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FORWARD PLAN

Compiled on behalf of the Mayor of Torbay

Forward Plan Published on 11 October 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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Allocations Policy - Review and potential changes

The Allocations Policy are the rules the Council sets to decide who gets priority for social housing in Torbay. Social Housing includes properties and any Registered Provider (Housing Association) properties that the Council have nomination rights for. By law, the Council has to have an Allocations Policy which must be a public document and kept under review.

Wards affected:	All Wards
Consultees:	Public and partners
Means of Consultation:	A full 6 week public consultation will commence middle to end of October to inform final recommendations/ changes to the policy
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:	Deputy Mayor (Councillor David Thomas) Director of Children's Services (Richard Williams)
Corporate Priority:	Protecting vulnerable children and adults
Key Opportunities:	Allocation Policy should be reviewed on a regular basis. Members wish to consult on potential changes, specifically regarding how eligibility is assessed and priority awarded.
Key Risks:	Certain changes may put the existing partnership arrangement at risk and as a result incur costs to the Council.
Type of Decision:	Policy Framework Plan Council
Decision Maker:	Council
Intended Decision Date:	Thursday, 5 Dec 2013
If you want to make representations contact:	Julie Sharland, Children's Services, Tor Hill House, 2nd Floor South, c/o Town Hall, Castle Circus, Torquay, TQ1 3DS telephone 01803 208065, email julie.sharland@torbay.gov.uk

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) Executive Director of Operations and Finance and 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:	Thursday, 5 Dec 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.

Future State Project

TOR2 and Torbay Council are working together to improve the work flow between the organisations and within the departments that deliver the services. The outcome of the project will be reduced duplication and introducing efficiencies in all the processes from requesting action, through the delivery of the service, to the payment stage. This item has been included in the Forward Plan as it may result in a significant contractual change.

Wards affected:	All Wards
Consultees:	Internal Departments External customer where there maybe a change in service delivery
Means of Consultation:	Internal consultation with departments linked to current TOR2 contract plus others that might be affected as part of the project
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:	Deputy Mayor Executive Lead for Strategic Planning, Housing and Energy (Councillor David Thomas) Commissioner of Place and Environment (Charles Uzzell) Executive Head of Residents and Visitor Services (Sue Cheriton)
Corporate Priority:	Value for money
Key Opportunities:	Improved efficiency across the service areas delivered by TOR2 and Torbay Council Potential cash savings with no loss of service More efficient response to urgent works and better planning of work programmes
Key Risks:	The process re engineering does not deliver the expected change/savings Process re-engineering resulting in cost shifting across organisations Lack of resources to implement any change required
Type of Decision:	Key Decision Council
Decision Maker:	Council

Intended Decision Date:	Thursday, 5 Dec 2013
If you want to make representations contact:	Sue Cheriton, Executive Head of Residents and Visitor Services, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email sue.cheriton@torbay.gov.uk, telephone 01803 207972

Re-modelling of accommodation services for victims of domestic abuse

Accommodation services for victims of domestic abuse are currently being reviewed and consultation is currently being undertaken on proposals. One proposals is to change the accommodation service offered to women from a refuge model to an emergency accommodation model.

Wards affected:	All Wards
Consultees:	Current service providers Women fleeing domestic abuse – those using the refuge and those who have accessed emergency accommodation Members of the Domestic Abuse Steering Group which includes the Police, Torbay Council (safer communities / children's services / Housing Needs and Options / Public Health), Clinical Commissioning Group and Probation. National organisations including: Victim Support, Women's Aid, National Centre for Domestic Violence, Refuge Non service users / general public – this will allow those who may be potential users in the future to have their say about the proposal.
Means of Consultation:	Meetings, circulation of information packs with questions, focus groups with service users and online consultation.
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) Commissioner of Adults and Operations (Caroline Taylor)
Corporate Priority:	
Key Opportunities:	To provide equity of service to all women and children fleeing domestic abuse in terms of the initial advice they receive prior to placement. To provide greater value for money to the local authority by delivering emergency accommodation linked to specialist outreach support.

Key Risks:	There could be potential for increased risks to safety for women. Any risks would be closely monitored and service users who may need to transition to new accommodation services will be be closely supported to move.
Type of Decision:	Key Decisions Mayor
Decision Maker:	Mayor
Intended Decision Date:	Thursday, 5 Dec 2013
If you want to make representations contact:	The Supporting People Service supporting.people@torbay.gov.uk or to Supporting People, Torbay Council, St Edmunds, Victoria Park Road, Torquay, TQ1 3QH

Shared Services for Building Control in South and West Devon

Proposal For Torbay Building Control Services to become an equal partner with Teignbridge, South Hams and West Devon District Councils within an enlarged Devon Building Control Partnership (DBCP) from 1st April 2014.

