seems a step too far. Young mothers seem particularly isolated, with evidence presented of 'hidden families' characterised by lonely mothers often in bad rented accommodation without family or other support, not registered with GPs and with passive pre-school children.

Community groups and agencies expressed the need for interventions with such families to be through trusted individuals and to be sensitive and slow in order to build trust and confidence.

There is some good sharing of information and referral pathways between agencies and services but this appears to be ad hoc and organisations expressed the view that there was some duplication and overlap between what they do for families in poverty and what statutory children's services do. They also expressed their wish to be more 'joined up' to enable more targeted work.

Case Study: Young Mums Group

Written statement

"I am a single mum to an eight month old boy. We moved to the area on 4th January 2013 and have been attending the Torquay Young Mums Group on a weekly basis ever since.

When we moved to the area we didn't have anyone, as we had left our hometown of Newbury, Berkshire, for our own safety after I was a victim of domestic violence. So with all my family now living 200 miles away we started attending the Group.

As a single mum with no confidence and no support this group has been a godsend not only has it created new friendships it has also given me the support needed to be able to rebuild a better life for us both and it's also helping developing social skills for my son, without this group we'd be stuck in our home on a daily basis. But instead we now have something to look forward to and a reason to leave our home"

Recommendations

1. *Agencies and partners should develop joint policy and whole family working approaches to target families in poverty and make better use of resources, including information and intelligence sharing*
2. *Community development approaches such as Hele's Angels should be considered for wider roll out in areas of significant deprivation across Torbay*
3. *Targeted outreach should be incorporated into policy to ensure isolated families with pre –school children are identified and supported, particularly through the use of community members, the third sector and health.*
4. *Participation approach for Young People and families should be embedded and inform service delivery and outcomes*

Early Years, Schools and Education

Torbay recognises the importance of the family in bringing up children and the difference it can make to good long term outcomes. Its Early Years work has received national praise and its school results are improving significantly. Much work has also been done over recent year to narrow the gap in achievement between those children on free school meals and their peers - in some cases there has been a 10% improvement. The gap however is still significant for children in poverty with only half achieving the same results as their peers.

There are still major barriers to educational development and achievement and to parental employment including the availability and cost of good quality childcare and parental understanding of its value .This is especially marked in those areas where child poverty is highest, where childcare provision is some of the lowest quality in the Bay and yet parents still prefer their local setting.

The Early Years Advisory Board provided evidence that the sector is keen to support the needs of children in poverty at the earliest opportunity. They also felt that funding and services should be maintained or expanded including staff training to understand and deal with families in poverty, their needs and circumstances. The sector wants to share good practice and is already providing solutions such as paying top up fees, providing additional day care sessions in school holidays and providing extra no cost breakfast club places.

The Commission heard how some schools were using the Pupil Premium to work with individual children on issues such as raising attendance, encouraging parent/child learning, providing technology support for children and parents. The use of parenting contracts is also being used successfully to improve attendance and get other support workers involved in more joint working.

Family learning programmes and multi agency work are improving outcomes in areas such as Brixham but more needs to be done with schools working in partnership with Torbay Academy and South Devon College. Programmes such as BING (Brixham Inter-Professional Development Group) - a joint Health and Education initiative is promoting health issues in Brixham area primary schools.

Lack of aspiration and attainment was presented as being a 'school issue' in the eyes of parents and employment opportunities available were seen as limited to school work such as meal time assistant or playground supervisor. Children and young people who were asked, were clear about their dreams, skills and talents and felt that the school system sometimes

let them down, that they were not encouraged to achieve their full potential and were held back by being told 'you can't do it' rather than having people who believed in them and being told 'you can do it'.

School representatives expressed the view that there is a real need to educate children and young people and their parents about money, budgeting and the changing relationship between work and benefits; Life skills in money awareness and budgeting needs to be relevant, engaging and fun. Being prepared for the world of work was also seen as significant with more opportunities to engage with business and employers welcomed.

Primary school teachers expressed concern at the growing number of children presenting at reception who were not toilet trained and lacked basic communication skills and at the loss of funding to support such children and their parents before they reach school.

Recommendations

5. *Early Years providers and services to ensure they have systems in place to identify and target 2, 3 and 4 year olds vulnerable to poor outcomes and support the take up of Nursery Education*
6. *Early Years providers and services support families in poverty to ensure children have the social, developmental and communication standards of their peers in order to be ready for school*
7. *Guidance to be provided to School Governing bodies and Head Teachers on the use of Pupil Premium funding to ensure it is used effectively to benefit the most vulnerable children and young people with particular focus on improving outcomes for children in poverty*
8. *Schools should be encouraged through community engagement to provide breakfast, after school and holiday clubs to promote healthy eating , physical activity and provide opportunities for joint family learning particularly reading skills and to provide support for working families*
9. *Partners including schools and colleges should look at ways of adapting the curriculum or providing new skills training to children (and their parents) to learn to basic nutrition . cooking skills (NB Save the Children FAST programme)*
10. *. Schools and employers need to develop stronger collaborative links to ensure that work/life skills are developed and matched, opportunities maximised and relationships fostered. Work placements and experiences, mentoring and training should be of good quality and value.*
11. *Financial literacy and budgeting should be built into school curricula*

Financial Inclusion and Debt

The Commission has heard from many agencies and organisations of the underlying problems of low family income, debt and financial capability .The increasing use of food banks, door step lenders and high street money lenders as well as the growth of betting shops, fixed odds terminals and easier access to credit and gambling have all been raised as symptoms of poverty and a sense of increasing desperation. In particular voluntary sector organisations such as the Citizens Advice Bureau (CAB) and ANODE have been reporting increased use of their debt and support services .In addition schools and Job Centre Plus gave evidence of attitudes that believe the 'better off on benefit' attitude of some parents and professional support staff .Young People themselves have given evidence of how high the

cost of transport is in Torbay and the disincentive this is to finding and keeping employment or developing skills.

The impending changes in both housing and welfare reform will mean many families losing income or having to do things differently. JCP, the council, Sanctuary Housing, ANODE and the CAB have been working hard to get these messages out to those who need them most including holding advice sessions out in the community, working with food banks, signposting and targeting individual households. The message from the agencies is that many people are not ready to hear what the changes mean to them. At one event, out in the community, with free childcare, only 18 people out of 100 invited turned up. Whilst not uncommon this clearly indicates the need for better engagement and sustained work with families and services to get messages across and support families with information and guidance as well as service referrals where necessary.

The council has improved the speed of housing benefits payments and set up an interim replacement scheme for the Social Fund to support households with discretionary financial support which will ease short term pressure but there is concern that these measures will not be enough.

The Commission also heard about measures to provide safe, cheap loans through credit unions and the increasing use and promotion of the Plough & Share credit union which has new high street service points in easily accessible locations across Torbay including at Hele's Angels, Brixham and Paignton.

Case Study: Financial Inclusion and Debt

“Deborah was referred to the money advice service as she was struggling to make ends meet. She had been told previously she could not claim working tax credit for the hours she worked. After averaging out her working hours we found she qualified and a successful application was made. She had rent arrears largely due to her low income, the stress caused by worrying about her financial situation and having to take time off work. The housing association was taking action against her. We contacted the housing association who stopped the action against her and accepted £5 a week to clear her arrears. The advice helped Deborah regain financial control, improved her and her family’s well-being and she felt able to move ahead with her life”

Recommendations

- 12. Torbay should ensure a good range of accessible community advice services are commissioned and delivered for families in poverty, to ensure access to financial, debt, welfare and legal advice as well as budgeting and financial management*
- 13. Income maximisation and money advice services should be integrated into whole family care assessment procedures as a means of supporting and promoting pathways to employment*
- 14. Income maximisation and money advice services should be available in community settings across Torbay*
- 15. Financial support and income maximisation services commissioned by the council and others should promote pathways to employment and include information and signposting*

Housing

Like many seaside towns, Torbay relies heavily on the private rented sector for its housing supply. All the previous LA social housing stock (@3000 units) is now owned and managed by Sanctuary Housing with the rest of provision being made through a small number of specialist housing associations or the private rented market.

The Commission heard evidence on a range of issues including affordable housing, security and stability, accommodation standards, impact of the Local Housing Allowance and the need for a strategic housing plan.

One of the biggest concerns raised in evidence was the inherent lack of stability and security offered by the current arrangements for the provision of homes. The over reliance on the private rented market which is in a strong position due to high demand , means that families in poverty often have to cope with sub standard accommodation, short leases and little chance of making a long term home for them or their children. On top of this, over reliance on seasonal and part-time work means that it is virtually impossible for families to plan ahead in ways that can secure a long term home. The consequences of unstable tenancies, poor quality housing and unstable work and income mean that families in poverty and their children will suffer greater disruption in education, worse health and more social isolation . Many families are being separated from family, friends and social support networks, schools and activities and cannot even afford the bus fares back to where they used to live. There is also reported evidence that domestic violence and relationship breakdown has increased due to families being constantly moved

In contrast the social rented sector provision in Torbay does provide good quality homes and a range of outreach and support services which work closely with the council and other agencies . Sanctuary Housing has been working with local voluntary groups and statutory services to inform tenants about welfare reform changes as well as housing benefit changes. They also provide information advice and guidance on a range of financial issues such as benefits checks, advice on lending and signposting to partners such as the CAB.

Housing Options Case Study

Mr F had a mortgaged property that was being repossessed due to arrears. His wife then became ill and was unable to care for their five yr old son who moved in with Mr F.

He was supported in court by Homemaker but we could not prevent the repossession, and we received a copy of the Notice of Eviction at the end of October giving us two weeks to prevent the homelessness or move the family into temporary accommodation.

In these two weeks we:

- *Provided benefit advice as he still was not in receipt of any funds for his son, and requested Mr F to supply us with what documentation he could.*
- *We then sought supporting evidence from Mr F's ex wife and a letter from his sons' school evidencing the fact that his son was now living with him.*

- *We interviewed Mr F, identified a two bed affordable rented private sector property, processed a Bond Agreement and inspected the property.*
- *We completed the HB claim and a claim from the social fund for rent in advance, providing all the information needed, and Mr F and his son moved in to property two days before the eviction date.*
- *Preventing prolonged homelessness and the need to accommodate this family in temporary accommodation.*

Recommendation

16. *Torbay Council should continue to press to improve the quality, affordability and safety of housing in the private rented sector and work with landlords to develop longer term tenancies that provide greater security and stability for families with children.*
17. *Torbay Council should work in partnership with Registered Providers of affordable housing and the Community and Voluntary sector Providers to encourage appropriate Community Investment, and resident involvement - good housing improves health and is good for communities.*
18. *Torbay Council should adopt a corporate commitment to prevent homelessness which has strategic recognition across all services and partners.*

Business and Employment

Torbay has many impressive regeneration projects and employment opportunities such as the Riviera Renaissance, South Devon Torbay Works and good skills links with the Torbay Academy and South Devon College. Employment prospects still centre mostly on the service and support sectors with seasonal work a major factor. Youth unemployment is high but there is a new Youth Offer and the council has recently carried out a major scrutiny review into youth unemployment.

Most children in poverty in Torbay are living in workless households often headed by a lone parent in areas such as Watcombe and Ellacombe. Employment prospects in the Bay are more challenging than nationally with 4 job seekers chasing every unfilled job centre vacancy⁴

The Commission heard evidence from Job Centre Plus and the Torbay Development Agency that confirmed the importance of a multi-agency approach to tackling unemployment and poverty. There need to be fundamental changes to attitudes to employment and benefit dependency including amongst staff to promote employment as a route out of poverty. Links with schools/colleges to provide better careers advice and real employability skills are critical if pupils are to be ready for the world of work and understand the opportunities it affords . There is a real disconnect between reality and the expectations of schools parents, pupils and business which is failing children in poverty and their parents.

⁴ NOMIS/DWP Labour market profile July2013

There are job vacancies and good career opportunities in Torbay and transition support to job seekers to overcome barriers such as high transport costs, uniform costs and waiting for that all important first wage. But there is also resistance to change, entrenched attitudes to travel even as far as Paignton or Exeter and real concern from families on already low incomes about the loss of benefit income and impact of welfare and housing changes.

Work placements, work experience and apprenticeship opportunities do exist but need to be better communicated and co-ordinated. Employers need to be encouraged to do more and realise the potential of Torbay's young people. This includes the main public sector services who need to do far more to provide better quality meaningful work experience over a longer time which builds real bridges between education, business and pupils and will change attitudes to pupil achievement and skills.

Evidence highlighted the need for better support and communication with business and schools to address misconceptions about employment opportunities. Apprenticeships are often only seen as fit for lower achievers and focus on vocational trades and professions, thereby missing huge opportunities to promote and raise aspiration to work in a wide range of highly skilled professions across all schools. Opportunities such as airline pilots, electrical engineers, electronics experts and banking are available through the National Apprenticeship Scheme. Not every school leaver wants or needs to be a doctor but there are plenty of opportunities to be a radiographer, nurse, engineer or surveyor, store manager or project manager.

Business often targets the higher end achievers at grammar schools for work experience and employment in areas such as law, banking and medicine, again missing out on the wider pool of talent available from other schools. There are financial incentives to support employers with the employment of young people but they are often unaware and reluctant to take up the offer.

Engagement with workless parents to overcome barriers to work is mainly being done through JCP, especially with lone parents. This work has always been a focus for JCP but needs to be more widely supported by partners and partners and targeted to address child poverty.

Torbay has some major opportunities to promote the skills and talent of young people and to embed pathways to work for parents on low incomes through initiatives such as Torbay Works, KIER national construction college, the MTI annual conference and support to business start ups.

Case Study: Two Parent household with 1 child – one parent working

Debts of £5,032.48 consisting of arrears on Council Tax, water and fuel bills. Client is on a low wage working more than 30 hours a week (monthly wages £744.76 after tax)

It is interesting to note that benefit related income is more than the wage being received each month indicating that low wages paid by employers are being subsidised by the taxpayer. Without the extra benefit income they receive the family would be in dire poverty. High rents also mean that in many cases the rent payable equates to the same level as the wages being received each month. In this case the family is paying rent above the eligible

LHA level so they could save around £192 a month if they could find cheaper accommodation (monthly rent £700)

Recommendation

- 19. Torbay Council, the Mayor, Torbay Works and business partners should continue to focus on and develop ambitious plans for enterprise and employment in the area which should include positive measures to skill, train and employ local people.*
- 20. Business partners, education providers and local public service providers should work more actively together to develop and encourage local young people to be job ready and to aspire to jobs and careers across all sectors*
- 21. Employers, education providers and local public service should promote and encourage funding schemes and initiatives aimed at employing young people (especially young parents) and at developing entrepreneurial skills, innovation and opportunities for self employment*
- 22. Public sector procurement strategies should be geared towards supporting local business and creating local jobs and to maximising opportunities for small business and the self employed.*
- 23. Public sector employers should lead by example in tackling child poverty by offering employment pathways such as work placements, work taster sessions, mentoring, apprenticeship schemes leading to sustainable jobs, family friendly flexible work policies etc*
- 24. Job Centre Plus and partners should continue to be encouraged to work jointly in a whole family approach that promotes employment as the path out of poverty and discourages benefit dependency.*
- 25. Public transport operators should be actively encouraged to provide fares which are affordable. Torbay council should work with partners / employers to develop fair transport policies that support local employment.*

Health and Wellbeing

The Commission heard evidence from Public Health and the Lifestyle Team (Community Dietician) about the need to ensure that good health outcomes are commissioned and linked to child poverty outcomes. National evidence shows that health outcomes for families and children in poverty are much worse than their peers, with incidence of teenage pregnancy, childhood obesity, diabetes, mental ill health, accidents and mortality rates overall being higher.

The weight of evidence also points to the fact that this very significant gap in health outcomes does not arise by chance, and cannot be attributed simply to genetic makeup, unhealthy behaviour, or difficulties in access to medical care, although these factors are obviously important. Income is a particularly important determinant of health as it is often a driver of other factors such as quality of early life, education, employment and working conditions. To address health inequality the Marmot Review published by the Government in 2010 suggests that funding should be used to improve the health of everybody in the community, but with a scale and intensity that is proportionate to the level of disadvantage. Greater intensity of action is likely to be needed for those with greater social and economic disadvantage.

The issues of food, diet and cooking skills came up repeatedly in our evidence, including work with families and teenage mothers. Families in poverty have fewer choices when it

comes to buying food, pay more for electricity and gas and often have big knowledge and skills gaps when it comes to weaning babies, general nutrition, cooking and family budgeting. There is frequently a reliance on convenience food and anxiety about trying new foods or cooking 'from scratch', often as a result of poor parenting and /or lack of education at school.

The Commission heard how Public Health commissioning is looking at service re-design and a holistic approach. It will be looking at how to use the Joint Strategic Needs Assessment to target work to address child poverty and integrate Child Poverty strategy outcomes into those of the Health and Well Being Board.

Recommendations

Many of the recommendations relating to public health have been picked up by other areas of evidence and included in those sections i.e. Schools.

Further recommendations are included as part of the 'Next Steps' section for the Health and Well Being Board.

The Voices of Children and Young People

Throughout the life of the Commission we have been keen to hear the views of children and young people and their carers. Whilst there have been some individual voices and many representatives of professionals and service providers who have provided evidence on their behalf, young people were able to express their views at a participation event held in October 2013. The young people represented all 3 towns in the Bay and included groups such as young carers, children in care, young people with disabilities and the Youth Parliament.

Many of the issues raised during our main evidence sessions were re-iterated by the young people when looking at what their dreams, aspirations and barriers are.

They identified lots of skills and talents and were positive about what they could do in spite of real challenges. They had good aspirations for jobs including becoming a vet, teacher, paramedic and big business boss. They wanted support with confidence building, nice secure places to live with more colour in outdoor spaces, people to believe in them and good education and careers advice.

Some of the things which stop them getting on included: no money (this was a very common barrier), lack of jobs in the Bay for them, family crisis, bullying, illness and health (again numerous mentions) 'being told I can't', no-one to help.

Transport costs are a big issue but cycling and bike paths would help as would more investment in jobs, more and better shops and parks, and more free things for older youths (i.e. up to 20)

Conclusions

Child poverty is a complex issue, affecting as it does whole areas of family life, including health education, employment and income. It is also an entrenched and long term issue that is not unique to Torbay. Rates of child poverty have been falling over recent years but there has been a stalling and we are now facing increased levels of both relative poverty and more families on the edge of poverty, particularly low wage working families. The impacts of welfare and housing reform are yet to be felt but we know that they will affect many of the Torbay families in rented accommodation more than others. Torbay has some particular characteristics which it shares with similar coastal towns and is working hard to find solutions to tackling child poverty.

There are some excellent services and projects across Torbay and many examples of good partnership work and community engagement.

However there appears to be a lack of shared strong leadership on this agenda across partners and unclear pathways for families to maximise their income and life chances. This is a big opportunity for Torbay to promote and foster the talent and skills of local families and their children and to generate revenue for the area. Professionals are keen to support families in poverty but often feel they need better understanding of the issues and what works as well. Children and Young people are positive about their talents and what they can offer. They want to stay working in the area but would often like someone to believe in them and support them when needed.

The Commission has heard a wide range of evidence over the last 10 months during which a number of common themes have emerged:

These include;

- Greater focus and work with families in poverty to build pathways to work
- Stronger shared leadership and partnership working from the council and partners on this agenda, including championing and developing the talent and skills of parents and young people in poverty
- Building stronger links between parents, education and business
- Supporting a housing strategy that will provide decent standards, safe long term housing tenure and stability for those that need it most
- Building on the good practice of models such as Hele's Angels and other neighbourhoods based models
- Ensuring that services build child poverty outcomes into their budgeting, commissioning and delivery frameworks

Torbay Gains: what would we like to see in 3 years time?

These are some of the Gains the Commission would like to see as a result of our recommendations. Some will require culture change, some just a twist to the way things are already done. We hope that partners will join us in making the journey so that the whole of Torbay gains.

- Fewer families in poverty
- More families in work
- Child Poverty outcomes to be embedded as part of council budgeting and service planning
- The Pupil Premium to be evidently better used
- A compulsory registration system and accreditation for landlords and lettings agencies
- Better landlords and safer housing
- 250 Apprenticeship opportunities for Young People
- More children feeling like they have been listened to
- Young people telling us things are better and we have made a difference
- No food banks
- Fewer people in debt

What Next ?

The Torbay Child Poverty Commission has finished its first year of work and this Final Report will provide a basis for everyone who lives or works in The Bay to play a part in shaping the future and improving the opportunities and wellbeing of families and children in poverty.

Nearly a year of research and evidence and a final report are just the start of making a difference. Along the way the Commission has made small break-throughs with raising awareness of the issues in the wider community, getting the Council to child poverty proof neighbourhood plans and feeding into budget setting agendas.

It is important that this work is seen as supporting services and partners rather than adding to their already heavy workloads and we hope that partners will look at how they can tackle child poverty as part of the day job.

The report will be presented to the Health and Wellbeing Board with the recommendations that individual agencies take responsibility to take it into their own organisations for endorsement.

The report will be presented to Torbay Council in February 2014 for the endorsement of the full Council.

At this stage an action plan will be formulated and the Health and Wellbeing Board will hold responsibility for its implementation. The Child Poverty Commission will be recalled on an annual basis to review progress and to hold the Health and Wellbeing Board to account.

We want children and families in the Bay to grow and grow and thrive here so that Torbay Gains,

.Ends

Appendix 1

Thanks from the Child Poverty Commission to those individuals/organisations who gave evidence. Due to the high volume of individual contributions and evidence provided a link has been provided to relevant papers of Child Poverty Commission meetings.

Link <http://www.torbay.gov.uk/DemocraticServices/mgListOutsideBodies>

Communities	25/2/13	Voluntary Sector
Early Years, Schools, Education	25/2/13 16/10/13	Save the Children Schools Early Years: Nursery Provision
Financial Inclusion and Debt	17/4/13	
Housing	17/4/13	Volunteer Service Job Centre Plus Revenues and Benefits Youth Unemployment
Business and Employment	16/10/13	Youth Youth Offending Team
Health	3/9/13	Child Health Life Skills Team



Meeting: Council

Date: 27 February 2014

Wards Affected: All

Report Title: Local Enterprise Partnership Strategic Economic Plan

Is the decision a key decision? Yes

When does the decision need to be implemented? After the call-in process

Executive Lead Contact Details: Mayor, Gordon Oliver

Supporting Officer Contact Details: Charles Uzzell, Director of Place,
Charles.uzzell@torbay.gov.uk

1. Purpose and Introduction

- 1.1 The allocation of national government's economic growth funding has changed markedly over the past two years, with Government devolving responsibility and funds for driving economic development to Local Enterprise Partnerships (LEPs).
- 1.2 Various existing sources of Government funding are being combined into a single local growth fund into which LEPs must bid. As part of this process LEPs must demonstrate how they plan to deliver growth in their area. This needs to be articulated in the form of a Strategic Economic Plan (SEP). The LEP has submitted a draft SEP to Government, with the final plan due for submission at the end of March.
- 1.3 It is likely that the process of bidding for funding by both LEPs to Government and local authorities to LEPs will be highly competitive. Given the geographic spread of the Heart of the SW LEP there will be different demands for the LEP to reconcile and it is therefore important that Torbay engages fully in the process of developing the SEP to ensure its priorities are included.

2. Proposed Decision

The Mayor be recommended:

- 2.1 That the themes and priorities set out in the draft Strategic Economic Plan be endorsed as a sound basis for the final Strategic Economic Plan, establishing Torbay's support for the document and its aims; and
- 2.2 that the Executive Director of Finance and Operations be authorised, in consultation with the Mayor, to approve the final Strategic Economic Plan.

3. Reason for Decision

- 3.1 The Heart of the South West Partnership is a critical partner for the Council and a strong economic plan for the LEP will increase the opportunities to secure funding for

support of the economic strategy and individual projects supporting the economic growth of Torbay.

- 3.2 The SEP is the LEP's overarching strategy which will steer its priorities until 2030 and Torbay has been an active partner throughout the development of the plan with the Mayor with Council and TDA officers working to ensure that relevant intelligence and objectives are included. The SEP complements the LEP's EU strategy, submitted to Government in January 2014 and the recently approved Plymouth & Peninsula City Deal, both of which feed into the overarching SEP.
- 3.3 Significant funds will be distributed to the LEP via the 'deal' with Government which the Strategic Economic Plan represents. Without a consensus of support for the plan from its partners the plan is likely to be weakened which could lead to a lower level of funding being made available to the partnership.

Supporting Information

4. Position

- 4.1 Following the publication of Michael Heseltine's report in 2012 Government announced the creation of a single local growth fund which will come into effect in 2015/16. This will be distributed to LEPs to deliver Growth Deals in their areas. Through these deals LEPs can seek freedoms, flexibilities and influence over resources from Government. In return, Government will expect evidence of real commitment from LEPs to the growth agenda, including the development of ambitious, multi-year Strategic Economic Plans. The overall pot is valued at £2bn nationally for 2015/16 and around half of the funding will be allocated while the other 50% will be distributed via a competitive process into which LEPs must bid.
- 4.2 The element of funding which will be allocated by formula to LEPs includes Local Transport Majors and some skills funding. New homes bonus will continue to be allocated in the same way as it is currently. The LEP has asked the four HOSW upper tier Councils if they would use some of the NHB funding to support the LEP growth strategy. The remaining portion of funding will be allocated through the Growth Deal process, in a competitive way.
- 4.3 The Strategic Economic Plan will form the LEPs overarching strategy for investing the money available to it through the single local growth fund. Other strategies including the LEP EU Strategic Investment Framework and the Plymouth Deal will feed into this overarching strategy. The draft SEP was submitted to Government for comment on 19th December 2013 and will continue to be developed until the final submission deadline of 31st March.

Objectives

- 4.4 The SEP covers the period 2014-2030 meaning it seeks to address strategic, long term issues as well as some of the more pressing priorities. The overarching ambition is to realise the potential of the LEPs distinctive environmental assets, to capitalise on

golden opportunities, and inspire innovation and entrepreneurship to create long term growth.

- 4.5 The plan is structured around three main themes; people, place and business. The delivery of the plan will be broken down into actions within these themes with the actions contributing to the strategy vision:
- Building on the HOSW distinctiveness
 - Maximising productivity and employment opportunities
 - Creating the conditions for growth

Delivery

- 4.6 The SEP sets out the need for a balanced approach to growth, reflecting competing rural and urban priorities. It is complementary of the themes set out in the Torbay Economic Strategy to drive business growth, sustain the core economy, raise skill levels & create opportunities for all and nurturing the knowledge economy. Some Torbay projects which could potentially be funded through the SEP or the European Structural and Investment Fund strategy which feeds into this include:
- Western corridor improvements
 - Innovation Centre phase 3
 - Business support services
- 4.7 The implementation plan within the strategy sets out the actions needed to deliver the objectives. This reflects on current and planned activity both nationally and locally (including the Plymouth City Deal and the emerging Hinkley Deal). The plan sets out:
- HOSW Offer – what is being done and what more can be done locally to achieve growth
 - HOSW asks – what flexibilities or wider support are needed from Government to unblock barriers to growth
 - HOSW Interventions – proposed projects/programmes where appropriate
- 4.8 A number of transformational golden opportunities are identified within the SEP. These include:
- Construction and legacy of Hinkley C
 - Marine sector growth through the Plymouth City Deal
 - Supercomputer investment (Met Office) and the global environmental analytic capabilities
 - Aerospace and advanced manufacturing
- 4.9 More opportunities may develop over the course of the strategy and the scope of the SEP is deliberately wide enough to accommodate this.
- 4.9 The priority actions which will maximise these opportunities are set out in the table on the following page:

Creating the Conditions for Growth		Maximising Productivity and Employment Opportunities	Building on our Distinctiveness
Place	<p>The Enabling Landscape</p> <ul style="list-style-type: none"> ○ Transport and Accessibility infrastructure ○ Sustainable solutions to flood and water catchment management ○ Unlocking delivery of stalled housing sites ○ Energy Infrastructure 	<p>The infrastructure and facilities to create more and better employment</p> <ul style="list-style-type: none"> ○ Enterprise infrastructure ○ Investing in strategic employment sites in our main cities and towns ○ Digital infrastructure 	<p>The infrastructure and facilities needed to support transformational change</p> <ul style="list-style-type: none"> ○ Opening up specialist sites for marine sector development ○ Investing in science park and innovation infrastructure for nuclear, marine, environmental sciences and aerospace ○ Maximising our environmental assets
Business	<p>Creating a favourable business environment – the GAIN Growth Hub</p> <ul style="list-style-type: none"> ○ Simpler, more coherent business support ○ Improved access to finance platform ○ Tailoring national policies to local potential 	<p>Achieving more sustainable and broadly based business growth – the Global Market Growth package</p> <ul style="list-style-type: none"> ○ Reaching new markets – including public sector, web-fuelled and supply chain ○ Globalisation (exports and inward investment) 	<p>Support related to key opportunities – transformational investment package</p> <ul style="list-style-type: none"> ○ Golden opportunities – Catapult-lites and networks ○ Horizontal Innovation – Capacity building, grand challenges and Innovation for all
People	<p>Creating the environment where businesses and individuals can reach their potential:</p> <ul style="list-style-type: none"> ○ Skills infrastructure and facilities ○ Accessibility to education/employment ○ Digital Literacy for inclusion, progression and business growth 	<p>Investing in skills and development to increase job opportunities and move people into the job market:</p> <ul style="list-style-type: none"> ○ Moving people into employment - focusing on youth, long term unemployed and economically inactive ○ Careers advice and progression ○ Improving workforce skills 	<p>Creating a world class workforce building on our distinctiveness and growth sectors:</p> <ul style="list-style-type: none"> ○ Entrepreneurship and business skills ○ Technical and higher level skills development and retention ○ Maximising the skills and employment opportunities from our Golden Opportunities

Outputs

- 4.10 The SEP will need to evidence it will make significant difference to the Heart of the South West (HOSW) economy. The process of developing Strategic Economic Plans is competitive and the LEP will be assessed alongside others to see which offer best value for money and growth opportunities. The draft outputs are set out below, however these are currently being tested and are likely to be amended before the final submission:
- 4.11 Building on the HOSW distinctiveness:
- By 2030, there is distinctive legacy of 'better jobs' from the investment in Hinkley, marine and other transformational assets
 - By 2030, proportion of businesses in knowledge economy has increased
 - By 2030 there is a ratio of high/medium tech businesses matching regional
 - By 2020, HOSW is recognised as one of the best places in the UK to start and grow a small business
 - By 2020 the natural capital of the HOSW area is enhanced and of increasing value to businesses and communities.
- 4.12 Maximising productivity & employment opportunities:
- By 2030 increase the competitiveness of our businesses so GVA/hour matches national average
 - By 2020, reduce youth and long term unemployment by half
 - By 2020, create an extra 50,000 jobs
 - By 2030, increase average wages to match national average
- 4.13 Creating the conditions for growth:
- By 2030 reduce rail journey times from Plymouth to London by 40 minutes
 - By 2020, 100% of the population able to connect to Superfast Broadband
 - By 2020, 60% of adult population qualified to L3 or above and 40*to Level 4 or above
 - By 2030, deliver 170,000 new homes
- 4.14 Although the scale of the targets may alter these objectives fit well with the aim of the Torbay Economic Strategy to create more jobs by improving skill levels, driving business growth, supporting the core economy and nurturing the knowledge economy.

Governance

- 4.15 The LEP is currently in the process of being registered as a Community Interest Company and the LEP will be accountable to Government for delivery against the actions, objectives and outcomes set out above. Governance of different programmes which sit below the SEP, including the EU Structural & Investment Fund strategy and Plymouth & Peninsula City Deal will vary however the LEP board and management team will play an important role in the governance of all activity. The City Deal governance includes a joint committee which will bind the different public and private sector partners and it is likely that a comparable process will be established for the

SEP however the finalised governance approach will be confirmed before submission of the SEP in March.

Conclusion

- 4.16 The LEP Strategic Economic Plan is its statement of intent over the coming years. The process to secure funding is likely to be extremely competitive and the economic plan must be robust enough to stand up to this.
- 4.17 Support from Torbay in the drafting process has ensured our priorities are represented and it is important that this continues as work is completed on the final strategy for submission.
- 4.18 The SEP is positive for Torbay and the South West as it provides the mechanism to access significant funding from the Local Growth Fund from 2015/16 onwards. The three key themes in the SEP of Place, Business and People will support delivery of the Torbay Economic Strategy.

5. Possibilities and Options

- 5.1 Torbay has to make a decision on whether to endorse and continue to support development of the SEP or to step back from involvement. Endorsing the draft SEP will demonstrate Torbay's agreement on the priorities outlined within it. This is important if Torbay is to continue to influence the strategy development to meet the objectives set out in the economic strategy and potentially benefit from the funding made available through it.
- 5.2 The alternative is to not endorse the strategy which carries the risk of Torbay priorities not being represented and in the worst case the amount of funding secured by the Bay reduced.
- 5.3 It is recommended that the strategy is endorsed to ensure Torbay maintains the best possible chance of influencing its future development and accessing funding and there is continued involvement as the SEP is finalised.

6. Fair Decision Making

- 6.1 The LEP has consulted widely during the development of the SEP and associated EU strategy in a number of ways including:
- Online general stakeholder consultation
 - Through the business forum
 - Through a number of workshops held across the LEP areas (including a workshop held in Torbay and input from Torbay businesses)
 - Business survey
 - Through South West Forum
- 6.2 The SEP will determine the LEPs priorities for investment from 2014/15. This has the potential to have a positive impact on all areas of Torbay if funds can be accessed for

projects locally and if investment is made in LEP wide services such as business support.

7. Public Services (Social Value) Act 2012

- 7.1 Any procurement needed to further develop the strategy will be carried out by the LEP. This will be governed by Somerset County Council's procurement regulations as Somerset has agreed to act for the LEP in procurement.
- 7.2 Developing local procurement and supply chains is an action within the strategy so the LEP will seek to lead by example in procuring locally where possible.

8. Risks

- 8.1 The SEP as set in section 4 is currently in draft form. However, it is clear that the strategy supports the aims of Torbay to deliver jobs and economic growth.
- 8.2 Government has made clear large amounts of money will be channelled via LEPs to deliver their Strategic Economic Plans. There is a risk if Torbay does not support development of the strategy it could affect the strategy competing against others.
- 8.3 Failing to endorse or have further input into the SEP development may result in local priorities not being reflected in the final document. Given the strategy is still being developed it is felt it would be more of a risk not to endorse the draft and continued involvement in development of the strategy.

Additional Information

The full draft LEP strategy is available to download here -

http://www.heartofswlep.co.uk/sites/default/files/HOTSW_SEP_draft2_submission_19-12-13.pdf

The Torbay Economic Strategy can be found here -

<http://www.torbay.gov.uk/index/yourcouncil/electedmayor/economicstrategy.htm>

Appendices

Appendix 1 - Equality Impact Assessment

Equality Impact Assessment (EIA):

Name (Key Officer/Author):	Charles Uzzell	Business Unit:	Place & Environment
Position:	Director of Place	Tel:	01803 20(7701)
Date:	February 2014	Email:	charles.uzzell@torbay.gov.uk

Since the Equality Act 2010 came into force the council has continued to be committed to ensuring we provide services that meet the diverse needs of our community as well as ensure we are an organisation that is sensitive to the needs of individuals within our workforce. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of proposed decisions on the community.

This EIA will evidence that you have fully considered the impact of your proposal / strategy and carried out appropriate consultation with key stakeholders. The EIA will allow Councillors and Senior Officers to make informed decisions as part of the council's decision-making process.

Executive Lead / Head Sign off:

Executive Lead(s)	Mayor, Gordon Oliver	Executive Head:	Charles Uzzell
Date:		Date:	

Relevance Test – ‘A Proportionate Approach’

Not all of the proposals or strategies we put forward will be ‘relevant’ in terms of the actual or potential impact on the community in relation to equality and vulnerable groups. For instance, a report on changing a supplier of copier paper may not require an EIA to be completed whereas a report outlining a proposal for a new community swimming pool or a report proposing a closure of a service would.

Therefore before completing the EIA please answer the following questions. If you answer ‘yes’ to any of the questions below you must complete a full EIA.

1)	Does this report relate to a key decision?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
2)	Will the decision have an impact (i.e. a positive or negative effect/change) on any of the following: <ul style="list-style-type: none"> • The Community (including specific impacts upon the vulnerable or equality groups) • Our Partners • The Council (including our structure, ‘knock-on’ effects for other business units, our reputation, finances, legal obligations or service provision) 	Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/>	N <input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/>

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome?	<p>The allocation of national government's economic growth funding has changed markedly over the past two years, with Government devolving responsibility and funds for driving economic development to Local Enterprise Partnerships (LEPs).</p> <p>Various existing sources of Government funding are being combined into a single local growth fund into which LEPs must bid. As part of this process LEPs must demonstrate how they plan to deliver growth in their area. This needs to be articulated in the form of a Strategic Economic Plan (SEP). The LEP submitted a draft SEP to Government in January 2014, with the final plan due for submission at the end of March.</p> <p>It is likely that the process of bidding for funding by both LEPs to Government and local authorities to LEPs will be highly competitive. Given the geographic spread of the Heart of the SW LEP there will be different demands for the LEP to reconcile and it is therefore important that Torbay engages fully in the process of developing the SEP to ensure its priorities are included.</p> <p>It is proposed that the Council engages with and supports development of the Local Enterprise Partnership Strategic Economic Plan by endorsing the draft document and its priorities. The SEP is supportive of the objectives in the Torbay economic strategy and it is expected that the outcome will be a LEP strategy supporting the needs of Torbay.</p>
2.	Who is intended to benefit / who will be affected?	<p>The Heart of the South West Partnership is a critical partner for the Council and a strong economic plan for the LEP will increase the opportunities to secure funding for support of the economic strategy and individual projects supporting the economic growth of Torbay. Specific projects have yet to be defined but funding is allocated for activity which will have a positive impact on business and communities in the Bay and wider LEP area which could include:</p> <ul style="list-style-type: none"> • Business support initiatives including export support • Infrastructure (road & digital) improvements • Funding for skills and to support people back into work • Unlocking stalled housing sites <p>The SEP is the LEP's overarching strategy which will steer its priorities until 2030 and Torbay has been an active</p>

No	Question	Details
		<p>partner throughout the development of the plan with the Mayor with Council and TDA officers working to ensure that relevant intelligence and objectives are included. The Torbay Economic Strategy and associated evidence base has been used to set out Torbay priorities, and the overarching theme of job creation is central to this. This has helped to shape the business support element of the SEP and also the support for getting people back to work. The SEP complements the LEP's EU strategy, submitted to Government in January 2014 and the recently approved Plymouth & Peninsula City Deal, both of which feed into the overarching Strategic Economic Plan (SEP).</p> <p>Funds will be distributed to the LEP via the 'deal' with Government which the Strategic Economic Plan represents. Without a consensus of support for the plan from its partners the plan is likely to be weakened which could lead to a lower level of funding being made available to the partnership.</p>

Section 2: Equalities, consultation and engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **equalities, consultation and engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions / proposals on the Torbay community.

