

FORWARD PLAN

Compiled on behalf of the Cabinet

Forward Plan Published on 17 November 2023

1 December 2023 to 31 March 2024

**For information relating to the Forward Plan or to request a copy in another format or language please contact:
Governance Support (01803) 207087
Email: governance.support@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) 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.

We want Torbay and its residents to thrive.

We want Torbay to be a place where we have turned the tide on poverty and tackled inequalities; where our children and older people will have high aspirations and where there are quality jobs, good pay and affordable housing for our residents.

We want Torbay to be the premier resort in the UK, with a vibrant arts and cultural offer for our residents and visitors to enjoy; where our built and natural environment is celebrated and where we play our part in addressing the climate change emergency.

The proposals in this Forward Plan help us to deliver this ambition by supporting the delivery of some or all of the following themes:

- thriving people;
- thriving economy;
- tackling climate change;
- Council fit for the future;
- the Council's responsibilities as corporate parents;
- tackling poverty, deprivation and vulnerability;
- people with learning disabilities.

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Community and Corporate Plan

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

Wards affected:	All Wards
Consultees:	The community, partner organisations and the Overview and Scrutiny Board.
Means of Consultation:	Meetings, questionnaire 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 Cabinet Member and Officer:	Leader of the Council (Councillor David Thomas) Chief Executive (Anne-Marie Bond)
Link to targeted actions:	Council fit for the future
Reason for inclusion in the Forward Plan:	Policy Framework
Decision Maker:	Cabinet Cabinet Council
Intended Decision Date:	19 Sep 2023 21 Nov 2023 7 Dec 2023
If you want to make representations contact:	Kate Spencer, Head of Policy, Performance and Community Engagement, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email kate.spencer@torbay.gov.uk

Council Tax 2024/2025

To approve the Council Tax for 2024/2025.

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board, Council and key stakeholders.
Means of Consultation:	<p>The Overview and Scrutiny Board will consider the Cabinet's budget 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.</p> <p>Public consultation will also be carried out the Cabinet's budget proposals which will impact on the level of Council Tax.</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 Cabinet Member and Officer:	<p>Cabinet Member for Housing, Finance and Corporate Services (Councillor Alan Tyerman)</p> <p>Director of Finance (Malcolm Coe)</p>
Link to targeted actions:	Council fit for the future
Reason for inclusion in the Forward Plan:	Revenue Budget variation +£250,000
Decision Maker:	Council
Intended Decision Date:	22 Feb 2024
If you want to make representations contact:	Malcolm Coe, Director of Finance, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email malcolm.coe@torbay.gov.uk

Council Tax Support Scheme 2024/25

The Council is seeking to make significant changes to the working age Council Tax Support scheme from 01 April 2024.

Wards affected:	All Wards
Consultees:	Residents, welfare groups, social landlords and the voluntary sector
Means of Consultation:	<p>Online survey on Engagement HQ. You can access the consultation on our Engagement HQ site here: https://yoursay.torbay.gov.uk/council-tax-support-scheme-2024-consultation</p> <p>Letters with a paper copy of the survey to a sample of stakeholders with half going to those in receipt of Council Tax Support and half to local Council Taxpayers</p> <p>Social media / website / attendance at events</p> <p>Members briefing</p> <p>One Torbay</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 Cabinet Member and Officer:	<p>Cabinet Member for Housing, Finance and Corporate Services (Councillor Alan Tyerman)</p> <p>Director of Finance (Malcolm Coe)</p>
Link to targeted actions:	Council fit for the future; Tackling poverty, deprivation and vulnerability; Thriving economy; Thriving people
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Council
Intended Decision Date:	7 Dec 2023
If you want to make representations contact:	Alison Whittaker, telephone (01803) 207221, email Alison.Whittaker@torbay.gov.uk , address Torbay Council, Town Hall, Castle Circus. Torquay, TQ1 3DR

Devolution – Deal for Devon, Plymouth and Torbay

Torbay Council, alongside Devon County Council and Plymouth City Council, is currently negotiating a Devolution Deal for Devon, Plymouth and Torbay. This would include the creation of Combined County Authority.

Wards affected:	All Wards
Consultees:	The community (including businesses), partner organisations (including education providers) and the Overview and Scrutiny Board.
Means of Consultation:	Meetings, questionnaire 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 Cabinet Member and Officer:	Leader of the Council (Councillor David Thomas) Chief Executive (Anne-Marie Bond)
Link to targeted actions:	Council fit for the future
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Cabinet Council
Intended Decision Date:	5 Dec 2023 7 Dec 2023
If you want to make representations contact:	Kate Spencer, Head of Policy, Performance and Community Engagement, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email kate.spencer@torbay.gov.uk

Housing Assistance Policy

To seek approval of a new Housing Assistance Policy for improving and adapting private homes within Torbay via Disabled Facilities Grants (DFG).

