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Date:

Dear Councillor

WEST DEVON HUB COMMITTEE - TUESDAY, 22ND MARCH, 2016

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

Agenda No	Item
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| 8. | <u>Review of role and responsibilities for Hub Committee (Cllr Sanders) (Pages 1 - 10)</u> |
| 13. | <u>Unstarred Minutes Arising from Committee Meetings:- (Pages 11 - 16)</u> |

**PART TWO ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE
PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION
IS LIKELY TO BE DISCLOSED**

The Committee is therefore recommended to pass the following resolution:

“RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting on the grounds that exempt information may be disclosed as defined in the paragraphs given in Part 7 of Schedule 12A to the Act.”

14. **Income Generation Proposals (Cllr Baldwin) (Pages 17 - 40)**

Yours sincerely

Darryl White
Senior Specialist – Democratic Services

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Agenda Item 8

Report to: **Hub Committee**
Date: **22 March 2016**
Title: **REVIEW OF ROLES AND RESPONSIBILITIES FOR THE HUB COMMITTEE**
Portfolio Area: **Strategy and Commissioning - Cllr Sanders**

Wards Affected: **All**

Relevant Scrutiny Committee: Overview and Scrutiny (Internal) Committee

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

Date next steps can be taken: The Committee recommendations will be presented to the Council meeting on 5 April 2016 for approval.

Author: **Political Structures Working Group** Chairman: **Cllr J McInnes**

Contact: **Email: CllrJ.McInnes@westdevon.gov.uk**

RECOMMENDATION:

That the Working Group has undertaken an extensive review into the working arrangements of the Hub Committee and RECOMMENDS that the Hub Committee RECOMMEND to Council that the existing governance arrangements are working well and should therefore be retained, subject to the approval of some minor amendments as outlined at section 5 of the report.

1. Executive summary

- 1.1 When the Council approved its revised governance arrangements, Members reiterated the importance of a review being undertaken once the new structure had been given the opportunity to bed in.

- 1.2 It was equally recognised that the Political Structures Working Group was the appropriate forum for this review to take place. In reviewing the arrangements, the Working Group has met on three separate occasions.
- 1.3 The Working Group has concluded that, subject to inclusion of a few suggested amendments (section 5 below refers), the current working arrangements were working well.

2. Background

- 2.1 At its full Council meeting on 9 December 2014, West Devon Borough Council agreed to revise its governance arrangements to come into effect from May 2015 (Minute CM 65 refers). One of the main revisions was the creation of a single Committee as follows:

"One politically balanced Hub Committee with 9 places on the Committee, scheduled to meet 10 times per year."

- 2.2 The Hub Committee has now been in place for almost a year, and it was always intended that a review of the arrangements would take place to assess the effectiveness and cost of the new structure.
- 2.3 The Political Structures Working Group (PSWG) is the appropriate body to undertake that review and has met on three occasions to consider the new arrangements.
- 2.4 In order to gauge the views of the wider membership a survey has been distributed to all Members. The responses have been considered by the PSWG. In addition, Members of the Hub Committee were invited to a meeting with the PSWG to share their views on the working of the Hub Committee to date and their roles and responsibilities.

3. Outcomes/outputs

Survey Responses

- 3.1 The Hub Review Survey was completed and returned by 20 Members. The responses to most questions were mixed.
- 3.2 The majority of Members did however state that the size of the Hub Committee was right at the current level of 9 Members. A small minority of Members suggested a smaller or a larger group, but overall the comments reflected that the current size was right.
- 3.3 There was also a majority view in favour of all Members sitting on either the Hub Committee or an Overview and Scrutiny Committee, with the balance of 11 Members serving on both Overview and Scrutiny Committees also felt to be appropriate. This would ensure that every Member continued to have a role to play in the decision making process.

- 3.4 In respect of which Lead Members to approach, the responses were mixed. Some Members admitted that they did not know which Lead Member to approach if they had concerns, whilst others more confidently stated that if they were unsure then they could find out.
- 3.5 The question asking if Members were being kept informed by Lead Members identified one of the strongest messages that came out of the survey and a key area for further work. The majority of Members felt that they were not being kept informed by Lead Members. Interestingly, this was also the case with Hub Committee Members, who were aware that they were not informing, or being informed by, their Hub colleagues.