To deliver essential budget savings that maintain a competitive and not for profit Building Control Service while improving the financial and operational efficiency of the partnership, increase competitiveness and improve ability to deliver services that can generate additional income.

Wards affected:	All Wards
Consultees:	The Devon Building Control Partnership joint committee (West Devon, South Hams and Teignbridge District Councils). Existing Building Control staff Support Services providers.
Means of Consultation:	The Partnership Committee, support services, senior managers and staff have been consulted during the preparation of the business case. A formal consultation with staff will follow an agreement in principle.
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 Spatial Planning, Housing and Energy (Councillor David Thomas) Commissioner of Place and Environment (Charles Uzzell) Executive Head of Spatial Planning (Les Crump)
Corporate Priority:	Value for money

<p>Key Opportunities:</p>	<p>The shared service will maintain the existing high levels of customer service at a market price while reducing the cost of the non-chargeable functions. The enlarged Partnership will take advantage of economies of scale and:-</p> <ul style="list-style-type: none"> • Provide new profit making business opportunities to trade as extra services. • Share risk across all partner authorities. • Ensure the business resilience and continuity of a larger organisation. • Respond to an aging staff demographic and pool expertise.
<p>Key Risks:</p>	<ul style="list-style-type: none"> • Sufficient budget savings can be identified for Torbay Council. • Adequate Building Regulation fee income is generated for the enlarged Devon Building Control Partnership to maintain cost recovery and viability.
<p>Type of Decision:</p>	<p>Key Decision Council</p>
<p>Decision Maker:</p>	<p>Council</p>
<p>Intended Decision Date:</p>	<p>Thursday, 5 Dec 2013</p>
<p>If you want to make representations contact:</p>	<p>Colin Edgecombe, telephone 01803 208085, email colin.edgecombe@torbay.gov.uk, postal address 2nd floor Electric House, Castle Circus, Torquay. TQ1 3DR.</p>

Tor Bay Harbour – Port Masterplan

The main purposes of the port masterplan are to:

- clarify the port's own strategic planning for the medium to long term;
- assist regional and local planning bodies, and transport network providers, in preparing and revising their own development strategies; and
- inform port users, employees and local communities as to how they can expect to see the port develop over the coming years, typically within a 25 or 30 year time horizon.

Wards affected:	All Wards
Consultees:	Harbour User Groups, Harbour Liaison Forums, Community Partnerships, Business Forum, all Ward Councillors (via email), individual harbour/community stakeholders (via email) and the Harbour Committee
Means of Consultation:	Strategic Planning Day - October 2012 3 x Town Drop-in Sessions - Feb 2013 Harbour Liaison Forums Mayor's Forum - public meeting Wide stakeholder list - distribution via email
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 Harbours (Councillor Jeanette Richards) Executive Head of Tor Bay Harbour Authority - Kevin Mowat
Corporate Priority:	Boosting local employment

<p>Key Opportunities:</p>	<p>Tor Bay Harbour Authority and Torbay Council will benefit from a port master plan in a number of ways :-</p> <ul style="list-style-type: none"> • engaging with local and regional planning bodies at an early stage of expansion plans will allow harbour development to be incorporated at various levels of spatial planning and will help to secure the buy-in of these crucial stakeholders; • keeping local stakeholders informed of the business direction of the harbour will help the harbour to build good working relationships locally; • being clear and transparent about demand forecasts and expansion plans will raise the profile of the harbour both locally and regionally; and • strategically considering future developments will reduce the lead-time for individual projects when they come to fruition.
<p>Key Risks:</p>	<p>There is a risk that, in the absence of a port master plan, Tor Bay Harbour Authority and Torbay Council will be unable to clarify their own medium to long term strategic planning for the harbour; and therefore fail to assist regional and local planning bodies in preparing and revising their own development strategies; and also fail to inform harbour users, employees and local communities as to how they can expect to see Tor Bay Harbour develop over the coming years.</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>Thursday, 5 Dec 2013</p>
<p>If you want to make representations contact:</p>	<p>Kevin Mowat, Executive Head of Tor Bay Harbour Authority, Torquay Harbour Office, Beacon Quay, Torquay. Devon. TQ1 2BG, telephone 01803 292429 email Kevin.mowat@torbay.gov.uk</p>

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:	Thursday, 5 Dec 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 Spatial 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>Thursday, 5 Dec 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>