Evidence, consultation and engagement

No	Question	Details
3.	Have you considered the available evidence?	<p>The LEP has built a detailed evidence base in the process of developing the Strategic Economic Plan and a supporting EU strategy. The strategy contains an evidence base build around the 3 core pillars of People, Place and Business. The detailed evidence base is available here - http://www.hearstofswlep.co.uk/sites/default/files/HOTSW_SEP_draft2_submission_19-12-13.pdf</p> <p>The evidence base is built around a report completed by consultants overseen by the LEP economic intelligence group (on which Torbay is represented). The evidence base for the Torbay Economic Strategy fed into this report and focussed on business and enterprise, people and communities, economic projections and the neighbourhood plans. It took into account the demography of the Bay, in particular the ageing population and low productivity which have had a strong influence over the SEP.</p> <p>The Torbay evidence base is available here – http://www.torbaydevelopmentagency.co.uk/dbimqgs/Torbay%20Economic%20Strategy%20Evidence%20Base.pdf</p> <p>It shows that wages, income and output within Torbay are low, and the area suffers from a narrow industrial base with a sectoral reliance on low wage industries including tourism, retail and social care, although there are some opportunities, including business services, healthcare and technology.</p> <p>Figures released at the end of 2012 highlight the challenges faced by the Torbay economy. GVA per head levels in the Bay are the lowest in the South West and the 4th lowest in the UK. This and a high unemployment have been used to influence LEP priorities around improving productivity and skill levels and reducing unemployment.</p>

No	Question	Details
4.	How will / have you consulted on the proposal?	<p>The LEP has carried out significant consultation as part of development of both its key strategies. This has taken the form of an online consultation which was promoted via the LEP's wider communications such as tweets and newsletters. In addition, Heart of The South West (HOTSWS) staff and LEP partners encouraged stakeholders to engage in the process when attending events or meetings. The first draft of the strategy was a collaborative document, and further feedback will be sought as the final strategy is developed.</p> <p>Throughout the development of the strategy, engagement with partners has been ongoing within the themes of place, people and business. Local authorities have been consulted through their representation on the LEP board and ongoing engagement with the LEP management team.</p> <p>In addition to the on-line consultation, the LEP commissioned South West Forum to seek the views of the Social Purpose sector both broadly and in relation to Social Inclusion issues. This was undertaken through a separate on-line survey and a series of events/one to one discussions across the area.</p> <p>The LEP also sought the views of the business community through:</p> <ul style="list-style-type: none"> • Engagement and discussion with the business forum executive and members; • A series of events across the area focused on the wider development of the Strategic Economic Plan and refinement of the EUSIF. Events were held in Torbay on 20th June and 27th November; • An on-line business survey focusing on business needs. This was collated by the TDA and shared with partners across the Torbay Business Forum and through other networks such as the Hi Tech Forum. 15 of the 150 responses were from TQ postcodes. <p>A wide range of organisations have also contributed to the development of the LEP's Strategic Economic Plan and the ESIF thematic analyses and priority development by Place, People and Business through.</p>
5.	Outline the key findings	<p>Consultation has shown broad support for the emerging Strategic Economic Plan – however the final consultation report for the SEP is still a draft and will be made available when the document is submitted in March 2014. Feedback will be incorporated into the final version for the SEP (which is still in draft) and the consultation process will continue.</p> <p>The consultation document submitted with the LEP's EU strategy which has overlapping priorities is summarised below:</p> <ul style="list-style-type: none"> • There was general support for the strategy

No	Question	Details
		<ul style="list-style-type: none"> • Transport links are a weakness and need addressing • There is a need to recognise cultural heritage • There is a need to promote sustainable growth • The tourism industry must not be underestimated • There is a need to support SMEs and micro enterprises • The issues around digital connectivity should not be underestimated • There is general support for encouraging skills improvement • There is a need to support social enterprise
6.	<p>What amendments may be required as a result of the consultation?</p>	<p>The draft strategy was submitted to Government in December and now continues to evolve. It will be influenced by the EU strategy and by consultation responses.</p> <p>The LEP is continuing to consult to ensure any potential negative impacts of the SEP are addressed and this will be monitored through the governance system which Torbay will be able to influence.</p>

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Positive and negative equality impacts

No	Question	Details						
7.	<p>Identify the potential positive and negative impacts on specific groups</p> <p>Older or younger people</p>	<table border="1"> <thead> <tr> <th data-bbox="1029 1182 1066 1691">Positive Impact</th> <th data-bbox="1029 622 1066 1182">Negative Impact & Mitigating Actions</th> <th data-bbox="1029 73 1066 622">Neutral Impact</th> </tr> </thead> <tbody> <tr> <td data-bbox="1066 1182 1396 1691"> <p>The SEP will influence the spending of skills capital funding which will benefit young people. There is also a focus on tackling long term unemployment in young people. Digital literacy and improved healthcare provision will benefit older people.</p> </td> <td data-bbox="1066 622 1396 1182"></td> <td data-bbox="1066 73 1396 622"></td> </tr> </tbody> </table>	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact	<p>The SEP will influence the spending of skills capital funding which will benefit young people. There is also a focus on tackling long term unemployment in young people. Digital literacy and improved healthcare provision will benefit older people.</p>		
Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact						
<p>The SEP will influence the spending of skills capital funding which will benefit young people. There is also a focus on tackling long term unemployment in young people. Digital literacy and improved healthcare provision will benefit older people.</p>								

No	Question	Details
	People with caring Responsibilities	Business support will be available to all within the LEP and work will be undertaken to ensure it is open to those with caring responsibilities. Support to improve skills will also help carers back into work if they wish to do this.
	People with a disability	It is anticipated that the SEP will leverage funding benefiting all businesses and communities in Torbay. Business support provision will be available to all to improve skills, employment levels and business growth. Improved digital and physical infrastructure will support people with a disability and any new employment space created will be accessible.
	Women or men	It is anticipated that the SEP will leverage funding benefiting all businesses and communities in Torbay. Business support provision will be available to both men and women. Support to improve skills and get people back into work will also benefit both these groups.
	People who are black or from a minority ethnic	It is anticipated that the SEP will leverage funding benefiting all

Details	
No	Question
	<p>background (BME) <i>(Please note Gypsies / Roma are within this community)</i></p>
	<p>businesses and communities in Torbay. Business support provision will be available to all to improve skills, employment levels and business growth.</p>
	<p>Religion or belief (including lack of belief)</p>
	<p>It is anticipated that the SEP will leverage funding benefiting all businesses and communities in Torbay. Business support provision will be available to all to improve skills, employment levels and business growth.</p>
	<p>People who are lesbian, gay or bisexual</p>
	<p>It is anticipated that the SEP will leverage funding benefiting all businesses and communities in Torbay. Business support provision will be available to all to improve skills, employment levels and business growth.</p>
	<p>People who are transgendered</p>
	<p>It is anticipated that the SEP will leverage funding benefiting all businesses and communities in Torbay. Business support provision will be available to all to improve skills, employment levels and business growth.</p>
	<p>People who are in a marriage or civil partnership</p>
	<p>It is anticipated that the SEP will leverage funding benefiting all businesses and communities in Torbay. Business support provision will be available to all to</p>

Details	
No	Question
	improve skills, employment levels and business growth.
	Women who are pregnant / on maternity leave
	It is anticipated that the SEP will leverage funding benefiting all businesses and communities in Torbay. Business support provision will be available to all to improve skills, employment levels and business growth.
	Socio-economic impacts (Including impact on child poverty issues and deprivation)
	Improving skill levels, making employment more accessible and better paid are key to the SEP. Together these projects will help improve poverty and deprivation.
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)
	Improved skill levels and reduced unemployment will have a positive impact on the general health of Torbay.
8.	<p>Cumulative Impacts – Council wide (proposed changes elsewhere which might worsen the impacts identified above)</p> <p>The SEP is a wide ranging strategy which will enable access to significant funding stream which would not otherwise be available. Although individual projects have yet to be defined it is expected the cumulative benefits across Torbay will be significant.</p> <p>The proposed impact across the LEP area is still being finalised, however benefits are expected to be:</p> <p>Building on the HOSW distinctiveness:</p> <ul style="list-style-type: none"> • By 2030, there is distinctive legacy of 'better jobs' from the investment in Hinkley, marine and other transformational assets • By 2030, proportion of businesses in knowledge economy has increased • By 2030 there is a ratio of high/medium tech businesses matching regional • By 2020, HOSW is recognised as one of the best places in the UK to start and grow a small business

No	Question	Details
		<ul style="list-style-type: none"> By 2020 the natural capital of the HOSW area is enhanced and of increasing value to businesses and communities. <p>Maximising productivity & employment opportunities:</p> <ul style="list-style-type: none"> By 2030 increase the competitiveness of our businesses so GVA/hour matches national average By 2020, reduce youth and long term unemployment by half By 2020, create an extra 50,000 jobs By 2030, increase average wages to match national average <p>Creating the conditions for growth:</p> <ul style="list-style-type: none"> By 2030 reduce rail journey times from Plymouth to London by 40 minutes By 2020, 100% of the population able to connect to Superfast Broadband By 2020, 60% of adult population qualified to L3 or above and 40*to Level 4 or above By 2030, deliver 170,000 new homes
860 9 7 1	<p>Cumulative Impacts – Other public services (proposed changes elsewhere which might worsen the impacts identified above)</p>	<p>The LEP is a partnership organisation and as such it is expected the SEP will have a positive cumulative impact across public services. The objectives set out above will impact on services such as transport and infrastructure in particular.</p>

Section 3: Mitigating action

No	Action	Details
9.	<p>Summarise any negative impacts and how these will be managed?</p>	<p>No negative impacts are currently envisaged from adoption of the SEP. As the strategy is currently draft any negative consultation response will be taken into account.</p> <p>There is a challenge to balance the needs and priorities of the different parts of the LEP (rural and urban for example) but the balanced model the SEP proposes should mitigate this.</p>

	<p>The LEP is continuing to consult to ensure any potential negative impacts of the SEP are addressed and this will be monitored through the governance system which Torbay will be able to influence.</p> <p>Equality Impact Assessments will also be completed for each of the individual projects within the SEP.</p>
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Section 4: Monitoring

No	Action	Details
10.	<p>Outline plans to monitor the actual impact of your proposals</p>	<p>The LEP will be responsible for monitoring the impacts of the SEP. The SEP will also help to deliver the Torbay Economic Strategy and can be monitored through delivery of the strategy targets.</p> <p>The LEP is currently in the process of being registered as a Community Interest Company and the will be accountable to Government for delivery against the actions, objectives and outcomes set out above. Governance of different programmes which sit below the SEP, including the EU Structural & Investment Fund strategy and Plymouth & Peninsula City Deal will vary however the LEP board and management team will play an important role in the governance of all activity. The City Deal governance includes a joint committee which will bind the different public and private sector partners and it is likely that a comparable process will be established for the SEP however the finalised governance approach will be confirmed before submission of the SEP in March.</p> <p>There is a Torbay representative on the LEP board and management team and these organisations will also perform a monitoring role.</p> <p>The LEP is continuing to consult to ensure any potential negative impacts of the SEP are addressed and this will be monitored through the governance system which Torbay will be able to influence.</p> <p>Equality Impact Assessments will also be completed for each of the individual projects within the SEP.</p>

Section 5: Recommended course of action

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	State a recommended course of action	<p>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <p>Outcome 2: Adjustments to remove barriers – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality</p> <p>Outcome 3: Continue with proposal - Despite having identified some <u>potential</u> for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty to have 'due regard'.</p> <p>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p>✓</p>	<p>The SEP has the potential to bring positive change to all groups within Torbay. The LEP is continuing to consult to ensure any potential negative impacts of the SEP are addressed and this will be monitored through the governance system which Torbay will be able to influence. It is proposed that Torbay Council should support the SEP in order to access future funding to benefit all our communities and businesses.</p>

Agenda Item 12



Meeting: Council

Date: 27 February 2014

Wards Affected: All

Report Title: Torbay Council Employing Apprentices Strategy

Is the decision a key decision? No

When does the decision need to be implemented? After the call-in period

Executive Lead Contact Details: Councillor Derek Mills, Executive Lead for Business Planning and Governance, 01803 843412, email: Derek.Mills@Torbay.gov.uk

Supporting Officer Contact Details: Susan Wiltshire, HR Manager, 01803 207361, susan.wiltshire@Torbay.gov.uk

1. Purpose and Introduction

- 1.1 The introduction of a formal Employing Apprentices Strategy for Torbay Council. Whilst Torbay Council does employ Apprentices, its does not have a formal approach to Recruitment and opportunities for Apprentices remain low. Human Resources wishes to work with Business areas to increase the number of Apprentices with a clearly defined target. Identifying Apprentice opportunities and developing key skills that the workforce of the future will require. This will support the Council in its role as Corporate Parent and demonstrate its commitment in terms of Corporate Social Responsibility.

2. Proposed Decision

The Mayor be recommended:

- 2.1 That the Council support and formally adopt the Apprentice Strategy, as set out in appendix 1 to this report.

3. Reason for Decision

- 3.1 To increase the number of employment opportunities within the Council for Apprentices. To show that the Council can lead by example within the local community with regards to its employment of Apprentices and to support the Overview and Scrutiny recommendations of the 'Youth Unemployment in Torbay' report and support recommendations of 'Torbay Gains' report.
- 3.2 The adoption of this strategy would have a positive impact on youth unemployment within Torbay as the Council would be creating Apprentice Employment opportunities.

Supporting Information

4. Position

- 4.1 Full position within Strategy, appendix 1. ***It should be noted that there will be associated employment costs of introducing the Strategy, however, these will be met from existing salary budgets as agreed by Senior Leadership Team who have agreed to top slice existing budgets. Full estimated costs are detailed in the Targets attachments.***

5. Possibilities and Options

- 5.1 The only other option is to carry on with the status quo and recruit Apprentices through the normal Recruitment and Selection processes; however, without a formal approach to employing Apprentices and target, the Council is unlikely to see significant growth in the recruitment within this age range.

6. Fair Decision Making

- 6.1 Consultation has taken place with internal Council Officers and the formal Strategy is currently out for Consultation with Torbay Council Single Status Trades Unions membership. By adopting this Strategy the Council will focus its Recruitment of the Apprentices within the 16-24 age range.

7. Public Services (Social Value) Act 2012 – N/A

8. Risks

- *The Council not meeting national trends of needing to create and employ more Apprentices.*
- *The employment age profile of Torbay Council is ageing and by not implementing a formal strategy and target the employment of those in the 16-24 age profile is unlikely to increase through normal recruitment and selection processes.*
- *Torbay Council as Corporate Parent not leading by example within the local community and using its influence to ensure that young people have access to:*

*Right careers education, information, advice and guidance;
Right skills; and the right employment opportunities.*

Appendices

Appendix 1 - Torbay Council Employing Apprentice Strategy

Appendix 2 - Torbay Council Target and associated costs

Appendix 3 - EIA – Equality Impact Assessment and age profile

Additional Information: Apprenticeships.org.uk

TORBAY COUNCIL APPRENTICE STRATEGY

Human Resources January 2014

This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact 01803 207361

1 Vision

Our vision is to make Apprenticeships the vocational option for young people within Torbay. Growing apprentices is an important component in the Council's plans to tackle issues such as rising unemployment and lack of work opportunities in the 16-24 age group. It will also support the Council to deliver the recommendations of the Overview and Scrutiny Report 'Youth Unemployment in Torbay', which states that:

'Torbay Council must lead by example and use its influence to ensure that the young people in Torbay have access to:

- Right careers education, information, advice and guidance
- Right skills
- Right employment opportunities

This will, in turn, support the Council as one of the largest employers in Torbay to:

- Develop the right level of skills to meet the future requirements of the business, growing the workforce of the future
- Demonstrate Corporate Social Responsibility in supporting and aiding young unemployed people Torbay into training opportunities and career pathways
- Develop the skills of young local people
- Increase staff morale, productivity and retention
- Develop succession planning for an aging workforce

2 Background

Torbay Council has, for several years employed apprentices and has had a commitment to employ apprentices but has not had a formal strategy and recruitment plan.

The principal objectives of this strategy are to:

- Adopt a formal approach to increasing the number of Apprentices within Torbay Council during a defined time period by increasing the number Apprenticeships available for young people, with a specific focus upon skill shortages, disadvantaged young people, including care leavers, and those not in education, employment or training (NEET).
- Become a role model within Torbay for employing Apprentices within the wider business community, support the achievement of the outcomes of the Youth Unemployment in Torbay report June 2013.

<http://www.torbay.gov.uk/DemocraticServices/documents/s14132/Youth%20Unemployment%20Report.pdf>

- Support the recommendations of 'Torbay Gains' – Torbay Child Poverty Commission Final Report - November 2013.

<http://www.torbay.gov.uk/DemocraticServices/documents/s16864/Torbay%20Child%20Poverty%20Commission.pdf>

- Ensure that the strategy is flexible enough to meet the needs to the changing employment landscape within Torbay Council and the wider Public Sector.
- Develop succession planning for an aging workforce - Torbay Council employee age profile (appendix 3).
- Ensure that Managers, Trades Unions, Employees and partner organisations are aware of the Council's approach to the 'employing apprentices and their role' in delivering the strategy.
- Actively promote apprenticeships within the Council as a valuable vocational and recruitment option.
- Ensure that all support and funding options are identified and an awareness of such support is realised by Recruiting Managers.
- Ensure that Procurement policies and processes promote the employment of apprentices and work experience opportunities.
- To set an Apprentice target for the Council. (Appendix 1).

3 What is an Apprenticeship?

An Apprenticeship is a worked based training programme designed around the needs of the employer, which leads to a nationally accredited qualification. Apprenticeships can be used to train new and existing employees and/or allows individuals to gain new skills and qualifications whilst working.

Apprenticeships are open to all ages, although Government funding is prioritised towards young people, especially in the 16-24 age groups.

Apprenticeships last for a minimum of 12 months, but in some cases can last between 3 and 4 years if they are of a higher level apprenticeships in certain sectors.

4 What organisations are involved in supporting Apprenticeships?

- The Employer will work with the Training Organisations, who support the delivery of the training programme, carry out the assessment of the Apprentice and deliver additional skills and knowledge training as required in order for the Apprentice to complete the agreed training plan.
- The National Apprentice Service, part of the Skills Funding Agency, supports a partnership between the Employers, the Training organisation and the Apprentice. They provide impartial advice and guidance on funding, quality and choice of Training Provider.
- The Skills Funding Agency funds and promote adult further education (FE) and skills training in England, including Traineeships and Apprenticeships, in a way that supports economic growth.

For more information visit Apprenticeships.org.uk

5 Types and Levels of Apprenticeships

Apprenticeships are available at Intermediate, Advanced and Higher level:-

- Intermediate Level 2 Apprenticeship Equivalent to five GCSE's at grade A-C.
- Advanced Level 3 Apprenticeship Equivalent to two 'A' levels.
- Higher Apprenticeship – Level 4 and above with some of the technical certificates equivalent to foundation degree level.

Whenever there is an appropriate vacancy or a new job created, managers will consider whether they can fill the post with an Apprentice. Apprenticeships will be part of the department's establishment and not an additional post.

Examples of areas that may be suitable for Apprentices

- Administration posts
- Technical posts
- ICT

- Customer Service
- Horticulture
- Building construction
- Engineering
- Social Care
- Education

There are 285 Apprenticeships at 3 different levels covering 1700 job roles

6 Roles and Responsibilities

Organisationally

Apprentices must be paid at least the Apprenticeship National Minimum wage, however, Torbay Council and associated organisations have formally agreed to pay the following which is reviewed at the same time as NJC reviews.

16-17 year olds	£3.99 (first year)	(£5.00 second year)
18-20 year olds	£5.03 (first year)	(£6.04 second year)
21 years plus	£5.03 (first year)	(£6.31 second year*)

*compliant with National Minimum Wage increases

- Apprenticeships are embedded into Torbay Council's Recruitment process and suitable roles are advertised as Apprenticeships
- It is an expectation that the majority of Apprenticeship courses will last for approximately 12 months. In the case of a course lasting longer than 12 months and an individual moving into the next age band then the higher rate of pay will apply for that individual on the successful completion of the first year of study/work placement subject to confirmation by the training provider and completion of agreed key units. Managers will need to liaise with training provider for appropriate evidence to support the incremental progression and then advise Human Resources as appropriate.
- The Apprentice will be an employee of Torbay Council and will be issued with a Fixed Term Contract which will incorporate the Apprenticeship Agreement. This will state that the Apprentice is undertaking an apprenticeship in a particular skill, trade or occupation with an accredited Training Provider. This will be used to reinforce the understanding of the requirements of the Apprenticeship.
- The minimum hours of employment for an Apprentice should be at least 30 hours per week and Apprentices will be given time off to attend college training days (if required as part of the programme) and will work full time during college academic

holidays. They will also be expected to attend and undertake relevant core training provided by the Council.

- The quality of support, mentoring and training that Apprentices receive will make a difference to their development and also their contribution to the organisation. Each Apprentice will be assigned a Mentor who is an experienced member of staff and who will ensure that they are settled into the organisation, keeping up with their studies and generally ensure that their Apprenticeship is running smoothly
- Towards the end of the Apprenticeship they will have access to a workplace Coach who will work with them on their career development and help them set future goals.
- Although permanent employment cannot be guaranteed at the end of an Apprenticeship, support will be given to apprentices to enable them to apply for suitable posts within the Council, partner organisations or externally
- At the end of the Apprenticeship Agreement the fixed term contract will terminate unless the apprentice has secured a permanent post elsewhere within the Council.
- Reorganisations. Apprenticeships are protected from redundancy and there is a commitment from organisation to continue the Apprenticeship to its end if reorganisation occurs.

Human Resources will:

- Lead on and manage the Apprenticeship programme, developing an action plan for to enable and support deliver of this strategy.
- Assist management in the identification of posts, provide advice in the learning elements of Apprenticeships and Recruitment.
- Develop Torbay Council Website for accessibility for future Apprentices.
- Liaise with NAS (National Apprentice Service) and identifying and contracting with training providers.
- Track, report and managing the development of the Apprentice Strategy, reporting to Senior Management.
- Allocate a Mentor and Coach to each Apprentice

- Co-ordinate an Apprentice peer group.
- Work with the Apprentice and Manager to identify substantive posts for the Apprentice to apply for at least 2 months prior to the end of their programme.
- Promote the value of Apprenticeships working with partner organisations as necessary.

Managers will:

- Identify with HR roles suitable for the Apprentice programme.
- Provide roles and practical work experience elements of the programme.
- Ensure individuals receive training and support in the workplace in line with the Council's Employment Policies and Procedures
- Release individuals to attend training required to complete the Apprenticeship programme.
- Undertake regular meetings and supervision to review individuals progress, agree targets and discuss any issues, or problems to an agreed framework
- Liaise with the outside training providers to ensure that the Apprentice receives appropriate support and training in order to complete the Apprenticeship
- Provide HR with regular Apprentice progression update.
- Notify HR of any changes in the Employment basis of the Apprentice at least one month prior to changes taken effect during the Apprenticeship contract.
- Inform and take advice from HR if there are any performance, competence or other issues.
- Work with HR and the Apprentice to identify substantive posts for the Apprentice to apply for at the end of their program.
- Promote the value of Apprenticeships within the Council and externally with partners and other businesses.

- When procuring contracts and commissioning services use the influence of the Council to ensure that Apprenticeships are an inheritance part of the contract or service and that the contracting organisation has a positive approach to employing Apprentices.

The Council will benefit from employing Apprentices by:

- Ensuring that young talent is encouraged and nurtured by investing in young people in the local community.
- Allow the Council to become a positive role model within the wider Community with regards to its Employment of Apprentices.
- Develop the skills required for the future needs of the organisation.
- Increase productivity and effectiveness while reducing costs.
- Support succession planning –particularly in areas of key skills or professions.
- Improve staff retention and loyalty.
- Be a cost effective training option for the Council as the Government can contribute to certain costs.
- Motivate the wider workforce by involving them in the Apprenticeship programme.
- Help existing staff learn new skills and adopt different ways of working which in turn may assist with skills shortages.

7. What to do next:

For more information please contact HRSupport@Torbay.gov.uk

Equality Statement

These guidelines apply equally to all Council employees regardless of their age, disability, gender, race, religion or sexual orientation. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

Policy Feedback

Should you have any comments regarding this policy, please address them to the HR Policy Feedback mailbox –

HRpolicy@torbay.gov.uk

History of Policy Changes

This Apprentice Strategy was first agreed by members of the Full Council, Torbay Senior Leadership Team and Torbay Single Status Group in (Insert date)

Date	Page	Details of Change	Agreed by:

To be reviewed annually.

Torbay Council Employing Apprentice Strategy - Targets & Estimated Costs Year 1

Appendix 1

Year	% Increase * Based on headcount of 11155	Number of new Recruits needed in total for that year.	** Total recruits already in place (second year of apprenticeship).	Total apprentices needed to be recruited each year.
Year 1 (2014)	1.00%	12	0	12
Year 2 (2015)	2.00%	23	12	11
Year 3 (2016)	2.25%	26	11	15
Year 4 (2017)	2.50%	29	15	14
Year 5 (2018)	3.00%	35	14	21

Costs note:

Costs are based on an estimate of the year 1 intake. This will range as follows:

Year 1 at age: 16/17 12 x £7696.00=£92,352.00 plus employers on-costs @25% (NI and Pension)

Year 1 at age: 21 plus 12 x £12,173.00=£146,076 plus employers on-costs@25% (NI and Pension)

Note: These costs will be met from existing salary budgets due to a decision by Senior Leadership team to top slice budgets.

These figures can only be estimated at the highest and lowest point due to being dependent upon the age of the apprentices recruited.

Training Costs note:

There will also be training costs but these will depend upon age and apprentice pathway followed, unable to estimate but will be met from existing salary budgets.

Age 16-18 100% of course fees funding available. Age 21-24 up to 50% of course fees funding available

For example: A generic level 2 office administration training apprentice at age 21 would be in the region of £750.00 per year over a 1-2 year period.

A Engineering higher level at age 21 is likely to be £900.00 per year over a 3-4 year period.

Equality Impact Assessment (EIA):

Name (Key Officer/Author):	Susan Wiltshire HR Manager	Business Unit:	Human Resources
Position:	7 th February 2014	Tel:	01803 207361
Date:		Email:	Susan.wiltshire@torbay.gov.uk

Since the Equality Act 2010 came into force the council has continued to be committed to ensuring we provide services that meet the diverse needs of our community as well as ensure we are an organisation that is sensitive to the needs of individuals within our workforce. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of proposed decisions on the community.

This EIA will evidence that you have fully considered the impact of your proposal / strategy and carried out appropriate consultation with key stakeholders. The EIA will allow Councillors and Senior Officers to make informed decisions as part of the council's decision-making process.

Executive Lead / Head Sign off:

Executive Lead(s)	Derek Mills	Executive Head:	Mark Bennett
Date:	14/02/2014	Date:	14/02/2014

Page 00 of 00

Relevance Test – ‘A Proportionate Approach’

Not all of the proposals or strategies we put forward will be ‘relevant’ in terms of the actual or potential impact on the community in relation to equality and vulnerable groups. For instance, a report on changing a supplier of copier paper may not require an EIA to be completed whereas a report outlining a proposal for a new community swimming pool or a report proposing a closure of a service would.

Therefore before completing the EIA please answer the following questions. If you answer ‘yes’ to any of the questions below you must complete a full EIA.

1)	Does this report relate to a key decision?	<input checked="" type="checkbox"/>
2)	Will the decision have an impact (i.e. a positive or negative effect/change) on any of the following: <ul style="list-style-type: none"> • The Community (including specific impacts upon the vulnerable or equality groups) • Our Partners • The Council (including our structure, ‘knock-on’ effects for other business units, our reputation, finances, legal obligations or service provision) 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome?	<p>The proposal is to introduce a formal apprentice strategy for Torbay Council over defined period and introduce a Recruitment target which will increase each year until 2018/19.</p> <p>Our vision is to make apprenticeships the skills option choice for young people within Torbay. Growing apprentices is an important component in the Council's plans to tackle issues such as rising unemployment and lack of work opportunities in the 16-24 age group, it will also support the Council to deliver the recommendations of the Overview and Scrutiny Report 'Youth Unemployment in Torbay', which states that:</p> <p>'Torbay Council must lead by example and use its influence to ensure that the young people in Torbay have access to:</p> <ul style="list-style-type: none"> • Right careers education, information, advice and guidance; • Right skills; • Right employment opportunities <p>. The principal objective of this strategy is to:</p> <ul style="list-style-type: none"> • Adopt a formal approach to increasing the number of Apprentices within Torbay Council during a defined time period by increasing the number Apprenticeships available for young people, with a specific focus upon skill shortages, disadvantaged young people, including care leavers, and those not in education, employment or training (NEET). • Become a role model within Torbay for employing Apprentices within the wider business community, support the achievement of the outcomes of the Youth Unemployment in Torbay report June 2013. • Support the recommendations of 'Torbay Gains' – Torbay Child Poverty Commission Final Report - November 2013. • Ensure that the strategy is flexible enough to meet the needs to the changing employment landscape within Torbay Council and the wider Public Sector. • Develop succession planning for an aging workforce - Torbay Council employee age profile (appendix 3). • Ensure that Managers, Trades Unions, Employees and partner organisations are aware of the Council's approach to the 'employing apprentices and their role' in delivering the strategy. • Actively promote apprenticeships within the Council as a valuable vocational and recruitment option.

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Page 2.00	Who is intended to benefit / who will be affected?	<table border="1" data-bbox="373 358 842 1680"> <thead> <tr> <th>Year</th> <th>% Increase * Based on headcount of 1155</th> <th>Number of new Recruits needed in total for that year.</th> <th>**Total recruits already in place (second year of apprenticeship).</th> <th>Total apprentices needed to be recruited each year.</th> </tr> </thead> <tbody> <tr> <td>Year 1 (2014)</td> <td>1.00%</td> <td>12</td> <td>0</td> <td>12</td> </tr> <tr> <td>Year 2 (2015)</td> <td>2.00%</td> <td>23</td> <td>12</td> <td>11</td> </tr> <tr> <td>Year 3 (2016)</td> <td>2.25%</td> <td>26</td> <td>11</td> <td>15</td> </tr> <tr> <td>Year 4 (2017)</td> <td>2.50%</td> <td>29</td> <td>15</td> <td>14</td> </tr> <tr> <td>Year 5 (2018)</td> <td>3.00%</td> <td>35</td> <td>14</td> <td>21</td> </tr> </tbody> </table> <p>It is intended that this will have a positive impact on the 16-24 age group within Torbay as the Council will specifically target recruitment at this age group. This age group is currently under represented within the Council and the Council also has an ageing workforce.</p>	Year	% Increase * Based on headcount of 1155	Number of new Recruits needed in total for that year.	**Total recruits already in place (second year of apprenticeship).	Total apprentices needed to be recruited each year.	Year 1 (2014)	1.00%	12	0	12	Year 2 (2015)	2.00%	23	12	11	Year 3 (2016)	2.25%	26	11	15	Year 4 (2017)	2.50%	29	15	14	Year 5 (2018)	3.00%	35	14	21
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Section 2: Equalities, consultation and engagement

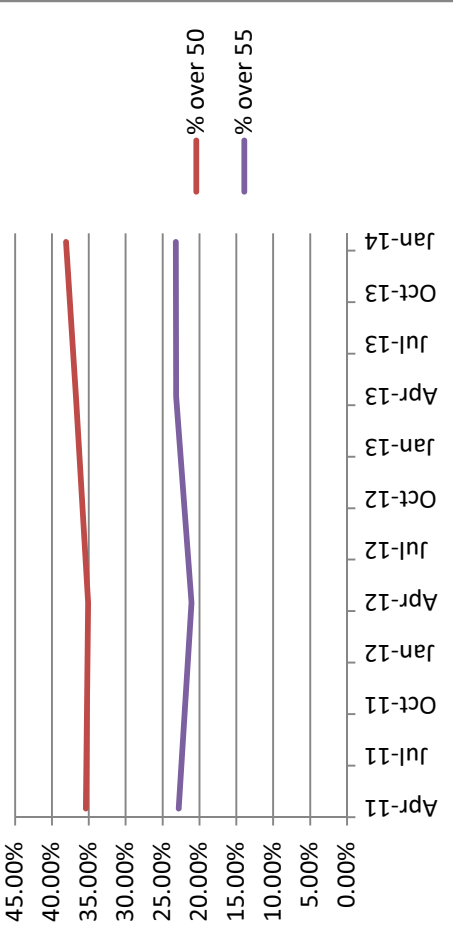
Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **equalities, consultation and engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions / proposals on the Torbay community.

Evidence, consultation and engagement

No	Question	Details
3.	Have you considered the available evidence?	<p>We have considered "Youth Unemployment in Torbay" review document; "Child poverty in Torbay" Report, those not in education, employment or training (NEET) statistics in Torbay, those leaving care and workforce information for Torbay Council, see tables below. These documents recommend that the Council needs to lead by example in the employment Apprentices by offering suitable Employment and Training pathways.</p> <p>http://www.torbay.gov.uk/DemocraticServices/documents/s14132/Youth%20Unemployment%20Report.pdf</p> <p>http://www.torbay.gov.uk/DemocraticServices/documents/s16864/Torbay%20Child%20Poverty%20Commission.pdf</p>

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No	Question	Details
		 <p>The only other option is to carry on with the status quo and to recruit apprentices through the normal Recruitment and Selection processes; however, without a formal approach to employing apprentices and set targets to achieve, the Council is unlikely to see significant growth in the recruitment within this age group. By adopting this Strategy the Council will focus its Recruitment of the Apprentices within the 16-24 age range. The employment age profile of Torbay Council is ageing and by not implementing a formal strategy and target the employment of those in the 16-24 age profile is unlikely to increase through normal recruitment and selection processes</p>
4.	<p>How will / have you* consulted on the proposal?</p> <p><i>*delete as appropriate</i></p> <p>Outline the key findings</p>	<p>This Apprentice Strategy was first agreed by members of the Torbay Senior Leadership Team and the formal Strategy is currently out for Consultation with Torbay Council Single Status Trades Unions membership.</p>
5.	<p>Outline the key findings</p>	<p>Supportive of adopting a formal approach to increase the number of apprentices within Torbay Council.</p>
6.	<p>What amendments may be required as a result of the consultation?</p>	<p>None.</p>

Positive and negative equality impacts TO BE UPDATED ONCE CONSULTATION UNDERTAKEN

No	Question	Details		
		Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
7.	Identify the potential positive and negative impacts on specific groups	<p><i>It is not enough to state that a proposal will affect everyone equally. There should be more in-depth consideration of available evidence to see if particular groups are more likely to be affected than others – use the table below. You should also consider workforce issues. If you consider there to be no positive or negative impacts use the 'neutral' column to explain why. EVERY BOX MUST BE COMPLETED – if there is no impact please state either 'No Positive Impact' or 'No Negative Impact'.</i></p>		
	Older or younger people	<p>Younger People will be positively impacted. By adopting this Strategy the Council will focus its Recruitment of the Apprentices within the 16-24 age range. The Council is unlikely to see significant growth in recruitment within this age group without it.</p>	<p>Older People would be negatively impacted. Apprentices are open to all ages, although Government funding is prioritised towards young people, especially in the 16-18 age group. Historically the Council's workforce planning statistics have shown a low proportion of young workers and an ageing workforce. The trends are unlikely to be reversed through the normal recruitment and selection procedures.</p>	
	People with caring Responsibilities	No positive impact	No negative impact.	
	People with a disability	No positive impact	No negative impact.	
	Women or men	No positive impact	No negative impact	
	People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)	No positive impact	No negative impact	
	Religion or belief (including lack of belief)	No positive impact	No negative impact	
	People who are lesbian, gay or	No positive impact	No negative impact	

Question		Details	
No	bisexual		
	People who are transgendered	No positive impact	No negative impact
	People who are in a marriage or civil partnership	No positive impact	No negative impact
	Women who are pregnant / on maternity leave	No positive impact	No negative impact
	Socio-economic impacts (Including impact on child poverty issues and deprivation)	Positive impact	No negative impact
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)	No positive impact	No negative impact
8. D	Cumulative Impacts – Council wide (proposed changes elsewhere which might worsen the impacts identified above)	N/A	
8b	Cumulative Impacts – Other public services (proposed changes elsewhere which might worsen the impacts identified above)	N/A	

Section 3: Mitigating action TO BE UPDATED ONCE CONSULTATION UNDERTAKEN

No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	<p>We have identified that positive action would be taken in the Recruitment of Apprentices within the 16-24 age range. This is due to the Council acting as Corporate Parent supporting the recommendations of the Youth Unemployment in Torbay Review from 2013 and needing to increase the number of apprentice opportunities for young people, due to the Council's ageing workforce, including areas where there are skills shortages, those not in education, employment or training (NEET) and those from leaving care. Whilst applications would be encouraged from all groups the positive action would be taken in respect of this age range and situations.</p> <p>Guidance has been sought from the Equality and Human Rights Commission (EHRC) website in regard to positive action and the circumstances in which it can be used. According to the EHRC:- <i>“Positive action can be taken to encourage people from particular age groups to take advantage of opportunities for training or work experience schemes, or encourage them to apply for particular employment. It can only be done when a particular group has been identified as under-represented in a certain area of employment. Positive action may include things like introducing fair selection procedures, training programmes or targeting job advertisements at a particular group”</i> [http://www.equalityhumanrights.com/advice-and-guidance/your-rights/age/when-is-age-discrimination-lawful/]</p> <p>EHRC guidance says that in order for positive action to be legal, it has to be objectively justified. Also, an employer would have to show that the less favourable treatment contributes to a 'legitimate' aim and that it is 'proportionate'. Torbay Council has a high proportion of under-representation within the 16-24 age-group, therefore, the action being taken under this strategy would seek to address this within the Council's workforce.</p> <p>This strategy could also serve as a positive impact within the local community within Torbay in relation to improving employment prospects of NEETS and those leaving care within its local population (statistics available upon request).</p> <p>The negative impacts of introducing this strategy would be significantly outweighed by the importance and benefits of the legitimate aim in this situation, i.e. the training opportunities and potential employment afforded to young people within the community.</p>

Section 4: Monitoring TO BE UPDATED ONCE CONSULTATION UNDERTAKEN

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	<p>If adopted the formal strategy and action plan will be monitored by Human Resources and outcomes reported to Senior Leadership Team within the Council on a quarterly basis.</p>

Section 5: Recommended course of action **TO BE COMPLETED WHEN ALL SECTIONS COMPLETE AND EIA FINALISED**

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p>State a recommended course of action Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <p>Outcome 2: Adjustments to remove barriers – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality</p> <p>Outcome 3: Continue with proposal - Despite having identified some potential for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty to have 'due regard'.</p> <p>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p>✓</p>	<p>The negative impacts of introducing this strategy would be significantly outweighed by the importance and benefits of the legitimate aim in this situation, i.e. the training opportunities and potential employment afforded to young people within the community.</p>

Agenda Item 13



Meeting: Full Council

Date: 27 February 2014

Wards Affected: Berry Head with Furzeham

Report Title: Future of The Nest Nursery

Is the decision a key decision? Yes

When does the decision need to be implemented? September 2014

Executive Lead Contact Details: Councillor Ken Pritchard, Executive Lead for Children, Schools and Families, email: ken.pritchard@torbay.gov.uk telephone 07791 598091

Supporting Officer Contact Details: Rachael Williams (School Service Manager Early Education), 01803 208743, Rachael.williams@torbay.gov.uk

1. Purpose and Introduction

- 1.1 The Nest Nursery continues to require an on-going budgetary subsidy from Children's Services (£40k per annum). To remove the budget subsidy the Local Authority has engaged in a tendering exercise with the intention of transferring the Nursery to an external provider. The closure date for applications is the 20th February 2014. However the response so far demonstrates that there are a limited number of providers expressing an interest and the level of questions and details being requested indicate that the Local Authority may not receive any applications on this date.

2. Proposed Decision

The Mayor be recommended:

- 2.1 That, subject to no procurement applications being received on the 20 February 2014, the Director of Children's Services be authorised to consult on the proposed closure of The Nest Nursery, Brixham. The consultation would propose that the Nursery closes on the 31 August 2014.

2.2 Reason for Decision

Without a successful procurement outcome the Nursery will continue to require a financial subsidy from the Children's Services budget. The Children's Services budget needs to prioritise financial resources to ensure statutory functions are being met. The direct delivery of a Nursery provision by the Local Authority is not a statutory function.

The decision would have a negative impact on the community,

- There are insufficient childcare placements for all children to be able to attend a similar provision (i.e. nursery)
 - Using a combination of surplus nursery places (Brixham and Paignton) and childminders it is estimated that there would be sufficient childcare placements but these may not be the provision of choice for parents.
 - Parents of 0- 2 year children would have no other alternative than to select childminding as an option within the Brixham area.
-

Supporting Information

4. Position

- 4.1 The Nest Nursery has required an on-going budgetary subsidy from the Local Authority. The cost of providing the Nursery has been reduced to £40K, however the ability of the Local Authority to reduce this further is constrained compared to a private provider. The Local Authority has engaged in two previous procurement processes, both of these have resulted in a negative outcome.

Prior to offering the current tendering opportunity, the officers engaged with Brixham Church of England Primary School to explore the possibility of the nursery being delivered and managed under the school governing body. This option was fully explored and considered but was not deemed viable.

5. Possibilities and Options

- 5.1 As the outcome of the procurement process is currently unknown, no alternative options have been explored. Through the consultation process further options may be identified and explored.

The officers are committed to working with Brixham Town Council. They would support members to explore how to generate and develop alternative childcare within Brixham i.e attracting a new provider to the area to offer provision on an alternative site.

6. Fair Decision Making

6.1 The decision being requested is to allow a process of consultation to be undertaken. If the recommendation is agreed the consultation would be undertaken and full information submitted to a future council meeting.

7. Public Services (Social Value) Act 2012

- 7.1 Not appropriate

8. Risks

8.1 The decision to not engage with a consultation process would result in the budgetary savings identified not being achieved. The consultation process would result in a full analysis of the impact and the identification of risks.

Appendices

None

Additional Information

None

Overview & Scrutiny *Confidence in your Council*



Corporate Capital Strategy

Report of the Overview and Scrutiny Board – January 2014

At its meeting on 29 January 2014, the Overview and Scrutiny Board considered the draft Corporate Capital Strategy and asked a range of questions of the Mayor and officers.

The Overview and Scrutiny Board recommend to the Council that the Corporate Capital Strategy be amended to highlight the opportunities available for releasing Council-owned land for affordable housing (to be provided by registered social landlords).

Agenda Item 15



Meeting: Overview and Scrutiny Board

Date: 19 February 2014

Council

27 February 2014

Wards Affected: All

Report Title: Strategic Agreement Between Torbay and Southern Health and Care NHS Trust and Torbay Council

Executive Lead Contact Details: Christine Scouler, Executive Lead for Adult Social Care and Older People, (01803) 553236, Christine.scouler@torbay.gov.uk

Supporting Officer Contact Details: Caroline Taylor, Director of Adult Social Care, (01803) 207116, caroline.taylor@torbay.gov.uk

1. Purpose

- 1.1 This is the Annual Agreement between Torbay Council who commissions services for Adult Care from the NHS and the Torbay & Southern Devon Health and Care NHS Trust. It sets out within the budget target the performance for Adult Care in the forthcoming financial year. It also refers to the broader context in which the agreement is framed and sets out roles and responsibilities for the forthcoming year. The Council is trying to achieve continuing good service in Adult Care for local citizens within the context of tight financial constraints, and preserving the principle of integrated health and social care at the frontline.

2. Proposed Decision

- 2.1 That the Strategic Agreement between Torbay and Southern Health and Care NHS Trust and Torbay Council set out at Appendix 1 to the submitted report be approved.

3. Reasons for Decision

- 3.1 The agreement sets out the strategic direction which is designed to maximise choice and independence for those requiring adult social care and support. At a national level the funding arrangements for adult social care are under review. The Dilnot report has been published and we are working to implement changes for April 2016. The financial arrangements are based on what is known at present and the requirements of The Better Care Fund (BCF)
- 3.2 The agreement is in the context of the NHS White Paper and the NHS Policy of transforming community services. This agreement is set in the context of a number of continuous changes as part of the agenda of public sector reform. The Clinical Commissioning Group has authority for commissioning NHS services for Torbay and South Devon and we are working closely with them. In the new financial year

we expected to see the Torbay and Southern Health and Care NHS Trust be acquired by another foundation trust.

The Council continues to work within this context based on our commitment to an integrated model of health and care as the best way of supporting individuals and local communities.

- 3.3 The agreement is structured on the four domains outlined in the revised adult social care outcomes framework which is a national framework. The majority of performance indicators associated with each domain will be measured monthly although several rely on annual or bi-annual surveys and they will be reported as national results become available.

4. **Summary**

- 4.1 The ASA outlines performance outcomes within the budget envelope provided by the Council and outlines elements of the work plan being undertaken by the Trust on our behalf in the next financial year as well as specifying roles and responsibilities.

Supporting Information

5. **Position**

This agreement has been considered through the budget consultation process and the budget process for adult social care has included equality impact assessments for any proposed changes.

6. **Possibilities and Options**

- 6.1 This is an annual agreement which is required in order to manage our commissioning of adult social care.

7. **Preferred Solution/Option**

- 7.1 The alternative is not to have an agreement which would lead to a lack of clarity in outcomes for adults social care over the next financial year and lack of clarity in governance of roles and responsibilities.

8. **Consultation**

This agreement has been part of the budget consultation process however specific changes for groups of users or individuals will include detailed engagement and consultation as part of any proposed change. The ASA has been considered by Overview and Scrutiny and the agreement has been amended in accordance with their recommendations.

9. **Risks**

9.1 **Outline of significant key risks**

The agreement sets out performance within the tight financial constraints of the public sector and includes an ambitious programme of transforming services within adult social care in the forthcoming year in order to meet good outcomes for local people within available finance.

9.2 **Ordinary residence**

Movement of ordinary residence can create in year pressures and this will be monitored closely through social care programme board

9.3 **The scale of savings required**

Savings plans targets are significant and over a two year period will require radical changes in the range of services available, the level of care that can be provide and the way services are delivered.

9.4 **Risk of capacity to deliver changes**

The requirements of this commissioning agreement are the further changes and savings to back office and assessment processes. Capacity in zone teams may impact on the pace of delivery. This is mitigated through assurance from the trust that operational services at the front end can be delivered in a different way.

9.5 **Community concern**

Concern may be raised in response to implementation of the programmes of work outlined in this agreement which may affect the pace of delivery. This is mitigated through the close involvement of, and engagement with, individuals and communities.

9.6 **Care home fees**

Care home fees have been set within a new banding structure for residential care set last year. This is mitigated through a consultation process with providers. The process may be open to challenge.

9.7 **Acquisition process**

The Trust is expected to be acquired by another NHS Foundation Trust in September 2014 and this could result in distraction from delivery of this agreement. This is mitigated through close working between senior officers and the NHS; the Mayor and Councillors; NHS chairs and board members.

Risk rating is included as an appendix to the ASA

Appendices

- Appendix 1 Strategic Agreement between Torbay and Southern Health and Care NHS Trust and Torbay Council – Policy Framework
- Appendix 2 Annex A to the ASA (Budget Proposals 2014/15 and 2015/16: Adult Social Care)
- Appendix 3 Annex B to the ASA (Key Performance Indicators)
- Appendix 4 Annex C to the ASA (Risk Matrix)
- Appendix 5 Annex D to the ASA (2014/15 ASC Outcomes Framework)



Annual Strategic Agreement

between

**Torbay Council and Torbay and Southern Devon Health and Care NHS Trust
for the delivery of Adult Social Care**

April 2014 to March 2015

FINAL DRAFT FOR APPROVAL

Contents

- 1. Purpose and Overview**
- 2. Workforce**
- 3. Performance Outcomes**
- 4. Spending Decisions and Key Decisions**
- 5. Revenue Budget 2014-16**
- 6. Client Charges – Rates 2014-16**
- 7. Roles and Responsibilities**

Annex A – Budget Proposals 2014-15 Adult Social Care Outcomes Framework

Annex B – Key Performance Indicators

Annex C – Risk Matrix

Annex D – 2014-15 ASC Outcomes Framework

1. Purpose and Scope of this agreement

This agreement sets out the way in which Torbay Council and Torbay and Southern Devon Health and Care NHS Trust (the Trust) will work in partnership during the next period to deliver the provision of adult social care services.

The Trust was formally constituted on the 1st of April 2012 when NHS commissioning responsibilities previously held by Torbay Care Trust transferred to the newly formed South Devon and Torbay Clinical Commissioning Group (CCG). At the same time the DASS role returned to the Council. The impact of these changes, on relationships between the Council and the Trust, has become clearer during 2011/14 and new relationships have begun to develop between the Council and the CCG. These relationships are reflected in this Agreement in as far as they impact on arrangements between the Council and the Trust. However any agreements and arrangements which are necessary between the Council and the CCG will be negotiated and described in other places.

The respective roles and responsibilities of the Council and the Trust have changed significantly and will continue to change. Both organisations are committed to working in partnership with NHS Commissioners, other providers and the third sector to develop the model of integrated care for which Torbay is renowned. It is expected that the Trust will be part of an Integrated Care Organisation (ICO) during the coming financial year and the acquiring organisation of the Trust has been consulted on this agreement.

Where specific service specifications are required to ensure clarity and accountability for specific functions, or to ensure successful and timely delivery of the work outlined, these will be developed separately.

The range and level of adult social care services provided and co-ordinated by the Trust, on behalf of the Council under this agreement are indicated in the following table. The figures for the number of service users are based on the mid-year position at 30th September 2013 and will fluctuate according to demand for services at any point in time. The number of service users is also likely to reduce over the period of this agreement as the service changes set out below begin to impact. The associated budget allocations are set out in detail in Section 5 and Annex A.

Service Type	Number of Service Users
Residential and Nursing Home Care	635
Community services costing over £606 per week	172
Community services costing between £371 and £605 per week	105
Community services costing between £71 and £370 per week	767
Community services costing under £70 per week	347
Sub Total	2,026

In addition there are a number of people who have the resources to fully fund the cost of their care but require support to arrange and manage the care they need. This comprises:

- People living in care homes 133
- People living in their own homes 114

Sub Total	247
Total	2,273

1.1 Overall context and strategy

National agenda

In April 2013 major reforms come into effect through the implementation of the Health and Social Care Act 2012. The Act strengthens previous commitment to an integrated approach across organisations and health and social care boundaries including a requirement of continuity during transition between children's and adult services.

Public Health England has been created and public health commissioning responsibilities has moved to local government, and responsibility for the commissioning of health services has moved to local Clinical Commissioning Groups (CCG) and the NHS Commissioning Board. Patients will be able to choose from a range of services provided by the independent and voluntary sector. Local authorities will be required to provide information, advice and prevention services and shape the market for care and support services. Health and Wellbeing Boards are setting and monitoring local priorities for the health and wellbeing of the population.

The care agenda has been the focus of concerns about safety and quality and the national question of how we pay for care in an increasing older population with more complex care needs has been partly answered by Dilnot reforms. This will require a focused set of changes locally to comply with the new expectations and requirements of a changed form of means testing for care.

Locally

The joint commissioning and delivery of services underpins the direction of travel which the Council and NHS set out in the formation of Torbay Care Trust.

