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FORWARD PLAN

Compiled on behalf of the Mayor of Torbay

Forward Plan Published on 5 November 2014

5 November 2014 to 28 February 2015

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

Teresa Buckley (01803) 207013

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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.

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, consultation information, key risks and key opportunities.

Copies of the documents referred to in the Forward Plan may be obtained by contacting the Governance Support Team by telephone (01803 207087), email (governance.support@torbay.gov.uk) or post (Town Hall, Castle Circus, Torquay, TQ1 3DR).

The Forward Plan is available free of charge on request from the Governance Support Team 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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Annual Pay Policy Statement 2015/16

The Localism Act requires Local Authorities to prepare an annual statement setting out policy for the remuneration of Chief Officers and staff for the subsequent financial year. The statement must be approved by Council for the financial year 2015/16 in order to be compliant with the Code.

Wards affected:	All Wards
Consultees:	Trade Unions, Executive Director and other senior officers, Employment Committee.
Means of Consultation:	Through normal Trade Union consultation process and meetings.
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 Business Planning and Governance (Councillor Beryl McPhail) Executive Head of Commercial Services – Anne- Marie Bond HR Advisor Policy - Jo Sandbrook
Corporate Priority:	Corporate support
Key Opportunities:	This is an opportunity to ensure a transparent process for agreeing Executive Director and staff pay in line with the requirements of the Transparency Code 2014 and Localism Act 2010.
Key Risks:	Lack of agreement would lead to non-compliance with the Transparency Code and Localism Act.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	Thursday, 4 Dec 2014
If you want to make representations contact:	Anne-Marie Bond, Executive Director - Commercial Services, Town Hall, Castle Circus, Torquay, TQ1 3DR, Telephone 01803 207160, Email Anne-Marie.Bond@torbay.gov.uk

Council Tax 2015/16

To approve the Council Tax for 2015/16.

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board, Council and key stakeholders.
Means of Consultation:	The Overview and Scrutiny Board have considered the Mayor's budget savings proposals which will form the basis of the Revenue Budget. The Board's final views will be reported to the Mayor to enable him to recommend an appropriate level of Council Tax.
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) Executive Director of Operations and Finance – Steve Parrock 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:	Thursday, 26 Feb 2015
If you want to make representations contact:	Paul Looby, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone: (01803) 207283, fax: (01803) 207319, email: paul.looby@torbay.gov.uk

Localised Council Tax Support Scheme 2015/16

Localised Council Tax Support was introduced in April 2013 as a replacement to Council Tax Benefit and as a requirement must be reviewed annually by the 31 January.

Wards affected:	All Wards
Consultees:	N/A
Means of Consultation:	Not required as there are no changes proposed in the 2015/16 localised council tax scheme, other than annual uprating of applicable amounts and non dependant deductions as stated within the introduction of the scheme in April 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:	Mayor and Executive Lead for Employment and Regeneration, Finance and Audit (Mayor Gordon Oliver) Executive Head of Finance – Paul Looby Revenue and Benefits Group Manager - Linda Owen
Corporate Priority:	Corporate support
Key Opportunities:	The government's localisation of support for council tax took place within a wider programme of Welfare Reform. The intention of the changes being to help move people back into work as well as making significant savings on the welfare reform bill.
Key Risks:	An annual review of the localised council tax scheme is required to be in place by the 31 January 2015. Failure would result in an automatic default scheme becoming Torbay Council's Support scheme from April 2015 and would be detrimental to customers as the calculation for support would not be uprated to account for increases in daily living expenses.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	Thursday, 4 Dec 2014

If you want to make representations contact:

Linda Owen, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207572, email linda.owen@torbay.gov.uk

Options Paper for Directorate of Public Health

To put forward strategic options for the future Operating Model and structure of Public Health.

Wards affected:	All Wards
Consultees:	Public Health England, NHS England, South Devon and Torbay Clinical Commissioning Group, South Devon Healthcare NHS Foundation Trust, Torbay and South Devon Health Care Trust
Means of Consultation:	Consultation will take place via Public Health England with key partners throughout October, to be included in the report for Council.
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 Health and Wellbeing (Councillor Chris Lewis) Executive Director of Operations and Finance – Steve Parrock
Corporate Priority:	Protecting vulnerable children and adults
Key Opportunities:	To consider a shared Director of Public Health (DPH) with Devon County Council. The Council has had an interim DPH for a year whilst options have been explored. This paper will set out new ways of working which should see benefits across Torbay as well as expand the level of resources and knowledge available to Torbay.
Key Risks:	If not agreed, a recruitment process for our own DPH is likely to be required and current DPH is only acting up till March 2015. Any shared agreement may not prove to be satisfactory and may need to be reversed.
Type of Decision:	Key Decision Council
Decision Maker:	Council
Intended Decision Date:	Thursday, 4 Dec 2014

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

Julia Baldie, Human Resources Advisor, Town Hall, Castle
Circus, Torquay, TQ1 3DR, telephone (01803) 207374,
julia.baldie@torbay.gov.uk

Revenue Budget 2015/2016

To approve the Council's Revenue Budget for 2015/2016 including the setting of fees and charges for Council services.

