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# FORWARD PLAN

**Compiled on behalf of the Mayor of Torbay**

**Forward Plan Published on 22 August 2014**

**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](mailto: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:

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**Children's Service 5 year funding strategy**

Paper detailing the spending pressures being experienced by Children's Services and its impact on financial resources for the period 2014/15 to 2018/19

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Children's Services staff, voluntary and independent sector providers, Health
<b>Means of Consultation:</b>	team meetings, briefings, Health a
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Mayor (Mayor Gordon Oliver) Director of Children's Services – Richard Williams
<b>Corporate Priority:</b>	Protecting vulnerable children and adults
<b>Key Opportunities:</b>	To enable Safeguarding and Wellbeing to be on a sound financial footing going forward Vulnerable children continue to be kept safe The number of and length of a child in care is minimised where it is appropriate to do so.
<b>Key Risks:</b>	That the reduction in looked after children is not achieved and there is an increase call on reserves to cover increasing expenditure.
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 25 Sep 2014
<b>If you want to make representations contact:</b>	Lisa Finn, Finance Manager, Financial Services, Tor Hill House, TQ2 5QW, Telephone 01803 208283, email <a href="mailto:lisa.finn@torbay.gov.uk">lisa.finn@torbay.gov.uk</a>

**Cultural Strategy**

A new Cultural Strategy is required from 2015 which is currently a policy document. Funding was provided by Arts Council England to develop a new cultural strategy for Torbay which will reflect the needs and aspirations of the public and the cultural sector.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Cultural sector practitioners from public, private and voluntary sectors Arts Council England English Heritage
<b>Means of Consultation:</b>	Consultation has been undertaken with key stakeholders to establish the strategy including face to face, focus groups and open space session.
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Councillor Dave Butt – Executive Lead for Culture and Arts Director of Place and Resources – Charles Uzzell Executive Head of Residents and Visitor Services - Sue Cheriton
<b>Corporate Priority:</b>	Expansion of our tourism and heritage offer
<b>Key Opportunities:</b>	Development of future organisational structures in light of reduced resources Access to greater grant aid as Torbay is designated as a priority area with low engagement and infrastructure from agencies Greater integration of all cultural practitioners across Torbay
<b>Key Risks:</b>	Raising aspirations where funding may not be available to deliver Lack of resources to pursue action plan items Financial pressures
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 25 Sep 2014

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

Sue Cheriton, Torbay Council, Town Hall, Castle Circuls,  
Torquay, TQ1 3DR, email [sue.cheriton@torbay.gov.uk](mailto:sue.cheriton@torbay.gov.uk),  
telephone 01803 207972



### Disposal of Real Estate Assets

To consider a report proposing the disposal of the following assets which are no longer required by the Council:

The following will be considered at the Council meeting on 25 September 2014

1. 2 Fore Street/2 Brewery Lane, Bolton Cross, Brixham
2. 386 Teignmouth Road, Torquay

The following will be considered at the Council meeting on 30 October 2014

1. Hillrise Playground, Brixham
2. Land at Whitstone Road, Paignton
3. Land at corner of Sands Rd, Paignton
4. Land adjoining Davies Avenue
5. Land at junction of Dart Avenue & Marldon Avenue, Torquay
6. Land at junction of Dart Avenue & Tamar Avenue, Torquay
7. Pendennis Playground 1, Pendennis Rd, Torquay
8. Markham Plantation, Torquay
9. Land junction at Clennon Lane & Fore Street, Torquay
10. Land adjacent no 7 Weaver Court, Torquay
11. Land at Stentiford Hill – Part, Torquay
12. Open land at Sandford Road, Torquay
13. Land at Pym Close, Torquay

<b>Wards affected:</b>	Berry Head with Furzeham; Churston with Galmpton; Cockington with Chelston; Roundham with Hyde; Shiphay with the Willows; Tormohun; Watcombe
<b>Consultees:</b>	Local Ward Members, local community and Torbay Local Access forum
<b>Means of Consultation:</b>	Circulation of explanatory letter and consultation with local Ward Members, local Community Partnerships and Torbay Local Access Forum
<b>Documents to be considered:</b>	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.