The local context is shaped by the expectation of an Integrated Care Organisation (ICO) as well as the success in November of being a national 'pioneer' for further integration and innovation.

Torbay Council and the Trust and other providers will continue to pursue a strategic direction designed to maximise choice and independence for those requiring adult social care and support. As far as possible, within Fair Access to Care criteria (FACS) and the constraints of resources, the Trust will seek to promote active and healthy lifestyles.

1.2 Financial context

Funding arrangements for Adult Social Care (ASC) are under great pressure and although there has been welcome reform through Dilnot it does not ease the pressure councils are under to provide safe and quality services within less resource.

Torbay Council, in line with the comprehensive spending review (2011-2015), is required to make substantial budget reductions. The Trust and local CCG acknowledge the tight financial constraints over the period and will continue to deliver the best possible care and support within these constraints and in consultation with the Council through the DASS, making any changes to service delivery with appropriate service user consultation.

1.3 Health and Wellbeing Board

The vision of Torbay's Health and Wellbeing Board is for a Healthier Torbay: Where we work together to enable everyone to enjoy a healthy, safe and fulfilling life. The Board has identified three outcomes to be delivered to achieve this vision:

- Children have the best start in life
- A healthy life with a reduced gap in life expectancy
- Improved mental health and wellbeing

There are a number of priorities under each outcome. The Board will challenge commissioners and providers of services in Torbay about how well they are working together to meet these priorities and will be looking for information about the actions which are needed to improve the health and wellbeing of everyone in Torbay.

1.4 Quality

National: CQC (Care Quality Commission)

The Commission will drive improvement in quality and safety of care checking through working with Healthwatch and regular unannounced inspections that organisations meet national standards. NICE takes responsibility for developing standards for excellence in social care from April 2013. Torbay Council and the Trust will co-operate with and be guided by both organisations, in commissioning and delivery of social care. CQC strategic priorities:

- Make greater use of information to achieve the greatest impact
- Strengthen how we work with strategic partners
- Continue to build stronger relationships with the public
- Build our relationship with organisations providing care
- Strengthen the delivery of our unique responsibilities on mental health and mental capacity
- Continue our drive to become a high performing organisation

Local: Torbay and Southern Devon Health and Care NHS Trust

The Trust will provide quality assurance of both its own business activity and that of the services it commissions on behalf of the community. A Quality Assurance Framework has been developed and is in use. The framework includes the following elements:

- A Care Home Self-Assessment and Management Tool known as; Quality Effectiveness Safety Trigger Tool (QUESTT) to be completed by the home electronically on a monthly basis, with direct access to a Trust database to complete this
- A Business and Finance Audit Tool to be completed on an annual or bi annual basis - this will replace the current documentation

- An Observational Checklist to be completed by visiting Trust staff
- A model, still in development, to gauge client feedback

1.5 Safeguarding

The Trust will continue to deliver safeguarding on behalf of Torbay Council. Accountability for the safeguarding function will sit with the Safeguarding Adults Board (SAB). Regular performance analysis will be reported to the SAB and the Council will ensure high level representation on the Board by the DASS and Executive Lead for Adult Social Care.

The Safeguarding Adult function and process will be the subject of a Peer Review (ADASS and LGA) in June 2014. The focus of this will be on governance and accountability in a changing organisational environment and on keeping people safe in their own homes. The Trust and Council will work together closely to address any issues raised in the feedback from the Review.

The Trust and Torbay Council have worked together with the CCG to implement an action plan based on the recommendations from the inquiry into Winterbourne View. Work will continue on this plan to ensure that future milestones are met for returning individuals to their home area (when safe) and to review our contracts with providers to ensure that they reflect and are monitored on the principles and requirements of Safeguarding Adult policy and best practice.

An option to base the Single Point of Access Team with the Police alongside Childrens' Safeguarding is being actively explored in order to improve and develop multi-agency working. There are opportunities in developing a whole family approach, particularly around Domestic Abuse and ensuring our responsibilities under PREVENT are met.

There will be a continued focus on ensuring that all staff have the appropriate level of training for their role, as set out in the Torbay Safeguarding Adults Multi-Agency Training Policy, with the target of 100% achievement.

1.6 Service Development Activity

The service development activity to be undertaken by the Trust in the period 2014/15 and 2015/16 will be framed by national and local policy drivers including:

Preparation for the enactment of the Care Bill and Dilnot reforms: Although the implementation date is 2016 the Council, Trust and CCG will work closely together to ensure that all policy and service developments in the interim period are 'Dilnot' compliant and build towards a future which will address and capitalise on those reforms.

Locally the formation of the ICO and developments within the Pioneer project will drive a range of service developments which will need to both shape and be shaped by the requirements of this ASA.

More immediately, but still within the context of the above longer term developments, the level of financial reductions the Trust has been asked to plan for in the period 2014/15 and 2015/16 will require a sea change in the level of services and how those services are

provided. These changes will need to be fully endorsed by the Council, as the commissioning authority, and some may also require full public consultation.

Whilst many of the service development areas are interdependent in terms of delivering quality services within the resources available the key priorities in 2014/15 will be to:

- Review the Community Care Support needs of all people receiving care in their own home to ensure the consistent application of all current policy and eligibility criteria, including FACS, RAS and the Cost Choice and Risk Policies. Where appropriate this will include ensuring that any transport provided accords with the person's needs and any appropriate charging policies.
- Review the financial circumstances of everyone receiving a chargeable social care service to ensure that charging policies are being applied consistently and equitably.
- Ensure that where a Community Alarm is necessary to meet a person's assessed needs it is funded as part of their personal budget.
- Implement the final phase of the Occombe House development.
- Bring forward proposals for consultation in regard to the range and nature of services which can be provided in the future. These proposals will be developed through quarters 1 and 2 with consultation and implementation planning taking place in quarters 3 and 4.
- Bring forward proposals for service delivery which will ensure that assessment and care planning processes, and all back office functions, are managed in the most cost effective way. These proposals will be developed through quarters 1 and 2 with consultation and implementation planning taking place in quarters 3 and 4.

Additionally there is an assumption which is built into CIP plans that the number of people needing support in care homes will continue to fall. The number of people supported in care homes has fallen by an average of 4% over the period April 2007 to September 2012, the plans in this agreement are based on this trend continuing but at a rate of 6% per annum.

1.7 Commissioning Intentions and Associated Work plan Commissioning priorities 2014-15:

The Council and the CCG are working together to develop a joint approach to strategic commissioning for adult care services and will ensure it is aligned with NHS commissioning for health outcomes and public health outcomes. The intention is to work with the CCG to further integrate commissioning governance and support for health, adult social care, support, housing, public health and children linked to the Health and Wellbeing Board and the pioneer programme over the year. This will increase the potential to further streamline and make best use of resources across organisations to support the commissioning function.

To ensure the effective and efficient delivery of services it is vital that colleagues in commissioning and provider functions work closely together to share intelligence in regard to demand, build capacity and resilience in the market place, ensure that quality is monitored and that provider capability is matched to the needs of service users. This work will be pursued in line with the principles of the Pioneer project and the establishment of the ICO will be an enabler in this process.

Whilst the Council and CCG will work together to deliver strategic or macro commissioning priorities the Trust will continue to deliver a range of micro commissioning responsibilities including:

- The assessment of need and commissioning of care packages to meet assessed needs on an individual basis.
- Active monitoring and pooling of intelligence in regard to the quality of services provided by all providers of adult social care services in Torbay.
- Working in partnership with providers to promote self-assessment and self-monitoring against an agreed quality matrix (known as the QUESTT tool).
- Instigating safeguarding processes where these are necessary and escalating circumstances where providers are not complying with agreed improvement plans to commissioners for decision in regard to contract enforcement and if necessary contract cessation.
- Developing and implementing a plan for work with carers that is in line with the Care Bill.

The Council and CCG are working together to develop a market position statement for adult social care, which is in line with the commissioning intentions of both the Council and the CCG. The resulting service developments will be implemented by working in conjunction with providers with the objective of securing more cost effective system wide solutions, which take account of the resources available. A work programme to underpin the delivery of these changes will be agreed between the Council, the CCG and the Trust and monitored through the governance arrangements for this Agreement.

1.8 Consultation, Engagement and Involvement Process

As the Accountable Authority the Council will lead consultation processes where the need for change is being driven by the needs and requirements of the Council. The Trust is committed to supporting the consultation and engagement processes the Council undertakes in relation to service changes recognising the Council's statutory duty and good practice.

As a provider the Trust will engage all stakeholders in service redesign and quality assurance including, playing an active role with Torbay Council Health Overview and Scrutiny Committee.

Where service changes will result in variation in the level or type of service received by individual service users, the Trust will comply with statutory guidance on the review/reassessment of care needs and ensure that those service users affected are given appropriate notice of any changes.

The Council and the Trust will continue to support the role of Healthwatch and the community voluntary sector in involving people who use services in key decisions as well as service improvement and design.

The Council also expects the Trust to engage actively with service users and the voluntary sector in Torbay in developing new service solutions. This will apply irrespective of whether the service changes are driven by the necessities of the current financial environment or the need to ensure the continual evolution and development of services.

1.9 Mental Health

The Council has statutory responsibilities for providing services to people with mental health problems under the Mental Health Act 1983 and NHS and Community care act 1990 which are delegated to the Trust. These include:

- Approval and provision of 'sufficient' numbers of Approved Mental Health Practitioners (AMHP)
- Aftercare under section 117
- Guardianship under section 7
- Care management services

The Trust delegates many of these responsibilities to Devon Partnership NHS Trust, along with the budget. During 2012/13, a number of issues have been identified around the sustainability and robustness of some of these arrangements. A visit from CQC and the Mental Health Act Commission in March 2013 focused attention on to this area and reinforced the need to address the issues. These stem from historical complexities around employing organisation, contracts of employment, recruitment and training and volume of referrals and capacity. There are also issues around the commissioning of mental health services and the impact that changes have on staff roles (e.g., reduction in inpatient services).

Whilst progress is being made on some issues, others remain outstanding and present a block to further development and improvement. Over the next year, the following matters will be addressed:

- Clarification regarding input of a social care perspective into CCG commissioning processes around mental health services.
- Workforce issues: resolution of employment related issues; training and succession planning; review of roles and responsibilities of social care staff assigned to DPT to ensure best use of resources across Torbay.

2. Workforce

Current Position and issues for 14/15

The provision of an integrated health and social care service through local multidisciplinary teams has proved to be an effective model for delivery, able to respond to customer needs swiftly and able to facilitate rehabilitation and avoidance of residential and hospital admissions.

However, the existing model relies on a level of staff resources which may not be sustainable in future. During 2013/14 a significant number of front line posts were removed, the distribution of reductions being made on the basis of analysis of available workload information.

As there is evidence that the number of complex and high risk referrals are increasing, some redesign of the service is required to ensure the Trust is able to continue to deliver its delegated statutory responsibilities whilst retaining the benefits of the model for integrated delivery. As it is clear that resources are now stretched to capacity, plans need to be in place to ensure that our workforce is deployed in the right places in the system to ensure optimum performance in terms of meeting customer needs in accordance with policy and practice guidance. It is clear that the system for linking individuals in the community into the right sort of social care support needs to be widened, with more engagement of local communities and local provision, and less emphasis on the statutory services

Other issues which may impact on the workforce during 14/15 and 15/16 include:

- **Impact of new legislation on workforce.** During 2014/15, the Council and Trust are working together to explore the likely impact of the Care and Support Bill (including Dilnot) in terms of finance and workforce. Early scoping makes it clear that the changes to carers' entitlements and residential and domiciliary care funding arrangements are likely to increase the volume of referrals for assessment and need for back office support.
- **Impact of Zero Based Reporting.** A Steering Group is in place to identify the systems changes needed for social care reporting. This will require input from front line staff in design and time for essential training in changes required.
- **Telephone assessments and reviews.** Alternatives to traditional methods are being developed to improve efficiency of service. Changes to some roles may result, with training required for all.
- **Eligibility Criteria.** National criteria are under revision which is likely to result in the need to adjust local policy and practice guidance. Meanwhile, the Trust will re-launch current guidance to ensure that it is being followed robustly in all parts of the system.
- **Outcomes-based Commissioning.** Whilst personalisation has been embedded in practice to some extent, there is a need to revise and streamline the current processes to progress this and to develop an interface with our Prime Providers. New payment systems and documentation will be needed. It is planned that Trust staff will complete the assessment and an Outcome-based Support Plan for each individual, which will be passed to the Prime Provider to fulfil in a sustainable way after discussion with the individual and their family. This new approach will impact directly on some roles and will have significant training implications for all.

Optimising use of workforce and skills to meet changing environment in social care

- **Work analysis.** Detailed information about the work undertaken by the social care workforce is being undertaken in January 2014 in order to get a clear picture of type and complexity of work undertaken by different staff groups and the time taken to complete processes associated with care management, Safeguarding Adults and other direct customer work. The analysis will collect information on time attributed to training, supervision, meetings and other non-direct client activity. This information provide evidence on which to base any future workforce restructure, the current hypothesis being that the current 50:50 ratio of registered:non-registered social work staff may need adjusting in the light of complexity and risk.

- **Realignment** of the workforce as indicated from the information obtained in the analysis. This may involve changing the location and job descriptions of some staff, which may require consultation.
- **Mental Health.** A number of social workers are assigned to DPT in order to provide services delegated to the Trust under the NHS and Community Care Act (to people under 65) and Mental Health Act (all). There are a set of complex contractual arrangements in place which impede clear governance and accountability. These need urgent resolution in order to address a number of workforce issues.
- **Emergency Duty Service.** The delivery model for out of hours is not sustainable in the long term. A review will be undertaken to prepare options that would add resilience to the services whilst also providing a better fit with daytime adult and children's services. The future model will be agreed and implemented during 14/15.
- **An alternative model** to build information and support and promote local community networks will be developed.

Communication and Professional Development

- **Training events.** Following the success of conferences and workshops in 13/14, the Trust will continue to identify areas of professional development required to support qualified social work staff in maintaining CPT requirements for their HCPC registration. In order to maximise local expertise and keep costs down, social workers will be encouraged to have greater input to planning and delivering these.
- **Succession planning and recruitment.** The Trust will continue to support appropriate staff to obtain a social work qualification through the Open University by providing placements to support their academic studies. It will also continue to work with local Universities to provide placements for students.
- **A Social Care Focus Group** will be established to provide a voice for social work and to progress professional issues

3 Adult Social Care Performance Management

ASC Outcomes Framework (ASCOF) and Other Key Performance Measures

The Adult Social Care Outcomes Framework (ASCOF) is the Department of Health's main tool for setting direction and strengthening transparency in adult social care. The framework was first published in March 2011 and since then has been kept under constant review to ensure a continued focus on measures that reflect the outcomes which matter most to users of adult social care services and carers.

The ASA includes all the performance indicators incorporated with the ASC Outcomes Framework as well as a number of other metrics that emphasise quality and the inter-dependency of health and social care services. For reporting purposes each indicator is placed within one of the 4 ASCOF Domains and an overview is given below (see Annex D for the ASC Outcomes Framework).

3.1 Domain 1: Enhancing quality of life for people with care and support needs

This reflects the personal outcomes which can be achieved for individuals through the services they receive. In particular it focuses on the services provided by adult social care and the effect they have on users and carers. It covers issues of personalisation, choice and control, independence and participation.

A new definition for indicator 1C is included for 2014/15, the proportion of people using social care who receive self-directed support, and those receiving direct payments. The change in definition will ensure that measure 1C better reflects the success of the council in delivering personalised care and support.

What success will look like:

- Individuals can live their lives to the full and maintain their independence by accessing and receiving high quality support when they need it
- Carers can balance their caring roles and maintain their desired quality of life
- Individuals can control and manage their own support so that they can design what, how and when support is delivered to match their needs
- Individuals can socialise as much as they wish to avoid being lonely or isolated.

3.2 Domain 2: Delaying and reducing the need for care and support

The purpose is to achieve better health and wellbeing by preventing needs from increasing where individuals have developed, or are at risk of developing, social care needs. It is aimed at early intervention to prevent or delay needs from arising, and supporting recovery, rehabilitation and reablement where a need is already established or after a particular event.

Many of the outcomes around prevention are achieved in partnership with other services. The measures reinforce partnership working and there is a strong focus on efficiency since one of the outcomes of prevention will be delaying or avoiding clinical intervention or inappropriate care placements. Social care has a key role in avoiding inappropriate care placements which impact negatively on recovery and can be more costly.

A new measure 2D the outcome of short-term services: sequel to service is included for 2014/15. This measure reflects the proportion of those people who received short-term services to maximise independence (often described as reablement or rehabilitation services) during the year, where no further request was made for ongoing support.

What success will look like:

- Everyone has the opportunity to enjoy the best health possible throughout their life and be able to manage their own health and care needs with support and information

- Earlier diagnosis and intervention will reduce dependency on intensive services
- When individuals are recovering from being ill, that recovery happens in the most appropriate place to enable individuals to regain their health, wellbeing and independence as quickly as possible.

3.3 Domain 3: Ensuring people have a positive experience of care and support

The quality of outcomes for individuals is directly influenced by the care and support they receive. A key element of this is how easy it is to find and contact services and how individuals are treated when they receive services. Specific quality data is difficult to come by for this domain but there will be data available from local surveys and complaints.

A new measure 3E Improving people’s experience of integrated care is included for 2014/15. This measure reflects the commitment to measure and understand people’s experience of integrated care.

What success will look like:

- Individual service users and their carers are satisfied with their experience of care and support services
- Carers feel they are respected as equal partners throughout the care process
- Individual services users and carers know what services are available to them, what they are entitled to, and who to contact when they need help
- Individuals who receive care and their carers feel that their dignity is respected and the support they receive is sensitive to their circumstances

3.4 Domain 4: Safeguarding people whose circumstances make them vulnerable and protecting them from avoidable harm

This domain covers the fundamentals of the social care system – keeping vulnerable people safe. Although there is a safety net within the registration and inspection system there is a wider aspiration of protecting from avoidable harm and caring for individuals in a safe and sensitive environment that respects their needs and choices. In terms of safety, other than numeric measurements, it is difficult to qualitatively or quantitatively measure events that have not happened. It is recognised more work will need to be done on considering measures for this domain. As with Children’s services, safeguarding is in issue for all partners.

What success will look like:

- Vulnerable individuals enjoy physical safety and feel secure
- Vulnerable individuals are free from physical and emotional abuse, harassment, neglect and self-harm
- Individuals are protected from avoidable death, disease and injuries

3.5 Monthly Performance Reporting

Many of the ASCOF indicators are derived from the annual ASC Survey or Carer's Survey. As such, performance is only reported once per year. The ability exists to benchmark the Council against other local authorities and a formal report is submitted to the Social Care Programme Board and the Adult's Policy Development Group meeting. Where possible, however, performance is measured on a monthly basis (see Annex B).

3.6 Transfer of Public Health to Local Authorities

Public Health transferred to local government in April 2013 and has been advised the grant will be ring fenced for 3 years.

3.7 Sector Led Improvement and Peer Review Process

In 2012-13 the south west region agreed to adopt a framework for co-operation between the 16 LAs and the SW ADASS branch in order to establish sector led improvement. The principles are based on those set out in "Taking the Lead" published by the Local Government Association (LGA).

Within the south west, the sector led improvement will be characterised by:

- Giving a strong focus to service users and carers, their feedback and the results from their care services
- Ensuring a focus on safeguarding
- Looking at the effective and efficient use of resources
- Setting the tone of the programme as one of promoting excellence, learning and continuous improvement and encouraging individual Councils to self-assure
- A commitment to openness and honesty between the Councils involved.

The main areas of activity for co-operation between the 16 LAs will be co-ordination, peer challenge, sharing information, sharing learning and the availability of early support. The Council's peer review on adult safeguarding takes place in February 2014.

3.8 Joint Strategic Needs Assessment (JSNA)

The Trust will work with the Council and the CCG to develop and use the JSNA as a key source of commissioning information for the Health and Wellbeing Board.

3.9 Benchmarking and Comparisons with other Authorities

The strategic direction of adult social care, as outlined in Section 1, is based on several benchmarking reports published during 2012 as well as NHS and Social Care national information databases.

- National Audit Office – Reducing Care Management and Assessment Costs

- Department of Health Use of Resources Annual Report
- Towards Excellence in Adult Social Care (TEASC) Benchmarking Report
- Institute of Public Care (IPC) Benchmarking Report

The first three given in the list above are national reports; the fourth was a report commissioned directly by Torbay Council. The Dr Foster NHS database and the Audit Commission Toolkit were also accessed to provide comparative information.

The high level summary of the findings are outlined below:

Finding	Comparison
ASC Survey - General Findings	<ul style="list-style-type: none"> • Overall quality of life for the over 65 population was 26th highest in the country; the 18 – 64 population quality of life was below average (133rd out of 149 local authorities) • High level of satisfaction for the services clients receive • Clients feel in control of their daily lives • A higher proportion of clients (57.7%) find accessing information and advice easy compared to the national average (55.8%). A small proportion of clients (0.6%) are highly dissatisfied with their care; national average is 1.1% • A slightly higher proportion of clients feel unsafe; 7.3 % against the national average of 6.6% and the Southwest average of 6.2% • 18.8% of clients view their health as “bad” or “very bad”; the national average is 19.3%, the Southwest average is 18.9%
Care Homes	<ul style="list-style-type: none"> • Care home placements decreased by 27% between April '07 and Nov'13 from 960 to 697 clients, i.e., 4 – 5 % p/a. • The proportion of nursing to residential home clients is low. The national average is a 29:71 ratio. The Torbay ratio is closer to 11:89. One factor in this is thought to be the direct input of community nursing and intermediate care teams is providing support within residential care homes.
Community Based Services	<ul style="list-style-type: none"> • 13% of clients within Torbay receive less than 2 hours of domiciliary care each week. This is in line with the national average of 10.4%. • 29.8% of clients receive in excess of 10 hours of domiciliary care each week. This is well below the national average of 43%. This is surprising when taking account of the reduced reliance on care home placements and points towards the effectiveness of intermediate care services within the Bay who support and work closely with complex

Finding	Comparison
	<p>clients.</p> <ul style="list-style-type: none"> A higher proportion of clients receive 2 – 5 hours of care; 29% against a national average of 20%. The IPC report highlighted the benefits of a Reablement Team that could focus on clients with lower level needs that may not automatically have access to the intermediate care teams who focus on more complex needs.
Care Assessment and Management Costs	<p>The following information is drawn from a one of benchmarking report:</p> <ul style="list-style-type: none"> Torbay’s unit cost for an assessment or review is in line with the national average according to the NAO Report produced in August ‘12 The Use of Resources report highlights Torbay as having high care assessment and management costs. Some of the additional costs are explained by: <ul style="list-style-type: none"> An inability to apportion care assessment and corporate costs against in-house services – 50% of LAs have the ability to do this Care home fees within the Bay are lower than the national average and so care management costs automatically form a larger proportion of the cost pool Reduced reliance on care home placements is likely to require additional frontline staff time, e.g. to manage increasing needs or crises, more complex reviews, etc.
Acute Care Related	<ul style="list-style-type: none"> 50% of clients die at “home” – the national average is below 44% Whole system performance has been good throughout the winter pressures period Average length of stay for people aged over 65 admitted as an emergency are the lowest in the south west Previous good performance in relation to admission and readmission rates has recently been challenged through publication of a revised data set, which makes comparisons difficult. Work is underway to understand the new data sets to resolve any emerging adverse trends.
Housing related support	<ul style="list-style-type: none"> 89.67% of vulnerable people achieved independent living from short term services against an annual target of 86% (2012/13). So far in 2013/14 the achievement has been 90.1% against a target of 86% (Qtr 1 and 2 of 2013/14)

3.10 Financial Risk Share and Efficiency:

The existing risk sharing agreement will continue until the new Integrated Care Organisation is formally established and the services currently provided by the Trust transfer into the new organisation. The expectation of the two Trusts, which will form the ICO, the Council and the CCG is that a revised risk shared arrangement will be instituted at the point that adult social care services transfer into the new organisation.

The planning assumption, which is still to be agreed between the parties, is that the revised risk share will involve a 50%/50% risk share between the ICO and Commissioners, with the CCG and Council then sharing the commissioning risk in proportion with the value of their contracts with the ICO.

However until revised arrangements are agreed the exiting position will apply and the Council will continue to assume responsibility for both in-house LD and independent sector commissioned social care expenditure, whilst the Trust assumes the risk for operational costs.

There are a number of risks to the Council and the Trust in delivery of the commissioning agreement. The known risks are set out in Annex C and include issues associated with:

- Ordinary residence
- Risk of capacity to deliver changes
- Care home fees
- Community concern
- Acquisition process

4. Spending Decisions and Key Decisions

4.1. This agreement reiterates section 22.3 of the Partnership Agreement, i.e., the Trust may not make decisions unilaterally if they meet the criteria of a 'key decision'.

4.2. Key decisions are made by Torbay Council in accordance with its constitution. In Schedule 8 of the Partnership Agreement a key decision is defined as a decision in relation to the exercise of Council functions, which is likely to:

- result in incurring additional expenditure or making of savings which are more than £250,000
- result in an existing service being reduced by more than 10% or may cease altogether
- affect a service which is currently provided in-house which may be outsourced or vice versa
- and other criteria stated within schedule 8 of Partnership Agreement.

When agreeing what constitutes a key decision, 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.

5. Social Care Budget 2014-15

The budget outlined below for 2014-15 is allocated to the Trust to meet the performance levels listed in Annex B along with any local adjustments to be agreed before 1st April 2014 between DASS and the Trust.

	2011-12	2012-13	2013-14	2014-15
<i>Base Budget</i>	39,089	40,035	40,339	38,273
<i>Central Govt Funding</i>	2,322	2,224	2,966	2,966
Sub Total	41,411	42,259	43,305	41,239
<i>JCES</i>	541	560	499	498
TOTAL	41,952	42,819	43,804	41,737

6. Client Charges for 2014-15

Residential Services

Residential charges to be implemented each April as directed by the Department of Health CRAG (Charging for Residential Accommodation Guide).

Client contributions for both long and short stay placements are based on an individual financial assessment of capital and income.

There is no charge for services provided to clients under Intermediate Care or Continuing Care.

The Care Trust will ensure that all clients in receipt of a chargeable service receive a full welfare benefit check from the FAB team and an individual financial assessment in accordance with Department of Health circular LAC(2001) 32.

Non Residential Services

As part of the CIP schemes for 2015/16, the Trust will bring forward proposals for revised charging policies during 2014/15.

Roles and Responsibilities

Torbay Council

- **Role of Torbay Council Director of Adult Social Services (DASS)** – has delegated her authority for provision of frontline services to the Trust for the provision of Adult Social Services. She provides strategic leadership of adult social care services and strategic commissioning for adults for Torbay fulfilling the statutory responsibilities of the DASS role. The DASS is accountable for all seven statutory responsibilities of the role but will delegate Professional Practice and Safeguarding and Operational Management responsibilities to the Trust through the Deputy DASS. She delegates aspects of the financial management elements of the role to the Finance Director of TSD and the Executive Head of Finance at Torbay Council, but retains overall accountability for the ASC budget.
- **Role of Adult Social Care Executive Lead Member** - to provide political steer to the Trust and the Council in adult social care. To challenge/monitor and drive performance.
- **Executive Head Finance** – to take a lead responsibility on behalf of the Council in relation to the delegated budget.

The Trust

- **Role of Trust Chief Operating Officer (COO)** – has delegated authority within the Trust to ensure that the requirements of this agreement are met through the effective management and delivery of adult social care services as part of the Trust’s integrated Zone based teams. The COO will take lead responsibility for the relationship with the Council.
- **Role of Director of Finance** – to take a lead responsibility within the Trust for managing the budgets allocated to social care services and the monitoring and reporting of performance. This will include the provision of support to the DASS in analysing and interpreting performance, against locally agree KPIs and national benchmarking data, as part of target setting, strategic planning and performance monitoring.
- **Role of Associate Director Adult Social Services** – to provide professional leadership for social care services and lead on workforce planning, implementing standards of care, safeguarding and support the running of the Adult Social Care Programme Board.
- **Role of Head of Complex Care** – to provide advice and leadership in regard to care planning for people with complex needs, the application of statutory guidance in regard to Ordinary Residence, the management of applications for judicial review of decisions in regard to individual care needs assessments and complex or vexatious complaints.

Social Care Programme Board (SCPB)

The Council and the CCG intend to take a joint approach to the commissioning of services from the new ICO. This will include establishing revised governance structures, which will include the Health and Wellbeing Board. The role and remit of the Adult Social Care Programme Board will be revised to reflect these changes during the course of the year.

This SCPB is overseen by the senior officers described above. The Board will drive adult social care work and improvement plans. Its Terms of Reference cover the following areas:

- To assist the development of the strategic direction of adult social care services which supports the new context the Council and Trust face in terms of changing public sector reform and reducing public resources.
- To receive regular reports and review progress against transformation and cost improvement plans differentiating between those areas incorporated within the budget settlement and any cost pressures over and above this.
- To receive reports and review performance against indicators and outcomes included in the Annual Strategic Agreement providing and/or participating in regular benchmarking activities.
- To monitor action plans against any in-year areas of concern, raising awareness to a wider audience, as appropriate.
- To discuss and determine the impact of national directives translating requirements into commissioning decisions for further discussion and approval within the appropriate forums. This will include the initial list of service improvement areas planned for 2014-15 and onwards.
- To discuss and develop future Annual Strategic Agreements.
- Co-ordinate the production of the 'Annual Account'.
- To develop discussion/briefing documents for use with the following groups or organisations:

• Adults Policy Development Group	• ADASS or other local authorities
• Overview and Scrutiny	• Executive teams within both organisations
• Health and Well-Being Board	• Integrated Governance Committee
• Joint Commissioning Group (Torbay)	

Annex A

Budget Proposals 2014/15 and 2015/16: Adult Social Care

Name:	Caroline Taylor / Dr Sonja Manton	Position:	Director of Adult Social Care / Chief Operating Officer
Business Unit:	Adult Social Care	Directorate:	Torbay & Southern Devon Health & Care Trust
Executive Lead:	Cllr Scouler	Date:	6th February 2014

At any one time Torbay and Southern Devon Health and Care NHS Trust (TSDHCT) is working, on behalf of Torbay Council, to coordinate the delivery of adult social care services to around 2,200 people across Torbay. Approximately a third of these people will need to be cared for in residential or nursing homes and two thirds of the people will be receiving care in their own home.

To identify what services each person needs staff from the Trust first of all work with every individual to identify and assess their needs against the relevant eligibility criteria and policies. Through a separate process a personal budget is then calculated; this is the amount of money which can be spent on services for that person. The final part of the process is to discuss with each individual, their family and carers to agree a support plan which sets out how this personal budget could be used to purchase services and deliver the right outcomes for that individual. This process makes sure that the care which is provided is personalised and tailored to the needs of each individual.

***Type of Decision**

- **Internal** - Efficiency / internal re-structure
- **Minor** – Low community impact/interest
- **Major** - High community impact/interest

Summary of Proposals for Adult Social Care Services 2014/15 and 2015/16

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 <i>If earlier or later state date</i>	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<p>1. Underlying position: Savings brought forward from 2013/14</p>	500,000	0	N/A	In place	<p>N/A</p> <ul style="list-style-type: none"> • Potential risks • Impact on community • Knock on impact to other agencies 	N/A	N/A	N/A
<p>2. Renegotiation of Contracts: working with suppliers to reduce costs in the light of the increasing scarcity of resources.</p>	90,000	170,000	Low	Incremental with effect from 1/4/14	<p>N/A</p> <p>Negotiations will be taking place with suppliers to reduce the cost of some block contracts. A lead in period is likely to be necessary to allow suppliers to adjust their structures and methods. Consequently the majority of savings are likely to be delivered in year 2.</p> <p>Should any potential impact on service users be identified by the provider then an Equality Impact Assessment and consultation will be undertaken.</p>	X		

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 If earlier or later state date	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<p>3. Review of All existing community care support plans: to ensure that allocation of personal budget and services are equitable across all services and between service user groups. (At any one time there are around 1,391 people receiving care at home)</p>	1,290,000	498,000	High – will require additional capacity within the Complex Care Review team	July 2014	<ul style="list-style-type: none"> Potential risks Impact on community Knock on impact to other agencies <p>This proposal will ensure the consistent application of existing policies and thresholds for the provision of care services. The circumstances and needs of each individual service user will be reassessed as part of a formal review process. The level of need identified in the assessment, and how those needs can be met will then be discussed with each individual.</p>	X		
<p>4. Care Home Placement Numbers & Rates (there are 765 clients placed in RH / NH care)</p>	371,000	360,000	Low	2014/15 & 2015/16	Over the last five years the number of people who need and chose to move into care homes has fallen by around 4% per year. It is assumed that this trend will continue over the next two years.	X		
<p>5. Equitable Application of Non-residential Charging policy; a revised charging policy for non-residential service was introduced in 2012/13, this will now be applied consistently across all service groups.</p>	50,000	100,000	Medium	October 2014	The non-residential charging policy will be applied consistently for all people receiving chargeable services. This will include requiring people in receipt of Attendance Allowance and Disability Living Allowance to use a portion of their allowances to contribute to the cost of their care.	X		

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 <i>If earlier or later state date</i>	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
6. Community Alarms: Full year effect of changes made in 2013/14	94,000	0	Low	April 2014	<ul style="list-style-type: none"> • Potential risks • Impact on community • Knock on impact to other agencies <p>This is the full year effect of the decision taken for the current year to cease funding for the provision of an alarm unless a service user has Fair Access to Care Services (FACS) eligible need.</p>	X		
7. Community Alarms: funding alarms as part of personal budgets.	48,000	48,000	Medium	2014/15 & 2015/16	<p>This does not alter eligibility for a community alarm; however alarms are currently funded from a separate budget over and above the funding of 'community care'. This proposal means that in future alarms will be funded from the personal budgets allocated to each individual.</p> <p>The circumstances and needs of each individual service user will be reassessed as part of a formal review process.</p> <p>A discussion will then take place with each individual to agree how the needs identified could be met. This will include consideration of whether a community alarm would be beneficial or helpful.</p>		X	

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 <i>If earlier or later state date</i>	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
8. Learning Disability Services: the full year effect of changes already agreed.	150,000	0	Medium/High	April 2014	<ul style="list-style-type: none"> Potential risks Impact on community Knock on impact to other agencies <p>The changes already agreed, and put into place, for services for people with learning disabilities will deliver further savings in 2014/15.</p>	X		
9. Learning Disability Development Fund: It is proposed that this fund is reduced.	17,000	17,000	Low	2014/15 & 2015/16	This is a development fund which has been used in the past to supplement the work of voluntary sector organisations and the Learning Disabilities Partnership board.			X
10. Carer's services: This proposal seeks to secure a 5% reduction in the cost of services which are currently £317,000	18,000	0	Low	April 2014	Negotiations will take place with carer's organisations to reduce costs and improve efficiency. There is no anticipated impact on service users.	X		

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 If earlier or later state date	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
<p>11. Voluntary Sector Block Contracts: Negotiation with voluntary sector organisations to improve efficiency or reduce costs. The current value of all contracts with voluntary sector managed by the Trust is £256k.</p>	38,000	38,000	Nil	2014/15 & 2015/16	<p>This proposal will achieve the following:</p> <ul style="list-style-type: none"> • 10% reduction to 3 contracts (Devon County Council, Age UK and Brixham Does Care) • No reduction to 4 contracts (Vocal, Parkview Society & 2 Bipolar self management & rent of premises) • Withdrawal of funding (some over two years) to 3 contracts – Relate, ACE and Rethink <p>This will generate a saving of £62,400</p> <p>The additional £13,600 will be found as part of the ASC budget reduction total via efficiency savings.</p>			X
<p>12. Redesign of Services: to meet the financial challenges the Council faces, further work will be required to consider whether savings could be made by changing the way services are provided.</p>	122,000	1,095,000	Medium/High	April 2015	<p>The Trust will work with the Council during 2014 to identify opportunities for redesigning services so that costs can be reduced whilst still meeting the assessed needs of service users.</p> <p>These will potentially be major projects that will require full consultation and EIAs. However it will not be possible to embark on consultation until detailed proposals have been developed. It will take time to do this and it is expected that consultation will be able to take place throughout 2014.</p>			X

Proposals – Outline details	Net Savings		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/14 If earlier or later state date	Risks / impact of proposals / mitigating actions	Type of decision*		
	2014/15 £	2015/16 £				Internal	Minor	Major
13. Redesign of delivery model: The Trust is committed to making savings in back office function in 2014/15, but given previous savings made these would be modest reductions, however it may be possible to agree a new care model for 2015/16	100,000	1,069,000	Medium/High	April 2015	<ul style="list-style-type: none"> Potential risks Impact on community Knock on impact to other agencies <p>To achieve savings in 2015/16 will require the Council and Trust to work together to agree a new delivery model which may significantly change the way services are delivered and managed.</p> <p>These will potentially be major projects that will require full consultation and EIAs. However it will not be possible to embark on consultation until detailed proposals have been developed. It will take time to do this and it is expected that consultation will be able to take place throughout 2014.</p>			X
Total saving 2014/15	£2,888,000							
Total saving 2015/16	£3,395,000							
Sub total	£6,283,000							

£1,566,000: 2015/16 Further Joint working, shared commissioning, new income and efficiencies to be explored with the NHS and others.

TOTAL **£7,849,000**

Key Performance Indicators

Measure	2012/13		2013/14		2014/15 Target	Comment
	Target	Actual	Target	Year to Date		
Proportion of clients receiving self directed support	Not in ASA		70%	53%	70%	ASCOF KPI - this KPI will be kept under review as the national target may be increased to 100% in 2014/15 to correspond with definition change
Proportion of carers assessed	31%	28%	31%	26%	35%	Set at the South west average but to be reviewed once the requirements of the Care Bill are known.
No. of permanent care home placements	Not in ASA	717	697	676	644	To be set at outturn less 6% to match reductions assumed in budget proposals
Achieving independence for older people through rehab/intermediate care	80%	82%	81.8%		82%	ASCOF KPI - calculated annually, no forecast available
Timeliness of social care assessment	70%	70%	65%	68%	70%	These targets are all maintained at the 2103/14 in recognition of the challenging financial settlement and the high level of system wide change which required in 2014/15 and beyond. However during 2014/15 it is expected that further work will be undertaken to forecast, monitor and evaluate the impact of the changes planned. These KPIs will then be reset on the basis of that work.
% Clients receiving annual review	85%	88%	80%	90%	80%	
% People receiving statement of needs	95%	94%	95%	94%	95%	
Timeliness of social care packages following assessment	85%	99%	85%	97%	85%	
% Adults with learning disabilities in settled accommodation	60%	69%	69%	68%	69%	
% Adults in contact with secondary MH services in employment	6.0%	5.5%	5.5%	2.8%	5.5%	
% Adults in contact with secondary MH services in settled accommodation	70%	77%	77%	60%	77%	
Proportion of clients receiving direct payments	Not in ASA		10%	9%	10%	
% clients supported in a care home	Not in ASA		18%	20.0%	18%	
No. of overdue reviews	Not in ASA	472	500	403	500	
Safeguarding Adults - No. alerts	Not in ASA	268	270	164	270	
Safeguarding Adults - % strategy meetings <5 days	75%	82%	75%	69%	75%	
Safeguarding Adults - % case conferences <20 days	35%	80%	70%	52%	70%	
Safeguarding Adults - No. repeat referrals in last 12 months	16	16	16	22	16	

Annex C

Risk Matrix

Analysis of risks set out in ASA: The risk analysis set out in this grid has been completed against the Trust's risk scoring matrix under which a score of 4 or less is regarded low, between 6 and 9 as moderate and 10 to 25 as significant.

Risk	Risk description	Mitigation	Risk Score		
			Impact	Likelihood	Score
Ordinary residence	Movement of ordinary residence can create in year pressures and this will be monitored closely through Social Care Programme Board	<ul style="list-style-type: none"> Adherence to protocols by front line teams and to assess the needs of individual only users to ensure that ordinary residence does apply to their circumstances. A revised protocol has been introduced during 2013/14 and is being applied. Operationally application is monitored via the Complex Care Review Panel. Close monitoring of financial impact through Social Care Programme Board (Monthly reports available and quarterly report to Commissioning for Independence Board.) 	4	4	16
The scale of savings required	Savings plans targets are significant and over a two year period will require radical changes in the range of services available, the level of care that can be provide and the way services are delivered.	<ul style="list-style-type: none"> Individual assessments / reassessment carried out against FAC criteria and all relevant policy frameworks as part of assessing whether it is safe or appropriate to reduce the level and make up of existing care plans. The Trust, Council and CCG will work with service users and the voluntary sector to secure appropriate input and engagement in redesigning and redeveloping services. Changes in the nature, level and range of services will be subject to formal consultation as required by national guidance and Council policy. 	4	4	16
Risk of capacity to deliver changes	The requirements of this commissioning agreement are the further changes and savings to back office and assessment processes. Capacity in zone teams	<ul style="list-style-type: none"> This is mitigated through assurance from the Trust that operational services at the front end can be delivered in a different way. ASA KPIs include monthly metrics that will demonstrate any reduction in capacity 	4	3	12

Risk	Risk description	Mitigation	Risk Score		
			Impact	Likelihood	Score
	may impact on the pace of delivery.	<ul style="list-style-type: none"> Regular updates to OLG, SCPB and/or CIB highlighting any commissioning/service transformation needs/risks. 			
Community concern	Concern may be raised in response to implementation of the programme of work outlined in this agreement which may affect the pace of delivery.	<p>This is mitigated through</p> <ul style="list-style-type: none"> The close involvement of, and engagement with the individuals involved, their families and carers through the relevant assessment and reassessment processes. Moderation of decision making in complex cases through the complex care review panel. Escalation of individual cases to the Social Care Programme Board, support from Council Legal services and briefing for Members where particularly difficult, sensitive or contentious cases arises. 	4	3	12
Care Home Fees	Care home fees have been set within a new banding structure for residential care set last year.	<ul style="list-style-type: none"> This is mitigated through a consultation process with providers. The process may be open to challenge. 	3	3	9
Acquisition process	The Trust is expected to be acquired by another NHS Foundation Trust in September 2014 and this could result in distraction from delivery of this agreement.	<ul style="list-style-type: none"> This is mitigated through close working between senior officers in the Council, the Trusts and CCG, the Mayor and Councillors, NHS Chairs and Board members. The impact on frontline staff will be minimal and mitigated by frequent staff briefings and updates from senior management 	3	2	6



The Adult Social Care Outcomes Framework 2014/15

<p>Title: Adult Social Care Outcomes Framework</p>
<p>Author: Directorate/ Division/ Branch acronym / cost centre SCLGCP - 18280</p>
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The Adult Social Care Outcomes Framework 2014/15

Prepared by the Department of Health

November 2013

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Foreword

Every person using health and care services deserves the highest quality care and support. One of our key ways to make this happen is through transparency. The Adult Social Care Outcomes Framework, with its focus on promoting better outcomes and experiences for people who use care, and carers, measures how well care and support delivers the outcomes that matter the most to people. We need to know how the system performs on those issues – and take action based on this information so that we continually improve and do better for the people we support.

The ASCOF measures how well the care and support system achieves the things we would expect for ourselves and for our friends and relatives. People who use care and support, carers and the public can use this information to see how well their local authority is performing, helping people to hold their council to account for the quality of the care they provide, commission or arrange. Councils themselves use the measures to help them drive up standards of care, and give people genuine choice and control over the services they use.

The ASCOF is continually evolving, and is being further strengthened for 2014/15. This year, the ASCOF, alongside the NHS Outcomes Framework, will do more to support our ambition for joined-up services within, and between, health and social care. The Government is fully committed to driving care that is genuinely joined-up around the needs of people, not the needs of services. We want a system which recognises that people's outcomes and experiences of care will only improve if all parts of the system work together with a common purpose. To this end, for the first time the ASCOF will include a new measure of whether people experience care that is joined-up and seamless. It will provide us with the evidence to better understand the extent to which people experience person-centred, coordinated care, and highlight where we can do better. Other changes to the framework this year will support a renewed focus on preventing and delaying the need for care and support, and will better reflect councils' progress in delivering personalised care for both users of care and carers.

This year also marks a significant milestone for the framework, with two complete years' worth of outcomes-focused data available. This enables us, locally and nationally, to develop a view of the progress being made across adult social care, whilst exposing the areas where there is room to do more to ensure that everyone has access to the best possible care and support.

Alongside the ASCOF for 2014/15, we are also launching an interactive website for the ASCOF¹, which will enable people to see how well their council is performing in achieving the best possible outcomes for their local populations.

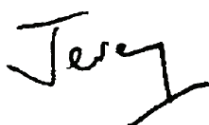
¹ <http://ascof.hscic.gov.uk>

Despite making good progress in 2012/13, it was disappointing to see that some local authorities missed the sector's ambition that 70% of eligible people should have access to a personal budget, which make a real difference to the lives of the people who use them. In the future, the Care Bill sets out that everyone needing care and support will have access to a personal budget as part of their care and support plan, ensuring that they are able to exercise control over how care and support is provided. Therefore, councils should have clear plans in place to deliver personal budgets as part of the Care Bill reforms. These plans should also focus upon outcomes to ensure that systems are optimised to deliver personal budgets that offer true choice and control. The Personal Budget Outcome Evaluation Tool (POET) is one effective approach to monitor the effectiveness of personal budget processes.