Wards affected:	All Wards
Consultees:	Residents of Torbay, service users, Occupational Therapists, Adults Social Care Foundations, registered providers for housing, support agencies.
Means of Consultation:	The policy was co-designed with partners via a multi agency workshop and engagement with those that has used the service via telephone interviews. Further consultation on the policy through online survey and distribution to partners and representative organisations.
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 Cabinet Member and Officer:	Cabinet Member for Adult and Community Services, Public Health and Inequalities (Councillor Hayley Tranter) Director of Adult and Community Services (Jo Williams)
Link to targeted actions:	Thriving people
Reason for inclusion in the Forward Plan:	High level of public interest
Decision Maker:	Cabinet
Intended Decision Date:	21 Nov 2023
If you want to make representations contact:	Tara Harris, Divisional Director of Community and Customer Services, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email: tara.harris@torbay.gov.uk

Resource and Waste Management Strategy

The Resource and Waste Management Strategy sets out the Council's strategy for managing waste and resources to help meet the priorities set out in the Community and Corporate Plan. In light of, the emerging Community and Corporate Plan 2023-2043 the Resource and Waste Management Strategy will be reviewed to ensure the strategy continues to align with current priorities.

As the Resource and Waste Management Strategy forms part of the Council's Policy Framework, there is a requirement to undertake consultation on any changes.

Wards affected:	All Wards
Consultees:	Residents of Torbay
Means of Consultation:	Online consultation with promotion with One Torbay Newsletter (which has over 9000 subscribers) Press release Social Media
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 Cabinet Member and Officer:	Cabinet Member for Pride in Place, Culture & Events and Parking (Councillor Adam Billings) Director of Pride in Place (Alan Denby)
Link to targeted actions:	Council fit for the future
Reason for inclusion in the Forward Plan:	Policy Framework
Decision Maker:	Cabinet Council
Intended Decision Date:	21 Nov 2023 7 Dec 2023
If you want to make representations contact:	Policy, Performance and Community Engagement Team; consultation@torbay.gov.uk

Revenue and Capital Budget 2024/2025

To approve the Council's Revenue Budget and Capital Plan Budget for 2024/2025 including the setting of fees and charges for Council services and Capital Strategy.

There are currently a number of unknown elements in respect of Government's financial settlement including the implications of the Autumn Budget expected in mid November 2023. Therefore, the Council will prepare its budget following the Government's local government finance settlement announced in December 2023. The Cabinet will launch its draft budget for five weeks consultation at its Cabinet meeting on 9 January 2024, with the final recommendations being considered by Cabinet and Council in February 2024. As the budget proposals will be later for 2024/25 and not be submitted before 8 February 2024, Standing Orders F2.7 to 2.11 will not apply (whereby the Council provides any objections to the Cabinet to review before determining the budget).

Wards affected:	All Wards
Consultees:	Overview and Scrutiny Board, Council and 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 Cabinet will set out draft budget proposals for consultation.</p> <p>The Leader of the Council will request Cabinet Members and officers to outline the implications for the budget 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 2024.</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 Cabinet Member and Officer:	<p>Cabinet Member for Housing, Finance and Corporate Services (Councillor Alan Tyerman)</p> <p>Director of Finance (Malcolm Coe)</p>

Link to targeted actions:	Council fit for the future
Reason for inclusion in the Forward Plan:	Revenue Budget variation +£250,000
Decision Maker:	Cabinet Cabinet Council
Intended Decision Date:	9 Jan 2024 13 Feb 2024 22 Feb 2024
If you want to make representations contact:	Malcolm Coe, Director of Finance, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR, email malcolm.coe@torbay.gov.uk

Torbay Housing Strategy

The Torbay Housing Strategy 2022-2030 is an overarching document that sets out how the council will promote a balanced housing market; essential to sustainable communities. The Torbay Housing Strategy 2022-2030 will be reviewed to ensure it aligns with the emerging Community and Corporate Plan 2023-2043.

As the Torbay Housing Strategy forms part of the Council's Policy Framework, there is a requirement to undertake consultation on any changes.

Wards affected:	All Wards
Consultees:	Members of the Public and Key Stakeholders
Means of Consultation:	Online consultation with promotion with One Torbay Newsletter (which has over 9000 subscribers) Press release Social Media Targeted communication with hard to reach 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 Cabinet Member and Officer:	Cabinet Member for Housing, Finance and Corporate Services (Councillor Alan Tyerman) Director of Pride in Place (Alan Denby)
Link to targeted actions:	Tackling poverty, deprivation and vulnerability
Reason for inclusion in the Forward Plan:	Policy Framework
Decision Maker:	Cabinet Council
Intended Decision Date:	21 Nov 2023 7 Dec 2023
If you want to make representations contact:	Policy, Performance and Community Engagement Team; consultation@torbay.gov.uk