



Town Hall, Castle Circus,  
Torquay, Devon TQ1 3DR  
Main Switchboard (01803) 201201  
Fax (01803) 207006 DX 59006

# **FORWARD PLAN**

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

**Forward Plan published on 1 February 2019**

**1 March 2019 to 31 May 2019**

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

**Teresa Buckley (01803) 207013**

Email: [teresa.buckley@torbay.gov.uk](mailto:teresa.buckley@torbay.gov.uk)

# 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 Elected 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](mailto: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  
Elected 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 Director, 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 Assistant Director Corporate and Business Services 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 Director or Assistant Director, in consultation with the relevant Executive 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.

Torbay Council's ambition is for Torbay to be prosperous and healthy. This will be achieved through the following targeted actions:

- Protecting all children and giving them the best start in life;
- Working towards a more prosperous Torbay;
- Promoting healthy lifestyles across Torbay;
- Ensuring Torbay remains an attractive and safe place to live and visit; and
- Protecting and supporting vulnerable adults.

## Forward Plan Contents:

<b>Matter for decision</b>	<b>Expected date of Decision</b>	<b>Decision Maker</b>	<b>Page</b>
Adult Social Care - Review of Care Homes Fees Model for Older People in Torbay	21 Feb 2019	Council	1
Capital Investment at Paignton Community and Sports Academy (PCSA) to provide Additional Secondary School Places	31 Jan 2019	Council	2
Council Tax 2019/2020	21 Feb 2019 24 Jan 2019	Council Chief Finance Officer	4
Determination of Neighbourhood Plans	21 May 2019	Council	5
Five Year Risk Share Agreement between Torbay Council, the Clinical Commissioning Group (CCG) and Integrated Care Organisation (ICO) for delivery of adult social care	21 Feb 2019	Council	6
Higher Needs Block Funding	February 2019	Chief Finance Officer	7
Joint Supplementary Planning Document (SPD) South Hams Special Area of Conservation (SAC)	3 Apr 2019 2 Jul 2018 29 Mar 2018	Council Elected Mayor Elected Mayor	8
Memorandum of Understanding for Adult Mental Health	4 Feb 2019	Elected Mayor	10
Revenue Budget and Capital Plan 2019/2020	13 Feb 2019 October 2018	Council Elected Mayor	11
School Term Dates	February 2019	Director of Children's Services	13
Strategic Agreement between Torbay and South Devon NHS Foundation Trust and Torbay Council/South Devon and Torbay Clinical Commissioning Group	21 Feb 2019	Council	14

<b>Matter for decision</b>	<b>Expected date of Decision</b>	<b>Decision Maker</b>	<b>Page</b>
TOR2 - Replacement of Vehicles and Future Delivery	31 Jan 2019	Council	15
Torbay Council Annual Pay Policy Statement (including Gender Pay Gap Report and Review of Pensions Discretions)	21 Feb 2019	Council	16

**Adult Social Care - Review of Care Homes Fees Model for Older People in Torbay**

The Council has a duty to set its 'usual cost' for care homes fees each year. The Council and its NHS partners are looking at options to potentially refresh the existing care homes fees model for older people, to assist with the determination of future fees.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Care Homes in Torbay that support older people and Members.
<b>Means of Consultation:</b>	Letters, survey and supporting documents.
<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 Adults (Councillor Julien Parrott) Director of Adult Services and Housing (Caroline Taylor)
<b>Link to targeted actions:</b>	Protecting and supporting vulnerable adults
<b>Reason for inclusion in the Forward Plan:</b>	High level of public interest
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	21 Feb 2019
<b>If you want to make representations contact:</b>	Caroline Taylor Director of Adults and Housing, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 208949, email caroline.taylor@torbay.gov.uk

### Capital Investment at Paignton Community and Sports Academy (PCSA) to provide Additional Secondary School Places

Children's Services is seeking approval for Capital Investment at Paignton Community and Sports Academy (PCSA) to provide additional Secondary School places. The Local Authority (LA) continues to experience an increase in pupil numbers in the Paignton area and the latest forecasts indicate a shortfall of secondary school places from 2019 onwards. Capital Investment in PCSA will address this shortfall and fulfill the LA's statutory obligation to provide sufficient school places.