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board, Council, key stakeholders
Means of Consultation:	<p>Reports in relation to the final revenue budget will be circulated to the Council's key stakeholders (in accordance with statute).</p> <p>The Mayor has set out draft budget savings proposals for consultation.</p> <p>The Mayor has requested Executive Lead Members and officers to outline the implications for budget savings proposals which were considered by the Overview and Scrutiny Board in September 2014. The Overview and Scrutiny Board have responded to these proposals and made recommendations to the Mayor and Council. The Mayor will consider these comments before Mayor proposes a final set of budget saving proposals which will form part of the revenue budget which will be presented to Council in February 2015.</p>
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) Executive Director of Operations and Finance – Steve Parrock Executive Head of Finance – Paul Looby
Corporate Priority:	All Corporate Priorities
Key Opportunities:	This is a statutory requirement
Key Risks:	If no budget is approved, the Council will not be able to allocate resources to individual services and therefore services would not be able to be delivered.
Type of Decision:	Budget Decision Council

Decision Maker:	Council
Intended Decision Date:	Thursday, 12 Feb 2015
If you want to make representations contact:	Paul Looby, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone: (01803) 207283, fax: (01803) 207319, email: paul.looby@torbay.gov.uk

Revised Corporate Plan 2013-2015

A revised Corporate Plan will be submitted to the Council taking account of the aspirations contained in the Torbay Child Poverty Commission "Torbay Gains" report and ensuring that the Plan aligns with the corporate elements of the report.

Wards affected:	All Wards
Consultees:	Members of the Council.
Means of Consultation:	Meetings and circulation of papers.
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 Business Planning and Governance - Councillor Beryl McPhail Executive Director of Operations and Finance – Steve Parrock Overview and Scrutiny Manager - Kate Spencer
Corporate Priority:	(All Corporate Priorities)
Key Opportunities:	A Revised Corporate Plan will ensure that the issues identified within the report of the Child Poverty Commission receive appropriate attention by Torbay Council.
Key Risks:	The reducing resources available to the Council mean that consideration will need to be given to how the issues within the Corporate Plan are addressed.
Type of Decision:	Policy Framework Plan Council
Decision Maker:	Council
Intended Decision Date:	Thursday, 4 Dec 2014
If you want to make representations contact:	Kate Spencer. Overview and Scrutiny Manager, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207014, email kate.spencer@torbay.gov.uk

Torbay Council Local Flood Risk Management Strategy

Torbay Council as a Unitary Authority is classified as a Lead Local Flood Authority under the Flood and Water Management Act 2010. In order for Torbay Council to meet our statutory duties to manage flood risk and deliver the requirements of the Flood and Water Management Act a Local Flood Risk Management Strategy (LFRMS) for Torbay must be produced. The LFRMS provides a high level strategy for addressing flood risk from local sources including surface water, groundwater and ordinary watercourses.

Wards affected:	All Wards
Consultees:	The Environment Agency, South West Water, Residents
Means of Consultation:	The development of the draft Strategy has been overseen by the Torbay Council Flood Steering Group which includes representatives from Torbay Council (both officers and members), the Environment Agency and South West Water. The Strategy is currently in draft form. Before it is finalised it is important that everyone has a chance to comment, therefore the draft Strategy will be open to public consultation from mid October until 19 December 2014. Following this consultation process the Local Flood Risk Management Strategy will be reviewed and finalised.
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, Highways, Environment and Sport - Councillor Robert Excell Executive Head of Residents and Visitor Services - Sue Cheriton
Corporate Priority:	A cleaner, greener, healthier Bay

<p>Key Opportunities:</p>	<p>The aim of this Strategy is to help manage flood risk in a way that will benefit people, property and the environment. The following outcomes have been developed to support this aim. These outcomes will be used to guide the development and implementation of the Strategy.</p> <ol style="list-style-type: none"> 1. To improve the understanding of local flood (surface water, groundwater and ordinary watercourse) and coastal risks 2. Increasing individual and community awareness and preparedness for flood and coastal erosion events and the impacts of climate change of flood risk 3. To collaborate with Flood Risk Management Authorities stakeholders and the public to reduce flood and coastal risks and share data and resources to the greatest benefit 4. To reduce the impact and consequences for individuals, communities, businesses and the environment from flooding and coastal erosion 5. To ensure that planning decisions are properly informed by flooding issues and the impact future planning may have on flood risk management
<p>Key Risks:</p>	<p>Failure to publish the Local Flood Risk Management Strategy for Torbay would result in Torbay Council failing to comply with their duties under the Flood and Water Management Act 2010.</p>
<p>Type of Decision:</p>	<p>Key Decisions Mayor</p>
<p>Decision Maker:</p>	<p>Mayor</p>
<p>Intended Decision Date:</p>	<p>Thursday, 5 Feb 2015</p>
<p>If you want to make representations contact:</p>	<p>Dave Stewart, Service Manager Draining and Structure, Tor Hill House, Torquay, TQ1 3DR, telephone 207816, dave.stewart@torbay.gov.uk</p>

Torbay Sports Strategies 2014 - 2021

Torbay has reviewed its Sports Facilities and Playing Pitch Strategies as the previous documents had reached their end date. Sport England provided funding to have these reviewed and new strategies developed to reflect the needs of the community for the next seven years. These have been consulted on widely and now require adopting by the Council as policy documents.