Political Structures Working Group and the Hub Committee

- 3.6 On 8 March 2016, Members of the Hub Committee were invited to a meeting of the Political Structures Working Group, to share their views on the working of the Hub Committee. The outcomes arising from this meeting were considered in more detail by the Working Group at further meeting held on 15 March 2016.
- 3.7 The views of the Hub Committee Members mirrored the views of the wider membership in that they too raised concerns over communication with the wider membership and also between themselves.
- 3.8 The practicalities of how best to achieve that were discussed, with ideas being raised such as utilising the Members Bulletin publication and Informal Council sessions to enable Hub Committee Members to consult with the wider membership.
- 3.9 Hub Committee Lead Members also raised concerns over their specific responsibility areas. In some cases there was still uncertainty over which Lead Member had responsibility for certain areas and it was noted that this did not help officers either. In addition, there was some duplication of work where areas were split between two Members e.g. Assets.
- 3.10 In discussion on how best to undertake their responsibilities, Hub Lead Members noted that local Ward Member engagement was a key area of support that could be utilised. They also noted a potential duplication of work, or area of confusion, with Members appointed to Outside Bodies.
- 3.11 Hub Lead Members raised the lack of a clear job description that fully set out the remit of their role as a contributing factor to the lack of clarity about the role as raised by a number of Members. In reply, officers informed that, whilst there was a role profile for Hub Committee Members (as attached at Appendix 1), this had not been re-circulated since the Member Induction in May 2015.

4. Options available and consideration of risk

- 4.1 The survey responses and discussion with Hub Committee Members raised the following issues:
- Communication with the wider membership
 - Communication between lead Hub Members
 - Need to look at redistribution of workloads
- 4.2 In respect of the number of Hub Committee Members, it was perceived that there was a risk to increasing the number of Members as it could become unmanageable.
- 4.3 Overall, the feedback on the introduction of the Hub Committee was positive, and seen as a more effective and efficient way of working than the previous Two Committee system.

5. Proposed Way Forward

- 5.1 Following consideration of the survey responses, discussion with Hub Lead Members and their own deliberations, the PSWG made the following recommendations:
- 5.1.1 That the size of the Hub Committee remains at 9 Members, with both Overview and Scrutiny Committees remaining at 11 Members each. Furthermore, the Group supports retention of the current practice whereby each of the 31 Members of the Council serve on either the Hub Committee or one of the two Overview and Scrutiny Committees;
- 5.1.2 To use Informal Council meetings to remind the wider membership about the role of Hub Committee Members;
- 5.1.3 To make more use of the Members Bulletin to update the wider membership on specific news within their portfolio area. In addition, the Working Group is of the view that each edition of the Bulletin should include the list of Hub Committee Members and their respective roles and responsibilities;
- 5.1.4 To encourage all Members to attend Hub Committee meetings, read agendas and minutes in order to gain a better understanding of the role and workings of the Hub Committee;
- 5.1.5 That the current roles and responsibilities for Hub Committee Members (as attached at Appendix 2) be retained, subject to the following amendments being made to balance workloads:
- That responsibility for Environmental Health (including Licensing) should be transferred from the lead Member for Customer First to the lead Member for Health and Wellbeing; and
 - That responsibility for Sundry Debtor Write-offs should be transferred from the lead Member for Health and Wellbeing to the lead Member for Resources and Performance.
- The Group recognises that it may be necessary to make further amendments to the list of roles and responsibilities throughout the year and it is therefore recommended that the Head of Paid Service, in consultation with the Group Leaders, be given delegated authority to make such changes;

- 5.1.6 The Group recognises that a review of the Outside Bodies appointments is being undertaken by the Partnership Task and Finish Group. Whilst not wishing to duplicate this work, the Group is of the view that Group Leaders should take account of Hub Committee Member roles and responsibilities when making their respective Outside Bodies nominations for the Annual Council meeting;
- 5.1.7 To ensure that Hub Members meet collectively or communicate as a Group to reduce the risk of duplication of workload. The Working Group also recognises that it is inevitable that, for cross-cutting issues within their areas of responsibility, Hub Committee Members will always need to work together with the relevant lead officer(s);
- 5.1.8 To continually remind all Members of the roles and responsibilities of Hub Committee Members, the latest version of the role profile for Hub Committee Members should be circulated with the Members Bulletin on a quarterly basis. Specifically on the role profile, the Group wishes to reinforce the importance of lead Members presenting reports within their areas of responsibility to meetings of the Hub Committee and Overview and Scrutiny Committees.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	In accordance with the Council Constitution, it is ultimately a decision for the Council if it wishes to make any proposed revisions to the Council's governance arrangements.
Financial	N	Since there is no appetite at this time to review Members Allowances, there are no financial implications associated with this report.
Risk	N	The proposed minor amendments to the working arrangements will ensure that the Council retains an efficient and cost effective governance structure.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	There are no equality and diversity implications associated with this report.
Safeguarding	N	There are no safeguarding implications associated with this report.
Community Safety and Crime and Disorder	N	There are no Community Safety and Crime and Disorder implications associated with this report.