<b>Responsible Executive Lead and Officer:</b>	Deputy Mayor Executive Lead for Strategic Planning, Housing and Energy (Councillor David Thomas)  Director of Place and Resources – Charles Uzzell Planning and Housing Manager - Liam Montgomery
<b>Corporate Priority:</b>	Corporate support
<b>Key Opportunities:</b>	Disposals of land to obtain capital receipts and reduce expenditure on management and maintenance
<b>Key Risks:</b>	Continued costs of maintenance and management and loss of capital receipt
<b>Type of Decision:</b>	Key Decisions Mayor
<b>Decision Maker:</b>	Mayor
<b>Intended Decision Date:</b>	Thursday, 25 Sep 2014 and Thursday, 30 Oct 2014
<b>If you want to make representations contact:</b>	Liam Montgomery, Torbay Development Agency, 3rd Floor, Tor Hill House, Union Street, Torquay, TQ2 5QW, Telephone 208720, email: liam.montgomery@tedcltd.com

**Saving Proposals 2015/2016**

To approve the Council's savings proposals for 2015. These savings proposals build upon the decisions made by Council in February 2014 relating to the 2015/16 budget and will be the basis of the budget which Council will ultimately approve in February 2015.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Overview and Scrutiny Board, Council, Key Stakeholders
<b>Means of Consultation:</b>	<p>Reports in relation to the savings will be circulated to the Council's key stakeholders (in accordance with statute).</p> <p>The Mayor will request Executive Lead Members and officers to outline the implications of the provisional saving proposals for consideration by the Overview and Scrutiny Board in accordance with its published timetable. The Overview and Scrutiny Board will reports back their comments and recommendations to the Mayor and Council before the Mayor confirms the savings proposals to the Council meeting on 25 September 2014.</p>
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver) - Executive Director of Operations and Finance Executive Head of Finance - Paul Looby
<b>Corporate Priority:</b>	All Corporate Priorities
<b>Key Opportunities:</b>	The early identification of saving proposals allows additional time for service change to be implemented.
<b>Key Risks:</b>	Significant budget reductions need to be delivered due to the Comprehensive Spending Review and services need time to effectively plan for the changes.
<b>Type of Decision:</b>	Budget Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 25 Sep 2014

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

Steve Parrock, Executive Director of Operations and Finance, Tor Hill House, Castle Circus, Torquay, TQ1 3DR, telephone 208973, [steve.parrock@torbay.gov.uk](mailto:steve.parrock@torbay.gov.uk)

**Torbay Children and Young People's Plan 2014-19**

Torbay Children and Young People's Plan 2014-19 reviews the achievements of Children's Services and Partners in delivering services to children, young people and their families.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Joint Commissioning Officer Group, Health and Wellbeing Board, Torbay Safeguarding Executive Board and Children and Young People.
<b>Means of Consultation:</b>	Document written in consultation with the Children's Re-design Board.
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Children, Schools and Families (Councillor Ken Pritchard) Director of Children's Services – Richard Williams
<b>Corporate Priority:</b>	Protecting vulnerable children and adults
<b>Key Opportunities:</b>	The key opportunities are set out in the Children and Young People's Plan.
<b>Key Risks:</b>	There are no risks associated with a decision not to endorse the proposed document except for less clarity around policy direction for children and young people in Torbay for both service users and those directing, commissioning and delivering services. There are no risks associated with the proposed decision being made.
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 25 Sep 2014
<b>If you want to make representations contact:</b>	Richard Williams, Director of Children's Services, Tor Hill House, Castle Circus, Torquay, Email: richard.williams@torbay.gov.uk, Telephone 01803 208401

**Torbay Hospital and Torbay Council Partnership**

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.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Torbay Hospital stakeholders and staff
<b>Means of Consultation:</b>	Consultation process will commence once an 'in principle' decision by Torbay Council and the South Care Health Care Trust Board is approved.
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Safer Communities, Highways, Environment and Sport (Councillor Robert Excell) Director of Place and Environment – Charles Uzzell Executive Head of Residents and Visitor Services - Sue Cheriton
<b>Corporate Priority:</b>	Value for money
<b>Key Opportunities:</b>	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.
<b>Key Risks:</b>	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
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Friday, 15 Aug 2014

**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](mailto:sue.cheriton@torbay.gov.uk)

**Update to the Community Safety Enforcement and Prosecution Policy**

A new Compliance Code came into effect on 6 April 2014 which all regulators including the councils community safety team must have regard to. This change requires minor amendments to be made to the Community Safety Teams Enforcement and Prosecution Policy.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Consultation with business across Torbay through known business forums to be undertaken
<b>Means of Consultation:</b>	Consultation with business across Torbay through known business forums to be undertaken
<b>Documents to be considered:</b>	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.
<b>Responsible Executive Lead and Officer:</b>	Executive Lead for Safer Communities, Highways, Environment and Sport (Councillor Robert Excell) Executive Head of Community Safety - Fran Hughes
<b>Corporate Priority:</b>	A safer Bay
<b>Key Opportunities:</b>	Opportunity to review an existing policy under which the Community Safety Team operates and ensure that the work of the team is compliant with these new requirements.
<b>Key Risks:</b>	No significant risks as this is an update to an existing system of work which have already been accommodated.
<b>Type of Decision:</b>	Key Decision Council
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	Thursday, 25 Sep 2014
<b>If you want to make representations contact:</b>	Frances Hughes, Executive Head Community Safety, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, Telephone 208002, fran.hughes@torbay.gov.uk