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West Devon  
Borough  
Council

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Dear Councillor

## WEST DEVON COUNCIL - TUESDAY, 20TH JULY, 2021

I refer to the agenda for the above meeting and attach papers in connection with the following item(s).

### Agenda No    Item

9.    **To receive the Minutes of the Hub Committee, to note the delegated decisions and to consider the adoption of those Recommendations which require approval: (Pages 1 - 4)**
  - (i)    **Hub Committee**

Meeting held on 13 July 2021
12.    **Establishment of Hub Advisory Groups and Council Appointments (Pages 5 - 22)**

Dated this 12<sup>th</sup> of July 2021

Andy Bates  
Chief Executive

Yours sincerely

Darryl White

Democratic Services Manager

Encs

# Agenda Item 9

At a Meeting of the **HUB COMMITTEE** held in the **Council Chamber, Kilworthy Park, Tavistock** on **TUESDAY** the **13<sup>th</sup>** day of **July 2021** at **2:00 pm**

**Present:** Cllr N Jory – Chairman  
Cllr R Cheadle – Vice Chairman

|                  |                 |
|------------------|-----------------|
| Cllr P Crozier   | Cllr L Daniel   |
| Cllr C Edmonds   | Cllr A F Leech  |
| Cllr C Mott      | Cllr T G Pearce |
| Cllr B Ratcliffe |                 |

**In attendance:** Chief Executive  
Deputy Chief Executive  
Head of Strategy and Projects  
Head of Development Management

**Other Members in attendance:**  
Cllrs Heyworth and Hipsey

**\*HC 11/21 APOLOGIES**

There were no apologies for absence received for this meeting.

**\*HC 12/21 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be discussed and there were none made.

**\*HC 13/21 MINUTES**

The Minutes of the Hub Committee meeting held on 8 June 2021 were confirmed as a correct record.

**\*HC 14/21 PUBLIC QUESTION TIME**

It was noted that no Questions had been received in accordance with the Hub Committee Procedure Rules.

**\*HC 15/21 HUB COMMITTEE FORWARD PLAN**

Members were presented with the Hub Committee Forward Plan that set out items on the agenda for Hub Committee meetings for the next four months.

In discussion, it was agreed that the Leader would discuss with officers the need to schedule in further reports on aspects of the 'Plan for West Devon' once it had been adopted by Full Council at its 28 September 2021 meeting.

**HC 16/21 DEVELOPMENT OF THE DRAFT 'A PLAN FOR WEST DEVON'**

The Committee was presented with a report that set out the draft Corporate Strategy 'A Plan for West Devon' and timeline for the next steps, with a view to ultimate adoption of the final Strategy in September 2021.

The Leader introduced the draft Plan and stated that it currently represented a high level vision that was deliberately scant on detail. It was the intention of the Leader for the detail to be included as part of a series of draft Delivery Plans that would be appended to the draft 'Plan for West Devon' and would be considered by the Hub Committee at its next meeting on 14 September 2021 before onward consideration at the Full Council meeting to be held on 28 September 2021.

In discussion, the following points were raised:-

- (a) Prior to being published for consultation, Members requested that the final draft Plan be both proofread by an individual outside of the Council (thereby helping to ensure that it was understandable to the public) and, in the final version to be considered in September, ensure that images used throughout the document were reflective of the diversity of the Borough;
- (b) A number of Members paid tribute to the presentation, design and layout of the draft Plan which was felt to be excellent;
- (c) A Member felt that there was a need for the delivery plans to be realistic and to not set out unobtainable targets. Furthermore, another Member felt that it would be useful to outline matters (e.g. highways) that were outside of the remit of the Borough Council and state which partner organisation were responsible for such matters.