Health, Safety and Wellbeing	N	There are no Health, Safety and Wellbeing implications associated with this report.
Other implications		There are no other implications associated with this report.

Supporting Information

Appendices:

- 1: Role Profile for Hub Committee Members; and
- 2: Roles and Responsibilities for Hub Committee Members (as at January 2016 meeting).

Background Papers:

Council Report and Minutes – 9 December 2014 Meeting
The Council Constitution

WEST DEVON BOROUGH COUNCIL – HUB COMMITTEE MEMBER

Role purpose: To take part in the decision making of the Hub Committee and to provide leadership as the Council's main representative and spokesperson on their area of responsibility

Main Role:

1. To make decisions within the budget and policy framework approved by Council
2. To play a key role in proposing the budget and policy framework to full Council
3. To provide leadership to the overall activities of the Council.

Key Duties:

1. to work as a team, take collective responsibility and be accountable for decisions and recommendations reached by the Hub Committee
2. to take a leadership and advocacy role among other Members
3. to keep all Members of the Council informed of their work by use of regular updates in the Members Bulletin
4. to be answerable for their area of responsibility at Overview and Scrutiny Committee meetings

Expectations:

1. Members of the Hub Committee will be expected to be knowledgeable on their area of responsibility
2. They will be expected to present reports and respond to questions at Committee related to their area of responsibility
3. Work with the relevant Executive Director or Group Manager, for the services within the area of responsibility
4. To link where appropriate with the relevant Scrutiny Committee or other relevant bodies, and support Task and Finish work related to their area of responsibility
5. To provide Member leadership on specific major projects and priorities, including major changes
6. to be the public face for issues related to the areas of responsibility where appropriate

Expected Behaviours:

1. to treat attendance at all meetings, public, briefing and private as a priority
2. to conform, fully, with the Members' Code of Conduct and IMPACT Behaviours
3. to deal with issues strategically and not parochially
4. when issues affecting their ward are discussed in a public meeting to assume the role of a non-Hub Committee Member

WORKING TOGETHER

Hub Committee Members will take responsibility for their area, lead on presenting reports and answering questions both at the Hub Committee and at the Overview and Scrutiny Committees

The Hub Committee will work to a published **Forward Plan**, so agenda items will be known in advance.

Overview and Scrutiny meetings will be timetabled for approx two weeks before Hub Committee meetings. Members will be able to request that Hub Committee Members attend to explain items on the forthcoming agenda.

In addition, the Hub Committee will be able to request that Overview and Scrutiny Members take on the role of policy development through the setting up of Task and Finish Groups

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WEST DEVON MEMBER RESPONSIBILITIES – JANUARY 2016

Member	HUB COMMITTEE PORTFOLIO HOLDER FOR
Cllr Philip Sanders	LEADER: Strategic Vision of the Council Annual Budget West Devon Our Plan Democratic Services Communications Local Authority Controlled Company T18
Cllr Bob Baldwin	DEPUTY LEADER: Policy Development Partnership Arrangements (incl. Devon Building Control Partnership)
Cllr Robert Sampson	COMMERCIAL SERVICES: Waste and recycling (including Waste Contract) Leisure Contract Car Parks – serviced delivery
Cllr Robert Oxborough	ECONOMY: Business Development Capital Programme Business Voice LEP
Cllr Mike Benson	ENVIRONMENT: Grounds Maintenance Toilets Cleansing Building Maintenance Assets AONB Public Realm including Dog Fouling
Cllr Jeff Moody	CUSTOMER FIRST: Customer contact Channel Shift Localities Development Management S 106's Environmental Health (including Licensing)

<p>Cllr Lois Samuel</p>	<p>HEALTH AND WELL BEING: Housing DFG's Write offs Homelessness Benefits Council Tax</p>
<p>Cllr Bill Cann OBE</p>	<p>RESOURCES AND PERFORMANCE: IT HR Finance (excluding Annual Budget Setting process) Legal Policy Performance Complaints Data Protection and FOI's</p>
<p>Cllr Graham Parker</p>	<p>STRATEGIC PLANNING AND HOUSING: Strategic Housing Local Strategic Plan Neighbourhood plans</p>

Agenda Item 13

At a Meeting of the **OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **15th** day of **MARCH 2016** at **2.00 pm**.

