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FORWARD PLAN

Compiled on behalf of the Mayor of Torbay

Forward Plan Published on 21 June 2013

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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**



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Acquisition of Torbay and Southern Devon Health and Care Trust (formally Torbay Care Trust) by an NHS Foundation Trust and the commissioning contract for Adult Social Care

Torbay Council to date has successfully provided for adult social care through an integrated model of health and social care which has had national acclaim. As part of the ongoing reforms of the NHS the former care trust are now in a position to be 'acquired' by another NHS Foundation Trust through a technical acquisition process. Council are asked to consider if they wish to continue to commission adult care through a new Foundation Trust in order to continue to provide a joined up system of health and social care for local communities in the Bay.

Wards affected:	All Wards
Consultees:	Mayor and Councillor working group, NHS commissioners, Care Commissioning Group and Scrutiny members
Means of Consultation:	Circulation of papers, presentations.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Adult Social Care and Older People (Councillor Christine Scouler) Chief Operating Officer/Director of Adult Services - Caroline Taylor
Corporate Priority:	Protecting vulnerable children and adults; Value for money
Key Opportunities:	Commissioning Adult Social care through a new NHS Foundation Trust provider will provide further opportunities to build on integrated social and health care and provide opportunities for further innovation for the benefit of local communities against the background of constraints in public sector budgets-this may provide prospects for services to be delivered differently and within our future resource plans.
Key Risks:	The risk is that any NHS Foundation Trust 'bidder' may not be able to meet council requirements for service delivery/future budget constraints and alternative provision may need to be made.
Type of Decision:	Key Decision Council

Decision Maker:	Council
Intended Decision Date:	18 Jul 2013
If you want to make representations contact:	Caroline Taylor, telephone (01803) 207701, email caroline.taylor@torbay.gov.uk, address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Adult Social Care - Local Account and Annual Adult's Safeguarding Report

Local Account provides information on Adult Social Care in Torbay and is a key way through which residents can hold the Council to account on how well we are supporting people with social care needs. It is a government requirement. It provides an overview of the previous year and outlines future policy direction in relation to social care and the safeguarding report outlining action taken in relation to adults safeguarding in the previous financial year.

Wards affected:	All Wards
Consultees:	Members, local communities
Means of Consultation:	Meetings, circulation of papers etc.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Adult Social Care and Older People (Councillor Christine Scouler) Chief Operating Officer/Director of Adult Services - Caroline Taylor
Corporate Priority:	Protecting vulnerable children and adults
Key Opportunities:	It outlines specific outcomes in relation to a key area of spend and allows members to determine future policy priorities. It is in line with requirements of central government.
Key Risks:	Torbay Council would not be in line with national requirements and that potential policy changes would not have sufficient transparency and debate.
Type of Decision:	Key
Decision Maker:	Council
Intended Decision Date:	18 Jul 2013
If you want to make representations contact:	Caroline Taylor, telephone (01803) 2071169, email caroline.taylor@torbay.gov.uk, address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR

Clennon Valley Sports Facilities Procurement

To consider a report with recommendations on the Invitation To Participate in Dialogue (ITPD) submissions that were received from the shortlisted bidders.

Wards affected:	Goodrington with Roselands
Consultees:	Torbay residents, Community Partnerships, Land Owners, Ward Councillors, Sports Council, Neighbourhood Forum,
Means of Consultation:	On line and postal survey of residents, public meetings, face-to-face meetings with stakeholders.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Safer Communities, Parking and Sport (Councillor Robert Excell) Executive Head of Residents and Visitor Services (Sue Cheriton) Chief Executive of Economic Development Company - Steve Parrock
Corporate Priority:	A cleaner, greener, healthier Bay
Key Opportunities:	To improve the quality of sports facilities in Torbay thus improving health and sporting outcomes for residents and visitors. To deliver sporting outcomes without cost to Torbay Council. To improve Leisure and Tourism facilities. To promote economic development and employment opportunities.
Key Risks:	Long terms risks to the range and quality of sports facilities would arise from inaction or from the failure of the current tender process. Potential cost to Torbay Council from replacing or improving the facilities at a later date.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	18 Jul 2013

If you want to make representations contact:

Iain Masters, tel: 01803 208975, email iain.masters@tedcltd.com, postal address Torbay Development Agency 3rd Floor Tor Hill House, Union Street, Torquay, TQ2 5QW.