It was however encouraging that the number of people experiencing a delayed transfer of care from hospital has fallen for another year, as has the number of delayed transfers which are attributable to social care. This suggests that we are getting better at providing care which is integrated and coordinated between both health and social care services. The new measure of integration in this year's framework will also capture the extent to which people experience integrated care, and help identify where improvements can be made.

It was also encouraging to see that the number of users of adult social care who are very or extremely satisfied with their care and support has risen for a second year. However, fewer than half of carers reported the same level of satisfaction, demonstrating that there is more to be done to ensure that everyone has the best experience.

The Adult Social Care Outcomes Framework, with its clear focus on promoting people's quality of life and their experience of care, and on care and support that is both personalised and preventative, remains our key tool to track progress locally and nationally towards the realisation of our ambitions for care and support. It is important that councils, alongside their local populations, continue to use the ASCOF, and the NHS and Public Health Outcomes Frameworks, to better understand the quality of services being provided, to jointly identify local priorities for improvement, and to drive improvement against those priorities.



Rt Hon Jeremy Hunt MP
Secretary of State for Health



Norman Lamb MP
Minister of State for Care Services

Introduction

1. The Adult Social Care Outcomes Framework (ASCOF) is the Department of Health's main tool for setting direction and strengthening transparency in adult social care. The framework was first published in March 2011, and since then has been kept under constant review to ensure a continued focus on measures that reflect the outcomes which matter most to users of adult social care services and carers.
2. This document sets out the ASCOF for 2014/15. The framework has been co-produced with local government, with a focus on ensuring that the framework continues to reflect the changing role of local government, and that all measures retain an outcome focus. We continue to be mindful of the reporting burden placed on councils when developing the ASCOF.
3. The Care and Support White Paper² and the Care Bill³ set out the Government's vision for a reformed care and support system, which places the person at the very heart of the health and care services they receive. The ASCOF will support councils in leading this transformation by providing a clear focus for local priority setting and improvement. Through use of the ASCOF, alongside the outcomes frameworks for the NHS and public health, local government and its partners will be supported to provide high quality, seamless care and support, integrated around the needs of the people who use them.
4. This document:
 - Describes how the ASCOF should be used as a tool to support local improvement in care and support;
 - Provides a national commentary on adult social care outcomes in 2012/13;
 - Sets out the ASCOF for 2014/15; and,
 - Outlines a forward look for the framework for future years.
5. This document should be read in conjunction with the forthcoming 'Handbook of Definitions for the Adult Social Care Outcomes Framework for 2014/15', which will set out the detailed definitions for each measure, with worked examples. This handbook will be published in the spring.

² Caring For Our Future: reforming care and support. Published by the Department of Health in July 2012

³ Progress of the Care Bill can be seen at <http://services.parliament.uk/bills/2013-14/care.html>

The role of the Adult Social Care Outcomes Framework

6. A system of sector-led improvement has now been embedded for adult social care, with councils being supported to take responsibility for their own performance and improvement, developing a system of performance management 'by councils, for councils'. The ASCOF plays a key role in this system – providing robust comparable information on the outcomes and experiences of people who use adult social care, and carers.
7. The key roles of the ASCOF are:
 - Locally, the ASCOF supports councils to improve the quality of the care and support services they provide. The ASCOF, now in its fourth year, provides councils with robust information they can use to monitor the success of local interventions in improving outcomes. The data stimulates discussions between councils, and promotes the sharing of learning and best practice. The sector also uses the ASCOF in their own progress reporting, and forms the core of the information the sector uses to scrutinise its own performance.
 - Locally, the ASCOF also supports improvement in adult social care services through strengthened accountability to local people. By fostering greater transparency on the success of care and support services in improving outcomes for the people who use those services, the ASCOF enables local people to hold their council to account for the quality of the services they provide, commission or arrange. The ASCOF is being used by local government in the production of their local accounts, as part of efforts to enhance transparency and better exploit information to support improvement.
 - At the national level, the ASCOF demonstrates the performance of the adult social care system as a whole, and its success in delivering high-quality, personalised care and support. The framework supports Ministers in discharging their accountability to the public and Parliament for the adult social care system, and continues to inform and support national policy development.

Integrated care and support

8. Another key role of the ASCOF is to promote more joined-up working at the local level. The three outcomes frameworks for health, public health and adult social care provide all parts of the system with a shared sense of priorities, a focus for improvement and aligned incentives. The three outcomes frameworks therefore form the basis for integrated working locally and support local partners to identify

shared responsibilities, pursue shared goals and improve outcomes for their communities.

9. By highlighting the challenges faced by the health and care system locally, the outcomes frameworks provide a common basis for action. The principle vehicle for joint working at the local level is health and wellbeing boards, which bring the whole system together and maximise the opportunities to deliver integrated care across the NHS, public health and social care services, and to influence the wider determinants of health.

Equality

10. The ASCOF, together with the outcomes frameworks for the NHS and public health, provides a comprehensive overview of the outcomes achieved by people who use health and care services. By measuring the outcomes and experiences of people who use care and support, broken down by equality characteristic where the data permit, the frameworks support greater transparency on equality both locally and nationally. The frameworks therefore support local and national action to identify instances of discrimination and opportunities to advance equality.
11. The Department is currently carrying out a review of all the data disaggregations available for the health and adult social care outcomes frameworks, and is working with stakeholders to identify the benefit and feasibility of increasing the data breakdowns available.
12. The measures within the ASCOF are also used to monitor the progress of the Department in meeting its equality objectives for 2012-16. Further information about this can be found at: <https://www.gov.uk/government/publications/department-of-health-equality-objectives-2012-to-2016>.

Adult Social Care Outcomes in 2012/13

13. Nationally, the ASCOF is the Department's key tool for measuring the progress of the adult social care system, supporting our understanding of the outcomes and experiences of people who use care and support, and carers.
14. The ASCOF was first launched for the year 2011/12. As such, the publication of outcomes data for 2012/13 this autumn⁴ offers the first opportunity to compare adult social care outcomes over two years, and measure progress towards our ambitions for care that is personalised, preventative and high quality.
15. The framework supports the comparison of the outcomes and experience of care and support for different groups of users and carers, and allows a focus on different themes. When interpreting comparisons between groups, or across local authorities, we need to be mindful that a wide range of factors, including levels of care need and people's expectations of care and support, may have an impact on their outcomes and their satisfaction with their care. This is particularly true of the survey-based measures, where it is currently not possible to identify the specific impact of adult social care services on the outcome being achieved.
16. However, where disparities in outcomes are marked, this should be a prompt for further local investigation, which may highlight the need to do more to ensure that everyone who receives care is supported to achieve the best possible outcomes, and the best possible experience of their care and support.
17. The following commentary highlights variation in outcomes across local authorities, and, for some measures, identifies those councils which are delivering outcomes at the bottom or top of the national range.

Key findings for 2012/13⁵

18. Overall, outcomes for 2012/13 demonstrate a stable picture, with performance broadly similar to 2011/12. There continue to be marked disparities in the outcomes and experiences of different groups, and between local authority areas. Key findings for 2012/13 include:
 - There have been slight increases in both social care related quality of life, and satisfaction of people who use services with the quality of their care and support.
 - Most local authorities did not achieve the ambition of the provision of personal budgets to 70% of people who use care and support, and carers. Those councils which missed the objective should look to their peers for examples of how to make personal budget provision a success⁶.

⁴ These data are as published by the Health and Social Care Information Centre in November:
<http://www.hscic.gov.uk/catalogue/PUB12610>

⁵ Findings based on the data as published by the Health and Social Care Information Centre in November.

⁶ Based on interim data, as published by the HSCIC in November.

- At the local level, there continue to be large variations in the number of people with a learning disability, or who are in contact with a mental health service, who live independently⁷.
 - The proportion of people who use adult social care services who say those services have made them feel safe and secure has increased at the national level for 2012/13.
 - The proportion of people in receipt of local authority-funded care who report that they have adequate, or as much control as they want over the daily life has remained stable. The proportion of people who use services who found it extremely or very easy to find information about care and support has also remained stable. However, for both measures, this was not the case for around a quarter of those surveyed, showing that more needs to be done to ensure that everyone is receiving the best possible service.
19. The following commentary considers the extent to which the data from the ASCOF demonstrates improvement in adult social care services across the following key themes of the Care and Support White Paper:
- I am happy with the quality of my care and support
 - I am supported to maintain my independence for as long as possible
 - I understand how care and support works, and what my entitlements are
 - I am in control of my care and support
 - I know that the person giving me care and support will treat me with dignity and respect

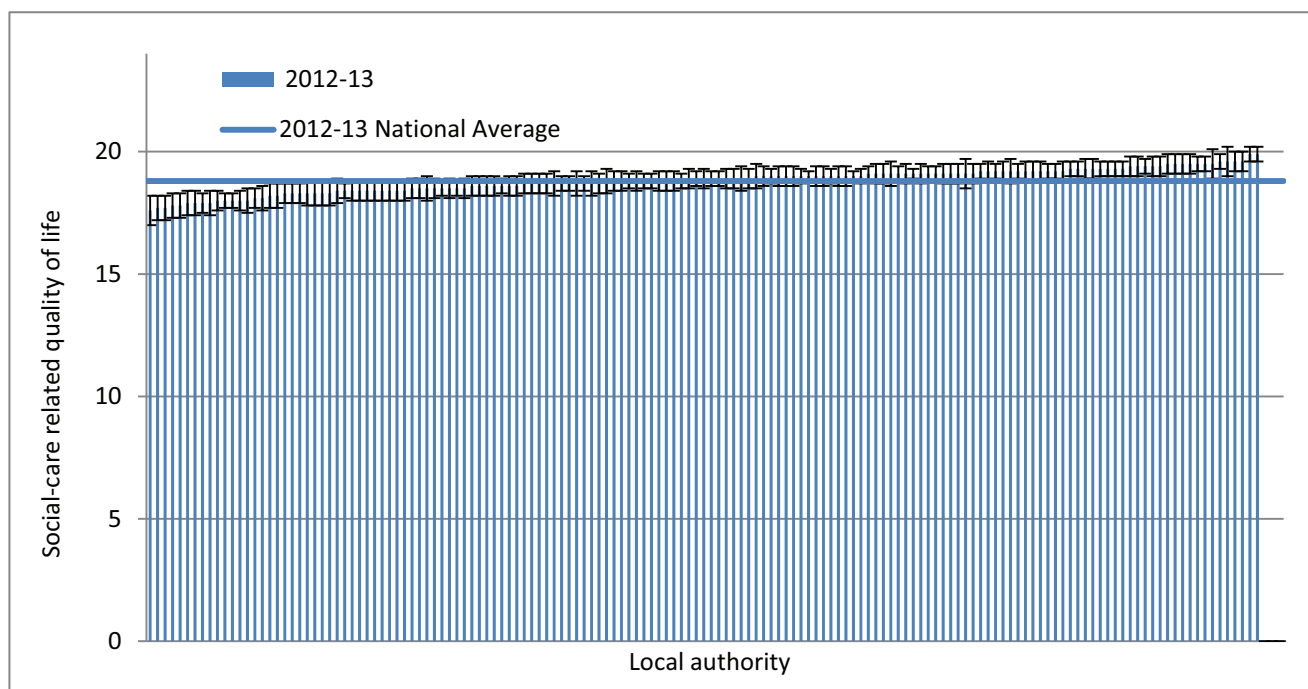
⁷ Findings based on provisional Mental Health data, as published by the HSCIC in July. Final data will be published in December 2013.

I am happy with the quality of care and support I receive and I know that the person giving me care and support will treat me with dignity and respect

20. High quality, responsive care and support, in which people are treated with dignity and respect, is a cornerstone of our ambitions for care reform. Performance against the ASCOF, with its focus on people's outcomes and experiences of their care and support, is a key marker of progress against the ambition of high quality care for all.

21. The social care-related quality of life measure within the ASCOF gives an overarching view of the quality of life of users of care and support. In 2012/13, social care-related quality of life was 18.8 out of a maximum possible score of 24 for users of social care, compared to 18.7 in 2011/12. In addition to this, 64.1% of users reported that they were extremely or very satisfied with the care and support services they received in 2012/13, an increase from 62.8% in 2011/12. Whilst it is positive that nearly two thirds of users of care say they are extremely or very satisfied with their care and support, this clearly leaves scope to do more to ensure that everyone has a good experience.

Figure 1: Social-care related quality of life for users of social care services, by local authority⁸



⁸ The black lines at the top of each bar show how accurate the proportion is for each local authority. The bottom of the black line indicates the lowest likely proportion of people for this local authority, and the top indicates the highest. These confidence intervals are included as there is a degree of uncertainty because these are survey estimates. That is, only a sample has been surveyed, and hence the proportions are representative of the real figure for the whole population. The score for each local authority against this measure can be found at:

<http://www.hscic.gov.uk/catalogue/PUB12610>.

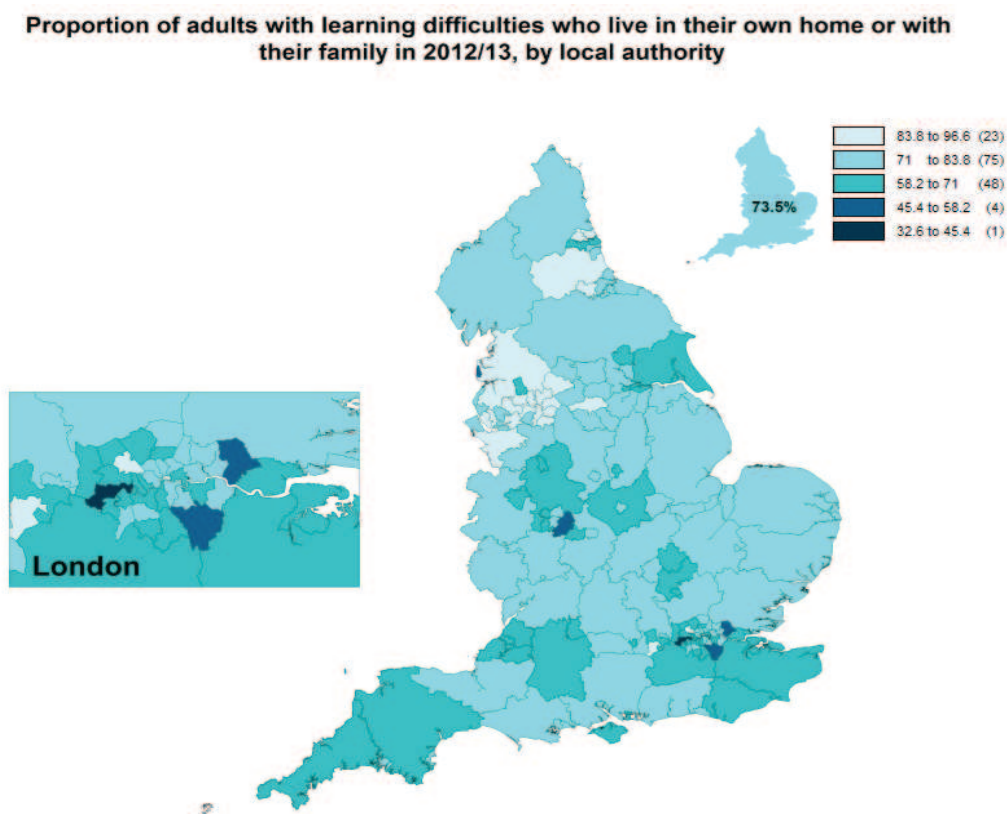
22. In 2012/13, carers reported an average quality of life score of 8.1 out of a maximum of 12, with older carers reporting better outcomes and experiences than their younger counterparts. For example, 45.8% of carers aged 65 or older reported that they were extremely or very happy with the care and support services they received, compared to 39.7% for those aged 18-64. This shows there is scope to do more to do to improve the quality of life for young carers.

I am supported to maintain my independence for as long as possible

23. The Government is working to change the focus of care and support services from reacting when people reach crisis point, to actively promoting well-being, supporting people to remain independent and connected to their communities. The ASCOF supports a focus on these priorities with direct measures of independent living.

24. Stable and appropriate accommodation for people with learning disabilities and mental health problems has a strong impact on their safety and overall quality of life, and mitigates the risk of social exclusion. At the national level, the proportion of adults in contact with secondary mental health services who live independently, with or without support, has remained relatively stable, with a slight increase from 54.6% in 2011/12 to 59.3% in 2012/13. The proportion of adults with learning difficulties living in stable and appropriate accommodation has also undergone a welcome increase, from 70.0% in 2011/12 to 73.5% in 2012/13.

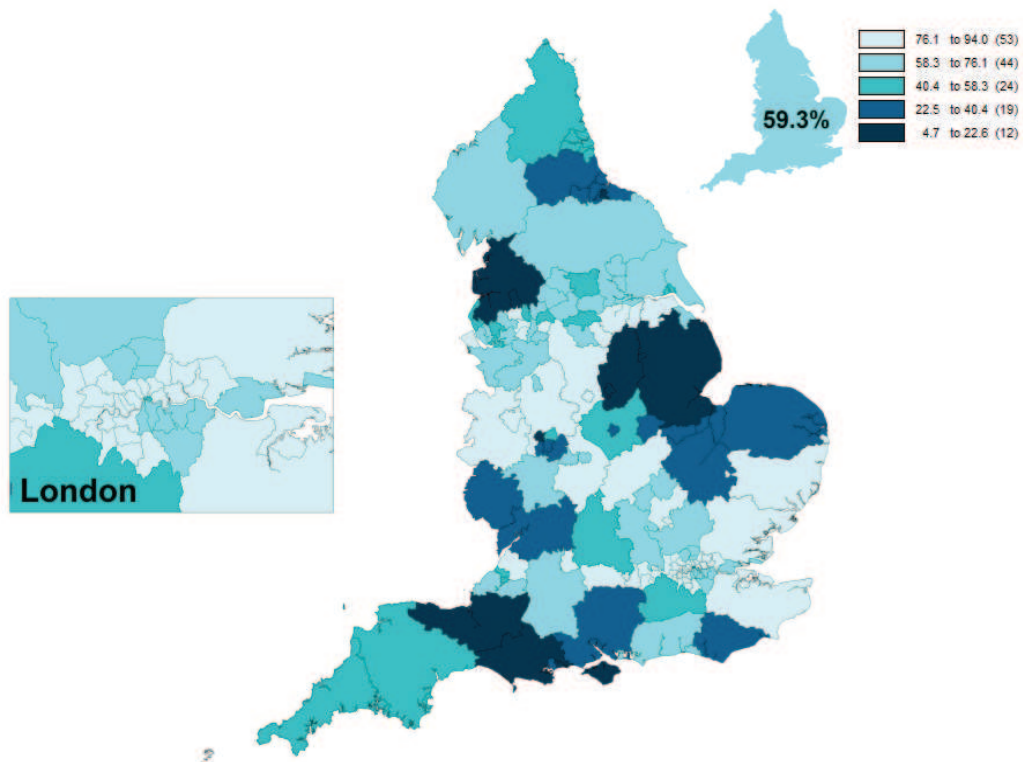
Figure 2: The proportion of adults with a learning disability who live in their own home or with their family in 2012/13, by local authority.



25. However, there continue to be marked differences in the extent to which these groups are supported to live independently. The local authorities with the highest rates of people with learning disabilities living in stable and appropriate accommodation are Brent, Rochdale, Oldham, Tameside, Salford and Knowsley, with this being the case for over 90% of people. However, Hounslow, Blackpool, Birmingham, Bromley, Havering, Lambeth and Solihull local authorities have the lowest rates, with fewer than 60% of people with a learning disability living in stable and appropriate accommodation.

Figure 3: Proportion of adults in contact with secondary mental health services who live independently, with or without support in 2012/13, by local authority

Proportion of adults in contact with secondary mental health services living independently with or without support in 2012/13, by local authority



Data Source: Adult Social Care- Combined Activity Return (ASC-CAR). National average 59.3%.

26. The proportion of adults in contact with secondary mental health services who live independently was 59.3% in 2012/13, a welcome increase from 54.6% in 2011/12⁹. Whilst this is very positive, again there are large local variations, suggesting there may be room for councils to improve access to independent living for this group.

⁹ 2012/13 findings based on provisional data, as published by the HSCIC in July..

This highlights the need for further enquiry by local authorities to understand the reasons behind their local performance, and, where necessary, to take action.

Permanent admissions

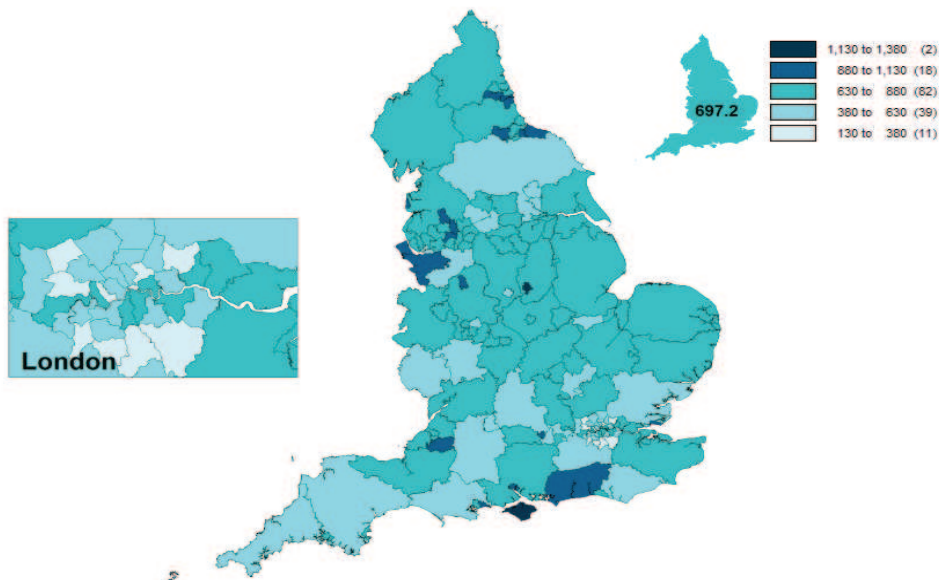
27. The number of permanent admissions to residential and nursing care homes is a good measure of the effectiveness of care and support in delaying dependency on care and support services, and the inclusion of this measure in the framework supports local health and social care services to work together to reduce avoidable admissions where appropriate.
28. Measures focussing on delaying dependency for older people show a stable picture at the national level in 2012/13 compared to 2011/12. In 2012/13 there were 697.2 permanent admissions to residential care or nursing homes per 100,000 population for adults aged 65 or over, which is similar to 695.9 in 2011/12. Where there have been increases in admissions locally, this highlights the need for further enquiry by councils to understand the cause of the increase and, where necessary, to take action.
29. Figure 4 shows the national variation in performance, with Nottingham, Isle of Wight and Southampton having more than 1,000 permanent admissions of older people to residential and nursing care per 100,000 population. In contrast, four councils (Kensington and Chelsea, Sutton, Croydon and Ealing) had a rate of fewer than 300 per 100,000 population.

Reablement services

30. Reablement or rehabilitation services seek to support people, in order to minimise their need for on-going support and to maximise their independence. The ASCOF captures the effectiveness of these services for older people, measuring the proportion of older people still at home 91 days after being discharged from hospital into reablement or rehabilitation services.
31. The proportion of older people who were still at home 91 days after discharge from hospital into reablement services was broadly stable at 81.4% in 2012/13, compared to 82.7% in 2011/12. However, this performance should be viewed in the context of the total number of older people discharged from hospital, and the proportion of those that had access to reablement services (3.2% in both 2011/12 and 2012/13).

Figure 4: Permanent admissions of older people (65 and older) to residential and nursing care home, per 100,000 population in 2012-13, by local authority

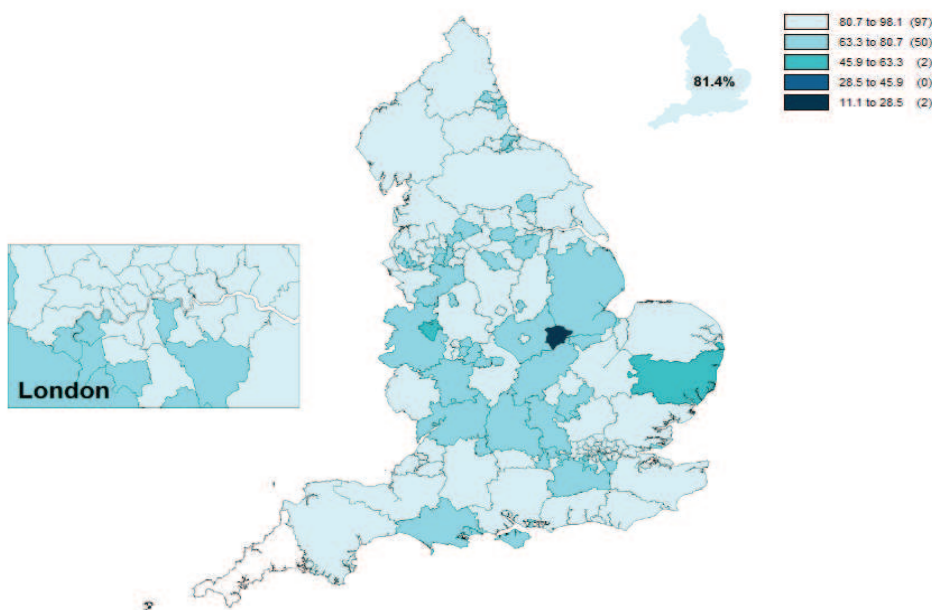
Permanent admissions of older people (65 and older) to residential and nursing care home, per 100,000 population in 2012-13, by local authority



Data Source: Adult Social Care - Combined Activity Return (ASC-CAR). National average: 697.2 permanent admissions.

Figure 5: Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation in 2012/13, by local authority

Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/ rehabilitation in 2012/13, by local authority



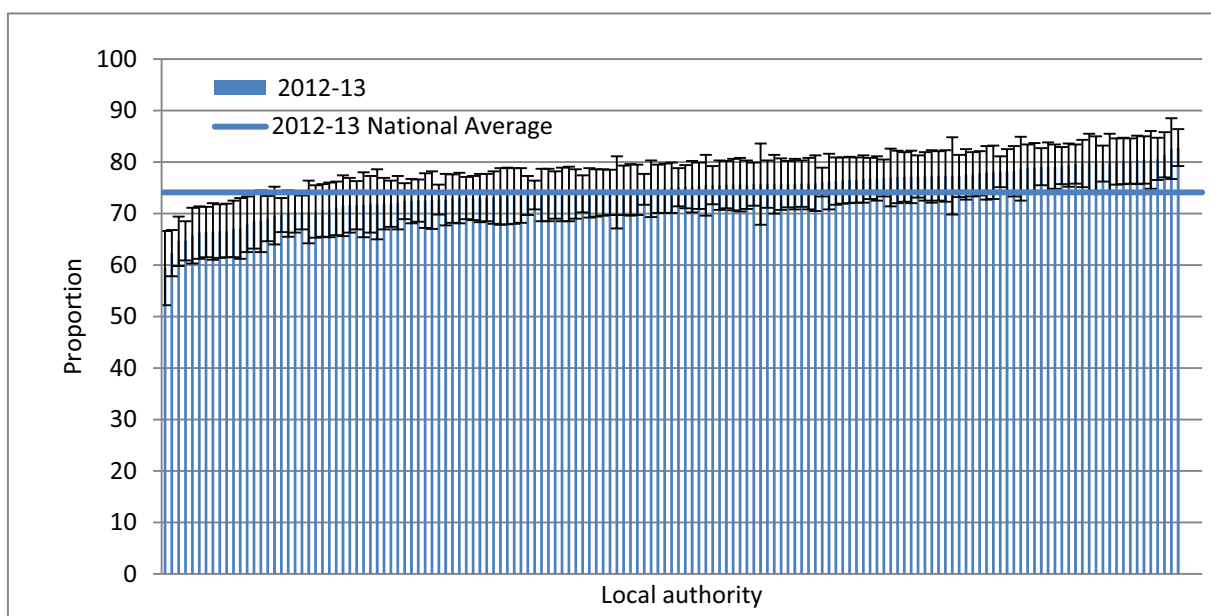
Data Source: Adult Social Care- Combined Activity Return(ASC-CAR). National average 81.4%

32. Figure 5 shows national variation in the effectiveness of reablement services. Twenty-two councils, which can be found in Annex E, achieved a rate of over 90% of people at home 91 days later in 2012/13. For these councils access to reablement ranged from 0.9% to 10.0% of older people discharged from hospital. In contrast, in Telford and Wrekin, Suffolk, Manchester and Shropshire local authorities, fewer than 65% of people were still at home 91 days after discharge from hospital into reablement services. However, this measure should be viewed in the context of how many people are given access to this service – of the four councils highlighted, two (Telford and Wrekin, and Manchester) provided greater access to reablement/rehabilitation services than the national average (3.2%).

I understand how care and support works, and what my entitlements are

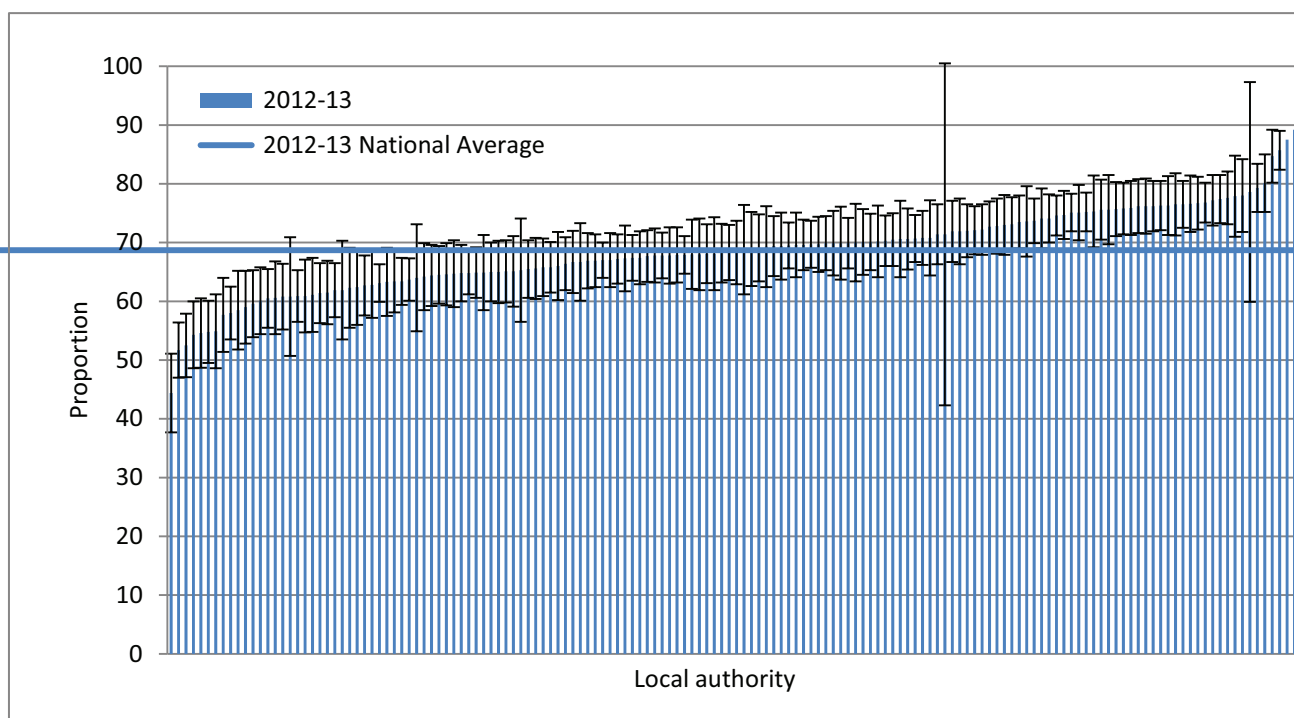
33. The availability and ease of access to information and advice is vital in helping people, their families and carers to make informed choices about the care they want to receive. The ASCOF measures this by capturing the ease with which people are able to find information about care and support. Nationally, the picture is stable – in 2012/13, 74.1% of people who use services said they found it extremely or very easy to find information about services, which is similar to 73.8% in 2011/12 and 74.2% in 2010/11. However, carers reported that they were able to find information less easily than users. This shows that there is scope to do more to make sure this group have access to the information they need.

Figure 6: The proportion of people who use services who find it easy to find information about services¹⁰, by local authority



¹⁰ The score for each local authority against this measure can be found at: <http://www.hscic.gov.uk/catalogue/PUB12610>

Figure 7: The proportion of carers who use services who find it easy to find information about services¹¹, by local authority



I am in control of my care and support

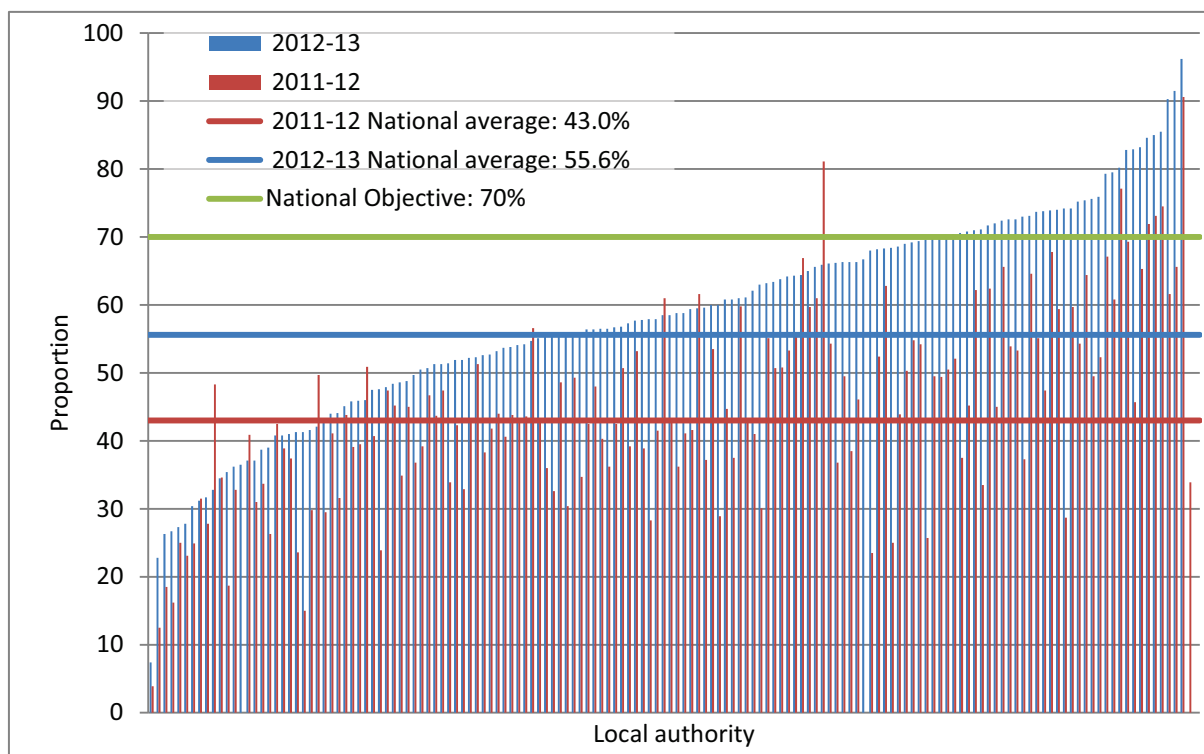
34. The Government wants to give people more control over their health and social care. Personalisation means building support around the individual and providing people with more choice, control and flexibility in the way they receive care and support – regardless of the setting in which they receive it.
35. This emphasis on providing care over which users have genuine choice and control is reflected in the ASCOF, and the extent to which users of care and support feel in control of their daily lives is a key indicator of the personalisation of care. In 2012/13, 76.1% of respondents reported having either as much control as they want or having adequate control over their daily life. This is consistent with last year's figure of 75.1%. Whilst it is positive to see that three quarters of people feel in control of their daily lives, it is important that, where possible, more is done to improve outcomes in this area for all people who use care and support.
36. A key aspect of control is the roll out of personal budgets, to give people and their carers more control and direct purchasing power over their care and support. The forthcoming statutory entitlement to personal budgets in the Care Bill underlines the Government's commitment to providing personalised care and support that more closely matches the needs and wishes of an individual. It is known that personal

¹¹ The score for each local authority against this measure can be found at: <http://www.hscic.gov.uk/catalogue/PUB12610>

budgets make a real difference to the people that receive them, by ensuring that they are able to exercise control over how care and support is provided.

37. There has been an increase in the use of personal budgets since the sector agreement of the personal budget objective of 70%. The ASCOF showed that 55.5% of users of community based services and carers received a personal budget in 2012/13, compared to 43.0% in 2011/12, and 29.2% in 2010/11, highlighting the continuing progress of councils in delivering personalised care. While this is encouraging, the disparities in local performance continue to be of concern, with local level provision ranging from 96.2% down to just 7.4%¹².
38. It is widely acknowledged that shortcomings in the way that this measure is currently defined and how data are collected mean that it is impossible for councils to reach 100% against this measure. Following analysis by DH and ADASS, the personal budget objective was set at 70% nationally. As shown in Figure 8, the majority of councils still fall well short of this objective. From 2014/15, the definition of this ASCOF measure will be revised to ensure that its scope is limited to those for whom self-directed support is appropriate.

Figure 8: Proportion of users and carers in receipt of community-based services receiving personal budgets, 2011-12 and 2012-13, by local authority¹³



¹² Findings based on interim data, as published by the HSCIC in November.

¹³ The score for each local authority against this measure can be found at: <http://www.hscic.gov.uk/catalogue/PUB12610>

39. This bar chart shows variation in the provision of personal budgets between 2011-12 and 2012-13. In most local authorities, the proportion of users and carers receiving personal budgets has increased between 2011-12 and 2012-13.

40. There were ten local authorities where the proportion of people receiving a personal budget increased by more than 30 percentage points, demonstrating the possibility of rapid progress against this measure. In contrast, twelve local authorities saw a decrease in the proportion of people receiving a personal budget in 2011/12 and 2012/13. These local authorities can be found in Annex E¹⁴.

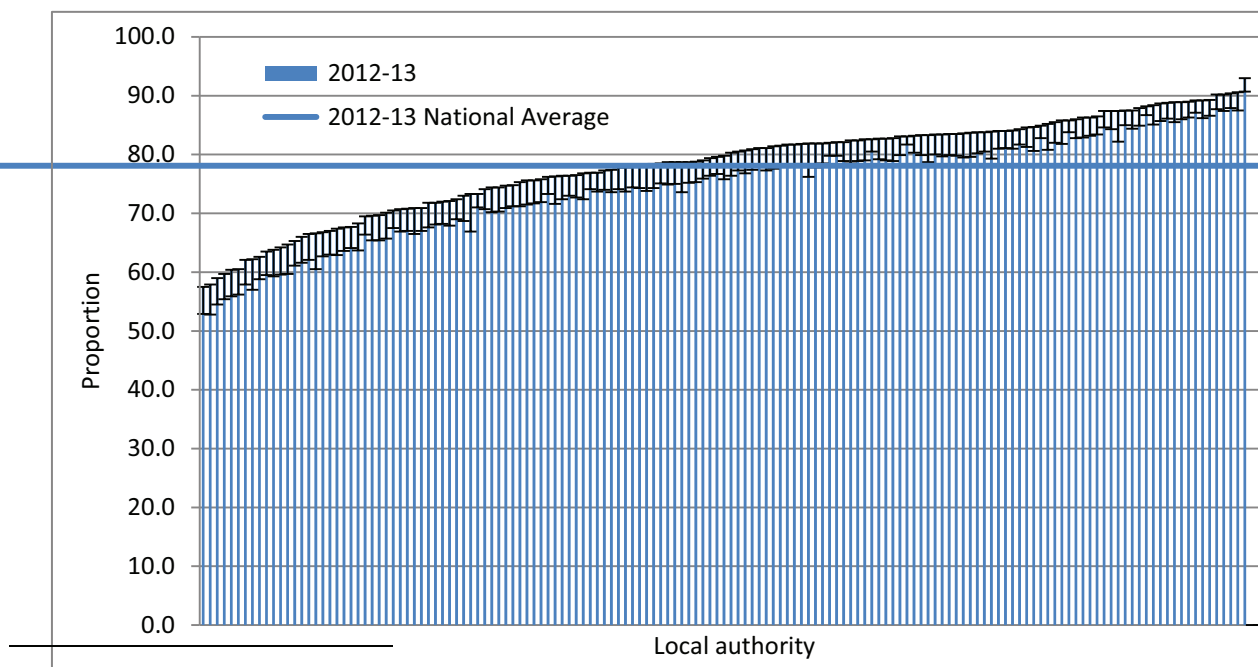
41. In Richmond upon Thames, Nottinghamshire and Islington the proportion of those receiving personal budgets was over 90%, however in Somerset and Swindon, personal budgets were provided to fewer than a quarter of people who receive community based services in their area¹⁵.

I feel safe and secure

42. The Government's aim is to prevent and reduce the risk of adults with care and support needs from experiencing abuse or neglect. All adult social care users, many of whom will be vulnerable, should feel safe and secure.

43. At the national level, in 2012/13 there has been a small but encouraging increase in the proportion of adult social care users who say that the services that they receive have made them feel safe and secure, from 75.5% in 2011/12 to 78.1% in 2012/13.

Figure 9: Proportion of people who used services that said that those services have made them feel safe and secure¹⁶, by local authority



¹⁴ Findings based on interim data, as published by the HSCIC in November

¹⁵ Findings based on interim data, as published by the HSCIC in November

¹⁶ The score for each local authority against this measure can be found at: <http://www.hscic.gov.uk/catalogue/PUB12610>

44. However, performance continues to vary significantly between local areas. Figure 9 shows the proportion of people who said that their care and support has contributed to making them feel safe and secure, by local authority in 2012-13. There are a range of factors that are likely to impact on how safe and secure people feel, many of which will not be within the control of the local authority. However, the marked variation in this measure at a local level highlights the need for local enquiry into the causes of this, and, if necessary, further action.

Our vision for adult social care

45. The Care Bill will ensure that people's well-being, and the outcomes which matter most to them, will be at the heart of every decision they make. It will also provide a new focus on preventing and delaying needs for care and support, and takes a historic step for carers by putting them on the same footing as those they care for. In providing robust, nationally comparable information on the outcomes and experiences of local people, the ASCOF will be integral to both tracking progress in improvements of adult social care services, and continuing to reflect the direction for the future of adult social care.

The 2014/15 Adult Social Care Outcomes Framework

46. The ASCOF is kept under permanent review and is refreshed every year. The content of the framework is co-produced by the Department of Health, the Association of Directors of Adult Social Services (ADASS) and the Local Government Association (LGA). In reviewing and developing the framework, we continue to be mindful of the reporting burden placed on councils. This has been made explicit in the revised inclusion criteria for the ASCOF for 2014/15.
47. This section outlines how each of the four domains of the ASCOF have been updated for 2014/15. Further detail on the technical definitions of the measures will be made available in the Handbook of Definitions for 2014/15, which will be published in the spring.
48. Over the last year, the development of the ASCOF has taken place within the context of a new set of design principles for the framework, which reflect the changing role of local authorities in the care and support system. These new principles will ensure that the design and content of the framework continues to respond to the transformation of social care. These principles have been developed and agreed with local government and have resulted in some changes to the inclusion criteria for new measures in the framework. The changes are discussed in more detail below.
49. The ASCOF for 2013/14, published in November 2012, included a number of placeholders, which represented acknowledged gaps in its coverage due to the lack of an appropriate data source. Development of these placeholders has been a key focus over the last year, as have efforts to ensure that the ASCOF continues to support the Department's priorities and vision for adult social care, as set out in the Care and Support White Paper¹⁷ and the Care Bill¹⁸.

The zero-based review of adult social care data collections

50. Since November 2010, the Health and Social Care Information Centre (HSCIC) has led a 'zero-based review' (ZBR) of adult social care data collections from local authorities. The objective of the review was to ensure that the information we collect

¹⁷ Caring for our future: reforming care and support, published by the Department of Health in July 2012 (<https://www.gov.uk/government/publications/caring-for-our-future-reforming-care-and-support>)

¹⁸ Progress of the Care Bill can be seen at <http://services.parliament.uk/bills/2013-14/care.html>

nationally reflects the changing face of adult social care – keeping pace with the transformation of care towards more personalised, preventative forms of support. This review has actively supported the development of the ASCOF for 2014/15 and beyond.

51. In September 2012, the HSCIC announced the first set of changes to data collections as a result of the zero-based review¹⁹. This included a new safeguarding collection, for implementation in 2013/14, and changes to the existing Deprivation of Liberty Safeguards collection. In May 2013, the HSCIC announced the second set of changes – new collections for Finance and Short and Long-Term Support, both drawing on a new equalities and classification framework²⁰.
52. The implementation of the new data sets has supported the revision of existing ASCOF measure 1C (self-directed support and direct payments) for 2014/15, and also the implementation of a new reablement measure, 2D (the outcome of short-term services). These changes are outlined in further detail below.
53. The extent to which implementation of the proposals of the ZBR will further support the development of the ASCOF will continue to be explored with local government. This work is described in more detail under ‘Next Steps’.