Present:

Cllr D W Cloke – Vice-Chairman
Cllr R Cheadle
Cllr A F Leech
Cllr A Roberts
Cllr L Watts

Cllr N Jory
Cllr T G Pearce
Cllr J Sheldon

Head of Paid Service
Support Services Specialist Manager
Environmental Health COP Lead
Place and Strategy – Lead Specialist
Senior Specialist – Democratic Services

Also in Attendance:

Cllrs R E Baldwin, G Parker, R F D Sampson,
L Samuel, P R Sanders and J Yelland

***O&S(E) 27 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs K Ball, P J Ridgers and B Stephens

***O&S(E) 28 CONFIRMATION OF MINUTES**

The minutes of the Meeting held on 17 November 2015 were confirmed and signed by the Chairman as a correct record.

***O&S(E) 29 DECLARATIONS OF INTEREST**

Members and officers were asked to declare any interests in the items of business to be considered during the course of this meeting, but there were none made.

***O&S(E) 30 PUBLIC FORUM**

The Chairman informed that there had been no issues raised for this meeting in accordance with the Public Forum.

***O&S(E) 31 HUB COMMITTEE FORWARD PLAN**

The most recently published Hub Committee Forward Plan was presented for consideration. In introducing the Plan, the Chairman informed those present that the 'Income Generation Opportunities / Business Development Update' report, that was to be presented to the next Hub Committee meeting on 22 March 2016, was to be published under exempt cover.

O&S(E) 32 OUR PLAN REVIEW

The Committee was presented with a report that recommended the adoption and publication of the West Devon Our Plan for the 2016/17 Financial Year.

In introducing the item, the Leader advised that the Plan would evolve and proceeded to emphasise the importance of the following statement in the draft Plan:

'Our Plan itself will need to flex and may require subsequent review – not least as the Local Plan progresses and reaches a stage when it is adopted and establishes the plan led basis to housing and employment development.'

In the ensuing discussion, reference was made to:-

- (a) the reliance on external factors which could be detrimental to the local economy. Whilst it was recognised that commercial decisions were often made that were outside the control of the local authority, there was still a general acceptance of the need for the Council to try and stimulate the local economy;
- (b) the last round of consultation responses. It was confirmed that, following the most recent consultation exercise, 164 responses had been received that had generated a total of over 1,000 separate comments. These comments were now available on the Council website and were currently being evaluated by officers. The Panel noted that it was then intended that these would be referred to in the next version of the Local Plan presented to Members;
- (c) the draft Collaboration Agreement. The Leader informed that the draft Agreement (to establish the operation of the Joint Local Plan) was currently being reviewed and it was hoped that it would be signed by all partner authorities within the next few weeks;
- (d) the importance of qualitative measures. Members recognised the importance of both qualitative and quantitative measures being included in the Action Plan;
- (e) the establishment of the proposed WD/SH Economic Development Member Working Group. If ultimately approved by Council, it was envisaged that the Group would also be best placed to agree the key measures for the Delivery Plan;
- (f) neighbourhood planning groups. Officers recognised the difficulties and pressures facing these groups, particularly until the Joint Local Plan had progressed to the next stages.

It was then:

RECOMMENDED

That the Hub Committee **RECOMMEND** to the Council that:

1. the progress on the 2015/16 Our Plan: Annual Activity Programme (appendix 1 of the presented agenda report refers) be noted;

2. the West Devon Our Plan (as outlined at appendix 2 of the presented agenda report) be adopted and published for the 2016/17 Financial Year as a document that:-
 - recognises West Devon Our Plan as the single comprehensive Council Plan;
 - restates the Council's Corporate Vision and Objectives;
 - establishes the common basis for the Council's Financial Plan, Asset Management Plan, Local Plan and all other Plans and Strategies;
 - establishes priorities for delivery, including a delivery plan commencing in 2016/17 (appendix 4 of the presented agenda report refers);
 - establishes mechanisms for delivery;
 - establishes engagement, monitoring and review procedures;
 - provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation.

Subject to any amendments, which are to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee Lead Member for Strategic Planning.
3. a joint WD/SH Member Working Group be established to agree the scope and details of the economic development work; and
4. further work be undertaken to identify *Key Measures* for the 8 Our Plan themes that are clear expressions of the Councils intentions and which can be measured and readily promoted. Agreement of these to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee lead Member for Strategic Planning.

***O&S(E) 33 HEALTH AND WELLBEING (LEISURE) PROCUREMENT UPDATE**

A report was presented that provided a further update to the Committee on the Health and Wellbeing (Leisure) procurement exercise. This update was in response to a Committee request at its last meeting on 17 November 2015 (Minute *O&S(E) 23 refers).