It was then **RESOLVED** that Council be **RECOMMENDED** to:

1. officers be instructed to commence a formal public consultation exercise on the draft 'Plan for West Devon' in line with the adopted Community Consultation and Engagement Strategy; and
2. the Chief Executive and the Director of Governance and Assurance be instructed to develop delivery plans for the Strategy, for consideration by the Hub Committee alongside the final Strategy at its meeting on 21 September 2021 before their onward consideration by Full Council on 28 September 2021.

**\*HC 17/21 DRAFT ANNUAL REPORT 2020/21**

A report was considered that presented the Council's draft Annual Report for 2020/21.

In discussion, reference was made to:-

- (a) Anti-Social Behaviour referrals. In response to a specific question, it was agreed that the matter of Anti-Social Behaviour referrals would be raised at the time when the Community Safety Partnership presented its annual report to the Overview and Scrutiny Committee;
- (b) the achievements of the Council in such a difficult year. Members felt that the Council should be congratulated for its achievements and stable financial management in what had been an unprecedented difficult year as a result of the pandemic.

It was then **RESOLVED** that:

1. the progress and achievements made by the Council be noted; and
2. the West Devon Borough Council Draft Annual Report (as set out at Appendix A of the presented agenda report) be considered for the financial year 2020/21, with any amendments being suggested prior to publication of the final report.

**\*HC 18/21 PLANNING SERVICE REVIEW – VERBAL UPDATE**

The lead Hub Committee Member introduced her verbal update and advised the meeting that:

- a service review had been invoked to deliver improvements in service performance and quality;
- an Improvement Plan had been drafted and a Review Board established;
- a report on the outcome of the Review would be presented to a meeting of the Hub Committee in the Autumn;
- whilst not a formal review undertaken by the Planning Advisory Service (PAS), the organisation was providing some support on: improving customer service and communication and the delivery of the Improvement Plan;
- progress was being made in the recruitment of officers to fill the vacancies in both planning enforcement and development management;
- the validation process was critical. The lead Member advised that extensive officer time was wasted as a result of over 50% of planning applications being invalid and, in recognition of the importance of validation, an additional 2 Case Managers had been assigned to support the process;
- the backlog of planning applications was currently reducing;
- further improvements were anticipated in line with the roll-out of the new IT system;
- the pre-application process was being reviewed;
- a Memorandum of Understanding with town and parish councils was being drafted for consultation; and
- the relationship with the Council's internal consultees was also being reviewed and the support that was being provided by Ecology Officers at Devon County Council was already realising benefits.

In debate, the following points were raised:-

- (a) Based upon recent experiences, Members expressed their wish that, wherever possible, work was kept in-house and not outsourced;
- (b) It was noted that the matter of invalid planning applications was a national issue. In terms of mitigating measures, holding a workshop with planning agents and retaining an administrative (cost recovery) fee from invalid applications were currently being considered;
- (c) The pre-application process was felt to be a very important component on the planning service.

(The meeting terminated at 8.45 pm)

***(NOTE: THESE DECISIONS WILL BECOME EFFECTIVE FROM THURSDAY, 22 JULY 2021, WITH THE EXCEPTION OF MINUTE HC 16/21 WHICH IS A RECOMMENDATION TO THE COUNCIL MEEITNG TO BE HELD ON 20 JULY 2021, UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18)***

Report to: **Council**  
Date: **20 July 2021**  
Title: **Establishment of Hub Advisory Groups and Council Appointments**  
Portfolio Area: **Council – Cllr Jory, Leader**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: Immediately following this meeting

Author: **Darryl White** Role: **Democratic Services Manager**

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**RECOMMENDATION:**

**That Council RESOLVES that:**

- 1. the updated political composition of the Council be noted as follows:**
  - Conservative Group: 15 Members;**
  - Alliance Group: 14 Members; and**
  - Non-aligned Independents: 2 Members.**
- 2. Cllr Davies replace Cllr Musgrave as a Member of the Standards Committee for the remainder of the 2021/22 Municipal Year;**
- 3. Cllr Bridgewater and Cllr Hipsey be appointed to serve on the Audit and Overview and Scrutiny Committees respectively;**
- 4. eight Hub Advisory Groups be established in accordance with the draft Terms of Reference as set out at Appendix A;**
- 5. the appointments to these Hub Advisory Groups be as set out at Appendix B for the remainder of the 2021/22 Municipal Year;**
- 6. the Democratic Services Manager be given delegated authority to establish a cycle of meetings for the Hub Advisory Groups for the remainder of the 2021/22 Municipal Year;**