The Care Bill

54. The Care Bill will ensure that each person receiving care and support is placed at the very centre of those services, at the heart of every decision that is made about them. It will ensure that there is a renewed focus on preventing or delaying people from needing care and support, rather than interventions only being made when someone reaches crisis point.
55. A key driver of the development of the ASCOF for 2014/15 has been to ensure that, as far as possible, it continues to support the Department’s priorities for social care, as set out in the Care Bill, which includes supporting people to maintain their independence and their connections to the community, and ensuring that everyone has control over the care they receive.

Alignment with the NHS and Public Health Outcomes Frameworks

56. The Department remains committed to improving alignment between the ASCOF and the Public Health and NHS Outcomes Frameworks, in recognition of the joint contribution of health and social care to improving outcomes. The three frameworks

¹⁹ <http://www.hscic.gov.uk/socialcarecollections2013>

²⁰ <http://www.hscic.gov.uk/socialcarecollections2013>

continue to contain a number of shared and complementary measures²¹, and for 2014/15, a new complementary measure of people's experience of integrated care is included in the ASCOF and the NHS Outcomes Framework. The Department also remains committed to pursuing the development of a population-based measure of loneliness for both the ASCOF and the Public Health Outcomes Framework, in recognition of the key role both adult social care services and public health services have to play in reducing loneliness.

Inclusion criteria for ASCOF measures

57. As outlined above, this year a new set of design principles were agreed between the Department and local government to guide the future development of the framework. These principles will help ensure that the ASCOF continues to support improvement in the outcomes and experiences of people who use care and support, and carers. A number of guiding principles have been agreed for the development of the 2014/15 ASCOF and beyond. These are:

- Development of the ASCOF will include a renewed focus on measures which capture the effectiveness of joint working by local partners, and so support and promote the provision of more integrated services.
- National-only measures will be considered for inclusion in the framework on a case-by-case basis, assessed using criteria outlined below.
- Where appropriate, development will continue to seek to align the framework more closely with the NHS and Public Health Outcomes Frameworks.

58. These guiding principles have meant some changes have been made to the inclusion criteria for the ASCOF for 2014/15. All measures have been tested against the following revised criteria, to assess their suitability for inclusion in the framework:

- Relevant and meaningful to the public – measures should be intelligible and reflect what matters to people
- Influenced by social care – measures must be relevant to councils' adult social care functions, including effective joint working with local partners
- Can be compared between local areas over time (with the exception of national-only measures) – measures must be consistent to promote transparency

²¹ A measure is shared when the same measure appears in more than one framework. A measure is complementary when a similar measure, addressing the same issue, features in more than one of the frameworks.

- A measure of a social care-related outcomes, or consistent with an outcomes focus
- A robust measure – data used to populate the measure are statistically robust and the measure does not create perverse incentives
- Supported by evidence – evidence exists that suggests there are cost effective interventions that would have a positive impact on the measure
- Disaggregable by equalities – measures should be able to be broken down to support a focus on equalities
- New burdens – where new burdens are created, these will be estimated and funded by the Department of Health
- National measures – must meet all the above criteria, as well as:
 - Local authorities have local (or regional) level information available against which to compare themselves to the national picture;
 - The measure would help inform national policy development; and,
 - There is consensus that the outcome is sufficiently significant that its omission from the framework on the grounds of a lack of local-level data is not justifiable.

Domain One: Ensuring quality of life for people with care and support needs

1 Enhancing quality of life for people with care and support needs

Overarching measure

1A. Social care-related quality of life ** (NHSOF 2)

Outcome measures

People manage their own support as much as they wish, so that are in control of what, how and when support is delivered to match their needs.

1B. Proportion of people who use services who have control over their daily life

New definition for 2014/15: 1C. Proportion of people using social care who receive self-directed support, and those receiving direct payments

Carers can balance their caring roles and maintain their desired quality of life.

1D. Carer-reported quality of life ** (NHSOF 2.4)

People are able to find employment when they want, maintain a family and social life and contribute to community life, and avoid loneliness or isolation.

1E. Proportion of adults with a learning disability in paid employment ** (PHOF 1.8, NHSOF 2.2)

1F. Proportion of adults in contact with secondary mental health services in paid employment ** (PHOF 1.8, NHSOF 2.5)

1G. Proportion of adults with a learning disability who live in their own home or with their family * (PHOF 1.6)

1H. Proportion of adults in contact with secondary mental health services living independently, with or without support * (PHOF 1.6)

1I. Proportion of people who use services and their carers, who reported that they had as much social contact as they would like. * (PHOF 1.18)

Personalisation – measure 1C

59. The Department remains committed that everyone eligible for long-term, community-based care should be provided with a personal budget, preferably as a direct payment. In the future, the Care Bill sets out that everyone needing care and support will have a personal budget as part of their care and support plan, or support plan.
60. Last year, the Department committed to revise the definition of 1C, *‘the proportion of people using social care who receive self-directed support, and those receiving direct payments’*, in recognition that the current definition meant that its scope included some services and users of care and support for whom self-directed support may not be appropriate.
61. The revision to this measure was dependent on the implementation of the new Short and Long-Term Care (SALT) data collection, which was announced by the

HSCIC in May, and will be implemented by all local authorities for 2014/15²². This has enabled the changes to measure 1C for 2014/15, which were outlined in the 2013/14 ASCOF.

62. These changes will ensure that measure 1C better reflects the success of councils in delivering personalised care and support.

63. The changes to measure 1C for 2014/15 include:

- Limiting the scope of 1C to people who receive long-term support, for whom self-directed support is most relevant;
- Replacing the existing measure 1C with two measures: one which focuses on users, and another which focuses on carers, showing progress made on personalisation for users and carers separately;
- Each of these measures will have a sub-measure for users/carers in receipt of direct payments; and,
- The measure will be based on 'snapshot' rather than full-year data, to better reflect the progress made on personalisation at the end of the year.

64. The technical definition of measure 1C for 2014/15, including a worked example, will be published in the Handbook of Definitions in the spring.

Personal Outcomes

65. The Care and Support White Paper outlines the need to ensure that care and support services respond to people's needs and the personal outcomes they want to achieve. The consultation on the zero-based review included a proposal to test the feasibility of developing a national measure of just this - the proportion of people in receipt of long-term support who report that they have been able to achieve their personal goals. The responses to the consultation were broadly supportive of this proposal, but did highlight the challenges around the practicalities of capturing this information.

66. Earlier this year, the Department commissioned research by the Quality and Outcomes Research Unit²³ to identify:

- Whether developing a measure of personal goals would be achievable via a postal survey (on which survey-measures in the ASCOF rely); and,
- Whether the inclusion of a measure on personal outcomes in the ASCOF would add further value beyond the existing measures.

²² <http://www.hscic.gov.uk/socialcarecollections2015>

²³ <http://www.uhb.nhs.uk/quoru.htm>

67. This research identified, consistent with the findings of local authorities which have led work in this area, that it would be very challenging to capture this information via a postal survey. The research concluded that a longitudinal survey of clients, which would be most effective if delivered face-to-face, would be the most appropriate route for capturing this information. The researchers also concluded that it is possible that questions developed for this purpose would be similar to questions already included in the Adult Social Care Survey. In addition, further work would be required to establish whether a personal outcomes approach would yield different information to current measures in the framework.

68. The Department has therefore agreed with local government not to pursue a national measure of self-reported achievement of personal goals, in recognition of the significant challenges and resource requirements associated, and in the absence of assurance that the measure would add significant value to the framework.

69. Although a national measure will not be pursued at this time, local authorities may wish to consider the development of local measures, which support them to track progress in supporting people to achieve their personal goals. QORU's research has been published²⁴, and may be helpful to local authorities which are looking to develop a methodology to collect this type of information.

A population-based measure of loneliness

70. The Care and Support White Paper²⁵ committed to pursue the development of measures of loneliness and social isolation for inclusion in the ASCOF and Public Health Outcomes Framework (PHOF), in recognition of the clear link between loneliness and poor mental and physical health.

71. As a significant first-step towards achieving this, the 2013/14 ASCOF included a new measure of social isolation, shared with a placeholder in the PHOF. This measure remains in the ASCOF for 2014/15 and draws on self-reported levels of social contact as a measure of social isolation.

72. There are recognised limitations to this measure:

- This measure is of the users of adult social care services and carers only. However, the problems of loneliness and social isolation are not limited to these groups, and all parts of the health and care system have a role to play in preventing and reducing social isolation and loneliness in the broader

²⁴ <http://www.qoru.ac.uk/wp-content/uploads/2013/10/Personal-Outcomes-report-October-PSSRU.pdf>

²⁵ Caring for our future: reforming care and support, published by the Department of Health in July 2012 (<https://www.gov.uk/government/publications/caring-for-our-future-reforming-care-and-support>)

population; and,

- Social isolation can only be considered a proxy for loneliness.

73. Work has therefore been taken forward to develop a population-based measure of loneliness, for inclusion in both the PHOF and the ASCOF, and an assessment has been made of the survey vehicles available to capture information on people's reported experience of loneliness. Whilst it has not been possible to develop a new measure of loneliness for the 2014/15 framework, this work will continue over the next year, with a view to including a new measure in the ASCOF in the future.

74. This measure is proposed to be shared with the PHOF, in recognition that a council's public health services play a key role in improving outcomes in this area. However, it is also recognised that there are a number of other factors, many outside the control of local government, which may impact on a person's self-reported level of loneliness. The presentation of any new measure in the ASCOF would need to reflect this; for example it has been proposed that any new measure of population-based loneliness could sit as a sub-measure under the existing social isolation measure, 11.

Future developments

Identifying the impact of adult social care

75. The over-arching measure in Domain One is 'social care related quality of life', which is a composite measure drawn from a number of responses to the Adult Social Care Survey. The overall quality of life measure brings together people's experience of eight outcomes related to social care into a single measure²⁶. This is a key high-level measure, which reflects the achievement of outcomes as reported by people who use services,

76. However, whilst this measure tells us about outcomes for social care users, it does not isolate the impact that care and support services have on those outcomes. The Department has commissioned research from the Quality and Outcomes of Person Centred Care Policy Research Unit²⁷ to identify whether there is a way in which we could isolate the impact of adult social care on people's reported quality of life. A number of local authorities are supporting this research, which at present is collecting information through interviews with users and carers. Analysis will be undertaken next year, with a final report in the autumn of 2014. If successful, this

²⁶ The ASCOT[™] (Adult Social Care Outcomes Toolkit) measure (1A) is designed to capture information about an individual's social care-related quality of life. The ASCOT is also the source for the questions in the Adult Social Care Survey. Users wishing to make commercial use of any of the ASCOT materials should contact the ASCOT team (ascot@kent.ac.uk), who will then be put into contact with Kent Innovation and Enterprise, as people need to register to use the ASCOT. Also see <http://www.pssru.ac.uk/ascot/>.

²⁷ <http://www.lse.ac.uk/LSEHealthAndSocialCare/aboutUs/PSSRU/home.aspx>

work may allow us to develop a new or additional measure for the ASCOF of the specific impact of adult social services on people's quality of life.

Social isolation

77. The calculation of the social isolation measure 1I will change from 2014/15. Previously, this measure combined user survey data with the most recent value from the Carers Survey data (as the Carers Surveys is currently a biennial collection). However, from 2014/15, this measure will be calculated for carers and users separately, to increase the usefulness of this data locally. Further detail will be published in the Handbook of Definitions in the spring.

Domain Two: Delaying and reducing the need for care and support

2

Delaying and reducing the need for care and support

Overarching measures

2A. Permanent admissions to residential and nursing care homes, per 100,000 population

Outcome measures

Everybody has the opportunity to have the best health and wellbeing throughout their life, and can access support and information to help them manage their care needs.

Earlier diagnosis, intervention and reablement means that people and their carers are less dependent on intensive services.

2B. Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services * (NHSOF 3.6i-ii)

New measure for 2014/15: 2D. The outcomes of short-term services: sequel to service.

Placeholder 2E: The effectiveness of reablement services

When people develop care needs, the support they receive takes place in the most appropriate setting, and enables them to regain their independence.

2C. Delayed transfers of care from hospital, and those which are attributable to adult social care

Placeholder 2F: Dementia – A measure of the effectiveness of post-diagnosis care in sustaining independence and improving quality of life (NHSOF 2.6ii)**

78. The development of this domain has been dependent on the implementation of the zero-based review, as previously the placeholders in Domain Two reflected both the difficulty in articulating measures about reducing and delaying the need for care and support in the context of adult social care, but also the paucity of data available to support measures in this area. This area was a particular focus of the zero-based review. As a result, in 2013/14 a new measure on the success of short-term services was included in the framework, for implementation once the required data set was implemented as a result of the zero-based review.

Supporting recovery and regaining independence

79. Measure 2D, 'the outcome of short-term service: sequel to service', is a live measure in the ASCOF from 2014/15, following the announcement of the proposals of the ZBR, and implementation of the new SALT collection from 1 April 2014²⁸. This measure reflects the proportion of those people who received short-term services to maximise independence (often described as reablement or rehabilitation services) during the year, where no further request was made for on-going support.

²⁸ <http://www.hscic.gov.uk/socialcarecollections2013>

Since the aim of short-term services is to re-able people and promote their independence, this measure will provide evidence of a good outcome in delaying dependency or supporting recovery – short-term services that result in no further need for services. The detailed definition of measure 2D will be provided in the ASCOF Handbook of Definitions, which is due to be published in the spring.

80. The development work undertaken as part of the zero-based review, and the implementation of measure 2D, is a significant step forward in capturing the effectiveness of reablement and rehabilitation services. However, it was recognised in the 2013/14 ASCOF that a second measure would be beneficial to support interpretation of measure 2D, and to understand whether there are any unintended consequences of the decision to provide no further services. This was reflected through the addition of a new placeholder, 2E, on the effectiveness of reablement services.
81. Having worked with local government to identify the range of potential measures that could fulfil this role, it has been agreed that it would be most desirable to include a measure which asks those in receipt of short term services about their outcomes, and/or the quality of services they received. This would require the development of a new survey. In addition to being a source of information for any new ASCOF measure, a survey of short term services users would also provide a valuable source of information to commissioners locally, to aid service improvement more broadly. A new survey of short-term service users would therefore ensure that the views of this group are captured.
82. The development of a survey of this type would be a considerable challenge, and the feasibility of this will be tested over the course of the next year. If implemented, such a survey would have new burdens, which would need to be minimised as far as possible, fully assessed and funded by the Department.
83. It is envisaged that the survey would be used to make an assessment of outcomes and the quality of short-term services received by service users. If implemented, Domain Two would be reviewed to identify whether it can be further strengthened with measures drawn from the survey.

Dementia

84. The Prime Minister's 'Challenge on Dementia', launched in March last year, set out a renewed ambition to secure greater improvements in care for people with Dementia²⁹. To reflect that improved outcomes for people with dementia is a top priority for the Department, a shared placeholder was therefore added to the

²⁹ <http://dementiachallenge.dh.gov.uk/>

ASCOF and the NHS Outcomes Framework in 2013/14. This placeholder signalled the intent of both frameworks to develop a measure of the effectiveness of post-diagnosis care in sustaining independence and improving quality of life for people with Dementia. The inclusion of the placeholder in both frameworks reflected the paramount importance of this outcome across both adult social care and the NHS, and the need for integrated working locally.

85. The NHS Outcomes Framework has commissioned research to explore an approach for this measure, based on asking users via a face-to-face survey about their quality of life. This research will not be completed until next year and, if successful, further work will be required to identify whether this methodology would support robust comparisons at the local level.
86. Whilst this research is underway, further work has taken place to identify the range of outcomes we would expect for people with Dementia, and their carers, as a result of local authority services, with a view to pursuing the development of additional or alternative measures for the ASCOF. The work to date suggests an approach using a “bundle” of measures might be appropriate, which together will provide a picture of the success of adult social care services in improving outcomes for people with Dementia. It is likely that one or more of these would be a national-only measure.
87. Over the next year, development work will be taken forward on the following areas, alongside a review of further options and continued close working with the NHS OF:
- Developing a sub-measure of 2A, ‘Permanent admissions to residential and nursing care homes’, for people with a primary support reason of ‘memory and cognition’, of which a large number will have dementia.
 - Developing a measure drawing on GP records, to establish what proportion of people with dementia live at home;
 - Report the NHS Outcomes Framework quality of life measure at a national level if a local measure cannot be developed; and
 - Drawing on the Carers Survey to report, at a national level, key outcomes for carers of people with dementia.
88. In recognition of the breadth of dementia measures being considered for inclusion in a future ASCOF, the placeholder 2F has now been classed as complementary with the NHS OF measure 2.6ii.

Future developments

89. Developing further measures of the effectiveness of preventative services remains a key priority for the ASCOF. The lack of measures in this area reflects the challenge of collecting information on the success of social care services in preventing/delaying people from requiring further care and support services.
90. A review of the type of preventative services offered by local authorities’ social care

services and the associated expected outcomes has taken place over the last year. Some of the outcomes identified are already measured in the ASCOF, for example improved quality of life and access to information, although these only cover those in receipt of care, as opposed to those people who have approached a local authority and are sign-posted towards other available sources of support. Two key areas have been earmarked for further development. These are:

- The number of people in receipt of services who are admitted to long-term support; and,
- Access to information and advice for all those that come into contact with social services – not just those in receipt of care.

91. It is recognised however, that there are a range of outcomes that preventative services aim to achieve, and whilst work will take place to develop measures in these proposed areas of focus, this won't exclude the scoping of further options in the development of the 2015/16 framework and beyond.

Domain Three: Ensuring that people have a positive experience of care and support

3

Ensuring that people have a positive experience of care and support

Overarching measure

People who use social care and their carers are satisfied with their experience of care and support services.

3A. Overall satisfaction of people who use services with their care and support

3B. Overall satisfaction of carers with social services

New measure for 2014/15: 3E. Improving people's experience of integrated care ** (NHS OF 4.9)

Outcome measures

Carers feel that they are respected as equal partners throughout the care process.

3C. The proportion of carers who report that they have been included or consulted in discussions about the person they care for

People know what choices are available to them locally, what they are entitled to, and who to contact when they need help.

3D. The proportion of people who use services and carers who find it easy to find information about support

People, including those involved in making decisions on social care, respect the dignity of the individual and ensure support is sensitive to the circumstances of each individual.

This information can be taken from the Adult Social Care Survey and used for analysis at the local level.

Integration

92. In response to findings of the NHS Future Forum that too often patients and users experience fragmented services, failures in communication and poor transitions between services, the Care and Support White Paper restated the Department's commitment to measure and understand people's experience of integrated care³⁰.

93. The focus for the development of this measure was that it should capture what is important to the public in experiencing integrated care – which patients and people who use care and support have defined to be 'person-centred coordinated care'³¹. In January 2013, the Department commissioned an options appraisal, which recommended that a set of new questions be developed and inserted into existing patient and service user surveys. Following this, work to identify and develop

³⁰ Caring for our future: reforming care and support, published by the Department of Health in July 2012 (<https://www.gov.uk/government/publications/caring-for-our-future-reforming-care-and-support>)

³¹ National Voices narrative: *A Narrative for Person-Centred Coordinated Care* (National Voices, 2013), available online at: <http://www.england.nhs.uk/wp-content/uploads/2013/05/nv-narrative-cc.pdf>.

appropriate questions was commissioned from the Picker Institute and the University of Oxford, which was conducted over the summer³². Eighteen questions were proposed as potential candidates for insertion into up to seven surveys³³.

94. The Department subsequently worked with a number of stakeholders, including local government and the Association of Directors of Adult Social Services, to shortlist questions that could support an ASCOF measure of integrated care. These questions will now undergo further cognitive testing as part of the Adult Social Care Survey (ASCS) and Carers Survey (CS). Depending on the outcome of this testing, the questions may undergo further refinement and change, and not all questions will necessarily be included in both the ASCS and CS.
95. This cognitive testing is scheduled to take place in the winter of 2013, and further work to agree the form a new ASCOF measure and the definition will take place in collaboration with local government early next year. This measure will be complementary with an NHSOF measure of integrated care. In principle, it has been agreed that, although there should be some commonality between the two measures, they need not be exactly the same. An update on the progress of this development will be included in the Handbook of Definitions in the spring, and the final definition of this measure will be included in the handbook in the autumn of 2014.
96. Whilst the work to develop a measure of integrated care is on-going, it is due for completion in time for the inclusion of new questions in the 2014/15 Adult Social Care Survey and Carers Survey. As such, the placeholder 3E on people's experience of integrated care has been replaced by a live measure for 2014/15.

Future developments

Information about services

97. The calculation of measure 3D, the proportion of people who use services and carers who find it easy to find information about services, will change from 2014/15. Previously, this measure combined user survey data with the most recent value from the Carers Survey data (as the Carers Survey is currently a biennial collection). However, from 2014/15, this measure will be calculated for carers and users separately, to increase the ease of interpretation of this measure and the usefulness of this data locally. Further detail will be published in the Handbook of Definitions in the spring.

³² This report is currently undergoing peer review and will be published shortly. Gibbons E, Graham C, King J, Walsh J, *Developing measures of people's self-reported experiences of integrated care*.

³³ GP Patient Survey, NHS Inpatients Survey, VOICES national bereavement survey, Community Mental Health survey, National Cancer survey, Personal social services carers survey and Personal social services adult social care survey.

Domain Four: Safeguarding adults whose circumstances make them vulnerable and protecting them from avoidable harm

4

Safeguarding adults whose circumstances make them vulnerable and protecting from avoidable harm

Overarching measure

4A. The proportion of people who use services who feel safe ** (PHOF 1.19)

Outcome measures

Everyone enjoys physical safety and feels secure.

People are free from physical and emotional abuse, harassment, neglect and self-harm.

People are protected as far as possible from avoidable harm, disease and injuries.

People are supported to plan ahead and have the freedom to manage risks the way that they wish.

4B. The proportion of people who use services who say that those services have made them feel safe and secure

Placeholder 4C: Proportion of completed safeguarding referrals where people report they feel safe

98. The Government's ambition is to prevent and reduce the risk of adults with care and support needs from experiencing abuse or neglect. The area of safeguarding therefore remains one of the core priorities of adult social care, and remains a key area of priority for the ASCOF. However, there are significant challenges associated with capturing this type of outcomes information.

99. A new placeholder was added to this Domain in 2013/14, on measuring the number of completed safeguarding referrals where service users reported that they felt safe. A consultation on this proposed measure highlighted concerns about how this information could be collected in a robust and comparable way, demonstrating that piloting of any approach would be required.

100. The Health and Social Care Information Centre has since been commissioned by the Department to work with local government to develop a set of questions and a methodology for collecting this information. These questions will be developed and cognitively tested over the next few months, and the methodology will be piloted within a number of councils next year. If this pilot is successful, the ambition is for the collection to be rolled out nationally, and for this placeholder to become a live measure in the ASCOF.

101. In the first instance, it is proposed that any new collection will support a national-only measure in the ASCOF, as the sample size in some authorities is likely to be too small to enable robust comparison at local level. The Department is working with the HSCIC to identify ways in which the local results could be shared with councils, to provide them with as much information as possible to benchmark

their own performance and improve their safeguarding services. The survey would also provide an opportunity for local authorities to gather information to inform the improvement of services locally.

102. If you would like any further information on this work, or are a local authority who would like to be involved in the pilot of this measure, please contact:
safe.guarding1@hscic.gov.uk

Next steps

103. The ASCOF is the key mechanism by which the Government sets national priorities for social care, and measures national progress against these priorities. To ensure that the ASCOF continues to reflect these priorities and evolves alongside the transforming health and care system, the framework remains under permanent review. Over the next year, the Department will work closely with local government to ensure the continued focus of the framework on measuring the success of the adult social care system in delivering high quality care and support. This will be achieved via:

- Working with local government to ensure that the ASCOF evolves to reflect the changing care and support system, including the changes which, subject to Parliamentary approval, will be provided for in the forthcoming Care Act.
- Reviewing the potential of the new data collections for adult social care in supporting the development of new measures in the ASCOF.
- Continuing to further align the outcomes frameworks across the NHS, public health and adult social care, through the development of shared and complementary measures.
- Working to ensure that the ASCOF continues to align with other supports to quality in the system, including NICE Quality Standards and the CQC fundamental standards of care.
- Working to develop the placeholders in the ASCOF, with a view to strengthening the framework through the addition of new measures in future years.

Annex A – Adult Social Care Outcomes Framework 2014/15 – at a glance

Adult Social Care Outcomes Framework 2014/15

At a glance

<p>1 Enhancing quality of life for people with care and support needs</p> <p>Overarching measure</p> <p>1A. Social care-related quality of life** (NHSOF 2)</p> <p>Outcome measures</p> <p>People manage their own support as much as they wish, so that are in control of what, how and when support is delivered to match their needs.</p> <p>1B. Proportion of people who use services who have control over their daily life</p> <p>New definition for 2014/15: 1C. Proportion of people using social care who receive self-directed support, and those receiving direct payments</p> <p>Carers can balance their caring roles and maintain their desired quality of life.</p> <p>1D. Caree-reported quality of life** (NHSOF 2.4)</p> <p>People are able to find employment when they want, maintain a family and social life and contribute to community life, and avoid loneliness or isolation.</p> <p>1E. Proportion of adults with a learning disability in paid employment** (PHOF 1.8, NHSOF 2.2)</p> <p>1F. Proportion of adults in contact with secondary mental health services in paid employment*** (PHOF 1.8, NHSOF 2.5)</p> <p>1G. Proportion of adults with a learning disability who live in their own home or with their family* (PHOF 1.8)</p> <p>1H. Proportion of adults in contact with secondary mental health services living independently, with or without support* (PHOF 1.6)</p> <p>1I. Proportion of people who use services and their carers, who reported that they had as much social contact as they would like.* (PHOF 1.18)</p>	<p>2 Delaying and reducing the need for care and support</p> <p>Overarching measures</p> <p>2A. Permanent admissions to residential and nursing care homes, per 100,000 population</p> <p>Outcome measures</p> <p>Everybody has the opportunity to have the best health and wellbeing throughout their life, and can access support and information to help them manage their care needs.</p> <p>Earlier diagnosis, intervention and rehabilitation means that people and their carers are less dependent on intensive services.</p> <p>2B. Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into rehabilitation services** (NHSOF 3.6,11)</p> <p>New measure for 2014/15: 2D. The outcomes of short-term services: sequel to service.</p> <p>Placeholder 2E: The effectiveness of reablement services</p> <p>When people develop care needs, the support they receive takes place in the most appropriate setting, and enables them to regain their independence.</p> <p>2C. Delayed transfers of care from hospital, and those which are attributable to adult social care</p> <p>Placeholder 2F: Dementia – A measure of the effectiveness of post-diagnosis care in sustaining independence and improving quality of life** (NHSOF 1.6)</p>
<p>3 Ensuring that people have a positive experience of care and support</p> <p>Overarching measure</p> <p>People who use social care and their carers are satisfied with their experience of care and support services.</p> <p>3A. Overall satisfaction of people who use services with their care and support</p> <p>3B. Overall satisfaction of carers with social services</p> <p>New measure for 2014/15: 3E. Improving people's experience of integrated care** (NHSOF 4.8)</p> <p>Outcome measures</p> <p>Carers feel that they are respected as equal partners throughout the care process.</p> <p>3C. The proportion of carers who report that they have been included or consulted in discussions about the person they care for</p> <p>People know what choices are available to them locally, what they are entitled to, and who to contact when they need help.</p> <p>3D. The proportion of people who use services and carers who find it easy to find information about support.</p> <p>People, including those involved in making decisions on social care, respect the dignity of the individual and ensure support is sensitive to the circumstances of each individual.</p> <p>This information can be taken from the Adult Social Care Survey and used for analysis at the local level.</p>	<p>4 Safeguarding adults whose circumstances make them vulnerable and protecting from avoidable harm</p> <p>Overarching measure</p> <p>4A. The proportion of people who use services who feel safe** (PHOF 1.19)</p> <p>Outcome measures</p> <p>Everyone enjoys physical safety and feels secure.</p> <p>People are free from physical and emotional abuse, harassment, neglect and self-harm.</p> <p>People are protected as far as possible from avoidable harm, disease and injuries.</p> <p>People are supported to plan ahead and have the freedom to manage risks the way that they wish.</p> <p>4B. The proportion of people who use services who say that those services have made them feel safe and secure</p> <p>Placeholder 4C: Proportion of completed safeguarding referrals where people report they feel safe</p> <p>Aligning across the Health and Care System</p> <p>* Indicator shared</p> <p>** Indicator complementary</p> <p>Shared indicators: The same indicator is included in another outcomes framework, reflecting a shared role in making progress</p> <p>Complementary indicators: A similar indicator is included in another outcomes framework and these look at the same issue</p>

Annex B – NHS Outcomes Framework 2014/15 – at a glance

<p>1 Preventing people from dying prematurely</p> <p>Overarching indicators</p> <p>1a Potential Years of Life Lost (PYLL) from causes considered amenable to healthcare i Adults ii Children and young people 1b Life expectancy at 75 i Males ii Females</p> <p>Improvement areas</p> <p>Reducing premature mortality from the major causes of death 1.1 Under 75 mortality rate from cardiovascular disease (PHOF 4.4*) 1.2 Under 75 mortality rate from respiratory disease (PHOF 4.7*) 1.3 Under 75 mortality rate from liver disease (PHOF 4.8*) 1.4 Under 75 mortality rate from cancer (PHOF 4.5*) i One- and ii Five-year survival from all cancers iii One- and iv Five-year survival from breast, lung and colorectal cancer</p> <p>Reducing premature death in people with serious mental illness 1.5 Excess under 75 mortality rate in adults with serious mental illness (PHOF 4.9*)</p> <p>Reducing deaths in babies and young children 1.6 Infant mortality (PHOF 4.1*) ii Neonatal mortality and stillbirths iii Five year survival from all cancers in children</p> <p>Reducing premature death in people with a learning disability 1.7 Excess under 60 mortality rate in adults with a learning disability</p>	<p>3 Helping people to recover from episodes of ill health or following injury</p> <p>Overarching indicators</p> <p>3a Emergency admissions for acute conditions that should not usually require hospital admission 3b Emergency readmissions within 30 days of discharge from hospital (PHOF 4.11*)</p> <p>Improvement areas</p> <p>Improving outcomes from planned treatments 3.1 Total health gain as assessed by patients for elective procedures i Hip replacement ii Knee replacement iii Groin hernia iv Varicose veins v Psychological therapies</p> <p>Preventing lower respiratory tract infections (LRTI) in children from becoming serious 3.2 Emergency admissions for children with LRTI</p> <p>Improving recovery from injuries and trauma 3.3 Survival from major trauma</p> <p>Improving recovery from stroke 3.4 Proportion of stroke patients reporting an improvement in activity/lifestyle on the Modified Rankin Scale at 6 months</p> <p>Improving recovery from fragility fractures 3.5 Proportion of patients recovering to their previous levels of mobility/walking ability at 30 and ii 120 days</p> <p>Helping older people to recover their independence after illness or injury 3.6 Proportion of older people (65 and over), who were still at home 91 days after discharge from hospital into reablement/rehabilitation service (ASCOF 2B1*) ii Proportion offered rehabilitation following discharge from acute or community hospital (ASCOF 2B2*)</p>	<p>4 Ensuring that people have a positive experience of care</p> <p>Overarching indicators</p> <p>4a Patient experience of primary care i GP services ii GP Out-of-hours services iii NHS dental services 4b Patient experience of hospital care 4c Friends and family test</p> <p>Improvement areas</p> <p>Improving people's experience of outpatient care 4.1 Patient experience of outpatient services</p> <p>Improving hospitals' responsiveness to personal needs 4.2 Responsiveness to in-patients' personal needs</p> <p>Improving people's experience of accident and emergency services 4.3 Patient experience of A&E services</p> <p>Improving access to primary care services 4.4 Access to GP services and ii NHS dental services</p> <p>Improving women and their families' experience of maternity services 4.5 Women's experience of maternity services</p> <p>Improving the experience of care for people at the end of their lives 4.6 Bereaved carers' views on the quality of care in the last 3 months of life</p> <p>Improving experience of healthcare for people with mental illness 4.7 Patient experience of community mental health services</p> <p>Improving children and young people's experience of healthcare 4.8 Children and young people's experience of outpatient services</p> <p>Improving people's experience of integrated care 4.9 People's experience of integrated care (ASCOF 3E**)</p>	<p>2 Enhancing quality of life for people with long-term conditions</p> <p>Overarching indicator</p> <p>2 Health-related quality of life for people with long-term conditions (ASCOF 1A**)</p> <p>Improvement areas</p> <p>Ensuring people feel supported to manage their condition 2.1 Proportion of people feeling supported to manage their condition</p> <p>Improving functional ability in people with long-term conditions 2.2 Employment of people with long-term conditions (ASCOF 1E*, PHOF 1.8*)</p> <p>Reducing time spent in hospital by people with long-term conditions 2.3 Unplanned hospitalisation for chronic ambulatory care sensitive conditions ii Unplanned hospitalisation for asthma, diabetes and epilepsy in under 19s</p> <p>Enhancing quality of life for carers 2.4 Health-related quality of life for carers (ASCOF 1F**)</p> <p>Enhancing quality of life for people with mental illness 2.5 Employment of people with mental illness (ASCOF 1F** & PHOF 1.8**)</p> <p>Enhancing quality of life for people with dementia 2.6 Estimated diagnosis rate for people with dementia (PHOF 4.16*) ii A measure of the effectiveness of post-diagnosis care in sustaining independence and improving quality of life (ASCOF 2C**)</p>	<p>NHS Outcomes Framework 2014/15 at a glance</p> <p>Alignment with Adult Social Care Outcomes Framework (ASCOF) and/or Public Health Outcomes Framework (PHOF)</p> <p>* Indicator is shared ** Indicator is complementary</p> <p><i>Indicators in italics are placeholders, pending development or identification</i></p>	<p>5 Treating and caring for people in a safe environment and protecting them from avoidable harm</p> <p>Overarching indicators</p> <p>5a Patient safety incidents reported 5b Safety incidents involving severe harm or death 5c Hospital deaths attributable to problems in care</p> <p>Improvement areas</p> <p>Reducing the incidence of avoidable harm 5.1 Deaths from venous thromboembolism (VTE) related events 5.2 Incidence of healthcare associated infection (HCAI) i MRSA ii C. difficile 3.3 Proportion of patients with category 2, 3 and 4 pressure ulcers 3.4 Incidence of medication errors causing serious harm</p> <p>Improving the safety of maternity services 3.5 Admission of full-term babies to neonatal care</p> <p>Delivering safe care to children in acute settings 3.6 Incidence of harm to children due to 'failure to monitor'</p>
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Annex C – Public Health Outcomes Framework 2014/15 – at a glance

Public Health Outcomes Framework 2013-2016 At a glance

Alignment across the Health and Care System
 * Indicator shared with the NHS Outcomes Framework.
 ** Complementary to indicators in the NHS Outcomes Framework
 * Indicator shared with the Adult Social Care Outcomes Framework
 ** Complementary to indicators in the Adult Social Care Outcomes Framework
Indicators in italics are placeholders, pending development or identification

VISION

To improve and protect the nation's health and wellbeing and improve the health of the poorest fastest

Outcome measures

Outcome 1 Increased healthy life expectancy, i.e. taking account of the health quality as well as the length of life

Outcome 2 Reduced differences in life expectancy and healthy life expectancy between communities (through greater improvements in more disadvantaged communities)

1 Improving the wider determinants of health

Objective
 Improvements against wider factors which affect health and wellbeing and health inequalities

Indicators

- 1.1 Children in poverty
- 1.2 School readiness
- 1.3 Pupil absence
- 1.4 First time entrants to the youth justice system
- 1.5 15-18 year olds not in education, employment or training
- 1.6 Adults with a learning disability / in contact with secondary mental health services who live in stable and appropriate accommodation* (ASCOF 1G and 1H)
- 1.7 People in prison who have a mental illness or a significant mental illness
- 1.8 Employment for those with long-term health conditions including adults with a learning disability or who are in contact with secondary mental health services** (i-NHSOF 2.2) ** (i-ASCOF 1E) ** (i-ASCOF 2.5) ** (i-ASCOF 1F)
- 1.9 Sickness absence rate
- 1.10 Killed and seriously injured casualties on England's roads
- 1.11 Domestic abuse
- 1.12 Violent crime (including sexual violence)
- 1.13 Re-offending levels
- 1.14 The percentage of the population affected by noise
- 1.15 Statutory homelessness
- 1.16 Utilisation of outdoor space for exercise / health reasons
- 1.17 Fuel poverty
- 1.18 Social isolation* (ASCOF 1i)
- 1.19 Older people's perception of community safety** (ASCOF 4A)

2 Health improvement

Objective
 People are helped to live healthy lifestyles, make healthy choices and reduce health inequalities

Indicators

- 2.1 Low birth weight of term babies
- 2.2 Breastfeeding
- 2.3 Smoking status at time of delivery
- 2.4 Under 18 conceptions
- 2.5 Child development at 2 - 2.1/2 years
- 2.6 Excess weight in 4-5 and 10-11 year olds
- 2.7 Hospital admission caused by unintentional and deliberate injuries in under 18s
- 2.8 Emotional well-being of looked after children
- 2.9 Smoking prevalence – 15 year olds (Placeholder)
- 2.10 Self-harm
- 2.11 Diet
- 2.12 Excess weight in adults
- 2.13 Proportion of physically active and inactive adults
- 2.14 Smoking prevalence – adults (over 18s)
- 2.15 Successful completion of drug treatment
- 2.16 People entering prison with substance dependence issues who are previously not known to community treatment
- 2.17 Recorded diabetes
- 2.18 Alcohol-related admissions to hospital
- 2.19 Cancer diagnosed at stage 1 and 2
- 2.20 Cancer screening coverage
- 2.21 Access to non-cancer screening programmes
- 2.22 Take up of the NHS Health Check programme – by those eligible
- 2.23 Self-reported well-being
- 2.24 Injuries due to falls in people aged 65 and over

3 Health protection

Objective
 The population's health is protected from major incidents and other threats, whilst reducing health inequalities

Indicators

- 3.1 Fraction of mortality attributable to particulate air pollution
- 3.2 Chlamydia diagnoses (15-24 year olds)
- 3.3 Population vaccination coverage
- 3.4 People presenting with HIV at a late stage of infection
- 3.5 Treatment completion for TB
- 3.6 Public sector organizations with board approved sustainable development management plan
- 3.7 Comprehensive, agreed inter-agency plans for responding to public health incidents

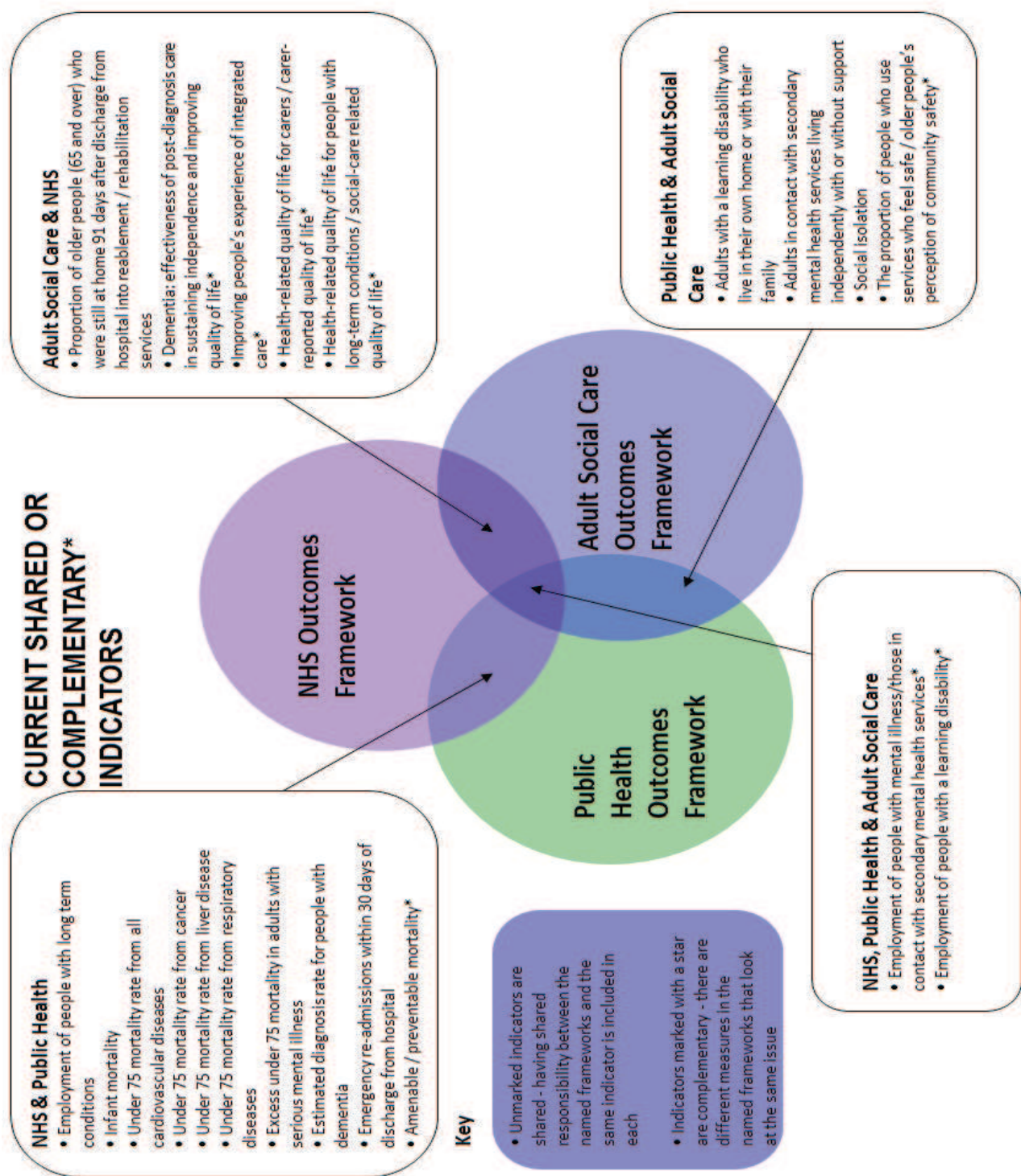
4 Health and ability, health and preventing avoidable mortality

Objective
 Reduced numbers of people living with preventable ill health and people dying prematurely, whilst reducing the gap between communities

Indicators

- 4.1 Infant mortality* (NHSOF 1.6i)
- 4.2 Tooth decay in children aged 5
- 4.3 Mortality rate from causes considered preventable** (NHSOF 1c)
- 4.4 Under 75 mortality rate from all cardiovascular diseases (including heart disease and stroke)** (NHSOF 1.1)
- 4.5 Under 75 mortality rate from cancer* (NHSOF 1.4i)
- 4.6 Under 75 mortality rate from liver disease* (NHSOF 1.3)
- 4.7 Under 75 mortality rate from respiratory diseases* (NHSOF 1.2)
- 4.8 Mortality rate from infectious and parasitic diseases
- 4.9 Excess under 75 mortality rate in adults with serious mental illness* (NHSOF 1.5)
- 4.10 Suicide rate
- 4.11 Emergency readmissions within 30 days of discharge from hospital* (NHSOF 3b)
- 4.12 Preventable sight loss
- 4.13 Health-related quality of life for older people
- 4.14 Hip fractures in people aged 65 and over
- 4.15 Excess winter deaths
- 4.16 Estimated diagnosis rate for people with dementia* (NHSOF 2.6)

Annex D – Shared and complementary measures in the Health and Social Care Outcomes Frameworks



Annex E – Local authority outcomes

Figure 10: Table of twenty two local authorities that achieved a rate of over 90% of the proportion of older people still at home 91 days after discharge from hospital into reablement/rehabilitation services in in 2012/13³⁴.

Local authorities with a rate of over 90% of people at home 91 days later in 2012/13	
Barking and Dagenham	Medway Towns
Bradford	Milton Keynes
Camden	North East Lincolnshire
Darlington	North Lincolnshire
Derby	Northumberland
Derbyshire	Redcar and Cleveland
Ealing	Slough
Hackney	Tameside
Hounslow	Wandsworth
Islington	West Sussex
Lambeth	Wirral

Figure 11: Local authorities where the proportion of people receiving a personal budget increased by more than 30 percentage points between 2011-12 and 2012-13, and local authorities where the proportion of people receiving a personal budget decreased between 2011-12 and 2012-13³⁵.

