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FORWARD PLAN

Compiled on behalf of the Mayor of Torbay

Forward Plan (February) 2012

1 March 2012 to 30 June 2012

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

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Torbay Council

Forward Plan of Key Decisions

Explanatory Note

Torbay Council is required to publish a Forward Plan of all key decisions to be taken in the following four months. The first Plan became effective on 1 March 2002. It is updated monthly and is available at least 14 days before the beginning of each month.

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

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

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

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

The Forward Plan consists of a brief description of the decisions that are to be made, (listed under the themes on which the Community Plan is based) followed by pages that give a fuller description of each of those matters. The Council has decided that the vision and the Community Plan themes should be adopted as the Council's vision and priorities. Where an issue does not directly link to one of the themes it will refer to 'corporate support', which aims at improving service deliver, efficiency and quality.

Copies of the documents referred to in the Forward Plan may be obtained by contacting the Democratic Services Section by telephone (01803 207064), email (democratic.services@torbay.gov.uk) or post (Town Hall, Castle Circus, Torquay, TQ1 3DR).

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

Gordon Oliver
Mayor of Torbay

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

Definitions of "significant"

Expenditure and savings

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

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

Effect of communities

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

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

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

Our Pledges

Working for a healthy, prosperous and happy Bay

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



Forward Plan Contents:

| Matter for decision | Expected date of Decision | Decision Maker | Page |
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Corporate Plan 2012 - 2015

The Corporate Plan articulates at a strategic level the key priorities and actions the Council will undertake in the short to medium-term, including those activities that deliver its responsibilities within the current Community Plan.

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| Wards affected: | All Wards |
| Consultees: | Overview and Scrutiny Board |
| Means of Consultation: | Meetings and circulation of papers. |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Executive Lead for Business Planning and Governance (Councillor Ken Pritchard) Deputy Chief Executive and Commissioner of Communities and Local Democracy - Caroline Taylor Executive Head of Business Services - Mark Bennett |
| Corporate Priority: | (All Corporate Priorities) |
| Key Opportunities: | The Plan will clearly identify the priorities the Council intends to deliver during the lifetime of the document. Torbay's community will be able to see how successful the Council has been as well as the further challenges that remain in delivering its priorities. |
| Key Risks: | A key risk is that the Corporate Plan for 2012 - 2015 will not meet the priorities of residents. To overcome this risk consultation results will be used to help inform the development of the Council priorities. A further risk is that, once the Corporate Plan is agreed, the Council does not deliver against the priorities that have been identified. To mitigate against this, monitoring arrangements will be put in place to ensure that the plan is delivered. This will include using the Balanced Scorecard approach to monitor against key projects and performance indicators. |
| Type of Decision: | Policy Framework Plan Council |
| Decision Maker: | Council |
| Intended Decision Date: | 1 Mar 2012 |

If you want to make representations contact:

Claire Barrow, telephone (01803) 208832, email claire.barrow@torbay.gov.uk or Mark Bennett, telephone (01803) 207360, email mark.bennett@torbay.gov.uk

Council Tax for 2012/13

To approve the Council Tax for 2012/2013.

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| Wards affected: | All Wards |
| Consultees: | Overview and Scrutiny Board, Council and key stakeholders |
| Means of Consultation: | The Overview and Scrutiny Board will consider the Mayor's proposals in relation to the Revenue Budget. The Board's views will be reported to the Mayor to enable him to recommend an appropriate level of Council Tax. |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Executive Lead for Finance and Audit (Councillor Alan Tyerman) Deputy Chief Executive and Commissioner of Communities and Local Democracy - Caroline Taylor Executive Head of Finance - Paul Looby |
| Corporate Priority: | (All Corporate Priorities) |
| Key Opportunities: | This is a statutory requirement. |
| Key Risks: | If the level of Council Tax is not set, the Council will be unable to collect income and therefore will not be able to provide services. |
| Type of Decision: | Budget Decision Council |
| Decision Maker: | Council |
| Intended Decision Date: | 1 Mar 2012 |
| If you want to make representations contact: | Paul Looby, telephone (01803) 207283, fax (01803) 207319, email paul.looby@torbay.gov.uk |

Future Libraries Report - Regional Joint Working Programme for Cultural Services

The report will look at recommendations due to be published in February 2011 by the South West Local Authorities Cultural Forum on their Adapt to Survive efficiency and improvement programme. A number of areas were identified to explore options to provide a sub regional and/or regional working arrangements which would reduce cost and make the services run more efficiently. The programme is looking at options for cross border working for libraries, arts and museum curatorial support services, and locality frameworks within the Big Society programme model to support service areas across the South West region. This forms part of the Council's programme – 'People, Place, Partnership, Productivity' which will reshape the continuity and service provision over the next four years.