- 7. the appointment of Governance Boards / Panels be approved as set out at Appendix C for the remainder of the 2021/22 Municipal Year;**
- 8. it be represented on the list of Outside Bodies (as attached at Appendix D) for the remainder of the 2021/22 Municipal Year and that, for the purposes of Members' Allowances, attendance at meetings of these Bodies be regarded as an 'Approved Duty';**
- 9. the draft reporting feedback template for Outside Bodies (as detailed at Appendix E) be approved; and**
- 10. the draft Role Member Profile for Outside Bodies (as set out at Appendix F) be approved.**

## **1. Executive summary**

1.1 In line with the Council's Scheme of Delegation, it is a requirement of the Council to:

- *agree and/or amend the Terms of Reference for Committees or bodies of the Council, deciding on their composition and making or revoking appointments to them;*
- *appoint representatives to Outside Bodies; and*
- *receive reports (for noting purposes) at its next ordinary Council meeting on amendments to the political composition.*

## **2. Background**

2.1 This report seeks approval of a series of recommendations that relate to the formal appointments process.

## **3. Outcomes/outputs**

### **Political Composition of the Council**

3.1 At the Annual Council meeting held on 25 May 2021, Cllr Moody formally resigned from the Alliance Group of the Council;

3.2 As a result, the Council is asked to note that the political composition of the Council is now as follows:

- Conservative Group: 15 Members;
- Alliance Group: 14 Members; and
- Non-aligned Independents: 2 Members.

3.3 This revised political composition has had a minor knock-on effect to the political balance of the Council with the non-aligned Independents now being entitled to one of the three Alliance Group Member seats on the Standards Committee;

- 3.4 Both non-aligned Independent Members and the Leader of the Alliance Group have been consulted and it is therefore proposed that Cllr Davies replace Cllr Musgrave as a Member of the Standards Committee for the remainder of the 2021/22 Municipal Year;
- 3.5 Since the Annual Council meeting, the Leader of the Alliance Group has also asked that the opportunity is taken for Cllrs Bridgewater and Hipsey to swap their appointed roles on the Audit and Overview and Scrutiny Committees. As a result, it is proposed that Cllr Bridgewater be appointed to serve on the Audit Committee and Cllr Hipsey be appointed to serve on the Overview and Scrutiny Committee for the remainder of the 2021/22 Municipal Year;

### **Hub Advisory Groups**

- 3.6 As part of the discussions on both the draft 'Plan for West Devon' and the proposed revisions to the Council Constitution, the Group Leaders have expressed a wish to establish eight Hub Advisory Groups that will be aligned to the proposed eight thematic areas in the draft 'Plan for West Devon';
- 3.7 To reflect the views of the Group Leaders, a generic set of draft Terms of Reference have been produced and are presented at Appendix A for approval. These are also to be considered at the Hub Committee meeting to be held on 15 July and the views expressed by Members at that meeting will be verbally reported to this Council meeting;
- 3.8 With regard to appointments to these Advisory Groups, the Group Leaders and both non-aligned Independent Members have been consulted and their respective nominations / expressions of interest are reflected in Appendix B. Members are advised that these nominations do comply with the wish for these Groups to be politically balanced and for each Member of Council to serve on two different Groups;
- 3.9 It is envisaged that the Groups will be Chaired by the relevant lead Hub Committee Member;
- 3.10 The report seeks to grant the Democratic Services Manager delegated authority to establish a calendar of meetings for the Advisory Groups for the remainder of the 2021/22 Municipal Year. However, Members are informed that the intention will be for each Advisory Group to meet once before the Thematic Delivery Plans are considered by the Hub Committee and Council meetings in September. In drafting the calendar, steps will be taken to consult with the lead Hub Committee Members beforehand and to avoid Development Management & Licensing Committee meeting days and the Christmas and New Year period;

