



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

# **FORWARD PLAN**

**Compiled on behalf of the Cabinet**

**Forward Plan published on 11 November 2019**

**1 December 2019 to 29 February 2020**

**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.

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. It is also available on the Council's website (<http://www.torbay.gov.uk/forward-plan>).

The Leader of the Council and Cabinet

**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 Director of Corporate 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 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.

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:

Matter for decision	Expected date of Decision	Decision Maker	Page
Corporate Plan	27 Feb 2020	Council	1
	4 Feb 2020	Cabinet	
	26 Nov 2019	Cabinet	
Children and Young People's Plan	6 Feb 2020	Council	2
	21 Jan 2020	Cabinet	
	26 Nov 2019	Cabinet	
Council Tax 2020/2021	27 Feb 2020	Council	3
Revenue Budget and Capital Budget 2020/2021	13 Feb 2020	Council	4
	21 Jan 2020	Cabinet	
	17 Dec 2019	Cabinet	
Torbay Housing Strategy	6 Feb 2020	Council	6
	21 Jan 2020	Cabinet	
	17 Dec 2019	Cabinet	

**Corporate Plan**

The Corporate Plan articulates at a strategic level the ambitions of the Council and the principles within which the Council will operate.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	The community, partner organisations and the 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 Cabinet Member and Officer:</b>	Leader of the Council (Councillor Steve Darling) Director of Corporate Services (Anne-Marie Bond)
<b>Link to targeted actions:</b>	Corporate support
<b>Reason for inclusion in the Forward Plan:</b>	Policy Framework
<b>Decision Maker:</b>	Cabinet Cabinet Council
<b>Intended Decision Date:</b>	26 Nov 2019 4 Feb 2020 27 Feb 2020
<b>If you want to make representations contact:</b>	Kate Spencer, Head of Policy, Performance and Community Engagement, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email <a href="mailto:kate.spencer@torbay.gov.uk">kate.spencer@torbay.gov.uk</a>

**Children and Young People's Plan**

The Torbay Children and Young People's Plan sets out the priorities of the Council and Children's Services Strategic Partnership in delivering services to children, young people and their families. The existing Plan runs until 2023 and it is not expected to need major amendment, although it is likely that the associated action plan will be updated.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Children's Services Strategic Partnership, Health and Wellbeing Board, Torbay Safeguarding Executive Board, children and young people.
<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 Cabinet Member and Officer:</b>	Cabinet Member for Children's Services (Councillor Cordelia Law)  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>	Policy Framework
<b>Decision Maker:</b>	Cabinet  Cabinet  Council
<b>Intended Decision Date:</b>	26 Nov 2019  21 Jan 2020  6 Feb 2020
<b>If you want to make representations contact:</b>	Alison Botham, Director of Children's Services, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email <a href="mailto:alison.botham@torbay.gov.uk">alison.botham@torbay.gov.uk</a>

**Council Tax 2020/2021**

To approve the Council Tax for 2020/2021.

<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 Cabinet's budget savings proposals which will form the basis of the Revenue Budget. The Board's final views will be reported to the Cabinet to enable them 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 Cabinet Member and Officer:</b>	Deputy Leader of the Council and Cabinet Member for Finance (Councillor Darren Cowell)  Chief Finance Officer (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>	Council
<b>Intended Decision Date:</b>	27 Feb 2020
<b>If you want to make representations contact:</b>	Martin Phillips, Chief Finance Officer, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207285, email martin.phillips@torbay.gov.uk



**Revenue Budget and Capital Budget 2020/2021**

To approve the Council's Revenue Budget and Capital Plan Budget for 2020/2021 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 and 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 Cabinet will set out draft budget savings proposals for consultation.</p> <p>The Leader of the Council will request Cabinet Members and officers to outline the implications for budget savings proposals. The Overview and Scrutiny Board and stakeholders will respond to these proposals. The Cabinet 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 2020.</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 Cabinet Member and Officer:</b>	<p>Deputy Leader of the Council and Cabinet Member for Finance (Councillor Darren Cowell)</p> <p>Chief Finance Officer (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>	Cabinet Cabinet Council
<b>Intended Decision Date:</b>	17 Dec 2019 21 Jan 2020 13 Feb 2020
<b>If you want to make representations contact:</b>	Martin Phillips, Chief Finance Officer, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, telephone (01803) 207285, email martin.phillips@torbay.gov.uk

**Torbay Housing Strategy**

This is an overarching document that focuses and co-ordinates a number of other related priorities, including providing adequate specialist housing for those needing care and support, improving the living environment and quality of life, providing an integrated approach to housing advice and homeless prevention, providing a mix of new housing and tenures and reducing the cost pressures on adults and children's services.

<b>Wards affected:</b>	All Wards
<b>Consultees:</b>	Members, Overview and Scrutiny Board, Partners, Stakeholders and residents.
<b>Means of Consultation:</b>	Meetings, circulation of paper electronic feedback, including 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 Cabinet Member and Officer:</b>	Cabinet Member for Economic Regeneration, Tourism and Housing (Councillor Swithin Long)  Director of Place (Kevin Mowat)
<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>	Cabinet  Cabinet  Council
<b>Intended Decision Date:</b>	17 Dec 2019  21 Jan 2020  6 Feb 2020

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

Kevin Mowat, Interim Director of Place, Torbay Council Town Hall, Castle Circus, Torquay, TQ1 3DR, email [kevin.mowat@torbay.gov.uk](mailto:kevin.mowat@torbay.gov.uk)