<b>Wards affected:</b>	Blatchcombe
<b>Consultees:</b>	Council Officers have consulted with the school and there will be a statutory consultation process to follow for any relevant school organisation changes and for the planning application.
<b>Means of Consultation:</b>	Meetings and website.
<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 and Housing (Councillor Cindy Stocks), Elected Mayor and Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation (Elected Mayor, Gordon Oliver)  Director of Children's Services (Alison Botham)
<b>Link to targeted actions:</b>	Protecting all children and giving them the best start in life
<b>Reason for inclusion in the Forward Plan:</b>	Capital expenditure +£250,000 and outside Capital Plan
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	31 Jan 2019



<b>If you want to make representations contact:</b>	Nicola Bovey, Schools Capital & Planning Officer, Education Team, TDA, 3rd Floor, Tor Hill House, Union Street, Torquay, TQ2 5QW, telephone: (01803) 208267, email: nicola.bovey@tda.uk.net/Martin Phillips, Chief Finance Officer, Tor Hill House, Union Street, Torquay, TQ2 5QW, telephone: (01803) 207285, email: martin.phillips@torbay.gov.uk
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**Council Tax 2019/2020**

To approve the Council Tax for 2019/2020.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Overview and Scrutiny Board, Council and key stakeholders.
<b>Means of Consultation:</b>	The Overview and Scrutiny Board will consider the Elected Mayor's budget savings proposals which will form the basis of the Revenue Budget. The Board's final views will be reported to the Elected Mayor to enable him to recommend an appropriate level of Council Tax.
<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>	Elected Mayor and Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation (Elected Mayor, Gordon Oliver)  Head of Financial Services (Martin Phillips)
<b>Link to targeted actions:</b>	Corporate support
<b>Reason for inclusion in the Forward Plan:</b>	Revenue Budget variation +£250,000
<b>Decision Maker:</b>	Chief Finance Officer  Council
<b>Intended Decision Date:</b>	24 Jan 2019  21 Feb 2019
<b>If you want to make representations contact:</b>	Martin Phillips, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone: (01803) 207285, fax: (01803) 207319, email: martin.phillips@torbay.gov.uk

**Determination of Neighbourhood Plans**

As approved by Council, each of the three Neighbourhood Plans (Torquay, Paignton, and Brixham Peninsula) will be put to referendum (expected May 2019). If more than half of those voting at the referendum have voted in favour, considering each plan separately, the Authority must make the respective Plan(s) (adopt as part of the Development Plan) as soon as reasonably practicable after the referendum is held.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Residents
<b>Means of Consultation:</b>	Referendum to held prior to decision
<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 and Executive Lead for Planning and Waste (Councillor Derek Mills)  Assistant Director Planning & Transport (Andrew England)
<b>Link to targeted actions:</b>	Working towards a more prosperous Torbay
<b>Reason for inclusion in the Forward Plan:</b>	Policy Framework
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	21 May 2019
<b>If you want to make representations contact:</b>	Future Planning, (01803) 208804, future.planning@torbay.gov.uk, c/o Town Hall, Castle Circus, Torquay, TQ1 3DR

Reference: I054898

**Five Year Risk Share Agreement between Torbay Council, the Clinical Commissioning Group (CCG) and Integrated Care Organisation (ICO) for delivery of adult social care**

A new five year Risk Share Agreement between Torbay Council, the Clinical Commissioning Group (CCG) and Integrated Care Organisation (ICO) has been developed in respect of health and care delivery for adults with the CCG and ICO and needs to be formally approved by the Council.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Clinical Commission Group, Integrated Care Organisation, Senior Leadership Team and Elected Mayor and Councillors.
<b>Means of Consultation:</b>	Meetings and circulation of papers.
<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 Adults (Councillor Julien Parrott) Director of Adult Services and Housing (Caroline Taylor)
<b>Link to targeted actions:</b>	Protecting and supporting vulnerable adults
<b>Reason for inclusion in the Forward Plan:</b>	High level of public interest
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	21 Feb 2019
<b>If you want to make representations contact:</b>	Caroline Taylor, Director of Adult Services and Housing, Town Hall, Castle Circus, Torquay, TQ1 3DR, email caroline.taylor@torbay.gov.uk; telephone (01803) 207336

**Higher Needs Block Funding**

A request was made by the Schools Forum to apply to the Department for Education to request the ability to vire funding from the Central Schools Funding Block to the Higher Needs Funding Block of the Dedicated Schools Grant, to help support children with special educational needs, alternative provision, special schools and excluded pupils.