Local authorities where the proportion of people receiving a personal budget increased by more than 30 percentage points between 2011-12 and 2012-13	Local authorities where the proportion of people receiving a personal budget decreased between 2011-12 and 2012-13
Derby	Barking and Dagenham
Dudley	Calderdale
Ealing	Cheshire East
Hampshire	Darlington
Hillingdon	Devon
Kent	Essex
Liverpool	Manchester
Newham	Milton Keynes
Sandwell	North Yorkshire
Shropshire	South Tyneside
	St. Helens
	York

³⁴ The score for each local authority against this measure can be found at: <http://www.hscic.gov.uk/catalogue/PUB12610>

³⁵ Findings based on interim data, as published by the HSCIC in November

Agenda Item 16



Meeting: Council

Date: 27 February 2014

Wards Affected: All

Report Title: Review of Torbay's Allocation Policy

Is the decision a key decision? Yes

When does the decision need to be implemented? Between 1 April and 1 Sept

Executive Lead Contact Details: Councillor, David Thomas, Deputy Mayor
Executive Lead for Spatial Planning, Housing and Energy. 01803 207069
david.thomas@torbay.gov.uk

Supporting Officer Contact Details: Julie Sharland, Strategic Housing Manager 01803
208065, julie.sharland@torbay.gov.uk

1. Purpose and Introduction

- 1.1 The Localism Act 2011 introduced changes in relation to both homelessness and allocations, which mean local authorities, are no longer required to keep an open housing register, but, are able to restrict access to their register for social housing. In Torbay we have an average of only 350 – 370 homes available for re-let per year. At least a third of these are Sheltered homes for those aged 55 and over.
- 1.2 The Act enables housing authorities to better manage their housing waiting list by giving them the power to determine which applicants do or do not qualify for an allocation of social housing. Authorities will be able to operate a more focused list which better reflects local circumstances and can be understood more readily by local people. It will also be easier for authorities to manage unrealistic expectations by excluding people who have little or no prospect of being allocated accommodation
- 1.3 In Torbay we are seeing an increasing demand in the use of emergency/temporary accommodation and high cost adult and children's social care intervention services provided by the authority. This combined with the need to achieve significant budget savings, has led the Mayor, Executive Lead and members to request a further review of the Allocations Policy to ensure that we are providing the best opportunities for local residents and making the most appropriate use of our social housing stock. Our approach should reflect local circumstances that are understood by local people.
- 1.4 Recent Statutory Guidance published December 2013 by Department for Communities and Local Government
<https://www.gov.uk/government/publications/allocation-of-accommodation-guidance-for-local-housing-authorities-in-england>

2. Proposed Decision

2.1 That the Devon Home Choice Policy be amended in Torbay from 1st April 2014 as follows:

1. Band E applicants will be removed from the register and only those applicants in Bands A-D will be eligible for social housing in Torbay
2. Applicants who have not bid for 12 months, or turned down three reasonable offers will be removed from the register. This will be applied as of 1st April 2014.
3. A 5 year residency test will be applied as part of the qualification criteria, requiring the applicant (or member of the applicant's household) to have lived within Torbay for 5 years.

In addition other qualification criteria will apply to ensure that applicants who are not currently resident in the district/area but who can demonstrate a strong association to the local area will be able to qualify (e.g. through family association or employment).

This is defined as;

Need to work in Devon. The Local Government Association guidelines define this as employment other than of a casual nature. For the purposes of this policy this will be defined as having had permanent work with a minimum of a 16 hour contract per week for the previous 6 months, and without a break in the period of employment for more than three months.

Have family connections in Devon. The Local Government Association guidelines define this as immediate family members (parents, siblings and nondependent children) who have themselves lived in the area for five years.

To ensure we maintain the protection provided by the statutory reasonable preference criteria and the statutory guidance. **Exceptions to the 5 year residency test will be:**

- Existing Social housing tenants, in Devon. (to promote downsizing)
- Members of the Armed Forces and former Service personnel, where the application is made within five years of discharge
- Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
- Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
- People who are assessed as being within the reasonable preference categories – Bands A , B , Emergency and High Housing Need, as per the DHC Policy. (This includes those fleeing violence and Statutorily Homeless)
- Applicants requiring Sheltered Housing (represents 1/3 rd of all annual lets)

4. The allocation policy is amended to enable the Council to prioritise working households in areas of high unemployed households and where there is an evidenced need, via a local lettings plan.
5. The Allocation Policy is amended to state the Council can introduce a Annual Lettings Plan (this will be informed by the monitoring of location, types and length of tenancies over a 12 month period and Transfers)

3. Reason for Decision

- 3.1 To ensure a Housing Options approach to better manage the waiting list and expectations for access to Social Housing in Torbay which is in very limited supply.
- 3.2 A strong and pro-active housing options approach brings several benefits: people are offered support to access the housing solution which best meets their needs (which might be private rented housing, low cost home ownership or help to stay put); expectations about accessing social housing are properly managed; and social housing is focused on those who need it most. A lower waiting list can also be a by-product.
- 3.3 To ensure that social housing in Torbay goes to people who genuinely need and deserve them.
- 3.4 To create more balanced and sustainable communities that are less benefit dependent.

Supporting Information

4. Position

- 4.1 The recommendations have taken account of the current guidance as follows:

Summary of the statutory guidance

- 1.1 *The guidance encourages local authorities, in deciding who qualifies for social housing, to prioritise applicants who can demonstrate a close association with their local area by adopting a residency requirement as part of their qualification criteria. The Government believes that a reasonable period of residency would be at least two years (e.g. that only households who had lived in that area for at least 2 years could join the housing register).*
- 1.2 *For areas like Devon where local authorities share a common allocation policy with their neighbours, the guidance states that local authorities may wish to adopt a broader residency test which would be met if an applicant lives in any of the partners' districts (e.g. the whole of Devon rather than an individual district). It is suggested in the guidance that such an approach might be particularly appropriate where an established housing market area spans a number of local authority districts, and could therefore help promote labour mobility within a wider geographical area.*
- 1.3 *Alongside a residency requirement, the guidance suggests that local authorities may want to adopt other qualification criteria to ensure that applicants who are not currently resident in the district/ area but who can still demonstrate a strong*

association to the local area are able to qualify (e.g. through family association or employment).

- 1.4 *The guidance makes it clear that local authorities cannot apply a local connection test to prevent members of the armed forces (who have served within the last 5 years) or their bereaved partners from joining the housing register.*
- 1.5 *The guidance also suggests that local authorities may wish to consider whether there should be other exceptions to any residency/ local connection requirement. A number of examples are provided:*
- *People who need to move away from another area, to escape violence or harm*
 - *Those who need to return, such as homeless families and care leavers whom the authority have housed outside their district, and*
 - *Those who need support to rehabilitate and integrate back into the community.*
- 1.6 *In addition, the guidance states that there may be sound policy reasons not to apply a residency test to existing social tenants seeking to move between local authorities, as it may help tenants to downsize. It is worth noting that the Government use the guidance to highlight their intention to introduce a Right to Move for social tenants seeking to move to take up a job or be closer to their work, whether within the local authority district or across local authority boundaries (which will go out for consultation in spring 2014).*

4.2 Torbay's register data that has informed the recommendations

As of October 2013, there were a total of **3101** households on the Torbay Housing Register. It has been proposed that those in band E, i.e. clients assessed as having no housing needs, and those who have not bid for a home within 12 months are removed from the register.

554 households across bands A to D have never bid, or not bid within the year and there are **1519** on band E. However, 755 people in band E have also not bid.

The consequence of applying this new criteria will be that a total of **2073** households will be removed from the Housing Register, with 1028 remaining, approximately one third of the original total.

The table overleaf shows the over 55's currently on the register (this data has been used to identify those applicants requiring sheltered housing.)

Banding	1 bed need	2 bed need	Total
A	1	0	1
B	97	11	108
C	88	15	103
D	98	4	102
E	341	6	347
Total	625	36	661

Devon Home Choice Policy v3.5 1.10.2013

<http://www.devonhomechoice.com/NovaWeb/Infrastructure/ViewLibraryDocument.aspx?ObjectID=2052>

4.3 **For further detailed analysis of those applicants most affected by the recommendations** - Refer to Appendix 1 Analysis of Households affected

5. Possibilities and Options

5.1 Torbay is the first Local Authority within Devon to introduce a Residency Test; the Devon Home Choice Management board may take a view that this is too great a local flexibility for the Common agreement/ policy in place between all partners and request Torbay to leave the Partnership Arrangement. Torbay would then be required to fund and provide its own allocations Policy and system/ process.

6. Fair Decision Making

6.1 All applicants in Band E were contacted by letter and a further random selection of 300 applicants across Bands A – D. Partners were contacted and the online questionnaire publicised on the website. Only a total of 48 responses were received, following a 6 week consultation period. The consultation results show that there is public support to implement the majority of changes suggested to the allocation policy. Changes to the recommendations have been made to take account of specific concerns.

6.2 The main implications of each proposal can be summarised as follows:

Proposal	Implications	Mitigation
Removing Band E from the Register	Only those with an established housing need in terms of the policy would be able to register for social housing. There were 1,519	All applicants to be contacted and offered advice and assistance on other housing options including registering with South West homes

	households on the register as of 1 October 2013 with no housing need.	/private rented accommodation/shared equity.
Removing applicants who have not bid for 12 months, or turned down three reasonable offers. This will be applied as of 1 st April 2014.	For some assessed housing need a suitable property may not be available within a 12 month period. It is common practice for people purchasing homes to view multiple homes without penalty, so why should applicants be treated any differently.	Any applicant has the right to a review of the decision to remove them from the register. This gives a realistic message about the limited choice, available within the Social housing stock in Torbay.
A 5 year residency test will be applied as part of the qualification criteria	The Torbay register is no longer an open register, and people who do not meet the new qualifying criteria will be restricted from joining the Register	The additional qualifying criteria and exceptions proposed will enable a range of people to register to meet the types of lets available. It will also ensure that the LA is able to support movement within the stock and keep to a minimum the use of Temporary Accommodation.
Introduction of a Annual Lettings Plan	If felt desirable, the Lettings Plan for new developments and identified specific areas can be used to achieve a distribution of the most desirable properties across the priority bands (thereby ensuring that there is an appropriate movement of households across the Housing Register and a sustainable mix of household incomes). In addition, the Lettings Plan can set an agreed target for lettings to transfer cases to ensure that there is appropriate movement within the stock	

6.3 Please refer to Appendix 2 Consultation feedback summary report

7. Public Services (Social Value) Act 2012

7.1 Not applicable

8. Risks

8.1 Torbay Council does not own any properties; it can only use its Allocation Policy for lettings to properties where a nomination right exists. The level of nominations will be

different for each Registered Provider , the changes proposed will restrict applicants from across Devon registering in Torbay, whereas many of the Registered Providers have properties across Devon and they may take the view that they no longer wish to be part of Devon Home Choice as not all applicants on the Devon Home choice register will be able to bid for Torbay properties, and they may consider running a separate register for those properties that fall outside of any nomination agreements. If this happens there is a potential cost for Torbay to provide a system for allocations via our own policy. This cost is currently covered by the Landlords within Devon Home choice at a cost of £30 per property advertised for let.

- 8.2 With the implementation of the Benefit cap and Bedroom tax, early indications from the Registered Providers and the Housing Options Service show an increase in stock turn over and void times, together with an increased demand for smaller 1/ 2 Bed properties. We will need to monitor this data on an annual basis with our partners (Annual Lettings plan) to inform any specific future lettings plans and development requirements.

Appendices

- Appendix 1 Analysis of the Housing register (affected Households)
- Appendix 2. Consultation feedback summary
- Appendix 3 Equality Impact Assessment

Allocations Policy Review

Analysis of affected households

October 2013



Contents

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1	Background	2
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3	Band E applicants: 'No housing need'	8
4	Non Bidding applicants: all bands	12
5	Appendix A Proposed Questions for Consultation	16

1. Background

Allocations policies were subject to tight legislative requirements, giving little room for local flexibility. The Localism Act 2011 introduced changes in relation to both homelessness and allocations, which mean local authorities, are no longer required to keep an open housing register, but are able to restrict access to their register for social housing. The Government is of the view that Local Authorities should ensure that they prioritise applicants who can demonstrate a close association with their local area.

For example, authorities can restrict the register to only those with evidenced housing need, or only those with a local connection. At the same time the Act gives local authorities the power to award additional priority to certain households, for example, those in employment.

The existing Torbay allocations policy was last reviewed and agreed by council in January 13. Social housing is a scarce resource, in Torbay we have a limited supply of 5,600 homes available to rent, and between 350 and 370 average re - lets per year. With the planned delivery of affordable homes only expected to be 100 per year, of which 70% should be rented and 30% should be shared ownership.

The table reflects the current pipeline; there are no assurances that these homes will be delivered

Year	Rented	Shared ownership
2013/14	179	15
2014/15	103	30
2015/16	75	35
2016/17	50	25
2017/18	50	25
Total	457	130

The policy needs to promote and encourage households to seek alternatives to social housing.

We are seeing an increasing demand in the use of emergency/temporary accommodation and high cost adult and children’s social care intervention services provided by the authority. This combined with the need to achieve significant budget savings, has led the Mayor, Executive Lead and members to request a further review to ensure that we are providing the best opportunities for local residents and making the most appropriate use of our social housing stock. Our approach should reflect local circumstances that are understood by local people.

The code of guidance and the Housing Act 1996s166A(3) require us to avoid setting policy criteria which disqualify groups of people whose members are likely to be accorded reasonable preference for social housing.

Activity Plan

1. Members of the conservative group to agree scope of review and consultation questions.
2. A six week public consultation, with a report to return to Overview and Scrutiny and Member groups, prior to final recommendations to full council in February/ March 2014
3. Members to see the comments made through the consultation process regarding the proposed changes.

4. Provide further information and analysis regarding the make-up of bands and those applicants who would be directly impacted by the proposals.
5. To agree final recommendation of allocation policy changes for full council.

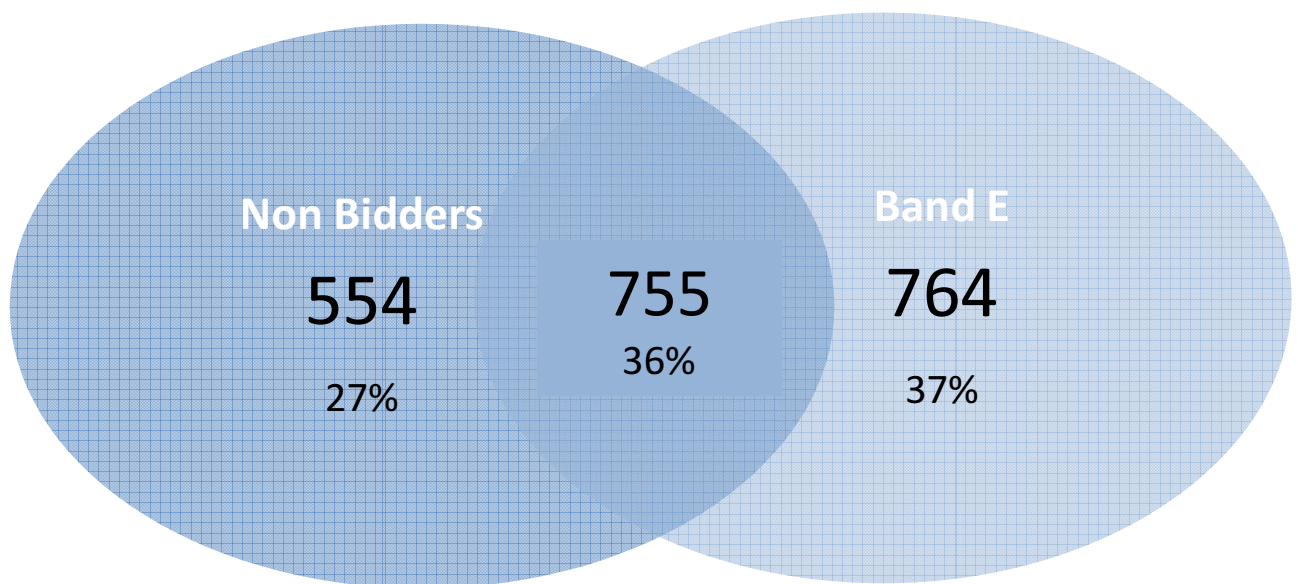
The following issues are under consideration:

1. Apply a local connection criteria/ eligibility of 5 years residency for anyone wishing to register, who is not eligible under the reasonable preference criteria. (Allocations guidance) or apply a 2 year residency test to all new applicants as a new qualification criteria. ***(the government latest proposal Oct 13 for strengthening statutory guidance on social housing allocations, it is also proposed that local authorities should consider adopting other qualification criteria alongside the residency test so that people who are able to demonstrate a strong association to the local area are not disadvantaged – this might include close family who have lived in the area for a min period of time and employment in the area for a min number of years)***
2. Remove band E from the Torbay housing register and restrict the allocation of social housing to those with an evidenced housing need as defined within the policy (To manage unrealistic expectations by excluding people who have little or no prospect of being allocated housing. To reduce the processing time/ work load of housing options staff – there is a risk that initially this would create additional work in terms of households requesting a review of their priority)
3. Remove applicants who have not bid for 12 months, or refuse three properties
4. Give additional priority for those households working in Torbay. This could be applied to particular areas of deprivation to achieve more balanced sustainable communities.
5. Give additional priority for those households volunteering

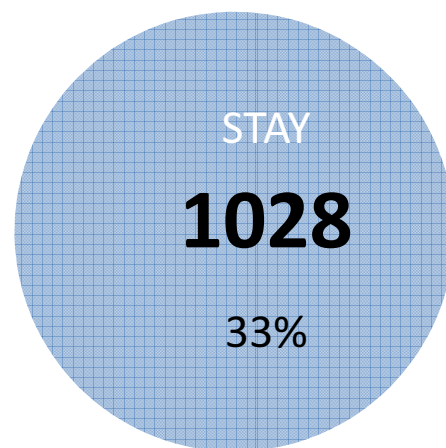
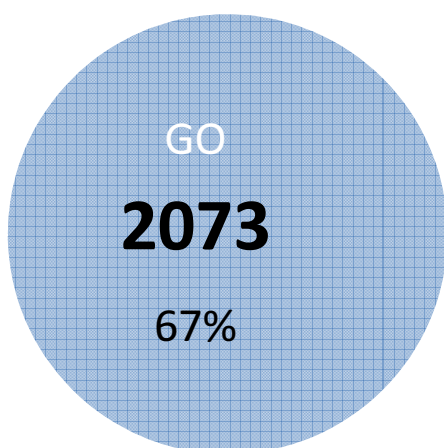
Summary

As of Oct 2013, there were a total of **3101** on the Housing Register. It has been proposed that people in band E with ‘no housing needs’ and those who have not bid within 12 months are removed from the Register.

554 people across bands A to D have never bid, or not bid within the year and there are **1519** on band E. However, 755 people in band E have also not bid.



If the ‘cross over’s’ between the groups identified above are taken into consideration, there will be a total of **2073** people lifted from the Housing Register, with 1028 people remaining, approximately one third of the original total.



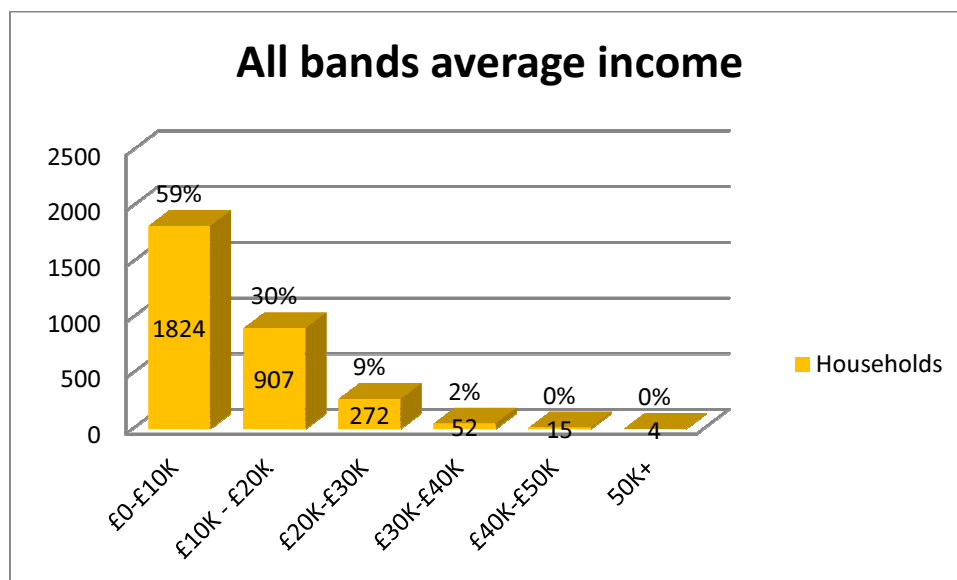
2. Analysis of applicants

Definitions of categories below

All Torbay Home Choice: Applicants per band as at October 2013.

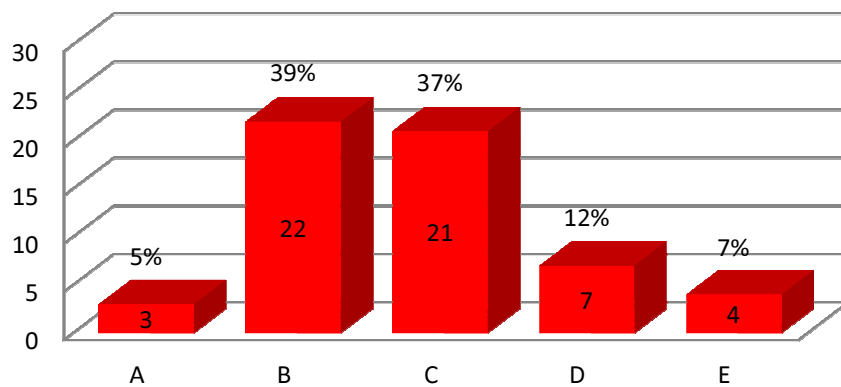
Bands	Assessment of housing need	Applicants	%*
A	Emergency Housing Need	5	0.2%
B	High Housing Need	346	11%
C	Medium Housing Need	455	15%
D	Low Housing Need	776	25%
E	No Housing Need	1519	49%
Total		3101	

*rounded up

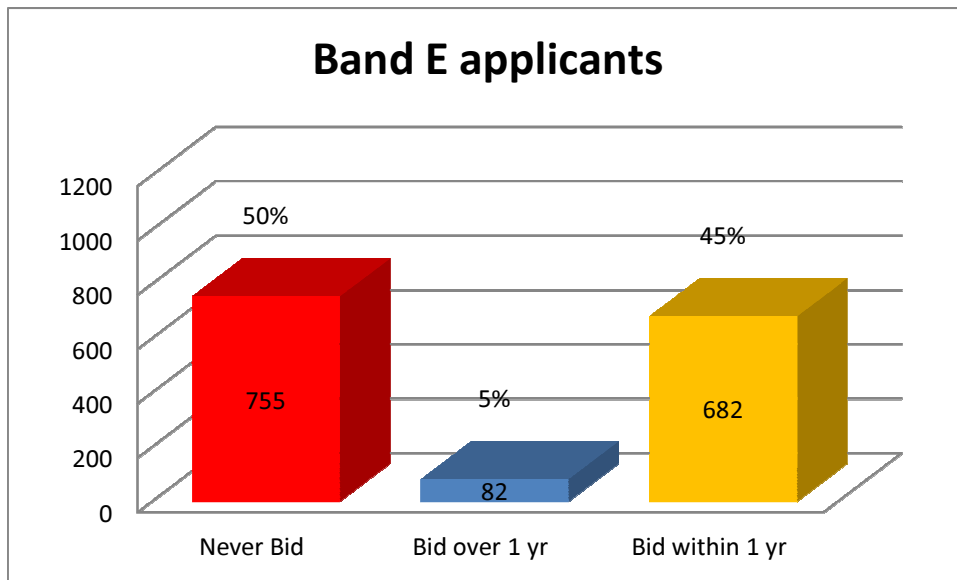


*data unavailable for 19 households

Movement into Torbay without a local connection by band

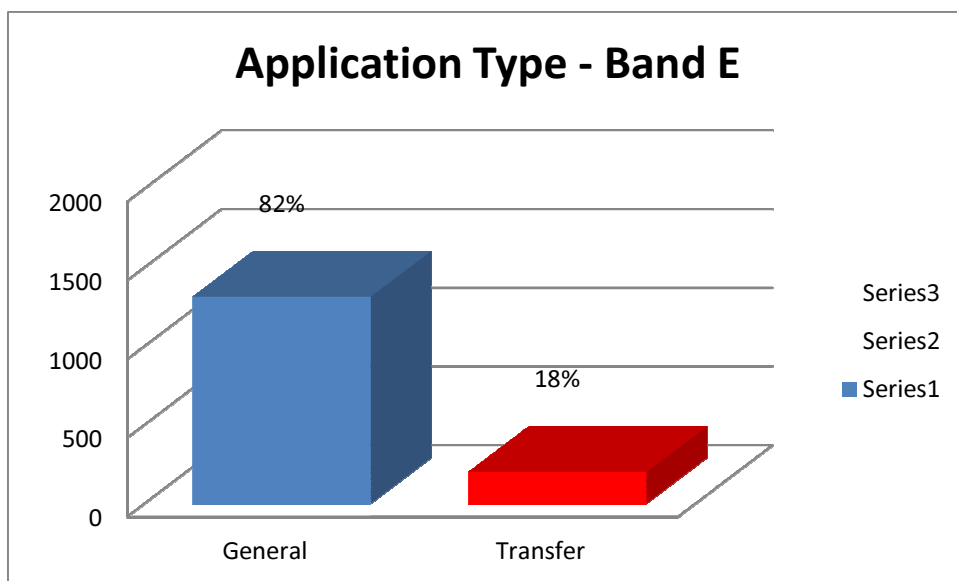


3. Band E applicants: 'No housing need'



Bidding history

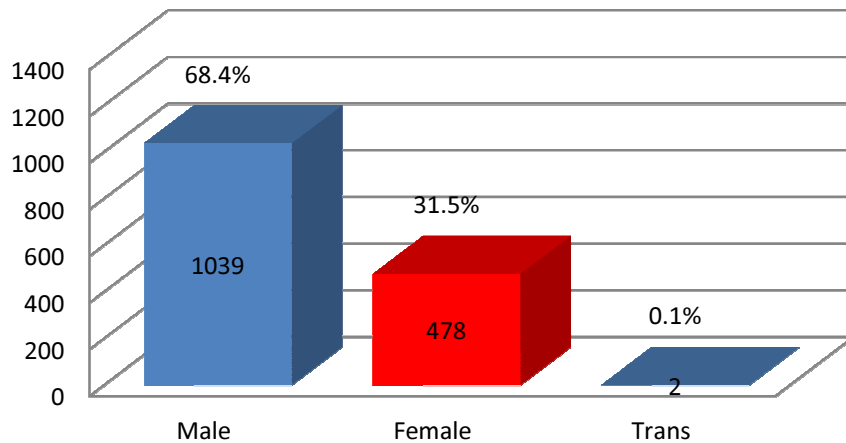
If you combine the number of band E applicants who have never bid and those who have not a bid within the last 12 months, you arrive at a figure of **837**. This is **55%** of the band E total of **1519**, and approximately **27%** of the total register.



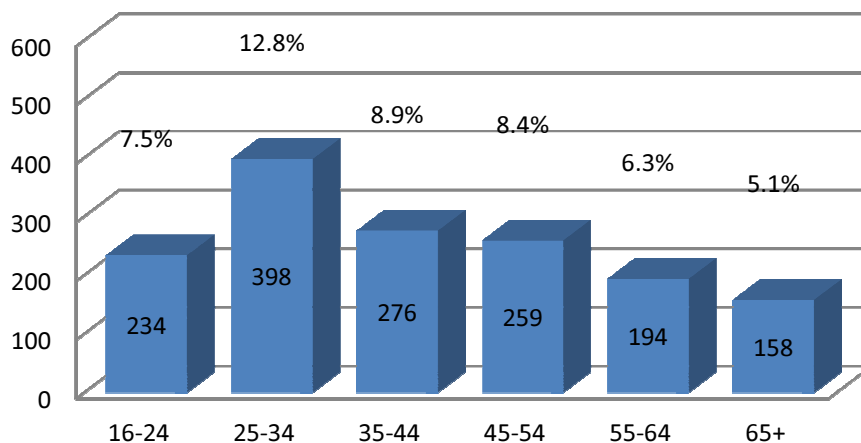
Application Type

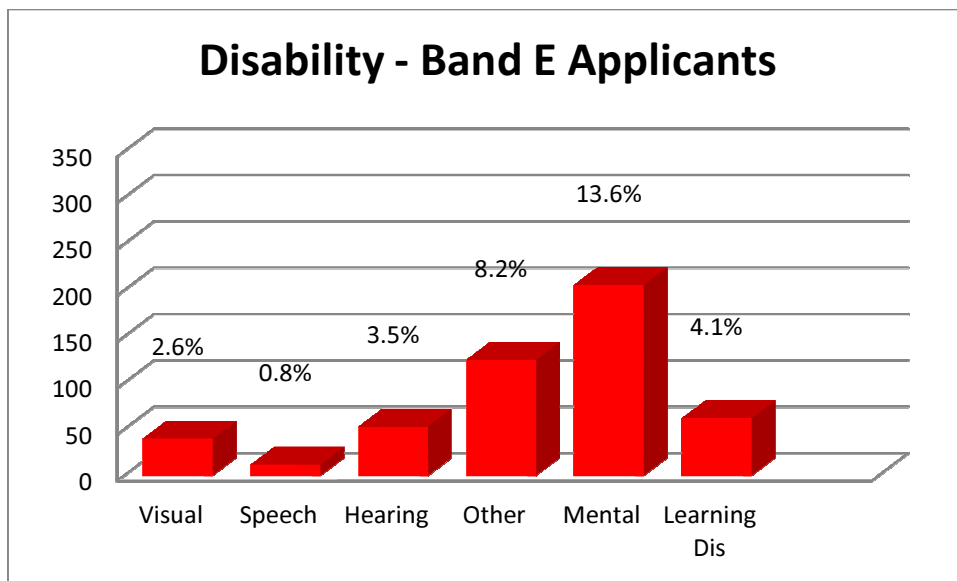
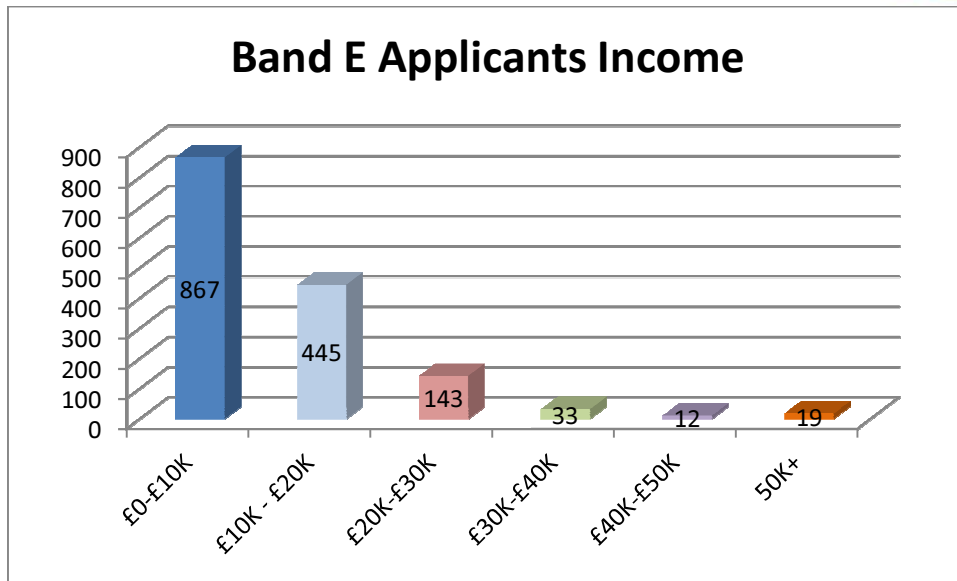
People who are registered to 'transfer' are those who are living in social housing and want to move within the area, but who are deemed to already live in suitable accommodation. They are eligible for a mutual exchange. 'General needs' records

Gender - Band E Applicants

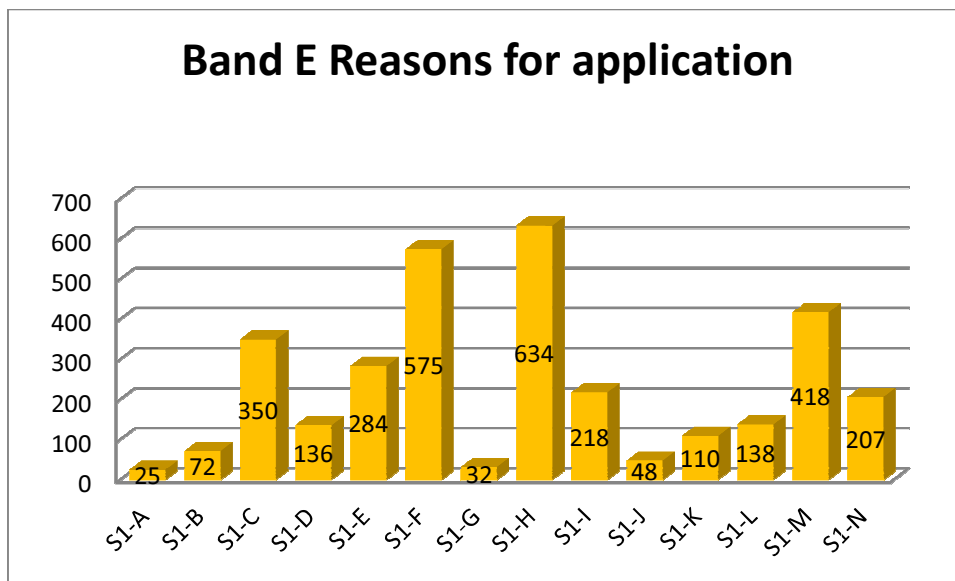


Age - Band E Applicants





The chart shows the number and percentage of band E applicants with disabilities, by disability type. Applicants may have more than one disability. 386 band E applicants have a disability (25.4%).



Key to chart categories

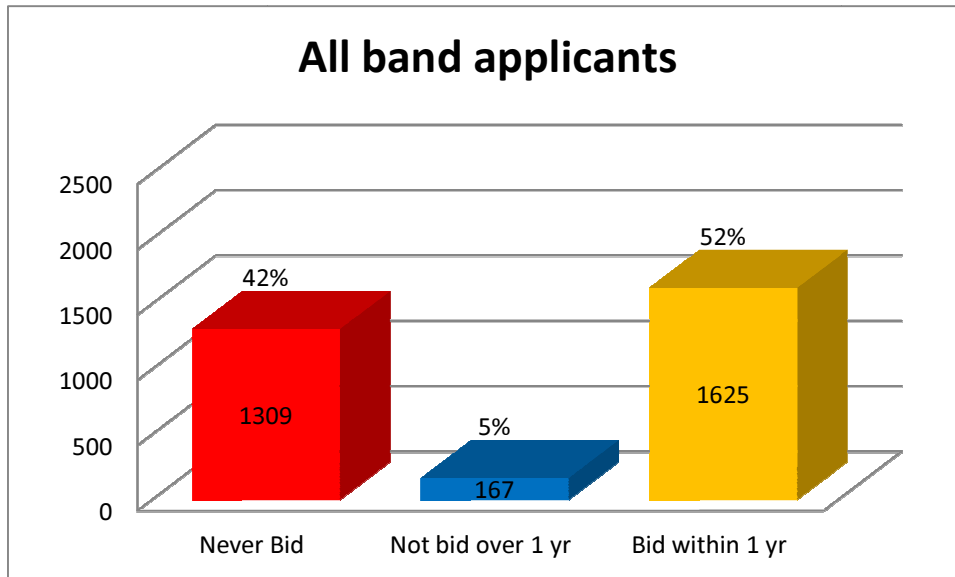
S1-A	Are you currently serving or have you served in the regular UK armed Forces?
S1-B	Are you a council or housing association tenant who wants to move to a smaller home?
S1-C	Are you seeking to live in a particular village within Devon where you have a local connection?
S1-D	Are you ready to move from supported accommodation to independent living?
S1-E	Are you homeless or at risk of becoming homeless?
S1-F	Are you struggling to afford your current home?
S1-G	Do You Share Kitchen Toilet Bathroom etc
S1-H	Health Wellbeing Made Worse By Current Home
S1-I	Do you need to move because your current home is in very poor condition?
S1-J	Do You Have Children Under 8 Years Old And Live On Or Above The Third Floor
S1-K	Do you want to live in sheltered housing
S1-L	Do you need to move to escape violence (including domestic violence) or harassment?
S1-M	Do you need to move to be near to family to give or receive support?
S1-N	Do you need to move to a larger home because you don't have enough bedrooms for your household?

Applicants may have more than one reason for moving

4. Non bidding applicants: all bands

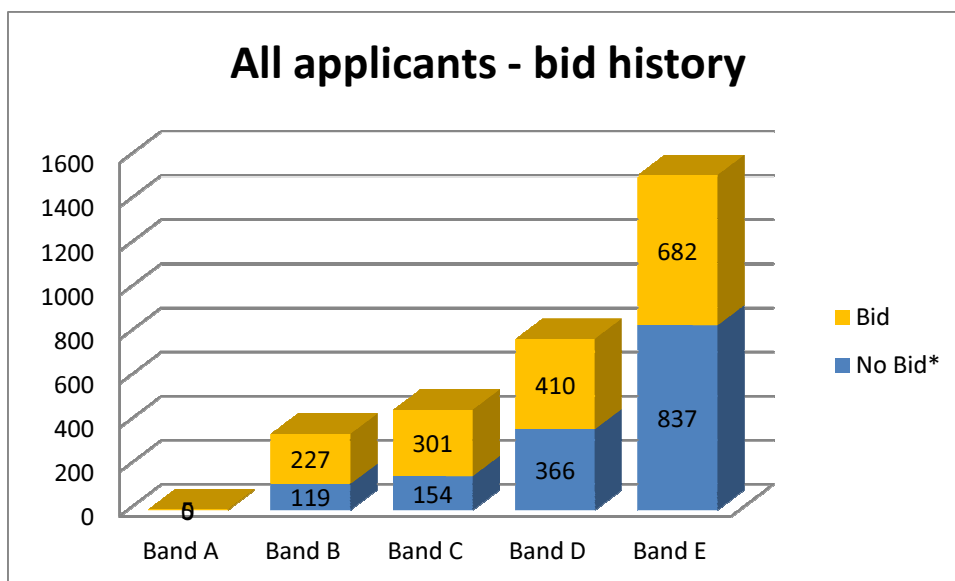
Non bidding applicants; all bands

As of Oct 2013, **3101** people were registered on the housing register. Of that number, a total of **1476** were recorded as having never made a bid, or as having not made a bid within one year. This leaves a total of **1625** active applicants bidding on property within the last year.



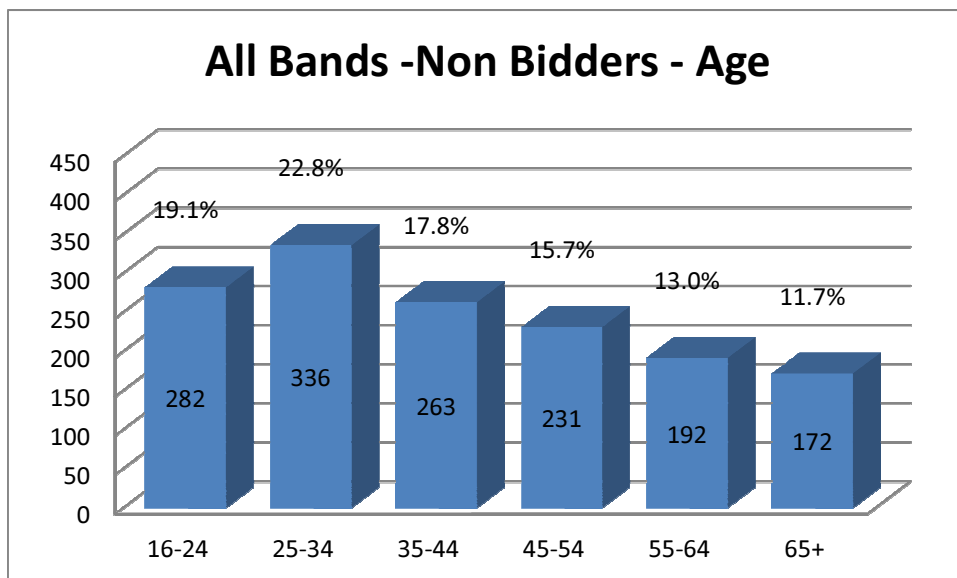
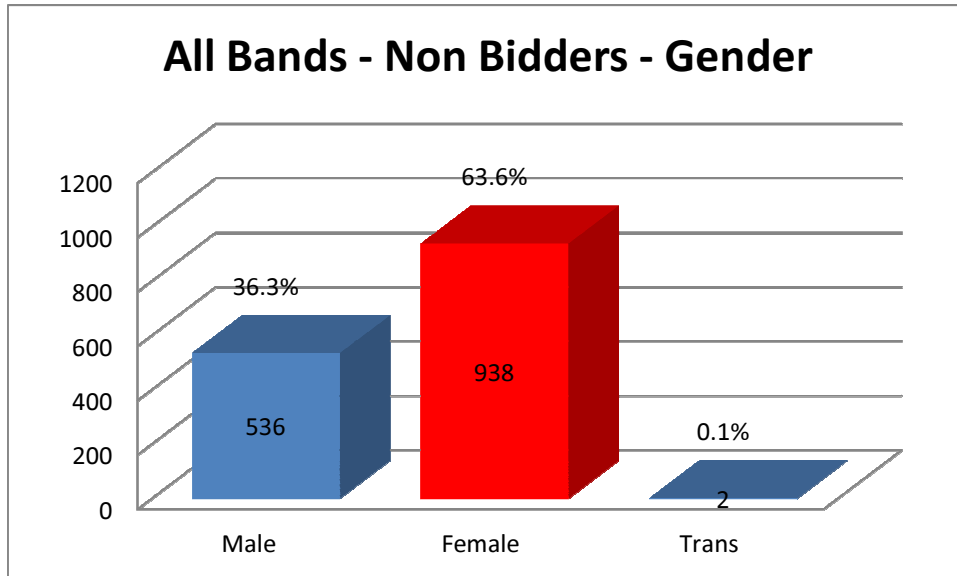
Bidding history

Of the **3101** people registered for Social Housing, **1476** were recorded as having never made a bid or not having bid within one year. **This represents 48% of the Housing Register.**

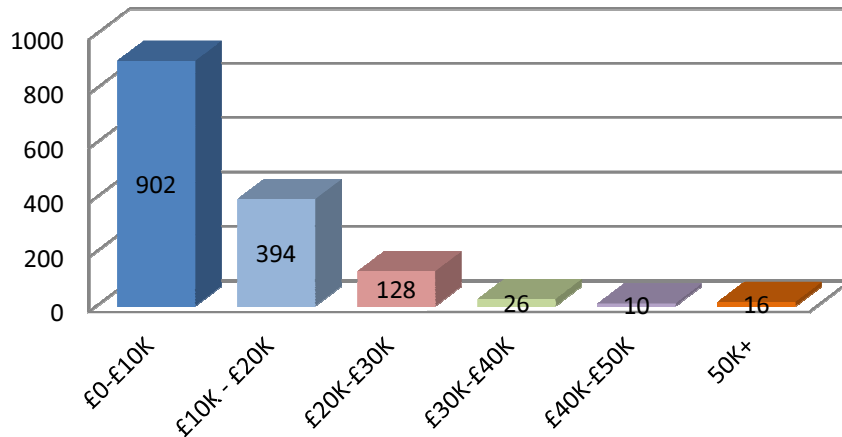


*No bid = applicants who have never bid and those who have not bid within one year

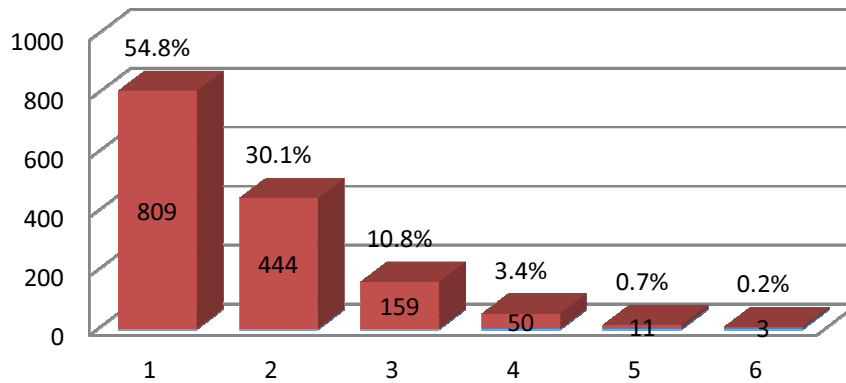
Approximately **55%** of band E has never bid, or not bid within 1 year – that’s approximately **27%** of the total register

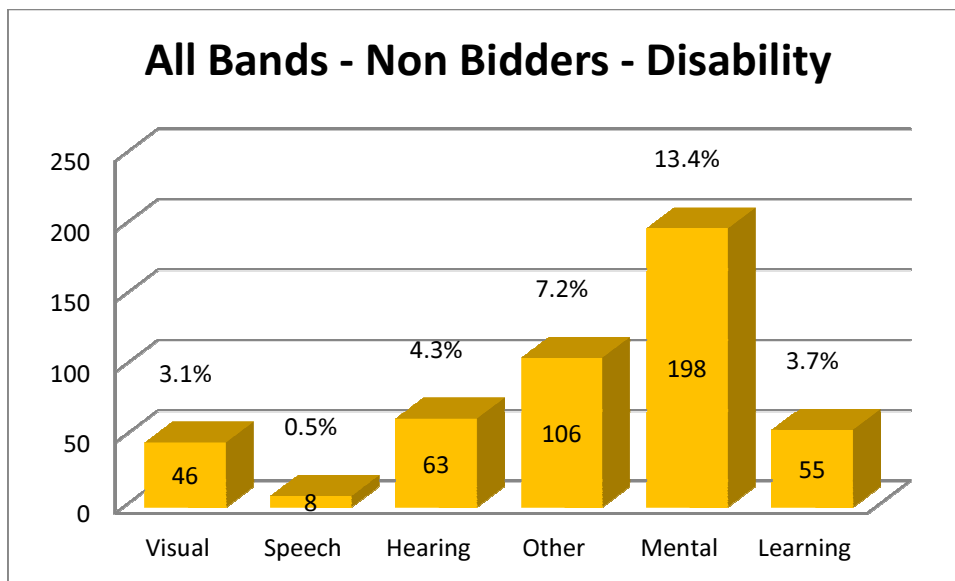


All Bands - Non Bidders - Income

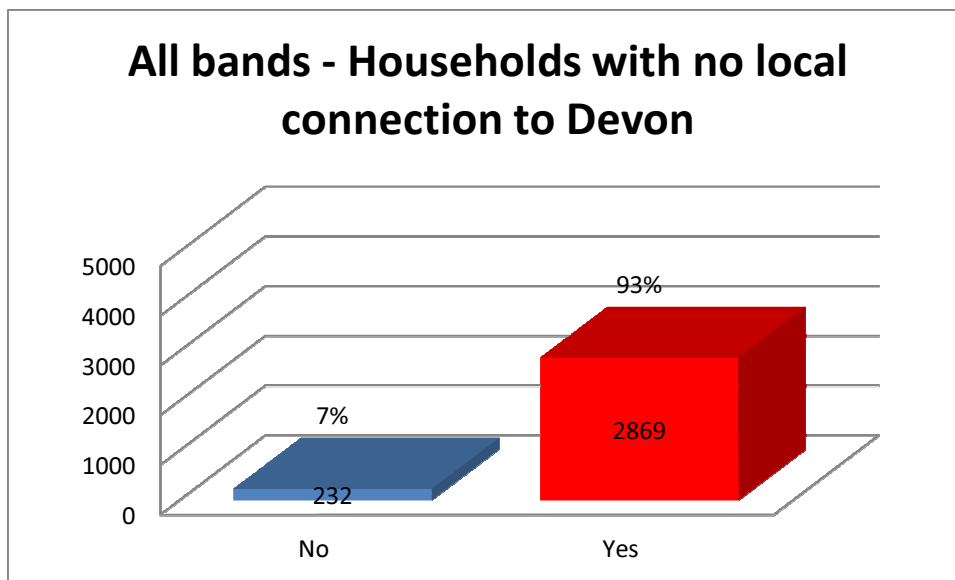


All Bands - Non Bidders - Bedroom Requirement





The chart shows the number and percentage of non bidding applicants with disabilities, by disability type. 888 applicants have a disability (29%).