Community Safety Service Plan (Commercial Team)

This is the statutory work of the Commercial Team within Community Safety, which includes Food Safety, Trading Standards, Licensing & Health and Safety. The work supports businesses and consumers.

Wards affected:	All Wards
Consultees:	Partners, businesses and the general public.
Means of Consultation:	There is regular consultation over aspects of the work, with both businesses and residents.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Safer Communities, Parking and Sport (Councillor Robert Excell) Director of Public Health – Debbie Stark
Corporate Priority:	A cleaner, greener, healthier Bay; A safer Bay; Boosting local employment
Key Opportunities:	The work supports businesses by giving concise advice about their legal responsibilities and administering their applications. The work also protects consumers against defective and unsafe products.
Key Risks:	All the work administered by this team are statutory functions so a duty lies with the Authority to undertake this work.
Type of Decision:	Policy Framework Plan Council
Decision Maker:	Council
Intended Decision Date:	18 Jul 2013
If you want to make representations contact:	Stephen Cox, telephone: (01803) 208025, fax: (01803) 208554, email: licensing@torbay.gov.uk

Home to School Transport Policy

To consider a report setting out the phasing out of concessionary home to school transport support as part of the ongoing transformation programme in Children's Services.

Wards affected:	All Wards
Consultees:	Parents (via schools); South Devon College; school governors; dioceses; neighbouring Local Authorities.
Means of Consultation:	Children's Services have carried out a four-week consultation via the web site and drop-in sessions which closed at the end of May 2013.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Children's Services (Councillor Ken Pritchard) Director of Children's Services – Richard Williams
Corporate Priority:	Value for money
Key Opportunities:	To redirect resources to priority areas for Children's Services.
Key Risks:	Increased cost of access to schooling for some parents if changes go ahead.
Type of Decision:	Key Decisions Mayor
Decision Maker:	Mayor
Intended Decision Date:	18 Jul 2013
If you want to make representations contact:	Tricia Harwood telephone 01803 208245, email tricia.harwood@torbay.gov.uk , postal address, Town Hall, Castle Circus, Torquay, TQ1 3DR

Meadfoot Beach Chalets Development

To demolish and rebuild beach chalets at Meadfoot Beach Torquay as part of improving facilities for residents and visitors. The project would require prudential borrowing to proceed.

Wards affected:	Wellswood
Consultees:	Ward Councillors, Beach Hut User Group, Meadfoot Beach huts users, stake holders, Community Partnership
Means of Consultation:	Surveys, site visits, meetings and circulation of draft business case
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
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:	A cleaner, greener, healthier Bay; Expansion of our tourism and heritage offer; Sympathetic regeneration; Value for money

<p>Key Opportunities:</p>	<p>The chalets and huts at Meadfoot are now beyond economic repair, this provides an opportunity to replace the existing 50 year old units to improve the rental offer, and increase the regular income. Meadfoot has a substantial waiting list for Beach chalets and a current 100% occupancy; this development will enable the council to increase the number of units thus increasing footfall and providing a further potential to improve the café and toilet provision in a second phase.</p> <ul style="list-style-type: none"> • Increase seasonal, weekly and day let rental income by increased number of units • Increase chalet / hut winter charges due to improved facilities. • Savings can be made on existing and planned maintenance for a number of years • Develop increased winter footfall spreading economic activity over the shoulder months and increase the potential for further economic development
<p>Key Risks:</p>	<p>Risks the Council could face include:</p> <p>Potential risk of reduced income if the Council do not make the improvements</p> <p>Reduced income due to completion date slippage as a result of poor weather, planning, technical problems.</p> <p>Potential low take up due to economic climate</p> <p>Potential customer complaints if transferred to higher priced facility</p>
<p>Type of Decision:</p>	<p>Key Decision Council</p>
<p>Decision Maker:</p>	<p>Council</p>
<p>Intended Decision Date:</p>	<p>18 Jul 2013</p>
<p>If you want to make representations contact:</p>	<p>Patrick Carney telephone 01803 207710, email patrick.carney@torbay.gov.uk, postal address Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR</p>