The Council is due to receive a decision on this request in February and the Chief Finance Officer as holder of the funds on behalf of the Schools will need to take a formal decision to vire the money between the two funding blocks.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Torbay Schools, Schools Forum and members of the public.
<b>Means of Consultation:</b>	Meetings and circulation of papers and public consultation via the Council's website.
<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>	Elected Mayor and Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation (Elected Mayor, Gordon Oliver), Executive Lead for Children and Housing (Councillor Cindy Stocks)  Chief Finance Officer (Martin Phillips)
<b>Link to targeted actions:</b>	Protecting all children and giving them the best start in life
<b>Reason for inclusion in the Forward Plan:</b>	High level of public interest
<b>Decision Maker:</b>	Chief Finance Officer
<b>Intended Decision Date:</b>	February 2019
<b>If you want to make representations contact:</b>	Martin Phillips, Chief Finance Officer, Torbay Council, c/o Town Hall, Castle Circus, Torquay, TQ1 3DR, email martin.phillips@torbay.gov.uk, telephone (01803) 207825

### Joint Supplementary Planning Document (SPD) South Hams Special Area of Conservation (SAC)

To adopt a new joint 'Supplementary Planning Document (SPD) South Hams Special Area of Conservation (SAC)' as part of the Council's Policy Framework. The South Hams SAC is a European designation established under the Conservation of Habitats and Species Regulations 2010 (Habitats Regulation) and is unusual in that it is comprised of several separate but linked component Sites of Special Scientific Interest with significant Greater Horseshoe Bat maternity roost importance located over five local planning authority areas.

The joint SPD will apply to all five local planning authority areas which cover the South Hams SAC and the habitat surrounding it and is designed to assist people who are submitting and determining planning applications with the objective to facilitate the appropriate siting/planning/design of development so as to avoid/mitigate significant impact on the favourable conservation status of the SAC.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Statutory, non-statutory and planning database.
<b>Means of Consultation:</b>	Joint consultation led by Teignbridge Council minimum 6 weeks
<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 and Executive Lead for Planning and Waste (Councillor Derek Mills) Assistant Director Planning & Transport (Andrew England)
<b>Link to targeted actions:</b>	Ensuring Torbay remains an attractive and safe place to live and visit
<b>Reason for inclusion in the Forward Plan:</b>	Policy Framework
<b>Decision Maker:</b>	Elected Mayor Elected Mayor Council

<b>Intended Decision Date:</b>	29 Mar 2018 2 Jul 2018 3 Apr 2019
<b>If you want to make representations contact:</b>	Adam Luscombe, Senior Strategy and Project Delivery Officer, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207693, email adam.luscombe@torbay.gov.uk

**Memorandum of Understanding for Adult Mental Health**

This is a memorandum of understanding between Torbay Council, Torbay and South Devon NHS Foundation Trust and Devon Partnership Trust relating to the roles and responsibilities for delivery of adult mental health services.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Council officers, the Elected Mayor and Executive Leads, Torbay and South Devon NHS Foundation Trust and Devon Partnership Trust officers.
<b>Means of Consultation:</b>	Meetings and circulation of papers.
<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 Adults (Councillor Julien Parrott) Director of Adult Services and Housing (Caroline Taylor)
<b>Link to targeted actions:</b>	Protecting and supporting vulnerable adults
<b>Reason for inclusion in the Forward Plan:</b>	High level of public interest
<b>Decision Maker:</b>	Elected Mayor
<b>Intended Decision Date:</b>	4 Feb 2019
<b>If you want to make representations contact:</b>	Caroline Taylor, Director of Adult Services and Housing, Town Hall, Castle Circus, Torquay, TQ1 3DR, email caroline.taylor@torbay.gov.uk; telephone (01803) 207336



**Revenue Budget and Capital Plan 2019/2020**

To approve the Council's Revenue Budget and Capital Plan Budget for 2019/2020 including the setting of fees and charges for Council services, the Council's Corporate Asset Management Strategy and Capital Strategy.

<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 final revenue budget will be circulated to the Council's key stakeholders (in accordance with statute).</p> <p>The Elected Mayor will set out draft budget savings proposals for consultation.</p> <p>The Elected Mayor will request the Executive Lead Members and officers to outline the implications for budget savings proposals. The Overview and Scrutiny Board and stakeholders will respond to these proposals. The Elected Mayor will consider these comments before proposing a final budget (including proposals for service change, income generation and efficiencies) which will form part of the revenue budget which will be presented to Council in February 2019.</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>	<p>Elected Mayor and Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation (Elected Mayor, Gordon Oliver)</p> <p>Head of Financial Services (Martin Phillips)</p>
<b>Link to targeted actions:</b>	Corporate support
<b>Reason for inclusion in the Forward Plan:</b>	Revenue Budget variation +£250,000