4% of people in 'all bands' have no local connection to Devon



Housing Allocation Policy Review

Consultation Report January 2014

Method Online & Paper	Number of questionnaires returned
Online	45
Paper	3
Total	48

The survey was open from
9th December 2013 to 17th January 2014

Appendix 2



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1. Introduction

Consultation has been undertaken by Torbay Council on the review of the Housing Allocations policy.

The Localism Act 2011 introduced changes in relation to both homelessness and allocations, which mean local authorities are no longer required to keep an open housing register, but, are able to restrict access to their register for social housing. In Torbay we have an average of only 350 - 370 homes available for re-let per year. At least a third of these are Sheltered homes for those aged 55 and over.

We are seeing an increasing demand in the use of emergency/temporary accommodation and high cost adult and children's social care intervention services provided by the authority. This combined with the need to achieve significant budget savings, has led the Mayor, Executive Lead and members to request a further review to ensure that we are providing the best opportunities for local residents and making the most appropriate use of our social housing stock. Our approach should reflect local circumstances that are understood by local people.

2. Methodology

The survey was conducted by means of an online Questionnaire on the Council website, a background document providing an analysis of potentially affected households on the Housing Register was also made available.

Letters were also sent out to all of those currently registered on the Housing Register (Devon Home Choice).

The tables below were constructed, along with the numbers of responses and the calculated percentages, from the set of responses received. All of the tables in the report use the overall number of complete answers to each proposal in the total of returned questionnaires as the denominator unless otherwise stated.

3. Quality Assurance

To ensure the quality of data provided, all of the information received and extracted from the online survey returns was verified and quality checked. This provides the assurance that the results based on them present an accurate representation of the respondent's views.

4. Summary of results

- 52% all respondents answered “No” to the proposal to apply a minimum 5-year residency requirement.
- Almost a third (29.2%) answered “No” to proposal 2 (the removal of those who had not bid on any properties for a year)
- and nearly a quarter (22.9%) answered “No” to proposal 3 (the removal of those who had refused three reasonable offers of a home);
- Two thirds of all respondents (67%) answered “No” to proposal 4 to removal from the list of all persons/households now in Band E, (52.1% and 66.7% respectively);
- Those saying “No” were just slightly over a fifth (20.8%) giving greater priority on the list to low income households,

5. Results

Qu1) The Council is proposing applying a minimum 5 year length of time living in Torbay as a residency test to all applicants as the new qualification criteria for the housing register. Do you agree with this proposal?

Do you support this proposal?	Number	Percent
Yes	22	45.8%
No	25	52.1%
No response	1	2.1%
Total	48	100.0

Of the 25 respondents who selected 'No' they do not support the proposal, 23 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments– where respondents said 'No' above
Five years is too long	<p><i>"Five years is a long time. Families with children will be established within the area long before this time."</i></p> <p><i>"It is too general and there may be circumstances where this will disadvantage people who are in real need."</i></p>
Fails to take individual circumstances into account	<p><i>"Some people have moved to the area legitimately (i.e.. private tenancy and/or employed) and due to unfortunate circumstances become reliant on social housing. Under the new proposal they would not be entitled to housing"</i></p> <p><i>"Every person or persons applying have to have their circumstances and welfare taken into account."</i></p>
Discriminates against some types of people	<p><i>"It is too general and there may be circumstances where this will disadvantage people who are in real need."</i></p> <p><i>"It discriminates against people wishing to move to the area for employment or caring responsibilities"</i></p> <p><i>"Some people have moved to the area legitimately (i.e. private tenancy and/or employed) and due to unfortunate circumstances become reliant on social housing. Under the new proposal they would not be entitled to housing"</i></p>
Existence of problem / ownership of social housing	<p><i>"...this proposal is trying to 'fix' a problem that does not exist. The vast majority of social housing lettings already go to local people and it is likely that all this will do is unfairly restrict housing for people that might not be quite as 'local' as others."</i></p> <p><i>"Torbay Council does not own any social housing properties and therefore it can only apply restrictions on lettings after agreeing them with the social landlords operating in Torbay."</i></p>

Qu 2) The Council is proposing removing applicants who have not placed a bid for a property in over a year. This would be applied based on the housing register information at 1st October 2013. Do you agree with this proposal?

Do you support this proposal?	Number	Percent
Yes	34	70.8%
No	14	29.2%
No response	0	0.0%
Total	48	100.0

Of the 14 respondents who selected 'No' they do not support the proposal, 13 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments– where respondents said 'No' above
Goes against "choice"	<p><i>"...sometimes there are no suitable properties in the area you wish to apply for"</i></p> <p><i>"...the right property might not have come up..."</i></p> <p><i>"...properties that are advertised are not always in the area that you require..."</i></p>
Doesn't account for "Why" no bids	<p><i>"Are we now saying take a property you do not want or be removed from the list. This would also apply to applicants waiting on properties which have been adapted for their physical disabilities."</i></p> <p><i>"...may be some reason for not accessing the account..."</i></p> <p><i>"...wasn't given the opportunity to bid as I was placed in band E."</i></p>
Not enough properties	<p><i>"There are approximately 300 vacancies every year in Torbay. So realistically we are not able to meet everyone's requirements in one year. Therefore applicants have a right to exercise their choice not to bid for properties they consider do not meet their needs. Equally a property of the right size to meet need may not have been advertised within one year."</i></p>

Qu 3) The Council is proposing removing applicants from the housing register if they turn down three reasonable offers of a home. This would be applied based on the housing register information at 1st October 2013. Do you agree with this proposal?

Do you support this proposal?	Number	Percent
Yes	37	77.1%
No	11	22.9%
No response	0	0.0%
Total	48	100.0

Of the 11 respondents who selected 'No' they do not support the proposal, 10 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments– where respondents said 'No' above
What is a "reasonable" offer?	<p><i>"The term "reasonable" is open to interpretation."</i></p> <p><i>"There may be a number of factors involved so an arbitrary decision as to what constitutes a 'reasonable offer' is not sufficient to meet the needs of individual clients."</i></p>
Choice is being very restricted	<p><i>"...difficult to make a decision on how appropriate a property is without seeing it and the area."</i></p> <p><i>"...choice of a new home is a very important decision. It can make all the difference to the health and well being of all the occupants and if the new home turns out to be unsuitable, it is a very expensive mistake to fix. It is not uncommon for Owner Occupier's to look at 25+ properties before finally deciding on the one that meets most of their needs and yet just because someone is poor, Torbay are proposing to take this important choice away from applicants. This is not a customer focused approach and again is trying to 'fix' a problem that doesn't exist. Choice is a good thing and the more choice an applicant has, the more likely they are to take responsibility for their decisions, good or bad."</i></p>
Should ask for reasons	<p><i>"...maybe more detailed reasons why housing is not suitable that is not captured on original application. Applicants should be asked to justify their refusals after three though so their needs can be reassessed."</i></p> <p><i>"...some people are on automatic bidding and don't have control on the properties bid on."</i></p>

Qu 4) The Council is proposing removing band E i.e. clients assessed as having no housing needs and its applicants. Do you agree with this proposal?

Do you support this proposal?	Number	Percent
Yes	16	33.3%
No	32	66.7%
No response	0	0.0%
Total	48	100.0

Of the 32 respondents who selected 'No' they do not support the proposal, 31 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments– where respondents said 'No' above
Being in Band E doesn't mean no housing needs	<p><i>"...sometimes people are wrongly placed in Band E..."</i></p> <p><i>"...many reasons why people in band E wish to move from their property, and home swapper does not work."</i></p> <p><i>"These people are applying to social housing for a reason and if they are prepared to wait for a property this should be their choice."</i></p> <p><i>"I disagree, as I myself am on the E band and I live in a home that is not suitable for my self and my husband. It is cold and damp in the winter and we sit with no heating as we can not afford to eat and heat the property."</i></p>
Band E people are often trying to downsize	<p><i>"Band E has persons in it who are desperate to downsize by transfer. They are having to pay for an extra money for bedrooms. They are not only trying mutual exchange routes....this is a large band made up of a variety of people many who have problems just explained.....to cull this and hope it will go away seems to bury your head in the sand. Needs much more thought this particular band."</i></p> <p><i>"...by removing band E you would be discriminating against those who you feel have adequate housing but if you actually look at individual cases such as myself, we have been forced into private housing and are actually struggling to afford the rent and building up a lot of debt,..."</i></p>
Detrimental to clients	<p><i>"Devon Homechoice partnership is in danger of collapsing, as each Council appears to be introducing different policies rather than the existing Devon wide approach. This adds complexity, costs and reduces customer service."</i></p> <p><i>"There are applicants in band E who would accept properties that the other Bands have rejected and would happily apply for these."</i></p>

Qu 5) The Council is proposing giving priority to low income households. Do you agree with this proposal?

Do you support this proposal?	Number	Percent
Yes	38	79.2%
No	10	20.1%
No response	0	0.0%
Total	48	100.0

Of the 10 respondents who selected 'No' they do not support the proposal, 9 respondents made comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments– where respondents said 'No' above
Income ought not to be the only factor	<p><i>"...should be on a personal needs basis not a financial one, there are enough procedures in place to help genuine cases..."</i></p> <p><i>"I think someone like me who has a permanent illness should be given priority even above low income households. I feel trapped as there is nothing I can do to improve my position."</i></p> <p><i>"You cannot only take into account the household income there are other factors that have an impact on a persons situation."</i></p>
Danger of promoting poverty	<p><i>"Social housing is already allocated to those people who are in most need, which can and usually does mean households with a low income. This proposal is in danger of giving a perverse incentive to be poor and it is also almost impossible to administer."</i></p>
If income is the main factor why should the cut-off point be so low	<p><i>"...the people on the next pay level should also be included.....I earn just too much to get any help from benefits etc all my money goes on rent (private) bills and food I have nothing left at the end of any month. I don't drink, I don't smoke, I don't drive, obviously, no car I am not classed as low income but I can't afford to live and there are many more like me so not just low income."</i></p>
Each case should be assessed on own facts/needs	<p><i>"Each case should be assessed on housing need regardless of income."</i></p> <p><i>"...social housing should be on a personal needs basis not a financial one, there are enough procedures in place to help genuine cases..."</i></p>

Qu6) Do you have any further comments?

There were 29 respondents who made additional comments related to the proposal. These have been summarised into themes below:

Category	Examples of comments– where respondents said ‘No’ above
<p>These issues should not be framed as Yes/No, Black/White</p>	<p><i>“These questions are black and white which allows no room for individual issues. Everyone is an individual and should be treated according to their needs.”</i></p> <p><i>“I am ashamed to live somewhere where the Mayor and the local council don't seem to care about individuals”</i></p>
<p>Priority should be based on need</p>	<p><i>“people on Band E appear to have no housing need, but I disagree as the property you are renting might be of poor condition and not maintained.”</i></p> <p><i>“I'm on a low income and paying a private landlord, I'm also in band "E" so where does that leave the hundreds of people in the same situation as mine.”</i></p> <p><i>“I don't think medical history is given enough consideration.”</i></p>
<p>Priority should be for locals</p>	<p><i>“...giving priority to local people with a true need...”</i></p> <p><i>“...people who have worked, lived and paid Council Tax etc in this area since they were born should also be given priority.”</i></p> <p><i>“Do more rigorous checks to make sure that only tenants who are fully entitled to rent them, do so. If tenants are antisocial, or don't look after the property properly, boot them out.”</i></p>
<p>Good housing would improve health</p>	<p><i>“The average house price is 12 times average income in the south west. This makes home ownership unaffordable for the majority of people in the Bay. Some of the private rented sector is highly priced and of very poor quality. Access to decent affordable housing is the bedrock to improving peoples health and well-being.”</i></p> <p><i>“...with two of us here in the home registered as disabled and receiving highest rate disability allowance I am classed as having no housing needs.”</i></p>
<p>Changes should be rethought</p>	<p><i>Torbay appear to be proposing changes that have not been fully thought through. The evidence provided with this consultation does not prove the case being argued or show how the changes will achieve the required outcome. Westward understands that the Council wants to make changes that will give additional priority to their residents but in doing so there is a real danger the Council will create confusion, increase costs, reduce customer service and raise expectations that are then not deliverable. Most importantly the Council seems to have forgotten that it doesn't own any social housing anymore and therefore needs to agree with all the Housing Associations working in Torbay a mutually agreeable way forward, rather than to change its policy in isolation.</i></p>

6. Respondent Profile

What best describes your work situation?

Employment Situation	Respondents	
	Number	Percent
Working Full-Time (30 hours plus per week)	16	33.3%
Working Part-Time (Under 30 hours per week)	5	10.4%
Wholly retired from work	6	12.5%
Unemployed and available for work	1	2.1%
Permanently sick / disabled	13	27.1%
On a government supported training programme (e.g. Modern Apprenticeship)	0	0.0%
Self employed full or part time	0	0.0%
Full time education at school, college or university	1	2.1%
Looking after the home	0	0.0%
Other	5	10.4%
Total	47	97.9%

Gender

Gender	Respondents	
	Number	Percent
Male	20	41.6%
Female	27	56.3%
Not given	1	2.1%
Total	48	100%

Age

Age Band	Respondents	
	Number	Percent
Under 16	0	0.0%
16 - 24	0	0.0%
25 - 34	6	12.5%
35 - 44	11	22.9%
45 - 54	10	20.8%
55 - 64	14	29.2%
65 - 74	6	12.5%
75 +	0	0.0%
Total	47	97.9%

Disability

Disability	Respondents	
	Number	Percent
Disabled	20	41.6%
Non-disabled	27	56.3%
No response	1	2.1%
Total	48	100.0%

For further information please contact the Policy Performance and Review team on 01803 207227 or email consultation@torbay.gov.uk

The information used to collate this report has been collected and processed in accordance with the Data Protection Act, 1998.

Equality Impact Assessment (EIA): Review of Allocations Policy

Name (Key Officer/Author):	Julie Sharland	Business Unit:	Housing/ Children's Services
Position:	Strategic Housing Manager	Tel:	01803 208065
Date:	9 th December 2013	Email:	Julie.sharland@torbay.gov.uk

Since the Equality Act 2010 came into force the council has continued to be committed to ensuring we provide services that meet the diverse needs of our community as well as ensure we are an organisation that is sensitive to the needs of individuals within our workforce. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of proposed decisions on the community.

This EIA will evidence that you have fully considered the impact of your proposal / strategy and carried out appropriate consultation with key stakeholders. The EIA will allow Councillors and Senior Officers to make informed decisions as part of the council's decision-making process.

Executive Lead / Head Sign off:

Executive Lead(s)	Councillor David Thomas	Executive Head:	Richard Williams
Date:	6th February 2014	Date:	6th February 2014

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Relevance Test – ‘A Proportionate Approach’

Not all of the proposals or strategies we put forward will be ‘relevant’ in terms of the actual or potential impact on the community in relation to equality and vulnerable groups. For instance, a report on changing a supplier of copier paper may not require an EIA to be completed whereas a report outlining a proposal for a new community swimming pool or a report proposing a closure of a service would.

Therefore before completing the EIA please answer the following questions. If you answer ‘yes’ to any of the questions below you must complete a full EIA.

1)	Does this report relate to a key decision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2)	Will the decision have an impact (i.e. a positive or negative effect/change) on any of the following: <ul style="list-style-type: none"> • The Community (including specific impacts upon the vulnerable or equality groups) • Our Partners • The Council (including our structure, ‘knock-on’ effects for other business units, our reputation, finances, legal obligations or service provision) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the proposal and what is the intended outcome?	<p>Torbay Council is required to review the Allocations Policy on an annual basis. (How access and priority for social housing is applied) It is a statutory duty to maintain a housing register and allocations policy.</p> <p>The Localism Act 2011 introduced changes in relation to both homelessness and allocations, which mean local authorities are no longer required to keep an open housing register, but, are able to restrict access to their register for social housing. In Torbay we have an average of only 350 – 370 homes available for re-let per year. At least a third of these are Sheltered homes for those aged 55 and over.</p> <p>We are seeing an increasing demand in the use of emergency/temporary accommodation and high cost adult and children’s social care intervention services provided by the authority. This combined with the need to achieve significant budget savings, has led the Mayor, Executive Lead and members to request a further review to ensure that we are providing the best opportunities for local residents and making the most appropriate use of our social housing stock. Our approach should reflect local circumstances that are understood by local people.</p>
2.	Who is intended to benefit / who will be affected?	<p>Local people who have lived in Torbay for at least 5 years will benefit from the proposals. In addition those who have a strong association to the area through family or employment will benefit.</p> <p>Local working people on a low income will be given additional priority, particularly in areas of high density social housing and new developments.</p> <p>Households on the current housing register that have, been assessed as having no housing need, (Band E) or either not bid in the last 12 months and refused 3 reasonable offers of a property will be removed from the register .</p> <p>It is important to work in partnership with our Registered providers to minimise the impacts of turnover and voids within stock as a result of local and national policy changes.</p>

Section 2: Equalities, consultation and engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **equalities, consultation and engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions / proposals on the Torbay community.

Evidence, consultation and engagement

No	Question	Details
3.	Have you considered the available evidence?	Yes, Housing Register information which provides information on demand needs of different groups, deprivation and child poverty needs assessments and child poverty commission recommendations, homeless strategy needs and priorities. Satisfaction surveys conducted on a regular basis for Devon Home Choice.
4. Page 217	Have you consulted on the proposal?	Yes - Formal consultation for 6 weeks with the public and partners. Survey and letter, partnership groups. Specific consultation with those on the housing register likely to be affected.
5.	Outline the key findings	<p>Six week consultation by online survey took place 9th Dec to 17th Jan. All of those Households most affected by the proposals (Band E) were contacted by letter, together with 10% random selection across other Bands. In total 1800 letters were sent, the total number of completed questionnaires both online and paper is 48. The survey information was made publically available and partner organisations were contacted. The information / survey details were also circulated via the Torbay Housing Partnership group.</p> <ul style="list-style-type: none"> • 52% all respondents answered “No” to the proposal to apply a minimum 5-year residency requirement. • Almost a third (29.2%) answered “No” to proposal 2 (the removal of those who had not bid on any properties for a year) • and nearly a quarter (22.9%) answered “No” to proposal 3 (the removal of those who had refused three reasonable offers of a home);

No	Question	Details
		<ul style="list-style-type: none"> Two thirds of all respondents (67%) answered “No” to proposal 4 to removal from the list of all persons/households now in Band E), (52.1% and 66.7% respectively); Those saying “No” were just slightly over a fifth (20.8%) giving greater priority on the list to low income households, <p>Please refer to consultation report for full details</p>
6.	<p>What amendments may be required as a result of the consultation?</p>	<p><i>In addition to the 5 year residency test proposed other qualification criteria will apply to ensure that applicants who are not currently resident in the district/ area but who can still demonstrate a strong association to the local area will be able to qualify (e.g. through family association or employment).</i></p> <p><i>This is defined as;</i></p> <p>Need to work in Devon. The Local Government Association guidelines define this as employment other than of a casual nature. For the purposes of this policy this will be defined as having had permanent work with a minimum of a 16 hour contract per week for the previous 6 months, and without a break in the period of employment for more than three months.</p> <p>Have family connections in Devon. The Local Government Association guidelines define this as immediate family members (parents, siblings and nondependent children) who have themselves lived in the area for five years.</p> <p>To ensure we maintain the protection provided by the statutory reasonable preference criteria and the statutory guidance Exceptions to the 5 year residency test will be;</p> <ul style="list-style-type: none"> Existing Social housing tenants, in Devon. (to promote downsizing) Members of the Armed Forces and former Service personnel, where the application is made within five years of discharge Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service People who are assessed as being within the reasonable preference categories – Bands A , B , Emergency and High Housing Need, as per the DHC Policy. (This includes those fleeing violence and Statutorily Homeless) Applicants requiring Sheltered Housing (represents 1/3 rd of all annual lets)

No	Question	Details
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Positive and negative equality impacts

No	Question	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact	
7.	Identify the potential positive and negative impacts on specific groups	<p><i>It is not enough to state that a proposal will affect everyone equally. There should be more in-depth consideration of available evidence to see if particular groups are more likely to be affected than others – use the table below. You should also consider workforce issues. If you consider there to be no positive or negative impacts use the 'neutral' column to explain why. EVERY BOX MUST BE COMPLETED – if there is no impact please state either 'No Positive Impact' or 'No Negative Impact'.</i></p>			
	Older or younger people	<p>Yes While social housing build has slowed additional units of extra are housing for older people will be developed over the next three years going some way towards meeting the care and support needs of frail older people.</p>		<p>The Council acknowledges that landlords will continue to offer a range of tenancy types for different circumstances. However, the Council's tenancy strategy strongly encourages landlords to offer flexible tenancies where this will help to make best use of the stock. In addition, when deciding on which tenancy type to offer, landlords should consider: The age and frailty of the prospective tenant.</p> <p>The existing policy applies the Government bedroom standard for assessing bedroom need. This will mean that:</p> <ul style="list-style-type: none"> • Children can share a bedroom up until 10 regardless of sex • Same sex children can share a bedroom up to 20 • People require their own room when they are 21 	

Details		
No	Question	Details
	<p>People with caring Responsibilities</p> <p>People with a disability</p>	<p>Existing policy and tenancy strategy, ensure that appropriate priority is given to support carers</p> <p>Existing policy and tenancy strategy, ensure that appropriate priority is given to those with a disability.</p>
	<p>Yes Whilst offering choice to applicants wherever possible, allocation schemes must still ensure that reasonable preference is given to applicants who fall into these groups over those who do not: People who need to move on medical or welfare grounds including a disability.</p>	<p>Foster carers are allocated an extra bedroom when appropriate to meet the Fostering requirements</p> <ul style="list-style-type: none"> - Accessible homes will continue to be advertised through Devon Home Choice and will only be let using direct match in exceptional circumstances. - An applicant's accessibility need will be included in both the initial registration and the renewal letter, with a request that applicants make contact if they feel this is wrong. - Supporting information will be required before any applicant is assessed as being in need of wheelchair accessible or part wheelchair accessible accommodation. - All landlords maintain an up-to-date record of accessible/ adapted properties (and those that are adaptable), and report back to the Management Board on progress with this. Where an up-to-date database isn't available landlords will undertake a pre-void inspection before properties are advertised. - The property advert includes details(e.g. to clarify the bathing facilities, whether there is a stair lift etc) - At the point where a local authority

No	Question	Details	
			sets an advert as 'Ready to advertise' they can indicate whether they would like to be consulted before an accessible/ adapted property is let. Please note that it was agreed that this is only a request to be consulted and that short listing remains the responsibility of the landlord.
Women or men	<p>Yes</p> <p>The existing Devon Home Choice scheme/ policy provides additional preference to the following categories of people who fall within one or more of the reasonable preference categories and who have urgent housing needs:</p> <ul style="list-style-type: none"> (a) former members of the Armed Forces (b) serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service (c) bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner 		

No	Question	Details	
	(d) Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service		
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)	Behaviour is unacceptable if it is behaviour that would, if the applicant had been a secure tenant, allow the housing authority to obtain an outright possession order under section 84 of the Housing Act 1985 in relation to Grounds in Part 1 of Schedule 2 other than Ground 8. Cases will be considered on an individual basis. The following criteria will be applied in determining whether an individual or household should be denied the right to register with Devon Home Choice, because of their behaviour: There must be reliable evidence of violent or anti-social behaviour, domestic, racist or homophobic abuse	The Localism Act does not change the fact however that certain people from abroad with limited rights to remain in the United Kingdom are not eligible to be allocated social housing. These groups of people are set out in 'The Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006' (as amended).	
Religion or belief (including lack of belief)			
People who are lesbian, gay or bisexual	The following criteria will be applied in determining whether an individual		

Details	
No	Question
	<p>or household should be denied the right to register with Devon Home Choice, because of their behaviour. There must be reliable evidence of violent or anti-social behaviour, domestic, racist or homophobic abuse</p>
	<p>People who are transgendered</p> <p>People who are in a marriage or civil partnership</p> <p>Women who are pregnant / on maternity leave</p> <p>Socio-economic impacts (Including impact on child poverty issues and deprivation)</p> <p>Public Health impacts (How will your proposal impact on the general health of the population of Torbay)</p>
	<p>There is no impact on people who are transgendered with regard to this decision.</p> <p>There is no impact on people who are transgendered with regard to this decision.</p>
	<p>Households who need to move to larger accommodation to become foster carers or adopt will have their applications placed in Band B under 'Supporting another priority service' subject to procedures being agreed with Social Services</p> <p>Yes the new proposals support those working on low incomes and will contribute to sustainable communities in areas of deprivation.</p> <p>Yes The policy will contribute to increasing community sustainability and therefore build on community resilience regarding early help/prevention.</p> <p><i>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (you may need to revisit this section once proposals have been further defined)</i></p>
	<p>8. Cumulative Impacts – Council wide (proposed changes elsewhere which might worsen the impacts identified above)</p> <p>Across the Devon Home Choice partnership, various individual local authorities are consulting on applying local flexibilities, at this time it is not clear how this will impact on the long term stability of the Partnership as to</p>

Details	
No	Question
	whether the existing scheme can accommodate the local changes in policy. This could result in a cost to the Council in relation to providing a suitable IT data base to hold the Housing Register information for Torbay only. Exact costs/ contingency arrangements are not known at this stage of the consultation
8b	<p>Cumulative Impacts – Other public services (proposed changes elsewhere which might worsen the impacts identified above)</p> <p>Are any cumulative impacts identified across your service area from proposals in other public services or partner organisations? Please explain what these might be (you may need to revisit this section once proposals have been further defined)</p> <p>As above</p>

Section 3: Mitigating action

Details			
No	Action	Proposal	Implications/ impacts
9.	Summarise any negative impacts and how these will be managed?	<p>Removing Band E from the Register</p> <p>Removing applicants who have not bid for 12 months, or turned down three reasonable offers. This will be applied as of 1st April 2014.</p> <p>A 5 year residency test will be applied as part of the</p>	<p>Only those with an established housing need in terms of the policy would be able to register for social housing. There were 1,519 households on the register as of 1 October 2013 with no housing need.</p> <p>For some assessed housing need a suitable property may not be available within a 12 month period. It is common practice for people purchasing homes to view multiple homes without penalty, so why should applicants be treated any differently.</p> <p>The Torbay register is no longer an open register,</p>
			<p>Mitigation</p> <p>All applicants to be contacted and offered advice and assistance on other housing options including registering with South West homes /private rented accommodation/shared equity.</p> <p>Any applicant has the right to a review of the decision to remove them from the register. This gives a realistic message about the limited choice, available within the Social housing stock in Torbay.</p> <p>The additional qualifying criteria and exceptions</p>

		qualification criteria	and people who do not meet the new qualifying criteria will be restricted from joining the Register	proposed will enable a range of people to register to meet the types of lets available. It will also ensure that the LA is able to support movement within the stock and keep to a minimum the use of Temporary Accommodation.	
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Section 4: Monitoring

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	A new recommendation is the implementation of a Annual Lettings Plan that will monitor location of lets, types and length of tenancies and transfers. This will enable lettings plans for new developments and identified specific areas to achieve a different distribution of properties across priority bands, ensuring an appropriate movement of households across the housing stock and a sustainable mix of household incomes.

Section 5: Recommended course of action

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p>State a recommended course of action Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</p>	<p>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</p> <p>Outcome 2: Adjustments to remove barriers – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality</p> <p>Outcome 3: Continue with proposal - Despite having identified some potential for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty to have 'due regard'.</p> <p>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>	<p>✓</p> <p>✓</p>	<p>Please refer to table above no 9</p>



Meeting: Overview & Scrutiny Board
Council

Date: 19 February 2014
27 February 2014

Wards Affected: All

Report Title: Revenue Budget Monitoring 2013/14 – Quarter 3

Executive Lead Contact Details: mayor@torbay.gov.uk

Supporting Officer Contact Details: paul.looby@torbay.gov.uk

1. Key Points and Summary

- 1.1 The Council continues to be faced with a number of financial challenges in the current financial year. As set out in the last monitoring report, despite a robust budget process for 2013/14, the Council is still subject to ongoing demand pressures, particularly within Children's Safeguarding and Wellbeing. At the end of quarter 3 the overall position for the Council is improving but there is still a projected overspend of £1.165m. This is based upon the latest information available to finance officers, projected expenditure based upon existing demands for services and the impact of in year saving plans and recovery plans where overspends exist. This compares to a projected overspend of £1.411m at the end of the second quarter. To ensure a balanced budget is achieved at year end the Council has up to £1m of uncommitted budgets which can be used to offset the projected outturn forecast. These budgets have been uncommitted due to the budget pressures that have been identified during the year and provide a contingency to ensure a balanced budget can be achieved at year end.
- 1.2 As part of a corporate approach to addressing these financial challenges, all services have been asked to deliver in year savings and a number of services have made significant savings to help ensure the Council delivers a balanced budget at year end. The inherent risks the Council faced when the budget proposals were approved in February 2013 were set out in the budget report to Council and these risks were accepted by Members.
- 1.3 As reported in the previous monitoring report the Council approved a Budget Pressures Contingency of £1m as part of the 2013/14 budget setting to support and address specific pressures identified within the year and this has already been released to offset the increased costs within Children's - Safeguarding and Wellbeing.
- 1.4 The overspend identified within Children's Services will continue to be monitored by their management team and the implementation of the existing recovery plan will continue to ensure cost pressures are contained.
- 1.5 The Mayor has set out his 2014/15 budget proposals and these include measures

to address the pressures identified within Children's Safeguarding and Wellbeing. In addition all Directors and Executive Heads continue to work closely with their Executive Lead Members and will consider all options for addressing the projected overspend and have assessed the impact of the current budget pressures when developing the 2014/15 budget.

- 1.6 The Council continues to adopt strict measures of financial control including a robust process for reviewing any vacancies as well as challenging all expenditure not yet committed. This approach has resulted in a number of services reporting underspends or managing the impact of other pressures. A number of services have already put in place measures to bring forward internal operational budget savings which has helped to reduce the corporate overspend and will be used as part of the budget savings required for the delivery of a robust budget for the next financial year (2014/15).
- 1.7 As stated in the last monitoring report the Council must achieve a balanced budget at year end. This will be achieved by either:
- a) Children's Services continuing to implement their in-year recovery plans to manage the projected overspend. At this stage of the year the Director of Children's Services focus is to contain expenditure and continue to develop the cost reduction programme and invest to save projects to deliver savings in 2014/15 and beyond.
 - b) all other services deliver in year savings at least equal to the value of the overspend within Children's Services resulting in a breakeven or an underspend at year end;
 - c) if insufficient savings can be made across all services there is a risk that, as a last resort, uncommitted reserves or uncommitted budgets will be required to ensure a balanced budget can be achieved at the end of the year. At this stage it is expected uncommitted budgets will be required to enable a balanced budget to be declared at year end.
- 1.8 Whilst the council does hold reserves and contingencies and these can be used to address in year pressures, these can only be used for one off purposes and are not a solution to ongoing financial commitments.

Strategy for in Year Budget Management

- 1.9 Commitments and spending pressures within Safeguarding and Wellbeing have been well documented. The Director of Children's Services set out a number of plans to reduce the overspend and presented a cost reduction plan to Members of the Priorities and Resources Panel. The Strategy to address the pressures now include access of up to £1.5m of funds of which £0.5m will be used for a number of invest to save schemes which will be developed over the next few months and provide support for any pressures that arise.
- 1.10 Members will recall that an additional £2m was added to the base budget for Safeguarding and Wellbeing in 2013/14 to address the increased cost pressures

(this was in addition to the use of one off reserves to fund pressures in the last financial year) but significant pressures still exist. As part of the part 2014/15 budget proposals an earmarked contingency of £2m has been created for Children's – Safeguarding and Wellbeing. In addition the Council has a number of other volatile income budgets which need to be monitored closely over the final quarter of 2013/14.

- 1.11 Whilst it is recognised by the Director of Children's Services that the cost pressures within Children's Safeguarding will be difficult to reduce in the last quarter of the financial year, the service will be expected to continue to address the key underlying issues and cost pressures through the implementation of existing recovery plans as well as the development of new strategies.
- 1.12 The Council's Strategy to address the financial challenges faced now and in the future will continue and include:
- a moratorium on all non essential expenditure and a reduction in all other expenditure with an assessment of the services consequences.
 - a freeze on all non essential recruitment.
 - a review of budgeted expenditure that could be ceased and an assessment of the services consequences including reshaping of services where possible.
 - the implementation of a number of savings proposals for 2014/15 which have already derived in-year savings.
 - redeployment of staff directly affected by any restructuring proposals where vacancies exist.
 - identification of invest to save schemes (supported by a robust business case) that will have immediate cost savings in 2013/14 and beyond.

Paul Looby
Executive Head of Finance and Chief Finance Officer

Appendices

Appendix 1 Summary of Main Variations

Appendix 2 Pooled Budget with Torbay and Southern Devon Health Care Trust

Appendix 3 Budget Monitoring of Council Subsidiaries and Associates

Appendix 4 Car Parking Income

Part 2 (for Overview and Scrutiny Only)

Appendix 5 Write offs above £5,000.

Documents available in Members' rooms

None.

Background Papers:

The following documents/files were used to compile this report:

None.

Appendix 1 to Report /2013

Summary of Main Variations

A.1 Report Overview

- A1.1 The purpose of this report is to provide Members with a summary of the projections of income and expenditure for all Business Units within the Council and to set out how the Council will maintain expenditure within its approved budget of £127m.
- A1.2 The revenue monitoring statement shows the expenditure and projected outturn position based upon the latest information available to finance officers in consultation with service departments. Where possible, the implications or consequences arising from the variations are reflected in the key performance indicators for that service.
- A1.3. Ongoing financial monitoring will be provided to Members quarterly and performance reporting will be provided to Members on a 6 monthly basis.

A.2 Financial Performance

- A2.1 Table 1 below provides a summary of the projected outturn position for Council services.

Table 1

Projected Outturn Position – Quarter 3

Business Unit/Service	2013/14 Budget	Spend to Date	Projected Out-turn	Variation at Out-turn
	£'000	£'000	£'000	£'000
Adults				
- Adult Social Care	43,756	32,813	43,051	(705)
- Supporting People	4,418	3,167	4,268	(150)
	48,174	35,980	47,319	(855)
Children, Schools & Families	28,455	26,321	32,055	3,600
Public Health				
Community Safety	1,982	1,086	1,830	(152)
Public Health (ring fenced budget - £7.150m)	0	1,220	0	0
	1,982	2,306	1,830	(152)
Place				
- Residents & Visitors	7,807	4,839	7,907	100
- Spatial Planning	5,671	4,255	5,644	(27)
- TDA - Clientside	2,393	2,174	2,343	(50)
- TDA - TEDC	1,677	1,702	1,650	(27)
- Torbay Harbour Authority (ring fenced budget - £4.928m)	0	(85)	0	0
- Waste & Cleaning	11,826	10,551	11,826	0
	29,374	23,380	29,370	(4)
Operations and Finance				
- Commercial Services	3,539	2,227	3,309	(230)
- Information Services	3,516	2,545	3,466	(50)
- Business Services	1,655	1,094	1,561	(94)
- Finance	10,255	(2,150)	9,205	(1,050)
	18,965	3,716	17,541	(1,424)
Total	126,950	91,703	128,445	1,165

Main Variations

- A2.2 A summary of the main variances and the principal reasons for any underspends or overspends and any emerging issues within each directorate are explained below.

Place

- A2.3 There is a projecting a small underspend of £0.004m. A summary of the main variations are identified below:

Residents and Visitor Services is projecting an overspend of £0.1m at year end. As reported previously the service is subject to a number of pressures, the main one being within parking services where the shortfall in car parking income against the approved budget is £0.5m. A Member of the Overview and Scrutiny Board has asked for a comparison of car parking income since the introduction of the £2 all day car parking promotion. This shows that income collected as at 19 January 2014 was £0.065m less in the previous year see appendix

Residents and Visitors are reporting other pressures and these were reported in the last monitoring report i.e. TOR2 timing and implementation of 2013/14 savings, operational costs at Torre Abbey, additional costs for Events e.g. the Halfords Cycling Tour. These have been partly offset by the Executive Head for Residents and Visitors continuing to implement a strict moratorium on all discretionary spend allowing only Health & Safety works, committed and contracted expenditure to be taking place to ensure the service delivers a balanced budget at year end.

Waste and Cleaning is still projecting to remain within its approved budget. Members will recall that underspends have been achieved within this budget over the last few years due to TOR2's introduction of various waste reduction and diversions initiatives and a fall in the tonnages of waste. As at the end of December tonnages are just above forecast levels and will be monitored closely over the next quarter to assess if a balanced budget position can be declared.

Spatial Planning – is projected to declare an underspend of £0.027m. The main reason for the projected position is due a lower number of passenger journeys than forecast at the start of the financial year leading to lower spend within the Concessionary Fares budget. As there are a number of volatile income budgets within this service i.e. planning, building control, these continue to be monitored closely in the last quarter.

Economic Development Company is projecting to declare an underspend of £0.077m primarily due to a reduction in staffing costs within the EDC and underspends on the central repairs and maintenance budget.

A2.4 **Public Health**

Public Health is a ring fenced account and is expected to spend within its overall allocation of £7.150m for 2013/14. If any underspends arise these will be carried forward as part of the ring fenced account for Public Health.

Community Safety is projected to underspend by £0.152m. The main reason is due to additional income within the Crematoria budget. Other savings include vacancy management and a moratorium on spend to help reduce the corporate overspend.

A2.5 **Children, Schools & Families**

Children's are projecting an overspend of £3.6m after the use of a £1m from the budget pressures reserve and the application of savings proposals from their recovery plan and underspends reported primarily within Family Services

As previously reported the projected overspend is primarily due to budget pressures within Safeguarding and Wellbeing where, based upon current commitments the budget is overspending by £5.4m before the application of the £1m from the budget pressures reserve.

In overall terms the overspend is due to the costs for children in care and placements within the independent sector and continued use of agency social workers primarily as a result of cover for maternity leave and to provide additional capacity to support newly qualified social workers. The projected overspend is offset by savings within other services and primarily within Family Services including Children's Centres and Youth Services.

The overspend represents 13% of the net budget for Children's Services. The number of looked after children at the end of December 2013 is 311 a decrease of 6 since the end of March 2013. The number of children on Child Protection Plans at the end of December was 150 a decrease of 30 since the end of March 2013.

Children's Services Response to the projected overspend

The Children's Services Management team are fully aware of the financial challenges faced by the Council and importance of strict financial management and control, coupled with both improved and new practice models. The management team have already started to implement a

number of changes which will retain the projected overspend and improve outcomes for children and young people. These measures include:

- undertaking a restructure of the Children's Services Management team;
- a comprehensive review of all budgets across the service to deliver savings and efficiencies;
- implementation of a residential migration project as a cost effective alternative to residential care;
- development and implementation of a new strategic approach for Foster carers by increasing the number of in-house foster carers and reduce the reliance upon the costly independent sector;
- review and analysis of services and costs with disabilities service;
- initiate a new brokerage system to reduce the costs of residential care.
- embed the successful recruitment and retention strategy.

Additional proposals are now under development to provide 'in house' specialist carers, community based parent and child assessments, intensive youth support (including the social impact bond proposal) and a new targeted early childhood service. Where possible each of these proposals will be developed from within existing resources, however there may be elements of 'invest to save' to secure the long term benefits to both the budgetary situation and outcomes for children and families. Children's Services are developing these proposals with Social Finance and a series of briefings will be arranged to ensure Members are fully up to date with developments.

As previously reported Members will have been advised of the Children's Services dependence upon Agency staff for social workers. This dependence was reduced by the successful Make an Impression Campaign and the approved Recruitment and Retention Strategy. On the 7th February there are currently no vacancies for front line social workers. However, due to a number of social workers taking maternity leave it has been necessary to increase expenditure on agency staff to maintain caseloads at acceptable levels.

These changes are part of an ongoing plan to manage the budget to ensure expenditure is contained and runs alongside existing business plans which will be continually developed and reviewed. They are an integral part of a two year budget reduction plan for Children's Services effective from January 2013.

Adults

A2.6 This portfolio covers Adult Social Care and Supporting People and is projecting an underspend of £0.855m.

Adult Social Care

Adult Social Care provides services to some of the most vulnerable adults within the Bay. As at the end of December Adult Social Care is projecting an underspend of £0.705m.

The Adult Social Care (Independent Sector) budget has a year to date under spend against expenditure of £0.626m and over recovery of income year to date of £0.052m giving rise to a total year date underspend of £0.678m. This is forecast to increase slightly to £0.703m by year end. There are three material reasons behind the under spend;

- 1) Costs/commitments anticipated early in 2013 did not fully materialise.
- 2) There has been an over achievement of Cost Improvement Programme savings (target was £1.155m for independent sector services) from all zone teams and the Learning Disability team.
- 3) Ordinary Residency costs have been below budgeted levels for the three quarters of the financial year.

In addition to the above, the In House Learning Disability service has a year to date & forecast out turn under spend of £19K. This is a result of employee cost savings throughout the financial year.

Any underspend on the Adult Social Care budget (independent sector & In House Learning disability services) will be returned to the Council under the Annual Strategic Agreement risk sharing agreement.

Appendix 2 shows the pooled budget for the partnership as managed by the Torbay and Southern Devon Health and Care NHS Trust.

Supporting People is currently projected to underspend by £0.150m due to vacancy management and savings derived from contractual changes since April 2013.

A2.7 Operations and Finance – are projected to underspend by £1.424m.

Finance – is projected to underspend by £1.050m due to:

- savings within treasury management primarily due to savings on interest payments due to the repayment of loans at the end of 2012/13 and as a result of a further £10m loan repayment in August 2013. The annual saving on all treasury management budgets is £0.458m.
- staff savings arising from implementing a restructure in advance of 2014/15, vacancy management and administrative savings within the department.
- additional receipt of housing benefit administration grant.

- lower than budgeted for external audit fees.
- reduction in discretionary pension costs.

Commercial Services – is projected to underspend by £0.230m due:

- to savings within the Members Allowances budget.
- a reduced contribution to the insurance reserve.
- vacancy management savings across the service and the early implementation of 2014/15 savings.