### **Governance Boards / Panels**

- 3.11 At the Annual Council meeting, appointments to the Governance Boards / Panels were only extended to the date of this Council meeting to enable for the appointments to be consistent with the revised Hub Committee portfolio areas;
- 3.12 Both Groups Leaders and the two non-aligned Independent Members have been invited to submit their nominations / expressions of interest to serve on these Governance Boards / Panels and these are reflected in Appendix C;

### **Outside Bodies**

- 3.13 Similarly to the Governance Boards / Panels, appointments to the Outside Bodies were also only extended to the date of this Council meeting;
- 3.14 Again, both Group Leaders and the two non-aligned Independent Members have been invited to submit their nominations / expressions of interest to serve on the current list of Outside Bodies and these are illustrated in Appendix D;
- 3.15 There remain challenges with regard to appointed Members reporting back to the Council and its wider membership on the Outside Bodies to which they are appointed. In order to facilitate that reporting, a draft template has been produced (Appendix E refers) for completion by representatives on Outside Bodies and that such reports from representatives be published via the Members' Bulletin publication. The Council is asked to formally adopt this draft template at this meeting;
- 3.16 To provide some greater clarity for Member representatives, a role profile ('Job Description') has also been drafted and is set out at Appendix F for the approval of Council.
- 3.17 With some of the Outside Bodies, conflicts of interests due to Council representation can arise. In such cases, Members should be aware that, even though they may be the Council's representative, the first legal duty is to act in the best interests of that Outside Body when participating in the affairs of that organisation. As a consequence, appointed Members are actively encouraged to contact the Council's Monitoring Officer for advice.

## **4. Options available and consideration of risk**

- 4.1 It is a requirement for Committees of the Council to be politically balanced and approval of the recommendation contained within this report will ensure compliance;
- 4.2 With regard to Outside Bodies appointments, there is a risk that Members may find themselves in positions where interests conflict potentially damaging both their own and the Council's

reputation. To mitigate this risk, Members are encouraged to contact the Council’s Monitoring Officer.

**5. Proposed Way Forward**

5.1 The Council is asked to approve each of the nine recommendations that are set out at the start of this report.

**6. Implications**

| Implications   | Relevant to proposals Y/N | Details and proposed measures to address     |
|--|---------------------------|--|
| Legal/Governance   | Y                         | Statutory Powers – Local Government Act 1972 |
| Financial implications to include reference to value for money | N                         | There are no direct financial implications   |
| Risk   | N                         | These are addressed in the report            |
| Supporting Corporate Strategy                                  |                           | Efficient and Effective Council              |
| Climate Change - Carbon / Biodiversity Impact                  |                           | Not applicable                               |
| <b>Comprehensive Impact Assessment Implications</b>            |                           |  |
| Equality and Diversity   |                           | Not applicable                               |
| Safeguarding   |                           | Not applicable                               |
| Community Safety, Crime and Disorder                           |                           | Not applicable                               |
| Health, Safety and Wellbeing                                   |                           | Not applicable                               |
| Other implications   |                           | Not applicable                               |

**Supporting Information**

**Appendices:**

Appendix A – Hub Advisory Groups: Draft Terms of Reference;

Appendix B – Hub Advisory Groups – Member appointments for 2021/22 Municipal Year

Appendix C – list of Governance Boards / Panels (and nominated representatives) for 2021/22 Municipal Year **(TO FOLLOW)**;

Appendix D – list of Outside Bodies (and nominated representatives) for 2021/22 Municipal Year **(TO FOLLOW)**;

Appendix E – draft feedback template; and

Appendix F – draft role profile.