<b>Decision Maker:</b>	Elected Mayor Council
<b>Intended Decision Date:</b>	October 2018 13 Feb 2019
<b>If you want to make representations contact:</b>	Martin Phillips, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone: (01803) 207285, fax: (01803) 207319, email: martin.phillips@torbay.gov.uk

**School Term Dates**

To consider approving the calendar for school terms and holidays for community and voluntary controlled schools for the following years:

School Term Dates 2020-21

School Term Dates 2021-22

School Term Dates 2022-23

School Term Dates 2023-24

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Head teachers and chairs of governors of Torbay schools and academies, Union reps, Members of the Children's Services Joint Consultative Committee, Devon County Council, Church of England Diocese, and Roman Catholic Diocese.
<b>Means of Consultation:</b>	Letters emailed to consultees inviting feedback during a four week consultation period.
<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 and Housing (Councillor Cindy Stocks)  Director of Children's Services (Alison Botham)
<b>Link to targeted actions:</b>	Protecting all children and giving them the best start in life
<b>Reason for inclusion in the Forward Plan:</b>	High level of public interest
<b>Decision Maker:</b>	Director of Children's Services
<b>Intended Decision Date:</b>	February 2019
<b>If you want to make representations contact:</b>	Elizabeth Smale, Senior Business Support Officer, Tobay Council, Student Services, Electric House, c/o Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone: (01803) 208908, email: pupil.services@torbay.gov.uk

### **Strategic Agreement between Torbay and South Devon NHS Foundation Trust and Torbay Council/South Devon and Torbay Clinical Commissioning Group**

This is the Strategic Agreement with Torbay and South Devon NHS Foundation Trust which provides health and care on behalf of two commissioners - Torbay Council and South Devon and Torbay Clinical Commissioning Group. The Agreement outlines the outcomes which will be delivered within the financial envelope agreed and, specifically for the Council, gives transparency to the delivery of Adult Social Services on behalf of the Council.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Overview and Scrutiny Board.
<b>Means of Consultation:</b>	Meetings and circulation of papers.
<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 Adults (Councillor Julien Parrott) Director of Adult Services and Housing (Caroline Taylor)
<b>Link to targeted actions:</b>	Protecting and supporting vulnerable adults
<b>Reason for inclusion in the Forward Plan:</b>	Policy Framework
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	21 Feb 2019
<b>If you want to make representations contact:</b>	Caroline Taylor, Director of Adult Services and Housing, Torbay Council, Town Hall, Torquay, TQ1 3DR, telephone (01803) 208949, email caroline.taylor@torbay.gov.uk

**TOR2 - Replacement of Vehicles and Future Delivery**

The Council needs to purchase/lease a number of vehicles to enable continued service delivery.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Senior Leadership Team and Mayor's Executive Group.
<b>Means of Consultation:</b>	Meetings and circulation of papers.
<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 and Executive Lead for Planning and Waste (Councillor Derek Mills) Director of Corporate Services (Anne-Marie Bond)
<b>Link to targeted actions:</b>	Ensuring Torbay remains an attractive and safe place to live and visit
<b>Reason for inclusion in the Forward Plan:</b>	High level of public interest
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	31 Jan 2019
<b>If you want to make representations contact:</b>	Anne-Marie Bond, Director of Corporate Services, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207015, email anne-marie.bond@torbay.gov.uk

Reference: I048542

**Torbay Council Annual Pay Policy Statement (including Gender Pay Gap Report and Review of Pensions Discretions)**

It is a requirement of the Localism Act and Transparency Code to publish an annual pay policy statement, the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 to publish Gender Pay Gap information and the Local Government Pension Scheme Regulations 2013 and The Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014 to review pensions discretions annually.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Trade Unions, Chief Executive and other senior officers.
<b>Means of Consultation:</b>	Through the Torbay Joint Consultative Committee (TJCC) meetings with Trades Unions.
<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>	Elected Mayor and Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation (Elected Mayor, Gordon Oliver)  Director of Corporate Services (Anne-Marie Bond)
<b>Link to targeted actions:</b>	Working towards a more prosperous Torbay
<b>Reason for inclusion in the Forward Plan:</b>	High level of public interest
<b>Decision Maker:</b>	Council
<b>Intended Decision Date:</b>	21 Feb 2019
<b>If you want to make representations contact:</b>	Anne-Marie Bond - Director of Corporate Services, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207015, email anne-marie.bond@torbay.gov.uk