Business Services – is projected to underspend by £0.094m. Savings have been achieved due to vacancy management, implementation of a restructure and addition income from bought back services. These savings have been partly offset by additional costs with respect to the implementation of the Council's new payroll system.

Information Services is projected to underspend by £0.050m due to vacancy management savings and IT infrastructure savings.

A3. Reserves

A3.1 The Comprehensive Spending Review (CSR) reserve is the Council's uncommitted reserve which was set up to meet the financial challenges it faces over the next few years. These challenges include:

- any unforeseen events or pressures that emerge during the year;
- invest to save initiatives where demonstrable savings can be delivered in future years;
- making provision for any costs of restructuring Council services.

The Chief Finance Officer has advised that where possible reserves should only be used to support one off initiatives as it is not sustainable to use reserves to support ongoing commitments. As identified within the 2012/13 outturn report the balance for the CSR reserve was £3.1m.

A3.2 The Council is faced with a number of other cost pressures which will further reduce the level of reserves it holds. The main one is redundancy costs which arise from the 2014/15 budget round and will be a cost in 2013/14. In addition, if the Council is unable to declare a balanced budget at year end after the application of other uncommitted budgets and savings any overspend will have to be funded from reserves. This is why it is imperative that the Council, declares a balanced budget at year end. If this cannot be achieved the overspend will reduce the Council's uncommitted reserves and

impact upon how the Council manages further reductions in government grant in 2014/15 and 2015/16. Members will be aware that the Review of Reserves report that was presented as part of the budget papers recommended making a contribution to the CSR reserve.

- A3.3 A summary of the Council's uncommitted reserve and monies approved by the Mayor to be released from the CSR reserve in 2013/14 are shown below in table 3. This is before a final decision is made with respect to the Review of Reserves report which Members will consider as part of the budget proposals.

Table 2 - Uncommitted Reserves

Comprehensive Spending Review Reserve	Working Balance £'m
Balance as at 30 December 2013	2.9
Potential Calls on CSR Reserve	
Redundancy Costs arising from 2014/15 budget	1.5m (estimated)
Budget Pressures in 2013/14 (current projected overspend of £1.4)	To be confirmed

A3.4 The Council also has its General Fund balance. Since Torbay became a Unitary authority in 1998 there has not been a call on the general fund balances. The current balance is £4.4m and represents 3.5% of the Council's net budget. This percentage will increase to 3.8% if the proposed 2014/15 budget is approved.

A3.5 There has been significant media attention as to the level of reserves held by Council's. In the last monitoring report Members were alerted to the Audit Commission publication in December 2012 "Striking a Balance" which set out local authorities approach to using reserves.

A3.6 Members will also be aware of the communications from the Department for Communities and Local Government including the following from the Minister.

"Mr Pickles called on local authorities to consider whether such substantial reserves are necessary at a time when they should be focusing on protecting frontline services for residents and making sensible investments for the longer term. There are no rules that specify minimum or maximum levels of reserves and people will be surprised that while councils are hoarding billions in their piggy banks some are pleading poverty and raising Council Tax. While it is sensible for local authorities to maintain a healthy cushion, such substantial reserves are completely unnecessary and should be tapped into to ensure councils can protect frontline services and keep Council Tax down for hardworking people. Councils should also be making creative use of reserves to address short-term costs, such as restructuring or investing now to realise savings in the longer-term".

Members will be aware from the Review of reserves report the level of all Torbay's reserves are falling.

A3.7 As set out in the Review of Reserves report the Chief Finance Officer believes that a cash balance of £4.4m is a prudent and sustainable level to protect the Council from the increased risks it faces with respect to the ongoing grant reductions from Government and increased demand for some services. In addition the Council's external auditors will have a view as to the level of the Council's General Fund Balance.

A.4 Dedicated Schools Grant (DSG)

A.4.1 DSG funded activities is currently reporting an underspend of £0.062m. The DSG is a ring fenced grant and can only be used to fund schools related activities.

A.5 Debtors

A5.1 This section of the report provides Members with an update for the third quarter in 2013/14 in respect of council tax and business rate collection.

Council Tax

A5.2 The targets for the collection of Council Tax in 2013/14 are:

- (i) collect 96.5% of the Council Tax due within the 12 months of the financial year (i.e. April to March); and
- (ii) collect 50% of the arrears brought forward from previous years.

A5.3 The Council is due to collect £64.5m after the granting of statutory exemptions and reductions and Council Tax Support in the period April 2013 to March 2014. To date the Council has collected £52.8m which is 81.9% of the Council Tax due in year. The collection level is lower than last year when 83.3% was collected.

Following the introduction of the Local Council Tax Support Scheme the Council is monitoring closely the impact of the changes upon collection rates. The collection rate for accounts where last year there was no Council Tax liability in 2012/13 is 49.1%. The collection rate where the account was not entitled to maximum Council Tax Benefit is 58.68% compared to 59.35% for last year.

A5.4 The total arrears outstanding at 31 March 2013 were £3.67m and this has been reduced by £1.2m which is about 32.8% of the total arrears due. At the equivalent time last year the Council had collected £1.5m off arrears of £3.97m, which equates to around 37.8%.

A5.5 There are no Council Tax write-offs over £5,000 to report. 195 council tax accounts with a value of £0.054m have been written off in the third quarter.

Non-Domestic Rates

A5.6 The targets for the collection of NNDR (business rates) re:

- (i) collect 97% of the business rates due within the 12 months of the financial year (i.e. April to March); and
- (ii) collect 50% of the arrears brought forward from previous years.

- A5.7 The Council is due to collect £36.1m after the granting of mandatory relief in the period April 2013 to March 2014. To date the Council has collected £36.2m which is 88.6% of the business rates due in year. In the equivalent period last year the Council had collected £31.4m which equates to 86.1%.
- A5.8 The total arrears outstanding were £1.55m and this has been reduced by £0.6m which is about 38.6% of the total arrears due. Last year the Council had collected £0.547m off arrears of £1.49m which equates to around 36.7%
- A5.9 There are four write offs above £5,000 which have been circulated to Members of the Overview and Scrutiny Board and are available to all Members upon request. 25 NNDR accounts with a value of £0.072m have been written off in the third quarter.
- A5.12 Latest projections is there is a reduction in the council's net yield for business rates as a result of increased reliefs for Supplementary Business Rates, mandatory and empty property exemptions. Implications of these changes are reflected in 2014/15 budget projections.

A.6 Financial Performance of External Companies

- A6.1 For completeness a summary of the financial performance of the companies that Torbay Council has an interest in is included. Attached as appendix 3 is a list of those companies which summarises their projected outturn position.

Agenda Item 18

Appendix 2

Appendix 2

2013/14 Service Line financial performance - rolling 6 monthly profile, as at December 2013

EXPENDITURE BUDGETS BY SERVICE LINE	Cum I&E - prior period	Monthly income and expenditure performance						Cumulative Income & Expenditure	Plan to date	Favourable/ (Adverse) Performance	Forecast Favourable/ (Adverse) Performance	Underlying financial position			
		£000											£000	£000	£000
		October	November	December	January	February	March								
Health	£000														
Hospital Services	11,715	1,983	1,947	1,969			17,614	17,622	23,515	23,515	0				
Community Services - Southern Devon	4,544	737	1,132	825			7,238	7,219	9,656	9,656	0				
Community Services - Torbay	8,023	1,380	1,419	1,338			12,160	12,195	16,335	16,335	0				
HQ & Corporate	5,529	937	1,231	914			8,611	8,628	11,400	11,400	0				
Public Health	2,731	607	466	480			4,284	4,302	5,779	5,779	0				
Professional Practice	2,118	356	362	375			3,211	3,182	4,245	4,245	0				
Medical Directorate	674	112	116	114			1,016	1,034	1,387	1,387	0				
sub-total	35,334	6,112	6,673	6,015	0	0	54,134	54,182	72,317	72,317	0				
Continuing healthcare	12,111	2,818	2,173	2,270			19,372	18,582	25,915	24,784	(1,131)				
Reserves	0	0	0	0			0	574	1,753	1,753	0				
Sub-total Health	47,445	8,930	8,846	8,285	0	0	73,506	73,338	99,985	98,854	(1,131)				
Adult Social Care (ASC)															
Independent sector (net of client income)	15,254	2,584	2,544	2,322			22,704	23,380	30,471	31,174	703				
In house services - Learning Disability	1,223	206	205	197			1,831	1,850	2,467	2,467	0				
Sub-total ASC	16,477	2,790	2,749	2,519	0	0	24,535	25,230	32,938	33,641	703				
TOTAL	63,922	11,720	11,595	10,804	0	0	98,041	98,568	132,923	132,495	(428)				
INCOME FROM COMMISSIONERS															
CCG/NCB - Block contract income	42,745	8,403	7,619	7,334			66,101	66,101	88,002	88,002	0				
CCG/NCB - Variable contract income	22,303	3,772	3,772	3,077			790	0	1,131	0	1,131				
Torbay Council							32,923	33,618	44,555	45,258	(703)				
Devon County Council							0	0	133,688	133,260	428				
NET SURPLUS/(DEFICIT)	1,126	455	(205)	396	0	0	1,773	1,151	765	765	0				
memoranda health expenditure analysis															
Employee related costs ⁽¹⁾	28,879	4,949	5,227	5,053			44,108	44,108	58,863	58,863	0				
Operating costs	6,467	1,162	1,560	1,099			10,288	10,862	15,974	15,974	0				
TOTAL	35,346	6,111	6,787	6,152	0	0	54,396	54,970	74,837	74,837	0				
Monthly expenditure budget	35,749	6,053	6,728	6,083			54,396	54,970	74,837	74,837	0				
(Over)/underspend	417	(58)	(59)	(69)	0	0			0	0	0				

Note 1: Employee costs exclude staff included under the ASA risk share.

Appendix 3

Budget Monitoring of Council Subsidiaries & Associates

Budget Monitoring of Council Subsidiaries & Associates 2012/13 - Quarter three	Council Ownership	Gross Income to Date £m	Gross Spend to Date £m	Surplus or (Deficit) to date £m	Projected Outturn £m
Subsidiaries					
Torbay Economic Development Company	100%	3.5	3.2	0.3	0
English Riviera Tourism Company	100%	0.7	0.4	0.3	0
Associates					
TOR2	19.99%	14.5	14.3	0.2	0.4
South West Careers	25%	6.6	6.8	(0.2)	(0.1)
PLUSS	25%	12.9	12.8	0.1	0.2

Appendix 4

Off street car parking income since £2 promotion

WEEK	DATES	INCOME 2013/14	INCOME 2012/13	Variance
31	03-Nov	£70,055.75	£71,662.55	-£1,606.80
32	10-Nov	£47,941.05	£52,620.50	-£4,679.45
33	17-Nov	£47,949.20	£51,709.30	-£3,760.10
34	24-Nov	£44,004.15	£46,350.00	-£2,345.85
35	01-Dec	£46,361.25	£53,536.95	-£7,175.70
36	08-Dec	£47,858.40	£53,677.80	-£5,819.40
37	15-Dec	£49,806.20	£51,586.35	-£1,780.15
38	22-Dec	£52,785.60	£68,730.00	-£15,944.40
39	29-Dec	£43,163.55	£47,659.09	-£4,495.53
40	05-Jan	£41,435.75	£47,781.95	-£6,346.20
41	12-Jan	£39,282.70	£41,552.60	-£2,269.90
42	19-Jan	£39,099.15	£39,380.90	-£281.75
43	26-Jan	£39,558.20	£44,123.35	-£4,565.15
44	02-Feb	£42,395.05	£45,835.35	-£3,440.30
45	09-Feb	£0.00	£45,617.05	
46	16-Feb	£0.00	£50,466.55	
47	23-Feb	£0.00	£53,554.55	
48	02-Mar	£0.00	£47,288.70	
49	09-Mar	£0.00	£50,385.70	
50	16-Mar	£0.00	£49,440.95	
51	23-Mar	£0.00	£50,568.85	
52	30-Mar	£0.00	£70,410.20	
				-£64,510.69



Meeting: Overview & Scrutiny Board
Council

Date: 19 February 2014
27 February 2014

Wards Affected: All

Report Title: Capital Investment Plan Update - 2013/14 Quarter 3

Executive Lead Contact Details: mayor@torbay.gov.uk

Supporting Officer Contact Details: martin.phillips@torbay.gov.uk

1 Purpose

- 1.1 The Council's capital investment plan with its investment in new and existing assets is a key part of delivering the Council's outcomes. This is the third Capital Monitoring report for 2013/14 under the Authority's agreed budget monitoring procedures. It provides high-level information on capital expenditure and funding for the year compared with the latest budget position as reported to Council in December 2013.

2 Proposed Decision

Overview & Scrutiny Board

- 2.1 **That Members note the latest position for the Council's Capital expenditure and income for 2013/14 and make any recommendations to Council.**

Council

- 2.2 **That Council note the latest position for the Council's Capital expenditure and funding for 2013/14.**

3 Reasons for Decision

- 3.1 Quarterly reporting of the Capital Investment Plan to both the Overview and Scrutiny Board and to Council is part of the Council's financial management process.

4 Summary

- 4.1 Members of the Overview and Scrutiny Board and Council receive regular budget monitoring reports on the Council's Capital Investment Plan throughout the year. The Council's four year Capital Investment Plan is updated each quarter through the year. This report is the monitoring report for the third quarter 2013/14 and includes variations arising in this quarter.
- 4.2 Expenditure and commitments to the end of the third quarter is contained in the appendix to this report. A summary of spend to date by funding type is as follows:

Funding Type	Revised Budget 13/14 (Q3)	Spend and commitments to end Quarter Three	Balance Uncommitted
	£m	£m	£m
"Old" Funding	3.3	2.6	0.7
"New" Funding	10.2	7.1	3.1
Prudential Borrowing	4.2	2.3	1.9
Specific Funding	4.2	2.3	1.9
Total 2013/14	21.9	14.3	7.6

- 4.3 The overall funding position of the 4-year Capital Investment Plan Budget of £63.5 million, covering the period 2013/14 – 2016/17, is in balance but still relies upon the generation of a further £5.4m of capital income from capital receipts (£4.9m) and capital contributions (£0.5m) over the life of the Capital Investment Plan. Of this £5.4m, £4.9 million is required from capital receipts before the end of the current Plan period. Of this sum £0.7 million of capital receipts has been received so far this year, leaving a balance of £4.2 million still to be realised. It is only after this target has been reached that any capital receipts can be applied to new schemes.
- 4.4 The Plan also requires a total of £0.5m from capital contributions including Community Infrastructure Levy and S106 developer contributions. In addition to the £0.5m, £2.1m is due to be generated from S106 contributions to part fund the South Devon Link Road. As previously noted, If the South Devon Link Road contributions are not generated then the Council's prudential borrowing requirement for this scheme will be £20m
- 4.5 As the target income for capital receipts and capital contributions are required to meet existing Council commitments, it is important that any capital income raised is allocated to commitments and not used to support additional expenditure on new schemes.

5 Supporting Information

- 5.1 The original capital budget for 2013/14 approved by Council in February 2013 was £25.4 million. That has been subsequently revised for re profiling of expenditure from 2012/13, new schemes and re profiling expenditure to future years. All changes with reasons have either been included in previous monitoring reports, or are detailed in this report.
- 5.2 It should also be noted that re profiling budgets often result from valid project management reasons such as scheme re engineering, further consultations and clarification with users or detailed tendering.
- 5.3 Of the total £63.5 million of the 4 year programme, £21.9 million is currently scheduled to be spent in 2013/14.

6 **Movements in 2013/14 Estimated expenditure**

- 6.1 The movements in the estimate of expenditure in 2013/14 on the Capital Investment Plan between the estimate at Quarter Two of £24.6m and the estimate at Quarter Three of £21.9m, split by the categories of funding, are as follows:

Scheme	Variation in 2013/14	Change £m	Reason
Estimate as at Quarter One – July 2013		24.6	Capital Investment Plan 2013/14 (Report 6 Dec 2013)
“Old” Funding Regime”			
Childrens' projects	Re profiling to 2014/15	(0.3)	Revised profile following review project funds moved to 2014/15 and some reallocation between schemes
Barton Primary	Re profiled to 2014/15	(0.3)	Minor delays and changes to programme
St Margaret Clitherow RC Primary School	Re profiling to 2014/15	(0.1)	Phasing revised
My Place, Parkfield	No further expenditure	(0.1)	
Haldon Pier Structural repair	Re profiling to 2014/15	(0.3)	Review of likely spend profile in 2014/15
		(1.1)	
“New” Funding Regime			
Cockington School expansion	Part of budget transferred	(0.1)	Funding diverted to new Torre Valley North enhancements
	Re profiled to 2014/15	(0.4)	Delays to Start on Site

Roselands Primary School expansion	Re profiled to 2014/15	(0.1)	Scheme budget re-profiled for consultation
Torre CoE Primary expansion	Re profiled to 2014/15	(0.1)	To reflect revised spending
Warberry Primary School expansion	Re profiled to 2014/15	(0.2)	Scheme budget re-profiled to reflect outstanding issues
Whiterock Primary School expansion	Re profiled to 2014/15	(0.1)	Scheme budget re-profiled to reflect phased approach
Flood Defence/Cliff stabilisation (with Env Agency)	2013/14 expenditure delayed	(0.1)	Legal considerations are delaying some works
Riviera Centre renewal	Increased budget	0.1	Additional funding for capital improvements
Transport - Integrated Transport Schemes	Budget adjustments	0.1	Some adjustments of budgets between schemes
		(0.9)	
“New” Ring fenced funding			
Torre Valley North Enhancements	New scheme	0.1	Funding transferred from Childrens Services
Local Sustainable Transport Fund / Western Corridor	Budget adjustments	(0.1)	Some adjustments of budgets between schemes
White Rock Business Park Land swap	New scheme budget	0.3	Acquire land funded from other disposal
Better Bus Grant	Re profiled to 2014/15	(0.3)	Scheme now expected to be complete by June 2014
		0	
Prudential Borrowing			
Beach Chalets Meadfoot	Re profiled to 2014/15	(0.5)	Most expenditure on this scheme now likely in 2014/15
Paignton Velodrome	Re profiled to 2014/15	(0.2)	Delays in scheme progress
		(0.7)	
Estimate – Quarter Three 2013/14		21.9	

7 Expenditure

- 7.1 The Council approved the original 4-year Capital Investment Plan Budget for the period 2012/13 – 2015/16 in February 2012. This plan has been subsequently updated for any further revision to both projects and timing, resulting in the latest revision attached to Annex 1. The Plan now totals £63.5 million over the 4 year period of which £21.9 million relates to 2013/14 and £26.4 million relates to 2014/15.
- 7.2 The purpose of this report and the Monitoring statement attached is to highlight and make recommendations in relation to any existing or potential issues which may affect the delivery of the major projects included in the Plan and to consider any potential effect on corporate resources.
- 7.3 Expenditure to the end of this third quarter was £11.2 million with a further £3.1 million of commitments on the Council’s finance system. The expenditure of £11.2 million is 50% of the latest budget for 2013/14. This compares with £11 million (or 58% of outturn) for the third quarter last year and is broadly in line with previous years.

	2009/10 £m - (%)	2010/11 £m - (%)	2011/12 £m - (%)	2012/13 £m - (%)	2013/14 £m (%)
Quarter One	8 – (16%)	10 – (23%)	3 – (14%)	2 – (11%)	4 (18%)
Quarter Two	11 – (22%)	13 – (30%)	7- (32%)	4 – (21%)	4 (18%)
Quarter Three	13 – (27%)	9 – (21%)	5 – (22%)	5 – (26%)	3 (14%)
Quarter Four	17 – (35%)	11 – (26%)	7- (32%)	8 – (42%)	-
Total In Year	49	43	22	19	22

Main Variations & Management Action

8 "New Funding Regime"

8.1 An estimate of funds was identified in the Capital Investment Plan (February 2012) for the four years of the Plan, which was provisionally allocated to a number of "priority" areas.

8.2 The Capital Investment Plan as at 2013/14 Quarter Three shows the approved schemes to the extent that funding has been received or confirmed. Where the value of the approved schemes exceeds the confirmed funding, temporary prudential borrowing has been used pending the future receipt of funds, at which point the funding will be swapped. However if funding is not realised, such as lower than anticipated grant funding, then the Capital Investment Plan will have to be reduced accordingly or alternative sources of funding allocated such as prudential borrowing.

8.3 Scheme Updates:

Cockington Primary School: The expansion of Cockington Primary School is in progress but as a consequence of issues with the adjoining playing field £0.1 million of the scheme budget has been transferred to enhance Torre Valley North. This issue has delayed the start on site and consequently £0.4 million budget has been moved to 2014/15.

Part of the 2013/14 budgets for the Primary School Expansion schemes at Roselands (£0.1 m), Torre CoE (£0.1 m), Warberry (£0.2 m) and Whiterock (£0.1 m) have been transferred to next financial year as a result of various issues arising at each of the projects, as indicated in paragraph 6.1 above.

Flood Defence/Cliff stabilisation – Legal issues surrounding some of the scheduled works have delayed progress, so budget of £0.1 million has been moved to next financial year.

9 "Old Funding Regime"

This section relates to the schemes in the Capital Investment Plan that were allocated to services from capital funding that originated in 2011/12 and earlier financial years.

9.1 Children's Services:

Barton Primary - Minor delays (including bad weather) and changes to the work programme mean that £0.3 million will not now be spent until 2014/15

£0.3 m of funding set aside for Education Review Projects has been rescheduled to 2014/15 as there are currently no definite plans for this funding.

St Margaret Clitherow RC Primary School: The budget allocation has been re profiled to reflect the agreed programme of work which requires that £0.1 m budget can be re-phased to 2014/15.

9.2 Affordable Housing:

The proposed scheme on the former B&Q site in Torre is currently considered unlikely to progress so the future year budgets for this scheme have been transferred back to the Housing Advances to be Allocated 'pot', pending reallocation to other schemes.

9.3 New Growth Points – White Rock Innovation Centre Phase 3

The Mayor, as reported to Council in December 2013, approved that the Council enters into a land swap with Abacus Project Limited. Namely: Council to transfer the PLUSS site at Whiterock in return for the transfer of Abacus Project Limited's site fronting onto Brixham Road. The value of the land being "swapped" is £0.275m and this value has been included in the capital plan.

9.4 Haldon Pier – structural repairs. Proposals for works to the inner face of the pier are now scheduled for Spring/Summer 2014. The procurement process for the works will require the engagement of specialist contractors. The delay in progressing the works requires £0.334 million of the budget is transferred to 2014/15.

10 “New” Ring fenced funding

- 10.1 As mentioned in paragraph 8.3 above, some works are required at Torre Valley North Playing Fields in consequence of the adjacent Cockington Primary School expansion. Consequently a budget of £0.127 million has allocated for this work funded from the previous allocation for Cockington Primary expansion.

11 Schemes funded from Prudential Borrowing

- 11.1 Meadfoot Beach Chalets – It is now likely that the bulk of the costs of providing these new facilities will not be achieved until next financial year consequently a further £0.5 million of the budget has been rephased to 2014/15.
- 11.2 Paignton Velodrome – some delays caused by ground conditions which are currently being investigated result in £0.18 million budget transferred to next financial year.

12 Contingency

- 12.1 The Capital Investment Plan has a capital contingency. Of this total, £0.5 million is held as resource cover in case anticipated funding from the Local Transport Board, for advance works on improvements to the Western Corridor, does not materialise. This element of the contingency is funded from existing Transport capital resources.

This contingency is still in place to provide for unforeseen emergencies or shortfall in projected income over the 4-year Plan period and represents almost 2% of the total Capital Investment Plan budget. Currently it is not anticipated that the contingency will be required this financial year so the contingency has been moved to future years

13 Receipts & Funding

- 13.1 The funding identified for the latest Capital Investment Plan budget is shown in Annex 1. This is based on the latest prediction of capital resources available to fund the budgeted expenditure over the next 4 years. A summary of the funding of the Capital Investment Plan is shown in the Table below:

	2013/14	2014/15	2015/16	2016/17	Total @ Q3 13/14
	A	B	C	D	E
Funding	£m	£m	£m	£m	£m
Supported Borrowing	1	0	0	0	1
Unsupported Borrowing	7	12	8	4	31
Grants	12	11	1	0	24
Contributions	1	0	0	0	1
Reserves	1	1	0	0	2
Revenue	0	1	0	0	1
Capital Receipts	0	1	1	1	3
Total	22	26	10	5	63

Notes to Table:

Column E – reflects the Capital Investment Plan as at Quarter Three 2013/14 and shows the approved schemes to the extent that funding has been received or confirmed. Where the value of the approved schemes exceeds the known funding, temporary prudential borrowing has been used pending the future receipt of funds, at which point the funding will be swapped.

Grants

13.2 Capital Grants are the major funding stream (69% in 12/13) for the Council to progress its investment plans. The majority of these grants result from “bid” processes from other public sector bodies.

13.3 Since the last Capital Investment Plan Monitoring report which went to Council in December 2013 the Council has been notified of new Government grant allocations as follows:

Department for Communities and Local Government – Disabled Facilities Grants 2014/15 allocation £0.8 million. Note an allocation for 2014/15 has already been made to this service in the quarter two report.

Department for Education – Basic Need allocations 2015/16 and 2016/17 of £2.8 million and £2.9 million respectively. The Council has also received just over £0.1 million to provide facilities linked to Universal Infant Free School Meals for 2014/15. The Basic Need allocation for 2015/16 is £1.7m higher than the 2014/15 allocation, (and £1.7m higher than the Council’s latest estimate). The £2.9m allocation for 2016/17 had not been included in Council forecasts. As this and the Infant Free School Meals grant are un-ringfenced grants, Council will need allocate this funding to services.

DfE has also announced the Schools Capital Maintenance grant allocation for 2014/15 of £0.630 million, which is also an un-ringfenced grant, and Devolved Formula Capital grant for 2014/15 £0.130 million, however this allocation is ringfenced to schools.

Capital Receipts –

13.4 Capital receipts in the year to date are £0.7 million. Within the £0.7m is £0.3m for Bench House in Brixham which is part of the funding for the Brixham regeneration project.

13.5 This means that the approved Plan as at 1 April 2013 relies upon the future generation of a total of £4.2 million capital receipts from asset sales by the end of 2015/16. These targets are expected to be achieved provided that -

- approved disposals currently “in the pipeline” are completed
- the Council continues with its disposal policy for surplus and underused assets and,
- no new (or amended) schemes are brought forward that rely on the use of capital receipts for funding.

13.6 Of the receipts expected £0.8 million is in relation to the Tesco development at Brixham, £1m from the Oldway Development and a significant sum is expected for the disposal of the old Paignton Library site. For all of the three named receipts the capital receipt is dependent on specific actions from the site developer. All capital receipts up to the target are required to fund capital schemes already approved.

13.7 There is an ongoing risk over the value of receipts. However the current approved plan has taken a prudent approach on the value of potential receipts and number of assets to be disposed. Assets approved for disposal are reported to Council for approval, with the last report presented to Council in May 2013

<http://www.torbay.gov.uk/DemocraticServices/documents/s13655/Asset%20Disposal%202.pdf>

Capital Contributions – S106 & Community Infrastructure Levy

13.8 The latest target for securing capital contributions to fund the 4-year Capital Investment Plan is £0.5 million (required by March 2016). In addition the South Devon Link Road business case estimated external contributions including s106 payments of £2.1m to help fund the scheme.

13.9 The intention is that capital contributions are applied to support schemes **already approved** as part of Capital Investment Plan and not allocated to new schemes unless the agreement with the developer is specific to a particular scheme outside the Capital Investment Plan.

13.10 Income from s106’s capital contributions so far in 2013/14 is around £0.3 million and of this £0.04 million is assigned to help finance the South Devon Link Road. Of the balance where

possible depending on deed conditions this will be allocated to support existing expenditure and therefore reduce the target for capital contributions.

14 **Borrowing and Prudential Indicators**

- 14.1 The Council set its Prudential Indicators and monitoring arrangements for affordable borrowing in February 2013. The Authorised Limit for External Debt including long term liabilities (the maximum borrowing the Council can legally undertake) and the Operational Boundary (the day-to-day limit for cash management purpose) are monitored on a daily basis by the Executive Head of Finance and reported to Members quarterly.

The limits are as follows

- **Authorised Limit** £192 million
- **Operational Boundary** £173 million

External Debt, and long term liabilities, such as its PFI liability, as at end of December 2013 was £147.4 million, following repayment of £10 million of borrowing in August 2013. The current level of debt is within the Operational Boundary and the Authorised Limit set for the year. No management action has been required during the quarter.

- 14.2 The Council's capital expenditure has an overall positive impact on the Council's Balance Sheet. The majority of expenditure in the Capital Investment Plan is on the Council's own assets which will therefore increase the value attached to the Council's fixed assets. This also applies to investment in assets funded from borrowing where the increase in asset value will exceed any increase in the Council's long term liabilities. As at 31 March 2013 the Council's "Non Current Assets" were valued at £286 million.

15 **Possibilities and Options**

- 15.1 Council can propose changes to the Capital Investment Plan dependant on available funds.

16 **Consultation**

- 16.1 Where appropriate individual capital schemes have public consultation and negotiation with stakeholders.

17 **Risks**

- 17.1 That capital receipts, other capital contributions such as S106 and Community Infrastructure Levy and future year grant allocations will be not be received to support the Plan.
- 17.2 The contingency is approximately 1% of total planned expenditure on a total programme of £63 million. There could be inflationary cost pressures on the programme thus increasing expenditure.

Appendix

Appendix One - Capital Investment Plan Budget 2013/14 – 2016/17 (as at January 2014)

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

		Revised 4-year Plan Jan 2014							Total for Plan Period
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustments	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Old									
Adults & Resources									
Adult Personal Social Services	-		0			0	0	0	0
Mental Health Care Initiatives	-	15	22			22	0	0	0
Various ICT Improvements	-	8	23			23	0	0	0
		23	45	0		45	0	0	0
Childrens, Schools & Families									
Asbestos Removal	-		9			9	0	0	0
Barton Primary Cap Project	1,908	1,921	2,402	(300)		2,102	440	50	0
Capital Repairs & Maintenance 2010/11	-	4	0			0	0	0	0
Capital Repairs & Maintenance 2011/12	-	30	202			202	0	0	0
Childrens Centres	462	76	81			81	300	0	0
Curledge St - Remodelling	2,612	34	33			33	0	0	0
Education Review Projects	-	119	301	(250)		51	350	0	0
Ellacombe - Remodelling	716		0			0	0	0	0
EOTAS Halswell House	48	1	0			0	0	0	0
Foxhole Community Multi Use Games Area	190		0			0	0	0	0
Foxhole Schools - Amalgamation	9,122		0			0	0	0	0
Minor Adaptations Childcare	-	2	5			5	0	0	0
My Place Parkfield	5,264		98	(98)		0	0	0	0
Oldway Primary Disabled Changing Rooms	117		0			0	0	0	0

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

		Revised 4-year Plan Jan 2014								
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
Paignton Community Sports College - Astroturf pitch	1,778		0			0	0	0	0	0
Paignton Community Sports College Mobile Replace 14-19 Project	898		0			0	0	0	0	0
Preston Primary - ASD Unit	1,476	24	24			24	0	0	0	24
Primary Places 2011/12	-	3	4			4	0	0	0	4
School Security	-		0			0	0	0	0	0
Short Breaks for Disabled Children	-	6	17			17	0	0	0	17
Special Education Needs - reactive works	-	(2)	24			24	0	0	0	24
St Margaret Clitherow Primary Bxm - Expansion		23	150	(100)		50	250	0	0	300
Torquay Community College Re-build (Building Schools for the Future)	28,669	105	176			176	0	0	0	176
Westlands 14-19 Project	692	1	0			0	0	0	0	0
Youth Modular Projects	-		51			51	0	0	0	51
Place & Resources		2,347	3,577	(748)	0	2,829	1,340	50	0	4,219
Babbacombe Beach Road	-		0			0	70	0	0	70
Barton Infrastructure	33	52	70			70	35	0	0	105
Barton Playing Fields	60					0	0	0	0	0

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

Revised 4-year Plan Jan 2014										
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
Enhancement of Development sites	12	18	50	(20)		30	173	0	0	203
Former B&Q site Torre (24 units)	-		0	0		0	0	0	0	0
Haldon Pier - Structural repair Phase I/2	2,163	22	409	(334)		75	834	0	0	909
Harbour Development Phase 1&2 (Quay & Buildings)	20,088	(122)	(122)			(122)	0	0	0	-122
Highway Capital Maintenance annual programme	-					0	0	0	0	0
Integrated Transport programme	-					0	0	0	0	0
Housing - Advances Budget to be allocated	-		0	0		0	373	279	279	931
NGP - Great Parks Access	84	3	0	0		0	0	0	0	0
NGP - HCA Match Land Acquisitions	702	12	15	0		15	586	0	0	601
NGP - Strategic Cycleway	412	24	4	13		17	0	0	0	17
NGP - Torbay Innovation Centre Ph 3	69		0			0	346	0	0	346
NGP - Windy Corner Junction	10		1			1	0	0	0	1
Sanctuary HA - Hayes Road	250		0			0	250	0	0	250
Sanctuary HA - Langridge Road , Pgn (4 units adapt)		3	46			46	0	0	0	46
Hele's Angels scheme	-		0			0	0	0	0	0
Sea Change - Cockington Court	3,188	81	85	4		89	0	0	0	89
Sovereign HA - Beechfield (102 units + adapt 3 units)	144	142	151			151	0	0	0	151
Torbay Enterprise Project	500		0			0	250	0	0	250

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

		Revised 4-year Plan Jan 2014								
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
Westcountry HA - Preston Down Road (12 units)	-	11	11			11	0	0	0	11
Public Health	27,715	246	720	(337)	0	383	2,917	279	279	3,858
Insulation Scheme	-		0			0	0	0	0	0
Private Sector Renewal	-	2	29			29	0	0	0	29
	0	2	29	0	0	29	0	0	0	29
	81,667	2,618	4,371	(1,085)	0	3,286	4,257	329	279	8,151

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

Revised 4-year Plan Jan 2014										
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
New										
Childrens, Schools & Families										
Capital Repairs & Maintenance 2012/13	-	146	302			302	100	100	0	502
Cockington Primary expansion	-	228	927	(527)		400	2,800	45	0	3,245
Eilacombe Primary expansion	-					0	0	0	0	0
Mayfield expansion	987	320	434			434	0	0	0	434
Roselands Primary expansion	-	135	306	(100)		206	256	0	0	462
Schools Access	-	17	42			42	0	0	0	42
Torre CoE Primary expansion	-	337	790	(100)		690	650	15	0	1,355
Warberry CoE Primary expansion	-	873	1,446	(200)		1,246	221	0	0	1,467
Whiterock Primary expansion	-	176	300	(100)		200	800	0	0	1,000
	987	2,232	4,547	(1,027)	0	3,520	4,827	160	0	8,507
Place & Resources										
Affordable Housing	-		0			0	251	0	0	251
Flood Defence/Cliff schemes (with Env Agency)	-	203	378	(112)		266	267	0	0	533
Livermead Sea Wall structural repair	34	531	686			686	0	0	0	686
Oldway Estate works			0			0	400	0	0	400
Princess Pier - Structural repair (with Env Agency)	-					0	1,850	0	0	1,850
Princess Promenade Phase 3		54	89			89	0	0	0	89

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

		Revised 4-year Plan Jan 2014								
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
Riviera Centre renewal	-	813	891	100		991	20	0	0	1,011
Social Care - Hollacombe CRC	-	60	60			60	0	0	0	60
SWIM Torquay - improve facilities	-	505	557			557	30	0	0	587
Torre Abbey Renovation - Phase 2	3,648	1,312	1,421	(50)		1,371	50	0	0	1,421
Transport Gateway Enhancement	-	30	45	(14)		31	14	0	0	45
Transport Integrated Transport Schemes	-	394	631	263		894	495	120	0	1,509
Transport Structural Maintenance	-	378	1,035	30		1,065	953	840	0	2,858
Transport Western Corridor	-	78	245	(142)		103	0	0	0	103
Public Health										
Disabled Facilities Grants	-	414	614			614	500	519	0	1,633
	0	414	614	0		614	500	519	0	1,633
Govt Dept Non-ringfenced grants to be allocated to Projects	0		0			0	0	0	0	0
	4,669	7,004	11,199	(952)		10,247	9,657	1,639	0	21,543

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

Revised 4-year Plan Jan 2014										
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
New										
Adults & Resources										
Corporate Telephony System	0	167	168			168	0	0	0	168
Childrens, Schools & Families										
2 Year Olds Provision	0	167	168	0	0	168	0	0	0	168
Devolved Formula Capital		57	253			253	0	0	0	253
		216	438			438	0	0	0	438
Place & Resources										
Brixham Harbour - Major repairs	0	273	691	0	0	691	0	0	0	691
DfT Better Bus Areas	45	256	240			240	0	0	0	240
DfT Local Sustainable Transport Fund (Ferry/Cycle)	608	13	470	(270)		200	270	0	0	470
Edginswell Station- Project Development		472	650	(43)		607	295	0	0	902
Env Agency - Colin Road Culvert Replacement		9	100	(20)		80	80	0	0	160
Meadfoot Sea Wall structural repair			4			4	0	0	0	4
Public Toilets - Utilities saving measures			286			286	0	0	0	286
Riviera Renaissance (Coastal Communities Fund)		636	70			70	30	0	0	100
Torbay Leisure Centre - structural repairs	433	111	448	46		494	154	0	0	648
		111	111			111	0	0	0	111

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

		Revised 4-year Plan Jan 2014								
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
Torre Valley North enhancements				127		127	0	0	0	127
Western Corridor		102	605	(105)		500	1,050	0	0	1,550
White Rock Business Park Land swap					275	275	0	0	0	275
Windmill Skate Park		56	56			56	0	0	0	56
Public Health										
Green Deal Fuel Poverty	167	321	321			321	0	0	0	321
	1,253	1,976	3,361	(265)		3,371	1,879	0	0	5,250
	1,253	2,416	4,220	(265)		4,230	1,879	0	0	6,109

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

		Revised 4-year Plan Jan 2014								
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
Prud										
Place & Resources										
Beach Hut Acquisition and Renewal (incl. Broadsands, Meadfoot)	14	138	1,349	(455)		894	845	0	0	1,739
Council Fleet Vehicles	213	14	100	(26)		74	176	0	0	250
Empty Homes Scheme	0		20			20	255	225	0	500
Office Rationalisation Project Ph 2 - Project Remainder	8,372	162	293			293	500			793
On Street Parking meters	650	144	207			207	0	0	0	207
Paignton Velodrome Cyclopark		11	780	(180)		600	960	0	0	1,560
Princess Promenade (Western Section) Repairs	2,592	887	1,176			1,176	0	0	0	1,176
South Devon Link Road - Council contribution	1,247	63	70			70	6,883	7,324	4,699	18,976
Street Lighting - Energy Reduction						0	515	0	0	515
Torre Abbey Pathway	25	22	25			25	0	0	0	25
Torquay Inner Harbour pontoons		815	800			800	0	0	0	800
		2,256	4,820	(661)	0	4,159	10,134	7,549	4,699	26,541
	13,113									
		2,256	4,820	(661)	0	4,159	10,134	7,549	4,699	26,541
	13,113									

CAPITAL INVESTMENT PLAN - QUARTER 3 2013/14- EXPENDITURE

Annex 1

Revised 4-year Plan Jan 2014										
	Expend in Prev Years (active schemes only)	Actuals & Commitments 2013/14 @ Qtr 3	Previous 2013/14 (@ Qtr 2)	2013/14 Q3 Adjustment s	New Schemes 2013/14	Total 2013/14 Revised	2014/15	2015/16	2016/17	Total for Plan Period
Cont										
General Capital Contingency	0		0			0	451	680	0	1,131
	0	0	0	0	0	0	451	680	0	1,131
TOTAL	100,702	14,294	24,610	(2,963)	275	21,922	26,378	10,197	4,978	63,475
CAPITAL INVESTMENT PLAN - QUARTER 2 2013/14- FUNDING										
Supported Borrowing			562	(100)		462	338	0	0	800
Unsupported Borrowing			7,823	(1,392)		6,431	12,642	7,824	4,419	31,316
Grants			13,693	(1,508)		12,185	10,574	1,114	54	23,927
Contributions			778	(18)		760	298	93	0	1,151
Reserves			677	108		785	853	180	0	1,818
Revenue			665	(20)		645	410	300	280	1,635
Capital Receipts			412	(33)	275	654	1,263	686	225	2,828
Total			24,610	(2,963)	275	21,922	26,378	10,197	4,978	63,475

Agenda Item 20



Meeting: Council **Date:** 1 May 2014

Wards Affected: All Wards in Torbay

Report Title: Provisional Calendar of Meetings for 2014/2015

Executive Lead Contact Details: Councillor Derek Mills Executive Lead for Business Planning and Governance

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1. Purpose

1.1 To seek approval for the provisional calendar of meetings for the 2014/2015 Municipal Year.

2. Proposed Decision

2.1 That the provisional calendar of meetings for 2014/2015, set out in Appendix 1 to this report, be approved for final ratification at the Annual Council Meeting;

2.2 That meetings of the Employment Committee and Civic Committee be held on an ad-hoc basis, to be determined by the Governance Support Manager in consultation with the relevant Chairman; and

2.3 That the Executive Head for Commercial Services be authorised to make any subsequent changes to the calendar of meetings in light of further changes to the budget setting process.

3. Summary

3.1 The draft provisional calendar of meetings for 2014/2015 (attached at Appendix 1) has been prepared based on the Council's decision-making structure and in accordance with the Council's Standing Orders.

Supporting Information

4. Position

4.1 Before the end of each Municipal Year the Council considers the provisional calendar of meetings for the following Municipal Year, which is then ratified at the Annual Council Meeting.

The following meetings have been scheduled in the calendar for 2014/2015:

- Council;
- Development Management Committee;
- Licensing Committee;
- Licensing Sub-Committee;
- Harbour Committee;
- Health and Wellbeing Board
- Standards Committee;
- Audit Committee;
- Appeals Committee (Transport);
- Overview and Scrutiny Board;
- Health Scrutiny Board;

- 4.2 The meetings of the Council have been programmed to allow sufficient reporting time between the meetings for the plans and strategies which are required to be approved through the Council's Policy Framework process and for the budget setting process.
- 4.3 The draft calendar has also been structured to allow, wherever possible, for each type of meeting to be allocated a certain day e.g. Development Control Committee to meet on Mondays, Licensing Sub-Committees on Thursdays and Council on Thursdays.
- 4.4 Meetings of the Employment Committee and Civic Committee are proposed to be held on an ad hoc basis, to be determined by the Governance Support Manager in consultation with the relevant Chairman/woman.
- 4.5 The Policy Development Group for children has been replaced with a Corporate Parents Group that will meet on a regular basis to consider all matters relating to the role for Members. It will receive regular reports from the Multi-agency officer group and will meet with children and young people in care on an annual basis to agree priorities. These will be presented to Full Council with a review of the previous year on an annual cycle.

5. **Possibilities and Options**

- 5.1 Wherever possible the timings of meetings have been set in accordance with the needs of the Committee Members and the Public, for example the Licensing Sub-Committees convene at 9:30 a.m. which is suitable for those making representations. Timings are kept under constant review by the Governance Support Manager. There is a small risk that some people will still not be able to attend these meetings, however, in most cases where public participation is permitted, the Council will accept written representations to enable people to put their points of view across.

6. Preferred Solution/Option

- 6.1 Members may wish to set alternative dates for meetings. However, the meetings have been timetabled to allow sufficient time for the reporting of the plans and strategies which make up the Council's Policy Framework and the Council's budget setting process. A calendar of meetings is required under Standing Orders and facilitates the organisation of the Municipal Year.

7. Consultation

- 7.1 The Mayor, Group Leaders and the Executive Director have been consulted on the draft provisional calendar of meetings for 2014/2015.

8. Risks

- 8.1 Each Business Unit will be involved in preparing reports and officers will be required to present reports at meetings where appropriate.

Appendices

Appendix 1 Provisional Calendar of Meetings 2014/2015

Documents available in members' rooms

None

Additional Information

Background Papers:

The following documents/files were used to compile this report:

Constitution of Torbay Council

Appendix 1 to Provisional Calendar of meetings report

1 May 2014 - 1 June 2015

	April	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Appeals Committee (Transport)		21				10	8	12	10		11	11	22	6
Audit Committee			11			24				21		18		
Council	30 (11am) Annual Council	1 Adj Annual Council		17		25	30		4		5 12 Adj 26			20 (11am) Annual Council 21 Adj Annual Council
Development Management Committee		12	9	14	11	8	13	10	8	12	9	16	20	
Harbour Committee			23			22			15			23		
Health and Wellbeing Board			5	31			2	20		29			2	
Health Scrutiny Board		8	26											
Licensing Committee		15						6						
Licensing Sub-Committee		1 8 29	5 12 19 26	3 10 17 24 31	7 14 21 28	4 11 18 25	2 9 16 23 30	13 20 27	4 11 18	8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	
Overview and Scrutiny Board			18	9		10	22	26		20 (Tue)			8	
Priorities and Resources 2014/15 Review Panel						19	3	21 28		9 13 14 19				
Standards Committee			25					19			25			
Transport Working Party				10				27						