Plymouth City Deal

For Council to approve the governance and direction of the Plymouth City Deal and approve Torbay Council as a key partner in the deal for the benefit of local communities.

Wards affected:	All Wards
Consultees:	To be confirmed.
Means of Consultation:	Details of consultation will be available in due course.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver) Director of Place and Resources - Charles Uzzell
Corporate Priority:	Boosting local employment
Key Opportunities:	The Plymouth City Deal has potential to bring investment into Torbay as part of the wider City Deal area. As only the second round City Deal's it could generate national interest as a strategy for economic development.
Key Risks:	The City Deal is not guaranteed to be approved by government, but approval of the governance and direction by partners ensures good governance of the proposal.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	18 Jul 2013
If you want to make representations contact:	Alan Denby, Torbay Development Agency, 3rd Floor, Tor Hill House, Union Street, Torquay, TQ2 5QW, telephone 01803 208671, email alan.denby@tedcltd.com

Torbay Economic Strategy

Report summarising the updated Torbay Economic Strategy 2013-18 reflecting the need to prioritise job creation. The recommendation is that members approve the adoption of the strategy.

Wards affected:	All Wards
Consultees:	Businesses Overview and Scrutiny Councillors
Means of Consultation:	The business community have been consulted through the Business Barometer questionnaire and will be consulted again prior to the strategy going to Council. The strategy will be going to overview and scrutiny on 13th March.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver) Director of Place and Resources - Charles Uzzell Chief Executive of Economic Development Company - Steve Parrock
Corporate Priority:	Boosting local employment
Key Opportunities:	The strategy sets out the economic challenges faced by Torbay and how these can be addressed with an overarching aim of job creation. It suggests a comprehensive package of activity which if implemented will support the Torbay economy to grow.
Key Risks:	There have been significant changes since the last economic strategy was approved in 2010. Failure to address this could result in Torbay being less competitive in securing funding for projects which will create jobs.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	18 Jul 2013

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

Suzie Masterman, Postal address 3rd Floor Tor Hill House,
Torquay, TQ2 5QW, Tel 01803 207922, email
suzie.masterman@tedcltd.com

Torbay Hospital and Torbay Council Partnership - Parking and Security

Proposal and Business Case for Torbay Council and South Devon Healthcare Trust to enter in to a formal partnership arrangement to deliver the master plan solution, design, build and operation of the site traffic access, roadways, and car parking facilities. To jointly operate car parking, enforcement, associated security and CCTV operation for the Torbay Hospital site.

Wards affected:	All Wards
Consultees:	Torbay Hospital stakeholders and staff
Means of Consultation:	Consultation process will commence once an 'in principle' decision by Torbay Council and the South Care Health Care Trust Board is approved.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Safer Communities, Parking and Sport (Councillor Robert Excell) Commissioner of Place and Environment – Charles Uzzell Executive Head of Residents and Visitor Services - Sue Cheriton
Corporate Priority:	Value for money
Key Opportunities:	To enable the public agencies working through a joint arrangement to bring together expertise and share operational teams to deliver the service maximising benefit to the public purse.
Key Risks:	Potential risks include: No capital financing available to fund the development Failure to deliver the project due to other factors around the infrastructure plans for the Torbay Hospital site Public reaction to joint proposal
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	26 Sep 2013

If you want to make representations contact:

Sue Cheriton, Residents and Visitor Services, LG Floor, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone 01803 207972, email sue.cheriton@torbay.gov.uk

Torbay Housing Strategy

The Housing Strategy aims to secure regeneration and provision of good quality homes across all tenures, within supportive neighbourhoods, where people want to live and work, that improves the quality of life of the least well off in society. An overarching objective is to promote sympathetic regeneration, to help boost local employment, and promote a safe, clean and green Bay.