**Background Papers:**

Political Balance Table – July 2021

# Hub Advisory Groups

## Terms of Reference – Draft

### 1. Background

The Council is to establish 8 Hub Advisory Groups that will focus on the following 'A Plan for West Devon' thematic areas:

- **Resources:**  
*(Financial Planning and Accounts; Council Tax; IT systems (including performance management reporting); Commissioning; Internal Audit; Invest to Earn; Human Resources; and General Data Protection Regulations GDPR).*
- **Economy:**  
*(Links with businesses; links with farming; Grants; Devon Recovery Plan; Town Centre support; Broadband; Assets; Commercial Property; and Business Rates).*
- **People and Communities:**  
*(Localities Service; Links with Community Groups and Police; Community Grants; Car Parks; Parks; Gardens and Play Spaces; Events; and Dogs).*
- **Housing and Benefits:**  
*(Community Housing; Affordable Housing; Housing Benefits; Links with Housing Associations; Homelessness; Housing Advice; Housing Grants and Loans)*
- **Public Health and Wellbeing:**  
*(Leisure Centres; Environmental Health Service Delivery; Local Track and Trace; Pest Control, Food Hygiene; Links to NHS and surgeries)*
- **Natural Environment:**  
*(Joint Local Plan (Natural Environment); Links with Dartmoor National Park and Tamar Valley AONB; Waste and Recycling Collection Contract; Fly tipping; Climate Change and Biodiversity Strategy and Action Plan; Active Travel; and Trees)*
- **Built Environment and Planning:**  
*(Joint Local Plan (Built Environment); Placemaking; Planning; Neighbourhood Planning; Street Naming; Licensing and Enforcement; Heritage; Links with World Heritage Site; and Land Charges and Searches)*
- **Communications and Accessibility:**  
*(Internal and External Communications; Call Centre; Public Relations; Council Website; Accessibility to Services; and Freedom of Information)*

## 2. Membership

\*\*\*The membership of the Advisory Groups will be confirmed at the Council Meeting to be held on 15 July 2021. It is envisaged that the Groups will be politically balanced and will comprise of either 7 or 8 Members and that all Members will serve on at least two Advisory Groups\*\*\*

Each Advisory Group will be chaired by the relevant lead Hub Committee Member and supported by the relevant senior responsible lead officer.

Whilst a decision for Council, it is envisaged that Member appointments to Outside Bodies; Governance Boards and Panels that relate to a specific thematic area will generally be made from within the membership of the relevant Advisory Group.

## 3. Role and Function

The primary role and function of each Advisory Group will be to:

- advise and support the lead Hub Committee Member with the **delivery** of targets within the adopted 'A Plan for West Devon (3 year focus)'; and
- **look forward and horizon scan** in order to identify future issues and challenges that relate to the thematic area, generate new ideas and solutions and to plan ahead over the longer-term (for the plan period to 2043).

## 4. Out of Scope

The following are out of the scope of each Advisory Group:

- the delivery of targets relating to other thematic areas within the adopted 'A Plan for West Devon';
- consideration of any Task and Finish Group Review that has arisen through the Overview and Scrutiny function; and
- any regulatory matters (e.g. specific planning and/or licensing applications).

## 5. Governance Arrangements

Each Advisory Group has no formal decision-making powers and is accountable to the Hub Committee.

The Hub Committee will receive regular progress updates from each Advisory Group.

The Quorum of each Advisory Group will be 4, one of which must be the lead Hub Committee Member (Group Chairman).

Appointments will be made by Council and reviewed annually.

On occasions where a vote is required, the Chairman (lead Member) will be entitled to a second (casting) vote.

There will be no provision for Substitute Members and only those appointed Advisory Group Members will be entitled to vote.

## **6. Meeting and Working Practices**

Each Advisory Group will meet three times in a Municipal Year and meetings will be held remotely (over Teams).

Any Member of the Council may attend a meeting of an Advisory Group and, at the discretion of the Chairman, may take part in the deliberations.