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| Wards affected: | All Wards |
| Consultees: | All Wards (once the report has been completed) and Place Policy Development Group |
| Means of Consultation: | Circulation of the final report with the recommendations from the South West Local Authorities Cultural Partnership |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Executive Lead for Tourism and Environment (Councillor Jeanette Richards) Commissioner of Place and Environment - Charles Uzzell Executive Head of Residents and Visitor Services - Sue Cheriton |
| Corporate Priority: | Protecting vulnerable children and adults; Value for money |
| Key Opportunities: | The proposals will look at regional and sub regional structures to deliver services across local authority areas or in partnership arrangements with neighbouring authorities. This is expected to deliver improved and more efficient services within the cultural departments. |
| Key Risks: | With the different local authorities involved, there will be priorities, different structures, systems and delivery models. It is important to ensure all authorities are signed up to a contract arrangement so that long term delivery can be secured on the services that are proposed are shared across boundaries. |
| Type of Decision: | Key Decisions Mayor |
| Decision Maker: | Council |

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| Intended Decision Date: | 15 May 2012 |
| If you want to make representations contact: | Sue Cheriton, telephone (01803) 207972, fax (01803) 207981, email sue.cheriton@torbay.gov.uk |

Great Parks, Paignton - Planning Brief 'A Guide to the Development of a Sustainable Community at Great Parks'

'A guide to the development of a sustainable community at Great Parks'

The Great Parks, Paignton: Planning Brief SPD is one of a series of Local Development Documents that forms part of the emerging Torbay Local Development Framework (LDF). The LDF will eventually replace the Adopted Torbay Local Plan 1995 – 2011 and will form the basis for decisions on spatial planning and land use within Torbay up to 2026.

Great Parks is a residential area to the west of Paignton allocated for further development in the Adopted Torbay Local Plan (Policies H1.11, H1.12 and H1.13 apply). The proposed Planning Brief provides guidance on the way in which the remaining phases of the current housing development should be implemented. It puts forward proposals to secure a sustainable residential development that is accessible, served by an appropriate level of community facilities, built to a high standard of urban design and energy efficient. It also sets out guidance on the way in which affordable housing is to be provided on this site. This SPD is subject to a Sustainability Appraisal.

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| Wards affected: | Blatchcombe |
| Consultees: | Ward Councillors, the Local Development Framework Working Party, Torbay Strategic Partnership, Community Partnerships, Torbay Care Trust, Place Policy Development Group and local pharmacists. |
| Means of Consultation: | Informal four week and formal six week consultation and public participation periods in accordance with Development Plan Regulations, using press, Connections, Libraries and specific Council offices. Variety of means of consultation used including leaflets, consultation forms (paper copy and online) – further details set out in the SPD. |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Deputy Mayor Executive Lead for Strategic Planning, Housing and Energy (Councillor David Thomas), Mayor and Executive Lead for Employment and Regeneration (Mayor Gordon Oliver) Commissioner of Place and Environment - Charles Uzzell Executive Head of Spatial Planning - Les Crump |
| Corporate Priority: | (All Corporate Priorities) |

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| Key Risks: | Failure to prepare the SPD would result in non-compliance with the statutory obligations set out in The Town and Country Planning (Local Development) (England) Regulations 2004 and be in conflict with the adopted Torbay Local Development Scheme (LDS). There would be a risk to the ability of the Council to secure a development of an acceptable standard and to deliver appropriate levels of affordable housing in the absence of clear and detailed planning guidance for developers and decision makers. |
| Type of Decision: | Policy Framework Plan Council |
| Decision Maker: | Council |
| Intended Decision Date: | 15 May 2012 |
| If you want to make representations contact: | Steve Turner, telephone (01803) 208812, fax (01803) 20882, email steve.turner@torbay.gov.uk |

Pay Policy and Annual Statement

The Localism Bill requires local government to prepare an annual statement setting out policy for remuneration of Chief Officers and all staff for the subsequent financial year. The statement must be approved by Council for the financial year 2012/13. This policy is prepared in the context of outcomes from the Leading Through Austerity document.

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| Wards affected: | All Wards |
| Consultees: | Trade Unions, Senior Staff and Employment Committee. |
| Means of Consultation: | Through normal Trade Union process and meetings. |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Executive Lead for Business Planning and Governance (Councillor Ken Pritchard) Chief Executive - Elizabeth Raikes Executive Head of Business Services - Mark Bennett |
| Corporate Priority: | Corporate support |
| Key Opportunities: | This is an opportunity to ensure a transparent process for agreeing Chief Executive and staff pay in line with the expectations of the Localism Bill. |
| Key Risks: | The risk is that lack of agreement would make the authority not compliant with the expectations outlined in the Localism Bill. |
| Type of Decision: | Key Decision Council |
| Decision Maker: | Council |
| Intended Decision Date: | 1 Mar 2012 |
| If you want to make representations contact: | Mark Bennett, telephone (01803) 207360, email mark.bennett@torbay.gov.uk |

Procurement Recommendation relating to the Regeneration Joint Venture

To seek a decision regarding the formation of a Local Asset Backed Vehicle.