In his introduction, the lead Hub Committee Member advised the Committee that:

- it was intended that a series of informal Member Briefings on the procurement exercise were to be arranged during late April and May 2016;
- the shortlist of bidders was to be selected at the joint SH/WD Board meeting to be held during the week commencing 21 March 2016;
- he was suggesting that it would be appropriate for a further update report to be considered at the next scheduled Committee meeting. Members confirmed their support for this proposal.

It was then:

RESOLVED

1. That the progress of the procurement for Health and Wellbeing (Leisure) Services be noted; and
2. That a further update be presented to the first Committee meeting in the 2016/17 Municipal Year.

***O&S(E) 34 UPDATE ON HEALTH AND WELLBEING WORK**

The Committee considered a report that presented the annual update on Health and Wellbeing.

In discussion, reference was made to:-

- (a) the Social Prescribing project. In providing more details, officers confirmed that it was proposed that one GP surgery in the West Devon area would be used for this project. Whilst a decision on the location of the surgery was still to be confirmed, Members hoped that the decision would be made based upon local need;
- (b) the Big Community Switch project. A Member expressed the view that the link between switching energy provider and Health and Wellbeing was rather tenuous. In reply, officers advised that the allocation had been made in line with the strict criteria imposed by Devon County Council (DCC). Some Members requested further information relating to this project and officers committed to sending this on to the Committee. As a general point, some Members emphasised the importance of encouraging residents to switch energy provider and felt that this needed to be communicated accordingly;
- (c) the impact of the loss of DCC funding. In recognising the role that this funding played in enabling these projects to be delivered, officers also highlighted the wider work being undertaken that was aligned to the Health and Wellbeing agenda (e.g. the Leisure review). As a consequence, officers were confident that Health and Wellbeing was not necessarily solely a funding-led theme.

It was then:

RESOLVED

1. That the update be received and it be recognised that Members have had the opportunity to comment on the work carried out by the Council and its partners in the area of Public Health and Wellbeing;
2. That the establishment of a Public Health Working Group be supported, with its remit being to identify and deliver actions under the Health and Wellbeing theme of the Our Plan Delivery Plan.

***O&S(E) 35 TASK AND FINISH GROUP UPDATES**

(a) DCH Review Proposal

As an update, Members were advised that investigations into the merits of this proposal were still ongoing.

(b) Partnership Review

The Deputy Leader introduced this update and highlighted that:

- two joint meetings had been held to date, with a third (and hopefully final) meeting to be held on Wednesday, 16 March 2016;
- the number of Council Partnerships was extensive. In making this point, Members recognised the work being undertaken by the lead officers and therefore wished to put on record their gratitude;
- debate had taken place to define the Council's partnerships that were deemed 'significant'. The group had concluded that a significant partnership should be defined by one of the following criteria:
 - o being in receipt of a financial contribution from the Council amounting to at least £10,000 per annum; or
 - o taking up more than four days of officer time each calendar month.
- there had been a recognition of the need to reinforce the role of a Member appointed to serve on an Outside Body;
- the Group had given a clear steer of the need for the current Policy to be refreshed and the supporting guidance notes shortened;
- the importance of value for money provision had been a common thread throughout the Group's deliberations to date. In accepting this point, a non-Group Member did also wish to highlight that the reputation of the Council and community goodwill were equally important considerations; and
- it would be prudent for a letter to be sent to all partners advising them that there was potential future changes imminent to their funding arrangements.

***O&S(E) 36 DECISIONS LOG**

The latest version of the Decisions Log was considered and welcomed by the Committee.

In discussion, reference was made to:-

- (a) the significance of 'Our Plan'. In light of its importance, the Committee felt that 'Our Plan' should be a standing agenda item for the foreseeable future;
- (b) the lack of a response from NHS representatives. Officers assured the Committee that this matter would not be lost sight of and they would look at alternative methods of ensuring representatives were in attendance at a future Committee meeting.

Some Members proceeded to express their disappointment that the closure of the Ockment Centre, Okehampton had not been considered at a recent meeting between senior officers, the Leader and Mel Stride MP. However, it was agreed that the high level briefing notes that had been included on the agenda would be circulated with a future edition of the Members' Bulletin.

As the debate continued, the Leader felt it to be very unfortunate that a misleading article had recently appeared in the local press that had wrongly stated that a Council meeting had been held with Mr Stride. As a consequence, the Leader confirmed that he would speak to the Communications Team to look at the most appropriate means of rectifying this inaccuracy.

It was then:

RESOLVED

That the published Decisions Log be noted.

(The meeting terminated at 3.30 pm)

Chairman

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