Wards affected:	All Wards
Consultees:	All clubs and facility operators Sports Council Community partnerships Councillors General public
Means of Consultation:	Individual interviews by meeting/telephone On-line survey Presentations at partnership groups
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, Highways, Environment and Sport (Councillor Robert Excell) Director of Place – Charles Uzzell Service Manager Business Development - Steve Hurley
Corporate Priority:	A cleaner, greener, healthier Bay
Key Opportunities:	To establish current provision of facilities compared to need To prioritise the future development of facilities by all partners To establish a plan to access external funding To support the health and well being agenda To look at future management options on facilities
Key Risks:	Raising expectations of partners when strict financial constraints are in place Conflicting priorities for different groups/partners Funding from external partners not materialising/ or reducing Partners not working together for the benefit of all sports Constraints within schools/curriculum
Type of Decision:	Key Decisions Mayor

Decision Maker:	Mayor
Intended Decision Date:	Thursday, 4 Dec 2014
If you want to make representations contact:	Catherine Williams, Community and Sports Officer, Torbay Council, Castle Circus, Torquay, TQ1 3DR, telephone 01803 207976, email Catherine.williams@torbay.gov.uk

Torbay Youth Trust

This is a proposal to transfer the Youth Service and the Young Carers Service into a Youth Trust (Mutual). The establishment of a Youth Trust has been agreed, but the business plans will propose a contract value and term and will include a proposal for the My Place building, Parkfield.

Wards affected:	All Wards
Consultees:	The process has been through full Council and there has been community and stakeholder consultation during the development of the proposals.
Means of Consultation:	Meetings and circulation of papers.
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 Principal Commissioner Children and Families - Gail Rogers
Corporate Priority:	Protecting vulnerable children and adults
Key Opportunities:	Opportunity through the Youth Trust to develop the community and youth sector to work more fully in partnership. This opens different funding streams and creates a new service that will see reduced financial costs to the Council over 3-5 years while it generates new income and investment through other sources. A more flexible and diverse service undertaking contracted work and trading to grow youth and community services. Should Parkfield (My Place) be included within the agreed contract, there is a strong consortium of providers ready to develop a business plan that will see the building and site fully used and a hub at the heart of its community.
Key Risks:	The new Trust may not generate the level of funding required to sustain it over the longer term. Short term difficulties with the business may impact on contract delivery.
Type of Decision:	Budget Decision Council

Decision Maker:	Council
Intended Decision Date:	Thursday, 4 Dec 2014
If you want to make representations contact:	Gail Rogers, Principal Commissioner Children and Families, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207073, email gail.rogers@torbay.gov.uk

Western Corridor Improvements - Compulsory Purchase Order

Funding from the Department for Transport is being provided for highway improvements to Torbay's Ring Road, known as the 'Western Corridor'. The section of the A380 between Spruce Way and Churscombe Cross will require the acquisition of some private land.

Negotiations will be undertaken in the first instance to acquire land without the need for a Compulsory Purchase Order (CPO) however the Council will need to ensure that a CPO is in place in case land is unable to be acquired by negotiation.

Wards affected:	Blatchcombe
Consultees:	Ward councillors, affected residents, Community Partnerships, statutory transport consultees and utility companies.
Means of Consultation:	No formal consultation has taken as the scheme forms part of the current Local Transport Plan. Stakeholders will be kept advised of the scheme as it progresses.
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, Highways, Environment and Sport (Councillor Robert Excell) Director of Place – Charles Uzzell Executive Head of Residents and Visitor Services - Sue Cheriton
Corporate Priority:	Boosting local employment
Key Opportunities:	The widening of the Western Corridor will provide the infrastructure improvements to promote growth in the development areas to the west of Paignton. The provision of a Compulsory Purchase Order (CPO) will remove the risks associated with negotiating for the purchase of areas of private land.

<p>Key Risks:</p>	<p>CPO may not be approved by Secretary of State.</p> <p>Part of the section to be widened is within the authority boundary of South Hams District Council and Devon County Council as Highway Authority, and their support will be required.</p> <p>If a CPO is not approved then this may result in land not being acquired and the scheme not implemented within the timescale for funding.</p>
<p>Type of Decision:</p>	<p>Key Decisions Mayor</p>
<p>Decision Maker:</p>	<p>Mayor</p>
<p>Intended Decision Date:</p>	<p>Thursday, 5 Feb 2015</p>
<p>If you want to make representations contact:</p>	<p>Ian Jones - Highways Principal Engineer, Streetscene and Place, Lower Ground Floor, Town Hall, Castle Circus, Torquay, TQ1 3DR, Telephone 01803 207835 or email highways@torbay.gov.uk</p>