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| Wards affected: | All Wards |
| Consultees: | Councillors, Torbay Business Community, Place Policy Development Group, Torbay Planning Department. |
| Means of Consultation: | Meetings, circulation of papers, inclusion on web site |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Mayor and Executive Lead for Employment and Regeneration (Mayor Gordon Oliver) Commissioner of Place and Environment - Charles Uzzell Chief Executive of Economic Development Company - Steve Parrock |
| Corporate Priority: | Boosting local employment |
| Key Opportunities: | To regenerate Council owned sites to help support new and existing businesses in the Bay, sensitively renewing infrastructure and amenities. |
| Key Risks: | Impaired economic growth if delivery mechanism is inappropriate or ineffective. |
| Type of Decision: | Key Decisions Mayor |
| Decision Maker: | Mayor |
| Intended Decision Date: | 1 Mar 2012 |
| If you want to make representations contact: | Steve Parrock, telephone (01803) 208970, email steve.parrock@tedcltd.com |

Proposed School and Holiday Dates for the 2013-14 School Year

The determination of school term and holiday dates for community and voluntary controlled school is a statutory function undertaken annually.

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| Wards affected: | All Wards |
| Consultees: | Torbay schools and governing bodies, members of the Children's services Joint Consultative Committee, Diocesan representatives and Trade Unions. |
| Means of Consultation: | Circulation of draft proposals and letter inviting comment. |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Councillor Chris Lewis - Director of Children's Services - Matt Redwood |
| Corporate Priority: | (All Corporate Priorities) |
| Key Opportunities: | The determination of school term and holiday dates for community and voluntary controlled schools is a statutory function. All maintained schools are required to be open for pupils on 190 days and Teachers must be available for work for 195 days to include 5 professional development days. |
| Key Risks: | The determination of school term and holiday dates for community and voluntary controlled schools is a statutory function. |
| Type of Decision: | Key Decisions Officer |
| Decision Maker: | Director of Children's Services |
| Intended Decision Date: | 1 Mar 2012 |
| If you want to make representations contact: | Matthew Redwood, telephone (01803) 208238, email matthew.redwood@torbay.gov.uk |

Torquay Harbour Area Action Plan (formal submission to Government)

The Torquay Harbour Area Action Plan (THAAP) is a statutory Development Plan Document forming part of the Torbay Local Development Framework. The THAAP will provide a planning policy framework for the regeneration, conservation and enhancement of a visually and economically important area of Torbay. It covers the period up to 2026. The Plan also takes into account other plans and strategies, what these aim to deliver and the kind of place that they suggest the harbour area should become in the future.

The THAAP builds on earlier plan-making stages, each of which has progressively developed a range of ideas into a detailed policy framework, taking account of the views expressed by the public, local communities, business interests and statutory consultees. Each stage of the Action Plan has also been the subject of a Sustainability Appraisal and a Habitats Regulations Assessment.

The present version of THAAP (the Regulation 27 Pre-Submission document) is the draft document that will be submitted by the Council to the Secretary of State in summer 2011, for Independent Public Examination in autumn 2011.

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| Wards affected: | Tormohun; Wellswood |
| Consultees: | Ward Councillors, the Local Development Framework Working Party, Torbay Strategic Partnership, Community Partnerships and Torbay Care Trust. |
| Means of Consultation: | A range of formal six week public participation and consultation periods in accordance with Development Plan Regulations, using a variety of methods (including press and local media, leaflet distribution, paper and online consultation forms, community presentations) and a range of venues (Connections, Libraries, specific Council offices and consultation caravan). Further details are set out in the THAAP participation and consultation documentation. |
| Documents to be considered: | A report will be available five days before the meeting. |
| Responsible Executive Lead and Officer: | Deputy Mayor Executive Lead for Strategic Planning, Housing and Energy (Councillor David Thomas) Commissioner of Place and Environment - Charles Uzzell Executive Head of Spatial Planning - Les Crump |
| Corporate Priority: | (All Corporate Priorities) |

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| <p>Key Opportunities:</p> | <p>The THAAP provides a unique opportunity for the positive environmental, economic and social enhancement of an area of special importance to Torbay. The Plan will facilitate the delivery of lasting economic and cultural change in accordance with a clear Vision and strategic objectives. Progression of this Plan will enable the adoption of both umbrella policies and specific site proposals to ensure that the harbour area has a sustainable future. Submission of the THAAP to Central Government for Examination will set in train the means of adopting a 'sound' Plan that will enable the achievement of these opportunities.</p> |
| <p>Key Risks:</p> | <p>Failure to prepare the Area Action Plan would be in conflict with the Torbay Local Development Scheme (LDS) and therefore result in non-compliance with the statutory obligations set out in The Town and Country Planning (Local Development) (England) Regulations 2004 (as amended). In the absence of clear and detailed planning guidance for developers and decision makers, there would be a risk to the ability of the Council to facilitate the improvement and regeneration of the area around the harbour on a co-ordinated basis.</p> |
| <p>Type of Decision:</p> | <p>Policy Framework Plan Council</p> |
| <p>Decision Maker:</p> | <p>Council</p> |
| <p>Intended Decision Date:</p> | <p>15 May 2012</p> |
| <p>If you want to make representations contact:</p> | <p>Steve Turner, telephone (01803) 208812, fax (01803) 208858, email steve.turner@torbay.gov.uk</p> |