Wards affected:	All Wards
Consultees:	The Housing Strategy deals with matters affecting many of the most vulnerable people in society and it is important to target these groups and/or their representatives. In addition residents, Community Partnerships, Neighbourhood Forums, statutory bodies (such as the Homes and Communities Agency, Department of Health) etc will be consulted.
Means of Consultation:	The draft housing strategy will be prepared on a cross-department basis and presented to Members, prior to publication. It will then be subject to consultation and, following amendments if necessary, be presented to council. A timescale for the above will be agreed in July 2013. A timescale for the strategy will also be agreed, but it is suggested that this is 2014-2019.
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Strategic Planning, Housing and Energy (Councillor David Thomas) Executive Head of Spatial Planning – Les Crump
Corporate Priority:	Sympathetic regeneration

<p>Key Opportunities:</p>	<p>The Strategy's aims need to be agreed, but are likely to address the following themes</p> <ul style="list-style-type: none"> • Urban renewal and sympathetic regeneration to create prosperous, mixed, balanced and safe communities, and attract inward investment to achieve increased prosperity • Increase the number of good quality homes across all types and tenures, including family homes and innovative tenures to support home ownership (with an overall target provision of 400-500 dwellings a year). This encompasses measures to aid the recovery of the housing market • Seeking to get the right balance of affordable housing through a range of mechanisms, and promoting new forms of affordable housing, such as self build housing • Bringing empty homes back into use and reusing redundant vacant commercial space for housing (where this would not harm economic prospects) • To work across all private sector housing, including rented properties, shared housing, and residential caravan sites, to achieve good quality outcomes.
<p>Key Risks:</p>	<p>Without an agreed Housing Strategy, Torbay may not receive support from inward investment for housing. The Strategy aligns to ambitions for regeneration and job creation and the future market position for adult social care.</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>26 Sep 2013</p>
<p>If you want to make representations contact:</p>	<p>David Pickhaver, Spatial Planning, Torbay Council, Electric House (2nd Floor), Castle Circus, Torquay TQ1 3DR, Telephone 01803 208814, email david.pickhaver@torbay.gov.uk</p>

Youth Trust

The report proposes the creation of a Youth Trust and the transfer of the delivery of Youth related services to the new trust. The proposal is an integral component in delivering the Council's responsibilities through the 'Youth Offer' and investing in the Community and Voluntary sector.

Wards affected:	All Wards
Consultees:	Young People, existing service providers, Postive for Youth Steering group, Staff, Ward Councillors
Means of Consultation:	Meetings, circulation of papers, questionnaires (including use of social media)
Documents to be considered:	There are currently no documents published. All documents will normally be published at least five clear working days before the meeting. Where documents are not available five clear working days before the meeting, the documents will be published at the same time as they are made available to the decision maker.
Responsible Executive Lead and Officer:	Executive Lead for Children, Schools and Families (Councillor Ken Pritchard) Director of Children's Services – Richard Williams Head of Families - Nigel Denning
Corporate Priority:	Protecting vulnerable children and adults
Key Opportunities:	The decision will provide a sustainable solution for delivering the 'Youth Offer' that involves the Community and Voluntary Sector.
Key Risks:	If the Youth Trust is not created and with it the responsibility for service delivery the sustainability of existing provision for young people would be at risk. Failing to have a sustainable plan will put the Council at risk of not meeting its statutory duties for young people, not meeting the needs of vulnerable young and complying with conditions of grants for capital projects.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	26 Sep 2013

If you want to make representations contact:	Nigel Denning, Head of Family Services, Childrens Services, Children Services Senior Management Hub (Tor Hill House 2nd floor), c/o Town hall, Castle Circus, Torquay, TQ1 3DR, Telephone 01803 206270, email nigel.denning@torbay.gov.uk
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