Meetings will not be open to the public and will not be live streamed.

Meetings will be scheduled to align with the formal reporting timetable to meetings of the Hub Committee.

Following a meeting, brief action notes will be produced to a common format.

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## **Hub Advisory Group Nominations:**

### **(a) Built Environment**

Cllr Mott (Hub lead and Group Chair)

Cllr Moody

Cllr Moyse

Cllr Pearce

Cllr Southcott

Cllr Vachon

Cllr Yelland

### **(b) Communications & Media**

Cllr Cheadle (Hub lead and Group Chair)

Cllr Edmonds

Cllr Hipsey

Cllr Kimber

Cllr Musgrave

Cllr Samuel

Cllr Spettigue

### **(c) Economy**

Cllr Crozier (Hub lead and Group Chair)

Cllr Bridgewater

Cllr Daniel

Cllr Heyworth

Cllr Jory

Cllr Renders

Cllr Ridgers

Cllr Vachon

**(d) Housing**

Cllr Ratcliffe (Hub lead and Group Chair)

Cllr Bolton

Cllr Ewings

Cllr Leech

Cllr Musgrave

Cllr Samuel

Cllr Sellis

Cllr Yelland

**(e) Leisure & Wellbeing**

Cllr Leech (Hub lead and Group Chair)

Cllr Bolton

Cllr Crozier

Cllr Ridgers

Cllr Sellis

Cllr Southcott

Cllr Spettigue

Cllr Wood

**(f) Natural Environment**

Cllr Daniel (Hub lead and Group Chair)

Cllr Coulson

Cllr Davies

Cllr Kemp

Cllr Mott  
Cllr Moyse  
Cllr Renders  
Cllr Wood

**(g) People & Community**

Cllr Pearce (Hub lead and Group Chair)  
Cllr Ball  
Cllr Ewings  
Cllr Heyworth  
Cllr Hipsey  
Cllr Kemp  
Cllr Moody  
Cllr Ratcliffe

**(h) Resources**

Cllr Edmonds (Hub lead and Group Chair)  
Cllr Ball  
Cllr Bridgewater  
Cllr Cheadle  
Cllr Coulson  
Cllr Davies  
Cllr Jory  
Cllr Kimber

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**Outside Bodies - Member Reporting Form****Appendix 2**

|   |  |
|---|--|
| Name of Organisation  |  |
| Elected Member Representative(s)  |  |
| Lead Council Officer  |  |
| Date of Meeting   |  |
| Key Points arising from the Meeting of interest and/or relevance to the Council         |  |
| Issues (if any) on which the views of the wider membership / lead officer(s) are sought |  |
| Relevant documents (e.g. reports and hyperlinks)  |  |

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## **Draft Role Profile – Member Representatives On Outside Bodies**

A Member representative on an Outside Body is expected to:

1. make themselves aware of what the Outside Body expects from them. In so doing, a representative may seek information from the Outside Body in relation to their Constitution, Terms of Reference, accounts etc;
2. operate within the rules and/or Constitution of the Outside Body (NB Representatives will not disclose any information that is confidential to the Outside Body);
3. attend meetings of the Outside Body to which appointed;
4. report on the activities of the Outside Body; the impact of those activities on the Borough and Council Service Delivery in order to keep the Council informed (NB. the production of such reports will also allow the Council to evaluate the value and benefit of its continued membership);
5. take an active and informed role in the affairs of the Outside Body;
6. make independent personal judgements in line with their Duty of Care to the Outside Body. In so doing, to ensure that they are not representing the views and political position of their own political party;
7. make decisions that are in the best interests of the Outside Body. However, representatives should always ensure that their fellow Directors / Trustees are aware of the fact that they are Councillors;
8. inform local Ward Members when matters specifically relating to their local Ward(s) are to be discussed at a future Outside Body meeting; and
9. ensure that allocated Council funding (if any) is being used wisely and properly.

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